



ADMINISTRATION POLICE SERVICE

SECURITY OF GOVERNMENT BUILDINGS AND VIP PROTECTION UNIT

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Ref. KUTRRH/AP/CON/VOL.I/10

Date: 20th December, 2020

The Chief Executive Officer
Kenyatta University Teaching, Referral and Research Hospital
P.O. Box 7674-00100
NAIROBI.

Dear Sir,

RE: SAFETY AND SECURITY TIPS FOR THE FESTIVE SEASON

The above matter refers.

As much as the festive season brings joy and excitement, it unfortunately also sees a rise in criminal activities and busier casualty wards in our hospitals. The negativities can be avoided by simply preparing well and being cautious. The year 2020 has been a trying year for many Kenyans as result of ravages of COVID-19 pandemic. The economy is direly affected and a large majority of individuals have lost their sources of income and are not making ends meet. As a result, some security analysts are predicting a rise in crime such as armed robbery, theft, kidnapping, extortions etc.

It is on this premise that we have decided to develop the following safety and security tips particularly for the festive season to all Kenyatta University Teaching Referral and Research hospital staff;

1. Safety and security tips when at home

While enjoying the festivities at the comfort of your homes, it is advisable that you adhere to the following:-

- Embrace Nyumba Kumi initiative and make friends with your neighbours. In tight knit communities, people look out for each other. Neighbours can report suspicious activity at your home and help when you are away or in need.
- Deter thieves from targeting your house by ensuring a clear line of sight from the street. Cut back trees and bushes that obscure your front door. If possible consider installing motion detection sensor lights.

- Consider strengthening door and window defences. A solid core door with a deadlock, for example, is harder to force, grills and shutters prevent burglars from breaking in through windows, and a peep hole or lockable security screen can help keep burglars out.
- Add another layer of defence to your home with an alarm system or CCTV. A barking dog can also provide effective security for your home. Even installing a “Beware of the dog” sign can make thieves pause before targeting your home.
- Ensure proper lighting of all areas within your home.
- Ensure doors and gates are properly locked at night. Never lock a gate using a padlock from the outside at night.
- Avoid having a twinkling Christmas tree inside your house at night unless you obscure outsiders’ views.
- Ensure you have emergency contacts in place such as the police, ambulances, firefighters etc.
- If your car has an alarm system, always sleep with the remote by your bedside. If you have cause to suspect that someone is trying to forcefully gain entrance into your home, activate the alarm because in a residential environment, the alarm may appear to sound very loud and hopefully it will scare the criminals away.
- While driving home, lookout for cars following you, those parked too close to your gate and watch out for unfamiliar individuals in your neighborhood.
- Do not allow your driver, gatemen or any of your home staff to know your travel/daily itinerary.
- Guard your keys from unauthorised persons because they are easily copied and can thus provide burglars with fast, no-fuss access to your home/house.

2. Don’t leave signs you are away

If you are going to be away from home for a long period of time, remember to cancel any daily subscription deliveries such as newspaper and other services. Ensure all doors and windows are securely locked and ask a reliable neighbour or a trusted friend to check on your home and inform you in case of any suspicious activity.

3. Be careful about what you post online

It is always exciting to share holiday memories, but avoid posting too much information about your travel plans on social media. Criminals are alerted on social media of your absence and movements therefore the chances of breaking into your house or being robbed increases.

4. Safety and security tips while travelling

If you decide to have a road trip or drive to a distant area to enjoy your holidays, it is recommended that you adhere to the following safety and security measures;

- Before you leave, ensure that your motor vehicle is in the sound working condition and that the spare wheel is inflated.
- Plan your route carefully before leaving and ensure that you create enough time to rest at a safe area.
- If you leave for an isolated place, leave your details with a trustworthy person who can call for help if you do not return at a designated time.
- Never pick up strangers or take a lift from a stranger as you might expose yourself to becoming a victim of crime perpetrated by carjackers and kidnapers.
- Do not make unscheduled stops in unsecure areas. If you have a flat tyre, manage the car to a properly lit place.
- Do not use your cellular phone while driving as it distracts your attention.
- Don't drink and drive.
- Park your vehicle where it is safe and where there is sufficient light.
- Never display valuables in your car, lock it in the boot.

5. Safety and security tips at hotels, resorts, guest houses and other accommodation

If spending the holidays at a hotel remember to adhere to the following;

- Never leave your luggage unattended unless it is locked away in your room.
- Do not leave your valuables unsecured in the hotel room. Store them in a safe or safety deposit box and keep your room locked at all times.
- Do not allow strangers into your room. If someone knocks, check who it is before opening the door.
- Hand your keys in at the reception whenever you leave your room.

6. Safety and security tips while in the streets

If you decide to have a walk along the streets of your holiday destination take note of the following security tips;

- Before you explore the area, obtain information from your hotel or holiday resort of the areas that are unsafe to visit.
- While walking along the streets, never display expensive jewellery, cameras, mobile phones or other valuables.
- Do not trust strangers. If you want to make use of taxi, your hotel can best recommend a reliable service.
- Do not carry large amounts of money with you. Deposit the money in the Mpesa or into your bank account.

- Steer clear of dark and isolated areas particularly at night.
- Never participate in games of chance in the streets. This often leads to robbery. Ignore the tricksters and leave the area immediately.
- Never allow your children to be distracted or to wonder off from parents.
- If you carry a firearm, it must be carried in the holster or similar holder and it must be completely covered. You must have full control over your firearm at all times.
- Report lost or stolen belongings to the nearest police station immediately.

7. General personal safety and security tips

The following are general personal security tips for self-protection;

- Where possible, limit getting home at late nights and adhere to government directives particularly on curfew hours.
- Be very wary of having business discussions around drivers or other persons not subject to the discussion, especially those that concern money, projects, affiliation with known individuals etc.
- Ensure you carry out comprehensive background on existing and new domestic staff hires.
- Always let your loved ones know where you are and when you should be expected home.
- Always know the whereabouts of your loved ones and their itinerary. Get frequent updates and act immediately you feel something is out of place.
- Avoid excessive and public show of wealth.
- If you partake alcohol, drink responsibly and keep an eye on your belongings when you are out at social events.

8. Adherence to MOH COVID-19 guidelines

As you enjoy your holidays remember COVID-19 is spreading in every community and environment so stay safe and protect yourself and others from COVID-19 by taking some simple precautions as advised by the Ministry of Health (MoH) such as;

- Wear a mask always.
- Wash hands frequently with soap and water for at least 30 seconds or use hand sanitizer if available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) or flexed elbow when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

- Maintain a distance of at least 2 metres (6 feet) between yourself and others.
- Avoid shaking hands, hugging or kissing with people with flu-like symptoms or anyone generally.
- Stay home and avoid travelling when you have flu-like symptoms.
- Avoid non-essential travels as much as possible.
- Contact your nearest health facility if you have a cough or symptoms like the flu

We strongly advise our staff to adhere to these simple safety and security tips and they will enjoy greater peace of mind when on their vacation with their families. After all, the holiday season should be a time of relaxation and bonding with loved ones at favourite getaways and not a time to invite avoidable troubles. We urge all KUTRRH employees to make the holiday season a magic memory rather than a catastrophic one.

Lastly we wish to inform all the staff that we shall be on call and our telephone numbers shall remain open throughout the festive season. Let them get in touch immediately they are involved in any security incident particularly where the staffs are not in conflict with the law as a result of frolic of their own.

In view of the foregoing, we hereby to seek for your approval to disseminate the information to all staff working at Kenyatta University Teaching Referral and Research hospital.

Mohamednur Ibrahim, CIP
COMMANDING OFFICER – KUTRR HOSPITAL

Cc

The Chairperson
Board of Directors
Kenyatta University Teaching, Referral and Research Hospital
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