

GENERAL

The Institute's permanent campus is located in Konisi near the Laudigam village, which is 200 acres. The campus is built on nearly 120 acres, and the rest is a coastal regulation zone area. To look after such a vast area, having and implementing the SOPs/ Guidelines for better institute security becomes very important.

AIM

These SOPs aim to lay down guidelines for effective actions undertaken by the security Establishment (Security Officer, Security Inspectors, Security Supervisors, Security Guards, and firemen) and other members of the institute in case of any security situation arising in the institute.

Scope

The scope involves the overall security of the institute transit / main campus and at all the hostels and guest houses. The security is to be present 24x7 at all places. Further, it is necessary to have these procedures in place for improved understanding by the security inspector/supervisors and guards so that they act in a specific manner if any untoward incident happens in the vicinity of the institute.

Security

1. The Security staff is responsible for overall security arrangements of the IISER Berhampur Office Premises and hostels and other buildings / covered.
2. The security wing is responsible for preventing cases of Vandalism, Subversion, Sabotage, Espionage, and complete security of the campus assets, residents, and property.
3. The security wing ensures crowd control, supports event management, and prevents unrest.
4. The security desk at the main gate should ensure the Biometric attendance of all employees and check the Identity Cards of the employees at the time of entering and leaving the campus.
5. Security staff will ensure that all administration instructions are strictly followed and that there is no lapse of any kind.
6. Deployment of Guards/Security Supervisors will be as per the instructions of the authorized officer from time to time, and the security agency will be responsible for their optimum employment.
7. Key management (Whenever authorization changes, please update the key authorization form).
8. Ensure all rooms on the campus are to be locked after working hours and all the keys are handed over by the authorized individual to the security post.
9. The Security Guards shall assist the visitors in reaching their desired departments/locations.
10. Freedom of the campus from cattle, tree poachers, and other unwanted elements.
11. The guards must maintain a proper record of the visitors.
12. Smooth conduct of functions, conferences, dignitary visits, cultural events, etc.
13. For any emergency, raise an alarm to alert people around.

Main Gate

1. The gate will not be left unmanned under any circumstances.
2. ID card checking is mandatory at the main gate for all.
3. The following security registers will be maintained at the gate:
 - Visitors Register
 - Office Open / Close Register

- Security Duty Register
- Security Duty Handover Register
- Attendance Register Security Staff
- Housekeeping In-out register
- Students In - Out Register
- Gate Entry Register
- Fire Fighting Practice Register
- Courier boy in- out register
- Vehicle in-out register
- Student late night register
- Hourly Report register

Visitor movement

1. All institute visitors must get prior approval from the departments/sections they visit. They should contact the section in charge of particular gate pass requirements.
2. The section ensures that visitors only visit the particular section. Without prior permission from the sections, no visitor is allowed to enter the campus area.
3. The visitors should be accompanied by particular section staff inside the campus till the implementation of bio-metric/RFID-enabled gate passes for all visitors.
4. If any visitor is found at any unauthorized place by the staff of IISER, serious action will be taken against them.
5. The visitors must submit the items they carry to the Main gate desk.
6. The respective department HODs and the competent authority should sign visitor passes issued by security.
7. The passes should be returned to security when leaving the campus.
8. Wearing visitor badges is compulsory for all visitors.
9. Arguments and altercations with security at the main gate lead to serious action against the offender.

Guest Movement

1.0 Faculty members/authorized staff inviting Institute Guests and Professional Guests may inform Security Office by email about their visit to the campus with the expected time of arrival and date in order to facilitate their entry to the campus. Alternatively, Institute Guests and Professional Guests shall be pre-issued duly filled (or partly filled) entry passes in a standardized format by the person issuing the invitation.

1.1 The Institute Guest may identify himself/herself by handing over one copy of the entry pass issued to them along with due entries of passport number/other identification number and names of accompanying members.

1.2 A copy of the pre-issued visitor pass will be returned to the guest with a security stamp and shall serve as a temporary I-card if needed. (If such forms are unavailable with the Institute Guest, he may identify himself with the invitation letter/mail or by contacting the Officer who has invited him; such guests would be issued a pass by the security department at the time of entry to the campus).

1.3 Upon confirmation by security personnel posted at the gate, entry of the Institute Guest shall be permitted forthwith by the security personnel at the gate). Institute guests invited to do confidential work at the institute shall be sent entry passes in an appropriately designed format.

2.0 The rules in 1.0 above do not apply to VIP Institute Guests. The PRO/administration shall inform the Security Office about the VIP guests' program, and the Security Office shall make necessary arrangements for their security at the IISER Berhampur Campus.

3.0 Upon request, Guests of Students permitted to stay on the Campus may also obtain temporary entry passes as approved by the Chief Warden, Dean of Students Affairs, Deputy Director, Director, or Registrar of the institute.

4.0 All foreign guest coming to the campus and their details in the prescribed format need to be shared with the security well in advance for the administrative reasons.

<u>S.No.</u>	<u>Name</u>	<u>Country of origin</u>	<u>Passport No.</u>	<u>Travel In</u>	<u>Travel Out</u>	<u>Accommodation In India</u>
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Material Movements

1. Material entering the premises must be accompanied by a proper gate pass.
2. No item will be taken in/out without written permission of the department head.
3. Documents for material incoming and outgoing should be implemented with a list of authorized signatories.
4. No material shall be received at the security desk without proper documentation, i.e., purchase order details, delivery challan, and valid tax invoice.
5. The shifting of materials from one wing to another should be carefully monitored, and a record of such should be maintained to avoid confusion.

Key Management

Key management is essential for the security and safety of the institute, and only authorized individuals from the concerned department or office in the form of an authorization form duly approved by the concerned HoD/in charge will be given keys by the security personnel on duty. The authorized individual is responsible for opening and closing the respective department office and space. Security personnel will verify the individual with a suitable I card before handing over the keys. (The key authorization form is attached.)

Frisking /Checking Procedures

1. All outside staff will be thoroughly frisked when they leave the premises in the evening. If any person resists, the same will be clearly informed to the concerned authority.
2. All garbage being removed from the premises by the housekeeping personnel must be thoroughly checked before being taken out.
3. If anything untoward is found, it must be reported to the Security office.
4. Housekeeping personnel should be frisked/checked on their in and out movements
5. Frisking is applicable for all, Vendors and Housekeeping staff.

Handing over and Taking Over

1. The security personnel coming on duty or going off duty will go through the log and entries of the previous shift and discuss the progress plan with the reliever.
2. security guards/supervisors will check the entire building thoroughly.
3. The receiver guard should check all the documents that are related to security before taking over charge.
4. Security should check all the systems that are in the facility/under security.
5. Occurrences report register to be maintained.
6. The reliever guard should check all the documents and systems related to security before taking charge.

Fire Control

1. All the fire equipment to be checked, whether serviceable or unserviceable.
2. Security should know where the fire extinguishers are located/installed and be able to operate them immediately in case of any fire accidents.
3. Check the life of the fire extinguisher, i.e., the due date of the next recharge. If the due date is over, give a written complaint to the competent authority.
4. In case of fire, prompt action must be taken by the security guard to safeguard the life and property of the college.
5. In the event of any fire, rush to the spot, muster all manpower available, and take control of firefighting operations.
6. Employees are to be made aware to respond during emergencies. Mock Drills will be done, and fire exit posters will be pasted at necessary spots.
7. Security should call the Ambulance team and Fire Station if necessary.

Emergency Procedures

1. The security should have all the addresses and contact numbers of the nearest police station, hospital, ambulance, and fire brigade.
2. The security supervisor will immediately report any untoward incident/misconduct or misbehavior to the Security Officer / Assistant Registrar (Admin)/ Registrar/Director.
3. The security person should know the emergency exit doors and main entry gate to take suitable action at short notice.
4. Identify the emergency and its gravity.
5. In case of emergency, ring the alarm bell/siren.
6. The security guards/supervisors should be well aware of how to extinguish the fire with the help of fire extinguishing cylinders and other fire-fighting materials available on the spot. They will also help the fire-fighting staff extinguish the fire and other natural calamities.
7. In emergencies, security personnel deployed shall also participate as per their role defined in the disaster plan. If any, security personnel should be sensitized to their role in such situations.

Security Wing Quick Reaction Team (QRT)

The security wing of the institute has a QRT team, and this QRT team functions in all three shifts. The QRT team comprises 01 supervisor, 01 Fireman, and 04 security guards. The QRT team has a proper uniform equipped with a baton, torch, rope, Axe, fire extinguishers, buckets, raincoats, communication sets, loudspeakers, and Mobile. The QRT team is always ready to take necessary action as and when required. During any emergency, irrespective of security, safety, road accident, riot, fire, theft, etc, on the campus, the QRT team is ready to rush to the incident scene to take necessary action.

Patrolling Procedures

1. Patrolling should be taken hourly once the Institute is closed for the day.
2. Security will keep a watch on the activities of the casual laborers/ contractors.
3. If security guards find anything unusual/ untoward, a report must be given to the Security Supervisor first verbally (in case urgent) & then in writing.

Registration of complaints/FIR

The department /individual must contact the concerned authority to register a complaint about theft or cybercrime. The security wing will only extend its support for that.

Role and responsibilities of Security and fire staff by the Security agency

The institute's outsourced security agency, MS SFS (Sky force Security Services Limited), is solely

responsible for a full range of public safety services, including assist in all crime reports, investigations, fire emergencies, traffic accidents, complies the institute enforcement policy, order, instruction, law & Regulation, the use of controlled substances, weapons, all other incidents and liaison with local police for any assistance. The security wing is also committed to serving the campus community by providing specific services that enhance the safety of the community members and improve the quality of life by minimizing the effects of unexpected circumstances.

A) Security Inspector /Area Manager

1. Ssecurity Supervision and Deployment

Supervise and inspect the deployment of security personnel at all designated posts and shifts, ensuring adequate manning of critical posts as per the approved duty roster. Ensure proper uniform, turnout, discipline, alertness, attendance and conduct of security personnel.

2. Security Planning, Risk Assessment and Advisory Role

Analyse the Institute's security requirements, identify potential security threats and vulnerabilities, establish appropriate security parameters, and advise the Security Officer/Institute authorities on necessary security measures, improvements and security-related policy matters.

3. Access Control and Gate Security

Monitor the functioning of the Main Gate, Back Gate and other access points. Ensure proper checking and regulation of visitors, vehicles, contractors, vendors and materials in accordance with approved security procedures and protocols.

4. Patrolling, Surveillance and Vulnerability Checks

Conduct regular and surprise inspections and patrolling of the campus, hostels, academic and administrative buildings, residential areas, parking areas, boundary, stores and other vulnerable locations. Identify deficiencies and recommend appropriate corrective measures.

5. Protection of Institute Assets and Security Infrastructure

Ensure effective security of Institute buildings, laboratories, equipment, stores, vehicles, materials and other assets. Monitor CCTV systems, access-control systems, alarms, communication equipment, security lighting and other security infrastructure and report defects or vulnerabilities promptly.

6. Emergency, Fire Safety and Incident Response

Assist in and supervise response to security incidents, theft, unauthorized entry, fire, accidents, emergencies and other disturbances. Coordinate with the Security Control Room, QRT, Fire & Safety personnel and concerned departments, and ensure proper incident reporting and documentation.

7. Coordination with Police, Law Enforcement and External Agencies

Liaise with local police, civil administration, fire services and other law-enforcement/investigating agencies as required. Provide necessary information and feedback to the Security Officer and Institute authorities, and assist in investigations when assigned.

8. VIP, Event and Special Security Arrangements

Supervise security arrangements and protocol activities relating to receiving, escorting and seeing off VIPs and dignitaries. Coordinate security arrangements during examinations, Institute events, ceremonies, large gatherings, special programmes and other important occasions.

9. Security Documentation, Preliminary Enquiry and Compliance

Maintain and verify security records, registers and reports relating to deployment, attendance, visitors, vehicles, patrolling, incidents and material movement. Conduct preliminary fact-finding, collect relevant information and assist in enquiries when assigned. Ensure implementation of approved security SOPs, protocols, rules and standards.

10. Security Force Organisation, Briefing and Policy Implementation

Organise and effectively utilise the security force, provide technical supervision and operational guidance, conduct regular briefings and ensure compliance with security policies, protocols and instructions. Coordinate with the Security Officer, Security Supervisors, Wardens, IWD, Student Affairs, Fire & Safety, Transport and other concerned departments, and remain available for assigned/general shifts as required.

B) Security Supervisor

1. Command and Supervision of Security Personnel

Exercise effective command and control over security personnel deployed under the assigned shift/area. Supervise their presence, alertness, discipline, proper uniform, conduct and compliance with assigned duties.

2. Post and Shift Management

Ensure that all designated security posts are continuously manned in accordance with the approved deployment plan. Immediately report absenteeism, manpower shortages, or the need for replacement, and arrange deployment as directed.

3. Gate and Access Control

Supervise security arrangements at entry and exit gates, including checking and regulation of visitors, vehicles, contractors, vendors and materials in accordance with approved security procedures.

4. Patrolling and Campus Inspection

Conduct regular and surprise rounds of assigned areas, including academic buildings, hostels, roads, parking areas, residential areas, boundary and other vulnerable locations. Identify and report security deficiencies or suspicious activities.

5. Security Guidance and Assistance to Guards

Supervise all security-related activities in the assigned area and guide, assist and brief security guards in the proper discharge of their duties. Ensure that guards understand and follow their post orders and security instructions.

6. Incident and Emergency Response

Respond promptly to theft, unauthorized entry, fire, accidents, disturbances and other emergencies. Coordinate with the Security Control Room, QRT, Fire & Safety personnel and concerned authorities and ensure timely reporting of incidents.

7. Protection of Institute Property and Material Movement

Ensure effective protection of Institute buildings, laboratories, equipment, stores, vehicles and other assets. Monitor the movement of materials through designated entry/exit points and ensure compliance with material movement procedures.

8. CCTV, Communication and Security Systems

Monitor CCTV coverage and communication systems in the assigned area and promptly report malfunctioning equipment, blind spots, suspicious activities or other security concerns to the Security Inspector/Security Officer.

9. Records, Briefing, Coordination and Reporting

Ensure proper maintenance of duty, attendance, visitor, vehicle, patrol, incident, material movement and shift handover/takeover records. Conduct shift briefings, communicate instructions and promptly report important incidents and deficiencies.

10. IP/Protocol Duties and Compliance with SOPs

Supervise security and protocol arrangements for receiving, escorting and seeing off VIPs and dignitaries and coordinate with police or investigating agencies when required. Ensure strict compliance with approved security SOPs, post orders, emergency procedures and instructions issued by the Security Officer/Security Inspector, and perform other duties assigned by the competent authority.

C) Fire Supervisor

The Fire Supervisor shall be responsible for day-to-day supervision of fire prevention, fire preparedness, inspection and emergency response activities at the Institute campus and shall perform the following duties:

1. Conduct regular fire-safety rounds of academic buildings, laboratories, hostels, residential areas, administrative buildings, utility areas and other designated locations.
2. Inspect the accessibility, visibility and apparent operational condition of fire extinguishers, hydrants, hose reels, fire alarm systems, manual call points, fire doors, emergency exits, emergency lighting, exit signage and other fire-safety installations.
3. Ensure that fire exits, staircases, corridors, fire-fighting equipment and fire-tender access routes remain free from obstruction and immediately report deficiencies.
4. Monitor the status of fire alarm and detection systems and report faults, isolation, bypassing or non-functioning equipment to the concerned authority for immediate corrective action.
5. Maintain location-wise fire-safety inspection records, equipment registers, defect registers and corrective-action records.
6. Coordinate with IWD/Electrical for inspection, testing, maintenance and rectification of fire-safety systems and equipment.
7. Assist in planning and conducting fire drills, evacuation exercises, fire-extinguisher demonstrations, mock drills and fire-safety awareness programmes.
8. Provide/assist in basic fire-safety training to security personnel, faculty, staff, students and other designated personnel.
9. During fire or other emergencies, immediately respond to the affected location, activate/confirm the emergency response mechanism, coordinate with Security/QRT and assist in evacuation and initial fire response within the limits of training and available equipment.
10. Coordinate with the Security Control Room for emergency communication, access control, crowd management, emergency vehicle movement and preservation of fire-tender access.
11. Inspect fire-safety arrangements in laboratories, kitchens, hostels, electrical rooms, DG rooms, chemical storage areas and other high-risk locations and report deficiencies to the competent authority.
12. Monitor the availability and accessibility of fire-fighting equipment and ensure that defective, discharged, expired or otherwise unserviceable equipment is promptly reported for necessary action.

13. Assist in inspection of assembly points and evacuation routes and report deficiencies relating to signage, accessibility and emergency preparedness.
14. Supervise Fire Guards/Fire Marshals deployed under the fire-safety arrangement and ensure proper allocation of duties.
15. Maintain records of all fire incidents, false alarms, equipment failures, drills, inspections, training and corrective actions.
16. Submit periodic reports to the designated Institute authority indicating inspections conducted, deficiencies observed, corrective actions taken, pending issues and recommendations.
17. Ensure that all fire-safety activities are carried out in accordance with applicable statutory requirements, relevant standards, Institute SOPs and instructions of the competent authority.
18. Perform any other fire-safety-related duty assigned by the competent Institute authority within the scope of the post.

D) Security Guard

1. Access Control and Gate Duties

Control and regulate the entry and exit of students, faculty, staff, visitors, contractors, vendors and vehicles at the assigned gate/post as per approved security instructions. Remain deployed at the assigned post throughout the duty period.

2. Identity and Visitor Verification

Verify identity cards, visitor passes, vehicle passes and other authorized documents and prevent unauthorized persons or vehicles from entering the Institute or restricted areas.

3. Protection of Institute Property and Premises

Protect Institute buildings, laboratories, equipment, stores, vehicles, materials and other assets against unauthorized entry, theft, robbery, damage, misuse or other security threats.

4. Round-the-Clock Security and Patrolling

Perform assigned duties in shifts, including night shifts, on a round-the-clock basis. Conduct regular foot/mobile patrols of the assigned area and remain vigilant for suspicious activities, unauthorized movement and security breaches.

5. Monitoring of Material Movement

Check the movement of materials, equipment, articles, and other property entering or leaving the campus in accordance with the approved material inward/outward procedures, and report any irregularity to the supervisor.

6. Incident and Emergency Response

Immediately respond to and report incidents such as theft, fire, accident, unauthorized entry, disturbance or other emergencies to the Security Supervisor/Control Room and assist in taking appropriate action.

7. CCTV and Security Equipment Monitoring

Monitor CCTV cameras, communication equipment and other security systems where assigned, and promptly report malfunction, suspicious activity or security-related observations to the Security Supervisor.

8. Maintenance of Security Records

Accurately maintain prescribed registers and records, including visitor, vehicle, material movement, incident, patrol and other security records, and properly hand over information to the succeeding shift.

9. Assistance to Police and Reporting of Legal Violations

Provide necessary assistance and cooperation to the police or investigating agencies during investigations relating to incidents occurring within the Institute, as directed by the

competent authority. Immediately bring to the notice of the Security Supervisor any violation of law observed during the discharge of duty.

10. Discipline, Alertness, Communication and Compliance

Remain alert, attentive and present at the assigned post throughout the duty period; maintain proper uniform and turnout; follow post orders, security SOPs and instructions of supervisors; promptly report unusual occurrences, security deficiencies and emergencies; and perform other duties assigned by the competent authority within the scope of security functions.

E) Fire Guard

A **Fire Guard** is responsible for maintaining fire safety, monitoring fire hazards, assisting in emergency response, and ensuring that fire protection arrangements remain ready for immediate use. The key responsibilities may be defined as follows:

1. **Fire Safety Surveillance:** Conduct regular rounds of assigned buildings, laboratories, hostels, offices and other campus areas to identify fire hazards and unsafe conditions.
2. **Monitoring Fire Protection Systems:** Check the operational status of fire alarm panels, smoke/heat detectors, manual call points, fire extinguishers, hydrants, hose reels and other fire-fighting equipment, and report deficiencies promptly.
3. **Fire Prevention:** Ensure that combustible materials, electrical hazards, blocked passages and other potential sources of fire are identified and brought to the notice of the concerned authority.
4. **Emergency Response:** Respond immediately to fire alarms or reports of fire, assess the situation from a safe location, raise the alarm and initiate appropriate emergency procedures.
5. **Use of Fire-Fighting Equipment:** Use portable fire extinguishers and other available fire-fighting equipment, within the limits of training and personal safety, during the initial stage of a fire.
6. **Evacuation Assistance:** Assist occupants in evacuating the affected building through designated emergency exits and ensure that evacuation routes and staircases remain unobstructed.
7. **Assembly Point Support:** Assist in directing evacuated persons towards designated assembly points and support head-count/accountability procedures as directed by the Incident/Emergency Response Team.
8. **Fire Watch Duty:** Maintain fire watch during activities involving heightened fire risk, such as hot work, welding, cutting, maintenance activities or temporary shutdown of fire protection systems.
9. **Reporting and Documentation:** Maintain records of fire-safety rounds, observations, equipment deficiencies, incidents and corrective actions, and immediately report serious hazards to the Security/Fire Safety Officer.
10. **Emergency Coordination:** Coordinate with the Security Team, Fire & Safety personnel, Facilities/IWD, Health Centre and external emergency services such as the Fire & Emergency Services during fire incidents.

Limitation

The security wing is a watch and ward purpose property custodian, an internal private arrangement. It should not be taken as a substitute for the respective public security agencies (civil administration) dealing with the escalations.

Community Responsibility

The security wing will continue to develop and implement security measures, but these measures cannot succeed without the personal support of faculty, staff, and students. The IISER Berhampur

security wing is committed to providing quality security service and protection to the campus community while working within the framework of institute policy, procedure, instruction, orders, and resources. The IISER Berhampur Campus Community members are encouraged to contact/inform Campus security staff when they are observed or detect any crimes, anti-social activity, anti-social elements, and anti-social persons on the institute campus. The security & safety of members of the institute community is of vital concern to the institute Administration, especially the Campus security wing. However, students, faculty, and staff must actively accept their responsibility to do their part to maintain a safe environment. All campus community members have a responsibility to themselves and others to use due care for their safety and to comply with all laws & orders and the institute's policy, rules, regulations, instructions, and orders for the protection of others. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased crimes.

Responsibility

It is the responsibility of all the staff/residents/students of the campus to inform the Security Officer/Security Inspector/ Duty security Supervisor / Security office immediately upon noticing of any abnormality, suspicious movements of any unknown/stranger persons, drunken person, anti-social- activity, anti-social- person, anti-social- elements, fire, smoke, over speed vehicles, unsafe raiding/driving, violating of road safety rules ragging, quarreling, unnecessary shouting, abusing, cutting of the green tree, unauthorized firearm, drug, alcohol, firecracker/firework, set fire to the dry grass, break into any house/office by an unauthorized person/drunken person, break open of any office/house lock/door/window breaking/broken, robbery/theft case, gambling, arranging and gather up in unlawfully and involvement in shouting any anti-national slogans and any other untoward incident happening and/or, information regarding the probability of any of these. Timely information is of vital importance.

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:

1. Always lock your room if no one is inside, while going out, such as going to the washroom and messing, etc. Never hide keys in windows, fuse box outside.
2. Always keep your valuables, such as laptops, Mobile, and Purse/Handbags, under safe custody. Never leave valuables unattended. Any unattended valuables brought to the security unit will attract a certain fine while being reclaimed.
3. While buying a new bicycle, ensure the frame number is quoted on the bill. Don't buy one without a bill. Keep a pic of the bicycle and frame number in your digital records (Google Photos, etc.).
4. If receiving/buying an old bicycle, ensure a written statement to the effect from the seller/giver with the frame number.
5. Always park your bicycle only at the proper/marked parking place. Always secure it with a thick traditional steel chain and good quality padlock. Using fancy wire locks with key or number key and fitted cycle locks is discouraged as they are easily breakable by thieves.
6. Unlocked/wrongly parked bicycles retrieved by security staff will attract a fine while being reclaimed by the owner with proof of ownership.
7. IISER Berhampur campus is strictly a NO – Smoking/Drugs/Intoxicants zone. Violation of this attracts strict disciplinary/legal actions.
8. Strictly adhere to hostel rules.
9. Always read circular emails to keep yourself updated.
10. Always carry your ID cards when you are inside or outside the campus.

Take proper care while using social networking sites. Avoid indulging in clashes with other students/outside vendors/shopkeepers/auto drivers, whatever the reason. Report to the Golanthara Police Station if you receive any threatening/unscrupulous phone calls and messages from unknown numbers.

Probable security situations, analysis of preventive and remedial actions:

1.0 Hostile attack by armed group

In case of any hostile attack by any armed group, the security control room will inform the police at dial 100 and the ambulance at dial 108. The control room will inform S.O. the security agency will file an incident report for the above cases. The S.O. would forward the same with his endorsement to the Registrar's office, the Director's Office, and the chairman security committee for information.

2.0 Attempt to make forced entry to campus

In case of an attempt to make forced entry to campus, the alarm will be raised at the gate, and barricades will be placed on the road, and entry will be prevented. In case the number of persons is such that available security strength would not be able to prevent intrusion, Police will be called, and the person(s) intending to make forced entry will be handed over to the police along with a complaint for taking necessary action against the person(s). S.O. and Registrar will be informed by the control room. The security agency would file an incident report for the above cases, and the S.O. would forward the same with his endorsement to the Registrar's office, the Director's Office, and the chairman of the security committee for information.

3.0 Unauthorized entry into the campus

If any unauthorized person is found inside the campus, the security staff will immediately take him to the security control room, where he would be questioned about his motive to enter the campus. If his answers are satisfactory, he will be given a warning for not entering unauthorized into the campus; if the person does not give any satisfactory answer, he will be handed over to the police along with a written report. S.O. will be informed by the control room, and the security agency will file an incident report for the above cases. The S.O. will forward the same with his endorsement to the Registrar's office, the Director's Office, and the chairman security committee for information.

4.0 Accident on the Institute Roads

In case of any accident on the road inside the institute, the wounded would be rushed to the health center to provide first aid to the affected persons and for further medical referrals to higher care if required.

An incident report would be filed for the above cases by the security agency in a prescribed format, and S.O. would forward the same, with his endorsement, to the Registrar's Office, Director's Office, and the chairman security committee for information.

5.0 Incidents of labour dispute

IISER Berhamur is not directly hiring any labour for construction activities etc. In case of any incidents of labour dispute, the security team would reach the spot immediately and assess the situation. The dispute may be of a different type:

- Between two laborers - In case there is a dispute between two laborers, their contractor would be called on the spot and would be told to take both the laborers out of the campus, and the temporary entry permits of such laborers will be seized by the security department and would be given only if their dispute is resolved. Such laborers will be given entry to campus only after

the written promissory note by their contractor.

- Between contractor and laborer - A situation may arise wherein there is a dispute between contractor and laborer; the matter will be referred to the Project Charge for immediate intervention and information to the next higher authorities and resolution of the dispute.
- Between labour and faculty/staff of the institute - Such a situation is very less likely to occur, however in such a situation, the security team will reach the place immediately and remove the labourers and advise the faculty/staff member to go to a safe location and provide escort to the faculty/staff member if required. The issue would be sorted out amicably, and if required, the police would be informed to take cognizance of the case.

6.0 Injury to labour

Since the institute does not directly employ the laborers, it would be the contractor's responsibility to handle such a situation. In case of injury to labor noticed by the security staff, he will immediately inform the control room, which will press the services of the institute ambulance and inform the concerned contractor so that he can take over and provide necessary medical help to his employee.

7.0 Fire incidents

In case of fire at various facilities/areas, the following actions would be taken by the security team:

The fire inside any lab – the nearest security guard will inform the security control room, sound the manual panic button in case the alarm system fails to give the distress signal, will rush to the site of the fire and gain access to the point and fight the fire at the incipient stage itself with the fire extinguisher available outside the lab, if the fire is spread to the chemicals he will assist the fire team and act as their guide. The security team would inform the health center and reach the incident site immediately. The medical team will take over any injuries. After the fire is extinguished, the faculty in charge and the departmental safety committee will ascertain the causes of the fire and report them to the institute safety committee. The security agency would file An interim incident report for the above cases, and the S.O. would forward the same with his endorsement to the Registrar's office, the Director's Office, and the security committee chairman for information.

Fire in the classroom - the nearest security guard will inform the security control room to sound the manual panic button in case the alarm system fails to give the distress signal. He will rush to the site of the fire and gain access to the point and fight the fire at the incipient stage itself with the fire extinguisher available outside the lab. The security team would inform the health center and reach the incident site immediately. Any injured will be taken over by the medical team. After the fire is extinguished, the Dean of Academics Affairs and DR(Academics) will be informed about the incident and probable causes leading to the fire. The security agency would file An incident report for the above cases, and the S.O. would forward the same with his endorsement to the Registrar's Office, Director's Office, Academic office, and the chairman security committee for information.

Fire in general/forest area - the nearest security guard will inform the security control room, and a team from the security control room and designated security personnel from all around nearby posts will rush to the site of fire and gain access to the point, and fight the fire at the incipient stage itself with the fire beater/fire extinguisher/water from the nearest hydrant or any other advanced system of fire-fighting. After the fire is extinguished, security team personnel will be discharged from the incident and report to their respective duty posts. The security agency would file An incident report for the above cases, and S.O. would forward the same with

his endorsement to the Registrar's office, the Director's Office, and the chairman of the security committee for information.

8.0 Alcohol consumption by student

In case of report received by the security department about alcohol consumption by the student, the security supervisor will reach with QRT and handover the student to the health center for ascertaining about the alcohol consumption. The student will be identified on the basis of an identity card/biometrics ID and will be sent to the hostels/higher medical care if needed as per the assessment of the medical team. The Information on such incidents will be given to the hostel office, which will inform the relevant committee and the dean of student affairs to take suitable disciplinary action against the student.

Various Contact No.

IISER Berhampur Emergency Contact No.	
IISER Transit Campus Security desk (24x7)	7205217467
IISER Permanent Campus Main Gate (24x 7)	7608827465
Security Office (9 AM TO 6 PM)	7682082567
Odisha Government helpline No.	
GANJAM SUPERINTENDENT OF POLICE	9438916670
EMERGENCY RESPONSE SUPPORT SYSTEM	112
LOCAL POLICE STATION, GOLANTHARA	100,9438916675
ELDER PERSON HELPLINE	1090
WOMEN HELPLINE	112,181
CHILDREN HELPLINE	1098
COASTAL SECURITY HELPLINE	1093
FIRE HELPLINE	112,101, 06802248101
AMBULANCE HELPLINE	108
JANANI AMBULANCE HELPLINE	102
TRAFFIC HELPLINE	1095
N.H.A.I. HELPLINE	1033
PASSPORT NATIONAL CALL CENTRE.	1800-258-1800
ELECTRICITY ISSUES HELPLINE	1912