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| 1. **DESCRIPTION**: This is the procedure that will be followed to execute guarding duties for all the VIPs under the care and protection of ADROIT ADVANCED SECURITY. 2. **AIM**: This procedure outlines all the necessary steps to be followed to provide for the safeguarding of VIP’s and VIP assets therein or thereon. 3. **APPLICATION**: This procedure is applicable to all operational members. 4. **DEFINITION OF TERMS OR ABBREVIATIONS**  |  |  | | --- | --- | | **OB** | Occurrence Book |  1. **PROCEDURE**: 2. **PLANNING**    1. Know your assets’ plan atleast a day ahead of time.    2. Drive the route atleast a day ahead around the times you will be travelling with your asset.    3. Have an alternate and contingence route planned    4. Have, in case of contingency, a safe house or shelter with medical supplies along the route.    5. If your asset is a public servant, arrange with public safety to be standby in case their services maybe required    6. Treat the client with professionalism and respect, you Adroit’s first contact with its client and hopefully not the last.    7. Execute every task according to procedure. 3. **EXECUTION**    1. Dress according to the days’ theme.    2. Be ready atleast 30 minutes before the agreed time.    3. Have the car and all the tactical equipment ready.    4. Brief the VIP on the latest developments and your role for the day.    5. Take notes of all irregularities and notify control room    6. Be alert and vigilant, nothing is as it seems to be.    7. **Your responsibility is to get the VIP out of danger, at no time should you engage the threat, do so only as a last resort.** 4. **REPORTING**    1. Report what you are observing to control room and shield the VIP.    2. Most of the time you will be without your team or control room, so get your VIP out of danger as soon as possible.    3. Request back up if you see the need. 5. **IMPORTANT NOTES**    1. No procedure no work.    2. Be sober, clean and neatly dressed at all times. |

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| **6. Personnel:** |
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| **7. First Level Manager:** |
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| **8. Approved** **Top Level Manager**: |
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