













Session 7	Site Security & Safety	 Duration: 45 mins
<p>Session Summary</p> <p>This session emphasises the importance of a secure workplace, examines physical measures and procedures established in different facilities, and outlines basic fire safety measures.</p>		
<p>Session Objectives</p> <p> • Identify the different types of threats to facilities within the operating context.</p> <p>• Describe physical measures and procedures that can mitigate key risks.</p> <p>• Raise awareness of fire incidents, basic preventative measures and how to respond to a fire.</p>		
<p>Learning Outcomes</p> <p>By the end of this session participants should be able to:</p> <p> • Describe the measures and procedures in place to minimise security and safety risks within workplaces and accommodation.</p>		
<p>Supporting Material</p> <p> • GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 8.</p> <p>• GISF Office Opening: A guide for non-governmental organisations.</p>		
Time	Suggested Activities	Resources
2 mins	<p>Introduction</p> <p>Introduce the session and provide a brief overview of what this session will cover.</p>	<ul style="list-style-type: none"> • S.7 Site Safety & Security Presentation – Slide 1
3 mins	<p>Threats</p> <p>Identify the range of threats that may affect an office, staff accommodation, or other facilities within the operating context.</p> <p> Ask participants: <i>What threats do you face while in the office, guest house, or other facilities?</i></p> <p>Capture suggestions on a flip chart, and add threats not raised by participants. Draw attention to any specific incidents that have affected your organisation, or others in the same location.</p> <p>Emphasise why it is important to establish a safe and secure workplace for staff.</p> <p> It is vital that staff feel safe and secure in their workplace, and in their residence or guesthouse. Effective controls and procedures must be in place, and adhered to, for security and safety risks to be minimised.</p>	
15 mins	<p><i>ACTIVITY:</i> Game of Threats</p> <p>Divide participants into two teams. Ask each team to choose a threat to an office, guest house or other facility. They should not reveal their threat to the other team. Check to make sure teams have not chosen the same threats. If they have, ask one team to choose another threat.</p>	

	<p>Teams have 5 mins to prepare a brief but challenging scenario involving their chosen threat for the other team to deal with. Threat scenarios should be captured on flip chart paper, with a simple drawing of the site and some details on where and when the threat might occur, and what is likely to happen.</p> <p>Swap the threat scenarios between the two teams. Each team has 5 mins to come up with as many site protection measures as possible to mitigate the threat they are confronted with. Measures identified should be drawn on the flip chart paper.</p> <p>After the 5 mins, each team should briefly present their solution to the threat faced. Decide on a winning team – selection should be based on the most relevant or effective security and safety measures chosen.</p>	
5 mins	<p>Site Protection Measures</p> <p>Explain that security and safety at various facilities and workplaces is managed through a mixture of physical measures and procedures. Refer to slide and highlight physical measures and procedures that are relevant to that location, or if an internal training apply to your organisation.</p> <p>Discuss the trade-offs between more rigorous security measures and procedures, and their implications for staff or relationships and acceptance with neighbours, or the wider community.</p> <p> Measures such as high walls, razor wire, guards and cameras, may be necessary to deter criminals. However, in some contexts such measures can undermine the acceptance of the organisation by the surrounding community.</p>	<ul style="list-style-type: none"> • Slide 2
5 mins	<p>Guards & Access Controls</p> <p>Briefly explain the guarding arrangements and access controls used at facilities in that location. If an internal training, refer to those adopted by your organisation.</p> <p>Emphasise the role of guards, and the responsibilities of individual staff.</p> <p> Guards are used to control access to the property and deter criminals or other unwanted visitors from gaining access. Guards are a vital part of an organisation's security approach and, if properly utilised and managed, can greatly enhance the security of staff and property. However, an inadequate or badly managed guard force can be a significant source of insecurity.</p>	<ul style="list-style-type: none"> • Slide 3
5 mins	<p>Emergency Procedures</p> <p>Briefly explain the key emergency procedures that apply to NGO offices in general, or your organisation's office if an internal training. Adapt the list on the slide to reflect requirements within that location.</p> <p>Draw attention to the alarms and alerts in place, where and how staff should evacuate the building, including muster points and the warden system in place.</p>	<ul style="list-style-type: none"> • Slide 4

	Also point out the secure room, if established, and the location of first aid kits and any emergency equipment.	
10 mins	<p>Fire Safety</p> <p>Explain the risk posed by fires and draw attention to specific factors in that location that may increase the risks to staff and property.</p> <p> Fire is a significant risk to staff and facilities, especially in locations where there is no fire service and buildings often have poor fire safety standards. While most fires can be extinguished if detected early enough, the best way to fight fires is to prevent them.</p> <p>Introduce the fire triangle and explain the relationship between the different elements.</p> <p> A fire is the result of a chemical reaction between the application of heat to a material and the oxygen in the air. This is known as the 'fire triangle'. Removing one element from this equation will either prevent a fire or kill it if already started.</p> <p>Outline the essential measures staff should take to prevent fires and how to safely respond if one occurs.</p>	<ul style="list-style-type: none"> • Slides 5-7