HQIS

SECURITY AND

SAFETY MANUAL

CAMPUS SAFETY POLICY - ROLE OF SECURITY PERSONNEL

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At HQIS, Security and Safety is everyone’s responsibility. Security Guards are required to learn and understand important safety information that is vital to well being and safe operation of the School.

Security and Safety policies and procedures are set in place to make Schools safer and to have a course of action to take in the event of unsafe situations. Students and staff, as well as parents, should understand policies and procedures that are meant to help the management maintain safety to be sure that they are able to follow them when needed.

Security and Safety Policies

Several policies need to be in effect for a School to be deemed safe and secure for students. These include policies about being healthy or staying home, practicing safe walking instead of running in hallways, not having food or drink to choke on or spill during classes. Other policies include rules against bullying and discrimination that lead to unsafe situations.

Security :

The Head Security, working with the HQIS Director of Operation has direct control over the security team.

Responsibilities related to Safety/Security are as follows:

1) Implement and maintain security processes across the organization to reduce risks, respond to incidents, and limit exposure to liability in order to reduce financial and reputational loss to the organization.

2) Implement and manage comprehensive location-wide safety and security training for employees and security personnel and prepare incident written reports on all significant incidents happening at the School.

3) Supervise all security personnel including outsourced security staff and educating them of the various procedures and systems approved by the management.

4) Updating and signing of all the Daily Security Report.

5) During the Fire Safety Drill ensure that the floors in the buildings are cleared of students/staff. During drill and emergencies maintain control of the situation.

6) Assist and assign security personnel in medical emergencies.

7). Ensuring the safety and security of all assets and goods of the School including third party assets in the custody of the School and to ensure that the movement of such assets and goods are made in accordance with the procedures laid down.

8) Advising the management proactively on all security related issues.

Security Guard:

Security Guards work under the supervision of the Head Security. They will assist Head Security to maintain safe and healthy environment at the School. Security Guards will be trained and their schedule will be managed according to the nature to duty.

Responsibilities related to Security Guards are as follows :

1) To ensure optimal safety, the security guard needs to work as a team with other security personnel, and not allow any personal differences to interfere with professional relationships. Each security guard should be able to rely on one another, especially in the event of an emergency.

2) A security guard should always maintain a professional manner, have a professional appearance and exhibit a positive attitude. Being physically fit is essential to the success of the security guard in this field.

3) When dealing with an individual in an emotional state which might impact on their own safety or that of others, the security guard should make all attempts to de-escalate the situation and take control.

4) Security guard stays calm and polite while dealing with students and staff.

5) To report all violation of School’s rules and regulation and special orders he is instructed to enforce.

6) To allow no one to pass the gate without proper authorization.

7) To maintain the highest level of professionalism, dignity within the department, while keeping the organization’s vision of providing quality education that meets the expectation of our students within a well-ordered campus.

8) To receive, obey and pass on all orders and instructions received from the Head Security.

9) The security guard will operate within the chain of command.

If the guard works in uniform, then he is responsible for maintaining himself in a highly visible manner, deter crimes from happening on the property he is overseeing and ensure the people on the property are safe as well.

Contractor / Vendor movement:

Any contractor with prior permission from concern department is allowed to enter the School to perform their work.

FIRE PRECAUTIONS and the role of Security Managers

Security Managers must ensure that the :--

• Fire drills and evacuation plans must be practiced regularly; (once a month is an ideal interval).

• Fire alarms and smoke detectors must be present at all levels of the premises.

• Fire devices such as, fire extinguishers, sprinklers, fire hoses must be always in good working condition. Regular maintenance for these devices is a must.

• Fire exits, egresses must always be free from any obstruction that can hinder fast flow of evacuation in case of fire break out. Exit signs must always be posted properly.

* Responsible personnel must have adequate training in handling fire devices such as fire extinguishers, fire hoses to apply initial remedy in case of starting fire break outs.
* Fire safety signs especially / exit signs must be conspicuously located at all levels of the premises especially those pointing to fire exits; in cases of complex buildings, site maps leading to exits must be posted on the walls or appropriate sites.

• Elevators must not be used during fire break outs as these may get stuck in between floors if power supply is cut during fires.

To have an effective Fire Fighting system, the instructions listed below need to be strictly complied with :--

a) Every fire extinguisher be stamped with the date of filling. This can also be done by allotting serial numbers to each extinguisher and keeping a record in the office.

b) A fire chart be displayed in admin mgr's office, depicting the location of each fire extinguisher and fire point. Fire exit markings must be affixed at vantage points for easy exit in case of fire.

c) Provisioning of fire beaters, buckets and sand fire points.

d) Fire practices must be carried out monthly and a record kept of the same in a fire fighting register. This record must show the numbers of individuals who attended the fire practices. After the event, all hoses/ coupling must be duly lubricated.

e) The lift must have an extinguisher inside and a marking outside the lift door on every floor "DO NOT USE THE LIFT IN CASE OF FIRE".

g) Practice evacuation drills once in three months.

h) To prevent incidents of transformer fires, following must be done;

\*Check leakage of transformer oil once in a month. Campus electrician will be responsible for the same.

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Evolve drills in the campus to ensure that all ACs/ electrical appliances are switched off. Paste a neatly written notice in each faculty cabin/ office stating " PLEASE SWITCH OFF THE

AC EVERY TIME YOU MOVE OUT"

k) In areas of mass usage , such as library, conference halls, computer labs, bigger class rooms, auditorium etc. implement the system of one switch controlling multiple lights.

l) In kitchens/ areas of cooking, the gas cylinders will be kept well outside and only a gas pipe would be allowed ingress to the kitchen.

Safety of Students

Various Standing Committee’s on safety of the students set up are as:--

\* Complaint Committee for Prevention of Sexual Harassment

\* Committee for dealing with cases of Ragging.

\* Committee for dealing with general cases of indiscipline

\* Sports Committee

\* Students Welfare Committee

\* Hostel and Messing Committee

As soon as children enter the School grounds their safety and security is one of our priorities. The organization is committed to ensuring a safe and happy environment for its students.

We believe that School learning environments should be free from bullying and harassment. Parents/ Guardians are urged to immediately report cases of bullying or harassment of their wards to the mgt. All schools have discipline policies which outline the consequences for those who bully or harass.

SHANGHAI HONG QIAO INTERNATIONAL SCHOOL - Measures

CCTV Surveillance

CCTV is an important tool towards ensuring security in a school / School campus. HQIS has put in place CCTV surveillance system across the campus. Our CCTV surveillance system goes a long way in ensuring the safety of students, faculty, and facilities on campus.

Benefits of campus surveillance equipment

Maintaining secure facilities – Our campus features a variety of buildings, each with their own security needs. Campus security cameras help to secure these facilities, watching for suspicious behavior and unauthorized access.

Protecting students –. Video surveillance is an invaluable tool, allowing students to wander under the safe watch of campus security cameras.

Detering crime – Campus security cameras can serve as a visual deterrent to misbehaviour including assault or theft.

Preventing vandalism – With proper campus security cameras, the threat of vandalism to School property is lessened.

Visible deterrant - the uniformed staff maintains a high profile while patrolling the campus their presence acts as positive deterrent against potential criminal actions

Equipment – this involves all physical equipments that have been installed to enhance security effectiveness, such as fencing, gates, CCTV.

Enforcement - in extraordinary circumstances the Leadership Group and Head of Securit are empowered to take whatever appropriate action is necessary to maintain order and security on campus.

Crime Prevention

The best way for students and staff to prevent crime is to be aware of their surroundings and particularly the people in their environment. Students and staff are encouraged to be alert for suspicious persons in and around campus buildings and in parking areas.

They should ask themselves questions such as :-

\* Are they new faces and hanging around for no apparent reason?

\* Are they looking into cars as they walk through the parking areas?

\* Are they from going from room to room finding something unusual?

\* Are they carrying valuable property from buildings after normal working hours?

If students or staff suspect anything, they should call the Security Head via the Main Office.

All adult users of the campus are expected to ‘clock-in’ twice a day. The system allows users to leave the campus but they should clock in and out each time.

Security Personnel can ask visitors, students, other employees to take a temeerature check, throat inspection or other non-invasive health monitoring check. This will depend on the public risk of communicatble disease or virus transmission pertaining at the time.

Covid 19 regulation adopted by the wider community will operate also on the HQIS campus and the can involce the wearing of masks, disinfecting hands, safe distancing and other measures operating by public ordanance.

Security Personnel have the right manage visitors and check their health status via phone apps or other means which do not unduly interfere with the safe entry and exit of personnel and students from the campus.