

Are all key travel documents in place?  
Passport, visas, etc.

## Communications

**P**Primary  
**A**Ancillary  
**C**ontingency  
**E**mergency

- Agree communications
- Schedule timings
- Understand lost comms procedure
- Carry essential contact numbers

## Travel / Extraction

- Self drive or driven?
- Is the vehicle suitable?
- Familiarise yourself with the vehicle
- Know the breakdown equipment
- Evacuation procedure:  
Two options for getting out of  
the area/country
- What is the checkpoint procedure?

## Medical

- How would you deal with minor and life threatening injuries?
- Where is the nearest suitable hospital?
- Carry suitable medical kit
- Do you understand how to use the contents of the medical kit?
- Do your colleagues?

## Lost / Kidnapped

- Procedures if you or a colleague is:  
Lost  
Arrested  
Kidnapped
- Who would you call?
- If a colleague is kidnapped, collate essential information before making the call

Adhere to local security briefs

Does everyone understand the plan?  
What? Where? When? How? Updates to threats and risk and contingencies?