

## **SECURITY GUIDELINES FOR PERMANENT REPRESENTATIVES AND DIPLOMATIC STAFF ACCESSING WFP HEADQUARTERS**

### **BUILDING PASSES**

The badges valid to access WFP headquarters premises for Permanent Representatives, members of diplomatic delegations and drivers for embassies and diplomatic offices, are issued by FAO Security. The building pass office located in the WFP headquarters main lobby, during Executive Board meetings operates from 9.00 a.m. through the end of each day session to provide information or assistance, when required.

### **ACCESS TO WFP PREMISES**

WFP security policy requires Permanent Representatives and delegation staff to display the FAO building pass at all times when on WFP premises. To enter or exit WFP premises the badge must be swept at the proximity readers at vehicular or pedestrian accesses and all passengers in vehicles accessing WFP headquarters must follow the same procedure. Visitors who have not yet been issued a badge, or have forgotten or lost their badges, are issued a visitor card to grant them access to WFP premises. Visitor cards are issued by the security personnel at the visitor centre upon identity verification and clearance to access. Visitors are requested to return badges to WFP headquarters security upon expiry date. All persons attending the headquarters must carry a valid ID at all times which would use for additional identification upon entrance but especially in the event a building pass is lost while in the premises.

### **REGISTRATION OF REPRESENTATIVES AND DELEGATIONS**

During Executive Board events, dedicated badges are to be collected and registration procedures completed at registration desk in the main lobby. Badges provide access to the Auditorium in accordance with the type of meeting and seating available.

### **PARKING AT HEADQUARTERS**

A certain number of parking spaces are reserved for delegations during Board meetings and other special events. Authorized visitor vehicles may be parked in that area only.

### **DRIVERS**

Drivers are required to park vehicles only in areas marked "Reserved parking for delegates". Drivers may take advantage of the facilities in the main lobby and cafeteria; they may be asked to enter discreetly the Auditorium or Aula Delegatis areas only if authorized.

### **EMERGENCIES/EVACUATION**

Security staff are responsible for ensuring that security measures are applied, especially in the event of an emergency in headquarters. They have the authority to issue instructions and take the appropriate actions in this respect. All persons on WFP headquarters premises are expected to comply with the directions issued by security staff in the performance of their duties. In case of evacuation, headquarters security personnel will give appropriate instructions and will direct staff members and visitors towards designated assembly points.