

TAKORADI TECHNICAL UNIVERSITY



**CAMPUS SECURITY, SAFETY AND
FIRE MANAGEMENT POLICY**

2021

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1.0 PREAMBLE

Takoradi Technical University (TTU) is a multi-campus university comprising the following campuses and locations: Main Campus at Effiakuma New Site (Takoradi), BU Campus at Butumagyabu (Sekondi) and Akatakyi Campus at Akatakyi Township. TTU has highly valuable properties spread across these campuses. The composition of both staff and students reflects the diversity that the University promotes – women, men, abled and disabled Ghanaians and foreigners. Operationally, and as a good neighbour of the communities surrounding all of its campuses, TTU opens its doors for people to, among other things, access its campuses to do business(es), to make enquiries about all aspects of services the University provides and to visit students and staff. People come to the University campuses daily on foot or through the use of bicycles, motorcycles, tricycles, cars and buses.

This open access to the University has security and safety implications for the University, its staff, students and properties. Security measure implementation on the campuses is, therefore, crucial in ensuring that the reputation of TTU as safe and secure is maintained and enhanced. That is, TTU is committed to ensuring that there is a secure and friendly environment for students, staff and visitors of the University, especially in the area of prevention of injury and other threats. Additionally, TTU is committed to protecting

its properties from theft and damages. The University Campus Security holds responsibility delegated to it by the Council to provide protection to life and property by ensuring a safe and healthy environment for students, staff and guests. Consequently, this Security Policy is purposed on presenting a well-thought-out integrated approach to security on all the campuses. Specifically, this Security Policy highlights the security principles of the University, the organisational structure and Standard Operation Procedures of the Department of Security. More so, this Security Policy details rules and regulations, procedures and guidelines that govern and direct all activities of the Security Section of the University. It is the core of safety on the campuses. The mandate for the exercise of security operations shall come from the Governing Council through the Vice Chancellor, who in turn, delegates Campus Security operations to the Chief Security Officer.

2.0 OBJECTIVES

The objectives of this policy are to:

- i. Provide rules, regulations and guidelines to govern and regulate campus security.
- ii. Establish security responsibility for the various stakeholders.
- iii. Ensure total protection of staff, students, visitors and properties.
- iv. Ensure professional development of security staff; and

- v. Provide adequate security cover for all facilities of the University.

3.0 POLICY SCOPE

TTU is committed to ensuring a secure and a safe environment on all of its campuses for students, staff, visitors, guests and contractors to engage in all their endeavours without fear of harm and/or loss of properties. threats, intimidation and harassment. Accordingly, this policy shall apply to all members of the University community, including staff, students, visitors and contractors. The policy covers the following specific areas:

- All Staff: Senior Members, Senior Staff and Junior Staff.
- Students pursuing graduate and undergraduate programmes of study.
- The Chief Security Officer and Security staff across the campuses.
- Contractors.
- Physical property.
- Personal Security.
- Use of Force.
- Confidentiality.
- Property Access Control Procedure.
- Laws and Statutes of the University (refer to TU's Acts, TTU Statute 2018).
- University population identification.
- Vehicular Movement.
- Emergency/Incidental Reporting.

- Purchase, Installations of Security Systems, Products and Services.

3.1 Definition of Key Terms

- **Contractors:** This means a company, an organisation, a supplier or person(s) who are not part of the University community, but have a formal contract (other than security guard contract) with the University to carry out work(s) on or in feign the University or for or on behalf of the University. For example, persons contracted by the University to carry out survey of sites, to do installations, maintenance and services in plant rooms, departments, teaching areas, offices, basements, roof areas etc. Other areas such contractors may be contracted to work on include: construction of new buildings, extension of existing buildings, remodeling and refurbishment programmes, maintenance of plants, services or equipment.
- **Physical Property:** The physical property of the University shall include the University Campuses (Main Campus, Butumagyabu (BU) Campus and Akatakyi Campus) and all University managed car parks. Ideally, all campuses should be walled and gated, with security guards on guard at the gates. Apart from the gates, security guards may be posted to guard important installations, buildings and offices as recommended by the Head of Campus Security.

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- **Personal Security:** This refers to the protection of a person or people, building(s), organisation(s) or Information, Communication and Technology (I.C.T.) against harm, and the protection of property from theft, damage and violation, as well as the system and procedures put in place to protect and ensure safety of all the above.
- **Use of Force:** This is a security strategy which ensures that there are layers of security measures to provide backups for the security system, so that it can function seamlessly if the main security measure fails.
- **Confidentiality:** Whatever a campus security officer sees, hears or learns of, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise. Members of the campus community have a right to security and privacy, and information obtained about them must not be improperly divulged.
- **Property Access Control Procedure:** This refers to the rules or procedures laid down for staff, students, visitors and contractors to follow in order to get access to campuses of the University and its properties, as well as to get out of the University and its properties. To secure the perimeter of the University, including each entry point, these procedures will inform staff, students, visitors and contractors the exact university entry points, what to do once they get inside and how to exit. These procedures will require that the perimeter of the

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University be clearly marked out by clear markers like lines, walls, fences with security gates guarded 24/7 by security guards.

- **University Population Identification:** It is the issuance of identity cards to all stakeholders of the University community.
- **Vehicular Movement:** It is a logging system which determines the number of vehicles entering and exiting the various campuses. This will allow for the identification of unwanted vehicles entering the campuses to be stopped.
- **Emergency/Incidental Reporting:** They are incidences that ensue and which are recorded in an occurrences book which is normally at the front desk of the Security Section. For example, thefts at the halls should be recorded in such book for evidential purposes.
- **Purchase, Installations of Security Systems, Products and Services:** In purchasing security systems, products and services, the University needs to consult expert(s) or technical personnel who are more grounded in the knowledge of the Security Systems, Products and Services.
- **Counselling Unit:** This refers to the Unit responsible for advising members of the University community on issues related to their careers, academic lives and personal lives.

4.0 RESPONSIBILITIES AND ROLES

Security on the University campuses shall be a shared responsibility for all; however, certain strategic security activities and responsibilities shall be vested in the following:

4.1 The University Council

The University Council shall have the ultimate responsibility to design policies to govern safety on the University's campuses by ensuring that the Management implements policies that guarantee total safety of students, staff, visitors and the University properties both within and outside its campuses.

4.2 The Management

The Management shall facilitate the implementation of the security policy to ensure the safety of students, staff, visitors as well as University properties. The Management shall be responsible for the recruitment of disciplined and well-trained security personnel and the provision of such security personnel with appropriate uniforms and equipment under the recommendations of the Chief Security Officer to empower them for effective operations. The Management shall, additionally, engage a Security expert or consultant to review the operations of the Department of Security annually and proffer recommendations for the Management to implement. The Management shall, through the Registrar, furnish the Office of the Chief Security Officer the database of all the

registered students through the Information, Communication and Technology (I.C.T.) Director for identification purposes.

4.3 Campus Security Committee

The Campus Security Committee shall be assigned with the responsibility of overseeing the operations of the campus security system on behalf of the Management. These shall include:

- i. Approval of operational reviews by the Chief Security Officer.
- ii. Compilation of security budget for approval by the Management.
- iii. Approval of annual operational plans.
- iv. Support to the Chief Security Officer in major security decisions.

4.4 Chief Security Officer

The Chief Security Officer is responsible for operational and administrative security issues, including but not limited to the following:

- i. See to the day-to-day administration of the Department of Security.
- ii. Develop procedures to ensure the safety of staff, students, visitors and property.
- iii. Manage the implementation of security policy or standard guidelines and procedures.
- iv. Ensure that security is maintained and systems updated.

- v. Create workplace violence awareness and preventive programmes.
- vi. Maintain relationships with law enforcement agencies. For instance, the Ghana Police Service and other related government security agencies.
- vii. Develop emergency procedures and rapid incident responses.
- viii. Initiate disciplinary procedures.
- ix. Conduct security audits to find out loopholes in the security structures and recommend appropriate measures to fill the gaps.
- x. Act on occurrences that require action ,as reported in the occurrence book.

4.5 Security Supervisors

The responsibilities of the Security Supervisors include the following:

- i. Report to the Chief Security Officer on issues concerning guards while at post.
- ii. Go round regularly to check and ensure that the guards are at post.
- iii. Record all incidents in the occurrence book.
- iv. Report to the Chief Security Officer every morning to take fresh mandates.
- v. Ensure that all officers are properly assigned to post.
- vi. Write periodic reports on the major activities of the Department to the Chief Security Officer.

4.6 Security Guards

They are to:

- i. Hand over and take over properly at their various posts.
- ii. Observe, record and report incidents at their various posts.
- iii. Respond to any instructions issued by their superiors at all times.
- iv. Remain alert at all times and call for support in times of unusual situations.
- v. Be the first respondents to the area of responsibility.

4.7 The University Community

The University community, including visitors, has the responsibility to report crimes and any suspicious movements. They also have the responsibility to adhere to safety tips and observe adequate security measures in everyday life.

5.0 DISCLOSURE OF CAMPUS SECURITY DATA

The University complies with all security-related laws of the country and shall publish, on annual basis, crimes that occur on various campuses and halls of residence.

6.0 SILENT WITNESS PROGRAMME

When a crime occurs, it is almost certain that someone:

- i. Has either seen the incident that took place or knows of someone who did it.
- ii. Has heard or seen something or someone led them to

believe that they are either involved or know the person(s) who were involved.

- iii. Wishes to provide Campus Security with information but does not wish to be identified as the party providing the information.

To this end, campus security shall adopt ‘completely anonymous’ methods of contacting the Campus Security Office to provide timely information.

7.0 REPORTING OF CRIMES AND EMERGENCIES

The University encourages the prompt reporting of all emergencies, violence and criminal incidents through the calling of the campus security emergency short code number for a rapid response. When a distressed call is received at the Department of Security through the short code number, Supervising Officer(s) will be immediately dispatched to the appropriate place of incident, and they will be strengthened with a patrol support team. All reported incidents shall be investigated and recorded. Incidents can also be reported to a University staff, and crimes that require external investigations shall be reported to the Ghana Police Service for investigations to be conducted.

8.0 CAMPUS SECURITY AWARENESS AND CRIME PREVENTION

A successful campus safety programme shall require the co-operation, involvement and support of all University visitors,

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students and staff. At all times, the Department of Security in collaboration with the Counseling Unit, Students' Halls Representatives and the Students' Representative Council (SRC) shall design and organise orientation programmes to educate freshmen and women of the University community in areas such as:

- a. Alcohol and drug awareness.
- b. Sexual assault.
- c. Helpful tips on room, car and personal safety/security.

Every member of the University community and visitors shall have to ensure that campus security and awareness and crime prevention are achieved through:

- i. Reporting any suspicious person(s) or activities.
- ii. Reporting all incidents, no matter how minor,
- iii. Ensuring that all windows, doors, vehicles and bikes are locked and secured. Valuables must also be stored in safe and secure places.
- iv. Ensuring that notices stating, "Valuables left in cars are left at owners' risk" are displayed at all University car parks.
- v. Ensuring that keys are not given out to unauthorised persons.
- vi. Ensuring that all items belonging to the University are properly marked or embossed to identify ownership.
- vii. At night:
 - a. Staff, visitors and students of the University travel and park in well-luminated places.

- b. Staff, visitors and students of the University be aware of their personal safety.
- c. The University offers escort assistance to students who feel unsafe to walk alone on the campuses.

9.0 WORKPLACE NON-VIOLENCE POLICY/PROCEDURE

The University shall adopt a policy of zero tolerance for all work-related or workplace violence. In addition to physical attack or property damage, behaviours that express or suggest intent to cause physical or mental harm to another person will be regarded as violence. All incidents must be reported and shall be processed immediately in accordance to the disciplinary procedures as enshrined in the Statutes of the University.

10.0 CAMPUS SEXUAL ASSAULT PREVENTION

The University shall have Sexual Assault Prevention Principles and shall not tolerate acts of sexual assault on members of the University community. Efforts at preventing sexual assault shall be provided by various offices, including the Office of the Dean of Students' Affairs, University halls of residence and the Department of Security.

Reporting of all sexual assaults shall be encouraged, and can be made to any member of staff from the Counseling Unit. The University shall be committed to ensuring that visitors, students and staff who may be victims of sexual assaults are

treated in a respectful, supportive and caring manner, and that their safety, privacy and confidentiality are preserved to the greatest extent possible. Any University visitor, student or staff found responsible for a sexual assault shall be subject to the provisions of the laws of Ghana, University's Ethics Policy and/or the Student Code of Conduct. All Students' security tips shall be included in the Students' Hand Book.

11.0 NOTIFICATION OF MISSING STUDENT(S)

When a student of the University is considered or reported missing and such incident is brought to the attention of the Dean of Students' Affairs, the Dean of Students' Affairs will have to inform the Management of the University for the appropriate steps to be taken.

12.0 ILLICIT DRUGS /WEAPON PREVENTION

The possession or use of non-prescribed drugs and paraphernalia or weapons on the University's campuses is strictly prohibited. Illicit Drugs include anything defined as dangerous, harmful and/or detrimental. Weapons shall include, but not limited to, firearms, ammunition, spears, guns, explosives and other harmful items. Any person(s) found in violation is subject to the provisions of the laws of the Republic of Ghana, the University's Statutes and/or the Students' Code of Conduct.

13.0 ACCESS TO CAMPUS FACILITIES

Specific facilities and programmes are open and available to the public during normal University hours of operation. To ensure personal safety and facility security, strict keys and access controls shall be maintained. The public, students and staff who are desirous to use facilities after working hours need to make prior arrangements and should carry proper University identification/ permission before access to such facilities can be granted.

14.0 ANTI-TERRORISM MEASURES

The University shall strengthen its security intelligence, in collaboration with the Ghana Police Service and other Security Agencies to prevent all forms of Terrorist acts on the University campuses. The Department of Security shall give or shall report to the Management, any such acts.

The Department of Security shall be mandated to invite such persons suspected to have such intents. Such intelligent leads suspects shall be handed over to the requisite security agency in conformity with the Terrorism Act.

15.0 TRAINING OF SECURITY PERSONNEL

There shall be continuous training for all campus security staff. All security personnel shall be trained to be competent in:

- i. Report writing and log book filing.
- ii. First aid administration.
- iii. Fire warden/firefighting (simulation exercise).

- iv. Crowd control.
- v. Intelligence gathering (description and trailing).
- vi. Security code recital.
- vii. Traffic control.
- viii. Legal limitations of the private security guard.
- ix. Reception duties, including directions to visitors.
- x. Emotional intelligence.

16.0 CODE OF DISCIPLINE IN THE SECURITY SECTION

16.1 General Misconduct

It shall be misconduct for a Security Officer to:

- 1. Be absent from duty without leave or reasonable excuse.
- 2. Be late for duty or parade.
- 3. Be insubordinate or use abusive words or insulting language, or quarrel with any other staff.
- 4. Use, without lawful authority, any property or facilities provided for the purpose not connected with his/her official duties.
- 5. Desert his/her beat or leave point of beat or other place to which he/she has been assigned without permission or without sufficient and proper reason.
- 6. Malingering or feign sickness.
- 7. Be drunk whilst on duty.
- 8. Sleep whilst on duty.
- 9. Disobey lawful order given by superior in rank whether verbally or in writing.

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10. Make any frivolous or vexatious complaints or join in making any anonymous complaints.
11. Cause disaffection amongst members of the Security Section or attempt to induce any member to commit breach of peace.
12. Tip-off any person concerning orders received for his or her arrest.
13. Lend money to, or borrow money from any other Security Guard.
14. Incur debt without any reasonable prospect, or intention of paying it, or having incurred any debt and making no effort to pay.
15. Loiter, idle or gossip while on duty.
16. Smoke while in an official uniform.
17. Display gross neglect of duty.
18. Negligently allow a suspect to escape.
19. Omit or fail to make any necessary entry in any official document or record.
20. Make or sign any false entry in any official document or record.
21. Fail to work his/her beat or point of duty properly while on duty.
22. Accept directly or indirectly any gratuity or present without the knowledge and permission of the Superior Officer whom he/she is serving.
23. To pawn, sell, lose by neglect, damage or fail to report any loss of or damage to any article or clothing, or

necessaries issued to him/her or any University property committed to his/her charge.

24. Wear dirty or untidy clothing or accoutrements.
25. Exhibit oppressive or tyrannical conduct towards any person of a lower rank.
26. Display lack of civility to any members of the University community or visitors.

16.2 Punitive Measures for Security Staff

The following are the penalties that may be imposed in disciplinary proceedings in respect of misconduct or unsatisfactory service:

1. Warning or reprimand.
2. Withholding of increment.
3. Suspension from duty without pay for a period not exceeding fourteen (14) days.
4. Reduction in rank or grade.
5. Interdiction.
6. Dismissal.
7. Termination of appointment.

Warning or Reprimand

1. The Chief Security Officer shall query, in writing, Security Guard whose work or conduct is dissatisfactory. If the explanation is considered satisfactory, no further action shall be taken. If it is not satisfactory, a decision shall be recorded in writing against such Security Guard.

2. If a Security Guard is queried and a decision recorded against him/her in writing, a copy of each of the query and written decision shall be forwarded to the Registrar.
3. A Security Guard should not be allowed to accumulate a record of warnings and censures for misconduct and faults before disciplinary action is taken against him/her.
4. In some cases, the faults may be comparatively minor in significance; nevertheless, when it is clear that sufficient material is available to warrant disciplinary proceedings, action should be taken against the person.
5. A Security Guard who commits a minor offence may be queried and warned orally.

Negligence of duty

Without justification, he/she shall be surcharged of the item missing.

Withholding of Increment

1. Where the Chief Security Officer is satisfied that a Security Guard has not earned his/her annual increment and that it should be withheld, he/she shall inform the Registrar with a full statement of reasons for recommending the withholding of the Security Guard's increment. A copy of such a full statement of reasons shall be given to the Security Guard concerned and he/she shall be given the opportunity to defend himself/herself.

2. If it is proved that a Security guard has failed to fulfil the requirements for the granting of an increment, the Registrar shall inform him/her that the increment has been withheld until such a time as he/she will earn its restoration by an improvement in the standard of his/her work or conduct.

Restoration of withheld Increment

When the Chief Security Officer is satisfied that the Security Guard's increment should be restored with effect from the due date, he/she will advise the Registrar, who in turn, will inform the Security Guard that his/her increment has been restored.

Stoppage of Increment

1. If the increment is not restored before the 1st of January, it will be treated as stopped, in which case the next increment will not be awarded until it is earned.
2. A Security Guard whose increment is stopped loses the amount of increment which he/she would have drawn for the period during which it was stopped.

Suspension from Duty

1. Whenever, in the opinion of the Chief Security Officer, misconduct which is of such a nature as to warrant dismissal has been committed by a Security Guard, the Chief Security Officer shall recommend to the Registrar that the Security Guard should be suspended for a

specified period. The Security Guard, if suspended, shall be forbidden to carry out his/her duties or visit his/her place of work without the express permission of the Registrar.

2. When a Security Guard is suspended, he/she shall be called upon to hand over any uniform, account books and records and any property of the University in his/her charge to another Security Guard as the Chief Security Officer shall order, and he/she shall be deprived his/her salary for that period.
3. A notice of suspension shall be conveyed in writing by the Registrar to the Security Guard concerned.

Reduction in Rank or Grade

If, as a result of disciplinary proceeding against security guard, a major penalty other than dismissal is to be imposed, that Security Guard may be reduced in rank. This means removal to a lower grade with an immediate reduction in salary.

Interdiction

1. Where a Security Guard has been charged with criminal offence, whether or not it is connected with the University, the Registrar shall interdict him/her from his/her duties forthwith.
2. Where disciplinary proceedings which may result in a Security Guard's dismissal are being considered or are about to be implemented and the Registrar considers that

the interest of the University requires that the Security Guard ceases forth to exercise the duties and functions of his/her office, the Registrar shall interdict him/her from the exercise of those duties and functions.

3. A formal notice of interdiction shall be given to the Security Guard concerned in writing. The notice shall state the date from which the interdiction takes effect and the reasons for such an interdiction.
4. A Security Guard who is under interdiction shall be required to handover any uniform, accounts books and records and any other property of the University in his/her charge to any such person as the Chief Security Officer shall order, and he/she shall be forbidden to carry out his/her duties or visit his/her place of work except with the express permission of the Registrar.
5. A Security Guard who is interdicted shall receive two thirds of his/her salary. Normal deductions and the recovery of any loans shall also be made. He/she shall be paid any of the approved allowances to which he/she normally has been entitled to.
6. If disciplinary proceedings do not result in a Security Guard's dismissal, the whole of the salary and appropriate allowances withheld from him/her shall be restored to him/her when the final decision is taken.
7. A Security Guard under interdiction who is found guilty of any of the charges preferred against him/her may be dismissed, in which case, he/she shall not subsequently receive any part of the payment of his/her salary.

Dismissal

1. Failure to disclose any previous conviction for a criminal offence, on the part of a Security Guard, will lead to summary dismissal.
2. A Security Guard who has falsified or who falsified testimonials or personal records will also be summarily dismissed.
3. A Security Guard shall be summarily dismissed if he/she corruptly accepts to obtain from any person, for himself/herself or for any other person, any gift of consideration as an inducement or reward for doing or for bearing to do any act in relation to the University's affairs or business or for showing or for bearing to show favour or disfavour in relation to the University's affairs or business.
4. A Security Guard shall be summarily dismissed if he/she, while employed in a full time or part time capacity, acts as an agent against the University in any matter.
5. A Security Guard who is confirmed in his/her appointment may be dismissed by the University for misconduct but no such Security Guard shall be dismissed until he/she has been given the opportunity of appearing before the Disciplinary Committee. In all proceedings of the Disciplinary Committee, the Security Guard shall be entitled to a written notice of the basis on which the proceedings are initiated. He/she shall be entitled to call witnesses on his/her behalf and to hear the testimony of any witnesses against him/her.

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6. A Security Guard adversely affected by a decision of the Vice-Chancellor shall be entitled to appeal to the University Council.
7. A Security Guard convicted of a criminal charge shall not receive any emoluments for the period following the date of his/her conviction. In the event of acquittal on appeal, all emoluments withheld shall be restored to the Security Guard concerned.
8. Upon conviction of a criminal charge, a Security Guard shall be dismissed or have his/her appointment terminated with effect from the date on which he/she was interdicted or convicted.
9. No notice or salary in lieu of notice shall be given to any Security Guard dismissed for misconduct, but dismissal shall take effect from the date in which the Security Guard concerned is officially notified that he/she has been dismissed.
10. A Security Guard dismissed for misconduct shall vacate the University premises immediately his/her entitlements are paid. He/she will not be entitled to any transport allowance.

Termination of Appointment

1. A Security Guard who is confirmed in his/her appointment may have his/her appointment terminated by the University on grounds of general inefficiency, provided that he/she had previously been warned in writing by his/her Chief Security Officer that his/her

work had been unsatisfactory and a copy each of such warnings shall be forwarded to the Registrar on each occasion.

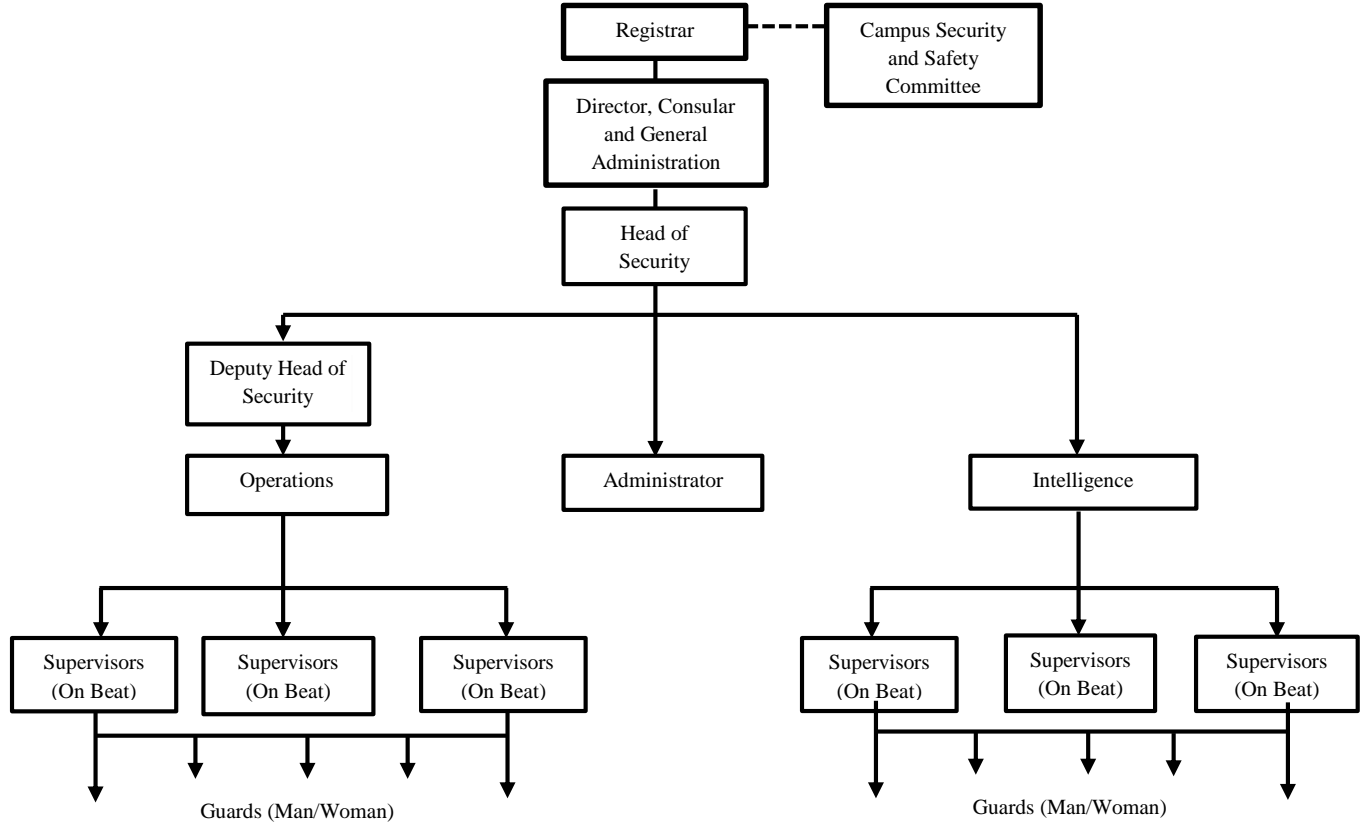
2. A Security Guard who is confirmed in his/her appointment may have his/her appointment terminated on grounds of misconduct.
3. The appointment of a confirmed Security Guard shall not be terminated until he/she has been given an opportunity of submitting representations through his/her Chief Security Officer to the Registrar for consideration.
4. A confirmed Security Guard whose appointment is terminated due to inefficiency or misconduct shall be given a three-calendar month notice or three months' pay in lieu of notice at any time, as well as any leave due him/her. He/she shall be allowed to continue to stay in the University premises for a period not exceeding one month and be paid the appropriate transport allowance to his/her home town.
5. The University may, at any time and for any good reason, terminate the appointment of any Security Guard who is on probation. If the termination is not due to the Security Guard's misconduct, he/she shall receive a three-calendar month notice or three months' pay in lieu of notice.

In addition, he/she will be granted his/her earned leave, and be paid the appropriate transport allowance to his/her home town.

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6. A Security Guard who terminates his/her appointment by resignation shall be required to give a three-month notice or pay three months' salary in lieu of notice. He/she shall also be required to vacate University premises immediately or at the expiry of his/her notice.

17.0 ORGANOGRAM FOR THE CAMPUS SECURITY OF THE UNIVERSITY



FIRE SAFETY AND MANAGEMENT

1.0 INTRODUCTION

The Takoradi Technical University Fire Safety and Management Unit, mandated by the Ghana National Fire Service Act (537 of 1997), is to prevent and manage undesired fires from destroying life and property in the University. Although, the Fire Safety and Management Unit is sited within the Takoradi Technical University Campus, its mandate includes the provision of services to the areas around the University and the public, and it is expected to perform any other duty as may be defined by the Chief Fire Officer.

2.0 VISION

To provide valued service to the University and its surrounding communities

3.0 MISSION

To commandeer the human/material resources available and with training/logistical support to provide valued services to the University community by way of saving lives, properties, lawn and flora from fire disasters. It is our Mission to ensure high fire safety standards and their sustenance in the University community and the general populace.

4.0 GUIDING PRINCIPLES

The guiding principles (cardinal points) which are derived from the Ghana National Fire Service are as follows:

1. Gallantry.
2. Observation.
3. Loyalty.
4. Dexterity.
5. Sympathy.
6. Tact.
7. Explicitness.
8. Perseverance.

5.0 FUNCTIONS

The functions of the University Fire Safety and Management Unit follow that of the Ghana National Fire Service Act 537 of 1997: to prevent and manage undesired fires from the destruction of life and property with the following expanded functions:

1. Organise public fire education programmes;
2. Create and sustain awareness of the hazards of fire;
3. Heighten the role of the individual in the prevention of fire;
4. Provide technical advice for building plans in respect of machinery and structural layouts to facilitate escape from fires, rescue operations and fire management;
5. Inspect and offer technical advice on fire extinguishers;
6. Co-ordinate and advise on the training of personnel in firefighting departments of institutions in the country;
7. Train and organise fire volunteer squads at the community level;

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8. Offer rescue and evacuation services to those trapped by fire or in other emergency situations; and
9. Undertake any other function incidental to the objective of the Service.

The ultimate goal of the fire University Fire Safety and Management Unit is to ensure that there is no fire outbreak within its operational jurisdiction.

The University Fire Safety and Management Unit's activities are categorised as follows:

1. Ensuring effective implementation of the Fire Service Act.
2. Responding rapidly to emergencies.
3. Organising public Fire Safety Education & orientation.
4. Conducting Risk Assessments.
5. Ensuring the implementation of inspection reports by the University Fire Safety and Management Unit (Enforcing Fire Precaution Law LI 1724 of 2013).

6.0 AREA OF OPERATION

The area of operation of the University Fire Safety and Management Unit is the University campuses, its surrounding communities and any other area operationally defined by the proximity of the emergency situation.

7.0 STRATEGIC APPROACH

The following are mechanisms the Unit seeks to put in place to ensure effective fire safety in the University and its surrounding communities:

1. Implement the Fire Safety Law LI. 1724 of 2013 (ensuring that the University provides adequate Fire Safety/protection).
2. Provide training/contingencies/simulations to ensure proactiveness in fire prevention, rescue, and firefighting and general service delivery.
3. Set up other supporting groups such as Fire Cadets and Volunteers groups, as part of the process to create an all-inclusive environment in reducing the occurrence of fire and related emergencies to the minimum.
4. Undertake regular monitoring and re-inspections of premises, sites and other areas to ensure that safety standards are adopted and maintained.

FIRE SAFETY ON TAKORADI TECHNICAL UNIVERSITY CAMPUS

1.0 FIRE SAFETY/PREVENTION CODE

This safety code of practice will apply to Takoradi Technical University to ensure that the University meets the requirements of all fire safety management legislation and fire precaution (premises) Law LI 1724 that applies to premises, buildings, businesses, halls of residence, public installations and hostels. This code sets out University policy, responsibilities and standard for fire safety.

The main purpose of fire safety legislation, which is the nucleus of the Fire Safety Code, is to protect lives and property from fire and other disasters. The application of appropriate Fire Safety design standard and good occupier practice (Fire Prevention) will limit the spread of fire when it occurs and the associated losses due to damage and disruption.

Unless exempted by regulations (LI 1724), a fire certificate shall be required for all premises that are put to any of the following uses:

1. Staff residential accommodation;
2. Entertainment, recreation or as Clubs;
3. Places of work;
4. Health treatment or care;
5. Teaching, Training or Research; and

6. Premises providing access to members of the public, whether on payment or not.

2.0 FIRE SAFETY GUIDE

2.1 Building Design Standards

This safety code practice will apply to TTU premises, such as academic buildings, administrative buildings, residential buildings, business structures and other installations to provide standard Fire Protection for the University's structures, installations and other facilities, where life and property are involved. The expected standards include: means of escape, doors, signs, fire alarm systems, secondary lighting, facilities for disabled persons, access for firefighting purposes, fire hydrants, firefighting installations, portable firefighting equipment, fire safety implications for ducting and ventilation system, lift and refuge communication and system teaching rooms.

2.2 University Occupied Buildings

The overall management responsibility for the safety of occupied buildings resides with the Vice-Chancellor who represents the University Council. The Head of Estate Services of the University, where applicable, shall be responsible for ensuring that the Fire Safety Preventive Code compiled by the Management is implemented. There shall be the incorporation of fire service standards and procedures in structural designs, fire safety management standards and procedures. This should be achieved by:

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1. Liaising with the University Fire Safety and Management Unit for the publication of safety codes of practice on building designs, emergency evacuation arrangements, fire drills etc.
2. Providing professional fire safety advice to faculties, units, the Management, University staff, students and third parties (consultants and contractors).
3. Ensuring the acceptance of overall fire strategies for buildings (new constructions and refurbishment).
4. Arranging and ensuring Fire Risk Assessment and providing Fire Safety Training for University staff and students.
5. Liaising with occupants/users of premises to agree on fire strategy and evacuations plans for premises (buildings & installations).
6. Ensuring that staff within the premises are trained on fire prevention and firefighting techniques, consistent with the agreed fire strategy.
7. Ensuring that emergency drills are undertaken e.g. fire and rescue drills.
8. Inspecting/monitoring to maintain the means of access, egress, escape, evacuation procedures and other emergency procedures throughout buildings with specific responsibility for common areas and notifying appropriate authorities on violations for corrections to be effected to ensure the sustenance of safety standards.
9. Ensuring the development and implementation of Fire Plan in the University.

10. Developing Fire Safety Contingency plan for all structures.
11. Identifying any other issues which will help to promote fire safety.

1. Owner, Occupier to Obtain Approval

An owner or occupier of premises who proposes to undertake any of the following actions shall give notice of the proposal and obtain approval from the Head of the University Fire Safety and Management Unit before the proposal is effected:

- Making an extension or major structural alteration to the premises.
- Making an alteration to the internal arrangement of the premises.
- Making a change in the equipment on the premises; or
- Keeping explosive or highly flammable materials on the premises/structure that will change the character or the use of the premises/installations for which the fire certificate was issued.

Occupants of buildings should turn off all unused equipment and appliances before leaving the premises and double check waste bins for any evidence of fire so that the chances of fire occurring when the building is unoccupied are reduced.

2. Means of Escape

To determine the adequacy of means of escape from fire, the Fire Safety and Management Unit of the Takoradi Technical University shall take into account the following:

- Number of persons expected to be working or living in the premises;
- Number of persons who may be expected to be within the premises at a particular time;
- Height of the building;
- Running distance to safety (safe place) in case of fire;
- Location of anything on the premises which may constitute an obstruction to access to safety for a person within the premises;
- Adequacy of the markings on emergency exits to make the markings distinct and conspicuous;
- Size and suitability of doors on the premises to facilitate evacuation with ease; and
- Any other matter considered relevant to access means of escape from fire.

3. Fire Alarm

The University Fire Safety and Management Unit shall ensure the following:

- Every major University building shall install a fire alarm device approved by the Head of the University Fire Safety and Management Unit.
- Each fire alarm shall be clearly audible throughout the building in which it is installed and shall be tested and

examined at least once every six months or frequently, as may be required by the Head of University Fire Safety and Management Unit.

- The owner or occupier of premises shall keep a service tag for each fire alarm, which shall be produced for inspection on demand by the Head of the University Fire Safety and Management Unit.
- The service tag attached to each tested alarm shall be kept for inspection by the University Fire Safety and Management Unit. The service tag shall indicate:
 - a. The date and particulars of each defect found on the fire alarm and
 - b. The date and particulars of action taken to remedy the defect or the next inspection date.

4. Response to Fires/Alarms

The University Fire Safety and Management Unit shall offer technical advice and ensure that fire precaution plan based on Evacuation Notice and Fire Notices are displayed at all buildings and structures to serve as a quick guide to users of the premises to act appropriately in times of emergency prior to external assistance.

5.0 Fire Fighting Equipment

The University Fire Safety and Management Unit shall:

1. Be solely responsible for technical advice, monitoring and certification of activities of service providers relating to fire on campuses:

2. Ensure that Fire extinguishers or other firefighting equipment required under this code are tested and examined by the Head of the University Fire Safety and Management Unit to ensure that they conform to international standard.
3. In consultation with the University authorities, ensure the installation of adequate Fire Hydrant on the campuses and their surrounding communities in accordance with the University Fire Safety and Management Unit recommendations.

6. Fire Risk Assessment

The University Fire Safety and Management Unit is responsible for managing the preparations and maintenance of each University building for FIRE RISK ASSESSMENT. Information on the risk assessment system on buildings will:

1. Identify potential fire hazards in the work place and who might be harmed;
2. Evaluate the risk arising from the hazards and decide whether existing control measures are adequate or whether more should be done.
3. Identify an action plan for implementation of further central measures with responsibilities clearly allocated.
4. Be subject to regular review.

Fire Risk Assessment must be reviewed by the University Fire Safety and Management Unit when there is a reason to suspect that it is no longer valid or there has been a significant

change in the premises that has affected the Fire Safety Precaution (Existing Fire Safety Policy). Reasons for review could include:

1. Changes to work activities or the introduction of new equipment.
2. Alterations to the internal layout of the building.
3. Substantial changes to fixtures or fittings.
4. Introduction, change of use, increase in use, storage, removal of hazardous substances etc.
5. Failure of fire precaution systems (for example, alarms).
6. Significant increase in the number of people using the building.
7. Presence of disabled people.
8. A fire or significant near miss of fire outbreak.

The University Fire Safety and Management Unit is responsible for monitoring the implementation of action plans (Recommendations in Risk Assessment Report). Building managers, units, departmental heads etc. are responsible for complying with recommendations and action plans allocated to them.

7. Fire Safety Training

All employees of the University must receive basic information and training on fire safety awareness and emergency procedures as part of local Faculty/ Department/ Unit etc. induction training. Fire Safety awareness creation and training shall be incorporated into the students'

programme and for some groups of employees such as catering staff, laboratory technicians, campus security guards, heads and other sector managers and others. Fire Safety training appropriate to their role shall be a mandatory aspect of employment or research.

8. Housekeeping and Storage

The University Fire Safety and Management Unit shall ensure that University buildings are designed and built with corridor(s) with respect to the number of people intended to occupy and evacuate the building. Storage within corridors, doorways, etc. and any other obstruction such as furniture, bicycle, photocopiers etc. must not be permitted, unless with the express prior approval of University Fire Safety and Management Unit. All combustible materials must be stored away from the immediate fabric of the building.

9.0 Vehicles and Fire Exits

The University Fire Safety and Management Unit shall give technical advice so that vehicles will not be parked against outward opening of fire doors. This is to prevent the situation where doors cannot be opened in the event of an emergency. Where this could occur, a “no parking zone” should be marked. Practically, all vehicles must be parked facing major road outlets.

10. Road Blocks/Routes

The University Fire Safety and Management Unit shall monitor and ensure clear routes in the layout and regulate road blocks to facilitate smooth/quick response to emergencies.

11. Open Flames

The use of open flames such as candles, oil lamps, Liquefied Petroleum Gas (LPG) and any other naked fires shall not be permitted. Departmental heads have the authority to move any items and appliances that the Safety Policy declare or consider to be a fire risk or that would cause fire detection equipment to operate. The exception to this policy is the use of open flame source that form part of an approved process such as experiment and demonstration in or outside laboratories and the use of LPG for cooking at the various residential facilities and hostels on the various campuses.

12. Visitors and Contractors Working on Site

Where practicable, all buildings should operate a facility where visitors and contractors report centrally so that they can be counted for in an emergency. It is recommended that a Fire Notice/Evacuation be posted at the main entrance area of the major University buildings.

Visitors and contractors shall be:

- Briefed on the safety procedures of buildings.
- Made aware of the fire routine of buildings (fire notice).

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- Advised on the location of assembly points by the TTU University Fire Safety and Management Unit.
- Made aware of Fire Notices/Evacuation Notices, General Safety Notices etc. in buildings, structures and all areas of the University.
- Advised by the Safety Department of the University Fire Safety and Management Unit on fire safety aspects relating to the design or significant changes to science and computer laboratories, kitchens, lecture rooms/classrooms/Conference rooms, office computers (P. Cs) and other rooms.
- Advise on photocopier location, plant rooms, print area, stores and other public/complex installations.
- Fire and general safety will form part of the work specifications issued by the University's project engineers.

13. Vigilance about Fires

Campus Guards, students and staff must, at all times, be vigilant about fires, especially at night and during weekends. This is because most large fires occur at these times. If fire is spotted at its incipient stage, they should use fire extinguishers and call for help.

16. CONCLUSION

Security and safety are important components of any endeavour. Ensuring a safe environment for its members will invariably enhance the achievement of the University's

Campus Security, Safety and Fire Management Policy

Vision and Mission. To this end, the Campus Security, Safety and Fire Management Policy is expected to enhance security and fire safety on campus.

a. Adherence to Policy

This Campus Security and Fire Safety Policy document serves as the lodestar for the management of security and fire safety issues in the Takoradi Technical University. Its main objective is to draw the attention of the University Community and its stakeholders to the need to uphold security and fire safety.

b. Education/Awareness Creation

It is the responsibility of the Security and Fire Service Unit to educate members of the University Community on the Policy.

c. Review of Policy

To ensure the continuous relevance of this policy document to prevailing situations, it may be reviewed every four (4) years to incorporate all amendments.

REFERENCE

- University of Cape Coast Campus Security and Fire Safety Policy (2014), Cape Coast
- University of Education Winneba Security Policy (2016), Winneba
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