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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF HOME AFFAIRS



INSTRUCTION FOR SECURITY OF  
KPI IN BANGLADESH

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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
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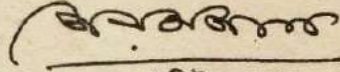
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বাংলাদেশের বিভিন্ন কে পি আই-সমূহের নিরাপত্তা প্রদানের জন্য আস্তঃদপ্তর নিরাপত্তা কমিটি কর্তৃক প্রস্তুতকৃত এবং কে পি আই ডি সি কর্তৃক অনুমোদিত ও সুপারিশকৃত কে পি আই নীতিমালা জারী করা হলো।

২। বর্ণিত অবস্থায় বাংলাদেশের প্রতিটি কে পি আই'র নিরাপত্তা প্রদানের ক্ষেত্রে উক্ত নীতিমালার নির্দেশাবলী অনুসরণ করতে হবে।



(সফিউর রহমান)  
স্বরাষ্ট্র সচিব

বিতরণ :

- ১। সচিব, ..... মন্ত্রণালয়/বিভাগ
- ২। চেয়ারম্যান/মহা-পরিচালক/পরিচালক, ..... সংস্থা/অধিদপ্তর/পরিদপ্তর

**INSTRUCTION FOR SECURITY OF  
KPI IN BANGLADESH**

**INSTRUCTION FOR SECURITY OF KEY POINT INSTALLATION  
IN BANGLADESH**

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## INTRODUCTION

1. A Key Point Installation (KPI) is defined as any Factory, Public utility undertakings or other establishment of such importance to the country's war potential or national economic importance, that its destruction or severe damage would seriously impair the vital national war effort or national economy.

2. The Key Point (KP) of nation are the prime object of the saboteur. Sabotage is an effective weapon designed to damage or destroy a nations capacity to defend itself. It is indispensable to warfare and is employed by all nations. The opponents will always endeavour to destroy the vital material resources and installations through methods of sabotage, in order to destroy the ability to wage war.

3. Every individual profession has fundamental principle which can be observed by all its members irrespective of and minor additional specialised requirements. With the wide variety of KPs that have a security need it is essential that these basics should be recognised so that manpower can be trained and used to the best advantage for the effective security of individual installation.

4. The object of this manual is to lay down a formula for the security system of the KPs in Bangladesh.

5. The contents of this manual are the minimum framework with which a Security System can be developed for any KP in the country. However, these instructions do not relieve any KPI in charge to take additional measure for the safety of their installations. This instruction is a basic guideline. The overall safety and security of the KPIs lies with the in-charges of the KPIs.

6. The subject of installation security, therefore, is a complicated one. Although the security exists as a whole, sometimes it is difficult to comprehend it as such. To allow a better understanding of the complete security picture, it is divided into two parts : External Security, Internal Security. It must be understood that these parts are mutually supporting and in many respect, overlapping.

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**GENERAL INSTRUCTIONS FOR THE SECURITY OF KEY POINTS  
OF ALL CATEGORIES**

1. Each Key Point (KP) should have a designated or an appointed Security Officer with specified duties and responsibilities to look after the security arrangements. A guide to the duties of security officer is given in annexure 'A'.
2. Standing security orders covering all aspects should be drawn and enforced as soon as possible.
3. The enrolment of personnel in the KPI particularly the contract labour should be carefully done after due verification by the Local Police/Special Branch.
4. Vulnerable Points (VP) in the KPI should be segregated from general areas and access to them should be controlled on NEED TO VISIT basis. They should be guarded corresponding to their importance/requirements. Guideline on actions on notifying a VP is given at annexure 'B'.
- X \* 5. In certain undertakings where foreign nationals who will be told to be observed are working a specific mention should be made to that effect in periodical reports. Necessary arrangements to watch their activities may also be mentioned.
6. Access to the premises of the KPI should be controlled through pass system, perimeter enclosures (wall or fence) etc.
7. Adequate lighting arrangements during dark hours with a provision of night patrol should be made where necessary.
8. Sufficient fire-fighting equipment should be present at the premises of the KP and practical rehearsals held periodically to ensure their efficiency.
9. Essential services linked with the KP such as electric supply, water supply etc. should be protected. Alternate arrangements where necessary, should also be made.
10. The persons controlling the entry and exit to KP should be armed wherever necessary.
- X \* 11. Provision for surprise/periodical checks of all KP by a designated team of the KPIDC.
12. Sufficient arrangement should be made for protecting against tidal surge and flood water.

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13. All construction work of the KPI should be able to sustain severe cyclone and reasonable shock from earthquake.
14. All KPI's should have physical security by constructing/placing barriers all around.
15. All KPI's should have their individual SECURITY MANUAL, a copy of which should be sent to Key Point Installation Defence Committee (KPIDC).
16. The building of the KPIs should not be very conspicuous from the air or from far distance.
17. **Control of Entry:** The entry of officers/staff should be controlled by the security guards on duty on the basis of their identity cards with a view to protecting unauthorised access.
18. **Maintenance of Visitors Register:** A register should be maintained at the reception room to record the detail information of visitors.
19. **Security Training of the Officers/Staff of the KPIs:** Training should be arranged for the officers and staff of KPI dealing with security matters and classified documents.
20. **Formation of Departmental Security Committee:** A departmental security committee should be formed to review the existing security arrangements/systems of KPIs.
21. Recommendations/Instructions of Survey Committee should be implemented by the Government/Installations authority as soon as possible.

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COUNTER SABOTAGE AND SUBVERSION MEASURES  
FOR  
"1A" CATEGORY KEY POINTS

EXTERNAL SECURITY

\* 1. All new construction work including underground sewerage system/tunneling that takes place within 20 meter from the perimeter of the KPI has to be cleared by KPIDC.

2. No high tension overhead electric cable or any sort of flyover should be taken/constructed. However, in extreme case such plan should be forwarded to the KPIDC for approval.

\* 3. All high rising building/structure which are within photographic/gun range from the KPI must be kept under constant surveillance.

\* 4. Clearance must be taken from the KPIDC for constructing any tunnel or construction of such type which shall pass beneath the ground of KPI.

\* 5. The existing structure/buildings which are within 20 meter of the KPI must take special security clearance from the KPIDC.

6. All KPI should take adequate precaution from being observed from the surrounding high rising structure/building.

7. **Perimeter Walls** : These are protective only in their height; 8 feet (2.4m) is a minimum and the tops should be surmounted by some other form of deterrent-spikes or barbed wire.

7. **Perimeter Walls** : These are protective only in their height; 8 feet (2.4m) is the minimum requirement and there should be at least 2.5ft 'Y' shaped barbed wire fencing on top of the wall.

8. **Fencing** : Where perimeter wall are not feasible, fencing may be constructed. The fencing should be preferably of barbed wire and the posts should be 6 or 8 feet (1.8 or 2.4m) apart with cranked arms carrying several strands of barbed wire. This is nominal protection only; it is easily cut, bent down or pulled up for crawling. The fencing therefore needs additional measures of good lighting and a clear line of vision along the line of fence.

9. **Gates** : Points of entrance should be reduced to a minimum and where they are to become disuse they should be thoroughly sealed up :

- a. Gates should be no easier to climb than the adjoining fencing, this should apply to the inside as well as the outside of the gate and the top should be protected with wire or spikes.
- b. They should be swung close to the ground to prevent crawling under.

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- c. The means of suspension should be such as to make it impracticable for them to be lifted off bodily.
- d. Padlocks and shackles should be of good quality and either welded or bolted on to the doors with the bolts firmly burred over.
- e. The gate area should be especially well lit.
- f. There should be an adequate aperture in the gate to allow a patrolling officer to see through.

INTERNAL SECURITY

1. Appointment of a trained Security Officer.
2. Rigid control of entry in the Key Points and Vulnerable Points by Pass System.
3. Perimeter fencing of standard nature with minimum number of entry gates. The VPs of highest category may be secured by internal fencing and if possible close circuit TV cameras may be installed.
4. Armed Static Guards during day time and patrolling during dark hours.
5. Effective flood-lighting of perimeter area and VPs and during dark hours.
- \* 6. Normal police vetting of all the employees working in KP and special DGFI/NSI vetting of key personnel working in VPs.
7. Adequate internal and external communication system on properly secured land lines with battery power available for independent use in case of failure of power supply.
8. Adequate fire-fighting arrangements. All new construction may be planned with internal fire hydrant and fire detection system.
9. Properly secured stand-by plant of essential machinery.
10. Independent arrangement for power supply to meet emergency *i.e.*, Generators etc.
11. Arrangements for secure behaviour of temporary contract labour, if employed.
12. Restricted publication of information about KP which could be of value for sabotage work.

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13. Adequate protection of accessory units on which smooth running of KP depend.
14. Adequate precautions against inflammable materials, if any.
15. Arrangements for constant vigilance by responsible persons.
16. Doors, frames, windows of VPs should be of robust construction and properly secured. Locks and Keys used in VPs should be properly secured.
17. Name plates etc, on important equipment which disclose its function should be removed.
18. Existence of Emergency Alarm System and where feasible different type of detection methods may be installed.
19. Arrangements for snap-check to test security measures.
20. Security plans for Emergency conditions should be ready for introduction on short notice.
21. The duty security officer is to maintain a note book which should contain records of daily events.
22. Thorough search of the individual/items to be carried out, specially during entry to the VPs.
23. A register may be maintained at the gate to keep a record of the individuals visiting the KP mentioning the details of the visitors, time in, time out, purpose of the visit, signature of the visitor etc.

**COUNTER SABOTAGE AND SUBVERSION MEASURES  
FOR  
"1B" CATEGORY KEY POINTS**

**EXTERNAL SECURITY**

1. All new construction work including underground sewerage system/tunneling that takes place within 15 meter from the perimeter of the KPI has to be cleared by KPIDC.

2. No high tension overhead electric cable or any sort of flyover should be taken/constructed. However, in extreme case such plan should be forwarded to the KPIDC for approval.

3. All high rising buildings/structures which are within Photographic/Gun range from the KPI must be kept under periodic surveillance.

4. Clearance must be taken from the KPIDC for constructing any tunnel or construction of such type which shall pass beneath the ground of the KPI.

5. The existing structure/buildings which are within 100 meter of the KPI must inform their activity to the KPIDC every after six months.

6. All KPI should take adequate precaution from being observed from the surrounding high rising structure/building.

7. **Perimeter Walls** : These are protective only in their height; 8 feet (2.4m) is a minimum and the tops should be surmounted by some other form of deterrent-spikes or barbed wire.

7. **Perimeter Walls** : These are protective only in their height; 8 feet (2.4m) is the minimum requirement and there should be at least 2.5 ft. Y shaped barbed wire fencing on top of the wall.

8. **Fencing** : Where perimeter walls are not feasible fencing may be constructed. The fencing should be preferably of barbed wire and the posts should be 6 or 8 feet (1.8 or 2.4m) apart with cranked arms carrying several strands of barbed wire. This is nominal protection only; it is easily cut, bent down or pulled up for crawling. The fencing therefore needs additional measures of good lighting and a clear line of vision along the line of fence.

9. **Gates** : Points of entrance should be reduced to a minimum and where they are to become disuse they should be thoroughly sealed up :

- a. Gates should be no easier to climb than the adjoining fencing, this should apply to the inside as well as the outside of the gate and the top should be protected with wire or spikes.
- b. They should be swung close to the ground to prevent crawling under.

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- c. The means of suspension should be such as to make it impracticable for them to be lifted off bodily.
- d. Padlock and shackles should be of good quality and either welded or bolted on to the doors with the bolts firmly burred over.
- e. The gate area should be especially well lit.
- f. There should be an adequate aperture in the gate to allow a patrolling officer to see through.

INTERNAL SECURITY

1. Nomination or appointment of a Security Officer.
2. Restricted entry in the KP with rigid control of entry in VP by Pass System.
3. Perimeter fencing of VPs or entire KP if necessary.
4. Employment of unarmed Security Guards during day and armed patrolling during night.
5. Effective flood-lighting of VPs during dark hours.
6. Special vetting of key personnel only whereas record checking for all other employees.
7. Adequate internal and external communication system on properly secured land-lines with stand-by battery power.
8. Adequate fire-fighting equipments and precautions against inflammable materials, if any.
9. Removal of name plates etc. that disclose functions of a particular unit.
10. Doors, windows of VPs should be secured along with the locks and keys and used therein.
11. Protection of accessory units on which KP depends.
12. Emergency Alarm System.
13. Arrangements for snap checks to test security measures.
14. Adequate protection from tidal surge and flood water.
15. A note book to be maintained stating record of daily important events.
16. A register may maintained at the gate of VP/KP to keep a record of the visitors mentioning the details, time in/out, purpose of visit etc.

COUNTER SABOTAGE AND SUBVERSION MEASURES  
FOR  
"1C" CATEGORY KEY POINTS

EXTERNAL SECURITY

1. All new construction work including underground sewerage system/tunneling that takes place within 10 meter from the perimeter of the KPI has to be cleared by KPIDC.
2. Clearance must be taken from that KPIDC for constructing any tunnel or construction of such type which shall pass beneath the ground of KPIs.
3. Minimum physical security like boundary wall/fencing including a gate house may be constructed.

INTERNAL SECURITY

1. Nomination of Security Officers.
2. Restricted entry in VPs only.
3. Segregation and protection of VPs by fencing, if necessary.
4. Vetting of key personnel only.
5. Adequate lighting arrangement during dark hours.
6. Employment of watchman during night.
7. Adequate external communication system.
8. Adequate fire-fighting arrangements.

**1. Duties of the KPI Security Officer :** A new para may be included enumerating the duties of KPI Security Officer :—

- a. Ensure that the security measures are effective and these are kept up-to-date.
- b. Provide security education especially on security and counter sabotage planning to encourage security awareness and vigilance.
- c. Provide advice and training in the internal security arrangements to all those responsible for security, especially senior staff in the VPs/KPIs.
- d. Arrange and coordinate the counter sabotage measures against fire, theft etc. with the existing precautionary measures.
- e. Formulate necessary arrangement for periodical vetting of personnel engaged for the protection of KPIs.

1. **Actions on Notifying a VP :** When an installation or part of it is declared as VP the occupier (or his representative) should take the following steps :

- a. Select a senior staff at the VP to coordinate the security.
- b. Satisfy himself that the individual selected for protection/guard duties does not have any adverse report.
- c. Indoctrinate and instruct the individual regarding :
  - (1) The nature of threat.
  - (2) Possible target for saboteurs.
  - (3) Possible forms of attack.
  - (4) Methods of prevention.
  - (5) Aspects of security which need special attention.
- d. Subdivide the VP/KPI into operation sections (if require) for better security arrangement.
- e. Brief the employees to report any incident which in their view might have a bearing on the security of the VP/KPI.
- f. Prepare precautionary plans to introduce in the event of an emergency.