**SAFETY AND SECURITY PLAN**

**FOR CY 2019**

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| **RATIONALE** | As a support unit of the Administrative Division,the General Services is mandated to provide security and safety of Schools Division Office personnel and property. It recognizes its responsibility to ensure a safe and secured environment in the workplace and custodial properties. The AOV supervises the Permanent and Job Order Security Guards to carry out daily their overall task to give reasonable degree of protection in the Schools Division Office. All personnel of the Division Office shall also play an important role by their commitment to incorporate safe work practices in their respective offices. The success of the implementation of this Plan shall be realized with the support and assistance of the management and cooperation of all stakeholders. |
| **OBJECTIVE** | To ensure the safety and security of the Schools Division Office premises  |
| **SECURITY ACTIVITIES** | **STRATEGY** | **FREQUENCY TO DO TASKS** | **PERSON RESPONSIBLE** |
| **SECURITY MEASURES/ PROCEDURES** |  |  |
| 1. Performance of Duties and responsibilities
 |  The performance of security duties and responsibilities shall be strictly required to assure the safety and security of office personnel, building and facilities. Monitoring shall be done to check and verify strict adherence to this policy | Daily | Security Guards |
| 1. Maintenance of Peace and Order
 |  Peace and order shall be maintained within the office premises. Any offenses or violations shall be investigated and a written report shall be prepared for submission to the immediate supervisor. | Daily | Security Guards |
| 1. Writing/Recording of security observation in the logbook and monitoring report
 |  Registered or observation reports regarding the number of visitors (see front Desk logbook), guests, vehicles, usual and unusual incidents like brownouts, open doors, busted lights/pipes and the like shall be required to be submitted for records purposes and action. | Daily | Security Guards |
| 1. Schedule and Tour of Duty
 |  A Security Guard schedule shall be issued to serve as guide. The Tour of Duty of Security Guards composed of the one (1) permanent Security Guard and two (2) JO watchmen, with schedule of duty from Mondays to Fridays at 4:00 PM to 7:00 AM (8:00 o’clock AM on Mondays) . Front desk officers to be at their post from 7:30 AM.to 5:00 PM. During Saturdays, Sundays and Holidays their schedule will be 24/7. All Security Guards/Watchmen should ensure that the SDO compound is safe and secured | Daily | Security Guards |
| **SECRITY ACTIVITIES** | **STRATEGY** | **FREQUENCY TO DO TASKS** | **PERSON RESPONSIBLE** |
| 1. Safeguarding of office premises
 |  At the end of each working day, security guards shall ensure safety and security by accomplishing:1. All water and electrical system shall be shut down or closed during non-office hours/days to avoid usual incidents, damages or hazards to happen.
2. All offices shall be checked to ensure that it is kept closed and locked during non-office hours/days. All keys shall be surrendered to the guard on duty and are kept in a secured cabinet or shall be safely held/kept by trusted employee/personnel of the said office.
3. All gate shall be closed when all employees/personnel were already out after office hours and during non-office hours/days to avoid any illegal entry to the office premises.
 | Daily | Security Guards |
| **MEASURES FOR VISITORS/ CLIENTELES** |  |  |
| 1. Screening of visitors
 |  Only authorized personnel or those with business transaction shall be allowed to enter the office premises. Proper identification and screening of visitors must be done prior to entry into the premises of the Division office. Vendors or tradesman are also not allowed inside the office premises.  | Daily | Security Guard /Frontdesk Officer |
| 1. Proper attire
 |  Proper/decent attire must be imposed on guests and visitors who are transacting business or availing the services of the different offices. | Daily | Security Guard /Frontdesk Officer |
| 1. Issuance of visitors ID
 |  Visitors/clienteles are required to leave a valid ID with picture and register in the logbook. A visitors ID shall be issued for them to wear before entering the premises and same shall be surrendered every after use. Check-in and check-out of the visitor must be registered in the logbook to record the duration of the visit. | Daily | Security Guard /Frontdesk Officer |
| 1. Misdemeanors
 |  Visitors/clienteles who are under the influence of liquor and/or carrying deadly weapons shall not be allowed entry into the office. | Daily | Security Guard /Frontdesk Officer |
| 1. Inspection of bags
 |  Visitors/clienteles are required to submit their bags for inspection. There shall be no entry for persons who refuse inspection by the Security Officer/front desk officer. | Daily | Security Guard /Front desk Officer |

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| **SECURITY ACTIVITIES** | **STRATEGY** | **FREQUENCY TO DO TASKS** | **PERSON RESPONSIBLE** |
| **MEASURES FOR VEHICLES/ TRANSPORTATION** |  |  |
| 1. Surrender of key
 |  Proper turnover of Dep.ED. vehicle shall be observed. The vehicle shall be parked in the designated parking area and the vehicle key shall be surrendered to the Security Officer on duty. | Daily | Security Guards |
| 1. Screening of vehicle
 |  All vehicles entering the Dep.Ed. premises must be properly screened, identified and registered. Vehicle windows must be rolled down for identification, inspection, search and security reasons.  | Daily | Security Guards |
| 1. Direct traffic and parking of vehicles
 |  All vehicles shall be parked in an orderly manner. Dep.Ed. personnel and visitors/clientele vehicles shall have its designated parking space. Driveways shall be free from obstructions at all times. While waiting for their ward or passenger in the parking area, vehicle engine must be turned off. Gambling and drinking liquor in the parking area is also prohibited. | Daily | Security Guards |
| 1. Inspection of vehicle with cargoes
 |  Non-passenger vehicles (trucks, vans, carryalls etc) and commercial vehicles entering and leaving the compound must be inspected to ensure that they are not bringing in dangerous cargoes and carrying out any unauthorized items.  | Daily | Security Guards |
| 1. Permission to leave vehicle for more than 24/7
 |  The office is not a depository of owner’s/driver’s vehicle. Vehicles left in the office parking area for more than 24 hours without any prior arrangement with security will not hold the security responsible/liable for any damage/s to or loss of the vehicle/s or its accessories or articles left therein. | Daily | Security Guards |
| 1. Require valid vehicle owners ID
 |  No I.D. No. Entry Policy. Drivers of vehicles entering the office shall be required to surrender a valid identification document such as driver’s license, office/company ID, etc. before he/she will be allowed entry to the office premises. | Daily | Security Guards |

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| **SECURITY ACTIVITIES** | **STRATEGY** | **FREQUENCY TO DO TASKS** | **PERSON RESPONSIBLE** |
| 1. Monitor speed limit
 |  It shall be a policy to prohibit reckless driving within the office at all times. For this purpose, speed limit within the office shall be regulated up to a maximum of 5/10 km per hour only. Violation of this policy may compel the office to disallow entry in the future. | Daily | Security Guards |
| **MEASURES FOR EMPLOYEES/ PERSONNEL**  |  |  |
| 1. Conduct of Overtime services
 |  Office employees/personnel who tend to report for work or to work overtime during non-office hours/day shall present their duly approved request for overtime or coordinate and inform the security personnel for such undertaking. Any unauthorized entry of office personnel or of people who are not part of the office and have no business with any of its representative is not tolerated nor encouraged. | As the need arises | Security Guards |
| **MEASURES FOR PROPERTIES AND FACILITIES** |  |  |
| 1. Conduct of inspection around RO
 |  Conduct a rigid inspection and intensify rounds or foot patrol to check on properties, buildings, rooms and offices. All noticed/observed open electrical appliances/ equipment and/or unusual events in offices must be reported to the office concerned for immediate action. | Daily | Security Guards |
| 1. Conform to Gate pass

 policy |  Personal effects like computers and other electrical/electronic gadgets or similar valuables must be properly registered to a special logbook kept by the Security Officer. Same shall be counterchecked when taking it out. Gate/Pass slips shall be issued for any office properties/ equipment to be brought out of office premises. Anyone caught in the act of committing this offense shall be apprehended or dealt with accordingly. | Daily | Security Guards |
| 1. Check suspicious Acts
 |  Check and immediately report the presence of property which is out of its proper area, moved motors or other equipment machinery without authority and persons who are suspiciously stalking on personnel vehicles during office hours. | Daily | Security Guards |

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| **SECURITY ACTIVITIES** | **STRATEGY** | **FREQUENCY TO DO TASKS** | **PERSON RESPONSIBLE** |
| 1. No smoking policy
 |  Smoking is strictly prohibited inside the office premises to ensure a safe and healthful work environment. | Daily | Security Guards |
| 1. Unattended and overlooked incidences/events
 |  Check, take necessary action and report the following incidents that was carelessly left unattended and overlooked:1. Unlocked offices and rooms.
2. Scattered/Unattended Tools and equipment
3. Unattended Supplies and properties.
4. Unplugged/unclosed office appliances, equipment and electricity
5. Leaking pipes, damaged plumbing accessories and others
6. Burning garbage piles.
7. Persons with suspicious and unusual activities.
 | Daily | Security Guards |
| 3. Act in times of Calamities |  In the event of typhoons and calamities, all office doors and windows shall be checked to ensure that it is closed and secured to avoid damage to the office documents, equipment and facilities. | As need arises | Security Guards/Administrative Aides |

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