



**Afghanistan Educational & Health Development Aid
Organization (AEHDA)**

Security and Safety Policy

Approved by:

By Chair of BOT

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BACKGROUND

Afghanistan Educational and Health Development Aids Organization “AEHDA” is a non-profit, non-political, non-sectarian and non-governmental organization registered with Ministry of Economy (MoE) , Health Cluster, Nutrition Cluster, ACBAR , UNGM#903905,UNDP ,UNPORTAL,... etc

AEHDA is a non-profit, non-political, non-sectarian, and non-governmental organization mandated to provide contemporary development services in Education, One Health Approach, Research, Emergency, and development. Additionally, it advocates for vulnerable populations, especially women and children, and emphasizes communication.

INTRODUCTION

More than two decades of war made Afghanistan, one of the worse insecure countries in the world. This means that a special attention should pay to the security and safety issues while working in Afghanistan. AEHDA Security and Safety Policy is designed in order to decline the security risks and enhance the safety for its employees who deliver the services. This policy makes clear to all employee' which safety measurements should take in specific conditions regarding the security and safety issues.

OBJECTIVE

The objective of this policy is:

- To create a system and a mechanism through which AEHDA is best able to implement its current and potential projects in various provinces of Afghanistan through a safe and secured situation.

SCOPE OF WORK

This policy applies to all managerial, administrative and clinical staff including employees, volunteers, interns, board members and other representatives of the organization such as consultants appointed on behalf of BAMN. There are many tips about dealing with insecurity in Afghanistan. These recommendations are not intended to eliminate all risks associated with working in Afghanistan, but reflect a pragmatic approach toward cautious interaction with environment.

We will ensure that all staff are aware of the policy and apply it on daily officials' basis.

SECURITY AND SAFETY MEASURES

The aim of AEHDA is to provide a safe and secure work environment. The following measures will be taking in order to provide a safe work environment:

- There should be full travel distance phone contact between the passenger and the related base logistic department to declare where the passenger is (area by area) (Location wise);
- Phone contact is the first responsibility of the passenger to inform logistic where he/she is during the travel and in case the contact from passenger side is disconnected then logistic officer has the responsibility to contact her/him by phone;
- There should be one of the offices rented cars contracted to take the staff to the targeted areas;
- The security mirror which is installed above the gate should always be controlled by the gate keeper;
- The new arrived vehicles including organization cars should be checked by under vehicle search mirror before entering to the office;
- The night shift gourds are responsible to submit the office through a duty report to the day shift gourds and then after the end of each business day the day gourds should submit the office to the night gourds the same as received;
- The official working hours are according the schedule given by HR department to all staff;

- For taking well disciplinary action the gate keeper is responsible to take care of the gate for anyone who is exiting and entering;
- The gate keeper is the first responsible to ask the visitor from the gate hole that whom does he/she want to meet, where he came from and then report to the HR department to ask the concerned person whether he/she is willing to see the visitor or no;
- The gate keeper is also responsible to register the visitor details including name, organization name and contact details in addition to the name of person who will be visited the visitor in the registration book and provide him/her a visit card;
- The gate keeper has to escort the visitor to HR department after registration and HR department is responsible to take him/her to the concerned employee;
- The employees who stay late due to work load should inform their time supervisor and HR department. He/she has to write exiting time in the attendance sheet while leaving the office;
- The Operation Director should be informed whenever a guest is using the guest house;
- The fire extinguishers should be available and accessible in different locations of the office and clinics;
- All the staff specially the guards should be trained on use of fire extinguishers;
- The fire extinguishers should be kept full all the time and their functionality should be tested time by time;
- The fire department contact number should be available in all offices and health facilities;
- All the logistic officers should have the closest security department contact numbers to which our offices and health facilities are belonging;
- All the logistic officers should have time to time direct contacts with the central provincial security departments and any other districts where our health facilities are located for any security issue which they think is harmful for us;
- All the logistic officers should have contact with the health committee (health Shura) and health community committee for all the security updates;
- The emergency box should be available in the cars all the time;

- In the event of security incident, the staff should stay calm and take rational on spot decisions;
- The first priority of the staffs while facing a security incident is to save their own lives;
- The drivers should make sure that an appendix tire, jack and other necessary machinery is available within the car before any movement;
- All the drivers should make sure that seat belts are fasten by the staffs before Movement;
- The vehicles doors should keep locked and windows nearly shut while driving;
- The AEHDA drivers should always drive with courtesy and within speed limits;
- The drivers should always keep a safe distance from the military vehicles;
- The unused AEHDA vehicles should park within the AEHDA office;
- The Non-movement instruction should follow strictly by all the employees;
- The drivers should drive from different route-ways as much as possible specially on regular and routine travels;
- The security and safety policy should be used in all AEHDA offices and health facilities.

FORBIDDEN BEHAVIORS

- Prior to moving any third-party persons including security people shouldn't be informed that the official staff are moving toward them;
- The staffs should prevent contacting people and traveling places that look suspicious to them;
- The drivers shouldn't leave the AEHDA vehicles unattended in the public areas;
- The drivers should never use the AEHDA vehicles for transport of dangerous and unauthorized materials and substances;
- Employees rather than drivers are forbidden to drive the AEHDA vehicles;
- Except the employee's no one should be aware of safe room location;
- The guards are strictly forbidden to go out of office when they are on duty and if any employee send them out for any purpose should ask logistic department to do so;

- It is strictly forbidden for the guards, drivers and any other staff to stand in front of the gate when any one is exiting or coming in.

SPECIFIC SECURIW SITUATIONS GUIDANCE FOR STAFFS

Armed robbery

Stay calm and follow instructions. Do not look the robbers in the eye or give any sign that you wish to challenge them. Never argue or obstruct them, but hand over whatever is demanded.

Shooting nearby

Do not proceed into that area. Drive away and report in. If you are trapped in an area when shooting starts around you, exit the vehicle and take cover, if possible behind an elevation or in a hollow, but be aware of the possibility of mines in these areas. Do not hide behind your car - this is no protection. Move quickly away from the shooting if able. If shot at while on foot, lie down, take cover and crawl to a safe area at once. If in a building, switch off the lights, stay away from the windows and go to the safest part of the building; try to have two walls between you and the source of fire. Do not try to look outside until the firing has long since stopped.

Bombing shelling.

Drive away from the area. If on foot, lie down and crawl, staying away from windows, to the safest place you can - a bunker if there is one, otherwise under the stairs on the ground floor. Keep your eyes closed and mouth open until the bombing stops. Stay lying for at least 20 minutes and observe other people's reactions before moving out of cover.

Rockets

Rockets frequently miss their intended targets, can land anywhere and often come several at a time, in a similar area and invariably after dark. They are thus an unavoidable risk. If a rocket lands in your vicinity, take cover on the ground floor or bunker as best you can and wait for the situation to quieten down. Bear in mind that if you are in a vehicle, other rockets may follow in the same general area, so you will need to decide on whether it is possible to move quickly away or to take cover in the same location.

SAFE ROOM

Considering the security condition of Afghanistan, the availability of a safe room within the

AEHDA office building is a must. The size of the safe room should allow all the employees to take place inside it. All the walls and door must be fire resistant and bullet proof.

The following items should be available inside the safe room to use in emergency situations:

- Complete first aid box
- Enough drinking waters
- Enough ready food
- Ventilator

- Climbing ladder

TRAINING ON SECURITY AND SAFEW POLICY

For effective implementation of the Security and Safety Policy, it needs to be understood accurately by all the employees. A special security training provides to the gate keepers and daylight guards upon their enrollment to AEHDA. The training will guide them to:

- Understand the Security and Safety policy;
- Consider their own practices against what is considered good practice;
- Respond to suspected situation and

- Recognize well their responsibilities.

MISCONDUCT OF POLICY

AEHDA will immediately suspend any employee, consultant, intern or volunteer who violated the Security and Safety Policy and endanger the other employees and organization.

AEHDA is fully authorized to take any disciplinary action against any of its staff who have proven guilty, which may include termination. The safety of the staff should always be prioritizing in every case. All information related to AEHDA security and safety will be treated as confidential.

OUR COMMITMENT

Members of AEHDA are committed to make a safe work environment security incident and take the necessary actions whenever staffs are protecting staffs in such conditions.

This policy applies equally to all staff and members carrying out work on behalf of AEHDA, irrespective of location or activity. The staff are required to undergo both acceptance of and commitment to our Security and Safety Policy.

AEHDA Logistic Manager is responsible for the day-to-day implementation, supervision and monitoring of the Security and Safety Policy in the organization/all offices.

The Security and Safety policy has been endorsed by the Board of Trustees and clarify the organization's stance on and commitment in this regard. Board of Trustees has the overall responsibility to ensure the policy's implementation.