

NIT RAIPUR CAMPUS SECURITY AND SAFETY

INTRODUCTION:-

Students have high expectations when they select an institute during counseling period for persuading their higher education. They require a quality of education and campus experience at reasonable cost, state of the art facilities, security and safety are of the primary concern. In order to face the rising expectations of students and to attract to enroll the talent students, faculty and staff in the institute, the institute has developed an excellent campus security and safety system.

DESIGN CONCEPTS OF CAMPUS SECURITY:-

The NIT Raipur campus security consists of those measures designed to safeguard students, faculty, staff, women and authorized visitors; to prevent unauthorized access to equipment, installations, material and documents; and to safeguard them against inappropriate use, damage and theft.

ORGANIZATION OF THE CAMPUS SECURITY:-

The NIT Raipur Security Wing is headed by a dedicated Security Officer and the campus Security under the direction of the Security Officer (SO). To ensure a safe and secure environment in which students, faculty, and staff may enjoy rewarding academic and social experiences and providing students & staff with a safe and convenient environment for learning and living is the primary security concern. To ensure adequate security and safety of the campus, the institute has also outsourced a professional ISO 9001:2008 certified security company namely M/s. Bombay Intelligence Security (I) Limited.

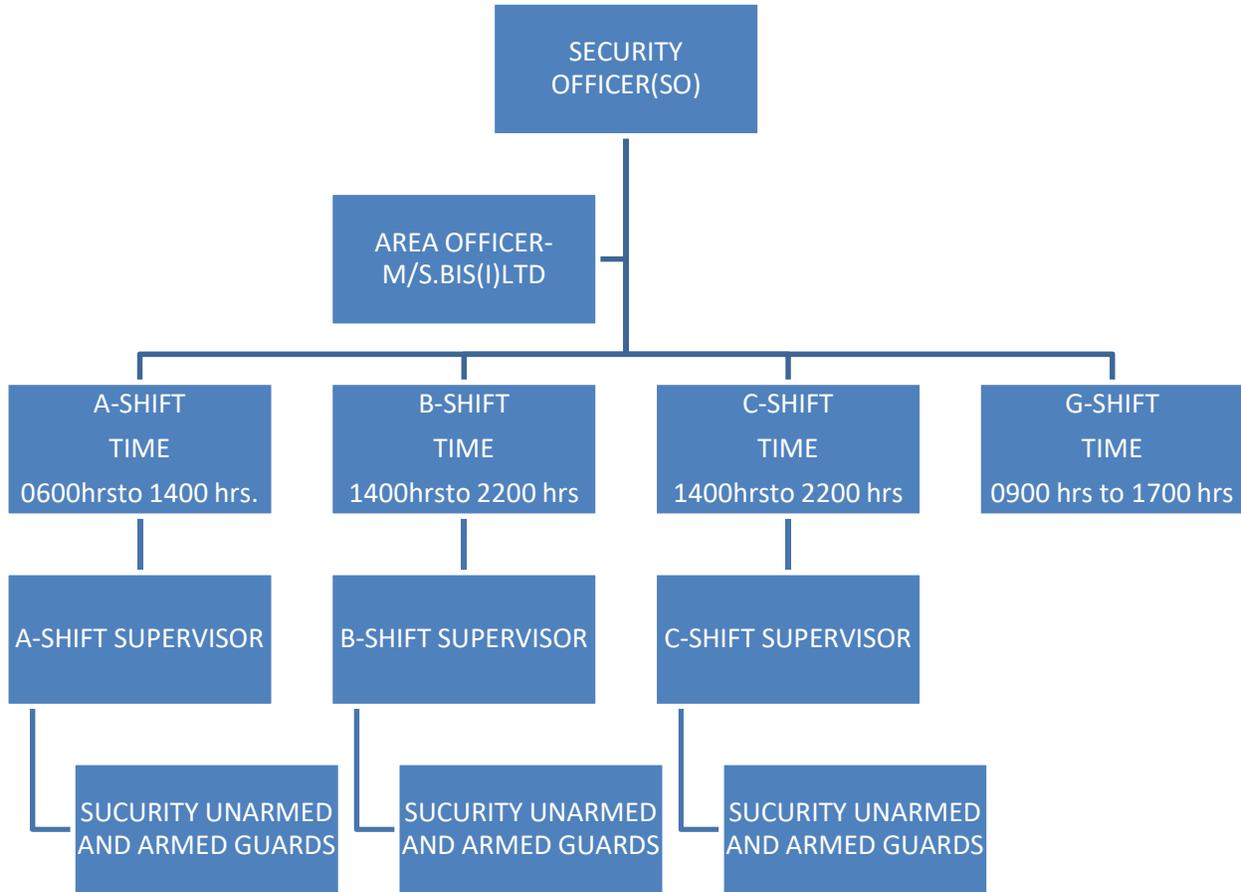
CONSIST OF THE SECURITY TEAM:-The security team of the campus is consisting with Armed and Unarmed security guards and the supervisors.

SECURITY ZONES:-The entire campus is divided into various zones, the zones are as follows:-

- i). Academic zone
- ii).Hostel zone
 - a. Boys Hostel zone
 - b. Girls Hostel zone
- iii).Residential zone
- iv).Campus zone

SECURITY GUARD SHIFT :-The security Armed guards and Unarmed guards team has divided into various shift basis for manning the campus 24x7x365 round the clock. For emergency additional Armed and Unarmed guards have kept as a reserve force in the security barrack which is adjacent to the NIT Campus.

THE ORGANOGRAM OF SECURITY DEPARTMENT



SECURITY GADGETS:- The objective of installing security devices and systems is to increase the safety and security of the campus community through the use of security controls designed to delay, detect and deter inappropriate and unauthorized conduct. Security devices and systems are the technological element of the campus security program which works with the operational and architectural elements. It is the cumulative effect of the use of security measures as part of the campus security program as well as assessment and response to inappropriate and unauthorized conduct that produces the desired effect of increasing the personal safety of the individuals that make up the campus community. The Security team always alerts to response any type of incidents in the campus. The security team utilizes a number of technologies to decrease response times to calls for service and increase the effectiveness of the campus security personnel. For adequate security and safety of the campus and the students, the security agency has provided all the latest security gadgets in NIT Campus, the security gadgets are as follows:-

- a).Wireless Radio communication to all the security personnel in campus.
- b).Door Frame Metal detector to detect and restrict any explosive item in institute.
- c).CCTV camera for better surveillance of main building entrance.

- f).Hand held metal detector for search of any suspicious material of the stranger, vendors.
- g).Search (dragon) lights.
- h) Car bottom view imaginer.
- i).Bolero jeep (four wheeler) vehicles
- j).Motor cycles
- k).Helmet
- l).Cane shield
- m).Loud Speaker

The Measures for Ensuring Safety of Women on Campus:-The following actions have been taken by the security wing:- The greater vigilance on roads, especially at evening time, as lots of girls return from the canteen ,Ice cream parlour, shopping area and library , sports and evening walk.

- (a) Deployment of **01 Armed and 01 unarmed** security personnel at the main entrance location in Girls Hostel with Arm & Ammunition, Dragon search light and Lathi and wireless radio sets in round the clock.
- (b) No unauthorised person is allowed to enter inside the hostel premises.
- (c) All the ladies hostel main entrance gates are closing and locking at 1900 hrs.
- (d) No visitors allowed inside the hostel premises without the proper permission of the respective hostel wardens.
- (e) Rigid and strong boundary wall with proper gates facilitated in the entire hostel.
- (f) In/out register maintained by the security guards in the entire hostel under the close and strict supervision of respective hostel warden and matrons.

INTRODCION ABOUT THE FIRE SAFETY:-

A safe and secure environment is a prerequisite for effective teaching and learning. Thus ensuring life safety of students, professors, teaching staffs and staff members during disasters is very necessary. In the light of recent tragedies involving school children, like the Kumbakonam fire tragedy, Dabwali fire incident and earthquakes around the world where school children were affected due to unsafe school/college/institute buildings. It becomes of utmost importance that safety of student is given due consideration. The requirement for fire prevention, life safety in relation to fire and fire protection of buildings, Occupancy and protection features that are necessary to minimize danger to life and property from fire. In view of life safety of the students in the hostel and in institute, some measures have been taken to ensuring safety of student and staff in NIT Campus.

Fire Prevention:-Fire prevention measures are a key element in the fire safety management of hostels. This involves the identification and elimination of potential fire hazards both inside and outside the building, and the establishment of good housekeeping practices, periodic inspections and the diligent application of safety rules. The following fire prevention measures have been adopted in the institute.-

FIRE FIGHTING OPERATION IN THE CAMPUS:-

- a).All the Security team known's the fire extinguishers are located/ installed and be able to Operate them immediately in case of any fire accidents.

- b).Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, give a written complaint to the security Officer.
- c).In case of fire, take prompt action to safe guard the life and property of the institute.
- d).In the event of any fire ,rush to the spot of the fire ,muster all manpower available and take control office for fighting operations.

FIRE FIGHTING EXTINGUISHER IN THE INSTITUTE: The first Aid Fire fighting extinguishers have been kept in the entire hostel and the academic building. The major fire fighting systems and equipments will install in the institute during in this ongoing renovation work. The availability of the Fire Fighting extinguishers in the institute are as follows:-

- a).Water type Fire Extinguisher.
- b).Foam type Fire Extinguisher.
- c).Dry Chemical Power Fire Extinguisher.
- d).Co2 type Fire Extinguisher.
- e).ABC type Fire Extinguisher.

FIRE EMERGENCY:-

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling: Fire Control Room Raipur:- **101/ 0771-2274101.**
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means: By shouting Fire, Fire, Fire.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in a safe open area
- Remain outside until the competent authority (Authority) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenge should:

- Assist all physically challenged students/visitors/staff/employees in emergency evacuation.

What to do in a Fire

STEP 1

Don't panic! Take two seconds to think. You're going to be scared, but you need to stay calm to get out alive.

STEP 2

Feel the wall / door with the back of your hand. If very hot don't go out! There is a fire behind it.

If you CAN'T leave the room:

Consider lowering yourself out of the window.

- You should survive a 1 floor jump onto tar/concrete. Anything higher is questionable.
- Ideally throw a mattress out first to land on. Don't launch yourself out of the window, but hang down by your arms before dropping to the ground to minimise your fall. Bend your knees when you land.
- Do **not** break the window until you're about to jump as you can't stop smoke coming in afterwards.

If a window jump is impossible:

- Fill the bath/basin with water and use dampened bed sheets, towels or clothes wedged in door cracks to stop smoke entering. Wet the walls and doors. No water? Pee on them!
- Then signal to rescuers from the window using a torch or a white sheet.

If you CAN leave the room:

- Take the room key with you if it's to hand. You may need it to rush back in.
- Smoke rises and so will be high, filling down to the floor. Keep low or better still crawl where the oxygen is.
- Stay close to the walls to avoid panicking guests and to count doors to the fire exit.
- **Do not** use lift/elevator - that's an oven you don't want to be trapped in!
- **Do not re-enter under any circumstances** until told it is safe by the fire brigade. (Better to lose a backpack than your life).

The most Important Rule:-Is the exit corridor filled with smoke?

DON'T try and cover your mouth and run through it unless you can guarantee a maximum five second clear run to the outside (if you have walked the route when you checked in you will know if you can make it or not).

If the smoke gets in your eyes they will shut and not open again. If you get trapped the smoke will then kill you, so don't try and beat it. Head back to your room.

EMERGENCY PROCEDURES:-

- a).The Security team have all the address and contact numbers of the nearest police station, Hospital, Ambulance and Fire Brigade.
- b).Security will immediately report if any untoward incident /misconduct or misbehavior occurs in Institute.
- c).Security person known the entire emergency exits doors and main entry gates, so that he can take suitable action at a short notice.
- d).Identify the emergency and its gravity emergency.

EMERGENCY PHONE NUMBERS:-The emergency phone numbers list held with the security team for any emergency. Security Unit maintains a close liaison with local emergency services like **POLICE, FIRE BRIGADE, and AMBULANCE& HOSPITALS.**

THE EMERGENCY PHONE NUMBERS:-

SECURITY OFFICER NIT RAIPUR-7587061831
POLICE-CONTROL ROOM-100/9479191099/0771- 4287100
POLICE (TI)-SARASWTI NAGAR-9479191034
POLICE (THANA)-SARASWTI NAGAR-0771-4247129
FIRE CONTROL ROOM RAIPUR-101
FIRE CONTROL ROOM RAIPUR-0771-2274101
AMBULANCE-108/3060500/3060501/9755091927

ROAD SAFETY:-In view of the students, staff and visitors life safety, the following personnel safety measures should be adopt by each & every motor riders in the campus. The measures are as follows:-

- a).Speed limit of any powered vehicle within the campus is 20 km/h.
- b).Persons below the age of 18 years are not permitted to drive powered vehicles.

- c).Always wears Helmet, while you are driving.
- d).Always Keep the left.
- e) Use horn in turning.
- f).Do not over speed your vehicles
- c).Tipple raiding is not permitted in the campus.
- d).Do not drive the vehicles without proper license and papers.
- e).Do not drives the vehicles in alcoholism condition.

What to do in an Emergency

This is a general reference guide for what to do in certain emergency situations. If the case of an emergency not addressed here, when in doubt call 7587061831, in the case of fire call 0771-2274101, Fire control room-101, Police-0771-4247129, Police control room-100, 0771-4287100, Ambulance-108

Fire

In the case of a small fire:

- Notify others nearby; call 101
- If it is safe to do so, use a fire extinguisher
- If the fire is still burning, get out

In the case of a large fire or smoke:

- Notify others; call 101
- Activate fire alarm
- Leave building quickly via the stairs

If there are injuries, call 108

Bleeding

Small cuts:

- Clean the wound of debris
- Apply an adhesive bandage
- Consult (or recommend consulting) a healthcare provider

Large cuts/bleeding:

- Call 108
- Use a clean cloth or bandage to apply direct pressure to the wound
- Lie down with legs elevated (or assist the bleeding person into this position)
- Always wear protective gloves when handling someone else's blood

Theft

In progress:

- Call -100, 0771-4247129, 7587061831.
- Tell the dispatcher what is happening
- Provide a description of the person(s) committing the crime
- Tell the dispatcher the direction of travel if the person starts to leave

If already completed:

- Call 7587061831 to report the incident
- Gather as much information as possible about the stolen items
- Cancel credit cards and checks if they are missing.

Most theft in the campus can be prevented if desirable items are properly secured. Take these steps to reduce the likelihood of theft:

- Do not leave valuables (laptop computers, purses, and cell phones, etc.) in unsecured offices or classrooms, even for a few minutes
- If you leave valuables in your car, lock them in the trunk
- Keep a record of credit card numbers and contact information so that you can cancel accounts quickly in the event of theft
- Keep a record of the make, model, and serial numbers of all electronic equipment and keep the list somewhere safe
- When going out, do not leave windows open, even just a few inches
- Use quality locks on bicycles that resist cutting from bolt cutters or wire cutters
- Follow departmental safety and security procedures
- Report suspicious activity to security immediately
- If burglarized, do not touch/handle anything in the area until after police have come and gone, so you don't destroy possible evidence

Suspicious Person

If you see a suspicious person on campus:

- Call 7587061831
- Provide the dispatcher with as much information as possible, including what the person is wearing, height, build, hair-color, eye-color, jewelry, vehicle description, license plate number, etc.
- If possible, take a picture with a cell phone or other camera
- Notify supervisors so they can take any action necessary to improve security in the college environment

Bomb Threat

If a threat is made by phone:

- Pay close attention to what the caller is saying
- Look for caller ID information on the phone
- Gather as much information as possible (using the guide provided below)
- Notify others nearby and call 0771-4247129,100,0771-4287100
- Look for any items that appear to be out of place and report them to responding law enforcement or security

- Follow departmental procedures to guide decisions on what to do next

If a threat is made in writing:

- Avoid touching paper
- Call 100 to report it to police

If you receive a bomb threat, gather as much information as possible from the caller by doing the following:

- If a recorder is available, record the conversation
- Note the time and caller ID information
- Note which line the call is coming in on
- Pay close attention to the exact words used

Keep the caller on the line as long as possible and ask him/her questions if possible, including:

- Where is the bomb?
- When is the bomb going to explode?
- What does the bomb look like? What kind of bomb is it?
- What will cause it to explode?
- Who placed the bomb? Why?
- Where are you calling from?
- What is your name? Address?

Note the following characteristics of the call:

- Does the voice sound male or female?
- What is the caller's demeanour? (Calm, angry, rushed, crying, sincere, etc.)
- Does the caller's voice have any special characteristics? (Accent, stutter, slur, nasal sound, high pitch, low pitch, squeaky, etc.)
- Does the caller speak quickly, rushed, slowly, deliberately, loudly, or softly?
- Is the voice familiar?
- Are there any background noises?

SECURITY ADVICE TO THE STUDENTS:-

There are certain measures/precautions a student needs to take to ensure that his/her belongings are safe and there is no loss of the property and information. The security wing cautions the students:

- To lock their rooms and keep all the valuable material in the almirahs (laptops, mobiles, and wallets) provided in the hostels.
- Not to keep cash in the rooms and instead avail the banking facility.
- Not to keep gold ornaments and other valuables in the hostels.
- Not to give valuables like Laptops, mobiles etc. to strangers.
- Not to disclose their important information like ATM pin numbers, Bank Account numbers, password of laptops, security codes of cell phones, RMS account etc.

- To take proper care while using the social networking sites and not to disclose any significant information on public forums.
- Not to misuse the information provided by other students on the internet, otherwise a strict disciplinary action will be taken.
- To avoid indulging in any clashes with other students whatever the reason be.
- To report any unscrupulous phone calls and messages from any unknown numbers to the security office so as to trace them and resolve the case.
- To carry the ID cards when inside the campus.

**JAI HIND, JAI BHARAT, JAI
NIT RAIPUR JAI**