

## **INTRODUCTION AND PURPOSE**

The term “emergency evacuation” in this plan describes the need to evacuate all Diplomatic Agents and Family members from the high risk areas or other environment that deemed life threatening to Embassy Staff. This plan will be executed if mounting terrorist activities, armed conflicts, and life threatening situations arises, insurgencies or uprisings, nuclear Attack, and other civil disorders or a sudden natural disaster occurs in the UAE, making it deemed necessary to evacuate Fijians to a safe zone as recommended by the host country or an environment designated by the Ministry of Foreign Affairs HQ, Suva, Fiji.

The purpose of this plan is to describe the immediate actions to be taken should an emergency evacuation become necessary for the Embassy Staff and Fijian Nationals living in the United Arab Emirates.

The most important issue should this plan be required address is the safe evacuation of all Fijians from the Embassy and nationals within the UAE. Evacuation will be considered as the last resort after every effort to resolve or lessen the potential danger to human life is inappropriate.

Normal provision and coordination of Embassy functions are critical to the safety and wellbeing of Embassy Staff and other nationals living in the UAE. This contingency plan establishes comprehensive procedures to eliminate and minimize casualties when disaster strikes causing disturbances to normal daily operations.

One of the goals of this Evacuation Contingency Plan is to establish procedures and mechanisms that prevents the Embassy from overlooking proper procedures and protocols during evacuations

The nature of extraordinary disruptions can create confusion, and often execute ineffective and inefficient practices. In order to maintain a normal level of efficiency, it is important to decrease real-time process engineering by documenting notification and activation guidelines and procedures, recovery guidelines and procedures, and reconstitution guidelines and procedures prior to the occurrence of a disruption. During the notification/activation phase, appropriate personnel are apprised of current conditions and damage assessment begins. During the recovery phase, appropriate personnel take a course of action to recover the normal operations of the Embassy. In the final, reconstitution phase, actions are taken to restore the Embassy functions operational capabilities to normal operations.

## 1.0 Applicable Laws and Regulations

The following laws and regulations are applicable to contingency planning:

- Vienna Convention on Diplomatic Relation 1961
- Vienna Convention on Consular Relation 1963

## 2.0 CONCEPT OF OPERATIONS

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.

### 2.1 Points of Contacts (POCs);

#### 1. Dubai Community

Mr. Shalendra Maharaj - (+971) 50 227 1208

Mr. Timoci Qaranivalu - (+971) 50 115 3412

Mr. Jale Qica - (+971) 50 103 3121

#### 2. Al Ain Community

Mr. Timoci Camaivuna - (+971) 55 839 8314

Mr. Simione Racolo - (+971) 55 914 7792

#### 3. Abu Dhabi Community

Mr. Salen Sagar - (+971) 56 705 5492

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

### 2.2 Initial Actions for each Fijian

When notified that an evacuation is required (either through an internal Emirate situation or national situation or a directive from the Embassy, Point of Contacts (POC's) must immediately informs all its members or Fijians within their Area of Operation (AOPs). Nationals should not be permitted to leave the Emirate or the UAE without consulting their POCs.

### 2.3 Initial Actions for Coordinators

When notified that an evacuation is required (either through a nation's directive or at the Ambassador's discretion, POCs will ensure that their specific areas of responsibility have been evacuated by assisting the other

Fijians in that said area. If possible, the POCs will designate a Fijian national to lead the others out of the danger zone to a designated rendezvous area. The POC and his aide will be the last to leave his AOP after ensuring that everyone else is safe. The Embassy will coordinate together with each POC's the next Plan of Action (POA).

#### **2.4 Rendezvous Area (RVA)**

The designated RVA for each POC's AOPs would be the nearest Police Station. When the Fijians have been evacuated, they should be directed to head to the nearest Police Station and await further instructions. The RVA for the Abu Dhabi area would be the Fiji Embassy, Ambassador, Counselor and First Secretary's residences. POCs should designate another Fijian to lead others to the Police Station. Once everyone has been evacuated from the danger zone and as many as are possible have reached the RVA, the POCs will attempt to determine if all Fijians in his AOP are accounted for. The Fijians are to remain in the RVA to await further direction. If re-entry into their normal residence is possible, the POCs will be advised to activate the re-entry Contingency Plan.

Otherwise, all POCs will be instructed to keep Fijians grouped together as much as is possible while the POCs coordinate with the Fijian Embassy.

#### **2.5 Evacuation Plans**

The Fijian Embassy will coordinate with the POCs on the next POA as soon as practicably possible. It is the responsibility of each POC's that all Fijians are accounted for and reports of their safety are immediately conveyed to the Embassy. The next POA will be determined when all are accounted for by the POCs.

#### **2.6 Recovery Processes**

This action item is activated on every emergency evacuation event to re-establish and re-instate the Embassy functions and Communication Protocols with HQ and the Host Country Control Centre (CC).

### **3.0 EVACUATION PHASES**

#### **3.1 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.

### 3.2 Phase Two – Activation and Notification.

Mounting tensions in the AOPs may lead the Embassy to precede giving warnings to the POCs, and to start advising to limit operations and movement of Fijians. Close monitoring and advices are critical.

### 3.3 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.

### 3.4 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

It is important to note that once the decision to evacuate has been made, all staffs and Fijians must follow and comply with evacuation instructions from POCs.

**In any event of hostilities:** Nationals are advice to stay away from crowded areas, minimise movement as little as possible, particularly after dark, and stay away from unfamiliar environment.

## 4.0 EVACUATION STRATEGIES

### 4.1 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-essentials 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?

## 4.2 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 and Medical supplies
- Maintain an operational Short Wave Radio for flash news broadcasts

## 4.3 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

## 4.4 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 unless and until authorized by CPD