1. **Maintain** UPDATED COUNTRY PROFILES on the country of destination and neighbouring countries.

2. Be in touch with YOUR NATIONALS
   - Encourage your nationals to register
   - Keep your nationals informed
   - Reach out to your nationals

3. Develop & regularly update A CONTINGENCY PLAN taking into consideration the capacities and needs of your nationals.

4. Prepare for complex RELOCATIONS / EVACUATIONS and have alternative plans for:
   - accommodation sites
   - transportation
   - routes

5. Draft a CRISIS COMMUNICATION PLAN
   - Always have two alternative communication channels.

6. Create and train a CRISIS MANAGEMENT TEAM and support teams.

7. Build a CRISIS NETWORK before you need it. Keep your contact lists updated.

8. Prepare CHECKLISTS and verify:
   - Logistical and financial requirements
   - Resource inventory
   - Equipment needed

9. Prepare A CRISIS BUDGET
   - Anticipate that prices will rise dramatically during a crisis.
   - For standardisation purposes, USE ONLY ONE CURRENCY.

10. Keep in mind OTHER FACTORS that could result from a disaster, such as:
    - Infrastructure failures
    - Staff availability
    - Communications, IT failures/restrictions
1. **Stay CALM**, be composed, act normally.

2. **Work AS A TEAM**, internally and externally.

3. **Enlist SUPPORT OF MIGRANTS AND MIGRANT ORGANISATIONS** to assist with relocations/evacuations.

4. **Keep in mind**: INFORMATION IS KEY
   - Monitor the crisis
   - Stay ahead of the news
   - Fill the need for information to avoid rumours

5. **Monitor THE SITUATION** and your nationals’ conditions.
6. **Provide TARGETED ASSISTANCE** to vulnerable groups.
7. **Report DEVELOPMENTS** at post REGULARLY to home country office.
8. **Obtain DETAILS** from national authorities on:
   - Road restrictions
   - Rail restrictions
   - Airports situation
   - Ports situation

9. **Be AWARE of**:
   - Border crossing regulations
   - Clearance issues
   - Transit visas

10. **Prioritise THE EVACUATION OF NATIONALS** according to:
    - Risk areas
    - Vulnerabilities

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**LEARN MORE** about the EU-funded project, Migrants in Countries in Crisis: Supporting an Evidence-based Approach to Effective and Cooperative State Action on www.icmpd.org/MICIC

**ENHANCE YOUR CAPABILITIES** to act as first responder: ask the ICMPD-MICIC team to organise a training for your embassy! Contact: icmpd-micic@icmpd.org