


**GOVT. OF NCT OF DELHI
DIRECTORATE OF AYUSH
A AND U TIBBIA COLLEGE AND HOSPITAL CAMPUS
KAROL BAGH, NEW DELHI-110005**

F.14(124)/AUTCH/2024/ 794-804

Date: 30/8/24

OFFICE ORDER

Consequent upon the direction of Secretary, Health & Family Welfare Department vide order no. 01/SCI/SMWR/DGHS/2024 dated 23rd August 2024; the Security Plan has been prepared in the light of order passed by Hon'ble Supreme Court. All the employees / outsourced personnel / students are hereby directed to comply the order strictly. Non compliance of order shall be viewed seriously. (Enclosed).



(Dr. Yogita Munjal)
Director (AYUSH)

F.14(124)/AUTCH/2024/ 794-804

Date:

Copy to:

1. Principal, AUTCH
2. Vice Principal/Academic Head, AUTCH
3. MS, AUTCH
4. DMS, AUTCH
5. E.O. / HOO, AUTCH
6. All HODs, AUTCH
7. All Staff, AUTCH
8. Outsourced Personnel, AUTCH
9. All Students, AUTCH
10. Nodal Officer (Website) with direction to upload on the AUTCH portal.
11. Guard File.


(Dr. Yogita Munjal)
Director (AYUSH)

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Date: 30/8/24

SECURITY PLAN

In the light of direction of Hon'ble Supreme Court of India in Writ (Crl) No. 2/2024 delivered its order on 20.08.2024 and 22.08.2024 and as per the direction of Secretary, H&FW, GNCTD, the Security Plan has been prepared. All the concerned are hereby directed to comply the same.

The Committees have been constituted regarding implementation of Security Plan and to look into the security issues of the Hospital / College. The members of the Committees are as under:-

Hospital Security Committee:-

- | | | |
|--|---|-------------|
| (i) Dr. Kiran Nimbalkar, Professor | - | Chairperson |
| (ii) Dr. Daraksha Khanam, Associate Professor | - | Member |
| (iii) Dr. Haramohan Moharana, Associate Professor | - | Member |
| (iv) Dr. Sarang V. Ingle, Associate Professor | - | Member |
| (v) Dr. Mohd. Farooque, Assistant Professor | - | Member |
| (vi) Dr. Gugulothu Ramesh, Assistant Professor | - | Member |
| (vii) Executive Officer / H.O.O. | - | Member |
| (viii) Dr. Mahaveer Prasad Kaswan, Nursing Officer | - | Member |
| (ix) Security Supervisor | | |

Violence Prevention Committee:-

- | | | |
|--|---|-------------|
| (i) Dr. Praveen Chaudhary, Professor | - | Chairperson |
| (ii) Dr. Fahmida Kausar, Associate Professor | - | Member |
| (iii) Dr. Nitin Jindal, Associate Professor | - | Member |
| (iv) Dr. Sarang V. Ingle, Associate Professor | - | Member |
| (v) Dr. Mohd. Farooque, Assistant Professor | - | Member |
| (vi) Executive Officer/H.O.O. | - | Member |
| (vii) Ms. Lissy Alosious, Senior Nursing Officer | - | Member |
| (viii) Security Supervisor | | |

The committee will conduct monthly meeting to review the security status and submit the report to the Medical Superintendent.



Any security related issue or incidence should be reported to the committee by the concerned area incharge as early as possible. The committee will review the incident and suggest corrective measures and preventive measures to be put in place.

1. One female attendant is allowed in Maternity Ward and only one male/female attendant with each patient to be allowed in male / female general wards etc. Gate/Attendant pass to be issued at the time of admission and strictly checked by the Guard on duty at the entrance and only one visitor shall be allowed by turn during visiting time and with an attendant pass. Visiting hours (4 pm to 6 pm) should be prominently displayed at all clinical areas.
2. Restricted access to all critical care areas like Labour Room, Operation Theatres, OPD area and dispensing area, College premises, Girls Hostel, Boys Hostel as per Hospital/College policy.
3. All Hospital staff should wear the designated Uniform during duty hours and should follow the Hospital Uniform Code with his/her ID card. No doctor, Nursing Staff, PG, Interns, Students and other hospital staff shall be allowed in the Hospital without ID card.
4. ID cards for all staff members, outsource employees including trainees be issued. In case of outsource, the ID card shall be returned by them after completion of their services. Display of ID card by all Hospital staff is mandatory while on duty. No students shall be allowed to college and hospital without ID card, their entry shall be restricted on entry gate.
5. PWD be instructed to issue temporary identity cards to all labour working in the hospital premises for entry purpose which shall be returned back in the evening to the Foreman / Supervisor designated by PWD to avoid any misuse by any labour or any other person.
6. Security scanners to be installed at the main gate to ensure weapon prohibition inside the Hospital premises.
7. Outsiders will not be allowed in the IPD including any vendors, Medical Representatives etc.
8. Regular training of the security guards should be done by the outsourced agency who is providing the security services in the Hospital to manage crowds and grieving persons on weekly basis and the record of the same should be submitted to the hospital authorities supervised by hospital co-ordinate.
9. There should be adequate lighting in the hospital premises to avoid any dark spots particularly in the duty areas of female healthcare staff, parking lots, entry ways, exit ways and open spaces.
10. All hospital staff including doctors, nurses, paramedical staff, outsource staff and administrative personnel should be trained in recognizing and responding security threats. Also Code Violet Training should be imparted in the Hospital.



11. Female healthcare workers deployment at night should be preferably done in more than one number. The female healthcare workers / PG / Intern Girls should not move alone in the premises while on duty during odd hours.
12. Shifting of critical patients should be avoided through waiting and crowded areas.
13. Rules of entry and exit in Girls' Hostel/ Boys' Hostel shall be followed as per the guidelines issued with Hostel rules.
14. Panic Button needs to be installed in the following departments of the Hospital. Accordingly Estate Officer may ensure the installation through PWD.
 - (i) IPD
 - (ii) OPD
 - (iii) Ward
 - (iv) Adam ji Barrack
 - (v) Labour Room
 - (vi) OT
 - (vii) MS Office
 - (viii) Admn. Block
15. Public Address System should be functioning at the all time to quickly disseminate information during emergencies.

The following is required in respect of CCTV cameras installed in the Hospital:-

 - (i) 24x7 functional
 - (ii) Each and every area should be covered
 - (iii) Register to be maintained by PWD regarding the functionality of the CCTV Cameras which should be checked on daily basis by AE (E). Report of the same should be submitted to the 1/C PWD/ Hospital Co-ordinator/MS.
16. There should be proper display of penal provisions of the State Legislation to prevent violence against healthcare workers at the prominent places in the hospital premises (Estate Officer may instruct PWD for display of such boards).
17. Mock Drill of code violet to be carried out by the Quality Team at least once in 15 days.
18. Surveillance by Police Station Karol Bagh.
19. PCR van to be maintained surveillance in the Hospital at night. A register of the visit to be maintained in Nursing Station.
20. The security plan of the Hospital / College should be inculcated in the induction training.
21. Institutional FIR of cases of violence to registered within 6 hrs of the incidence.
22. Estate Officer shall survey all the vehicles parked in Hospital & College premises and will issue the stickers to the employees' not more than two to one employee.
23. No outside person shall be allowed in the premises for playing / walking. The Security Services shall be held responsible for such entry.
24. No employee shall bring children to the hospital/college while on duty.



25. Security Guards shall make entry on register of each and every vehicle entered in premises with in and out time; entry of vehicles without stickers should be restricted.
26. The resident in the premises other than employee shall be issued entry pass for their vehicle on provisional basis on production of resident along with RC/DL.
- No outside vehicles will be entered in premise without justified purpose. Security Guards must ensure the compliances.
 - No unauthorized parking will be allowed in the hospital / college premises. In case of lapse, Security Guard will be held responsible.



(Dr. Yogita Munjal)
Director (AYUSH)