



CHUKA UNIVERSITY SAFETY AND SECURITY POLICY

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ABBREVIATIONS AND ACRONYMS

AAR	After Action Report
ADSA	Alcohol, Drug and Substance Abuse
CCTV	Closed Circuit Television
COD	Chairman of Department
CSO	Chief Security Officer
CU	Chuka University
DOS	Dean of Students
DVC	Deputy Vice-Chancellor
EOC	Emergency Operation Centre
FO	Finance Officer
GVRC	GenderBased Violence Recovery Centre
HO	Halls Officer
IAPs	Incident Action Plans
ICT	Information Communication Technology
ICTM	ICT Manager
IMT	Incident Management Team
MO	Medical Officer
PO	Procurement Officer
SC	Student Counselor
SDG	Sustainable Development Goals
SG	Security Guard
SO	Security Officer
SR	Student Representative
SWOT	Strengths, Weaknesses, Opportunities and Threats
TO	Transport Officer
VC	Vice-Chancellor

PREFACE

The Government of Kenya has made efforts to enhance safety and security of its citizens as enshrined in the Constitution. Cases of safety and insecurity concerns in the country have been manifested in various forms including damage of public facilities, natural and man-made disasters, attacks against citizens and security installations, inter-ethnic strife, governance and resource-based conflicts and terrorist attacks among others. Safety and security issues form a major part in determining the achievement of institutions' objectives towards delivery of quality products and services. Therefore an institution develops a Safety and security policy to provide general guidelines on how it should be secured to achieve its mandate.

Chuka University is committed to provide quality education, training and research for sustainable national and global development. To achieve its mandate the University works closely with all stakeholders to provide a safe and secure environment. This facilitates improvement in technical skills and capacities of human resources, establishment of infrastructure, and application of innovative and entrepreneurial leadership. This will assist in the production of products and services that are competitive in the market. Chuka University Safety and Security Policy is aimed at safeguarding the safety and security of property, staff, students, and visitors.

This policy articulates requirements that assist Chuka University management in strengthening safety and security measures for the University. In implementing this policy the University seeks to work collaboratively with stakeholders to achieve its safety and security objectives.

Prof. Erastus N. Njoka, Ph.D.

Vice-Chancellor/CEO, Chuka University

FOREWORD

Chuka University is the second chartered and ninth full-fledged public university in Kenya, established under the Universities Act of 2012. Over the years, Chuka University has realized exponential growth in many aspects including increase in student and staff population, infrastructure development and research capacity among others. Therefore, the Chuka University Management embarked on formulating a Policy to guide the Safety and Security concerns to ensure the clients of the university mainly the students, staff, and visitors are protected.

The Chuka University Safety and Security Policy is formulated to provide the University with a management tool to facilitate timely, effective, efficient and coordinated safety and security operations. This Policy is based on best global practices on safety and security management. The Chuka University Safety and Security Policy is aligned with other Kenyan laws and other statutory provisions guiding safety and security operations. Should there be any inconsistency between the provisions of this Policy and the provisions of the Constitution, the Constitution and Laws of Kenya shall prevail. In its endeavor, the Chuka University security policy borrows heavily from Kenya Vision 2030 thematic goal of having a society that is free from danger and fear. The University Safety and Security Policy provide an overview of procedures for maintenance of Law and Order in the University.

The Security department shall ensure that the University staff, students and other stakeholders are sensitized with the contents of the Policy through regular trainings and awareness programs. This Policy shall be implemented through a Committee appointed by the Vice-Chancellor.

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Vice-Chancellor/CEO, Chuka University

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DEFINITION OF TERMS

Civil disturbance	Unrest such as demonstration, riot or strikes that destruct a community and requires intervention to maintain safety
Non-resident student	A student living outside the University
Nyumba Kumi	A security initiative based on community policing principles where ten households make one cluster to be a security administrative unit
Off-campus	Away from the university compound
Resident student	A student living inside the University
Risk	Likelihood of a specific hazard occurring and its probable consequence on people, property and environment
Safety	A condition of being protected from danger, risk or injury
Security	Freedom from internal and external aggression
Stakeholder	A person seeking services from the University
Terrorism	Unlawful use of force or violence against civilians and government agencies through intimidation to achieve goals that are religious, political and ideological in nature

OVERVIEW OF THE UNIVERSITY

Motto

Knowledge is Wealth/Akili ni Mali (*Sapientia divitia est*)

Slogan

Inspiring Environmental Sustainability for Better Life

Philosophy Statement

Chuka University believes that sustainable national and global development can be achieved through nurturing an intellectual culture that integrates theory with practice to produce graduates with relevant knowledge, skills and responsible citizenry. The University also believes that quality education, training, research, extension, environmental sustainability and entrepreneurship lead to social cohesion, human integrity, and economic development. These ideals will be realized through passion for excellence, devotion to duty, accountability, prudent utilization of resources, corporate citizenship, and teamwork. To actualize these beliefs, the University is committed to generation, preservation and sharing of knowledge for effective leadership in education, training, research and extension. The ultimate goal of Chuka University is to be a Premier University for the provision of quality education, training, research and extension in both basic and applied environmental and related studies.

Vision

A Premier University for the provision of quality education, training and research for sustainable national and global development

Mission

To provide access, generate, preserve and share knowledge for quality, effective and ethical leadership in higher education, training, research and outreach through nurturing an intellectual culture that integrates theory with practice, innovation and entrepreneurship.

Mandate of the University

The mandate of Chuka University is enshrined in her objects and functions as shown below:

Objects of the University

The objects of the University shall be to:

- i) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality University Education, including technological, scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- ii) Provide and advance University Education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realization of sustainable national economic and social development; and
- iii) Provide programmes, products, and services in ways that reflect the principles of equity and social justice.

Functions of Chuka University

The functions of the University shall be to:

- i) Participate in technological innovation as well as in the discovery, transmission, preservation and enhancement of knowledge; and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya;
- ii) Inculcate a culture of lifelong learning, responsible citizenry and innovation in technology, engineering and mathematics within the institution and society;
- iii) Engage in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services, with emphasis on technology and its development, impact and application to society;
- iv) Conduct examination for and grant such academic awards as may be provided for in the Statutes and syndicate examinations for award at other institutions as may be approved by the Senate; and
- v) Facilitate the development and provision of appropriate academic programmes and community services.

1.0. INTRODUCTION

1.1 Historical Background

Chuka University (CU) started as Egerton University Eastern Campus College on 1st August, 2005 to give people in the Eastern region and Kenya at large access to quality and affordable University education. On 23rd August, 2007, Eastern Campus was elevated to a Constituent College of Egerton University through Legal Notice Number 161 and re-named Chuka University College. On 10th December, 2007, H.E. Mwai Kibaki visited and officially inaugurated the University College. On 8th January, 2013, H.E. President Mwai Kibaki visited again to officially elevate it to be the 2nd chartered and 9th full-fledged public University in Kenya.

Since inception, Chuka University (CU) has continued to enjoy an unprecedented growth in staff and student population, academic programmes and other areas pertinent to its mandate which has led to major infrastructural developments. To fulfill the objects and functions of the University, CU has a responsibility to enhance safety and security of staff, students, clients and surrounding communities.

The global and regional security environment continues to experience dynamic challenges and opportunities that call for new approaches. A number of initiatives have been proposed including the Vision 2030; The Constitution of Kenya, 2010; Nyumba Kumi, 2015; The Defence White Paper, 2017 among others which will lead Kenya to be a globally competitive and prosperous nation. Enhancing security of all persons and property throughout the Republic is one of the objectives pursued. The government formulates and operationalizes necessary policy, legal and institutional framework around security, peace building and conflict management through;

- Promoting public-private cooperation and civilian/community involvement for improved safety and security;
- Deepening policy, legal and institutional reforms for improved enforcement of law and order;
- Promoting processes for national and inter-community dialogue in order to build harmony among ethnic, racial and other interest groups;
- Promoting peace building and reconciliation to improve conflict management and ensure sustained peace within the country; and

- Inculcating a culture of respect of sanctity of human life that restrains from the use of violence as an instrument of resolving personal and community disputes. This should start with the family, schools, the church and all public institutions.

1.2 Policy Background

The development of this policy was compelled by the need to provide a safe and secure Chuka University environment. In line with Article 238 (1) of The Constitution of Kenya and The Kenya Vision 2030 on provision of security to all persons and property throughout the Republic, this policy seeks to promote and guarantee safety and security of Chuka University property, staff, students, and other stakeholders.

1.3 Global Context

Globally, security has become a trans-boundary issue requiring regional and international approaches to guarantee freedom, peace, and safety. Security threats that have been emerging in the recent past are cross border or global in nature including terrorism, international crime syndicates, piracy, money laundering schemes, cybercrime, narcotics and human trafficking, wildlife poaching and environmental degradation. Others include illegal immigrants and refugees, trade in illicit small and light arms, the spread of communicable diseases, trans-boundary pests and diseases and trans-border crime. The United Nations realized this shortcoming and through Sustainable Development Goals (SDGs) Number 11 and 16 seeks to achieve a safe and secure global environment.

1.4 Kenya's Context

Kenya's national security objectives are aimed at safeguarding the country's sovereignty and promoting the security and welfare of all citizens. The instability in Kenya's neighbouring countries, mainly South Sudan and Somali has affected Kenya in many ways. For example, the influx of refugees, acts of violence and aggression and proliferation of small arms and light weapons have had a negative impact on Kenya's safety and security. The national security plays a critical role in national economy by creating an enabling environment upon which all economic activities take place. Through the foreign policy objectives, Kenya seeks to promote and safeguard national, regional and international peace and security to protect her sovereignty and territorial integrity.

1.5 Chuka University Context

Although Chuka University has enjoyed a relatively safe and secure environment, it is nevertheless, vulnerable to external and internal security threats. The University in its strategic goal number 7 on Governance, Leadership and Management and strategic objective number 27 on Compliance with Constitution and Statutory Requirements, commits to comply with the national safety and security standards. The Chuka University Safety and Security Policy is aimed at mitigating threats that may compromise the safety and security of University property, staff, students and other stakeholders.

2.0. SITUATIONAL ANALYSIS

2.1. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

Strengths

Chuka University enjoys a cordial relationship with the surrounding community which facilitates community policing in enhancing safety and security. The proximity to and vibrant relationship with government security agencies (national police service, judicial courts) promotes smooth coordination of security operations around the University and community. The physical infrastructure and installations and other access control mechanisms have enhanced safety and security measures. Furthermore, the University has a medical facility to address student and staff health and safety issues.

Weaknesses

There is need to expand the staffing levels in the security department to cope with the increasing staff and student population. The University being relatively young may not have addressed safety and security measures in existing policies.

Opportunities

The University offers courses relevant to enhancing safety and security awareness among students and staff population. Staff and students in Chuka University have a sense of community which assists in safeguarding the University as well.

Threats

Chuka University is an open institution and interacts with outside community exposing it to safety and security threats. There is need to develop policies or regulations that will control access to University facilities. The strategic location of the University exposes it to political interference, radicalization, terrorism and students' unrest that may impact negatively on safety and security situations. Further, lifestyle, alcohol, drug and substance abuse among students and staff, rising unemployment of graduates, corruption and negative publicity impact on safety and security.

3.0. FUNDAMENTAL POLICY STATEMENTS

3.1 Policy Vision and Mission

Vision

To be a Premier University that is safe and secure

Mission Statement

To protect people, property and safeguard the University reputation as a safe and secure place to live, work and study

3.2 Policy Objectives

Broad Objective

To establish a framework within which effective safety and security services are provided in the University towards the realization of University's core mandate of providing quality education, training and research for sustainable national and global development.

Specific Objectives

The specific objectives of the policy are:

- i) To ensure the management of safety and security is consistent with the University's Strategic Plan.
- ii) To spell out the safety and security procedures and practices in the University.
- iii) To comply with National and International Safety and Security Standards
- iv) To enhance safety and security capacity building initiatives of the University.
- v) To create awareness to all members of staff, students, and other stakeholders on the University safety and security policy.

3.3. Scope

This policy applies to all matters relating to safety and security of persons, property and environment of Chuka University. The policy provides a guide in preparedness, response and recovery actions.

3.4. Policy Statement

Chuka University is committed to the safety and security of the members of the University community. To enhance Safety and Security, the University has established reasonable practices that:

- i. support a safe and secure environment in all facilities;
- ii. promote safety through policies and programs;
- iii. provide an appropriate level of security in University activities;
- iv. safeguard University property and
- v. build linkages and networks with other agencies

All staff, students and other stakeholders share responsibility for the safety and security of the institution and must conduct University activities and operations in compliance with applicable statutes and University policies. Furthermore, University facilities must be used in a safe and appropriate manner so as not to endanger the University community or the general public. Individual staff, students and other stakeholders should be encouraged to promptly report crimes, emergencies, potential threats, or risks to relevant offices in the University.

3.5 Policy Rationale

Safety and security in Learning Institutions is increasingly becoming a global concern. Terrorism and radicalization of the youth, assault and theft, proliferation of fire arms among students, drug and substance abuse and other forms of violence are on the increase in the world. In Kenya, the persistent recurrence of safety and security problems in Learning Institutions pose concerns for urgent actions to avoid similar occurrences in future. In Kenya, reports on safety and security concerns in Learning Institutions have featured prominently. Unsafe institutions disrupt learning, lead to destruction of resources and/or loss of life. Inadequate safety and security measures in Learning Institutions have huge cost implications to the government and other stakeholders. To implement safety and security measures in Learning Institutions, there is need to develop a safety and security policy with well-defined implementation framework. It is on this basis that Chuka University Safety and Security Policy has been developed.

4.0 POLICY ADMINISTRATIVE STRUCTURE

4.1 Safety and Security Reporting Structure

The Chief Security Officer at all times shall report to the Vice-Chancellor on safety and security situation in and around the University.

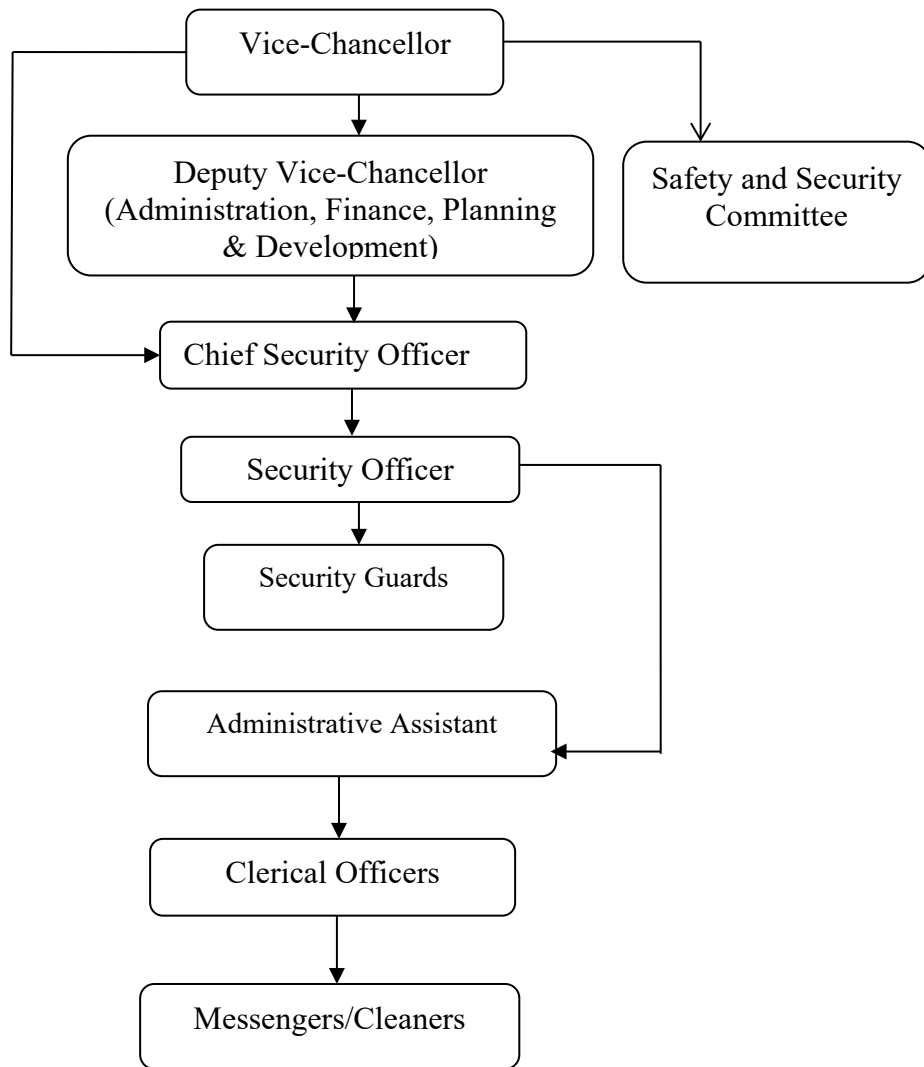


Figure 1: Safety and Security Organogram

Table 1: Roles and Responsibilities

University Management	To ensure that support and resources are available for the implementation of the safety and security policy.
Chief Security Officer/ Manager	Coordination of security department, development and implementation of security strategy, policies and procedures and the monitoring of their effectiveness and efficiency. Investigations of all crimes or breaches in security; provision of expert and impartial up to date advice; liaison with other relevant agencies. Overseeing the management of contracted security personnel and defining their roles, duties and responsibilities in the University. Develop a manual to operationalize the Chuka University Safety and Security Policy
Security Officer/ Supervisor	Day to day management and implementation of the safety and security policy and procedures; monitoring of the policies and procedures to ensure their continued effectiveness and efficiency. Management and organization of training for security staff, investigation of crime, risk management, analysis and implementation of security solutions, monitoring of security equipment, including CCTV, Access control, Intruder alarms, Security systems, smoke detectors, keys, locks. Report all safety and security matters to the Chief Security Officer.
Security Guards	Security duties as defined in Assignment Instructions and Operational Instructions including patrols, locking/unlocking, event security, reception and access control, dealing with incidents and crime and crime prevention and monitoring of security equipment.
Heads of Departments	<ul style="list-style-type: none">• Promoting safety and security within their areas.• Ensuring staff have access to the Safety and Security Policy, ensuring staff and students understand and exercise

	<p>their security responsibilities, including the presentation of identity cards when requested, have due regard to University property.</p> <ul style="list-style-type: none"> • Liaising with the security team on matters of safety and security • Undertaking of safety and security risk analysis of the department areas of operation, with support from the security team to remove or reduce as far as possible, any security risks including maintaining equipment inventories. • Ensuring when a staff member leaves that all keys, Identities/passwords and any other University property in their possession have been surrendered.
Full/Part-Time Staff	They should ensure that they are conversant with the Chuka University Safety and Security Policy and participate in its implementation.
Students	To look after University property and to give due consideration to safety and security issues. Adhere to safety and security procedures. To heed to instructions given by security personnel on issues of safety and security.

4.2 Safety and Security Committee

The University Safety and Security Committee shall be appointed by the Vice-Chancellor to oversee the implementation of the policy and serve as a coordinating body.

The responsibilities of the committee will include and are not limited to:

- i) Reviewing, evaluating, and determining requirements concerning safety and security assessments, plans, programs, and education, including changes that may affect the quality of the University's living, learning and working environment;
- ii) Conduct assessment on vulnerabilities, hazards and risks related to the safety and security in the University.
- iii) Advise management on sufficient allocation of University resources and funding to perform necessary emergency management, safety and security functions.

- iv) Providing oversight, coordination and leadership for improving emergency management and risk mitigation procedures and to continually improve the disaster resiliency of Chuka University in partnership with other agencies.
- v) Evaluating the effectiveness of the University's safety and security plans and programs and providing feedback on safety and security awareness programs on continuous basis.
- vi) Advising the University management on safety and security issues.

4.3 Legal and Regulatory Framework

Chuka University being involved in infrastructural development will be at the forefront in promoting effective safety and security for successful products and service delivery. This policy has been drafted in accordance with the applicable provisions of the Article 238 (2) of Constitution of the Republic of Kenya, 2010; Occupational Safety and Health Act, 2007; Occupational Safety and Health Policy Guidelines for the Health Sector, 2014; National Policy for Disaster Management in Kenya, 2009; Preservation of Public Security Act, 2012 (CAP 57); Prevention of Organized Crime Act, 2010 (CAP 59); Prevention of Terrorism, (No.30 of 2012); National Security Council Act, No. 23 of 2012; (CAP 206); National Intelligence Service Act, (No.28 of 2012); among other applicable legislations.

In case of any inconsistency between the provisions of this Policy and the provisions of the Constitution, the Constitution of Kenya shall prevail.

5.0 PRIMARY SAFETY AND SECURITY AREAS

5.1 University Security

Security breaches and associated vandalism severely disrupts normal operations and often results in damages including loss of valuable personal and University resources. Chuka University is committed to maintaining the safety and security of University property, staff, students and other stakeholders. Hence, the University shall continue to strengthen the appropriate security measures to create a safe environment.

5.1.1 Security of Students, Staff and Other Stakeholders

To ensure that all students, staff and other stakeholders are secure at all times while on the University premises, the entry and exit points shall at all times be guarded by authorized security personnel. To control movement of students, staff and other stakeholders, each must obtain clearance from the Security Officers at the main gate.

Staff and students are required and must show valid Chuka University identity card and gate pass at any entry point to the University. The identity card/gate pass must be well displayed and must be presented to the Security Officers or authorized University personnel. Chuka University staff shall be issued with parking passes/stickers from the Chief Security Officer to be allowed to park their vehicles at designated areas in the University. Identity cards/gate pass shall not be transferable. It is a serious offense to give another person your identity card. Should this happen, the owner of the card will be accused of abetting to commit an offense and if found culpable be punished in accordance with the University Statutes and the recipient of the identity card shall be charged accordingly.

All stakeholders must present a valid identification document; a national identity card, passport or any other document deemed acceptable to grant entry. They must as well provide details of their intended destinations on seeking entry into the University. The admitting Security Officer must record the details provided in the visitor's book clearly indicating the name of the visitor, national identity card, destination, time of arrival and departure. The Security Guard should ensure that the stakeholder is issued with a gate pass which should be prominently displayed while on campus. Should the stakeholder fail to comply, the Security Officer should immediately report to their supervisor for advice on the next course of action.

Any staff/student/stakeholder who fails to provide relevant identification shall be refused entry to the University premises.

All vehicles accessing University must undergo security checks. Drivers and passengers must provide proof of University membership or seek a visitor's pass to be allowed entry. The car pass should be issued to each driver upon receiving clearance to enter into the University. The pass must be returned at the main gate before leaving the University. To avoid congestion and obstruction, all parking signs must be observed and vehicles should be parked only at the designated car parks.

5.1.2 University Environment and Buildings

The University shall continue to actively work toward ensuring a safe and secure everyday environment for staff, students and other stakeholders. Therefore, the University shall strive to alleviate or reduce the severity of exposure to conditions or factors that can cause injury, damage or insecurity to staff, students and stakeholders. In order to have a secure environment for staff, students and stakeholders, the University shall ensure that the security personnel conduct day and night patrols within the University and its precincts.

The University shall install/provide lighting along the walkways and other dark places in the University. The University through the Safety and Security Committee shall be conducting routine safety and environmental inspections to identify areas requiring corrective action. University premises and rooms shall be provided with appropriate protection including installation of closed circuit television (CCTV) system to avoid damage, interference to premises and unauthorized entry.

To avoid fire outbreaks, cooking in the halls of residence other than in the designated areas is prohibited and a student who shall contravene this directive shall be subjected to disciplinary action. All buildings in the University shall have conspicuously labeled emergency escape routes.

All premises shall be periodically inspected to ensure they remain safe to the users. The University shall continually promote sound environmental governance and stewardship by participating in communal clean-ups and planting trees in and outside the University. Chuka University is committed to maintain a safe and secure working environment. Therefore, any waste produced shall be sorted and disposed in accordance with the prescribed procedure.

5.1.3 University Equipment

The University recognizes the need to adequately safeguard its assets. Thus any University equipment which is used, created, processed, stored, transmitted and accessed whether on campus premises or remotely (working from home and/or in public places) must be secure at all times including when:

- Left unattended
- In the presence of unauthorized staff/student(s), stakeholders and third parties; and
- In transit, including when leaving University premises.

University assets shall never be removed from University premises without the approval from the relevant head of department. As such, it is the responsibility of the head of department to adequately protect University assets at all times and ensure that they are returned in the same condition in which they were given. All equipment purchased by the University must be well labeled and recorded in the University Asset Inventory. The labeling of the University assets should be carefully done without causing damage to the equipment or destroy the warranty sticker or other related security features. The label/tag must be visible on the equipment to clearly indicate that it is the property of the University. The label should provide information about the usage of the equipment and details of the individual responsible for it.

Asset tags must not be removed from any University equipment. Should the tag get damaged or is not visible, the individual responsible should arrange for a new asset tag to be attached. The disposal of University equipment shall be through the University stores after recommendation of the COD and obtaining ICT clearance for ICT equipment.

Any staff that needs access to any building with equipment after working hours shall liaise with the officer in-charge of the respective rooms in which the equipment are stored. The officer in-charge should record the particulars of the staff and the time he/she accessed the building. Where the staff may have been given keys or any other materials, he/she should surrender the same at the time of departure and such surrender should be clearly recorded by the officer in-charge.

5.1.4 University Vehicles and Machinery

Safe use of motor vehicles and other petroleum or diesel driven machinery requires that the operator is trained, qualified and proficient in operating the equipment and must adhere to the

operational rules. Hence, great care should be taken when operating a vehicle or any machinery to avoid personnel injury, damages to the equipment and/or any other property. The use of University vehicles and machinery shall be guided by the following:

- Only University drivers and other authorized University Transport Management Staff with a valid driving license that is legally appropriate for the type of vehicle/machine are allowed to operate and drive University vehicles.
- Authorization to drive University vehicle may be revoked or denied if the driver is careless, reckless or has a record of traffic violations.
- Use of University vehicles for non-university activities is strictly prohibited unless authorized.
- Drivers and passengers must comply with all traffic laws
- The Transport Officer must at all times ensure that operating and maintenance manuals of all vehicles or mechanized equipment are stored in a secure and accessible place.
- Whenever machinery is moved, tool and materials should be secured so as not to pose danger to staff, student, stakeholder or the general public.
- Passengers are only permitted to ride in vehicles that meet all manufacturers' recommendations.
- Carrying passengers exceeding the carrying capacity of the vehicle is strictly prohibited.
- All mobile petroleum or diesel powered machines must at all times be mounted with functional fire extinguisher.
- The drivers of all vehicles must turn off the engine prior to fueling.
- No University vehicle shall leave the University compound without dully signed work ticket.

5.2 Deployment of Security Personnel

The University security staff works as a team. However, to avoid duplication, the staff shall be deployed/assigned duties under the direction of the Chief Security Officer. The Chief Security Officer shall liaise with other security agents including the police and the community to enhance security. It is recognized that the Police in their course of duty may have reason to enter into the University. This can be as a result of immediate follow-up of an incident, search of premises or post-incident investigation, mainly by invitation. The

University may employ the services of undercover police to assist in dealing with complex security matters. Cooperation on matters of security between the University and the community shall be encouraged. Sharing of information on security with security agents shall be encouraged to enhance the security of staff and students.

5.3 Emergency Operations Center

There shall be an Emergency Operations Center (EOC) which shall serve as a central command and control facility responsible for carrying out the operations of emergency preparedness and management. It shall serve as the coordination centre and responding to emergencies. This facility provides a central intelligence arena for decision makers and response team personnel to gather critical information, coordinate response activities, and manage personnel as the emergency situation dictates.

The key functions of EOC shall be:

- To collect, gather and analyze data on risks and emergencies
- To coordinate response and recovery during and after an emergency.
- To mobilize people, equipment and other agencies in handling incidents beyond the ability of the University.
- To issue early warnings on impending threats
- To create departmental linkages in dealing with safety and security matters.

The EOC shall be organized to enhance;

Command: responsible for overall response management.

Operations: responsible for coordinating all operations to support the Incident Action Plans (IAPs).

Planning: responsible for collecting, evaluating, and disseminating information and for coordinating development of IAPs.

Logistics: responsible for procuring facilities, services, personnel, equipment and materials.

Finance / Administration: responsible for tracking incident costs, forecasts, and payment of responders, contractors, and claims.

5.4 Documentation of Incident

Both the incident report and After Action Report (AAR) shall be compiled to include information about the incident, the response actions taken, and lessons learnt. The AAR is developed by the Planning Section. Information for the AAR will be gathered from the

members of the Incident Management Team (IMT) and other response team members. The AAR will serve as the official record describing the incident and the University's response efforts. The lessons learnt will be used to update the emergency operation planning and will be incorporated in future University training exercises.

5.5 Training and Capacity Building

Training of safety and security practices and procedures shall be offered to security staff, non- security staff and student from time to time. Security personnel shall be provided with reasonably practical tools and equipment to perform their duties. The security staff shall also be trained on customer relations. There shall be continual security training to build the capacity of personnel to confront changing security threats. University Security staff shall at all times observe and maintain high levels of integrity in their operations. In addition, they shall: act lawfully, be honest in the performance of their duties and act professionally.

5.6 Safety of Security Equipment

Security equipment shall be kept in safe custody and shall only be used by authorized Security Officer while on duty.

5.7 Safety Signs and Labels

All buildings, roads, parking lots and installation in the University shall be clearly labeled and marked with appropriate safety and security signs.

5.8 Security Access Control

Access control mechanisms shall be developed by the University to control movement within and around the University. The gates to, within and from the University shall be guarded by security personnel at all times. All persons must access the University through designated areas.

5.9 Management and Maintenance of Lifts

All lifts in the University buildings shall be regularly inspected and serviced. The lifts must have an emergency contact number that is well displayed. Any problems or malfunctions must be reported immediately to the head of Estates department.

5.10 Establishment of a Police Post in the University

Chuka University shall provide facilities for hosting a police post in the University.

5.11 Safety and Security in the Halls of Residence

5.11.1 Resident Students

A student shall be granted living in the University residential halls after filling a statement of legal residence form (STR). The halls custodian shall maintain an updated record of students residing in the University halls of residence. The student living in the University halls of residence shall not transfer the room to any other person. Should the occupant arrange for alternative accommodation the room must be surrendered to the custodian for re-allocation. Subletting or unauthorized use of the room shall be prohibited.

A resident student shall abide by the University rules and regulations governing the halls of residence.

5.11.2 Non-Resident Students

The safety and security of the non-resident students is entirely their responsibility. However, the University Security department shall continually monitor the situation around the University and map out safe and secure living areas for non-resident students. The University Security department in conjunction with the national security and community policing shall be conducting regular patrols in those areas. The University shall liaise with the National and County governments to provide street lighting to enhance safety and security in areas where non-residents reside.

5.12 First Aid, Emergency Equipment and Procedures

The University shall provide first aid services to its staff, students and other stakeholders in the event of an emergency. The University management shall appoint and train First Aid Officers in different functional areas. The University shall from time to time organize training on first aid response procedures to staff and students. The appointed first aid response officer should have willingness and enthusiasm to act in this role. The University shall provide first aid kits in all work areas to reduce severity of emergencies. Severe emergency cases shall be referred to the University or nearest health facility depending on where the incident occurs. The University shall provide a standby vehicle including a fire engine and driver to attend to and evacuate during severe emergencies.

5.13 Terrorism and Counter Terrorism

To enhance safety and security against terror attacks in the University the following measures shall be implemented; surveillance, controlled parking, access control mechanisms, training and sensitization on counter-terrorism

- i) There shall be enhanced screening of staff, students and other stakeholders
- ii) There shall be enforcement of strict parking regulations including screening of vehicles and designation of parking zones
- iii) There shall be round-the-clock surveillance within the University premises through installation of CCTV
- iv) Regular sensitization and training of staff, student and stakeholders on counter-terrorist measures.
- v) The University shall develop evacuation procedures in case of terrorist attack and keep track of terrorism trends.
- vi) The University shall establish an internal system of reporting suspicious safety and security issues
- vii) Partnering with other law enforcement agencies on safety and security issues

5.14 Cyber Crime

Computer and Cyber Crimes Act 2018, emphasis issues of misuse of internet freedom through social media to perpetrate fake news hence misinforming the public or fraud. The University shall partner with other law enforcement agencies to deal with matters relating to cyber crime. The University shall implement ICT policy to enhance safety and security of the information systems.

6.0 SOCIAL PRACTICES AFFECTING SAFETY AND SECURITY

6.1 Sexual Harassment

Chuka University is committed to providing an institutional environment where all individuals may pursue their studies, careers, duties and all other activities free from sexual harassment. The University shall continue to maintain an environment that is safe and free from sexual harassment through;

- Awareness creation and education about relationships
- Training of first responders
- Offering professional counseling and support
- Developing linkages with specialized agencies such as gender based violence recovery centre (GVRC).
- Supporting student-led initiatives on sexual harassment prevention
- Establishing a communication platform for reporting sexual harassment
- Periodically evaluating effectiveness of sexual harassment prevention measures
- The University shall implement policies relating to sexual harassment

6.2 Civil Disturbances

Civil disturbances can cause a variety of subsequent issues such as violence, disorderly conduct and vandalism. Chuka University management shall strive to address all public complaints as soon as they are reported. Chuka University security office shall put in place plans and measures to contain disturbance, protect life and property. The University shall involve the National security agencies to beef up security. In situations where civil disturbance poses great danger to life and property, the University shall be closed in accordance with the University Statutes to enhance safety and security. The Security department shall lock all entry gates.

6.3 Physical Violence

Chuka University shall not tolerate threats of violence, actual violence and/or intimidation by staff, students or any stakeholder. Prohibited behavior includes; physical acts, oral or written statements made in any medium (e.g. face to face, ordinary or electronic mail, social media or telephone), gestures and expressions or behavior such as talking. Such individuals shall be subjected to disciplinary action to enhance safety and security.

6.4 Drug and Substance Abuse

Chuka University prohibits drugs and substances consumption within its environment. The Security department shall remain vigilant in preventing sale, peddling and consumption of drugs and substances in the University. The University shall strive to maintain a drug and substance free zone to enhance safety, health and security of staff, students and other stakeholders.

Hence;

- a) Any unlawful possession, use or distribution of alcohol and drugs in the University premises or at any University event is prohibited
- b) Alcohol shall not be served at any student function held on the University premises or the University off-campus events unless approval and permission is obtained

7.0 SAFETY AND SECURITY RISK REDUCTION

Chuka University shall strive to reduce risk through developing protective plans for key facilities, enforcing appropriate planning and building codes, developing emergency management plans, resources and training. To minimize safety and security concerns in the University risk reduction shall involve risk identification, assessment and control.

In risk identification, the University shall continually identify and record potential risks that can affect service delivery and the safety and security of staff, students, and other stakeholders. The University shall assess and keep a record of hazards and their potential consequences on life and property should they occur. The University shall put in place mechanisms of preventing risks from occurring as well as measures of reducing their severity in the event they occur.

The Chief Security Officer in consultation with Chuka University management and other security enforcement agencies may decide to avoid, mitigate, transfer or accept the risk.

8.0 MONITORING AND EVALUATION

The implementation of this policy shall be continually monitored and evaluated from time to time to determine its effectiveness in improving safety and security concerns in the University. Monitoring and evaluation shall establish whether the intended purpose is achieved, identify challenges in its implementation, and highlight corrective actions needed to achieve the broader goal of providing a safe and secure University environment.

The implementation strategy outlined will form the basis for monitoring and evaluating the policy to ensure continued pursuit of Chuka University staff, students and stakeholder's interest.

9.0 IMPLEMENTATION FRAMEWORK

Thematic area	Activity	Output	Performance indicator	Time frame (Year)	Responsible
University security	Providing security to students, staff and other stakeholders	Reduced incidences of injuries and insecurity	Number of incidences reported	Quarterly	VC DVCs CSO
	Securing University environment and buildings	Secured clean environment	Security installations (e.g. CCTV, Alarms), Lighting, Landscaping	2018- 2022	VC DVCs CSO ICTM SG
	Safeguarding University equipment and assets	Updated University assets inventory	Asset tag labels	Annually	FO PO ICTM CSO
	Safe use of University Vehicles and Machinery	Daily fleet management	Filled work tickets Service schedules	Quarterly	VC DVCs TO Drivers SG
	Deployment of Security personnel	Security personnel employed/contracted	Number of security personnel	Annually	VC DVCs CSO
	Establishment of emergency operations center	Emergency operation centre established	Staffing, equipment and location	2018-2022	VC DVCs CSO
	Documentation of Incidents	Incidents documented	Incident and after action reports	Monthly	CSO

					SGs
	Training and capacity building	Sensitization workshop conducted	Reports on awareness sensitization seminars/workshops conducted	Annually	VC DVCs CSO SO Committee
	Safeguarding of security equipment	Well guarded security equipment	Record of security equipment	Daily	CSO SO SG
	Installation of safety signs and labels	University buildings and installations labeled	Visible signs and labels on University buildings and installations	Annually	Estates CSO SO
	Enhancing security access control	Guarded and controlled entry and exit points	Visitors register Visitor passes Number of automated entry/exit points	Daily	CSO SO SG
	Management and maintenance of lifts	Well functioning lifts	Inspection and servicing report and emergency response contact person	Quarterly	CSO SG Estates
	Establishment of a police post in the University	Police post established	Number of police officers deployed	2018-2022	VC DVCs CSO Estates
	Safety and security in the halls of residence	Secured halls of residence	Safety and security incidence reports	Monthly	HO CSO SG SR
	First aid, emergency equipment and	First Aid Kit procured,	Number of first aid	Annually	VC

	procedures	Training and Sensitization workshop conducted	kits procured Number of staff and students trained Reports on awareness sensitization seminars/workshops conducted		DVC CSO MO PO
	Counter Terrorism preparedness	Security equipment procured, Training and Sensitization workshop conducted	Number of security equipment procured Number of staff and students trained Reports on awareness sensitization seminars/workshops conducted	Annually	VC DVC CSO PO
Social practices affecting safety and security	Preventing sexual harassment	Reduced cases of sexual harassment	Number of sexual harassment cases reported	Quarterly	DOS SC Peer counselors HO CSO
	Civil disturbances	Reduced cases of civil disturbances	Number of violence cases reported	Quarterly	DOS SC Peer counselors HO CSO
	Physical violence	Reduced cases of physical violence	Number of physical violence cases reported	Quarterly	DOS SC Peer counselors HO

					CSO
	Drug and Substance Abuse	Reduced cases of drug and substance abuse	Number of drug and substance abuse cases reported	Quarterly	DOS SC Peer counselors HO CSO
Safety and security risk reduction	Enhancing risk identification, assessment and control	Potential risks mapped	Risk register	Quarterly	VC CSO Committee
Monitoring and evaluation	Appoint a committee to oversee the implementation of this policy	Appointed Committee	Appointment letters	2018-2022	VC
	Conduct surveys on safety and security in the University	Conducted annual surveys	Annual surveys reports	Annually	CSO Committee
	Develop monitoring and evaluation tools	Developed monitoring and evaluation tools	Monitoring and evaluation tools	Annually	QA&PC CSO Committee

10.0 POLICY REVIEW

The University shall establish mechanism for tracking the implementation and progress towards attainment of the objectives of this policy and provide feedback that will enable updating and reviewing of the policy when need arises.

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