

Annexure-I

Guidelines for safety and security practices in Women Hostel/P.G

1. The premises must have proper entry /exit with proper access control in place.
2. There must be a compound wall with minimum of 5 feet height
3. The entries must be manned by a watchmen/security guard and they should be available round the clock.
4. There must be a record/Register to note the particulars of visitors.
5. The premises must be having CCTV Cameras installed at entry /exit and at least 15 days recording facility should be available however the CCTV cameras should be only in the common areas and entry exists and should not include into the privacy of the inmates.
6. For analysis and monitoring the standard and specifications of cameras should match with the provisions of AP Public safety act
7. The premises must have adequate fire extinguisher and fire emergency mechanisms.
8. Management should maintain Notice board, First Aid Kit and also suggestion/complaint box.
9. Management should maintain the emergency contact details of Women helpline and Police control room and other means of emergency communication procedures.
10. The management should maintain Emergency contact details of the local guardian/relatives of the inmates.
11. The management should maintain records, photos, copy of address ID proofs of the Workers/watchmen, cook and other staff.
12. The management should maintain locker and key in rooms individually.