

Teleport Organisation Emergency Shelter Risk Assessment

| Description of the Risk (concrete event, its cause and possible negative impact) | Likelihood ² (scale 1-4) | Impact ³ (scale 1-3) | Risk Mitigation Plans/ Actions (To reduce either likelihood or impact or both) |
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| Internal Risks to Operation | | | |
| People: Exhaustion; sleep deprivation; low risk tolerance/panic; belligerent drunkenness/alcoholism; medical emergency ; unaccompanied minors; staff welfare | 3 | 2 | <ul style="list-style-type: none"> ▪ Exercise restraint, conserve energy, abide by the clear planning of sleep / shift schedules. ▪ Check fellow volunteers if lack of rest becomes apparent. ▪ If panic ensues, immediate extraction of volunteers to the closest safe location will commence, operation will be temporarily interrupted, mental health is high priority. ▪ Do not promote the use of alcohol in the camp. Separate from the main group those causing a drunken problem and compassionately help them to sober up. ▪ An experienced paramedic will continuously be on site to help confront any medical emergencies experienced by those in our care or our volunteers. ▪ We are considering the possibility of an on-site security guard. ▪ Ask the unaccompanied minor questions; try to locate parents of the lost child; contact local authorities; care for the child ourselves if no other resolution presents itself. ▪ Do not encourage political debate/conversation in order to avoid conflict, encourage political moderation. ▪ The management of staff welfare is a priority, the team will conduct daily/ end of tour debriefs to discuss what went well, what didn't go well and what could be done better |
| Transport: Vehicle safety; breakdowns, road traffic accidents; vehicle check point; | 2 | 2 | <ul style="list-style-type: none"> ▪ Conduct thorough vehicle check prior to operating (service history, check tyres, engine, seat belts, airbags). ▪ Carry sufficient equipment (medical, breakdown, spare provisions, grab bags, spare fuel) |

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| | | | <ul style="list-style-type: none"> ▪ Rehearse actions on (who does what in the event of halts, breakdowns, road traffic accidents, mines/ IEDs/ ERW/UXO, vehicle check points, informal vehicle check points/ hijackings). ▪ Ensure drivers have their licence/ have relevant driving experience / aren't under the influence of alcohol. ▪ When stationary, the van should be facing towards the exit of the camp to facilitate a rapid evacuation if required |
| Camp: Site selection; facilities; capacity; topography and ground conditions; accessibility; security; | 2 | 3 | <ul style="list-style-type: none"> ▪ Choose appropriate camp location - avoid excessively rocky/ impermeable sites as they limit camp and latrine construction; land should permit easy drainage and located above the flood level; avoid areas likely to become marshy or waterlogged; ▪ Assess the sites proximity to national services (health facilities/ hospitals, towns and markets ▪ Ensure the location of the camp is established in an area that will fulfill our capacity (try to find middle ground and avoid locations which will result in too few people/ too many people) ▪ Camp is restricted to be established within range of short range artillery ▪ Ensure the site has adequate road access ▪ We are considering the possibility of an on-site security guard. |
| Communications and Cyber: Exploitation of information ; targeted attacks; Location tracking; | 2 | 2 | <ul style="list-style-type: none"> ▪ Avoid using names, descriptions, locations over insecure communication networks, instead use low level code words and spot maps. ▪ Minimise social media use and turn off location tracking. ▪ Use Ukrainian carrier SIM cards. ▪ Encourage the use of VPN. |

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| <p>Economic: Insufficient funds to continue operations; Technical failure of payment provider</p> | 1 | 3 | <ul style="list-style-type: none"> ▪ Don't conduct operations if emergency funds are depleted. Monitor financial situation closely, confirm with the backend. ▪ Record all expenses/ income (include in daily debriefs) ▪ Carry enough cash to return operation to sufficient cell coverage / civilisation |
| <p>Technical failure: Generator breaks down; Lighting dysfunctional; Heating dysfunctional; Leaks/damage to camp structures; Fire in camp</p> | 1 | 2 | <ul style="list-style-type: none"> ▪ Keep emergency long wavelength lighting readily available on your person (Torch, headtorch, etc.) ▪ Memorise location of on-hand replacement equipment (Heaters, Generator, etc.) ▪ Immediately repair all damage/leaks to prevent any further deterioration of camp conditions. Orderliness is key, disarray is the enemy. ▪ CO2 and foam fire extinguishers on board |
| <p>Water, Sanitation and Hygiene (WASH): Viral outbreak, transmission of disease, water contamination</p> | 2 | 2 | <ul style="list-style-type: none"> ▪ Isolate those with the viral disease, treat them appropriately to help them recover, and protect the rest of the camp from exposure. ▪ Use spare bottled water and water sterilisation tablets, treat diarrhoea cases with rehydration tables (ORS). ▪ Provision of adequate WASH interventions including sanitation facilities, clean, drinking water, latrines, rubbish container/ refuse pit ▪ Ensure access to hygiene products |
| <p>Food: Food poisoning;</p> | 2 | 2 | <ul style="list-style-type: none"> ▪ Properly store and refrigerate all food, ensure food is prepared in a sanitary environment to prevent cross contamination, check expiration dates. ▪ Use non-perishable foods where necessary (tinned goods, dried goods). |
| <p>Safeguarding: Harassment (physical, verbal); rape; molestation</p> | 2 | 1 | <ul style="list-style-type: none"> ▪ Separation of male and female sleeping areas BUT families stay together. ▪ Zero tolerance policy on physical/ verbal harassment - security guard to remove. |

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| External Risks to Operation | | | |
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| <p>Weather: Winter conditions (reports of temperatures reaching -10 degrees); wet conditions; blizzard; untraversable roads due to snowfall; flooding and flooding-related illness</p> | 3 | 2 | <ul style="list-style-type: none"> ▪ Ensure staff have suitable clothing/ equipment to operate in winter conditions (several layers of loose fitting clothing, waterproof layers, cover head, neck and hands, buddy check each other, ability to identify the signs of frostbite/ hyperthermia). ▪ Carry emergency warming equipment (Hotpacks, Warming cream, etc). ▪ Keep equipment accessible (shovels, boards, snow chains, etc). ▪ Be prepared to shovel deep snow to continuously maximise camp accessibility ▪ Ensure camp is located above floodplain, clear pooling water from camp, immediately treat symptoms of dampness-related medical problems like gangrene. ▪ Mobility may be limited/ restricted due to winter conditions, |
| <p>Insecurity and Hostilities: Attacks on civilian infrastructure; checkpoints; enemy combatants/aircraft/drones; direct attack on the vicinity of our camp; robbery</p> | 3 | 3 | <ul style="list-style-type: none"> ▪ Avoid critical infrastructure as much as possible (power stations, water dams, etc). ▪ Know areas of hostile operations and avoid these regions. ▪ Ensure physical/ operational boundaries are in place. ▪ Keep up to date with local/national intelligence picture. ▪ Stay alert and continuously conduct dynamic risk assessments. ▪ Mark all vehicles and camp structures with UN-designated markers (red crosses, white flags, etc.) identifying us as non-combatant civilian humanitarian workers, to visually-differentiate us from combatant military forces. ▪ In the aftermath of a local attack, immediately abandon camp; use Bus as means of transportation of all personnel and refugees out of the affected area. ▪ Cease/abandon all regional operations in the event of a full-scale hostile military attack/offensive which dramatically increases the risk to our volunteers and refugees. ▪ In the case of robbery, comply and prioritise the safety of refugees ▪ 24/7 security rota/ Point of contact for residents of camp |

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| | | | <ul style="list-style-type: none"> ▪ Avoid lone working where possible |
| Contamination of Land with Explosives: Landmines, Improvised Explosive Devices (IEDs), Explosive Remnants of War (ERW) and Unexploded Ordnances (UXO) | 4 | 3 | <ul style="list-style-type: none"> ▪ Spread awareness of the danger of local unexploded ordnance. ▪ Stick to hard roads/stay in tire tracks on dirt roads/avoid going off the ‘beaten path’ ▪ Stay clear of potential mines/ IEDs/ ERW/ UXOs (do not touch or go near). ▪ Conduct a thorough area reconnaissance prior to start of operation to develop ground expectations/understanding. ▪ Route planning and contingency routes (safe havens). ▪ Conduct incident mapping to provide a strategic ground overview and mark confirmed/suspected mine areas. ▪ Plan safe routes to and identify nearest hospitals/medical facilities. ▪ Provide medical training and ready access to equipment (tourniquets, wound packing, burn kits, IFAKs, etc.) to treat explosive injuries. ▪ Ground sign awareness (has somebody been here before) – flattening, discardables, disturbance, colour change. |
| Physical Constraints: Condition of basic/local infrastructure; scarcity of goods, materials and/or services; identify locations of affected areas; road (in)accessibility; unavailability of petrol | 3 | 2 | <ul style="list-style-type: none"> ▪ Expect infrastructure to be severely damaged, assume that we cannot rely on local infrastructure whatsoever, ensure staff have ample supplies and are as self-sufficient as possible (charger packs, spare food, water, clothes, gas cookers). ▪ Ensure routes have been reced and the team is equipped with suitable vehicles. ▪ Confirm logistical infrastructure along route of operation, plan drives with enough fuel between gas stations, carry emergency jerry cans in each vehicle. ▪ Keep an emergency reserve of fuel on hand; do not touch unless emergency transpires. |
| Political Situation: Escalation of political involvement | 2 | 3 | <ul style="list-style-type: none"> ▪ Political environment is fluid and can rapidly change- stay up to date with local/national/international developments |
| People: Escalation; fight between residents | 3 | 2 | <ul style="list-style-type: none"> ▪ De-escalate and separate/isolate individuals that express erratic behaviour towards volunteers or other refugees. ▪ Have a record of members on the camp |

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| | | | ▪ We reserve the right to remove any person acting in a belligerent way. |
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1. For the purpose of risk management in the context of projects and programmes, ADA defines risk as the danger of an event occurring that has a negative impact on the achievement of the goals of the respective project/ programme, or those of the implementing organisation or ADA. For reference, the ADA Risk Catalogue with standard risks that can arise in the context of projects and programmes is available online and can be consulted (on a voluntary basis) for the identification and description of risks [ADA Risk Catalogue for Partners EN.pdf \(entwicklung.at\)](#)
2. Enter a value: (1) very unlikely, (2) unlikely, (3) likely, (4), very likely
3. Enter a value: (1) insignificant, (2) significant, (3) major

An ADA staff guidance on assessing likelihood and impact along a 1-4 scale and 1-3 scale respectively is available online and can be used by applicants on a voluntary basis. [ADA assessment key for risks at project and programme level.pdf \(entwicklung.at\)](#)

Further guidance documents used in the development of this risk assessment include the UNHCR Emergency Handbook for ‘Camp site planning and minimum standards’; UNHCR ‘Global strategy for public health’ ; and the Sphere Handbook 2018. This document is not a final product and will continuously be reviewed and updated following any learning captured in the daily/post- tour debriefs.

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Likelihood

| Level | Description |
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| Very unlikely (1) | <ul style="list-style-type: none"> — could occur in exceptional circumstances — probability of occurrence is estimated at less than 10% or the event occurs every 10 years or less frequently — has not yet occurred under comparable conditions (if known) |
| Unlikely (2) | <ul style="list-style-type: none"> — could occur under certain circumstances — probability of occurrence estimated at 10-40% or the event occurs every 2.5 to 10 years — has occurred under comparable conditions, at least once in the past |
| Likely (3) | <ul style="list-style-type: none"> — is expected to occur in most cases — significant circumstances that would cause the risk/event to occur in the next few years have taken place or are in progress — probability of occurrence estimated at 40-70% or the event occurs every 1.4 to 2.5 years — has occurred under comparable conditions in recent years |
| Very likely (4) | <ul style="list-style-type: none"> — will in all likelihood occur under given conditions — virtually all the circumstances that cause the risk/event to occur in the next few years have taken place or are in progress — probability of occurrence is estimated at more than 70% or the event occurs more often than every 1.4 years — has occurred several times in recent years |

Impact

| Level | Description and examples |
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| Insignificant (1) | <p>The risks have consequences that can be overcome by routine procedures.</p> <ul style="list-style-type: none"> — minor delays in the provision of services, implementation of activities or achievement of objectives — minor dissatisfaction of stakeholders — no or minor impact on the organisation's reputation — minor breaches of contractual obligations — minimal financial disadvantage for the organisation or its implementation partners — low impact on staff safety |
| Significant (2) | <p>The risks have consequences that require supplementary reviews or changes in operations in the project/organisation.</p> <ul style="list-style-type: none"> — moderate delays in the provision of essential services or the achievement of objectives — moderate dissatisfaction of stakeholders — moderate damage to the organisation's reputation — moderate breaches of contractual obligations — minor financial disadvantage for the organisation or its implementation partners — moderate property damage — moderate impairment of staff safety |
| Major (3) | <p>The risks have consequences that require crisis management at the highest level (management).</p> <ul style="list-style-type: none"> — extensive delays in provision of services or achievement of objectives, or the failure to achieve the main objectives of a project, the objectives of the work programme or the business approach — threat of project termination — extraordinary external audits — major dissatisfaction of stakeholders — extensive damage to the reputation of the organisation and its external relations — major breach of contractual obligations or regulatory requirements — major financial disadvantage for the organization or its implementation partners — major damage to property — major impairment of staff safety |