

Competitive Exams Security Disaster Plan

Explain the basic purpose of disaster plan. What should be the essential of a plan

with the introduction of hi-tec equipments in the industries and offices the ever growing competition and the level of emerging challenges which these organization have to face within day to day survival. The disaster could be one or more type as mentioned below Floods, earthquake, lightning strike, fire, chemical accidents, bursting of boiler, bursting of pipe, arson, bomb explosion, civil riots, nuclear attack, poisonous gas attack. The basic purpose of disaster plan is as under

1. Rescue and evacuation of all casualties of first aid centers and directly to hospitals depending upon the conditions of the personnel
2. To protect the lives of people who are not injured or directly affected
3. To contain loss of life and damage to property and environment
4. To ensure that almost complete situation is well under control within minimum possible time and factory is able to resume normal routine/production
5. Ensure there are no further after affects of the disaster.
6. Waste no time in planning and consideration for the use of men and machinery
7. To inform all civic bodies with fastest means to ensure timely help in resources if provided.
8. To activate the resources of neighboring units in case any additional assistance is required.
9. To avoid any theft and pilferage
10. People/worker must not wait for the senior to arrive on the scene/factory they must commence their rescue/assigned work without wasting the time
11. To prevent any reoccurrence of such disaster
12. To review the plan after disaster is over for nay rectification, modification as per the current experience.

Essential of the Plan

The content of the plan will not be similar as each factory differs in its location. Size products and extent resources in terms of men and material. However certain things are generally

common and considered essential for each plan and thus must be incorporated there in. These are

1. Methods to establish and identify the type of disaster i.e.explosion fire sabotage or any unlawful elements attack etc. An effective disaster management cell must be organized
2. Ability to communicate accurately with fastest means to all other officials, department civil bodies and neighboring units etc.
3. To activate immediately the means of fire fighting and evacuated of casualties if any without wasting any time
4. Shifting of material, machinery, if possible and any other movable assets to safer places
5. Frequency of rehearsals and mockup drills, to ensure all the employees are fully aware of their duties and responsibilities in case of disaster.
6. Shut down procedure for machinery and other plant.
7. In case single handed operation is not adequate then procedure for pooling of neighboring resources and their optimum utilization in addition to won recourses
8. Proper security system to prevent spectators, which may cause hindrance in rescue operations.
9. An organization public relations officer must be authorized to brief media about disaster to avoid rumors
10. A follow up action report after debriefing to check the functional feasibility of the disaster plan
11. A final report should be prepared to include the actual losses and damage to men and material in terms of financial burden to the organization.

Contingency Plan

Contingency planning by security manager is very essential. Enumerate the points which a contingency plan must cater for

A plan for responding to the loss of system use due to a disaster such as a flood, fire, computer virus, or major software failure. The plan contains procedures for emergency response, backup, and post-disaster recovery. A document setting out an organized, planned, and coordinated course of action to be followed in case of a fire, explosion, or other accident that releases toxic chemicals, hazardous waste, or radioactive materials that threaten human health or the environment. Every business and organization can experience a serious incident that can prevent it from continuing normal operations. This can range from a flood or fire to a serious computer malfunction or Information Security incident. The management of the organization has a responsibility to recover from such incidents in the minimum amount of time, with

minimum disruption and at minimum cost. This requires careful preparation and planning. One of the first contingency planning tasks to be undertaken is to prepare a comprehensive list of the potentially serious incidents that could affect the normal operations of the business. This list should include all possible incidents no matter how remote the likelihood of their occurrence. Against each item listed the project team or manager should note a probability rating. Each incident should also be rated for potential impact severity level. From this information, it will become much easier to frame the plan in the context of the real needs of the organization.

The security contingency plan must cater for the following events:

1. The plan of action in case of an armed attack on an aircraft or premises by grenades, missiles rockets or thought armed invasion
2. The action in case of any illegal unlawful seizure of aircraft, control and airport premises plan should also cater for won aircraft being hijacked.
3. Plan of action in case of sabotage to aircraft installation and airport premises. The basic aim of making any plan and also contingency planning is to ensure that firstly enemy/intruders do not succeed in their plans and secondly minimize the damage/losses to aircraft, passenger and air terminal. All this will avoid inconvenience to the passengers and air operations can b resumed with minimum possible delay. The planning has to be within the framework of the directions as issued by airport authority of India from time to time. Certain modification can be carried out by keeping the view the topography and location of the airport. These contingency plans must be finally approved by the appropriate authorities. Adequate liaison must be carried out with local police and other agencies if any additional assistance is anticipated in case of an emergency/threat.
4. how would you as security officer regulate the issue receipt and custody of all important keys of the organization issue of the material is an important process and adequate security checks must be enforced avoid any security lapses.

Main Points

1. Entry to the stores must be restricted, only concerned staff must be allowed access to the stores premises
2. Proper requisition slips duly signed by the officer/manager and issue slips of the stores must be accounted either manually or on the computer.
3. Once the item and or stores are issued the relevant entry in the cards or in the computer should be carried out for inventory control.
4. Proper issue timings for stores issue must be adhered to specific sanction must be obtained for any emergency/urgent issues. Once the material arrives at the main gate of an industry he escort representative of the company will hand over the copy of the chalan to the company security supervisor of the shift. Ate the gate it many not be possible to

check the quantity and correctness. Any despancy form delivery chalan must be noted and security officer/manager of the department should be informed accordingly. Lock and keys are the important security items to safeguard the security and safely of the office, machine room and store room etc

Measures Adopted

Following measures must be adopted while handling the keys

1. It must be ensure that the proper key register is maintained in security guardroom or at the main gate. The deposit and withdrawal of all keys of offices, stores and other rooms, which are not require to be kept open 24 hrs the keys after locking must be deposited in security office.
2. All withdrawal and deposit must be either supervised by the security officer or supervisor of the concerned shift
3. All departure must intimate in writing to security officer the particulars of the employees or officer along with his specimen signature who is authorized to collect and deposit the key of concerned office or department.
4. The key board's one of the duplicate keys an other for original keys must be placed at suitable place in the security office. All the keys locks must be provided for each key. Name of the office/department should be written on it over the key hooks inside the key boards
5. Key of the duplicate key boards should be kept under safe custody of the security officer.
6. Records of all deposits/withdrawal should be entered in the key register
7. No key should be having any marking of the office/department for security reasons.
8. Any loss of the key must be immediately reported to the head of the department and security officer. The lock of lost key should be opened with the duplicate key and then same lock must not be used for the office to avoid any security risks.
9. Security officer must ensure that after the end of working hours all keys are deposited in the security office. If not then it must be checked up form the concerned office the reason for delay.
10. Security officer or shift supervisor must check up while going around the premised that all offices/stores are properly locked and doors/windows are secured.