

# **SECURITY, FACILITIES AND DISASTER MANAGEMENT**

## **INTRODUCTION**

1. SMIT campus covers an area of 34 Acres. It is located in a bowl with high hills all around. River Teesta runs along its boundary from North West to South East. A chain link fence / Boundary wall runs along its boundary. The campus is connected to NH 31 A. The campus has been planned for peak strength of 3000 students. It has the following types of permanent buildings.

(a)	College Building	(3 floors)	-	1
(b)	Boys Hostel	(7 floors)	-	2
(c)	Girls Hostel	(6 floors)	-	1
(d)	Girls Hostel	(8 floors)	-	1
(e)	Staff Housing2BHK	(6 floors)	-	2
(f)	Staff Housing1BHK	(5 floors)	-	2
(g)	Mess/Canteen	(2 floors)	-	1
(h)	Girls Mess/Canteen	(2 floors)	-	1
(j)	Civil & Mech Block	(5 floors)	-	1
(k)	Sub Station	(1 floor)	-	1
(l)	ETP	(1 floor)	-	1
(m)	M. Sc. Block	(3 floors)	-	1
(n)	Shopping Complex	(1 floor)	-	1
(o)	Guest House	(3 floors)	-	1
(p)	Security Office	(1 floor)	-	1
(q)	Dispensary	(2 floors)	-	1

### **PURPOSE**

3. The purpose of this manual is to lay down standard procedures which should be followed for providing effective security at the campus, functioning of various facilities and dealing with natural calamities i.e. earthquake, fire, floods etc.

### **SCOPE**

4. The manual covers the following aspects:-

(a) **Security.** This involves security of personnel and materials, maintenance of discipline and law & order in the campus. Liaison with civil authorities and Police to be maintained for seeking assistance, if the situation is beyond control of permanent security staff.

(b) **Disaster Management.** This covers situations arising from earthquake, fire & floods which can cause disruption in communication and loss to human life and property.

(c) **Health Services.** This covers the procedure for providing medical treatment / care to the students and staff of the Institute.

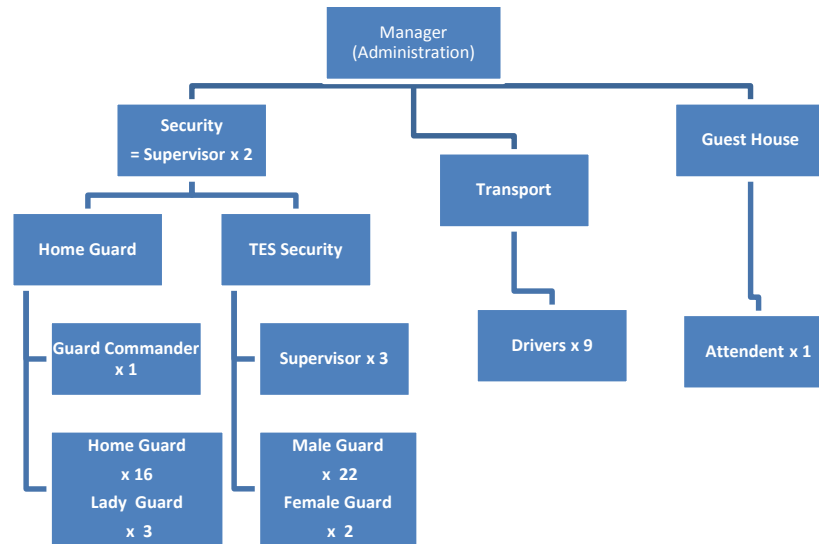
(d) **Guest House.** This portion covers the functioning of Guest house in the campus and the procedure thereof.

### **RESPONSIBILITY**

5. Manager (Administration) SMIT will be responsible for laying down procedure and their implementation with regard to Security, Disaster Management, Health Services, Guest House House Keeping and Transport. He shall review the manual every year in the month of January and introduce changes, if necessary. Rules and regulations of the institute will be kept in mind while introducing changes.

## ORGANISATIONAL STRUCTURE

6. Following organizational structure has been laid down for implementation and supervision.



### Security

7. **Strength** The security staff will consist of the following personnel:-

(a)	Security Supervisors, SMIT	-	02
(b)	Home Guards, Male	-	19
(c)	Lady Home Guards	-	03
(d)	Supervisors TES Security	-	03
(e)	Guards TES	-	22
(f)	Lady Guards TES	-	02

8. The supervisors shall be employed by SMIT directly. They should preferably be ex-servicemen and work in two shifts. The Home Guards personnel shall be requisitioned through the Home Guards & Civil Defence Department of Govt. of Sikkim. The rules laid down by the Govt. shall be followed as regards to service conditions, pay & allowances and discipline. The home guards shall be deployed in three shifts of 8 hours duration.

9. Since the Home guards & Civil defence department is not able to provide the requisite number of guards, an agreement has been signed with Third Eye security services for provisioning of the guards, their deployment and duties. They will provide 3 supervisors, 18 male guards and 2 lady guards. The lady guards to be deployed at Girls Hostel and Main Gate for 2 shifts.

10. **Duties.** The duties of various categories of personnel are given below:-

(a) **Manager (Administration)**

- (i) He is over all in charge of Security of SMIT.
- (ii) He is also in charge of SMIT Transport, Dispensary and Guest House , House keeping & estate management..
- (iii) Prepare the overall plan of security and distribute the manpower for effective control and security.
- (iv) Advise the Director on security matters.
- (v) Take immediate action in case of any security breach after informing the Director.
- (vi) Liaise with police and civil authorities.
- (vii) Monitor functioning of Guest House, SMIT Transport as per this manual.

(b) **Security Supervisor**

- (i) Prepare guards deployment schedule every week and assign duties accordingly.
- (ii) Mark attendance of guards in the register.
- (iii) Prepare leave programme of guards.
- (iv) Check the personnel on duty and report if there is any laxity. Minimum two checks to be done at night between 10 PM to 4 AM.
- (v) Submit duty report as per Performa given at appendix 'A'.
- (vi) Issue and receive keys of various rooms of college building.
- (vii) Close the gates of college building as per laid down timings and deposit the keys with Manager (Administration)
- (viii) Liaise with local police as and when required.

- (ix) Hold weekly parade of all guards every Monday at 7 AM.
- (x) Coordinate deployment with local police during major visits of VIPs and annual functions viz Kaalrav, Convocation etc.

(c) **Guard Commander/ TESS Supervisor**

- (i) Check all pickets during his tenure of duty.
- (ii) Bring problems of home guards/TESS to the notice of Security supervisor.
- (iii) Organize patrolling as and when ordered.
- (iv) Ensure maintenance of discipline by home guards and report breach of discipline.

(d) **Guards**

- (i) Report on duty as per duty roster.
- (ii) Do not leave the post till relieved.
- (iii) Ensure students make entry in the IN/OUT and register kept at main gate.
- (iv) Do not permit unauthorized personnel to enter the campus.
- (v) Prepare gate pass for casual visitors.
- (vi) Check all personnel and vehicles and do not permit movement of stores/equipment without valid gate pass/permission.
- (vii) Report if any student is entering after laid down timings.
- (viii) Detain if any visitor/student is found in possession of liquor/cigarettes/intoxicants or is found intoxicated and report the matter to Manager (Administration) / Security Supervisor.

11. **Patrolling.** Security Supervisor will always detail one to two guards on patrolling duty depending upon personnel reporting for duty in shift. The person on this duty will follow the route laid down by the Security Supervisor. His duties are:-

- (a) Check movement of unauthorized personnel.
- (b) Check the security fencing and report if there are any gaps.
- (c) Fill up the patrolling duty report as per Performa given at Appendix 'B'.

- (d) Make entries in the duty books kept with the static pickets.
- (e) Prevent pilferage of stores through fence.
- (f) Discretely and through surprise catch miscreants.

12. **Static Pickets**

- |     |                     |   |                             |
|-----|---------------------|---|-----------------------------|
| (a) | Main Gate Group TES | - | 1 Supervisor & 3 Guards     |
| (b) | ETP Area            | - | 1 TESS Guard X 1 Home Guard |
| (c) | College Building    | - | 2 x Home Guard              |
| (d) | Guest Room          | - | 1 x TESS Guard              |
| (e) | SMIT Health Centre  | - | 1 x TESS Guard              |
| (f) | TEESTA-1            | - | 1 x Home Guard              |
| (g) | F Block             | - | 1 x Home Guard              |

13. **Entry to Hostels** The guards on duty will ensure that no personnel other than students, hostel staff, maintenance personnel and wardens are permitted to go inside. Parents can meet their wards in the designated areas only. No girls shall enter the boys hostel and No boys shall enter the girls hostel.

14. **Traffic Control** Visitors vehicles shall be parked in football ground. The drivers shall stay with their vehicles. Students are not allowed to bring their vehicles inside the Campus.

15. **Details of all duties and general Instructions for TESS**

**Location & Layout**

- a) They will understand the location in relation to the surroundings i.e. whether it is peaceful or violent, or crime prone area and accordingly take necessary precautions.
- b) They will know and understand the locations and various units/sub units as existing in the facility.
- c) The security staff will know the locations of Fire Hydrants, Fire Fighting Equipment, Fire Alarm System, and Main Control Panel (Power Supply) and will also be fully familiar with their operations.
- d) They will maintain general observations over and alongside the perimeter fencing.

- e) Will caution if anyone is seen frequently loitering around along the perimeter fencing.
- f) Any damage or loss to the property if seen or found at any time will immediately be reported to the Manager (Administration)/Chief Engineer.
- g) They will always endeavor to protect the institute's assets and property.

### **Code of Conduct for Security Guards**

- a) Will do everything to prevent fire, accident and personal injury and safety hazards to clients, crime, intrusion of unauthorized persons, wastages of power, water, gas etc. Collision between outside party and staff, so on and so forth.
- b) Will keep their post clean and tidy.
- c) Will prepare incident report regarding any unusual incident relating to fire, health and safety hazard, crime prevention, machineries/equipment/ lights left on but switched off by guards.
- d) Will not gossip or chit –chat while on duty.
- e) Will not read Newspaper or Magazine while on duty.
- f) Endeavour to develop ability to-
  - i. Remember important telephones.
  - ii. Identify cars of key personnel by their make, colour, and registration number.
  - iii. Recognize maximum numbers of Senior Officials and employees.
  - iv. Foresee next day event and their repercussion on security duty so as to prepare themselves accordingly.
- g) When in doubt approach the Manager (Administration)/security supervisors of SMIT, immediately.

16. **Confidentiality**

- a) The location and movement plans of Director/ Dean/HODs/ HOOs will not be divulged to anyone on telephone.
- b). No information about residential address and telephone numbers will be given to anyone. If someone comes to the Main Gate reception and ask for information he will be politely directed to Manager (Administration) / AAO.
- c). The following information about Director, Senior Faculty/staff should not be divulged to anyone.
  - i. Car make, colour, and number.
  - ii. Telephone number/any other information.
  - iii. Location and Movement plans.
  - iv. Meeting and conference schedule.
  - v. Visit program of VIP.
  - vi. Site plan of the premises.
  - vii. Travel Itinerary of above personnel.

17. **Duties of Supervisor**

**a) POST : Main Gate**

**DUTIES**

- a) Supervisor will familiarize himself and other security guards with the names and designation of all the senior personnel of the organization.
- b) He will receive all visitors as a first step, inform the visitor to seek the permission and then make entries, and direct them to the Concerned Department.
- c) Will collect the visitor's slip from the visitor at the time of return of the visitor.
- d) He will politely check the returning visitors whether they are carrying any additional items which they had not carried with them while coming into the campus.
- e) Will ensure that any unauthorized personnel are not allowed into the premises. If in doubt, he will refer the case to Manager Administration.
- f) Will periodically go round each post and ensure that the guards on patrolling duties are well turned out and alert all the time.
- g) He will not enter into any arguments with any of the visitor. In case of any difference of opinion will politely request the visitor to wait and apprise the contact person for further directions.



## **SPECIAL SECURITY INSTRUCTIONS**

### **18. Employees/Student Handling:**

- a) In case if any student or employee comes without Identity card the Supervisor will take permission from either of the following person and then only allow entry.
  - (i) Manager (Administration)
  - (ii) Chief Engineer (in case of personnel connected with construction project).
  - (iii) Chief Warden
- b) Students are not to leave /enter the premises without clearance from Manager(Administration) between 1900 hrs & 0600Hrs
- c) All Day scholars are to leave the premises by 1900Hrs
- d) All Students staying in Hostels are to return in the Campus by 1900 hrs.
- e) Students leaving /entering beyond the above mentioned timings will write an application giving reasons for delay and deposit their I – Cards and the applications with the supervisor who will hand over these I- Cards with the applications to the Manager (Administration) on the following day at 0830Hrs.
- f) In case of any doubt Manager (Administration) will be contacted on telephone/cell phone.

### **19. Visitors/Guests.**

- a) Security will not allow any guests, visitors without making proper guest /visitor pass (And vehicle passes in case they are in a vehicle).
- b) In Case of VIPs and special Guest, Security will be informed in advance and they will be permitted to pass through in their vehicles without any delay. The security supervisors will inform the security officer, SMIT, on telephone as soon as the vehicle crosses the main gate.
- c) In case if sudden visit of known VIP, the SMIT Manager (Administration) will be informed immediately on telephone and the vehicles will be allowed to pass through.

### **20. Material Movement**

#### **a) Incoming Material**

- (i) Supervisors will maintain the INCOMING MATERIAL REGISTAR.
- (ii) If any material coming to the main gate, the guard will first collect the challan from the party.
- (iii) The Supervisor will inform the Chief Engineer about the arrival of the material and after taking permission will make entry in the Material register as per the challan and will allow the material inside.
- (iv) Security will make vehicle pass for entry. After delivery while returning the pass will be taken back and vehicle will be checked to ensure it is not carrying any material from inside. In case it is carrying material it should have a gate pass issued by the Chief Engineer / his staff.

- (v) Vehicle pass need not be made for Mess Contractors vehicle carrying milk/vegetables.

b) **Outgoing Material**

- (i) Security will not allow any material to go out without authorized gate pass.
- (ii) Security will make the entry in the OUT GOING MATERIAL REGISTAR of all the material going outside the factory.
- (iii) In case of any confusion security will inform the Chief Engineer or his staff and will do as per their advice.
- (iv) Security Supervisor will check the following thing in the Gate pass before making entry in the register and allowing the material out of the factory.
  - (i) Signature.
  - (ii) Date.
  - (iii) Description of the material
  - (iv) Name of party.

21. **Vehicle Handling**

a) **Vehicles of SMIT**

- (i) Details of all SMIT vehicles going out and entering the campus will be recorded in the vehicle register. The same will be presented to the Officer In charge of the SMIT Mechanical Transport, everyday by 0900hrs by the supervisor.
- (ii) Security will not allow any SMIT vehicle to go outside the campus unless permitted/carrying authorized gate pass.
- (iii) At the time of going out of the campus the SMIT vehicles shall be checked by the security and then allowed.
- (iv) Director's vehicle can be checked only when Director himself is not travelling in the vehicle.

b) **Visitors Vehicles**

- (i) Visitor vehicle will be allowed to enter the main gate only after making a vehicle pass.
- (ii) At the time of exit the vehicle shall be checked by the security at the main gate and the pass returned.
- (iii) Record of all visitors vehicles entering / leaving campus will be maintained.

c) **Faculty /Staff Vehicle**

- (i) Employee's vehicle shall be allowed to pass through only if it has the SMIT Sticker pasted on its wind screen.
- (ii) Employee's vehicle without stickers will be treated as visitor's vehicles and action taken accordingly.

d) **Empty Vehicles**

- (i) Security will inform the Manager (Administration) about the arrival of the truck.
- (ii) After seeking permission, security will make entry in the IN COMING VEHICLE REGISTAR.
- (iii) Guard will check the vehicle at the time of entry and exit.
- (iv) Empty vehicle shall be allowed out of the institute campus with an authorized gate pass.
- (v) Security will advise the driver to keep stove etc. at the gate at the time of entry.

e) **Loaded Vehicles**

- (i) After arrival of any loaded vehicle at the gate the guard at the main gate will collect the challan from the driver of the truck.
- (ii) The security will check the challan and inform the concerned Official of the arrival of the vehicle.
- (iii) After seeking permission security will make entry in the VEHICLE IN – COMING REGISTAR.
- (iv) Security will not allow any loaded truck to go out of the factory without an authorized gate pass.
- (v) The vehicle shall be checked at the time of exit.

22. **Patrolling**

- a) Two Guards will perform patrolling duties during all the three shifts.
- b) One guard will patrol the area along the route, from the SMIT main gate-guest house - residential quarters – Workshops – Dispensary – staff Gymnasium- till road entering the football ground and back following the same route.
- c) Second guard will patrol the area along the route Football ground – road leading to Effluent treatment plant – rear gate of Hostel No.2 - rear gate of Hostel No.2 and back to football ground following the same route.
- d) The guards will check the perimeter wall / wire fencing and all areas in the vicinity of the route. In case of any observation he will report to the supervisor of G4 or SMIT security supervisor immediately..
- e) He will also give the functional report of security lights.
- f) He will patrol the area.
- g) He will not allow any unauthorized person/labour/workers to move in that area.
- h) Supervisor from the main gate will go for a round in the area.

23. **Mail Courier**

All mail and courier packets shall be delivered at the Admin office C block of college main building. The persons coming with mail /courier will be directed to main office with gate pass which should be collected at the time of his exit.

24. **Duty Post Instructions****POST - MAIN GATE.****DUTIES**

- a) Guard will check the identity card of the students and staff and then allow entry in the schedule timings only. In case of students coming/ going out late they will direct them to the supervisor for further action as prescribed in para
- b) Guard will keep the main gate barrier and gate in closed condition and open it only for vehicles to pass through after entry is made.
- c) Guard will check all the vehicles coming in /going out of the premises.
- d) Guard will check the garbage vehicles before allowing it out of the premises.
- e) Guard will keep a vigil at the gate and will not allow any unauthorized person to enter the premises.
- f) Guard will collect the challan from the entire vehicle approaching at the gate with materials.

25. **EMERGENCY PROCEDURES****a) Action on outbreak of fire**

- i. Raise alarm and attempt to fight it, if safe. Inform Manager (Administration), immediately if needed. After fire is extinguished report the incident to the Manager (Administration).
- ii. Use right type of extinguisher / appliance to fight out fire
- iii. Inform neighbouring occupants
- iv. Shut off power / gas
- v. Close doors and windows
- vi. Evacuate staff / vehicles to assembly points / safe place and count heads.
- vii. Use fire exits / safe route for evacuation.
- viii. Salvage assets as far as possible
- ix. Cordon affected area and do not allow access.
- x. Send full report with relevant details and timing.

**b) Action in the event of break in/intrusion:**

**The security staff will always ensure that no unauthorized persons are allowed entry/exit to and from the restricted area of the site. In the event of any intruder being present the security staff will:**

- i. Alert other security staff members.
- ii. Inform the patrolling team/ security control room.
- iii. Do not let the person escape. Detain him with stolen items.
- iv. Detain the vehicle if involved in theft.
- v. Inform SMIT Security supervisors/ Manager (Administration), and guide Police to the scene of the crime. Alternatively, apprehend the intruder / miscreants for handing over to law agency. Take precaution while frisking him and do not rough up the person in custody.
- vi. Submit incident / initial report incorporating all possible details.
- vii. Prepare a full report of the incident with names and motive of the individuals involved, name and numbers of police officer, nature of crime, time, date, damages / losses, etc.
- viii. Do not destroy evidence by cordoning the area against tampering.

**c) Action in the event of vehicle accident or personal injury**

- i. Notify the Resident Medical Officer at the institute dispensary on internal telephone .no 227(O) or 258(Res).
- ii. Render first aid if qualified as first aider.
- iii. Call up ambulance if necessary depending on the injury concerned or evacuate the injured to the nearest first aid point.
- iv. Notify Manager (Administration) SMIT to inform Police.
- v. Cordon off the accident site immediately and disperse crowd.
- vi. Do not leave the accident site till arrival of ambulance / relief
- vii. Record the incident in the Accident book.
- viii. Submit a full written report recording all relevant details, time, date, name, and nature of accident, types of injuries and medical aid/ evacuation.
- ix. In case of vehicle accident draw a sketch of the scene of accident indicating the movements of vehicle / victim.

**d) Crowd Control**

- i. Use barricade / cordon to keep the crowd at bay.
- ii. Secure access control for buildings and structures, motor vehicles, etc.
- iii. Deploy plainclothesmen to infiltrate into the crowd to pick up operational inputs as well as to influence the mass preventing them going uncontrollable.
- iv. Clean up the place, if possible, from objects to prevent using them as weapon.
- v. Give Police early warning of the crowd, if possible.

**e) Mob attack / demonstration / armed raid :-**

- i. Secure all gates, doors & windows
- ii. Go for cover to be well positioned for all round observations. Go for appropriate cover in the event of stone throwing / shooting.
- iii. Inform Police depending on the intensity of the attack.
- iv. Force back attackers if feasible. Or else, delay their progress by adopting tactics and wait for reinforcement. Apprehend raiders if feasible.
- v. Evacuate injured if any and take stock of loss at the end of the incident.

**f) Bomb Threat Call**

- i. Record full description of the caller's language, voice, speech, location, intention, time, etc. while trying to collect as much information from him.
- ii. Inform the Manager (Administration) of these details confidentially to avoid panic.
- iii. Do not touch unclaimed / suspected items or pour water on it.
- iv. Shut off power / gas supply. Cordon explosive dump and vital installations immediately.
- v. Initiate evacuation only on specific instruction of the Manager (Administration) / Security Supervisor. Follow drill as in case of outbreak of fire as per order received from the Supervisor.
- vi. Keep all doors and windows open.
- vii. Inform adjacent / neighboring occupants, if any.
- viii. Ensure during evacuation that all carry their bags along with.
- ix. Submit detailed report at the earliest.

**g) Flood / lightening / other natural calamities:-**

- i. Inform occurrence of such incident to Manager (Administration) and Security Supervisor for immediate rescue and relief, giving full details of location and nature of damage.
- ii. Make personal / team effort in rescuing the injured to a safe spot and provide relief and first aid out of local resources.
- iii. Salvage assets if situation permits and cordon the affected area as far as possible.
- iv. Move the injured to the nearest medical room if relief is not forthcoming soon.
- v. Make use of various aids such as tie rope, hooks, vehicles, etc. for rescue operation in a situation like flash flood. Submit incident report at the earliest opportunity.

## 26. CHECK LIST FOR BOMB CALL

- a) Exact time of call:-
- b) Exact words of caller:-
- c) QUESTIONS TO ASK:

When is bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

- d) CALLER'S VOICE ( **Circle** )
  - i. Calm / Slow Crying / Slurred.
  - ii. Stutter / Deep / Loud / Broken
  - iii. Giggling / Accent / Angry / Rapid
  - iv. Stressed / Nasal Lisp / Excited
  - v. Disguised / sincere / Squeaky / Normal
  - vi. If voice is familiar, whom did it sound like?
  - vii. Was there any background noises?
- e) Person receiving call:
- f) Telephone number call received at (time)
- g) Call immediately:
  - i. Police
  - ii. Fire Control
  - iii. Ambulance
  - iv. Security Supervisor
  - v. Manager Administration

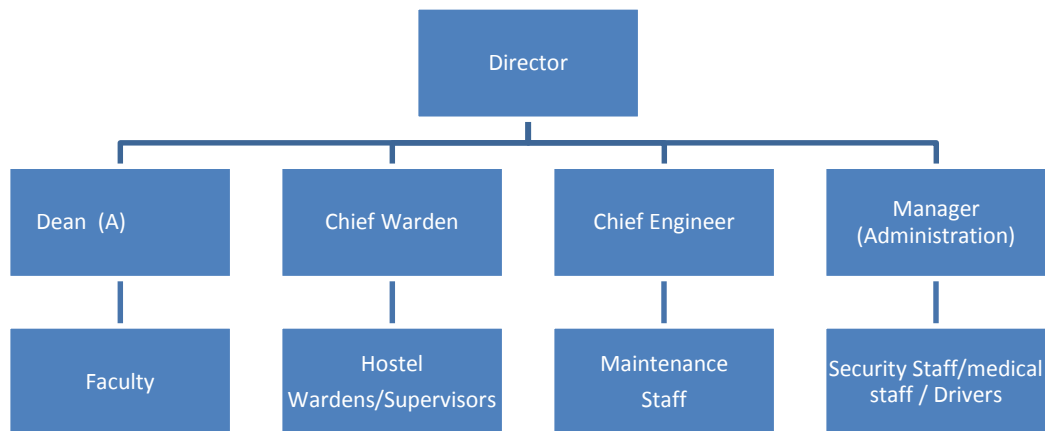
- h) Evacuation
- i) Search for Suspicious Object
- j) Do not permit re-entry into the building until the device has been Removed / disarmed.
- k) Do not use walkie-talkie to make classified / operationally sensitive transmissions.
- l) Do not allow outsider (unauthorized people) / Press people inside the premises.

## Disaster Management

27. Natural calamities e.g. earthquake, fire & floods etc can cause panic and heavy damage to life and property. Similarly man made problems like terrorist attack, riots and spread of an epidemic need to be tackled effectively.

28. **Disaster Management Cell** This cell shall be headed by the Director.

a) **Organization**



b) **Duties**

- (i) Arrange evacuation of affected buildings through normal and emergency exits.
- (ii) Seek assistance of civil administration / police.
- (iii) Organize fire fighting. Call for fire brigade if necessary.
- (iv) Organize security of personnel and equipment.
- (v) Marshall all available vehicles including personal transport. Hire civil transport if necessary.
- (vi) Seek assistance from CRH required.
- (vii) Inform higher authorities and parents if necessary.



c) **Fire Fighting Practice**

Fire fighting practice will be conducted once in every 6 months to acquaint all the personnel with fire drills. The following actions are taken :-

- (i) Raise fire alarm.
- (ii) Open all exits of the building.
- (iii) Everyone to be guided towards football field/open space.
- (iv) Mock fire will be lit.
- (v) Use of fire extinguishers i.e. DCP, CO2 will be taught.
- (vi) Information about nearest water point will be given.
- (vii) Locations of fire extinguisher in SMIT campus are as per appendix 'C'.

29. **Action to be taken**

a) **In case of Earthquake**

- (i) **Boys Hostel**: Open all exit doors including the emergency exits. (The keys of emergency exits doors are available with hostel office and the guard at the main entrance.) Students on 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> floor to exist from Bridge on 5<sup>th</sup> floor. Students on 4<sup>th</sup> floor down ward to exist through the main & emergency exit.
- (ii) **Girls**  
 Hostel No.2 - Only one exit (through Bridge)  
 Hostel No. 3 – Two exit in Ground floor  
 Hostel No. 4 - Two exit in Ground floor
- (iii) Start evacuation with the help of hostel staff, College Security, & students.
- (iv) Inform Director/Manager Administration.
- (v) Seek assistance of police/army/civil administration if necessary.
- (vi) Check safety of building. Evacuate all personal and belongings if building(s) are unsafe.
- (vii) Marshall transport for evacuation of injured personal.
- (viii) Organize fire fighting in the event of any fire.
- (ix) Disconnect electric supply to the building if necessary.
- (x) Inform parents/NoK of injured persons.
- (xi) Liaise with disaster management cell of State Govt.
- (xii) Assess damage to building and equipment and inform insurance company.

b) **In case of Fire.** Fire may breakout in any building/portion of a building.

Following actions are required to be taken.

- (i) Raise fire alarm.

- (ii) Open emergency exits of the affected building.
- (iii) Use nearby fire extinguisher/water.
- (iv) Organize fire fighting with available students / staff.
- (v) Inform all members of disaster management cell.
- (vi) Evacuate injured personnel, if any, to dispensary/CRH.
- (vii) Marshall available transport for evacuation if necessary.
- (viii) Inform parents of injured personnel.
- (ix) Assess the damage and inform insurance company.
- (x) Call for the fire brigade if the fire is uncontrollable.

c) **In case of floods.** River Teesta is flowing along the boundary of the campus. This river is known to rise abnormally due to heavy rains. Very severe floods have occurred during 1959 and 1968. Sometimes the river changes its course. The boys hostel (Old), substation and boys hostel phase – II are closest to river. These buildings may get affected due to abnormal floods. In case of floods, following actions need to be taken. :-

- i) Keep a watch on the water level in the river and order regular patrolling along the riverbank.
- ii) In case of likely erosion of bank/damage to building evacuate the hostels and shift the students to other hostel/college building.
- iii) Maintain liaison with irrigation and Flood Control Department of Govt. of Sikkim.
- iv) Alert mess contractor to keep adequate stock of dry rations. A minimum of 15 days stock should always be available.
- v) In case of any damage to services viz water supply & electric supply resort to power cuts and restrict use of water.
- vi) Keep 30 days stock of bleaching power during the period July to September for treatment of water.
- vii) Assess damage, if any, and report to insurance company.

d) **In case of Terrorist Attack/Riots.** Sikkim is very peaceful state free from such activity. However, all around Sikkim the areas of Nepal, Bhutan & West Bengal are prone to strikes by terrorists. There may be some spill over into Sikkim. Therefore, following precautions/actions are necessary.

- i) Restrict entry of unauthorized personnel into campus.
- ii) Restrict movement of student/staff member to affected areas.
- iii) Inform Police Station Rangpo in case of any emergency.
- iv) If situation demands, call for Army help from Bardang.
- v) Inform SSP and DGP.
- vi) Keep students/staff informed and prevent spread of rumors.

e) **In case of Spread of Epidemic.** Preventive measures need to be instituted as and when reports of spreading of an epidemic in any area are received. Following action should be taken:-

- i) Restrict movement of personnel to & from the affected areas.
- ii) Restrict use of eatable / poultry product, if necessary.
- iii) Monitor quality of water and resort to super chlorination.
- iv) Liaise with CRH and carry out special medical checkup / vaccination.

### **Maintenance of Health Services**

30. A clinic has been set up at SMIT campus with a view to provide preliminary treatment to students and staff. Two doctors and 2 nurses have been provided by CRH. The doctor stays at the campus and is available round the clock. The clinic is equipped with necessary instruments required for preliminary investigation. Patients requiring further investigations/ treatment are sent to CRH in an ambulance, which is available at SMIT campus. Two beds are available at the clinic. Monthly duty roster of Doctor and nurses are prepared. Same will be pasted in all notice boards.

31. All students are covered under Medicare scheme of CRH. A sum of Rs. 738/- per student per year is charged by SMIT and the money is sent to CRH. A file is maintained for each student at CRH in which all medical records are kept.

32. **Procedure.** The students falling sick are required to report to their hostel supervisor/attender who arranges for their conveyance to the clinic by using stretcher/ambulance if required. The doctor provides necessary treatment after diagnosis. The patients needing evacuation to CRH are sent by ambulance. The girl patients are accompanied by hostel staff/girl students. The parents of the students are informed if necessary. All serious cases are attended by the warden/teacher guardian.

33. **Medicines.** Adequate stock of medicines is kept in the clinic. In case of shortage these are replenished from CRH after sending a requisition. The medicine whose expiry date is over will be sent to CRH immediately. Further disposal of such medicines will be done by CRH.

34. **Health Record of Patients.** A register is maintained by the doctor in which the necessary ailment details and treatment are recorded. Annual medical examination of all students is carried

and a health card for each student is maintained. A health folder for those patients who report at CRH is maintained in which all tests reports, diagnosis and treatment details are recorded.

### Guest House

36. SMIT Guest House has three floor. The accommodation available at different floors shall be utilized as under :-

(a) **Ground Floor** It has seven rooms which are allotted to faculty members staying alone/family.

(b) **First Floor** It has four rooms. Two rooms have two beds each and two rooms have three beds each. Accommodation at this floor can be allotted to the parents of students and guests of SMIT Staff on per bed per day basis. All rooms are air conditioned.

(c) **Second Floor** It has three suites. Accommodation at this floor is allotted for the guests of the Institute as approved by the Director. All suites are air conditioned.

(d) In addition four 2 BHK flats in Staff Housing have been converted into Guest Rooms.

37. Allotment of accommodation is made on first come first serve basis. Anybody desirous of reserving accommodation in the Guest House should apply in advance to the Manager Administration (OIC Guest House) stating the number of guests and date of arrival. An application has to be submitted to the OIC for allotment of Guest House.

38. Once the OIC Guest House allots the room, rent @ Rs 300/- per head per day has to be paid in the Finance Dept in advance after endorsement by the OIC. The application and receipt by finance department is then need to be handed over to Guest House attendant for receiving the keys.

39. Booking can be done at max. Fifteen days in advance by making necessary payment. In case the booking is cancelled prior to three days of arrival, 50% payment made is forfeited. If cancellation is done before two days of arrival, 100% payment made is forfeited.

40. For Departmental guests coming for Institute work, HODs are requested to get the approval from Director, SMIT in writing for local hospitality and for the guest to be treated as Institute guest.

41. Allotment of accommodation in the Guest House is for one night only and check out time is 12 noon. Accommodation can be extended for another two days provided there is no booking /guest. Stay beyond three days in exceptional cases has to be approved by the Director.

42. Choice of accommodation is not permitted. In case of single occupancy in any room by the wish of occupant then, the total bed charges of that room have to be paid by the occupant.

43. Allotment can be denied/ cancelled in case the accommodation is required by SMIT for its own use. The payment made for booking is refunded.

44. Food is available in the students' mess/canteen. However, tea/coffee shall be served from the guest house as and when required. Rates are notified by the Institute from time to time.

**(Breakfast-8:00 AM to 9:00 AM, Lunch-1:00 PM to 2:00 PM, Dinner-8:00 PM to 9:00 PM)**

45. Consumption of alcohol is not permitted.

46. Students are not permitted to stay with the parents.

47. Gathering of students inside the Guest House is not permitted.

48. Only children below five years of age are allowed to share bed with parents.

49. Damage of any kind made during stay will be recovered by the caretaker from the occupant against money receipt.

50. Stay of all official guests has to be approved by the Director.

51. Food and Travel part of the official guest shall be taken care of by the concerned department. Caretaker will ensure meals, snacks and tea are served hot and on specified time.

52. The guests will not pay any kind of tips and gifts to any person of the Institute serving the guests.

### **CONCLUSION**

59. The above instructions laydown the procedures to be followed for security, facilities and disaster management. These should be reviewed and updated keeping in mind the changing scenario. Implementation of these instructions should be monitored..

