



# **SAFETY AND SECURITY REQUIREMENTS**

## **CAF DRAW CEREMONY**



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## **Introduction**

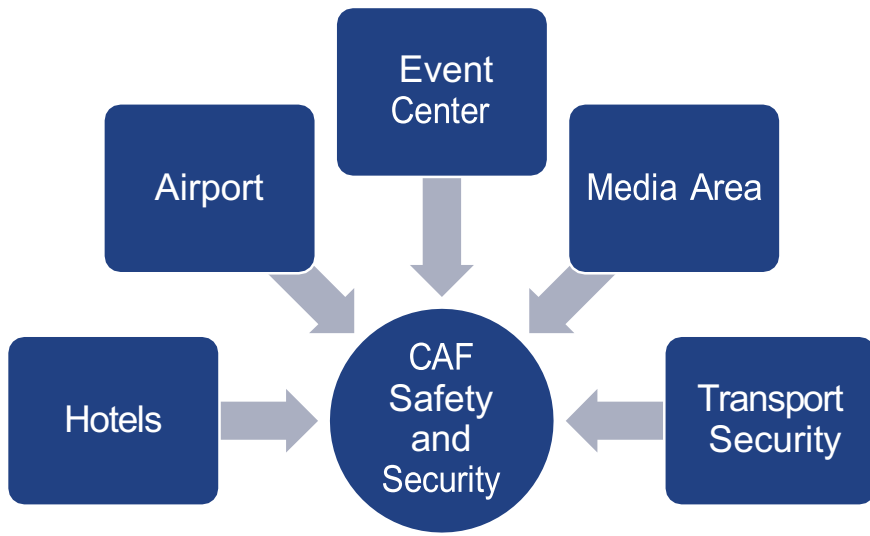
A CAF draw is an official ceremony organized by CAF. During the draw, teams are selected randomly to decide their opponents. CAF draws are done for all CAF competitions. The CAF draw attracts senior government functionaries of host country as well as outside host country including officials of other sister confederation and the FIFA leadership. Therefore, the CAF draw is the highest convergence of football VVIPs in the continent of Africa and beyond. It also attracts a lot of media attention.

The safety and security of all participants including all other stakeholders is critical and very important as the event is often considered a high-risk event that requires proper and thorough security planning process. A draw commences as soon as the first event staff enter the premises and ends only after the last event staff has departed.

This document is to spell out the requirements of safety and security for the organization of the CAF draw and shall serve as a guide to host countries to enable them to understand the specific requirements of CAF safety and security.

### **Scope of safety and security operations**

The safety and security scope for the draw covers the following areas:





## **Composition of LOC safety and security commission**

We would like to recommend that each host member association should constitute a local organizing committee specifically responsible for the coordination of all safety and security operations during the draw.

The committee should be composed of the following:

1. Chairman preferably the national safety and security officer of the member association
2. Representative of the Police
3. Representative of the Private Security Company
4. Representative of Airport security
5. Representative of Fire service / Emergency Services
6. Representative of traffic police
7. Representative of the draw venue security team
8. Representative of hotels security
9. Representative of football venue security
10. Representative of transport company
11. Any CAF safety and security officer from host country

The Chairman must be a member of the main organizing committee. The safety and security committee can also include as member anyone or group who has a role to play in the execution of the safety and security operations of the draw.

## **Requirements for Hotels**

Each selected hotel to be used for the delegates and guests of CAF including staff must meet the following requirements.



1. Must present a copy of the hotel safety certificate not more than 1 year old.
2. Must have a hotel security manager or director.
3. Must have vehicle screening materials and protocol
4. Must have pedestrian and guests screening equipment's and protocol.
5. Must have a functional CCTV control room with permanent operator.
6. Must have available walkie-talkies for security staff.
7. Elevator should have access key system installed.
8. Rooms must have access key system installed.
9. CCTV cameras must cover, Parking, Floors, Elevators, and all general areas.
10. Must be open to having enhance security support if considered necessary by CAF safety and security department.
11. Must have secured parking for CAF VVIPs vehicles and operational vehicles.
12. Must have clear security access protocol to rooms for all hotel staff.
13. Must have 24hrs security cover by either inhouse security, private security, or police.
14. CAF President and FIFA President rooms must have proper security sweeps before occupation at least -7hrs before occupation.
15. Must have a secured external perimeter fence.

### **Requirements for a draw Venue**

The selected draw venue to be used for the draw must meet the following requirements.

1. Must present a copy of the venue safety certificate not more than 1 year old.
2. Must have a venue security manager or director.
3. Must have vehicle screening equipment's and protocol.
4. Must have pedestrian and guests screening equipment's and protocol.
5. Must have a functional CCTV control room with permanent operator.
6. Must have available walkie-talkies for security staff.
7. CCTV cameras must cover, Parking, Floors, Elevators, and all general areas.
8. Must be open to having enhance security support if considered necessary by CAF safety and security department.
9. Must have secured parking for CAF VVIPs vehicles and operational vehicles.
10. Must have clear security access protocol to the venue for all staff.



11. Must have 24hrs security cover by either inhouse security, private security, or police.
12. Bomb Sweep must be carried out and must not exceed 6:00am on the day of the draw.
13. Must have a secured external perimeter fence.

### **Requirements for Airport Security**

The airport security requirements are as follows.

1. There must be an appointed officer responsible for liaising with CAF safety and security on all airport security related matters
2. There must be a secured pathway for all CAF delegation upon arrival
3. There must be a dedicated parking for all CAF vehicles in the airport
4. CAF security must have access to minimum of two (2) passes for its team to enable them access restricted airport zones to receive VVIPs this is different from the CAF meet and assist request of access.
5. Airport security should facilitate the reception and departure of CAF VVIPs i.e. CAF President- (Consideration given to pick up from tarmac depending on airport structure)

### **Requirements for Transport Security**

The following are the requirements for transport security.

1. All drivers must undergo police background check and clearance protocol.
2. All cars, vans, and buses to be used must be examined and confirmed clean by the police bomb squad.
3. All cars and transport from airport, hotel and the draw venue must operate the bubble-to-bubble system on event day (Must be accompanied with police escort)
4. Details of the president and general secretary cars, their driver and close protection must be submitted 7 days before arrival of President to the host country
5. All drivers must be accredited and must have a uniform for easy identification.



6. There must be a well-defined route plan
7. All CAF vehicles must have secured parking areas and monitored by security 24hrs.

### **Requirements for CAF VVIP**

All participants during the CAF draw are VIPS however, CAF may from time to time invite some VVIPs to attend the draw and these VVIPs may include heads of government and international business and sports leaders.

1. There might be a need to assign close protection officers to all CAF VVIPs from arrival to departure. (Details will be shared with the LOC security if whenever this service will be required)
2. Escorts provision for CAF VVIPs are required during their visit and stay in host country.
3. Enhance security at hotel will also be required and the details of this will be discussed with the LOC security team.
4. CAF President shall have a permanent Close Protection unit, dedicated escort lead supervisor and back up unit during the draw period.





## Operational Responsibility Matrix

| S/No | Activities  | CAF Sec | LOC Sec | Police |
|------|---|---------|---------|--------|
| 1.   | Produce access cards                                    | ☑       |         |        |
| 2.   | Provide escorts for VVIPs                               |         | ☑       | ☑      |
| 3.   | Provide close protection for VVIPs                      |         | ☑       | ☑      |
| 4.   | Provide security at external perimeter of Event centre. |         | ☑       | ☑      |
| 5.   | Provide security in event centre                        | ☑       | ☑       |        |
| 6.   | Provide security at dinner venue                        |         | ☑       | ☑      |
| 7.   | Carryout all bomb sweeps                                |         |         | ☑      |

## Development of safety and security concept

Upon receiving the CAF safety and security requirements for the draw, CAF shall require that the LOC safety and security committee immediately commence the development of a clear safety and security concept for the draw addressing all the areas covered in the requirements. The safety and security concept document must be ready one month to the draw.

### 1. Further Explanatory notes on specifics

- 1.1 The Organizing Association shall ensure that appropriate safety and security measures are planned and implemented to achieve the highest level of security throughout the draw.
- 1.2 No later than one (1) month prior to the hosting of the draw date, the Organizing Association, and appropriate governmental agencies, with CAF's advice and assistance, shall develop a detailed written safety and security plan for airports protocol, transit / route plan, hotel safety and security as well as the venue safety and security and reduce the plan into a binding written agreement between the Organizing Association and relevant governmental authorities.



- 1.3 The safety and security plan shall be based on best practices from prior the CAF draw and other major international events and give consideration for risks surrounding each VIP guests / Awardees. The safety and security plan shall not require background checks on members of the CAF Delegation, the Commercial Affiliates, the Media Rights Holders, or the Media Representatives unless dictated by the government of the host country or required by the law of the host country or decided otherwise by CAF in writing.
- 1.4 The Organizing Association shall guarantee that for all travel to and from airport and hotel, all necessary security measures shall be taken by appropriate governmental authorities or private security companies provided that the Organizing Association has been informed in writing, within a reasonable period prior to the CAF VIP's and Awardees travel plans in the Host Country.
- 1.5 The Organizing Association shall use its best efforts to safeguard the safety and security of all persons (including all guests, all members of the CAF Delegation, all personnel of the Media Rights Holders, the Commercial Affiliates and the Media Representatives) participating at and/or attending the event at Controlled Access sections of the venue, and Media Conferences and any official areas in the Host Country where accreditation is required to gain access.
- 1.6 All costs associated with the draw, safety and security services shall be borne by the Organizing Association and/or governmental authorities in the Host Country and, in case safety and security issues occur, the Organizing Association will be liable in accordance with this agreement.
- 1.7 The Organizing Association shall provide the safety and security officials (ie police, stewards, security guards, etc.) with meals and water on event day.
- 1.8 The Organizing Association shall appoint a single point of contact on safety and security matters that shall liaise with CAF Safety and Security on all matters relating to Safety and Security.

## **2. Delegates Safety and Security Requirements**

2.1. The Organizing Association shall provide Police Escort for delegates from arrival till departure. The police Escort shall include a lead vehicle. The Police Escort provided for the delegates is to cover the official movements (i.e. movement from airport to hotel, hotel to and from official engagements, Hotel- to and from event venue and Finally to the Hotel – Airport for departure to their Countries).



- 2.2. The Organizing Association shall provide adequate safety and security at the delegates Hotels by police officer and relevant agencies on a 24hrs shift.
- 2.3. The VVIP delegates Floor are to be secured from general hotel guests by security or secret service.
- 2.4. The delegates Hotel access is to be secured and a dedicated entrance should be provided – (If possible) otherwise the delegates departures and arrival times must be coordinated to ensure seamless access in and out of the hotel.
- 2.5. CAF may request that a particular VVIP delegate be assigned with a close protection security Officer from arrival until departure he/she must have a room in the delegates hotel.
- 2.6. Only approved banners by CAF for delegates shall be allowed into the draw venue and this will be shared with the host.
- 2.7. The draw centre should have a security operation room to accommodate mainly police security officers assigned for delegates monitoring and protection.
- 2.8. All necessary traffic measures should be taken to guarantee free flow of CAF delegates / CAF VIPs movement from hotel to designated sites.

### **3. CAF Delegation Security Requirements**

- 3.1. ONLY the CAF President will require a 24hrs Police Protection/ Escort at his disposal and this Escort shall consist of a lead and back –up escort team. The Escort service shall be provided from his arrival till departure from the Country.
- 3.2. CAF reserves the rights to request for 24hrs Police Protection / Escort for her VVIP Guests as may be determined depending on who is attending.
- 3.3. Members of the CAF Executive Committee shall be escorted from airport to the hotel and from the hotel to the airport.
- 3.4. The Organizing Association shall ensure that a 24hrs Police Security is provided at the CAF Delegation Hotel.

### **4. Draw Centre Safety and Security**

- 4.1. The Organizing Association shall provide a copy of the venue safety certificate that is not older than 1year from its date of issuance.
- 4.2. The organizing Association shall ensure that the venue has a functional venue operations center / CCTV control room with a qualified individual appointed as the operator.



- 4.3. CAF Safety and Security Officials shall have access to the Venue Operations Centre / CCTV control room at any time of the draw.
- 4.4. The organizing Association shall ensure that the event venue is fully secured and from the draw Day-3 a proper access control protocol and profiling is established.
- 4.5. The organizing Association must activate safety and security plan for the day of the draw, operations and Non-event Day operations starting with the rehearsals, Press Conferences, and the draw properties or equipment.
- 4.6. The organizing Association shall provide private security/ stewards to assist in managing the various media activities as may be advised.
- 4.7. The organizing Association shall ensure that there is a proper search mechanism for all persons and vehicle accessing the draw venue.
- 4.8. In the event that the Head of Government may intend to attend the event, advance planning in terms of meeting with his/her security team shall be facilitated by the LOC/ Host Association with CAF safety and security.
- 4.9. It is the responsibility of the organizing Association to make sure that there is adequate signages within and around the venue to guide the media and invited guests.
- 4.10. The organizing Association shall ensure that the maximum safe capacity of the venue is determined and ensure invitation cards are not printed beyond the figure.
- 4.11. The organizing Association must ensure that mechanism is put in place to detect and arrest fake invitations.
- 4.12. The organizing Association shall provide walkie talkies for CAF operations team and CAF safety and security officers.
- 4.13. The organizing Association shall fully implement the CAF accreditation protocol for the draw.

## **Conclusion**

Given the importance of the draws it is expedient that all necessary safety and security operations be taken into consideration in the delivery of a safe and secured event day experience while been mindful of the expected level of service of all guests. Therefore, the safety and security department is committed in partnering with host countries in ensuring a successful delivery of the draws.



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