

INFORMATION LETTER TO NORDIC NATIONALS IN ETHIOPIA

The Nordic Embassies agree on the timeliness of reminding our nationals in Ethiopia of procedures for emergency preparedness and response.

There are and should be many steps towards preparedness taken by all citizens on a normal day-to-day basis. It is also the obligation of an Embassy to plan and prepare for all eventualities in case of a crisis. The following communication should be regarded as a routine element in such planning and preparation. It is intended to remind Nordic nationals of the current set of emergency guidelines and instructions.

The Nordic Embassies strongly recommends all Nordic nationals staying in Ethiopia to register with their respective Embassy and keep their information updated at all times. The citizen registration forms can be found on the Embassies' home page. It is also recommended that all Nordic nationals check the Embassies' websites regularly for any additional information that may be relevant in addition to the attached guidelines.

In the event of a serious emergency situation the chosen meeting points are the Norwegian Embassy, the Finnish Embassy, the Swedish Embassy and the Danish Embassy, maps of which are included in the guidelines. Nordic citizens are welcome to any of the Nordic Embassies, depending on which is safest and closest in an emergency situation.

KEEP THESE GUIDELINES & INSTRUCTIONS READILY AVAILABLE

With kind regards, Ambassadors

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Finland

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Norway

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Sweden

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Denmark

GUIDELINES AND INSTRUCTIONS for EMERGENCY PLANNING AND PREPAREDNESS for NORDIC NATIONALS in ETHIOPIA

A. Assistance in the event of a national emergency situation

A national emergency could be a large earthquake or another major natural disaster, civil unrest bordering civil war, a sudden violent seizure of power etc.

In a national emergency situation the Embassies will, as far as possible:

- ✓ *provide you with information on:*
 - the current situation;
 - emergency and potential evacuation measures planned by the Embassies in conjunction with the Nordic authorities;
 - places where Nordic nationals, especially tourists and other visitors can turn for advice and help;
 - possible means of evacuation by scheduled transport or eventually special evacuation transport.
- ✓ *provide guidelines on:*
 - precautions to be taken;
 - how to prepare for possible evacuation;
- ✓ *provide assistance in:*
 - notifying next-of-kin in Nordic countries of the current local situation;
 - if found necessary, issuance of special papers requesting local authorities to provide free passage, assistance and protection;
 - identifying, organizing and implementing of evacuation measures for Nordic nationals in the area;
 - if found necessary, based on a statement of intention to reimburse any assistance, giving financial assistance in the way of emergency loans to cover transport home or transport to other safe areas.

B. Emergency Phases

For the purpose of appropriate handling of a national emergency situation the embassies recognize the following phases/levels:

Phase Zero	- normal, routine situation
Phase I	- alert
Phase II	- restricted movements
Phase III	- relocation
Phase IV	- evacuation

C. Emergency Preparedness, Phase Zero

For your own personal safety and in order to be prepared for an emergency situation, we advise you to always follow these simple rules:

1. Make sure that the Embassy has accurate personal information about you and your family, and keep the embassy informed of any changes in this personal information.
2. In case of longer stays outside your home area keep the Embassy informed.
3. As a matter of routine maintain an inventory of your belongings.
4. Your travel documents and your national ID-card should be updated and available, if not available have copies available.
5. Keep torches (with batteries and bulbs) and candles (with matches) in your house.
6. Keep a fire extinguisher in your house.
7. Keep a small amount in small denominations of local and "hard" currency at hand.
8. It is a good idea to always have your vehicle(s) fairly full tanked (if a generator is available also keep fuel for that). Reconsider the need to run the generator during short power cuts in order to save fuel.
9. Be aware of how to turn off electricity, gas, water in your house.
10. If possible, get in possession of a battery driven radio.
11. Make sure that you know the selected meeting point in your area.

With these precautionary steps you have gone a long way towards being prepared for additional steps to be taken in case of an emergency.

If you have registered with your Embassy, you will be informed by the Embassy or your organization if and when an emergency situation arises, at which stage you should turn to the subsequent point.

D. Emergency Phases II-IV.

Phase I – alert

Indicated by civil unrest, security responses to peaceful demonstrations, movement of military capacities, check-points, occasional interruptions of internet and telephone networks etc.

1. Continue normal duty, but take precautions.
2. Ensure that you are contactable by phone and check your e-mail.
3. Do not leave your area without informing the Embassy or your organization.
4. Check your medical kit, and any personal, necessary medicine.
5. Keep a reasonable supply of food and water in your house (one week).
6. Keep a supply of local and foreign currency.
7. Go through all precautionary advice given earlier, especially.
 - check your travel documents (national passport, Ethiopian residence card etc.).
 - check your fuel supply (for cars, generators, cookers).
 - check torches (with batteries, bulbs).

Phase II - restricted movements

Indicated by no internet and phone connections, no fuel supply, no power and/or water supply, diplomatic cars being searched at check-points, curfew etc.

Now is the time to consider whether you or your family would prefer to leave the (area) country by scheduled/commercial routes. If you or your family decides to stay in the (area) country we recommend you follow these rules:

1. Take your children out of school.
2. Restrict movement as much as possible.
3. Listen regularly to radio, incl. international broadcasting, and seek information from local sources.
4. Make sure that you know how to reach the meeting point in your area.
5. Prepare your grab bag (max. 10 kilos per person).
6. Prepare reasonable amount of food and water (for at least 3 days) to take with you.
7. Arrange everything regarding things left behind, including pets, and list whatever you leave behind.
8. Prepare yourself and your family to leave for the meeting point.
9. If and when instruction comes to leave for the meeting point, do not leave your house until you have arranged for:
 - camping/bedding equipment to be taken along, in case a longer stay at the meeting point is foreseen.
 - an inventory of things you leave behind.
 - shutting off water, gas, electricity.

Take into consideration that you may not return to your house!

Phase III/IV – relocation / evacuation.

You have agreed to being relocated and eventually evacuated. It is by now assumed, that you are willing to follow instructions from the Embassy or any authorized officer, who have been introduced to you as such. The situation will not have room for individual decisions.

You should be prepared to bring along items as instructed by the authorized officer:

- ✓ your grab bag
- ✓ a reasonable amount of local and/or hard currency
- ✓ containers with water
- ✓ food supplies for at least three days
- ✓ field cooker, if available, matches
- ✓ necessary medicine, and first-aid kit
- ✓ toilet paper, other toilet articles
- ✓ torches with extra batteries
- ✓ passport, health certificate, ID-card, road map
- ✓ Nordic car-sticker
- ✓ toys, books, playing cards etc.
- ✓ vehicle fuel in jerry cans.

You should be prepared to give written consent that evacuation costs covered by the Embassies shall be reimbursable by you.

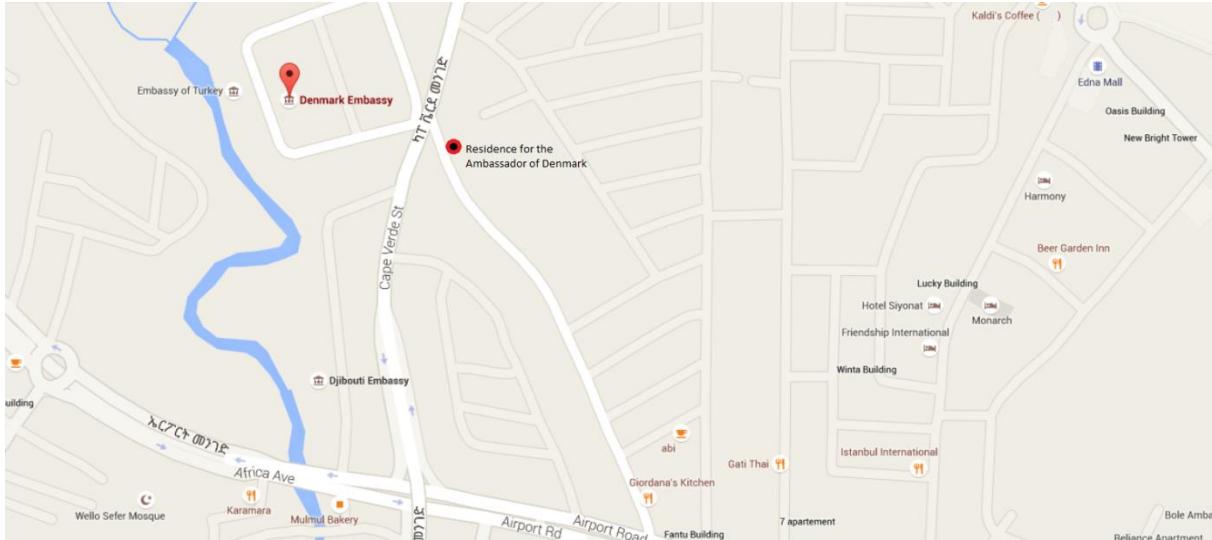
E. Instructions for All Drivers (Copy for Each Driver) joining a convoy

- ✓ *Check that the car is in good running condition and that the tank is filled and bring along extra fuel in jerry can.*
- ✓ *Check that oil, lights, battery, tow line, necessary spare parts and tools are in order.*
- ✓ *Check that you are in possession of papers documenting ownership of the car and that you have the insurance documents.*
- ✓ *Check that you have a reasonable supply of food and water in the car.*
- ✓ *Driving in convoy, whether from your home or from the gathering point, remember:*
 1. Speed limits are 80 kph on main roads, 50 kph on minor roads. Keep distance of 100 meters from the car in front.
 2. Do not lose contact with the car behind you.
 3. No overtaking allowed, except in emergencies.
 4. If your car is developing a problem and you have to stop put on your headlights, then hazard lights and stop by the roadside.
 5. If you see that the car behind you has put on its headlights, do the same. The signal then will pass through the convoy and the leading car will stop, if possible.
 6. It is essential that the convoy keeps moving. If a car has broken down beyond immediate repair, it must be abandoned.
 7. A decision made by the Convoy Leader to abandon a car must be followed without question. DO NOT ARGUE. No person must be abandoned, but cars may have to be.
 8. Check that each family member has gone to the bathroom before departure.
 9. Stop at warning shots. Behave politely and calmly. Do not panic.
 10. Stop at roadblocks and signs set up by police and military personnel. Never question a decision by a person in authority. Behave with politeness and understanding. Allow the car to be searched.
 11. Do not pick up hitch-hikers.
 12. Avoid, if possible, travelling in darkness.
 13. Do not walk away from the car, unless strictly necessary.

Annex 1 - Assembly points in case of evacuation Ethiopia

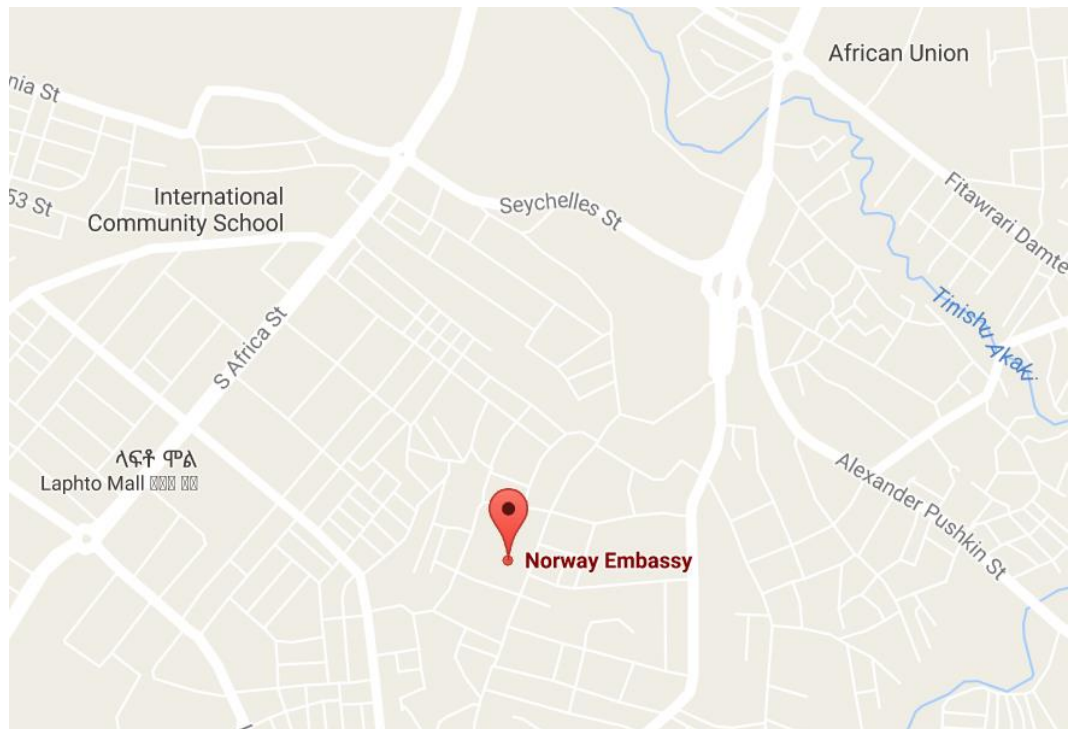
ROYAL DANISH EMBASSY

Bole Kifle Ketema, Kebele03, H. no. "New" P.O.Box 12955 Addis Ababa
Tel: +251 (0) 116 17 49 49



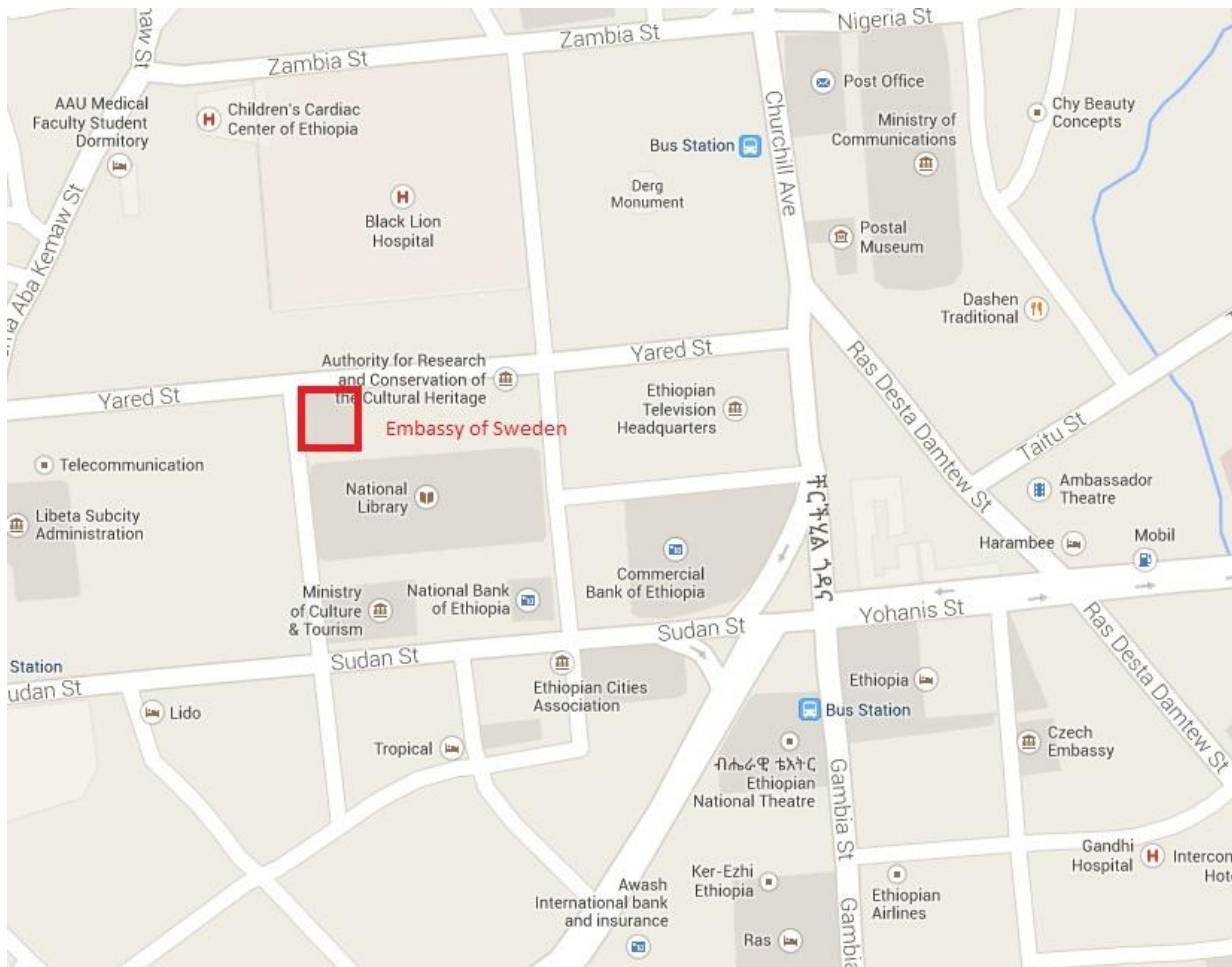
ROYAL NORWEGIAN EMBASSY

Area: Nifas Silk Lafto Sub-City, Woreda 4, House No.
744 Tel. +251 11 317 0420



EMBASSY OF SWEDEN

Area: Lideta Subcity,
Kebele 07/14, House No 891
Tel. +251 11 518 0000



EMBASSY OF FINLAND

Area: Kirkos Kifle Ketema

Kebele 10, House No 436

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