



SECURITY MANAGEMENT PLAN

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Overview

The security measures plan for IBT College aims to create a safe and secure environment for both staff and students by implementing a comprehensive set of protocols and strategies. The plan encompasses various aspects of security, including physical, digital, and emergency response measures, to mitigate risks and protect the well-being of individuals on campus.

Scope

The security plan for IBT College aims to keep everyone safe by using different safety measures. It includes plans for physical safety, like locks and cameras, as well as digital safety, like protecting computers. The plan also covers what to do in emergencies to make sure everyone is protected.

Objective

The objectives for the Security Management Plan are developed from information gathered during routine and special risk assessment activities, annual evaluation of the previous year's program activities, performance measures, and safety walks.

It is the intent of the Security Management Plan to meet the following objectives:

1. Keep students, residents, staff, and visitors safe.
2. Protect campus property, equipment, and information.
3. Review security risks yearly.
4. Improve security in new construction and renovations.
5. Respond quickly to emergencies on campus.
6. Manage vehicle movement during emergencies.
7. Safeguard personal belongings and return lost items.
8. Handle mail and packages securely.
9. Provide training to prevent workplace violence.
10. Offer crime prevention and campus safety training and information.

Organization & Responsibility

The Security Management Plan at IBT College is organized with a clear structure and defined responsibilities.

The **Security Supervisor** is responsible for overseeing all security operations, including policy development and coordination with external agencies.

Security Officers patrol the campus, respond to incidents, and assist with emergency evacuations. **Reception Staff** monitor access to campus buildings, issue visitor badges, and provide support during emergencies. Student Volunteers assist with various security tasks, such as campus patrols and reporting suspicious activities.

Collaboration is key, with security working closely with campus administration, local law enforcement, and emergency services to ensure a coordinated response to security incidents. Regular meetings and communication channels are established to facilitate effective collaboration and information sharing.

Campus Security Program

IBT College aims to ensure the safety and security of all students, staff, visitors, and faculty members. The program includes a comprehensive set of protocols and strategies to address various security concerns, including physical, digital, and emergency response measures. Security measures such as regular patrols, foot patrol, monitoring of campus buildings, and access control systems are in place to mitigate risks and protect individuals on campus. These security officers do not carry firearms, but they do have powers of citizen arrest.

IBT College also provides community partnership to the youths living around the campus premises at 6 Mile to enhance security for students, visitors, and staff. The college staff creates an atmosphere of openness, relationships, and collaboration.

Maintaining a safe and secure campus is not the sole responsibility of Campus Security. We encourage all individuals on this campus to be conscious of their surroundings and assist in making security and safety a matter of routine in their activities. It is the responsibility of each student and employee to report actions which are or appear to be suspicious, threatening, or have the potential for violence.

Emergency hotline contact details for National Capital District;

Police - 112
St. John Ambulance- 111
Six Mile Police Station: 325 1402

Information can be reported to IBT College Security Supervisor on 7181 7266 / 72199921

Campus Physical Security

The supervisor conducts a morning master briefing with the security team to discuss any pertinent updates, review ongoing security concerns, and ensure everyone is aligned on their duties and responsibilities for the day ahead.

Campus physical security at IBT College is a top priority, ensuring a safe environment for students, staff, visitors, and faculty. Security measures include controlled access points, surveillance cameras, and well-lit pathways to deter and detect any potential threats.

Security personnel conduct regular patrols and monitor campus activities to maintain a secure campus. The college's commitment to physical security creates a safe and welcoming atmosphere for everyone on campus.

The premises accommodate staff and their families, as well as boarding students. Staff and students arrive at the college by 7:00 a.m. to access the building. Office operational hours are Monday to Friday from 8:00 a.m. to 5:00 p.m. Special arrangements are made for students over the weekend, from 8:00 a.m. to 12:00 p.m. Other important meetings are also held on campus.

Worksite Analysis

Conduct a thorough analysis of the worksite to identify potential security vulnerabilities and risks. This analysis should include physical security measures, such as access control, surveillance systems, and lighting, as well as procedural security measures, such as visitor management and emergency response plans.

Internal support activities

1. **Security Officer Feedback**
2. **Daily Shift Handover**
3. **Daily Communication**
4. **Surveillance Check**

Procedures and Guidelines

Access Point

All entry and exit points at the main gate are strictly monitored by security personnel. Staff and students must present their **identification cards** for entry, and visitors are required to log in before entering the building. A two-way radio device will be used on a regular basis for ongoing communication with the office staff.

Uniform policy

All students and staff are required to wear their uniforms for identification purposes as one of the priorities in security measures.

Identification Cards

Staff and students must visibly display their identification cards at all times while on campus. If your ID is lost or stolen, it must be reported immediately to the Reception office for a replacement. However, there will be administrative fees imposed for re-printing ID cards. This is part of the security measures and is considered a high priority.

Transportation Services

Staff transportation services include morning pick-ups and afternoon drop-offs are provided to the staffs.

Students are transported to the from a central point at St. Mary's Clinic, with designated pick-up and drop-off times.

Visitor Registration

Camps Security officers must ensure that all IBT College clients/visitors sign in the visitors' logbook before entering the premises. Security must always be aware of the visitors' presence to ensure that all processes are carried out with care and respect to the clients/visitors.

Visitors accessing the campus with their vehicles are subject to security checks to ensure the safety of everyone is not at risk. **[Annexure Visitor's Log sheet Sign-In/out]**

Reporting Incidents

All security incidents, accidents, or suspicious activities must be reported immediately to campus Security Supervisor or administration. **[Annexure the Incident Report Form]**

Two-Way Radio Device

To maintain communication among the security team, two-way radio devices are provided to ensure seamless and efficient communication. This enables instant communication between security and personnel, allowing them to coordinate responses to incidents, relay important information, and ensure the safety and security of the campus.

Guard Dogs

The college has security guard dogs, released at 5 pm as an additional measure to enhance campus security during evening hours. These highly trained dogs, under the supervision of their handlers, provide an added layer of deterrence against potential threats and help ensure the safety of the campus premises.

Risk Assessment

One of the potential risks to consider is the possibility of armed hold-ups in the office or involving students and staff, as well as workplace violence and ethnic clashes, especially if students are involved. To proactively evaluate these risks and their potential adverse impact on students, staff, and others visiting the campus, the following steps can be taken:

Risk Assessment Implement Responds:

1. Conduct a thorough security audit of the campus to identify any security vulnerabilities or areas of concern.
2. Implement strict access control measures, including the requirement for identification cards for entry and the monitoring of entry and exit points.
3. Provide security training for both staff and students to help them recognize and respond to potential security threats.
4. Establish clear policies and procedures for handling security incidents, including reporting protocols and emergency response plans.
5. Regularly review and update security measures based on the findings of security audits and risk assessments.

Any incident involving students, visitors, personnel, or property should be reported to the Security office or Reception office. A Security Officer will take all information regarding the incident and record it on the Security Incident Report. The reports will then be forwarded to Risk Management and the Safety Officer, who will perform/assign investigations.

Recordkeeping And Annual Evaluation

The objectives, scope, performance, and effectiveness of the Campus Security plan are evaluated annually.

Recordkeeping:

All documents related to security files are kept electronically on college website on ibtcollegepng.com Other related policy documents can be found on IBT college website:

- *Safety Equipment Policy and Procedure*
- *Safety and Security Policy*
- *Security To Monitor and Check – Main Gate Policy*
- *IBT Compound Security*
- *Code of Ethics*

Annexure Template Forms

1. Visitors Log-Sheet Sign IN/OUT Form

2. Incident Report Form

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Incident Report Form

Date: _____

Time: _____

Location of Incident: _____

Description of Incident: _____

Name(s) or Person(s) Involved: _____

Witness(s) _____

Injuries (if any) _____

Actions Taken: _____

Reported by: _____

Contact Information _____

Signature and Date Submitted _____

Reviewed by and Date Reviewed: _____

Actions Taken and Recommended: _____

FOR OFFICIAL USE ONLY

Incident Number: _____

Date Received & Reviewed By: _____

Date Reviewed: _____

Action Taken/Recommendations: _____
