

DOCUMENTED INFORMATION FOR SECURITY DEPARTMENT



AUTHORIZATION: All documented information (Quality Objectives, procedures, opportunities and risk register for Security department are issued under the authority of:	
MANAGEMENT REPRESENTATIVE	
Signature:	
Date:	2 ND MAY, 2018
PROCESS OWNER/HOD/DIVISIONAL HEAD	
Signature:	
Date:	05/06/2018

QMS
KUC MANAGEMENT
REPRESENTATIVE

QUALITY OFFICER
KERALA UNIVERSITY COLLEGE

SECTION A: QUALITY OBJECTIVES

OBJECTIVES	ACTIVITIES	RESOURCES	RESPONSIBILITY	TIME FRAME	KPI
Conduct patrols.	Sharpening the observation skills and raising ability to deter any nefarious intentions.	-Trained internal security supervisors. -Serviceable and modernized CCTV -Trained German shepherd	Upholding strict ethics of discipline and hospitality ethics.	On a daily, 'as is necessary' basis.	-A confident security workforce. - Little or no complaints from the clientele -Popularity of the college keeps soaring high.
Carry out sensitization of security work force	Conducting Seminars, workshops and drills.	Approved budget Consultants	Security	On a quarterly basis.	Highly qualified workforce, with updated, info
Carry out fire drills	Inspecting the firefighting appliances.	Security supervisors.	Security	At least twice a year.	-rmed personnel.
Improve the kennels.	Modernizing our kennels to the highest level of modern standards. -Having our kennels registered in accordance with city by-laws.	Trained Dog-master. - Trained kennel assistants.	-Grooming of the canines on a daily basis. -Vaccination of the dogs as required by the county by-laws. - Daily cleaning of kennels and disposal of all dirt.	- Cleanliness should be done on a daily basis. - Vaccination should be in accordance with vet's advice.	Added security measures. -Improved physical security.
Improve on the CCTV coverage.	Activate all the cameras; especially the dormant ones. -Install memory banks that can store data for up to 3 months.	Approved budget. -Security consultant.	Security personnel to man the camera control panel 24hrs.	Continuous operation- 24/7.	Improved security coverage- with nothing left to chance- including solving disputes that may need photo evidence.

SECTION A: PROCEDURES

1. PROCEDURE FOR ASSETS AND PERSONS SAFETY, GATE CONTROL, VEHICLE CHECKS, INVESTIGATIONS AND GOODS CONTROL.

2. PURPOSE

The purpose of this procedure is to ensure protection of college assets and safety of persons within college premises.

3. SCOPE

The procedures provided in this document are intended to cover protection of all college assets, safety of students and staff and any other person within the college premises and their belongings.

4. REFERENCES

KUC quality manual
HRM working standard procedures
Security working instructions
ISO 9001:2015
Rules and Regulations for students

5. TERMS ABBREVIATIONS AND DEFINATIONS

WSP-Working Standard Procedures
OB – Occurrence book
ID – Identification
KUC- Kenya Utalii College property movement book.

6. RESPONSIBILITIES

The **Chief Security Officer** has the overall responsibility to ensure adequacy and implementation of this procedure

7. 0 INPUT

7.1 Competent outsourced security guards

7.2 Internal security personnel

7.3 Updated CCTV coverage

7.4 Communication gadgets

8. 0.Method

8.1 Safety within the premises

8.1.1 In the event of any emergency such as fire, floods, drowning, illness, accident or theft, the information coming from source shall be received in the security office by the duty supervisor and conveyed to the security officer immediately.

8.1.2 The chief security officer shall ensure they have up to-date contact details of fire stations, ambulances, Police, hospitals, and college officers available to all security officers.

8.1.3 The security supervisor shall record the report in the occurrence book immediately. (see Appendix 12.3)

8.1.4 The security Officer shall evaluate and take the necessary action as per working standard procedure.

8.2 Gate Control

8.2.1 All visitors will be received by the security guards on duty at the Gates applicable, and their particulars recorded in the gate pass. Visitors shall then be issued with KUC visitors identification cards in exchange of visitors Identification document.

8.2.2 All visitors identification surrendered at the gate shall be considered a customer property and shall be recorded in the gate pass book, safely stored and returned as the visitor's leaves the premises.

8.2.3 Upon leaving the premises, the security shall pick the visitors pass, a signed pass (by visited officer) (See appendix 12.4) and give back the visitors identification.

8.2.4 Students shall display their ID cards upon entry and while within the premises and shall be searched according to gender by the relevant security guards for possession of unauthorized material within the premises as per the student rules and regulation and ushered into the premises.

8.2.5 Staff shall display the ID's while entering and in the premises. Staff without IDs shall have their particulars taken and forwarded to the Human Resources Manager.

8.2.6 Any unauthorized material shall be confiscated by the security officer, recorded in the OB and the student reported to the dean of students for disciplinary action. For staff and visitors it is at the Chief security officer's discretion.

8.2.7 On leaving the premises, all visitors, staff and students shall be searched again for possession of college items.

8.2.8 Students and staff shall record personal property in the property movement book at the security desk before entering with them in the premises.

8.2.9 Staff and students shall check out the properties by signing out at the security gate. (See appendix 12.10)

8.2.10 Any student or staff found in possession of college items without authorization or a gate pass shall be handled as per the rules

and regulations.

8.2.11 Visitors who commit a recognizable offence shall be arrested and handed over to the police as per the private security regulations act no. 13 of 2016.

8.3 KUC Vehicle Checks and Control

8.3.1 The security guard shall ensure that the work ticket is duly Signed by the authorized officer(s).

8.3.2 The Chief Security Officer shall ensure that security guards at the gate will search all college vehicles leaving the premises as per the vehicle check list. (see appendix 12.5)

8.3.3 Any vehicle not meeting the requirements as stipulated in the checklist shall have the anomaly noted in the remarks column of the check list (see appendix 12.6) and reported to the C S O for further action.

8.3.4 Upon entry of vehicle the security guard shall ensure that all the vehicle accessories are intact before filling and signing the check list.

8.3.5 Any missing items as per the vehicle checklist shall be indicated in the check list form and reported to the C S O for further action.

8.4 Investigations

8.4.1 On receipt of security breach report from student, staff or college visitor, the security guard on duty shall book the incident in the occurrence book and forward to the C S O for investigation.

8.4.2 Before commencing an investigation, the Chief Security Officer shall

notify the principal in writing of the same within 24 hours.

8.4.3 After investigation, the Chief Security officer shall forward the findings to the Principal and C E O for action.

8.5 Goods Delivery Control

8.5.1 The security shall ensure that suppliers shall identify themselves and record their supplies at the gate using the goods delivery record book, as per the L.P.O. (Local purchase order).

8.5.2 The Chief Security Officer shall ensure that security supervisor stationed at store receiving and dispatching; verifies official document for accompanying goods to be delivered. The security supervisor then records the vehicle registration number, name of driver, company name, delivery note number, LPO number, invoice number; and the total amount on the document. He should also confirm that the unit price on the invoice tallies with one reflected on the LPO.

8.5.3 Upon receiving the goods, Chief Security Officer shall ensure that that security supervisor, store clerk, controller, and the user shall stamp, and sign the invoices.

8.5.4 The Security Officer shall ensure that vehicles are re-checked again on leaving the premises after every delivery and exit time indicated.

8.6 In the case of some goods being rejected due one reason or another by the user; then the whole receiving team shall fill and sign in duplicate a "Rejection form" which shall accompany the goods out of the college premises. The supplier goes with one copy, while stores people remain with the duplicate.

8.7 KUC Vehicle Checks and Control

8.7.1 The Chief Security Officer shall ensure that security guard at the gate will search all college vehicles leaving the premises as per the vehicle check list. (see appendix 12.5)

8.7.2 Any vehicle not meeting the requirements as stipulated in the checklist shall be recorded in the vehicle anomaly form (see appendix 12.6) and sent to the transport supervisor for action.

8.7.3 Upon entry of vehicle the security guard shall fill the vehicle checklist form accordingly and then allow the vehicle in and close the work ticket.

8.7.4 Any missing items as per the check out checklist shall be indicated in the anomaly form and sent to the transport supervisor for action.

8.8 Investigations

8.8.1 On receipt of security breach report from student, staff or college visitor, the security guard on duty shall book the incident in the occurrence book and forward to security office for investigation.

8.8.2 Before commencing an investigation, the Chief Security Officer shall notify the principal in writing of the same within 24 hours.

8.8.3 After investigation, the Chief Security officer shall forward the findings to the Principal for action.

8.9 Goods Delivery Control

8.9.1 The security shall ensure that suppliers shall identify themselves and record their supplies at the gate using the goods delivery record book.

8.9.2 The Chief Security Officer shall ensure that security supervisor stationed at store receiving and dispatching verifies official document for accompanying goods be delivered.

8.9.3 Upon receiving the goods, Chief Security Officer shall ensure that that security supervisor, store clerk, controller, and the user shall stamp, and sign the invoices.

8.9.4 The Security Officer shall ensure that vehicles are re-checked again on leaving the premises after every delivery and exit time indicated.

9. OUTPUTS

9.1 Customer feedback

10. KEY PERFORMANCE INDICATORS

10.1 Number of complaints/compliments.

11. RECORDS

11.1 Occurrence book.

11.2 KUC property book

11.3 Staff attendance register

11.4 Students' property book.

11.5 Vehicle check list

11.6 Staff property book.

- 11.7 Students' laptop.
- 11.8 Student visitors
- 11.9 KUC property book
- 11.10 Security stores control book.
- 11.11 Students' cases movement register.

1.0 Procedure for Disposal of all contraband goods (from students).

2.0 purpose

To have a clean, drug-free atmosphere which is conducive to learning.

3.0 Scope

This procedure has been developed for students, and is enforced by security department.

4.0 References

- 4.1 Students Rules and regulations.
- 4.2 Security working instructions.

5.0 Terms, abbreviations, definitions

- 5.1 Principal and CEO- (Chief executive officer).
- 5.2 CSO- Chief security officer.
- 5.3 A/CSO- Assistant Chief security officer.

6.0 Responsibility

- 6.1 The CSO is responsible for this procedure, having received information from the Ass. CSO; who in turn is briefed by the internal supervisors.
- 6.2 The Hostel warden, who is in charge of student's welfare and administration, and also conflict resolution; has all the contraband goods forwarded to him for disposal. After the CSO is through with his investigations and preparation of charges.

7.0 Inputs

- 7.1 A secure locker for storage of all exhibit materials.
- 7.2 A modern digital camera for capturing photographic evidence.
- 7.3 Continual strictness in frisking students when entering the college.

8.0 Method

8.1 A student is arrested while entering with illicit substance, e.g. alcohol.

8.2 The student is compelled by the internal supervisor to record a statement explaining why he/she is in possession of alcohol despite knowing that the substance is forbidden to be brought into the college. (Student rules and regulation).

8.3 The arresting guard/Gaudete too; is needed to record a statement detailing how he/she arrested the culprit.

8.4 The exhibit is then photographed and taken into custody for safe keeping and subsequent disposal after the hostel warden has been notified.

8.5 The respective internal supervisor will then put the incident in the OB for perusal by the CSO, who will prepare the charge sheet for the crime committed; and have all the exhibits tagged for presentation to the hostel warden.

8.6 After the charge sheet has been prepared and handed over to the hostel warden, the respective student is summoned and dealt with; then the CSO institutes a disposal committee to dispose of all the illicit stuff.

9.0 Outputs

9.1 A learning atmosphere free from narcotics, stimulants, sedatives, depressants or inhalants.

9.2 A new breed of sober students; and future leaders

10.0 Records

10.1 The OB (Occurrence book).

10.2 The student cases movement register.

11.0 Key Performance Indicators

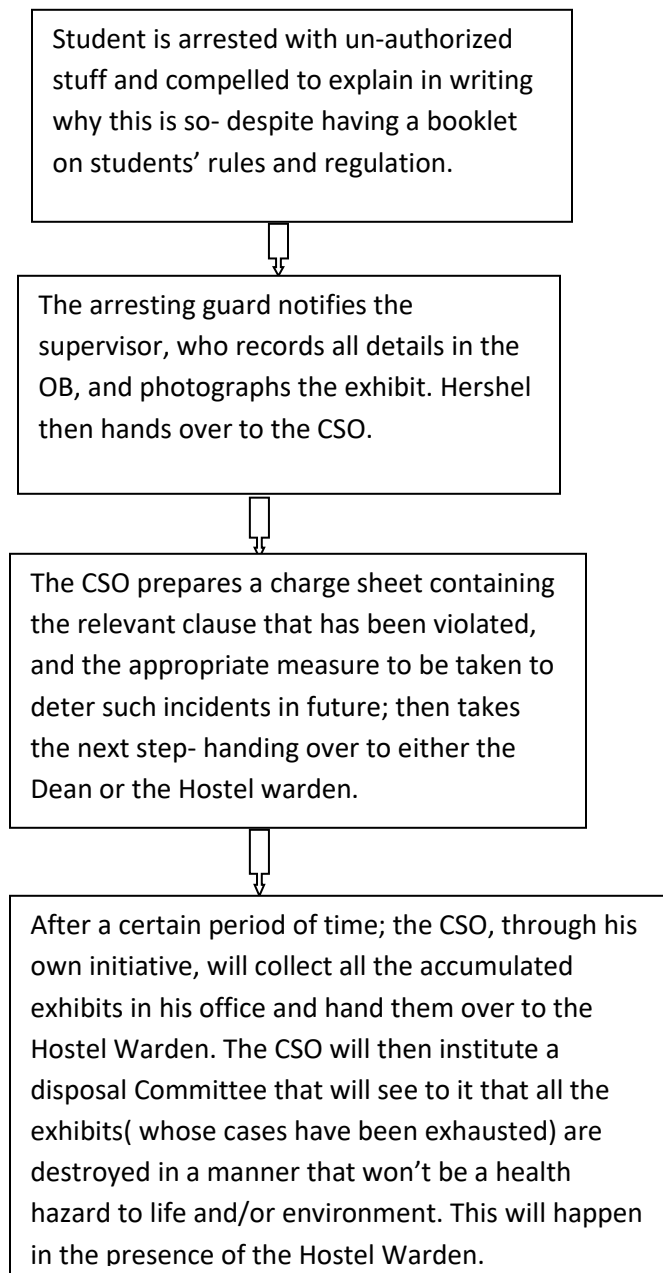
11.1 Completely sober students.

11.2 A conducive, unpolluted learning atmosphere for future generations.

11.3 A water-tight access system that cannot allow un-authorized stuff to reach the students.

12. Appendices

FLOW CHART FOR DISPOSAL OF CAPTURED, UNWANTED STUFF.



Flow chart for Safety within premises.

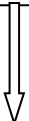
Visitor leaves ID with Guard at the gate; who records the particulars and gives visitor a gate pass, while retaining visitor's ID



Visitor proceeds to the intended office, and after Business, gives host the gate pass to be signed.



Visitor gives back the signed gate pass to the guard; And has his ID given back. If he had been issued with a car-pass, he gives back both gate pass and car pass and is issued with his ID, and drives off.



The gate passes are collected and recorded in a visitors' record book by the security guard.

F

12.1 RECORD OF CHANGE

No.	Date	Details Of Change		Authorization
	<i>dd-mm-yy</i>	Page	Clause/sub-clause and comment	Name and signature

8.4 FORMS/REGISTERS

8.5 Students cases movement register

8.6 Vehicle check list

8.7 Staff attendance register

1.0 PROCEDURE FOR REQUISITION OF SECURITY SERVICES**2.0 PURPOSE**

To provide guidelines for provision of security services

3.0 SCOPE

All heads of department are eligible to request for security coverage in their Various departmental functions. During student council elections or the Students' disco, students are eligible to ask for security coverage.

4.0 REFERENCES

- KUC quality manual
- ISO 9001-2015 standard.
- Student rules and regulations.
- Constitution of Kenya 2010

- Criminal penal code cap 63
-
- Criminal procedure cap 75
- Private security act 2016
-
- Narcotic drugs and psychotropic substances control act No:4 of 1994
- Information and communication act 1998
- Computer and cybercrime act 2017
-
- Evidence law
- Sexual offences act 2006
- Liquor Licensing Act chapter 121 laws of Kenya

5.0 TERMS, ABBREVIATIONS AND DEFINATIONS

- 4.1** CEO- Chief executive officer
- 4.2 CSO- Chief security officer
- 4.3 ASO- Assistant security officer
- 4.5 WSP Work standard procedures

6.0 RESPONSIBILITY

- 5.1 CEO – Is the ultimate authority to whom all reports and incidents are reported
 - 5.2 CSO –Is the authority to whom the assistant security officer reports, and he in turn reports to the CEO
 - 5.3 ASO – Is the authority to whom the supervisors report, and he in turn reports to the chief security officer
 - 5.4 SUPERVISORS –In charge of the outsourced guard force, monitoring the CCTV Cameras and implementing the WSP.
- GUARDS – Contact number 1 on the ground, who reports any unusual thing or Incident on the ground to the supervisors.

7.0 INPUT

- 6.1 Competent, disciplined and well drilled guard force.
- 6.2** Supervisors who are personnel from the disciplined forces.
- 6.3 Elaborate network of CCTV coverage.

6.4 communication occasioned by VHF radios.

6.5 record books

8. METHOD

8.1 A Departmental Head in charge of a given college function that takes place from evening hours till late into the night and needs security coverage; and that several of the guests who will attend are high profile personalities in society SHALL write an internal memo to the CSO(preferably two or three days before the function) requesting for security coverage on the given date and time (for purposes of reserving parking space).

8.3 The CSO, upon receiving the memo, shall consult with his deputy, to ascertain the number of guards preferable for the occasion, and the requisite number of Supervisors plus the appropriate number of canines suitable for the occasion.

8.4 The CSO thereafter shall dispatch his ASO with a written request to the local OCS for armed police presence on the material day.

8.5 The ASO shall inform the respective internal supervisors of the forthcoming event, and allocate them as the situation (and /or the number of guests) demands.

8.6 The ASO shall then liaise with the Operations Director of the outsourced security service provider for additional guards (should the situation demand) so that normal guarding services are not disrupted.

9.0 OUTPUT

6.1 Duty allocation and the availability of guards.

6.2 Excellent customer care and inter- human relationship.

6.3 Protection force well prepared to counter any threat.

10.0 RECORDS

7.1 Security stores control book

7.2 KUC property book

7.3 Students' visitors

7.4 Students' laptop register

7.5 Students' property book

7.6 Staff attendance register

7.7 KUC property book

7.8 Deliveries and supplies book

VERSION 2: REVISION 1 04/2018

11 KEY PERFORMANCE INDICATORS

Customer based commendations and reduced number of complaints.

12 APPENDIX APPENDIX 1 FLOW CHART

FLOW CHART FOR REQUISITION OF SECURITY SERVICES

Patron needing Security coverage informs the CSO via an internal memo two or three days before the event.

CSO liaises with ASO to ascertain the number of Guards needed, plus the requisite number of Internal Supervisors and if need be, canines. They also decide if armed Police presence is necessary.

The ASO assigns the Internal Security Supervisors who'll work on the material day, also the number of outsourced guards (to work under them); and the dog handlers. If necessary, he informs the local OCS of the need for armed Police presence by way of a requisition form.

DOCUMENTED INFORMATION FOR SECURITY DEPARTMENT

APPENDIX
KUC/ADMIN/R/048

2

OCCURRENCE

BOOK

DATE	CASE NO	NATURE OF OCCURENCE	RECOMENDATION	ACTION TAKEN
REPORTING OFFICER NAME AND SIGNATURE				

APPENDIX 3
KUC/ADMIN/R/188
GATE

PASS

PASS	
DATE	TIME OUT
TIME IN	ADDRESS
VISITORS NAME	
STAFF VISITED	
NATUER OF VISIT : OFFICIAL/PRIVATE	
SIGN STAFF VISITORS	SECURITY SIGNATURE

VERSION 1: REVISION 0 07/2010

APPENDIX 4

KUC/ADMIN/R/189

VEHICLE CHECKLIST

Date	jack	Spare wheel	Wheel spanner	Radio	Life save	speaker s	Time out	Time in	Drive rs sign	Securi ty sign	Work- Ticket

APPENDIX 5

KUC/ADM/R/050

VEHICLE ANOMALLY FORM

VEHICLE NO:		
TIME:		
ANOMALLY SEEN		
SECURITY OFFICER	DRIVER	TRANSPORT SUPERVISOR
DATE:	DATE:	DATE:

VERSION 1: REVISION 0 12/2010

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APPENDIX 6

STUDENTS _____ **PROPERTY** _____ **RECORD**
KUC/ADMIN/R/060

DATE IN	STUDENT NAME	ITEM DESCRIPTION	TIME IN	OUT DATE: TIME

APPENDIX 7
STAFF PROPERTY RECORD

KUC/ADMIN/R/061

DATE IN	STAFF NAME	ITEM DESCRIPTION	TIME IN	OUT DATE: TIME

APPENDIX 7

DELIVERIES AND SUPPLIER BOOK

KUC/ADMIN/R/059

DATE	SUPPLIER NAME	CAR REG. NO.	TIME IN

1.0 PROCEDURE FOR ACQUISITION OF DOGS.

2.0. PURPOSE

The purpose of this procedure is to ensure protection of college assets and safety of persons within college premises, along the roads leading to the college, and also to enhance patrols, especially at night; being facilitated by our trained German shepherd dogs, which we rear in our own kennels.

3.0 SCOPE

The procedures provided in this document are intended to cover protection of all college assets, safety of students and staff and any other person within the college premises and their belongings.

4.0 REFERENCES

KUC quality manual
HRM working standard procedures
Security working instructions
ISO 9001:2015
Rules and Regulations for students

5.0 TERMS ABBREVIATIONS AND DEFINATIONS

WSP-Working Standard Procedures
OB – Occurrence book
ID – Identification.
MIKE- (1-12)-Various call signs for VHF radios used by security personnel.

6.0 RESPONSIBILITIES

The **Chief Security Officer** has the overall responsibility to ensure adequacy and implementation of this procedure. The C.S.O is answerable to the C.E.O.

VERSION 2: REVISION 1 07/2010

7.0 INPUT

7.1 To maintain the superior breed, we need non-related dogs; but of the same caste (German shepherds).

7.2 An agreement on acquisition of the dogs/puppies; be drafted to avoid disputes.

7.3 Budget.

7.5 Communications gadgets (VHF portable radio sets)

8.0 METHOD: procedure for dog acquisition

8.1 We identify a good kennel owner with the required breed with which we want to cross breed. (Already we have several potential kennel owners with different genes, e.g. for attack dogs, sniffer dogs, etc.).

8.2 An agreement will be drawn.

8.3 The dog will be introduced into our kennel for purposes of breeding.

8.8 The off spring will join the rest.

9.0 OUTPUT

9.1 To get quality dogs, and puppies.

9.2 To establish a modern kennel which shall supply us – and other interested parties with thorough-bred dogs.

10.0 RECORDS

10.1 Each dog has a name to which it responds when called.

10.2 Each dog has a valid veterinary certificate that is renewed in line with county by- laws.

10.3 Each dog has a card for purposes of recording the progress and growth; since birth.

10.4 Each dog has a medical card that has records of vaccination schedule, anti-rabies jabs; etc.

VERSION 2: REVISION 1 07/2010

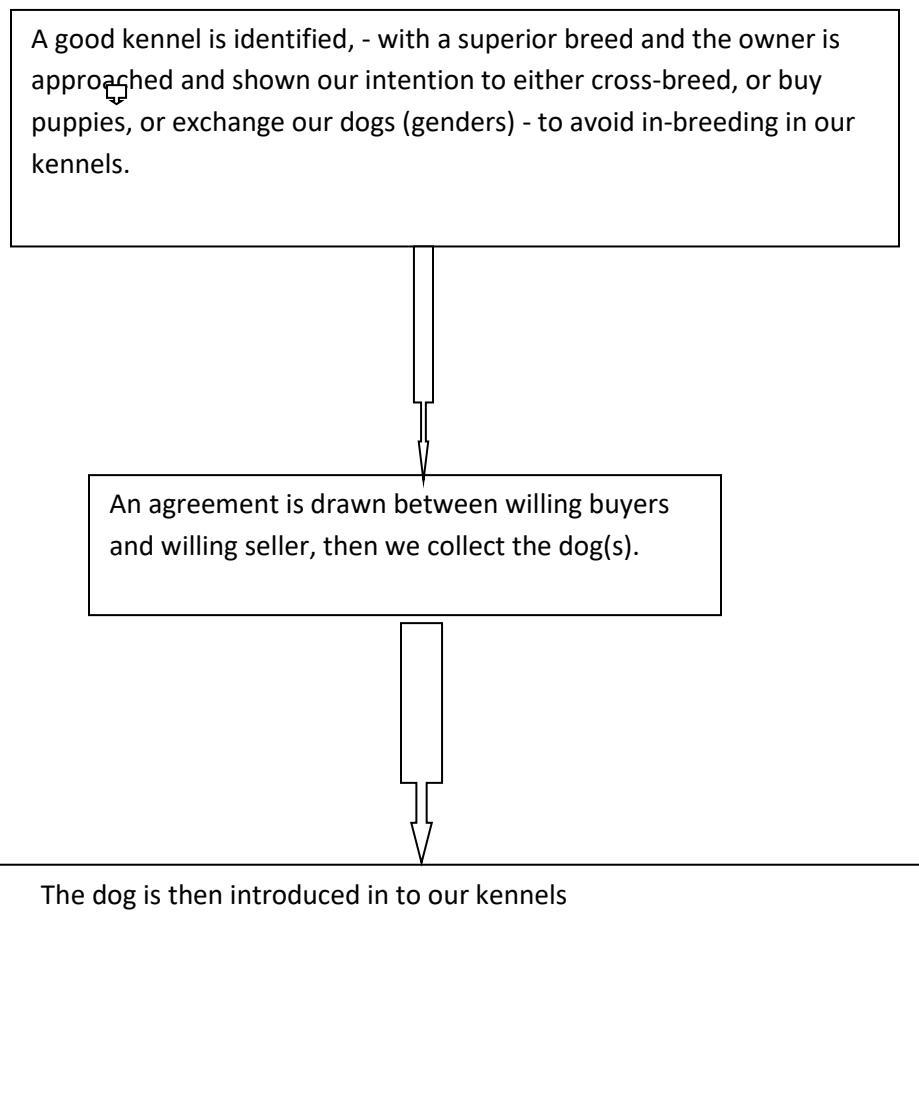
10.5 Disposal- At old age, the dog is given out; to willing staffs by the CSO, on condition it is kept in good condition i.e.it is not starved.

11.0 KEY PERFORMANCE INDICATORS

11.1 Quality provision of security services; to the extent of having our dogs hired by other institutions of higher learning during their graduation ceremonies.

11.2 Serene learning atmosphere for our students occasioned by the maximum security offered.

FLOW CHART FOR ACQUISITION OF DOGS



2.0 Purpose

2.1-To condition the dogs- from the young stage of being puppies to learn to listen to orders, to be obedient, to learn how to attack, when to attack; whom to attack and why to attack.

2.2- Teaching the puppies to get used to being leashed.

2.3- To teach the puppies how to patrol; and their areas of jurisdiction.

2.4- Training ends at the age of one (1) year; till after another one year again for refresher training.

3.0 Scope

This procedure is for the security department and the kennels department, to develop a close relationship for easy execution of their duty of safe guarding life and property.

4.0 References

4.1- KUC quality manual.

4.2- HRM working standard procedures.

4.3- Security working instructions.

4.4- ISO 9001-2015.

5.0 Terms, abbreviations, definitions

5.1 CEO – Chief executive officer.

5.2 CSO- Chief security officer.

5.3 WSP- Working standard procedure.

5.4 OB - Occurrence book.

5.5 ID - Identification.

5.6 MIKE (I-12) VHF radio call signs for all arms of security department.

6.0 Responsibility

VERSION 2: REVISION 1 07/2010

The kennel master; who happens to be a supervisor, is in charge of the kennels and all the attendants. He reports to the Assistant security officer who in turn reports to the Chief security officer.

7.0 Inputs

- 7.1 Budget allocation
- 7.2 Adequate medical attention
- 7.3 Keen and qualified trainer (kennel master)

8.0 Method

- 8.1 Giving the puppy a name.
- 8.2 Conditioning the puppies to being leashed.
- 8.3 Teaching the puppies obedience; e.g. "sit up! jump! sit down!", etc.
- 8.4 Teaching the puppies to jump onto vehicles (boarding).
- 8.5 Teaching the puppies attack methods- attacking an armed person, an escaping person, an aggressive person, etc.
- 8.6 Teaching the puppies the proper target to attack on the human anatomy.
- 8.7 Showing /teaching the puppies their areas of jurisdiction.

9.0 Outputs

- 9.1 Properly trained attack dogs to boost the college security.
- 9.2 To get quality dogs and puppies
- 9.3 Business opportunity arising from sale of pedigree pups to staff and other interested parties.

10.0 Records

- 10.1 Each puppy has a name- that is recorded on the pup's file.
- 10.2 Each puppy has a medical card (vet's card) for purposes of maintaining its medical and vaccination history.

10.3 Each puppy has a card to record its growth history for purposes of avoiding inbreeding.

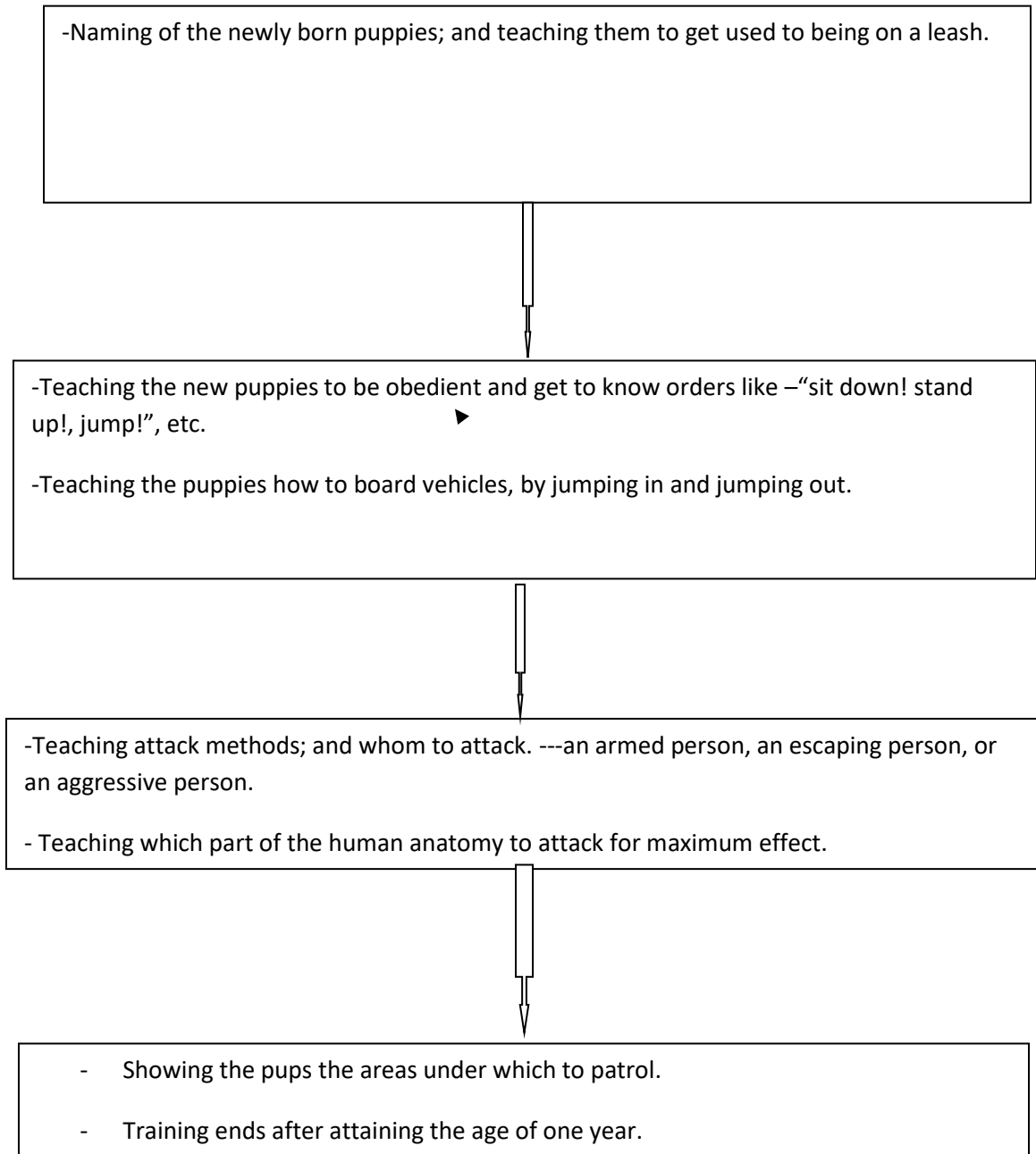
11.0 Key Performance Indicators

11.1 New breed of dogs.

11.2 Enhanced security.

11.3 Virtually all security -conscious staff members want a (trained) puppy to boost their security at home.

FLOW CHART FOR TRAINING OF PUPPIES



1.0 PROCEDURE FOR HANDLING SAFETY AND SECURITY VIA CCTV SURVEILLANCE CAMERAS

2.0 PURPOSE

- 2.1** To provide guidelines for the provision of CCTV camera coverage.
- 2.2** To store data thus gained for up to three months, or more for future reference

3.0 SCOPE

- 3.1** The Chief Security Officer, under whose docket the CCTV Cameras
Fall, is the custodian of the general welfare of the cameras; i.e. their up
keep, maintenance, service, etc.
- 3.2** The security department, under the Chief Security Officer, is the
One charged with the functions of the CCTV cameras, especially
Monitoring of the cameras and, in case of an incident shall initiate
Investigations, and play back the footage to ascertain and confirm
the nature of the incident.
- 3.3** Any one is eligible; with the CSO's permission to request for playback
Of the CCTV footage, to ascertain issues in cases of theft or pilferage.

4.0 REFERENCES

- 4.1** ISO 9001- 2015.
- 4.2** Private Security Act 2016.
- 4.3** Computer and Cybercrime Act 1998.
- 4.4** Evidence Act chapter 80(Laws of Kenya) .
- 4.5** The Criminal Procedure Code- chapter 75
- 4.6** Students Rules and Regulations (KUC).

5.0 TERMS, ABBREVIATIONS AND DEFINATIONS

- | | | |
|-----|------|--------------------------------|
| 5.1 | CEO | Chief Executive Officer. |
| 5.2 | CSO | Chief Security Officer. |
| 5.3 | A/SO | Assistant Security Officer. |
| 5.4 | WSP | Work Standard Procedures. |
| 5.5 | VHF | Very high frequency (radios). |
| 5.6 | OB | Occurrence book. |

6.0 RESPONSIBILITY

- | | | |
|-----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 | CEO | Chief Executive Officer, the ultimate head of the Institution, to whom all Security briefs are presented By the CSO. |
| 6.2 | CSO | Chief Security Officer, in charge of the security Workforce- both internal security and outsourced Security. The CSO is also charged with ensuring That his department is current as far as security Enhancing gadgets e.g. scanners, cameras (CCTV) Are concerned. The CSO briefs the CEO on matters Touching on security and general welfare of the Institution. |

6.3 A/CSO The Assistant Chief Security Officer is in direct charge of The Institution's internal Security and the out sourced Guards. He reports to the Chief Security Officer, (whom he Deputizes). He in turn is briefed by the Internal Security Supervisors who are in charge over the outsourced Security.

7.0 INPUT

7.1 Security surveillance is enhanced with CCTV Coverage, during both day and night.

7.2 Cases of pilferage amongst staff members are Profoundly minimized

7.3 Disputes are solved indisputably by The CCTV coverage and subsequent playback of the Recording.

8.0 METHOD

8.1 Due to the dynamic nature of crime worldwide; it is The CSO's duty to advice management on the need For enhanced security; be it physical or electronic. In the case where CCTVs are needed, an advert is placed In the local dailies for qualified companies to bid.

- 8.2 The CSO, who would naturally be the chair of the Tender committee, would run a company profile on all shortlisted companies to determine the best.
- 8.3 After the best bidder has been picked out, and terms Agreed upon; the CSO with his deputy will embark on Pointing out to the contractor the places within the Establishment where the CCTV coverage is vital, and Locate a room from where the cameras will be Monitored; and from where data can be retrieved Should the need arise.
- 8.4 The CSO then appoints, in consultation with the A/CSO; Members of the security department who will be Manning the CCTV monitor screens on a 24hr Basis.

9.0 OUTPUT

- 9.1 To be current in delivering professional security Services in line with the dynamics of modern Terrorism.
- 9.2 Developing confidence in ourselves that at least The mysterious disappearances or loss of items, Whether during the day or night, has ended.

10.0 RECORDS

- 10.1 Occurrence book, (OB).
- 10.2 Security department staff attendance register.

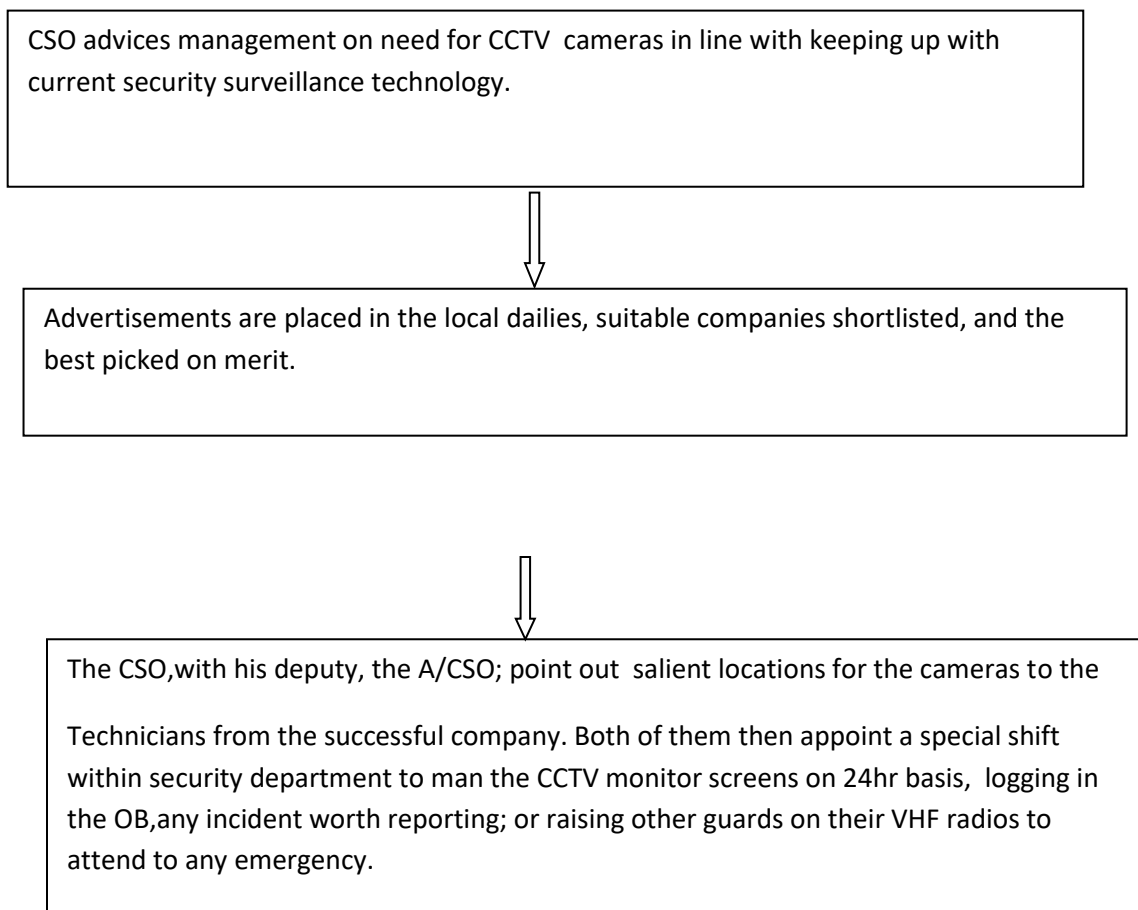
10.3 Security department guard posting book.

11.0 KEY PERFORMANCE INDICATORS

11.1 Assurance of total electronic security coverage
In all corners; day and night; 24hrs a day.

11.2 Professionalism conforming to international
Security standards.

FLOW CHART FOR HANDLING SAFETY AND SECURITY VIA THE CCTV SURVEILLANCE CAMERAS



1.0 PROCEDURE FOR HANDLING SAFETY AND SECURITY THROUGH FIRE FIGHTING EQUIPMENT

2.0 PURPOSE

- 2.1 To provide guidelines on what to do in the event of a fire break out.
- 2.2 To give directions on how to combat the various classes of fire, and the Necessary extinguisher for that particular class of fire.
- 2.3 To highlight evacuation procedures.

3.0 SCOPE

- 3.1 Everybody, staff and students; is susceptible to attacks of fire,- be it arson Or accidental, hence the need to understand well the fire fighting Equipment.

4.0 REFERENCES

- 4.1 KUC quality manual.
- 4.2 ISO 9001-2015.
- 4.3 Criminal procedure code cap 63.
- 4.4 Criminal procedure code cap 75.
- 4.5 Evidence law.
- 4.6 HR work standard procedures.
- 4.7 Security working instructions.
- 4.8 Evidence law.

5.0 TERMS, ABBREVIATIONS AND DEFINATIONS

VERSION 2: REVISION 1 07/2010

- 5.1 CEO – Chief executive officer.
- 5.2 CSO – Chief security officer.
- 5.3 CMO – Chief maintenance officer.
- 5.4 FM – Fire marshal.
- 5.5 RED – Water based fire extinguisher.
- 5.6 BLACK – CO2 based fire extinguisher.
- 5.7 CREAM – Foam based fire extinguisher.
- 5.8 BLUE – Dry powder fire extinguisher.
- 5.9 FIRE BLANKET – Asbestos based or fibre glass based.
- 5.10 FIRE HYDRANT – Crucial in replenishing fire engines.
- 5.11 HOSE REELS – Which operate on overhead tanks that reserve water for such
Emergencies.

6.0 RESPONSIBILITY

- 6.1 CEO – The person who can issue a statement authoritatively to the press,
Police, or evacuation teams in case of a fire outbreak.
- 6.2 CSO- The chief coordinator of the whole firefighting operation. The
Fire marshals report to him, and he in turn reports to the CEO.
- 6.3 CMO – The chief maintenance officer is in charge of all the firefighting equipment,
Their serviceability, maintenance and storage.
- 6, 4 FM - The fire marshals are in charge of crowd control, and assembling people at
The designated fire assembly points for possible headcount and/or
Evacuation. The fire marshals report to the CSO.

Contained, the fighters, for their own safety must abandon the chore and run for
Their lives, closing behind them all doors and windows if possible.

8.11 The fire marshals will assemble all the persons who've been evacuated from the
Affected building and ascertain if all of them can be accounted for; then report to
CSO and await further instructions.

8.12 EVACUATION PROCEDURES: We start with the physically gullible, e.g. Children,
The infirm, and then the aged. Then the second lot consists of the care givers to
The first lot, i.e. women, and the last lot is composed of men.

9.0 OUTPUT

9.1 A confident team of fire fighters with the proper knowledge of the art
Of combating fire appropriately, evacuation and first aid.

9.2 A team conversant with all the firefighting equipment, and how to put the
Appliances to good use.

10.0 RECORDS

10.1 The OB,(occurrence book).

10.2 The HR work standard procedures.

11.0 KEY PERFORMANCE INDICATORS

11.1 Safety and security conforming to international standards.

FLOW CHART FOR HANDLING SAFETY AND SECURITY THROUGH FIRE FIGHTING EQUIPMENT

DOCUMENTED INFORMATION FOR SECURITY DEPARTMENT



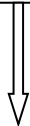
Fire is spotted, alarm raised, and people are evacuated from the buildings by the fire marshals under the command of the CSO. All the evacuees are taken to the fire assembly point for a possible head count or further evacuation.



The fire fighting crew, under the marshals, have already ascertained the class of fire to tackle, so the right extinguishers are taken. In cases where we may have more than one class of fire, a wide spectrum extinguisher, e.g. dry powder, may be used.



If the fire is contained, the better, then the CSO may decide to count the losses and present a report to the CEO. If the fire proves unmanageable; (the CSO will have called the fire service, police and the ambulance), we leave the fight to the experts, -the fire brigade.



After everything is over, everybody congregates at the fire assembly point to determine the casualties, have a head count done, and wait for further instructions from the CEO.

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SECTION C: OPPORTUNITIES

OPPORTUNITY	ACTIONS	RESOURCES	RESPONSIBILITY	TIMELINES	KPI
Total surveillance within our premises.	Additional installation of extra CCTV cameras, with the ability to store data for up to 3months.	Approval by budget committee.	Chief security officer.	Continuous	Theft free environment
Foolproof access (counter-terrorist)	Purchase of x-ray body and luggage screener.	Approval by budget committee. Competent staff.	Chief security officer.	Continuous	Enhanced Security

SECTION D: RISKS

N o.	DESCRIPTI ON OF RISK	TYPE OF RISK	PROBABILITY OF OCCURANCE			SEVERITY <i>HIGH - 3 MEDIUM -2 LOW - 1</i>	IMPAC T	MITIGATI ON	RESPONSIBI LITY	K PI
			HIGH	MEDI UM	LO W					
1	Forced entry into college premises.	Terroristic attack	High			3	Death and destruction	Erect vehicle crush barriers.	Conduct workshops and seminars for supervisors to be sensitized on the same.	
2	Screening of luggage insufficient	Entry of contraband in the college		Medium		1	Illicit materials reaching the students.	Improvement needed on the search Procedures.	Outsource trained guards with proven record of delivering	