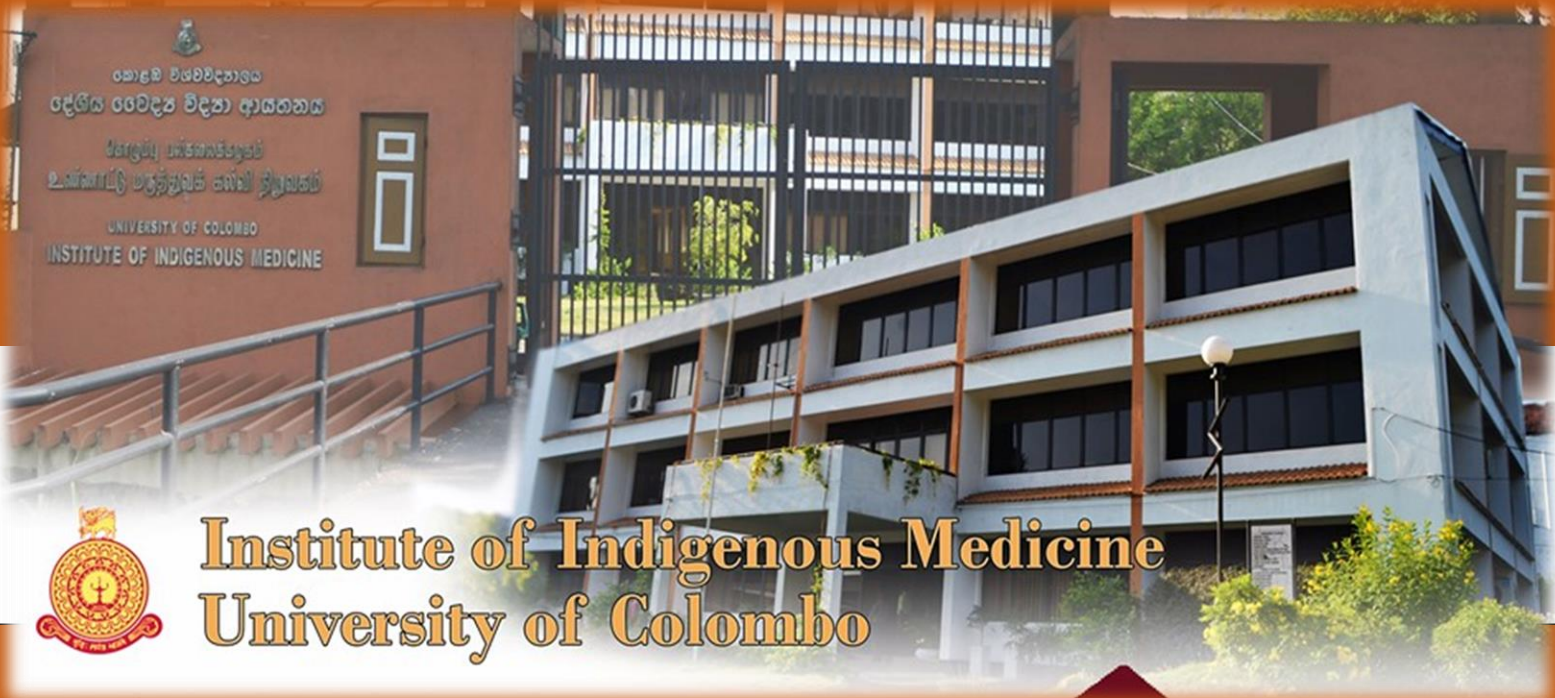


# SECURITY AND SAFETY PLAN 2019 - IIM



**Institute of Indigenous Medicine  
University of Colombo**



Security committee IIM (SCOIIM)  
Institute of Indigenous Medicine, University of Colombo, Rajagiriya, Sri Lanka  
Telephone Nos: General:0094 112 692 385 | 0094 112 694 308



# Security and Safety Plan

The Institute of Indigenous Medicine, University of Colombo (IIM) has developed and implemented a broad range of safety and security policies. This plan provides an overview of the programs and policies that provide for the safety and security of IIM security committee. Safety and Security is a shared and collaborative effort at the Institute of Indigenous Medicine, University of Colombo.

The Office of Public Safety & Security consists of University Security, Security committee of IIM, marshal and, Medical officer for Health & Safety. The committee of IIM is focused on creating and maintaining a safe environment for the Students of IIM, Staff of IIM and those who visit IIM. We are engaged with internal and external stakeholders creating effective and efficient safety and security programs that enhance the living, learning and working experience at the IIM.



## TABLE OF CONTENTS

Security and Safety Plan .....	1
Timely Warnings and Emergency Notifications.....	3
Emergency Notifications .....	3
Timely Warnings .....	3
Reporting Crimes and Other Emergencies.....	4
Emergency Service's Telephone Numbers.....	5
Voluntary Confidential Reporting .....	6
Security Committee of IIM (SCOIIM) and its activities.....	6
Emergency Notifications and Evacuation Procedures.....	9
Evacuation Procedures.....	9
In an Emergency situation at IIM.....	10
Comprehensive Emergency Management plan of IIM.....	12
Missing Student Notifications Policy statement.....	13
Security and Access Policy Statement .....	14
Residential Buildings.....	14
Security Considerations in the Maintenance of Campus Facilities.....	15
Campus Security .....	15
Crime Prevention Programs – Threat Assessment and Management Team .....	17
Drug and Alcohol Policies .....	18
Drug Policy .....	18
Alcohol Policy .....	18
Substance Abuse Education Programs .....	18
Firearm Policy .....	19
Sex Offenses Policy .....	19
University Housing/Hostels Fire Safety Regulations .....	19
Evacuation Procedures - University Housing/Hostels.....	20
Fire Notification Reporting Procedure .....	20



## Timely Warnings and Emergency Notifications

To report a crime, dangerous situation, or imminent threat on campus, during daytime business hours call the or Campus Security Office 011-2694308 /237 or Student Counselors.

### Emergency Notifications

The speaker who is responsible persons of IIM (Deputy Registrar/Dr. Samarakoon) issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on campus. If a report of a dangerous situation or immediate threat is received and an institutional official (or officials), in coordination with public safety agencies or community partners if necessary, has verified that a legitimate emergency or dangerous situations exists, the Security committee of IIM (SCOIIM) will issue an emergency notification to the campus community. Authorized personnel from IIM will send out a Vandal Alert, which may include some or all of the following methods of contact: Email, telephone message, and/or text message. The IIM will, without delay, and taking into account the safety of the community, determine the content of the Vandal Alert notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the situation and circumstances, the information may also be included in various campus publications; the Public Safety and Security and University websites; and/or press releases.

In addition, the Criminal Alert system is tested at least once per semester.

### Timely Warnings

The IIM makes a “timely warning” to the campus community when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees according to the UGC Acts. The Act and its implementing regulations leave it to each institution to determine the suitability, timing and substance for these reports. At the IIM, the administration along with



senior leadership (Director/registrar) are responsible for making these determinations and for issuing “timely warnings” when appropriate.

## Reporting Crimes and Other Emergencies

All Emergency Service's Telephone Numbers are displayed at IIM web site and notice boards at IIM premises.

- During an **EMERGENCY** (*Fire/Medical/Accident/Hazardous Spill*) always **CALL 119**
- To reach **CAMPUS SECURITY** in a non-emergency, call Security Office 011-2694308 /237

## Emergency Service's Telephone Numbers



<b>Police Emergency Hotline</b>	<b>118 / 119</b>
<b>Ambulance / Fire &amp; Rescue</b>	<b>1990/110</b>
<b>Accident Service-General Hospital-Colombo</b>	<b>011-2691111</b>
<b>Police Emergency</b>	<b>011-2433333</b>
<b>Government Information Center</b>	<b>1919</b>
<b>Report Crimes</b>	<b>011-2691500</b>
<b>Emergency Police Mobile Squad</b>	<b>011-5717171</b>
<b>Fire &amp; Ambulance Service</b>	<b>011-2422222</b>
<b>Police Headquarters</b>	<b>011 -2421111</b>
<b>Bomb Disposal</b>	<b>011-2433335</b>
<b>Bomb Disposal Unit Army Head Quarters</b>	<b>011-2434251/011-4055105</b> <b>011-4055106/076-6911604</b>
<b>Electricity Break Down</b>	<b>011-2466660/011- 4617575</b>
<b>National Hospital</b>	<b>011-2691111/1959</b>
<b>Internal contact numbers</b>	
<b>Marshal</b>	<b>0714899869</b>
<b>Dr. SP Molligoda</b>	<b>071-4440327</b>
<b>Dr.BM Najeeb</b>	<b>071-8152485</b>
<b>Dr. SKMK Harapathdeniya</b>	<b>071-4447641</b>
<b>Dr.AHM Mawjood</b>	<b>071-4422394</b>
<b>Dr.APA Jayasiri</b>	<b>077-1605929</b>
<b>Dr.LDR De Silva</b>	<b>071-2964185</b>
<b>Dr.AM Muthalib</b>	<b>071-8375232</b>
<b>Dr.MHM Nazeem</b>	<b>071-4447603</b>
<b>Dr. KIWK Somarathna</b>	<b>071-8616881</b>
<b>Dr. MAA Sirajudeen</b>	<b>071-4422373</b>
<b>Registrar</b>	<b>071-4467014</b>
<b>Internal Private Security Service</b>	
<b>Security Office</b>	<b>011-2694308 /237</b>
<b>Chief security officer- Mr. Samaranayake</b>	<b>077-0360982</b>
<b>Security OIC – Mr. Uditha</b>	<b>078-6349164</b>



## Voluntary Confidential Reporting

The IIM's confidential hotline number is: 0714899869 (Marshal – Mr. L. Kongahawattage). If anyone sees or suspects unethical or illegal behavior, they may report their concerns anonymously through this phone number.

## Security Committee of IIM (SCOIIM) and its activities

Security Committee of IIM is a team which is significant responsibility for student and campus activities and to whom crimes are most likely to be reported and improve safety and security at IIM.

SCOIIM team consists of Director of IIM, experienced lecturers from Ayurveda and Unani Sections, Deputy Director, Assistant Registrars, Students councilors, Management assistance, hostel wardens and representative students.

Every Friday, SCOIIM members arrange a meeting to discuss safety and security current situation and risk management regarding emergencies can be happened at IIM.

Or

Otherwise, they can get together any time due emergency situations.

Mainly SCOIIM decided to companies in main premises of IIM and out station from IIM.

- As the main premise they have divided to sub groups and situated at Main gate, canteen, water tank area, Lecturer halls, Practical Labs, library, hostel and the other premises at IIM.
- Some members of SCOIIM work on IIM safety and security with outside bodies of safe and public security in Sri Lanka (Police, Municipal council – Colombo etc.).

SCOIIM members and all the others staff and students have to participate for security training programs which are conduct IIM administration.

Provide training for security personnel that are commensurate with job responsibilities and meets the requirements of applicable state laws. Almost all states have regulations governing screening and/or training of security officers.

Have security patrols focus on the prevention of crimes and the elimination or reduction of criminal opportunities, rather than the traditional police model of reacting to crime. To that




end, train security personnel in the principles of crime prevention and in the techniques of preventive patrols.

SCOIIM is making plan to improve security system at IIM

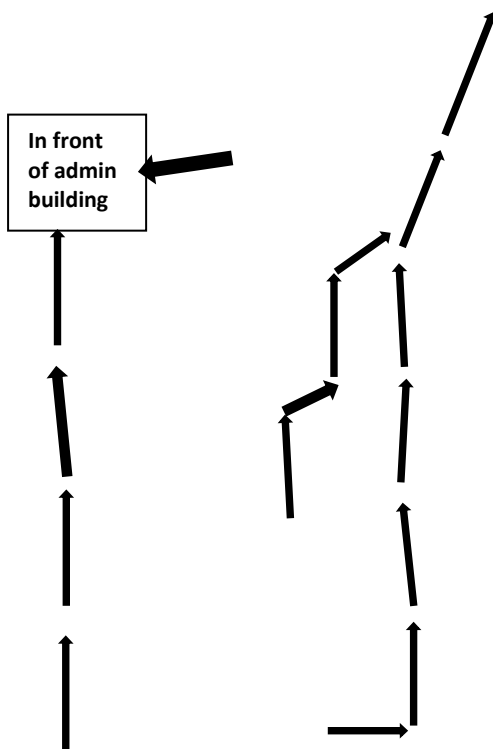
- Integrate security equipment with fire alarm, bomb detectors, metal detectors and building management equipment (Speakers) to provide for centralized control of these functions and savings in personnel and equipment costs.
- Utilize closed-circuit television (CCTV) systems at entrances to residence halls to identify visitors.
- Requesting entry, in parking lots to monitor potential criminal activity, and on campus grounds for surveillance purposes and as a deterrent to crime. Connect the CCTV system to a digital or video recorder to provide a record of events. Review recorded images to determine access control and traffic patterns.
- Install intrusion alarm systems in areas where access is not permitted at certain times and where a quick response to an intrusion is desired. Interconnect the alarm systems with the CCTV system so that, on activation of an alarm, a recording is made of the scene.
- Create plans to maintain security system more effectively and efficiency by changing and considering security firm which is giving security facilities for IIM and conducting fire and safety drill for staff as well as students.
- SCOIIM has identified the
  - **IIM ground**
  - **Space in front of admin building**

as safety gathering point in an emergency situation and alarmed about emergency.



D- Students' Gymnasium  
E- Maulika Siddhanta Unit of Study (MS)  
F- Dravya Guna Vignana Unit of Study (DV) & Dravya Lab  
G- Mini Auditorium  
H- Pharmacy  
I- Allied Sciences Unit of Study (AL)  
J- Physiology Laboratory





IIM map

## Emergency Notifications and Evacuation Procedures

### Emergency Notifications



Emergencies may range from severe weather to building evacuations to campus closures, and the University has a variety of methods to communicate with students, faculty, staff, visitors, and the public in the event of these and other possible emergencies. Depending on the situation, the University may use some or all of the following tools.

If a timely warning or an emergency notification is sent, the security committee will utilize the Vandal Alert system to communicate pertinent information which may include but may not be limited to a description of the incident, location, and appropriate protective action to take.

**University of IIM website:** <http://www.iim.cmb.ac.lk>. This website is updated with information during actual emergencies or campus closures.

**Facebook.** [https://www.facebook.com/ayurwedamedicineiim/?modal=admin\\_todo\\_tour](https://www.facebook.com/ayurwedamedicineiim/?modal=admin_todo_tour)

The University of IIM Emergency Management Facebook page posts information about emergencies and safety concerns and is also two way communication from people who have “Liked” the page.

**Intercom extensions.** The IIM uses maintain and update telephone trees of contacts that are activated during emergencies.

## **Evacuation Procedures**

Security committee of IIM has developed general emergency evacuation procedures and each department supplements these procedures with departmental supplemental information. It is recommended that these procedures be posted in every department and distributed to all building occupants.

## **In an Emergency situation at IIM**



To maximize the personal safety of students and staff and for protection of property, following instructions and directives are given.

### **For students**

1. Academic activities in Institute of Indigenous Medicine (B.A.M.S), University of Colombo will be commenced on 27th of May 2019.
2. Hostel will be opened for Students from 6.00 am on 23rd of May 2019
3. All persons (academic and non-academic staff, students and visitors) are allowed to enter Institute premise only after verification of their identity, reason for the visit, physical body check and checking of all bags, baggage and back - packs or any other belongings.
4. All types of vehicles including cycles, motorbikes, scooters and three-wheelers entering the premises must undergo a complete security check before entering institute and hostel premises.
5. Students are advised to display vehicle pass on their personal vehicles.
6. No person is allowed to enter or stay within the institute and hostel premises with a face cover.
7. Excluding the face cover, rest of the dress code that includes the head, ear and neck cover must be considered as personal decision of the person concerned.
8. Students must have the student identity card in their possession, when they are in the Institute, and hostels.
9. No visitors of students or any other persons are allowed to visit hostels.
10. Bags/ back packs are strictly prohibited in lecture halls, examination halls, and laboratories and in the library.
11. Students are strongly advised to minimize bringing bags / backpacks to canteens.
12. Students are not allowed to be at the institute other than the period between 6 a.m. to 7 p.m. without obtaining prior permission from the authorities.

### **Steps must be taken by the Institute**



1. Security cameras must be monitored at all entry points, security sensitive and security vulnerable locations.
2. If any person is not abiding by rules, the identity of him/her must be recorded and informed immediately to the Director, Deputy Registrar and/or Chief Students' councilor to his appointed representative.
3. Only registered students and persons authorized by the institute are allowed into or stay in the hostels.
4. Vehicles pass to be issued to the institutional staff and the students.
5. A Disaster Management System must be established and precise instructions and contact numbers must be clearly displayed for anyone to follow during an unexpected event.
6. Steps must be undertaken to fill all available vacancies for security personnel in the Institute.
7. Steps must be undertaken to decrease crowd and traffic near the main entrance and other entrances, when students are entering the premises.
8. Decrease every program where students are gathered in the premises and out of the Institute and also make sure their security when such program.
9. Decrease loitering of students in daily non - use auditorium, stadium, or other buildings in the Institute and process suitable security program.
10. Students and staff must be instructed about how to face in emergency by specific communication method.
11. Make hotline number and proper security process to inform in emergency case and give instructions to the students and staff regarding that.
12. Make sure that Institute premises are cleaned. Non-use furniture, unserviceable articles should be removed and placed properly where non-used building is available.

## **Comprehensive Emergency Management Plan of IIM**

Protective actions will be issued based on situational awareness and unique conditions.



**Evacuation.** The first protective action that may be issued by the SCOIIM or university personnel is a building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car.

**Shelter-In-Place.** The second of the protective actions that may be issued by the SCOIIM or university personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or a Vandal Alert message. Specific information regarding how to properly SHELTER-IN-PLACE can be accessed on the IIM website and notice boards.

**Temporary Closure.** The third protective action that may be issued by SCOIIM or university personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by University Office of IIM, Executive or Response Teams, or local emergency response agency personnel. Current information regarding the status of the



university during an emergency can be accessed on the Vandal Alert web page at <http://www.iim.cmb.ac.lk>.

The emergency management plan is a living document subject to change, updates, and revisions as environments of the University changes. The IIM plans and conducts annual exercises to test and validate plans, procedures, equipment, facilities, and training. Exercise evaluations are conducted and analyzed to determine what occurred, and compared to observations of the plans, policies, and procedures. These observations and comments are discussed in SCOIIM and recommendations for improvements. An Improvement Plan (IP) is then developed to clarify actions necessary to implement improvements.

### **Missing Student Notification Policy Statement**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing,

1. Notify Campus Security at their number Security Office 011-2694308 /237
2. Then inform Police Emergency Hotline 119 or Police Emergency 011-2433333
3. University Security will contact the Director of Emergency Management and Security Services or designee. The Director of Housing (Warden) and Dean of Students Office will also be contacted. Student did not designate an emergency contact person; a missing student report will still be made to Police Station Welikada. The registrar with section head will attempt to notify the students' emergency contact(s) within 24 hours of determining that the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, the registrar will notify the student's parents or legal guardian immediately after it has been determined that the student has been missing for 24 hours.

### **Security and Access Policy Statement**



It is the policy of the IIM that after normal working hours all facilities shall be locked and secured in order to maintain the safety of both the facilities and their contents including any faculty, staff and/or students. ID card and vehicle passes access systems provide an alternative method of controlling access to a building or area, allow for accountability in building access, and facilitate key management due to the reduced number of keys needed. Keys and cards are issued for entry to University facilities for the purpose of conducting University business only. The most effective security happens when all University employees and students share in the responsibility of ensuring the safety integrity of all campus facilities.

### **Residential Buildings**

Access to campus residential buildings/hostel is operated by IIM and is restricted to residents, their guests, and applicable staff. Access can be by IIM ID card and key. Students will be issued a room key by producing approved IIM student ID card when they check into the residence halls.

We pride ourselves on having the highest standards of security and demonstrate numerous methods to ensure student residential housing (Hostels) safety, including:

- Resident Assistants are located in each hall/floor to resolve student's needs and act as a guide/monitor of student safety procedures and protocol.
- Professional Staff: Each residence hall has a live-in Resident warden and sub warden who is a full-time professional staff member available to assist students with any safety or community needs.
- 24-Hour Desk: a 365 day operation, the 24-Hour desk serves as a student resource for emergencies, lock-outs, disturbances, complaints or other student needs
- Police station Welikada: Warden/Sub warden works directly with the Police station to ensure student safety. Police Officers do frequent hall walk-throughs to check that student safety procedures are being followed.



- Campus Security: Warden/Sub warden works with the Campus Security officers to provide hall walk-throughs, safety checks and a 24-Hour campus 'Safe Walk' program.

## Security Considerations in the Maintenance of Campus Facilities

Contractors working on University projects are required to meet with Facilities' IIM to obtain authorization for access. They are then issued the appropriate keys and card access on a temporary basis to the required areas for their work by having national IDs. Contractors are responsible for the security of the keys/access, their proper use, and the spaces they unlock. Access and keys issued are for official authorized IIM use only, and are the property of the IIM. Keys are to be returned to Facilities when the project requiring the keys/access ends or upon request. Project retention will not be released until all keys are returned. Some funding is typically retained from contractors, attempting to ensure all punch list and manuals, etc. are completed before final payout of the contract. Misuse and or loss of the keys/access issued could result in severe disciplinary action up to and including prosecution and/or restitution to re-key all affected areas.

## Campus Security

The University of IIM Security services are provided by members of **Reliable & alert security service, No 138, Jethawanarama Road, Colombo 14** under a contract between the IIM and above-mentioned Security Service. The mission of the University Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime. They strive to preserve this safe and healthy environment through quality training, effective leadership, and collaboration with the Police station Welikada.

To make the University safer, the non-sworn, unarmed security team's core duties are:





- Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes;
- Checking to ensure buildings are locked and secured;
- Documenting detected problems;
- Escalating issues to the University staff that have responsibility for the area/facility or to Police station Welikada as directed; and
- Providing Safe Walk services by accompanying students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm.



## Crime Prevention Programs

### Threat Assessment and Management Team

- The IIM is committed to providing a safe working, living and learning environment for its members and visitors. This commitment applies to all facilities and locations, including vehicles and field locations, where university business is conducted or services are provided.
- An important early step in preventing violence is to assess and manage any behavior that might develop into actions that would harm the self or others. The University is interested in providing assistance to individuals or units who observe behavior that concerns them, and that has potential to develop into disruptive or harmful actions.
- If you notice behavior of concern in students, please refer your concerns to Student Affairs.
- If you notice behavior of concern in staff, faculty or visitors, please seek advice from the SCOIIM.
- The University provides students, staff and faculty with many resources to address behavior of concern, and appreciates your individual role in working to make the University a safe environment.

IIM adheres according to the By-Law on Student Discipline, Students Union By-Law No. I of 1989, University Grants Commission Circular No. 946 – Common Guidelines on Student Discipline, Sample Constitution for Student Societies and Policy Against Sexual Harassment acts and Ragging Act No.20 of 1998.



## **Drug and Alcohol Policies**

### **Drug Policy**

The sale, use, or possession of illegal drugs is a violation of this code.

### **Alcohol Policy**

Sale or illegal possession or illegal consumption of alcoholic beverages is prohibited in facilities owned, leased, or operated by IIM and on campus grounds.

Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public. These areas include, but are not limited to, lounges, student union rooms, Auditorium, athletic facilities, and other public areas of IIM-owned buildings or grounds.

IIM's primary role in handling matters involving the use or potential use of drugs or alcohol by its students is that of counseling. However, in appropriate situations, the full range of sanctions may be applied. For students under 21, it is illegal to consume alcohol on or off campus.

### **Substance Abuse Education Programs**

The Counseling offers assessment, short-term counseling, groups, educational programs, and referrals for students experiencing substance use and abuse issues. Counselors work with students to explore how their use of alcohol and/or drugs may be a problem or could interfere with their academic success. A non-confrontational approach is used to help students develop strategies to reduce their consumption and the negative consequences of their alcohol and drug use.



## **Firearm Policy**

### **FIREARMS**

The IIM Firearm policy is consistent with State of IIM law and The Governing Policies and Procedures of the Board of Regents (regarding defense officers) of the IIM.

### **Sex Offenses Policy**

The university students' population is a mixed, usually in equal proportions of males and females. The freedom to engage in sexual behavior cannot be practically restricted other than on moral and ethical grounds. Notwithstanding all moral, ethical and religious values instilled into the human being, there are people who force their will on others causing sexual harassment and misconduct. If any person under the university administration commits an act of sexual harassment or misconduct by trying to impose their sexual desires on another person, be it a person of the opposite sex or of the same sex, and if a complaint is received, action will be taken under the prevailing law to bring justice and punish the offender.

### **University Housing/ Hostels Fire Safety Regulations**

All students signing a lease agreement with University Housing/hostels receive the safety and security guidelines for their residence hall/hostels or on campus apartment. These safety and security guidelines outline the IIM's Fire Safety Regulations. They also address university policies regarding portable electrical appliances, smoking and open flames.

## **Evacuation Procedures**



## **University housing/Hostels**

1. Students are responsible for reading and understanding the fire safety procedures posted on the back of their dorm room entrance.
2. Students are responsible for locating all exits from their floor, memorizing their locations, and becoming familiar with “landmarks” that would aid evacuation if visibility were reduced by smoke.
3. Students are responsible for locating all fire alarm pull stations on their floor and familiarizing themselves with the correct operation.
4. At the first sound of a fire alarms, students are expected to immediately leave the building and should be gather to ground (free space outside the building).

## **Fire Notification Reporting Procedure**

1. The individual reporting a fire (staff member or student) notifies the fire department (Fire & Ambulance Service phone No 011-2422222).
2. The individual reporting a fire then notifies the University Housing/hostels staff member (Deputy Registrar/Assistant Registrar or Warden/ Sub warden) on call.
3. The University Housing/hostels staff member assesses the situation and notifies the Director of University.
4. Any additional notifications are made by the Director/ Deputy Registrar.
5. The staff member on call completes a fire report.
6. The Assistant to the Director is responsible for faxing fire reports to Campus Security.