

## ANNEXURE-I

### GUIDELINES FOR SAFETY AND SECURITY PRACTICES IN WOMEN HOSTEL/PG

- The premises must have proper entry /exit with proper access control in place.
- There must be a compound wall with minimum 5 feet height.
- The entries must be manned by a watchmen/security guard and they should be available round the clock.
- There must be a Visitors Register to note the particulars of visitors.
- 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/exits and should **NOT** intrude into the privacy of the inmates.
- For analysis and monitoring the standard and specifications of cameras should match with the provisions of AP Public safety act, 2013.
- The premises must have adequate fire extinguisher and fire emergency mechanisms.
- Management should maintain Notice board, First Aid Kit and also suggestion/complaint box.
- Management should maintain the emergency contact details of Women helpline and Police control room and other means of emergency communication procedures.
- The management should maintain Emergency contact details of the local guardian/relatives of the inmates.
- The management should maintain records, photos, copy of address ID proofs of the Workers/watchmen, cook and other staff.
- The management should maintain lockers in the rooms individually.
- The management are advised to verify ID proof of inmates before renting accommodation.
- The security features that has been promised by the management to the prospective inmates during the time of renting the accommodation has to be maintained throughout the leasing period.