

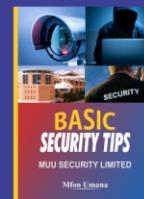
## About the Author

MUU SECURITY, has Mfon Umana as its Director, a retired Security Officer of the foremost intelligent Organization (DSS), who is bringing his experience to bear in the security sphere of the Nation.

He believes that, the starting point to rejigging our security “apparatus” is to prompt a security consciousness and re-awakening of the citizens hence, the maiden publication of the book “Basic Security Tips” .

## About the Pamphlet

The Pamphlet reminds us about the functions of Government, our rights and obligations as citizens of Nigeria.



It further reminds us of some Personal Security Tips, Home Security Tips, Campus Security Tips and Children Security Tips, Equally Tips on Identity theft and vehicle Anti-Theft is also provided.

These tips are the necessities of the time.



# BASIC SECURITY TIPS

MUU SECURITY LIMITED

Mfon Umana



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**T**he pamphlet " Basic Security Tip" as compiled is intended to help create security awareness and heightened security consciousness of Nigerians. The days are evil as criminality is on the increase nationally and globally.

In recent times, the security of lives and property has become a source of worry to all and sundry, as the rate of criminality is on the rise. There is the continuous incidence of terrorism in the North East, Banditry in North West, and Farmers Herders Conflict in North central, Militancy / kidnapping and other vices in the Southern Region of the Country.

The criminality in the Land is outstretching our Security Forces, couple with the Endsars protest fallout that has further widen the trust gap between the populace and Security Agent/Agencies, creating more loopholes in the

security of the country. In view of the above and the fact that, the police /citizens ratio is on the decline, it becomes imperative now to pursue the Community Policing Policy, with the starting point being to raise the Security awareness and consciousness of the citizens.

The Pamphlet therefore, is to remind us of the Basic functions of government to the nation. Citizens duties and obligation to the Country, the definition of Security, the threats imminent to us as individuals and families. Then it reminds us of some Personal, Home /Family Security tips.

The Pamphlet also looks at Security Tips for students in higher institutions, ATM Safety Tips and Anti-Car theft Tips. The Tips might not be all encompassing, but it is believed that, if taken to heart by all, will go a long way to reducing our vulnerability to violent crimes and invariably reduce the burden of policing in the long run.

**- Mfon Umana**

***“The only real security that a man can have in this world  
is a reserve of knowledge, experience and ability”***

**- Henry Ford**



## BASIC FUNCTION OF GOVERNMENT

**B**asic functions of government are providing Leadership, maintaining Order, Public Services, National Security, Economic Security and Economic Assistance to the citizenry.

Chapter II SEC 14 (2b) of the 1999 constitutions states that;  
The security and welfare of the people shall be the primary purpose of government.

Generally, there are four (4) basic functions of Government

- i. Keeping order (making laws, providing law enforcement and court system)
- ii. Providing security (preventing crimes and protecting citizens from various attack)
- iii. Providing public services (establishing and delivery services in healthcare, education, science culture etc.)

- iv. Guiding the community (managing the economy and foreign affairs).

## **FUNDAMENTAL HUMAN RIGHTS, DUTIES AND OBLIGATIONS OF A NIGERIAN CITIZEN**

Citizen rights, duties and privilege as spelt out in chapter 14 of the 1999 constitution of the Federal Republic of Nigeria are;

### **Fundamental Human Rights:**

- Right to Life
- Right to Dignity of Human Person
- Right to Personal Liberty
- Right to Fair Hearing
- Right to Private and Family Life
- Right to Freedom of Thought, Conscience and Religion
- Right to Freedom of Expression
- Right to Freedom of Movement
- Right to Freedom from Discrimination
- Right to Property Ownership

### **CITIZENS OBLIGATION**

Similarly, the Citizens aside these rights are obligated to contribute to the social order. Citizens' obligations as spelt out in chapter II Section 24 of the 1999 constitution are;

- Respect the ideals of the Constitution/Institutions
- Respect for National flag, National pledge and Legitimate Authority

- Enhance the power, prestige and good name of Nigeria
- Respect the Dignity of other Citizens and their Rights
- Promote the Spirit of common Brotherhood and good neighborliness
- Make positive and useful contribution to the advancement, progress and wellbeing of community of residence
- Render assistance to appropriate Agencies in maintenance of Law and Order i.e. reporting criminal elements in society.

Arising from the above, the constitution has spelt out the purpose of government, right, duties and obligation of Nigerian citizen and especially the last of the obligation, which is rendering assistance to appropriate agencies in the quest to maintain law and order. This small pamphlet therefore is to remind us of our obligation as citizens while, also enumerating some Security Tips to enable us keep ourselves and families safe from criminality.

If Citizens are Security Conscious and live within the dictate of these Tips, then the incidence of criminality will have become low and less exerting to security and law enforcement agents/agencies.



*“Security is the chief enemy of mortals”*  
- William Shakespeare

Security is freedom from or resilience against potential harm (or other unwarranted coercive change) caused by others. The beneficiaries of security may be Person, Social groups, Objects and Institution, Ecosystems or any other entity or phenomenon vulnerable to unwanted change.



## SECURITY APPROACHES

Security could basically be approached from two (2) perspectives; proactive and reactive.

Proactivity is creating or controlling a situation rather than just responding to it after it has happened. Proactive people are constantly moving forward, looking to the future and making things happen, not passive onlookers, they envisage things or situations and proffer solutions in the event it happens, so there is the mitigating effect.

Proactive action could be exemplified in a situation where you do your daily exercise, watch your food intake and do regular medical examination, rather than wait to notice symptoms before going to see a doctor. Equally getting one's house fenced and properly secured even in a seemingly safe environment, is a proactive approach to threats rather than leaving you home unsecured until you are bugled. Also when one notices any untoward issues or happenings in one's environment and promptly report same to the Police or Law Enforcement Agents, he or she would have been deemed to be proactive.

Reactivity is acting in response to a situation rather than creating or controlling it or showing a response to a stimulus. A situation where we are attacked or robbed before taking action to prevent a reoccurrence is reactive as a lot of damage would have been done, difficult to completely redeemed.

Proactive approach focuses on eliminating problems before they have a chance to appear while, a reactive approach is based on responding to events after they have happened. Though both perspectives assess actions and events, the proactive approach remains the best in terms of security of lives and property.

## **THREATS:**

- These are anything that inhibits peace and tranquility of Person, Situation or an Entity.
- A statement of an intention to inflict pain, injury, damage, or other hostile action on someone in

retribution for something done or not done.

- A Person, Things or Activities likely to cause damage or danger

## **THREAT TO LIFE AND PROPERTY**

Threat to life and property includes the following:

- Assassination/threat of assassination
- Murder
- Kidnapping
- Assault
- Rape/Sexual violence
- Theft of Property/valuables
- Slanderizing
- Blackmail
- Social/ Political victimization

## **OTHER APPROACHES TO SECURITY**

Security could also be approached from four (4) areas; -

- Individual approach
- Group approach
- Government approach
- Holistic approach

## **INDIVIDUAL APPROACH**

This occurs when an individual put up measures to protect himself and family from any harm. This usually occurs where there is no cooperation among people in the community or environment; it is not an effective approach as it does not achieve an overall security of the environment.

## **GROUP APPROACH**

This occurs when people pull resources together to check security threats in their environment. This is a proactive action done through joint patrol, vigilante, guards etc. This approach is better than individual approach as more resources are pulled together to provide a security coverage of the area or community.

## **GOVERNMENT APPROACH**

This is about government providing security in a community, such as the provision of Police Post, Patrol, Stop and Checks etc. This approach helps in checkmating criminality and build confidence in the people to enable them carry on their duties unperturbed.

## **HOLISTIC APPROACH**

This is an effective approach as it is about a total work in synergy by all persons joining hands together with government Agencies. It brings about a safe society devoid of varying threats to its security. In this approach the individual, groups and government work together to bring about a water tight security in the community.

Security is everybody's business and as such every individual should do his or her beat to ensure total security. Herein lies the need to be security conscious in all ramifications

## **TIP ONE**

# **PERSONAL SECURITY**

*“There is no real security except for whatever you build inside yourself” - Gilda Radner*



**T**hese are general condition that occurs after adequate efforts are taken to deter, delay and provide warnings before possible crime, if such warning occurs to summon assistance, and prepare for the possibility of crime in a constructive manner.

There are various tips, that could be culled from books or saying of experts, on personal security however, few are here brought up, believing that if put to heart, and consciously apply to our lives and situations, it will enable us live a safe and secured life.

1. Watch what you say and where you say them, it could be used to plan an attack against your life or your business endeavor.
2. Do not live a flamboyant lifestyle, it could be a pointer to your affluent and you become susceptible to attack.
3. Establish an agreed sign, body movement or eye contact with your driver, as it could be handy in the event of emergency or breach of security.
4. Locate alternative route and use them interchangeably to trail off any assailant
5. Travel on populated, well lit road and if possible travel with friends or in groups to evade off or avoid attack.
6. Let someone know where you are going and when you will be back. Call if you are staying late to avoid panic at home and ensure accountability in event of any security breach or occurrence.
7. Avoid taking a walk or jogging along a lonely alley and avoid short cuts as you could be open to possible attack or kidnapped.
8. Use décor or alternate route when driving to avoid being trailed or followed by assailants.

9. Avoid renegeing on promise or business deals so as not to be prone to attack or threat of attack to self or loved ones
10. Choose your company or associates wisely to reduce your threat profile, as you could be caught up through bad companies.
11. Do not be docile, but be current and conscious of global happenings to enable you live a proactive life, devoid of dangers or threat to your life and family.
12. Be wary of any unexpected/ suspicious parcel or mail, it could be laced with chemicals or time bomb, do not think it could not happen.
13. Do not offer lift to Strangers at night for any reason as you may fall into a threat trap or blackmailed situation.
14. If you were robbed and any of your property is stolen by robbers, you should immediately report the incidence to the Police and ensure it is indented, without the report recorded at The Police Station, you will be deemed to be part of the robbery and may be charged and prosecuted as an Accomplice!
15. Do not buy used phones or laptops, except you are buying from a known friend and you have ascertained that he was the previous owner/ User. It could be a product of theft, armed robbery or kidnapping.

16. Do not buy vehicles from vendors, until you check the registration details at the National Vehicles Registration Database to know the actual owners, or you ascertain that the Customs Papers are genuine, it could be stolen, robbed or a product of a kidnapping operation.
17. Do not leave Credit Alerts on your phone. Delete them immediately; it could make you a target of kidnapping in some circumstances or an easy way for fraudsters to empty your account.
18. Do not disclose your location online, it could make you an easy target for assailants or kidnappers.
19. Do not give anybody, no matter how close, your phone or Subscriber Identity Module (sim) card to make calls or allow people to put their card in your phone to make calls, instead offer them airtime or your battery. It could be used to transact illegal business
20. Do not ever stay in the midst of a mob, as you could be attacked or apprehended at the scene of crime as a Murder Suspect or eye witness
21. Always watch your rear while driving, through your side or inner mirror, to ascertain if you are being trailed, if yes, apply a décor or drive to the nearest Police Station.

22. When flagged down by security agent, be calm, polite and communicate with them in good English. If at night put on your inner lights before you approach them, it shows you have nothing to hide.
23. Do not allow anybody to use your account or email for a third party transaction and do not transfer money for people indiscriminately, as you could become an unwitting suspect.
24. Do not use ATMs at remote places at night, as you could be robbed or kidnapped.
25. Do not use an ATM Machine that shows Microsoft Error or any other error covering the screen; it might have been programmed by Yahoo Boys to siphon your money.
26. Do not give testimonies in Religious gathering or at large occasion with details of you making money or acquiring priced assets, you may become a kidnapping target.
27. Keep details of your financial dealings away from your domestic staff as they could wittingly or unwittingly let the information out to criminally minded person.

28. Avoid carrying large sum of money on you at a time, embrace electronics means of money transfers, it reduces your threat profile.
29. Be careful what you say on the phone; write on text and social media, as every conversation could be monitored!
30. Read documents very well before you append your signature to it, as you are bound by what you sign. Do not allow any Law enforcement agent, force or coerce you to make any statements. Equally, do not sign any statement against your will or if in doubt request to see your Lawyer.
31. Having exotic dogs like Alsatians, Rottweiler's, etc., could easily wade off criminals and alert you on when your home is about to be attacked, burgled or robbed.
32. Always have enough credit on your phone before sleeping, never sleep without airtime on your phone in case of emergency.
33. Keep a line of communication open to a trusted friend, confidant or the Police in time of distress or emergency.
34. Provide exit or escape route in your home or office in event of emergency

35. Try to develop or keep a panic or alarm button app or gadget at hand. In case of loss or danger to trigger it or send a distress calls to a preset list of emergency contacts, together with your GPS location.

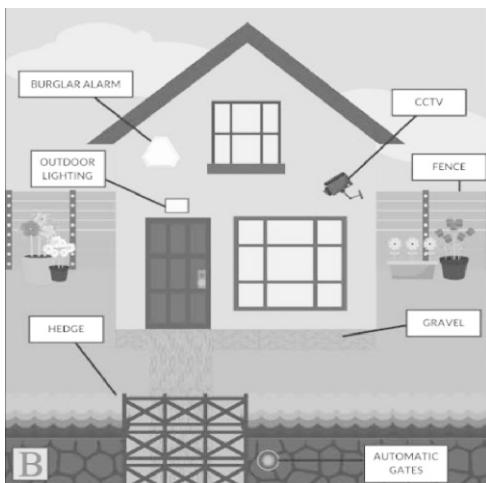
## TIP TWO

# HOME SECURITY

*“The balance between freedom and security is a delicate one ”*

- Mark Udall

Burglaries are often crimes of opportunities, in which burglars try to look out for loopholes to carry out their enterprises. In view therefore, concerted effort need be put in place to thwart any untoward opportunities. Attacks are more easily thwarted if you employ some of these simple security precautions:



1. Plan to "burglarized" or robbed yourself. That is trying to act as a robber in your house to see if it will be easy to do so or otherwise. This will enable you to discover any weaknesses in your security system that may have previously escaped your notice.

2. Lock up your home, even if you go out only for a short time. Many burglars just walk in through an unlocked door or window.
3. Change all the locks and glasses when you move into a new house, as somebody else might have duplicated the keys or the keys changed hands before you.
4. For the most effective alarm system, conceal all wiring. A professional burglar looks for places where he or she can disconnect the security system.
5. Your house should appear occupied at all times. Use timers to switch lights and radios on and off when you're not at home, this gives the semblance that somebody is at home.
6. Do not keep valuable items near windows with open curtains; it could attract onlookers with criminal tendency.
7. Hired helps must be properly screened and a credible surety attested before allow access to your home, as they could turn out to betray your trust and inflict pains and agony to you and your family.
8. Keep your security lights on at night while you switch off the inside door, to give you a better view of activities outside, as it could also deter any intruder.
9. Let your house have the minimum security protection, like fence, lighting, security locks and keys, these deter intruders or delay any illegal entrance to your property.

10. Develop a communication pattern/signal on arrival home with your family e.g. car horn, as an alert to quickly open the gate for you or in case of being trail.
11. Create or have an escape or emergency exit or route in your home in the event of fire outbreak or attack.
12. Do not announce home alone for your family, in the event of travelling except to a trusted family member.
13. Teach your family the proper way to open doors for visitors and protocol to observe when receiving visitors, to wade off intruder or uninvited guest to your home.
14. Do not send children on errand unescorted by older person as they could be exposed to kidnapping or molestation.
15. Report unusual movement in and around your environment to the Police promptly for prompt proactive action.
16. A spring-latch lock is easy prey for burglars who are "loiding" experts. Loiding is a bypass technique or method of slipping a plastic credit card against the latch tongue to depress it and unlock the door. A deadbolt defies any such attack. It is only vulnerable when there is enough space between the door and its frame to allow an intruder to use power tools or a hacksaw. (the services of architect could be sought in the regard)

17. If you lose your keys, change the locks immediately to avoid it getting to a wrong hand or duplicated and wade off burglary.
18. Before turning your house key over to a professional house cleaner for several hours, make sure the person is honest and reputable as well as hardworking.
19. Instead of keeping a spare key in a mailbox, under the doormat, or on a nail behind the garage, wrap the key in foil -- or put it in a 35mm film Can -- and bury it where you can easily find it if you need it.
20. Don't leave notes for service provider or family members on the door. These act as a welcome mat for a burglar.
21. If the entrances to your home are dark, consider installing lighting with an infrared detector. Most thieves don't want to be observed trying to get in a door.
22. Talk to your neighbors about any suspicious people or strange cars you notice lurking about.
23. To keep your tools from being stolen, paint the handles. Thieves avoid items that are easy to identify (de- marketing your property).
24. Cut or trim trees located near windows or bushes that might shield a burglar from view point, as it can be a major flaw in your home-protection plan. Consider your landscaping plan in light of your protection needs.

25. Ask for the proof of identity of any sales-person who requests entry to your home. Ask that their ID be pushed under the door. Many professional burglars use this cover to check out homes.
26. Do not list your full name on your mailbox or your entry in the telephone book. Use only your initial and your last name.
27. Dogs are good deterrents to burglars. Even a small, noisy dog can be effective -- burglars do not like to have attention drawn to their presence. Be aware, however, that trained guard dogs do not make good pets.
28. Avoid leaving notes on your door saying you are not around or travelled.
29. Be conscious and know your environment and your neighbors well, and very observant of happenings in your environment
30. Make acquaintance with the Police post covering your neighborhood, have their emergency numbers, relate with them and encourage them to do their work better.

## **Securing Door**

**The major ways burglars enter homes are either through the doors or windows, here are few ways of reinforcing your doors.**

1. To help burglar-proof your home, install 1-inch throw deadbolt locks on all exterior doors.

2. A door with too much space between the door and the frame is an invitation for the burglar to use a crowbar. Reinforce the door with a panel of 3/4-inch plywood or a piece of sheet metal.
3. If there are door hinges on the outside of your house, take down the door and reset the hinges inside. Otherwise all a thief has to do to gain entry to your home is knock out the hinge pin.
4. You can burglar-proof your glass patio doors by setting a pipe or metal bar in the middle bottom track of the door slide. The pipe should be the same length as the track.
5. It's easy for a burglar to pry through rot. Replace rotted door frames with new, solid wood.
6. It's simple for a thief to break glass panels and then reach in and open a doorknob from the inside. A door with glass panels should be fortified, replaced, or secured with deadbolts that can only be opened with a key.



## **Securing Windows**

1. Protect your windows with one or more good locks, an alarm system, burglar-resistant glass, or many small panes instead of one large area of glass, as they act as additional measures to burglary
2. When installing a window lock, drip some solder on the screw heads. It will stop a burglar from unscrewing the lock after cutting a small hole in the windowpane
3. Window sensor, when attached to the window detects intruder, when the window is opened.
4. Tempered Glass is about four times stronger than normal glass, so when used provide extra security for the home.
5. Window bars could be provided as extra security measures, in the event that the window glass is smashed.



## **Garage Security**

Gardages could present special challenges for security. Here are some tips for keeping your garage secure.

- 1 If you frost or cover your garage windows, burglars won't be able to tell if your car is out or not as its becomes translucence, enabling you to see outside,

while an intruder cannot see inside

- 2 Keep your garage door closed and locked even when your car is not in the garage, as it could be a lead way into your home.
- 3 Install a peephole in the door separating the house from the garage. If you hear suspicious sounds, you can check without opening the door.



## **TIP THREE**

### **CAMPUS SECURITY**

Campus pose a lot of security threats especially to new entrants, here are some tips that could help to ameliorate these threats;

1. Utilize Locks/Locking Devices/Security Systems in the campus to ensure safety of your property.
2. Take Advantage of Campus Safety Apps as they may be handy in emergency situations.
3. Know the Campus Security Programs Provided by Schools as it will help you in your plans activity in campus.
4. Don't walk with both ear buds in your ears listening to music and Steals Your Attention to Your Surroundings, as you need be alert at all times,



5. Keep your head straight and look at people in the street and your environment, this will improve you sense of observation and keep you abreast of your environment.
6. Be Familiar with the Campus Environment, it will enable you avoid black spots and or unfriendly areas in campus.
7. Avoid Walking Alone at Night and dangerous areas of campus, as threats are likely to lurk around such areas.
8. Be Careful before Getting into a Car, especially taking lift from unknown persons.
9. Do not Accept Substance from Strangers as it could be laced with harmful substances that, could aid you being kidnapped or molested.
10. Protect Your Privacy on Social Media as you could be profiled for ulterior motive.
11. Tell Your Friends on campus about Your Whereabouts in case of any emergency
12. Be inquisitive and follow Your Intuition, as it could be your saving grace.
13. Avoid attending high society parties and clubbing in and out of campus
14. When traveling or returning from school, take a cab at allotted bus stops
15. Avoid revealing wears or flamboyant lifestyle in the campus

## **TIP FOUR**

### **CHILDREN SECURITY**



**C**hildren are equally prone to different threats either directly or indirectly and as such need to be weary of their actions and inactions.

1. Avoid boasting about family wealth, it could be a source of attack to your person or family members.
2. Avoid flamboyant life or frivolous spending in and out of school.
3. Take your studies seriously and avoid unproductive company.

4. During holidays, get involved in vocational activities, to keep you away from unnecessary troubles.
5. Be security conscious especially of your environment.
6. Do not discuss in details with strangers nor share personal/family information especially on social media.
7. Do not accept ride from strangers, as you could be lured to danger.
8. Do not keep secrets from your parents, as they could help you in useful counsel
9. Avoid taking taxi cabs at non-allotted bus stops as you could be a kidnapped victim.
10. Avoid high social parties or events like night clubbing and stay away from drugs and drug users
11. Choose your friends wisely and avoid student living flamboyant lifestyles as you could be lured into cultism.
12. Report any threat or blackmail or bully from any person or quarters to parents or law enforcement agencies, before it results to casualty situation.
13. Memorize or have at heart your parents or close relative's phone number in the case of emergency.
14. Do not open door for strangers when alone in the house
15. Do not share your address and phone details with strangers

## **TIP FIVE**

# **IDENTITY THEFT**



**I**dentity theft is the crime of obtaining the personal or financial information of another person for the sole purpose of assuming that person's name or identity, to make transaction or purchases or the act of stealing person's information to commit fraud. The tips against Identity theft are;

1. Create strong or complex password for your system
2. Be smart about updating your password, in fact if possible change them periodically

3. Check your credit report regularly and report any discrepancies promptly.
4. Review your account regularly(monthly)
5. Don't over share personal information on social media.
6. Shield your computer (firewall, virus and spyware protection) from possible attack
7. Don't take any bait set on internet as any tempting proposition you did not initiate.
8. Safeguard your personal information like your social security number as it could be used to defraud you or implicate you in a crime situation.
9. Don't have or leave a paper trail behind in any transaction, shred all spare documents, as they could be used to commit forgery and implicate you.
10. Be weary of credit card scheming
11. Consider Identity theft insurance to aid mitigate any loss from identity theft situation.
12. Use security features on your phone to avoid it being used to commit fraud or crime.
13. Store personal information in a safe place, to avoid being copied or tampered with.
14. Monitor your account regularly on line to identify any fraud or identity theft act.
15. Stay away from shady website and links rather use legitimate site when shopping on line



**TIP SIX**  
**VEHICLE ANTI-THEFT**



1. Always lock your car. Close the windows all the way and make sure the trunk is locked.
2. Always park your car in a safe and controlled space within the preying eye of security guards.
3. After parking your car, make a conscious effort to draw the attention of security guards around to identifying your ownership of the car and be polite to them.
4. Even if you are in a rush, look around before you get out and stay alert to the surroundings.

5. Control your keys. Never leave an identification tag on your key ring. If your keys are lost or stolen, this could help a thief locate your car and burglarize your home.
6. Keep everything of value in the trunk of your car. If you do leave packages, clothing, or other articles in the car, make sure they are out of sight or covered.
7. Consider antitheft options, such as steering locks, alarms, switches that interrupt fuel or electronic systems etc.
8. Keep your car's VIN (Vehicle Identification Number) license plate number, and complete description in a safe place at home.



## **CONCLUSION**

The books intention is to corroborates the notion that, the business of National Security is that of every citizen. The starting point therefore, is to ensure that every citizen is security conscious and thereafter, gradually gain back the trust needed to work in synergy with security agencies to expose criminals and criminality in the society.

The above will therefore, put the citizens in a better position to appreciate threats and proactive way to avoid these threats to oneself and families and at the long run, reduce the burden on security agencies and on the final analysis contribute to the overall National security.

***“At the end of the day, the goals are simple: Safety and Security”*** - Jodi Rell

***“No one can build his security upon the nobleness of another person”*** - Willa Cather

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