

## **SECURITY SOP**

- There will be two security guards by day and two by night.
- The gate will not be left unmanned under any circumstances.
- The following security registers will be maintained at the gate:
  - Visitors Register
  - Office Open / Close Register
  - Security Duty Register
  - Security Duty Handover Register
  - Attendance Register Housekeeping & Security Staff
  - Housekeeping In-out register
  - Students In - Out Register
  - Letter Receiving Register
  - Gate Entry Register
  - Fire Fighting Practice Register
- Contract staff/ casual laborers – Security to identify the person, make an entry in the register and issue the badge. Keep record of the badge.
- Housekeeping movements register to be maintained.
- Visitors- Security will confirm with the person whom the visitor wants to meet. If the person is available in the office, security will make an entry in the register and direct him/her to right person. Visitors who have an appointment with the resident will be directed to the Secretary only. Visitors will be given visitors badge.
- Visitors are not allowed to enter inside any workstation. The concerned staff will take directions from the security to meet the persons in the office.
- Visitors are requested not to leave their personal baggage at security cabin.

### **Material Movements**

1. Material coming in to the premises must be accompanied by a proper gate pass.
2. No item will be taken out without written permission of the department head.
3. Documents for material incoming and outgoing should be implemented with a list of authorized signatories.
4. Shifting of materials from one wing to another should be carefully monitored and a record of such has to be maintained to avoid confusion.

### **Mail and Courier Movements**

1. Incoming and outgoing mail / courier record to be maintained properly.
2. Incoming – security person will receive the mail and courier and hand it over to the concerned person.
3. Outgoing – He will make an entry of outgoing mail / courier with full details.
4. Any loss/ missing report should be given to Admin without delay.
5. No courier should be sent out without seal and sign of the departmental head.

### **Patrolling Procedures**

1. The security must ensure that once the college is closed, all the unwanted lights and Air conditioning units are put off.
2. Patrolling should be taken on an hourly basis once the college is closed for the day.
3. Security will keep a watch on the activities of the casual laborers/ contractors.
4. If security finds anything unusual/ untoward, a report must be given to the Admin Head/ Security Supervisor first verbally (in case urgent) & then in writing.

### **Frisking /Checking Procedures**

1. All outside staff will be thoroughly frisked at the time of their leaving the premises in the evening. In case of any person resisting, the same will be clearly informed to the concerned authority.
2. All garbage being removed from the premises by the housekeeping personnel else must be thoroughly checked before they are being taken out.
3. If anything untoward is found it must be reported to Administration head
4. Housekeeping personnel should be frisked/checked on their each in and out movements
5. Frisking is applicable for all, Vendors and Housekeeping staff.

### **Handing over and Taking Over**

1. The guard coming on duty or going off duty will go through the log and entries of previous shift and discuss the progress plan with the reliever.
2. Both the security guards/Supervisor will check the entire building thoroughly.
3. Reliever guard should check all the documents which are related to security before taking over charge.
4. Security should check all the systems which are in the facility/under security.
5. Occurrences report register to be maintained.
6. Reliever guard should check all the documents, systems, which are related to security before taking over charge.

### **Fire Control**

1. All the fire equipment to be checked whether serviceable or unserviceable.
2. Security should know where the fire extinguishers are located/installed and to be able to operate them immediately incase of any fire accidents.
3. Check the life of the fire extinguisher, i.e due date of next recharge. If the due date is over, give a written complaint to the Director.
4. In case of fire, prompt action to be taken by the security to safeguard the life and property of the College.
5. In the event of any fire, rush to the spot, muster all manpower available and take control of fire fighting operations.
6. Employees to be made aware to respond during emergency. Mock Drills to be done and fire exit posters to be pasted at necessary spots.
7. If necessary, Security should call Ambulance team and Fire Station.

### **Emergency Procedures**

1. The security should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.
2. Security will immediately report if any untoward incident/misconduct or misbehaviour occurs to Security Supervisor / Admin Head.
3. Security person should know the entire emergency exits doors and main entry gate, so that he can take suitable action at short notice.
4. Identify the emergency and its gravity.
5. In case of emergency, ring the alarm bell / siren.