

EMERGENCY REPORTING

Introduction

In case of emergency when life and/or property on the campus are endangered, staff members and students are encouraged to report promptly to the 24-hour manned Campus Security Control Centre for assistance. The well-trained security team will be dispatched to the scene to render on-the-spot assistance. If the situation demands, the Campus Security Control Centre will request assistance from other departments or Government bodies such as Police, Fire Services, Ambulance etc.

Nature of Incident

1. Fire,
2. Any accident/injury,
3. Electric shock,
4. Person reported seriously sick,
5. Person reported shut in lift,
6. Leakage/spillage of chemical,
7. Flooding,
8. Any crime,
9. Any other incidents that life or property is endangered.

Campus Security Control Centre

The centre in the Technical Services team is located at P111 which is manned by security staff 24 hours a day. In case of emergency, staff members or students can report the incident to the centre either in person or by dialling

2766 7999 (emergency line), or
2766 7666 / 2766 7177 (24 hours)

Particulars to be reported to the Campus Security Control Centre when there is an emergency on the campus

1. Your name and department,
2. Your contact telephone number,
3. Nature of incident with brief description,
4. Full detail of location of incident,
5. Any person(s) injured in the incident.

After the incident, you should give the details to the attending security staff or the attending Fire Services / Police personnel in order to assist them for their follow-up investigation.