C O N T I N G E N C Y P L A N

AS OF ______________________
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I. COUNTRY PROFILE

A. MAPS

*What maps of the host country are available?*
  - General geographic maps, road maps, city maps, demographic maps

B. Host Country Profile

*What are the key geographic features that hinder/facilitate movement?*

*What are the weather patterns that hinder/facilitate movement?*

*What are the recent political, military, economic, demographic developments that might constitute a probable threat?*

C. Neighbouring Countries

*A short profile of neighboring countries is needed for border crossing.*
II. MIGRANT COMMUNITY

A. Profile of citizens in host country

What is the profile of the citizens?
Are there citizens requiring special attention (prisoners, physically or mentally challenged, pregnant, non-ambulatory, etc.)?

The total number of __________________ citizens in __________________

(Country of Origin) (Host Country)

is _______________, broken down as follows:

<table>
<thead>
<tr>
<th>Gender</th>
<th>Count</th>
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<tbody>
<tr>
<td>Male</td>
<td></td>
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<tr>
<td>Female</td>
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<table>
<thead>
<tr>
<th>Status</th>
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<tbody>
<tr>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Irregular</td>
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<table>
<thead>
<tr>
<th>Occupation</th>
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<table>
<thead>
<tr>
<th>Family status</th>
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<tbody>
<tr>
<td>Living alone</td>
<td></td>
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<tr>
<td>Living with family</td>
<td></td>
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<tr>
<td>(Married to Host Country Nationals and with family)</td>
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<table>
<thead>
<tr>
<th>Age</th>
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<td>0-5</td>
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<td>6-18</td>
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<td>18 – 55</td>
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<td>55 +</td>
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<table>
<thead>
<tr>
<th>Special Circumstances</th>
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<tbody>
<tr>
<td>Prisoners</td>
<td></td>
</tr>
<tr>
<td>Mentally-challenged</td>
<td></td>
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<tr>
<td>Physically-challenged</td>
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<tr>
<td>Pregnant</td>
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</table>
B. Zoning Plan

<table>
<thead>
<tr>
<th>ZONE</th>
<th>AREA COVERED</th>
<th>PERSON IN CHARGE</th>
<th>NUMBER OF MIGRANTS</th>
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</table>
III. SITUATION ANALYSIS

What are the threats?
What are the particular risks to migrants?
How fast is the threat developing?
What are government measures to eliminate or mitigate the threat?
What are regional/international initiatives to eliminate or mitigate the threat?

A. RISK ASSESSMENT and THREAT IDENTIFICATION

i. Conflict

ii. Natural disaster

B. VULNERABILITY/IMPACT

IV. CONTINGENCY PLAN

A. Objectives

i. Primary Objective
   THE PRIMARY OBJECTIVE OF THE EMBASSY IS TO
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

ii. Secondary Objective
   The Secondary Objectives of the Embassy are:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
B. Creation of the Crisis Management and Support Teams

i. Crisis Management Team (CMT)
   1. CMT Leader – Ambassador ______________________
   2. CMT Assistant Leader ______________________
   3. CMT Member – Administration ______________________
   4. CMT Member – Logistics ______________________
   5. CMT Member – Finance ______________________
   6. CMT Member – Communications ______________________

ii. Support Teams
   1. Neighbouring Posts
      a. Team Leader ______________________
      b. Member ______________________
      c. Member ______________________
   2. Supporting Posts
      a. Team Leader ______________________
      b. Member ______________________
      c. Member ______________________
   3. Rapid Response Team
      a. Team Leader ______________________
      b. Member ______________________
      c. Member ______________________

C. Implementation of the Plan

What are the trigger points for declaring Alert Levels 1, 2, 3, and 4?

Who are the persons/entities that will recommend Alert Levels 1, 2, 3, and 4?

Who is the final authority to declare Alert Levels 1, 2, 3, and 4?

What is the instrument/document that would be needed to effect Alert Level 1, 2, 3, or 4? Does it need President/Prime Minister/Congress/Parliament ratification?
What particular Embassies/Consulates would be affected by Alert Level 1, 2, 3, or 4? What are their roles?

What particular National Government Departments/Ministries/Branches would be affected by Alert Level 1, 2, 3, or 4? What are their roles?

What are the effects on migrants?

i. Alert Level 1 – PRECAUTIONARY

- Indicators
  1. ______________________________________
  2. ______________________________________
  3. ______________________________________

- Actions to be Taken
  For the Embassy
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
  ______________________________________
ii. Alert Level 2 – RESTRICTION OF MOVEMENT

- Indicators
  1.  
  2.  
  3.  
• Actions to be Taken

For the Embassy
________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________

For the Neighbouring/Supporting Posts
________________________________________________
________________________________________________
________________________________________________
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For the Home Office
________________________________________________
________________________________________________
________________________________________________
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________________________________________________

For the Migrant Community
________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________
iii. Alert Level 3 – RELOCATION / VOLUNTARY REPATRIATION

- Indicators
  1. 
  2. 
  3. 

- Actions to be Taken

  For the Embassy

  For the Neighbouring/Supporting Posts

  For the Home Office
iv. Alert Level 4 - EVACUATION

- Indicators
  1. 
  2. 
  3. 

D. Mobilization Plan

i. Pre-Mobilization

<table>
<thead>
<tr>
<th>ZONE</th>
<th>RALLYING POINTS</th>
<th>POSSIBLE RELOCATION SITE</th>
<th>SAFE ROUTES</th>
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<tr>
<td>PROBABLE EXIT POINT</td>
<td>TYPE</td>
<td>DISTANCE/TIME FROM RELOCATION SITE</td>
<td>NOTES</td>
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<tr>
<td>---------------------</td>
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<tr>
<td>See host country maps</td>
<td><em>Refers to mode of mobilization (i.e. by bus from relocation shelter to airport, then by plane or ship)</em></td>
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ii. Actual Mobilization

<table>
<thead>
<tr>
<th>TEAM</th>
<th>MOVEMENT</th>
<th>MISSION</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><em>(Land, bus, plane, etc)</em></td>
<td><em>(Evacuation or repatriation)</em></td>
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### iii. Relocation

<table>
<thead>
<tr>
<th>Supply Needed</th>
<th>Minimum Requirements</th>
<th>No. of Relocated Migrants</th>
<th>Total Need</th>
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<tbody>
<tr>
<td>Water</td>
<td>1.5 liters per person per day</td>
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<tr>
<td>Food</td>
<td>2,100 kCal per person per day</td>
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<tr>
<td>Shelter</td>
<td>3.5 sq. m. per person</td>
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<tr>
<td>Sanitation</td>
<td>1 toilet per 20 persons</td>
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### iv. Evacuation

<table>
<thead>
<tr>
<th>Movement Date</th>
<th>Mode of Transport</th>
<th>Flight/Voyage Details</th>
<th>No. of Migrants EVACUATED</th>
<th>NOTE</th>
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### v. Transit

Team ____________ would assist in the transit of evacuated migrants through ________________.

### vi. Arrival

Home Office Teams would assist evacuated migrants upon arrival.

### vii. Post-Arrival

Post-arrival services would be provided by the pertinent Government Agencies.
### E. Communication Plan

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<tr>
<th>COMMUNICATION MODE</th>
<th>VULNERABILITY</th>
<th>ALTERNATIVE</th>
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F. LOGISTICAL/FINANCIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>EST. PRICE PER UNIT</th>
<th>TOTAL PRICE</th>
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TOTAL

<table>
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<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>EST. PRICE PER UNIT</th>
<th>TOTAL PRICE</th>
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TOTAL
V. ANNEXES

NOTES
This template has been produced by ICMPD in cooperation with the Commission on Filipinos Overseas (CFO), for a series of Capacity Building Seminars on Crisis Preparedness and Consular Contingency Planning, within the framework of the EU-funded project, “Migrants in Countries in Crisis: Supporting an Evidence-based Approach for Effective and Cooperative State Action”.

For more information, please contact the ICMPD-MICIC Team

Migrants in Countries in Crisis (MICIC)
Supporting an Evidence-based Approach for Effective and Cooperative State Action

International Centre for Migration Policy Development (ICMPD)
T: +32 2 233 1167
F: +32 2 231 1430
icmpd-micic@icmpd.org
www.icmpd.org/MICIC