

# SOP Template: Security Checks and Student Safety Guidelines

This SOP details **security checks and student safety guidelines**, covering protocols for campus access control, identification verification, surveillance measures, emergency response procedures, and student conduct policies to ensure a secure learning environment. It aims to protect students, staff, and visitors by establishing comprehensive safety practices and preventative security measures.

## 1. Purpose

The purpose of this SOP is to outline procedures for maintaining a secure campus and ensuring the safety of all students, staff, and visitors.

## 2. Scope

This SOP applies to all individuals on campus, including students, staff, faculty, contractors, and visitors.

## 3. Responsibilities

- **Security Personnel:** Enforce access control, monitor surveillance, and conduct patrols.
- **Administrative Staff:** Oversee issuance of IDs and visitor passes.
- **Faculty & Students:** Comply with safety protocols and report suspicious activities.

## 4. Campus Access Control

1. All campus entrances and exits must be monitored by security personnel during operating hours.
2. Entry and exit points to remain locked outside of official hours except for emergency situations.
3. Visitor access is permitted only through designated entry points after verification and issuance of visitor passes.

## 5. Identification Verification

1. All students, staff, and faculty must display valid identification cards at all times on campus.
2. Visitors must provide government-issued ID and sign in at security before being issued a visitor pass.
3. Lost or stolen IDs must be reported immediately; temporary passes may be issued upon verification.

## 6. Surveillance Measures

- Install and maintain CCTV cameras at key areas: entrances, corridors, and common zones.
- Security personnel to monitor live camera feeds at all times.
- Foot patrols are to be conducted according to the following schedule:

| Time          | Area to Patrol                       |
|---------------|--------------------------------------|
| 08:00 - 10:00 | Main Entrances, Administrative Block |
| 10:00 - 12:00 | Classroom Zones, Library             |
| 12:00 - 14:00 | Cafeteria, Common Rooms              |
| 14:00 - 16:00 | Perimeter, Outdoor Areas             |

## 7. Emergency Response Procedures

1. Emergency exits must be marked and kept clear at all times.
2. Regular safety drills (fire, lockdown, evacuation) to be conducted at minimum once per semester.
3. In the event of an incident, security is to notify emergency services, campus administration, and initiate

- lockdown procedures if necessary.
- 4. First aid kits and emergency contact lists are to be accessible in all buildings.

## 8. Student Conduct Policies

- Students must adhere to campus behavioral guidelines and report incidents promptly.
- Anti-bullying and harassment policies must be communicated to all students.
- Possession of weapons, illegal substances, or hazardous materials is strictly prohibited.
- Violations are subject to disciplinary action as defined by the student handbook.

## 9. Review and Amendment

This SOP is to be reviewed annually or following any security incident to ensure it remains accurate and effective.

## 10. Document Control

| Version | Date       | Author          | Remarks         |
|---------|------------|-----------------|-----------------|
| 1.0     | 2024-06-01 | Security Office | Initial Release |