

**Office Security**  
**Thursday 17<sup>th</sup> November 2005**  
**15:45 – 17:15**



Rescue workers looked through the rubble of the U.N. headquarters in Baghdad after the bombing.  
(August 19, 2003) - Reuters



# **1.7 Office Security**

## **SESSION OBJECTIVES**

**Provide advice and discuss your security:**

- **in the office**
- **in your daily habits and routines**

# BASIC PRINCIPLES

- Always be alert- be aware of your surroundings
- Be methodical (security conscious)
- Don't be conspicuous
- Use common sense
- Plan for the worst
- Risk Assessment
- Security Triangle

For the basic principles for office security, you always need to remember,  
**BE AWARE!! BE PREPARED!!**



## Considerations at the office

- Compound walls, gates, and lights
- CCTV
- Alarms
- Vehicle Barriers
- Doors and windows (locks, bars, shatter resistant glass or film), blast curtains
- Exits (number – location)
- Layout of public and staff-only space



## Considerations at the office

- Office allocation – who goes where?
- Secure Interview room
- Exterior Waiting Area
- Guards
- Generators
- Bunker
- Emergency supplies (water, fuel, medicine)
- Contingency Plans (fire, earthquake, bomb)
- Communications Systems



## Considerations at the office

- Training (staff and guards)
- Visitors –passes, search and escort
- Parking
- Information Security

Prepare as many materials/plans as possible in order to protect the office.



## Considerations beyond the office

- **Information and Early Warning**
  - Local Authorities
  - Embassies
  - Other agencies
  - National Staff
  - Community leaders and the local people
- **Approaches to the office**
  - Security Forces
  - Speed control

## Practical

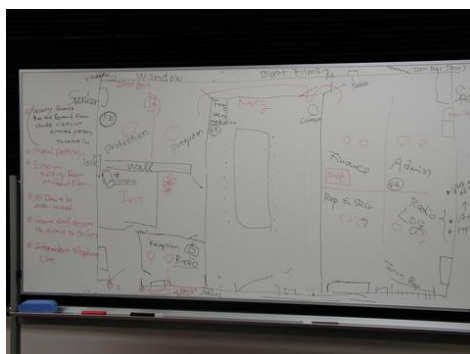
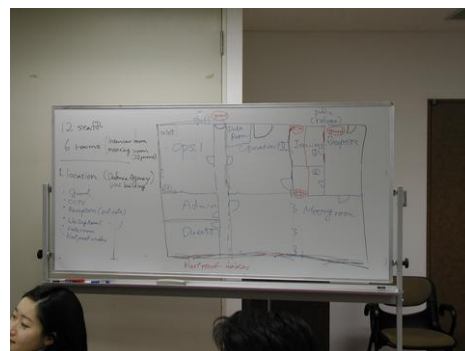
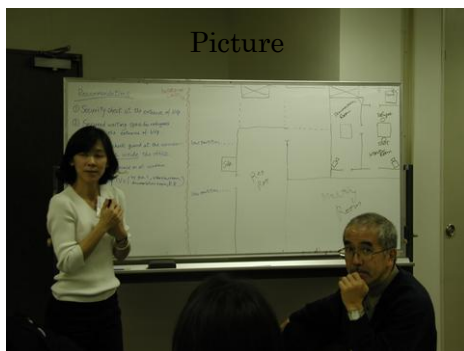
- You are now back in Suremia, a country in West Africa.
- You are all now staff of UNHCR
- This is your office.
- It is located within a government building.
- It is the only office space available and you think the government wants to monitor your operations.
- You will have 12 staff, plan on 6 offices.
- You will need an interview room and a meeting room or area capable of holding 20 persons.
- You expect to have refugees visit the office.
- Inspect the building, and make recommendations on how you would organise it, and what security measures you would put in place.
- I am a representative of the government of Suremia, and I am here to help you in any way I can.

You have 30 minutes to prepare your recommendations for your Regional Representative who will be visiting you at that time.

- Include sketches or any thing else you feel is necessary to explain your proposal.

#### Practical demonstration of setting safer rooms for refugees: Questions to consider...

- Where and how should the partitions be allocated?
- How many doors in an interview room? → need to limit the access to other rooms for the security reasons.
- Where should the security cameras be set up?
- Where is the best position for PR room, an interview room, and a waiting room?
- How many guards are needed inside and outside of the building?
  - \* Due to the cost limitation, cost-effective choice should be made.



## Your daily habits and routines

- Routines - pros and cons
- Develop good security habits
- Dress and bearing – look confident, try not to attract attention.
- Try not to travel alone, but if you must - have a movement control plan and security clearance for travel.
- Be alert to being followed.



## Walking considerations

- Safety in numbers
- Avoid routine
- Seek advice on safe routes
- Be situationally aware
- Carry only small amounts of cash
- Wear tough shoes
- Carry handbags safely
- Use well lit routes
- Avoid loitering groups (cross the street)
- Avoid commotion.
- Do not make eye contact with possibly hostile people



## Considerations for Carrying Cameras

- Legal issues
- Tourist look
- Military and police response
- Cultural issues
- Target



## preparing for evacuation

Have a small bag prepared for immediate evacuation - consider packing only the essentials for survival.

