

**WORK SAFE!  
GRAPHIC SECURITY TRAINING**

# TRAINING FOR GUARDS



**OXFAM**

**SECURITY SHARED SERVICE**

HI! MY NAME IS AMIN, AND I WORK AS A SECURITY GUARD FOR OXFAM

WHEN I ARRIVE, MY COLLEGE MOHAMMED, WHO IS A NIGHT GUARD, IS HERE



HI MOHAMMED, HOW WAS YOUR SHIFT?



WELL, I WAS A BIT TIRED, AND THEN MY SON PHONED ME AND ASKED ME TO GO HOME, BUT I KEPT WORKING UNTIL THE END OF MY SHIFT

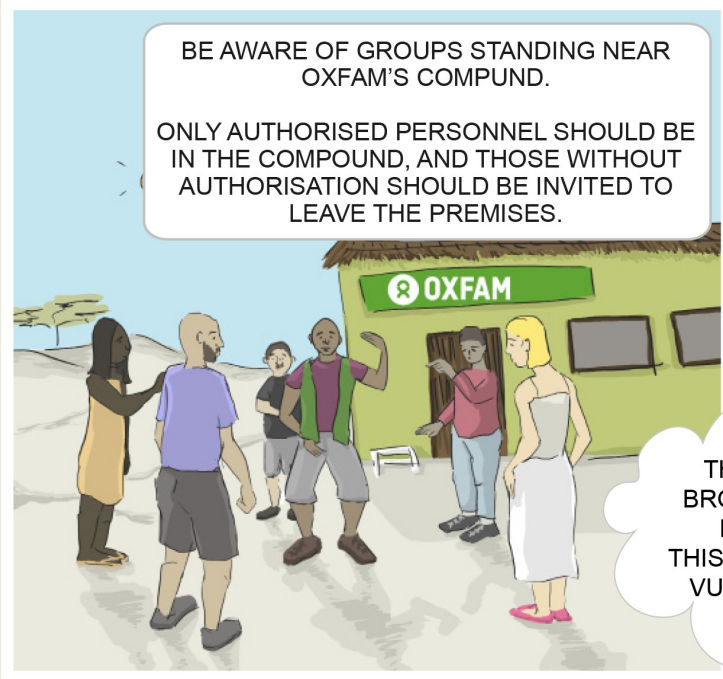
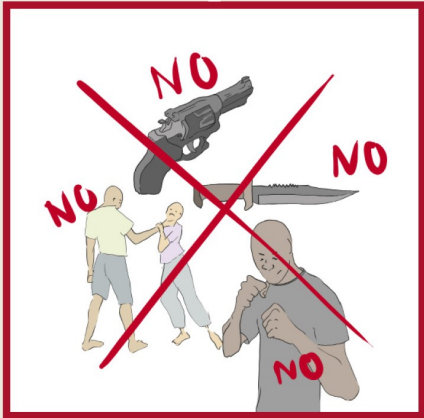


### REMEMBER THAT...

1. GUARDS MUST NOT SLEEP DURING DUTY!
2. GUARDS ARE NOT ALLOWED TO GET OUT FOR PRIVATE BUSINESS, EXCEPT WITH SPECIFIC APPROVAL FROM FIELD OR LINE MANAGER, OR LOG OFFICER
3. AT NIGHTTIME, GUARDS MUST REPORT ANY UNUSUAL EVENTS TO THEIR MANAGERS.

NOW, I'M STARTING MY SHIFT, I MUST TAKE INTO ACCOUNT SOME THINGS...

I CAN'T USE FORCE AGAINST PEOPLE, BUT I MUST DO VISUAL CHECKS.  
I CAN'T USE WEAPONS NEITHER!



APART FROM CHECKING WHO ENTERS AND LEAVE THE COMPOUND, I MUST CHECK LIGHTS, AND FENCE...



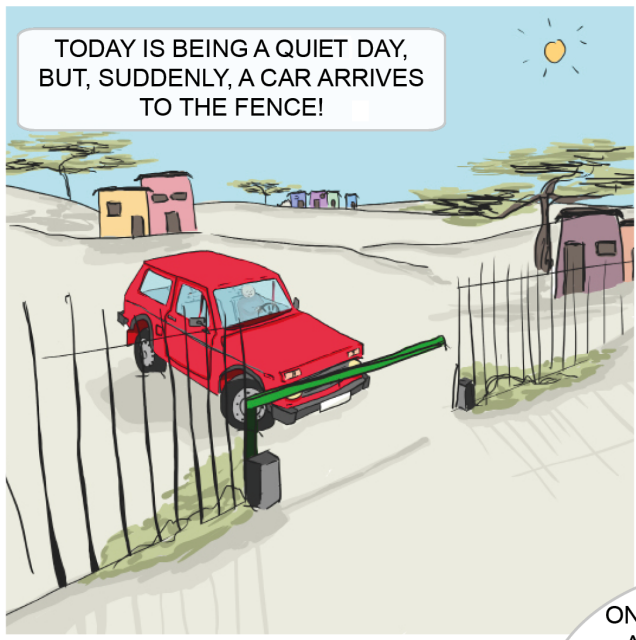
- SECURITY VULNERABILITIES MUST BE REPORTED.  
- REFER TO LINK 1 TO KNOW OTHER POSSIBLE SECURITY WEAKNESSES.



I SHOULD DO COMPOUND CHECKS REGULARLY  
ACCORDING TO THE INSTRUCTIONS GIVEN BY MY SUPERVISOR.



REFER TO LINK 2 TO KNOW WHAT TO DO IN CASE OF FIRE!



I MUST CHECK WHO IS IN THE CAR, BECAUSE THE FOLLOWING PERSONS ARE ALLOWED TO GET IN:

- OXFAM STAFF, INCLUDING CLEANER, COOK, WATCHMEN, VISITORS, ETC.
- RELATIVES OF THE WATCHMEN WHEN THEY BRING FOOD, BUT SHOULD NOT GET INSIDE THE OFFICE OR GUESTHOUSE UNLESS AUTHORISED.
- ONLY AUTHORISED PERSONS SHOULD BE ALLOWED INSIDE THE GUESTHOUSE.

GATES MUST ALWAYS BE CLOSED WITH THE LATCH, EXCEPT WHEN A PERSON/CAR IS COMING IN OR GOING OUT

BEFORE OPENING THE DOOR, I MUST HAVE A LOOK THROUGH THE PEEP HOLE

ONE OF THE OFFICERS AND THE LOGISTICS ASSISTANT ARE ARRIVING  
WE MUST DO THE VISITOR REGISTRATION





**THIS IS HOW WE DO THE VISITOR REGISTRATION:**

- WE WILL LET IN OXFAM STAFF IF THEY ARE ACCREDITED.
- FOR NON OXFAM STAFF, WE WILL FOLLOW THE VISITORS PROCEDURE AS DEFINED IN THE SECURITY MANAGEMENT PLAN.

IN OUR WORKING LOCATION, WE ASK EXTERNAL VISITORS TO GIVE THEM A BADGE.

THEN, WE ASK THE VISITOR WHO THEY CAME TO SEE AND CALL THEM TO COME AND COLLECT THE VISITOR. ONCE THEY LEAVE THE PREMISES, WE GET THE BADGE BACK AND RETURN THEM THEIR ID CARD.



HI, MY NAME IS MOHAMMED AND I AM THE WATCHMAN.

THERE ARE NEW STAFF THAT I DON'T KNOW. I WILL CALL MY MANAGER TO ASK WHO THEY ARE AND IF THEY ARE ALLOWED IN THE GUEST HOUSE.

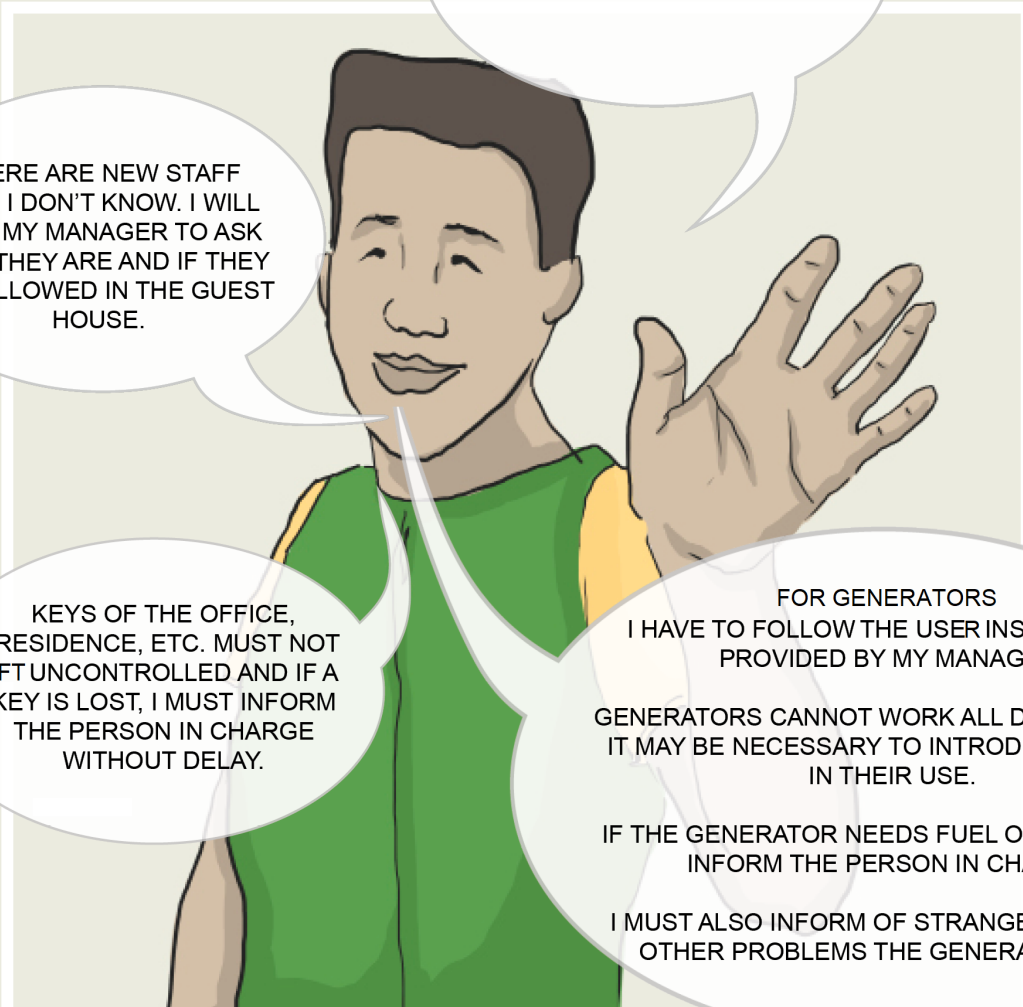
KEYS OF THE OFFICE, RESIDENCE, ETC. MUST NOT BE LEFT UNCONTROLLED AND IF A KEY IS LOST, I MUST INFORM THE PERSON IN CHARGE WITHOUT DELAY.

FOR GENERATORS I HAVE TO FOLLOW THE USER INSTRUCTIONS PROVIDED BY MY MANAGER.

GENERATORS CANNOT WORK ALL DAY LONG AND IT MAY BE NECESSARY TO INTRODUCE PAUSES IN THEIR USE.

IF THE GENERATOR NEEDS FUEL OR OIL, I MUST INFORM THE PERSON IN CHARGE.

I MUST ALSO INFORM OF STRANGE NOISES OR OTHER PROBLEMS THE GENERATOR HAS.



### 1. LIGHTING!

I HAVE TO CHECK THAT THE LIGHTS ARE WORKING, AND IF ONE IS BROKEN, I MUST INFORM THE PERSON IN CHARGE TO REPLACE IT.



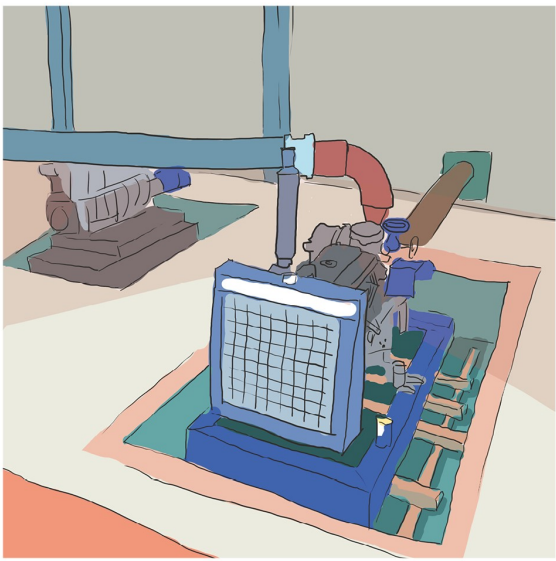
### 2. FIRE PREVENTION!

MAKE SURE THAT NO ONE IS CREATING A RISK OF FIRE, AND THAT THE NO SMOKE SIGN IS CLEARLY VISIBLE.



### 3. COMPOUND MAINTENANCE!

IF YOU ARE IN CHARGE OF COMPOUND MAINTENANCE, LIKE WATERING PLANTS, OR FILLING IN WATER TANKS, DO IT DURING A QUIET MOMENT WHEN GATES WILL NOT BE UNATTENDED.



AND THAT'S IT!

I'LL WAIT UNTIL THE END OF MY SHIFT TONIGHT!

# ANNEX



## SECURITY WEAKNESSES

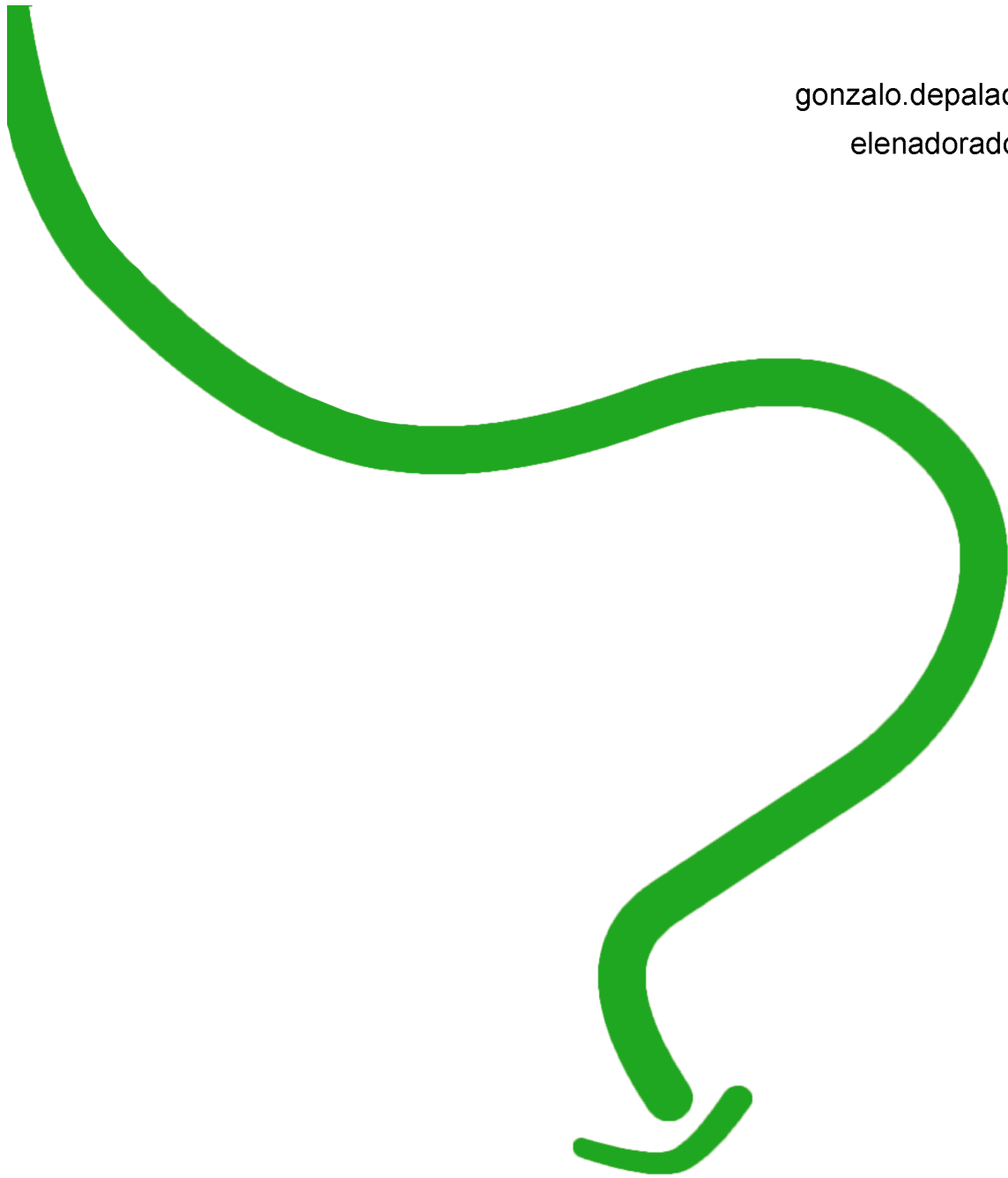
- WHEN THE SECURITY LIGHTS CANNOT BE GUARANTEED DURING NIGHTTIME OR THE DOOR BELL OR LIGHT DOES NOT WORK PROPERLY
- SOMETHING HAS BEEN CHANGED ON THE FENCE (SOMEBODY HAS TRIED TO OPEN OR REMOVE THE SECURITY PROTECTIONS)
- ANY ITEM HAS BEEN PLACED CLOSE THE FENCE AND CAN PERMIT INTRUSION IN THE COMPOUND LATER ON (POLE, LADDER...)
- LOCKS OR DOORS ARE DAMAGED AND CANNOT GUARANTEE SECURITY PROTECTION
- PADLOCKS OR KEYS ARE LOST/MISSING
- A DOOR HAS BEEN LEFT OPEN AFTER WORKING HOURS
- SOME STAFF HAVE LEFT VALUABLE ITEMS IN AN UNSAFE PLACE AT NIGHT



## CASES OF FIRE

- GIVE THE ALERT BY BLOWING THE WHISTLE AND YELLING “FIRE, FIRE!” IN ORDER TO REQUEST ASSISTANCE
- MAKE SURE NO LIFE IS IN DANGER, THEN USE THE FIRE EXTINGUISHERS TO TRY TO PUT OUT THE FIRE
- IMMEDIATELY CUT THE MAIN ELECTRICITY POWER
- SWITCH OFF THE POWER FOR THE ENTIRE COMPOUND
- MAKE SURE THAT ALL STAFF GATHER AT THE MEETING POINT
- CALL THE AUTHORITIES TO REQUEST ASSISTANCE

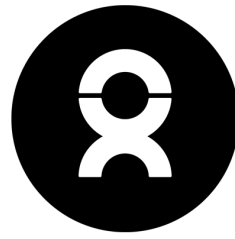
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