

Standard Operating Procedures: Security & Surveillance

General

1. Security is the backbone of any organization. To ensure effective management and operations of an organization, it is essential that the security systems and procedures are in place, and are followed in letter and spirit. It is also essential to create a balance between the security protocols and facilitate smooth functioning of the institution. At GD Goenka Global School, our focus is to provide safe and secure learning environment to the students fostering holistic development of the students.

Physical safety

2. The School has three gates, Gate no 1, 2 and 3. While Gate No 1 and 2 are used during arrival and dispersal of school, Gate No 3 remains closed and is to be used only in case of evacuation during emergency situation. Gate no 3 is opened and checked at 0800 hrs. on a daily basis to ensure its seamless operation, in case the need arises.
3. After the arrival of students and essential school transport, Gate no 2 is closed, Gate no 1 is also closed for vehicular entry. However, the small gate (sub-gate of Gate no 1) is opened for movement of visitors and essential staff.
4. The boundary wall is equipped with piquet and barbed concertina wires to protect from unwanted movements during and after school hours.

Security / Vigilance officer

5. The school has appointed a safety and vigilance officer, who is responsible for ensure safety of safety and security of students, staff and school infrastructure during and after school hours. The security officer has 5x security guards, which are deployed as per shifts to ensure 24 hours safety of men and material.
6. The security officer is responsible for the security of the GDGGS campus at all times.
7. The officer ensures that the GDGGS building is locked after the school hours. He/ she also ensures that no equipment/ lights are left on.
8. It is the duty of the security officer to ensure that no child is left unattended in the class. He / she also facilitates smooth dispersal of students.
9. The safety officer has to ensure that all the guards are well aware about the procedure for parking and vehicular movement during arrival and dispersal.

10. The officer has to ensure that guards were well trained and are following the laid down procedure for allowing the entry of visitor or any service provider during school hours after taking permission from necessary department head through the receptionist.

Surveillance

11. A total of 109 cameras are installed in the GDGGS school campus. Each classroom, office and all the outer areas of school are covered by the CCTV cameras which are monitored in the IT Server room by the IT head. In case of any incident/ occurrence, the details are scrutinized with the help of CCTV footage to ascertain the detailed cause of occurrence and requisite steps are taken accordingly.
12. The server keeps a backup of 1 month of all CCTV recordings.
13. During the school hours, the surveillance of the GDGGS campus and classes is being done by the IT head, who monitors each camera coverage on the visual display monitors in the IT Server Room.

Fire Safety

14. The GDGGS has a comprehensive Fire Fighting systems in place which comprises of FF Extinguishers (ABC and CO2), Fire Pipes and hoses. In addition to the requisite certification and AMC for firefighting, we also conduct Firefighting Drills and Capsules to give hand on experience to the teaching staff and auxiliary staff as part of our capacity building program.
15. The Firefighting extinguishers are placed at a distance of approx. 20 meters at each floor outside classes in the corridors for easy access at all times. The places equipped with electric equipments have immediate access to the extinguishers.
16. A detailed firefighting capsule is conducted every trimester, wherein each and every staff is trained in handling the FF extinguishers and its usage in case of an outbreak of fire. Additionally, the fire pipes are checked on third Saturday of every month to ensure its serviceability.
17. We also have earmarked our school main gate, gate No 1 as the entry gate for the fire tender in case of an outbreak of fire, and Gate no 3 as the exit gate for the Fire tender.
18. The emergency numbers to be contacted in case of fire are displayed on boards on each floor and also in all offices for ensuring effective support in case of occurrence of any fire incident.

Fire Drill

19. Action on spread of Fire

- (a) The alarm shall be raised by the person witnessing the outbreak, which shall indicate to the school staff present that the building needs to be evacuated. The staircases of both the wings shall be used to evacuate the building. The support staff shall help the HRTs to evacuate the building and take the children out of the school premises.
- (b) The security officer shall reach the place of outbreak of fire and with his team, shall try to curtail/ extinguish fire by the use of FF Extinguishers/ Fire Pipes.
- (c) Security guards shall call the police control room, and nearest hospital for ambulance and manage traffic and get the road clear for entry of fire tender
- (d) At the outbreak of fire itself, the Security officer shall call the Fire Brigade and give necessary details for the Fire tender request.
- (e) The HRTs shall ensure that all the children of their respective class have exited the building are safe
- (f) The accts head, the IT head and the Admin head, shall pick up the Important documents, which are earmarked in advance, and shall evacuate the building from glass door no 1.
- (g) Prepare an incident report after the fire is extinguished and record the details

20. Fire Fighting Team

The Fire Fighting Team, with the security/ vigilance officer as the incharge, shall comprise of the following.

- (a) 1x member from the Admission team
- (b) 1x member from the admin team
- (c) 1x member from the HR Team
- (d) 1x male member from the support staff
- (e) PE teacher
- (f) Medical staff
- (g) 1x security guard

Safety Measures

- 21. (a) ensure that no liquid or inflammable material like Oil/ petrol is spread on the path, entrance or on the road in the GDGGS campus

- (b) Earthing of all the electric connections is mandatory
- (c) FF extinguishers should be in serviceable condition at all times
- (d) Ensure that the floor is non slippery and that there are no breakages
- (e) There should be no danger of fire near the panel room.
- (f) the fire buckets should be replenished with fresh sand and water

22. We ensure a safe and inclusive environment for all students, including those with special needs and disabilities. We implement best inclusive practices in our safety procedures and infrastructure. We recognize the unique safety requirements of every student and ensure that our safety protocols are adaptable and accessible. To maintain the highest standards of safety and inclusivity, we have established a regular, and ongoing review mechanism. This involves periodic assessments and evaluations of our safety procedures and infrastructure to identify and address any gaps or areas for improvement. The reviews are conducted quarterly by the safety officer and are done collaboratively with inputs from educators, parents, specialists. By continuously refining our safety measures, we strive to create a secure and supportive learning environment for all students.

Miscellaneous Actions

23. In addition to the threat of outbreak of fire, there are other aspects that are to be kept in mind and preparedness to be ensured so as to effectively deal with the situations.

24. In case of a threat of Bomb or Explosion, immediate evacuation action to be done. The Police control room shall be intimated, nearest police station shall be intimated, and arrangements to send the children home shall immediately commence.

25. In case of an unidentified item/ bag/ box seen in and around the school premises

- (a) Do not touch the item
- (b) Inform the GDGGs security officer
- (c) Inform PCR, and Bomb disposal squad
- (d) Evacuate the building
- (e) Make arrangements to send students to their homes
- (f) Prepare incident report on negation of threat

26. To summarize, it is essential to know that an active and alert staff can effectively negate any negative situation and can emerge successful.