INDIAN INSTITUTE OF TECHNOLOGY , BOMBAY - 400 076

SECURITY SECTION

Checklist for planning any major official / students' event

(IIT Department/Section/Official Function)

Date_____

1. Name of Event _____.

2. Date of Event _____.

3. Time of Event _____.

4. Location of Event _____.

5. Organising Department _____.

6. No. of Participants _____.

7. Category of Participants (IIT Residents, Students, Faculty, Staff or outsiders)
   _____.

   Are the guests/any of the participants a prominent public figure(s) and should be treated as VIP/Estate guest/High level of security cover individual etc.

8. Mode of transport for outside participants attending event (Bus/Cabs etc)_____.

9. Whether outside participant/guest informed regarding parking arrangements (Yes/No)
   _____.

10. Whether parking for outside participants arranged inside campus – Yes/No _____.

11. If yes, which parking area (in consultation with Security Section), alloted to outside participants _____.

12. Draft mail to be sent to campus residents. If there is change in traffic arrangement/Normal Campus Life/Instruction regarding parking.

13. Whether volunteers deployed to guide participants to/in event area by the organisers—Yes/No
    _____.

14. If yes, No. of volunteers and their group leaders name and Contact   Mobile
    No._____.

15. Police permission required for event (will be done by Security Section) – Yes/No (Yes, If more than 300 participants from outside) _____.
    If yes, informed local powai police station, vide letter no. _____dated _____(copy attached).

16. Whether sound system / DJ required in event area -- Yes/No _____

17. If yes, sound / DJ use informed to local Police Station vide letter no. _____ dated _____(copy attached). [Timing for PA/Loud Speaker system is from 0600hrs to 2200 hrs sharp. Noise level to be below allowed db level.]

18. The organising department/agency is fully responsible for the character of the participants. Security Section is not having any resource to verify the character.

    **Permission of MEA has been obtained in case of delegates/participants from foreign countries and the same has been informed to local police (Through Security Section) vide Letter No. _____ dated _____.

19. Whether fire tender required in event area (Major event inside pandal having attendance of more than 1000 at one place) – Yes/No_____.

20. If yes, Permission obtained from fire Brigade (Through Security Section), vide letter No. _____Dated_____(copy attached)

21. Event approving authority _____.

22. Informed Security Section _____days in advance before event.

23. I have taken permission of _____for putting publicity poster(s) and distributing handout(s) (copy attached) alongwith locations of display. A copy of the poster & Handout is attached for Security clearance please.

24. We will not use any drone for e-media coverage of the event or I have taken permission of Security Section/Mumbai Police (Through Security Secton) for flying drone / RC flying object (Above 250 gms)

25. The event involves usage of following hazardous materials :-

    a) Radiation -- (Yes/No) _____

    b) Bio   -- (Yes/No) _____

    c) Chemical   -- (Yes/No) _____

    d) Fire   -- (Yes/No) _____

    e) Explosive -- (Yes/No) _____

26. We have catered for addtional funds which might be required by Security Section to meet the security arrangement requirement as per status of VIP / VVIP, etc.

27. I hereby declare that I will take whole resposibility regarding smooth funtioning of event.

Event Co-ordinator / Organiser.

Signature _____

Name _____

Department_____

Hostel No. _____

Room No. _____

Contact No. _____