

SOP for Safety of NHSRC Personnel

<u>SOP Owner:</u> HR Manager	<u>Policy Reviewer:</u> Principal Administrative Officer	<u>Policy Approver:</u> Executive Director
<u>Name:</u> Mr. Vinit Goklani	<u>Name:</u> Dr. Uddipan Dutta	<u>Name:</u> Dr. Sanjiv Kumar
<u>Signature:</u>	<u>Signature:</u>	<u>Signature:</u>
<u>Date of Release:</u>	<u>Date of Implementation:</u>	<u>Page No.:</u> 1 to 3

NHSRC has developed assured procedures for all its Personnel's especially for the female staff, to avoid any kind of trouble when on an official travel.

PURPOSE:

To ensure a proper step by step procedure for all NHSRC Personnel's Safety Awareness & Personal Protection while on travel. The aim of this SOP is to have a streamlined procedure for the safety of NHSRC Personnel's especially the female staff while on an outstation official travel.

SCOPE:

The Standard Operating Procedure for safety procedures is applicable to all NHSRC Personnel's.

POLICY & GUIDELINES

S.No	Particulars/ Specifications	Deptt. Responsible	Informed to
1	SUBMISSION OF ITINERARY DETAILS		
1.1	This policy deals with the safety of NHSRC Personnel.		
1.2	Any Individual visiting to any location (outside Delhi/NCR) has to give accurate & precise information about the entire travel plan to PAO's office at least 3 days prior to the travel. In case of any change in the itinerary, immediate information about the change should be shared with Reporting officer & Administration and family members.	Individual	PAO, Reporting Officer, Family members
1.3	Ensure that you have local contact number of the respective Mission Director of the state and other concerned state officials or the CMO, if on a district visit.	Individual	

2	USING PUBLIC TRANSPORT AT STATES		
2.1	If you are required to hire a vehicle on a state visit, ask the state government to provide their own vehicle or prefer to book a taxi through empanelled vendor of the state. If the State do not have an empanelled vendor then ask them to at least give number of a know vendor.	State Government	
2.2	Avoid using taxi of an unknown vendor.		
2.3	Share the details of your movement with the concerned State officials & Reporting office at NHSRC.	Individual	Concerned State Official, Reporting Officer
2.4	List of Safety Tips on local state travel is Annexed.		
3	ON OCCURANCE OF ANY UNWANTED EVENT		
3.1	In case of any emergency such as Medical or harassment of any kind etc. The individual should raise the alarm and immediately contact MD / CMO / Concerned local State officials & Duty Officer / PAO NHSRC, Who shall take the required necessary action.	Individual	MD / CMO / Concerned local State officials & Duty Officer / PAO NHSRC
4	OUTSTATION HOTEL STAY		
4.1	Information on the hotel booking and check in check out time should also be shared with Administration and family members / friends.	Individual	PAO, Reporting Officer, Family members
4.2	Book your hotel in advance. Check with your colleagues the reputation of the hotel and location of the hotel. Try to check in the hotel before dark.	Individual	
4.3	Make sure you feel comfortable about your accommodations and the location. Always ask to see the room before taking it. Does the door lock properly? Are there fire alarms and escape routes? Does it feel safe? Don't stay anywhere unless you feel comfortable.	Individual	
4.3	It is mandatory for the individual to have phone numbers of Mission Director, CMO, Duty Officer, NHSRC, PAO, HRM & ED.	Individual	
4.4	List of Hotel stay safety measures are Annexed		

Safety Tips while using Public Transport

- 1) Prefer to Book flights / trains / Buses which starts during the day and reaches the destination by 6 or 7 p.m.
- 2) Enable GPS system on your mobile.
- 3) Plan the trip well and prefer to complete meetings or facility visits before dark.
- 4) Avoid communicating with strangers and do not share where you're staying or disclose details of your travel plans to anyone you don't fully trust.
- 5) While hiring a local transport in the state ask for recommendations from your colleagues in NHSRC, MOHFW consultants or local state office. Avoid hiring vehicle from unknown vendor.
- 6) Share cab number, car number & driver's mobile number with state office, NHSRC & family members.
- 7) Do not board a cab if the driver looks to drunk, looks suspicious, there is friend of the driver accompanying him etc.
- 8) Try not to sleep in the vehicle specially travelling at night.
- 9) Ask driver to take main roads and avoid any short cuts.
- 10) Avoid wearing too much jewellery.
- 11) Steer clear of isolated situations that could put you at risk. On a bus or train, sit next to someone of your own sex. In a taxi, sit in the back behind the driver.

Safety Tips for Hotel Stay

- 1) Avoid ground-floor accommodations or any room that has easy access from outside, such as from a balcony or fire escape. Book a room that's close to an elevator and away from exits.
- 2) Ensure the door of your room is locked, even when you're inside. Never open your door to anyone without taking precautions, such as looking through the spy hole or using the door chain.
- 3) If a visitor claims to be a staff member, always ask the front desk if the person is authorized to enter your room.
- 4) Never leave your window open, especially if your room is on the ground floor or has a balcony.
- 5) Don't get in an elevator unless you feel safe.
- 6) Take extra precautions if you go out at night. Tell someone where you're going and when you'll return. If dining out, choose a nearby restaurant or arrange to have a reliable taxi pick you up and bring you back to your hotel.
- 7) Never tell strangers where you're staying or disclose details of your travel plans to anyone you don't fully trust.
- 8) Never go walking, jogging, or sightseeing alone in secluded areas, especially at night.