



MARYAM ABACHA AMERICAN UNIVERSITY OF NIGERIA

THE SECURITY PERSONNEL HANDBOOK

CAMPUS SAFETY AND SECURITY HANDBOOK

Maaun Safety & Security Handbook

INTRODUCTION

The purpose of this publication is to provide information to you on fire outbreak prevention, crime prevention, procedures for reporting crime to enhance the safety and security of everyone who visits, studies, or works in Maryam Abacha American University of Nigeria.

This handbook contains the University's policies on alcohol, smoking, parking, reporting crime, and those policies required by law. This publication complies with the Student Right-to-Know and Campus Security.

Information contained in this Handbook is also available online by accessing the Internet site www.maaun.edu.ng

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CAMPUS SECURITY AND PERSONAL SAFETY

1.0 GENERAL POLICIES

1.1 Fire Prevention and Training

The Security Personnel of Maryam Abacha American University of Nigeria should develop and implement a fire prevention and disaster plan every day.

Major fire hazards that the security personnel should report immediately are:

- Cigarettes, cigars or pipe ashes in wastepaper basket or near stacks of paper;
- Flammable liquids left uncovered after use;
- Smoking in non-smoking areas;
- Accumulation of paper, oily rags;
- Defective wiring or electrical devices.

In Case of Fire:

- Avoid panic, but move quickly;
- Check fire and judge its size;
- Call to inform the University Operator of the exact location and the extent of the fire;
- Use extinguisher and hoses, as necessary

.Close windows, doors, and other sources of draft.

Other fire details will be given during the orientation period and during regular fire drills.

1.2 Smoking

Maryam Abacha American University of Nigeria is a smoke-free campus. There are no designated smoking areas on the campus for faculty and staff.

1.3 Alcohol and Other Drugs

The use or possession of alcoholic beverages or drugs not prescribed by a doctor is forbidden on the campus. The security personnel reporting to duty under the influence of or in possession of alcohol or drugs are subject to immediate dismissal. The cooperation of all security personnel is necessary to

control alcohol, narcotics and drug abuse. You are asked to report any such unusual activity to your superior.

1.4 Telephone

Prompt, courteous answers to telephone calls should be a self-imposed rule. Security Personnel are a direct representative of the University when talking on the telephone. It is a good practice to identify yourself and your department when answering or making a call. Personal calls should be limited. Long distance calls should be university business related. Assigned long distance codes may be periodically and randomly monitored. Employees charging personal long distance calls to the University will receive disciplinary action up to and including termination.

1.5 Electronic Media Statement (e-mail, cellular phones, and the Internet)

All electronic media systems including, voice mail, text messages, e-mail, the Internet, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received or stored in these systems are the property of Maryam Abacha American University of Nigeria. The systems are to be used for conducting University business and the use of this equipment for personal commercial purposes or for personal financial or other gain are strictly prohibited.

These systems are not to be used for soliciting outside business ventures or for soliciting non- University related purposes. However, employees may be permitted to use electronic media systems to participate in acceptable solicitations such as United Way or for limited incidental personal use, provided such limited use does not consume a significant amount of computing resources, does not interfere with the performance of the user's job or other University responsibilities, does not interfere with the work of other employees, does not interfere with the computing activity of other users, and does not violate applicable laws, rules, policies, contracts or licenses.

The University may exercise its right to review, audit, intercept, access and disclose all matters on its systems at any time, with or

without employee notice, during or after working hours.

Employees should have no expectation of privacy in connection with the use of these systems. Further limits (including an absolute prohibition of all personal uses of University-provided computing resources) may be imposed upon personal use in accordance with normal supervisory procedures. Employees should never use another employee's password to access a file or retrieve any stored communication unless authorized to do so.

1.6 Intra-Office Relationships

Maryam Abacha American University of Nigeria expects all security personal to behave professionally. The University strictly prohibits romantic, sexual, and/or exploitative relationships between faculty/staff members and students. Romantic relationships between employees may create an actual or perceived conflict of interest. To assure a professional environment for everyone, the University discourages romantic displays of affection or sexual behavior between employees during the workday, at the workplace, during work-related meetings or events, or while on University business. The University has a policy prohibiting unlawful harassment in the workplace. This policy applies to all University employees.

To ensure that any consensual romantic or sexual relationship between employees complies with the University's policies, an employee who enters such a relationship should do the following:

- Review the University policy prohibiting unlawful harassment;
- Avoid romantic behavior at the workplace and when on University business;
- Avoid any conduct that suggests actual or perceived favoritism based upon the romantic or sexual relationship;
- Refrain from becoming involved in a consensual or sexual relationship between a supervisor and an employee within the supervisor's direct or indirect area of responsibility.

If a consensual romantic or sexual relationship between a supervisor and any employee within that supervisor's direct or indirect area of responsibility commences, it is the responsibility of both employees to bring the relationship to the Office of Human Resource

' s attention for any appropriate action, including possible reassignment to avoid a conflict of interest or the appearance of a conflict of interest.

Failure to comply with the University' s unlawful harassment or Social Relationship policies will subject the offender to appropriate disciplinary action, up to and including termination.

6.0 Bereavement Leave Policy

Funeral Leave for an Immediate Family Member:

When a death occurs in an employee' s immediate family, all regular full time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.

The pay for time off will be prorated for a part time employee if the funeral occurs on a scheduled work day. The University may, in unusual circumstances, require verification of the need for the leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee' s spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-family Member Funeral Leave:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's manager on a case-by-case basis.

The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. The supervisor should confirm that the time is recorded accurately on the time cards. The Company may require verification of the need for the leave.

Additional Time Off:

The University understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member.

Additional unpaid time off may be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

6.1 Progressive Discipline

Progressive discipline is the process whereby an employee's performance problems are addressed through a series of graduated, documented actions. These actions will be followed in employee disciplinary matters (except in matters the University, its representatives, or its management determine the need to be addressed outside of the progressive system):

- The employee's immediate supervisor will administer any appropriate corrective or disciplinary action at the first level. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because a great variety of situations may arise, the University may need to make decisions related to employment in a manner other than as provided in this section.
- Disciplinary actions may take place in several forms, such as verbal

counseling/reprimands, written counseling/reprimands, probations, suspensions, or terminations. The University's Office of Human Resources should be consulted beforehand when disciplinary action with an employee becomes necessary.

It is important to note, however, the University reserves the discretion to start the disciplinary process at any point in the following procedure, and nothing contained in this Policy should be construed to create a "good cause" standard for dismissal from employment. Nothing in the Progressive discipline Policy is to be construed as abrogating the employee's status as an employee-at-will.

6. 10 Verbal Counseling/Reprimand

A verbal counseling/reprimand session may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal counseling should be made and maintained in the departmental supervisor's files for verbal counseling/reprimand sessions.

6.11 Written Counseling/Reprimand

A written counseling/reprimand may take place between employees and supervisors when the behavior of the employee:

- is a repeated violation and verbal counseling has been administered;
- hinders the progress of the department in which the employee works;
- or hampers the progress of the University.

Written warnings should be documented in the form of a letter or corrective discipline form (available at the Office of Human Resources). Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to the University's Office of Human Resources for inclusion in the employee's personnel file, and one copy maintained in the departmental files under lock and key. Counseling usually precedes reprimands.

6. 12 Probation

The supervisor, with approval of the department supervisor, may place employees who fail to respond to the above reprimand on probation. This action must be reported in writing to the area vice president and to the Human Resource Director before it is taken, and it will be filed in the employee 's record. Those who fail to respond to guidance during their period of probation may be terminated.

6. 13 Suspension

The supervisor may suspend employees who become involved in serious problems or violations (attendance, performance, etc.), from duty for up to five (5) working days. Suspensions of a longer duration require approval by the President. All suspensions are on a “without-pay” status. All suspension actions must be given to the employee in writing and must be reported immediately to the President and to the Office of Human Resources, in writing, by the area vice president. This information will be entered on the employee 's record.

6.14 Dismissal

Employees should be aware that their employment relationship with the University is based on the condition of mutual consent to continue the relationship between the employee and the University. Therefore, the employee or the University is free to terminate the employment relationship at will, with or without cause, and at any time. Recommendations to dismiss an employee are to be made to the Human Resource Director and authorized by the President.

Although one or more of these disciplinary measures may be taken in connection with a particular employee, no formal order or system is necessary, and the University may terminate employment whenever such action is deemed necessary.

When any form of disciplinary action is taken, the supervisor should consult with the area vice president and Human Resource Director prior to action. Copies of written disciplinary action should be submitted to the Human Resource Director.

6.15 Separation from the University's Employment

An employee may be separated from the University for reasons of termination, expiration of appointment, reduction in force, resignation, abolishment of position, non-renewal of contract, non-renewal of special contracts or grant appointments, retirement, disability, and death. In case of financial exigencies, the University reserves the right to terminate employment of an employee.

Close windows, doors, and other sources of draft.

Other fire details will be given during the orientation period and during regular fire drills.

1. PERSONAL SAFETY

Maryam Abacha American University of Nigeria strongly advocates and invites university community partnerships for the purpose empowering people to create and maintain a safe and secure campus environment. It is reasonable to expect that all persons on campus will accept responsibility for their personal health and safety, and the security of their personal property. As a partner in campus safety, each person should endeavor to also be a vigilant ally to others by looking out for the safety, welfare, and security of all persons on campus.

2. RISK REDUCTION

At Maaun, the security personnel are committed to the welfare and safety of **students**, staff and visitors. *Ultimately, a significant portion of any responsibility for individual safety and security rests with each individual person.* In order to provide you with the most comprehensive support for self-reliance in this respect, a number preventative measures may be worth your consideration.

Precautionary safety practices will certainly reduce your personal exposure to harm. The same precautions that you practice at home have the same value while you are attending Maryam Abacha American University of Nigeria.

Crime does not simply happen. Like a triangle, crime must have three sides or elements present to be complete. Those three elements are; *ability, opportunity and desire.* Remove any one of these elements and the likelihood of a crime occurring is greatly reduced. **You can help the University Safety and Security service reduce crime on campus by reducing the "opportunity" for crime.**

By limiting the opportunity for crime, you remove one side of the crime

triangle and limit the ability for the criminal to commit the crime. Keep these crime prevention tips in mind and you will greatly reduce opportunities for crimes on campus.

Call the Safety and Security service immediately if you see or hear something suspicious.

Report crime or suspicion of a crime at once.

Call 07034607060 to report a safety or security issue on campus.

Be wary of people that do not appear to belong in the area. If you doubt that they belong in the area, ask them questions. If their answers are vague or suspicious, call the campus safety and security services.

Keep your possessions in sight at all times. Do not leave books or backpacks unattended anywhere, it only takes a matter of seconds for things to disappear. If you leave your office or room, even for a few minutes, **LOCK THE DOOR!** It is much easier to invest the few seconds it takes than to spend the time later filing a report, statements and replacing the property.

Never leave a wallet or purse on top of your desk; take it with you or lock it in a drawer. Avoid taking wallets, money, jewelry or any valuable items into the fitness facilities and or storing them in lockers, which are targets of thieves.

Mark your property; place marks inside your books. Use Student or Staff ID to mark all valuable items. Use your driver's license number and the two-letter abbreviation of your name.

Be aware of your surroundings, other people around you and places where someone could be hiding. Be alert to potential danger. If it does not look or feel right, trust your instinct and leave. Walk with friends whenever possible. Avoid jogging or bicycling alone. If you must go alone, stay in well-lit and well-traveled areas.

Do not leave objects plainly visible in your car; secure them in the trunk whenever possible.

3. STUDENT RIGHT-TO-KNOW.

The co-operation and involvement of students is absolutely necessary in a campus safety program.

Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions.

Room doors should be locked at night and when the room is unoccupied.

Valuable items such as stereos, cameras, and televisions should be marked with engraving instruments.

Students must park their cars in assigned areas and keep them locked.

Valuables should be locked in the trunk.

Students should report any suspicious-looking individuals or any unusual incidents to the residence staff or to university safety and security officers.

Many parents are concerned about the safety of their daughter or son on a University campus far from home. At MAAUN, we understand that concern and accept our responsibility to enforce safety and security policies to ensure our students enjoy their academic years at MAAUN as free as possible from threats to their safety or well-being.

4. CAMPUS SAFETY AND SECURITY

The University Safety and Security Services are comprised of 1 full-time Chief Security Officer and other Security Officers.

Emergency services provided on a continual 24-hour basis throughout the year. The Campus Safety and Security Office is located at the Campus entrance. It is open at all times to the public.

Campus Safety and Security officers are not sworn officers and do not have the power and authority to arrest but are trained in assisting and are truly dedicated to the concept of providing both timely and effective service to the university community and its visitors.

5. CRIME PREVENTION ON CAMPUS

Campus Safety and Security Services of Maaun has adopted a “Community Policing” model for proactive partnerships in solving problems and preventing crime on our campus.

First, the campus population must have realistic expectations of exactly what the Safety and Security officers can and cannot do, as well as what the community must do to achieve health and well-being. The community policing approach reprioritizes MAAUN Safety and Security Services efforts to focus on customer service and satisfaction.

Throughout the academic year, the University Campus Safety and Security Services participate in an on-going crime prevention programs within the residence halls and in the work place.

6. ELECTRONIC ALARM SYSTEMS

The University Campus Security Officers respond to a significant number of electronic alarms such as intrusion alarms, fire alarms,

environmental alarms, and panic alarms. Alarms provide the University Campus Safety and Security Services with a first response capability to a wide variety of potential safety challenges.

University Security Officers are trained as first responders and receive first aid training and have radio contact capability with each other during emergencies and can contact assistance providers such as fire and ambulance as well as other law enforcement agencies.

7. ACCESS TO CAMPUS BUILDINGS

- Campus administration and academic buildings are opened each morning from Monday through Friday by office key custodians or a member of the Safety and Security Services.
- Academic and administrative buildings to be locked/secured by custodians and checked/secured by Safety and Security Services Offices each workday evening during routine functions.
- Arrangements for after-hours access should be made by contacting the Estate and Infrastructure Office or the University Safety and Security Services.
- Safety and Security Services will require prior approval from the Estate and Infrastructure Office for that particular building before assisting with after- hours access.

8. KEYS

- The University security personnel have the responsibility to issue keys to students and staff for buildings and office spaces across campus.
- The requestor must present a written authorisation request endorsed by the Head of Section/Department for the building or space requested.

9. CRIME REPORTING

How to report a crime, emergency situation or violation of USP regulations and policies:-

1. If the crime or emergency situation appears to be immediately life or public safety threatening, call the chief security officer
2. Provide the Campus Security official a clear and distinct

description of the incident, who was involved, where it took place, when it took place and, if you know, how or why it occurred. Be as specific as possible and give your own name and those of other witnesses.

3. You may request to remain anonymous when reporting a crime.
4. Reports concerning campus crimes become part of the official crime statistics for MAAUN, which will then be published in coordination with the University's Safety and Security Service Officials.

10. TIMELY NOTICE WARNING

The University Safety and Security will, upon receipt of information involving a potential threat to members of the university community, work cooperatively to ensure that the community receives that information which is necessary for them to make informed decisions regarding their personal safety and security.

11. BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory, even if you don't smell smoke
- **DO NOT** use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Follow directions given by Campus Safety and Security officers and Emergency Personnel
- Assist persons with disabilities

12. EMERGENCY PREPAREDNESS

- Know your building's evacuation procedure for your area, walk do not run.
- Get a battery-operated radio
- Discuss preparedness plans with family and friends
- Call Campus Safety and Security

13. FIRE

- Help remove those needing assistance from the immediate area
- Activate the nearest fire alarm pull station and call 32211 (from a campus phone) if possible
- Confine the fire by closing windows and doors
- Extinguish the fire if you have been trained and if it is safe to do so
- Evacuate the building
- Do not enter the building until authorized to do so by emergency personnel

14. SUSPICIOUS PERSON

- Do not physically confront the person
- Do not let anyone into a locked building/office
- Do not block the person's access to an exit
- Call the chief security officer (from a campus phone). Provide as much information as possible about the person and their direction of travel.

15. WEATHER EMERGENCY

15.1. CAMPUS CLOSURE

15.2. Cancellation of classes or possible closure due to weather will be communicated by radio announcement, email or mobile text messages from the Offices of the Key university officers

If there is an emergency, all persons (students, staff, tenants and visitors) are to immediately vacate the site involved and relocate to another part of campus or off campus as directed.

- Up-to-date weather information – monitor local radio and television stations
- Be prepared to shelter in place and Campus Safety and Security officials notify you that it is safe to leave;
- Plan for getting back together with fellow employees.
- During thunderstorms, do not handle electrical equipment.