**Joint Contingency Plan for the Nordic Embassies**

**Kathmandu, Nepal**

Updated: November 2015

**Joint Contingency plan for Nordic embassies in Kathmandu**

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**GLOSSARY:**

**Contact person** = Embassy's contact person

**Gathering place** = Meeting place of Nordic citizens in case of emergency

# 

**Contact information - Embassy of Finland:**

Opening hours: Mon - Thu 8.00-16.15

Mailing address: G.P.O.Box 2126, Kathmandu

Visiting address: 17 Bansidhar Marg, Bishalnagar Chowk

Contact person: Hanna-Liisa Peltoniemi mob: +977 9801000555

Tel: (+977-1) 4417 221, 4416 636

*Outside office hours +358 9 160 55555*

Satellitephone: +8821 6211 55340 (Consul)

+8821 6211 55338 (Ambassador)

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Fax: (+977-1) 4416 703

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Internet: [www.finland.org.np](http://www.finland.org.np)

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**Contact information - Embassy of Denmark:**

Opening hours:  Mon - Thu 10-15, Fri 10-13

Mailing address: P.O.Box 6332, Kathmandu

Visiting address: Neel Saraswati Marg, Lazimpat

Contact person: Helle Skjærbæk (+977) 98010-40763

Tel: (+977-1) 4413 010, 4413 020

*Outside office hours free extension line for Ministry of Foreign Affairs in Denmark*

Satellitephone: + 8821 6674 92905 (Vice Consul)

+ 8816 2349 5863 (Ambassador)

+ 8821 6674 92957 (Deputy)

Fax: (+977-1) 4411 409

Email: ktmamb@um.dk

Internet: <http://nepal.um.dk/>

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**Contact information - Royal Norwegian Embassy:**

Opening hours: Mon-Thu 08.30-16.30, Fri 0830-1400

Mailing address: P.O.Box 20765, Kathmandu, Nepal

Visiting address: Surya Court, Pulchowk, Lalitpur

Contact person: Janiche Berseth

Tel: (+977-1) 5545 307 (*Outside officehour free extention to Ministry of Foreign Affairs)*

Mob: (+977) 9801200520

Satellite phone: +88-2166-7039-9664 (Ambassador)

+88-164-143-8447 (Deputy Cunsellor Minister)

+88-164-143-8446 (Head of Administration)

Fax: (+977-1) 5545 226   
Email: emb.kathmandu@mfa.no   
Internet: [www.norway.org.np](http://www.norway.org.np)

*For all; satellite phones activated only in emergency or disruption of telephone services*

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**Contact information - Consulate General of Sweden**

Opening hours: Mon-Fri 10.00-12.30

Visiting address: Meera Home, Khichapokhari, Kathmandu

Contact person: Honorary Consul General Mr Gajendra Bahadur Shrestha

Tel: (+977-1) 422 0939 (Office)

Mob: (+977) 9851024939

Fax: (+977-1) 422 1826  
Email: meerahome@wlink.com.np   
Internet: <http://www.swedenabroad.com/en-GB/Embassies/New-Delhi/>

The Embassy of Sweden in New Delhi, India

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**Contact information - Icelandic Honorary Consulate**

Visiting address: "Pacific Building", Annex 4th Floor, Ramshah Path, Kathmandu

Contact person: Honorary Consul Mr Mukunda Bhakta Shrestha

Tel: (+977-1) 4411 669 (Office)

Mob: (+977) 9851020757

Fax: (+977-1) 4430 413  
Email: [mukunda@pacific-nepal.com](mailto:mukunda@pacific-nepal.com)   
Internet: <http://www.iceland.is/iceland-abroad/in/>

The Embassy of Iceland in New Delhi, India

**1. GENERAL**

This Contingency Plan is issued for the Danish, Swedish, Icelandic, Finnish and Norwegian citizens present in Nepal. Embassy of Denmark represents Sweden and Iceland in consular crises. The plan contains advice and directions for emergency situations.

Nothing in this plan will prevent the countries from acting individually based on own instructions or law, and the Contingency Plan and any actions must furthermore respect the individual countries’ legal and institutional framework.

Please note that this plan has not been prepared with any expected or present emergency situation in mind, but as part of the routine planning done by each mission abroad.

***NOTE:*** *It is recommended that a copy of this plan is kept within easy access. Study the plan closely and share its recommendations with your family members.*

The aim of this plan is to give general advise to the Nordic citizens on how to prepare for an emergency situation and what to do when it occurs. However, it is impossible to predict in detail what steps may be needed in different emergency situations. Everyone must use their own judgement, and be prepared to improvise. Security is your own responsibility.

The Nordic citizens attached to UN organisations or other international organisations should know if they are directed to follow these organisations’ standing instructions and regulations.

Nordic citizens living outside the Kathmandu Valley are living so far apart that it is impossible to prepare a specific system for them. It is however recommended that you – together with other foreigners/expatriates – develop a local “system” as the one established in Kathmandu. In an emergency or crisis situation, citizens living outside the valley should attempt to make contact with one of the Embassies and report on the situation, including the condition and whereabouts of themselves and other Nordic citizens.

Also keep: copy of passport, visa and entrystamp.

When living in Nepal then it’s in general a very good idea to keep stock of food, water, gas, petrol, diesel etc. together with other emergencies equipment (see annex 3)

# 2. Emergency Situations

# The most relevant scenarios to be considered (in no order of priority) are:

* natural disasters as earthquakes and landslides,
* violent civil and military unrest, or
* kidnapping as a result of an political situation.

See annex 1 for more information on these emergency situations.

# 

***NOTE:*** *Remember to stock the necessary supply in preparation for emergency situations. It is critical that all households maintain an emergency supply sufficient to feed the household for 1-2 weeks minimum. See annex 3 for a recommended emergency supply stock.*

# 3. Registration

All Nordic citizens staying or visiting Nepal are advised to register at their Embassy.

To ensure that the Emergency Response will be as efficient and reliable as possible, the Embassies register information on all Nordic citizens who stay in Nepal for three months or more. The reason for the register is that the Embassy and the responsible persons involved in contingency planning should have access to as much relevant information as possible before the crises occurs, so that we do not use unnecessary time to locate the citizens when the crises has occurred.

All the information is registered in a database only accessible to authorized personnel.

With registration you will be included in the email distribution list of the relevant Embassy.

Registration on the following websites:

Royal Norwegian Embassy [www.reiseregistrering.no](http://www.reiseregistrering.no) (online registration)

Embassy of Finland htttp://matkustusilmoitus.fi

Embassy of Denmark <http://nepal.um.dk/> (online registration)

Consulate General of Sweden [meerahome@wlink.com.np](mailto:meerahome@wlink.com.np)

Icelandic Honorary Consulate [mukunda@pacific-nepal.com](mailto:mukunda@pacific-nepal.com)

***NOTE:*** *It is very important that the embassies have your updated contact information, e.g. if you change address within* Nepal, or when you leave Nepal permanently.

# 4. Contact system

**4.1 Contacts**

The overall coordination of the response in an emergency or crises situation will be handled by the Embassies, who will be in close contact with the Foreign Ministries in their home countries.

The Nordic Embassies will be in contact with other Missions in Nepal and the Nepali Authorities to organise the necessary activities in a given situation.

**4.2 Gathering places**

Organizationally and geographically, the Kathmandu Valley has been divided in to two main areas with the following gathering places in each area:

**A. North of Bagmati –** The gathering places are the Embassy of Denmark in Lazimpat and the Embassy of Finland in Bishalnagar.

**B. South of Bagmati –** The gathering places are the Embassy of Norway in Pulchowk, Lalitpur, and the residence of the Norwegian Minister Counsellor in Baisephati.

*NOTE: It is very important that you and your family (incl. your children) know where the gathering places are and how you get there – also by foot. It is furthermore a good idea to familiarize yourself with the location of the residences of other Nordic citizens in your zone.*

As a general rule the Embassy will be advising you if and when people should meet at the assigned gathering place. In certain emergency situations it is best and safest to stay home, at least until you have evaluated the situation. However, if an emergency situation arises and you feel an obvious need to leave your home, it is advisable to go to your nearest gathering place. Each gathering place has a VHF radio or a satellite phone to communicate.

See annex 2 for maps.

***NOTE:*** *There are no food inventories stored in the gathering places. Take food and your GoBag with you to the gathering place if/when you go. The individual household is consequently dependent on their own emergency supplies. Since a possible evacuation in case of a natural disaster, violent civil conflict or military unrest may take several days to organise, it is critical that all households maintain an emergency supply sufficient to feed the household for 1-2 weeks minimum. See annex 3 for a recommended emergency supply stock.*

*Finally, all Nordic citizens should know the exact location of the all the gathering places (Remember: the crisis may happen while you are in a different part of town).*

# 5. The Emergency Response and Communication System

The Crisis Response and Communication System depends on the nature of the crisis and on what communication infrastructure is available before, during and after the crisis. The system is roughly structured around four different scenarios (I – IV).

|  |  |  |
| --- | --- | --- |
|  | Mobile and fixed-line phone system functional | Mobile and fixed-line phone system unfunctional |
| Violent civil or military unrest | **I** | **II** |
| Natural disasters, e.g. an earthquake | **III** | **IV** |

**I Scenario I: Violent civil or military unrest, mobile and fixed-line phone system functional.**

Stay where you are and call your Embassy – preferably on the main switchboard number – and report on the condition of yourself and your family. The Embassy will be able to provide further advice.

Depending on the nature and scale of distrubances you should either stay at home or avoid effected areas. Follow the local media. Check the embassy web-page, the embassy facebook and your email for possible messages and advice from the Embassy, and consult section 7 *Basic Readiness* in the Contincency Plan.

***Please note:****When there is risk for shooting or bomb/shell explosions:*

* *Stay away from windows. To reduce the risk of glass splinter, try to cover the windows with mattresses and carpets and draw the curtains. Stay in a room without windows or in a corridor. Lay down or sit on the floor.*
* *If the Nepali Authorities declare a curfew, this must be followed* ***unconditionally****.*

**II Scenario II: Violent civil or military unrest, mobile and fixed-line phone system unfunctional.**

If the mobile and land line phones cease to work the Crisis Response and Communication System is activated. All contact persons will switch on the communication equipment, contact each other and begin to form an overview of the situation.

Depending on the nature and scale of disturbance (and possible steps/initiatives taken by the Nepalese authorities, e.g. curfew) you should either:

* Stay at home or at work;
* Send a household representative to your closest gathering place when the situation allows, and report on the conditions and whereabouts of everybody in your household. The information will be forwarded to your Embassy, and the Embassy may have important information and advice to communicate to you.
* If an evacuation can be expected, plan what you and your family need to bring. See annex 3.

**III Scenario III: Natural disasters, mobile and fixed-line phone system functional.**

Call your Embassy – preferably on the main switchboard – and report on your condition.

Remember that the Embassy may get inquiries from your home country when something serious is happening. The Embassy will then also be able to provide further advice.

Depending on the nature and scale of distrubances you should either stay at home or avoid effected areas.

Follow the local media. Check your email for possible messages and advice from the Embassy, and consult section 6 *Basic Readiness* in this Contincency Plan.

**IV Scenario IV: Natural disasters, mobile and fixed-line phone system unfunctional.**

If the mobile and fixed-line phone systems cease to work the Crisis Response and Communication System is activated. All contact persons will switch on their communication equipment, contact each other and begin to form an overview of the situation.

Depending on the nature and scale of the disaster, you should either:

* Send a household representative to your closest gathering place when the situation allows and report on the conditions and whereabouts of everybody in your household. The information will be forwarded to your Embassy, and the Embassy may have important information and advice to communicate to you.
* Proceed to the closest gathering place for protection. This is only relevant in an emergency situation where immediate danger for personal assaults is expected, e.g. riots and house destruction. The level of readiness is also used in connection with evacuation. You are recommended to do the following:

1. Move yourself and your family to the gathering place quickly.
2. Bring identification documents and money.
3. Bring hand luggage and sleeping bags and/or blankets.

*If possible, bring any inflatable matresses, provisions and drinking water.*

Remember – it is much more important to get yourself and your family to a secure place than trying to save your belongings.

# 6. Evacuation

Evacuation of Nordic citizens might be considered in an acute crisis. Evacuation is voluntary except for staff from the respective Ministries of Foreign Affairs and development assistance authorities.

If the situation is predicted to deteriorate, the Nordic missions in Kathmandu may give a recommendation to leave the country by the commercial transport.

If the Embassies recommend an evacuation, you should do the following to prepare:

* Prepare your vehicle, if any, for transport to the gathering place, but do not go there until you have received instructions to do so from the Embassy or contact persons.
* Make necessary arrangements to leave the house/flat. Who takes care of keys? Who will look after and guard it? What is to be done with the pets?
* Pack suitcases with necessary equipment that may be needed in an evacuation situation. Do not forget food, water and necessary medication for your family. Mark the items with name and content. The Embassy will suggest the type of personal items to bring in an evacuation situation.
* Make a list of personal belongings to be left behind. The possibilities for compensation for left, and later lost belongings vary and should be checked with the respective employer if time permits.

**Evacuation arrangements are decided by the Embassies in consultation with relevant partners and home authorities.**

If you plan to leave Nepal on your own initiative you should try to inform the contact person or the Embassy of your intended destination. This is to avoid unnecessary search later on.

Costs arising in connection with an evacuation have to be paid by the persons themselves or by their employer. This matter is most often solved by prepayment from the employer. In those cases the person concerned signs a payment guarantee at departure, see annex 4.

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# 7. Basic Readiness

ADVICE REGARDING PREVENTIVE MEASURES

The following points are only meant to make you think practically in order to be prepared for, and in an emergency situation:

* Be registered at your Embassy and update your contact details in the case of any changes. Keep yourself and your family informed of the location of the gathering places in the Kathmandu Valley.
* Do not engage in spreading rumours about the security situation. However, inform the Embassy if you receive information that could be relevant.
* Keep yourself and your family informed. Follow the news from local media, and the announcements from the local authorities and your Embassy.
* Be aware who is your contact person to ensure the necessary flow of information.
* Keep all important documents e.g. passport with valid Nepali visa and some hard currency available.
* Keep the phone list of the local emergecy numbers available (*see annex 5*).
* Make sure your household store extra drinking water. If possible keep non-perishable food in storage.
* Check and replenish first aid kit and basic medicine stock regularly.
* Check that you have emergency lights with accessories for a few weeks, e.g. kerosene lamps/spare glass, torches/batteries, candles/matches. If you have a gas cooker, make sure to have one spare gascylinder in storage.
* Check that any battery powered radio is working and that spare batteries are available.
* If you have a generator, keep fuel and if necessary oil in storage.
* If you have a car, check that you have enough fuel in storage. Check spare tyres and that necessary spare parts, tools and maps are available.
* Keep tools to be used in case of earthquake, see information of “*the earthquake kit*” in annex 3.
* Make an inventory list of your personal belongings.

**Annex 1 – EMERGENCY SITUATIONS**

Earthquake

Please see the booklet “*Preparing for Earthquake in Kathmandu*" Prepared by the Eartquake Task Force.

Civil unrest

It is advisable to avoid big group of people and demonstrations. If you find yourself caught in a violent demonstration and you can not get away - try to stay calm. Do not look straight into the eyes of people as it can be seen as a provocation. Be earnest and friendly without making commitments you can not keep.

Kidnapping

If you have been kidnapped stay calm and do as told. Your chances for survival are better if you maintain a low profile. Do not seek any form of attention or play the hero as the result could have fatal consequences.

Be calm and honest if you are asked any questions. Explain who you are and your status. Make it a point to inform that you are politically neutral.

When the situation calms down try and establish contact with the kidnappers. Get them to see and feel that you are a caring person. Ask them about their families. Tell them about your families. Listen to their problems and try to find out the reason for the kidnapping.

Do not create unrealistic expectations. This will only worsen your situation. Do not act or express yourselves in any way that may be provocative. Try to eat and drink when it is offered even if you are not hungry. It will help you react sensibly. A daily routine with physically exercises and personal hygiene will make you appear to be a strong person both physically and mentally. Think about your family, friends, your favourite songs or movies etc. that will help make the waiting time bearable.

If you are going to be freed under violent circumstances - lie down flat on your stomach and with your hands behind your head to protect it visibly. Attempt to run away will only create panic. Follow the police/military instructions.

**ANNEX 2 – THE ZONES AND GATHERING PLACES**

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*REMEMBER TO BRING FOOD AND GOBAG TO THE GATHERING PLACE*

**ZONE 1 - North of the Bagmati river:**

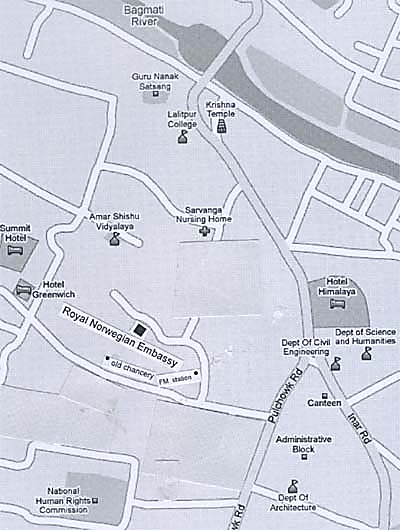
* **EMBASSY OF FINLAND (FIN), BISHALNAGAR, KATHMANDU**
* **EMBASSY OF DENMARK (DK), LAZIMPAT, KATHMANDU**

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**ZONE 2 - Patan - South of the Bagmati:**

**EMBASSY OF NORWAY (NOR), PULCHOWK, LALITPUR**

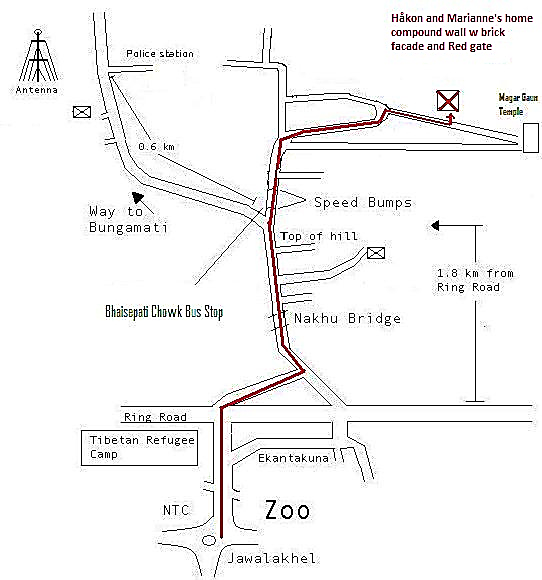
Coming from the Kathmandu side (north) over to Patan (South) from the bridge at Thapatali take the second road to your right (first road to your right after Himalaya Hotel going towards the Summit Hotel). Follow this road west about 70 meters and take to the right. You will find the Embassy on your left side after 70 meters.



**Zone 3: Baisephati – South of Patan:**

**RESIDENCE OF THE NORWEGIAN MINISTER COUNSELLOR, BAISEPHATI**

From Patan, cross the Ringroad to Bhaisepati, cross the river and continue uphill. Continue straight on top of the hill and take a right at the red gate. Go straight untill you reach the end of the road, then take a left at the temple and continue to the first red gate on the right.

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**ANNEX 3**

Recommended (a) emergency supply stock, (b) earthquake kit and (c) what you need to bring in an evacuation situation, “Go bag”

**Emergency Equipment**

(To be kept preferably in a metal box

at safe place which the whole family knows.)

**First Aid Kit:**

* Sterile bandages in assorted sizes
* Plasters in assorted sizes
* Sterile gauze pads
* Antiseptic for wound disinfection
* Plastic gloves
* Soap
* Triangle bandages – for a sling (made from for example old sheets)
* Crepe, elasticized bandage
* Cotton
* Safety pins
* Scissor and tweezers
* Thermometer
* Pain relievers - Paracetamol
* Revolyt® (Oral Rehydration Solution)
* Eye drops
* Sterile needles for injections

**Food supplies** (to be kept separate in the box and has to be replaced every 3 months):

* Grains and rice
* Beans and lentils
* Dried nuts and fruits
* Pickles/tomato ketchup
* Canned food (meat/ fish/ beans/ vegetable/ fruits)
* Biscuits
* Sugar
* Salt
* Drinking water
* Tablets to clean water and/or a water cleaning filter

**Other personal supplies:**

* Knife and spoon – cup and plate
* Towel and wash basin
* Toothpaste and tooth brush
* Comb/brush
* Clothes and shoes
* Needles and tread
* Paper, pens and pencils
* Extra keys (for car/house)
* Money
* Documents (see Go-Bag)
* Prescribed Medicine
* Glasses/ false teeth’s
* Baby stuff (diapers, bottles, pacifier)
* Personal things (photos, games/, camera, film)

**Other important supplies:**

* Copy of the Emergency Plan
* Maps
* Torch
* Batteries
* Small radio/satellite phone
* Rope
* A mask to avoid dust
* Raingear
* Whistle
* Candles and matches
* Watch
* Madras/camping pads/sleeping bags/blankets
* Tools
* Bottles for water
* Helmet/gloves
* Rucksack
* Compass/binoculars
* Can opener
* Plastic bags in different sizes
* Sheets of plastic
* Elastics/strings
* Newspapers (to make fire or to isolate)

**Your “Go Bag”**

Have your Go-Bag ready

When the earthquake happens, you have to be ready. The ground around you starts to shake; the houses start falling; the electric wires send out dangerous sparks before the current disappears; there is no dial tone on the phone; water on the stove is boiling over onto the floor; the kids are yelling; and the neighbour’s gas canister blows up – well, that’s when you grab your Go-Bag.

This important item should be kept close to you, in the bedroom, in the trunk of the car, or near to the front door of your house where you can find it easily – after the shaking has stopped and it seems safe to leave the building.

In your Go-Bag **you should have photocopies of important documents, including:**

* Passports and visas
* Birth and marriage certificates
* Wills and insurance policies
* Bank and credit card information
* An inventory of household goods
* Recent passport-style photographs of all household members (to aid in identification)
* Some cash (Nepali rupees and dollars)
* A map of the city

**Annex 4** **– Guarantee of the payment in case of evacuation**

Royal Norwegian Embassy

Kathmandu

**REFUSJON AV EVAKUERINGSUTGIFTER**

Navn:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fødselsår og dato:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bopel/adresse i Norge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Norsk pass nr.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Utstedt dato:\_\_\_\_\_\_\_\_\_\_\_Sted:\_\_\_\_\_\_\_\_\_\_\_\_

**ERKLÆRING**

Undertegnede som av fri vilje og på egen risiko medfølger \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(spesifikasjon av evakueringsmiddel og eventuelt evakureingsruten), forplikter

seg herved til å refundere statskassen sin andel av de utgifter som den

norske stat måtte bli påført i forbindelse med evakueringen.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(sted og dato) (underskrift)

**Annex 4** **– Guarantee of the payment in case of evacuation**

Embassy of Denmark

Kathmandu

## *Refusion af Evakueringsudgifter*

1. Undertegnede, hvis personlige data findes anført på nærværende erklæring, erklærer mig herved indforstået med, at alle udgifter, som Udenrigsministeriet/repræsentationen har afholdt i forbindelse med **………………….** skal tilbagebetales til Udenrigsministeriet/repræsentationen.

Tilbagebetaling af det udlagte beløb vil blive indkrævet af Udenrigsministeriet/repræsentationen på grundlag af en specifik opgørelse.

Jeg giver samtidig mit samtykke til, at beløbet kan indeholdes i min fremtidige indkomst/pension/understøttelse/kontanthjælp/restskat m.v.

2. Ved min underskrift tilkendegiver jeg desuden, at de af Udenrigsministeriet/repræsentationen allerede afholdte udgifter forbundet med **…………………..**, på i alt **DKK/NPR…………………** vil kunne inddrives direkte ved Fogedretten i henhold til Retsplejeloven § 478, stk.1, nr. 4 og 5.

I tilfælde af manglende betaling vil Udenrigsministeriet overgive kravet til inddrivelse via SKAT.

3. Anfør fulde navn på samtlige personer omfattet af nærværende refusionserklæring:

**CPR.nr. Pasnr. Navn Adresse**

Dato og sted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Underskrift \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 4** **– Guarantee of the payment in case of evacuation**

EDUSTUSTO HAKEMUS TALOUDELLISesTA AVUSTAMISESTa

HAKIJA TÄYTTÄÄ

Sukunimi ja etunimet Henkilötunnus/ Kansalaisuus

syntymäaika

Osoite ja mahd. c/o osoite Puhelinnumero

Passitiedot tai miten henkilöllisyys todettu

Pankkiyhteys- ja tilitiedot

Lähiomaisen/muun mahdollisen tallettajan yhteystiedot

Nykyinen /viimeksi ollut työnantaja ja osoite

Hakijan rahatilanne Aikaisemmat avustukset

On Ei Maksettu Maksamatta

Perustelut (selvitys tapahtumista, tapahtumapaikka ja -aika, muut mahdolliset tiedot)

Lisäselvitys liitteenä

Haettavan avustuksen suuruus ........................................valuutta / € ja toimitusmaksu € 50,- (UM asetus 1243/2003 7 §)

Käyttötarkoitus

Vakuutan, että antamani tiedot ovat oikeat, ja valtuutan pankin siirtämään ulkoasiainministeriön tilille edustuston päätöksessä mainitun avustussumman.

Paikka ja aika Hakijan allekirjoitus ja nimenselvennys

Edustuston PÄÄTÖS

Nro .........../............................(päivämäärä)

Avustus myönnetään ei myönnetä myönnetään osittain talletusta takaisinmaksusitoumusta vastaan

Avustussumma ulkomaanvaluutassa ................................................

Toimitusmaksu (UM asetus 1243/2003 § 7) ............................................... €

Kurssi ...............................................

Takaisin maksettava summa (takaisinmaksusitoumuksessa) .............................................. €

HUOM. Jos kyseessä takaisinmaksusitoumus, edustusto täyttää erillisen pankkisiirtolomakkeen.

Perustelut

Lisäselvitys liitteenä

Valitusosoitus ja muutoksenhakuohjeet liitteenä Annettu valitusosoitus

Paikka ja aika Päätöksen tekijä (virka-asema/ nimenselvennys/ edustuston leima)

Tiedoksiantotodistus

Tämä päätös on annettu hakijalle tiedoksi tänään.....................................,.............päivänä..................kuuta..............

(paikka ja aika)

Hakijan allekirjoitus Edustuston virkamiehen allekirjoitus Edustuston virkamiehen allekirjoitus

TAKAISINMAKSUSITOUMUS

Sitoudun maksamaan myönnetyn avustuksen ja siitä menevän toimitusmaksun ulkoasiainministeriölle 30 päivän kuluessa avustuksen saamisesta. Avustus on ulosottokelpoinen (KonspalvL 42 §, Valtion maksuperusteasetus 3 §). Suomen Pankki ilmoittaa korkolain mukaisen viite- ja viivästyskoron.

Paikka ja aika Avustuksen saajan allekirjoitus ja nimenselvennys

BESKICKNING ANSÖKAN OM EKONOMISKT BISTÅND

FYLLS I AV SÖKANDEN

Den sökandes namn Personbeteckning Medborgarskap

Adress i Finland Telefonnummer

Passuppgifter eller hur identitet bekräftats

Bankförbindelse och kontonummer

Uppgifter om nära anhörig/eventuell annan depondent

Nuvarande/senaste arbetsgivare

Den sökandes ekonomiska situation Har bistånd beviljats tidigare

Ja Nej Återbetalat Obetalat

Motivering (vad har hänt, var och när, eventuella andra uppgifter)

Ytterligare utredning som bilaga

Biståndsbelopp som söks ..........................................valuta/€ plus expeditionsavgift 40,- (UM:s förordning 1173/2005 § 13)

Användningsändamål

Jag försäkrar att de uppgifter som jag har lämnat är riktiga och jag ger banken rätt att till utrikesministeriets konto överföra det biståndsbelopp som beskickningen fastställt.

Ort och datum Sökandes underskrift och förtydligande av namnet

BESKICKNINGENS BESLUT

Nr .........../............................(datum)

Biståndsbelopp beviljas beviljas inte beviljas partiellt mot deposition återbetalningsförbindelse

Biståndsbelopp i utländsk valuta .......................................

Expeditionsavgift (UM:s förordning 1173/2005 § 13) .................................. €

Valutakurs .......................................

Återbetalningssumma (i återbetalningsförbindelsen) .................................. €

OBS. I fall fråga om en återbetalningsförbindelse, fylls bankgiroblanketten av beskickningen

Motivering

Ytterligare utredning som bilaga

Besvärsanvisning och anvisning för sökande av ändring som bilaga Sökanden har fått besvärsanvisningen

Ort och datum Handläggarens underskrift (tjänsteställning/ förtydligande av namnet/ beskickningens stämpel)

DELGIVNINGSBESLUT

Detta beslut har delgivits den sökande i dag i....................................., den..........................................................

(ort) (datum)

Den sökandes underskrift Underskrift av en beskickningstjänsteman Underskrift av en beskickningstjänsteman

ÅTERBETALNINGSFÖRBINDELSE

Jag förbinder mig att återbetala det biståndsbelopp som har beviljats mig samt att betala tillhörande expeditionsavgift till utrikesministeriet inom 30 dagar efter det att biståndet erhölls. Beloppet kan utsökas (42 § lagen om konsulära tjänster, 3 § F om grunderna för avgifter till staten). Finlands Bank tillkännager referens- och dröjsmålsräntan enligt räntelagen.

Ort och datum Biståndstagarens underskrift och förtydligande av namnet

**Annex 5 - Phone list of the local authorities and hospitals**

**AMBULANCE**

Ambulance Bishal Bazar, New Road 4244121   
Ambulance Kathmandu Model Hospital, Bagbzar 4240805,4240806   
Ambulance Lalitpur Municipality, Pulchowk 5527003   
Ambulance Nepal Red Cross Society 4228094   
Ambulance Paropakar 4251614, 4211959   
Ambulance Shiva Sakti Yuba Sewa, Kathmandu 4478111   
Lions Club of Kathmandu Central, Kathmandu 4472211   
Strongtsen Bhrikuti Samajik Tatha Boudha 4473166

Ambulance Service (Paroparkar) Bhimsenthan 4260 859

Ambulance Service Red Cross Bagbazaar 4228 094

**HOSPITALS**

Bir Hospital Tudikhel 4221 119, 4221 988, 4228 094

Kanti Childrens Hospital, 24-hours Emerg. Maharajgunj 4411 140, 4411 550, 4414 798

Patan Hospital Lagankhel 5522 266, 5522 566, 5522 278

- 24 hours Emergency 5521 034

- Administration Office 5522 286

- Enquiry 5522 295

Teaching Hospital Maharajgunj 4412 808, 4412 707

B&B Hospital Gwarko 5531930,5533 206, 5531 933

Norvic-Escorts International Hospital Thapathali 4269 890, 4249 490

- 24 hrs Emergency 4258 554, 4219 686

Om Hospital Chabahil 4482 484 (ext. 197 or 198) 4476 225

**Clinics**

CIWEC Clinic Lazimpat 4424111, 4424242, 4435232

Nepal International Clinic (24 hrs) Durbar Marg 4434642, 4435357

Norvic- hospital Thapathali 4258 554 (24/7)

**Ambulance flight**

Vayodha- hospital Kirtipur 9802019553, 4286 427

Grande International Hospital 5159 273, 5159 266

Army helicopter

Airport 4474953, 4471653, 4470603

**Police**

24 h Emergency 1113, 4412 780

Metro Control 100

Traffic Control 103

Missing children 104

District Police Station Hanumandhoka 4261 707, 4261 360, 4261 843

Police Headquarters Naxal 4411 210, 4410 088

Emergency Police Flying Squad Bhrikutimandap 100

Tourist Police Kathmandu Bhrikutimandap 4247 041

|  |  |  |
| --- | --- | --- |
| **POLICE STATIONS PHONE NUMBER** | | |
| **Name** | **Adress** | **Phone** |
| Central Jail Guard | Tripureshwor | 4253398 |
| Dilli Bazar Khar Guard | Charkhal | 4414335 |
| District Police Office | Kathmandu | 4261790 |
| District Police Office | Lalitpur | 5521207 |
| District Police Office | Bhaktapur | 6614821, 6614708 |
| Interpol Section | Naxal | 4411210, 4412602 |
| Nakhu Jail Guard | Lalitpur | 5521112 |
| Police Headquarter Exchange | Naxal | 4411210, 4410088 |
| Police Traffic Office | Ramshah Path | 4227348, 4227351 |
| Police Traffic Office, Tourist Police | Bhrikuti Mandap | 4247041 |
| Regional Police Unit Office | Hanumandhoka | 4262945, 4261360, 4223011 |

**Fire Brigade**

Emergency New Road 101, 4227215

Emergency Jawalakhel 5521 111, 5521 101

Emergency Bhaktapur 6610049

**Electricity**

Nepal Electricity Authority Ratna Park 4153 164, 4153 165

Nepal Electricity Authority Basundhara 4357 219, 4357 220, 4357265

|  |  |
| --- | --- |
| **ELECTRICITY (Power Failure) PHONE NUMBER** | |
| **Name** | **Phone** |
| **Kathmandu Area** | |
| Balaju | 4350896 |
| Baneshwor | 4474161, 4471201 |
| Chabahil | 4474164 |
| Kirtipur | 4330428 |
| Kuleshwor | 4272404, 4272402 |
| Maharajgunj | 4357219 |
| Ratna Park | 4227061, 4225584 |
| **Patan Area** | |
| Lagankhel | 5521365 |
| Pulchowk | 5522043 |
| **Bhaktapur Area** | |
| Bhaktapur | 6610065 |
| Thimi (Old) | 6630317 |
| Thimi (New) | 6610065 |
|  |  |

We can also suggest an app to your smartphone or iphone to find doctor, hospital or ambulance:

“Hospitals Nepal”

**This information is subject to change** **without notice. The Embassy can not take the responsibility for any changes or the accuracy of the above information. Please keep yourself updated.**