



Established :1983

Bangladesh International Tutorial

UTTARA OFFICE :

**PLOT NO. – 13
ROAD NO. – 1/A
SECTOR NO. – 14
UTTARA MODEL TOWN,
DHAKA
TEL. NOS. 7920334, 7920340,
8957721, 8957723**

E-MAIL

WEBSITE

GULSHAN OFFICE :

**CO-ED SECTION
HOUSE # N.E.L. (6)
ROAD # 83
GULSHAN – 2,
DHAKA - 1212
TEL : 9842065**

**info@bitschool.edu.bd
bitschool1983@yahoo.com
www.bitschool.edu.bd**



POLICE RULES TO SCHOOLS

Access Control

1. Make a robust gate
2. Use Archway
3. Use handheld detector
4. Continue manual check
5. Use Luggage/bag scanner
6. One entry and exit system
7. Keep secondary barrier/secondary gate
8. Ensure everybody has ID Card

Addressing the Visitors

1. Do not allow new visitors inside the compound.
2. Use Window Service System.
3. Attend the visitors in ground floor.
4. Do not allow any bags in reception area.
5. Attend the visitors as soon as possible.
6. Paste answers of common questions on outside perimeters.
7. Avoid sudden appointments.
8. Use phone to confirm identity.

Secure the perimeter

1. Keep the wall height 8-10 feet.
2. Use barbwire fencing above the wall.
3. Adjacent building roof to be protected by fencing.
4. Do not allow any floating shops in your perimeter.
5. Ensure outside tree branches extend not in your area.
6. Wall is not broken or there is no pocket gate (left unseen).
7. No rickshaw stand or bustop/public gathering place.
8. Know your neighbor and make strong relationship.

Digital Surveillance

1. Install high resolution camera with night vision capacity.
2. Ensure video recording is clear.
3. Ensure alternative power source when electricity is off/unavailable.
4. Engage person to watch the monitor 24/7.
5. Keep the records for 30 days minimum.
6. Ensure technician is available to check/review video recordings.

Lighting and backup

1. Enlighten the whole area.
2. Ensure generator is running/dual electric line.
3. Keep sufficient arrangement of light at night to watch premises.



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Vehicle Control

1. Park the visitor cars 20 meters away from the gate.

Security Personnel

1. Engaged trained security personnel.
2. Ensure they are physically fit.
3. Ensure they know their duties.
4. Make them courageous.
5. Rehearse drills involving Head of institution.
6. Provide reward for good work.

Suspicious Persons

1. Visitors (age 16-30)
2. Hawkers/Beggars/Flower Sellers
3. Car cleaner on street
4. Journalists
5. Unfamiliar Uniformed Personnel
6. Persons with backpacks
7. Regular service provider (electricians, cleaners, plumbers)

Watching

1. Engage a person only to watch
2. Keep watch on newly recruited employee/students
3. Keep watch on service providers and workers
4. Keep watch on suspicious vehicles

Places to keep under Surveillance

1. Canteen
2. Toilet
3. Reading rooms/Libraries
4. Common room

Strengthen School-Police Relations

1. Save the police numbers in your mobile phone
2. Paste police/fire service/electric supply station number on wall
3. Keep good relation with beat police officers
4. Sit at least one day in a week with police
5. Keep your number saved in police officer's mobile set
6. Involve yourself to get information from police

N.B. Screening Law Enforcing Agencies

1. Do not allow any white uniformed police inside the building
2. Do not allow any unknown police or person introducing himself as a representative of any intelligence wing
3. No weapons of any kind will be allowed on the campus at any time-even if they are licensed and carried with active duty law enforcement officers.