

IITM/SP/SSP/07

## SAFETY AND SECURITY POLICY

### Purpose

The purpose of this Safety and Security Policy is to establish comprehensive guidelines and procedures that ensure the safety, and security of all employees, students, visitors, and other stakeholders within the Institute premises. The policy aims to identify and mitigate potential risks related to fire, electrical hazards, security breaches, cyber security, natural and man-made disasters, and other emergencies, thereby fostering a safe, secure, and conducive environment for learning, working, and innovation.

### 1. Fire Safety

#### Objective

To maintain a fire-safe environment, prevent fire hazards, and ensure a swift, efficient response in case of a fire emergency.

#### Guidelines:

##### Fire Prevention:

- Getting NOC from Fire department
- Regular inspections and maintenance of fire alarms, fire extinguishers, emergency exits, and smoke detectors.



- Strict prohibition of smoking, open flames, and use of combustible materials in college premises
- Continuous monitoring for electrical overloads, faulty wiring, and defective equipment that may present a fire risk.

### **Fire Drills and Training**

- Mandatory fire drills will be annually conducted for all staff and students
- Fire safety training will be provided to staff and students, including the proper handling and use of fire extinguishers, understanding evacuation procedures, and fire emergency protocols.

### **Emergency Evacuation Plan**

- Fire evacuation routes and emergency exits will be clearly marked and kept unobstructed at all times.
- Regular updates to the evacuation plan will be communicated to all stakeholders to reflect any campus changes, ensuring preparedness in case of an emergency.

### **Fire Safety Equipment**

- Fire extinguishers, fire alarms, emergency lighting, and first-aid kits will be strategically located throughout the campus
- Regular maintenance and checks will be conducted to ensure the effectiveness and readiness of fire safety equipment.



## 2. Electrical Safety

### Objective

To reduce the risk of electrical accidents, fires, and power failure and to ensure efficient use and maintenance of electrical systems,

### Guidelines

#### Regular Inspections

- Electrical wiring, circuits, and equipment will be inspected on a routine basis by electricians
- Any exposed wires, faulty connections, or damaged equipment should be immediately reported for repair or replacement.
- Electrical outlets should not be overloaded, and the use of multi-plug adapters should be avoided when possible.

#### Emergency Procedures

In the event of an electrical malfunction or emergency (e.g., power surges, short circuits), immediate action will be taken to disconnect power and follow prescribed procedures for handling electrical hazards.



### 3. Security

#### Objective

To safeguard the Institute's assets, staff, students, and visitors from theft, vandalism, and any other potential security threats.

#### Guidelines

##### Access Control

- A robust access control policy will be enforced, including the use of identity cards, access passes,
- Visitors will be required to sign in at the security desk.

##### Surveillance Systems

- A comprehensive network of CCTV cameras will be installed at key locations across the campus, including entrances, hallways, laboratories, and parking areas.
- The CCTV system will operate 24/7 and be regularly monitored to detect unauthorized access or suspicious activities.

##### Security Personnel

- Trained security personnel will be deployed at various areas of campus to ensure continuous surveillance and respond promptly to any security concerns.
- Regular patrols will be conducted for quick reporting and assistance.

##### Incident Reporting



- All security incidents or suspicious activities must be immediately reported to campus security

#### **4. Disaster Management**

##### **Objective**

To ensure preparedness for handling natural or man-made disasters, minimizing risks, and providing a systematic approach to managing emergencies.

##### **Guidelines**

##### **Disaster Preparedness Plan**

- A comprehensive disaster preparedness plan will be developed and regularly updated, addressing various disaster scenarios such as earthquakes, floods, fires, and chemical spills.

##### **Training and Drills**

- Disaster management training will be conducted periodically for staff and students, including first aid, evacuation procedures, and emergency protocols.

#### **5. Cyber Security**

- Users should maintain the physical security of the system.
- Lab assistants should monitor the lab and its premises on regular basis
- Lab in-Charges should keep the necessary records of lab timing and asset management.
- Password policy should be implemented
- Passwords of each account should be kept in records
- Administrators should implement security policies as per requirement
- All changes in hardware, software, and their configuration will be analyzed, approved, and carried out as and when required



- Use latest updated version of antivirus for protecting the computer from Cyber-threats
- Sensitize the user regarding the do's and don'ts about the usage of computers in the premises.
- Any issue must be brought to the concern authorities for necessary actions.

### **Monitoring and Enforcement**

- The implementation and adherence to this policy will be monitored by the concerned authorities within the Institute.
- Regular audits and inspections will be conducted to assess compliance with the safety and security protocols outlined in this policy.

### **Policy Review**

The Safety and Security Policy will be reviewed and updated periodically to ensure its effectiveness, relevance, and alignment with current legal, environmental, and safety requirements.

### **Compliance**

All members of the Institute, including students, staff, and visitors, are expected to comply with the provisions of this policy. Non-compliance with safety regulations may result in disciplinary action.

### **Communication**

The Safety and Security Policy will be communicated to all stakeholders through orientation programs, staff and student handbooks, notice boards, and the Institute's website.

The Institute of Information Technology and Management is fully committed to maintaining a secure and safe environment for its entire community. By enforcing this Safety and Security Policy, we aim to minimize risks, respond effectively to emergencies, and foster an environment where all stakeholders can thrive in their academic, professional, and personal pursuits. Through ongoing training, regular drills, and constant vigilance, we strive to ensure that the Institute remains a safe place for learning and growth.

