1.0 OBJECTIVE

The purpose of this procedure is to provide guidance on the handling of security surveillance camera system and installations in the Department of Physics.

GOAL:

It is the goal of the Department to promote an environment conducive to our educational mission. The safety and security of the department is one of the critical components of a positive learning environment. The SOPs for security camera system and installations are strategies used to enhance personal safety and security as well as to protect valuable capital assets for department, staff, students and visitors.

1.1 Principal investigator, Lab coordinator & Building-in-charge

The PIs/Lab coordinators, with assistance of person-in-charge of lab are responsible for the handling of the surveillance system and installations in the labs.

The staff-in-charge of department buildings is responsible of the security surveillance camera system and installations outside the labs in our department.

1.2 Designated Person:

There shall be a designated person to oversee the correct operation, maintenance and monitoring of the surveillance camera system, and installations inside and outside the labs in our department. He will have to attend proper training and briefing.

2.0 DEFINITION

Surveillance system: Surveillance camera system essentially consists of a CPU controller, surveillance camera/s and monitor/s. It enables real-time video monitoring and recording of the target area with safety and security concerns.
**Installations**: Installations may be any setup ranging from a simple water filtration container, power cords, gas cylinders, equipment etc. They may be classified as either in-used or disused installations. In-used installation are currently in operation and any SOP should also consider the hazards such as water leaking from the installations causing big floods and resulting in safety problems, damages to properties, equipment and loss of precious man hours. Disused installations are those that are no longer needed or used. They may be useful in the past but are no longer needed now.

### 3.0 PROCEDURE

#### 3.1. Surveillance camera system

The designated person should do the following:

- **a)** conduct video observation of labs and common areas regularly.
- **b)** periodically inspect the system to ensure that it works, even if nothing happens.
- **c)** allow only authorized persons access to the surveillance camera system with password protection.
- **d)** make necessary arrangements for repair works of the surveillance camera system.
- **e)** ensure each incident that is supported or initiated by CCTV to be documented.
- **f)** Information obtained through video monitoring will be used exclusively for safety, security or law enforcement purposes.

#### 3.2 Installations:

- **a.** regularly check our own labs, common areas or even offices for installations such as disused water filters, power cords, gas cylinders, etc.
b. report any unsafe practices, defects or breakdowns and installations that are no longer needed or in use to their PI/Lab coordinators.

c. make necessary arrangements for repair works of the installations in use.

d. take down any installations that are no longer needed or used. (There may be others that are useful in the past but are no longer needed now).

e. Any installations that are in use should also be checked and ensure to be in good and safe conditions.

4.0 Other Considerations

All repairs to the above should be done by a qualified technician. Any malfunction in the operation of the Surveillance camera system and installations should be reported and repaired before they are used again.

5.0 RECORDS

a) A copy of the service report for the repair of Surveillance camera system and installations must be kept in a file for verification purposes.

b) Recorded images will be stored in a safe location and can only be accessed by authorized staff.