

## ORGANISATION PROTECTION PLAN FORMAT 2 EXAMPLE

See a different example here of an [Organisation Plan Format Example 1](#)

Heading	Examples of Possible Content	Notes
Organisation's mission	Eg "We provide free legal assistance for people who can't afford lawyers"	This should be short and concise; staff should be able to repeat it quickly (eg at a road block)
Organisation's statement on security	<ul style="list-style-type: none"> <li>• Staff may refuse assignments if they assess them as too dangerous (without disadvantaging themselves)</li> </ul>	
General statement on security	<ul style="list-style-type: none"> <li>• Security is not just about obeying procedures, but about always practising situational awareness and common sense</li> <li>• Security is for everyone – if one person neglects one area, it can put the whole organisation at risk</li> </ul>	
Key roles and responsibilities	<ul style="list-style-type: none"> <li>• Person who is overall responsible for security</li> <li>• Duties of other staff, including planning and evaluation, insurance, implementation.</li> <li>• Individual responsibilities: following rules and procedures; reducing risks, communicating security incidents, safety in personal life</li> </ul>	Job titles are better than names – they tend not to change
Crisis Management Plan	<ul style="list-style-type: none"> <li>• Definitions of types of emergency that brings this Plan into action</li> <li>• Roles and responsibilities, including: setting up a Crisis Committee, communicating with staff, with relatives, with authorities, with the media, with donors, etc.</li> </ul>	For unanticipated emergencies
Security Policies and procedures	<ul style="list-style-type: none"> <li>• Office security</li> <li>• Home security</li> <li>• Dealing with clients, witnesses etc</li> <li>• Computer and phone security</li> <li>• Information management and storage</li> <li>• Going on field trips</li> <li>• Vehicle maintenance and use</li> <li>• Avoiding attack (theft, assault, including sexual assault)</li> <li>• Dealing with cash</li> <li>• Dealing with the media</li> <li>• Dealing with the authorities</li> <li>• Stress reduction in the organisation</li> </ul>	The contents will relate to your context. Some of the policies and procedures will overlap; repeating the procedures is better than complicated cross-referencing
Contingency Plans	<ul style="list-style-type: none"> <li>• Detention / Arrest / abduction / death</li> <li>• Assault, including sexual assault</li> <li>• In the event of a coup</li> </ul>	These are 'what to do if...' plans. The ones you need depend on your context and the risks you face.

See: *Workbook on Security: Practical Steps for Human Rights Defenders at Risk*, [Chapter 5](#), p 59