



Sicuro 60-Minute Readiness Checklist

What must be true before the first hour is up

- ☐ **Contracts ready to trigger**
 - Master Service Agreements and Statements of Work pre-signed, covering evacuation, medical, and secure transport.
 - Pre-agreed rates for aircraft, ground teams, and safe houses—no new negotiation required.
- ☐ **Finance on tap**
 - Crisis cost center with pre-authorised spend (minimum USD 250k or local equivalent).
 - At least two instant-payment methods: corporate card + same-day wire limits lifted.
- ☐ **Authority in writing**
 - Delegation of authority matrix for Legal, Finance, and HR—24/7 contacts with alternates.
 - Single incident commander empowered to green-light spend, routes, and comms.
- ☐ **People accounted for**
 - Live roster of staff, dependents, and key contractors, GPS check-in verified in last 30 days.
 - Dual-channel alert system tested (regional SMS gateway + satellite/VoIP fallback).
- ☐ **Local partners locked**
 - Named primary and secondary responders per country—drivers, medics, fixers—with current licenses and vehicle plates.
 - Response partner answered a verification call within the last week.
- ☐ **Routes and rally points**
 - Pre-mapped ground and air exit options, border hours, visa requirements.
 - At least one confirmed muster point per city with capacity data (beds, fuel, comms).
- ☐ **Critical documents cached**
 - Encrypted drive holding passports, visas, insurance proof, and power-of-attorney letters—offline copy carried by incident commander.
 - Printed letter of indemnity for rapid border crossings.
- ☐ **Insurance clarity**
 - War-risk and political evacuation clauses highlighted, with hotline numbers saved in two devices.
 - Written confirmation from broker on claims evidence required.
- ☐ **Comms and narrative**
 - Draft internal alert, family notice, and media holding line pre-approved.
 - Spokesperson and deputy briefed on escalation thresholds.
- ☐ **Proof of practice**
 - Last full-scale drill executed within 90 days, after-action items closed.
 - Next drill scheduled and owners assigned.



Quick sense-check

Could you activate every line above in the next hour without calling a meeting?