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Government of India
Ministry of Home Affairs
(IS-I DIVISION)

Chief Economic Adviser
Dy. Secy. (Economic Affairs)
203
Date: 21/12/14

North Block, New Delhi
New Delhi, the 19th December, 2014

Subject:- Standard Operating Procedure to deal with any terrorist on schools - regarding.

Please find enclosed Standard Operating Procedure(SOP) on Security of Schools, which was issued by the Ministry of Home Affairs in the year 2010. This SOP is being reiterated so that States/ UTs can take further necessary action in this regard.

Enclosure: as above.

[Signature]
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1. Chief Secretary of all States and Union Territories

Copy to:-

- (i) Secretary, Ministry of Human Resource Development
- (ii) Secretary, Ministry of Women and Child Development
- (iii) Secretary, Ministry of Defence

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STANDARD OPERATING PROCEDURE FOR DEALING WITH ANY TERRORIST ATTACK ON SCHOOLS.

1. Background:

Experience gained in handling terrorism in recent years has shown that with a view to gain widespread media and public attention, bold terrorist attacks are undertaken. Places of large number of footfalls, malls, multi-plexes, hotels and schools, are most vulnerable for terrorist attacks. This necessitates to have in place a Standard Operating Procedure defining the role of officials of the concerned agencies participant to counter such attack in schools.

2. Aim of SOP:

The aim of this SOP is to lay down guidelines and procedure for preventing and dealing with extremist attack on schools. However, these are general guidelines. Every terrorist related incident is different and the action should be taken by all concerned keeping in mind the specifics of each situation, keeping in mind these general guidelines.

3. Identification of Schools:

The local police should identify or make a list of prominent/ high profile schools in their jurisdiction for the purpose of SOP.

4. Preventive Measures:

- 4.1 Each school should have concrete boundary wall, with 3 to 4 gates and each gate should be manned by at least 3 guards, on a 24- hours basis.
- 4.2 Details of telephone number of the Police Control Room and local police station should be maintained and updated regularly by the school authorities. These details should be displayed at prominent places so that in case of crisis, the Principal, teachers, students, staff or security guards or any one from the school may contact the Police. A nodal officer may be nominated to look after security arrangement in the school.
- 4.3 A telephone connection should be provided at the main gate of the School so that the guards can inform the Police in case of any emergency without waiting for informing the nodal officer or the Principal.
- 4.4 There should be proper illumination along the perimeter so that nobody can jump over the wall into the school in the night for any nefarious activity.
- 4.5 Concertina wire may be fixed on the iron grills above the boundary wall to deter any one from jumping over the wall.
- 4.6 Installation of CCTV systems all along the boundary as well as some additional locations inside the premises, to monitor the movement of any suspicious person.

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with recording facilities for the last three days, at least. The system should also have requisite video analytics to detect any intrusion and raise an audio as well as visual alarm. CCTV system alarm may also be connected to the identified gates to close them automatically.

- 4.7 Walkie Talkie sets for communication between security guards and nodal security officer be arranged, intercom between main gate/ other perimeter gates to the nodal security officer and the Principal of the School may be provided for efficient communication.
- 4.8 There should be centralized Public Announcement System between Nodal Officer and all classes/ library etc. by which instructions can be given to the students/ staff in each room, collectively or individually or in selected combination, may be installed.
- 4.9 A visual anti-sabotage check of the entire school should be carried out by the security staff of the school before the children start arriving in the morning. They should also check the footpath in front of the school, all along the boundary wall including the parking area to detect any suspicious objects lying unattended there.
- 4.10 **Alarm System:** In order to alert the entire security staff, Principal, Teachers and the students in case of any contingency, a suitable electric bell needs to be installed connecting all the gates to a nodal point in the school. The alarm system should also have a display panel to indicate the location from which the alarm has been raised. The alarm can be manually pressed by the guards or get activated automatically if any vehicle crashes into the gate. The nodal officer should immediately verify the reason for raising the alarm, inform the Principal, take action to initiate the contingency drill in the school and inform the police.

5. Action/ Active stage:

- 5.1 Response of the School Authorities in case of any Contingency: The drill for the School authorities may be divided into two parts namely contingency at the time of arrival/ departure of the children and secondary while the school is already functional.

Drill at the time of arrival/ departure of the children:

i. Kidnapping of children at the time of their arrival/ departure.

- a. The guard on duty at main gate or nodal officer should immediately inform the Police about the incident. Guards should give proper description of the vehicle, colors etc, so that police can impose Red Alert and search the suspected vehicle.
- b. The guards posted at main gate should immediately rush the children already on the road or footpath inside the school and close the school gates.
- c. Those who are still in the cars and buses and have not alighted should be told to move forward and leave the area.

- d. The guards at the main gate should immediately press the alarm bell to close the intermediate gates to segregate and secure the children inside the school blocks. He should also inform the nodal security officer/ Principal of the school.

ii. Random Firing on the road near the School

- a. There should be two guards at the main gate at the time of arrival/ departure of children. Guard at the main gate should quickly take in all the children and close the gate.
- b. Another guard should direct the buses and vehicles from which the children have not yet alighted to move on quickly and get out of the area.
- c. Guards at main gate to inform the police and also the nodal security officer of the school.
- d. Alarm bells should be rung and intermediate gates be closed to prevent any children from coming outside.
- e. Rush the injured children/ other victims to the hospital.

iii. Armed Intrusion into the school with Hostage taking:

In case armed terrorists manage to enter the school and hold up teachers/ students/ others as hostages, the following action should be taken by the school authorities, besides the quick reaction team engaging the terrorists:

- a. Inform the Police
- b. Initially all the children and teachers should stay back in their respective rooms and those in veranda etc. rush into the nearest room, and not to indulge into any rash act in panic like running out towards door to escape etc. They should close the doors from inside and lie low in the classroom to escape random firing.
- c. The security guards should be identified gate-wise. They should rush out from their positions with the keys of the concerned gates to open them for safely sending the children out as and when possible. They shall check that the area outside is clear of miscreants and a passage is available, and open the gates when told to do so by teachers/ nodal security officer.
- d. If the location of the terrorists is known and there is safe passage available from the other classrooms to any of the gates, the children under the leadership of the respective teachers in a single file without making any noise should be taken out.
- e. Children may not be asked to collect/ gather in any open ground as they can become easy targets.
- f. In case of any doubt, there should be no movement and teacher/ school authority should wait for the police to arrive, contain the situation, surround the terrorist and provide a secured passage for the children to move out from their respective places to outside the school.
- g. One of guards available should rush to the main gate and direct the cars/ buses arriving subsequently to go back to their homes.

