

# TRAVEL LOGISTICS

**OCTAGON  
SCHEDULE**

**CLIENT  
SCHEDULE**

**FLIGHT  
MANIFEST**

**TRANSPORT  
SCHEDULE**

**HOSPITALITY  
SCHEDULE**

**SECURITY  
OVERVIEW**



# WORLDUCUE® MOBILE APP

Worldcue® Mobile, the IPG travel safety app is offered to make business travel easier and safer. This app can be used to receive real time alerts specific to travels (as long as it's book through a IPG travel) as well as access to the “Check In” button and the “Hotline” button.

- **Hotline Button:** Use this to connect with IPG's 24/7 Notification Center to speak with a live operator any time wherever you are in the world when you're in need of medical or security assistance
- **Check-in Button:** In case of a travel emergency we may ask you to check-in to confirm your safety. This only needs to be done once only when you're safe and be sure to "allow" Location Services.

Below are instructions to register

1. Find the app in the mobile store [Android](#) or [Apple](#)
2. Open the app, select the “Sign in” link
3. Enter your work email address and select “Continue” where you will be redirected to the IPG One Pass page. Make sure you check the “remember user name” checkbox so the next time you log in you breeze through this step.
4. At the One Pass page, enter your current work email address and your current network password just as you would into your work computer
5. Follow the account set up steps that include: Terms of Use/Consent, Best Number to Reach You, OK to Allow Notifications.



# OCTAGON SECURITY PLAN OVERVIEW

Essentially, there are three levels of action that will be taken in the event of an emergency:

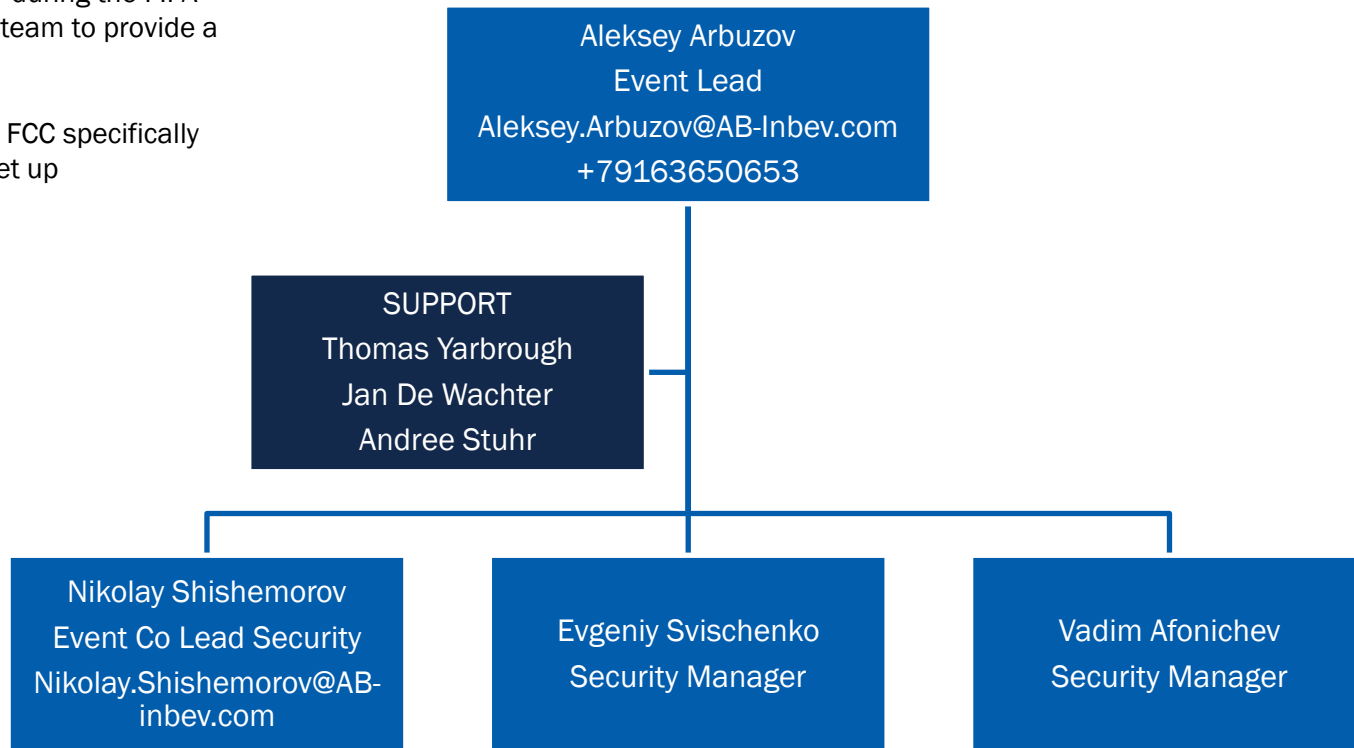
1. You will be asked to 'check-in' / 'mark yourself as safe' via a WhatsApp Emergency Group. This will be monitored by HR/office based personnel in London, who will check your safety against a master event attendee list.  
**Action:** Download the app to the device that you will have with you and be using at the event. If you have not already received the group message, please contact [Jennifer.cordingly@octagon.com](mailto:Jennifer.cordingly@octagon.com).
2. World Cue Mobile app and/or Chubb Travel Smart App are also both helpful apps for IPG hotline information as well as general warnings.  
**Action:** Download the Chubb Travel Smart App to that same device. When you do, you MUST enable/turn on 'Location Services'. This app will allow us to see the last time and location that you were active, if you fail to 'check-in' / 'mark yourself as safe' as per point 1 above, within an hour of being asked to do so.
3. If you are ever in a situation where you feel at risk/unsafe, or you do not know what to do and cannot make contact with a team member,  
**Action:** please call the Global Risk Management Notification Centre on +1 443 716 2239. They are a group of experts that are available 24/7 that can advise, help and assist if you are in a crisis and not sure what to do.

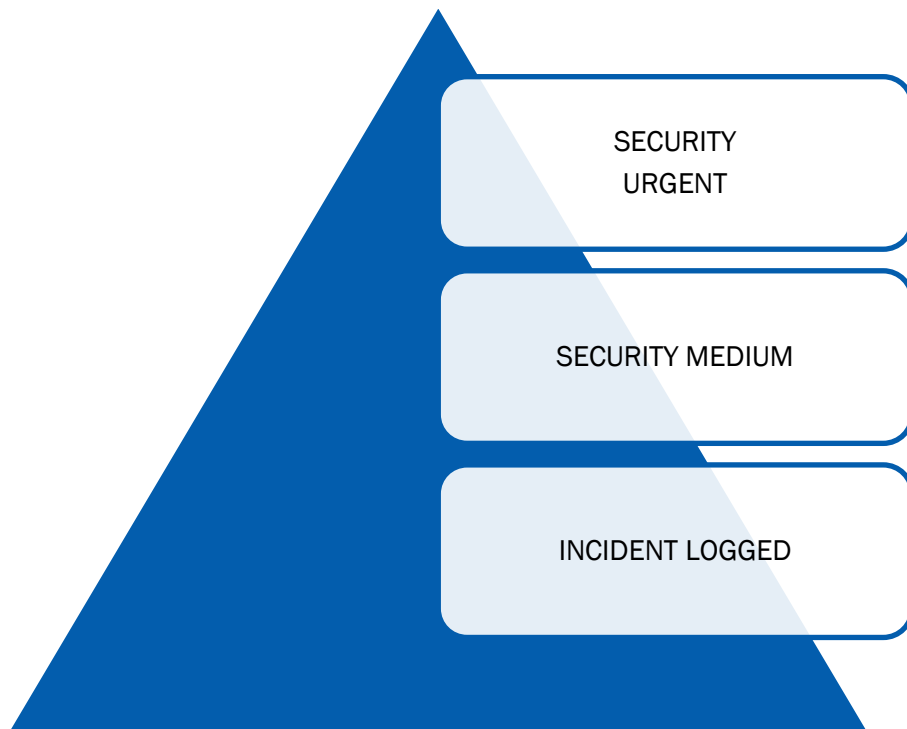
# SECURITY TEAM

Aim: Provide a high level of security during the FIFA Confederations Cup, as part of the team to provide a great experience for our guests

Plan: This security plan is made for FCC specifically  
The FWC plan will differ from this set up

Contracted Supplier: Ares





## SECURITY URGENT

- Assault Aggression
- Unauthorized personnel on site unauthorized access
- Theft of sensitive data
- Missing person
- Any indirect severe incident, like protests, terrorism, etc.

## SECURITY MEDIUM

- Theft of company non crucial/sensitive materials or equipment threats (verbal, phone, mail)
- Burglary
- Customs issue

## INCIDENT LOGGED

- Vandalism
- Loss of passport

# COMMUNICATIONS FLOW

- Aleksey and Nikolay are the coordinators in case of an incident
- Aleksey and Nikolay will make the decision to trigger emergency response
- If an incident takes place concerning a hosted guests the hospitality team will act as a interim between security and the guests
- Incident taking place security will liaise directly with guests

## Incident / Guest



## Incident / Area



# DEFINITION OF A SECURITY INCIDENT

**Security Incident - a security-related occurrence that has, or has the capacity, to lead to human, intangible, or physical loss of operations, services, or activities – which if not managed, can escalate into an emergency, crisis or disaster**

Examples of security incidents are, but not limited to:

- Theft of company materials or equipment
- Assaults
- Aggression
- Threats (verbal, phone, mail)
- Vandalism
- Burglary
- Unauthorized personnel on site
- Unauthorized access or theft of sensitive data., like tickets, travel plans, etc
- Missing person
- Loss of passport
- Any indirect severe incident, like protests, terrorism, etc

# SECURITY SET UP & KEY AREAS

## Hotels

- Hotels have 24/7 security staff
- There is a security contact person for each hotel to liaise with Mobile response teams
- Security SPOC on site for Moscow and St Petersburg
  - Possible travel to Sochi and Kazan

## FIFA Fan Fests

- 5 to 7 own security staff
- Wristbands for access control
- Number of security people is linked to number of guests
- Security SPOC on site
- Mobile response teams

## Game transfers

- Mobile Response Teams
- Wanda SPOC
- Hospitality to lead when hosting guest program