



**STAFF SAFETY AND
SECURITY POLICY**

JDF

JIREH DOO FOUNDATION

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DETAILS	REVIEWED BY	APPROVED BY
Name	Board Members	Rosemary Hua. N.
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STAFF SAFETY AND SECURITY EMERGENCY PROCEDURE

All staffs and those working under them (volunteers) must adhere strictly to these procedures and must read through the safety and security policy/manual before the end of the Month, this is to ensure we all familiarize ourselves with these documents and procedures and know how to react in Emergency.

1. All staffs of JDF must carry and put on their official identity cards during office hours and when on official assignments.
2. All staffs of JDF must put on JDF visibility Jackets and identity cards when going for field work
3. All staffs of JDF must ensure they dress smartly and in a cultural sensitive manner whenever going for field assignments
4. staffs must ensure their phones are charged and recharged always
5. All staffs must have at-least a contact of a colleague from the state and head office on speed dial.
6. Inform a superior colleague of all your movements, especially during office hours
7. Staffs must inspect vehicles to be used for field activities (check to ensure there's a spare tyre, jack, wheel spanner and the vehicle is free from incriminating items), ensure the driver is sound enough to drive (any form of substance abuse).
8. Get security information before heading out for any field activity, (safety first) and ensure you get security clearance from INSO through designate, **BEFORE HEADING TO LOCATIONS THAT ARE TAGGED UNSAFE.**
9. Do not disclose your location/travel plans to people, only your colleagues should have access to this information.
10. Do not hang around military/security installations or formations as there are potential targets.
11. All JDF staffs are to be home **BEFORE 7.40PM Daily (Within Maiduguri) and 6.00 pm** in deep field locations to avoid being caught up in security situations
12. Avoid crowded places, like market areas, if possible, do all your shopping in town and or shop during a period when there's less traffic and people.

13. When going out on long distance field trip, make sure you update your superior officer and or Admin officer on seat about your trip.
14. Develop a pre-set Text message when heading out to a field, which can be sent to a superior officer/colleague in times of emergency
15. When on field, quickly survey and get an exit strategy for emergencies
16. Always work with community leaders and volunteers and ensure you have a smooth relationship with them.
17. Always use put on your seat belt while on transit.

18. Whenever visiting hard to reach areas or areas TAGGED UNSAFE, ensure Partner provides strong vehicles or permit the use of funds to get strong vehicles, security clearance and security communication gadgets.
19. When working in areas of emergency, ensure you listen to news regularly and get updates from the security group.
20. Do not wear or carry expensive jewelries to field work
21. Do not encourage beneficiaries/community members to cluster around you during field activities, make sure all crowd control techniques are utilized.
22. Inform a superior officer if you are running late for work as official resumption time stands as 8am.
23. Avoid using the same Route always

EMERGENCY PROTOCOL/PROCEDURE

1. In situation of emergency during official hours, all staffs must remain within official premises and a lock down initiated in 2mins, except if advised otherwise based on security information, in situations of lock down send a message to the Head office/superior officer saying **AOG ATTACK-OFFICE LOCK DOWN**, hence office store must be stocked with basic food stuffs.
2. In-case of such situations as stated above, staffs must; swiftly relocate to the nearest advised safe location **BUT KEEP HEAD OFFICE/SUPERIOR OFFICER IN THE KNOW, by saying ON THE MOVE TO SAFE LOCATION.**
3. Inform the head office (through text or call) of the situation after determining the location/safety of all staffs/colleagues by saying **SAFE AFT AOG ATTACK**

4. Make sure to report yourself safe/ or in-danger in such situations using a text message saying.... **SAFE AFT AOG ATTACK** or in **danger/stranded in – location-need help/evacuation** and wait for further instructions.
5. Trust your instincts, do not go out for field work if unsettled, reschedule or get support from colleagues.
6. Get information, call colleagues in other organizations to get clarifications, information is power.
7. Do not follow the crowd without gathering the right information.
8. Always maintain a high sense of alertness to your environment, watch human and vehicular movement.
9. When caught up in town in situations of attacks, move swiftly, call to get the right information, avoid clusters/groups and move quickly to advise location.
10. Wear your identity card/ field visibility jacket, in-case of military evacuation so that you can easily be differentiated and helped. also remove if in the mist of AOG.
11. Scream for help if trapped or stranded in unknown environment once every 3mins to conserve energy.
12. Always carry your identity card when stepping out, no matter how short the distance or duration may be.
13. In situation of Un-rest or attacks official closing time on Fridays is 11.am to avoid crowded areas.
14. Move away from blast sites or areas and avoid playing the hero until emergency response is available.
15. Share security information with staffs not on the security platform and keep informations within the organization ie. Do not discuss security informations with outsiders or people not working in the humanitarian circle.
16. Constantly check up your colleagues
17. Prepare/ have an emergency kit

Statement of commitment of Jireh Doo Foundation Security tips and emergency procedure SOP

I, _____, have read and understand this SOP (Reviewed 2021). I agree with the values and beliefs contained within it and agree to work in accordance with the standards guidelines and procedures it outlines while working with Jireh Doo Foundation

Name: _____

Job Title: _____

Signature: _____ Date: _____