[Fire Procedure – If you discover a fire]

Person In Charge

Person In Charge	Process
	START
WITNESS	Fire or emergency detected
WITNESS	Activate Fire Alarm
WITNESS → **YES** → Notify Incident Commmander	Put off fire using available facilities (If safe to do so)
WITNESS	**NO** → Call OSeM Hotline
OSeM OFFICER	Call relevant parties (BOMBA, Police, Hospital, ISC, OSHBE, Development Div, DBSB)
INCIDENT COMMANDER	Mobilise ERT : Alert ERT's members for immediate action according to their roles & responsibility
INCIDENT COMMANDER	Evacuation announcement
INCIDENT COMMANDER	Hand over the task to relevant authorities
INCIDENT COMMANDER	Cordon the incident area for investigation by BOMBA, Police, Insurance Adjuster
INCIDENT COMMANDER	Announce the building safe to be entered
(K/C/D/I/O) SECRETARY OF SHC/SLO	Notify DEAN/DIRECTOR/HOD
(K/C/D/I/O) FINANCE REPRESENTATIVE / SECRETARY OF SHC/SLO	Make a police and BOMBA report
INVESTIGATION TEAM	Initiate internal incident investigation
	FINISH

IIUM EMERGENCY CONTACT NUMBER

Gombak Campus: 03-6421 5555/4173
Kuantan Campus : 09-570 5555
Gambang Campus : 09-518 3499
KL Campus : 03-6207 3412
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