Volunteers National Organization for Development and Humanitarian Services

Staff update on safety and security protocol and the risk management plan document

Subject: Staff Update: Safety & Security Protocols and Risk Management Plan

Dear Team,

As part of our on-going commitment to workplace safety, we have completed an important review and update of our **Safety and Security Protocols** as well as our **Risk Management Plan**. These updates reflect current best practices and recent changes in our operations and environment.

Key Updates You Need to Know:

1. Safety & Security Protocol Enhancements:

- **Emergency Procedures:** Revised fire evacuation routes, lockdown protocols, and shelter-in-place guidelines.
- **Visitor Management:** Strengthened sign-in procedures and mandatory visitor identification.
- **Incident Reporting:** Updated forms and a streamlined digital reporting process via [internal system/email].

2. Risk Management Plan Highlights:

- **Risk Identification:** More robust assessments for operational, environmental, and cybersecurity risks.
- **Response Plans:** Clearly defined roles and responsibilities during incidents or disruptions.
- **Training Schedule:** Mandatory safety and risk management training sessions starting [insert date].

3. Staff Responsibilities:

- Familiarize yourself with the updated protocols (see link below).

- Participate in scheduled drills and training.
- Report any concerns, hazards, or suspicious activities immediately.

Access the Updated Documents:

You can view and download the full documents here:

- Volunteer Website.
- Or you can request the full document from staff safety and Security officer/Operation Directors

We are all responsible for maintaining a safe and secure workplace. Your attention to these updates and active participation is critical to our success.

If you have any questions or require clarification, please reach out to [Safety Officer-Ibrahim Abdullah] at[vnodhs@volunteersno.org].

Thank you for your continued cooperation.

Stay safe,
[Abdulnassir Adam Mohamed]
[Programme and Operation Director]
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