SECURITY POLICY

St. Mary's

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Security

Through the provision of a quality Security service, in partnership with the College community, we aim to maintain safe and secure campus.

Our priorities:

- The protection of life.
- The protection of College students, staff and visitors from harm.
- The protection of property from from loss through theft, fraud, fire and other forms of damage and waste.
- Continued staff training and development to ensure the best practice in customer care, awareness of relevant legislation and College procedures.

ID cards

Your College ID card enables you to visibly identify yourself while you are on campus.

- It gains you access to your Department/Division between 07.00 and 04.59 hours every day (apart from public holidays). *
- It is your library card.
- You are responsible for having your ID card with you at all times while on campus and for keeping the card safe and in good condition.

Your Responsibility

PREVENT UNAUTHORISED ACCESS

When using ID cards, make sure that no one enters the building behind you. They may not be allowed into the building.

- If you are unsure of their identity, ask to see their ID card. All College members have one.
- If they do not have a card, tell them that you are not allowed to let them in and they must report to Security to gain permission to enter.
- If they manage to get past you, phone Security on 15 or 055-3840906 and report it.

Cards must not be lent to people under any circumstances. Security make ID checks in Departments. If a person is found with a card not belonging to them, the card will be confiscated and the person asked to leave.

The card remains the property of St. Mary's Admin Office in working hours.

TAKE CARE OF IT

- On the reverse of your card is a bar code that can be corrupted when exposed or damaged with scratching or punching occur.
- Plastic card holders are available from the ID Card Office issued free to assist in extending the life of an ID card and to keep it safe.

FIRE SAFETY

In the interests of safety, all electric panel boards, solar interchanges, battery services and CCTV equipment are activated with fire alarm system. And will release on the activation of a fir/smoke starts.

AMENDING ACCESS

Should you require access to additional areas or for additional hours (i.e. between 11 pm and 7 am) please see amending access. Departmental and College procedures must be followed, particularly with regard to local rules, safety and lone working.

REPLACING OR MAKING CHANGES

The process for issuing a replacement ID card depends on the reason for replacement.

LOST

- If you have lost your card, please report the loss to admin office immediately. This is to prevent unauthorised access.
- Replacement for the first lost card is free. Any subsequent losses are charged at PKR 200.00 each.
- Staff and students who have completed a term of employment or study and then return at a later date for further employment or study will not be charged for previously lost cards.

STOLEN

- If your ID card is stolen, you should report the theft immediately.
- Failure to follow this process vastly increases the risk of the College or yourself being the victim of another crime.
- When reporting an ID card as stolen, you must provide a Police Report Number or an application for stolen card.
- Without Application the card will be treated as a lost card.

DAMAGED

- Damaged cards are retained and a new one is printed to replace it. If the individual is unable to produce the damaged card it will be treated as a lost card.
- If it can be proved that the card was deliberately damaged a charge of PKR 500 will be applied irrespective of whether this is the first replacement or not.

FOUND

- If you find an ID card take it to the nearest Security Reception or Admin office immediately.

NEW DETAILS

- If you wish to change the details on your ID card, proof of the new details will be required.
- Proof of new details may be in the form of documentation either from Govt. sector or private authorized agency or organization.
- You should bring the documentation and your existing card to the ID Card Office to receive a new card.
- The old card will be retained by the ID Card Office.

AMENDING ACCESS

- Any amendments to your access requirements must be approved and submitted to the ID Card Office via email by your Building Manager, Head of Department or Departmental Administrator. Please consult your line manager in the first instance and they will be able to advise.
- Once this information has been received by the Admin Office, your ID card will be updated accordingly.

CCTV (closed-circuit television)

St. Mary's College operates a CCTV system to support Security Services in protecting the premises, property and the people using its facilities.

- The CCTV system is spread across all campus.
- The system uses Digital Recording to capture images.
- All recorded images are managed under the College's CCTV Code of Practice

Use of CCTV

CCTV is used proactively and reactively

- Proactive uses enable the monitoring of images to detect and deter any potential criminal activity.
- Reactive allows the studying of the recorded images to identify any suspects in connection with reported occurrences.

Lost and found property

Whilst St. Mary's College is unable to accept liability for lost or stolen property, it is the policy of the Law Enforcement Department to reunite lost property with its original owner where possible.
However, items cannot be securely stored indefinitely and will only be retained for between one and six months, depending on the nature of the item.

How long will lost property be retained?

- Clothing or other low value items - 1 calendar month.
- Books/stationary - 1 calendar month.
- Jewellery/money/other valuable items - 6 calendar months.

How do I reclaim my item?

- Items should be reclaimed from Admin Office.
- Anyone reclaiming property will be asked for information about the item.
- You must show your ID card or other photographic identification prior to the item being returned.
- When you reclaim an item, you will need to sign a declaration to show you have received it.

What happens to unclaimed items?

Where it is not possible to return an item to its original owner within the relevant property retention period, the item will, where possible, either be disposed of in an environmentally friendly manner or donated to a registered charity.

FIRE

In the event of a fire, if the alarm is not already sounding, activate the nearest fire alarm.

- Control room staff or Admin Office will respond to locate the source of the alarm, fight any fire, ensure that the emergency services are called if required, prevent people re-entering the building and assist with building evacuation.
- Do not put yourself at risk.

FIRST AID

- A first aid emergency can be very distressing for all involved.
- Phone for assistance on 1122.
- A trained first aid officer will respond and assess the need for removal to hospital.
- All Security Officers are trained in first aid.

EMERGENCY RESPONSE VEHICLE

This vehicle contains general emergency equipment, and would normally compliment 3 to 6 person Emergency Response Team by calling at 1122.

INTRUDER

If you are suspicious of the legitimacy of any person in the building, call at 15 or 055-3840906.

- State your location and the nature of your suspicions.
- Security staff will respond to search the building, so the sooner you report the incident, the greater the chance of the intruder being found and crime being prevented.
- Do not challenge the person or put yourself at risk.

PREVENTING CRIME

Most crime on campus involves theft, burglary and in particular theft of bikes. Often crime is committed by the 'opportunist thief' indicating that many crimes could be prevented. We need the College community to actively assist us in maintaining a safe and secure campus for all students, faculty, and staff.

Your role

- Voice concerns about crime and disorder problems. Don't wait until crimes occur or problems get out of control.
- Report any suspicious persons or activity immediately to Security on 15 or 055-3840906. Do not challenge suspects or place yourself at risk. Pass on as much information to Security as possible: a description of the suspect, their clothing, exact location or direction. Be wary of people tailgating when you enter a building via access-controlled doors.
- Employ crime prevention measures for personal and property safety. Always lock valuables away before leaving offices or labs and where possible lock the doors. Never leave personal belongings unattended in communal areas such as cafes, restaurants or libraries or lecture rooms.
- Feedback on the Security service and admin office service. The quality of our service is enhanced by feedback from the College community, so please comment on your experience by completing our customer survey.

Accidents and incidents

Here you will find information on:

- Reporting accidents or near misses.
- Prevention of accidents.
- Investigations of accidents and near misses.

Reporting accidents

- You have a legal duty to take reasonable care of your own health and safety.
- You must also take reasonable care not to put other people (fellow employees, students and members of the public) at risk by what you do or don't do in the course of your work.
- You must report any injuries or illnesses you suffer as a result of doing your job (the College may need to change the way you work).
- You have a duty to report all accidents or near misses experienced at work.

Prevention of accidents

Near miss and defect reporting

- You could find yourself involved in an incident such as a slip or trip which does not result in an injury but potentially could have. This is deemed a ‘near miss’ or an accident waiting to happen.
- The College encourages you to report all such incidents, as prompt action could prevent another person being injured by the same hazard.
- College members are encouraged to report all building defects which you may observe whilst in College and to take personal action to prevent another person being injured.

Investigations of accidents and near misses

- Investigation of incidents and accidents is key to preventing future accidents.
- The investigation aims to identify causes and to make recommendations in order to prevent or minimise the possibility of it happening again.