



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
- ❖ Only that vehicles can allowed to park in parking area, which have sticked the sticker given by complex on vehicle.
- ❖ The responsibility of switching on and switch off the light is on the head of security guard.
- ❖ The responsibility of switching on and switching off the water tank motor is on the head of security guard.



Patrolling Procedures: -

- ❖ The security must ensure that once the complex is closed, all the unwanted lights and Air conditioning units are put off.
- ❖ Patrolling should be taken on an hourly basis daily at night.
- ❖ Security will keep a watch on the activities of the visitors.
- ❖ 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.

Emergency Procedures: -

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