

CARE International

SAFETY & SECURITY

H A N D B O O K



CARE International SAFETY & SECURITY HANDBOOK

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ACKNOWLEDGEMENTS

This handbook is a composite of original work from the authors and CARE staff and input from a variety of sources including WVI “Safety Awareness for Aid Workers,” ICRC “Staying Alive,” and the UN “Security Awareness Aide-memoire.” CARE wishes to thank World Vision International, the International Committee of the Red Cross, and the United Nations Security Coordination Office for their kind permission to incorporate information from their publications into this handbook.

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NOTICE

This handbook is designed to assist in improving the safety and security of CARE staff worldwide. Be sure to read it carefully and understand its contents.

Obviously no handbook will provide guidelines for every situation, nor should any single manual be relied upon as the sole source of safety and security information. This handbook provides general precautions and procedures applicable to most situations. Staff members should consult their Country Office's specific safety and security guidelines for their area. The procedures in this handbook are suggestions based on sound practice but each situation is different, and staff members must always use their own training and judgement to determine what course of action is best for them.

Please remember that each staff member has a duty to address issues of safety and security — proactively and flexibly — at all times.

This handbook will be reviewed and updated as necessary. Feedback and suggestions for changes to the handbook should be forwarded to the CARE USA Protection and Security Unit (PSU).

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“CARE International affirms that the safety and security of every staff member is a primary concern.”

***Guy Tousignant,
Secretary General
CARE International 1999***

This is the premise upon which the CARE Safety and Security Handbook is written.

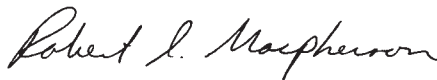
CARE has increasingly grappled with the reality that the men and women of this organization are often placed at personal risk due to the nature and character of our work. The rules for safety and security have changed and so have the measures aid organizations must take to ensure the safety of their workers. No longer can aid workers rely on the perception of “good people doing good work” as their only protection.

This handbook assembles the best available information on how to work safely in today’s humanitarian aid environment into a single source formatted for use in the field, where it is most needed. But the key to an effective safety and security program is an individual and collective sense of awareness and responsibility. Security is not simply a collection of policies or list of rules. Each individual is ultimately responsible for his or her own safety and security. We are also responsible for each other. It is essential that each individual act in a manner that does not increase risk to CARE staff or other members of the aid community.

Creating a safe work environment requires careful planning and organizational commitment. Policies must be implemented (Chapter 1). Assessments are needed to determine the level of risk and the appropriate security strategy (Chapter 2). Fundamental safety and security preparations and procedures must be put in place to help prevent incidents or minimize the effect of those that do occur (Chapter 3). And guidelines for personal safety and security (Chapters 4-7) are needed to provide a framework for individual action and response and to increase confidence and awareness.

This handbook is NOT the definitive answer to every problem or situation. The hope is that by conscientiously applying these guidelines and procedures CARE staff can minimize risk, and safely and effectively carry out CARE’s critical work.

Take care,



Bob Macpherson
Director, CARE USA Protection and Security Unit