## **SOPs**

# **Security Guard**

A successful security guard must be alert and an assertive professional. A good security guard keeps a track of all visitors who visit a specific property and ensures that no inappropriate actions take place.

#### **Security Guard Should Possess:**

- A qualification in security training
- Basic first aid skills would be advantageous
- Physical strength and fitness
- Good interaction skills with visitors



#### **Security Guard Job Titles:**

- Security Guard
- Security Officer
- Security Supervisor
- Security Manager



#### **Responsibilities of Security Guard**



hake guests aware of rules that must be adhered to

Remove trespassers or unwanted individuals from the property

🖕 Contact the relevant authorities (police) if a crime is committed or an accident occurs

🖕 Report to supervisors regularly

ecord if any suspicious activities to the supervisor

### **Important Emergency Contact Numbers:**

Police 100

Ambulance 102

Fire Brigade 101







