

THE OBJECT OF FOOT-DRILL IS TO DEVELOP IN THE SECURITY OFFICER OUT ORDERS. THE FOUNDATION DISCIPLINE THAT SENSE OF INSTINCTIVE OBEDIENCE WHICH WILL ASSIST HIM/HER AT ALL TIMES CARRY ORDERS.

GRADE "D" MODULE 1

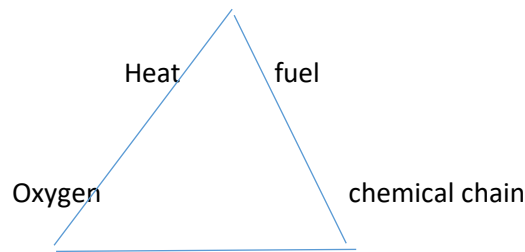
BASIC FIRE FIGHTING

Fire has four elements or pyramid that takes place before flames can form into strong fire.

Pyramid of fire

- Fuel
- Heat
- Chemical chain
- Oxygen

Classification of fire



Fire are grouped and classified into five groups say a person use wrong extinguisher by mistake or may be lack of knowledge that can caused by big accident examples of such classes:

Class	Agent	Example	Extinguisher
A	Solid	Paper	Water extinguisher
B	Liquid	Oil, Paper	Dry Powder
C	Electrical	Cables	Chemical Powder
D	Metals	Magnesium	Vaporous
E	Gasses	Buthane	Bromodifloromethane

We all know the correct extinguisher to be used now we will focus to the following which can be dangerous through negligence.

DOES OF FIRE

- Ensure the back – up.
- Ensure the escape route.
- Apply extinguisher medium to the base of fire.
- Fight at the base of fire.
- Follow the instruction.
- Isolate power as soon as possible.

DON'TS OF FIRE.

- Don't take risk for big fire.
- Never tilt or invert the bottle.
- Do not interrupt with the discharge hose.

CONCLUSION.

At the end of this module student must be able to demonstrate how to use extinguisher, if the fire is too big for you make sure that you call fire hydrant professional ones.

MODULE 2.

RADIO COMMUNICATION

Phonetic Alphabetic is there to be used as the 24/7 security equipment for transmission and conveying of messages in case of emergency, two way radio must be always attached to the hip of a security officer all the time.

- RADIO MUST BE ALWAYS KEPT IN THE CHARGER ALL THE TIME WHEN NOT BE USED.
- DO NOT HOLD IT BY THE AERIAL.
- DO NOT USE ABUSIVE LANGUAGE.

Use only official language so that each and every person must be able to comprehend the message loud and clear.

PHONETIC ALPHABETIC TO USED WHEN SENDING OR RECEIVING THE MESSAGE.

- A..... ALPHA
- B..... BRAVO
- C..... CHARLIE
- D..... DELTA
- E..... ECHOE
- F..... FOXTROT
- G..... GOLF
- H..... HOTEL
- I..... INDIA
- S..... SIERRA
- J..... JULIET
- K..... KILO
- L..... LIMA
- M..... MIKA
- N..... NOVEMBER
- O..... OSCAR
- P..... PAPA
- Q..... QUEBEC
- R..... ROMEO
- T..... TANGO
- U..... UNIFORM
- W..... WHISKEY
- X..... X.RAY
- Y..... YANKEE
- V..... VICTOR
- Z..... ZULU

MODULE 03

POCKET BOOK

INSTRUCTIONAL OBJECTIVES

On completion of this module, student must be able to list reason for keeping pocket book, content of pocket book, as possible evidence in court.

REASONS FOR KEEPING A POCKET BOOK.

- To provide personal permanent record hours of duty and work performance.
- To record details of found property.
- To record particular of fires and accident inquiries.
- To record all arrest made during the hours on duty.
- To record all irregularities hazards observed during period of duty.

AS EVIDENCE IN COURT.

- To be used as evident in court.
- To remind particulars of a case to be used in court.
- Particulars of arrest and investigation to be used in court.
- Information that assist in the investigation.

MAINTENANCE OF POCKET BOOK.

The information written into the pocket book answer what, who, when, where, why and how questions.

The pocket book must be always kept neat and clean, it is an official document and no pages must be torn out or entries erased or altered, all entries must be made with pen.

MODULE 04

ACCESS CONTROL

INSTRUCTIONAL AIM AND OBJECTIVES.

A security officer must be able to know main functions what to do at the main gate and be able to demonstrate reason for applying “access control” how to handle visitors, customers and any member of the public.

DEFINITION OF ACCESS CONTROL.

Access control is the application of system or methods to control passage of people, vehicles and materials into and out of the premises.

REASON FOR ACCESS CONTROL.

- Who has access and to which area.
- Egress procedure.
- How are they identified?
- How are they monitor during their period of duty/visit.

FUNCTIONS OF ACCESS CONTROL.

- Supervision of entry or exit of all regular employees

- Regulate all parcel entering.
- Control of all visitors or contractors entering the premises.
- Issuing of permits to authorized visitors.
- Keeping of visitors log book.
- Conducting searches.
- Maintaining record of all entering vehicles.

THREE THREE “D” PRINCIPLE

Access control are based on 3 “d” principle: DENIAL, DETECTION AND DETERRENCE.

- DENIAL: is the first of defence which prevent unauthorized person from the premises i.e. gates, fences, guard.
- DETECTION: Is the second line where by the intruder succeeded through the premises and must be discovered, apprehended and removed before committing crime, by using i.e. guards, dogs alarms cacti etc.
- DETERRENCE: Is the third barriers for the intruders to encounter the lesser his chances becomes in achieving his i.e. fences, alarms gates, dog.

SECURITY KNOWLEDGE WHILST ON DUTY MUST KNOW THE FOLLOWING

- Utilizing of available aids.
- Task description.
- Legal aspect.
- Permits an available waybills.
- Immediate Action Drills.
- One official Language
- Powers of observation.
- Emergency procedures.

AIDS TO EFFECTIVE ACCESS