



PLEASE READ CAREFULLY AND FOLLOW THESE RULES

Memo Security Policy MSF-B South Africa

This document is not replacing the National or local security plan, but is reinforcing it by introducing some basic rules and behavior principles to apply in Cape Town during the duration of the Programmatic Training.

Introduction

Rules called "Security Policy" should define the attitudes and behavior of the team and visitors while in Cape Town.

The Training Coordinator has the right to impose curfew, restrict movement, order evacuation, and reduce activities without any notice if they consider the security context requires it. This decision must be respected by all the participants coming for trainings. In such particular cases, the participants will receive clear instruction that is adapted to the situation.

Communication

- Carry your cell phone at all time.
- The battery should be charged
- Make sure there are enough units on it so you can be able to make an emergency call.
- Do not use your phone on the street, unless it is an emergency.
- Enter the phone numbers of the Training Administrator and Training Coordinator in your phone before or immediately after arrival in Cape Town.

Movement

By Car

- Whether you are the driver or not, **doors should be kept locked and windows rolled up** at all times.
- If you are driving an MSF vehicle, in addition to this policy ref: Driving Policy MSF-OCB South Africa & Lesotho.
- For public transportation and taxi, ask the Training Administrator for phone number of companies that are safe to be used. **Never take a mini bus taxi from the street.**
- Always have your international driver's license and your original license with you.
- **Do Not** drive at night if you don't know your way around.
- When a traffic light is red, **approach the light slowly until it turns green** and continue driving. This method will protect you from 'Smash and grab' robberies which are common particularly in Cape Town, at traffic lights, and on highway off-ramps. You should be particularly careful of this problem and avoid carrying anything of value (e.g., briefcases, purses, cell phones, laptop etc.) inside the car that could attract potential assailants. All valuables must be put in the trunk.
- Make sure the car is safely parked, locked, the alarm is engaged and nothing is left in it.
- Make sure you know how to drive on the left side.

On Foot

- It is **prohibited** to walk anywhere in Cape Town **after sunset** (20h00) unless you are 2 or more people
- It is not authorized to walk alone after sunset.
- During the day, even in the permitted areas, it is not advisable to walk alone.
- Do not use money machines in dark areas.

- Do not use money machines in isolated areas or while you are alone (**the safest places to withdraw money are in malls**).
- Do not withdraw large amounts of money while you are on foot.
- It is advisable to have a partner if you go jogging.
- To avoid being hit by cars first look on your right side.

At the hotel

- Put your money and valuables in safe and unpredictable places.
- Avoid bringing home people that you do not know very well.
- Do not place valuable items (e.g. Laptop) in a place that is visible from outside.

Documents to keep with you at all time.

- Photocopy of your passport or ID – leave the original in your room.
- Always have about R200 with you.
- MSF training team contact details

In Case of an accident or Incident

- In case robbery remain calm, do not resist, and give whatever you have.
- Do not attempt to discuss or negotiate
- Call: the Police: Emergency line in South Africa is 10111.
- Remain calm.

General tips

- The main risk is coming from opportunistic situations – which means anywhere at any time – be aware – be alert.
- Avoid to keep large sums of money on you.
- If you need to travel anywhere, inform the Training Administrator of your movements.
- It is highly advised to buy a telephone sim card and to move around with a mobile phone to be reachable as well as in case of emergency.

Important Numbers

Tandi Gadla – Training Administrator 078 840 2580

Ian Proudfoot – Training Coordinator 082 545 6652

MSF Observatory Office: 021 448 1058

I, the undersigned _____ hereby confirm that I have read and understood the above-mentioned rules.

Signature _____ Date _____