

Ukraine IP Preparation Checklist

The USAID Office of Security recommends that you consider organizing the following in possible anticipation of an emergency evacuation:

Staff Accountability:

- Names
- Emergency contacts
- Locations
- Communications and contact information for your team and contacts
 - Consider secure (encrypted/cloud) storage

Assets:

- Name, serial number (or other identifying information), and an identified “accountable teammate” for non-expendable items
- Location and disposition of the assets. For example, if a vehicle is disabled and at the mechanic shop.

Information:

- Project documentation and receipts, to include: project status, beneficiary information, correspondence, and financial information in cloud storage.
- Be prepared to burn sensitive documentation.

Supplies:

- Cash and/or hard currency
- Medical support
- Fuel
- Food
- “Go bag” of essential items you can carry, typically life-support items

Communications: Anticipate that for a time, there will be no communications infrastructure

- Contact list and information
- Plan communications in depth (PACE Plan) for local teammates and HQ
- Create a communications schedule
- Phone trees, and clearly delineated responsibilities
- Portable power

Continuity of Operations:

- Evacuation Plan, triggers, locations, communication protocols and transportation options
- Identify relocatable/non-relocatable teammates
- Access to finances for teammate pay, maintenance of assets, rent (think of prepaying as much as possible)
- Roles and responsibilities of remaining teammates, ORG chart
- Identify “Plan B” locations