

SECURITY & SAFETY ORIENTATION

Presented by: Security Department

WISMA HELP,
Level 3, Jalan Dungun,
Bukit Damansara,
50490 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur



SECURITY DEPARTMENT OPERATION HOURS

Operations Hours

Monday to Friday 9:00 a.m. – 5:30 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

Public Holiday Closed



Location

WISMA HELP, Level 3, Jalan Dungun,
Bukit Damansara, 50490 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur



: 03-7849 3093



harizant@help.edu.my

www.help.edu.my



Table of contents

01

General Do & Don't

The rules that students need to follow while on HELP University campuses.

02

Safety & Security Rules

The rules for safety and security on campus.

Safety &

Security Services

Services that are provided by the Security Department.

03

Emergencies

Safety

The guidelines should be followed during an emergency.

04

01

General Do & Don't on Campus



01 General Do & Don't across HELP University Campuses!

ALLOWED

Present the Student ID

Follow the dress code

Parking at designated
area

PROHIBITED

Ownership, possession
& use of loud-speaker
etc.

Gaming in campus

Consumption or
possession of liquor &
drunkenness

Obscene articles

PROHIBITED

Indecent behavior

Drug & poisons

Entry into prohibited
parts of campus or
buildings

Smoking & vaping

Source: Act 174 Educational Institutions (Discipline) Act 1976 , as at 29 February 2016





02

Safety & Security Rules

02 Student Safety & Security Rules

Non-Smoking/Vaping Area



Road Traffic Discipline in Campus



Prohibited Designated Area



Students' Property & Personal Belonging



02 Student Safety & Security Rules

Fire Safety



Eating in designated area

- Student lounges and the café are appropriate places to eat.
- Eating is **PROHIBITED** in the library, labs, classrooms, offices, etc.

Studying/Activities after working hours

- Students should study at the library & student lounges.
- Observed the library operating hours.
- Campus operating hours 7:00 a.m. – 10:00 p.m.
- All the activities must be approved by the DSA & notify the Security Department.

Snatch Thief



02 Student Safety & Security Rules



WHAT TO DO IN THE EVENT OF AN EMERGENCY ?

Emergency is referring to the fire, earthquake, bomb threat, medical and etc



03-2722 8555

STUDENTS/STAFF/ VISITORS/CONTRACTOR

- Quickly identify the nature of emergency, whether fire, bomb threat, flood etc.
- Quickly identify location – e.g. if fire, where? (which classroom, corridor, block, floor etc.)
- Call the following!
EMERGENCY COMMAND CENTER:
03-2722 8555

ERT MEMBERS

- Evacuate all occupants in your designated area **IMMEDIATELY.**
- Ensure the physically challenged (blind, deaf, pregnant, those with walking difficulties etc) are given priority for help and evacuation.
- All evacuees are to assemble at the **ASSEMBLY POINT** (follow signage).

SECURITY GUARDS

- Alert chief guard / Security Officer who will in turn alert all guards.
- Open all exit doors.
- Direct all evacuees out of the building.
- Do not allow anyone to come in. **Beware of "fishing in troubled waters."**
- Last one to leave and assemble at the assembly point.

INHOUSE FIREMAN TEAM

- **USE** fire extinguishers or fire hose to put out fire.
- **DO NOT** spray water on computers or electrical equipment. Use ABC or CO2 type.
- **Switch off** electricity supply to the respective area.
- If a bomb is suspected, identify the location and report. **DO NOT** attempt to remove it.

03

Safety & Security Services



03 Safety & Security Services



Sick Bay



Medical Transportation



AED (Automated External Defibrillator)



First Aid Kit



03 Safety & Security Services



CCTV & Control Room



Outsourced Security Service Provider



Emergency Response Team



Security Matters Contact Number

03- 2722 8555

Introducing HELP University's 24/7 ensuring prompt and confidential assistance for all emergencies on campus.

04

Emergencies Safety



04 Areas Required Permission before USE

Gym Areas

Dance Studio

Music Room

- Students should request approval from the [Department of Student Affairs](#).

Computer Lab

- Approval must be obtained from respective departments.

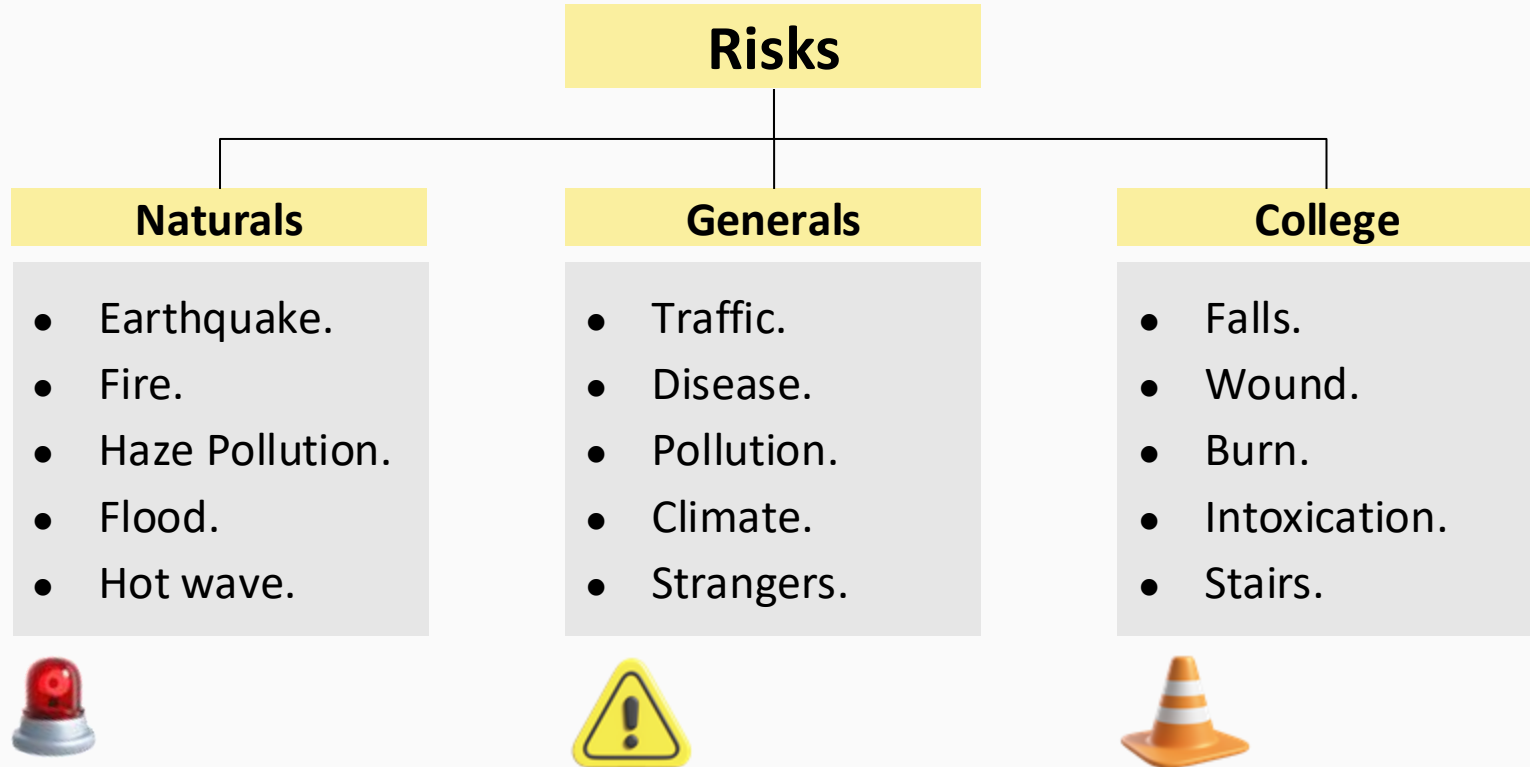
Classroom

- Approval must be obtained from respective departments.

Parking Area

- Should obtain a request from the Department of Student Affairs.

04 Emergencies Classification



04 Fire Emergency Protocols

- Do not panic.
- Evacuate when alarm ringing incessantly.
- Follow instruction from fire wardens.
- Drills are conducted to familiarize response.
- Treat drill / alarm as real.
- Evacuate in orderly fashion.
- Assemble at designated area & muster.



04 Emergency Preparedness



1

Report

Report any injuries/illnesses immediately to the Security Department or inform the nearest guards.



2

Build a kit

Use the AED (Automated External Defibrillator) or First Aid Kit if necessary.



3

Be informed

In a critical case, dial 999.

04 Emergency Contact Numbers



The poster is framed with a red and white diagonal striped border. At the top right is the HELP University logo with the tagline 'university of achievers' and the year '2003/06'. Below the logo, a white rounded rectangle contains a 24/7 phone icon and the text 'EMERGENCY HOTLINE'. In the center, a large red rectangle with a black border displays the number '03-2722 8555' in white. At the bottom, a white rounded rectangle lists five emergency categories, each preceded by a red phone icon: 'MEDICAL EMERGENCIES & INJURIES', 'MENTAL HEALTH & PSYCHOLOGICAL SUPPORT', 'POWER FAILURES & TRAPPED IN A LIFT', 'FIRE EMERGENCIES', and 'OTHER EMERGENCIES'.

HELP University
university of achievers
2003/06

24/7
EMERGENCY HOTLINE

03-2722 8555

-  **MEDICAL EMERGENCIES & INJURIES**
-  **MENTAL HEALTH & PSYCHOLOGICAL SUPPORT**
-  **POWER FAILURES & TRAPPED IN A LIFT**
-  **FIRE EMERGENCIES**
-  **OTHER EMERGENCIES**

Thank you.

WISMA HELP,
Level 3, Jalan Dungun,
Bukit Damansara,
50490 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur

T : 03-2711 3606

E : harizant@help.edu.my

www.help.edu.my

