



General safety procedure in a degraded climate

Definition of a degraded climate:

The expression "degraded climate" refers (initially in military language, then in health and/or economic crisis preparation) to situations where all or part of an organised entity (army, company, system, government, etc.) must (or should) operate without their usual human and material resources, in the case, for example, of a war, an attack, or a major technological or natural disaster, a major health alert, or an economic or social situation that does not allow normal operation to be ensured, and which implies a strain on security.

To react in the best possible way and return to a normal or "restored" situation as quickly as possible, vital players are generally invited to prepare to operate in "degraded mode", for example and in particular within the framework of continuity plans.

Operating in degraded mode means trying to provide the service deemed essential, while lacking human resources and/or complete or reliable or regular resources in terms of energy (including electricity), transport, telecommunications, but also putting in place the right measures to guarantee to the best of our means the security and safety of our staff and facilities.

Course of action:

The Regional and Sub-Regional Representatives are responsible, in their respective areas of competence, for the safety and security of the staff and facilities over which they have authority. They are in charge of informing themselves of potential risks that could lead to a deteriorated climate and informing the relevant WOAH Departments (Human Resources, General Services and General Directorate) in order to transmit appropriate instructions as soon as possible to the regional staff concerned in order to guarantee their safety.

1- After consultation with the relevant departments at WOAH Headquarters, the degraded climate mode is declared.

2- The Regional and Sub-Regional Representatives must contact all of their staff without delay and by any means in order to inform them of the situation, list the geographical positions of each person and inform them of the risk incurred.

To this end, the staff list should be kept up to date at all times and should include addresses, telephone numbers, e-mails and contacts of relatives. Personal data is protected and intended only for authorised persons for use within the scope of this procedure. This information should be provided to WOAH Human Resources.

Prior to this, each staff member must declare himself/herself to his/her Embassy of reference as soon as he/she takes up his/her duties in order to benefit from its assistance and recommendations, if necessary.

3- The Regional or Sub-Regional Representative contacts the national authorities and keeps a permanent watch on the security situation in order to inform his / her staff and the relevant departments at WOAH Headquarters.



4- Teleworking becomes the rule. All agents must go without delay to their declared teleworking location and, if the security situation does not allow it, immediately declare the address from which they will telework.

NB: In exceptional circumstances, the reference Embassies may request to regroup in a secure location. Should this be the case, the address of this location should be reported immediately to WOAHA Human Resources.

5- Daily contact by the Regional and Sub-Regional Representative is mandatory in order to know the situation of each person. A daily report is sent to the relevant departments at WOAHA Headquarters.

6- Business trips are suspended; personal outings must be limited to what is strictly necessary and are subject to prior information gathering in order to know the risks involved and to anticipate them.

This procedure should be maintained until the degraded climate mode is lifted.

If the situation were to become unsustainable, each Agent should contact his/her reference Embassy for assistance and recommendations. Each Agent should then inform the Regional or Sub-Regional Representative of the instructions given by his/her Embassy and declare him/herself to be taken care of.

Some good practices:

- Have the contact details of the police station in the area where you live and work.
- Have several days' supply of essential foodstuffs at home.
- If you are undergoing any treatment, have the prescription and medication with you at all times.
- Carry identification and a business card at all times.
- Have the emergency numbers of your reference Embassy pre-recorded on your mobile. Having the phone numbers of the Representative (mandatory) and colleagues (on a voluntary basis) is also highly recommended.
- Limit travel as much as possible; in case of forced travel, establish in advance a main and a secondary itinerary according to the known risks.
- Inform a relative of your movements and, if necessary, the Regional or Sub-Regional Representative.
- Activate GPS location on the WOAHA/CHUBB Travel smart applicationⁱ.
- Activate the notifications of your country of assignment on the WOAHA/CHUBB Travel smart application.

ⁱ Mobile app available for download on Google Play Store (Android) and App Store (Apple iOS). Once the application has been downloaded, use the police number: FR32010836.