

SECURITY OPERATIONS



PROCEDURES

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MISSION STATEMENT

To endeavor to protect all property within the limits of the college's property boundaries and to endeavor to protect students, employees and other persons on the college property:

- By the prevention of fire, disorderly conduct, vandalism, espionage or spying, stealing, and carelessness.
- By the promotion of safety, public relations, in order to plant good will, discipline and respect for and confidence In ourselves and others.
- By enforcement of rules of conduct, rules of safety and college policy and procedures.

(A.S.C.C. Student Handbook)

Security Officer Tasks and Responsibilities



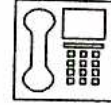
- Patrol A.S.C.C. campus premises, to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances
- Monitor and authorize entrance and departure of employees, visitors, students and other persons; to guard against theft and maintain security of A.S.C.C. premises
- Write Reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences
- Call police in or fire departments in case of emergency such as fire or presence of unauthorized persons
- Circulate among visitors, patrons, students or employees to preserve order and protect property.
- Answer telephone calls, take messages, answer questions, and provide information during non-business hours, or when switchboard is closed
- Warn students of rule infractions or violations and apprehend or evict violators from premises, using force when necessary.

Inspections During Patrol

When you are making rounds, particularly your first round you should:

- Check the telephone system. Make sure you know which telephones are connected to the outside operator. Record emergency phone numbers and keep them updated.
- Check all doors, windows and skylights. Investigate and report any irregularities.
- Make certain no motor is left unintentionally running. If you do not know how to turn off the motor, notify the proper official at once.
- Check to make sure that firefighting equipment is in order
- Be sure aisles and emergency exits are clear and not blocked or improperly locked. They might slow firefighters if there should be a fire
- Check carefully for lighted cigarettes, pipes and cigars. Employees and students in a hurry often leave them behind
- Check to see that housekeeping is sufficient, and trash is kept in proper receptacles
- Check stoves, heaters and furnaces for overheating
- Check to see that no unnecessary lights are left running or water faucets left running
- Report all violations of safety and/or facility rules.

EMERGENCY RESPONSE CONTACT



A.S.C.C. CONTACTS

~~Security Manager: John Ah Sue, A.S.C.C. Director of Administrative Services: 699-9155 ext. 401~~

Chief of Security: Tauai, Misi- ~~258-9034~~ ²⁵⁶⁻⁷⁴⁰² 699-9155/699-6299

~~Lead Security Officer: Uta, Fanavai 699-9155/699-6299~~

Lead Security Officer: Saili, Toetu- 699-9155/699-6299

Lead Security Officer: Fa'amanu Puaina- 699-9155/699-6299

EMERGENCY NUMBERS FOR LOCAL AUTHORITIES

- 911
- EMS- 633-5003
- POLICE/TAFUNA SUBSTATION- 699-2911
- CAMPUS SECURITY- 699-9155/699-6299 ext. 305

EMERGENCY RESPONSE PROCEDURES

Hazardous Material

First respond to any type of hazardous material spill

A security officer will report to the location immediately and:

- a) Clear all personnel from the area.
- b) Seal the area with security tapes (caution/safety tapes)
- c) Call 911 and report the chemical spill; follow instructions from the dispatcher.
- d) Call the Tafuna Police Substation
- e) Call the EPA
- f) Call EMS if necessary: 699-2911
- g) Notify the Campus Security chain of command
- h) Write an Incident Report

Extortion and Bomb Threat



Bomb Threats By Phone Communication

Tactics to be applied by security officers who happen to be the Point of Contact (POC) by the Terrorist:

1. Keep the caller on the line as long as possible
2. Do not transfer to another individual or department
3. Alert another person to begin notification of personnel in the building
4. Ask the caller what time the bomb is set to explode
5. Ask the caller where the bomb is located
6. Ask if the bomb is inside or outside of the building
7. Ask why the bomb has been planted
8. Ask what type of explosive is being used
9. Ask for a description of the bomb or container
10. Explain that the lives of innocent people could be lost if the bomb is not found and removed.
11. Take notes about the callers manner and speech

Bomb Threat Checklist:

Does the caller seem intoxicated? Is the speech slurred? YES NO

Does the caller use profanity? YES NO

Is the voice male or female? MALE FEMALE

How old does the caller sound? OLD YOUNG MIDAGE

What are some of the background noises? Music? Cars? Airplanes? Etc.

Does the caller say "I" or "We" in conversation? I WE

Call 911 and report the incident, giving all requested information to the dispatcher.

Begin notification of departments and programs in the building, ordering them to evacuate to the designated emergency assembly area that is at least 300ft. from the expected bomb location.

Dispatch the Police Bomb Squad to look for the bomb.

Bomb Threat Received by Mail or Written Message

Speed and accurate report of information is vital in solving this type of threat. If the message or letter pinpointed where the bomb is placed or hidden, the following steps should be executed immediately.

1. Clear the area
2. Seal a perimeter of at least 100 meters from the center of where the bomb is expected to be placed at
3. If a point of contact is given in the letter, call that number immediately
4. Follow the steps of the "Bomb Threats by Phone Communication"
5. Fill in the "Bomb Threat Check List"
6. Call 911
7. Call the Tafuna Police Substation
8. Post a security officer by the road to direct the police/bomb squad to the location of the expected threat.
9. File an Incident Report (IR)

Explosive Devices Delivered Through the Mail

1. Clear the room
2. Seal the area at least 100 feet out in perimeter
3. Call 911
4. Call Tafuna Police Substation
5. Call the Chief of Security, Misi Tauai
6. Notify John Ah Sue
7. Post a security officer by the road to direct the police/bomb squad
8. File an Incident Report (IR)

Conducting a Bomb Search

ACTION TO BE TAKEN SHOULD A BOMB BE FOUND:

1. SECURE AND SEAL THE AREA
2. CALL THE TAFUNA POLICE SUBSTATION
3. POST A SECURITY OFFICER BY THE ROAD TO GUIDE THE POLICE OR BOMB SQUAD TO THE AREA OF THE BOMB THREAT

Bomb Explosion

Action taken when the bomb squad decides to dispose the bomb by the use of explosive devices:

1. Security officers will alert the whole school campus

2. Notify all department heads
3. Get assurance and approval from the College President through the Director of Administrative Services of the decision made by the police or the bomb squad to dispose the located bomb with explosive devices.
4. Make sure that everyone is in a safe distance and stay in their rooms until the all-clear is given.
5. Assist the police in every way the security officers are asked to
6. The final call for all is clear is given by the Department of Public Safety (DPS)
7. Write an Incident Report (IR)



Civil Disturbance Emergency Procedures

You may be assigned to an area where employees are striking or where a strike is expected.

First, if you are assigned to a facility and a strike occurs and you are armed, you may be instructed not to wear your weapon.

Second, if you are assigned to an operation that is on strike, you will not be armed.

Security Officers who were previously armed may remain armed if a strike occurs at the area to which they were assigned, but any **additional security officers assigned will not be armed nor will any security officers be armed that are newly assigned to a new operation** because of a strike unless otherwise approved by proper authorities.

Civil Disturbance Regulations

The following regulations always apply:

1. At any location where we provide security for the purpose of protecting A.S.C.C. property during a strike, no security officer will be allowed under any circumstances to bring a weapon of any type on to the property.
2. At any place we are providing security and where security officers have been unarmed, no security officer will be allowed under any circumstances to bring a weapon of any type in to that area they have been assigned.
3. At anywhere there is an increase in the number of security officers and A.S.C.C. is on strike, the additional security officers will not be authorized to carry any guns, clubs, or any other implements designed for physical encounters and will under no circumstances bring a personal weapon on to A.S.C.C. property.
4. Duties of security officers will be limited to the A.S.C.C. campus property only and will not extend to public roads or other private property where A.S.C.C. is not entitled to possession.
5. Only the Chief of Security and higher A.S.C.C. authority can change any of the above rules.

Specific written instructions will be given anytime you are assigned to a building that is on strike. Remember that you are only authorized to protect the building's property and personnel while the employees are performing duties on or at A.S.C.C campus property where the strike is going to take place. You cannot interfere with the right of any employee who is engaged in lawful picketing as long as it takes place on adjoining but not on A.S.C.C. campus property.

Rock throwing or other physical violence, cursing, threatening, mass picketing, blocking entrances to facilities or otherwise preventing entry or exit from facilities and conduct of this nature will sometimes accompany a strike. These incidents do not constitute lawful picketing. However, if this type of unlawful activity occurs off the limits of A.S.C.C. property, you as a security officer cannot try to prevent it. You can best serve A.S.C.C. under such circumstances by carefully observing and making written reports of what is happening and identifying the individual involved and by informing the A.S.C.C. President who may then choose to call in local law enforcement officers to handle the situation.

Remember that you represent the management of A.S.C.C. you are protecting, and your authority ends at the A.S.C.C. property line. Any incident that occurs beyond A.S.C.C. property line must be handled by local law enforcement agency which is responsible for dealing with any incidents not occurring on A.S.C.C. property.

As a security officer on duty at a strike facility, you must use diplomacy and tact and exercise restraint that perhaps here to fore have not been needed. Remember that your performance of duty, your individual attitude and how you handle each situation may affect favorably or unfavorably the negotiations of A.S.C.C. management.

Fire

Fire Prevention and Protection Procedures

Instruction for Security Officers when a fire is discovered:

- Report the fire (dial 911) if you are near a fire alarm, pull it.
- If you are in a class room of people, move them out to a safe area and summon any other personnel
- Confine the fire, or small controllable fire, use a proper extinguisher
- Evacuate personnel
- If a fire is out of control, move all personnel to a safe area
- When reporting a fire, notify the telephone operator (dial 699-9155) or use two way radios and give exact location.
- Report nature and the class of fire
- Do not attempt to re-enter a room if a fire is out of control
- Wait for help to arrive
- Test heat inside the room by placing the back of your hand on the door
- If in smoke or heated areas, stay low. Remember smoke is a killer. Leave at once and close doors behind you. Take any personnel in the area with you.
- If you are trapped in a building, close and seal doors, wait at the window and signal for help.
- Use your two-way radio and keep in contact with the telephone operator

Fire Systems and Equipment

Fire prevention is one of your most important duties. Learn all you can about:

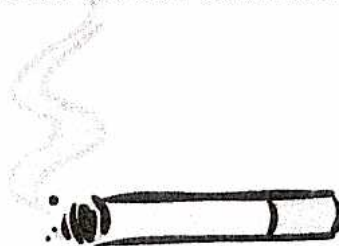
- Potential fire hazards
- Fire alarm systems
- Sprinkler systems. Pay particular attention to sprinkler and post indicator (PIV) valves, and report any that are in the closed position.
- Sprinkler control valves
- All types of hand-operated fire extinguishers and how to use them
- Fire doors, fire escapes, and fire exits

Fire Hazards

Dangers to Look For:

Report all fire hazards. Some of these are:

- SMOKING- Smoking anyplace outside of designated smoking areas
- MATCHES- Improper use or disposal of matches



- ELECTRICAL WIRING- Frayed or worn cords, unauthorized appliances, improper or temporary wiring, improper fuses, overloaded circuits or electrical cords
- OBSTRUCTED STAIRWAYS AND FIRE DOORS- Stairways should be kept clear and obstructed. Fire doors must not be blocked or obstructed in any way, or intentionally wedged or propped open so that automatic self-closing is not possible. They should be enclosed with fire resistant partitions equipped with self-closing fire doors. The security officer should see to it that these doors are never locked.
- BLOCKED AISLES- Aisles should be kept clear for exit
- LOOSE RAGS AND PACKING MATERIALS- Soiled rags should be kept in covered metal containers.

Prompt Actions Taken When Reporting a Fire

- a) First turn on the alarm. If the manual pull box is used, or a sprinkler or smoke detector is activated, follow up by phoning the fire department immediately
- b) Sound the alarm for occupants if an alarm is not sounded automatically
- c) Follow standard operation procedures for fire department, direct fire department apparatus, etc.
- d) Attempt to extinguish the fire if it can be done safely, and you have the proper extinguisher and training.
- e) When using all types of fire extinguishers remember “PASS” – P(pull pin) A(aim) S(squeeze) S(sweep) technique
- f) Fight fire with your back to the exit, making certain an escape route is available to you. You don’t want the fire between you and the exit
- g) Close doors as time and conditions require
- h) After the fire department arrives, call your immediate supervisor and A.S.C.C. representative
- i) As soon as possible, complete the Fire Report and personally give it to the first supervisor who arrives
- j) Note your supervisor’s receipt for this report on your daily report

Assisting the Fire Department

Assisting the fire department:



- a) Open the gates and remove barriers to firefighting equipment
- b) Attempt to determine the exact location of the fire. Direct firefighters to the scene of the fire
- c) Provide any and all information requested by firefighters
- d) Continue to provide security to the facility and to the firefighting operation on A.S.C.C. campus property

Fire Suppression Systems

Sprinkler System (n/a)
Card ox Fire Suppression Equipment
Halon Fire Suppression Systems
Contact List for Fire Supp. Systems Failure

Intruders/Unauthorized Person

In case of intruders and unauthorized personnel are found or reported to security, they will be handled in accordance with A.S.C.C. code.



Natural Disaster Procedures

The basic objective of this S.O.P. is to provide simple guidelines and operating procedures to guarantee that safe and effective procedures are followed during and after a natural or man-caused emergency or disaster.

While preliminary preparation for disaster is directly dependent upon the effectiveness of early warning notification, all disasters are treated with one basic goal in mind, to prevent physical harm to the employees and students of A.S.C.C.

The following procedures are to be followed in the event of a disaster or impending disaster:

Tornado

In the event of a tornado warning, the following procedure should be put into effect.

1. Listen for latest advisories on commercial and/or weather radio.
 - a. Tornado Watch: Weather conditions are favorable for the possible development of tornadoes. Continue normal activities but have someone monitor the situation and notify others if conditions deteriorate.
 - b. Tornado Warning: A tornado is occurring or sighted in the area. In addition to dark clouds and/or hail the emergency siren may sound.

The Department of Safety & Security will initiate a computer notification system and a telephone tree. Once informed safety contacts will perform a final check in their area then proceed to the building tornado shelter.

The warning siren is a steady wail. It sounds when there is a tornado in the area. If you hear the siren, check classrooms and

offices to make sure that everyone has heard the siren. Then immediately move personnel to the designated safe assembly area, such as the lowest level of your building without windows. For example, a restroom, center stairwell, hallway or office. Close the door. The siren typically sounds for five minutes. Stay sheltered until the all-clear is given by the National Weather Service. Indicate area(s) where occupants will move to when not evacuating the building. If you are outside when you hear the siren, take cover in a building close by.

Primary tornado shelter

location: _____

Secondary tornado shelter

location: _____

2. If necessary, initiate emergency shutdown procedures.
3. After tornado passes, restore calm and check for injuries.

Hurricane

1. The source of the alert must be verified by the President's Office or the Director of Administration. No further action will be taken at the alert stage **without verification**.
2. All administrators will report immediately to the President's Office
3. The disaster Team, consisting of the following people will brief the President on Safety Measures and Evacuation Procedures:
 - a. Director of Administration
 - b. Facilities & Maintenance Manager
 - c. Head of Campus Security
 - d. Assistant Manager of F&M
4. President will issue final directive regarding evacuation, and will be disseminated through the phone system intercom, and through the security guards.
 - A. Notify A.S.C.C. receptionist or Campus Security of disaster for intercom alert.
 - B. Contact 911 to report disaster
 - C. Disaster Team report directly to secure disaster area and activate evacuation procedures
 - D. President calls executive meeting with Administrators, to formulate directive for A.S.C.C. operations

Earthquakes

Before an Earthquake:

- a) Keep your eyes open and ask what would happen if equipment, materials or machinery should slide off, fall, or be pushed down by an object next to it during an earthquake
- b) Look for heavy objects, computers, boxes, etc., that should be strapped down
- c) Be alert of large areas of glass, heavy furniture or pictures that could fall and injure someone
- d) As you see potential hazards, report them to proper department representatives

During an Earthquake:

Most earthquakes last 20-30 seconds. Except for after-shocks, the critical time is history before you can do anything about it. Do not try to get out of a building. Instead, drop to the ground get under a desk or a heavy piece of furniture, and hold on to it until the shaking stops. Stay away from windows. Glass has been known to blow out up to seventy-five feet and cause severe injury. If outdoors, stay in the open and away from buildings, utility wires, trees and telephone lines. Watch for materials that may spill. Look for heavy objects or equipment which may topple.

After an Earthquake:

Once the shaking has stopped, you can expect that several conditions will be present. By expecting these things you will be better prepared to deal with them. You can expect:

1. Panic
2. Confusion
3. Fire
4. Explosions
5. People injured
6. You yourself may be injured
7. People trapped in ruins

Aftershocks

These items apply to the immediate aftermath of the earthquake. Your first priority should be to remember the safety procedures needed to prevent further problems:

1. Do not use open flames such as matches, lighters or candles
2. Turn potentially hazardous equipment off
3. Check for and report gas, water or electrical leaks
4. Do not use the elevators

Flooding

A flood can occur quickly, with almost no warning, and can cause serious damage or injury. If you know you are located in a flood-prone area, know the procedures.

Depending upon management's instructions, your responsibilities may include:

- Shutting off fuel supplies, such as natural gas; turning off electrical equipment; starting sump pumps;
- Inspecting storm sewers to ensure that they do not become clogged;
- Notifying authorities or certain A.S.C.C. officials; or taking other actions, as needed.

Once again, your preparations should include knowledge of A.S.C.C. layout, including all access and exit points. Know emergency telephone numbers and procedures for contacting the appropriate authorities.

Tsunami

A tsunami is a series of waves that can be dangerous and destructive. They can be caused by underwater disturbances or earthquakes. When you hear a tsunami warning, move at once to higher ground and stay there until local authorities say it is safe to return home.

What to do:

- Be familiar with the tsunami warning signs. A rapid rise or fall in coastal waters and a large earthquake are both signs to an approaching tsunami.
- Know the location of your local evacuation site. Most coastal communities have a designated area on high ground that the community will meet, e.g.: a school.
- Know your community's warning siren or method of letting people know a tsunami is coming.
- DO NOT go to the water to watch the tsunami come in!

Landslides

- Landslides normally occur due to wet weather, earthquakes and other conditions that destabilize the soil or rock formations. Mudslides normally occur due to a combination of wet weather and volcanic activity. Landslides occur frequently on the island of Tutuila due to the age and condition of its mountains and geologic structures.

- Warning

- A. Landslides and mudslides cannot be predicted and warnings can only occur after an event occurs.

- B. Should a landslide occur, the Police should be notified via 911. They will inform the proper authority who will decide if the EAS will be used to issue alerts and warnings.

Special Note: Since A.S.C.C. is located on the base of high grounds to the north, every personnel will move to the south of the school towards the main road. Security officers will ensure that the landslide area is completely clear of people.

EVACUATION PROCEDURES

The following evacuation procedures are activated immediately upon disaster. Each campus area has been designated with a 2-directional plan.

- Admin Bldg: Proceed to the parking lot through main front corridor
Proceed to the Malae Area
- Quad Area: Proceed through auditorium hall way to the Malae Area
Proceed through ASTEP door and turn left to the front parking lot.
- Science Bldg: Proceed through steps to Annex area and to the Malae Area
Proceed through steps to Library area and up to the Housing Road
- Annex Area: Proceed directly to Malae Area from classroom and offices
Proceed to Cafeteria ramp and towards Cafeteria Parking area
- Cafeteria &
Art Bldg: Proceed through Annex Hall way to the Malae Area
Proceed directly to Cafeteria Parking area
- Library &
ELI Bldg: Proceed to hillside sidewalk by M-11 directly to front parking area
Proceed through science building directly to the Malae Area
- Upper
Housing: Proceed outside to the street area, moving to front entrance to housing.
Proceed to hillside sidewalks, directly to front parking lot.
- Utility Road
Offices: Proceed directly to the Malae Area
Proceed to Gymnasium Parking Lot
- T & I, and
Lower
Housing: Proceed directly to the Malae Area
Proceed to Gymnasium Parking Lot
- Gymnasium: Proceed directly to the Gym Parking Lot
Proceed through right sidewalk, directly to the Malae
- Land Grant: Proceed to parking lot facing gymnasium
Proceed to campus proper through housing road.

A.S.C.C. Precautionary measures

- A. Fire extinguishers and hoses are wall mounted and checked every 6 months
- B. First Aid emergency Drills are held once a year
- C. Evacuation maps are visibly displayed in every building
- D. Ditches and water conduits are kept debris-free
- E. Electrical wiring checked continually.
- F. Fire Hydrants serviced by Fire Dept. regularly
- G. Disaster Team Training held twice a year
- H. Emergency generators adequately serviced and fueled
- I. College vehicles regularly serviced and adequately fueled

Violent Incidents

The primary function of A.S.C.C. security officers is to deter illegal or unauthorized or illegal activity in the premises. Our efforts are the first, and possibly the last, line of defense in providing a safe and secure workplace for A.S.C.C. visitors, students, and employees.

The costs of workplace violence are significant. Workplace violence also takes its toll emotionally; not only are the victims and their families affected, but everyone at A.S.C.C. is affected as well. Employer-directed and domestic-related violence pose the most serious threats because these acts may result in death or significant injury to the individuals involved and innocent bystanders.

Domestic-directed violence and employer-directed violence attempted by former employees can be deterred by the effective access control measures. If we can deny easy access to the target of the violence and are aware of the warning signs of a possible violent event, we may be able to prevent an attack. Unauthorized personnel must be prevented from entering the A.S.C.C., or at a minimum, prevented from entering executive areas.

Class Room/Workplace Violence

A study of workplace violence incidents that in most cases the violent person exhibited warning signs prior to the incident and that those warning signs were ignored. Security officers should therefore be aware of the typical warning signs of a potential for violence. These warning signs include but are not limited to:

- Refusing to co-operate with supervisors, or other authority figures
- Being consistently argumentative or belligerent
- Constantly swearing
- Making unwanted sexual comments
- Refusing to obey A.S.C.C. policies and procedures
- Feeling victimized by management; and/or
- Threatening suicide or harm to others

Use your observational skills and the learning and development received, and notify your superior immediately if you believe or observe someone is acting out one or more of the warning signs listed above.

Action Taken by Security Officer When Receiving a Report on a Violent Incident

- a) A security officer will proceed immediately at the incident location
- b) The security officer will observe and report the activities taken place
- c) If the incident cannot be detained by the security officer, report the situation to the Chief of Security
- d) The COS will decide to call the Department of Public Safety upon notification of A.S.C.C. Director of Administrative Services
- e) Record names of individuals involved in the incident; record names of witnesses
- f) Have both parties involved make written statements
- g) Write an Incident Report
- h) **SPECIAL NOTE: IF INJURIES HAVE BEEN INFLICTED, CALL THE TAFUNA POLICE SUBSTATION AND ACTIVATE THE E.M.S.**

GENERAL ORDERS

(Guardsmark Security Inc. General Orders
Regulations
and
Instructions for Uniformed Personnel)

Paragraph 1

The purpose of your employment is to aid in keeping peace and order, preventing vandalism and other crimes, preventing fire and loss and damages of A.S.C.C. property.

Paragraph 2

You will be guided by these General Orders, Regulations and Instructions. You will be expected to read these regulations often and be thoroughly familiar with them. These regulations are part of your uniform, and you must carry your copy of the General Orders, Regulations and Instructions with you at all times.

Paragraph 3

You were employed with the understanding that you would abide by these General Orders, Regulations and Instructions. Following and adhering to A.S.C.C. Security work rules is an essential function of your job.

Paragraph 4

If you violate any of the General Orders, Regulations and Instructions, you will be disciplined according to the action prescribed herein. You may discipline for reasons not stated in General Orders, Regulations and Instructions if A.S.C.C. considers it reasonable and appropriate. Your employment is terminable at will. Dishonesty, writing a false report, insubordination, drinking alcohol while on duty or reporting for duty under the influences of alcohol, being on the premises or drinking alcohol in a public or private bar or club while in uniform, possessing or using marijuana, illegally possessing or using any controlled substance while on or off duty, reporting for duty while under the influence of any such substance, refusal to admit to drug and/or alcohol testing, refusing to accept a job to carry out your duties on a job, leaving your post or duties, doing anything which would bring discredit to A.S.C.C. misusing your authority or repeated violations of certain General Orders, Regulations and Instructions will result in immediate termination.

Paragraph 5

While on duty you must follow the chain of command and report only to your immediate supervisor. If you are not satisfied with your supervisor's response, you may request a meeting with the Chief of Security. If you become dissatisfied with any other aspect of your employment, you may write the Director of Administrative in Charge or any member of management. Written complaints will be acknowledged by letter. All complaints will receive prompt attention. Do not register complaints with any representative of A.S.C.C.

Paragraph 6

If the requirement exists, you will be issued a weapon which will be property of A.S.C.C. You are NOT permitted to use or carry a private weapon. Before you will be permitted to carry a firearm, you will be trained in handling, firing and safety, and you must demonstrate your knowledge in these areas. You will NOT accept an assignment on an armed job from a supervisor/A.S.C.C authority until you have successfully completed

the required learning and development program. You must secure a permit to carry a firearm from local authorities where required by law.

Paragraph 7

No uniformed security officer authorized while in uniform and/or duty to carry or discharge any type of chemical suppressant known as "Mace", "Tear Gas", "Defender", etc., or any other unauthorized weapon. You must receive specific authorization from your Chief of Security to carry such "non-lethal" weapons. Weapons will be issued by A.S.C.C. if they are authorized, and you will receive instructions in their use.

Paragraph 8

Records of all equipment issued and returned will be maintained by our security office. You will sign a receipt for all equipment you receive. You will be required to reimburse A.S.C.C. for the value of property issued to you which is damaged or destroyed as a result of your negligence or misuse of the property.

Paragraph 9

You will not accept any relief by a person who is not in condition to work because he or she has been drinking alcohol, is sick or for any reason is in violation of the General Orders, Regulations and Instructions. A person is considered unfit for duty if the odor of alcohol can be smelled on his or her breath. If a security officer should report to relieve you when he or she appears drunk or ill, you will notify your supervisor officer and remain on duty until you have been properly relieved.

Paragraph 10

When on duty you must wear the appropriate uniform at all times. Male security officers should follow the uniform regulation as prescribed by A.S.C.C. Chief of Security. For personal safety, the low cut or boot uniform shoes should always have rubber soles and heels.

Paragraph 11

When on duty you must wear the appropriate uniform at all times. For females, abide with the uniform regulation regulated by A.S.C.C. Chief of Security. For personal safety, uniform shoes should always have rubber soles and heels.

Paragraph 12

Before any applicant work can begin work, he or she must undergo a medical examination and a drug screening test. Also, all employees are subject to a random drug test anytime at A.S.C.C. request and expense.

Paragraph 13

All security officers are encouraged to maintain a reasonable level of fitness for duty by maintaining a responsible lifestyle of a proper diet, limited use of alcohol, regular exercise, not smoking and exercise, not smoking and exercising safe practices. Any security officer, driving or riding as a passenger in a vehicle, while on duty or on A.S.C.C. business must have his/her seat belt securely fastened at all times.

Paragraph 14

If you should get sick or are unable to report for duty for any reason, you must notify your immediate supervisor at least four hours before the time you are to report for duty. You must explain the reason for your absence and when you expect to be able to return to duty, and be able to prove the reason for your absence. When you are absent for an extended period for any reason, you will be required to notify your supervisor when you are able to return and wait to receive your assignment, if any available, before returning to active duty. Security officers absent from work due to illness may be required to provide a doctor's statement verifying the nature of the illness, the need to be absent from work, and the ability to return to work without restriction or limitations.

Paragraph 15

You will be expected to accept all assignments given to you by your immediate supervisor that you are qualified to perform. Your account, post and shift assignments may be changed from time to time at the option of your supervisors.

The nature of your employment as a security officer may prevent you from being relieved from duty for an unpaid meal period away from your place of work. In such cases, subject to all applicable federal, state and local laws, we will attempt (to the extent practicable) to provide you with an "on duty" meal period at your place of work. Such meal periods are considered to be on the job paid meal periods. In all instances, the security needs of A.S.C.C. will govern the nature and extent of any meal period that may be provided.

Paragraph 16

Unauthorized absences are not permitted. Absence without leave will result in disciplinary action including dismissal.

Paragraph 17

You will begin your Daily Report in duplicate at the start of your shift and describe all appropriate actions as necessary during your shift. This report must be complete in all respects. At the conclusion of each shift, you will complete your Daily Report by signing it and filling in "True Hours Worked". One copy will be left in the designated location for the client. The remaining copy is given to the supervisor in charge of the operation. When reporting an incident, answer briefly the following questions: Who- When- Which- What- Where- Why- How? The sections of the Daily Report regarding transfer of equipment and keys must be completed, if applicable. This is a mandatory requirement.

Paragraph 18

Solicitation and distribution of literature not pertaining to officially signed duties is prohibited at all times while on duty or in uniform, and any known or suspected violation of this order is to be reported to your immediate supervisor immediately.

Paragraph 19

A.S.C.C. requires that at least four hours of work environment learning be given to any security officer assigned to an operation for the first time regardless of how long the period of employment may be. This instruction is to be conducted by a person ranked as Supervisor, Lead, Chief of Security or higher. If a security officer does not receive the initial four-hour mandatory learning and development, this fact must be reported to the Manager in Charge immediately.

Paragraph 20

All A.S.C.C. security officers are to avoid any conflict of interest relating to their work. Conflicts include but are not limited to working for any other personnel other than A.S.C.C. or working in any other related security capacity, without written consent from A.S.C.C.

Paragraph 21

Each A.S.C.C. security officer is required to comply with all applicable laws, statutes, ordinances, policies, orders, rules, regulations and procedures relating to employee health, safety and welfare (collectively "Safety Rules"), whether such Safety Rules promulgated by federal, state, or local government, or A.S.C.C.. Failure or refusal to comply with the Safety Rules may result in disciplinary action up to and including termination of employment and may also result in denial of workers compensation or similar benefits if you suffer a work-related injury or illness as a result of your willful or intentional misconduct and/or failure or refusal to comply with such Safety Rules.

Paragraph 22

All uniformed employees must be well-groomed at all times. Hair must be neat. Generally the only acceptable facial hair is a mustache that must not extend below the corners of the mouth and must be neatly trimmed. A.S.C.C. reserves the right to limit the wearing of jewelry. A.S.C.C. will make reasonable accommodations as required by law.

Regulations

(Guardsmark Security Inc. General Orders
Regulations
and
Instructions for Uniformed Personnel)

Paragraph 1

A.S.C.C. policy requires that all security officers be on post ready to start their tours of duty at the assigned commencement time their duty shifts. Unless specifically directed in writing by the Manager in Charge, do not report before your shift starts or after it ends, if properly relieved.

Paragraph 2

“On Duty” will terminate:

- a) When properly relieved by your relief, and
- b) At the time specified, or
- c) On instruction of your superior officer, or
- d) On instruction of A.S.C.C.

Paragraph 3

While on duty, you will:

- Be polite, courteous and conduct yourself in a professional manner.
- Quickly report to and take charge of your assignment and remain on duty the full time called for or until properly relieved
- Carry out all orders issued and enforce all rules
- Learn the location of telephones, fire alarm boxes, first aid stations, emergency exits, hazardous areas, etc.; learn whom to contact in case of emergency; know how to contact the police department and learn as much as you can about the entire operation
- When assigned to a convention, ticket collecting or similar work, know the types of official badges, passes and tickets being used
- Wear the proper uniform, be alert and carefully watch everything in your area of responsibility
- Take quick and proper action when the situation requires it; report to your superior at once all information, complaints or observations about protection problems
- Answer questions in a polite manner; if you do not know the answer explain how to get the information
- In a situation not covered by instructions, contact your superior officer or supervisor

Paragraph 4

While on duty, you must NOT:

- Smoke, except in areas where smoking is permitted when it will not cause a fire hazard or interfere with your duties. Never smoke while patrolling A.S.C.C.
- Use profane, indecent or abusive language or act rude or unruly manner
- Ask for or receive gifts, rewards or loans except when given written permission by the Manager in Charge
- Carry any reading material, radios, television sets, tape recorders, tools or other material on the job except provided by A.S.C.C.
- Discuss or give out information about your duties to anyone except your superior officer or supervisor

- Sleep
- Talk with other security officers except when in the line of duty
- Lean against walls or other objects
- Let, ask or tell any person to go through a gate or enter a restricted area in violation of regulations
- Leave your post except when properly relieved, or with permission of your superior officer or supervisor, or when told to do so by A.S.C.C. or act on a complaint, to assist an injured person, or in case of a fire or similar situations if you should leave your post for these reasons, you must notify A.S.C.C. security officer or A.S.C.C. and take whatever steps necessary for the protection of your post while you are absent.
- Failure to make the required documentation of your tours (clock, daily report or electronic data collector) during inspection of the area will result in penalty charges made by A.S.C.C. to security personnel for late or missed tours will be charged to the person responsible
- Eat or drink while on duty unless authorized by the Manager in Charge
- Remove any part of your uniform without permission of your superior officer or supervisor or wear your uniform in an unauthorized manner.
- Allow keys to A.S.C.C. property for which you are responsible to leave your control. These keys are to be turned over to your relief, to a designated A.S.C.C. representative or locked into an area provided by A.S.C.C.
- Solicit in any form
- Fraternize on duty or off duty, date or become over friendly with A.S.C.C. employees or with co-security officers
- Have personal visitors on post
- Make or accept personal calls from A.S.C.C. phones, including local, long distance and "800" or "900" calls
- Use A.S.C.C. equipment, computer software or internet access for unauthorized personal use to access unauthorized information. While on duty, you must follow all responsibilities in the Mission Partnership Statement document for A.S.C.C.

Paragraph 5

You will not sign a complaint against anyone arrested or involved in a dispute without the approval of supervisory personnel in the rank of Senior Supervisor/Captain or higher.

Paragraph 6

If you should receive a complaint, you will get all the facts and then immediately contact your supervisor.

Paragraph 7

If you should become a part of any dispute, get the names, addresses and telephone numbers of all witnesses, the names and addresses of everyone involved, and give this information in writing to your immediate supervisor as soon as possible.

Paragraph 8

If you should get into a dispute, you will only use such force as may be necessary for self-defense. Notify your supervisor immediately should the use of force be necessary to defend yourself.

Paragraph 9

You will prepare and submit:

- A Daily Report
- A Weekly Time Record
- An Unusual Incident Report when the circumstances dictate.

The Weekly Time Record must be completed and turned over to your supervisor no later than noon each Sunday.

Paragraph 10

You will be required to submit expense records when requested by your superior officer or supervisor. Your expense report will be correctly itemized, including only authorized expenses, and be accompanied by receipts for all items. No expense report will be approved unless said expense is authorized in advance.

Paragraph 11

Security Officers and Supervisors having or believing they have discrepancies in either payroll, uniform or expense accounts will take the matter up with their Manager in Charge; under no circumstances will phone calls be directed to the Executive Offices.

Paragraph 12- SEXUAL HARASSMENT POLICY

1. It is illegal and against the policies of A.S.C.C. for any employee, male or female, to sexually harass another employee or non-employee (see paragraph 3). Sexual harassment includes harassment based on pregnancy, childbirth or related medical condition. Sexual harassment is defined as:
 - a. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature
 - b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or
 - c. Creating an intimidating, hostile or offensive working environment by such conduct. Examples of such conduct can include sex-oriented teasing or joking; unwelcome physical conduct such as hugging, assaulting, or grabbing; graphic or degrading, sexual verbal comment or epithets; displaying sexually suggestive cartoons or posters; and unwelcome sexual propositions
2. Any employee who believes he, she or another security officer or A.S.C.C. employee must give an oral report of the alleged act immediately (preferably within 48 hours after the alleged harassment occurs) to give his/her Manager in Charge AND to the Sexual Harassment Policy Compliance Officer(s). A timely report aids A.S.C.C. in conducting a timely and complete investigation. An investigation of all sexual harassment complaints will be undertaken immediately. Any supervisor,

agent or other employee who is found by A.S.C.C. after appropriate investigation to have sexually harassed another employee will be subject to appropriations, depending on the circumstances, from a warning in his or her file up to and including termination of employment. If an employee believes he/she has been sexually harassed in the workplace by a person other than a security personnel, he/she should report the act immediately (within 48 hours after the alleged harassment occurs) in the manner described herein. It is against A.S.C.C. policy to retaliate against an employee for reporting any type of sexual harassment.

3. It is also against the policies of A.S.C.C. for an employee, male or female, to sexually harass non-work related persons with whom the employee may interact during the performance of his/her duties. Any employee who is found by A.S.C.C. after appropriate investigations to have sexually harassed a non-A.S.C.C. employee in the workplace will be subject to the sanctions described in Paragraph 2 above. Retaliation against a non-A.S.C.C. employee for reporting any type of sexual harassment is also prohibited.

A.S.C.C. recognizes that the question of whether action or incident is a purely personal, social relationship without discriminatory or harassing employment effect requires a factual determination based on all facts in the matter. We recognize also that false accusations of sexual harassment can have serious effects on innocent women and men, and we urge all employees to be mindful of these adverse consequences and to refrain from making irresponsible, groundless charges against colleagues or supervisory personnel. We trust that all employees of A.S.C.C. will continue to act responsibly to establish a pleasant working environment free of sexual harassment or any other forms of discrimination.

A.S.C.C. is committed to maintaining an environment conducive to productive employment and free from harassing actions from any source.

First Aid

(Guardsmark Security Inc. General Orders
Regulations
and
Instructions for Uniformed Personnel)

General Rules:

Examine the injured person to determine whether emergency action is necessary. If it is, **CALL FOR MEDICAL HELP**. It is better for the untrained person to watch, but not to treat, the injured person if there is no immediate danger of bleeding to death, suffocation, severe burns, or shock. Do not leave the injured person unattended at any time.

Any employee who has made physical contact with blood or potentially infectious material must immediately report the exposure incident to his or her supervisor personally. The supervisor must report the incident within three hours to the manager in Charge. Exposure includes needle sticks and blood or body fluids splashed in the eyes or on the skin. Coming into such close proximity to blood or infectious material or handling such material with authorized personal protective equipment fails.

If you are assigned to an assignment where there is routine occupational exposure to bloodborne pathogens, you will be required to take Hepatitis B vaccinations. The Mission Statement document at your facility contains an OSHA Bloodborne Pathogens Exposure Control Plan which further explains this program. You should read it regularly. All security officers will, at a minimum, receive bloodborne pathogen learning and development once each year

Always use approved personal protective equipment when giving first aid.

Keep the injured person lying down with the head level with the rest of the body unless there is a head injury. In that case, raise the head slightly. Cover the injured person and keep him warm. In the case of shock, raise the person's feet 8 to 12 inches.

- Do not move the injured person except to remove the person from fire, flood, smoke or anything that would further endanger life
- Do not give an unconscious or semi-unconscious person anything to drink
- Do not let an injured person see the wounds
- Reassure the injured person. Keep him or her comfortable

First Aid Bleeding

Take this emergency action:

Apply pressure directly over the wound or on the appropriate pressure point. Use a first aid dressing, clean cloth, or even your bare hand. When bleeding has been controlled, add extra layers of cloth and bandage firmly. Do not remove dressing. If the wound is in an arm or leg, elevate it with pillows or substitutes. Never use a tourniquet except as a last resort.

First Aid for Burns

Take this emergency action:

Remove clothing covering the burn unless it sticks. For first or second degree burns, run cool tap water over the injured area. Do not use ice! Cover the burned area with a clean dry dressing or several layers of cloth folded into a pad. Apply bandage over the pad tightly enough to keep out the air. Don't remove the pad. Don't use grease, oil or any treatment except on a doctor's order. On chemical burns, such as those caused by acid or lye, wash the burn thoroughly with water before covering with a dry dressing. Use cold applications for first and second degree burns.

First Aid Broken Bones

Take this emergency action:

Unless it is absolutely necessary to move a person with a broken bone, don't do anything except apply an ice bag to the injured area to relieve pain. If you must move the injured person, splint the broken bone first so the broken bone ends cannot move and be sure to splint adjacent joints. Use a board, thick bundle of newspapers or even a pillow. Tie the splint firmly in place above and below the break but not tightly enough to cut off circulation. Set layers of cloth or newspapers to pad a hard splint. Broken bones in the hand, arm or shoulder should be supported by a sling after splinting. Use a triangular bandage or a substitute such as a scarf towel or torn width of sheet and tie ends around the injured person's neck, or place the forearm across the chest and pin sleeve to the coat. In this way the lower sleeve will take the weight of the injured arm.

If you suspect a broken neck or back, do not move the injured person except to remove him or her from a situation that may endanger life. If you must move the injured person, slide him/her gently on to a litter or a wide, rigid board. Then watch the injured person until trained help arrives.

If a bone has punctured the skin, cover the wound with first aid dressing or clean cloth and control bleeding by hand pressure.

First Aid for Shock

Take this emergency action:

Shock may result from severe burns, broken bones or other wounds or from acute emotional disturbance. Usually the person going into shock becomes pale. The skin may become wet with sweat. The person may become unconscious.

Keep the injured person lying down. The head should be level with or lower than the body. Do not lower the head but raise the feet 8 to 12 inches, unless there is a head injury. In the latter case, the head should be raised slightly. Wrap the injured person warmly but do not permit him or her to become overheated. Try to avoid letting the injured see the injury. If he/she is able to swallow, give him/her plenty of water to drink.

Do not give anything by mouth to person who is vomiting, unconscious, semi-unconscious or has an abdominal wound.

To Move Injured Persons

Take this emergency action:

Do not move an injured person except to prevent further injury or possible death. If you must move the person, keep him/her lying flat. Move on to a wide board such as an ironing board or door, and tie down so he/she won't roll off.

If a blanket is available, place the injured person on the blanket by pulling along the long axis of the body onto the blanket. Then firmly grasp the blanket and drag the person from the area.

If you have nothing to carry the injured on, get two other people to help you. Kneel together on the same side of the injured person and slide your hands under the body gently. Then lift carefully, keeping the body level. Walk in step together to prevent jarring and carry only far enough to remove from danger.

First Aid for Suffocation

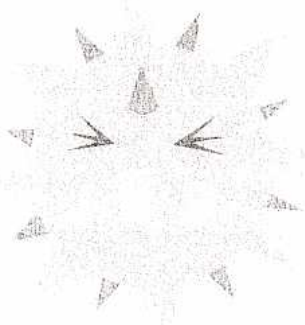
Take this emergency action:

Suffocation can result from pressure on the neck or chest, contact with a live electrical wire, drowning, or inhaling foreign substances such as liquids, smoke, or gas. The usual signs of suffocation are coughing and sputtering or other difficulties in breathing. As breathing becomes difficult or stops, the face may turn purple and lips and fingernails become blue. Unconsciousness will follow quickly unless you act at once.

First, quickly remove the person from the cause of suffocation. If the victim is in contact with a live wire, don't touch him/her. Shut off the current if you can. If not, stand on a piece of dry wood or on a paper and remove the wire from the person with a long dry stick or other non-metallic object.

Remove any objects that may obstruct breathing from the mouth or throat. Then apply CPR as discussed in the following section

Controlling the Spread of Germs and Contagious Disease



People can be infected with dangerous illnesses and diseases in a variety of ways. Some germs are transmitted to humans by members of the animal kingdom. For example, a person could contract malaria if bitten by an infected mosquito. In addition, germs can be passed to people via contaminated food or water. For instance, a person could become seriously ill if food tainted with the bacterial toxins that cause botulism were eaten. Finally, some germs are transmitted directly from person to person and are particularly concerned because of the maladies resulting from these germs are contagious.

A contagious disease can be defined as one that is communicable and capable of spreading rapidly from one person to another through contact or close proximity. Communicable means that the disease can be transmitted from one source to another by infectious bacteria or viral organisms.

Contagious illnesses and diseases that pose a risk to public health have always existed. Any of these maladies have been brought under control through vaccination and other programs. If the disease is severe enough, however, various government agencies may have to take more dramatic action to contain further spreading.

The Centers for Disease Control and Prevention (CDC) is the U.S. government agency responsible for identifying, tracking and controlling the spread of disease with the CDC's assistance, state and local health departments have developed emergency preparedness and response plans. These plans include provisions for quarantining and isolating persons when necessary.

When someone is known to be ill with a contagious disease, he/she may be placed in isolation and receive special care. Alternatively, when someone has been exposed to a contagious disease and it is not yet known if he/she has contracted it the individual may be quarantined and separated from others who have not been exposed. For example, the person who was exposed may be asked to stay at home to prevent possibly spreading the disease to others.

Because illnesses and diseases can not only be potentially life-threatening, but also cause social disruptions, it is essential that all employees practice good health habits to help protect yourself and others against germs, the single most effective measure you can take is to wash your hands frequently. Cleaning your hands often removes potentially infectious materials from your skin and helps to prevent disease transmission.

Washing your hands with soap and warm water can greatly reduce the chances of getting or spreading germs. The scrubbing action loosens the dirt and germs from your hands, while the soap picks them up and binds them so that the water can wash them away. When you wash your hands, you should follow this procedure:

- Wet your hands first and apply liquid or clean bar soap
- Rub your hands together vigorously and scrub all surfaces, including fingernails and between fingers. Continue scrubbing for 10-15 seconds
- Rinse your hands well and dry them

In addition, the following general rules should be observed in the effort to prevent the spread of germs:

- Avoid close contact with people who are ill
- Stay at home when you are legitimately ill
- Cover your mouth and nose with a tissue when coughing or sneezing
- Avoid touching our eyes, nose or mouth. Germs are often spread when a person touches his/her eyes nose or mouth.

Cardiopulmonary Resuscitation (CPR)



The following information is intended as a summary for those who have been trained and certified in cardiopulmonary resuscitation (CPR). Certification may be obtained through successful completion of CPR course received from an instructor approved by the American Red Cross or the American Heart Association.

It is critical to remember that attempts to perform CPR by those who are untrained can result in serious damage to the victim.

CPR alone is not enough to save a life in most cardiac arrests. It is a vital link in the chain of survival that will be in your hands along with early activation. The chain of survival includes:

1. Early activation of the EMS (Emergency Medical Services) System.
2. Early CPR
3. early defibrillation
4. early advanced care

whatever method of artificial resuscitation you use, it should be continued until the person begins to breath and has a pulse, EMS arrive, or you are exhausted and unable to continue.

ADULT CPR

- Assess responsiveness. Tap or gently shake the victim and shout, "Are you OK?" if victim is unconscious, go on to the next step- activate the EMS system.
- Open the victim's airway by lifting the head back until victim's jaw line is perpendicular to ground.

NEXT

- Assess breathlessness
- If victim is breathing:
 - Place victim in recovery position
 - Monitor breathing
 - Maintain an open airway in the victim
- If victim is not breathing:
 - Perform rescue breathing by giving two initial breaths.
- If unable to give two breaths:
 - Reposition the head and try again.
 - If still unsuccessful, refer to "Obstructed Airway: Unconscious victim"
- If successful, continue to the next step:

THEN

- Assess pulselessness
- If pulse is present, continue rescue breathing at a rate of 12 times per minute (once every five seconds)
- If pulse is absent, continue to next step

- Begin external chest compressions: locate proper hand position. Perform 15 chest compressions at a rate of 80 to 100 per minute. Count “one and, two and, three....” followed by two (2) breaths
- Depress the sternum 1^{1/2} to 2 inches
- Perform four complete cycles of 15 compressions and two (2) ventilations.

Recheck

After four cycles of 15 compressions and two ventilations, reevaluate the patient:

- Check for the return of pulse.
- If pulse is absent, resume CPR with two ventilations followed by 15 compressions.
- If pulse is present, continue to the next step.
- Check for breathing.
- If victim is breathing spontaneously monitor breathing and pulse closely.
- If victim is not breathing spontaneously, perform rescue breathing at a rate of 12 times per minute and monitor pulse closely

CHILD CPR (1 to 8 years old)

CPR performed on children is similar to Adult CPR except for 4 differences.

1. If you have no help, give 1 minute of CPR before activating the EMS system
2. Use the heel of one hand on chest compressions instead of both hands.
3. Depress the sternum 1 to 1 ½ inches.
4. Give 1 rescue breath for every 5 compressions (100 compressions per minute).

INFANT CPR (Less than 1 year)

- Determine unresponsiveness by tapping shoulder.
- Open airway and check for breathing using head tilt-chin lift—don’t tilt head too far back.
- Give two (2) slow breaths with mouth covering the infant’s mouth and nose.
- Check brachial pulse on the upper arm with two fingers of one hand.
- If no pulse, give cycles of 5 chest compressions (rate of 100 per minute) followed by 1 slow breath. Depress hest ½ to 1 inch.
- After about 1 minute of rescue effort, check pulse. If you are alone, activate the EMS system.
- If no pulse, continue 5:1 cycles. Feel for the pulse every few minutes.
- If the pulse returns, check for breathing. If no breathing, give 1 breath every 3 seconds (20 breaths per minute) and monitor the pulse. If there is breathing, monitor breathing and pulse. Place in recovery position.

OBSTUCTED AIRWAY

Adult Conscious Victim

- Ask “Are you choking?” o determine if victim is able to speak or cough.
- Tell the victim you know the Heimlich maneuver and can help.
- Stand behind the victim with your arms wrapped around his/her waist.

- Make a fist with one hand and place the thumb side of the fist against the victim's abdomen thrust above the navel but below the rib cage.
- Grasp the fist with the other hand and press it into the abdomen with quick inward and upward thrusts.
- Repeat until the foreign body is expelled or the person becomes unconscious.



Adult Victim becomes Unconscious

- Activate the EMS system.
- Perform tongue-jaw lift followed by a finger sweep to attempt to remove the object.
- Open airway and try to ventilate (2 breaths).
- If unable to give two breaths, reposition head and try again.
- Give five abdominal thrusts
- Repeat sequence until successful: finger sweep, attempt to ventilate and abdominal thrusts.

Adult Unconscious Victim

- Establish unresponsiveness
- Activate the EMS system.
- Open airway and try to ventilate. If unsuccessful, reposition head and try to ventilate again.
- Place the victim on his/her back. Kneel astride his/her thighs.
- Place the heel of one hand against the victim's abdomen, slightly above the navel, but below the rib cage.
- Place the second hand directly over the first and press into the abdomen with quick upward thrusts.
- Repeat the thrust five times to clear the airway.
- Look for and clear any objects from mouth.
- Tilt head back and reattempt breaths. Repeat steps until breaths go in.

Whatever method of artificial resuscitation you use, it should be continued until the person begins to breathe alone or until there is no doubt that the person is dead.

Child Victim (1 to 8 years old)

Perform the same as for adult, except do not perform blind finger sweep. Perform tongue-jaw lift. Use your finger to sweep the foreign body out ONLY if you can see it.

Infant Conscious Victim (Less than 1 year)

- Confirm complete airway obstruction. Check for serious breathing difficulty, ineffective cough, or strong cry.
- Place infant face down over one arm and deliver up to 5 back blows. Support the head and neck with one hand.
- Turn infant face up, with head lower than trunk, supported on your arm and deliver up to 5 chest thrusts, using the same landmarks as those for chest compressions.

- Repeat steps until either the foreign object is expelled or infant becomes unconscious.

Infant Victim becomes Unconscious

- Call out for Help! Position infant on back. If second rescuer is available, have him/her call the EMS system.
- Perform tongue-jaw lift. DO NOT perform a blind finger sweep UNLESS you can see the foreign object.
- Try to ventilate using mouth-over-mouth & nose seal.
- Deliver up to 5 back blows and then up to 5 chest thrusts.
- Open airway and remove foreign object if you can see it.
- Try again to give rescue breaths.
- Repeat steps until successful.
- If you are alone, activate the EMS system after about 1 minute of efforts to clear away.
- When obstruction is removed, check for breathing and pulse.
- If there is breathing, place in recovery position and monitor breathing/pulse.
- If no breathing, give 20 rescue breaths per minute and monitor the pulse.
- If no breathing, give 20 rescue breaths per minute and monitor the pulse.
- If no pulse, give 2 breaths and start cycles of compressions and breaths.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

THE AVAILABILITY OF THE Automated External Defibrillator, commonly known as an AED, greatly enhances the opportunity of the first responder to revive the victim. The AED or easy defibrillation is used in conjunction with CPR to provide emergency cardiac care pending the arrival of an emergency medical service, or EMS.

The AED is a device that is designated to analyze the heart rhythm of a person in cardiac arrest, recognize a shockable rhythm and advise the operator whether the rhythm should be shocked. If a shock is indicated, the electric current is delivered through the victim's chest wall through adhesive electrode pads. Audible and /or visual prompts guide the user through the process.

The AED is a device that is to be used only by those security officers who are certified in the use of the AED and in CPR. Authorized certifications can be obtained through both the American Heart Association and the American Red Cross. Do not operate an AED if you are not currently certified to do so.

Follow the procedures outlined in your Mission Partnership Statement document to determine whether an AED is to be used at the client facility.

**NOTIFY A DOCTOR OR LOCAL POISON CONTROL CENTER IN ALL
CASES OF POISONING**

Ammonia- Do not induce vomiting.

AntiFreeze Solutions- Induce vomiting.

Ant Powder- Induce vomiting.

Arsenic- Small amounts dangerous. Give milk and induce vomiting.

Aspirin (overdose) - One of the most common causes of serious poisoning. The reaction is slow to appear. Induce vomiting. Medical observation should be continued for 12 hours.

Atropine (drops or tablets) - Small amounts dangerous. Induce vomiting.

Automobile Polish (liquid) - Do not induce vomiting.

Barbiturates- Induce vomiting.

Benzene- Do not induce vomiting.

Bichloride of Mercury- Induce vomiting repeatedly. Speed is vital. Eggs and milk are some help as antidotes.

Camphorated Oil- Induce vomiting.

Carbolic Acid- Do not induce vomiting. Eggs and milk are some help as antidotes.

Carbon Tetrachloride- Do not induce vomiting.

Cleaning Fluids- Do not induce vomiting.

D.D.T. - Induce vomiting.

Furniture Polishes- Do not induce vomiting.

Gasoline- Do not induce vomiting.

Hydrochloric Acid- Dangerous when not diluted. Do not induce vomiting. Give a teaspoon of bicarbonate of soda in a glass of water.

Ink- Some inks contain a poisonous chemical. Induce vomiting if more than a taste has been swallowed.

Insect Sprays- Do not induce vomiting.

Iodine- Give bread and induce vomiting.

Kerosene- Do not induce vomiting.

Lighter Fluid- Do not induce vomiting.

Lye- Dangerous in small amounts. Do not induce vomiting. Wash face and mouth freely with water. Give grapefruit juice (can be sweetened), or dilute vinegar (1 part to 3 parts of water). Same treatment for ammonia, washing soda, potash, caustic lime, quicklime, caustic soda, drain cleaners.

Mothballs- Induce vomiting.

Mushrooms, Toadstools- the non-edible varieties are poisonous. Induce vomiting.

Nembutal -Induce vomiting.

Nicotine- Induce vomiting immediately.

Plant Sprays - Induce vomiting.

Rat Poisons- Usually contain arsenic or phosphorus. Induce vomiting.

Roach Powder- May contain concentrated sodium fluoride. Induce vomiting.

Strychnine- Induce vomiting.

Sulfuric Acid- Do not induce vomiting. Wash face and mouth freely with water. Give 1 teaspoon of bicarbonate of soda in a glass of water.

Thallium Preparations- Induce vomiting.

Weed Killers-Induce vomiting

Wintergreen Oil- Induce vomiting.

DRUGS AND NARCOTICS

Recognize the symptoms of individuals who are illegally using rugs or narcotics. Following are some of the physical indications that if observed on an individual will most probably that the individual is illegally using drugs and/or narcotics.

- Cigarette burns appearing in quantity on the clothing.
- Excessive drinking of ice water.
- Contracted pupils/red eyes.
- Emaciated, pale and anemic-looking features.
- Drowsiness, watery eyes, and runny nose.
- Inability to focus on tasks/assignments.
- Violent temper.
- Paranoid personality.
- Nervousness.
- Suspicious- thinking people are watching them.
- Can't sit still, restlessness.
- Falling asleep on job.

Evidence that drugs are being used on the premises would be if some of the following items are found during patrols.

- Empty gelatin capsules/small envelopes/bindles or baggies.
- Eye droppers.
- Pieces of absorbent cotton
- Bent spoons or bottle caps with scorch marks.
- Small scales.
- Diluents such as baking powder.
- Many burnt matches in a pile/discarded cigarette lighters.
- Loitering in hallways or in areas frequented by addicts.
- Spending an unusual amount of time in restroom.
- Inability to remain on the job for an entire shift.
- Using jargon of addicts.
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The following hart on drugs and narcotics lists drugs most often used and the physical symptoms you can define if individuals you come in contact with are actually using the drug. This chart also lists the evidences to look for and, for your own information, lists the dangers involved when these drugs and narcotic are being used illegally. Some of the drugs listed in the chart may be available by prescription; however they are also often used and abused by individuals with whom you may come in contact.

DRUGS USED	PHYSICAL SYMPTOMS	LOOK FOR	DANGERS
GLUE SNIFFING	Violent, drunk appearance, dreamy or blank expression.	Tubes of glue, glue smears, large paper bags of handkerchiefs.	Lung/brain damage, death through suffocation or choking, anemia
HEROIN, MORPHINE, CODEINE	Stupor/drowsiness, needle marks on body, watery eyes, loss of appetite, blood stains on shirt sleeve.	Needle or hypodermic syringe, cotton, tourniquet, string, rope, belt, burnt bottle caps or spoons, glassine envelopes	Death from overdose, mental deterioration, destruction of brain and liver.
MARIJUANA,POT,GRASS	Sleepiness, wandering mind, enlarged eye pupils, lack of coordination, craving for sweets, increased appetite.	Strong odor of burnt leaves, small seeds in pocket lining, cigarette paper, discolored fingers.	Damage to liver, inducement to take stronger narcotics.
LSD, DMT, STP, CAT	Severe hallucinations, feeling of detachment, incoherent speech, cold hands and feet, vomiting, laughing and crying.	Cube sugar with discoloration in center, small clear thin gelatin squares, blotter paper.	Suicidal tendencies, unpredictable behavior; chronic exposure causes brain damage.
CLUB DRUGS SUCH AS MDMA (ECSTASY)	Involuntary teeth-clenching, feelings of closeness to others, blurred vision, chills or sweating.	Powder, tablet or capsule.	Damage to brain serotonin neurons, addiction, hyperthermia
PEP PILLS, UPPEES, AMPHETAMINES, METHAMPHETAMINES	Aggressive behavior; giggling, silliness, rapid speech, confused thinking, no appetite, extreme fatigue, dry mouth, shakiness.	Jar of pills of varying colors, chain smoking	Death from overdose, hallucinations
BENZODIAZEPINE, DOWNERS, BARBITURATES	Drowsiness, stupor, dullness, slurred speech, drunken appearance, vomiting.	Pills of varying colors.	Death from overdose, unconscious
COCAINE	Drowsiness, red nose, red eyes. Drug is rapid acting.	Whit powder, small straws, a mirror/razor blade.	Loss of appetite, irritability.
CRACK COCAINE	Extreme nervousness, confusion, drowsiness.	Small vials or plastic bags.	Death from heart or respiratory failure.
VICODIN, VALIUM	Sedation, drowsiness, dizziness, skin rash.	Pills of varying colors.	Death from overdose, usually in combination with alcohol, tolerance
COUGH MEDICINE SUCH AS TYLENOL WITH DOEINE	Drunken appearance, lack of coordination, confusion, excessive itching.	Empty bottles of cough medicine.	Causes addiction.

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FIREARMS



Paragraph 1

A license to carry a firearm carries with it a great responsibility.

Paragraph 2

The law will not excuse you for killing or injuring someone just because you have a license to carry a firearm nor will you be excused because you did not know the firearm was loaded.

Paragraph 3

If you should kill or injure anyone, you will probably have a civil suit filed against you as well as criminal charges. You should never use your firearm except in extreme situations and then only after careful consideration of your surroundings.

You can justify using your weapon in only two instances:

- (a) In self defense – you must believe your life is in peril and you must be able to prove this.
- (b) In preventing serious bodily injury to another – if the injury can be prevented by other means. **DO NOT USE YOUR WEAPON.**

Paragraph 4

Observe the following safety rules:

- (a) Never pick up a weapon without checking it to make sure it is unloaded.
- (b) Always handle your weapon as if it were loaded; use extreme care.
- (c) Immediately unload your weapon before cleaning, transferring to another person or presenting it for inspection.
- (d) Do not remove your weapon to threaten anyone. If the weapon is removed from the holster for use, you should already have considered Paragraph 3 above and made your decision.
- (e) Never fire warning shots.
- (f) Never carry a weapon with the hammer cocked.
- (g) Never put your finger inside the trigger guard until you are ready to fire.
- (h) Never dry shoot or practice sighting or aiming in the presence of others except when supervised by an instructor.
- (i) Never fire your weapon while you are running. Stop and take careful aim before firing.
- (j) When you present your weapon for inspection, follow the procedure outlined below:
 - 1. Turn your back to the person who will be inspecting the weapon.
 - 2. Remove the weapon from the holster, keeping the muzzle pointed toward the ground or floor.
 - 3. Remove all cartridges from the weapon.
 - 4. Turn around and face the person inspecting the weapon. Present the weapon muzzle down, but outward to the inspector. Display all cartridges to the inspector.

5. Insist that the inspector return the weapon to you in the same manner you presented it.
6. After recovering the weapon, turn away from the inspector. Reload.

Paragraph 5

You are NOT authorized to carry any personal weapon of any type or any other weapon not issued by A.S.C.C. in the performance of your duty.

Paragraph 6

You are NOT authorized to carry the issued weapon in any holster other than the one issued with the weapon.

Paragraph 7

All security officers who are authorized to carry a weapon will receive learning and development and indoctrination in the use of weapons and will sign a certificate stating that they have received their initial learning and development.

Paragraph 8

You will NOT surrender your issued weapon to anyone other than A.S.C.C. security personnel or law enforcement authorities after either has presented proper identification.

Paragraph 9

You ARE RESPONSIBLE for the security of the weapon issued to you and must secure it in such a manner that you are certain it will not fall into unauthorized hands.

POWERS OF PRIVATE SECURITY OFFICERS



Any action that you may have taken in connection with the arrest, search and detention of a person who has committed a crime on A.S.C.C. property, is necessarily taken under your authority as a private person. However, if you act prudently and reasonably, you have nothing to fear and should not hesitate to do your duty. Study the instances below when an arrest can be made.

CLASSES OF CRIME

A crime is either a felony or a misdemeanor. In general, a misdemeanor can be defined as a minor crime against society, punishable by confinement not to exceed one year. In general, a felony can be defined as a major crime against society, punishable by confinement in excess of one year, including capital punishment. It is the possible punishment that determines the classification of a crime and not the sentence an offender may actually receive.

POWER OF ARREST

Arrest is the taking of a person into custody so that he/she may be held to answer for a crime. The word "arrest" **must never be used** by a security officer to control and direct personnel on A.S.C.C. property except in an emergency, when the suppression of a crime is involved, or when it becomes necessary to exercise the power of arrest in the protection of life and property. Few incidents will arise when action under the authority contained in the A.S.C.C. SOP will not be adequate to handle the situation.

- (a) *AUTHORITY TO ARREST*: An arrest may be made by (1) a peace officer under a warrant; (2) a peace officer without a warrant; (3) a private person, including an A.S.C.C. security officer.

- (b) *ARREST BY A PEACE OFFICER WITHOUT A WARRANT*: A peace officer may, without warrant, arrest a person (1) for a crime committed or attempted in his/her presence; (2) when the person arrested has committed a felony, although not in his/her presence; (3) when a felony has in fact been committed, and he/she has reasonable cause for believing that the person to arrested committed it.

- (c) *ARREST BY A PRIVATE PERSON*: State statutes govern and vary somewhat. In general, a private person may arrest another (1) for a crime committed or attempted in his/her presence; (2) when the person arrested has committed a felony although not in his/her presence.
The private person, including A.S.C.C. security officers, **must absolutely** arrest the right person. If you do not, you are liable in a civil suit for false imprisonment.

A WORD OF CAUTION: Before arresting anyone, be 100 percent sure you are arresting the right person.

IF THERE ARE ANY DOUBTS, DON'T DO IT!