**TOOL 4: SECURITY PLANNING**

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| **Security plan for:**  | [Insert activity name here] |
| **Date security plan developed/ last reviewed:** | [Insert date here] |
| **Person responsible:** | [This is the person within the organisation that should lead on ensuring this plan is implemented] |
| **Risk to be addressed:** | [Describe the risk in as much detail as possible, e.g., including the location, time, activity, persons] |
| **Threats** | **Vulnerabilities** | **Existing capacity** | **Required capacity** |
| [Describe the threats that make this risk more or less likely to happen] | [Describe what makes the programme / the workers vulnerable to this risk] | [Describe current measures used to reduce the risk] | [Describe what more will be done to reduce the risk, in terms of working methods, equipment, procedures etc; also describe how these will be acted on. Think about how to reduce vulnerabilities and increase your programme’s capacity to respond in each case] |