

Security SOP

Khyber Girls Medical College was established in 2005. It is situated in PDA Building Block No.4 Phase-5 Hayatabad Peshawar. It is the only Public Sector Medical College in Khyber Pakhtunkhwa, which is serving the teaching purpose exclusively of the female.

On 30/12/2014 advisory note on security measures was issued by SDPO Hayatabad Circle Peshawar in response to that the following measures were taken.

1. Jersey barriers placed at the main entrance gate of KGMC.
2. Drop down barrier at the main entrance gate provided.
3. Observation posts at vantage point inside the college premises established.
4. Barbed wires placed on high boundary walls all around the college and hostel premises.
5. Functional walk through gate placed at the main entrance gate.
6. CCTV system installed for comprehensive surveillance, which cover internal as well as external views of the college and there is a proper monitoring room and record of these.
7. Student/ faculty ID cards issued for proper identification of the concerned.
8. The security official at the main gate are provided with metal detectors for scanning the entrants into the college premises and they are present round the clock.
9. The security officials have communication system to interact with one another through intercom, cell phones.
10. Lighting system has been installed both inside and around the boundary walls of the college for monitoring at night.
11. A modern alarm system installed at college to cover both the college premises as well as the hostel.
12. The visitors cars are not allowed to enter the college without proper stickers and proper visitors car parking established outside the college premises.
13. Functional fire extinguishers are placed at visible points inside the college premises.
14. A retired army officer appointed as security officer.

On 21/01/2016 a security advisory received from sub divisional officer Hayatabad circle Peshawar and also Chairman BOG advised to take appropriate security measures at Khyber Girls Medical College, Peshawar. KGMC constituted a security committee who recommended an agreement with renowned, registered and reliable private security agency and also it was decided by security committee to arrange necessary weapons/equipment for KGMC. In light of these decisions and recommendations the following measures were taken.

- i. On 25/01/2016 agreement with Fair security system a private security agency was signed.
- ii. Weapon and equipment updated.

On 18.04.2017 a notice to fair security system were sent for termination of security services agreement. The fair security system withdrawal their security guards on 1st June 2017.

Approval were taken from BOG for recruitment of Twelve (12) retired armed forces personnel on fixed pay and recruited for security of KGMC.

Organization Structure and Function

1. Nomenclature

Department:

The security unit of the College providing college security services “designated” security department.

Personnel:

Personnel assigned to this department are:

- Dean,
 - Security Director,
 - Security Officer,
 - Security Supervisor,
 - Security Staff,
 - Police.
- ⇒ The Department have a trained security officer (Retired Captain) who supervise the whole security.
- ⇒ Security supervisors who are Ex-Army Personnel are performing shift wise duty.
- ⇒ Security staff performing 8 hours duty in different shifts.

Reporting structure:

Chain of Command:

Departmental personnel report to the security supervisor, who report to the security officer, who reports to the director security, who is in turn reports to the Dean, Khyber Girls Medical College, Peshawar.

Security Officer receive orders and directive from Dean KGMC through security director in this chain of command. Exception is in the case of emergency.

Given the routine of the task performed by the security department, especially enforcement of parking regulation, some college employee directing a security officer to take a specific action. Security officer should treat these unauthorized drivers as requests, similar to that non-emergency request, for departmental services, received them politely and then exercise judgments in fulfilling the request and taking action. If security officer is unsure of what action to take, he should connect with a direct line supervisor.

Structure status:

The security department is a subdivision of the office of the Dean.

Mission:

Basic responsibilities:

The security department is charged with first line responsibility to:

- i. Assure the safe security and safety of persons, including college employees and students, guest of and visitors to the college.
- ii. Assure the safety, security and protection of college property, including building, ground equipment's and other assets of the college.
- iii. Respond to emergency situations or conditions and provide assistance or take action appropriate to the crises situation within legal limits of the department authority.

Lighting arrangements:

All around the college buildings, boundary walls and hostel security lights are installed. In case of light failure there is a standby generator.

Fire protection:

1. Water Pipeline is installed in the entire college building.
2. Fire extinguishers are installed in the buildings for all types of fires.

Vehicles entry:

1. Own = stickers
2. Visitors = checking and entry register is maintained.
3. Material/ equipment movement Maintained.

Arms and ammo:

1. AK 47-8.
2. 8 Repeaters 5.
3. Kala Coupe = 2.
4. Ammo = AK47-1000 rounds, 12 Bore = 70.

Security Standing Orders

1. General: Everybody is responsible personnel's/ material and buildings
2. Strength:
Security Officer – 01
Supervisor – 02
Police – Attached – 7 Personnel (02 Lady constables)

Own/ Guard – 36

5. Deployment:
 - a. 7X Watch Towers: They are manual round the clock.
 - b. Main Gate.
 - c. Hostel Gate 3 x persons 2 x persons.
 - d. Parking area 2 x persons.
4. Parameter wall:

Height – 13 feet all around with 3 feet razor wire.
5. Watch Towers/Locations: 7 x watch towers are covering the hostel and entire college.
6. Guard Room:

Weapons, Ammocation, registers and stand by guards.
7. Identity Cards are checked of students and staff and a register is maintained for visitors.

Security Preventive Measures:

- a. Identity cards of employees/ students.
- b. Checking of all vehicles entering the college.
- c. Body search of visitors.
- d. Register is maintained of visitors / labors.

Equipment's:

- a. Metal detectors.
- b. Walk through gate.
- c. Auto barrier.
- d. Torches.
- e. Whistles.
- f. Security alarm system.

Communication system:

- a. SOS mobile phone for emergency police call.
- b. Walkie talkies.
- c. Personnel mobile phones.
- d. Post to post inter communications link.

Liaison of Security Officer with local polices/ security agency.

Job descriptions:

Dean as incharge of Security:

Dean conduct meetings with Board of Governors to fulfill a security requirement including repair or buying weapons, ammunition uniform decision or implementations of rules and regulations regarding security.

Security Director:

On directives of Dean KGMC security director attend meetings with security departments including police and implement orders done by Dean KGMC.

Security Officer:

Job description of security officer is to supervise overall security of the college including discipline duties and duty roaster formation.