

ASIA REGIONAL COVID-19 CONTINGENCY PLAN

As the situation surrounding the coronavirus continues to evolve (see end of document for background information on this), the Director of Corporate Security at SEND has developed a contingency plan that we ask all SEND members adhere to. This will allow us to stay alert and prepare to respond appropriately as circumstances change.

The contingency plan will be based on the US State Department's 4 Travel Advisory Levels. Locations have been assigned a level depending on the state of the situation and necessary precautions. You can see the latest travel advisory status for a particular location on the Travel Smart app or at travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/.

In conjunction with receiving information from the state department and utilizing information from the reporting from personnel on the field, the Director of Corporate Security will discuss the situation with regional and area leadership to determine what level should be set for a specific area. The levels for an area will be set and adjusted collectively by these leaders after reviewing all data. Any changes that impact you will be communicated to you by SEND leadership.

Travel advisory levels:

- LEVEL 1 (**BLUE**) – Exercise Normal Precautions
- LEVEL 2 (**YELLOW**) – Exercise Increased Caution
- LEVEL 3 (**ORANGE**) – Reconsider Travel
- LEVEL 4 (**RED**) – **DO NOT TRAVEL**

TRAVEL ADVISORY LEVELS DETAILED:

(note: the actions described in each level are considered mandatory.)

LEVEL 1 (BLUE) – Exercise normal precautions. Business as usual.

- **CONDITIONS:**
 - All public services are functioning at normal levels.
 - No unusual impediments to daily life.
 - Public communications functions at normal day-to-day levels.
 - Crime remains in normal limits.
 - No change in status posted by the U.S. State Department.
- **ACTIONS:**
 - Practice your normal daily routines.
 - No restrictions. Follow normal personal security measures.
 - Ministry functions remain unchanged.
 - Monitor local and national news.
 - Ensure personal contact information (phone numbers/addresses) are current.

LEVEL 2 (YELLOW) – Exercise increased caution. Practice good situational awareness.

- **CONDITIONS:**
 - Increase in reported COVID-19 infections.
 - Local government restricts travel to certain areas.
 - Local and national news report need for increased precautions.
 - Public transportation realizes interruptions or delays.
 - Communications may be interrupted.
 - Crime may begin to increase.
 - There may be an increase in the purchase of food and other supplies.
- **ACTIONS:**
 - SEND leadership will establish communication channels and monitor situation.

- Increase personal hygiene practices.
- Consider communication alternatives, i.e. cell phones, internet, SIGNAL.
- Consider increasing personal supplies on hand, i.e. food, water, hygiene supplies, and medicines.
- Avoid exposure to unnecessary health risks.
- Comply with current status reporting requirements with leadership.

LEVEL 3 (ORANGE) – Reconsider travel. Avoid areas of high COVID-19 infection.

- **CONDITIONS:**
 - Local and National government impose travel restrictions.
 - Local and national news report increased health precautions.
 - Increase in reported COVID-19 infections nearby.
 - Significant transportation delays or interruptions.
 - Irregular communications interruptions or interference.
 - Significant reduction in food, medical, hygiene supplies.
 - Significant increase in crime, i.e. robberies, break-ins, etc.
 - Embassies evacuate non-essential personnel.
 - The ability to conduct ministry is severely hampered.
- **ACTIONS:**
 - Local leadership, AD, RD and IO activate Area Crisis Management Team (ACMT).
 - Adhere to all government travel restrictions.
 - Monitor local and national news.
 - Implement emergency communication practices, i.e. reporting requirements as directed by local leadership, via cell phone, internet, SIGNAL.
 - Increase personal supplies of food, water, medications, and hygiene items.
 - Practice strict personal hygiene in public, i.e. masks, gloves, anti-bacterial cleansers, etc.
 - Monitor the Smart Traveler Enrollment Program (STEP) for updates from the U.S. State Department
 - Collect and organize personal identity documents, ready-to-eat food, cash, credit cards, and medications for rapid departure.

LEVEL 4 (RED) - DO NOT TRAVEL – Hibernate (shelter in place). Prepare for evacuation.

- **CONDITIONS:**
 - Travel is unsafe or restricted.
 - Daily life is in serious disarray.
 - Communication is significantly hindered or non-existent.
 - Local and national news report shortages of food and other essential supplies.
 - Significantly increased crime, i.e. rioting, looting, violence against persons.
 - Embassies advise to refrain from travel, and prepare to evacuate personnel.
- **ACTIONS:**
 - Remain inside and refrain from all travel.
 - Communicate with local Area Crisis Management Team (ACMT) and adhere to instructions and policies.
 - Prepare for evacuation as directed by the ACMT.

SHELTERING IN PLACE:

- In the event of the need to “shelter in place,” individuals and families should maintain or have access to a level of supplies capable of sustaining a healthy wellbeing for an indeterminate amount of time.
- Basic supplies consist of food, water, sanitation supplies, First-Aid kits, flashlights, batteries, and additional power supplies for cell phones or computers.

- Currency in sufficient quantities to sustain individuals and family members as ATMs and credit cards may be unusable.

Evacuations:

GUIDING PRINCIPLES:

- Until such a time as the ACMT and the Director of Security mandate, decisions for relocation and evacuation of personnel are made on an individual basis. In other words, when travel advisory levels are either Level 2 (YELLOW) or Level 3 (ORANGE), the decision to evacuate will be a personal choice and expense.
- All individuals are free to evacuate upon consultation with their leadership. In addition to the virus, stress impacts individuals in various and unpredictable ways. Some individuals may need to depart for a time to reorganize and decompress. They must all be free to do so without fear of judgment by anyone.
- Just as the Area and International Leadership will support an individual's decision to evacuate, individuals and families will support a directive from the individuals identified above when directed to do so. Remember, each member has signed a "Release of Liability in the Matter of Area Evacuation" form.
- At Level 4 (RED) all personnel will relocate/evacuate at SEND's expense.
- Any personnel unwilling to comply with a SEND mandated evacuation will be considered to be "on their own" for the duration of the event. Decisions of this nature should be discussed with area leadership and prayerfully considered prior to finalization.

KEY TRIGGERS FOR EVACUATION:

- Evacuation orders made by
 - Local government
 - Embassies
- Exposure to unreasonable risk
- Information/perspective from host culture nationals
- Action by other NGO's and international organizations
- Limited access to living necessities
- A window of opportunity to evacuate still is open.

DECISIONS:

In the event of an emergency situation necessitating evacuation, the decision to evacuate can be made by the following individuals. Those at a higher level on the list can mandate evacuation for those at lower levels.

1. International Director
2. Regional Director
3. Area Director
4. Team Leader
5. Individual Missionary

Evacuations mandated by SEND in all likelihood will be at the direction of the Area Director in consultation with the Regional and International Directors.

TO BE CONSIDERED IN DETERMINING WHETHER TO EVACUATE:

1. Can we continue to perform ministry (not merely survive)?
2. Do we have access to food, water, and shelter?
3. Is there threat to bodily harm?
4. How is our emotional health, considering the cumulative effect of stress?
5. Do we have the ability to evacuate?

- Can we get airline tickets? Can we obtain fuel or local transportation to get to safety?
- Will we be able to get lodging and other needs at the place to which we relocate?
- 6. What will be the impact on our host cultures?
 - Does our presence pose a threat to them?
 - Would our departure significantly impact our witness?

WHO TO EVACUATE: (in order of priority)

- Visitors, short termers, and language learners
- Families with children under 15
- Consideration should be given to individuals who are well connected in the community; those not so connected should be considered for earlier evacuation.

General information:

SAFETY & SECURITY:

- All team leaders, or their designees, should brief their team members on preventive measures (proper hygiene) and ensure they monitor themselves, family members, and other with whom they come in contact.
- All trips to China should be postponed.
- All travelers returning from China must work from home on a self-imposed 14-day quarantine.
- Personnel showing signs of fever or flu-like symptoms should notify their leadership. They should not travel, and should remain at home until rested and symptom no longer exist.
- Extra time should be built into flight itineraries as heavy testing and monitoring is in place internationally. Additionally, airports could be closed on a case by case basis. Therefore, all regional travel should be carefully considered.
- Consider whether organizational partners, extended family, or others could benefit from this basic information and provide them with updates as appropriate.
- U.S. citizens should enroll in the Smart Traveler Enrollment Program

COMMUNICATION:

- To ensure wellbeing, SEND personnel throughout Asia should maintain communication with teammates, and team leaders as described in the reporting requirements implemented on February 5, 2020. Those requirements should remain in effect until further notice.
- SIGNAL is the preferred platform for communication as it provides reliability and security. Individuals without this capability should contact their leadership and determine a manner of communication.
- Consider developing a physical “relay” plan to account for individual team members who live in close proximity to one another and where this plan can be accomplished safely. (EXAMPLE: “A” checks in with “B” and returns home; “B” checks in with “C” and advised “A” & “B” are safe; “C” checks in with “D”, etc.).

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