

# **CHINMAYA VIDYALAYA – KOLLAM**

## **Safety Manual for the Vidyalaya**

### **Safety Measures for Students**

1. Once a student enters the campus he/she can move out only by obtaining a gate pass from the Principal/ Vice Principal / Office and has to hand it over to the security.
2. A parent or an outsider who enters the campus should write his / her name and designation in the visitors register which is kept in the security room.
3. Parent who wish to take the child should inform the office and the ayah/ peon brings the child from the classroom.
4. If the person who comes to collect the child is unknown to the office immediately a call is made to the parent. Only after a reply the child is sent out of the Vidyalaya.
5. CCTV cameras are installed in the campus.
6. First aid is given immediately and then the student is take to hospital for further treatment.
7. Filter water is provided in the buildings.
8. First aid training is given to students and teachers.

### **Fire and safety measures**

1. The buildings are fixed with fire extinguishers
2. The signage ('EXIT') is given in the building
3. Fire extinguishers are fixed in front of the chemistry lab
4. A tank filled with water is always kept ready.
5. Fire drilling is done once in a year.
6. Fire and safety department conducts classes for students and teachers they also give special demonstrations on how to save life when met with accidents.

## **Cyber Security**

1. Social networking account should be safeguarded.
2. Never share password with anyone.
3. Avoid accepting friend request from unknown people.
4. Be careful before posting anything.
5. Never install unwanted software and apps from unknown sources
6. The computer lab of the Vidyalaya has blocked unwanted sites
7. The CPU of the lab has been tagged.
8. The lab maintains a register. The systems are allotted to the students according to their roll numbers. If any malpractice occurs the culprit can be identified