**ICRC Convoy Procedures**

The aim of the document is to provide general guidelines to staff organising or joining convoys. The list of responsibilities is designed to practically help conveyors and drivers in the field, before, during, and after a convoy.

#### Tasks of the Convoy Leader

The Vehicle Fleet Manager (or Logistics, in case there is no VFM) assigns a convoy leader.

This person is responsible for ensuring efficient and trouble-free convoys. The convoy leader must be prepared and able to accept the responsibilities for a secure, safe and efficient operation of the convoy under his control.

His / her role begins long before the engines start and finishes long after they are shut down.

Convoy leaders should be utilized to the fullest in the preparation and planning stages of convoys. To help convoy leaders to perform, their detailed tasks are hereunder described in a checklist form.

#### Pre-convoy

Obtain from the relevant department(s) the objectives of the convoy:

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| What is to be convoyed |
| When is the convoy required |
| Where is it required |
| Any special or specific locations that must be passed through or avoided |

#### Vehicle Selection

Select the vehicles using all information available

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| Load capacity |
| Weather conditions |
| Road safety |
| Fuel consumption/vehicle range |
| Time available (duration of convoy) |
| Front and rear vehicles should be a lighter vehicle to increase mobility and adaptability, including Medevac arrangements |

#### Driver Selection

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| Appoint a deputy leader, to travel in rear vehicle to monitor vehicles along the trip |
| Convoy should carry at least one extra driver to cover in case of incident or illness |
| Are the experience and level of training of the drivers adapted to the task |
| Drivers must be in good health and emotionally stable |
| Sensitivities concerning the actual (or perceived) nationality, clan, tribal or assumed religious identity |

#### Route Planning

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| Details of actual route and road assessment to be taken in writing |
| Possible alternative routes |
| Pre-arranged points for radio checks |
| Known checkpoints |
| Consult previous route plans and users |
| If possible, carry a person familiar with the route |
| Point at which progress should be measured against time available and/or turning points |
| Possible safe locations for logistical or overnight stops |

#### Logistical Requirements

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| Fuel |
| Food/drink |
| Accommodation |
| Secure parking |
| Red Cross markings and flags |
| Special needs |

#### Authorization to travel

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| Local authority permission to move convoy |
| Notification to Military or other authorities |
| ICRC security clearance |
| Field trip form |

#### Notification to Others Regarding Travel

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| Inform base and destination of departure |
| Inform base and destination of ETA |
| Any change to plan, inform base and destination, via relay if needed |

#### Communications

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| Confirm use of VHF and channels |
| Confirm use of HF and channels |
| Possible use of sat phone |
| Radio checks with all convoy vehicles |
| Do not permit excessive or unnecessary use of radios |
| Maintain radio watch throughout convoy |
| Carriage of portable radios for convoy leaders + 2 per convoy for control in the event of incident dismount - attached to person, not left in vehicles |

#### Emergency Plans

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| Advanced planning saves lives: ensure each and every person in the convoy knows how to react in case of: mines, shelling, gunfire and are 1st aid trained, each person should know location of medical kits and stretchers |
| Each vehicle should carry a 1st aid kit |
| Communication lines to trained medical assistance must be possible |
| The convoy leader should be issued a light vehicle to use in case a casualty needs to be transported on a stretcher |
| Property has no value when lives are at stake |
| Ensure a contingency plan is drawn up before departure |