



UCSI UNIVERSITY CAMPUS EMERGENCY GUIDE

Occupational Health & Safety Committee

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Springhill Campus, Port Dickson	Sarawak Campus
<p><u>Security Department</u> Guard House: 06-648 8888 (Reception)</p>	<p><u>Security & Logistics Department</u> Security Department: 082-551 708 ext. 4200 Logistic Department: 082- 596 965 ext. 4013/ 4018</p>

Give responding officers this completed sheet.

Bomb Threat Checklist
(Copy this sheet and place it near your phone)

Time of Call: -----
Length of Call: -----
Gender of -----
Caller: -----
Race/Nationality of -----
Caller: Age of Caller: -----

A. Questions to ask

1. When is t

(ii) Threat Language (Please indicate Yes or No)			
	Yes / No		Yes / No
Educated			
Foul			
Incoherent			
Irrational			
Fluency			

An emergency closing of the University will be implemented only under severe and extreme circumstances. All employees are expected to report to work unless they specifically hear otherwise, and every effort will be made to maintain classes. However, when weather conditions and/or a declared state of emergency warrant o1 0 0 1 165.5 668.14 Tm0 g0 G(a)JTJET@.00000912 0 612 5.944

a

Combustible metals e.g. Kalium (potassium), Natrium (sodium), Calcium and Magnesium.

Prevention is better than cure.

5.1 How and why fires happen

- a. Natural factor: Fire caused by a disaster or a natural factor.
- b. Accidental factor: Fire caused by negligence, carelessness or plain human error.
- c. Incendiary factor: Fire caused by deliberate or malicious human act/criminal intention and action.

5.2 Ten b

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Examples of hazardous materials in quantities that would be considered a spill are: More than one litre of bleach or more than 100 ml of sulphuric acid. Examples of infectious materials include blood and other bodily fluids.

7.1 Response to hazardous material spill

- a. Call the ambulance immediately.

10.1 If you encounter a potentially dangerous person

- a. Remain calm.
- b. Cooperate with the person.
- c. Make no sudden movements.
- d. Contact UCSI University or call the police as soon as possible.
- e. Prepare to provide as much information as possible.
- f. If safe to do so, alert others of the emergency/danger.
- g. Advise others to quietly leave the area.

11. POWER OUTAGE/DOWNED POWERLINES

If a power outage occurs in your office or building, remain calm, and contact UCSI University to report the loss of power.

To prepare before an emergency, be familiar

- d. If in an unlighted area, cautiously move towards an area with emergency lights.
- e. If in an elevator, stay calm. Use the emergency button or intercom to contact UCSI University security personnel.
- f. Evacuate the building if instructed to do so

12. ROBBERY/SHOPLIFTING/THEFT SITUATION

If you are involved in a robbery/shoplifting/theft situation, take steps not to aggravate the situation. Remain calm and cooperate. When it is safe to do so, contact UCSI University or call the police and be prepared to provide as much information as possible. Do not attempt to negotiate or argue with the person(s) involved.

12.1 In a robbery/shoplifting/theft situation

- a. Do what you are told without argument during a robbery.
- b. Tell others around you to do what they are told.
- c. As soon as it is safe, contact UCSI University or call the police and supply as many details as possible including the number of people involved, description of person(s) involved, weapons displayed, threats made, and etc.
- d. Do not attempt to negotiate or argue with the person(s) involved.
- e. If there is more than one person present, have someone maintain visual contact to provide direction of travel from a safe distance. If a weapon was displayed, **do not attempt to follow.**

13. ADVERSE WEATHER

“Adverse weather” refers to storms, flooding and heavy rainfall conditions that may endanger campus citizens

14.3 Traumatic incident

Students facing psychological trauma and those who display behavioural problems can be discreetly referred to the

15.2 If you receive or find a suspicious parcel or object

- a. Contact UCSI University, the Guardhouse at ext. 3189/5401* or call the police.
- b. Keep others aw

17.1 Risk factors that contribute to workplace violence

- a. Termination of employment.
- b. Disciplinary actions.
- c. Ongoing conflicts between employees.
- d. Domestic or family violence.
- e. Financial problems.

17.2 Preventing workplace violence

- a. Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- b. Tell your supervisor when you notice unusual or suspicious behaviour.
- c. Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.

Workplace violence

- a. Conduct that results in harm to people or property, whether direct or implied.
- b. Physical conduct that results in harm to people or property.
- c. Conduct that creates an intimidating, offensive or hostile environment.

Potential warning signs

- a. Verbal, nonverbal, or written threats.

- h. Drug or alcohol abuse.
- i. Externalisation of blame.

17.5 Reporting workplace violence

Report ALL incidents of workplace violence to UCSI Campus Security.