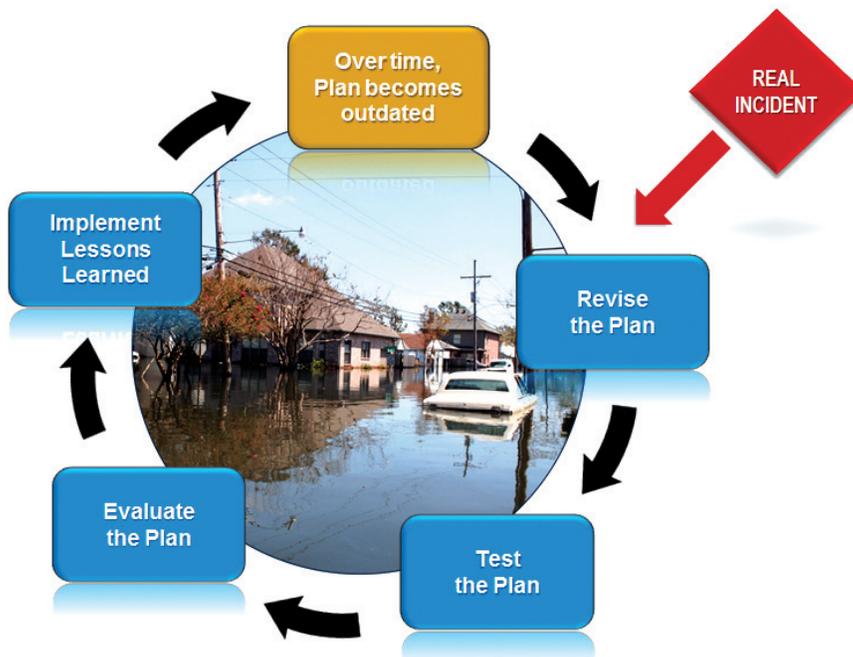


CONTINGENCY PLAN



When a crisis occurs in a foreign country, be it a natural disaster or a man-made incident, the pressures on a Ministry of Foreign Affairs (MFAs) to act swiftly, decisively and properly are imperative and intense. Preparedness is a key factor to successfully managing a crisis and limiting its impact on citizens.

Contingency planning aims to prepare MFAs, missions and networks of missions to respond well to an emergency, protecting both citizens and government facilities. Developing a contingency plan involves making decisions in advance about the management of human and financial resources, coordination and communications procedures, and the constant monitoring of a range of technical and logistical responses. Such planning is a high priority management tool, often involving multiple parties, which can help ensure timely and effective provision of aid to citizens most in need when a disaster occurs. Time spent in contingency planning equals time saved when a disaster occurs – and time saved can often mean the difference between life and death.



The contingency planning process is ongoing, and if periodically tested and updated, leads to timely and effective disaster-relief operations.

THE SOLUTION

Contingency Plan X (CPX) is a full featured contingency planning management tool designed specifically for the needs of consular professionals. Incorporating best practices in consular crises, CPX proactively facilitates the development, testing, storage and exchange of contingency planning information for use by headquarters

and missions. Consular users have the on-demand ability to dynamically generate all or part of an emergency plan document and include documents and images that are specific to their particular needs. Industry standard emergency planning references, hazard assessment rating functions, templates and consular checklists, wizards and guides contained in this comprehensive toolkit, make developing, using and even updating contingency plans less time intensive. This product is also offered as part of CrisisReach, WorldReach's crisis management solution.



A Proven Consular Partner

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WorldReach is the leading provider of consular management solutions. Since 1993, WorldReach products have been used by national governments for consular assistance, consular crises and passports abroad. WorldReach products are licensed to over 950 sites serving more than 160 million citizens with more than 3000 daily users with Ministries of Foreign Affairs including: Canada, the United Kingdom, The Netherlands, Spain, New Zealand, Ireland and Denmark.

THE SOLUTION (cont'd)

This self-contained contingency plan training and preparation toolkit also includes lesson plans, teacher guides, exercise scenarios and assessments to self-train and test the resulting configurable emergency management plan document, so users have full confidence in the effectiveness of their contingency plans.

Need more intensive training? The **International Crisis Exercise Program** is an in-depth, 2 day instructor-led training course specifically designed for consular users to develop comprehensive contingency plans and test them in real-world crisis exercise scenarios.

The course topics include:

- The purpose of a contingency plan & planning phases
- Critical procedures – activation & notification, recovery, restoration
- Roles & responsibilities of leads, backups & the community
- Local hazard assessment
- Evacuation considerations

Using Contingency Plan X, students learn how to effectively utilize these templates, references and checklists, wizards and guides to create consular-specific contingency plans and then test these plans in crisis exercises simulating both made-made and natural disaster scenarios.

BENEFITS

- Optimized for MFA considerations in the training for and preparation of comprehensive contingency plans
- Incorporates best practices through the inclusion of an extensive set of reference materials
- Information sharing between mission and headquarters of contingency plan status and content through shared access by authorized personnel
- Ensures standardized plan format and content through the use of templates and checklists
- Saves on scarce training resources for the standardized yet critical contingency planning process

FEATURES

- Can operate separately or interface and integrate with crisis management, emergency information portal and static administrative data from the consular product suite
- Self-contained product from training and reference materials through plan creation and scenarios for use during exercises
- Standardized templates and checklists simplifies the learning process in plan preparation
- User friendly interface with guided wizard for plan creation
- Configurable labels
- Ability to dynamically generate all or part of a contingency plan and include documents and images that are specific to the particular user's needs
- Multilingual