

## 1. INTRODUCTION

Security is an essential component of creating and maintaining a safe environment for our community and other key stakeholders, which also encompasses protection of the physical assets and infrastructure. Maintaining security for large groups of people living together in premises such as ours brings a unique set of challenges of various attributes.

## 2. College Intelligence Unit

A unit known as College Intelligence Unit (C.I.U) is hereby created in the College. This unit shall be headed by a qualified personnel who must be a retired Officer from the Armed Forces, Police or the Intelligence Community of the Federal Government of Nigeria.

The College Intelligence Unit (C.I.U) will be responsible for the following duties:

- a. Coordination of all security matters in both Africa International College and Africa Community School; thereafter referred to as " The College" ;
- b. Liaising with Local Police and other Armed Forces to which the College may seek relationship or support;
- c. Intelligence gathering within and outside the premises;
- d. Pre-emptive security related actions;
- e. Liaising between the security contractors and the school authority;
- f. Investigating crimes within the premises;
- g. Be part of disciplinary committee of the College;

- h. Enforcement of rules and disciplinary actions on students and other residents;
- i. Coordination of security activities prior to and during special school programmes;
- j. Any other security related function.

### 3. **Security Matters**

Security of lives and property has assumed the most critical issue of concern both locally and in the international community. The College will not go to sleep on this all important matter. Accordingly, the following security measures will apply: -

- a. The school will continue to work closely with the Law Enforcement Agencies in the interest of our safety;
- b. Our school has established the College Intelligence Unit (CIU) which will be appropriately manned. The unit will handle all issues of intelligence gathering within and around the school premises. It will also handle all enforcement and compliance matters;
- c. Visiting of students while in the College will be controlled and restricted;
- d. Vehicles and contents of personal bags coming into the premises will be screened without notice;
- e. Except on resumption or closing days for holidays, all vehicles will be limited to restricted areas or outside the main gate;
- f. No parent/visitor may be allowed into the premises after 5.00pm on the approved days except on emergencies or special invitation by the school authority;

- g. Parents/Visitors attending school programmes will not be allowed into the premises after the programme has been concluded or at any time considered too late by the school authority. Parents are to ensure that they attend on time, programmes for which they are invited, to avoid being turned back at the gate;
- h. All messages or items dropped for students at the gates must be registered and signed for by the security. Parents are not allowed to send food/drinks/snacks or any contraband items to the students. All disallowed items seized will be confiscated and donated to the needy (non staff and non students);
- i. All visitors to staff must be registered at the gate and are to park their cars in designated areas only;
- j. All cases of suspicious movement or items left unattended to must be promptly reported to the Security;
- k. All visitors must be issued a visitor's tag to be hung conspicuously on their dress while they are within the premises.
- l. All staff/students and residences have the responsibility to report any suspicious threats to the appropriate higher authority. This must be promptly done at anytime and on any day of the week.
- m. The school authority reserves the right to take appropriate actions at any time to deal with all cases of threat or perceived threat or breach of security. The actions may lead to termination, expulsion or ejection from the premises or report to enforcement agencies, as appropriate.

#### 4. **Security Audit**

The College will adopt best practices in security management and undertake security audit or review of security practices, processes and using experts in the field as may be necessary. Various strategies may be applied including series of inspections, interviews and documentary reviews, and may incorporate the use of various standards and guidelines in the development of a crime prevention policy.

Some of our security audit exercise may lead to review of:

- a. Perimeter protection;
- b. Access and traffic management;
- c. Emergency management;
- d. Internal security and
- e. Systems management.

Other actions and recommendations arising from security or access audits may include the following:

- a. Installation of security cameras;
- b. Changes or improvement to lighting;
- c. Changes to door hardware;
- d. Improved access control and traffic management;
- e. Removal of easy access points;
- f. Residents' education;
- g. Upgraded signage;
- h. Restricting access to sensitive areas, sections, floors or rooms;
- i. Security patrols (internal and external).

## 5. **Other Security Tips**

- a. Ensure security system restricts access to residents only;
- b. Secure storage area with quality locks; check this regularly;
- c. Always lock accessible doors and windows even if you are going out for only a few minutes;
- d. Do not provide easy access to upper level floors;
- e. Do not let strangers into staff apartments, even if they seem trustworthy;
- f. Never give out copies of building or apartment keys to technicians or friends;
- g. When driving into the premises, avoid allowing anyone to follow you through the main entrance;
- h. Ensure that main apartment doors are properly fitted with high quality deadlocks; cross check if they are fire rated and/or required for emergency purposes.

## 6. **Security always a Current Subject Matter**

The measures above are inexhaustible. The school will continue to evolve more ways and means to ensure that all members of our community are safe. Staff, parents and students' commitment and cooperation are required and will be highly appreciated. Security is everybody's business and will always be a relevant subject matter.

A number of inconveniencies go with attempts to secure lives and property but disasters caused by security breaches are more grievous and may lead

to permanent disability or loss of life. Above all, God will preserve us as we apply common sense and act responsibly.

**7. Linkage with other manuals**

This manual should be read and applied along with the relevant sections on security matters contained in other Manuals, Handbooks and Circulars published by the School from time to time.

**8. Amendment**

The School Authority reserves the right to make changes, amendments and additions to this set of guidelines and the changes so made shall take effect from the dates approved by the College.