



INTEGRATED INSTITUTE OF PROFESSIONAL MANAGEMENT

Our Accreditations



Our Standards



INDUSTRIAL SECURITY AWARENESS

✘ PHYSICAL SECURITY MEASURES

Introduction/Definition

Security is of utmost importance to every organisation and to everyone in every organisation.

✘ **The Advanced Learners Dictionary**
defines security

As the “measures taken to prevent spying, attacks, or theft of target”. A security man is therefore, a person who guards a facility or who provides protection in public buildings, private homes and corporate buildings which are regarded as, targets.

In this programme,

we shall define security

As “the protection of organizational assets against identified risk”. This means that the risk to the assets must be identified before security could be provided.

Physical Measures

is the situation where by a security operative is posted to a particular place or definite for the purpose of ensuring that the security objectives are achieved at any given time.

PHYSICALS SECURITY MEASURES

1. Access Control:- Men/woman of transparent character are positioned strategically at entry points to a site or work location in order to control entries and exits. This is achieved by use of all or some of the following;

- ✘ Visitor screening and control/reception
- ✘ Use of physical barriers
- ✘ Enforcement of wearing valid ID cards.
- ✘ Movement monitoring with CCTV at access gates.

2. **Security Patrol:** This is necessary to first of all track down offenders who have gained entrance. It also creates awareness of security alertness, and helps to deter crime.

Types of patrol

- ✘ Fixed route
- ✘ Semi-discretionary system
- ✘ Discretionary system
- ✘ Aberdeen

3. Intelligence/Surveillance:

Discreet monitoring of activities within an installation, asset or site. Persons with special training and instructions are usually deployed for such assignments. It helps in crime prevention and vandalization.

4. *Investigation*: This is a very technical area in security operation usually deployed after an incident. It is necessary to investigate to know the cause, nature and dimension of crime in order to control future occurrence.

Personal Security Measures

Personal Security Measures

- ✘ Security is everyone's responsibility.
- ✘ Your personal security is very critical to you first and foremost.
- ✘ As an employee, you are expected to have your own security plan.

TIPS THAT COULD ASSIST YOU IN FORMULATING YOUR OWN SECURITY PLANS:

- ✘ Understand the possible threats in the work environment. Ask questions where in doubt,
- ✘ Develop a sense of security awareness. Do not take security for granted.
- ✘ Avoid routine patterns of activity as much as possible
- ✘ Protect personal information

TIPS THAT COULD ASSIST YOU IN FORMULATING YOUR OWN SECURITY PLANS

- ✘ Adopt realistic security measures
- ✘ Have contingency security plan
- ✘ Avoid self-targeting
- ✘ Avoid unnecessary exposures to risks
- ✘ Understand and obey security rules and regulations of your company.

PERSONAL SECURITY CONCERNS

IN THE OFFICE:

- i. All doors leading to the offices must be properly locked and keys handed down in the designated place when closing or leaving the office.
- ii. All appliances must be properly switched off before leaving the offices.
- iii. In a computer network, access to strategic information should only be granted to authorized users e.g. production data.
- iv. Sensitive information should not be published on company website to avoid information tapping.

Personal Security Concerns

IN THE OFFICE:

- v. Computer usage in a network system must be passworded to restrict log-in.
- vi. Unwanted documents should be well destroyed, if possible through shredding.
- vii. Restrict company's discussions to limited areas.
- viii. Faulty doors and windows should be reported promptly and followed up immediately.

Personal Security Concerns

IN THE OFFICE:

- ix. **Avoid leaving your visitor alone in the office especially when there is money in your drawer.**

- x. **Do not leave workmen, cleaners, hawkers etc alone in the office.**

- xi. **Avoid keeping shared keys, under foot mat or other known places.**

- xii. **Avoid monetary transactions, especially cash payment in the office**

Personal Security Concerns

AT HOME

1. Do not live alone (case of the murdered pilot in Lagos).
2. If you must need house help, ensure that you demand for his/her photograph, written application with both his signature and fingerprints and must provide guarantors) and he must not harbour strangers in the house.
3. Ensure security lights can be switched on and off from within the house.
4. Remove all or any object that can assist an intruder to gain entrance into your house. Very often, ladders are left on fence walls. This could be used to ensure the safe landing of intruders.
5. Demand for ID cards from anybody claiming to be from water works, PHCN, NITEL etc. Very often robbers pose as these officials to carry out a crime.

OUTSIDE HOME (PUBLIC)

1. *Do not count money openly. It could be the reason why you were trailed home.*
2. *Do not patronize strange women/men. They could be agents of robbers or ritual killers.*
3. *When travelling, ensure that valuables are close by, as a matter of fact, within reach.*
4. *It is very important that you seriously observe the look and movement of the occupant of a bus/taxi before entering.*
5. *Dump the habit of eating from people you do not know.*
6. *Avoid going alone, especially in the night, if possible.*
7. *Try to vary the timing and route home. Do not create a regular pattern of behaviour that enables an attacker to know your movements and plan an attack.*

✕ SITE SECURITY PLAN

1. **Security Survey**: the security department staff should do this prior to mobilization to site.
 - ✘ The objective is to identify all the possible security risks

2. Risk Assessment:

The security risk assessment is important to evaluate likelihood and rank consequence of incidence.

3. Security Plan:

This will evolve as a solution to the outcome of the risk assessment. However, the following are the major elements of good security plan;

- ✘ **Deterrent Measures:** This measure entails placing an obstacle or security barrier to support security operatives e.g. fences, lighting etc.
- ✘ **Electronic Measures (where possible):** This measure requires electronic gadgets such as CCTV, burglary alarm, metal alarm, fire alarm, etc being installed at strategic points to aid security operatives.
- ✘ **Access Control Measures:** as discussed earlier under physical security.

Staff Protection: This is a very crucial function of the security dept; to ensure this:

- i. Stranger or visitor shouldn't be allowed to wait in the office before the arrival of a staff.**
- ii. Information about staff movement must be made secret.**
- iii. Workers working late or working on weekends are normally registered with the security department.**
- iv. Cameras are usually not allowed into installation and premises, except for official use only.**

4. Investigation & Review-

Review of plan in place should be carried out as much as the need arises. This could be as a result of new risks identified, new technologies and concepts in security, or an occurrence of incidence.

SITE SECURITY ER PROCEDURE

- ✘ The rule for success in any Site Security ER Procedure is preparedness.
- ✘ ER assumes that all potential risks have been assessed, and plan has been put in place.

It is important to know what your role is in case of an emergency.

- ✘ *Report immediately, it could be a chain reaction.*
- ✘ *Call the police.*
- ✘ *Be your brother's keeper.*

RESPONSIBILITIES OF THE SECURITY DEPARTMENT

the security unit of company:

- 1. Protection of company's personnel, assets and information from damage, theft or loss.**
- 2. Provision of prompt and effective response to any criminal or security incident or other fire/security related emergency which may be detrimental to company's interest.**
- 3. Identification of immediate and possible threats to the company and assets and report such intelligence report to the divisional management.**

Responsibilities of The Security Department

the security unit of company:

- ✘ 4. Conducting investigation on criminal and security incident and submitting such report/recommendations to management.
- ✘ 5. Issuing and controlling the use of company ID cards to authorised persons for effective access into company locations such as the main office areas, industrial areas and residential areas etc.
- ✘ 6. Provision of security advise to both staff and management.

Responsibilities of The Security Department

the security unit of company:

7. Liaison with government law enforcement agencies.
8. Carrying out executive protection and escort duties.
9. Understand foot, mobile patrol duties.
10. Checking/controlling human and vehicle traffics.
11. Screening for suspicious objects at the airport and helipad before boarding the aircraft or helicopter.

✘ **THANK YOU**

**ASSESSMENT ON
SECURITY AWARENESS COURSE**

QUESTIONS

1.WHAT IS SECURITY?

2.WHAT IS THE DIFFERENT BETWEEN
SECURITY AND SAFETY.

3.LIST AND EXPLAIN THE PHYSICAL SECURITY
MEASURES YOU KNOW?