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National Electoral Commission



BaSED
Basic Security in Election Duties

Foreword

Conducting secure and violence-free elections constitutes a major challenge confronting many election management bodies in developing countries, including Nigeria. Several factors account for this rising importance of election security for such EMBs. In the first place, there is the ever-present concern that wider insecurity could affect the electoral process. Since elections represent a very important aspect of the political system and process, broader security challenges confronting a country become heightened during elections. This is particularly so because contending social forces that create these security problems see in elections either threats or advantages to the pursuit of their political interests. Consequently, they seek to intervene in the electoral process with far-reaching consequences.

Secondly, EMBs have to depend on security agencies to provide adequate security for the electoral process. In many cases, these security agencies are already stretched and may therefore be unable to provide the necessary security support required for secure and violence-free elections. This is particularly the case in large countries like Nigeria where, for instance in next month's elections, we have to secure 120,000 polling units at which an expected 68,833,476 voters would cast their votes, over 9,000 collation centres, and at least 812 INEC Offices.

Thirdly, election officials are not often trained to be security conscious. Most are also not knowledgeable about proper responses when in life-threatening situations. Issues such as crowd management, recognition of IEDs, dealing with suspicious persons, etc. are not usually incorporated in their training. This lack of security consciousness is a major source of risk to electoral staff, especially when working in volatile environments. Related to this, there is often no specialized and dedicated system of risk assessment in many EMBs in developing countries. Electoral officials often depend on rule of the thumb and general experience in dealing with security risks, including violent situations. All these factors serve to heighten insecurity and risk of violence during elections.



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Foreword

Since 2010, INEC has worked to establish a dedicated system of electoral risk management. Among other things, it established the Interagency Consultative Committee on Election Security (ICCES). Other aspects of that system have to do with training and knowledge production, as well as monitoring and reporting on election insecurity. This handbook deals with a very important aspect of election security training, namely Basic Security in Election Duties (BaSED).

The BaSED training programme is designed to provide electoral field officers as well as other INEC staff an understanding of key security procedures required to ensure their safety while performing election duties. It also avails election personnel with general security awareness and identifies practical, insightful and informative strategies to improve their safety and wellbeing in the field.

I am sure that with this programme, staff and materials deployed by the Commission will be better protected. I feel that this is yet another contribution of the present Commission to improved election management in Nigeria, not only for the impending general elections of 2015, but also in the long term.

Professor Attahiru M. Jega, OFR
Chairman, INEC
January 2015



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Introduction

Welcome to the Basic Security In The Field Training Module. This course will help you avoid or minimise dangers and risks, whether at work or at home. A recently identified requirement for INEC personnel is to have basic security training and use it. The Commission has the responsibility for staff security and this training programme is part of it.



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As you work through this course, you will learn how to:

- Take appropriate precautionary and preventive actions
- Apply practical techniques to manage risks and deal with difficult circumstances.
- Make quick assessments in dangerous situations
- React appropriately in the event of actual danger
- Know where and how to obtain help.



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The outline for this course is as follows.

- *Why This Course?*
- *Course Structure*
- *Course Assistance*
- *On The Move*
- *Your Health*
- *Your Personal Safety*
- *Conclusion*



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Why This Course?

We face ongoing dangers to our personal safety and security and are at substantial risk of being targeted because of our heightened visibility during the election period and as representatives of the electoral commission.

Ultimately, our individual security rests with how well we are prepared. Understanding and using the information provided in this module and working together with your security specialists will help you to carry out your work effectively.



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Course Structure

This module is divided into 3 lessons.

In this self-study programme, you are your own guide to your learning and testing. Completion of this course should be undertaken prior to the election day

We implore you to take this course seriously.



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Course Assistance

If appropriate, additional support may be gained from the training team giving you this presentation.

Additional support may be available from the Commission's Election Risk Management Hub

- 0808143704166, 08076435868
- electionriskmanagement@gmail.com, erm@inec.gov.ng

For all other questions especially security related please consult your supervisor or security focal point at the RAC.



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Conclusion

We have made every attempt to ensure this module meets the highest standards of accuracy and completeness.

However INEC assumes no responsibility for any damages resulting from the use of these materials.



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On the Move

This is the first lesson in this module



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After completing this module you should be able to:

- Comprehend the dangers of ground travel and the precautions that you can take to help keep you safe.
- Discuss the responsibilities of passengers and drivers and recommend driving techniques for different situations.
- Discuss how to deal with military and other armed personnel at checkpoints.
- Comprehend how to detect, avoid, and react to explosives and weapons
- Discuss safety considerations to take when planning a convoy.



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Before you travel

There are a number of important tasks that you will need to consider before traveling to your place of work. Taking care of these issues will greatly help you. Before travel you should therefore ensure that you:

- Obtain an overview of the general security situation and specifically for your route and intended location
- You carry with you your valid documentation and all necessary equipment needed
 - ID card, driving license, vehicle documents (insurance, car registration)
- Ensure your department is aware of your travel plans.



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Upon Taking Up Your Duties

When beginning your assignment, it is essential to take the following actions:

- *Meet your security officer or security focal point and obtain a security briefing*
- *Contact your supervisor to discuss your duties and responsibilities.*
- *Ensure you always have contact information for all officials responsible for security*
- *If you are issued a communication device, programme essential numbers, including security officials into it.*



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Road Travel

Road travel can be one of the most dangerous activities undertaken by an INEC staff.

Before Travel

- Obtain authorisation from your supervisor or head of office.
- Understand the security situation, plan your trip, and inform all concerned
- Know the accident and breakdown procedures.
- Make sure cargo is properly secured so it cannot move around when travelling – remember that items will be forced forward if the vehicle comes to a sudden stop
- Vehicle serviced, lights working, brakes fully operational, tyres are in good repair, fully fuelled, and oil, water and lubricants topped up
- If possible carry in the vehicle at all times - maps, water, food, first aid kit, jump cables, fire extinguisher, equipment to change a flat tyre and a spare tyre



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Driving

Being in a vehicle can give you a false sense of security and may actually make you a target. Follow these tips when in a vehicle.

- Think twice before deciding to offer assistance to what may appear to be a stranded motorist, regardless of gender.
- Before getting into your vehicle, look inside first to make sure no one is hiding in the back seat. Check underneath the vehicle from a distance.
- Whenever possible, travel on well-lit, populated streets. Keep windows rolled up and KEEP THE DOORS LOCKED.
- If possible, drive together with another vehicle but wherever possible avoid driving at night
- When parking at night, select a place that will be lit when you return. Make sure your vehicle is locked when leaving.



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- If you suspect someone is following you, make a few turns down active streets, if in doubt head to police location or secure location.
- Be alert when you are at a red light or stop sign. Leave a suitable distance between your vehicle and the vehicle in front to allow you to prevent being boxed in. Be prepared to sound the horn and/or take evasive action if you are threatened.
- Avoid alcohol and other such substances prior to and during driving
- Keeping to the main roads is advised at all times however it is important for drivers to know alternative routes in case there is a security threat and main roads are not accessible.



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Working with your driver

Normally, only staff employed as drivers of INEC are authorised to drive vehicles of the commission. In these circumstances, both the driver and the passenger have responsibilities and obligations.

- As the driver, you should be aware of the purpose of the journey and route. If not, ask the passenger.
- As the driver you must ensure your vehicle is properly prepared and equipped. Do not operate communication systems while driving.
- As the passenger plan with your driver to ensure adequate time is allowed for the journey.
- As the passenger it is your responsibility to manage all incoming communication.
- As the passenger you also serve as additional eyes and ears for the driver. Be alert.



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Checkpoints

All activities should be completed before dark/nightfall. Follow these guidelines when at check points:

- Reduce speed and be prepared to stop if required.
- Remove sunglasses to avoid intimidating people.
- Keep both hands visible at all times.
- If dark, turn on interior lights and dim headlights when you approach the check point.
- Be friendly and courteous.
- Be patient, either you will be allowed through or you will not.
- Do not try to bribe your way out of danger
- Show I.D if asked, but do not hand it over.



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Reacting to weapons firing

You should always be aware of potential danger - in the unlikely event that you find yourself caught in an exchange of gun fire the following steps are recommended

- If you are on foot, drop down, hit the ground, and crawl to cover or hide behind something. Remember that cover from view may not be cover from weapon's fire (brick walls may provide limited protection from weapons fire; bushes and fences only provide cover from view).
- If you come under fire while you are in a vehicle, accelerate and drive through if possible; if not possible, exit and hide behind the engine block. If there is cover nearby, crawl to it.



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Reacting to weapons firing

- If you are at the scene of an IED explosion. You should be careful as secondary explosions usually follow targeting first responders and onlookers.
- When in a chaotic situation avoid following people running without an idea of why and where they are going. In several cases people have run towards harm in the chaos without knowing it. Always make your own assessment while on the move.



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Summary Points

- Obtain an overview of the general security situation and specifically for your route and intended location.
- Meet your security officer or security focal point and obtain a security briefing.
- Ensure you always have contact information for all officials responsible for security
- You should always be aware of potential danger. Be alert.
- Normally, only staff employed as drivers of INEC are authorized to drive vehicles of the commission. In these circumstances, both the driver and the passenger have responsibilities and obligations.



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Your Health

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After completing this module you should be able to:

- Discuss health threats and precautions.
- Discuss methods for dealing with environmental health threats.
- Describe key First-Aid responses.

As field staff you may be exposed to a variety of health threats in unfamiliar environments. Most risks are minimized by taking precautions before, during, and after your travel.



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Determining Risks

The key factors in determining the risks to which you may be exposed are:

- Destination – including quality of hygiene, sanitation, availability of medical services and environment.
- Duration of assignment – affects likelihood of exposure
- Purpose of assignment – e.g. administrative, highly politically interactive etc.
- Standard of accommodation and food hygiene – substandard/limited in some cases.



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Environmental Health Threats: Food and Drink

Many infectious diseases are transmitted by contaminated food and water. The safety of food and drink depends mainly on hygiene standards applied locally during preparation and handling:

Precautions for Food

- Wash your hands thoroughly with soap and water and dry them on something clean before eating.
- Avoid uncooked food and undercooked meat. Most importantly avoid eating “bush meat”. Only eat fruits and vegetables that can be peeled or shelled.

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Environmental Health Threats: Food and Drink

Precautions for Drink

- Be very careful of the source of your drinking water.
- Beware of locally produced alcoholic drinks.
- Store-bought bottled or packaged cold drinks are usually safe provided they are sealed; hot beverages are usually safe.



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Medical Kit and Other Items

Wherever possible you should carry your own first aid kit at all times. Suggested content should include:

First Aid Items

- Adhesive tape.
- Antiseptic wound cleaner.
- Bandages.
- Eye drops
- Insect repellent.
- Scissors and safety pins.



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Medical Kit and Other Items

First Aid Items

- Simple analgesic (e.g. Paracetamol).
- Sterile dressing.
- Clinical thermometer.
- Gloves

Additional Items

- Anti-fungal cream or powder
- Water disinfectant and water filter



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First Aid: Assessment and Reporting

Be cautious when stopping to assist in accidents in which you are not involved in.

You may find yourself in situations where there are inadequate or non-existent medical facilities.. In such cases, it is important to understand and be able to apply essential emergency First Aid procedures.

Assessment

- The most important rule of First Aid is that you protect yourself first. Evaluate all possible ongoing danger. The conditions that caused the incident may still be present. You cannot help others if you become a casualty yourself.
- Observe the scene to determine what really happened.
- Assess how many casualties need attention. The order in which you treat them may be crucial to their survival. Attend first to anyone who is bleeding. Only move individuals if they are at risk of dying.



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First Aid: Assessment and Reporting

Reporting

- Contact the emergency services / your office for assistance and locate materials needed to assist the victims.

- When reporting an incident please use the following format (take a copy and keep handy along with important phone numbers):
 - WHO? Name of person reporting and contact details
 - WHERE? Exact location of the incident
 - WHAT?
 - Type of incident
 - Type of injury
 - Number / Name of person(s) involved
 - Type of services required
 - WHEN? Exact time of incident
 - Additional Info: Any relevant additional information (e.g. is local assistance available, are there some existing environmental hazards, any special technical assistance required, etc.)



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Personal Hygiene

Many locations are poorly supplied with basic sanitary equipment. Water supply can be poor or non-existent.

You must maintain good standards of personal hygiene to protect yourself from infection.



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Summary Points

- Many infectious diseases are transmitted by contaminated food and water.
- Be very careful of the source of your drinking water.
- Beware of locally produced alcoholic drinks.
- Wherever possible you should carry your own first aid kit at all times.
- The most important rule of First Aid is that you protect yourself first.



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Your Personal Safety

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After completing this module you should be able to:

- Discuss the importance of security awareness and prevention.
- List personal security techniques.
- Explain the importance of respecting colleagues and appreciating the local cultures.



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Security Awareness and Prevention

Personal safety is an individual responsibility. The best way to be safe is to avoid trouble in the first place rather than try to remove yourself later. We need to develop a strong sense of security awareness and adjust our behaviours to take into account the environment in which we find ourselves.

Remember, you are **responsible** and **accountable** for your safety and security.



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Personal Safety Techniques: Prevention

Your safety and security will depend on how well you adapt to the environment you work. Remember nothing is worth losing your life for, not even your job.

General Prevention Tips

- Generally remain vigilant, alert and be aware of your surroundings
- Keep a low profile. Dress and behave conservatively.
- Avoid establishing routines; they make your movements easy to predict.
- Always follow your instincts. If you feel uncomfortable about a location or a person, leave immediately.
- Do not hesitate to call attention to yourself if you are in danger: scream, shout, blow the horn of your vehicle.



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Personal Safety Techniques: Prevention

- Stay away from situations which could be threatening.
- Comply with national laws and regulations
- Ensure you carry the Emergency Contact List with you at all times, that your mobile is always charged and that the relevant contact numbers are programmed.
- Familiarize yourself with emergency escape routes in case of fire and familiarize yourself with the immediate surroundings such as the location of the nearest local police station
- Seek information about any local customs, how you are expected to behave and what are the potential threats and areas to avoid
- When moving around notify your colleagues of your departure/return times and let someone



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Personal Safety Techniques: Prevention

- Know where you go
- Avoid carrying valuable and attractive items openly. If you do carry valuable items on your person ensure they are securely stored in a zipped up pocket, bag or a security belt. Do not leave valuable items unsecured in your accommodation or visible in your car
- Do not carry all your valuables in one bag or briefcase. Restrict what you carry with you to the necessary
- Do not show large amounts of cash in public
- Behave professionally and exhibit the highest level of personal discretion
- Remain impartial and do not discuss your political views
- Do not take pictures of any checkpoints, boundary lines, military installations, and military or police personnel.



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Personal Safety Techniques: Social Interaction

- Never discuss politics or religion, these may incline people to assume bias and possible misuse of office in favour of a candidate.
- Avoid an overly social lifestyle and alcohol intoxication. Being discreet becomes almost impossible and intoxication may lead to leaking vital/classified information.
- Be sure to gauge the host community's perception of electoral staff and their work. This will help predict reactions to electoral result and possible conduct at polling units.
- Be sure to gain an understanding of the host community's traditions and beliefs. This will ensure you don't respond in ways that could be found offensive.



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Personal Safety Techniques: Aggression/Threats

You may find yourself in a situation of intense agitation, hostility, and perhaps danger.

- Some situations can be resolved safely if you stay calm.
- Speak to the highest authority possible.
- Do not provoke by hostile comments.
- Do not try to bribe your way out of danger. This could be considered an admission of guilt.
- Defend yourself when situations result in violence against you.
- After any serious incident, whether or not it leads to violence, inform your security focal point and supervisor.



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Personal Safety Techniques: Walking

You are often vulnerable when you're on the street. Here are some tips to help keep you safe:

- Before going out, make sure all closures on your bags are shut. Put your wallet in a front pocket or under clothing but if you have to, give up your wallet not your life!
- Be aware and alert to your surroundings.
- Whenever possible, avoid walking alone at night.
- Do not use headphones while walking.



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Spontaneous Protests and Demonstrations

With a spontaneous protest or demonstration, there may be no time for preparations. In such situations, apply the following;

- Assess the situation calmly and determine the need for security measures, including your departure.
- The immediate course of action is to safely and immediately withdraw from the area. Do not try and move through the protest rather to move away most likely back the way you came to a place of safety. Do not stay to watch what is happening
- If the action is designed against your place of work then the senior staff member present may consider liaison with the group. Attempt to speak only to the designated spokesperson, in a non threatening manner, calmly and clearly, preferably apart from the main group. If appropriate, propose a working committee to discuss and find solutions for grievances. Leave the area quickly. If necessary seek assistance from the local police.



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Respect for Colleagues

One of the most significant ways to improve your personal security is to respect your colleagues, people and appreciate the culture and customs in which you live and work. Your willingness to understand these issues is an important commitment you will make as an INEC Staff.



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Summary Points

- Personal safety is an individual responsibility. The best way to be safe is to avoid trouble in the first place rather than try to remove yourself later.
- You are **responsible** and **accountable** for your safety and security.
- Remain vigilant, alert and be aware of your surroundings
- Seek information about any local customs, how you are expected to behave and what are the potential threats and areas to avoid
- Behave professionally and exhibit the highest level of personal discretion.
- With a spontaneous protest or demonstration, there may be no time for preparations. In such situations. Assess the situation calmly and determine the need for security measures, including your departure.



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Introduction

Welcome to the Advanced Security Training In The Field Module



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We are angered by the senseless loss of life of dedicated and committed field officers of the Independent National Electoral Commission, who are sometimes caught in the line of conflict and violence associated with the Electoral Process.

In fact the pendulum of Electoral Field Officers has now swung far past mid-point and in many cases our staff are no longer seen as neutral providers of services but rather as deliberate targets.



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We face on going dangers to our personal safety and security. We are at substantial risk of being targeted because of our heightened visibility as representatives of the Nation's Election Management Body.

Understanding and using the information provided in this module and working together with security specialists will enable us effectively carry out our work for those we are charged to assist.



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The course is divided into:

- *Introduction*
- *Knowing and Using Your Vital Security Tools*
- *Personal Behaviour, Image and Security*
- *Your Options in Challenging Environments*
- *Review Point*



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Knowing and Using Your Vital Security Tools

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Effective communication in the field is critical for the safety and security of you and your family.

When communicating we must ensure the following;

- Your speech is clear and precise.
- Identify yourself at the beginning of each transmission
- End your transmission appropriately, to signify the end of communication.

The critical aspect of any sort of communication is to get your message across in a clear and effective manner.



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It is important to have each duty station establish an Emergency Communication System (ECS). This is based on a combination of telephones and computers.

The ECS will enable field officers communicate effectively particularly in the time of crisis. Some communication tools that you will use in the field include;

- *Telephones*
- *Computers*
- *Other*



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No matter what type of communication device you use, especially mobile telephones, always be aware of what you say and how you say it.

Be careful when communicating sensitive information, such as;

- *Political information or content*
- *Military information*
- *Personal or personnel issues*
- *Staff locations and movements*



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If you are in an emergency, use your communication device to call for help. Though it may be difficult, try to remain calm and think through what you need to say. How you communicate may protect you and your colleagues from danger or death.

Essential information includes;

- *Who*
- *What*
- *Where*
- *When*
- *How*

Other relevant information may include;

- Number in your team
- Medical requirements
- Presence and movement of security forces



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When in an emergency, remember these basic communication procedures:

Discipline – listen before transmitting

Brevity – brief and to the point.

Rhythm – use short complete phrases that make sense

Speed – not too fast – not too slow

Preparation – know what you are going to say before transmitting



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Communicate Your Travel Movements:

Always make sure someone knows where you are. For example, if you are in an accident and your communication equipment has been destroyed, your chance of receiving assistance will be much greater if you have a plan in place to report your location on a regular basis. Always let people (team members) know:

- Where you are going.
- When you are leaving.
- When you are returning.

Be sure to; Call when you arrive, and inform team members when you return.



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Security Briefing

One of the most important security tools is the briefing. Never assume you know the latest security information. Briefings are provided at the RACs and are intended to provide the team with targeted, up-to-date knowledge of the security situation in the area.

Security briefings are intended to tell you major threats and risks in your location and what plans are in place to meet them. You will learn about what you can do to maintain a secure environment, including your responsibilities. It is your responsibility to obtain security briefings once you arrive at your duty post.

Health and safety briefings provide information about major health and safety hazards in your area. You will find out ways to control or protect against these hazards.



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Summary Points

- Effective communication in the field is critical for the safety and security of you and your family.
- Always be aware of what you say and how you say it.
- If you are in an emergency, use your communication device to call for help. Though it may be difficult, try to remain calm and think through what you need to say.
- Always make sure someone knows where you are.
- One of the most important security tools is the briefing. Never assume you know the latest security information.
- It is your responsibility to obtain security briefings once you arrive at your duty post.



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Personal Behaviour, Image and Security

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As INEC staff, all your actions, whether at the office, in public, or at home, reflect on our organisation, its objectives, and its values. Your actions are observed by others. The perceptions that others have of your behaviour reflect on the image of the organisation and can directly affect your safety and that of your colleagues.

Your personal behaviour has a significant effect on your health, your safety, and your security.



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Common elements of standard conduct are:

- *Demonstrating respect for people and their cultures.*
- *Demonstrating respect for the environment.*
- *Acting with integrity and impartiality.*



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When it comes to security, there are many factors or elements that we cannot control. One thing you can control, however, is your conduct at work and your lifestyle outside the office.

Remember the way you conduct your life does not stop at the end of the workday. Even when you are off duty, you should conduct yourself with respect not just for yourself, but also for your organisation.



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Remember to be security conscious at all times. Always know the security situation in your area and avoid areas that are identified as officially off limits, considered politically sensitive or where security incidents are known to take place.



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Interaction and coordination with military and other security actors requires establishing liaison arrangements and clear lines of communication at the earliest possible stage and at all levels to guarantee timely and regular exchange of information.

To minimise confusion, only designated individuals should liaise on behalf of a group and this should be clearly defined and agreed upon prior to reaching the field.

Sensitive information (such as security related information) should be disseminated carefully according to your organization's guidelines. Be sure to seek guidance from your Head Quarters.



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Build a positive relationship with security officials when liaison is required. This will help promote mutual understanding, respect, appropriate information sharing, work facilitation, and ensure the safety of you and your colleagues.

Here are some points that can help you;

- Where established civil-military coordination mechanisms are not available, meet with the most senior security officer responsible for your location.
- Respect organisational mandates
- Be clear about what your security needs and concerns might be.



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Summary Points

- Your personal behaviour has a significant effect on your health, your safety, and your security.
- Demonstrate respect for people and their cultures. Act with integrity and impartiality.
- Always know the security situation in your area and avoid areas that are identified as officially off limits, considered politically sensitive or where security incidents are known to take place.
- Build a positive relationship with security officials when liaison is required



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Your Options in Challenging Environments

This is the third lesson in this module



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While working on the field a variety of challenging situations may occur. Some of these are the result of human activity such as crime, conflict, or terrorism.

Others are natural disasters. Thinking about these situations beforehand and planning how you will react is key to managing security. The key to being secure is how well you are prepared.



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The essence of emergency planning is to consider all the adverse events that could occur and to ensure that there are contingencies to meet them.

It is important to meet your department head and gather information about the security plans your department has in place.



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A good and effective emergency plan will include clear instructions on:

- *Evacuating the building – in case of fire, bomb threats, intruder, earthquake or other circumstances.*
- *Clearly defined concentration areas – a safe location.*
- *Individually assigned responsibilities.*
- *Taking threatening phone calls and other circumstances.*



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Terrorism is a significant growing threat throughout the world. Although not clearly defined, terrorism is viewed as acts that are criminal in nature and may include some of the following:

- *Extreme violence*
- *Use of explosives in common*
- *Unexpected and unpredictable time and place.*
- *Disregard for human life.*
- *Intended to instill fear, emotional pain, confusion and uncertainty.*



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As an individual it is difficult to combat terrorism. However, you can help deter or minimise the risk of a terrorism act by practicing many of the safety and security procedures that you have learned in this module and in “Basic Security in the Field.”

For example:

- Maintain awareness of your surroundings and be sensitive to change.
- Attend specialised training courses when made available to you.
- Be aware of individuals who may be acting suspiciously and report such behaviour.



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You may find yourself a victim of personal attacks. Your survival relies on how rationally you can think, regardless of how terrified you may feel. You cannot afford to panic. When you panic you allow your fears to overcome your ability to think rationally.

Although easier said than done, it is a critical element to your survival. Remember to assess the situation to make your best response.



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Here are some personal safety tips:

- Never underestimate your own strength regardless of your size or gender. If you must fight use everything you can: your knees, elbows, teeth, fingernails or any items available.
- Always check the inside of your vehicle (front and back) before getting in.
- If you find yourself in the trunk of a car, kick the back tail lights out, stick your arm through the hole and wave.



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Summary Points

- The key to being secure is how well you are prepared.
- It is important to meet your department head and gather information about the security plans your department has in place.
- You can help deter or minimise the risk of a terrorism act by practicing many of the safety and security procedures that you have learned in this module and in “Basic Security in the Field.”
- Maintain awareness of your surroundings and be sensitive to change.
- Be aware of individuals who may be acting suspiciously and report such behaviour.
- You cannot afford to panic. When you panic you allow your fears to overcome your ability to think rationally.
- Always assess situations and make your best response.



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Twenty (20) Tips on Basic Security in Election Duties (BaSED)

1. Ensure you attend security briefings at the RAC before deployment. This will give you key information and insights about risks and threats in the area you are deployed.
2. Before deployment, ensure that you receive the telephone number of a competent official (Security agencies or INEC) to call when in distress. You can also contact the INEC Citizen Contact Centre or the ERM Secretariat.
3. Phone numbers of most senior security officers should be programmed into your communication device.
4. Collect the contact of the Election Support Centers for your state.
5. Do not move unless a security escort accompanies you.
6. Security officials on election duties are there for your protection. Maintain a cordial relationship with them. If a security official stops you be polite, present your ID if requested and obey security directives.
7. Be security conscious at all times. It is important to know the security situation in your area and avoid areas that are identified as officially off limits, considered politically sensitive or where security incidents are known to take place.

Twenty (20) Tips on Basic Security in Election Duties (BaSED)

8. It is important for staff to be aware of their environment e.g. security points, escape points, difficult terrain etc. and culture of the community they are deployed.
9. Maintain this awareness of and be sensitive to change. Be aware of individuals who may be acting suspiciously and report such behaviour.
10. Do not panic. Always assess situations and provide the best response. Try as much as possible to not react in a violent manner and most importantly stay away from situations that could be threatening.
11. If you find yourself in the trunk of a car, kick the back tail lights out; stick your arm through the hole and wave.
12. Do not hesitate to call attention to yourself if you are in danger: scream, shout, blow the horn of your vehicle.
13. Personal safety is an individual responsibility. The best way to be safe is to avoid trouble in the first place rather than try to remove yourself later.
14. Be sure to gain an understanding of the host community's traditions and beliefs. Respect the culture and customs of the environment in which you work.

Twenty (20) Tips on Basic Security in Election Duties (BaSED)

15. Be sure to behave professionally at all times. Inspire confidence when performing your duties.
16. Never discuss politics or religion; these may incline people to assume bias and possible misuse of office in favour of a candidate.
17. Drivers should have be aware of strange objects while driving especially during convoy movement, some of these objects may be an IED or unexploded ordinance.
18. It is important for all drivers to know alternative routes in case there is a security threat and main roads are not available.
19. Ensure you carry with you essential items on your trip e.g. soap, deodorant, clothing, food and money. However be sure not to carry costly items.
20. Remember, you are responsible and accountable for your safety and security.