

攀枝花学院保卫处2017年第十一周工作值班安排

| 部门领导 | 林伟 【13982338280、0812-3372086（办）、0812-3334285】 | | | | | 带班状态 | | | | | | 监控门禁：18081739119（彭） 应急维修：13158561717（李） 消防维保：13408122678（杨） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--------------------|-------------|-----------------------|-------------|-------------|------|------|-------------|------------------------|---|-------------|---------------|-----------|-------------|--|--|--|----|-------|-----|------|--------------------|-----|-------|--------------------|------|-------|--------------------|----|--------|--------------------|-----|------|--------------------|------|--|--|--|--|--|--|----|------|----|-----|------|-------------|------|-----|-------------|------|------|-------------|------|-----|-------------|------|------|-------------|------|------|------|-------------|------|------|-------------|------|------|-------------|------|------|-------------|------|------|------|-------------|------|------|-------------|------|------|-------------|------|-----|--------|-------------|------|------|-------------|------|------|--------|------|------|---|--|--|--|------|------|------|------|-------|-------|-------|-------|-----|------|------|------|-----|-------|--|-----|--|--|------|-----|--|--|-----|--|--|------|------|----|----|-------|--|--|------|------|--|--|----|--|--|------|-----|-----|-----|--|--|--|------|-------------|-------------|--------------------|-------------|-------------|-----------------|
| | 伍轶群 【18908146001、18982324185（办）】 | | | | | | 本周带班 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 时间 | 值班干部 | 校卫队长 | 指挥中心 | 南校区校卫队 | | | | | | 西校区校卫队 | | | 北校区校卫队 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 南南门 | 南东门 | 办寓区 | 场01教 | 食02教 | 办公楼 | 西分队长 | 西东门 | 西01巡 | 北南门 | 北01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 17-03-13 星期一 | 周艳 13982359339 | 李荣 13882378095 | 严琦 | 杨示富 | 张杰 | 李明忠 | 周军 | 姜斌 | 罗梅 | 周昆 | 张志勇 | 殷德顺 | 何先文 | 谢建军 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 17-03-14 星期二 | 柯明富 13320711333 | 冯利民 13219815557 | 张正国 | 邱振海 | 陈月明 | 罗辅良 | 刘庆东 | 余湘 | 罗梅 | 严光虎 | 邓小林 | 黄益发 | 许峰 | 冀建军 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 17-03-15 星期三 | 罗秀英 13882389631 | 岳健全 13118309844 | 李必川 | 张辅国 | 代春武 | 何兵 | 陶思云 | 谢发金 | 罗梅 | 熊纵闻 | 高世明 | 彭如栋 | 田发文 | 王华宇 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 17-03-16 星期四 | 王明辉 13908148797 | 李荣 13882378095 | 严琦 | 杨示富 | 张杰 | 李明忠 | 周军 | 姜斌 | 罗梅 | 周昆 | 张志勇 | 殷德顺 | 何先文 | 谢建军 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 17-03-17 星期五 | 熊怀树 13982359911 | 冯利民 13219815557 | 张正国 | 邱振海 | 陈月明 | 罗辅良 | 刘庆东 | 余湘 | 罗梅 | 严光虎 | 邓小林 | 黄益发 | 许峰 | 冀建军 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 17-03-18 星期六 | 李静 15328141811 | 岳健全 13118309844 | 李必川 | 张辅国 | 代春武 | 何兵 | 陶思云 | 谢发金 | | 熊纵闻 | 高世明 | 彭如栋 | 田发文 | 王华宇 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 17-03-19 星期日 | 吴成兵 13982341606 | 李荣 13882378095 | 严琦 | 杨示富 | 张杰 | 李明忠 | 周军 | 姜斌 | 罗梅 | 周昆 | 张志勇 | 殷德顺 | 何先文 | 谢建军 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 职能科室设置情况 | | 片警及片巡分区及工作要求 | | | 各校区特殊时段通道及场所管控 | | | | | | 正常及应急状态下的工作处置方案 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>部门名称</th><th>负责人</th><th>联系电话</th></tr> <tr><td>综合科</td><td>周艳</td><td>13982359339</td></tr> <tr><td>治安科</td><td>吴成兵</td><td>13982341606</td></tr> <tr><td>消防科</td><td>刘崇庆</td><td>13982324340</td></tr> <tr><td>户籍科</td><td>罗秀英</td><td>13882389631</td></tr> </table> | | 部门名称 | 负责人 | 联系电话 | 综合科 | 周艳 | 13982359339 | 治安科 | 吴成兵 | 13982341606 | 消防科 | 刘崇庆 | 13982324340 | 户籍科 | 罗秀英 | 13882389631 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>片区</th><th>片区责任人</th><th>巡责人</th></tr> <tr><td>西苑校区</td><td>王明辉 13908148797</td><td>西苑队</td></tr> <tr><td>南苑老校区</td><td>熊怀树 13982359911</td><td>场01教</td></tr> <tr><td>南苑新校区</td><td>柯明富 13320711333</td><td>队长</td></tr> <tr><td>南苑学生公寓</td><td>张国军 18782368218</td><td>办寓区</td></tr> <tr><td>北苑校区</td><td>宋丽华 13550941343</td><td>北01巡</td></tr> </table> | | | 片区 | 片区责任人 | 巡责人 | 西苑校区 | 王明辉 13908148797 | 西苑队 | 南苑老校区 | 熊怀树 13982359911 | 场01教 | 南苑新校区 | 柯明富 13320711333 | 队长 | 南苑学生公寓 | 张国军 18782368218 | 办寓区 | 北苑校区 | 宋丽华 13550941343 | 北01巡 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>类别</th><th>管控时段</th><th>场所</th><th>巡护人</th></tr> <tr><td rowspan="5">主要通道</td><td>06:30~08:00</td><td>体香路口</td><td>办寓区</td></tr> <tr><td>11:30~13:00</td><td>秀凌路口</td><td>食02教</td></tr> <tr><td>14:30~15:00</td><td>南寓巡护</td><td>办寓区</td></tr> <tr><td>17:30~19:00</td><td>西寓梯驾</td><td>西01巡</td></tr> <tr><td>21:30~21:45</td><td>西苑食堂</td><td>西01巡</td></tr> <tr><td rowspan="4">教学区域</td><td>07:45~08:00</td><td>一教学楼</td><td>场01教</td></tr> <tr><td>11:45~12:00</td><td>二教学楼</td><td>食02教</td></tr> <tr><td>14:45~15:00</td><td>西教学区</td><td>西01巡</td></tr> <tr><td>17:45~18:00</td><td>西苑食堂</td><td>西01巡</td></tr> <tr><td rowspan="3">食堂区域</td><td>07:00~08:00</td><td>南食堂区</td><td>食02教</td></tr> <tr><td>12:00~13:00</td><td>南综合楼</td><td>食02教</td></tr> <tr><td>18:00~19:00</td><td>静办巡护</td><td>办寓区</td></tr> <tr><td rowspan="3">课外特殊时段</td><td>12:00~15:00</td><td>南足球场</td><td>场01教</td></tr> <tr><td>18:00~08:00</td><td>南篮球场</td><td>场01教</td></tr> <tr><td>周末或节假日</td><td>西篮球场</td><td>西01巡</td></tr> </table> | | | | | | 类别 | 管控时段 | 场所 | 巡护人 | 主要通道 | 06:30~08:00 | 体香路口 | 办寓区 | 11:30~13:00 | 秀凌路口 | 食02教 | 14:30~15:00 | 南寓巡护 | 办寓区 | 17:30~19:00 | 西寓梯驾 | 西01巡 | 21:30~21:45 | 西苑食堂 | 西01巡 | 教学区域 | 07:45~08:00 | 一教学楼 | 场01教 | 11:45~12:00 | 二教学楼 | 食02教 | 14:45~15:00 | 西教学区 | 西01巡 | 17:45~18:00 | 西苑食堂 | 西01巡 | 食堂区域 | 07:00~08:00 | 南食堂区 | 食02教 | 12:00~13:00 | 南综合楼 | 食02教 | 18:00~19:00 | 静办巡护 | 办寓区 | 课外特殊时段 | 12:00~15:00 | 南足球场 | 场01教 | 18:00~08:00 | 南篮球场 | 场01教 | 周末或节假日 | 西篮球场 | 西01巡 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>管理类别</th><th>三级处置</th><th>二级处置</th><th>一级处置</th></tr> <tr><td rowspan="2">上报及统筹</td><td>部门负责人</td><td>科室负责人</td><td>片区责任人</td></tr> <tr><td>综合科</td><td>值班干部</td><td>值班干部</td></tr> <tr><td rowspan="2">现场处置</td><td>治安科</td><td>片区责任人</td><td></td></tr> <tr><td>消防科</td><td></td><td></td></tr> <tr><td rowspan="2">内外联络</td><td>消防科</td><td></td><td></td></tr> <tr><td>户籍科</td><td></td><td></td></tr> <tr><td rowspan="2">人员接待</td><td>值班干部</td><td>队长</td><td>队长</td></tr> <tr><td>片区责任人</td><td></td><td></td></tr> <tr><td rowspan="2">工作记录</td><td>值班干部</td><td></td><td></td></tr> <tr><td>队长</td><td></td><td></td></tr> <tr><td rowspan="2">图文汇总</td><td>指挥部</td><td>指挥部</td><td>指挥部</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td rowspan="2">工作要求</td><td>各岗位按部门负责人要求</td><td>各岗位按科室负责人要求</td><td>各点位开展正常巡逻、管控、督查工作；</td></tr> <tr><td>各岗位按部门负责人要求</td><td>各岗位按科室负责人要求</td><td>正常开展巡逻、管控、督查工作。</td></tr> </table> | | | | 管理类别 | 三级处置 | 二级处置 | 一级处置 | 上报及统筹 | 部门负责人 | 科室负责人 | 片区责任人 | 综合科 | 值班干部 | 值班干部 | 现场处置 | 治安科 | 片区责任人 | | 消防科 | | | 内外联络 | 消防科 | | | 户籍科 | | | 人员接待 | 值班干部 | 队长 | 队长 | 片区责任人 | | | 工作记录 | 值班干部 | | | 队长 | | | 图文汇总 | 指挥部 | 指挥部 | 指挥部 | | | | 工作要求 | 各岗位按部门负责人要求 | 各岗位按科室负责人要求 | 各点位开展正常巡逻、管控、督查工作； | 各岗位按部门负责人要求 | 各岗位按科室负责人要求 | 正常开展巡逻、管控、督查工作。 |
| 部门名称 | 负责人 | 联系电话 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 综合科 | 周艳 | 13982359339 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 治安科 | 吴成兵 | 13982341606 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 消防科 | 刘崇庆 | 13982324340 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 户籍科 | 罗秀英 | 13882389631 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 片区 | 片区责任人 | 巡责人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 西苑校区 | 王明辉 13908148797 | 西苑队 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 南苑老校区 | 熊怀树 13982359911 | 场01教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 南苑新校区 | 柯明富 13320711333 | 队长 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 南苑学生公寓 | 张国军 18782368218 | 办寓区 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 北苑校区 | 宋丽华 13550941343 | 北01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 类别 | 管控时段 | 场所 | 巡护人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主要通道 | 06:30~08:00 | 体香路口 | 办寓区 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11:30~13:00 | 秀凌路口 | 食02教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 14:30~15:00 | 南寓巡护 | 办寓区 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17:30~19:00 | 西寓梯驾 | 西01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 21:30~21:45 | 西苑食堂 | 西01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教学区域 | 07:45~08:00 | 一教学楼 | 场01教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11:45~12:00 | 二教学楼 | 食02教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 14:45~15:00 | 西教学区 | 西01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17:45~18:00 | 西苑食堂 | 西01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 食堂区域 | 07:00~08:00 | 南食堂区 | 食02教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12:00~13:00 | 南综合楼 | 食02教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 18:00~19:00 | 静办巡护 | 办寓区 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 课外特殊时段 | 12:00~15:00 | 南足球场 | 场01教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 18:00~08:00 | 南篮球场 | 场01教 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 周末或节假日 | 西篮球场 | 西01巡 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 管理类别 | 三级处置 | 二级处置 | 一级处置 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 上报及统筹 | 部门负责人 | 科室负责人 | 片区责任人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 综合科 | 值班干部 | 值班干部 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 现场处置 | 治安科 | 片区责任人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 消防科 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 内外联络 | 消防科 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 户籍科 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 人员接待 | 值班干部 | 队长 | 队长 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 片区责任人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作记录 | 值班干部 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 队长 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 图文汇总 | 指挥部 | 指挥部 | 指挥部 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 工作要求 | 各岗位按部门负责人要求 | 各岗位按科室负责人要求 | 各点位开展正常巡逻、管控、督查工作； | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 各岗位按部门负责人要求 | 各岗位按科室负责人要求 | 正常开展巡逻、管控、督查工作。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 校卫队设置情况 | | 负责分管区域的安全管理。治安、交通、消防、暂住人口等各种事件的处理和上报工作。沟通协调区域内单位的安全稳定工作和校卫队人员的管理。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 校卫队 | 职务 | | | | | | | | | | | | | | 姓名 | 联系电话 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 一队队长 | | | | | | | | | | | | | | 冯利民 | 13219815557 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 二队队长 | | | | | | | | | | | | | | 李荣 | 13882378095 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 西苑分队 | 三队队长 | 岳健全 | 13118309844 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 一分队队长 | 严光虎 | 18113866888 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 二分队队长 | 周坤 | 18982329375 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 三分队队长 | 熊纵闻 | 18982352485 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 部门工作联动机制 | | 工作联动内容 | | | 信息上报 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作人员 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 部门负责人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 职能科室负责人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 片区主管负责 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 值班干部 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 队长（分队长） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 指挥中心 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 各点位 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

注：

- 值班干部负责当天非正常上班时段的治安、消防、交通等突发事件的处置；负责三个校区上班人员状态的管理，查签值班登记本；值班干部为本班次责任人。
- 片警对自己辖区内的安全负责。正常上班时段出现的情况必须向非正常上班时段的负责人通报并强调应加强的工作，否则承担相应责任。
从2015年3月26日起增加办公楼的守护工作。
- 巡逻队负责当日上午8:00至次日上午8:00的校园安全、交通、消防、监控平台值守、报警电话处置、北苑邮电出口及十号家属楼出口、南苑北门及南苑西门、西苑老大门等保卫工作；次日上午8:00至第四日上午8:00休息；第三日上午8:00至第四日上午8:00处于待警状态；若遇突发事件因工作需要抽调休息队员。负责巡逻日志、监控记录登记、交接班、事件及时通达领导及数据录入等文书工作；交班前完成值班工作记录电子文档上报工作。负责完成片警安排的相关工作。
加强东大门外的管理，从2015年11月5日起全力协助三中、交警做好规定时间内的临时停车管理。
- 正常上班时段发生的突发事件由相应职能科室和分区负责人负责处置，非正常上班时段发生的突发事件由值班干部和值班处长负责处置（事后由分管科室负责总结分析）；正常上班时段的责任人要跟非正常上班时段的工作人员做好书而交接工作。
- 按照“谁主管、谁值班、谁报告、谁记录、谁交接、谁负责”的工作原则，开展各类安保工作。
- 每逢节假日值班干部和护校队队长全面负责学校安全保卫工作。护校队员的年假原则上在寒暑假的非节假日时段由队长统筹安排，书面报综合科备案，并通知值班干部。（注：在节假日期间，第2、7点的工作内容由值班干部负责。）
- 各职能科室负责人按规定时间向综合科提交以下电子文档：①每年元月5日以前的年总结和计划；②每学期放假前一周五上午9:00以前的学期总结和计划；③每月2日上午9:00以前的月总结和计划；④每周一上午9:00以前的周总结和计划；⑤每天阅处、巡查、指导、落实对内对外职责内的工作及突发事件处置。（若遇周末或假期提前到前一个工作日，非在编人员的带薪年假另行安排。）

