

## EMSF Checklist

NAME OF IMPLEMENTING PARTNER:				
DATE:				
NAME OF RESPONDENT:				
NO	CRITERIA	YES	NO	REMARK
	<b>General Security</b>			
1	Does the IP conduct security risk assessments prior to all activity?			
2	Is there a continuous review process of the security risk assessments in place?			
3	Are all Security protocols linked to these risk assessments, i.e. does the level of risk identified directly impact on which security mitigation measures are employed?			
4	Does the IP have a clear, formal and transparent internal Security hierarchy with clearly denoted security responsibilities?			
5	Does the IP employ a full time security professional to manage and mitigate risk for its personnel in Somalia?			
6	Do IP staff responsible for security have the authority to take or demand corrective action?			
7	Is there an effective procedure to escalate or deescalate security IP posture?			
8	Does the IP maintain SOPs for the Security of personnel, property and infrastructure?			
9	Are all IP personnel aware of their responsibilities within these SOPs?			
10	Does the IP hold and maintain communication protocols, are these robust enough to ensure communication with all personnel during emergencies? i.e. can the IP reach all of its personnel all of the time?			
11	Does the IP hold and maintain movement protocols, are these implemented effectively and are they linked to Security Risk Assessments?			
12	Are IP staff who are responsible for security obliged to take action for all project missions?			
13	Does the IP maintain access mapping?			
14	Do clear lines of communication exist for project workers when organizing missions and understanding the required levels of security and mitigation measures?			
15	Are there internal processes in place to record, track, and monitor the ongoing missions and any action taken on them?			
16	Is there a templated and mandated security reporting framework?			

17	Are project personnel provided with pre deployment briefings (security briefings), HEAT training, culture briefings, and training on the IP's security procedures?			
18	Are all workers (including from sub-contractors) inducted to internal safety and security policies?			
19	Does the IP maintain and train it's personnel on in extremis 'Actions on'?			
20	Does the IP conduct regular security exercises, table top and physical, to test risk mitigation measures?			
21	Does a process for quality assurance and periodic evaluation of the internal security policies and procedures exist, that informs proactive actions for development?			
22	Does the IP have a quality assurance mechanism to qualify security contractors performance?			
23	Do clear security service procurement guidelines exist?			
24	Is there a security component to the recruitment process, i.e. criminal background checks			
25	Does the IP have established community engagement protocols ?			
26	Does the IP have Crisis response procedures (including Hostage incident management protocols)?			
27	Does the IP have effective Headcount procedures in place i.e. can it, at any time, accurately locate all its personnel?			
28	Does the IP hold and maintain effective Relocation and Evacuation procedures? and are these tested regularly?			
29	Are these Relocation and Evacuation procedures tested regularly?			
30	Does the workers' safety and security policies cover all types of workers?			
	Does the IP request every worker to sign a Code of Conduct with reference to internal safety and security policies?			
	Does the IP request every sub-contractor to request from its workers to sign a Code of Conduct with reference to internal safety and security policies?			
	Is the IP and its subcontractors able to furnish records of all mission information and project worker incidents, and provide them to the PIU?			