

General security Rules:

- Upon or prior to your arrival, please fill in the Emergency Contact form, provided by the SCO Office Manager, which includes your insurance details and important contact numbers in case of an emergency.
- Upon arrival in Ulaanbaatar, please leave a copy of your passport at the reception.
- The Office Manager will give you an emergency card with important phone numbers. Keep it with you at all times.
- Leave your travel schedules and contact numbers with the Office Manager. Maintain good communication with the people you work with. Always let someone know where you are going, and when you are expected to be back.
- Always carry a copy of your passport with you. Leave your passports, air tickets, personal valuables, etc. in the safe in your hotel or at the Swiss Consulate (at your responsibility).

General Security Recommendations:

Valuables

- Banks and registered money changers are available in all urban areas. Limited foreign exchange is available in the remote soums. Change enough money before going to the countryside.
- Do not carry large amounts of money with you and do not show your wealth (camera, jewelry, hand phone, etc.)
- Be aware of pickpockets in crowded areas, such as markets, entrances, department store, bars, etc.

Back-Up Documents

- Daily back-up your work related documents. Backed-up files need to be stored separated from your laptop. Documents on the office PCs are automatically backed up.

Travel and Walking around

- Public transportation is ok to use. Fees are paid inside. Avoid crowded buses.
- It is recommended to use marked taxis (with a sign on the doors/top or a T on the number plate) or those standing close to the SCO office (in front of Tengis Cinema). The Office Manager or the hotel reception staff are willing to order taxis for you.
- If the taxi driver drives too fast or carelessly, ask him to slow down or change the taxi.
- Be careful when crossing roads, especially when they are icy. Drivers in Mongolia do not give a way to the pedestrians, even on marked crossings. Do not trust a green light, always make sure that there is no car coming.
- Do not go out alone after dark

- Confirm your air ticket at least 72 hours before your departure
- If you stay more than 30 days, you need to register with the police within 5 working days and de-register before you leave again.

Food

- It is safe to eat cooked food. When visiting families in the countryside, it is polite to taste (take a sip of milk tea, a piece of candy, etc.) what is offered to you, even if you do not want to eat.
- Be careful when eating food with eggs and mayonnaise, especially in summer and in location with limited or no refrigeration. Chose ice cream that is properly packaged.

What to do if YOU face an emergency?

- 1- Keep Calm
- 2- Get as much information as possible about what is happening.
- 3- Inform SCO office – 33 14 22 or 9975 1123

Please do not hesitate to ask the hotel or SCO staff for further information.

Security Incidents

Please notify SCO about any security incident that you encounter.

Other

Please provide suggestions to SCO on further improving these guidelines. Remember that SCO or hotel staff are always willing to assist you with further questions and help you in making arrangements to make your stay more enjoyable.