

SECURITY & SAFETY ORIENTATION

Presented by: Security Department

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



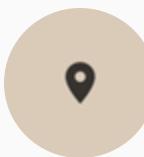
SECURITY DEPARTMENT OPERATION HOURS

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



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

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Services that are provided by the Security Department.

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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	PROHIBITED	PROHIBITED
Present the Student ID	Ownership, possession & use of loud-speaker etc.	Indecent behavior
Follow the dress code	Gaming in campus	Drug & poisons
Parking at designated area	Consumption or possession of liquor & drunkenness	Entry into prohibited parts of campus or buildings
	Obscene articles	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



AED (Automated External Defibrillator)



Medical Transportation



First Aid Kit



03 Safety & Security Services



CCTV & Control Room



Emergency Response Team



Outsourced Security Service Provider



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.

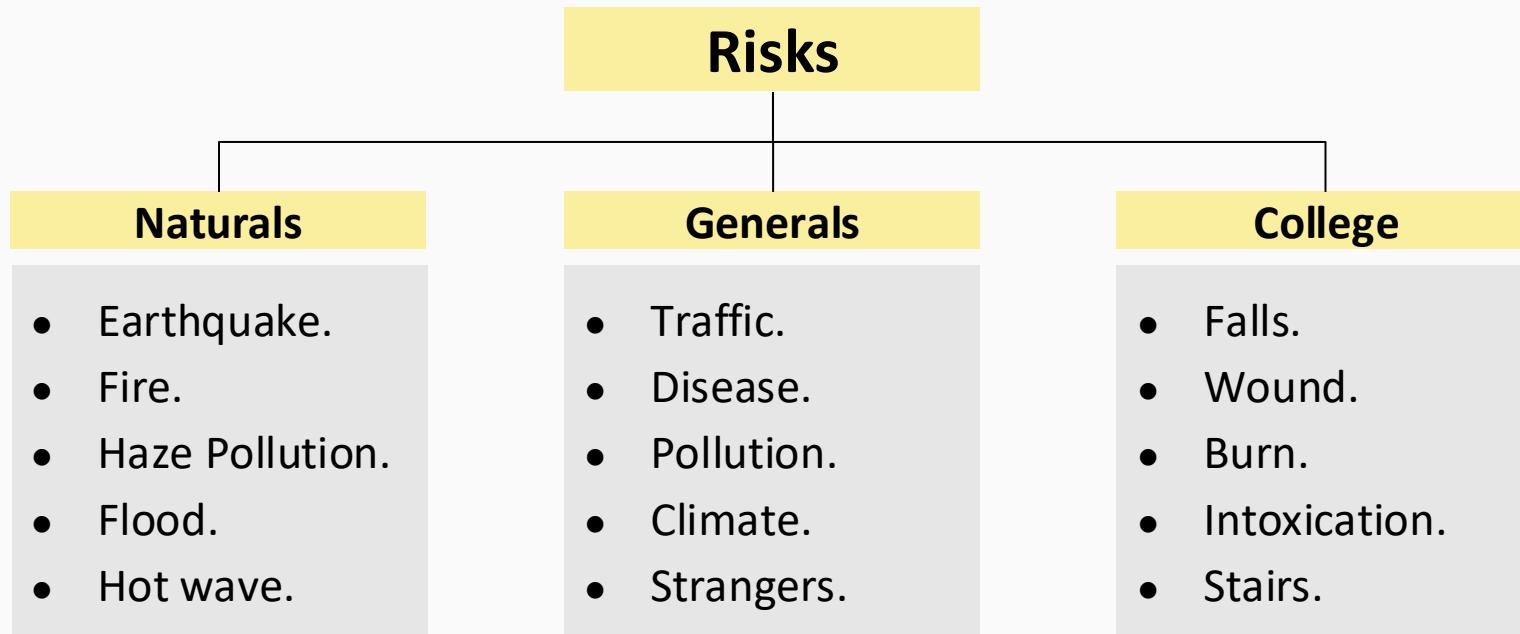
Classroom

- 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



2



3

Report

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

Build a kit

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

Be informed

In a critical case, dial 999.

04 Emergency Contact Numbers



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

