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