



KMTC is ISO 9001:2015 Certified

Kenya Medical Training College



SECURITY & SAFETY
POLICY

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is committed to ensuring the security and safety of all students, staff, visitors and suppliers whilst using and accessing the College estate. Security is both an individual and collective responsibility, thus, each member of KMTc has a role to play in promoting and maintaining a secure environment. The College management and the security team, will as far as is reasonable and practicable, ensure that security measures are implemented in accordance with this Policy and other relevant regulations. Resources available will be committed in proportion to the assessed risk and threats to the College, its staff, students, visitors, assets and information. Additional security measures will be taken to protect high value assets, high risk facilities and classified information.

We endeavor to adopt a holistic risk management approach. Security risks will be regularly reviewed and re-evaluated and risk management principles embedded as part of day-to-day operations of the College. This Policy seeks to foster a risk-conscious culture and a security responsive College community.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

In a vast growing technological era and rising security threats especially terrorism, there has been a change in the way humans generate, store and exchange information. It has also profoundly altered the terms by which we interact with each other, not just as individuals, but also within and between institutions, societies and nations.

The College is committed to the security of its staff, students and visitors through the establishment of reasonable practices that support a secure teaching, learning, working and living environment.

This Policy serves as a statement of the Institution's commitment to security and explains how the College intends to protect its community and assets by illuminating the objective of Security Section, personal security, security of buildings and property among other things. It provides the framework by which we take account of these principles. Its primary purpose is to enable all College residents to understand both their legal and ethical responsibilities concerning information, and empower them to collect, use, store and distribute it in appropriate ways.

The main objective of this Policy is to provide a security framework that minimizes the College's exposure to all levels of security risk where personal and property security are potentially compromised. In order to be secure it is, therefore, incumbent upon all stakeholders to ensure that this Policy is adhered to.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

ASO:	Assistant Security Officer
CCTV:	Closed Circuit Television
CEO:	Chief Executive Officer
CSO:	Chief Security Officer
IT:	Information Technology
ICT:	Information Communication Technology
ID:	Identification
KMTC:	Kenya Medical Training College
NTSA:	National Transport and Safety Authority
PC:	Portable Computer
SDM:	Security and Disaster Management
SO:	Security Officer

1.0 INTRODUCTION

Kenya Medical Training College is totally committed to provide security to all members of staff, students, visitors and clients while within or in the neighborhood of the College as well as the College campuses. The Security Section is therefore charged with the responsibility of ensuring efficient operation and enforcement of the College Security and Safety Policy and its related procedures. Personal safety and security remain the responsibility of all individuals who access the College premises as either students, employees, residents, visitors or service providers. All stakeholders of the College are thus expected to support the Section for the Policy to be adhered to.

This Policy is enacted to reduce and prevent losses occurring as a result of criminal activity such - malicious damage to College and personal property and enhance safety of members of the institution's community. Thus, every member of the College has a responsibility of promptly reporting contraventions before their occurrence or whenever they occur and to adhere to the Policy as well.

1.1 Objectives

The specific objective of this Policy are to:

- i. Adequately provide security to all members of staff, students, visitors, service providers and all College property;
- ii. Ensure proactive deterrence to minimize crime, incidents and their effects on the College estate, residents.
- iii. Provide a framework for maintaining cordial relationship between the College, Government Security Agencies, Emergency Response Teams, County Government and neighboring community;
- iv. Establish and direct Security and Safety Policy procedures;
- v. Ensure physical security, loss prevention, safety, risk management and emergency preparedness in order to protect College Community and property;
- vi. To establish strategies to minimize the impact of loss when deterrence fails;
- vii. Ensure training of staff in Security Department and other employees of the institution on emergency and disaster preparedness, fire management skills and First Aid.

1.2 Scope

This Policy applies to all in the following categories; students, members of staff, service providers and visitors; all College owned and leased buildings, space, structures, immediate-adjacent areas as well as vehicles and any other College classified assets.

1.3 Exceptions to the Policy

Any request for exceptions to this Policy must be referred to the Chief Security Officer Kenya Medical Training College who will review such requests and refer the matter with appropriate recommendations to the Chief Executive Officer for direction; at his/her discretion the latter may refer the same to the College Board of Directors for approval.

1.4 Policy Provisions

- i. The College is committed to providing and maintaining adequate security and safety measures for all kinds of persons within its scope. The commitment will be accomplished by: -
 - a) Employing able leadership where responsibilities for safety and security issues are clearly defined throughout at all levels of the institution's structure;
 - b) Integrating safety and security planning, monitoring and reporting into College - management structures;
 - c) Timely and effective consultation and communication of safety and security matters whereby all members of the College community and interested parties are involved;

- d) Putting in place relevant systems that ensure proper identification and control of workplace hazards as well as compliance with both regulatory and statutory requirements;
- e) Providing adequate resources to new and ongoing projects to ensure the design, construction and maintenance of buildings and the purchase of materials and maintenance of equipment comply with legal requirements while considering safety, security and wellbeing of the College community at large;
- f) Offering training, instructions, supervision where applicable that will equip all students and members of staff with skills required for them to operate in a secure and safe environment;
- g) Providing impartial and accurate information which aims to safeguard personal safety and security of students as well as employees of the College and its property;
- h) Supporting persons whose conditions of health have been affected by workplace hazards and those with disabilities;
- i) Providing adequate systems and resources to manage potential risks and emergency situations as well as regular testing and review of such systems or when a need arises;
- j) Allocating resources to develop and support the College's safety and security management systems.
- ii. All persons who have a responsibility of supervising others are accountable for the safety and security standards at their respective places of work and for the health, safety and security of all students, members of staff, visitors and service providers.
- iii. However, personal safety remains one's own responsibility; therefore all members of the College fraternity should ensure that high degree of security and personal safety are maintained for all persons while in the College and College campuses.
- iv. Students, staff, visitors and service providers to the College must take responsibility for their own security and personal safety. In particular, students, staff, visitors and service providers are required to support the Security Department to ensure the success and relevance of this Policy.

1.5 Vision

To be a Section which exceedingly provides professional security services to all its clients by ensuring a secure, work, study and living environment.

1.6 Mission

To provide professional security services to all students, members of staff, visitors and service providers within the precincts of College and the immediate local community.

1.7 Quality Statement

Security Section is committed to continually improve on service delivery to its customers by being timely and constantly reliable in meeting clients' security based needs and expectations. We commit ourselves to regularly develop, monitor and review security systems which are effective and efficient in ensuring a safe learning and work environment.

The Security Section is responsible for the effective operation and enforcement of the Security and Safety Management Policy and Procedures.

1.8 Guiding Principles

The Security Section is guided by the following KMTC values :

- Accountability
- Integrity
- Responsiveness

- Professionalism
- Creativity and Innovation
- Equity
- Team Work

1.9 Security Risk Management

Security needs to be approached in a structured way to ensure that risks are managed appropriately, in line with the following principles:

- **Identify Assets:** Understand the value of assets (people, information, services etc.) how they support the College and the impact of compromise or loss; assign appropriate asset owners, including responsibilities for a shared assets or services;
- **Assess Threats:** identify the threats to the College's assets, and assess the scale of the threat (in terms of motivation, capability and opportunity) and impact of a threat occurring;
- **Assess Vulnerabilities:** consider the vulnerability of assets, systems and services to compromise, including an assessment of the adequacy of existing safeguards;
- **Risk Tolerance:** understand the level of risk that the organization is prepared to tolerate in order to achieve their business aims;
- **Implement Controls:** select proportionate security controls as necessary to reduce the risk to an acceptable level. Risks should be continuously monitored and corrective action taken where necessary.

The level of acceptable risk should be agreed by the College Board of Directors and kept under review.

1.10 Threats

The Policy shall cover all types of threats and criminal activities including but not limited to the following; theft, fraud, malicious damage of College property, terrorism, natural disasters, fire incidents, riots, ethnic conflicts and injury to persons.

2.0 ROLES AND RESPONSIBILITY

The roles and responsibility of security management at KMTC and its campuses are vested in the Office of the Chief Executive Officer, Management, Academic Council, Section of Security, ICT Section, Government Security Agencies and the County Government. The Finance, Planning and Development Committee of the Board shall receive quarterly reports on security and make recommendations to the Board of Directors.

2.1 Chief Executive Officer

- i. The CEO shall ensure that required resources and support are available to the Security Section for the implementation of this Policy. Essential measures meant to improve security in vital areas shall receive priority consideration.
- ii. Detailed and relevant training programs to achieve required standards of operation shall be properly resourced and supported where possible.
- iii. The CEO shall regularly receive security briefs from the Chief Security Officer and give directions appropriately.

2.2 Security Section

- i. The key functions of KMTC- Security Section include:
 - a. Maintenance of security and order within the College premises.
 - b. Detection and prevention of crime within the College premises.
 - c. Investigations of crimes, incidents and accidents involving College vehicles.

- d. Collection and collation of intelligence.
- e. Liaison with Government Security Agencies and Emergency response teams on issue pertaining to security and emergencies.
- f. Provide regular training, awareness and security briefings to students, staff and other stakeholders. All students and staff must be briefed on their security responsibilities and consequences of breaching these rules.
- g. Responding to emergencies in the College.
- h. Protection of College property.
- ii. Conduct risk assessment and maintain a detailed risk register, the control measures taken to mitigate the risks. The security register should be made available to the various departments within the College and factor in their input.
- iii. The Security Section is vested with the responsibility of implementing the Policy by adopting a proactive approach to reduce crime and incidents as well as their effects on the College property, students, staff, visitors and service providers. The Security Section will ensure that response to incidents is well managed by being responsive, effective and efficient.
- iv. It is in the interest of the College that the members of its community and interested parties promptly report to Security Section as practically possible any incidents and all occurrences which are criminal in nature when detected or after their occurrence. Provision for anonymous reporting should be established through security 'drop-boxes' located conveniently and access to these boxes limited to the security department.

2.2.1 Chief Security Officer

The Chief Security Officer shall:

- i. Ensure overall management, direction, control and coordination of all security operations and safety procedures are effectively carried out;
- ii. Ensure effective security is maintained at the College and its Constituent Campuses in order to protect staff, students, visitors, stakeholders and property;
- iii. Promptly investigate all criminal cases, incidents and accidents involving College vehicles;
- iv. Liaise with the Law Enforcing Agencies and Emergency response teams on both security and safety related matters;
- v. Plan, organize and co-ordinate, security programs and train staff in the Section for personal development and enhancement of their output;
- vi. Skillfully supervise the security officers and provide up to-date information on security related matters as well as gather and share information on intelligence.
- vii. Oversee risk assessment and assign risk owners.
- viii. Monitor national threat levels.

2.2.2 Security Officers

- i. The Security Officer and Assistant Security officers have the following responsibilities:
 - a. Conducting prompt investigations of all offences, incidences and complaints as well as accidents involving College vehicles and write reports;
 - b. Collecting, labeling and storage of relevant exhibits not required by Police as exhibits, recording the same in the exhibit register;

- c. Summoning, interrogating and recording statements of witnesses, suspects and complainants and handing over arrested persons to the Police on instructions of the CEO or a senior staff whom this responsibility is delegated to;
- d. Enforcement of rules and regulations governing students' conduct, national laws as well as the County by-laws where applicable;
- e. Supervision of staff under them – Security Officers (SO) to supervise Assistant Security Officers (ASOs) the latter to supervise Security Supervisors and guards;
- f. Both SO and ASOs to ensure the maintenance of security and order;
- g. Safeguarding College property against theft, loss or damage;
- h. Collection and collating of intelligence on security related issues;
- i. Provision of advisory role on safety and security matters;
- j. ASOs to ensure maintenance of the Security Section's records and carryout deployment.
- k. Refer crime victims to the College Counsellor as and when necessary.

2.2.3 Guards

The Security Guards are to perform the following tasks:

- i. Effectively patrol perimeters, buildings and any other controlled area for suspicious or unusual conditions or incidents;
- ii. Efficiently control entry to and from through designated entry and exit points, regulate movement in and out of restricted areas and buildings to ensure admittance of authorized persons and vehicles;
- iii. Ensuring prompt reporting of incidents and unusual conditions;
- iv. Conducting search on persons, vehicles, motorcycles and any other means of conveyance when entering and exiting the College and its Contituent Campuses;
- v. Identify visitors and ask for appropriate documents, register them and issue security identification cards;
- vi. Stop suspicious persons, positively identify them and provide information without undue delay;
- vii. Assist in building evacuation when required to do so, respond to emergencies and render First Aid to victims;
- viii. Promptly making arrest where offences are disclosed; Enforcing KMTC's policies and regulations guiding students' conduct among others;
- ix. Providing protection to College property, staff, students and visitors;
- x. Ensuring external doors are securely locked after official working hours;
- xi. Neatly maintaining records at the Security Section;
- xii. Gathering intelligence and sharing the same with the Chief Security Officer (CSO) and the Security Officers.

2.2.4 Turnout of Guards while on Duty

All guards must be in clean fitting uniform and the males should clean shave their heads and beards whilst the females should maintain their neat.

2.3 Members of Staff

All members of staff shall adhere to the College Security Policy and understand their personal responsibilities by paying particular attention to relevant issues and instructions more so during emergency situations. In particular, they should: -

- i. Without delay seek to identify and register physical appearance of any suspicious persons and vehicles within and around the College or its Learning Centers and report the same to the security team;
- ii. Apply 'Know Your Customer' – (KYC) – approach – most crimes are committed after the criminal(s) having visited the target premises more than once to gather vital information on the internal layout of the premises and nature of access control;
- iii. Report any other person with no apparent business objectives who occasionally visits the College premises;
- iv. Report incidents and any other life threatening condition and workplace hazards;
- v. Conduct internal self-assessments at least annually and forward their recommendations/ proposals to the college security department.

2.4 College Students and Student Leadership

All students shall adhere to the Policy and in particular shall follow security procedures designed to protect themselves, staff, visitors and College property. Students should report incidences promptly to the security department within their respective campuses. Students should also cooperate with the personnel in Security Department especially during emergency such as evacuation situations. Similarly, such instructions could be issued by authorized Government officials thus their cooperation would be required.

2.5 General Visitors and Service providers

All visitors and service providers who access the College and its campuses have a general responsibility of adhering to the provisions of this Policy while within the College premises and shall give due consideration to security issues. They are required to follow security procedures designed to protect themselves, students, staff and College property when issued. On the other hand, the visitors are encouraged to display at all times visitors' security passes issued to them. They should not access offices or areas other than the ones permitted to visit based on the colour of the security pass issued. In most cases, it will be the responsibility of the host to ensure that all visitors are informed to comply with the Policy particularly in emergency situations. The responsible officers to ensure that all particulars of those on attachment or exchange programs be submitted to the Chief Security Officer, such information will be stored in the database and security pass issued accordingly.

2.6 College Security, Health and Safety Committee

The CEO shall constitute a College Security, Health and Safety Steering Committee comprised of the following members:

- i. Deputy Director Finance and Administration - Chairperson
- ii. Corporation Secretary
- iii. Deputy Director Academics
- iv. Registrar Administration
- v. Medical Officer
- vi. Legal Manager
- vii. Occupational Safety and Health Officer

- viii. Human Resource Manager
- ix. ICT Manager
- x. Chief Security Officer - Secretary

There shall be Campus Security, Health and Safety Steering committees headed by the respective Campus Principals, the head of campus security as the secretary and other four members appointed by the Principal. The Campus Security, Health and Safety Steering Committee shall report functionally to the College Security, Health and Safety Committee

The College Security, Health and Safety Committee will meet every month and its role among others will include;

- i. Monitoring security situations within the College and its Learning Center;
- ii. Following up on the implementation of the Security Policy
- iii. Facilitating internal cohesion within the College;
- iv. Providing platform towards research on new challenges on security of the institution and implementation of recommendations;
- v. Creating platforms on the processes of identifying radicalization and de-radicalization if any;
- vi. Review, evaluate, and provide recommendations on College and campus safety and security to the Board of Directors.
- vii. Examine and give feedback on student safety and security awareness programs on a continuing basis;
- viii. Evaluate and ensure that appropriate safety infrastructure (lighting, emergency phones, etc.) is available and operational.

3.0 USE OF TECHNOLOGY

The College is committed to ensure a secure environment for work, learning and business operations through the use of security enhancement gadgets such as alarms, metal detectors, CCTV system, mobile phones, scan monitors, under vehicle - search mirrors, voice recorders among others.

4.0 TRAINING, INSTRUCTION AND INFORMATION COMMUNICATION

- i. In order to maintain a safe workplace KMTc shall have open, two-way communication amongst all employees, including managers and supervisors especially on workplace safety, health and security related issues.
- ii. KMTc shall encourage a continuous flow of safety, health and security information between the College Board of Directors and the College community without fear of reprisal or ridicule and in a manner that is readily comprehensible.
- iii. Communication and training on matters pertaining to workplace safety and security shall include the following processes:
 - a. Orientation of new members of staff;
 - b. Training programs designed to address specific aspects of workplace hazards unique to the College;
 - c. Regularly scheduled safety meetings, including workplace discussions on security related matters;
 - d. Posted or distributed workplace security related information;
 - e. Recognition of workplace security and safety hazards, including the risk factors associated with workplace violence;
 - f. "Zero Tolerance Philosophy" encouraging College employees to inform College Management promptly about workplace hazards or threats to violence;
 - g. Designing exit to be used in case of emergency and emergency assembly points;
 - h. Emergency medical care provided in the event of any violent act upon a College employee and post-event trauma counseling for those employees desiring such

- assistance;
- i. Awareness of situational indicators that lead to violent acts;
- j. Awareness of state- law prohibiting disruption of College programs or the unlawful possession of weapons on Campus;
- k. Crime awareness and communication procedures;
- l. Location of emergency assembly points and operation of Campus alarm systems by trained personnel when installed.

5.0 PREVENTION OF CRIME

5.1 Security Awareness

- i. Proactive crime prevention and security awareness will help to ensure a safe and secure environment, enabling work and study to be realized with minimum disruption. Members or residents should make every effort to counter crime and related threats.
- ii. Personal valuables should be locked away or placed out of sight or kept on the person; personal property will never be left unattended.
- iii. Laptops and other portable information technology equipment should be locked out of sight when not in use, particularly overnight or when displayed in open areas.

5.2 Incident Reporting

- i. All members of the College community are expected to participate in making the Campus a safe place by reporting emergencies and any criminal activity directly through a designated number; when the call is received, Security Officer(s) shall be dispatched immediately to the scene.
- ii. The persons making the reports shall be required to supply honest and clear details of the occurrence to facilitate effective response and subsequent investigations. It will be considered an offence to cause false alarm in any section of the College.
- iii. Such an act will be subject of a disciplinary process and shall attract a punishment or any legal action as may be deemed necessary by the College Board of Directors. Similarly, crimes and incidents should be reported to the Police through Emergency Numbers – 0202556780, 0203310225, 112, 999, 911 and 0729999888 for Ant-Terrorism Police Unit. The local Police Commanders and senior College Security Officers' contacts can be obtained on the updated list containing personal numbers displayed on notice boards, all prominent buildings and at the Security Offices as well.

5.3 Investigation of Crimes

- i. All crimes that occur within the College premises shall be thoroughly investigated to ensure that action is taken and to prevent re-occurrence if possible. Chief Security Officer or any other member of the Security Department as delegated shall carry out internal investigations on security related incidents and produce written reports with appropriate recommendations.
- ii. The following principles shall apply when investigating an incident:
 - a. Review and examine related previous incidents;
 - b. Visit a scene of crime as soon as possible and preserve it as far as is practicable;
 - c. Interview suspects, victims, complainants and witnesses;
 - d. Record statements immediately when the incident is still fresh in the mind;
 - e. Examine the workplace or scene for security risk factors associated with the incident and potential ones, including any previous reports of inappropriate behavior by a perpetrator as applicable;
 - f. Determine causes of the incident or author of the crime, motive, means of execution, implements used etc; to be guided by the elements (why, what, when, how, and by who);

- g. Make recommendations to prevent the crime or incident from recurring;
- h. Gather exhibits and analyze the same;
- i. If need be, report the same to the police station in whose jurisdiction the offence was committed for prosecution and deterrence purposes.

5.4 Personal Security

- i. Whilst it is the responsibility of the Security Section to provide a safe and secure environment, it is also the responsibility of all those within the College premises to take all reasonable measures to ensure their own personal safety.
- ii. The Security Section shall provide security based information to all members and residents when they are expected to attend training.
- iii. Generally, Kenya Medical Training College is a relatively safe environment; however, petty thefts and other intrusions occasionally occur, therefore it is important that the following practical precautions be observed:
 - a. Never leave your room or office unlocked, even when you are in a nearby room, laboratory, office or washroom;
 - b. Safeguard office, room, laboratories, stores etc keys;
 - c. Avoid leaving valuable items unattended;
 - d. Never leave people alone in your room or office unless you know them well;
 - e. If allocated a room or office on the ground floor, never leave it without closing the windows;
 - f. Always ensure that outer doors of hostels are locked, the same applies to staircases which have lockable outer doors;
 - g. Avoid walking alone in dark places and poor lit areas;
 - h. Be aware of people when using automated teller machines and preferably draw money during the day and hide your transactions from the installed camera;
 - i. Be suspicious of e-mails or phone calls requesting too much personal details and destroy papers bearing bank or credit card details after use,
 - j. Consider installing security software on your laptop and similar gadgets and register them at the entry points of the College when electronic registration system becomes operational;
 - k. Immobilize your car or lock your motorcycle whenever you leave it unattended even for few minutes and park the same appropriately;
 - l. Avoid accessing isolated areas and where possible, be accompanied by colleagues or friends. Report any deficiencies in lighting on College buildings and streets through Chief Security Officer so that remedial action can be taken where appropriate. The College will ensure proper lighting within the Institution and its Campuses;
 - m. Reporting suspicious activity is extremely important to staff in the Security Section, this aids to prevent and detect crime targeting the College;
 - n. If staff or students are faced with threatening or abusive behavior, it is advisable that they stay calm, avoid raising one's voice or using aggressive body language such as finger pointing. Instead, they should seek assistance from the supervisors, colleagues or staff attached to Security Section.

5.5 Collection of Intelligence

The College shall establish a Sub-Base for intelligence gathering and collation where the students and members of staff shall collect intelligence to enhance security and safety.

5.6 Accounting of Students and Members of Staff

5.6.1 Students

The College shall ensure that there are students' attendance registers in the classes to account for all students. When provided, the institution shall use smart cards and other modern means as the best ways to account for students.

5.6.2 Members of Staff

Management of KMTC has the obligation to account for every member of staff through the Heads of Department; they will ensure that each employee is properly accounted for each working day.

5.6.3 Missing Person (s)

- i. If a student or a member of staff is suspected to be missing from any of the College premises, the same should be immediately reported to Chief Security Officer who will in turn inform the Chief Executive Officer and other authorized officers and without delay the report will be made to the relevant police station.
- ii. Having notified the CEO or the Campus Principal, an internal and external search for the individual will begin. This may include verifying class attendance with Faculty concerned, embarking on search and interviewing friends and colleagues of the missing person among others.
- iii. In some cases, the College may choose to reach the contact persons or parent(s) if the circumstances warrant such notification. Reports of missing persons made to the Security Office will be promptly investigated and written reports submitted accordingly.

6.0 ACCESS AND IDENTITY CONTROL

6.1 Entry to KMTC Compound

- i. Entry and exit into and out of College compound shall be through designated points only. All motor vehicles, including those owned by College residents, shall be thoroughly checked and thereafter motorists issued with vehicle passes at designated entry points and temporary car stickers for staff on application where necessary;
- ii. In addition, all emergency exits are for emergency evacuations/use only. They should be kept clear, well-marked and should not be used for routine passage;
- iii. Electronic devices brought to the College must be declared and registered at the gate to allow the owners to later leave with them through the same gate; use of electronic registration will be adopted when introduced;
- iv. All members of staff, visitors, students and service providers while leaving or entering the institution will declare electronic gadgets or any other items they carry at the gate;
- v. All students, members of staff and visitors shall be vetted at the designated entry points to the College and subjected to search by authorized means to be employed from time to time.

6.2 Restricted Areas

- i. Access to controlled areas within the College shall be restricted to authorized persons and students; accessing such areas unlawfully constitutes a disciplinary offence. Approved identification security passes should, therefore, be worn at all times.
- ii. Authorized staff who sponsor visitors into restricted areas shall be responsible for safety of their guests and ensuring that they abide by the College security requirements and procedures.
- iii. Restricted areas shall include the College Boardrooms, Examination and Admission

Offices, all Registries, Telephone/Switchboard, Security Control Rooms, Salaries Section, Strong Rooms; which should not be situated on or boarder outside walls, Cash Offices, Laboratories, Kitchens, Mail Office and the Health Unit's - pharmacy rooms and controlled areas there in; Student Hostels among other areas as will be specified by College Management Executive Committee from time to time.

- iv. All doors to and from restricted areas must be kept secure at all times to allow access by authorized persons wearing approved identification badges.
- v. The College students' hostels are out bounds for visitors during both working and outside working hours.
- vi. Dual control access will be strictly observed in some specified areas.

6.3 Access Control

- i. Access control system enhances security through control and monitoring of access into the College estate; As a security strategy moving toward improving access control systems throughout the College premises as below is desired.
 - Automatic Access Control System (AACS);
 - Pass or ID system;
 - Visitor control and escorting policy;
 - Pass activated doors, turnstiles etc.;
 - Entry and exit searching;
 - CCTV;
 - Vehicle Barriers and Vehicle Identification Passes.
- ii. Cardholders will have to safeguard their cards and report any loss or damage to the security team as soon as possible; in case of damage to the card or loss the holder will be required to replace it immediately.
- iii. Service providers on the site shall be issued with a College contractor pass. Arrangement for these cards is to be agreed upon in advance by the Project Manager, Estates Manager and Chief Security Officer. A Contractor Pass must be displayed at all times whilst on College premises. The contractor will be responsible for security of property and safety of his/her staff.

6.4 College Official Hours

Official hours are as outlined in the public service documents.

6.5 Control of Locks and Keys

- i. Any request for locks and keys for new premises, refurbishments and replacements will be made to Deputy Director - Finance and Administration, for approval and thereafter consultation with Chief Security Officer and Estate officer will follow.
- ii. Security Department carries out duties round the clock throughout the year and manages access to almost all areas especially in emergency situations. Any request that will be made by Security Officers for keys (or access to keys) codes, swipe cards; or any others means of access, should be granted so that emergencies can be dealt with immediately. In exceptional circumstances, certain restrictions may apply to sensitive areas but agreement will be made between interested parties regarding access in during emergency situations. Other guidelines include: -
 - a. A roster of key holders must be maintained in the Key Movement Register which register must be kept neatly under the custody of a caretaker when implemented;
 - b. Strong room keys must be kept in a secure cabinet or drawer;
 - c. Key inventory should be conducted randomly with the key holders;

- d. Loss of keys may have serious consequences for the institution and key holders must keep the keys securely and within their immediate reach at all times; where not possible they should ensure they are kept in a safe place;
- e. Loss of keys, compromise of keys or defective keys must be reported to the Head of Department, Section or School and the security office as well;
- f. Where a key holder entrusts a colleague with the key or password he/she will be solely held responsible for any eventuality though inadmissible such arrangements must be documented;
- g. Triplicate and duplicate keys should be always divided in two sets to facilitate dual control, they must be kept separately and clearly marked;
- h. A set of duplicate or triplicate keys must be deposited in Procurement Office in a sealed envelope and kept in safe and wrapped so that contents are not detectable and the same documented; the key to the safe to be kept by Acting Registrar Administration.
- i. All staff exiting employment or transferred to other departments must procedurally hand over the keys they hold; in case of a combination lock the incoming officer must set new numbers.

6.5.1 Staff

Application for new keys shall be made in writing to Deputy Director – Administration and Finance. Duplication of keys will be a punishable offence.

6.5.2 Service providers

Access by contractors and similar customers to College premises will be strictly controlled by the Security Section based on agreed upon access control plan.

6.5.3 Students' Room Keys

Students' room keys are the students' responsibility and may not be transferred or used by anyone other than the persons who signed for them.

6.5.4 General

- i. All losses of staff keys must be reported immediately to the Security Section.
- ii. Persons exiting the College are required to hand over their keys procedurally as he/she clears oneself as appropriate. They should not pass keys directly to their replacement.
- iii. Any loss of keys and damage will be the subject of an inquiry. If loss or damage of keys is suspected to have arisen through negligence of a member of staff, then an investigation will be undertaken. Further, disciplinary action may be taken as appropriate based on the recommendations.

7.0 PROTECTION: EQUIPMENT/DOCUMENTATION

7.1 Security of Equipment

The effective safeguarding of all College property ensures that maximum amount of equipment is available for use at all times. Students and staff should make all possible effort to ensure that equipment is protected from theft, loss or damage.

- i. All valuable portable IT equipment such as laptops must be locked away out of sight when not in use, especially when kept overnight;

- ii. All valuable equipment should be marked using an appropriate identification method;
- iii. Suspected theft of equipment should be reported promptly to Chief Security Officer;
- iv. Head of Departments are also responsible for maintaining inventories for all equipment and furniture owed by their departments;
- v. The Security Section acknowledges that outer doors serve as the first contact points to deter any intruder, thus outer doors be made of heavy duty metal or reinforced wood with a minimum of two locks;
- vi. Windows should be reinforced with metal grills or made of anti-bandit glass on buildings.
- vii. Chief Security Officer may assign any Security Officer or Assistant Security Officer duty to conduct or cause to be conducted a thorough check of the external and internal areas of the College premises to ensure that there are no signs of damage to perimeter fence, walls, doors, windows, and apertures among others which may facilitate prohibited entry into the compound and buildings within.

7.2 Security Hardware

Installation of CCTV, intruder alarms or access control systems on College property will be undertaken following consultation with Chief Security Officer who will advise on the equipment required. When CCTV will be installed, the requirements of the College Data Protection Policy and Data Protection Act will be adhered to.

7.3 Headed Paper and Stationery

Pre-printed headed paper, stamps, instruments of authority and other stationary displaying the College logo, staff names and telephone numbers should be safe-guarded. The use of the College logo shall be restricted to official communication both on hard and soft copies.

7.4 Personal Data Protection

The data of living persons is protected under the Constitution of Kenya. The Constitution creates responsibilities and rights in relation to all aspects of the collection, holding, use and disposal of personal data. Staff will be expected to handle personal data in accordance with the College Data Protection Policy and the ICT Policy when they become operational. Members of staff will ensure that they are equipped with information about the College Policy in this area and other sources for information and guidance.

7.5 Protection of Information Assets

- i. Maintaining the security of computers and related equipment is vital to the College. Computers are prime targets for criminals as they are easily disposed of and have a high monetary value.
- ii. Theft of a computer may also lead to delays in College processes, the loss of important data and disruption of work, learning and teaching. Viruses and worms damage software and data resulting into loss of valuable resources.
- iii. Damages of this type are not inevitable and by being aware of simple security measures and observing them, the chances of loss and damages can be minimized. Information on how to protect data and the equipment is available in ICT Department, the same will be available in the College ICT Policy. IT equipment users will access the College site and employ the guidelines available as per the College ICT Policy.

7.6 Confidential Waste

It is the responsibility of the departments requesting disposal through Assets Disposal Committee to ensure confidential material is protected at all times until collected.

8.0 ASSET PROTECTION

8.1 Control of Cash

The Security Section discourages storage of any large amounts of cash in the College premises and outside designated secure rooms. Cash kept in the College premises will be held in accordance with the College Finance and Internal Controls Manual.

8.2 Security of Buildings, Rooms and College Vehicles

The College shall ensure that building-entry designs have general security measures such as doors opening outwards and continual security evaluation on buildings will be done to enhance security. The College vehicles should be fitted with tracking devices and when on long journeys CSO to be informed about the same including the particulars of occupants and expected date of return; other measures shall be as follows;

8.2.1 Security in Hostels

Students should lock their rooms and close windows when not in their accommodation to guard against theft of valuables such as money, books and computers. It is essential that room-doors as well as front and back doors of hostels are securely locked. The Chief Security Officer may conduct a random check in the hostels; this may be warranted by a general security/terror threat, drug use, trafficking or any other justifiable reason.

8.2.2 Security of Offices

Security of offices and laboratories falls under the officers working in those offices. This includes all equipment and documents therein.

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 for the time being, they will be handed over to the caretaker once the office is created;
- ii. Any departmental keys that have been issued during the day have will have to be handled as in (i) above and any losses or damage should be reported immediately;
- iii. A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight;
- iv. Doors and windows should be closed and locked as appropriate;
- v. Ground floor curtains and blinds are drawn with any items on windowsills, which hinder closure, removed and lights turned off;
- vi. Intruder alarms (when installed and a local responsibility assigned) will be set;
- vii. PCs are switched off and password protected when not in use to prevent unauthorized access to information.

8.2.3 Access to Students Rooms

- i. While students are in the hostels, their rooms are perceived to be their home. Everybody – staff, visitors and other students – shall respect this right to privacy. From time to time however, it may be necessary for authorized College official or members of staff to gain access to student rooms as a matter of urgency, whether or not they are present. For instance, there might be a potential danger to people or to the fabric of the building; or some clients from outside the College such as window

cleaners or electrical service providers who may need to carry out approved work; whenever practicable and reasonable, information will be given in advance of the need to gain entry into the accommodation.

- ii. However, if the matter is urgent, access must be granted without undue delay. Most staff can be identified by the kind of uniform(s) and passes they wear whereas the visiting service providers will be issued with identification badges. Any persons who access students' rooms unannounced will leave a note for the students to show that a member of staff entered their room and the reason why access was necessary. Member of staff in most cases may need access in order to perform their routine duties.

8.2.4 Loss of Personal Items

The College shall not accept responsibility for any losses, this includes damage to property. It is essential that all students, visitors and staff should take care of their personal property. They also need to insure their valuable possessions against loss, damage or theft.

8.2.5 Lost and Found Property

- i. All lost and found property will be handed over to the Security Officers; when the property is handed in, the date, time, finder's name, department and contact details of the finder will be recorded and a brief description of the property and a report made to the police. If the property is not returned to the owner or left unclaimed for one (1) month, the property will be handled as per the Laws of Kenya.
- ii. All lost and found property will be recorded by the Security Officers and thereafter stored by CSO as soon as practical.
- iii. Articles of a personal nature such as credit cards or driver's licenses will be forwarded immediately they are received to the police to be disposed as provided for in law.
- iv. Destruction of items of insignificant value will be recorded by Chief Security Officer and counter signed by another member of staff in the department before destruction.
- v. Any person(s) reclaiming items will need to offer a full description and evidence that the item to be reclaimed is their property. All reclaimed property must be signed for.

8.3 Electronic Security System

8.3.1 Reasons for Use

- i. Electronic Security Systems will be adopted as tools and techniques in the fight against crime, both for prevention and detection. The goal is to design and deploy a system that can be trusted in protection of both people and property within the College. The institution shall embrace these systems around the Campus covering many of the vulnerable areas, public access points and adjacent roads in order to reduce the fear of crime and offer re-assurance of safety to students, members of staff and visitors to the Campus. Yet they will be useful in the detection and prevention of crime on the Campus. They will also be useful in securing evidence to identify, apprehend and prosecute offenders and to provide evidence for internal disciplinary process as well.
- ii. These systems will include but not limited to:-

- a. Access Control System- this will be a combination of authorization, authentication, access approval, and audit. These will be implemented through passwords, biometric scans, electronic keys and devices as well as monitoring by automated systems.
- b. Alarm Systems:-
 - Emergency or panic alarms - Alarms will be installed in strategic locations for activation in the event of any life-threatening, medical, or other incidents requiring immediate security response. Installation of these types of alarms will be limited to areas and use of such alarms will be controlled by trained and authorized personnel.
 - Intruder alarms – Anti-intruder alarms will be installed and used to detect unauthorized entry into the College and other protected areas.
 - iRobbery alarms – Anti-robbery alarms will be installed and reserved for use by cashiering points or those areas where money is handled and activated only when robbery, attempted robbery, or scheduled test takes place.
 - Temporary alarm - A portable alarm will be made available for use at the discretion of the Chief Security Officer for immediate short-term protection. The Security Officers and supervisors will be equipped with remote control buttons or break glass facilities on selected buildings being also their assignment areas to activate the alarm when necessary.
- c. Video System

A video system uses a Digital or Network Video Recorder (DVR or NVR) as well as security cameras to monitor a location and store data for later retrieval in the event of an intrusion or other types of emergency. They may stand alone or be integrated with other security system so that an alarm activates a video image. The term CCTV or electronic surveillance system has been used in reference to video system. When CCTV will have been installed, signage will be prominently placed at strategic points to inform staff, students, visitors and members of the public that a CCTV installation is in use. This system will not be used:-

 - To provide recorded images for web navigation or use.
 - To record sound other than in accordance with the Policy on covert recording.
 - For any automated decision making

8.3.2 Locations

Electronic Surveillance systems will be located at strategic points in the College, principally at the entrance and exit points of sites and buildings. No Electronic Surveillance systems will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation. The operation of these systems and any future installations must be authorized by the Board of Directors, College Management Executive Committee in consultation with the Chief Security officer and in compliance with the Data Protection Policy.

8.3.3 Electronic Surveillance Systems Operating Procedures

It is intended that the information obtained from any Electronic Surveillance Systems will give public confidence that the rights of individuals are being fully protected and the requirements of Data Protection Policy are complied with. Access to the Electronic Surveillance monitoring and recording systems is strictly controlled and is limited to Duty Security staff or authorized Management staff. Although every effort will be made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

8.3.4 The Police (General) and Electronic Surveillance systems

- i. It is recognized that the police in the course of their duties may have reasons to enter the KMTC premises. This can be as a result of immediate follow up to an incident, search of premises, being invited to assist the Security Section in investigations of cases. The police (where practically possible) should always inform Security Officers that they intend to work on the KMTC premises, in emergency situations and incident follow up.
- ii. Staff in Security Department should always remain with the police whilst on the KMTC premises in such a situation. If College's Security Officers are asked to leave the scene by the police, they should remain within the vicinity and ensure Chief Security Officer is informed. In case of making an arrest the CSO will again be informed accordingly to confirm the identity of the arresting officers and suspect(s) before the arrest is done if this is practically possible. The Security Officers in attendance would not be part of pre - arranged visits or engagements.
- iii. Police requesting to enter students' hostels will be required by CSO to identify themselves appropriately and give reasons for entry; if any kind of warrants is needed for the operation the same should be produced. Security staff will not automatically allow access before obtaining authorization from the Chief Executive Officer.
- iv. Police will not always have access to College Electronic Surveillance systems except under the following circumstances:
 - a. Emergencies or investigation of crimes and serious incidents.
 - b. Identification of offenders.
 - c. Liaison and training purpose, under prior arrangement with the Head of Security having been authorized by the CEO.
 - d. Requests by police to remove Electronic Surveillance systems' - recordings must comply with existing National regulations on data protection and will be registered accordingly.

8.3.5 Recorded Images

Electronic Surveillance systems' images will be kept securely and in line with the requirements of Data Protection Policy.

Images will normally be retained for a period decided by the College Management. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly. All hard drives and recorders shall remain the property of KMTC until their disposal and destruction will have been done.

8.3.6 Covert CCTV

Covert CCTV will not generally be used within the College but may be used in exceptional circumstances to assist in the detection of crimes or apprehension of offenders. Before use, permission to use covert CCTV will be obtained through Chief Security Officer and College Board of Directors. It will be sited only for time specific and necessary to the operation. Recordings from covert CCTV will be treated in accordance with the Data Protection Policy.

9.0 OUTLAWED SUBSTANCES

9.1 Alcoholic Drinks

- i. College Policy will not permit the possession, consumption, use or sale of alcoholic drinks in any form on Campus, at any student off campus activity or in any Campus-living units occupied by students, including alternate College housing units.
- ii. The Laws of the Land regarding the purchase, consumption and possession of alcoholic drinks will be upheld in the College. These laws will be effectively enforced by College. Similarly, the institution will ensure that State Law Enforcement Agencies handle such cases as well.

9.2 Drug Use

- i. The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance on College premises is prohibited. Violations of this clause of the Policy shall result to a disciplinary action and may have legal consequences. This does not apply to drugs meant for learning purposes and exhibits.
- ii. All cases of possession of outlawed substances shall be promptly reported to Chief Security Officer for the purposes of investigation and determination as directed by the CEO. Departments which hold substances that might constitute a security or safety risk will contact in charge College clinic, Public Health and Safety Officer or the Chief Security Officer for advice on best practice to adopt.
- iii. It is a disciplinary offence for any member of staff, students, visitor or contractor to be in possession or to use drug (s) whose use or possession is prohibited by Laws of Kenya, such cases will be handed over to Police for prosecution purposes. Use of alcohol and drunkenness within the College compound and leased property is prohibited and punishable.

9.3 Awareness

The College Counseling Office is available to members of the College community for assessment and assistance. Education programs addressing alcohol-related and drug related issues can be obtained from counseling office.

10.0 WEAPONS

- i. The Security Office enforces all State Laws, County Government bylaws and College regulations pertaining to the possession, use of firearms, ammunitions, explosive devices, fireworks, or any other potentially lethal weapons. The possession of the said weapons shall be prohibited to the students while members of staff and visitors shall be required to declare firearm to the CSO. All these items are strictly prohibited in the halls of residence and in all other alternative housing units. Any violations of these laws and regulations may result to a disciplinary action as well as prosecution in Court of Law.
- ii. The following items are considered a weapon under this Policy.
 - a. Any firearm or device such as a rifle, handgun, shotgun, or any type of a gun that can launch a projectile including a homemade gun;
 - b. Blades over three inches long or any sharp edged item that is used with the intent to threaten or cause actual bodily harm;

- c. Blunt objects fashioned to cause injury or bodily harm or any blunt object used with intent to threaten or cause actual bodily harm;
- d. Any other item used with the intent to threaten or cause bodily harm.
- e. Explosives are any devices designed to explode, either timed or fused, that would cause serious damage or bodily harm or cause alarm;
- f. All fireworks covered under this Policy include sparklers.

11.0 MANAGEMENT OF VIOLENCE

KMTC identifies violence or violent behavior as any incidence or act in which a member of the College community or visitor is abused, threatened, subjected to overly aggressive behavior or language (including sexual or gender based), assaulted within the College compound, in circumstances arising in the course of their employment, visitation, or studies in the institution. Human Resource and Policy Manual for the institution will apply in this case.

i. Types of violence

Behavior resulting in violence is not condoned in any form by KMTC. The College will, therefore, strive to ward off all forms of violence. Violence will be interpreted as expressed physically (including rape through mental torture, graffiti, libel and verbal abuse: Guidance from the Government Legal Framework will be strictly adhered to as defined from time to time).

ii. Deterrent Measures

- a. So as to deter the threat or actuality of violent action conduct or language amongst the College. KMTC will use all means at its disposal, including disciplinary measures and/or referral to the appropriate law enforcement organ.
- b. To help manage violence in a sustainable manner, the College will ensure information and guidance on matters concerning violence is available. Also the institution will ensure acceptable procedures to promptly and effectively deal with complaints of violence will be pursued and will support those who may be victims of violence or who witness violent incidents.

12.0 PARKING

- i. Parking of vehicles on College premises, including the parking of motorcycles and bicycles shall only take place in designated parking lots.
- ii. The College will not accept any liability for theft of or damage to vehicles, motorcycles, scooters or bicycles or their contents when parked or left unattended on College premises. Vehicles parked within the College shall be required to adhere to parking regulations and NTSA regulations as well. In case of violation of the above, vehicles shall be towed away at owners' cost and with no reference at all to the defaulters.

13.0 EXTERNAL ASSISTANCE TO SECURITY DEPARTMENT

- i. The College Management may engage the services of police officers or experts in matters of safety and security. It is the responsibility of the CSO to spearhead such liaisons to ensure security and safety in the College.
- ii. The College shall create a link between itself and other Government - institutions especially security based ones to help in swift and timely dissemination of emergency information and response in times of need such as alarm response. The assistance of the local County Governments and other Emergency response teams will be sought.
- iii. The linkages to be established includes but not Limited to;
 - a. Red Cross Regional Office to help in regular sensitization and training in Disaster Response its Management and First Aid;
 - b. District and County Intelligence officers

- c. County and Deputy County Commissioners
- d. County and Sub-County Police Commanders
- e. County– Fire Department
- f. The National Disaster Response Agencies
- g. Anti-Terrorism Police Unit and National Center for Counter Terrorism.

14.0 SECURITY PLAN AND RESPONSE TO DISASTERS

The College shall establish a central communication system in the entire institution. It is this communication channel between faculties, departments, sections and external stakeholders that will enable everyone to share information and help develop best practices in the College. With these communication paths open the College shall be able to protect all its staff, students, visitors and assets.

14.1 Prevention

This is a general responsibility for all staff; gaining access to many areas of the institution is generally controlled by the security department. This is currently done by vigilant staff; CCTV monitoring will back it when installed. Doors to staircases and hostels must be kept closed, where possible be locked. There should not be any opportunity for un-invited persons to enter restricted areas. Students are responsible for security of their rooms. Unidentified persons should be stopped and questioned to account for their presence within the institution. Any student who is concerned with any aspect of security should seek assistance from the security personnel without delay. All crimes and suspicious persons or incidents should be reported immediately to the security office or guards. This aids in crime prevention and its procedure stated earlier in this Policy. Security Department will be facilitated with adequate transport to enhance quick and timely response; allocation of a serviceable vehicle and driver will ease its operations.

14.2 Incident Command System

The College and its campuses shall adopt an Incident Command System whereby the overall incident commander will be the Chief Security Officer or the Principal until the National Police takes over.

14.3 Reaction to a General Threat

When general threat alert is issued, it is essential where possible that all areas of the College be searched, with the aim of identifying any unusual object left within the College compound or its neighborhood.

- i. Details of any alert will be rapidly circulated to all concerned by the CSO and then each section will be responsible for its own security sweep, reporting back to the CSO when complete. The public/common - areas within the College such as the College Chapel will be checked by the security personnel themselves. Students - residing within the College premises are responsible for checking their own rooms. In relation to general reaction to threats, Head of ICT shall monitor the various social media platforms in consultation with Chief Security Officer to ensure any threat emanating from such areas are detected early enough and appropriate action taken.

14.4 Reaction to a Specific Threat

If there is a specific threat against the College, such as information that the College or a particular building is targeted, the aim is always to reduce the risk of injury or death. A specific threat would require immediate evacuation of those in the building or areas concerned and if the threat is deemed to involve an explosive device, the procedure for dealing with bomb threat or any other threat will be followed. The College also has procedures for dealing with fire incidents and medical related emergencies and it shall include measures to deal with earth quakes, and severe thunder storms - lightning among others.

14.5 Emergency Notification System

- i. The College will have the following types of emergency alarms;
 - a. Fire alarms
 - b. Attack alarm.
 - c. Mega phone
- ii. Fire alarms will be installed at the Library Building, gate and other identified buildings once fire alarm is sounded, all students and staff are required to assemble at the Fire Assembly Points as per the College procedures on fire management. Fire detection alarms will be installed in all major buildings within the College too. Sirens will also be mounted on identified places. Students and staff are required to respond to alarms appropriately without comprehending it is a false alarm or a mock drill exercise.
- iii. There will be multiple points of activating attack alarm. This type of alarm is meant to alert College members that the institution is under attack. This alarm may be accompanied by gun shots and repeated whistle calls. Once this alarm is sounded, all students and staff must react as per the attack procedure described in the Policy.
- iv. The mega phone shall be placed in designated areas, the Administration Block, Workshop buildings, main gate, hostels, tuition block and clinic - to be used in case of an emergency to address both students and staff.

14.6 Emergency Situations and Procedures

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 College community should become familiar with the specific steps and guidelines for Evacuating and Sheltering-in-Place as described in this Policy.

14.7 Lockdown

- i. Lockdown is a procedure to isolate persons from certain types of emergencies/ catastrophic events that may affect the safety of a small part of a campus or the overall safety of the entire College community. During a lockdown, the doors are locked and are not opened under any circumstances.
- ii. Events that may require application of the procedure include:
 - a. Active shooting or mass shooting
 - b. Major criminal activity occurring in or around College premises (eg Bank Robbery near a Campus.
 - c. Hostage Situation, Riot or an Uprising, Chemical Spill, Toxic Gas or Biological Release
- iii. If the decision is made to initiate College wide lockdown, the College Emergency Notification System will be activated. In the case of a potential threat to the College community, College wide lockdown order may be given at the request of National Police Service or College authorized officials.

14.8 Fire/Emergency Response Training and Drills

The Security Section shall organize for all residents:

- a. Fire and Emergency response training including drills annually or semiannually where practicable.
- b. Fire and Emergency workshops/seminars from time to time.
- c. Carry out a Fire Risk Assessment and audit thereafter.
- d. Liaise directly with concerned organizations in matters of Fire and emergency response.

- e. Advise the College on matters of fire and emergency response.

14.8.1 Fire Safety

Fire is probably the biggest single danger in multiple-occupancy buildings. All members of the College must realize the ease with which electrical equipment can catch fire under certain conditions and must be vigilant in ensuring that their 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:

- i. Familiarize yourself with exit and fire assembly points.
- ii. Don't leave laundry to dry in fire escape routes 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, water - boiling heaters or 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, in case any supplementary heating will be provided to students.
- viii. Do not hang your volatile curtains, or put wall hangings or alternative lampshades in your room; they are possibly a potential fire hazard.

14.8.2 Fire Extinguishers and Safety Equipment

- i. Fire extinguishers are fitted in kitchens, laboratories etc and other buildings to enable stakeholders to deal with fire incidents. 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.
- ii. This includes letting off or tampering with, fire extinguishers (except in the event of 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.
- iii. 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 the use of alcohol or other substance cited as having 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 in accommodation facilities, or who, by other acts or through articles stored in their room, increase the risk of accidental fire.

14.8.3 Fire Escape

- i. 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 – exit-. It is essential that all members of College understand the actions that need to be taken in the event of fire alarm.

- ii. Fire Management instructions will be provided at the entrance of each hostel, lecture halls and in other strategic places within the institution. Everyone has a responsibility of knowing their escape routes, fire exits and fire assembly points.

14.8.4 Fire Drills

The CSO is responsible for arranging fire drills to be conducted in buildings and hostels and a record will be kept of all drills. Generally, drills will take place once in every academic year to test alertness. All members of Residents are required to respond promptly to fire alarm; even if one suspects it to be a false one, or merely "a fire drill". College members and visitors have a duty to co-operate with security personnel during fire drills.

14.8.5 Cooking

KMTC Rules and regulations on accommodation of students prohibit cooking in the halls of residence. Any student found breaching this regulation shall be evicted from the College halls of residence and may be subjected to a disciplinary process. .

14.8.6 Electrical Safety and Fittings

Under no circumstances shall anyone tamper with College electrical equipment or supply. In case of any electric faults call College electrical technician immediately. Handling of the same by unauthorized persons may subject one to disciplinary process.

14.9 Terrorism

The College shall embark on training all students and members of staff on anti-radicalization, emergency response and have them trained by National Center for Counter Terrorism, Anti-Terrorism Police Unit or National Disaster Management Unit on ways to respond if terrorists attack.

14.10 Medical Responses

The College Security Officers are trained to respond to incidents whereas medical emergencies shall be attended to by the Clinic and other Health Units - staff. Response teams and security personnel shall assist in evacuation and administering First Aid.

14.11 Communication to Press and Public after an Incident

Media briefing and other communications to the media and general public shall be a preserve of the Chief Executive Officer or any other senior officer authorized to do so. A disciplinary action shall be taken against any members of staff who gives any information regarding a state of situation in the College without authority.

15.0 HANDLING OF RIOTS/DEMONSTRATION

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, disquiet, incitement to violence and unruly behavior shall be reported to CSO and other relevant authorities within the shortest time possible and subjected

to investigations and appropriate recommendations made thereafter.

- iii. In the event of a riot, security personnel are assigned to collect intelligence and identify leaders of the pack and take action as above.
- iv. Senior Management, vital installations and property will be protected, movable assets if possible relocated to safer grounds outside the institution.
- v. Traffic within the College will be diverted to safer routes to avoid damage and injury during riots or demonstrations.
- vi. There will be constant liaison with the Government law enforcement organs in managing riots or demonstrations; such contacts shall be approved by the Principal.
- vii. The injured will be evacuated for medical attention as soon as possible.
- viii. College property will be protected against looting during or after riots or demonstrations, the looters to be subjected to internal disciplinary process or handed over to police for prosecution or both.
- ix. Disciplinary actions and other administrative measures shall follow upon completion of a comprehensive investigation into the cause and effects of the riot or demonstration.

16.0 SECURITY RISK ASSESSMENT SURVEYS

The Security Section shall;

- i. Carry out security risk surveys in the College on annual basis or when need arises. This can be outsourced in order to ensure objectivity of the process.
- ii. Ensure the surveys are carried out to identify needs and determine if the existing security arrangement is adequate or needs improvement.
- iii. Ensure that security surveys and inspections are conducted from time to time as need may arise.
- iv. Provide findings (in written or electronic form) indicating the date of survey, needs identified, action to be taken, action plan and conclusion.
- v. Discuss survey reports at the departmental level before forwarding it to relevant College authorities for appropriate action.

17.0 RECORD KEEPING

- i. Records of reported incidents and investigations carried out shall be maintained in the Security Section.
- ii. Documentation of security based training for each College employee, including the employee's name, date of training, nature of training, and training providers, will be maintained in the Human Resource Office, Performance Contract Office and by Chief Security Officer .
- iii. Inspection and fire drills records as well as training documentation shall be maintained in Chief Security Officer's office.
- iv. Students' records on similar trainings not organized by CSO will be maintained by Registrar - Academic Affairs and Dean of Students and the Security Office will be informed about the affected students.
- v. Records of national threat levels and contingency plans for the identified threat.

18.0 MONITORING AND EVALUATION

- i. The College shall put mechanisms in place to monitor and evaluate the effectiveness of the security system and the frequency of evaluations shall be annually. This will enable the College to regularly review its security strategies and take corrective measures. The Chief Security Officer shall be assigned this responsibility and shall report findings and recommendation to

the College Executive Management Committee.

- ii. The mechanisms for evaluation shall include; information obtained from Chief Security Officer's suggestion boxes, customer feedback, books, surveys, inspections and observations. The process shall also involve use of comparative reports and records from faculties and other departments or sections of the College.

19.0 POLICY REVIEW

Amendments to this Policy shall be made by the Security Section in consultation with College Executive Management Committee and other stakeholder as needs arise. The Policy shall be reviewed once every three (3) years as necessary depending on the prevailing trend on security internally or externally; however, the Policy may be reviewed as need arises.

20.0 LINKS TO OTHER POLICIES

This Policy links with, and is to be read in conjunction with the following:

- Occupational Health and Safety Policy
- Information and Communication Technology Policy

REFERENCES

1. *Constitution of Kenya (2010)*
2. *Kenya Penal Code (as amended 2012)*
3. *KMTC Act 1990 (as amended)*
4. *Sexual Offences Act (2006)*
5. *The Employment Act*
6. *College KMTCs and Regulations Governing Students' Conduct*
7. *Evidence Act (Amended 1985)*
8. *Criminal Procedure Code (CPC) (Amended 1987)*
9. *Occupational, Health and Safety Act.*
10. *The Public Officers Code of Conduct and Ethics Act. (2003)*
11. *The National Police Service Act (2011)*
12. *Public Procurement and Disposal Act (2005)*
13. *National Transport and Safety Authority Act (2012)*
14. *Alcoholic Drinks Control Act (2010)*
15. *Traffic Act Cap 403 Laws of Kenya*

APPROVAL

Title : Security and Safety Policy

Contact : Deputy Director Finance and Administration

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019

Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College


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