Annexes

A1 – Use Of Route Cards

A1.1 A Mechanism To Monitor Staff Movements

The strict use of route cards works as an effective mechanism for monitoring the movements of staff and assists in facilitating prompt and appropriate action should they fail to reach their destination or meet a deadline. An example of a route card is given below.

Route cards should be completed by all personnel travelling in potentially dangerous regions, and handed over to staff with designated responsibility.

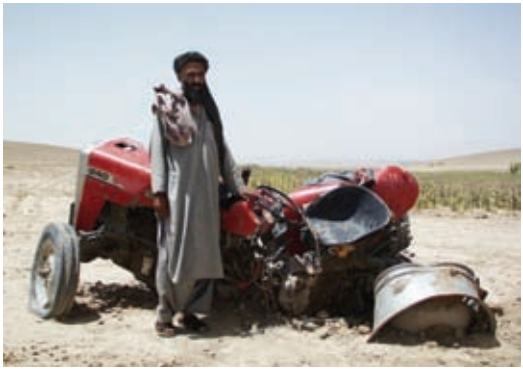
The designated person receiving the route card should sign it to acknowledge receipt. S/he should place it in a prominent place – a notice board on the wall – where it can be checked daily.

The designated person receiving the card should be responsible for checking whether or not the staff travelling has returned or not, by the given Estimated Time of Arrival (ETA), and if not, should report the non-arrival of staff to responsible senior staff.

The person making the journey must report back when they arrive and, if delayed, every attempt must be made to report back the cause for the delay and new ETA.

After completion of the journey, the route card should be signed by the designated person, and the card is removed from the notice board and filed.

Information in completed route cards indicating mine and explosive remnants of war-contaminated areas should be forwarded to the local Mine Action Centre or other relevant authorities.



© Hugues Laurenge, UNICEF

This farmer was lucky to escape unharmed; Afghanistan

A1.2 – Route Card

MISSION SECURITY CLEARANCE REQUEST • UNITED NATIONS

Should be sent to the Area Security Coordinator, Area Field Security Officer and Designated Official by the Team Leader at least 24 hours in advance

Mission Details-Section A

Number of vehicles	Team Leader's Name
Purpose of visit	Agency

Itinerary-Section B

	City	Date	Hour		City	Date	Hour
1. DEP:				3. DEP			
ARR:				ARR:			
2. DEP:				4. DEP			
ARR:				ARR:			

Vehicle Details 1-Section C

Plate No. Phone No.	Agency	HF Call Sign	HF Frequency	Sell-Call No. (for HF)	Cell/Satellite

Name	Agency	Call Sign	Name	Agency	Call Sign
1			3		
2			4		

Vehicle Details 2-Section D

Plate No. Phone No.	Agency	HF Call Sign	HF Frequency	Sell-Call No. (for HF)	Cell/Satellite

Name	Agency	Call Sign	Name	Agency	Call Sign
1			3		
2			4		

Vehicle Details 3-Section E

Plate No.	Agency	HF Call Sign	HF Frequency	Cell Phone No.	Satellite Phone No.

Name	Agency	Call Sign	Name	Agency	Call Sign
1			3		
2			4		

Vehicle Details 4-Section F

Plate No.	Agency	HF Call Sign	HF Frequency	Cell Phone No.	Satellite Phone No.

Name	Agency	Call Sign	Name	Agency	Call Sign
1			3		
2			4		

Vehicle Details 5-Section G

Plate No.	Agency	HF Call Sign	HF Frequency	Cell Phone No.	Satellite Phone No.

Name	Agency	Call Sign	Name	Agency	Call Sign
1			3		
2			4		

Recommendation/Approval of the Area Security Coordinator-Section H

Name		Yes.	Remarks (if any):
Signature	Agency	No.	
Date: / /			

Note: If a vehicle holds more than four (4) passengers, please list each passenger in the next section altering the numbers to 5,6,7 etc.

Sheet No.(if more than one sheet is used) ____of____.

A1.3 Road Movement Procedures (Convoys)

The following document is an excerpt only; it is not specific to a landmine/UXO threat. The document was kindly made available by UNICEF. It corresponds with the route card (see previous page).

PREROAD MOVEMENT PREPARATIONS

Even in areas which are generally secure, travel by vehicle can be a hazardous undertaking due to the risk of mechanical failure, accident, common crime and auto theft. This risk can be significantly reduced by travelling, when possible, in convoy with other vehicles.

Team Leader Responsibilities

Every road mission must have one individual who is responsible for the management of the mission. This person is known as the 'Team Leader'. The following actions should be taken prior to the departure:

a. Prepare a full list of vehicles to be used, including the registration numbers, the names of the drivers to be assigned to each vehicle and the place of each vehicle in the convoy;

b. Prepare a full list of all persons in the convoy and assign responsibilities;

c. Ensure that security clearance has been obtained;

d. Ensure that you have full information regarding the area(s) to be visited, as well as the current situation (terrain, weather, services available, listings of contact persons en route and at destination, etc);

e. When travelling to the area, ensure that you speak with the local authorities regarding your movement as well as security conditions;

f. Check that procedures are in place to assist you in case of emergency (such as a requirement for medical evacuation);

g. Determine if escort by a security force is necessary. If so, ensure it is requested as far in advance as possible but at least 48 hours before intended departure; and

h. Brief all participants.

Development of a Route Plan

It is essential that as much information as possible is gathered about the route prior to departure.

a. Do your research. Find out all you can about the road conditions; talk to others who have been on the route recently;

b. Obtain up-to-date information on possible security risks;

c. Measure the route to be travelled and divide the journey into sections; determine the estimated time of arrival for each section. Pre-determine where the convoy will stop to rest;

d. A contingency plan (keep it simple) should also be prepared in the event of injury, breakdown, etc.;

e. Procedures for aborting the operation must be included in the route plan;

f. Do not travel after dark; ensure that all timings on your route plan enable you to reach a selected location well before nightfall;

g. Ensure vehicle weight and height do not exceed bridge/underpass specifications; and

h. Declare that the convoy has been briefed prior to its departure.

Communications

United Nations vehicles used in road mission should have HF and VHF radios. In convoys, there must be a HF and VHF

radio. The VHF radio must have the Simplex Channel fitted. [This is the system of straight VHF radio to VHF radio communications — from one vehicle to another in this case.][6]

The following communications planning is essential prior to departure:

a. Check radio equipment and ensure that the first and last vehicles have radios;

b. Confirm frequencies;

c. Maintain the time schedule for radio checks with base station;

d. Ensure that you are aware of all call signs, Selcall numbers[7], and any special procedures to be observed;

e. Ensure that the people operating the radios in the convoy are aware of all the above, and know that they must speak clearly and concisely on the air;

f. Radio communications must be established before departing and radio location reports are to be sent at least every hour or, for convenience, whenever passing well known locations. The primary base station is to be informed by vehicle or agencies of every report. When missions are completed, the base station should be advised.

Driver Responsibilities and Vehicle Requirements

International missions require two MOSS-compliant vehicles.[8] In most cases, National staff are able to travel in one MOSS-compliant vehicle, preferably with three people on

[6] 'Simplex': The transmission does not go through a 'Repeater' and uses a single frequency only. 'Duplex' uses two frequencies, one to transmit and one to receive. This system goes through a repeater and gives extended range to VHF.

[7] SELCAL - Self Call, number to call an individual radio – usually from another VHF-radio.

[8] MOSS: Minimum Operating Security Standards are a United Nations policy document. The purpose of MOSS is to establish standard field based criteria for minimum security arrangements to enhance staff security and reduce risk to enable UN field operations.

board. At times there will be mandatory requirements for national staff to travel in two MOSS-compliant vehicles as the security situation dictates and as decided at Inter-Agency meetings. It is essential that the vehicles in the convoy are well maintained and roadworthy. Staff should:

a. Ensure that all vehicles are suitable for the terrain to be traversed;

b. Check that all vehicles are correctly marked (i.e., determine if United Nations flags or decals are to be used);

c. Check that all vehicles are in good condition for the journey and that all have equipment necessary to make repairs such as changing a flat tire;

d. Check that all vehicles start off with a full fuel tank;

e. Ensure that the convoy is of a manageable size, commensurate with the number of escorts, if applicable; and

f. See Annex I[9] for a recommended list of equipment and supplies to be carried in each vehicle in the convoy.

Briefing

It is critical to inform all participants about the travel situation/mission prior to departure, as follows:

a. Hold a briefing for all involved and ensure everyone understands his/her responsibilities, convoy procedures and contingency plans;

b. Ensure that the actual speed of the convoy is discussed;

c. See Annex II[9] for a recommended list of personal equipment for all staff members to carry with them in their vehicles;

d. If the convoy is being escorted by security forces, the convoy commander must ensure that the escorting force is briefed on the convoy plan, route, speed and other details; and

e. In the event of an accident, ensure that the convoy knows what to do. Minimal procedures are outlined in Annex III[9].

[9] The Annex refered to here is not attached.

A2 Measures To Provide Additional Protection To A Vehicle

Normal vehicles cannot withstand the blast of an anti-vehicle (AV) mine. The best advice is therefore to stay away from mine/UXO-affected areas altogether. In particular, no travel should be undertaken on roads where the presence of AV mines is suspected.

This basic safety principle notwithstanding, there may be circumstances where it is both appropriate and practical to purchase a 'mine protected' vehicle or to install additional protection to existing vehicles. The advice of your head office and suitably qualified personnel should be sought.

Some of the measures that specialists may recommend include:

1. **Consider purchasing a purposely built or custom designed mine protected vehicle, for example Casspir or Wolf vehicles. The V-shaped construction of the underside of the vehicle offers the best protection to deflect a blast.**
2. **In exceptional circumstances, protection may be added to soft skin vehicles. This add-on protection will not provide the same protection as a mine-protected vehicle but will mitigate some of the effects of an explosion. These measures include:**

   a) Fitting 'ballistic blankets' or armour plating. Both forms of protection have many practical and cost implications and their protective value has been questioned. Before taking either measure, a full analysis of the pros and cons of the technology should be undertaken.

Case Study

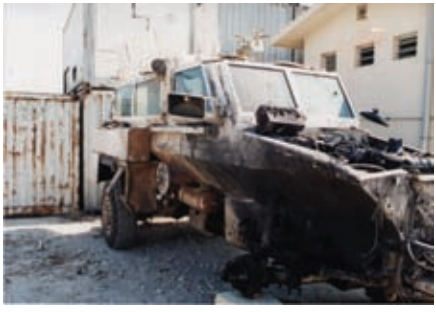
A few years ago, a Land Cruiser with a full passenger load hit an anti-vehicle mine in South-East Angola, killing seven and injuring six of the passengers.

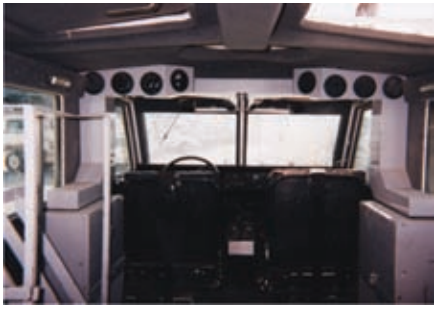
While the initial blast was devastating to the vehicle it is believed that some of the deaths could have been prevented if the passengers had been wearing seat belts, as the blast catapulted the car into the air and crushed the passengers against the inside of the vehicle.

b) Fitting roll bars. Roll bars in the back of a vehicle can be fitted if passengers have to sit there. The passengers should be seated on benches and strapped in – preferably with four-point harnesses. Ensure that the back benches are equipped with seat-belts as a minimum.

c) Fitting blast-resistant film. Covering windows with blast-resistant film can prevent them from shattering in the event of an explosion.

3. **Equipping all vehicles with fire extinguishers and medical kits.**
4. **Strict vehicle loading discipline. Unsecured items inside a vehicle can greatly increase injuries in the event of an accident following a mine strike. Fuel cans should never be carried inside a vehicle.**





Mine protected vehicle after mine-blast. Note that the windows and the interior are intact; UN peacekeeping mission Lebanon

A3 Other Threats

A3.1 Depleted Uranium

Depleted uranium is a dense, radioactive, heavy metal used in making ammunition, armour plating for tanks and other military vehicles, and is used for aircraft stabilisers.

Depleted uranium has a residue that can sometimes be recognized as a black or green, soot-like dust. If dust is not visible, never assume that depleted uranium residue is not present.

Depleted uranium is toxic and in high doses, over a long period, can have long-term health effects.

Depleted uranium can be inhaled, swallowed or enter the body through cuts and abrasions. So long as depleted uranium remains outside the human body, experts consider that it is of negligible harm.

Some simple rules to limit exposure to depleted uranium include:

- **Never enter or climb on or around damaged military equipment.**
- **Do not touch or approach military debris, ammunition casings, unexploded ordnance, and damaged or abandoned military vehicles.**
- **Do not collect war souvenirs.**

Case Study

Depleted Uranium was heavily used in the 1991 Gulf War. Almost one million Depleted Uranium rounds were fired equalling 340 tons; in the Balkans an estimated 11 tons were fired in the late 1990s. Approximately 75 tons of Depleted Uranium munitions were used by United States–troops in the recent Gulf War.

(Christian Science Monitor, http://www.csmonitor.com/2003/0515/)

Nevertheless, health data on the long term effects of Depleted Uranium are still limited and the health effects of Depleted Uranium are highly contested.

If you come in contact with depleted uranium:

- **Cover your mouth**
- **Leave the area**
- **Wash your hands and face with soap and water**
- **Wash your clothes.**

More information may be obtained from the Royal Society in London that issued two reports in 2001/2002 and an eight-page summary: "The health effects of depleted uranium munitions". The documents can be found at www.royalsoc.ac.uk.

See also the World Health Organization fact sheet on Depleted Uranium: http://www.who.int/mediacentre/factsheets/fs257/en/ and the United Nations Environmental Programme study on Depleted Uranium in Bosnia and Herzegovina: http://postconflict.unep.ch/publications/BiH_DU_report.pdf

A3.2 Biological and Chemical Weapons

A biological weapon is designed to release germs or other biological substances that can make you seriously ill or kill you. Many biological agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, like the smallpox virus, are contagious and if you are exposed, you risk exposing others.

A chemical weapon is designed to release toxic gas, liquid or solids that can poison people, through inhalation or contact with the skin and the environment. Many chemical weapons burn skin.

Chemical and biological weapons are commonly delivered by missile warheads, rockets, aerial bombs, artillery shells, and aerial spray tanks.

While chemical and biological agents usually dissipate quite quickly, abandoned weapons systems may still contain hazardous substances. The best advice is to stay away from weapons depots and abandoned ordnance, suspicious liquids and containers.

Possible Signs of Chemical or Biological Threat:

- **Airborne gasses;**
- **Unusual liquids and containers;**
- **Many people suffering from watery eyes, twitching, choking, difficulty breathing or loss of coordination;**
- **Many sick or dead birds, fish or small animals are also cause for suspicion;**

- **Sudden onset of illness by you or your colleagues.**

If you become aware of an unusual and suspicious airborne substance nearby:

- **Find clean air quickly;**
- **Quickly try to define the impacted area and where the chemical is coming from;**
- **Take immediate action to get away. Stay up wind of any potential hazard;**
- **Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing;**
- **If the substance is inside a building where you are, get out of the building without passing through the contaminated area, if possible;**
- **If you can't get out of the building or find clean air without passing through the area where you see signs of a chemical attack, it may be better to move as far away as possible;**
- **Wash with soap and water;**
- **Contact authorities.**

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical agent. If you think you have been exposed to a chemical agent:

- **Strip immediately and wash;**
- **Look for a hose, fountain, or any source of water, and wash with soap if possible, being sure not to scrub the chemical into your skin;**
- **Seek emergency medical attention.**

If you think you have been exposed to a biological agent:

- **Practice good hygiene and cleanliness to avoid spreading germs;**

- **Wash your hands with soap and water frequently;**
- **Do not share food or utensils;**
- **Cover your mouth and nose when coughing or sneezing;**
- **Share health-related information with others, especially those who may need help understanding the situation and what specific actions to take;**
- **Seek medical advice.**

From: **http://www.ready.gov/chemical.html**

For detailed advice consult the CD ROM-based self-teach guide "Chemical, Biological, and Radiation Threats. A Guide to Aid Workers"; a product of International Medical Corps and the Center for International Emergency Medicine University of California, Los Angeles (UCLA), 2003.

A4 Glossary

This glossary provides simple explanations for some of the technical terms included in this handbook. The aim is to assist the reader and not to replace or amend in any way existing legal or technical definitions, such as those found in the 1980 Convention on Certain Conventional Weapons and its annexed Protocols or the 1997 Convention on the Prohibition on the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction (often referred to as the Anti-Personnel Mine-Ban Treaty or Ottawa Treaty/Convention).

Abandoned Ordnance

Abandoned ordnance (AO) is ordnance that has not been used, but is no longer in the control of any particular force. AO could include mortars, grenades, bombs, rockets, bullets, artillery shells and so on. Sometimes abandoned ordnance may include small caches of weapons which have been lost in the course of fighting only to turn up later.

Anti-Personnel Mine

A landmine designed to injure or kill one or more persons. Anti-personnel mines are usually detonated when they are stepped on or when a tripwire is disturbed, but they can also be set off by the passage of time or by controlled means.

Anti-Vehicle Mine

Often referred to as anti-tank mines, anti-vehicle mines are landmines designed to disable or destroy vehicles, including

tanks. Like anti-personnel mines, anti-vehicle mines can be detonated by pressure (though normally much greater weight is needed) or remote control, as well as by magnetic influence or through the disturbance of a tilt rod (a type of vertical tripwire).

Booby-Trap

An explosive or non-explosive device, deliberately placed to cause casualties when an apparently harmless object is disturbed or a normally safe act is performed, like opening a door or turning on a television. All booby-traps that use explosives are considered improvised explosive devices (IEDs).

Bounding Mine

An anti-personnel mine which is set off by a tripwire or pressure and then explodes in the air at a predetermined height, scattering fragments in all directions.

Explosive Remnants of War

All ordnance that remains after armed conflict and which have an explosive potential. This includes unexploded ordnance, abandoned ordnance, booby-traps and in some circumstances abandoned or destroyed military vehicles and equipment. In international legal parlance, explosive remnants of war (ERW) does not normally include landmines, as landmines and ERW are dealt with under two distinct international conventions: the Anti-Personnel Mine-Ban Treaty and the Convention on Certain Conventional Weapons (Protocol V).

Fuse

A mechanism which sets off a mine or other ordnance.

Improvised Explosive Device

A manually placed explosive device, normally 'home-made' and adapted in some way to kill, injure, damage property or create terror.

Mine Action

Activities that address the threat of landmines and ERW to civilian populations. Mine action usually includes five mutually supporting activities, including: 1) risk education and awareness raising; 2) advocacy to ban landmines and other weapons that have indiscriminate effects; 3) assistance to victims of landmines and ERW; 4) mine clearance and explosive ordnance disposal; and 5) the destruction of stockpiled landmines. Mine action does not usually include the removal or destruction of improvised explosive devices. More often such threats are dealt with by security forces, such as the police.

Mine Action Centre

A centre that coordinates and regulates mine action activities within a country. A government or the United Nations usually runs such centres.

Mine Marking

The organised marking of minefields. Standard, easily recognizable mine warning signs are placed around the perimeter of the minefield to alert people to the presence of mines.

Tilt Rod

A post or pole attached to a fuse mechanism on the upper surface of a mine. Pressure exerted on the tilt rod sets off the mine.

Tripwire

A thin, non-reflective metal or coloured wire which can be used as a mechanism to trigger an anti-personnel mine or a booby-trap. A tripwire is usually stretched low above the ground so that any passer-by will 'trip' over it, thus setting off the explosive.

Unexploded Ordnance

Explosive munitions that have not yet been set off. Unexploded ordnance (UXO) may already have been fired, dropped, or launched, but has failed to detonate as intended.

Manual mine clearance in Afghanistan.

Emergency Contacts

Use this space to write down the contact details/numbers/frequencies of the following: Security officer(s), Medical Centres, Radio Room/operators, Mine Action Centre, "Home Base" (Headquarters), etc.

PHOTOGRAPHY: All pictures without credits have been generously provided by various UN agencies, national Mine Action Centers, mine action NGOs (particularly Handicap International) and UN-security officers.

DESIGN: ALAMINI DESIGN, NYC