

EXPATRIATE STAFF CONTINGENCY PLANNING

Expatriate staff may be more at risk during situations of uncertainty due to unfamiliarity with the local security environment.

Contingency planning is essential prior to predicted periods of uncertainty. The following advice is prepared based upon a worst case scenario where movement becomes dangerous due to increasing insecurity, communications become difficult or impossible, normal trading has ceased and the civil authority is under significant pressure in dealing with lawless situations.

EXPAT PREPARATION	
Stand Fast Plan	A plan for expat staff to remain at home. This will include personal preparation.
Withdrawal Plan	A plan for all expats to withdraw to one, more secure, location.
Hibernation Plan	A plan to for securing all expats in a single secure location.
Additional Security Plan	A plan for additional security to be applied at a single secure location.
Scheduled Flight Options	Examine scheduled flight options to identify the best routes for possible evacuation.
Chartered Aircraft Options	Examine chartered aircraft options to identify the best routes for possible evacuation.
Routes to Airport	Plan and confirm at least two routes to the airport.
Passports	Ensure passports are stored in a safe place. Copies of passports and visas should be carried.
Embassy Registration	Ensure all expats are registered with their respective Embassy.
Embassy Contact Details	Ensure all expats have telephone contact details for their respective Embassy.
Contingency Plan for Pets	Expats to make a plan for pets in the event evacuation may be required.

For further advice please contact the WS Insight Advisory team.