



MAASAI MARA UNIVERSITY

SAFETY AND SECURITY POLICY

Policy No.	MMU/SS/P01
Version	01
Principal Responsibility	Chief Security Officer
Effective Date	15 th January, 2018

Policy Approval

This policy shall be known as the Safety and Security Policy of Maasai Mara University (herein after referred to as “the Policy”) which shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

Signed:

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Foreword

Open access to the University is an essential ingredient of academic life but it is not without risks. Some security measures are therefore necessary to maintain a safe and secure environment for our students, staff and visitors.

To increase the feeling and/or perception of security, the University shall develop and apply security controls, and procedures which will be widely published. Security is not intended to be a hindrance to academic activity and freedom as perceived by many students all over the country but as an essential ingredient for the safe and efficient operation of the University.

The University is committed to providing a safe and secure environment; one which enhances the experience for students and allows staff in academic and service areas to work actively and creatively without risk of injury.

Prof. Mary K. Walingo, PhD, MKNAS, EBS

Vice – Chancellor

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Acronyms and Abbreviations

C.C.T.V	– Closed circuit television
C.S.O	– Chief Security Officer
ICT	– Information Communication Technology
ID	– Identification
IT	– Information Technology
KPH	– Kilometers per hour
MMU	– Maasai Mara University
PC	– Portable Computer
RTD	– Recruitment Training and Development
VIP	– Very Important Persons

1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

1.1 Vision, Mission and Core Values

Vision

To be a world class university committed to academic excellence for development

Mission

To provide Quality University education through innovative teaching, research and consultancy services for development

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability

2. Purpose

Maasai Mara University is committed to ensure there is security and safety of all Staff, Students, Visitors and Contractors, whilst within, Maasai Mara University premises. This policy is therefore

enacted to minimize and prevent losses due to criminal activity, damage to University and personal property, and injury to members of the campus community.

3. Policy Objectives

The objective of this policy is to:

- i. Provide a safe environment for students, staff and visitors to work and study without threat or fear by developing capacity in disaster response and management.
- ii. Continually improve the standard of safety and personal security within MMU by mainstreaming safety and security measures into the University's management.
- iii. Use all available means to protect the property of both MMU and of staff, students, contractors and all visitors to MMU by Creating liaison with other security agencies

4. Scope of the Policy

This policy applies to all staff; students, visitors and all other stakeholders as well as all University owned buildings, leased or hired building space, structures, external areas vehicles and all other University property including intellectual property which may be affected by lack of safety and security in the University.

5. Functions and Responsibilities

5.1 Responsibilities of Heads of Academic and Non-Academic Departments

The heads of academic and non-academic departments have a key role in promoting security within their areas. It is recognized that Heads of Department may wish to delegate responsibility for the routine involved in these tasks to a nominated individual in their department but the overall responsibility for security matters will remain with the Head of Department.

5.2 Responsibilities of Members of Staff

All staff shall adhere to the University security policy, paying particular attention to those issues which are relevant to their activities. They must also adhere to instructions from security department, especially during emergency situations.

5.3 Students Responsibilities

All students shall adhere to security policy and in particular shall follow security procedures designed to protect University property and regulations governing students' body in MMU. Students must cooperate with security department, especially in emergency situations.

5.4 Stakeholders Responsibilities

All visitors and contractors have a general responsibility of adhering to the provisions of this policy while within University facilities and to give due consideration to security issues. They must follow security procedures designed to protect University property and where issued, carry their visitors passes at all times. It is the responsibility of the host to ensure that all visitors are informed and comply with University security policy, particularly in emergency situations

5.5 Functions of Security Department

The functions of Security department within MMU, its campuses and study centers include:

- a) Detection and prevention of crime
- b) Investigation of crime
- c) Crime Intelligence collection
- d) Liaison with government and other security agencies
- e) Advisory role to students, staff and other stakeholders
- f) Responding to emergencies within the University and managing disasters
- g) Enforcement of University regulations
- h) Provision of security and safety to staff, students and stakeholders
- i) Protection of University properties
- j) Providing VIP escorts

Security department is vested with the responsibility of implementing this security policy by adopting a proactive approach to minimize crime and incidents and their effects on the University, students, staff, visitors and contractors. The security department will ensure the response to incidents is well managed by being responsive, effective and efficient. The security department will listen and care for all stakeholders and promote a safe and secure work and study environment.

6. Outsourcing Services

The University shall have internal security but may outsource the following security service as per public procurement and disposal Act (2005).

- i. Guarding and dog services
- ii. Alarm backup and VIP escort services
- iii. Closed circuit television services

The outsourced firm(s) shall undertake installation, training, deployment and supervision of their security personnel and services as per contract requirements.

7. Training, Instruction and Information Communication

To maintain a safe, healthy and secure workplace MMU shall have open, two-way communication amongst all employees, including managers and supervisors, on all workplace safety and security issues. MMU shall encourage a continuous flow of safety and security information between University management and the University community without fear of reprisal or ridicule and in a form that is readily understandable.

Communication and training on matters pertaining to workplace safety and security processes are indicated in annex 4.17

8. Crime Prevention

The University shall also endeavor to ensure a safe and secure environment for teaching, learning and research through use of electronic security gadgets such as; alarms, metal detectors, CCTV cameras, Patrol scan monitors, Vehicle under search mirrors, voice recorders, among others.

Annex 4.1 gives important proactive measures to be undertaken by students and staff for crime prevention.

9. External Assistance to Security

In order to improve levels of security the University management may engage the services of police officers and/or an expert in matters of safety and security. Proper procedures shall be followed when such engagements are sought by the University.

9.1 Incident Reporting

All members of the University community are expected to assist in making the University a safe place by reporting emergencies and criminal activity directly to the Office of Safety and Security through the emergency numbers. The reporter shall be required to give honest and clear details of the occurrence to facilitate effective response. Procedure for reporting an incident is shown in appendix 4.1

9.2 Crime Investigation

All crimes that occur on University premises shall be investigated appropriately to prevent re-occurrence and aid crime prevention. The CSO or other members of the security department as delegated shall carry out internal investigations of security related incidents, producing written reports with recommendations on action to be taken. The principles to be followed when investigating an incident is as shown in appendix 4.2

9.3 Personal Security

Whilst it is the responsibility of the security department to provide a safe and secure environment, it is also the responsibility of all those on University premises to take all reasonable measures to ensure their own personal security.

The security department shall provide security briefs that staff and students are expected to attend to during an induction period.

For the most part, the College is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that the following sensible precautions are taken as per appendix 4.3

9.4 Missing Persons

A person shall be deemed lost when his/her whereabouts' is not known and he/she has not been seen for a period of over 24 hours.

If a student/staff is suspected to be missing from the University the following procedure shall be followed as per implementation plan 4.4

10. Security of Buildings and Rooms

10.1 Security in Hostels

To control thefts in the University; students shall be required to lock their rooms and close windows when not in their accommodation. It is essential that room doors as well as front and back doors of Hostels are properly locked.

10.2 Security in the Offices

Security of offices falls under the officers working in those offices. This includes all equipment and documents in them. The guidelines for safety of offices are in appendix 4.5

10.3 Loss of Personal Possessions

The University shall not accept responsibility for any losses. This also includes accidental damage of property. It is essential that all students and staff take personal care of their property.

10.4 Access to Student Rooms

Everybody – Staff, Students and other stakeholders – shall respect the right to privacy of students living in university hostels. From time to time however, it may be necessary for a University Officer or member of staff to gain access to student rooms as a matter of urgency, whether or not they are present. Whenever practicable and reasonable, information will be given in advance of the need to gain entry into the accommodation. However, if the matter is urgent, access must be

granted without undue delay. Staff shall be identified by the uniform they wear or staff ID tag and visiting contractors by the visitors tag issued.

10.5 Contractors and Visitors

All stakeholder who make use of and work within University have a general responsibility of giving due consideration to personal security issues. In particular they shall follow security advice and procedures designed to protect them whilst within University. A visitor's host or Project Manager has the responsibility of ensuring security advice and procedures are made readily available to such visitor or contractor.

Any visitor or contractor on College business will be required to sign in at the gate and be issued with a gate pass. His or her national id or other acceptable identification document will be held by the security. He / she will be required to produce gate pass to the office he/she is visiting and the officer visited shall sign it accordingly. He/she will also be issued with visitor's badge which shall be worn at all times whilst on College premises. On leaving the College, Visitors and Contractors shall sign out and return their badge and gate pass before collecting their IDs.

10.6 Identity Cards

All staff including part time lecturers and students shall be issued with a MMU tag which shall be used as an identity card. **The card is non-transferable and shall only be carried and used by the individual to whom it was issued.** All Staff shall display such ID tags by wearing them appropriately at all the time. Failure to display ID tag may attract a disciplinary measure. Loss of identity tag shall be reported to security as soon as possible. All visitors, contractors, interns and casual workers will be issued with a 'visitor's pass' which shall be displayed at all times while on University premises. Security shall reserve the right to establish the identities of all persons within MMU premises and confiscate any issued tag or pass following an incident in the College.

10.7 Access Control

Any requests for locks and keys for new premises, refurbishments and replacements shall be made in consultation with Chief Security Officer and Estate Manager.

All University keys including motor vehicle ignitions for university vehicles shall be kept by the security officer on duty (caretaker) in a secured room under a lock and key. This does not apply to keys for sensitive areas like University store, finance offices, pharmacy and other rooms that shall be deemed sensitive. Keys for such rooms shall be kept by the officers' in-charge of that room or any other person appointed by such officer.

All losses of staff keys must be reported immediately to the security department. Any loss of keys shall be subjected to investigations. If loss of keys is suspected to have arisen through negligent action by a member of staff or student, an appropriate disciplinary action shall be undertaken

11. Protection of Equipment and Documents

11.1 Security of Equipment

Students and staff shall make all possible effort to ensure that equipment's entrusted on them are protected from the possibility of theft or damage. The security of equipment guideline shall be followed as per appendix 4.6

11.2 Headed Paper and Stationery

Pre – printed headed paper and other stationery displaying the University logo, staff names and telephone numbers shall be locked in a cabinet in offices as provided in the statutes when not in use.

11.3 Data Protection

All documented and stored information concerning the University is considered “**confidential**”. No member of staff or student shall diverge or make public such information without prior authorization. A breach of this regulation shall attract a serious disciplinary measure.

All data shall be handled in accordance with the University's Records and Information Management Policy and the ICT Policy

11.4 Confidential Waste Disposal

It is the responsibility of the Departments requesting disposal through Idle Asset disposal committee to ensure confidential materials are secured at all times until collected.

12. Drug Abuse and Illegal Substances

12.1 Alcoholic Beverages

University prohibits the possession, consumption, use or sale of alcoholic beverages in any form on campus at any student campus activity or in any campus living units occupied by students, including alternate University housing. The laws of the State regarding the purchase and possession of alcoholic beverages will be upheld in the University. These laws may be enforced by University or state authorities.

12.2 Drug Use

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances in University premises is prohibited. Violations of this policy shall result to a disciplinary action, which may lead to termination or expulsion and may have legal consequences. This does not apply to drugs handled for learning purposes.

All suspicions of the handling or using of controlled or illegal substances shall be reported to the Chief Security Officer immediately, so that appropriate investigation and consultation with University authorities may take place. Departments which hold substances that might constitute a security or safety risk should contact the University Medical Officer, Public Health and Safety Officer or the Chief Security Officer for advice on best practice.

12.3 Education

University Counseling Center and the Health Center are available to members of the University community for assistance. Education programs addressing alcohol-related and drugs related issues are enshrined in Alcohol and Drug Abuse Policy.

12.4 Weapons

The Security Office enforces all state laws, local statutes and University regulations pertaining to the possession and/or use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons. All these items are restricted in the University premises and in all other alternative housing units except in cases of legally licensed weapons. Any violations of these statutes and regulations may result to a disciplinary action as well as criminal prosecution. Items considered weapons are listed in appendix 4.7

13. Sexual Harassment

Whether the victim intends to press charges or not, it is strongly recommended that rape or attempted rape or any form of sexual harassment be reported immediately. Procedure stated in appendix 4.18 shall be followed whenever such a case is reported.

14. Lost and Found Property

All lost and found property shall be handed over to security officer on duty who shall follow the guidelines shown in appendix 4.8

Any person(s) claiming ownership shall be required to offer a full description of the property and proof of ownership. The CSO shall carry further investigations to ascertain ownership before handing over. The claimant shall counter sign to acknowledge receipt.

15. Parking (CARS, MOTORCYCLES, BICYCLES)

Parking on University premises, including the parking of motorcycles and bicycles shall only take place in designated parking locations and requires an appropriate permit to be displayed.

The University does not accept any liability for the loss or damage of vehicles, motorcycles, scooters or bicycles or their contents when parked or left on University premises. The regulations governing traffic control and parking within the University are as per appendix 4.9. These regulations shall be enforced by the security.

16. Security Plan and Response to Disasters

There are three phases of the College's Safety and Security Plan;

- i. Prevention
- ii. Reaction to general threat
- iii. Reaction to a specific threat

16.1 Disaster Prevention

This is a general responsibility for all members of the College. Access to many areas is generally controlled by the security. This is backed by vigilant staff and CCTV monitoring. Doors to staircases and hostels must be kept closed, and, where possible, locked; there should not be any opportunity for un-invited persons to enter restricted areas. Students are responsible for their own rooms. Unknown persons should be questioned as to their presence inside buildings. Any student who is concerned about any aspect of security, should, in the first instance, draw it to the attention of the security. All crimes and suspicious persons or incidents should be reported immediately to the security. This compliments crime prevention procedure stated in annex 4.1.

16.2 Response to a General Threat

When a general threat alert is issued, it is essential that all areas of the College be searched, with the aim of identifying any abnormal or unusual object which has been left within the College site or nearby.

Details of any alert are rapidly disseminated to all concerned by the CSO, and then each area will be responsible for its own security sweep, reporting back to the CSO when complete. The public areas within College such as the Chapel and communal areas will be checked by the security. Persons residing within College are responsible for checking their own room.

16.3 Reaction to a Specific Threat

If there is a specific threat against the College, the first action is always aimed at reducing the risk of death or injury. A specific threat would require immediate evacuation of the building or area

concerned and if the threat is deemed to involve an explosive device, the procedure for dealing with a bomb threat will be followed as shown in appendix 4.4.10. The University also has procedures for dealing with fire hazards, active shooting, earth quakes, severe thunderstorms, fire and medical emergencies as given in [appendices 4.4.11, 4.4.14, 4.4.12, 4.4.13, 4.4.15 respectively](#).

16.4 Emergency Notification System

The University shall have two types of emergency alarms;

- a) **Fire alarms**
- b) **Attack alarm.**

Fire alarms shall be situated at the library. Once a fire alarm is raised, all students and staff are required to assemble at the fire assembly point as per the fire instructions. Fire detection alarms are placed in all rooms around the University. Sirens are also installed in major areas. Students and staff are required to respond to alarms appropriately as per guidelines in appendix 4.4.11 without imagining it is a false alarm or a drill alarm.

The attack alarm shall be situated at the main gate. This alarm is meant to alert University members that the university is under attack. This alarm may be accompanied by gun shots and whistle. Once this alarm is sounded all students and staff must react as per the attack procedure described in appendix 4.14

16.5 Emergency Situations

The two basic responses in an emergency are **Evacuation** and **Shelter-in-Place (lockdown)**. **Evacuation** is used for an emergency that would be dangerous to your life and health if you were to stay in your building. **Shelter-in-Place** is used for an emergency that would put you in danger if you were to leave your building Shelter-in-place is recommended in most situations, unless the building you are in is affected by the incident). All members of the University community should become familiar with the specific steps and guidelines for **Evacuating** and **Sheltering-in-Place**.

16.6 Lockdown

Lockdown is a procedure to isolate persons from certain types of emergencies/catastrophic events that may affect the safety of a small part of the campus or the overall safety of the entire campus community. During a lockdown, the doors are locked and are not opened under any circumstances. Procedure for lockdown is shown in appendix 4.10

16.7 Fire/Emergency Response Training and Drill

The University shall organize fire training and drill for all staff and students from time to time. This will be done in Liaison with respective institutions in matters of fire/emergency response

16.8 Fire Safety

Fire is probably the biggest single danger in multiple-occupancy buildings. All members of College must realize the ease with which electrical equipment can catch fire under certain conditions, and must be vigilant in ensuring that their personal electrical items are safe and kept under surveillance when in use. Failure to observe the College fire regulations and procedures can have potentially catastrophic consequences.

On a personal level, this means that all students and staff should be aware of potential dangers of fire and follow these basic guidelines as per appendix 4.11

16.9 Fire Extinguishers and Safety Equipment's

Fire extinguishers are fitted in communal areas to assist staff to deal with small fires. The College views with concern any interference with fire safety equipment, which is provided and maintained for the safety of all members of the College. This includes letting off, or tampering with, fire extinguishers (except in the event of a fire), the jamming open of fire doors, the improper use or removal of keys to emergency exits, and interference with, or improper use of, fire escapes and fire exit signs.

Given the potentially serious, and possibly fatal, consequences of the willful misuse of fire equipment, severe penalties will be imposed on those found responsible for such misuse or damage, or for encouraging others in such misuse or damage. Payment in full shall be demanded for all damage caused. Under no circumstances shall a plea that alcohol or other substance misuse

reduced an individual's judgment be entertained as a mitigating factor. Severe penalties shall also be imposed on those who infringe the regulations regarding the use of candles and cooking in College accommodation, or who, by other acts or through articles stored in their room, increase the risk of accidental fire.

16.10 Fire Escape

Each staircase has its means of escape clearly marked. Escape routes must also be kept clear of personal property, furniture and other items. Regular inspections shall be made of these areas, and disciplinary action will be taken against any student or staff who deliberately blocks escape route. It is essential that all members of College understand the actions that need to be taken in the event of a fire alarm. Fire instructions are provided behind the door in each student room. Everyone has a responsibility for knowing their escape routes, fire exits and fire assembly point.

16.11 Cooking

MMU rules and regulations on accommodation of students prohibit cooking in the halls of residence. Any student found breaching this regulation shall be expelled from university halls of residence and may be subjected to further disciplinary proceeding.

16.12 Electrical Safety and Fittings

Under no circumstances shall anyone tamper with College electrical equipment or supply. In case of any electric faults staff and students are advised to call University electrical technician immediately.

16.13 In the Event of Fire:

In the event of fire the procedure is given under appendix 4.11

16.14 Earthquake

Although earthquakes are not common in this area, the following guidelines shall be followed in case such an event occurs as per appendix 4.12

16.15 Severe Thunderstorm

In case of a severe thunderstorm, students and staff are advised to follow guidelines as per appendix 4.13

16.16 Terrorism

The University has come up with several counter terrorism measure and other measures to prevent and identify violent radicalization among students and staff. These measures are guided by the counter terrorism and radicalization guidelines from the ministry of education.

In case of terrorist attack in the University, students and staff are advised to follow the prevention measures and reaction in a terrorist scene as shown in appendix 4.14

16.17 Explosion in A Building

In case of an explosive or a bomb attack while in a building student and staff shall follow the procedure in appendix 4.14

16.18 Medical Emergencies

The University security officers are trained as first responders in cases of emergencies. Cases of accidents or medical emergencies shall be attended to by health unit staff. Security personnel shall assist in evacuation and administering first aid. The procedure to be followed is indicated in appendix 4.15

16.19 Communication to Press and Public After Disaster

Media briefing and other communications to the media and general public shall be a preserve of the principal or any other senior officer authorized to do so as per marketing and public relations policy. A disciplinary action shall be taken against any member of staff who gives any information concerning the University without authority.

16.20 Handling of Riots/Demonstration

Riots are common in Universities. Maasai Mara University has developed guidelines to handle riots as per appendix 4.16

17. Monitoring and Evaluation

The University shall put mechanisms in place to monitor and evaluate the effectiveness of the policy. The frequency of evaluations shall be regularly quarterly and bi-annually. This will enable the University to regularly review the policy and take corrective measures

18. Policy Implementation

The University management shall regularly communicate the policy to staff and students through circulars, meetings, seminars, posters and other means to sensitize them, create awareness and promote acceptance and ownership. The management shall also assign responsibilities to University staff and students to implement the policy.

19. Review of the Policy

Amendments to this policy shall be made by the security department in consultation with management and other stakeholder as need arises. Review of this policy shall be from time to time.

20. APPENDICES (IMPLEMENTATION STRUCTURE)

21. APPENDIX 4.1 PROCEDURE FOR CRIME PREVENTION INCIDENT REPORTING

Crime Prevention

The following are important proactive measures for crime prevention and awareness to be undertaken by all staff and students.

- a) All suspicious activity shall be reported immediately
- b) Every member of university community shall take care of his/her Personal valuables/property.
- c) Windows in ground floor offices must be closed and secured. Curtains or blinds in these rooms shall be closed at dusk and lights (except security lighting) shall be turned off when leaving.
- d) Laptops and other portable IT equipment shall be locked out of sight when not in use, particularly overnight and in open areas.
- e) All officers leaving their offices shall ensure that their offices are securely locked.

Incident Reporting

- a) All security incidents shall be reported to security officer on duty or through the given emergency numbers.
- a) All reported incidents shall be forwarded to Chief Security Officer for further action.
- b) All suspected criminal offences shall be reported to the police.
- c) All emergency police involvement in the University shall be notified to the Chief Security Officer who shall immediately inform the principal.
- d) Security shall be informed as soon as possible when emergency services are needed.

- e) Staff, students and visitors shall not place themselves in a vulnerable or confrontational situation if they observe suspicious behavior. More important is to make a mental or written note of a description, direction of travel, what suspicious acts have been witnessed and any other information which may help security identify and locate the individuals. That information shall be provided to security as soon as reasonably possible.

22. APPENDIX 4.2 INCIDENT INVESTIGATIONS PROCEDURE

- a) Review and analyze related previous incidents.
- b) Visit the scene of an incident as soon as possible.
- c) Interview threatened or injured employees and witnesses.
- d) Record statements immediately when the incident is still fresh
- e) Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator, as appropriate.
- f) Determine the cause of the incident.(what, when, how, and by who)
- g) Take corrective action to prevent the incident from recurring.
- h) Record the findings and corrective actions taken.

23. APPENDIX 4.3 PROCEDURE FOR PERSONAL SECURITY

- a) Never leave your room unlocked, even when you are in a nearby room, toilet or shower
- b) Safeguard your keys
- c) Avoid leaving valuable items unattended
- d) Never let people into your room unless you know them.
- e) If you live on the ground floor, never leave your room without locking the windows
- f) Always ensure that the outer door of hostels is kept locked; the same applies to staircases which have lockable outer doors.

- g) Avoid walking alone in the dark
- h) Be aware of people when using a cash machine and preferably draw out money during the day
- i) Do be suspicious of e-mails or phone calls requesting too much personal information and destroy papers carrying bank or credit card details. Identity theft is on the increase
- j) Consider installing security software on your laptop
- k) Immobilize your car or lock your bike whenever you leave it even for a few minutes
- l) Avoid poorly lit or isolated areas and where possible, walk with other members of staff or students. Report any deficiencies in lighting on University buildings through the Chief Security Officer so that remedial action can be taken where appropriate
- m) Reporting suspicious activity is extremely important to Security Staff in helping to prevent and detect crime against the University
- n) If staff or students are faced with threatening or abusive behavior, stay calm, avoid raising your voice or use of aggressive body language such as finger pointing/wagging. Call for assistance from colleagues and /or Security Staff.

24. APPENDIX 4.4 PROCEDURE TO BE FOLLOWED WHEN A MEMBER OF STAFF OR STUDENT IS SUSPECTED TO BE MISSING

- i. Immediately report this to the office of Chief Security Officer.
- ii. Authorized University personnel shall be notified of the report and an internal search for the individual will begin. This may include verifying class attendance with faculty, staff work attendance register in departments and interviewing friends of the missing student/staff.
- iii. In some cases, the University may choose to contact the emergency contact person or parent if the circumstances warrant such notification.

- iv. All reports of missing persons made to the University Security Office will be investigated. If the internal investigation determines that a person has been missing for over 24 hours the University will:
 - a) Notify the individual(s) identified as the student's emergency contact person(s)
 - b) Notify a parent or guardian and any other designated contact person(s) like next of kin
 - c) Contact the local law enforcement agency that has jurisdiction in the area e.g. the police.

25. APPENDIX 4.5 GUIDELINES FOR SAFETY OF OFFICES

At the end of the working day, staff should ensure that:

- i. Valuable and confidential documents (laptops, exam scripts, research data, personnel files etc) are locked away with keys secured in key cabinets or taken to the caretaker
- ii. Any departmental keys that have been issued during the day have been returned and any losses reported immediately.
- iii. A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight.
- iv. Doors and windows are closed and locked as appropriate.
- v. Ground floor curtains and blinds are closed with any items on windowsills, which hinder closure, removed and lights turned off.
- vi. Intruder alarms (where installed and a local responsibility) are set.
- vii. PCs are switched off or password protected when not in use to prevent unauthorized access to information.

26. APPENDIX 4.6 GUIDELINES FOR SECURITY OF EQUIPMENTS

- i. All computer equipment shall be secured depending on their use.
- ii. The physical protection of ICT equipment is important on and off campus.

- iii. All valuable portable ICT equipment such as laptops shall be locked in a conduct when not in use, especially overnight.
- iv. All valuable equipment shall be marked using the appropriate identification method. Advice on this can be sought from the estates department.
- v. Suspected thefts of equipment shall be reported promptly to the Chief Security Officer.
- vi. Heads of departments shall be responsible for maintaining inventories for all equipment and furniture in their departments.

27. APPENDIX 4.7 LIST OF ITEMS CONSIDERED A WEAPON

- i. Any firearm or device such as a handgun, rifle, shotgun, pistol or blowgun that can launch a projectile including a homemade gun
- ii. Blades over three inches long or any sharp edged item that is used with the intent to threaten or do bodily harm
- iii. Blunt objects fashioned to cause injury or bodily harm or any blunt object used with intent to threaten or do bodily harm.
- iv. Any item used with the intent to threaten or do bodily harm.
- v. Explosives are any device designed to explode, either timed or fused, that would cause serious damage or bodily harm.
- vi. All fireworks are covered under this policy including sparklers.
- vii. All flammable liquids

28. APPENDIX 4.8 GUIDELINES FOR HANDLING LOST AND FOUND PROPERTY

- i. Log in the details of the property in the lost and found property register
- ii. Collect and store the property in a secure place then inform the Chief Security Officer as soon as practical.

- iii. Recorded name, Pf number/ ID number, department and telephone number of the person handing it over.
- iv. The security department shall announce the lost and found property through notice boards for the owner to identify the property before collection.
- v. All unclaimed property shall be held for minimum of 90 days. After 90 days the property shall be destroyed. If the property is in form of cash it shall be donated to local charity organizations.
- vi. Properties of a personal nature such as credit cards or driver's licenses shall be forwarded to police.
- vii. If the property is perishable it shall not be stored for more than three days.
- viii. Destruction of items shall be recorded by Chief Security Officer and counter signed by another security staff.

29. APPENDIX 4.9 PARKING REGULATIONS

Regulations are in effect 24 hours a day.

- i. Speed limit within the university shall be 10 k.p.h.
- ii. No staff, student, or visitor shall be allowed to park on parking spaces designated and reserved for VIPs, university officers and other defined groups.
- iii. No driving in barricaded areas.
- iv. All permit holders must park in their assigned parking areas.
- v. If a permit holder is unable to move a vehicle from a restricted area due to mechanical failure, the Chief Security Officer must be notified
- vi. No person shall be allowed to use University property as a storage facility for unlicensed or inoperable vehicles even if they have a valid parking permit.
- vii. No parking is allowed on sidewalks, lawns, loading zones, or other restricted zones.
- viii. Blocking of service drives, entrances, and parking lot exits is prohibited.

- ix. All cars must be parked within the painted lines that indicate parking stall.
- x. Permit holders must notify the Chief Security Officer if circumstances occur which change the classification of their parking eligibility.

30. APPENDIX 4.10 EVENTS THAT MAY REQUIRE ACTIVATION OF LOCKDOWN PROCEDURE:

- i. Active Shooter/Mass Shooting
- ii. Major Criminal Activity Occurring in Area around Campus (Bank Robbery)
- iii. Hostage Situation
- iv. Riot/Large Uprising
- v. Chemical Spill/Toxic Gas or Biological Release

If the decision is made to initiate a campus wide Lockdown, the University's Emergency Notification System will be activated. In the case of a potential threat to the campus community, a campus-wide lockdown order may be given at the request of local law enforcement or campus security officials. **To maximize the safety of individuals, once the doors are locked, they will not be reopened under any circumstances until law enforcement Security issues an official “all clear” declaration.**

To maximize your safety during a lockdown, please consider the following recommendations:

If the Threat Is Outside Of Buildings or In the Neighborhood,

- i. If in a classroom, remain there and take shelter. If the door has an internal lock, lock it. Those in common areas of the building should immediately move into a classroom or other safe area if possible.
- ii. If in an administrative building, remain in or proceed to a room and take shelter. If the door has an internal lock, lock it.

- iii. If in a residence hall, remain in or proceed to your room, lock door, and take shelter. Those in common areas should attempt to move into a room or other safe area if possible.
- iv. If you are outdoors on campus grounds, take shelter as best as possible or proceed off campus.

If The Threat Is From a Person Known or Believed To Be Inside a Building

- i. Consider the above recommendations
- ii. Additionally, turn ringers and other tones off on cell phones and turn off lights.

Remember all exterior doors to buildings will be locked. Use your best judgment in determining the safest course of action to protect yourself.

When the emergency has been resolved and the lockdown is no longer needed, the Office of Safety and Security will send an alert that the emergency has ended and the "lockdown" has been terminated.

31. APPENDIX 4.11 FIRE GUIDELINES

Fire Prevention

- i. Familiarize yourself with escape routes and assembly points.
- ii. Don't leave washing to dry in fire escapes, or leave or store your personal belongings in corridors or on stairwells.
- iii. The use of Fairy Lights, candles or other naked flames is expressly prohibited.
- iv. Fire doors should never be wedged open or obstructed.
- v. Never leave cooking unattended.
- vi. Cooking in hostels (including the use of sandwich makers, toasters or similar) is prohibited
- vii. Always keep flammable materials (clothes, books, papers etc.) away from heat sources such as kettles, hair tongs/straighteners, radiators, light bulbs, and any supplementary heating provided to students (e.g. portable radiators).

- viii. Do not hang your own voile curtains, or put wall hangings or alternative lampshades in your room. They are possibly a potential fire hazard.

Guidelines to Be Followed In The Event Of Fire

- i. Pull the fire alarm to warn others.
- ii. Call University security.
- iii. Attempt to extinguish the fire using available fire fighting equipments.
- iv. If the extinguisher does not put out the fire within a minute, leave immediately. Do not endanger your life
- v. If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.
- vi. Do not reenter the building until the proper authority has given the “all clear”.
- vii. Do not waste time salvaging property.
- viii. If there is smoke, lie low or crawl out
- ix. Assemble at the fire assembly point.
- x. Report any missing person

32. APPENDIX 4.12 GUIDELINES TO BE FOLLOWED IN DURING AN EARTHQUAKE

If in an Office or Room:

- i. Get under a table or desk or brace yourself in an interior doorway.
- ii. Do not attempt to exit a building or vehicle
- iii. If no desks, drop to knees, fold arms close to knees and bury your face in your arms, use notebooks or jackets for added protection for your head.
- iv. Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects which might slide or fall.

If In A Hallway, Take The Following Actions:

- i. Get in an interior doorway; brace yourself against the side jambs.
- ii. Drop to knees, fold arms close to knees, bury your face in your arms, use notebooks, or jackets for added protection of your head.
- iii. If outdoors, move away from buildings, power lines, utility poles, and other structures.
- iv. If in an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees.
- v. Stay in the vehicle for the shelter it offers.

After A Significant Earthquake:

- i. Most importantly **REMAIN CALM**
- ii. In case of a significant earthquake, evacuate buildings after the initial shock and until things settle down, be alert of aftershocks and move to designated assembly points
- iii. Remain at assembly areas until given instructions by emergency personnel.
- iv. Do not reenter buildings unless authorized by emergency personnel!
- v. Do not salvage property.

A significant earthquake is of a nature where property damage or personal injury may be sustained.

When in doubt, calmly and cautiously exit the building and head to the designated assembly points.

If communication is available, call CSO or health unit.

33. APPENDIX 4.13 GUIDELINES TO BE FOLLOWED IN CASE OF SEVERE THUNDERSTORM

- i. Postpone outdoor activities if thunderstorms are likely.
- ii. If you see or hear a thunderstorm coming, go inside a sturdy building or car. Sturdy buildings are the safest place to be.
- iii. If you can't get inside, or if you feel your hair stand on end, which means lightning is about to strike, hurry to a low, open space immediately. Crouch down on the balls of

your feet, place your hands on your knees and lower your head. Make yourself the smallest target possible and minimize contact with the ground.

- iv. Practice the "crouch down" position.
- v. Stay away from tall things like trees, towers, fences, telephone lines, or power lines. They attract lightning. Never stand underneath a single large tree out in the open, because lightning usually strikes the highest point in an area.
- vi. Stay away from metal things that lightning may strike, such as umbrellas, baseball bats, fishing rods, camping equipment, and bicycles. Lightning is attracted to metal and poles or rods.
- vii. If you are boating or swimming, get to land immediately. Stay away from rivers, lakes, swimming pools and other bodies of water. Water is an excellent conductor of electricity.
- viii. Turn off the air conditioner and television, and stay off the phone until the storm is over. Lightning can cause electric appliances, including televisions and telephones, to become dangerous during a thunderstorm.
- ix. Stay away from running water inside the house; avoid washing your hands or taking a bath or shower. Electricity from lightning has been known to come inside through plumbing.
- x. Draw blinds and shades over windows. If windows break due to objects blown by the wind or large hail, the shades will help prevent glass from shattering into your room.

34. APPENDIX 4.14 GUIDELINES ON HOW TO REACT INCASE OF TERRORIST ATTACK/ ACTIVE SHOOTOUT.

There are three options to be undertaken. Quick judgment is required to choose the best option depending on the situation.

Run

Hide

Fight

Running Away

- i. Decide if you should run or fight
- ii. Run away if shots are far
- iii. Make yourself a difficult target to hit by running in zig-zag
- iv. Forget your belongings
- v. Assists others but don't endanger yourself
- vi. Cover your tracks

Hiding and Barricading Yourself

- i. Decide if you should hide or barricade yourself. Take shortest time to make decision
- ii. Turn off lights
- iii. Lock and barricade yourself.
- iv. Stay away from the door
- v. If you are in the bathroom or toilet that doesn't lock use a belt or a t-shirt to tie the door
- vi. Stay low to the ground to make yourself a lesser target
- vii. Sms for help if you can but don't call
- viii. Grab any weapons you can find e.g. stapler, chair, hot coffee, beakers, dangerous acids etc
- ix. Stay calm-don't whisper or cry
- x. Consider playing dead if you can't hide yourself –this only works if shots have been fired and you are in a room or place where people have been shoot
- xi. If you are more people in the room delegate tasks
 - One to barricading
 - Another to sms for help
 - Another to gather weapons etc
 - a) If the attacker struggles to open prepare to attack him/her with the weapons you have collected.

Fighting - Attacking the Shooter

- i. Do not try to reason with the shooter or plead for your life-try fighting with any weapon, grab or wrestle him/her to the ground
- ii. If there are multiple people in the room ambush the shooter and attack at once
- iii. When attacking, aim high to hurt the shooter on the face (eyes, shoulders, neck or arms) so that he may let go the weapon. Gorge out the eyes; kick him in the crotch if he is a man. This causes a large amount of pain.
- iv. Don't think about being shot

The Following Are Important Notes;

- i. Give the police or emergency crew time to assess the situation when they arrive. Do not hurriedly reveal your position or run to the officers. This action may create confusion and the officers may open fire on you. Patiently wait for the rescue crew to bring the situation under control.
- ii. Listen to police instructions and cooperate
- iii. Leave the area if you are able
- iv. Do not attack your shooter if he/she says he/she can see you unless they are looking directly at you. He may probably not be telling the truth
- v. If you are in the same area as the shooter find cover fast, if the shooter opens fire take cover behind heavy furniture wall or any other heavy obstacle. If there is nothing close e.g. on the playing ground, drop to the ground and lie flat. This will protect your vital organs and make you a smaller target to shoot
- vi. Lying flat could also make shooter mistake you for dead. Remain still and quite

Measures for Preventing and Preparing for Active Shooting out in the University

- i. **Report any suspicious activity.** Keep alert and report any suspicious incidents to the Chief Security Officer. If a student or co-worker talks about killing people or threatens to bring a knife or gun to school or workplace, report this immediately. You may prevent a disaster by doing so. Many shooters often announce their plans ahead of schedules as a way of showing off do not take their behavior lightly or as a joke, report immediately.

- ii. **Obey and adhere to school or workplace security procedures.** Cooperate with security. Do not argue, protest or give security hard time. Security screening is not a waste of time. It is all about your life. Please cooperate.
- iii. **Take self defense classes.** Knowing a few fighting tricks can help you.

Procedure Identifying and Handling Suspicious Object/ Explosive

Suspicious objects which could be an explosive may include;

- i. an attended package, backpacks, bags, boxes, briefcases
- ii. anonymous mails and packages,
- iii. containers misplaced in a room
- iv. misplaced items like a piece of bar soap in the boardroom
- v. electric wires and cables

Handling suspicious objects

- i. do not touch them
- ii. cordon and secure the area
- iii. report to CSO immediately
- iv. never use mobile phone or remote near the object

Procedure to Be Followed In Case There Is an Explosion in the University

- i. Get under a sturdy table or desk if things are falling around you. When they stop falling leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be watchful of falling debris
- ii. Stay low if there is smoke
- iii. Do not stop to retrieve personal possession or make phone calls
- iv. Do not use the elevators
- v. Check for fires and other hazards
- vi. Once you are out do not stand in front of windows, glass doors or other potentially hazardous areas

- vii. Move away from the side works or streets to be used by rescuers or others still exiting the building
- viii. If you are trapped in debris use flashlights or hang your shirt or less to signal rescuers. You can also tap on a pipe or use a whistle. Shout only as a last resort. Shouting can cause a person to inhale dangerous fumes and dust.
- ix. Cover your nose and mouth with a cloth
- x. Do not assemble at the fire assembly point rest you become an obvious target for further terrorist attack
- xi. Cooperate with the rescuer

35. APPENDIX 4.15 PROCEDURE FOR REPORTING MEDICAL EMERGENCIES

When reporting a medical emergency a student or staff shall:

- i. Dial the given emergency numbers
- ii. State your name
- iii. Your location
- iv. Victim's name
- v. Victim's location (if not the same)
- vi. Nature of emergency
- vii. Victim is unconscious, bleeding severely, convulsing, not breathing, has no pulse, in severe pain, choking, suspected fracture or compound fracture etc
- viii. Stay on the line until the operator tells you help is on its way and releases you

Security officer on duty shall immediately inform the medical officer on duty and proceed to the scene to offer assistance.

It shall constitute a disciplinary offence to a security officer who fails to respond to a distress call or exhibits cowardice.

For Minor Medical Situations Such As:

- i. Headaches
- ii. Stomach aches
- iii. Minor scrapes, cuts and abrasions

Call /report to the health unit immediately.

36. APPENDIX 4.16 PROCEDURE FOR HANDLING OF RIOTS/ DEMONSTRATIONS

The security department through the CSO shall ensure that;

- i. Early warning mechanisms are put in place to forestall the occurrence of riots.
- ii. Grievances, unlawful meetings, uneasiness, inciting information and unruly behavior shall be reported to relevant authorities within the shortest time possible.
- iii. In the event of riots/demonstrations, security personnel are assigned to collect intelligence and identify ringleaders.
- iv. University chief officers, important installations and property are protected.
- v. Traffic within the University is diverted to safer routes to avoid damage and injury during riots/demonstrations.
- vi. There is liaison with government and other security organs in managing the riots/demonstrations. Such liaison shall be reported to the principal immediately.
- vii. The injured are evacuated for medical attention as soon as possible.
- viii. University property is protected against looters during or after riots/demonstrations.
- ix. Disciplinary actions and other administrative measures shall follow upon completion of a comprehensive investigation into the cause and effect of the strike/ demonstration

37. APPENDIX 4.17 PROCESSES FOR TRAINING AND COMMUNICATION ON MATTERS OF SAFETY AND SECURITY

- i. New employees and fresh students' orientation.
- ii. Training programs designed to address specific aspects of workplace security unique to this campus.
- iii. Regularly scheduled safety meetings, including workplace security discussions.
- iv. Posted or distributed workplace security information.
- v. Explanation of the MMU Workplace Safety and Security Policy and Plan including measures for reporting any violent acts or threats of violence.
- vi. Recognition of workplace security hazards, including the risk factors associated with workplace violence.
- vii. "Zero Tolerance Philosophy" encouraging campus employees to inform University management promptly about workplace security hazards or threats of violence.
- viii. Ways to defuse hostile or threatening situations.
- ix. Employee routes of escape.
- x. Emergency medical care provided in the event of any violent act upon a University employee and post-event trauma counseling for those employees desiring such assistance.
- xi. Awareness of situational indicators that lead to violent acts.
- xii. Awareness of state law prohibiting disruption of University programs and possession of weapons on campus.
- xiii. Crime awareness.
- xiv. Location and operation of campus alarm systems.
- xv. Communications procedures.

38. APPENDIX 4.18 PROCEDURE FOR HANDLING SEXUAL HARASSMENT REPORT

Once such a report is given to the department, details will be recorded in the OB immediately and the police shall be notified without delay. The report shall be held with a lot of confidentiality. It shall be a disciplinary offence for any security officer who discloses or makes public any details of a rape or sexual assault case

While waiting for Security or the police assistance, sexual assault or rape victim shall do the following

- i. Do not change your clothing
- ii. Do not clean your clothing
- iii. Do not apply medication
- iv. Report immediately
- v. Seek medical attention

It is important to give as much information as possible so that the person responsible can be arrested and prosecuted to prevent victimization of others.

The University has trained counselors that can help victims deal with the mental trauma that can accompany a vicious attack.

39. APPENDIX 4.19 THE DEVELOPMENT OF THIS POLICY WAS GUIDED BY THE FOLLOWING DOCUMENT;

- i. Laws of Kenya (Revised 1986)
- ii. University Act (2012)
- iii. University Employment Terms and conditions of service
- iv. University rules and regulations governing conduct of students
- v. Collective bargaining agreements (UASU, KUSU & KUDHEIHA)

- vi. MMU service charter
- vii. University quality manual
- viii. Evidence Act (Revised 1985)
- ix. Criminal Procedure Code (CPC) (Revised 1987)
- x. Occupational, Health and Safety Act.
- xi. The Public Officers Code of Conduct and Ethics Act. (2003)
- xii. The National Police Service Act (2011)
- xiii. Public Procurement and Asset Disposal Act (2015)
- xiv. ROEHAMPTON UNIVERSITY SECURITY POLICY(2012)