

INTERNATIONAL ISLAMIC UNIVERSITY

ISLAMABAD



SAFETY AND SECURITY POLICY

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Purpose

The purpose of the Safety and Security Policy of International Islamic University, Islamabad (IIUI) is to ensure the well-being, safety, and security of all individuals associated with the university for the smooth functioning. The policy, which is in line with the Target 4 (Improving the quality of life at the Campus) of the University's Strategic Plan (2022-2026), aims to create a safe and secure environment for students, faculty, staff, visitors, and protect university property and assets. By establishing guidelines, procedures, and protocols, the policy seeks to achieve the broader objectives:

- (a) **Compliance with IIUI Rules and Regulations**: IIUI is committed to complying with all relevant rules, regulations, and standards pertaining to safety and security. The policy ensures that the university meets legal requirements and industry best practices, providing a framework for adherence to local, national, and international safety and security standards.
 - (b) **Protect Life and Health**: The policy aims to prioritize the safety and well-being of every individual within the IIUI community. It provides measures to prevent harm, minimize risks, and respond effectively to incidents that may compromise the physical or mental health of individuals.
 - (c) **Safeguard University Property and Assets**: IIUI recognizes the importance of protecting its infrastructure, resources, and assets. The policy implements security measures to deter theft, damage, or unauthorized access to university property, ensuring the preservation of valuable resources for the benefit of the entire community.
 - (d) **Prevent and Respond to Incidents**: The safety and security policy is designed to prevent and address incidents of crime, violence, or emergencies that may occur within the university premises. It establishes procedures for reporting, investigating, and resolving incidents promptly, ensuring a swift response to maintain a safe environment.
 - (e) **Promote Safety and Security Awareness**: The policy aims to foster a culture of safety and security awareness throughout the IIUI community. It encourages individuals to be vigilant, identify potential hazards, and take proactive measures to mitigate risks. Training and awareness programs are provided to equip individuals with the knowledge and skills necessary to contribute to a safe environment.
2. By fulfilling these purposes, the Safety and Security Policy of IIUI aims to create an

environment where individuals can focus on their academic pursuits, research activities, and personal growth without compromising their well-being or the security of the university community.

Introduction

3. IIUI is committed to ensuring the well-being, safety, and security of all individuals associated with the university, including students, faculty, staff, visitors, and property within the university premises. This Safety and Security Policy establishes broader guidelines to provide procedures and protocols to mitigate risks and create a safe and secure environment.

Policy Objectives

4. The objectives of this policy are as follows:
- (a) To safeguard university property, assets, and resources.
 - (b) To prevent and respond effectively to incidents of crime, violence, or emergencies.
 - (c) To protect the life and health of individuals associated with IIUI
 - (d) To promote a culture of safety and security awareness throughout the university community.
 - (e) To comply with relevant rules, regulations, and standards regarding safety and security of IIUI.

Roles and Responsibilities

5. Rector & President

- (a) The Rector and the President of IIUI shall provide overall leadership and direction for the implementation and maintenance of safety and security measures at IIUI.
- (b) The President of IIUI will designate a Safety and Security Committee to oversee the implementation of this policy.

6. Safety and Security Committee:

- (a) The Safety and Security Committee will comprise of the following representatives from different departments and stakeholders at IIUI: -
 - i. Vice President (Administration & Finance)/ Convener
 - ii. Director (Academics)/ Member
 - iii. Head of the Security Department/ Member & Secretary
 - iv. Directorate of Students Affairs (Male/Female/Incharge) / Member

- v. Provost (Male/Female Hostels)/ Member
 - vi. Representatives from the Faculties to be nominated by the Deans/DG (IIIIE) (The convener of the Committee will select 04 members out of the nominations)
- (b) The committee will be responsible to ensure the implementation and reviewing safety and security policies and procedures.
 - (c) The committee will assess risks, vulnerabilities, and threats to the university community and propose appropriate measures.
 - (d) The committee will coordinate training and awareness programs to enhance safety and security awareness.
 - (e) The committee will assess the requirements of Security Department and recommend to be provided at priority and fulfill the requirements.
 - (f) The committee will conduct regular inspections and audits to evaluate the effectiveness of safety and security measures.

7. **Deans, Director Generals and Directors:**

- (a) Responsible for implementing safety and security measures within their respective areas.
- (b) Ensure that their staff receive adequate training and awareness programs.
- (c) Ensure that safety and security protocols are followed and updated as necessary.
- (d) Conduct regular inspections of their areas to identify and address potential hazards.

8. **Students, Faculty, and Staff:**

- (a) Every individual associated with IIUI must familiarize themselves with safety and security policy and procedures.
- (b) Individuals must promptly report any safety or security concerns, incidents, or hazards to the appropriate authority.
- (c) Individuals must comply with safety and security measures, including emergency evacuation procedures.
- (d) Individuals must participate in training and awareness programs as required.

Campus Safety and Security Measures

9. **Access Control:**

- (a) Access to the university premises will be controlled through appropriate measures, including gates, identification cards, and visitor management systems.
- (b) All individuals must possess valid identification cards and display them when requested by university officials.
- (c) Visitors must register at designated locations and be accompanied by authorized individuals while on campus.

10. **Emergency Preparedness:**

- (a) IIUI will develop and maintain comprehensive emergency preparedness plans to ensure an effective response to various types of emergencies.
- (b) Emergency response plans will include procedures for responding to fire incidents, natural disasters, medical emergencies, and other critical incidents.
- (c) Regular drills and exercises will be conducted to test the effectiveness of emergency response plans.
- (d) Emergency exit routes, assembly points, and evacuation procedures will be clearly marked and communicated to all individuals.

11. **Security Personnel:**

- (a) Trained security personnel will be deployed throughout the university premises to ensure the safety and security of individuals and property.
- (b) Security personnel will be responsible for monitoring access points, conducting patrols, and responding to incidents promptly.
- (c) Security personnel will receive regular training on emergency response, conflict resolution, and customer service.

12. **CCTV Surveillance:**

- (a) Closed Circuit Television (CCTV) cameras will be strategically placed throughout the campus to enhance security.
- (b) CCTV cameras will deter criminal activities, assist in identifying individuals involved in incidents, and provide evidence for investigations.
- (c) Access to CCTV footage will be restricted to authorized personnel, and

retention periods will comply with applicable laws and regulations.

- (d) The CCTV footage will be stored on a central cloud for backup.

13. **Safety and Security Hazards:**

- (a) IIUI will adhere to fire safety regulations and guidelines applicable to educational institutions.
- (b) Regular fire safety inspections will be conducted to identify and address potential fire hazards.
- (c) Fire extinguishers, smoke detectors, fire alarms, and other firefighting equipment will be installed and maintained in appropriate locations.
- (d) Fire evacuation plans will be developed, communicated, and practiced regularly.
- (e) Designated fire wardens will be trained to handle emergencies and assist with the safe evacuation of individuals.
- (f) Drug Policy of Higher Education Commission (HEC) duly adopted by the IIUI will be implemented.
- (g) Response / action plans against the disaster, natural calamities like earthquake and thunderstorm be developed and implemented.
- (h) Health and Safety policies will be developed and practiced.

14. **Incident Reporting and Investigation:**

- (a) IIUI will establish an incident reporting mechanism to promptly report safety and security incidents.
- (b) Individuals are encouraged to report incidents, including accidents, thefts, threats, or suspicious activities, to the appropriate authority.
- (c) Incidents will be thoroughly investigated to determine the root causes and identify measures to prevent recurrence.
- (d) Confidentiality will be maintained during the investigation process, and individuals reporting incidents will be protected from reprisals.

Policy Review

This Safety and Security Policy will be reviewed periodically by the Safety and Security Committee to ensure its relevance and effectiveness. Any necessary updates or modifications will be made in the “Manual of the IIUI’s Safety and Security Protocols” to align with changing

circumstances, technologies, and legal requirements.

By adhering to this Safety and Security Policy, IIUI aims to create a safe, secure, and conducive environment for academic pursuits, research activities, and personal growth while fostering a culture of responsibility, respect, and well-being within the university community.

Note: Manual of the IIUI's Safety and Security Protocols; is available with the Office of Vice President (Administration & Finance) and office of the Chief Security Officer, International Islamic University, Islamabad.