



Alert Level 1: Low or Normal Business Mode (Substantial Risk of Terrorism and Civil Unrest)

- Personnel and assets are at low/medium risk
- Low/medium crime rate and limited political action specifically targeted
- No incidents recorded
- Isolated civil disturbance with no impact on business
- Safe to walk city streets unaccompanied during business hours
- Isolated incidents of petty theft, car theft or burglaries

MEASURES	BUSINESS HOURS	REMARKS
UN VEHICLES ACCESS CONTROL	<ul style="list-style-type: none"> • Non UN vehicles are <u>not</u> allowed access to the UN compound • UN vehicles are allowed to enter the UN compound • The UN vehicle will park in front/outside the UN compound at the 1st boom gate. • The driver and visitors with him will produce their UN ID cards to the guard for verification of validity. • After positive identity was established, the UN vehicle will proceed past the 1st boom gate and parked in the searched area between the two gates. • All occupants inside the vehicle will remove their personal belongings and proceed to <u>Reception</u> for scanning of ID's and checking of bags. • That the guard will do a visual inspection on the vehicle interior and then proceed with the mirror search on the rest of the vehicle. • After the vehicle was cleared by the searcher, the vehicle will gain access to the compound by moving forward and enter the compound through the gate on the right hand side. • Once the vehicle moved past the gate area, the gate will be closed and 	<ul style="list-style-type: none"> • All UN activities continue. • UN personnel kept informed of the prevailing security situation. • Regular liaison with external stakeholders (police, embassies, etc.) • Radio communications kept operational with regular tests. • 1 PRS guard to be posted outside the 1st boom gate • Security contractors enforce level GREEN to access control measures. • UN visitors may arrive at office without prior security clearances from Head of Office. • Personnel and vehicle searches are performed



	<ul style="list-style-type: none"> the UN vehicle will stop at the inside boom gate and wait for instructions to park the vehicle in a designated parking area. 	
<p>UN PERSONNEL ACCESS CONTROL - RECEPTION AREA</p>	<ul style="list-style-type: none"> <u>Only</u> UN ID badge holders are authorized to proceed to Reception. On entry the UN badge holder must show positive proof of identification to the guard on duty. Laptops and bags will be placed on the electronic scanner for searching. UN member will proceed through the "<u>walkthrough</u>" scanner to confirm no metal objects are detected on the individual. In the event of a power failure, the individual will be searched with a hand held wand and a physical inspection on the bags will be done by the guard on duty. After completion of the search, the UN member will proceed to the counter and hand his/her UN ID to the guard for scanning. After the scanning procedure, the ID card will be hand back to the individual before proceeding to gain access to the compound. In the event, were an individual working for the UN, does not have an ID on his position, the LSA/GFM will be contacted to come and make a positive identification on the individual at <u>Reception</u>. After the identification was confirmed, a visitor's card will be issued to the individual and he/she will be escorted by the UN member to the meeting and escorted back to <u>Reception</u> on completion of his/her business. 	<ul style="list-style-type: none"> Authority must be obtained from LSA/GFM for short notice visitors to gain access to the compound
<p>Visitor/Contractor Access Controls - Reception Area</p>	<ul style="list-style-type: none"> Visitors/contractors will be requested to show/hand in their <u>valid</u> ID card or passport for positive identification to the guard on duty. 	<ul style="list-style-type: none"> No visitors inside the compound after 4:00pm



	<ul style="list-style-type: none"> • The <u>valid</u> Passport or ID card will be scanned with an issued visitor's card for record keeping. • The individuals <u>valid</u> Passport or ID card will be kept in the safe at Reception until such time that the visitor/contractor returned from his/her meeting. • Laptops and bags will be placed on the electronic scanner for searching. • The visitor/contractor will proceed through the "<u>walkthrough</u>" scanner to confirm no metal objects are detected on the individual. In the event of a power failure, the individual will be searched with a hand held wand and a physical inspection on the bags will be done by the guard on duty. • After completion of the search, the visitor/contractor will proceed to the counter and complete the register provided by the guard on duty. • In the event, were and the visitor/contractor does not have a <u>valid</u> ID or Passport in his position, the LSA/GFM will be contacted to come and make a positive identification on the individual at <u>Reception</u>. • After the identification was confirmed, the visitor/contractor be escorted by the UN member to the meeting and escorted back to <u>Reception</u> on completion of his/her business. • On return to <u>Reception</u>, the individual will hand in the visitor's badge and receive his/her valid ID card or Passport. The visitors badge will be signed back and the individual will proceed to exit the compound. 	
<p>Outside Compound - Vehicle Parking Controls</p>	<ul style="list-style-type: none"> • Non UN vehicles will be parked 300m away from the UN compound on the south-eastern side of the UNCC • Private vehicles of UN personnel will be parked at the jersey barriers across 	



	<p>the road in front of the UN compound (southern side)</p>	
<p>Package and Delivery Handling Control</p>	<ul style="list-style-type: none"> • Delivery by a UN vehicle: Positive identification must be provided to the guard on duty. The package must be inspected and scanned for explosive detection before handing in at Reception. • The package will be scanned and verified for correct details of delivery and the LSA/GFM will be informed. • Non UN delivery vehicle must obtain authority from Head of Office for clearance to deliver to the UN compound. • The package must be inspected and scanned for explosive detection before handing in at Reception. • The package will be scanned and verified for correct details of delivery and the LSA/GFM will be informed. • Material and equipment delivery: construction equipment will gain access to the compound via the delivery gate. Prior arrangements must be done with LSA before delivery date and formally authorized by the Head of Office • Scheduled deliveries (courier/contractor) must be reported to security GFM/LSA 	<ul style="list-style-type: none"> • No afterhours delivery will be permitted • Contractors (building materials) will make arrangements with LSA/OIC to obtain permission to deliver equipment on Friday's and Saturday's