

# SAFETY & SECURITY

## RULES, POLICY & PROCESS



Sri Sri Sai Gurukul Vidya Mandir

**THE SRI SRI SAI GURUKUL VIDYA MANDIR,  
UDALA, INDIA**



**Execution & Managed By**

The SSSGVM School Management Committee, Udala, Odisha

**Governed, Regulated & Compliance By**


The Primary & Higher Learning Core Governance Board, INDIA

AN INNOVATIVE FOUNDATION AND EDUCATIONAL UNIT OF  
THE SRI SAI NILAYAM DIVYA SEVA TRUST, INDIA



## TABLE OF CONTENTS

<i>The Sri Sri Sai GURUKUL VIDYA MANDIR, Udala, INDIA</i> .....	1
<i>Introduction</i> .....	3
<i>Safety &amp; Security Assessment &amp; Reporting (SSARC) Committee</i> .....	3
<i>Life Threatening Emergency</i> .....	3
<i>What To Do?</i> .....	3
<i>What Not To Do?</i> .....	3
<i>Building And Infrastructure Safety</i> .....	4
<i>Review Process &amp; Policy</i> .....	4
<i>Daily &amp; Instantaneous Campus Monitoring</i> .....	4
<i>Staff &amp; Student Safety</i> .....	4
<i>Staff And Students' Safety and Security</i> .....	4
<i>Internal Audit &amp; Random Checks</i> .....	4
<i>Identity &amp; Identification</i> .....	4
<i>Students' Locker &amp; Random Checks</i> .....	5
<i>Reviews &amp; Disciplinary Action</i> .....	5
<i>Emergency &amp; Contacts</i> .....	6
<i>Document Revision, Review and Certifications</i> .....	6



## Introduction

In an emergency, due to unforeseen circumstances within the school premises, we must have prescriptive guidelines and checklist to address the emergency and also ensure well-being of everyone in school. In our pursuit to consistently create a safe and secured campus we need to observe these guidelines and engage in few safeties' checklist and drills, to prevent any emergency from escalating towards life-threatening situation.

This document aims to outline certain guidelines, and protocols which we must follow within SSSGVM designated campus. We will continuously gather feedback and add improvements to this document.

## Safety & Security Assessment & Reporting (SSARC) Committee

The SSARC Committee constitutes of the following members.

- a. Principals/Mistress Heads
- b. Security Admin Officer/Administrative Controller
- c. Welfare & Public Relation Member Representative
- d. Student & Woman Welfare Member Representative
- e. Public Member Representative
- f. Parent Member Representative

## Life Threatening Emergency

The event of a life-threatening situation is uncontrolled and unintentional. With high human ethics in the school campus, these situations are considered purely accidental. The time of occurrence of any severe physical injury or disablement and above is considered as a life-threatening emergency situation in the school.

### What To Do?

- a. The victim must be attended by the staff members and principal/mistress head with at most care, and need to immediately take necessary action to provide primary care in the nearby hospital.
- b. The emergency contact/parents to be contacted by the principal/mistress head or sr. teacher or any staff members.
- c. All students and staff members have emergency contacts to be verified the first week of every quarter.
- d. Be patience and maintain silence

### What Not To Do?

- a. panic and shouting
- b. blaming and targeting/finger pointing
- c. conditional arguments/assuming/false assumption

## Building And Infrastructure Safety

### Review Process & Policy

- a. Annually a review to be made before the start of the school year and a budget estimation cost to be shared to Core Governance Board and Trust for approvals.
- b. All infrastructure related maintenance to be given high priority than the new construction in view of the students' and staffs' safety
- c. Any temporary infrastructure maintenance is required, then principal/Admin Controller to report to Director, Administration Cell with immediate time

### Daily & Instantaneous Campus Monitoring

A staff member will be rolled up for Campus Monitoring work to monitor and review each and every corner of the following,

- a. private sights e.g., rest rooms, bath rooms, latrines etc.
- b. all class rooms and unseen areas of the campus
- c. all times view to the area exposed to outside
- d. review visitors' registers
- e. ensure no visitors inside the campus without any proper permission
- f. verify to the at most (as much possible) to the animal danger

## Staff & Student Safety

### Staff And Students' Safety and Security

1. Bi-Annually all staff and teachers file review to ensure the Police Verification Report is in Personal file
2. Without Police Verification Report or Chair Head & SSSS Convener recommendation, no staff is allowed to work inside the campus. No Exception
3. The following documents must be maintained for the Honorary Service Members
  - a. Honorary Service Request Letter or Honorary Service Appointment Letter
  - b. Police Verification Report or Dual Approved Recommendation letter from Chair Head & SSSS Convener
  - c. A Copy of Honorary Service Member's ID Proof (PAN/DL/Voters' ID/Ration Card/Passport/Aadhaar Card)

## Internal Audit & Random Checks

### Identity & Identification

At any instant of time, anyone inside the campus should have the following documents in the records/file;

1. Student ID Card (For Students)
2. Employee ID Card (For Employees)
3. Police Verification Report (For all employees, No exception)

4. Police Verification report/Recommendation Letter from Chair/Co-Chair Head and SSSS Convener/SSSS Service Coordinator/SSSS Spiritual Education Coordinator (Honorary Service Members)
5. This rule is applicable to everyone who is found inside the campus. No Exception for any individuals.
6. Visitors Register to be maintained for the visitors and visitors are allowed only with specific and defined purposes. Visitors after signing the registrar should get the Principal's or Mistress, Head or Sr. Teacher's permission to get inside the campus.

### **Students' Locker & Random Checks**

1. Students cannot carry any of the weapons in any form into the school. Even not allowed the vegetable/fruits cut knife or knife for cake cutting or any of the weapon instruments in required for the project/assignments
2. Students if provided with lockers, our security/administration officer/principal or designated officer will be authorized to verify the students' lockers randomly.
3. This will be an everyday/alternate day exercise to ensure there are no secret items getting into the school campus and classrooms.
4. Sport Items will be kept separately in a separate room or locker or almirah, and will be opened to the students by faculty member with active monitoring. Any sport items inside the campus are to be monitored carefully so as to not be used as student violence or any other activities.

### **Fire Hazards and Safety**

1. Each Campus, class rooms, hall way etc. should be clearly marked with Fire Exit (Emergency Exit) with the Exit Arrow Marks
2. Each 75ft away, there must be a Fire Extinguisher of ~6KG Or above installed with specified instruction of use
3. Every 3 months there must be at least 1 drill executed to ensure all the students and staff members how to exit the building with the Emergency Exit path.
4. Security Admin Officer/Principal/Administrative Controller requires to monitor and maintain safety standards and to be reviewed with the Fire Officers with scheduled request and invitations to access and periodic evaluations.
5. Filled buckets (sand and water) to be installed at the designated places to extinguish the fire in emergency.

### **Reviews & Disciplinary Action**

1. Any student/Employee/Honorary Service Members found guilty or involved in any action which threatens school safety and security will be expelled and/or prosecuted under the action of law.
2. Any rules violation caused for violence must be recorded by staff, verified by the school management committee and reviewed with Core Governance Board to update this document for future precautions.
3. Any unintentional safety incidents, officers and academic staff must take necessary actions including calling to ambulance services or take the victims in private vehicles with highest possible safety measures to nearby government hospitals.
4. Principal, Security Admin Officers, Welfare & Public Relation Member Representative, Student & Woman Welfare Member Representative and Public & Parent Member Representative are the Safety & Security Committee members to access any situation to provide the initial incident report and records for internal and external reference.

## Emergency & Contacts

Following Emergency Numbers to be posted as notice in every classroom, principal office, common rooms, private areas e.g., rest rooms.

- Police Emergency Number
- Sub-Divisional Hospital CDMO/Emergency Number
- Sub-Divisional Hospital Ambulance Number
- Fire Officer/Brigade Number
- Public Relations & Welfare Number
- Student & Women's Welfare
- Principal Number
- Administrative Controller Number



### Document Revision, Review and Certifications

SI No	Change of Contents	Revision, Date, Reviewed By	Certified
1	Initial Draft Contents	Version 1.0, 14 Nov 2022	Sai P Jena
2	Initial Draft Contents	Version 1.2, 20 Nov 2022	Mr. Sovdeep Das
3	Initial Draft Contents	Version 1.4, 20 Nov 2022	Mr. Rashmi Ranjan Nayak
4	Fire Hazards & Safety Sections	Version 1.6, 22 Nov 2022	Mr. Nirmal K Panda
5	Introduction & Scope Change	Version 1.7, 23 Nov 2022	Mr. Sovdeep Das

