



Authorized by: IDF Board of Directors

SAFETY AND SECURITY POLICY



**INTEGRATED DEVELOPMENT
FOCUS, SOMALIA - IDF-S**

1. Introduction

This document constitutes the safety and security policy of Integrated Development focus-Somalia as approved by the governing body on (17th March 2020). The policy has been drafted in accordance with the applicable provisions of the Constitution of the Federal government of Somalia,

In accordance with the Regulations for Safety Measures at work place, IDFs is a violence and drug-free organization. This policy aims to give practical effect to this statement and to protect the well-being of IDFs, partners and visitors. The policy has been drafted in order to create the healthy work atmosphere necessary for excellent organization.

2. Definitions

'Hazardous object' means:

- (a) any explosive substance or device;**
- (b) any firearm or gas weapon;**
- (c) any item, object or instrument that may be used to cause physical harm to a person or damage to property, or temporary paralysis or loss of consciousness; or**
- (d) Any object that the Minister has declared a hazardous object unless such object is used for work purposes with approval from the departmental heads.**

'Illegal drug' means any illegal substance with an intoxicating effect.

'IDF/PARTNERS PROPERTY' include any building, structure, hall, room, office, recreational area,land which is owned by the IDF or its partners.

'Supervision' means the management and control of employees at work place.

Other terms used in this policy shall be interpreted in accordance with the meaning attached to them.

3. Violence and drug-free organization

3.1 No person may:

- (a) allow the use of any hazardous object on the work place;**
- (b) have any hazardous object on the work place;**
- (c) store any hazardous object on the work place, unless in officially designated places determined by the IDF departmental heads;**
- (d) have any illegal drugs on the work place;**
- (e) enter the IDF's offices while under the influence of any illegal drug or alcohol;**
- (f) cause any form of violence or disorder that may have a negative effect on any work activity;**
- (g) knowingly condone, close his/her eyes to, hide, encourage or instigate the possession of any hazardous object, or refuse, fail or neglect to report the**

sighting or presence of any hazardous object on the work place to the departmental authorities or the police as soon as possible; and

- (h) cause any direct or indirect harm to anyone who attempts to expose another who tries to frustrate the prevention of hazardous objects and activities.

3.2 A police officer or, in his/her absence, the IDF's departmental manager or his/her nominee may, without a warrant:

- (a) search the IDF's offices if he/she reasonably suspects that a hazardous object or illegal drug is present on the work place;
- (b) search any person on the work place; and
- (c) Confiscate any hazardous object or illegal drug that is found on the office grounds or a person in contravention of the provisions of this policy.

3.3 During the field activity, no employee, partner, or any other person may be in possession of or use any:

- (a) alcohol;
- (b) illegal drugs;
- (c) illegal substances; or
- (d) Hazardous objects.

4. Access to the IDF's offices

4.1 Subject to this policy, IDF's may:

- (a) institute such measures as he/she deems necessary in order to secure the offices and employees

- (b) order that the IDF's offices may be entered only in accordance with provision 4.2.

4.2 With regard to any order issued in terms of provision 4.1(b), no person shall enter the IDF's

permission, the IDF's supervisors in charge may request the person concerned to:

- (a) furnish his/her name, address and any other relevant particulars that may be required;
- (b) prove his/her identity;
- (c) disclose whether he/she has any hazardous object or illegal drugs in his/her possession or under his/her control;
- (d) disclose and uncover the contents of his/her vehicle, case, handbag, envelope, file or any other type of container in his/her possession or under his/her control;
- (e) subject him/herself or any object in his/her possession or under his/her control to a search by a person of the same sex, an electronic device, sniffer dogs or other devices in order to determine the presence of any hazardous objects or illegal drugs; and
- (f) hand to the IDF's security anything in his/her possession or under his/her control for searching or safekeeping until he/she leaves the premises.

4.3 Subject to the provisions of the Trespass, the IDF's management may at any stage remove any person from the offices:

- (a) the person enters the IDF's offices without the permission contemplated in provision 4.2;
- (b) the person refuses or fails to adhere to any step contemplated in provision 4(1)(a); or

- (c) the IDF management deems it necessary in order to secure the IDF's office compound or protect the persons on the office compound.

4.4 Should it be impractical to search or keep any item or object on the IDF's offices that may be searched or kept in terms of provision 4.2, it may be moved to an appropriate location.

5. Exemption of certain persons

The provisions of clause 4 do not apply to any member of a police service constituted in terms of any legislation, a member of the Somali National Army force, the Minister of in charge, the Member of the Executive Council tasked with NGOs in the province, or an official of the federal or state department who, in terms of discharging his/her duties, is expected to enter the offices who delivers sufficient proof of identity to IDF's

6. IDF's visits by public officials and political office bearers

6.1 Subject to paragraph 7 below, members of the public, political office bearers, public representatives and the media are entitled to visit IDF's in the interest of community accountability. This right shall apply, provided that no such visit shall disrupt the IDF's operations and that no politicking shall be permitted. It is furthermore subject to reasonable control in order to ensure that organization functions properly.

6.2 If such visit is required, the prospective visitor shall request permission from the IDF's ED in writing. The request must be submitted at least thirty (30) days prior to the envisaged visit, unless a shorter notice period is justifiable. The request must clearly stipulate the date and time of the visit, the reason for the visit, the names of the persons who will participate in the visit, as well as the aspects that will be examined..

6.3 Should the Head of Department grant written permission, the Head of Department must first consult the ED to establish whether such visit is feasible and will not have any major impact on the IDF-'S programme.

8. IDF's activities

8.1 The organization shall institute the following steps in order to ensure employees during field activities:

- (a) Pending the availability of funds, the purchasing of insurance against potential accidents, casualties, injuries, general medical costs, hospitalization.**
- (b) Where practically possible, ensuring that employees are supervised by the security at all times**

8.2 (a) The following information must be provided in writing to

IDFs or Employees who participate in field activities:

- (i) The objective of the activity**
 - (ii) The nature of the proceedings that will take place during the activity**
 - (iii) The full itinerary/agenda of the activity, including the contact details of the hosts and supervising officer**
 - (iv) The transport, accommodation and food arrangements**
 - (v) That employee will require travel documents and immunization certificates, where applicable.**
 - (vi) That travel documents must be obtained at least seven (7) days prior to the date of departure**
 - (vii) Other relevant information**
- (b) The supervising officer must submit a report to the ED immediately following the return from field activity during which any of the following has occurred:**
- (i) An accident**
 - (ii) The injury of employee, partner, driver or any other person**
 - (iii) Any misconduct by IDF staff, partner, driver or any other person**

- (c) The report must contain the following information:**
 - (i) The nature of the incident**
 - (ii) The nature of the injury, if applicable**
 - (iii) The time, date and location of the incident**
 - (iv) The procedures followed in dealing with the incident**
 - (v) The name of the supervising officer**

11. Emergency or fire procedures

11.1 The IDF's officer in charge checklist

11.1.1 Assess and manage risks and hazards on the office compound (annexure B)

11.1.2 Appoint a nominee in case the ED is absent

11.1.3 Establish relations with the local police and fire brigade

11.1.4 Annually review the emergency plan in consultation with the police and fire brigade

11.1.5 Annually review the emergency plan in consultation with staff, including the particular responsibilities of staff

11.2 Emergency information sheets

Each employee will be subject to providing sensitive information to the ED and the security.

11.3 Emergency evacuation

11.3.1 The Safety Committee must ensure that IDF-s has an up-to-date evacuation plan. Such evacuation plan must stipulate the evacuation procedure, evacuation routes and a drawing of the office plan, which also indicates the location of fire extinguishers. This evacuation plan must be displayed prominently on the office compound,.

11.3.2 If possible, the local fire chief must assess the fire evacuation procedure every year.

11.3.3 The Safety Committee must ensure that the offices are equipped with fire extinguishers, which must be regularly serviced. Fire alarms must be audible across the office compounds.

11.3.4 The medical/health officer must ensure that the office has a full first-aid kit. The kit must be regularly checked and replenished. Medication may be administered only according to clause 15(annexure E).

11.3.5 The governing body must issue an annual circular on the IDFS emergency procedures. The circular must contain instructions on what parents should and should not do.

11.3.6 The following is some basic guidelines should the staff be required to evacuate:

- **Evacuate by briskly walking or slowly driving away from the offices.**
- **Use the primary evacuation routes indicated on the emergency plan.**
- **Keep emergency vehicle routes unobstructed.**
- **Stay calm, and also calm down those around you.**
- **Check that everyone is present and report any missing persons to the security officer**

(a) In case of crimes committed on the office

- **Immediately inform the police.**
- **Take care of victims as far as practically possible.**
- **Identify the parties involved.**
- **Identify eyewitnesses, if any.**
- **Restrict access to the crime scene until the police officers arrive.**
- **Should an individual be armed, do not try to take possession of the firearm yourself.**

(b) In case of fire (manual alarm over the intercom system)

- **The IDF security or his/her nominee must inform the fire brigade.**
- **Swiftly evacuate.**
- **Employees must close all windows.**
- **Evacuate the office via the primary evacuation routes on the emergency plan.**

- **Confirm that all staff and visitors have evacuated the building.**

- Staff must control visitors by keeping them at a safe distance from the scene of the fire and from fire-fighting equipment.
 - Check that everyone is present and report any missing persons to the security or fire brigade.
 - No-one should enter the building until the fire brigade declares it safe to do so.
- (c) In case of threatening individual response if a violent or armed person threatens the safety of staff, or visitors (no alarm)
- No evacuation takes place.
 - The person in charge must instruct all persons involved to lie down flat; do not start running.
 - Lock the doors and close windows and curtains to eliminate outside activities.
 - The security officer or his/her nominee must contact the police.
 - Do not try to gain possession of any weapon.
 - The security officer in charge must remain with the staff until the situation has been defused.
- (d) In case of bomb scares (short, fast alarm)
- Should the IDF's receive a bomb threat, the security must inform the police.
 - The suspicious-looking object or anything relating to the bomb scare must be left untouched.
 - If the alarm goes, swift evacuation is required.
 - Staff must open all windows, gather their belongings, and move to the office hall via the prescribed route indicated on the emergency plan.
 - No-one should take along any item that does not belong to him/her.
- (e) In case of medical emergencies (no alarm)
- These emergencies may occur on the sports field or in the office building.
 - Senior staff must assist in informing the office if no staff member is around and must also help with crowd control.
 - The injured person may not be moved until permission has been obtained.



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