

## **Campus Entry Rules**

### General approach and expectations of Security

- PSSEMR School & PU College Security Guards must ensure that he/she is familiar with the layout of the site, staff and pupils, so that they can identify new visitors to the school and deal with them efficiently.
- They must be alert at all time, and vigilant to any change in the Security levels of the school.
- School/College expects that each Security Guard is clean and tidy always wearing their uniform in correct form.
- All Security Guards deployed in School/College are trained and certificated by Security Industry
- Security Guards must protect pupils and staff life, protect property, protect document and information, and prevent wastage and damages.
- Utilize of utilities
- Handle Emergency issue
- Risk assessment
- Patrol
- Report

### **Main Duties and Responsibilities of School/College Security**

The role of a Security Guard is to provide his or her employer with professional protective Services, assisting in Maintaining order and Security within a defined area.” Security Guards have a very difficult role when dealing with numerous parties in the course of the workday. At times, situations require Security Guards to wear different “hats” to deal with different situations and people. However, the ultimate responsibility of Security Guards is to protect people from harm and property from loss in the built environment.

- Ensure the safety of property and people.
- Guard against damage and attacks.
- Work as a patrol officer always on the move.
- Work as a static Guard at one location.
- Keep on a constant watch.
- Make sure everything is under control.
- Possibly perform as a patrol and static Guard.
- Use electronic surveillance equipment.
- Work with the Police when required.
- Know what to do in case of emergencies.
- Have a working knowledge of First Aid.
- Know how to operate lights in your area.

- Always be on the alert for acts of violence.
- Inspect bags, luggage and personal items.
- Stop the entry of unauthorized people.
- Be courteous to all people you deal with.
- Do not be late for assignments.
- Be alert for unusual situations.
- Know how to contact your supervisor/head of Security.
- Ability to react fast in an Emergency.
- Be in good physical shape.
- Be honest and have dedication to the job.
- Safe Guard against theft and violence.
- Be on the lookout for disturbances.
- Protect against physical and financial loss.
- Direct vehicles and make sure vehicles are safe.
- Inspect the buildings.
- Make sure Security equipment is in working order.
- Conduct checks inside of buildings you protect.
- Know where Emergency alarms are located.
- Make detailed notes of anything unusual.
- Write details of accidents and damages.
- Observe every person within your Guard area.
- Always act in the best interest of your employer.
- Answer general questions and give directions.
- Always represent yourself in a professional manner.
- Know who to call in case of an Emergency.
- Know how to communicate on a phone.

### **Head of Security Job Descriptions**

- Keep co-ordination with School/Collegemanagement and Security management.
- Manage all Security personal.
- Check daily logbooks and reports
- Collect all Security related reports and report to the Facilities Manager/Dean.
- Escort VIP and visitor if required.
- Control on CCTV.
- Monitoring CCTV.
- Work as a traffic controller in the high-risk area.
- Train the new Security member at the School/College.
- Keep daily attendance record of Securities, Housekeeper staff who report to work from outside. Physical checking of personnel on exit and upon entry.
- Play role for Emergency evacuation.
- Patrolling premises.

- Built good relation with surrounding community to keep School premises safe and secure from any internal and external threat.
- Protect pupils and staff life.
- Protect School/College properties and visitor's properties.
- Protect Confidential Information and Document.
- Responsible to keep co-ordination with community Security.
- Responsible to reports entire Maintenance issues, whenever noticed, to Facilities Manager.

### **Security Guards duties**

- Each Security Guard should ensure they are familiar with the School/Collegelayout and Security responsibilities.
- Routine Security Guard should patrol all parts of the School/College. This is a rotating shift either at a standing post or in Main Gate or foot patrol.
- Maintain a Security log to record routine activities, Security incidents reports, and to keep track of Security equipment at the Guard posts.
- To report all Emergency, accidents, incidents to Head of Security and make entry to the Security incident log book to include action taken.
- Report any observation of faults or damage to Team Leader or Head of Security and log in Maintenance complaint book. Report staff and student misbehavior and noncompliance to campus rules to Head of security and in turn to Dean.
- Ensures that all visitors are screened correctly while they enter from the Main entrance, they should be meeting in Main Reception by a member of staff or escorted to their destination by Security if needed.
- Check all visitors entering the school premises and exiting from the premises in accordance with standing Guard orders or follow the management instructions. Check all vehicles entering into the School/College. Assist them to park in proper way. Follow the gatepass and outpass SOPs properly.
- Assist and give support to all departments if they require Security assistant and immediate evacuation.
- Traffic and access control.
- Emergency evacuation.
- Patrol at School/College.
- To keep school premises safe and secure from any internal and external threat.
- Protect pupils and staff life.
- Protect properties and visitor's properties.
- Prevent loss, wastage and damages of School/College.
- Protect Confidential Information and Documentation.
- Search personal things and vehicles when necessary.
- Every Security Guard must know the responsibilities and duties of Head of Security. Selected Security has to play Team Leader role in absent of Team Leader during emergencies.

## **Patrolling**

Each Security Guard is expected to spend a significant portion of each shift patrolling the school. The purpose of foot patrol is to observe condition of buildings, parking, running Facilities (A/C, water pump room, extinguishers, and water storage tank) and events in school. All buildings floor doors and windows need to be checked, building roof, entrance and other areas are checked and secured. Any safety violations should be recorded. The regular patrolling in the school compound is the most effective way to monitor activities. According to Patrol schedule all Security Guards are request to perform high skill jobs when required.

- Security Guards must ensure that they have a good knowledge of the school surrounding area, and all high-risk area.
- If you see any specious activities inside/outside the campus or person or vehicle immediately, inform your Team Leader-Head of Security.
- Any problems identified must be report to Team Leader, Head of Security and Facilities Manager such as damage, broken equipment, loose cables, or any Health and Safety issues. Record the findings in Maintenance log as well.
- Security Guards should ensure that they know which areas are fitted with alarms and how to reset the panel if required.

## **Access control**

Access control is the one of most important function of Security Guards. There are different Security measures for access control. Each Guard must know how to control access of visitors, pupils, staffs and vehicles. Access control plays significant role to keep School/Collegesafe and secure.

- It is expected that Security Guards will be able to identify staff, pupils
- If they cannot identify the person by sight, they are to question them individually and ask for identification. If no identification is available then report it to school Reception/Head of Security/Concern person.
- Vehicles of visitors are restricted to entry. Implement vehicle SOP diligently. Seek advice from HR.

## **Security and safety control for visitors / Non-members of School/College.**

PSSEMR School & PU College Security greets each visitor to the school with courtesy and respect. The control of visitors is a major part of Security procedures for the safeguarding of people and property.

- All visitors will be welcome respectfully
- The visitors to the school must enter via Main Gate.
- Visitor must sign into the visitors' book. (date, name, contact number, time, Signature and purpose of visit) Each visitor will be issued with a visitor pass. Visitor identification (having photography id) must left at the Security desk in exchange for a visitor pass.

- Advice visitors are to wear the visitors pass at all time.
- Any person found in the school compound without a Security pass should be asked to report to the Main Gate or Reception desk or asked to leave the school. If they refuse, it should report immediately to the Principal, any aggression will be reported to the Police.
- Visitors who do not have any form of ID available must contact the member of staff expecting the visitor and they must come and sign the visitors book agreeing to take full responsibility for the visitor while present in School/College.
- Visitors who do not have any form of ID on them they should be asked to leave school premises or give escorted to Reception.
- Visitors are not allowed to walk alone around school. They are to be accompanied by a member of staff at all times.
- While leaving the school visitors must sign out, return the visitors pass and collect their identification from the Security office Desk.
- Lists of people who are not allowed in the schools are asked to stay outside of school premises. These people should be identified with a photograph. Security Guards are expected to remain polite and professional but should not allow access to anyone they identify as suspicious. Contact Head of Security, Reception, School Principal or Facilities Manager and raise your concern immediately
- The school Reception should be used as a meeting point for all visitors. Nobody can pass directly inside without going through Reception.
- Main Gate, second Security officers should escort visitor to Reception desk.

### Security and safety control for parents and household staff

- Day scholar non-teaching staff can enter the school by showing and wearing their ID cards at designated time (in shifts in some cases) by signing in.
- If they fail to present or are not wearing a School/CollegeID, they must drop their personal ID (ID card having photo) at the Main Gate and a visitors pass will be issue after signing the visitor book. They have to enter through Main Gate in absent of pass they will not be allowed entry.
- Issued visitor pass will be valid if same person uses it.
- Parents of the resident students may visit once in a month (only on a Sunday with prior appointment on ERP with warden), parents visiting to meet office personnel on any other day will be allowed to meet only the concerned staff not children. Relatives of the child will not be allowed to enter the school/college at all times.
- All children commuting by school bus will be frisked while entering and exiting the school campus without fail. Those day scholar children who do not use the school bus must be accompanied by the parent while entering/exiting the school

### Security and safety control for student.

- All residential students must obtain OUTPASS from the warden before exiting the campus (with parents only)
- Primary and Foundation students are not allowed to go alone outside (out of school/ parking area/Swimming pool area) in absent of teacher/parents/household staff/nanny.
- Students must use pavement while passing through the roads inside the campus Those who ignore it should be reported to the warden immediately. The children who refuse to follow school rules and regulations on the campus must be reported to the wardens immediately. Incidents like using language other than English while communicating with fellow students, not wearing personal hygiene equipment, verbal or physical abuse, inappropriate behavior and damage to infrastructure must be viewed seriously and be reported to Dean along with wardens.
- Those students that violate school discipline/ smoking/fighting should be reported to Head of Security/ Head of Primary/ Head of Secondary/ Principal immediately.
- During school off time students who come to collect their things should sign in visitor book. Security will escort them.

### Security and safety control for contractors

- All contractors/ Maintenance companies should produce a letter of authorization stating the job they are here to do, date and time and written permission from the Facilities Manager. Showing company stamp.
- The contractors must have their company authorization pass in order to be allowed to sign into the contractor's book.
- Contractors and external Maintenance personnel should be monitored by Security team and Facilities Manager, at all times.

- All contractors are expected to sign in and sign out and expected to wear contractors passes at all times whilst on the premises.
- Contractor vehicle movements and material deliveries should be monitored by the Security team.
- Facilities Manager should schedule Maintenance / construction work.
- Contractors and their belongings must be checked by Security before leaving the school premises.
- Contractor movement will be in certain designated areas only where they are scheduled to work.
- Those who violate school rules and regulations should be reported to the Head of Security.

### **Security and safety for Road/ Parking area**

- No vehicles are allowed inside the campus unless the driver is old, physically challenged or has health issues.
- For student/staff safety there is to be no vehicles parked on the road in front of the Main Gate crossing.
- No speeding or overtaking in the campus.
- All vehicles to be parked only in the designated parking space. Any non-compliance/rude behavior/violation of traffic rules must be reported to the Dean.
- Suggest using pavements for their safety while walking in the campus.
- Ensure no child drives the vehicle, if any case as such is found, call police and allow the law enforcement to take appropriate action.
- Don't take responsibility of any wards when any parents leave their wards in vehicles. Suggest him/her not to leave their wards. If they ignore immediately inform the Head of Security after keeping the vehicle and parents' details.
- If any wards are left inside vehicles, report to the Head of Security immediately.
- Vehicles must be checked before giving access inside.
- Delivery, supplier and contractor will get access if they have valid work with School/College.
- Parents, visitors and contractors are not allowed to leave their own vehicles in the parking area after sign out.
- Nobody is allowed to use school bus reserve parking space except the Emergency department.
- In case of a traffic accident, car owners are to call the Police. All accidents must be reported to the Head of Security / Facilities Manager, Reception and logged in the Incident Report.

## **Security and Safety control for Housekeeping, bus conductors and Mess staff**

Housekeeping and Mess staff means those who worked for cleaning job, ferrying pupil on buses, taking care of kitchen and dining space.

- They must sign in Daily attendance book.
- They must get check their belonging from Security before leaving the school.
- Before entering the School transport and while on school buses, they must wear high light reflective traffic jacket (for conductors only).
- Safety locker is provided for Mess staff at the Mess area.
- No private belongings are allowed inside school.
- They are requested to sign out/in in attendance book while leaving for break.
- Must sign out in daily attendance book after finishing school.

## **Security and safety control for Supplier.**

Its concern those people who delivery things related to school. Those people will be forward to school Reception desk/ related department. In case of off school time below steps will be followed.

- Log detail in Safe record book.
- Personal delivery should be accepted on receiver's request.
- To make load/unload easy for certain time parking space will be

Key Control (Mugesh – in his absence Ajay)

A key control program is critical to School/College Security. School block office assistant will maintain all keys, security will assist him (Keys include the keys to digital infrastructure, safety infrastructure etc.)

## **SOP**

- All classrooms, cabins, work stations, will be opened only at 7:00 AM. Housekeeping manager to ensure that the classrooms and all workstations are cleaned before 8:30AM. Housekeeping manager also to ensure that there is no loss of items.
- All classrooms, workstations, cabins shall be locked after the school hours and will be opened only for prep classes. After the prep classes close all the classrooms in presence of facility manager and campus supervisor. The keys will be handed over to campus in-charge. The keys of the hospital will be handled by the Nurse, in her absence the same shall be with the campus in-charge. The keys of the mess will be handled by the mess supervisor, in his absence the same will be with the campus in-charge. The keys of the hostels will be with the respective wardens. All other facilities will be under the control of the facility manager.
- Labs must be open only on need basis or upon request under the supervision of the lab attender.
- Any exception must be documented on an email to campus in-charge – CC facility manager and Dean. In case of exceptions, the key controller to open the lock of a premise only on the instruction of the facility manager.



- Keys will be issued only on a need basis; after filling key descriptions form. Master Keys will only be issued at the direction of Facilities Manager.
- All Security staff and key controller is responsible for key control and Maintain an inventory of all keys. The key log will accurately record the key name and keys nos.
- Staffs are responsible for those keys which have been issued to them.
- Students should never be given a key for any purpose.
- Lost/stolen/Broken keys shall be immediately reported to the Head of Security or Facilities Manager with valid reason.
- Employees, who are terminated, transfer or leaving from School/College, shall be required to return all keys issued by the School/College.
- External Gate keys are not allowed to issue anyone and not allow to keep by any staff personally (must be displayed on Security key board always). To lock/unlock external Gate Security staff must be there.
- Master key is not allowed to issue for outsider. To lock/unlock Security staff must be there.
- Account office key, exam office key is not allowed to issue. To lock/unlock Security staff must be there along with the in-charge of the premise.

#### **Key Issuing/Receiving procedure**

- Need approval from Facilities Manager to issue key
- Need to sign in key hand over/take over form.
- Facility manager and the key controller is also expected to check all the water coolers in school, taps in rest rooms, needs to power off/on required electrical appliances before/after school.

#### **Utilities control**

One of the most important duties of Security is utilities control. When patrolling the premises:

- Night securities are expected to switch off/on the AC systems of all building, lights fans and other electrical appliances in the school building and report unnecessary usage of water and electricity at hostels to the wardens.
- Day shift securities are expected to turn off speakers and projectors after school hour.
- Night shift securities are expected to check field area and garden irrigation systems if it has any issues report it. Also be alert to check if students cross the campus boundaries.
- Water tap should be in close position when it is not in used. (Note: Prevention of loss, wastage and damage is Main function of Security)

#### **Discipline and Conduct.**

- Obeying standing instruction
- Good Appearance
- Be in Uniforms
- Display Identity cards
- Positive Attitude and conduct

- No Alcohol and drug
- No Sleeping on duty
- No Smoking on duty
- No Leaving duty post
- Works as directed
- On premises without authority
- Inspection of personal bags
- Confidentiality of information
- No Conflict of interest
- Punctuality
- Personal mobile phones
- Integrity
- Chain of command

### **Lost and found property**

During patrolling if any lost properties are found it should be kept in lost and found property cupboard with the facility manager.

### **Reporting**

- Security must maintain their daily occurrence book.
- All reports and other documents must be secure and filed in designated place.
- Do not throw any documents, E-mails or reports that may be used as evidence in future.
- Security staff must prepare the Incident report of any incident happened like fire alarm incident, fire drill and lock down etc. This report must be log in Security incident book.
- Accident forms should be completed by injured party or Security Guard as soon as possible after the incident. Notify to head of Security and school nurse.
- Reporting system should be step to step (Security-head of Security/school Reception staff-Facilities Manager-Principal-Dean).

### **Fire drill and Evacuation**

- Security Guards should be familiar with the School/College evacuation policy and know their roles during an evacuation.
- On hearing the emergency announcements on PA systems the Security Guards must NOT allow any persons entry to the school other than the Emergency Services. Lock all the entrance of school, open all Emergency exit doors, assist all people to evacuate from school, direct them to move toward the assembly point and wait for Facilities Manager call or instruction.
- Security Guard has to assist head of Security for this incident.
- All Security Guards should report to the emergency response team.

### **How to Check Identity Card and what should be checked In ID card.**

- Remove helmets and sun glasses.
- Point out that id is original or color printed (color printed ID is not accepted).
- Cover ID card photos Hair from your thumb.
- Match his/her face.
- Try to identify quickly.
- Match his/her name with visitor book/ERP.
- Match his/ her Signature with visitor book.
- Check Expired date, concern department and Date of birth (Date of birth is secondary option to identify person).
- Check concern department name and its stamp.

(Note: This job should be done within 3-5 second, delaying to check ID causes irritation to visitors and shows unprofessional image of Security Guard)

### **How to describe a person?**

Being as a professional Security Guard they must be aware of A-H format which is shown below. It's a very important that if you have seen any person in your site according shown in format Guards should be able to describe that person which is very important to know about any person.

- A - AGE
- B - BUILT
- C - COLOR
- D - DISTINGUISH MARK
- E - ELEVATION
- F - FACE
- G - GAIT ( HOW THEY MOVE )
- H - HAIR

How to describe of a vehicle?

We can identify vehicle from its brand, company and model. In other side we can describe who's that vehicle belongs to like Civil defense, Police, Ambulance, school bus, named office car etc. Security should know how to describe the vehicle in professional way. Below format is been made to describe any kinds of vehicle.

- S - SHAPE
- C - COLOR
- R - REGISTRATION NUMBER, Body Number (Chassis Number)
- I - IDENTIFICATION MARK
- M - MAKE AND MODEL

Note:- In practical life the color you have seen in night might be differ in day

## **How to keep critical situation under control in short time?**

To keep critical situation under control in short time is the best skills of professional Security Guard. It depend on leadership how to perform himself and how to deploy the team.

- C – CONFIRM, CALL
- C - CLEAR
- C -CORDON
- C – CONTROL.

As a Security Guard you might have seen different types of fire extinguisher. Different label color extinguisher can be found. In case of fire, extinguisher is very important equipment. Follow these safety measures in case of leak.

- Hold it and keep in open area.
- Keep this thing out of building area.
- Cordon that risky area with traffic cone/barricades and safety tape.
- Call fire extinguisher contractor or call civil defense (After Co-ordinating with Facilities Manager/security officer, it depends on incident)

How to operate Extinguisher?

- P – PULL OUT THE LOCKING PIN
- A – AIM LOW TO BASE
- S – SQUEEZE THE TRIGGER
- S – SWEEP SIDE TO SIDE

## **How to handle Complaints?**

While being in duty several complaints we may get from visitor, student, parents and other (unsatisfied person). Dealing with complaints depends on how we present in front of them. Securities staffs are expected to perform their high level professionalism while dealing with this. Securities are expected to show Assertive behavior. Below format has been developed for it.

L-A-S-T

- L-Listen to her/him, pay attention
- A-Apologize
- S- Solve the complaints/Find the solution for his/him.
- T- Thanks and wish him/her ahead.

If above format does not work to him/her. Provide him a complaints sheet and request him /her to fill and forward to Head of Security-Facilities Manager-Dean

How to avoid Conflict?

Conflict can happen any time. It does not need reason. While been in site we may face different kinds of conflict. Dealing with conflict depends on Security Guards, how they act. Follow format has been developed to avoid conflict.

## SAFER

- S- stay back
- A- assess
- F- Find help
- E-Evaluate Option
- R-Respond

## SOP for Security Guards turn out

- Well haircut.
- Uniform provided by Security Company.
- Ironed uniform.
- ID card displayed all the time.
- Polished shoes.
- Well grooming.

### **Summary of security Measures and other aspects;**

1. Anyone who is not a regular staff member or student of the School/College will be considered a visitor.
2. All visitors should have valid reason for entry to the campus.
3. It is mandatory for all the visitors to get entry pass from the main gate before entering in the institute.
4. Visitors should approach the pass making area and follow the instructions of the security.
5. Visitors should produce suitable Photo Identity proof for making his/her pass. The ID issued must be worn by the visitor at all times during the visit. The visitor shall exit from the main entrance and return the visitor's pass to the security officer.
6. Visitors should declare their contact number to the operator on the gate.
7. Visitors are liable to be photographed for entry pass.
8. Vehicle should be parked properly at the main gate parking for making entry pass.
9. Driver of the vehicle should adhere to the speed limit of the campus (30 km/h).
10. Visitors are liable to declare if they possess any firearms/ explosives.
11. Security personnel on duty may demand Registration Certificate of the vehicle and Driving License in specific cases.
12. Any unauthorized person on School/College property will be reported to the Principal/Dean or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
13. All visitors are expected to abide by the rules for public conduct on School/College property contained in the code of conduct.
14. Entry is at the sole discretion of the School/College/college, unruly behaviour with the security personnel or anybody inside the campus will be viewed seriously.
15. Restricted items as displayed at the entrance or anything harmful should not be carried inside the campus.
16. Parents or visitors who wish to visit the school/college are required to arrange such visits in advance with the Principal/warden, so that class disruption is kept to a minimum.

17. Advanced arrangements can include an email, a mailed letter, or a phone call which notifies the school/college employee of the exact day and time of the visit.
18. School/college employees who are expecting a visitor must notify the reporting manager, HR and the security staff ahead of the visit.
19. To supply the requisitioned item to any office, lab or department as an authorized supplier or first timer a valid pass has to be obtained from the main gate. Security personnel might call the concerned department/lab/office/person to confirm this.
20. Entry may be restricted for those without a valid reason.
21. Entry may be restricted for suspicious person(s).
22. All visitors are liable to be frisked by the SP.
23. Vehicles will not be allowed to enter the campus unless the visitor is differently abled or has severe medical conditions with prior permission from the office.
24. If vehicles are allowed inside with valid reasons, the vehicle will be subjected to frisking and an entry pass & parking voucher will be issued, visitors should return the vehicle pass before exiting.
25. Entry may be permitted to the casual labours in presence of their supervisors / contractors subject to production of written permission from the resident engineer, HR must update the same on ERP.
26. No visitor shall enter the school/college mess unless permitted by the management.
27. No visitor shall enter the hostel premises. People making admission queries will be taken to model dormitory. Visitors can access the lavatories at the lounge. Visitors are forbidden to use restrooms elsewhere.
28. Parents /guardians can visit students at the meeting lounge once in a month on a Sunday, with prior intimation to warden through ERP and telephone, for duration of 30 minutes only. Wardens shall update the parent visit information on the ERP for the security formalities.
29. All the visitors including the subjects of the school/college (students, staff, parents etc.) will be subjected to the following frisking methods –
  - a. X-Ray baggage scanner.
  - b. Scanning through X-Ray metal scanner doors.
  - c. Scanning through hand metal detectors.
  - d. Thermal scanning and sanitizing.
  - e. Vehicles will be checked through mirror, if need be the vehicle doors shall be opened and the storage areas will be frisked.
30. This frisking shall happen each time a person tries to enter the school/college.
31. The vendor vehicles may be allowed to enter only after checking the bills/invoice/delivery challans. The process is as follows –
  - a. Frisk the vehicle.
  - b. Check delivery challan/invoice/bills etc.
  - c. Make an entry of the details like – DC/invoice/bills, driver licence, driver identity details, firm name, mobile number etc.
  - d. Intimate the procurement manager.
  - e. Issue gate pass, instructs the driver to return the same before exit.
  - f. Procurement officer shall receive the items as per the procurement SOP and sign the gate pass.
  - g. Driver to return the gate pass at the main entrance.

- h. Security to frisk the vehicle to ensure that unauthorised items are not taken out of the campus.

**Note:** Visitors should not be permitted to enter the school via any other entrance under any circumstances. Staff entering doors other than the Main Entrance should be cognizant of people trying to follow them in. all entry transactions must be recorded by the security personnel on the ERP.

### **PROHIBITED CONDUCT**

No person, either alone or with others, shall

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy School/College/college property or the personal property of a teacher, administrator, other district employee or any person lawfully on School/College/college property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, School/College/college programs or other School/College/college activities.
4. Distribute or wear materials on School/College/college grounds or at School/College/college functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the School/College program.
5. Intimidate, harass or discriminate any person on the basis of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
6. Enter any portion of the School/College premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances and designer, synthetic or look alike drugs or be under the influence of either on School/College property or at a School/College function.
10. Possess or use weapons in or on School/College property or at a School/College function, except in the case of law enforcement officers (with due permission from the Dean) or except as specifically authorized by the School/College district.
11. Loiter on or about School/College property.
12. Gambling or card playing on School/College property or at School/College functions.
13. Refuse to comply with any reasonable order of identifiable School/College district officials performing their duties.
14. Wilfully incite others to commit any of the acts prohibited by this code.
15. Violate any state statute, local ordinance or board policy while on School/College property or while at a School/College function.
16. Use any form of tobacco products on School/College property.
17. Public displays of affection.

## Penalties

Persons who violate this code shall be subject to the following penalties:

**Visitors:** Their authorization, if any, to remain on School/College grounds or at the School/College function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

**Students:** They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

## COVID-19 related guidelines

1. All visitors to our School/College offices must have a scheduled appointment.
2. All visitors to our School/College offices must wear a mask.
3. All visitors should use the hand sanitizer provided when they enter a School/College area.
4. All visitors to our School/College offices must remain at the reception/entrance lounge/ coffee area unless authorized by the Principal/Dean.
5. All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or person(s).
6. All visitors should complete a self-check before entering a school building. Visitors with fever more than 99° F, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter our School/College buildings or offices. It is extremely important that you do NOT come to our School/College or offices if you are sick.
7. Do not meet any child including your ward without proper precautions. The children can be met at the meeting lounge with strict adherence to COVID -19 guidelines. Nobody will be permitted to meet the children without prior appointment. Relatives of the children will not be permitted to meet the children in School/College at all times.

**UNICEF Guidelines for Schools/Colleges (PSSEMR School & College implement the following unconditionally)**

### **Basic principles**

Following basic principles can help keep students, teachers, and staff safe at school and help stop the spread of this disease. Recommendations for healthy Schools/Colleges are:

- Sick students, teachers and other staff should not come to school.



- Schools/college should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces
- Schools should provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures.
- Schools should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)
- Reinforce frequent handwashing and sanitation and procure needed supplies. Prepare and maintain handwashing stations with soap and water, and if possible, place alcoholbased hand rub (hand sanitizers) in each classroom, at entrances and exits, and near lunchrooms and toilets.
- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

**Implement social distancing practices that may include:**

- Staggering the beginning and end of the school day
- Cancelling assemblies, sports games and other events that create crowded conditions
- When possible, create space for children’s desks to be at least one meter apart
- Teach and model creating space and avoiding unnecessary touching

**SOP for sickness**

**UNICEF Suggestions:** Establish procedures if students or staff become unwell Plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick students and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Students/ staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and students ahead of time.

### **PSSEMR School/College procedures –**

1. Induct students with mandatory COVID -19 test.
2. Frequent thermal screening and oxygen level checking of students and staff.
3. Anybody with fever, headache, flu like symptom, breathing difficulties will be quickly identified and separated from other students and staff, sent to infirmary and then to the hospital for further investigation.
4. If COVID positive, the parents of the ward shall be informed of the situation.
5. If a staff is tested positive, he/she shall be directed to report the hospital immediately.

### **CHECKLIST FOR SCHOOL ADMINISTRATORS, TEACHERS AND STAFF**

1. Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake.
2. Ensure adequate, clean and separate toilets for girls and boys - Ensure soap and safe water is available at age-appropriate hand washing stations.
3. Encourage frequent and thorough washing (at least 20 seconds) - Place hand sanitizers in toilets, classrooms, halls, and near exits where possible.
4. Ensure adequate, clean and separate toilets or latrines for girls and boys
5. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.) – Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff
6. Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
7. Post signs encouraging good hand and respiratory hygiene practices.
8. Ensure trash is removed daily and disposed of safely.

### **Washing hands properly**

Step 1: Wet hands with safe running water

Step 2: Apply enough soap to cover wet hands

Step 3: Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds

Step 4: Rinse thoroughly with running water

Step 5: Dry hands with a clean, dry cloth, single-use towel or hand drier as available

### **CHECKLIST FOR PARENTS/CAREGIVERS & COMMUNITY MEMBERS**

1. Monitor your child's health and keep them home from school if they are ill
2. Teach and model good hygiene practices for your children
3. Wash hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty
4. Ensure that safe drinking water is available and toilets or latrines are clean and available at home.
5. Ensure waste is safely collected, stored and disposed of
6. Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
7. Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
8. Prevent stigma by using facts and reminding students to be considerate of one another
9. Coordinate with the school to receive information and ask how you can support school/college safety efforts (though parent-teacher committees, etc.)

### **CHECKLIST FOR STUDENTS AND CHILDREN**

1. In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy.
2. Ask questions, educate yourself and get information from reliable sources
3. Protect yourself and others - Wash your hands frequently, always with soap and water for at least 20 seconds
4. Remember to not touch your face.
5. - Do not share cups, eating utensils, food or drinks with others
6. Be a leader in keeping yourself, your school, family and community healthy.
7. Share what you learn about preventing disease with your family and friends, especially with younger children

8. Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members
9. Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.
10. Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.



## Preschool

- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently
- Sing a song while washing hands to practice the recommended 20 second duration.
- Children can “practice” washing their hands with hand sanitizer
- Develop a way to track hand washing and reward for frequent/timely hand washing
- Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviors)
- Have children sit further apart from one another, have them practice stretching their arms out or ‘flap their wings’, they should keep enough space to not touch their friends.

## **Primary School**

- Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasize that children can do a lot to keep themselves and others safe. - Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.) - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands
- Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting colored water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.
- Demonstrate why it is important to wash hands for 20 seconds with soap and water. - Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water
- Have students analyze texts to identify high risk behaviors and suggest modifying behaviors. - For example, a teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands after with a handkerchief then goes to class to teach. What did the teacher do that was risky? What should he have done instead?

## **Lower Secondary School**

- Make sure to listen to students' concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
- Introduce the concept of social distancing
- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands
- Remind students that they can model healthy behaviors for their families
- Encourage students to prevent and address stigma
- Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation.

- Encourage them to express and communicate their feelings
- Build students' agency and have them promote facts about public health.
- Have students make their own Public Service Announcements through school announcements and posters
- Incorporate relevant health education into other subjects.
- Science can cover the study of viruses, disease transmission and the importance of vaccinations
- Social studies can focus on the history of pandemics and evolution of policies on public health and safety
- Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens Upper

### **Secondary School**

- Make sure to listen to students' concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
- Introduce the concept of social distancing
- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands Encourage students to prevent and address stigma Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation.
- Encourage them to express and communicate their feelings.
- Incorporate relevant health education into other subjects
- Science courses can cover the study of viruses, disease transmission and the importance of vaccinations
- Social studies can focus on the history of pandemics and their secondary effects and investigate how public policies can promote tolerance and social cohesion.
- Have students make their own Public Service Announcements via social media, radio or even local TV broadcasting
- Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens.

## Security Gate incident/Occurrence report register

|                                                              |                |
|--------------------------------------------------------------|----------------|
| Incident date:                                               | Incident time: |
| Person/s involved                                            |                |
| Nature of the incident:                                      |                |
| Staff/student/parent/visitor?                                |                |
| Mobile number of the person                                  |                |
| If it's a stranger describe the person using ABCDEFGH method |                |
| Describe the incident                                        |                |

|                                                                                          |  |
|------------------------------------------------------------------------------------------|--|
| Incident was reported to?                                                                |  |
| Actions suggested?                                                                       |  |
| Actions taken?                                                                           |  |
| Outcome                                                                                  |  |
| Any injuries?                                                                            |  |
| If so, names of people injured                                                           |  |
| If injuries involved then file the detailed incident report with campus security officer |  |
| Injured was treated at?                                                                  |  |
| Place name and number                                                                    |  |
| Incident reported by(name and signature, mobile number)                                  |  |





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Signature of the Dean

### Key Control at each Academic Block, Hostel, Security

| Date | Property of location for key | Purpose | Key receiving time | Key returning time | Keys received by | Signature |
|------|------------------------------|---------|--------------------|--------------------|------------------|-----------|
|      |                              |         |                    |                    |                  |           |
|      |                              |         |                    |                    |                  |           |
|      |                              |         |                    |                    |                  |           |
|      |                              |         |                    |                    |                  |           |
|      |                              |         |                    |                    |                  |           |

