

Fijian Embassy Evacuation Contingency Plan

Evacuation Overview

All Points of Contacts (POCs) will be appraised with a copy of this Contingency Plan (CP) in order to facilitate a safe and efficient evacuation or relocation.

POCs must use good judgment in recognizing security situations that may necessitate the engaging of the evacuation plan. This Evacuation Contingency Plan will be activated once being confirmed by the hosting nation or other reliable sources on life threatening activities and situations under the AOPs.

There are four distinct phases of the evacuation process. A situation can deteriorate so quickly that you may start from a middle phase.

Evacuation Phases

Phase One – Pre-planning. Operations are normal during this phase with normal preparedness with periodic rehearsals of the evacuation CP. POC's, in liaison with the Embassy, must monitor the security situation closely, especially in high risk AOPs.

Phase Two – Alert Stage. Mounting tensions in the AOPs may lead the Embassy to proceed giving warnings to the POCs, and to start advising to limit operations and movement of Fijians. Close monitoring and advices are critical.

Phase three – Limitation of Operations/Relocation. The security situation may have deteriorated to a level that is unsafe for free movements or may require swift evacuation. All Fijians should be contacted by the POCs and the RVA is prepared through contacts. If necessary, movements can start to RVAs.

Phase Four – Evacuation. The final evacuation may be done in several stages according to POC's advice on their situation. Accurate advices are necessary. Roll calls for all Fijians, based on Database data

Please note that once the decision to evacuate has been made, all staffs and Fijians must follow instructions.

Evacuation

Phase One – Pre-planning

Local Medias have indicated threats to the UAE and the security situation can deteriorate rapidly without warning. Actions at this stage should include;

- Coordinate plans with Embassies and other NGO's in the AOP's as appropriate
- Identify documents necessary to move along to the RVA for each families
- List essential staffs and non-essential staffs-those who should be immediately evacuated and those that can remain till the last warning call. Essential staffs are those that can help the POCs in the coordination of final movements
- Identify RVA's and potential routes-even to the neighboring countries?
- If there are identified safe houses-food stock to last at least 15 days to be readily available
- Need for proper clothing? Fuel, generator, torch, matches and emergency kits?
- An aerial map of the RVA area and escape routes?

Phase Two – Alert Stage

The inventory list checked at this stage as there will be no time to 'catch-up'. Close monitoring of situations are critical at this stage so, liaisons with the Embassy is critical! As much as possible, normal routine work should continue.

- Communication systems network finalized
- Ensure transports are available
- Families should collect important documents in case there are imminent indicators that there's 'no point of return' after evacuating.
- Transportations are checked and drivers chosen
- Passports, driver's license and other ID's are to be kept close
- Maintain bank details-take extra cash
- Essential clothing

Phase Three - Limitation of Operations/Relocation

All POCs should have contacted all Fijians in their AOPs by now to ensure that none are left behind. Potential evacuees may be relocated to the RVAs. POCs should contact Fijians in the very remote areas to move into the main Centre's. Non-essential members may be evacuated.

Tasks at this stage can take days/weeks or even hours and these include;

- Liaise closely with other Embassies and NGO's

- Cash should be on hand now!
- POCs to keep a close tab with essential staffs who can assist quickly and the Fijian Embassy
- All items in Phase Two are readily available for the move

Phase Four – Evacuation

All Fijians should be relocated to the RVAs and under no circumstance should anyone be compelled to remain in AOPs. Once evacuation order is given, it takes precedence over all other issues pertaining to work and properties!

Considerations may include:

- If there is a risk of thefts in houses, dismantle all communication lines at home
- Ensure that all communication means are fully charged
- Evacuate by the safest means to the RVAs
- All POCs and assistants to do final roll calls

No one should be allowed to re-enter the vacated zone or normal working area!

SPECIAL CONSIDERATIONS FOR EVACUATION

Self-evacuation-Fijians working in very remote areas should exercise good judgment on their safety. These Four Phases of security alerts should also involve these Fijians so they are acquainted and prepared in the same manner, but alone.

Evacuation refusal-Fijians who are ordered to evacuate, and who refuse, must understand that they are staying behind at their own risk and the POC's or the Fijian Embassy will not accept responsibility for their safety. Wherever possible, their decision to remain should be discussed at Phase One of the evacuation phases, pre-planning. The Embassy should be informed of this instance as soon as practicably possible.

Alternate evacuation methods-The Fijian Embassy may sign in another agency's evacuation plan where necessary. Such arrangement may be the safest method and most effective method for evacuation. Fijians taking an alternative evacuation plan should still inform the POCs and the Fijian Embassy for safety reasons.

Embassy Evacuation-All Fijians must register themselves with the Fijian Embassy upon arrival and will therefore, participate on the Embassy's evacuation plan except for reasons mentioned in the preceding paragraph.

Internal evacuation plan-An 'internal evacuation plan' should be adopted in AOPs that should give clear line of authority and detailed responsibilities in close liaison with the Fijian Embassy.

Return to AOPs-This may occur when the security situation subsides to normal only after the clear instruction from the Fijian Embassy is given. The Fijian Embassy will give instructions after the clear sign through diplomatic channels are adhered to.

Social effects of Evacuation

An evacuation is not an easy feat for those that will go through the evacuation and those that prefer to stay behind. It is a very emotional event that affects families, workmates, and gives rise to frustrations and hurt. Evacuation can also be frustrated through individuals who wish to remain steadfast in spite of coercing from those individuals selected to assist in AOPs.

In as much as possible, clear directives must be furnished to everyone and should not therefore be in some group's favor only.

This evacuation plan will be reviewed periodically to suit any emergency situation.
