



STUDENT EMERGENCY CASE

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Prepared by:

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Name : David Ling Chai Kiong
Position : Deputy Director,
Student Development and Services Centre


Approved by:



Name : Lu Yew King
Position : Director,
Student Development and Services Centre

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	10/7/24	Establishment	00	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure process of student emergency case is facilitated smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to all students in UTS.

3.0 REFERENCES


Emergency: Any situation that poses an immediate risk to health, life, property, or environment.

4.0 DEFINITIONS / ABBREVIATIONS

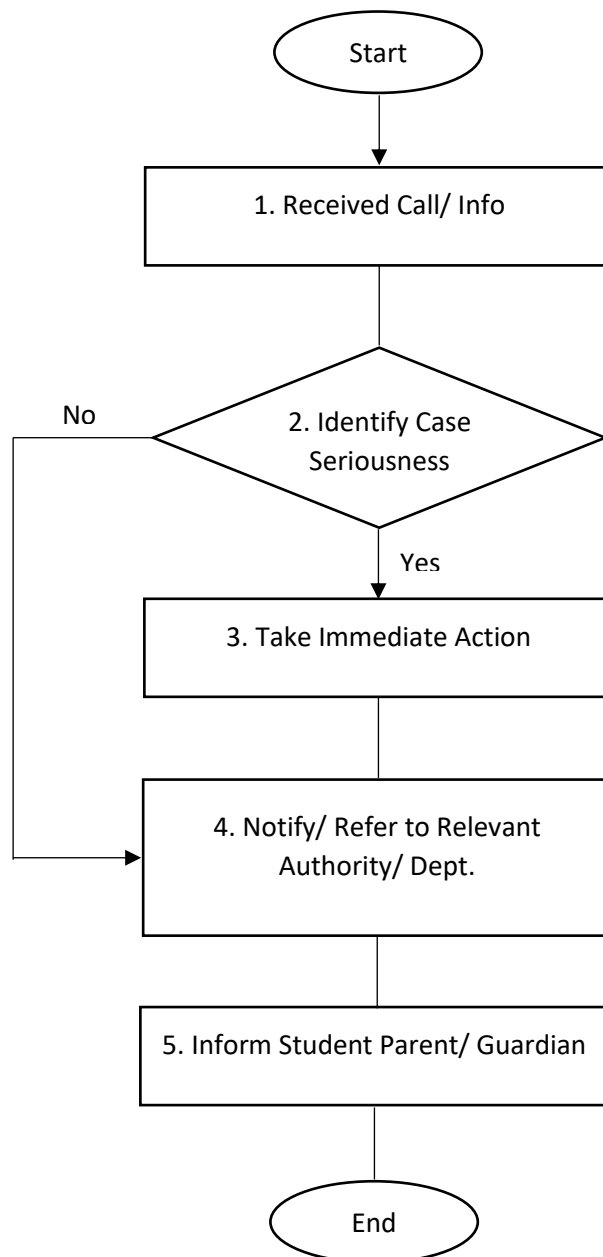
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
Dept.	:	Department
SDS	:	Student Disciplinary Secretariat


5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 The process owner is responsible to follow and adhere to this SOP.
- 5.3 All staff is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document/ Item
1.	<p>Staff receive call or information from students regarding the emergency case.</p> <p>1.1 Gather Essential Information:</p> <ul style="list-style-type: none"> • What: Determine what exactly happened. Is it a medical issue, fire, natural disaster, violent incident, or another type of emergency? • Where: Identify the exact location of the incident. • When: Note the time when the incident occurred. • Why: Understand the cause or reason behind the incident, if possible. • 	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • NA
2.	<p>Identify Case Seriousness</p> <p>2.1 Assess the Situation:</p> <ul style="list-style-type: none"> • Evaluate the immediate environment and context to determine if the situation qualifies as an emergency. • Check for visible signs of danger, distress, or urgency. <p>2.2 Determine the Type of Emergency:</p> <ul style="list-style-type: none"> • Medical Emergencies: Injuries, sudden illnesses, allergic reactions, etc. • Fire: Presence of smoke, flames, or alarm activation. • Violent Incidents: Fights, assaults, or any form of physical altercation. <p>2.3 Evaluate the Threat to Student Life:</p> <ul style="list-style-type: none"> • Assess whether the situation poses an immediate threat to the student's life or well-being. • Determine if the student is in need of urgent medical attention or evacuation. 	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • NA

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3.	<p>Take Immediate Action if the Case Serious</p> <p>3.1 If the Case is Life-Threatening:</p> <p>Administer First Aid:</p> <ul style="list-style-type: none"> If trained, provide first aid to the affected individual(s) until professional help arrives. Use available first aid kits and follow standard first aid procedures. <p>Evacuate if Necessary:</p> <ul style="list-style-type: none"> If there is a fire, severe threat, or hazardous situation, evacuate the area following the established evacuation plan. Ensure all students and staff are safely out of harm's way. 	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> N/A
4.	<p>Notify/ Refer to Relevant Authority/ Dept.</p> <p>4.1 Determine which department or authority is best suited to handle the specific type of emergency.</p> <ul style="list-style-type: none"> IPD Sibu – 084-364373 Bomba – 084-345332 Hospital Sibu – 084-343333 School or relevant Dept. or Centre (if any) <p>4.2 Refer the emergency case to SDSC if related to a breach of the Student Code of Conduct.</p>	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> SDS Report
5.	Inform Student Parent/ Guardian	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> N/A

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Disciplinary File	SDSC Office	3 years