



CAMPUS SECURITY AND SAFETY OFFICE

HONORS DAY SECURITY & TRAFFIC PLAN

65th Annual Honors Day

April 19, 2023 (4:00 pm)

Claire Isabel McGill Luce Auditorium Lobby

Silliman University

Dumaguete City, Negros Oriental

Silliman University will celebrate the 65th Annual Honors Day on Wednesday, April 19, 2023 at the **Claire Isabel McGill Luce Auditorium Lobby**.

The Villareal Hall, Katipunan Hall and Channon Gate shall serve as the ENTRANCE gates for awardees and parents may it be walking or with their vehicles. Vehicles without stickers BUT with passes (issued by the Registrar's Office) shall be allowed to enter the campus either in all the gates mentioned and shall be guided to park on the designated parking areas. All vehicles may use the nearest EXIT gates including "GATE 7" (going to NORSU). Laguna Gate on the other hand shall serve only as EXIT GATE for vehicles. This will be "ONE WAY" only starting at 3 o'clock in the afternoon.

PASSES GIVEN TO PARENTS/STUDENTS



Vehicles entering **Villareal Hall Gate** may park on the ff. areas:

- Amphi-theatre Parking Area – more or less 50 available slots
- Science Complex Parking Area – 20 available slots
- Faurot Lane Parking Area – 13 available slots

Vehicles entering **Katipunan Hall Gate** may park on the ff. areas:

- KH Parking Area – 24 available slots
- AH Parking Area – 30 available slots
- ND Parking Area – 5 available slots
- COPVA/Luce Parking Area – 19 available slots
- Gate 7 Parking Area – 9 available slots
- Gym Parking Area – 25 available slots

Vehicles entering **Channon Gate** may park on the ff. areas:

- Doltz/Larena/Woodward Parking Area – 25 available slots
- Channon Parking Area – 17 available slots
- Pharmacy Parking Area – 8 available slots
- PELOTA Parking Area – 9 available slots

Notes:

- All parking spaces are on a first-come first-serve basis
- SU Library Parking Area will be OFF Limits from 3 o'clock in the afternoon. All unauthorized vehicles will not be allowed to enter the Nursing junction going to SU Library.
- Un-authorized vehicles will not be allowed to enter Luce Auditorium ROTONDA

- Vehicles will no longer be allowed to park near Art Gallery starting 12 o'clock in the afternoon to assure that the area is clear from all vehicles. Passengers may disembark/be dropped off in the area then vehicles shall proceed immediately going north to park or exit.

1 CAMPUS MAP INDICATING ROAD WAYS
AND PATH WALKS DESIGNATED EXAM
BUILDING

2

3

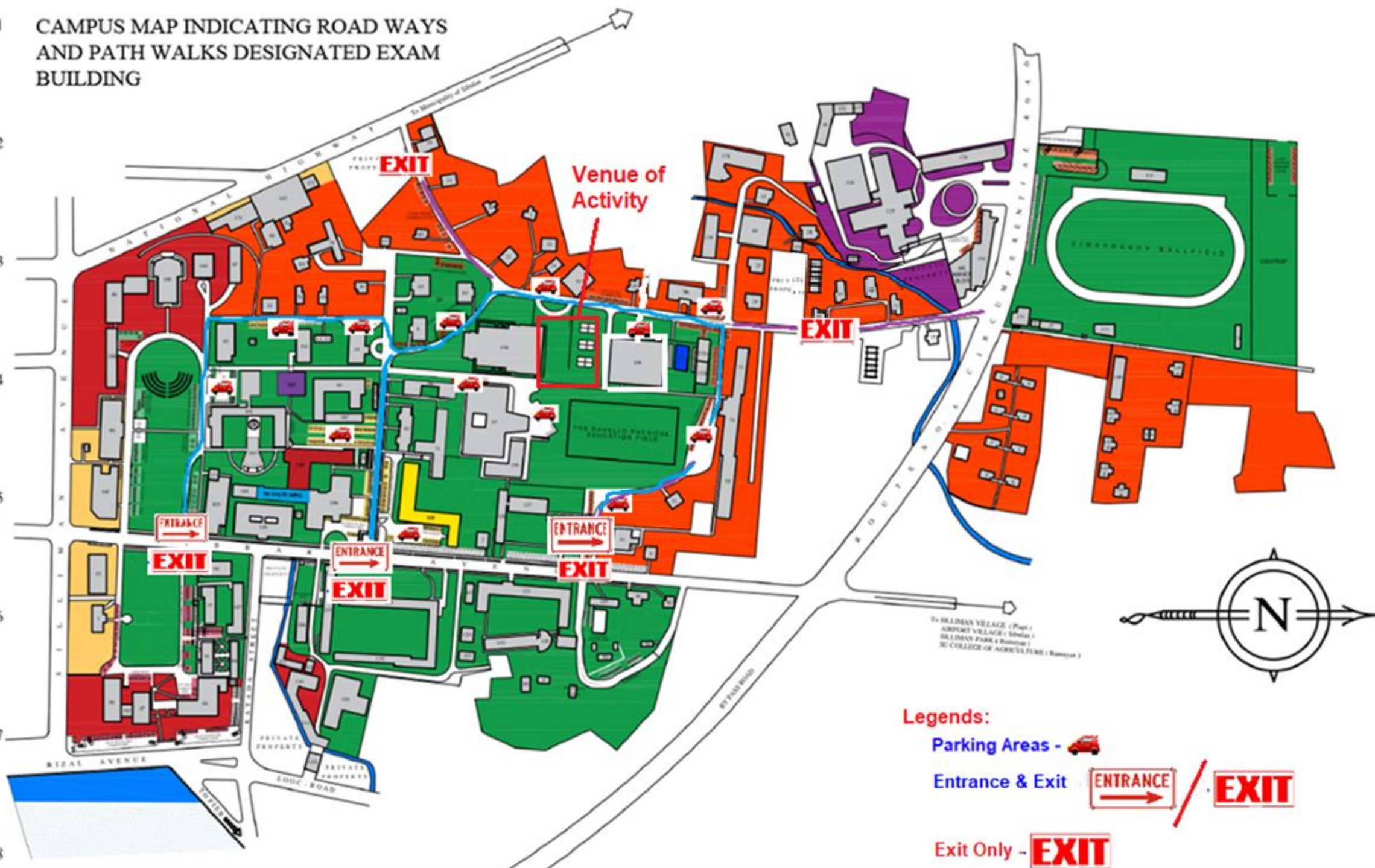
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6

7

8



Legends:

Parking Areas -

Entrance & Exit



Exit Only - **EXIT**

DUTIES AND RESPONSIBILITIES

Note: All SGs deployed in the area must have their handheld radios at all times!
Frequency to be used is (152.225)

- **Operations Officer (Mr. Ismil), Security Control Officer (Mr. Hamac) & Detachment Officer**
 - a. Shall supervise security personnel deployed in various areas inside the campus
 - b. Shall oversee that duties and responsibilities are properly implemented
 - c. Shall assist distress call/reports from the guards on the ground and come-up with solutions to resolve the problem
 - d. Shall report/call the security office and inform the security supervisor of any untoward incidents and must respond immediately to that incident.
- **Security Supervisor**
 - a. Shall man the Security Office and answers any calls/reports made by security guards deployed in the field.
 - b. Shall notify and reports to the OIC Chief Security Officer of any untoward incidents encountered during the day.
 - c. Shall act immediately on the requests/instructions made by the OO, SCO & DO concerning accidents/incidents.
- **Gate Guards (Villareal Hall, Katipunan Hall, Channon)**
 - a. Shall allow the entry of pedestrians and shall inspect individuals with the use of metal detectors.
 - b. Shall allow the entry of vehicles and shall conduct under chassis inspection before entering the gate.
 - c. Shall allow vehicles **w/o** sticker but with passes to ENTER and shall remind them courteously (if passengers go beyond 2-3 persons) that only 2 guests from the awardees are allowed to sit in the chairs provided for parents/immediate family.
 - d. Shall allow vehicles and pedestrians to EXIT through Laguna Gate anytime.
 - e. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.
- **Gate Guard (Laguna Gate)**
 - a. Shall allow vehicles and pedestrians to EXIT through Laguna Gate anytime.
 - b. By 3 o'clock in the afternoon, may allow pedestrians to ENTER through Laguna Gate except vehicles attending the honors day (ONE WAY IMPLEMENTATION).
 - c. May allow vehicles to ENTER Laguna Gate **ONLY** if they are residents residing inside the campus.
 - d. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.
- **Guard in Gate 7**
 - a. Shall allow vehicles and pedestrians to EXIT through Gate 7 anytime.
 - b. Shall **not** allow vehicles to enter and shall direct them to pass by the ENTRANCE Gates in either of the four (4) gates (Villareal Hall, Katipunan Hall, Channon and Laguna)
 - c. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.
- **Security Inspector (SI) and Roving Guard Assist**

- a. SI Shall assist in the Art Gallery area and to make sure no vehicles will park starting 1200H, facilitate the flow of traffic and not allow un-authorized vehicles to enter/use Luce Auditorium ROTONDA.
- b. Roving Guard Assist shall be posted in SU Gym Parking area to Pharmacy junction to direct vehicles attending the Honors Day to designated parking areas and not allow un-authorized vehicles to pass through Gym area upon the start of the activity.
- c. To not allow vehicles to park along the road in your area.
- d. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.

six (6) additional guards to be requested c/o Registrar's Office:

- **2 Guards to facilitate proper parking in the North & South Area of the campus**
 - a. Shall direct vehicles to park properly on available parking areas
 - b. Monitors the number of vehicles parked in a certain parking area and shall direct them to a different parking area if the area has reached its maximum parking capacity
 - c. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.
- **2 Guards both sides of Luce Lobby**
 - a. Will be responsible in the inspection/checking of passes before allowed to enter the tennis court where chairs are set-up
 - b. Shall direct parents/immediate family on their assigned area to sit down
 - c. To secure the assigned perimeter and make sure that all attendees enters to the authorized entry point.
 - d. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.
- **1 Guard in Library Parking Areas**
 - a. To facilitate the proper parking of University vehicles, BOT, Administrators and ORA personnel vehicles and to secure, guide and assist VIP's & BOT to their respective seats.
 - b. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.
- **1 Guard in Nursing Junction Area**
 - a. Shall no longer allow vehicles **except** University vehicles, BOT, Administrators and ORA personnel to enter the premises going to SU Library by 1500H.
 - b. Shall report/call the security office and inform the security supervisor of any untoward incidents for immediate action/assistance.

DUTIES AND RESPONSIBILITIES

- **ROTC Advance Cadet Officers (15 volunteers)**
 - a. Shall take part as Colors during processional and recessional.
 - b. Shall man diff. areas inside the campus to direct vehicles and facilitate in the arrangement in the parking areas.
 - c. May entertain questions and guide parents to the exact location of the venue
 - d. Takes instructions and reports only to their officer-in-charge (Secretary of SUROTC Unit)
 - e. Are not part of the SECURITY and will not tend to any security emergencies.

UNIVERSITY PERSONNEL ACCESS and MOVEMENT CONTROL

I. General Guidelines

To determine and identify the area of access for faculty, staff, students and the general public.

For everyone to be guided on where would be the entry and exit in the campus on April 19, 2023.

II. Specific Guidelines

Silliman University will be suspending classes and work in the afternoon on April 19, 2023 therefore all vehicles of faculty/staff and students not involved in the Ceremony are advised to not leave their vehicles parked inside the campus.

At 3 o'clock in the afternoon, which is one hour before the scheduled event at the Claire Isabel McGill Luce Auditorium Lobby, un-authorized vehicles will no longer be allowed to enter in the nursing junction going to SU Library. Parking area spaces will be for BOT, Administrators use.

Upon the start of the activity, un-authorized vehicles shall no longer be allowed to pass through Luce Auditorium and SU Gym. They will be directed to take the alternate route or may exit on the nearest gate.

University vehicles, BOT & Administrator has access to enter and exit gates manned by security personnel.

Campus residents may enter Laguna Gate with their vehicle provided they are identified as residents inside the campus.

OTHER SUPPORT PERSONNEL

- The Buildings and Grounds Department may position their rescue vehicles (Fire Truck and Ambulance) in the parking areas near SU Library or inside Ravello Field or whatever area they choose to park their rescue vehicles.
- ONE RESCUE / SUMCFI rescue vehicle may position their Ambulance in the parking areas near SU Library or inside Ravello Field or whatever area they choose to park their rescue vehicles.

For security assistance, you may contact directly Campus Security and Safety Office (CSSO), 420-1901 local 299 or 0965 175 1949.

Please be guided accordingly.