TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: SAFETY AND SECURITY

- Adapt GOM 5 - Security, Safety & Emergency Response
- Write SOPs and adapt all forms

☐ Review S&S policy and make changes to align with independent entity/non-UW entity
☐ Review SOPs and make changes to align with independent entity/non-UW entity
☐ Review all forms to update roles & responsibilities and make other necessary changes to align with independent entity/non-UW entity
☐ Change vendor agreement with security firm to new entity
☐ If security guards are I-TECH employees, assess need for new uniforms with new entity name/logo
☐ Assess need to continue MOC system
☐ If MOC system to continue, remove all UW-related content from MOC handbook
☐ Update Crisis Response Framework to remove all reference to and contacts for UW

RESOURCES

None