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WARNING

The Landmine and UXO Safety Project has been developed in response to the threat posed by landmines and unexploded ordnance (UXO) to United Nations staff, aid workers and peacekeepers operating in mine-affected areas around the world.

The aim is to provide them with general landmine and UXO awareness and safety information in order to minimise the risks of accident, and to help them to:

- Establish proper safety procedures;
- Avoid contact with mines and UXO;
- Take appropriate action in emergency situations involving mine/UXO incidents;
- Take appropriate action in case of accidental entry into a minefield.

The Project does <u>NOT</u> teach how to work with mines or UXO, survey mined areas, or find and remove mines. Proximity to mines and UXO is always dangerous and should be avoided. Only trained specialists should seek out or handle mines and UXO.

The Project does <u>NOT</u> aim to provide landmine and UXO awareness education to local inhabitants and populations. Community mine awareness should be the object of locally-designed programmes adapted to local cultures and needs.

To achieve its stated aim, the Project promotes the systematic and ongoing conduct of landmine and UXO safety training for all staff operating in affected areas, relying on:

- A generic <u>Landmine and UXO Safety Handbook</u> designed to be distributed and carried in the field;
- <u>Country-specific Leaflets</u> for each affected area where the handbook is being distributed (currently 15 target countries) complementing the generic handbook with information specific to local environments;
- A <u>Landmine and UXO Safety Video</u> containing practical illustrations of those key safety messages that the project aims to promote;
- A reference <u>Landmine and UXO Training Module</u>.

Those training materials are general in nature, and some aspects of them may not be applicable in all situations. They are intended for use in support of mine/UXO safety training by trained instructors. Whenever possible, UN staff, aid workers and peacekeepers should seek the guidance and advice of specialists working in their area of operations, and should attend a local landmine and UXO safety training course.

The United Nations and the other contributing organisations shall not be responsible for deaths or injuries to personnel and/or damage to property that may be caused as a result of the use of the safety materials developed under this project.



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PART ONE

AN OVERVIEW OF THE LANDMINE AND UXO SAFETY TRAINING MODULE

INTRODUCTION

This training module has been developed to support the conduct of landmine and UXO safety instruction by suitably qualified trainers for UN staff, aid workers and peacekeepers. It is intended that all trainers will themselves have taken part in one of the regional two-day training of trainers being organised by the United Nations.

In common with the Landmine and UXO Safety Handbook, this training module is generic in nature and needs to be complemented by information specific to the area where it is going to be used. It is meant to serve as a reference for the development of training materials and plans tailored to suit each specific situation. It should be used with discretion by specially trained personnel.

The training module is made up of three parts:

- **Part 1** explains how to use the training module, and includes tips for trainers on the management of a training course.
- **Part 2** contains the recommended syllabus, training guide and supporting materials for the training course.
- **Part 3** comprises background materials, notably the script of the Landmine Safety Video that can be used as part of the syllabus, and a glossary of common mine action terms.

The training module provides the necessary materials and guidance for a standard two-hour training course, with optional sessions if more time is available or deemed necessary.

OBJECTIVES OF THE TRAINING

To provide UN staff, aid workers and peacekeepers with general landmine and UXO awareness and safety information in order to minimise the risks of accident, and to help them:

- 1. Establish proper safety procedures;
- 2. Avoid contact with mines and UXO;
- **3.** Take appropriate action in emergency situations involving mine/UXO incidents;
- 4. Take appropriate action in case of accidental entry into a minefield.



EQUIPMENT AND TRAINING MATERIALS REQUIRED

The training module includes basic lesson plans and supporting training materials. It should be accompanied by the following items:

- □ Landmine and UXO Safety Video;
- □ Landmine and UXO Safety Handbooks for distribution to the participants at the end of the training course;
- □ Country-specific Landmine and UXO Safety Leaflets for distribution to the participants during the training course.

Throughout the course the following items will be required as training aids:

- □ Blackboard/Whiteboard with appropriate markers
- □ A pair of scissors
- **D** TV/VCR (to show the Landmine and UXO Safety Video)
- Overhead projector or computer/projector (for slide/PowerPoint presentation)

IDEAL COURSE SIZE

There is no maximum or minimum course size prescribed for the training module, though between 10 and 15 participants would be ideal.

Seating Arrangements

The seating arrangement will affect the way that people take part in the training. The trainer should therefore make sure that the room arrangement suits the training requirements and is flexible enough to undertake group activities. The following room arrangements are possible:

<u>Group arrangement:</u> A half-circle or U-shaped form, which works well for small groups. It sets an informal tone and allows for relative equality among participants and trainer and facilitates individual and group participation.

<u>Conference arrangement:</u> Tables are arranged in a circular or rectangular form with all participants and the trainer facing each other. It sets a somewhat formal tone but still allows for equal participation. This arrangement is used for medium-sized groups.

<u>Lecture arrangement:</u> The trainer's desk is in front, facing the participants, who don't look at each other but instead look straight ahead to the trainer's desk. This arrangement does not facilitate participatory training and sets a very formal tone by creating distance between the trainer and the participants. Interaction among participants is very limited. The arrangement is used for large groups.



NOTES FOR TRAINERS

Key Issues

The following are a few of the most important issues to consider in conducting a training course:

- Successful trainers draw out and build on existing knowledge all participants will know something about landmines or UXO though, of course, errors and misconceptions must be clearly and swiftly corrected.
- □ All equipment and materials to be used in the training course must be checked <u>in advance</u>. Not every overhead projector or video recorder functions in exactly the same manner, and equipment may sometimes be faulty!
- □ The training will be more effective if participants are able to practise some of the techniques to be taught in the course. Ideally, an outdoor training area should be specially prepared for the emergency procedure sessions; mine action centres, for instance, will often have areas for training deminers that can be used for this purpose.
- Role-plays can be an effective teaching method, but bear in mind that not all individuals or cultures appreciate being asked to pretend to be someone else. Remember too that entertainment doesn't always equate to learning.
- Remember to collect updated information on the national/regional mine action framework and organisational security procedures before the training starts. You will need this information to refer participants correctly to mine action points of contact and in order to advise on established safety procedures. You should be able to tell participants who are the contact points and how to best get in touch with them. Collecting this information may take time and trainers should be aware that it is an important part of the preparation phase.

Above all, <u>be sensitive</u> to the needs of the participants.

Evaluation

Evaluation is an important training aspect, which ensures that the participants have understood and learned the training objectives and are in a position to use them in their daily work. Evaluation forms should be user-friendly and allow the participants to rate and comment on the conditions of the training, as well as the content. Names and other identifying information should be optional. An example of a Landmine and UXO Safety Training Course evaluation form is provided in Part 2 (Session 5) and time is specifically set aside for forms to be filled in at the end of the two-hour training course.

Record Keeping

The trainer is advised to keep records of each training session. Records should include lists of course participants, confirmed registrations for upcoming courses by date and location, waiting lists for upcoming courses, costs, and evaluation summaries for each training course. The records will help organisations to identify staff members who have already received Landmine and UXO Safety Training and cost and plan future training sessions.



PART TWO

THE LANDMINE AND UXO SAFETY TRAINING COURSE

STANDARD SYLLABUS OUTLINE

Below is a standard syllabus outline for a two-hour training course. This should allow time for the participants to learn all essential information that will help to ensure their safety in a mine- or UXO-affected context. Included in each session are suggested activities if the trainer has more time allocated or available for the course.

Session	Theme	Subjects To Be Covered	Suggested Time
1.	Introduction	Welcome	15 minutes
		Overview of Training Objectives	
		Content of Course	
		Icebreaker Activity	
2.	Be Aware of the Threat	The Threat of Mines and UXO	30 minutes
		The Local Threat	
		Typical and Local Warning Signs	
		Dangerous Areas and Warning Clues	
3.	Be Informed and Prepared	Important Information	15 minutes
		Information Sources	
		Be Prepared	
4.	Be Careful	Standard Safety Procedures	45 minutes
		Emergency Procedures	
5.	Training Course Evaluation	Participants Course Feedback	15 minutes
		Total Time:	2 hours



SESSION ONE INTRODUCTION Duration: 15 Minutes

Objectives: At the end of this session, the participants should have:

- 1. Understood the objectives of the training course; and
- 2. Dispelled a few common misconceptions about mines, UXO and mine action.

Materials Required for the Session:

- 1. Overheads 1-4 (included);
- 2. Mine/UXO Myths Sheet (included).

Time	Subjects To Be Covered
5 minutes	1. Welcome and introduction of participants;
2 ¹ /2minutes	2. Introduction of the Landmine and UXO Safety Project and the objectives of the training course;
2 ¹ /2minutes	3. Outline of the content of the training course and how it will be conducted;
5 minutes	4. Icebreaker activity – Mine/UXO myths.

Trainer's Notes:



SESSION ONE: INTRODUCTION

Activity: Welcome and Introduction of Participants

Materials Required: None

Time Allocated: 5 minutes

Training Methodology

Begin by introducing yourself, including your own background in mine action and/or safety instruction, and detail the training you have received in order to facilitate the training course.

Ask participants to introduce themselves briefly. Check off their names on your list of expected trainees.



SESSION ONE: INTRODUCTION

Activity:	Introduction of the Landmine and UXO Safety Project and the Objectives of the Training Course
Materials Required:	Overheads 1 & 2 (included on following pages)
Time Allocated:	2 ¹ /minutes

Training Methodology

Put up *Overhead 1: The Landmine and UXO Safety Project* on the overhead projector or display using Powerpoint. Allow participants 30 seconds to read the text.

Put up Overhead 2: The Objectives of the Training Course and stress the following key points:

"The objectives of the training course are to minimise the risk of death or injury from landmines and unexploded ordnance (UXO) by providing instruction in standard and emergency safety procedures."

Point out that all participants will receive a copy of the country-specific Leaflet and the Landmine and UXO Safety Handbook before the end of the course, and that they will also see extracts from the Landmine and UXO Safety Video.

If you have more time:

Ask if any participants have encountered landmines or UXO in their work and, if so, ask them to describe what happened.



THE LANDMINE AND UXO SAFETY PROJECT

The Landmine and UXO Safety Project has been developed in response to the threat posed by landmines and unexploded ordnance (UXO) to United Nations staff, aid workers and peacekeepers operating in mine-affected areas around the world.

To achieve its stated aim, the Project promotes the systematic training for all staff operating in affected areas, relying on:

- A generic <u>Landmine and UXO Safety</u> <u>Handbook</u> designed to be distributed and carried in the field;
- <u>Country-specific Leaflets</u> for each affected area where the handbook is being distributed;
- A Landmine and UXO Safety Video; and
- A reference <u>Landmine and UXO Training</u> <u>Module</u>.



Overhead 2

THE OBJECTIVES OF THE TRAINING COURSE

To provide UN staff, aid workers and peacekeepers with general landmine and UXO awareness and safety information in order to minimise the risks of accident and to help them:

1. Establish proper safety procedures;

2. Avoid contact with mines and UXO;

3. Take appropriate action in emergency situations involving mine/UXO incidents;

4. Take appropriate action in case of accidental entry into a minefield.

THE TRAINING IS NOT

1. A general safety training;

2. A training in first aid and medical assistance to victims;

- 3. A training in mine clearance, survey or marking;
- 4. A mine awareness training for the local population.



SESSION ONE: INTRODUCTION

Activity: Outline of the Content of the Training Course

Materials Required: Overhead 3 (included on following page)

Time Allocated: 2¹/minutes

Training Methodology

Put up *Overhead 3: Outline of the Content of the Training Course* on the overhead projector or display using Powerpoint. Go through the overhead with the participants summarising the subjects to be covered in each of the five sessions together with the session timing as per the standard syllabus (or the trainer's own syllabus if that is different):

Session, Theme, Subjects To Be Covered Suggested Time

	1.	(15 minutes)
Introduction Welcome Overview of Training Objectives Icebreaker Activity		
Be Aware of the Threat The Threat of Mines and UXO The Local Threat Typical and Local Warning Signs Dangerous Areas and Warning Clues	2.	(30 minutes)
Be Informed and Prepared Important Information Information Sources Be Prepared	3.	(15 minutes)
Be Careful Standard Safety Procedures Emergency Procedures	4.	(45 minutes)
Training Course Evaluation Participants Course Feedback	5.	(15 minutes)
	Т	Total Time: 2 hours
Ask participants if there are any quest	ions s	surrounding the course content or objectives.



TRAINING COURSE CONTENT

- 1. Introduction
- 2. Be Aware of the Threat
- 3. Be Informed and Prepared
- 4. Be Careful: Emergency Procedures
- 5. Course Evaluation



SESSION ONE: INTRODUCTION

Activity:	Icebreaker: Some Common Mine/UXO Myths
Materials Required:	Overhead 4 (included on following pages) Photocopy of Overhead 4 onto thick paper Scissors
Time Allocated:	5 minutes

Training Methodology

Cut up into strips a copy of *Overhead 4: Some Common Mine/UXO Myths* included on the following page such that one question is on each strip. Give one strip each to participants in pairs (or individually, depending on the size of the training course). Inform the participants they have one minute to discuss and decide whether or not the information contained on the strip is true or false and why. Meanwhile, place Overhead 4 on the overhead projector or prepare to display using Powerpoint.

Once the minute is up ask participants to respond in numerical order whether the respective myth is true or false. The suggested answers are included on the trainer's sheet.

If you have more time:

Ask the other participants to comment on each proposed answer and decide whether – and why – it is correct or not. Allow limited discussion.



SOME COMMON MINE/UXO MYTHS

- 1. Driving livestock through a field will make the field safe from mines.
- 2. If you know a piece of land has been stepped on, you know you are safe because if a mine did not go off the first time it will not explode later.
- 3. There is a mine type that will click when you step on it and then blow up only when you take your foot off. This can allow you time to find a heavy object to place on the mine as you remove your foot.
- 4. One way to avoid injury in a dangerous area is to run or drive as fast as possible. If you run or drive very quickly, you can avoid the blast of an exploding mine.
- 5. Luckily landmines do not last very long, and after a few years in the ground, they tend to rot and will not work.
- 6. Unexploded bombs pose less of a threat because you can see them and then simply move them out of your way.
- 7. Burning an area may clear some mines but not all of them.



ICEBREAKER: SOME COMMON MINE MYTHS¹

- Driving livestock through a field will make the field safe from mines.
 False. Although often practised by villagers, this method is not safe. It may explode some of the mines but certainly not all.
- If you know a piece of land has been stepped on, you know you are safe because if a mine did not go off the first time it will not explode later.
 False. After time, soil compacts especially through the process of freezing and thawing; therefore, the sensitivity of a mine can change, and under such conditions it may require many footfalls to activate a mine.
- 3. There is a mine type that will click when you step on it and then blow up only when you take your foot off. This can allow you time to find a heavy object to place on the mine as you remove your foot. False. Only in Hollywood...
- 4. One way to avoid injury in a dangerous area is to run or drive as fast as possible. If you run or drive very quickly, you can avoid the blast of an exploding mine. False. You cannot outrun a mine.
- Luckily landmines do not last very long, and after a few years in the ground, they tend to rot and will not work.
 False. Most mines remain dangerous for decades.
- Unexploded bombs pose less of a threat because you can see them and then simply move them out of your way.
 False. You should never touch unexploded ordnance.
- 7. Burning an area may clear some mines but not all of them. True. This is not a recommended action.

¹ Adapted from the United Nations Training Module for Mine Awareness Programme Managers.



SESSION TWO BE AWARE OF THE THREAT Duration: 30 Minutes

Objectives: At the end of this session, the participants should:

- 1. Understand the general threat posed by landmines and UXO;
- 2. Be aware of the local threat;
- 3. Be able to recognise typical and local warning signs; and
- 4. Be able to recognise potentially dangerous areas.

Materials Required for the Session:

- 1. Overheads (included);
- 2. Pictures of mined areas (included);
- 3. Country-specific leaflets; and, *if possible*:
- 4. Examples of local warning signs;
- 5. Photographs of mines and UXO in situ; and
- 6. Local maps of mined areas and routes.

Time		Subjects To Be Covered
7 ¹ /2minutes	1.	The Landmine and UXO Threat;
7 ¹ /2minutes	2.	The Local Threat;
5 minutes	3.	Typical and Local Warning Signs;
10 minutes	4.	Dangerous Areas and Warning Clues.

Trainer's Notes:



Activity:The Landmine and UXO ThreatMaterials Required:Overhead 5 (included)

Useful Materials: Photographs of Mines and UXO in situ

Time Allocated: 7¹/minutes

Training Methodology

Brainstorm quickly with participants some of the different types of landmines (e.g. antipersonnel, anti-tank or anti-vehicle) and UXO (e.g., bombs, shells, mortars, grenades).

Elicit from participants the major difference between a landmine and an item of UXO. (Landmines are not designed to be detonated at the time of emplacement; UXO has failed to detonate on impact and has therefore not operated as designed.)

Ask where landmines and UXO are found in relation to the ground. Participants may answer that landmines are found below the ground and UXO is found above the ground. <u>This is incorrect.</u> Both landmines and UXO may be found below ground, on the surface of the ground, and even stuck in trees. The use of photographs of mines and UXO *in situ* may help participants' understanding of this reality. When mine models are available, they should be displayed in such a way that neither the trainer nor the trainee can touch them during the course. They can, for instance, be contained in a locked glass case or placed behind mine warning tape and signs. It is important to reinforce, not undermine, the message that one should **never** touch mines or UXO.

Now brainstorm how landmines can be detonated. It is unlikely that the participants will be able to identify all possible methods of detonation. Once inspiration has been exhausted, put up *Overhead 5: Methods of Landmine Activation* included on the following page. (NB Tilt rods are vertical rods often attached to anti-tank mines and designed to detonate once the rod has been bent by the hull of a tank.)

Reinforce clearly the basic safety message: NEVER TOUCH LANDMINES OR UXO!

If you have more time:

Show a video about the individual and social impact of landmines: the International Committee of the Red Cross has a number of such videos in a variety of languages.



Overhead 5

METHODS OF LANDMINE ACTIVATION

- **Direct Pressure**
- **Tripwires**
- **•** Tilt Rods
- **Command Detonation**
- **Time Delay**
- Disturbance
- Other (e.g. light)



Activity:	The Local Landmine and UXO Threat
Materials Required:	Country-specific Leaflet
Useful Materials:	Local Mine and UXO Contamination Maps Local Mine/UXO Contamination Display Case
Time Allocated:	7 ¹ /minutes

Training Methodology

Ask participants if they know which types of landmines and UXO are known to contaminate the country. Elicit examples. Once a few suggestions have been received, distribute the Country-specific Leaflet and refer the participants to the section on the local threat. (NB It may help to copy the key sections onto the overhead projector or Powerpoint.)

If models of landmines and UXO found locally are available, it may be useful to show them to the participants. Make sure, however, that they are not touched.

If you have more time:

A briefing from the Mine Action Centre or UN Security Officer of existing mine and UXO contamination will show participants known minefields, mined areas and areas contaminated by UXO. Of course, it is important to stress that the fact that an area or route is not marked as contaminated, does <u>not</u> mean it is safe.



Activity:	Typical and Local Warning Signs
Materials Required:	Country-specific Leaflet
Useful Materials:	Examples of Local Mine and UXO Warning Signs
Time Allocated:	5 minutes

Training Methodology

Ask participants what signs are typically used to warn of a minefield. It is probable they will be able to cite a 'skull and crossbones' on a red triangular or square/rectangular background. If that is the sign typically used in the country, provide participants with an example so that they recognise it if they come across it while they are travelling.

Ask participants if they know of any other warning signs that are used here or in other mineaffected countries in which they have worked. Refer them to the Country-specific Leaflet for examples of what is found in the country.



Activity:	Dangerous Areas and Warning Clues
Materials Required:	Country-specific Leaflet Pictures of mined areas (included) Whiteboard and markers
Time Allocated:	10 minutes

Training Methodology

Ask participants how they can tell whether or not an area is mined if there are no markings or warning signs. At the same time, show pictures mined areas (the areas in the pictures look innocuous to the untrained eye) and ask whether the area is mined. Then show the same pictures, where the mines and warning clues are clearly identified.

Stress to participants that any area can be mined, whether or not it is a military area, but point out that there are often clues that can indicate an area is potentially dangerous. Ask participants to brainstorm in pairs what such clues may be. Give them a few minutes to come up with a list. Ask one of the pairs to put up their list on the whiteboard and ask the other participants for comments and other suggestions. By the end of the activity, the participants should have constructed their own list of warning clues.

A trainer's checklist is contained on the following page.

End the session by stressing the three cardinal rules:

When in Doubt, Stay Out!

When properly laid, landmines are almost impossible to see!

And

Never Approach or Touch Landmines or UXO!

If you have more time:

Show Part One of the Video (00.00-06.05) *Be Aware of the Threat* to help internalise the basic messages and check for understanding.



Space for other additional overheads, page 26, 27, 28, and 29.





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28



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POTENTIALLY DANGEROUS AREAS AND MINE WARNING CLUES

Military positions

Destroyed buildings, vehicles or equipment

Partially visible mines/UXO or discarded packaging from their containers

Tripwires and tilt rods

Casualties, injured or dead animals

Signs of fighting

Disturbed soil or vegetation

Overgrown areas

Local behaviour (areas and paths avoided)



SESSION THREE BE INFORMED AND PREPARED Duration: 15 mins

Objectives: At the end of this session the participants should understand:

- 1. Basic preparedeness
- 2. Information requirements
- 3. Reliable local information sources

Materials Required:

- 1. Landmine/UXO Safety Video (TV/VCR)
- 2. Country-specific Leaflet

Time	Subject
15 minutes	Basic preparedness, information requirements and reliable local information sources
	<u>Trainer's Notes</u>



SESSION THREE: BE INFORMED AND PREPARED

Activity:	Basic preparedness, information requirements and reliable local information sources
Materials Required:	Landmine and UXO Safety Video, TV and VCR Country-specific Leaflet
Time Allocated:	15 minutes

Training Methodology

Explain to the participants that they are going to watch a few minutes of a video dealing with basic preparedness, information requirements and information sources. Inform them that afterwards they will be asked questions on what they have seen (this encourages close attention). Remind them that the video forms part of the Landmine and UXO Safety Project. You should then show Part Two of the Landmine and UXO Safety Video – Be Informed and Prepared (06:05 - 09:48). (Remember: the complete script of the video is included in Part Three of this Training Module.)

Afterwards, to ensure that participants have understood the information contained in the video ask a few general questions, such as:

What equipment should you have before setting out on a journey in a mine-affected region?

What types of information should you collect before entering an unknown area?

From whom should you seek to collect this information in this country?

Remind participants that a list of appropriate equipment for a journey in a mine-affected region is contained in the Landmine and UXO Safety Handbook, which will be handed out at the end of the course.

If there are any doubts as to what constitutes reliable information, refer participants to the Country-specific Leaflet for a listing of local sources of information. Point out, however, that information must be checked and that perceptions of risk may be different between cultures. Thus, a path may be 'safe' but may be bordered heavily by mines.

If you have more time:

A role play (*Reminder: only if it is culturally appropriate!*) using two willing participants will help them to understand some of the limitations of local sources and the influence of competing agendas. Two role play cards are contained on the following page: one is for a humanitarian worker, the other for a traditional leader from a mine-affected region of the country.



ROLE PLAY CARD 1

You are a humanitarian worker preparing to enter an area of the country that has been cut off for some time because of fighting between the government and rebel forces. You wish to collect important safety information about the main and side roads in the region from the local population. You decide to visit the local traditional leader. You are in a rush because you need to deliver essential supplies to needy children.

ROLE PLAY CARD 2

You are a local traditional leader. You left the region for a few months at the height of the fighting but you have heard from the local population that the side of the main roads and some of the side roads may have been mined. A humanitarian worker is preparing to visit you. You want to make sure that food aid is delivered to your area as part of your obligations to your people. In addition, as part of traditional hospitality all visitors must be received in your private house for tea and a friendly chat.



SESSION	BE CAREFUL	Duration: 45
FOUR		minutes
Objectives: <i>A</i>	at the end of this session, the participation	ants should understand:
1. Pers	onal and vehicle safety procedures to ss/UXO; and	minimise the threat of
2. Eme	gency Procedures.	
Materials Require	d:	
1. Land 2. An c	mine and UXO Safety Video (TV/VO utdoor (simulated) mined area.	CR), and, <i>if possible</i> ,

Time	Subject	
10 minutes	1.	Personal and vehicle safety procedures
10 minutes	2.	What to do if caught in a minefield
10 minutes	3.	What to do if someone is injured in a minefield
15 minutes	4.	Practical Exercises
	 Remarks a. The d minef into a and th traini Hand repres trainir also t mineff b. The da affecto approp sough c. First a upon circum 	5: ecision on whether to train personnel on self-extraction from a ield rests with your organisation and should be made after taking count the amount of training that can be provided to personnel he relative risk of such activities. Basic guidance for such ng is available in Appendix 3 of the Landmine/UXO Safety book but professional assistance from local mine action sentatives should be sought. The training aspect includes also ago on the use of communications equipment. The decision should ake into account the local availability of capacity to conduct ield rescue. ecision on whether to train personnel on marking of mine/UXO-ed areas also rests with the organisation concerned and priate guidance from local mine action representatives should be t. tid procedures should also be set by your organisation dependent its policy in regard to such matters, available equipment and nstances.



SESSION FOUR: BE CAREFUL

Activity:	Personal and Vehicular Safety Procedures
Materials Required:	Landmine and UXO Safety Video, TV and VCR Country-specific Leaflet
Time Allocated:	10 minutes

Training Methodology

Emphasise the requirement for individual safety measures to reduce risk: "Your safety is in your hands". Underline that individual safety procedures should build upon organisational safety procedures and networks to be effective. You should then show Part Three of the Landmine and UXO Safety Video – Be Careful (09:48 – 12:56). (Remember: the complete script of the video is included in Part Three of this Training Module.)

Ask one of the participants to describe their organisational safety procedures when travelling in the field and ask others in the group to point out where there are differences with their own procedures. Refer the group to the route cards set out in the Landmine and UXO Safety Handbook and to the information contained in the Country-specific Leaflet.



SESSION FOUR: BE CAREFUL

Activity:	What to do if caught in a minefield
Materials Required:	Landmine and UXO Safety Video, TV and VCR Overhead 7 (included on following page)
Time Allocated:	10 minutes

Training Methodology

Start by pointing out that it is actually quite rare that someone will suddenly find themselves in a minefield, especially if they have followed the safety procedures that the group has learnt during the past 90 minutes. But it can happen. Ask participants in pairs to make a list of what they should do in such a situation. Choose one pair to present their list to the rest of the group. Ask for comments from the rest of the group. Present the M-I-N-E-D concept to the group, putting Overhead 8 on to the projector.

- M: Movement stops immediately stand still and remain calm
- I: Inform and warn people around you. Tell them not to move either. If you can, contact your base for help, indicating where you are located.
- N: Note the area examine the ground to ensure you are safe where you are, look for tripwires or mines. Look for the nearest safe ground such as a hard surfaced road, concrete or steel structure, large boulders, etc.
- **E**: Evaluate the situation be prepared to take control
- **D**: Do not move from your location wait for assistance to come and extract you from the minefield

Strongly emphasise the need to **remain where you are and wait for assistance** to arrive. Point out that retracing one's footsteps can only be done where the ground is wet, and should be considered a last resort where there is no prospect of help arriving. Also stress to the group that prodding out of a minefield is extremely difficult and dangerous and requires specialist expertise in order to do it properly. Explain that for this reason it is not taught during the training course.

Strongly emphasise to participants that if they are caught in a minefield while in a *vehicle*, they should **stay in the vehicle**, unless it is on fire or has ended up in a life-threatening position; demonstrate how to leave a vehicle from the back staying in the wheel tracks, if absolutely necessary.

Show the Landmine and UXO Safety Video section, *If caught in a minefield* (12:56 – 15:45).



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EMERGENCY PROCEDURE

Stop ! Mined !

- M Movement stops
- I Inform and warn people
- N Note the area
- **E** Evaluate the situation
- D Do not move, wait for help



SESSION FOUR: BE CAREFUL

Activity:	What to do if someone is injured in a minefield
Materials Required:	Landmine and UXO Safety Video, TV and VCR Overhead 8 (included on following page)
Time Allocated:	10 minutes

Training Methodology

Point out that it is essential to resist the temptation to go into a minefield to try to extract someone. Minefield extraction is a specialist enterprise and many people have been killed or injured unnecessarily trying to help friends or family.

Put up Overhead 8 on to the overhead projector.

Ask for a volunteer to pose as a mine victim and demonstrate emergency first aid procedure once the victim is brought to safe ground, if there is no medical personnel available:

- a. Check for breathing;
- b. Stop the bleeding;
- c. If the victim is unconscious, put him/her in the "semi-prone" position and do not administer fluids;
- d. Protect the victim from wind, rain, cold or bright sun;
- e. Let the victim drink water or other non-alcoholic fluids;
- f. Once the victim is in a vehicle, proceed to the nearest medical facility;
- g. Check bandages during transportation, keep the most seriously bleeding wounds above heart level;
- h. Do not deliver advanced medical aid without proper training.

NB If at all possible, this session should be administered by a specialist.



Overhead 8

EMERGENCY PROCEDURES IN CASE OF A MINE ACCIDENT

- 1. Do not rush to the victim, do not try to rescue her/him
- 2. Note time and location
- 3. Call a mine clearance team and MEDEVAC
- 4. Talk to the victim
- 5. Prepare first aid kit
- 6. Wait for assistance to arrive



SESSION FOUR: BE CAREFUL

Activity:	Practical Exercises
Materials Required:	Access to (simulated) mined area A friendly "deminer"
Time Allocated:	15 minutes

Training Methodology

It is now time for participants to put into practice everything they have learnt. Take them out into a <u>simulated</u> mined area in a relaxed manner. You should previously have strewn a few warning clues around, such as tripwire or empty mine casings. Start to collect them saying that they make "great souvenirs" and see whether anyone in the group tells you to stop. Call them over to look at what you have found. If they come, point out that they are all violating the rules they have just learnt and what is more, they are all now in a minefield. Pretend to lose control and panic. See how others react. A "deminer" (preferably a real one) should be on hand to hear your calls for help to extract the group from the minefield.

Return to the classroom. Depending on the reaction of the others, you may have to go over some of the basic procedures you have just taught! Conclude by reminding participants that, although unlikely, they may be in a real-life scenario one day.

If you have more time:

You can add in a practical exercise on assisting a mine victim, by feigning a landmine injury, and seeing how the others react.

A useful final revision exercise is to show the final section of the Landmine and UXO Safety Video. This returns the participants logically to the room prior to the evaluation session. Remember! (15:45 - 18:22 min.)



SESSION FIVECOURSE EVALUATIONDuration: 15 Minutes

Objectives: At the end of this session, the participants should have:

- 1. Completed a Training Course Evaluation Form
- 2. Been given the opportunity to give oral feedback on the conduct and content of the Training Course.

Materials Required for the Session:

1. Training Course Evaluation Form (included);

Time	Subjects To Be Covered
- · .	
5 minutes	1. Completion of the Evaluation Form;
10 minutes	2. Feedback Session.
10	

Trainer's Notes:



SESSION FIVE: COURSE EVALUATION

Activity:	Course Evaluation
Materials Required:	Course Evaluation Form (included on following pages)
Time Allocated:	15 minutes

Training Methodology

The trainer distributes copies of the Course Evaluation Form and asks participants to spend five minutes completing them. The trainer should remind participants that the evaluations may be filled in anonymously but that an opportunity will be given afterwards for oral feedback on the content of the course and its management.

At the end of the course, thank the participants for their concentration and remember to hand out copies of the Landmine and UXO Safety Handbook. Make yourself available for questions after the end of the course.

If you have more time:

Break for ten minutes after the forms have been completed in order to analyse briefly the results and then raise in discussion any important issues that emerge from the evaluation forms. Remember: any training course, no matter how good, can always be improved!



EVALUATION FORM

Trainers Name:

Location of Training:

Date of Training:

For each item below, mark the line under the number you believe best applies, using the criteria: 1= strongly disagree, 2=disagree, 3=no opinion, 4=agree, 5=strongly agree.

Conduct of the Training:

T	raining Issues	1	2	3	4	5
1	The training was well prepared.					
	Comments:					
2	The trainer(s) were effective.					
	If not, why not:					T
3	The trainer(s) paid close attention to the participants needs and questions.					
	Comments:					
4	The pace of the training was good.					
5	The training methods were encoded (presentation dispussion encode					1
3	uestion and answer demonstration exercises)					
	Comments:					L
6	The training length was about right.					
	Comments:					



T	I 2 3 4 5					
7	The training facilities were appropriate.					
	Comments:					
8	Other comments on the conduct of the training:					ļ

Content of the Training:

I	9	The training was conducted in a logical and easy to follow manner.			
		How could this be improved:			
	10	The training objectives were clear.			
		Comments:			
	11	I am confident I can implement the knowledge and skills learned			
	11	Comments:			
		connients.			
	12	I could relate the examples and problems used in the training to my work.			
		Comments:			
	10				
	13	The Landmine Safety project materials were effective overall	 	\square	
		Landmine Safety Video (if used)		$ \vdash $	
		Slidee/DewerDeint	 	\vdash	
		Distures		\vdash	
		Mone		\vdash	
		Maps Poute Cards	 	\vdash	
l		Travel Checklist		\vdash	
ļ		Other materials (list)		\vdash	
ļ				\vdash	
l					
ļ					
- 6					



14	Other comments on the content of the training
15	Other general comments



PART THREE

TRAINING RESOURCES

CONTENTS

SCRIPT OF THE LANDMINE AND UXO SAFETY VIDEO

GLOSSARY OF MINE ACTION TERMS



SCRIPT OF THE LANDMINE AND UXO SAFETY VIDEO

Be Aware of the Threat! (00:00 – 06:05 min)

If you will be working in a country where conflict is occurring, or has recently occurred, your work may require you to travel in areas affected by landmines and unexploded ordnance, also known as UXO. Even countries which have been at peace for years may have areas where mines and UXO have not yet been removed.

Landmines and UXO can kill you or leave you permanently and severely disabled. It is crucial for you to have a basic understanding of the threat they pose, since ultimately you alone are responsible for your personal safety.

Landmines are designed to kill or injure people, or to damage or destroy vehicles.

When a mine is detonated, injury or death is caused by the explosive charge or by metal fragments.

Anyone close to a mine which detonates may be killed, and serious injuries are possible at much greater distances from the mine.

Mines can be found on almost any hard or soft paved or unpaved surface, and even in water. Because most mines are deliberately hidden, they are usually difficult or impossible to see.

Mines are often buried. They can also be placed on or above the ground, on stakes, or fixed to trees.

Mines can be detonated in a number of different ways: direct pressure, trip wires, tilt rods, remote detonation, the passage of time, or by a combination of methods.

Because mines come in many shapes, colours, and sizes, it is especially important that you become familiar with the mines most commonly used in your assigned country or area. But don't expect that deployed mines will ever be easy to see; they are almost always invisible.

And remember that <u>any</u> suspicious object may be dangerous, whether or not it initially appears to be a mine. Don't take chances!

In addition to military uses, mines are often used against civilian targets and to instil a sense of fear and vulnerability. As a result, mines may be found in areas with little or no military value, such as schools or agricultural fields.

Areas where fighting or bombing has occurred may also be littered with unexploded ordnance of all types.

UXO is often very unstable; even a slight movement can cause bombs, missiles, shells, rockets and cluster munitions to explode.

You must know how to recognize potential risks, how to avoid them, and what you can do to ensure your personal safety, and the safety of those around you at all times.

It is not always possible to avoid mine- and UXO-affected areas completely, but obtaining the most up-to-date information and knowing the signs which warn of mined areas can greatly lessen the risks.



All mines and UXO are extremely dangerous. Avoid suspicious-looking objects if you have any doubt at all, and report them to the proper authorities.

Always pay attention to the warnings and advice of local residents. If local residents refuse to enter an area, walk along a path, or drive along a road, you should certainly avoid it as well. Remember, however, as time passes, people living in an area can become complacent. If you are unsure, ask several local residents, and if even one suggests an area is dangerous, don't go!

Known mined areas will sometimes be marked, although the markings may not always be clear or readily understandable.

In some instances, you may even find formal warning signs with the word "mine" in the local language, possibly with additional warning symbols.

But often warnings will be less obvious, made from whatever materials are at hand.

Local mine warnings can include: a piece of cloth tied on sticks or a fence; a can on a post; small piles or circles of rocks, or rocks laid across a path; sticks tied to form a cross placed across a path; or even a cross cut into the bark of a tree. Many other warnings may also be used.

Be sure you understand the warnings used in the country or region where you will be working.

Be Informed and Prepared! (06:05 – 09:48 min)

Because of the danger posed by mines and UXO, it is essential to be well prepared when you are assigned to, or travel in countries or regions affected by these weapons. This means being aware of all safety procedures of your organisation.

You must always seek out the best, most up-to-date information on the exact landmine/UXO situation you will be facing. Reliable current information should be obtained from all possible sources.

These include: Mine Action Centres and demining organisations, where they exist; Field Security Officers; UN Military Observers or Liaison Officers, and especially local sources. These include NGOs and aid agencies working in the area, local authorities and local residents.

But don't assume that local sources will always volunteer information on areas affected by mines and UXO. It is your responsibility to ask!

The Landmine and UXO Safety Handbook is also a valuable resource, which provides detailed information on landmines, and on safety and emergency procedures to be followed.

Be sure you have a copy, and take time to review the Handbook often. Take it with you when you travel.

Keep a list of emergency contacts, telephone numbers, radio channels and call signs in it.

Always take time to ask about, and understand, the risks you may be facing, and always remember the most important safety rule concerning mines and UXO: If you have any doubt, don't go!

Never, under any circumstance, attempt to handle anything that might be a mine or UXO. Only specially trained personnel should ever handle mines or UXO.

The types of mines and UXO used, their deployment and the degree of danger will vary from country to country, but basic safety and awareness information is applicable to any mine- or UXO-affected country.



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Ensure that you and your colleagues have received mine and UXO awareness and safety training, and that you are familiar with first aid and safety procedures.

Be sure to understand, and use, a personal travel checklist of safety, health and medical items, including maps with the most up-to date mine and UXO information available.

In an emergency, these items could save your life. Check to be sure you have every item, every time, and that you know how to use each one. Where applicable, check the expiration dates. Don't assume others can provide these items.

When travelling in any vehicle, your organization may recommend the use of Route Cards or other charts, to provide a record of your travel, including date, route, and estimated times of departure and arrival. They will then expect confirmation of safe arrival at your intended destination.

If you have properly filled out and filed a Route Card, you can be sure that help will be available if you do not arrive at your destination.

Make sure that any vehicle you travel in has all necessary safety and communications equipment, and that you know how to use it. Don't assume that someone else will do this.

If you are unsure what this equipment is, or how to use it, ask for proper training.

Whenever you leave your vehicle, always carry your radio and first aid kit with you. If you find yourself in a mined area, they will do you no good if they are not available.

Be Careful! (09:48 – 15:45 min)

The single best way to stay safe is to stay out of mine- and UXO-affected areas. Always avoid any non-essential travel to or through high-risk areas.

If, however, you have to work in high-risk areas, follow all safety procedures. Check for information each time you must travel. Be alert to mine signs and clues, and if in doubt, don't go.

Whenever possible, travel with a companion.

Always talk with local residents and observe their behaviour to determine whether an area is safe. If even one source indicates an area is dangerous, do not go there.

Whether walking or driving, stay on approved routes and do not change these routes unless absolutely necessary. If you must change your route, advise your base or head office.

If you are driving, try to stay on hard-surfaced roads. If you have to use dirt roads, stay on the existing tracks.

In the morning, don't be the first to travel on any route. In the evening, plan to be back two hours before sunset. Always allow some time for delays.

Do not leave the tracks of the road for any reason; if necessary, back up, keeping the vehicle on the road. Remember, a travelled road is not necessarily a cleared road. Antitank mines are often laid on roadsides.

Whether on a paved or unpaved road, do not make speed a higher priority than safety. Driving more slowly will allow you a bit more time to react to obstacles or suspicious objects that might be encountered.

If you are walking, try to stick to paved roads or hard surfaces where your vision is unobstructed.



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Do not walk through overgrown areas.

If an obstacle is in your path, do not attempt to move it. An obstacle, or the areas around it, may be mined or booby-trapped.

Do not enter abandoned buildings, or visit deserted locations; similarly, do not approach an abandoned car or truck, or any type of military vehicle; mines and booby traps may be hidden in these locations.

Be aware of other clues that an area may be mined, such as carcasses or skeletons of dead animals.

If you do see a mine, or something you suspect to be a mine or UXO, never approach or attempt to touch it!

Note the mine's location on your map, and report it to your organisation, the local Mine Action Centre or demining agency, and the local authorities.

The best way to avoid injury or death from landmines or UXO is simply to avoid affected areas.

If you see a mine, or there has been an explosion, stop immediately, inform the other members of your team, and assess the exact situation carefully and fully.

If you are walking, examine the ground around your feet slowly and carefully, without moving, to make sure this immediate area is safe. Look carefully for any mines, trip wires or suspicious objects.

Then, call your base for help, and wait for assistance to arrive. This should always be the preferred course of action when possible.

If you have filled out route cards, and followed safety procedures, it will be only a matter of time before help arrives.

If you are in a situation where no external help can be expected, you will need to decide whether safe escape is possible. Visually locate the nearest safe ground, which may be the last place you knew you were on a hard surfaced road or other firm surface.

If you have been walking in soft or muddy ground, and your footsteps are visible, slowly and very carefully retrace your steps back to safe ground. Step only where you have already stepped before.

If you cannot retrace your footsteps, or find a mine on what you thought was a safe route, or if you cannot remember which path you took, you will simply have to remain where you are and wait for assistance. There is no other safe choice.

Remember, it is better to spend a day or two in a minefield than be injured or killed.

If you are in a vehicle and find yourself in a minefield, stop! Stay in the vehicle, and don't move the steering wheel.

Call for help using your radio or mobile telephone.

If it is absolutely necessary to get out, do so only at the back of the vehicle, and step only in the tracks where the vehicle has driven.

Being in a minefield is an emergency, but clear thinking and following proper procedures will greatly reduce the risk of further injury or death.

If you are in a situation where you or someone else is injured by a mine or UXO, do not panic.



Assess the situation and call for both mine clearance and MEDEVAC assistance immediately.

Do not rush over to the victim; this could result in your becoming a second casualty.

After the victim has been brought to safe ground by mine experts, you can assist and administer first aid.

If you can get the victim to a vehicle, proceed at once to the nearest medical facility. If faster or better transport can be arranged along the way, do so.

Remember! (15:45 – 18:22 min)

When you are working in a mine- or UXO-affected country, you must take time to understand the threat these weapons pose, how they work, how and why they are used, how to avoid minefields, and what you must do to ensure your personal safety.

Don't get careless after you have been working in a mine- and UXO-affected country for some time. One small oversight can easily lead to a serious accident endangering yourself and others.

Always get the most up-to-date information on mines and UXO from all available sources, including local residents.

Get and use the Landmine and UXO Safety Handbook, which provides detailed information on safety and emergency procedures.

Avoiding mines and UXO is the only sure way of staying safe. If you have any doubt whether an area, path or road is safe, don't go! There are no second chances with landmines.

Remember also never to touch a landmine, UXO or suspicious-looking object. Always report these objects, and call for assistance.

No one can guarantee that landmine or UXO accidents will never occur, but by following all safety and awareness procedures, you will greatly lessen the chance that you will become a victim.

Your safety, and the safety of your colleagues, is in <u>your</u> hands.



GLOSSARY

This glossary provides simple explanations for technical terms included in the Landmine and UXO Safety Training Module. The aim is to assist the reader and not to replace or amend in any way existing legal or technical definitions, such as those found in the 1980 Convention on Conventional Weapons and its annexed Protocols, or the 1997 Convention on the Prohibition on the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction.

Anti-handling Device

A device fitted to an anti-tank or anti-personnel mine that causes the mine to explode when it is handled or disturbed. Anti-handling devices are intended to prevent the clearing of mines by opposing forces.

Anti-personnel Mine or AP Mine

A landmine designed to injure or kill one or more persons. Anti-personnel mines are usually detonated when they are stepped on or when a tripwire is disturbed, but they can also be set off by the passage of time or by controlled means.

Anti-tank Mine or AT Mine

A landmine designed to disable or destroy vehicles, including tanks. Like anti-personnel mines, anti-tank mines can be detonated by pressure (though normally much greater weight is needed) or remote control, as well as by magnetic influence or through the disturbance of a tilt rod (a sort of vertical tripwire).

Blast Effect AP Mine

An anti-personnel landmine designed to injure or kill primarily from the blast of its explosive charge.

Booby trap

A device or material which is designed to injure or kill and which functions unexpectedly when a person or vehicle approaches or disturbs an apparently harmless object or performs an apparently safe act.

Bounding AP Mine

A fragmentation AP mine designed, once triggered by a tripwire or pressure, to be lifted to waist height by an initial charge before the main charge detonates scattering fragments in all directions.

Call Sign

Name or mean of identification assigned to personnel for radio communications.

CASEVAV - MEDEVAC

CASEVAC = Casualty Evacuation; it is the evacuation of a casualty from the injury site to the nearest medical facility. MEDEVAC = Medical Evacuation; it is the evacuation of the casualty from the medical facility to the next higher-level facility.



Directional AP Mine (also called Claymore-type AP Mine)

A fragmentation AP mine designed to project a dense pattern of fragments within a specific arc. Directional AP mine are usually command-detonated, but they can also be initiated by tripwire.

ЕТА

Estimated Time of Arrival

ETD

Estimated Time of Departure

Explosive Ordnance Disposal (EOD)

The detection, identification, field evaluation, render safe, recovery and disposal of unexploded ordnance (UXO).

Fragmentation AP Mine

An anti-personnel landmine designed to injure or kill primarily from fragments propelled by its explosive charge.

Fuse

A mechanism which sets off a mine or munition.

Global Positioning Satellite System (GPS)

Instrument used to read the satellite references (latitude and longitude) of a geographical point.

Improvised Explosive Device (IED)

An explosive device designed locally with all the characteristics of a mine or booby trap.

Mine

A mine is an explosive or other material, normally encased, designed to destroy or damage vehicles, boats, or aircraft, or designed to wound, kill, or otherwise incapacitate personnel. It may be detonated by the action of its target, the passage of time, or by controlled means.

Mine Action

Mine action refers to all those activities geared towards addressing the problems faced by populations as a result of landmine contamination. UN mine action encompasses five complementary core components: mine awareness education; minefield survey, mapping, marking, and clearance; victim assistance, including rehabilitation and reintegration; advocacy to stigmatise the use of landmines and support a total ban on antipersonnel landmines; and stockpile destruction.

Mine Action (Coordination) Centre or MA(C)C

A centre that coordinates mine action initiatives within a country. A government or the United Nations usually runs such centres.

Mine Marking

The organised marking of minefields. Standard, easily recognisable mine warning signs are placed around the perimeter of the minefield to alert people to the presence of mines.



Prodding

A manual and very hazardous method of searching for mines, involving prodding the ground at a 30° from the ground angle at regular intervals so that contact is made with the mine from the side, thereby normally avoiding the pressure plate.

Route Card

A card used to monitor the movement of staff in the field, their ETD, itinerary and ETA.

RPG

Rocket Propelled Grenades

Safe Path

A road or path known to be free of mines.

Stake AP Mine

A fragmentation AP mine designed to fit on wooden or metal stakes hammered into the ground until the mine is resting about 21cm above the surface.

Tilt Rod

A post or pole attached to a fuse mechanism on the upper surface of a mine. Pressure exerted on the tilt rod sets off the mine.

Tripwire

A thin, non-reflective coloured metal wire, which can be used as a mechanism to trigger an anti-personnel mine or a booby trap. A tripwire is usually but not always stretched low above the ground so that any passer-by will 'trip' over it, thus setting off the explosive.

Unexploded Ordnance (UXO)

Items of UXO are explosive munitions that have not yet been set off. UXO may already have been fired, dropped, or launched, but it has failed to detonate as intended.

United Nations Mine Action Service (UNMAS)

UNMAS is the focal point within the United Nations system for all mine-related issues and activities. It is placed under the responsibility of the Under-Secretary-General for Peacekeeping Operations.

