

SAFETY AND SECURITY
STANDARD OPERATION PROCEDURE (SOPs)
Universal Engineering College, Vallivatom.

APRIL 2021



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Document Description

This is a live document designed to support the safety and security team operation in Universal engineering college, Vallivattom. This document is prepared and provided by the Administrative Department in Universal Engineering College.

Scope

This document is designed to provide safety and security guidance to the Security Team involved in security operations for Universal Engineering College.

Command Statement

All procedures are to be carried out only by correctly trained security personnel in accordance with these SOPs. Any conflicts of judgement should be referred to the person nominated as the sponsor of these SOPs or to the Administrative Coordinator or College Management.

This document sets out the Standard Operating Procedures (SOPs) to be followed in the first instance by all Security employees designated to Universal engineering college Security Team. These Standard Operating Procedures are to be reviewed constantly by the Sponsor and a record kept of each review.

Signed By

Jose K Jacob.....

Date.....

Principal



Contents.

Security Orders/Supervisions/Duties & Responsibilities/Procedures

Overview

These generic security orders are intended to provide the Supervisor and security with a mandatory set of orders in order to comply with the campus requirements, standards and policy. The security team will form an integral part of the security plan and compliment the physical and technical security measures. The guard force will cover the key positions such as the Entry Control Points and exits; it will be responsible for the screening of all vehicles and personnel entering key locations within the college premises. These orders are to cover security procedures at the Entire Universal Engineering College campus, College Front gate area and Ladies Hostel as well.

General Responsibilities

These Security Orders are designed to provide all Security personnel with a clear defined set of orders in order to carry out their duties

Mission

The Security team will provide 24 hour security to protect all personnel and equipment within the Universal Engineering college premises and the ladies hostel.

Security Guard Manning.

The security guards are trained and equipped by the Universal Engineering college administrative department and all have undergone a thorough security check prior to being hired and before they undergo training.

The Security guards shift/watch roster consists of three (3) shifts, shift 1, shift 2 and Shift 3. Each shift is on duty for 8 hours followed by 8 hours off. First two Shifts have 3 Security Guards and Shift 3 will have 2 as well.

Security Guard x 3 - Day Shifts

Security Guard x 2 - Night Shift

A. Supervisor.

All security Guards will be under the command of the Security Supervisor. He will liaise with all the security team members for all matters relating to force protection, Safety and security in the college campus.

In the absence of the Security Supervisor Administrative coordinator (or administrative incharge) will be in charge as the security supervisor.



A.1 Duties and Responsibilities of Security Supervisor.

- Liaison with the Administrator for updates on intelligence and threat status matters.
- Liaison with the watch keeper for communication issues.
- Administration of the Security team.
- Monitor all security systems, including alarms and CCTV screens (if applicable)
- Accountability and Timesheet tracking for the Security members.
- Security posting and rotations.
- Conduct irregular checks of the Security activities/performance over a 24/7 period.
- Emergency procedures, facility attack, Fire, theft, Power failure and Mass Casualty Evacuation Procedures.
- Coordinate with the Emergency Response team.
- commander in the event of an incident.
- Inspect and Maintain Entry & Exit log.
- Oversee all stores and equipment.
- Check and maintain Grooming standards of the security Team.
- To report all violation of institute's rules and regulation and special orders he is instructed to enforce.
- Keep records of all checks and inspections

Security Guard Posts.

Day Shifts

1. College Entrance gate.

One Security Guard is allocated at the entrance gate post for the entire shifts. For resting and lunch he will be relieved by the Patrolling security guard.

2. College Front office

One Security Guard will be allocated at the College front office for the day shifts. For resting and lunch he will be relieved by the Patrolling security guard.

3. Patrolling

One security guard is allocated for patrolling the entire campus in both day and night shift. Entry CheckPoint.

College Entrance gate is the Entry Check point for the Universal Engineering College Campus Front Office/Reception will also act as Entry Check point for the Administrative Block.



Security tasks at the Entry Check Point are as follows.

- Control restricted vehicle access.
- Check accreditation of drivers.
- Consult the Shift Supervisor if unsure of accreditation or authorised access.
- Direct all non-approved access vehicles to wait for the supervisor/Management approval.
- Challenge all persons, meaning, do not allow anyone to pass without proper ID or authority
- To make proper entry in the visitor log and collect vendor/visitor Photo ID card after issuing vendor/visitor card. Politely advise vendor/visitor to wear the lanyard while moving in the institute.
- . Ensuring the safety and security of all assets and goods of the Institute including third party assets in the custody of the Institute and to ensure that the movement of such assets and goods are made in accordance with the procedures laid down.
- Conduct a thorough vehicle search procedure of all vehicles.
- Allow access ONLY on completion of the above.

Sentry Tasks

- ECP Vehicle Search – Responsible for searching all vehicles entering the campus.
- Pedestrian Entrance – Responsible for pedestrian access to the campus.

Security guard duties and Responsibilities

- To carry out duties designated to him by the Supervisor.
- A guard should always maintain a professional manner, have a professional appearance and exhibit a positive attitude.
- To take charge and account for all company property in use at that post.
- To talk politely with students, staff, and vendors/visitors and assist them to provide any necessary information of the institute.
- To give/sound the alarm in case of fire or disorder. In the case of any emergency contact the supervisor, Administrative coordinator or the principal.
- Physical protection to universal engineering college property and assets
- Call the supervisor or administrator or operations manager in any case if not clear about a situation not covered by instructions.
- Security guards are to be especially vigilant at night, to challenge all persons on or near my post and to allow no one to pass through without proper identification.
- Challenge all persons, meaning, do not allow anyone to pass without proper ID or authority
- To make proper entry in the visitor log and collect vendor/visitor Photo ID card after issuing vendor/visitor card. Politely advise vendor/visitor to wear the lanyard while moving in the institute..



- Check all personnel for proper identification and visually inspect their vehicles.
- Log all incoming and departing personnel and vehicles into the appropriate record log.
- To leave the work area clean and tidy at the end of each guard shift
- To call the immediate supervisor in any case not cover by instruction.
- Report all incidents/accidents immediately to the Supervisor.

Security Team Discipline

Guards are to conform to the following rules and policy:

- To stand by the post in a professional manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- There will be NO sleeping while on post.
- Stay inside the guard post while eating lunch/dinner.
- Food will be eaten one guard at a time.
- Guards are authorised a 5 minute break every 2 hours if manpower is available – shift supervisors to assist.
- Guards will keep the gate closed at all times unless its needs opened to allow vehicles in.
- No visitors are authorized to visit Security guards whilst on duty, make arrangements to visit them after hours
- Uniforms will be worn properly while on post and conform to the following dress regulations:
 - Issued boots worn and laced fully.
 - ID card displayed at all times
 - No smoking while on post
 - No cell phones to be used on post except for emergency use.
 - To report all violations of orders, inform supervisor
 - To remain at post at all times and only leave when properly relieved. oGuards are not talk to no one except in the line of duty

Guard Force Uniform

Individuals are to wear the following clothing whilst on duty:

- Cap
- Security Shirts with Markings as approved by the management
- Black Trousers
- Saftey Shoes (Black)
- ID Cards to be displayed clearly.



Communication Procedure.

Telephones are provided at the posts for communication,

Security team members can contact the below emergency numbers if required.

Emergency Contact Numbers Key personnel and emergency contact numbers are as follows:

Administration –
Operations Manager -
Administrative Coordinator
PRINCIPAL -

Access control Procedures.

(take help from Harris) Categorize in order. 1. Students 2. Faculty. VISITORS 3. Contractors
4. Emergency services and authorized personnel

Patrolling Orders. (TO BE SHIFTED TO GUARD DUTIES SECTION)

Student Safety

Grounds warranting for disciplinary action

- 1) Falsification of any documentation
- 2) Cheating on or compromising any examination
- 3) Consumption of alcohol.
- 4) Insubordination
- 5) Disorderly or immoral conduct
- 6) Indecent conduct
- 7) Fighting or verbal altercations
- 8) Acts which jeopardize the safety of others
- 9) Smoking in the campus.
- 10) Willful damage to property, personal or government
- 11) Any act that is racial, vulgar, or discriminatory in nature
- 12) Sexual assault or Sexual harassment



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