

UNIVERSITY OF NAIROBI
SECURITY DEPARTMENT

Operational Handbook

Contents

Message from The Vice-Chancellor	1
Prof. George A.O. Magoha, EBS, MBS	1
Vice-Chancellor	1
History of Security Department.....	2
Scope.....	3
Establishment and Organisation.....	3
Organizational	3
Functions of The Department	5
General Conduct	5
Code of Conduct.....	6
Trading and Debts.....	7
General Duties of Security Personnel.....	8
Crime Prevention.....	8
Patrolling and Observation	9
Detection and Investigation of Crime.....	11
Offences	14
Arrest	14
Handing Over and Taking Over Duties as Well as Job	
Entries	15
Handing Over.....	15
Taking Over	16
Handing Over/Taking Over Entries	17
Search	19
What to Look For.....	21
Summary.....	22
Fire Fighting	22
Introduction.....	22
Fire Defined	22
Fire Fighting	23

Causes of Fire	23
Fire Fighting Equipments	23
Methods of Fire Fighting	24
Classes of Fire.....	24
Fire Extinguishers.....	25
Fire Patrols	25
Fire Emergency Drill Procedures	26
Terrorism.....	26
Likely Targets	27
Likely Locations of Explosives	27
Identification of Terrorists	27
Measures Against Terrorism	27
Emergency Drill Procedures.....	27
Bomb Threat	28
Explosives.....	28
First Aid.....	28
Definition	28
The Procedures of First Aid:.....	29
Treatment	30
After Treatment.....	30
Treatment Expounded.....	31
Exhaled Air Rescitation as Below:	32
Bleeding.....	32
Treatment.....	33
Burns.....	33
Securing Special Functions in The University	33
Procedure of Appreciation Order	34
Procedure of Operation Order/ Mission Plan	34
Layout of an Operation Order	35

Message from The Vice-Chancellor

This Security Handbook is a guide to assist security staff in undertaking their duties and responsibilities, as they endeavor to secure clients as well as University property at all times.

Security is core to the realization of the Vision and Mission of the University. The University has, therefore, been strengthening the Department and adopted policies in order to achieve efficiency and a committed security workforce.

This document should be read in conjunction with other relevant University documents which complement each other as we strive to achieve the vision of the University. While almost every security situations are highlighted, the handbook may not cover all issues since security is very dynamic. In addition to overall University policies, specific instructions and operational guidelines may be issued from time to time.

If the handbook leaves you with unanswered questions please do not hesitate to consult the office of the Chief Security Officer situated at the Central Administration Block. This handbook is not a contract of employment document and does not therefore bind the university in any way.



**Prof. George A.O. Magoha, EBS, MBS
Vice-Chancellor**

History of Security Department

The department owes its inception to a humble beginning when the University of Nairobi established Security Unit under the Caretaker Section in the Estate Department in 1968. Security services were provided by a few watchmen at night and by porters during the day. At the Main Campus three watchmen were in-charge of the whole Campus at night as crime rate was relatively low those days.

By 1978, due to increased prevalence of crimes occasioned by upsurge of students/staff population, the Unit was extricated from the Estate Department and a fully fledged Security Department was created under a Chief Security Officer.

In 1984, the Government in liaison with the University Management Board seconded a Chief Security Officer from Kenya Police to help deal with rampant student riots. The section was thereafter strengthened by hiring more security personnel who were posted to all the Campuses. Security provision, however, continued to be coordinated from the Main Campus by the Chief Security Officer. The University also owned numerous residential houses spread over the campuses and various areas in Nairobi which necessitated hiring of more guards to secure them.

By 1989, the Department had an establishment of 500 guards and several officers. The Chief Security Officer at the time had two deputies who were in-charge of zones:

- Zone 'A' - Comprised of Kikuyu, Upper Kabete, Lower Kabete, Kibwezi and Machang'a.
- Zone "B" - Comprised of Chiromo, Main Halls (SWA) and College of Health Sciences (CHS). The Parklands Campus and Main Campus were directly under the Chief Security Officer.

In March 2001, the University carried out a retrenchment exercise which negatively affected operations of the Department. A total of 195 security personnel were retrenched. The Department had a staff of 303 personnel against an establishment of 625 at the time of retrenchment.

In realization of the crucial services rendered by the Department the University set up a Committee under the Chairmanship of Prof. D. Mukunya to investigate on the status of security and give recommendation. The committee completed its work and made recommendations to the University for Implementation.

The University has continued to strengthen the department and this saw the recruitment of an administrator at the level of Assistant Registrar to coordinate administrative issues of the department.

Scope

This handbook covers security of all University businesses that relate to students and staff including the enforcement of all University rules and regulations, covering all university premises and research project sites within the Republic of Kenya.

Establishment and Organisation

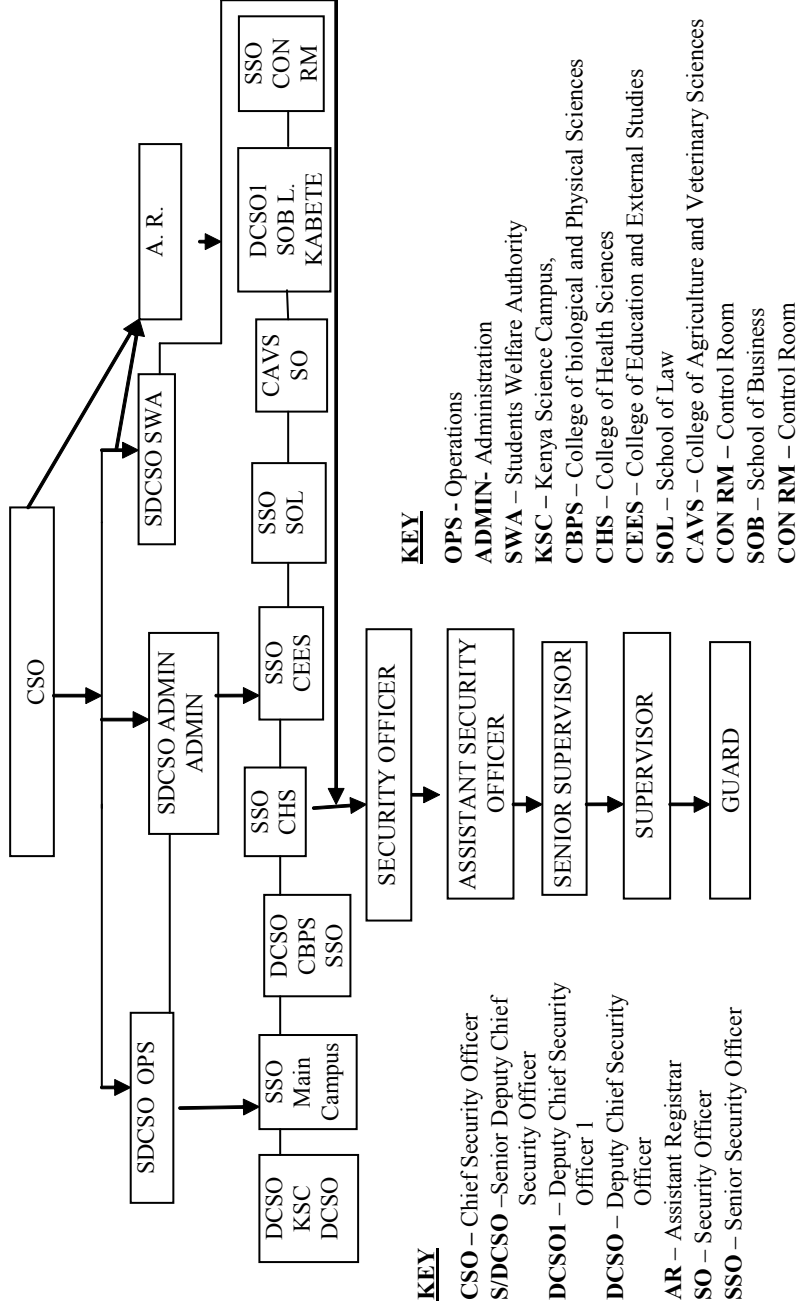
The department was established by Senate and Council in accordance with Provision of the University of Nairobi Act (Cap 210 Laws of Kenya) and responsible within the University for maintenance of law and order, preservation of peace, protection of life and property and enforcement of all laws, rules and regulations of the University.

Organizational

The Department is headed by the Chief Security Officer situated at Main Campus Central Administration Block. The Chief Security Officer is assisted by two Senior Deputy Chief Security Officers an administrator at the level of Assistant Registrar and one Deputy Chief Security Officer 1.

The Department has several security sections based in various campuses, and one major section under the SWA headed by Senior Deputy Chief Security Officer assisted by three Deputy Chief Security Officer 1.

Organizational Structure



Functions of The Department

1. Protection of life and property.
2. Maintenance of law and order within the University premises.
3. Detection and prevention of crime and other misdemeanors within the University.
4. Apprehension of offenders within the university premises.
5. Enforcement of the University rules and regulations.
6. Preservation of peace within the University premises.
7. Collection and dissemination of intelligence on matters touching on the University as need may arise.
8. Links the University to external law enforcers.

Who is a University of Nairobi security personnel?

A person employed by University in the Security Department performing the above functions.

General Conduct

Dress Regulation

Always decent in accordance with University code of regulation and must be clean and well fitting.

Every security personnel of and under the rank of Senior Security Supervisor should always wear full, clean University of Nairobi Security Department uniform while on duty.

Confidentiality of Information

All information received by security personnel in his official capacity must be treated as confidential except from his superiors, and where necessary, University management staff who may be officially concerned with it.

No information concerning cases under investigation and other security

matters should be divulged to members of the public, students, or staff without proper authority.

Communication with the Media

All information is issued to the media through the Vice-Chancellor and no unauthorized employee should divulge any information to the media.

Security and Care of Records and Equipment

University records and equipment may not be used for unauthorized or private purposes. The security personnel to whom records and equipments are charged is personally responsible for proper care, maintenance and the security of such items. Officer-in- Charge of Security Section are responsible for ensuring that all records and equipment on charge, including those on personal charge to their staff, are regularly inspected. Records and equipment must not be in possession of unauthorized persons.

Discipline

Discipline is obedience to superiors and considerations for subordinates. Security personnel must obey promptly and willingly, all lawful orders given by superior officers.

Code of Conduct

Persons employed in the Security Department:-

1. Shall not neglect, nor without due and sufficient cause omit to promptly and diligently perform the required tasks whilst at work.
2. Shall not leave a place of work without due permission or sufficient cause.
3. Shall not knowingly make or sign any false verbal or written statement of whatever description.
4. Shall not, without due and sufficient cause, destroy, mutilate, alter



- nor erase any document or record.
5. Shall not, without authority divulge any matter which is confidential to the employer or his clients past or present.
 6. Shall not corruptly solicit or receive any bribe or other consideration from any person, or fail to account for moneys or property received in connection with the employer's work.
 7. Shall not be uncivil to persons encountered in the course of work; or make unnecessary use of authority in connection with the discharge of the employer's work.
 8. Shall not act in a manner reasonably likely to bring discredit upon the employer, a client or fellow employee.
 9. Shall not feign or exaggerate any sickness or injury with view to evading work.
 10. Shall not wear the employer's uniform or use his equipment without authority.
 11. Shall maintain proper standards of appearance and deportment whilst at work both in uniform/civic and in person.
 12. Shall not work whilst under the influence of alcohol, or consume any alcohol whilst at work.
 13. Shall, on conviction for any criminal offence, notify the employer forthwith.

Trading and Debts

No security personnel is permitted to be connected with any business undertaking or to trade either directly or indirectly within the University of Nairobi premises.

It is indiscipline for any security personnel to engage in any loan transaction with a student.

Other General Rules

1. Drinking of alcohol, smoking, chewing of miraa or use of drugs is strictly prohibited within the work premises.
2. A gate pass is a must for all items being moved out of the University premises. At no time should items be taken out with a verbal authority.
3. Hawkers and persons asking for alms are not allowed within University premises.
4. All security personnel should know how to fight fire and where the fire fighting equipments are situated.
5. Customer care and good language should be observed at all times.

General Duties of Security Personnel

Crime Prevention

The major reason of establishing a security section within any organization is to prevent commission of crime.

Crime prevention to be enhanced by:

Guarding University Premises

A guard on duty must:

- Understand his place of work quiet well for easier dissemination of duty. Places of duty varies with facilities and location.
- Apprehend or inform superior officer for necessary action, a person found committing a crime or in suspicious circumstances.
- Identify and apprehend trespassers/idlers
- Ensure correct parking of motor vehicles at the parking lots.
- Control traffic of motor vehicles within University precincts.
- Inspect and issue parking tags to all vehicles entering University precincts.

- Check and verify items being ferried out of University precincts.
- Ensure that all persons show their identification before they are allowed entry into strategic areas.
- Ensure all cameras, computer laptops and other electronic gadgets are registered when entering University precincts.
- Report to the Security Officer In-charge of campuses and book all occurrences, however minor, in the Occurrence Book.
- Ensure no posters are posted on walls outside and inside the compound without authority.
- Ensure no water taps are left running and unnecessary lights are off.
- Search all persons and bags leaving the compound.
- Keep drunkards, smokers away from the University premises.
- Report students and staff indiscipline to the Security Officer In-charge of campuses.
- Ensure no hawkers, salesmen and newspaper vendors are allowed in the University compound without authority.
- Verify items going out (check whether they are as per gate passes).
- Collect car parking tags (all vehicles should submit their tags before they are allowed to exit).

Patrolling and Observation

Patrolling

This is carried out by the security personnel to confirm safety of clients and property. The security personnel need to check every corner of their assignment, area. Thus, all personnel in security section should carry out regular patrols.

Objectives of Patrols

- To maintain peace law and order.
- To protect everyone against violence.
- To attend to accidents or abuse in the assignment area.

- To protect life and University property against lose or damage.
- To protect the property of all those who have visited the assignment area.
- To detect and report any crime committed within area of assignment.

Note: Patrols within university premises has to be carried out on foot.

When Should the Patrol be Carried out?

- Patrol at irregular intervals so as to avoid predictability.
- Keep changing the patrol path.
- Do not assume. Be inquisitive.
- At intervals stop and listen to the environment to discover anything unusual.
- Concentrate on the periphery.

What to Look for When Patrolling?

- Look for intruders or trespassers.
- Check all doors and windows to make sure they are securely locked.
- Check if the perimeter fence is intact.
- Check vehicles and confirm they are intact.
- Confirm that security lights are on and switch off unnecessary lights .
- Check on any running taps and turn them off.
- Check and make sure all exposed and vulnerable items are safe.
- Check the roofs for any visible disturbance and entry.
- Investigate any suspicious sounds, smell and smoke.
- Ensure that all flammable materials are properly stored.
- Check that fire exit doors are free from any obstructions and if locked ensure the key is available.
- Check for any ladders left near the perimeter walls and remove them.



Note: Take keen interest in areas that are vulnerable and remember that at times some incidents could be deliberately set up to interfere with your patrol thus causing unwanted intrusion.

What to Carry While on Patrol

- Portable V.H.F. Radio, a mobile phone, a whistle, a note book and a pen.

Note: Be armed with your spotlight at night before you embark on patrols. Also carry your rungu and if your are a dog handler have your dog at all times.

Detection and Investigation of Crime

Whenever a crime is committed or detected within the University premises it should immediately be booked in the Occurrence Book used within the security section.

The following must be included in the report:

- Date, time and place of commission.
- Nature of offence.
- Name of person(s) reporting/detected the offence.
- Name and address of offended person if it is not the University.
- Name, address, occupation and full description of offender if known.
- Description of stolen or damaged property.

The same report should immediately be passed to Security Officer In-charge of Section for necessary legal action.

Taking any Other Report

A report given to security personnel should be put in writing and recorded on the Occurrence Book (OB).

Investigation

All security personnel in charge of sections should note that any criminal offence must be reported to the nearest police station for investigation and for prosecution as per Criminal Procedure Code of the laws of Kenya.

Any investigation to be conducted internally should commence immediately and a report on the same be passed to Chief Security Office for administrative action.

Investigation Procedures

The security personnel must visit the scene of the incident no matter how minor is the incident.

At the scene the security personnel should:

- Endeavour to preserve the scene for the senior officers and police action.
- Be aware of items or materials that may be used as exhibits. Exhibits should be handled with great care. Nothing should be removed from the scene of crime until the investigating officer arrives (a police officer).
- In the case of injured person(s), First Aid should be administered to the injured person(s) and then taken to hospital for further medical attention.
- All unauthorized person(s) should be prevented from accessing the scene.
- A witness list should be prepared and their addresses recorded where possible.
- It is important that an internal security personnel investigating an offence interview, or record statement from witnesses and obtain any other physical evidence.



Interviewing Witnesses

An interview is a question and answer session designed to get more information. It has a purpose and a goal which needs to be attained.

The interviewer should take notes in a questions/answer format which should be included when compiling the final report.

Statement Recording

Investigators should insist on witnesses' recording own statement.

Recording statement should aim:

- To solicit for all information.
- To acquire a record by witnesses.
- To be used for possible prosecution.
- To determine possible cause of action by the management.
- The security personnel must, therefore, ensure statement(s) have clarity and seriousness.

What a Good Statement Entail

1. Show witness's full name, employee/student number, department, address and phone number.
2. Clearly state the background of the witness.
3. Let the body of the statement flow.
4. Have a clear conclusion.

Taking Photographs

It is a noble idea to have a photograph of scene of crime or of any incident.



Offences

Cognizable Offence

The following are some offences for which a law enforcement officer is allowed to arrest without a warrant of arrest. Examples are:

- ***Theft*** – dishonestly acquiring property.
- ***Robbery*** – This is theft involving the use of force or threat of force.
- ***Burglary*** – This involves breaking into a building with the intention to commit a crime and trespassing.
- ***Rape***, trespass, assault etc

None - Cognizable Offences

For these offences the police must first of all obtain a warrant of arrest before affecting an arrest. This could be cases like land issues, debt cases etc.

Arrest

This is lawful apprehension or restraining of person(s) by another who has reasonable suspicion that the latter has committed, is committing or intending to commit a cognizable offence.

Types of Arrest

1. Arrest by a police officer
2. Arrest by magistrate
3. Arrest by private person (Includes U.O.N Security personnel)

Powers of Arrest

A private person has powers to arrest any person whom:

- He sees committing a cognizable offence.
- He suspects of having committed an act of felony.

The Criminal Procedure Code in the Laws of Kenya gives power to private

person to arrest such offender(s). A private person arresting a suspect must handover such suspect to a police officer or a police station immediately. Remember any detention of a suspect in places other than police cells is unlawful and contravenes the human rights of the suspect.

Arresting Procedure

- Command the suspect to halt where applicable.
- Call for help so that the suspect does not escape.
- Command the suspect to face the other side or a wall while raising his arms.
- Search the suspect from head to toe.

Detaining the Suspect

- Apply minimal force where applicable.
- Use moderate force should the suspect resist.
- Continue calling for help.
- Tie his hands at the back using a lanyard in the absence of any other rope.
- Present suspect to police as soon as it is practical.
- Do not detain a suspect for a longer period than necessary as this may result in unlawful confinement which is an offence.

Note: You must be cautious when arresting an armed person. You are not authorised to bow a suspect as this may result to violation of their human rights.

Handing Over and Taking Over Duties as Well as Job Entries

Handing Over

This refers to the passing on of responsibilities of an assignment or a particular post by the out going personnel to incoming personnel. In the guarding industry, a guard should work for 12 hours after which he should “hand over” his duties to an incoming guard.

Taking Over

This refers to the incoming personnel assuming duties of an assignment or a particular post after outgoing personnel have worked for the stipulated time.

Note: The handing over and taking over shall vary depending on the type of assignment.

Handing Over / Taking Over Procedure

- The incoming guard or in-charge or supervisor should arrive at the post at least 15 minutes before the start of his/her shift.
- The incoming guard/supervisor should inspect the assignment area with the outgoing personnel.
- The two parties should check the perimeter walls making sure they are intact.
- The two parties should check the entry and exit points to ensure that all is okay.
- Check the doors and windows (where applicable) making sure they are securely locked.
- Test the padlocks to ensure they are locked.
- Check the items that can easily be removed e.g. fire extinguishers, manhole covers, security lights etc.
- Where the keys are involved, count the keys given and test if they do open the corresponding padlocks.
- Where motor vehicles are concerned, check whether the vehicles are whole i.e. do they have the spare wheels? Are the side mirrors intact? Are the windscreens and all windows intact? Are there any dents on the vehicles?
- Where offices are involved, if there are any offices operating late, you must inform the incoming guard. The incoming guard must know which office is working late and who is left behind.
- Items like water meters and electricity are easily accessible.

- Hand/take over record books
- Handing/taking over should be recorded appropriately.

Handing Over/Taking Over Entries

After the two parties have jointly patrolled and confirmed the status of the assignment area the finding of the handing over/taking over should be recorded in the Occurrence Book.

Two entries must be made:

- Handing over entry
- Taking over entry

Illustration

Ref	Date	Time	Nature of Occurrence	Signature	Remarks
08	11-11-03	18:10	Handing Over: I Mr. Otieno Joseph do hand over duties to the incoming guard Mr. Mwangi John having checked and confirmed client's property to be intact.		
09	11-11-03	18:15	Taking Over: I Mr. Mwangi John do confirm that I now take over duties having confirmed with the outgoing guard Mr. Otieno Joseph clients property is intact. No incidents to report		

Note: Not all handing over/taking over will be smooth. Sometimes it may happen the incoming guard notices something unusual in the assignment. May be there was a break-in, or an attempted break-in.

Action to be taken when there is a problem during the handing/ taking over:

- Seek explanation from the outgoing supervisor/guard on the cause.
- If there is no satisfactory answer do not take over. Do not release the outgoing guard until a supervisor comes.
- If the problem is very serious and you cannot wait press alarm or telephone the office of a superior officer.
- Bring the problem to the attention of a superior officer.
- Record the problem in the Occurrence Book and the action taken.

Importance of Handing Over and Taking Over

- It helps to identify any problems before the shift changes.
- It helps to lay responsibility of any problem to the right personnel or guard.
- It ensures the incoming supervisor/guard acquaints himself/herself well with the assignment area before assuming duties.
- It helps to record who is on duty and any problems for future reference.

Occurrence Book Entries

Definition: It is a book used to record any incidents in the assignment for future reference among other things. Other things recorded are:

- Handing over and taking over.
- Any new work instructions.
- Any incidents at the assignment post.
- Any V.I.P. visit to the assignment area.
- Patrol reports.



Making entries: The do's

Do make the entries as the events occur so that the time concurs with the occurrence.

The O.B. should be closed at midnight 00.01 hours. You must make closing and opening entries as below:

Ref	Date	Time	Nature of Occurrence	Sign
010	10/5/05	00.00	O.B. closed: the O.B. for the day of 10/5/05 is now closed with no incident to report	
001	11/5/05	00.01	O.B. opened: The O.B. for the 12/5/05 is now opened.	

- All entries made in the O.B. will be signed by the author.
- All entries must have references, date and time of incidents.

Don'ts

- Do not leave any space that could be used to insert additional information without your knowledge. Draw a line at the end of the entry and sign at the end of the line.
- Do not overwrite or rub or use a white out. Cross with a through line.
- Do not allow unauthorized personnel to read your O.B.

Search

Definition: This is the careful examination of a person's body, a vehicle or a building in the hope of finding concealed items.

Note:

- At no time should a male guard search a female. This could constitute a charge of sexual harassment. Females should be searched by guardettes.



- Nobody has a right to search another person without asking him for his permission. To do that could be considered a trespass on this person.

Procedures of Search of Persons

- Offer greetings to the person to be searched: 'good morning sir may I have your permission to conduct a security search on you please?
- Make the person stand his legs and hands spread facing a wall then commence search from top to bottom.
- Remove headdress if any.
- Neck – check inside and around the collar.
- Back-run your hands against the entire back and under the armpits.
- Chest-run your hands against the entire chest and the sides.
- Arms-check the sleeves and the cuffs.
- Waist-check the belt and all the pockets.
- Legs-run your hands along the legs from the waist up to the ankle.
- Shoes-if it is 100% search you shall request the person to remove the shoes.

Search Clause

If there is reasonable cause for one to be searched and he refuses he should be reported to the chief security officer for disciplinary action to be taken.

Random searches to be done without notice.

If found removing university properties without gate pass you shall be dismissed.

Any security person may question an employee about University property in their possession or in their vehicle.

If you refuse to be searched the matter will be referred to your supervisor.



Repeated refusal will lead to disciplinary action being referred against some one.

Note: Try to have a witness when conducting search to avoid people making any wild allegations against you.

Vehicle Search

In this era of terrorism, vehicle search has become very important.

What to Look For

Any suspicious objects taped to the body of the car or carried in any carriage. Use your naked eye and the bell scope/searching mirror.

Area to Search

i). Boot

Ask the driver to open the boot. Remember to check the spare wheel compartment.

ii). Inside the vehicle

Ask the occupants to step outside so that you check inside the dashboard, under the seats, under the floor mats, roof of the car, the seat linings and the door panels.

iii). Bonnet

Open the bonnet and check the engine compartment. Check for any items taped on the body.

iv). Underside

Use the bellscope mirror/searching mirror to view the underside for any suspicious objects.

v). *Others*

Check the cavities formed by heavy load, under the mudguards, in the toolbox, in decorations, etc.

Searching a Building

- This will depend on what is being sought.
- Plan what is being sought.
- Determine a central command for reporting purposes.
- Establish communication means.
- Start from the bottom upwards.
- Seal off the area under search.
- Control the crowd.
- At the end of the search assemble everyone to the control centre and disband.
- Liaise with relevant authorities e.g. police, fire brigade etc depending on the magnitude of the search.

Summary

In search some of the items could be dangerous e.g. explosives. Be fast and thorough. Be aware of the risk element.

Fire Fighting

Introduction

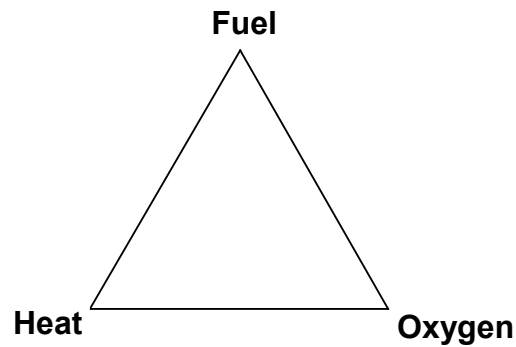
Most buildings face the threat of fire on a daily basis. A lot of the fire incidents can be avoided if people were better trained in fire fighting and if the premises were better equipped to handle fire cases. It is increasingly becoming important to train the security team on fire fighting to enable them to be able to handle fire emergencies.

Fire Defined

It is a chemical reaction involving fuel, oxygen and heat. These three are



called the elements of fire and can be diagrammatically presented as the fire triangle illustrated below:



Fire Fighting

This is the process of putting out fire using the right personnel and equipment.

Causes of Fire

- Careless disposal of lit cigarettes.
- Arson – deliberate fires.
- Poor handling of flammable liquids and gases.
- Over-loading of electric sockets.
- Machines overheating due to lack of oiling and being left running for long hours unattended.

Fire Fighting Equipments

- Fire extinguisher.
- Water buckets.
- Sand buckets.
- Fire engine.
- Water horse reel.

- Break glass call points.
- Heat and smoke detectors.
- Fire control panel.
- Wet and dry riser.
- Automatic fire suppression units.
- Sprinklers.
- Fire alarms.

Methods of Fire Fighting

Fire fighting methods are an attempt to separate the three elements of fire. You cannot have fire when one or more of the elements are missing.

Smothering Method

This involves removing oxygen from the other two elements of fire e.g. covering the object with thick clothing.

Starving Method

This involves isolating the burning object or the fuel.

Cooling Method

This involves lowering the temperatures to reduce the heat e.g. pouring water to cool the burning object.

Classes of Fire

There are different classes of fire:

- Class A – Ordinary fire involves burning solids like paper, woods, clothes etc.
- Class B – Involves flammable liquids.
- Class C – Involves flammable gases.
- Class D – Metallic fires, burning metals.

- Class E – Electrical Fires.
- Class F – Combination fires involves more than one class of fire at the same time.

Fire Extinguishers

These are very popular equipments for fighting fire because they are portable. Before you use a fire extinguisher first determine the type/class of fire you are dealing with. It would be suicidal to use water type fire extinguisher to fight electrical fires as water is a good conductor of electricity.

Types of Fire Extinguishers

- Water type – red in colour – suitable for class A.
- Foam type – yellow in color – suitable for class B.
- Carbon dioxide type – black in colour – suitable for class B and E.
- Dry powder type – blue in colour – all classes.
- Halon type – green in colour – all classes.
- AFFF multi-purpose foam spray – cream in colour – suitable for class A,B and C.

Note: The use of halon type is restricted to specific industries because it affects the ozone layer.

Fire Patrols

Guards should be pro-active and non reactive. When they are patrolling they must include fire patrols. This calls for looking for ways of reducing the chances of a fire outbreak by:

- Clean any oil spillage.
- Switch off any heaters left unattended.
- Ensure fire-fighting equipments are free from any obstructions.
- Flammable materials should not be left near sources of heat.

- Doors and windows should be closed.
- Ensure emergency fire exit is always open.
- No smoldering fires.

Fire Emergency Drill Procedures

In the event of a fire the security personnel are expected to lead the way in providing leadership in fighting fire, evacuation and administering First Aid.

- Shout “fire, fire”.
- Blow the whistle to draw attention as you continue shouting.
- Break glass and press fire alarm.
- Start fighting the fire with available proper equipment.
- Call the police and the fire brigade.
- Switch off the electricity main and put off any running machines.
- Move from floor to floor, starting from the top leading people out of the building. Use the staircase. Never use the lifts.
- Control the crowd.
- Close the windows and the doors behind you but do not lock as there may be somebody trapped behind.
- Lead ALL to the ASSEMBLY POINT.
- Take a roll call. Administer First Aid and assist the serious cases to the ambulance.

Note: Do not allow anyone to re-enter the building. Also remember to check toilets for people. In a fire situation leadership is very important so that we have coordinated approach.

Terrorism

An act of aggression against a government or person(s) based on ideological difference. It is perpetuated by people who feel that they cannot meet their perceived enemies in a conventional way.

Likely Targets

- Government installations.
- Hotels.
- Shopping malls.
- Embassies.
- Crowded areas.

Likely Locations of Explosives

- Left luggage in lobbies.
- Vehicles laden with explosives.
- Manhole covers.
- People strapped with explosives.

Identification of Terrorists

- They are fidgety. Loners and overdressed
- They normally have changed physical identity overgrown beards and hair.

Measures Against Terrorism

- Barriers.
- Searching of vehicles and personnel.
- Sniffer dogs.
- General surveillance.
- Flower beds/pots (inspect).
- Constant training on changing methods of terrorism.
- Educate staff on terrorism and emergency drill procedures.

Emergency Drill Procedures

- Sound alarm.
- Evacuation using helicopter etc.
- Inform police who in turn would call the bomb squad.

Bomb Threat

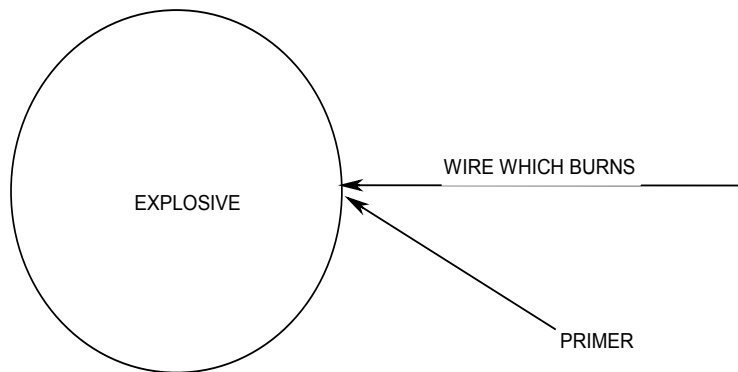
- Get the caller details.
- Take notes on type time and location of explosives.
- Keep the caller talking while you inform the appropriate authority.
- Ask to know where he is calling from.

Explosives

Identification – oil stains, protruding wires, restrictive marking (confidential) excessive postage, suspicious objects.

Types of Explosives

- Metallic
- Plastic



First Aid

Definition

First Aid is the skilled application of accepted principles of treatment when injury or sudden illness occur, using facilities of materials available for treating a casualty until placed if necessary in the care of a doctor or moved to hospital.



The Procedures of First Aid:**a) Assess the Situation**

- Be calm and exude confidence to reassure the victim.
- Ensure safety of both the victim and the First Aider.
- Use by-standers to telephone for emergency services and also to help control the traffic. They can also help in the treatment.

b) Diagnosis

This is the process of determining what is wrong with the casualty; use your sense as below:

i). Listen

- Listen to what the spectators are saying.
- Listen to what the victim is saying. Ask him questions that will help you get to know the symptoms (dizziness, nausea, pain, loss of sensation etc).

ii). Smell

The person's breath and the smell of the surrounding could offer crucial clues.

iii). Look

From the casualty try to determine:

- Breathing, bleeding, i.e. type of quantity.
- Colour of his face and whether he/she responds to touch.
- Is he/she deformed?

From the scene, try to determine:

- Containers and contents etc.

iv). Touch

Using your hands examine the casualty from the head to the toe. Compare

the two sides of the body and be aware of:

- Dampness e.g. bleeding.
- Tenderness.
- Deformity.
- You may at times need to remove the clothes for proper touch/examination.
- At times you may have to cut the garment off the casualty.

Note: Protective helmets should not be removed unless:

- It's interfering with breathing
- The victim is vomiting and might choke.
- The casualty had severe head injuries.
- Urgent treatment.

Treatment

First Aid helps to:

- Preserve life,
- Prevent worsening of injuries,
- Minimize loss of function of body organs,
- Minimize hospital and medical expenses,

Treatment may involve:

- Ensuring the airway is open for free air passage to the lungs.
- Breathing if the casualty is not breathing give mouth to mouth resuscitation.
- If the victim circulation has stopped then apply external chest compression.

After Treatment

The casualty should be released after First Aid to:

- Hospital.
- Doctor.



- More comfortable house nearby as you wait for the ambulance.
- Home.

Note: The basic rule in First Aid is to use your common sense. Try not to become a casualty and just evacuate to avoid aggravating injury. Handle the most serious cases first.

Treatment Expounded

Airway

A casualty who has his airway blocked must be taken through the following procedure:

- Open up the clothing around the neck area.
- Open the mouth to check inside.
- Remove anything foreign in the mouth by inserting fingers and “sweeping” inside.
- Once the airway is open sit the casualty in $\frac{3}{4}$ prone position.

Breathing

Breathing may stop due to:

- Chocking.
- Suffocation.
- Swelling of the airway.

You check the breathing by:

- Checking chest movement.
- Listening for breath on your cheek.

The face may also be turning pale and the victim could be unconscious.

Note: If there is no air exhalation applies E.A.R. method i.e.

Exhaled Air Resuscitation as Below:

Mouth to Mouth

Blow the air you breathe out into the casualty 's mouth.

Steps

- Open the air way as previously discussed.
- Open your mouth wide and take a very deep breath, lock the casualty's nose with your hand and put your lips around the mouth.
- Blow until you notice the chest of the casualty rising.
- If it does not rise after repeated blowing in, then it could be a choking case.
- Repeatedly move your mouth, before taking in fresh air and repeat the process.
- Do it at the rate of about ten breaths per minute until the causally breathers normally.

Mouth to Nose

If the casualty has some injury on the mouth, then use mouth nose.

Steps

- Close the mouth and place your mouth over the nose.
- Repeat process as in mouth to mouth.

Bleeding

Wounds

This is an abnormal break in the skin that leads to bleeding. Bleeding could be internal or external.

Types of Wounds

- Clean cut-incised; the result of a knife, or razor blade.
- Torn (lacerated), the result of barbed wire or claws of an animal.
- Puncture the result of a nail or needle.

- Abrasion the result of a fall or friction.
- Gunshot could have a small entry wound and a large exit.

Bruise

The result of a fall or a punch.

Treatment

- Raise the bleeding part and support.
- Apply pressure to the wound with fingers.
- Remove from wound any foreign body.
- Use sterile dressing to the wound and press in place.
- Arrange evacuations.

Burns

Burns are caused by heat, chemicals or radiation

Types of burns:

- Dry burns, caused by flames, hot electrical equipment or fast moving objects.
- Scalds, due to steam fat etc.
- Cold burns caused by a very cold object.
- Chemical burns caused by electrical currents or lightning.
- Radiation burns.

Note: Burns will cause severe pain, redskin and shocking.

Securing Special Functions in The University

Special functions are events held within the university which are open to the public eg. Graduation. SONU election or visit by VIP (s) e.g. president; or other dignitaries both national and international. The procedures of Covering /securing such function involve preparation of the following:

1. Appreciation Order covering short term security needs or emergent security need e.g. one day Security events e.g. Visit by president, graduation etc (VIP).
2. Operation order - covering long term Security events eg more than one day. Eg securing the university from perceived threats from a proscribed gang.

Procedure of Appreciation Order

These are for events that require short time to respond the following procedure will be adopted eg when students are striking –

- Review the situation
- Give aims of operation
- Identify factors affecting attainment of the objectives
- Identify alternative courses of action open to others ie adversaries
- Identify the alternative courses of action open to you in achieving the objectives
- Select the very best options available to you.
- Plan how to execute the very best courses of action, Take in to consideration time, command and control, strength and tasks to be performed by whom.

Procedure of Operation Order/ Mission Plan

- A Security Committee will be Formed/Chaired CSO or his appointee and its Secretary is the Administrator in the Department.
- The Committee will deliberate on formulation logistics, personnel, plan of execution with specific instruction.
- Operation order has to be prepared prior to the event of any special function.
- All Security personnel to be involved in covering the function will be informed prior to the function.

- Operation warning order is given in form of a mission statement giving specifics of an impending operation and should answer the five 5 (WS):
 - ✓ Who
 - ✓ Where
 - ✓ When
 - ✓ What
 - ✓ Way

Layout of an Operation Order

- Ground
- Situation Review
- Mission
- Execution
- Service and support
- Command and control

Fragmentation order:-

Any order giving changes in the mission plan as earlier planned. Control:
This includes

- Communication.
- Supplies – welfare logistics
- Chain of command
- Any other relevant thing for that mission.