



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

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 if unnecessary.
- Be aware of pickpockets and jacket snatchers 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). The SDC Office Manager/ Receptionist 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.
- Choose 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 (available 24 hour)

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.
- Please request Office Manager for detailed security information.

Swiss Cooperation Office in Mongolia

Sky Plaza Business Centre
Olympic Street 12, Khoroo 1,
Sukhbaatar District,
Ulaanbaatar

P.O. Box 37
Ulaanbaatar 210648
Mongolia

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Fax: +976 11 331420
E-mail: ulaanbaatar@sdc.net
chacmn@sdc.net

Web: www.sdc.mn
www.swissconsulate.mn
www.deza.admin.ch

In case of emergency:

Markus Waldvogel

SDC Director of Cooperation
Consul General

SBD, Khoroo 1, Bldg 46, # 1503
Mobile: 99961540
Email: markus.waldvogel@eda.admin.ch

Mongolkhatan Tsevegmed

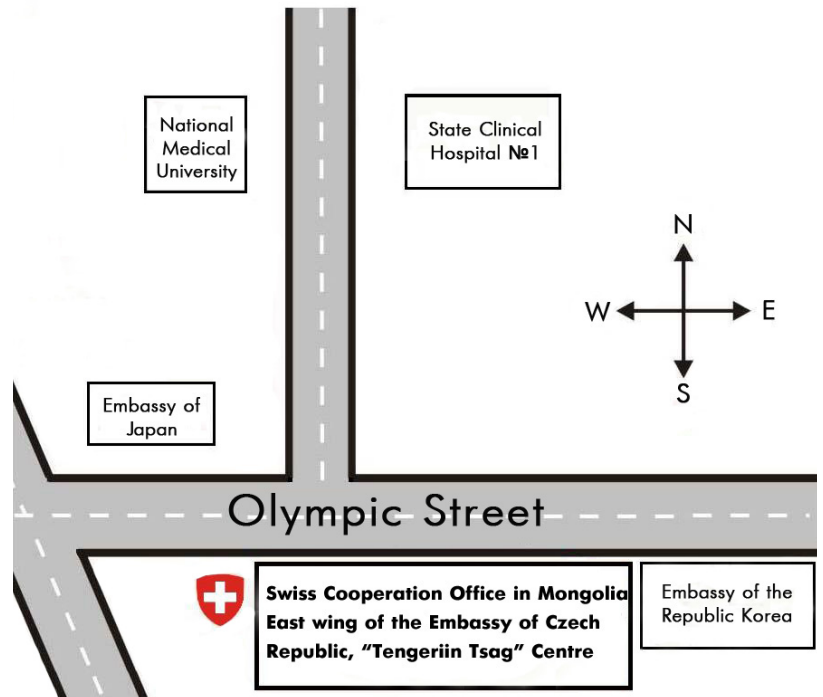
Consulate Secretary
BZD, Khoroo 16, Bldg 17, Apart. 30
Mobile: 9419 7507, 9590 1123

Emergency numbers:

SDC Mongolia Hotline: + 9975 1123
(24 hrs available)

SDC Security Officer: 9917 1166
Ambulance: 103
Police: 102
Fire brigade: 101
Emergency except medical aid: 105

Swiss Cooperation Office in Mongolia Physical Address



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