GLOBAL SECURITY CENTRE

REQUIREMENTS QUESTIONNAIRE · EXTRACTION AND EVACUATION PLANNING

EVACUATION FROM POLAND:
CORPORATE CONTINGENCY PLANNING QUESTIONNAIRE

Information GSC needs before preparing a tailored evacuation plan and proposal for your people in Poland

REFERENCE	GSC/QF/2026/PL-EVAC
ISSUE DATE	20 November 2026
FOR	Companies, organisations and families with people in Poland
COMPANION ARTICLE	Evacuation from Poland · gscentre.eu Insights
RETURN TO	office@gscentre.eu
NEXT STEP	Scoping call, then a tailored evacuation plan and proposal
VERSION	1.0 · Fillable form

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CONFIDENTIAL WHEN COMPLETED

Once completed, this form is confidential. Answers are used solely to plan and price the service and are handled in confidence.

CONTENTS

Table of Contents

How to complete this questionnaire 2
A. Respondent and Confidentiality 2
B. People 3
C. Locations, Office and Assets 4
D. Decisions, Triggers and Communications 5
E. Destinations, Scope and Budget 6

HOW TO COMPLETE THIS QUESTIONNAIRE

- An extraction plan is only as good as the information behind it. Each answer changes the routes, vehicles, team size, timings and cost, which is why we ask before we propose.
- Type into the fields and tick the boxes that apply, then save the file. Estimates are fine. Leave a question blank if it does not apply or is not yet known.
- **Please give numbers, not names.** No personal data is needed at this stage. Names and passport details are exchanged later under an NDA and a data processing agreement (GDPR).
- Return the completed form to **office@gscentre.eu**. We will then hold a short scoping call and issue a tailored proposal. Our Insights article on evacuation from Poland explains why each question matters.

SECTION A

Respondent and Confidentiality

A1 Respondent

NAME

ORGANISATION AND ROLE

EMAIL

PHONE

A2 Organisation profile

SECTOR / INDUSTRY

HEADQUARTERS COUNTRY

A3 Confidentiality

☐ Your organisation requires an NDA before sharing detailed information. GSC will provide one on request.

☐ No NDA is required at this stage.

SECTION B

People

B1 How many people would need to be covered?

Category	Number	Comment
Employees		
Accompanying adult family members		
Children (under 18)		
Others (contractors, visitors, domestic staff)		
Pets (number and type in comment)		

B2 Nationality of the people covered

Nationality decides which options are open. Foreign staff can usually leave freely; Polish and dual nationals may face restrictions under martial law.

Group	Number of staff	Main nationalities / second passport
Foreign nationals (non-EU)		
Foreign nationals (EU / EEA)		
Polish nationals		
Dual nationals (Polish + other)		

B3 Polish and dual-national men of military age

Numbers only. Under martial law or mobilisation, men in these groups may be unable to leave the country.

Group	Number
Polish / dual-national men aged 18–60	
Of whom: reservists or with military assignment cards	
Of whom: in professions likely to be mobilised (medical, transport, IT, energy)	

B4 Special needs

Need	Number
People with reduced mobility	
People needing regular medication or medical care	
Pregnant staff or family members	
People without a valid passport or ID	
People who need a visa to enter Germany / Czechia / Slovakia / Austria	

SECTION C

Locations, Office and Assets

C1 Where do the people live?

Area	Number of people	Comment
City of the main office		
Outside that city (suburbs / other towns)		

C2 Main office in Poland

CITY AND DISTRICT (NO FULL ADDRESS NEEDED)

STAFF NORMALLY IN THE OFFICE

BUILDING SECURITY (RECEPTION, GUARDS, ACCESS CONTROL)

PARKING / SPACE FOR VEHICLES TO ASSEMBLE

C3 Other offices or staff in Poland or the region

E.g. Warsaw, Kraków, Gdańsk, Wrocław, the Baltic states or Ukraine.

#	Country / city	Number of people	Comment
1			
2			
3			
4			

C4 Vehicles and transport available to your organisation

Item	Answer
Company vehicles (number / total seats)	
Staff with their own car who could drive themselves	
Existing transport contracts (taxi, coach, travel agency)	

C5 Equipment, documents and data

Anything that must be removed, secured or destroyed before leaving (laptops, servers, documents, valuables, samples).

SECTION D

Decisions, Triggers and Communications

D1 Existing arrangements

- ☐ Written evacuation or business continuity plan
- ☐ Existing security / assistance provider
- ☐ Plan tested in the last 12 months
- ☐ Crisis management team
- ☐ Insurance with security evacuation cover
- ☐ None of the above

D2 Who decides to move or evacuate, and who can deputise?

Roles only, in Poland and at headquarters. Late decisions are the most common reason evacuations fail.

D3 Trigger levels

- ☐ GSC to propose trigger levels and actions
- ☐ Your organisation has its own triggers (describe below)

D4 Required response time after activation

- ☐ Within 48 hours (Standard retainer)
- ☐ Other (state in D6)
- ☐ Within 12 hours (Priority retainer)
- ☐ Not yet decided

D5 How are staff contacted in an emergency today?

- ☐ Mass notification app / system
- ☐ Phone tree via managers
- ☐ Messaging groups (WhatsApp, Signal, Teams)
- ☐ No defined method

D6 Other requirements or constraints

SECTION E

Destinations, Scope and Budget

E1 Preferred first safe haven (neighbouring country)

Final destination and route are confirmed at the time, based on the situation and regional assessment.

- ☐ Germany (e.g. Berlin)
- ☐ Czech Republic (e.g. Prague)
- ☐ Slovakia / Austria (e.g. Vienna)
- ☐ GSC to recommend

E2 Onward relocation after the safe haven

- ☐ Not needed: stay in the safe haven
- ☐ Home countries of staff
- ☐ Headquarters / another company office
- ☐ Other destination (state below)

E3 Expected time away and accommodation

EXPECTED DURATION AWAY FROM POLAND

ACCOMMODATION ARRANGED BY (CLIENT / GSC / TRAVEL AGENCY)

E4 Services of interest

- ☐ Contingency evacuation plan
- ☐ Retainer (standby readiness)
- ☐ Route reconnaissance and advance
- ☐ Pre-positioning (fuel, cash, satellite phones, grab bags)
- ☐ Staff briefing, exercise or drill
- ☐ Onward global relocation support

E5 Indicative budget and timeline

INDICATIVE ANNUAL BUDGET (EUR)

TARGET START DATE

WHO APPROVES THE BUDGET (ROLE)

E6 Anything else we should know

E.g. past incidents, specific concerns, client policies on travel or security providers.

COMPLETED BY

NAME, ORGANISATION AND ROLE

DATE

— End of questionnaire —