



Security & Emergency Risk Assessment

Threats to Safety

Analyze the biggest hazards and threat actors to the security of to your organization. Below are examples to help you think about your organization and country situation. This list is not exhaustive. Not all threats carry the same impact or probability thus the risk varies. Similarly, not all threats will impact all groups within your organization the same.

Use either the Probability x Impact Chart or Formula to score each threat’s risk of occurrence. Make sure you think about how it might be relevant to each group within your organization: participants, local staff, international staff, home office, donors, volunteers, etc. Circle or write-in beside each general threat, the specific ones that most threaten the safety and security of your organization. You may also want to note who within the organization will be most impacted. Afterwards, go back through the risk scores and circle or highlight the highest risk scores so that you address them first in creating controls or planning for them in the Security or Emergency Plan.

	Risk Score
Epidemic (affecting)	
People: ebola, hemorrhagic fever, zika, cholera, HIV, malaria, dengue fever, typhoid, river blindness, yellow fever, STIs, other: _____	_____
Animals: rabies, avian flu, hoof & mouth, measles, other: _____	_____
Plant: blight, infestation, other: _____	_____
Gangs & Mafia (_____, _____, _____)	_____
Human Trafficking (labor, sex, organ, other: _____)	_____
Militias & Armed Groups (_____, _____, _____)	_____
Drug & Weapons Dealers	_____
Thieves & Hackers (pickpocketing, scams, hijacking, mugging, kidnapping, robbery, malware, computer virus, other: _____)	_____



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Corruption (local & national governmental bodies and representatives, other: _____)	_____
Civil Unrest (strikes, rioting, disputed elections, gang warfare, other: _____)	_____
Economic Collapse (inflation, embargoes, funds transfers, bank runs, other: _____)	_____
Natural Disaster (earthquake, drought, hurricane, tsunami, flood, tornado, volcanic eruption, mud slide, other: _____)	_____
Environmental Hazards (water, holes, poisonous plants, other: _____)	_____
Wild Animals (_____, _____, _____)	_____
Sharp Implements & Weapons (machetes, saws, hoes, blades, knives, guns, other: _____)	_____
Hazardous Materials (gas/petrol, oil, kerosene/paraffin, chemicals, medicines, matches, other: _____)	_____
Fire (wild fire, cooking, electrical, controlled burn, garbage, other: _____)	_____
Other: _____	_____



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You need to come up with a security protocol for what to do when an emergency happens. The risk scores should help you prioritize what your organization's biggest risks are and should be balanced by thinking about the impact each has. You cannot, nor would you want to, have a very specific security plan for EVERY possible situation. You want a basic plan with contact tree and decision-making assistance to guide you. Run a few scenarios to test your protocol and practice thinking about how to handle an emergency situation. Think about how it impacts children, staff (local & foreign), community, the organization's mission, and volunteers. Some recommended scenarios for testing and planning:

- Car accident (highly likely and potential for high impact to organization if there is a death or major injury)
- Death of a volunteer, staff member, or child during an organization program
- Natural disaster or Civil unrest
- Highest rated threat (risk and impact) from worksheet above

Here are some questions to ask when creating an emergency/security protocol:

- Do you have up-to-date emergency numbers easily available?** (embassies –almost always a first call for help, hospitals, partners, allies/similar groups in the area, etc.) Who are your natural allies and partners that could work with you during an emergency?
- Who should those on-site call – point of contact (POC)? When should they call? What is the reporting chain?** Your organization does not want too many people giving directions, asking questions, distracting, etc. Make a streamlined process of decision-making and disseminating information. Designate one POC at the site of the incident and one POC at headquarters or the main. You want to have a trigger or level of severity for a staff member to know to activate emergency protocol.
- How are you keeping people, especially children, safe?** This includes both those not directly involved and possibly sick or injured, as well as those who were not involved. Who is immediately at risk and who will be at secondary risk? Do you have an assembly point or check in method?
- Do you have an enough cash on hand or resources in reserve in the case of an emergency?** Extra cash, food, gasoline, and medical supplies should be stockpiled before an election or predicted weather event in case of the banking or physical infrastructure suffers disruption. What sort of emergency kits should you have and where should they be located? Build kits to match the most likely threat situations and the particular context for your organization (ex- food, light, medical kit, power supply/fuel, communication, water filter, multi-tool, etc.)



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- ❑ **What situations might this one initial incident trigger?** (ex. Natural disaster could shut down banks or cause civil unrest, etc.)
- ❑ **What is your plan for handling the press, public, and donors?** Your organization needs to be open and transparent while also cautious about sharing too much information too soon. It is important to consider how the information shared might affect an on-going situation, both positively and negatively. Create a decision hierarchy and locate possible public relations resources ahead of time to assist when you have a specific incident.
- ❑ **How will the emergency protocol be practiced and remembered so that when an emergency happens, people know what to do, where to go, or how to find the protocol?** A protocol is only useful if it is available and can be followed!