CHAPTER 6:
EMERGENCY RESPONSE PREPARATION

LEARNING OBJECTIVES:

This unit will help you to learn

There are four components in this section:

1. Emergency situations

- ❖ Identify the following criteria of a potential emergency
  - ➢ Risk factors
  - ➢ Fire emergencies
  - ➢ Bomb emergencies
  - ➢ Weapon emergencies
  - ➢ Suspicious packages
  - ➢ Explosive devices
  - ➢ Basic principles of prevention and safety

2. Emergency response procedures

- ➢ Fire
- ➢ Bomb
- ➢ Weapon
- ➢ Suspicious package
- ➢ Explosive device
- ➢ Medical Emergency (First Aid & CPR)
- ➢ Common tools associated with response procedures (e.g., fire extinguisher, sprinkler systems)
- ➢ Determining the safest and most appropriate response to a threat

- How to preserve evidence
- Proper evacuation protocol and knowledge of access routes
- How to control access for emergency services and provide necessary details
- Site-specific building occupant capacity limits (e.g. Ontario Fire Code and building specific regulations with respect to occupancy)

3. Potential roles of a security guard during an emergency

- Assist other personnel (including police, fire, and ambulance) or take the lead in responding to the emergency.

4. Duty of care.

- Explanation on legal requirements
- Explanation on how to protect and secure a crime scene
- How to properly secure and protect a crime scene until the appropriate personnel arrive.

RISK FACTORS AND EMERGENCY PLAN

Security guards play a crucial role in emergency response at a worksite. They must be prepared to perform a variety of duties during emergency procedures and understand the importance of managing the scene. An emergency is defined as a dangerous situation caused by natural forces, accidents or intentional acts that pose a threat to life or property.

Examples of emergencies include fires, bomb threats, weapons emergencies, suspicious packages, and explosive devices. These types of incidents are typically handled by local emergency responders such as the police, fire department and emergency medical services. However, it is the responsibility of the building owner or manager to develop an emergency plan to protect the people and property within the building.

Establishing an emergency plan involves five main steps:

- Forming an emergency management team,
- Analyzing risks and response capabilities,
- Developing the plan,
- Providing training and exercising the plan, and testing and modifying the plan as needed.

Building owners, managers and occupants must understand their roles within the emergency plan and the appropriate actions to take during an emergency or drill to ensure their safety.

PART 1 &2: EMERGENCY SITUATIONS AND PROCEDURES

Workplace emergencies can take many different forms. The better the outcome will be as a security guard, the more prepared you are. Preparation is essential in controlling them.

Security guards must be able to recognize the type of emergency scenario they are responding to in order to execute the appropriate action, which may include alerting emergency responders and establishing the administrative chain of command.

EMERGENCY RESPONSE PROCEDURES

The emergency response protocols of institutions and organizations are adjusted to their specific requirements. For example, one can not expect a university with a variety of buildings holding classrooms, dorms, laboratories, parking lots, etc. to have the same emergency response procedures as a high-rise office building. However, emergency response methods will share similarities, as they will largely revolve on the six steps outlined below.

1. RECOGNIZE THE PROBLEM

It is critical to remain aware amid situations that require immediate attention. Prompt detection of the problem and the selection of a suitable response are absolutely necessary for the sake of protecting life, property, and the natural environment.

2. EVALUATE THE HAZARD

Take a quick moment to assess how serious the threat is before continuing. Accurate information must be acquired in order to have a clear understanding of the situation's boundaries and to be able to respond with the proper resources. Recognize the bounds of your own capabilities. Are you able to successfully handle the emergency situation without putting yourself in harm's way? If you let yourself be a victim, then other people will get hurt as a result. NOTE: The first two steps in this process both need observation and can be finished in a very short amount of time.

3. TAKE CONTROL

Someone needs to step up and take control of the issue, regardless of the circumstances. This may indicate that operations need to be stopped, the flow of fuel or oil spill has to be stopped, coworkers need to be notified, or hazardous exposure needs to be identified. Take charge of the problem without placing yourself in serious trouble in the process.

4. MAKE A DEMAND FOR ASSISTANCE

Inform your direct supervisor as soon as possible. Always ensure that the appropriate authorities are contacted. It may or may not be necessary to call 911, depending on the seriousness of the issue. It is better to make a decision based on an exaggeration of the

circumstance rather than an underestimate, which could lead to significant consequences.

5. TAKE ACTION

Based on the directions that were given to you when you contacted for help, you should take whatever action is possible to minimise the impact of the incident. The course of action you take will be determined by your capabilities, your training, and the resources at your disposal. It's possible that the actions you conduct between now and when backup or specialists arrive will be to warn people, protect them, and evacuate them. Do not place yourself in danger by doing so.

6. FOLLOW UP

It is important to avoid getting into similar trouble again. It is necessary to document as much information as possible in order to conduct an accident or thorough incident investigation. It's possible that having such documents is a legal necessity as well.

Security guards are typically the first people to arrive at the scene of an incident. As a result, we anticipate that they will always behave in the following manners:

- Safeguard themselves;
- Be aware of the location(s) of any hazardous materials;
- Be able to identify the existence of any such items in a potentially dangerous scenario.
- When a scenario requires skill beyond what their job description allows, call for trained personnel;
- Preventing access to high-risk regions;
- Protect the area;
- Take command of the situation until the crisis can be brought under control or until you are relieved of your duties by a supervisor or another member of the appropriate staff;
- If there is a possibility that a crime was committed, you should keep the evidence;
- Document the incident with as much specificity as possible;

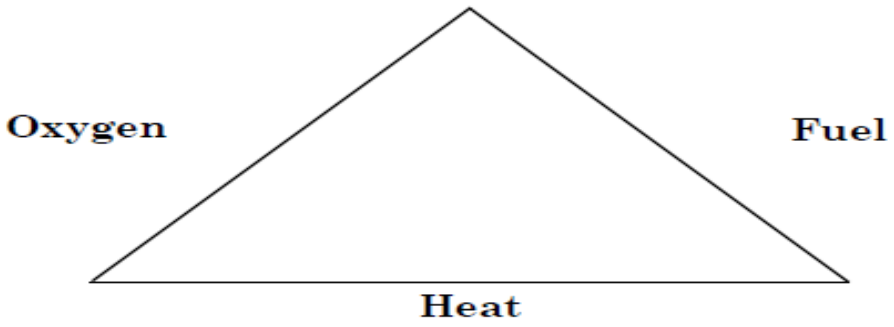
- Please direct media inquiries to the appropriate media guards.

An Emergency Measures Plan is a document that outlines the steps to be taken in the event of an emergency, such as a fire or flood, in order to minimize damage and loss of life. The plan is tailored to the specific risks and needs of the facility and its occupants and is designed to be easily accessible and understood by all.

Security guards play a critical role in implementing the plan, as they are often the first line of defense in emergency situations. As a security guard, it is essential to understand the risks associated with various emergency scenarios, such as fire threats, bomb threats, weapon emergencies, and suspicious packages, and to be able to respond appropriately in each situation.

ELEMENTS OF FIRE

In order for a fire to exist, it needs three elements: fuel, oxygen, and heat. It is important to understand the relationships between these elements as they make up the three sides of a triangle.



All three elements must be present in the proper proportions for a fire to occur. If one side of the triangle is removed, the fire will be extinguished.

OXYGEN is needed for fuel to ignite, and heat must be applied until the combustion point is reached. If the oxygen is removed, the fire will be smothered.

If the fuel is removed, there is nothing left to burn and oxygen alone will not ignite. If the heat is lowered below the combustion point, the fuel and oxygen will not unite and the fire will go out.

AIR: A Necessary Element

Air is necessary for a fire to "breathe." A fire will continue to burn until all of the air supply is depleted and fresh air is no longer being introduced. A fire needs 21% oxygen to ignite and will continue to burn until there is only 14% of air in the atmosphere.

HEAT: BREAKING DOWN MATERIALS

Heat is used to break down materials. The breakdown of these materials produces vapors which can ignite. The heat source that ignites a fire act as a catalyst and initiates the chemical reaction between oxygen and a secondary material (fuel).

By observing a flame, one is observing a highly exothermic chemical reaction. This sort of chemical reaction releases a large amount of energy in a short amount of time, primarily as heat (but also producing light).

FUEL: DIFFERENT TYPES AND PROPERTIES

There are four traditional types of fuel sources that are classified as:

- Class A (solids such as wood, paper, cloth, trash, and plastics),
- Class B (liquids such as gasoline, oil, grease, and acetone),
- Class C (electrical equipment), and
- Class D (metals such as potassium, sodium, aluminum, and magnesium).

Each fuel source has its own properties including:

A flash point (the lowest temperature needed for the material vapor to burn briefly),

A fire point (the point when heat has created enough vapor to continuously burn), and

A Spontaneous combustion (the point where the material breaks down and burns without heat needing to be added).

THE FOUR STAGES OF A FIRE

A flame goes through four stages to become a self-contained fire.

These four stages are:

1) Incipient (vapors produced as materials break down, no form of smoke or noticeable heat detected),
2) Smoldering (heat still not detected but smoke is created),
3) Flame (fire exists but no heat is present), and
4) Heat (the fire is self-sustained and growing as more heat is generated).

Fire classification and risk is a crucial aspect of fire safety and emergency preparedness. The type of fuel burning defines the fire, and different types of fuels are classified into different fire classes, which are used to identify the extinguishers and extinguishing agents used to put them out. Understanding the fire classes leads to the selection of the proper unit and agent.

There are four fire classes, Class A, B, C and D.

❖ CLASS A

Class A fires involve ordinary combustibles:

- Wood,
- Paper,
- Cloth,
- Plastics, and
- Rubber.

These fuels can be extinguished with: LABELLED" A" AND COLOR: GREEN

- Water,
- Water-based agents or foam, and
- Multipurpose dry chemicals.

❖ CLASS B

Class B fires involve flammable and combustible liquids, gases, and greases.

- Gasoline,
- Oils,
- Alcohol,
- Propane, and
- Cooking oils.

Pressurized flammable liquids and gases are special fire hazards that should not be extinguished unless the fuel can be immediately shut off. Special hazards refer to situations for which fire extinguishers have not been tested and therefore may be inadequate.

These fuels can be extinguished with: LABELLED ” B” AND COLOR: RED

- Carbon dioxide (CO2),
- Regular and multipurpose dry chemical, and foam.

❖ CLASS C

Class C fires involve:

- Energized electrical equipment, which eliminates the use of water-based agents to put them out.

The recommended method of fighting these fires is to turn off or disconnect the electrical power and then use an appropriate extinguisher, depending on the remaining fuel source.

Class C extinguishers have extinguishing agents and hoses with nozzles that will not conduct electricity. A Class C only extinguisher is not made.

Class C agents include: LABELLED” C” AND COLOR: BLUE

- Carbon dioxide (CO2) and regular and
- Multipurpose dry chemical.

❖ CLASS D

Class D fires involve combustible metals and alloys:

- Magnesium,
- Sodium,
- Lithium, and
- Potassium.

Great care must be used when attempting to extinguish a fire in these types of fuels. LABELLED" D" AND COLOR: YELLOW

- Water and other extinguishing agents can react violently when applied to burning combustible metals and can endanger nearby personnel.
- There is no universal Class D extinguishing agent that works on all Class D materials.

Security guards must use the correct and uncontaminated (clean, dry, and without other materials in it) extinguishing agent for each different Class D material. Facilities that use or store these materials should be required to maintain adequate amounts of extinguishing agent to combat any potential fire situation.

In conclusion, identifying places in the local community with these types of fuels is important in planning for potential emergencies and creating a means to deal with them.

Security guards must be aware of the different types of fires and the appropriate extinguishing agents to use in order to effectively combat and put out fires. It is also important for facilities that use or store combustible materials to be prepared for potential fire situations.

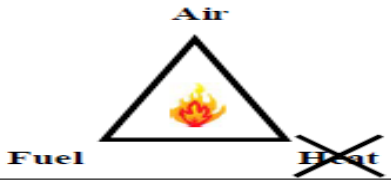
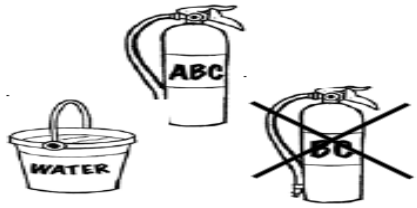
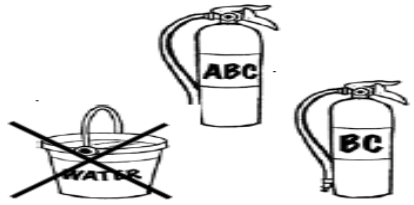
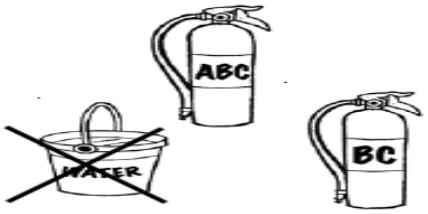
FIRE EXTINGUISHERS:

Fire extinguishers are an important tool for preventing and fighting fires. Portable fire extinguishers are designed to be used in small or unusual fires that cannot be easily put out by water.

They can be used by security guards and citizens alike, but it is important that they are used by trained individuals. When used by untrained individuals, fire extinguishers can be ineffective and even dangerous, which can delay the arrival of the fire department.

To minimize the damage caused by fires, it is important for security guards to be familiar with the different types of extinguishers and their uses, as well as the special hazards present in the building where they are assigned. This will help them choose the correct extinguisher for the conditions and effectively control the fire.

The brief Explanation on the classification of the classes of FIRE

Type of Fire	Best Way to Put It Out	Recommended Extinguisher
Class A Fires combustible solids • corn stalks • cloth • hay • paper • wood • rubber A (green)	**Remove Heat** 	
Class B Fires flammable liquids • gasoline • oil • cooking oil • diesel fuel • grease B (red)	**Remove Air** 	
Class C Fires live electrical source • heat lamp • exposed wiring • Christmas lights C (blue)	**Remove Air** 	

TYPE OF FIRE EXTINGUISHERS:

When it comes to fire safety, having the right type of extinguisher on hand can make all the difference. With so many options available, it's important to choose the right extinguisher for the job to ensure that it can effectively put out a fire in the event of an emergency.

Most important factors to consider when selecting a fire extinguisher are:

- The type and amount of fuel present in the area where it will be used.
- Different types of fuels require different types of extinguishers, and
- The size of the extinguisher should also match the amount of fuel present.
- The hazards and conditions present in the building will determine the fire code requirements for selecting and placing the extinguishers.
- Environmental conditions such as temperature, corrosive atmosphere, wind, or a confined area must also be taken into account when selecting an extinguisher.
- Will the extinguisher be tampered with or stolen, and will the people using it be able to operate it effectively in the event of a fire?
- The type of equipment being protected and its ability to be cleaned without excessive damage should also be considered.
- While delicate equipment and high-value items may require special considerations, the most important factor is the ability to extinguish the fire effectively.

There are different types of fire extinguishers as below:

- Water (APW),
- Carbon dioxide (CO2), and
- Dry chemical (ABC or BC).

❖ WATER (APW)

The temperature of a flammable chemical is lowered using water. Water will likewise be spread into the atmosphere surrounding the fire when transformed into a gas (steam) by

the energy it absorbs, Providing the fire is contained to a relatively small area, this may have the secondary effect of decreasing the amount of oxygen exposed.

Normal usage of water is reserved for Class A fires. If used on Class B fires, it may cause the spread of flames. Water is never used on Class C fires because water conducts electricity and provides a high risk of electrical shock to the person attempting to put out a Class C fire. Due to the intense heat created by Class D fires, it is doubtful that they will be extinguished by water.

Firefighters frequently spray other possible sources of fuel (neighbouring houses, walls that have not yet caught fire, etc.) that are vulnerable to heat radiation from the burning fuel. The water on the secondary fuel source will absorb heat and must be evaporated prior to the secondary fuel source catching fire.

❖ CARBON DIOXIDE (CO2)

Carbon dioxide (CO2) is an inert gas that is released under pressure from an extinguisher to blanket a fire in order to prevent ambient oxygen from contacting the fuel source.

Carbon dioxide extinguishers are typically used on Class B fires. If CO2 is used to extinguish a flammable liquid fire, the liquid will not re-ignite after the CO2 dissipates because flammable liquids are typically not hot enough to re-achieve activation after the flames have been extinguished.

On the other hand, a CO2 extinguisher may not be effective on a Class A fire because the temperature of the fuel, even in the absence of flames, will likely be sufficient to re-ignite once the CO2 has dissipated.

Carbon dioxide is extremely cold as well. Due to this, caution should be given when using this substance. Frostbite may result from contact with bare skin. Carbon dioxide should also be utilised with caution in confined spaces, as it has a tendency to displace oxygen, which the firefighter also needs.

❖ DRY CHEMICAL (ABC or BC)

Dry chemical (ABC or BC) extinguishers come in a variety of types and are designed to extinguish class A, B, and C fires, or class B and C fires only.

When dealing with a small fire, it's important to always keep yourself between the fire and your exit to ensure your safety. you can help prevent a small fire from becoming a big one with the right type of extinguisher and knowledge of how to use it,

LIMITATIONS AND PROPER USE OF PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are a common tool used in fire safety and extinguishment, but they have limitations that should be considered before use.

These limitations include the specific types and sizes of fires for which they are designed, as well as the potential for injury or damage if used incorrectly.

When selecting a fire extinguisher, it is important to choose the right class for the type of fire and the appropriate size for the situation.

For example, using a class A extinguisher on an electrical fire can cause a reaction or electrical shock, and using a larger extinguisher than necessary can be an expensive mistake.

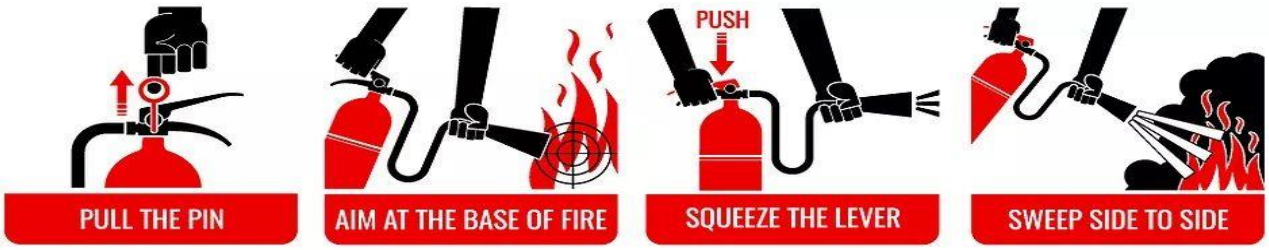
One effective method for using a portable fire extinguisher is the P.A.S.S. system.

P: PULL: First, pull the pin to allow discharge of the extinguisher.

A: AIM: Next, aim the nozzle at the base of the fire, not the flames,

S: SQUEEZE: Squeeze the trigger to release the pressurized extinguishing agent

S: SWEEP: Finally, use a side-to-side sweeping motion to put out the fire, starting from a safe distance away and gradually moving closer.



SPRINKLER SYSTEMS:

Another important tool in fire safety and extinguishment are sprinkler systems. These systems are designed to automatically distribute water through sprinklers placed at set intervals on a system of piping, usually in the ceiling area, to extinguish or control the spread of fires. Most sprinkler heads detect the heat of a fire and begin to apply water directly over the source of the heat.

Sprinkler systems were first designed in the late 1800s to protect property, especially businesses and factories, from total loss from fires. They are almost 100 percent effective, and their failure is usually due to human action such as improper maintenance or turning off of the water supply. In the early 1900s, the idea that sprinklers might also be able to save lives was beginning to take shape.

Overall, portable fire extinguishers and sprinkler systems are important tools in fire safety and extinguishment, but it is essential to understand their limitations and proper usage in order to ensure the safety of individuals and the protection of property.

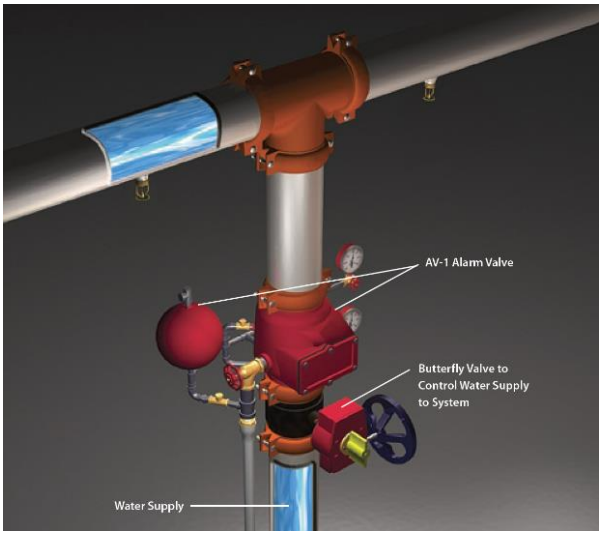
TYPES OF SPRINKLER SYSTEM:

Sprinkler systems are an important aspect of fire safety in buildings, and come in several different types. These include wet pipe systems, dry pipe systems, deluge systems, and specialty systems. Each type has its own advantages and disadvantages, and is best suited for specific types of buildings and environments.

❖ WET PIPE SYSTEMS

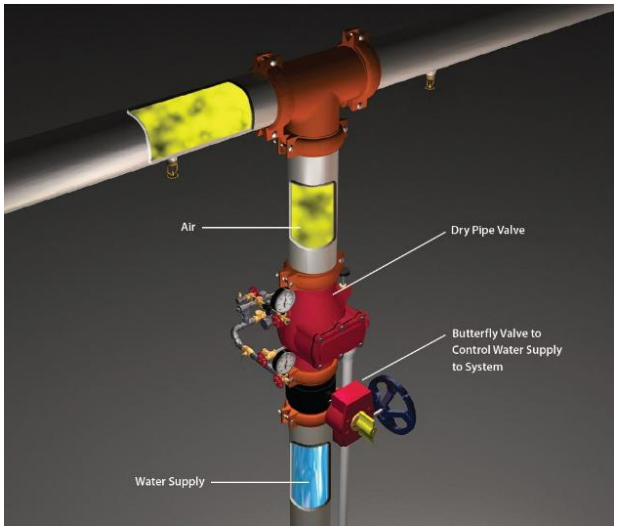
Wet pipe systems are the most basic and simple type of sprinkler system. They consist of pipes that are always filled with water under pressure, and have automatic sprinklers attached to them. When a fire breaks out, the sprinkler head closest to the fire fuses or bursts and releasing water to extinguish the fire. The water pressure in the system drops, causing the main check valve to open, and allowing water to flow into the alarm line. This activates an automatic alarm and water motor gong, which notifies the fire department or alarm company. After the fire is out or under control, the control valve is closed, and the damaged sprinkler head is replaced.

Wet pipe systems are the quickest to respond in a fire, but can be affected by freezing temperatures. To prevent freezing, an antifreeze solution can be added to the water in the system, but this requires special attention to restore and maintain.



❖ DRY PIPE SYSTEMS

Dry pipe systems use air under pressure instead of water to protect against freezing temperatures. The system uses a dry pipe valve to maintain pressurized air above the water supply, and a small amount of water at the seat of the valve, called the priming water, maintains the seal at the valve. When a sprinkler head fuses, the air pressure drops, and the clapper valve opens, allowing water to flow into the system. Dry pipe systems are slightly slower to activate than wet pipe systems because air is in the system instead of water.Most systems use an exhauster or accelerator to speed up the operation of the dry pipe valve.



Dry pipe systems are used in unheated buildings, buildings that refrigerate or freeze materials, and in outdoor applications where freezing temperatures occur, but the valve room must be heated. They are more complex in design than wet pipe systems and harder to restore, requiring the dry pipe valve cover to be opened after draining the system and resetting the lock on the valve.

❖ DELUGE SYSTEMS

Deluge systems are designed for use in areas where a fast response time is essential, such as chemical plants, oil refineries, and other industrial facilities. They have automatic sprinklers that are open at all times, and a deluge valve that controls the flow of water. When the deluge valve is opened, water flows through all of the open sprinklers, creating a deluge effect. Deluge systems are faster to respond than wet pipe systems, but are more complex and expensive to install.

❖ PRE-ACTION SYSTEMS

Pre-action systems are similar to dry pipe and deluge systems in that they have closed piping and heads with little to no air pressure. However, the water in these systems does not flow until it receives a signal from a separate fire detection system. Once the pre-action valve opens, water flows through the system and into the closed heads. If an individual head is activated by heat, it opens and releases water to extinguish the fire. These systems are typically used in areas where the materials being protected are of high value and would be costly to replace if damaged by water, such as in computer rooms or for archival or historical items.

SECURITY GUARD DUTIES DURING FIRE EMERGENCY

One of the primary responsibilities of a security guard is to respond to any fire emergency. This includes activating the fire alarm, notifying the fire department, and following the site's standing orders or post orders for instructions on who to notify and what procedures to follow. Additionally, the security guard may also be required to make an announcement to the building occupants to direct them on how to safely evacuate the property.

To ensure the safety and well-being of the building's occupants, the security guard should also be aware of the floor wardens and make sure they are accounted for during an evacuation. When notifying the fire department, the security guard should also direct

them to the closest entrance to the fire and have a list of known hazards available to provide to the fire chief or captain upon arrival.

It is also important for the security guard to ensure that the fire route is clear before the fire department arrives. Vehicles that are left obstructing the fire route may be damaged and impede the movement of the fire department. The security guard should also make sure that people are moved at least fifty meters from the entrance and not allowed to impede the movement of the fire department.

In the event of arson being suspected as the cause of the fire, the security guard should make sure that any evidence is left in place until it has been cleared by the fire chief.

If a fire emergency happens, the following steps should be taken immediately***:***

1. Identify the issue. (Fire detection.)
2. Analyze the risks.
3. Take charge. Avoid fostering conditions that will aid in the spread of the fire. Don't put your safety in jeopardy. Any room that has a fire should have its door closed behind you. Pull the trigger on the closest alarm station.
4. Call assistance: Provide the following information when you dial 911:
    a. Name and job title (This is Ramesh Sharma, a security guard)
    b. The facility's name and address
    c. The fire's location and nature
    d. The location of the emergency personnel meeting
    e. Alert the proper contacts (In – House Supervisor, or the Clie

5) Contact, Mobile Supervisor, and the agency office).

6) Use your knowledge and the equipment at your disposal to reduce the impact.

    a. Preserve lives and property (in that order)
    b. Alert anyone around to the danger.
    c. If and when required, evacuate

7). Submit an incident, a daily report, and a log entry.

In conclusion, it is crucial for a security guard to understand the life safety plan of the building they are assigned to. It is important to read through the plan and understand the requirements, and any questions should be directed to a supervisor immediately rather than waiting for an emergency to occur.

EXPLOSIVE DEVICES AND SECURITY GUARD RESPONSE PROCEDURE

Explosive devices are a type of weapon that release energy in a sudden and violent manner. These devices can come in a variety of forms and can be classified into three main categories:

1. MECHANICAL
2. CHEMICAL
3. NUCLEAR

MECHANICAL EXPLOSIONS occur when heat and pressure build up inside a closed container, causing the container to shatter and release gas at a rapid rate. An example of this type of explosion is a pressure cooker that has been overfilled or not properly vented.

CHEMICAL EXPLOSIONS result from the rapid conversion of a solid or liquid into gases with a much larger volume. These types of explosions are characterized by extremely high temperatures and pressures, as well as the production of smoke and noise. Fireworks and dynamite are examples of chemical explosives.

NUCLEAR EXPLOSIONS are the result of fission or fusion of nuclei under pressure. These are the most powerful type of explosion and can cause massive destruction and loss of life. Nuclear bombs and weapons are examples of nuclear explosives.

It is important to note that explosive devices can be used for both legal and illegal purposes and can be found in a wide range of settings, from construction sites to battlefields.

Understanding the different types of explosive devices and the dangers they pose is crucial for keeping yourself and those around you safe. If you suspect the presence of an explosive device, it is important to stay calm and call the authorities immediately.

Never attempt to handle or move an explosive device yourself, as it can be extremely dangerous and potentially life-threatening.

❖ PRIMARY EFFECT OF EXPLOSION

Explosions can have a devastating impact on individuals and structures in their vicinity. There are three primary effects of an explosion that are important to understand in order to prepare for and respond to such incidents.

1. BLAST
2. FRAGMENTATION
3. THERMAL

❖ BLAST

The first primary effect of an explosion is the blast. When an explosion occurs, expanding hot gases form a shock wave that can cause significant damage to buildings and other structures, as well as injury or death to individuals in the immediate vicinity. The blast effect is characterized by two phases. The first phase, known as the positive phase, is when the gases are expanding outward with great force. The second phase, known as the negative phase or implosion, occurs when the gases return to fill the partial vacuum created by the expansion. This phase is less powerful than the positive phase but lasts three times as long.

❖ FRAGMENTATION

The second primary effect of an explosion is fragmentation. This refers to the breakup of the original container as a result of the explosion. Fragments are expelled outward at incredibly high speeds, which can cause severe injuries to individuals and significant damage to structures.

❖ THERMAL

The third primary effect of an explosion is incendiary or thermal. This effect is determined by the type of explosive material used. High explosives, those with a velocity greater than 3000 ft./sec. (914 m/sec.), tend to produce a higher temperature than low explosives, which can result in fires and additional damage to structures.

It is important to note that the extent of damage caused by an explosion will vary depending on the type, size, and location of the explosion. Thus, it is essential to be aware of the different types of explosions, their primary effects, and how to respond to them in case of emergency.

RECOGNITION OF EXPLOSIVES

Explosive devices can take on many forms and can be found in a variety of settings. These devices can range from the obvious, such as a pipe bomb, to the more subtle, such as an ashtray. The appearance and lethality of the explosive device is only limited by the imagination and resources of the bomber.

Recognizing explosives is an important aspect of our line of work. There are two main types of explosives:

1) High Explosives (HE) and
2) Low Explosives (LE).

The distinction between the two is in their method of detonation. Low explosives deflagrate, or burn away with a sudden flame, while high explosives detonate, or explode with a loud report.

1. LOW EXPLOSIVES

“Low explosives are mostly solid combustible materials that decompose rapidly, but do not normally explode. This action is known as deflagration.” Although a low explosive burns rapidly, the reaction proceeds at speeds below the speed of sound. The reactions therefore are subsonic and consequently create less pressure. Just because deflagration is subsonic combustion does not mean the explosive is not dangerous. This rapid chemical reaction is vigorous, hot and intense. Because it is subsonic, however, it tends to push or throw objects rather than shatter them.

Fireworks and other pyrotechnics are examples of low explosives. Black powder and nitrocellulose formed from plant fibre such as cotton and wood treated with nitric or sulphuric acids are often used in pipe bombs and other IEDs.

2. HIGH EXPLOSIVES

High explosives burn more quickly than low explosives. They detonate almost instantaneously with such force and pressure that a supersonic combustion wave called a detonation wave is created where objects can be shattered by the sheer force. In a detonation, the chemical reaction between the oxygen in the chemical material releases gases that rapidly expand and give off energy as they become hot.

❖ SOURCES OF EXPLOSIVES

Explosions can have severe consequences, and understanding the sources of explosives is crucial in preventing them. There are several ways in which a potential bomber can obtain explosives, including through:

- The purchase of civilian-manufactured explosives,
- Theft,
- Home manufacture, and
- Supply by terrorist organizations.

Obtaining explosives through legal channels typically involves filling out forms, providing identification, and obtaining permission from local security authorities. This is why terrorists and criminals often resort to stealing explosives or stripping them from war souvenirs or stolen munitions.

A firing train is a sequence of events that leads to an explosion. The initiator, a booster charge, and a main charge are the three elements of a firing train.

AN INITIATOR, also known as a blasting cap, is a small device that initiates the detonation process of an explosive. It contains a small amount of relatively unstable explosive, such as mercury fulminate or lead azide. Initiators come in two forms: electric and non-electric. Electric initiators have a small electric circuit that requires .9 volts to initiate the explosion, while non-electric initiators are crimped onto either a piece of time fuse or detonating cord. In both cases, some initiating event is required to ignite the fuse or detonator cord

A BOOSTER CHARGE is the next element in the firing train. It is an explosive that is slightly more stable than the initiator, but less stable than the main charge. It is also

smaller in quantity than the main charge. The purpose of the booster charge is to increase the energy of the detonation, providing a stronger and more efficient explosion.

THE MAIN CHARGE is the bulk of the explosive. It is usually a fairly stable compound that is manufactured to be relatively immune to shock, heat, and wear and tear. The main charge responds to the explosive shock emitted by the blasting cap, leading to the final and most powerful detonation. In improvised munitions and explosives, the main charge can be very unstable and must be approached with extreme caution. In the firing train, the main charge is the final element and completes the detonation process.

It's important to note that improvised munitions and explosives are often very unstable and should be approached with extreme caution. Understanding the sources and components of explosives can aid in preventing and mitigating the potential dangers associated with them.

BOMB THREAT AND SECURITY GUARD RESPONSE PROCEDURE

Security guards may encounter or respond to incidents involving the use of weapons. These weapons might be knives, handguns, improvised explosive devices (IED), vehicle – born improvised explosive devices (VBIED), or weapons of mass disruption or destruction. Security guards must understand how to handle a bomb threat and know how to size up an incident, manage victims, and preserve evidence, among other things.

Bomb threats are the most common explosive – related events and present serious potential danger. Any indication that a potential explosive has been placed or will be placed in or around a workplace or facility is considered a bomb threat. The indication can be verbal, written or called in. The threat can be actual or a hoax.

It is important to remember that bomb threats are serious for three main reasons:

- The danger of human injury or death from an explosion or panic,
- The potential for structural damage and economic loss, and
- The overall costs associated with the incident, such as lost wages, reduced productivity, and uneasiness and anxiety among those affected.

As a security guard, it is your duty to remain vigilant and take all necessary steps to protect the safety and well-being of those in the building under your care.

SECURITY GUARD DUTIES DURING BOMB THREAT

If a bomb threat is received, the following steps should be taken immediately:

- Stay calm. Assume the threat is real until it is proven.
- If the Bomb Threat is received by mail do not handle the envelope or package.
- Keep bomb threat caller on the phone for as long as possible. Do not hang up on the caller. Take detailed notes.
- Try to obtain detailed information about the bomb threat. Use the Bomb Threat Checklist provided by your company or agency. Ask questions such as “Where is the bomb located?” “When will the bomb go off?” “What materials are in the bomb?” “Who are you?” “Why did you place the bomb?”
- Write down detailed information that will help identify the caller. (gender, accent, speech pattern, possible nationality, age, emotional state, background noises such as traffic, ringing bells, machinery sounds, indoor versus outdoor sounds, etc).
- When the caller hangs up, call 911 and appropriate contacts (In – House Supervisor, Building Manager, or the Client Contact, Mobile Supervisor, and the agency office).
- Take actions as directed. Evacuation may be one such action. To evacuate, standard fire drill procedures may be used. If evacuation has been ordered, ensure people do not stand in front of windows or in other hazardous areas. Employees, visitors, etc may directed to a designated primary emergency shelter.
- Report the incident and your actions in the Log Book, the Daily Report, and an Incident Report.

SUSPICIOUS PACKAGES

A suspicious package is any package or container with contents that cannot be identified or whose owner cannot be found. Such packages, containers, or objects should not be touched or moved.

Packages can also be received through the mail. Biological, chemical and explosive weapons such as anthrax and bombs have been delivered through the mail.

If you notice a suspicious package, Do Not Touch It!

Switches, lids, flaps, zippers, buttons and other fastenings may explode when opened or closed.

Your duty is to report anything that looks out of place or suspicious. Contact the proper authorities to investigate the package. Call the Police!

SECURITY GUARD DUTIES DURING SUSPICIOUS PACKAGE

The role of a security guard is critical in ensuring the safety and security of a property and its inhabitants. In the event of a suspicious package being discovered, it is essential.

that security guards are properly trained in identifying and handling potential threats. The following are a list of responsibilities and duties that a security guard should be aware of when dealing with a suspicious package:

Always follow the client's post/standing orders regarding the handling of suspicious packages.

If there is Suspicious Package emergency, the following steps should be taken immediately:

1. Do not touch, move, or disturb a suspicious package in any way. Even a slight jar could set off an explosive device.
2. Do not pour water, sand, or any other material on or over the object. This may cause a detonation if the object is electrically triggered or contains incendiary materials.

3. Only get as close to the package as is absolutely necessary to identify it as a potentially dangerous object. Jarring from footsteps may set it off.
4. Notify the search coordinator immediately, so that the bomb squad or police can investigate. Do not use a two-way radio or a cell phone at any time near the object, as the radio or cell phone frequency generated may trigger the detonator of an explosive device.
5. Move back to a safe vantage point where you can prevent others from approaching the object. Stop other people from passing by or entering the area containing the suspicious package.
6. Evacuate all nearby persons, including those on the floor in question, the floor directly above and below the suspicious package. Leave doors (and if possible, windows) in the area open.
7. If you are worried about a package or letter you have received, do not handle, shake, smell, or taste it. Leave the letter or package where it is and call emergency services immediately.
8. If you have opened a suspicious package, leave the package where it is, remove any clothing that has powder or liquid on it and seal it in a plastic bag. Call emergency services immediately and follow their instructions.
9. The police, other emergency workers and public health authorities will give advice about what to do next. Security guards must follow their instructions and cooperate with them to ensure the safety of all.

It is important to note that these guidelines are not exhaustive and security guards should remain vigilant and aware of the potential risks associated with suspicious packages. They should also be regularly trained to recognize and handle such situations in a professional and effective manner.

WEAPON EMERGENCY

A weapon emergency is a situation in which a weapon is being used in a harmful or dangerous manner. This can include the use of a handgun during a bank robbery, or any other instance in which a weapon is being used to cause harm or damage to persons, animals, or structures.

As a security guard, it is important to remember that one of the primary objectives of security is to protect people, including yourself. In the event of a weapon emergency, it is crucial to exercise caution and immediately call for the appropriate authorities to intervene.

Security guards are discouraged from engaging with individuals who are armed with weapons, as the risks associated with dealing with weapons can be significant. Instead, guards should focus on assessing the situation, identifying potential risks, and taking steps to keep themselves and others safe.

It is also important to keep in mind that the use of force should always be the last resort, and that interjecting into the situation may cause more harm than good. The most common types of weapons that can be used in a weapons emergency include knives, swords, bats or clubs, rifles, handguns, shotguns, assault rifles, and hand grenades.

Knife

Swords

Bats/Clubs

Rifle

Handgun

Shotgun

Assault Rifle

Hand Grenade

SECURITY GUARD DUTIES DURING WEAPON EMERGENCY

Here are some precautions to take while responding to an intruder alert.

1. The Security Guard should be in touch with a dispatcher, a supervisor, or another guard if necessary.

2. Keep a safe distance and monitor the situation until a supervisor or another guard reach the location.

3. Inspect the outside of the building for evidence of forced entry.

4. Remain back and alert the police if there are any indications of an unauthorized entry. If there are no indications of unauthorized access, enter the facility with a supervisor or another guard and inspect the system for the source of the alert.

6. When it is secure to do so, reset the alarm.

7. Complete the report completely. Make sure to report any problems with the alarm system so that it may be rectified right away.

SECURITY GUARD DUTIES DURING CHEMICAL/ BIOLOGICAL WEAPON EMERGENCY

1. Acknowledge the circumstance
2. Evaluate the risk. Keep an eye out for secondary devices or explosions.
3. Make a call for assistance.
4. Take some action. Evacuate people from potentially dangerous areas.
5. Access to polluted locations should be restricted.
6. Protect the place.
7. Take careful notes. In the Log Book, Daily Report, and Incident Report, record the incident and your actions.

MEDICAL EMERGENCY

When a person is suffering from an accident or sickness that poses an immediate risk to a person's life or to the person's long-term health, this is considered a medical emergency. In accordance with Bill 159, security guards are obligated to assist in the event of a medical emergency.

They are required to hold the equivalent of a St. John's Ambulance certification in order to receive a license.This ensures that they can identify a medical emergency and provide first aid and CPR as necessary.

SECURITY GUARD DUTIES DURING MEDICAL EMERGENCY

1. Early detection of a medical problem is critical.
2. Examine the situation for potential threats. Stay calm and pay attention to what's going on around you and with your coworkers.
3. Remove or control the hazards that are limiting your ability to respond to the patient safely (i.e. falling debris, fire, electrical hazard explosions may require you to move the patient to safety). Don't let yourself become a victim. Use latex gloves.
4. If the illness or injuries require it, call for assistance, blankets, a first aid kit, or 911. If 911 is called, make sure the accurate location is given and send someone to meet and escort emergency services to the area. Instruct people to stand back or clear the area, but don't send potential witnesses away.
5. Bill 159 requires you to undergo First Aid training. Examine the issue. Assist in accordance with your training level. Keep the ABC priorities in mind and monitor them: airway, breathing, circulation [bleeding], potential complications, and shock. If necessary, administer first aid and/or cardiopulmonary resuscitation (CPR: artificial respiration and chest compressions to restart the heart and lungs).
6. All illnesses and injuries should be documented in the Log Book, the Daily Report, and an Incident Report.

EVACUATION

Security staff should be aware of the evacuation plan, have designated exit routes and an area for people to gather outside the building, and coordinate with safety representatives on each floor to ensure everyone is evacuated safely. It's important to keep evacuees moving quickly and to prevent anyone from entering the building during the evacuation. Security guards should maintain control and be firm but polite in directing evacuees.

On rare occasions, a site may require partial or total evacuation.

A fire, explosion, chemical leak, structural fault, or equipment failure may necessitate evacuation from a site.

In general, security personnel may be called upon to assist with two types of evacuations.

The first occurs when the site is (primarily) a "closed" site. Although special tours and similar events are held at these locations on occasion, the security guard will not be dealing with individuals who have not been exposed to evacuation training or some sort of evacuation plan. A "closed site" would be, for example, an office tower where the majority of building patrons are people who work at the site on a daily basis.

The second type of evacuation site is one where a large crowd gathers to attend a specific event, such as a concert, public gathering, trade show, or other similar activity. This category includes occupants who are not on the premises on a regular basis and may be unaware of the location of exits and evacuation routes. They will be unfamiliar with the hazards at the site as well as the evacuation plans.

The second category usually necessitates security taking a much more active role in assisting those on the premises to evacuate.

The outlined general emergency evacuation procedures should be supplemented with site-specific procedures that all employees should be aware of.

Regardless of the site's category, all security personnel should be familiar with the emergency evacuation procedures at the location where they work. These procedures should be posted on the premises and made available to all occupants. Security personnel should also become acquainted with the location of all fire exits, fire alarm activation devices, fire extinguishers, emergency equipment, and assembly areas on the premises.

SECURITY GUARD DUTIES DURING EVACUATION

Do not panic. Others will be looking for guidance and assistance during a crisis. Leading others effectively necessitates a calm and confident demeanor.

A Security Guard who appears uncertain or visibly lacking in confidence will be unable to take control of the situation and provide the best assistance to those in need.

If an emergency alarm goes off. When a fire or other emergency alarm sounds or another evacuation instruction is given, all occupants are required to leave the premises immediately.

Call 911**.** If the security company or site owner/operator has specified other emergency response protocols, such as calling the building manager, a supervisor, or a similar individual.

This plan should also be followed:

- Close all doors and windows to the room where the fire or other hazard originated;
- Leave the building through the nearest, safest exit;
- Assist disabled individuals in evacuating;
- Examine the placement of hazardous and/or flammable materials, passage restrictions, and blocked or non-functioning exit routes when making this determination.
- Use the stairs instead of the elevator. Make use of the stairwell;
- Do not leave any doors open behind you as you evacuate unless there are people following you. If possible, unlock and close all doors;
- Before you open a closed door, feel its surface. Never open any doors that feel hot to the touch; instead, choose another exit;
- Unless there is no other option, never attempt to travel through smoke-filled rooms or hazardous areas. After the evacuation, direct everyone to relocate to a safe location away from the building or site;
- Employees should go to pre-determined assembly areas for head counts and other tests to ensure that everyone has safely evacuated the premises. Inform police and fire officials if anyone has not left the premises;

- Evacuees and bystanders should not be allowed to obstruct fire lanes, exits, walkways, streets, or doorways. They should remain in the assembly area until police, fire, or security advise them otherwise.

ONTARIO FIRE CODE AND BUILDING SPECIFIC REGULATIONS WITH RESPECT TO OCCUPANCY

The Ontario Fire Code (OFC) is a set of regulations established under the Fire Protection and Prevention Act, 1997. Its primary purpose is to provide fire safety requirements for buildings and structures in Ontario.

In addition to the provincial regulations, there may be further building-specific regulations or by-laws that a building owner, operators or tenants are obligated to follow.

The OFC specifies regulations for various aspects of a building's design, construction, layout, and occupancy, including but not limited to, fire exits, emergency lighting, fire alarm systems, smoke detectors, and sprinkler systems.

For instance, the OFC includes specific rules regarding the maximum allowed occupancy for any given space. This is determined based on the size, layout, and intended use of the building or space in question. Building owners and operators are required to adhere to these regulations to ensure that the occupancy load is safe for the intended purpose.

For example, let us say that a company operates a call center out of a building. Every workstation requires a certain amount of space to ensure that staff can work safely and effectively in the space provided. Therefore, it is essential to consider the number of people who are present in the area to ensure compliance with the occupancy regulations.

To calculate the maximum occupancy load for a call center, the building owner, operator, or designer must consider factors such as the width of the doorways, floor area, ceiling height, and any obstructions such as columns or equipment. Based on these calculations, they will determine the maximum number of people who can safely occupy the space.

It is crucial to understand that failure to comply with the occupancy regulations can lead to severe consequences. Building owners and operators may face significant fines or even closure of their operations in the event of non-compliance with the OFC and building-specific regulations.

POTENTIAL ROLE OF THE SECURITY GUARD IN EMERGENCY

During an emergency, security guards may be required to perform a variety of tasks. They may be required to help other emergency professionals (such as police, fire, and ambulance) or to take the lead in responding to the disaster. Security guards must be able to operate alongside other workers and comprehend their position in a particular situation quickly and accurately. They must understand when an incident goes beyond the scope of their employment and necessitates additional support.

This section will analyze the important functions of fire, police, medical personnel, and security in emergency circumstances, as well as present an overview of the security industry's partnerships. It will go over a matrix with job names, descriptions, and responsibilities, as well as the links between them, to assist security guards understand when a situation is beyond their scope, and who to contact in an emergency.

❖ ARE YOU AWARE OF THE SAFETY PLAN?

Employers and owners are required by Occupational Safety and Health regulations to establish and implement a fire safety strategy. Municipal and provincial Fire Codes also require facilities to have fire emergency protocols in place that allow all occupants of an office or apartment building to exit in an orderly and safe way.

A well-planned evacuation method is critical to the success of plan. Fire exercises on a regular basis ensure the success of the fire strategy.

Fire Safety Plan of the facility should be familiar to all security guards and building occupants. Security guards must be equipped to manage fire emergencies and know what to do in the event of a fire or the sounding of a fire alarm. Learn the protocol for the facility you work at.

❖ PATROLLED FIRE PREVENTION

Patrol is an excellent time to protect a facility from the possibility of fire. While on patrol, security guards should ensure that fire apparatus is in place, that passageways, corridors, and aisles are clear, and that any greasy waste, rags, or other hazardous debris that has been left about is removed and properly disposed of.

Ensure that heat-producing appliances, such as coffee makers and space heaters, are turned off and correctly positioned. People willfully abandon fire dangers such as burning cigarette butts or combustible rags. Ensure that the office trashcans are free of these

irresponsible disposals. Extinguishers, hoses, nozzles, sprinklers, and pressured systems should all be inspected for condition. Be certain that combustible compounds are stored in appropriate containers and in appropriate locations.

Here are a few things to keep in mind while on patrol:

- Extinguishers should be hung on the wall.
- Nothing should come in their way.
- The pressure gauge should read green.
- The inspector tag shows the last time the extinguisher was examined. It should be inspected once a year at the very least

The customer hires security guards to protect people, property, and information that could be harmed or damaged by an unforeseeable incident, such as a fire.

If a fire is not dealt with quickly and appropriately, it can cause significant property damage as well as death.

A Security Guard's responsibilities include fire detection and prevention.

❖ KNOWLEDGE OF REPORTING AN INCIDENT

An emergency scenario is described as an abnormal occurrence or incident, either current or impending, that necessitates rapid action beyond usual protocols to minimize damage to people, property, or the environment. The capacity to handle an emergency with calm and efficiency is a must for competent security staff. Emergency communication is straightforward. Always be calm and keep it simple.

When an emergency happens, it is critical to understand the following:

- Whom should I contact?
- How to Get in Touch with Them
- What should be reported
- The nature of the incident
- The location of the incident

Begin by identifying yourself (name and position/rank), your company, and the nature and location of the situation when making an emergency call. If the nature of the occurrence necessitates a description of a person(s), property, or a medical condition, be prepared to provide one.

Determine the precise location/address. It is possible that instructions will be required. (As part of mental preparation, mentally practice delivering directions to the spot prior to an emergency. Always be ready.)

When communicating with 911 or emergency services, do not hang up until instructed.

Communication resources may be constrained in some crises. As a result, during an emergency, it will be required to exercise restraint when communicating. It may sometimes be required to discover alternative modes of communication if usual avenues are unavailable or constrained. Here are some other options that may be useful:

During an emergency, special radio etiquette must be followed. When the caller keys and announces an emergency, all radio traffic clears that band and remains off until the caller broadcasts "Emergency has finished".

❖ INTERACTIONS WITH POLICE AND OTHER EMERGENCY SERVICE PROVIDERS

It is critical that security guards have a good working connection with the police. Police protect not only security professionals, but also security operations. Since the number of people working as security guards is rising steadily, communication between the two groups is becoming increasingly important.

The roles of security and police are similar but not identical. Among other things, police protect lives and property, maintain community order, prevent crime, arrest suspects, and investigate crime. Police arrest and prosecute offenders, whereas security makes arrests only as a last option. Security may place more focus on crime prevention than police. Security is comparable to the fire department rather than the police in its job of fire prevention.

It is possible to establish a lasting reputation; make it a good one. Provide the facts of the matter while dealing with the police. Security guards should not express their opinions. Police and management require accurate, well-written reports. Provide accurate information to the police. A well-written report distinguishes experts from amateurs.

Here are a few quick tips for keeping a strong police-security relationship:

- Make ethical judgements.
- Adhere to the Bill 159 Code of Conduct.
- Establish contact with the police in your area.
- Read the law several times. Learn everything you can about trespassing and arrest law.
- Project calmness. Keep your temper under control.

Security guards play an important role in fire prevention in the facilities, buildings, and workplaces where they are employed. As a result, they must understand fire science in order to prevent fires from igniting or spreading. Security guards must also understand when a fire is out of their hands. While a fire is spreading, firefighting experts must be called. Security guards greet firefighters at pre-arranged access points and give them with the current fire plan.

COLLABORATION WITH THE EMERGENCY SERVICES

Security personnel always work closely with emergency service providers such as police, firefighters, and paramedics.

It is critical that security personnel are aware of the role that the emergency service provider plays and are prepared for their arrival.

❖ POLICE

- Securing any evidence on the scene •
- Making accurate incident notes
- Gathering recorded evidence, such as CCTV footage, photos, etc.
- Separating witnesses, criminals, and suspects
- Making routes and parking spaces available for arriving police vehicles

❖ FIREFIGHTER

- Creating maps or diagrams of a building's fire source
- Breeching, clearing routes to hydrants

- Stairwells and inlets
- Keeping the public order at the site or building

❖ AMBULANCE/PARAMEDICS

- Documenting casualty conditions, such as Medical incident circumstances
- Medical background
- Treatments are administered during first aid.
- Routes to the incident site are being cleared.

HOW SHOULD YOU DEAL WITH EMERGENCY SERVICES?

- Provide as much information as possible.
- Keep a record of the emergency personnel who arrive, including:
- Names, ID, Phone numbers, A branch or an office
- Get a receipt for any materials or evidence you give the cops.

DUTY OF CARE

As a security guard, it is your duty to ensure the safety and security of the property and individuals under your care. This includes being aware of and adhering to the principle of duty of care.

❖ STANDARD OF CARE AND DUTY OF CARE

The legal concepts standard of care and duty of care arise from tort law. Standard of care refers to determining whether an injury or loss is caused by negligence. A breach in the standard of protection from harm, attention, prudence and caution that the person under the legal obligation of duty of care owes another person or their interests.

To proceed successfully with an action in negligence, the plaintiff must express that the defendant breached his/her duty of care and that they failed to exercise a standard of reasonable care while performing acts that could forseeably harm others.

Obligation that a sensible person would use in the circumstances when acting towards others and the public. If the actions of a person are not made with watchfulness, attention, caution, and prudence, their actions are considered negligent. Consequently, the resulting damages may be claimed as negligence in a lawsuit.

One of the key responsibilities of a security guard in relation to duty of care is to secure and protect crime scenes.

This means that security guards must be able to:

- Identify and properly respond to criminal activity,
- Gathering evidence,
- Preserving the crime scene, and
- Ensuring the safety of those present.

What does the security guard understand by the concept of Duty of Care?

It implies that the security guard must maintain safety, take appropriate precautions, and be prepared to respond to medical, fire, and hazardous materials crises.

Security guards should be able to communicate to emergency services the number, condition, and location of victims, as well as the incident's location and type. The security guard must grant entry to emergency responders and offer MSDSs and information about hazardous materials, affected workers, etc. Document both the incident and the guard's actions.

What would you do if you were not mentally prepared?

Consider the various situations that you might encounter while working as a security guard. Those who are mentally and physically prepared to face a challenge are more likely to succeed.

Make time to write in your learning journal. Examine where you are now and what you still need to learn and put into practice.

It is important to note that failure to meet the standard of care can result in legal liability. If a security guard's actions do not meet the standard of care and result in harm or damage, they may be held liable in a negligence lawsuit.

In summary, as a security guard, it is crucial to understand and adhere to the principle of duty of care in order to effectively protect and secure the property and individuals under your care, and to avoid legal liability for negligence.

CRIME SCENE PROTECTION

The preservation of a crime scene is a crucial responsibility for security guards working in the security industry. As the first point of contact for any crime scene, it is important for security guards to understand the importance of preserving the scene and the role they play in the preservation process.

When dealing with a crime scene, it is essential for security guards to follow the four basic rules of preservation:

1. Do not touch anything,
2. Secure the area and call the police,
3. let no one in, and
4. Document everything you saw, touched, or heard.

In addition to these basic rules, security guards should also be familiar with the acronym P.A.S.S.P.O.R.T, which stands for

P: Protect the scene

A: Assemble your team

S: Secure the scene

S: Separation of witnesses

P: Photograph the scene

O: overview the scene

R: Rough sketch of the scene

T: Tell what happened

Here is a brief explanation of each of these steps:

P- Protect the scene: This involves making sure that the area around the crime scene is secure and undisturbed. This could involve creating a physical barrier, posting guards, or roping off the area.

A- Assemble your team: This step involves coordinating with other agencies or professionals who may be involved in the investigation, such as forensics teams or Police officers.

S- Secure the scene: This involves making sure that all entry and exit points to the crime scene are tightly controlled, to minimize contamination or interference. Secure any potential evidence or clues to ensure they are not compromised.

S- Separation of witnesses: This step involves making sure that anyone who may have witnessed the crime is identified and separated from each other to prevent collusion or contamination of memories.

P- Photograph the scene: This involves taking detailed, accurate photographs of the entire scene, including close-ups of potential evidence or clues.

O- Overview the scene: This involves taking a general overview of the scene to get a sense of the big picture and start formulating hypotheses.

R- Rough sketch of the scene: This step involves drawing a rough sketch of the crime scene and taking precise measurements to capture the layout of the scene and the location of possible evidence.

T- Tell what happened: This involves making sure that everyone involved in the investigation is aware of the timeline of events leading up to the discovery of the crime scene, to help establish context and formulate hypotheses.

By following the steps outlined in PASSPORT, security guards can help ensure that a crime scene is properly secured and preserved, which can in turn help police and investigators identify suspects and build a case in court.

As a security guard, there are many responsibilities that come with being the first on the scene of a crime.

- To dealing with the offense,

- To dealing with the victim,
- To dealing with the perpetrator,
- To dealing with the witnesses,
- To dealing with the media
- To dealing with the weather,
- To maintain control and preserve the scene.

However, by following the basic rules and utilizing the P.A.S.S.P.O.R.T acronym, security guards can effectively and efficiently organize their actions and prioritize their responsibilities to ensure the preservation of the crime scene.

PRESERVE EVIDENCE

Preserving evidence is a vital role for security guards when dealing with a crime scene since it helps ensure that any materials, substances or actions related to the crime are not compromised, tampered with or destroyed. Here are some key ways in which security guards can preserve evidence:

1. ALWAYS WEAR GLOVES: Before entering a crime scene, security guards must ensure to wear gloves to avoid cross-contamination of forensic samples. They should remove the gloves carefully after every use and dispose of them properly.

2. PREVENT UNAUTHORIZED ACCESS: Security guards should only allow authorized personnel access to the crime scene. They should control the flow of traffic to avoid contamination.

3. KEEP ORIGINAL DISTANCE AND POSITION**:** Security guards must keep everything in the same original position in which they found it as much as possible, including doors, windows, curtains and furniture. Ideally, they should use markers and rulers to mark and measure the location of evidence.

4. DOCUMENT THE EVIDENCE**:** Security guards should make a note of the size, shape, color, location, and other details of any evidence they find. They should also take photographs of the locations of important items and documents.

5. AVOID EXCESS HANDLING**:** Security guards should avoid unnecessary handling of evidence to avoid transferring their own DNA, hair, or other materials to the evidence.

6. LABEL THE EVIDENCE CORRECTLY**:** Security guards should label everything they collect with identifying information, such as date, time, location, their name and initials.

By following these guidelines, security guards can help maintain the integrity of the evidence and avoid cross-contamination. It's important to remember that preserving evidence is integral to ensuring that guilty parties are caught, prosecuted and hopefully convicted of their crimes.

Note: do not become a suspect; take notes; and tell the investigator everything.