



Republic of the Philippines  
**BENGUET STATE UNIVERSITY**  
La Trinidad, Benguet



## **SECURITY/SAFETY SERVICES OFFICE**

December 16, 2019

### **BENGUET AGRI-PINOY TRADING CENTER**

#### **SECURITY DEPLOYMENT PLAN 2020**

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Following identified security post as basis for deployment of guards within Benguet Agri-Pinoy Trading Center (BAPTC):

#### **Post 1. Main Gate/Entrance**

- 1<sup>st</sup> Shift (2400H-0800H)
- 2<sup>nd</sup> Shift (0800H-1600H)
- 3<sup>rd</sup> Shift (1600H-2400H)

#### **GUARD RESPONSIBILITIES & DUTIES**

- Guard must always observe proper courtesy and discipline
- At all-time guard must be in proper uniform with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, employees of the facility
- Strictly enforce vehicular access control and implement inspection of materials, objects being brought in or out
- Shall properly observe inspection of parking tickets, log-in vehicle, time in/out
- Assist visitors to respective area of destination, coordinate to other post for assistance
- Take possible security measures to screen, control ambulant vendors coming in the compound
- Shall serve as main channel to all post for dissemination of information
- Switch on/off perimeter lights assigned within AOR
- Perform other task as maybe assigned

#### **Post II. BAPTC Office/Parking area**

- 1<sup>st</sup> Shift (2400H-0800H)
- 2<sup>nd</sup> Shift (0800H-1600H)
- 3<sup>rd</sup> Shift (1600H-2400H)

### **GUARD RESPONSIBILITIES & DUTIES**

- Guard must always observe proper courtesy and discipline
- At all-time guard must be in proper uniform with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, employees of the facility
- Shall properly observe inspection of parking tickets, log-in vehicle, time in/out
- Assist visitors to respective area of destination, coordinate to other post for assistance
- Shall see to it that vehicles are parked properly and that security and safety of constituents is not compromised
- Shall assist in backing out of parked vehicles and coordinate to exit guard for smooth flow of traffic
- Shall assist other guest for any queries and point to respective section of demand
- Shall implement other policies as maybe requested by the BAPTC management

### **Post III. Storage area (Spot 1,2,3)**

1<sup>st</sup> Shift (2400H-0800H)

2<sup>nd</sup> Shift (0800H-1600H)

3<sup>rd</sup> Shift (1600H-2400H)

### **GUARD RESPONSIBILITIES & DUTIES**

- Guard must always observe proper courtesy and discipline
- At all-time guard must be in proper uniform with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, employees of the facility
- Observe the scheduled closing and opening of gates and shall assist pedestrians within the area
- Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
- Strictly prohibit ambulant vendors in gaining access inside the premises and offices
- Conduct of roving inspection within the area shall not be in pattern of hours or in route
- Conduct roving inspection within boundaries along strawberry field area and provide necessary reports for proper actions of the Land Reservation Office (LRO)
- Switch on/off security lights, implement other SOP's within AOR.
- Perform other task as maybe requested by clients

## Post IV. Emergency Exit/Power house & Roving


- 1<sup>st</sup> Shift (2400H-0800H)
- 2<sup>nd</sup> Shift (0800H-1600H)
- 3<sup>rd</sup> Shift (1600H-2400H)

### GUARD RESPONSIBILITIES & DUTIES

- Guard must always observe proper courtesy and discipline
- At all-time guard must be in proper uniform with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, employees of the facility
- Strictly enforce vehicular access control and implement inspection of materials, objects being brought in or out
- Assist visitors to respective area of destination, coordinate to other post for assistance
- Take possible security measures to screen, control ambulant vendors going to the compound
- Shall serve as the channel to all post for dissemination of information for entries of vehicles and other guests/visitors going in for visit
- Shall conduct roving inspection within the Land Reservation area covering the assigned post and make necessary report for appropriate actions
- Perform other task as maybe requested by the management

Roving guards shall be responsible in assigning guards to respective post and act as Shift in-charge. Shall see to it that every security posts are deployed with personnel. Act as roving officers during the tour of duty and shall make necessary reports for proper endorsement. Attend meetings as maybe called by the management and shall act as the channel of all activities/ movement within the area in coordination with BSU security office.

Prepared & reviewed by:



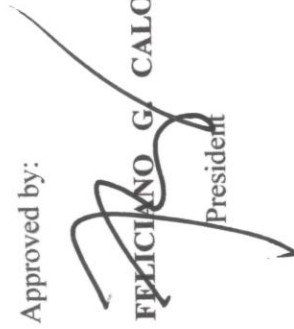
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Recommending Approval



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