



**MANIPAL**  
ACADEMY of HIGHER EDUCATION  
*(Institution of Eminence Deemed to be University)*

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# STUDENTS' HANDBOOK

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## Security Manual

2024 - 25

**We have made an endeavour to give you concise instructions regarding the security aspects of the university. It is your right & duty to be aware of the situation prevailing and how best we can all live here untroubled by any exposure to danger or of impending fear.**

**In order that students are safeguarded against attacks, threats and accidents, both manmade and natural. The Manipal Academy of Higher Education (MAHE) has formulated guidelines so that the campus remains safe and secure academic oasis. These guidelines have been implemented in the best interest of students.**

<b>Important telephone numbers</b>		
	<b>MAHE Exchange</b>	<b>Civ. Extensions</b>
Student Health Clinic	22057	0820-2922057
“May I Help You” Desk Kasturba Hospital, Manipal	22761	0820-2922761
Ambulance Kasturba Hospital, Manipal	22404	0820-2922404
Fire Service	0101	0820- 2520333
Manipal Police Station	02570328	0820-2570328
MAHE Security Officer (duty)		9945670912
MAHE Security Vehicle		9945670913
MIT Security Vehicle		9632101004
MAHE Security Counter	22515	0820-2922515
Trauma Center	22352	0820-2922352
Director Students Affairs	22035	0820-2922035
Assistance/Inquiry General	9	
Chief Operating Officer C S	22848	0820-2922848
Lift (9448480561)	22476	0820-2922476
Fire Officer	22607	0820-2922607

# SECURITY STUDENTS' HANDBOOK

## NEED TO KNOW - SECURITY SITUATION

1. Manipal Academy of Higher Education (MAHE) cares very much about the safety and well being of its students, staff, faculty, guests and visitors. Appropriate Safety measures applicable to the semi-urban environment are observed in the campus. MAHE employees are part of a highly capable student Life and Health Services system headed by Dean of Students and Human Resources staff members – all committed to your safety and well being.
2. Nevertheless, it is important for every member of the MAHE community to develop good safety habits and instincts in order to minimize risk to themselves and their personal property. **The most frequent crime on MAHE campus is theft of personal property left unattended or unsecured:** mobile telephone sets, bicycles, wallets, laptop computers, and other electronic items.

**The whole university is mine, and none shall rob me of any corner of it, must be our cry!**

3. Wide publicity is called for and incumbent on an Institution of higher education, participating in various National & Inter- National student aid programs, to produce and distribute an annual report on campus incidents, along with descriptions of campus policies, practices, and programs designed to ensure and promote campus safety and security.
  - (a) **The 'Security Student Hand Book' is published yearly.**
  - (b) It is distributed to all new students and employees, directly or by notice of an Internet posting.
  - (c) It is mandatory that prospective employees and students upon request are informed of the availability of the book, are given a summary of its contents, and given the opportunity to request a copy.
4. **Procedures and channels for students to report criminal actions or other emergencies:**
  - (a) Students who observe any suspicious individuals or unusual incidents in and around campus buildings should go to a safe place and then contact MAHE Security.
  - (b) Do not personally confront such individuals or become involved!

- (c) Security phone numbers are published in student handbooks, Hostel handbooks, and MAHE office phone lists. Important telephone numbers are at page 2.
- (d) A Security guard is stationed at the entrance to each MAHE building during open hours, all night at vantage points and at each hostel entrance. Main Building & Hostels' employ Security Staff who mainly check IDs and screen visitors.
- (e) All Institutions and Hostels have outgoing telephone lines to access the MAHE exchange network. All manned private phone booths have important numbers pasted of MAHE phones and allow anyone to call a Security Officer or '9'in an emergency.
- (f) The Duty Security Supervisor's office is located in the basement of **manipal.edu. (MAHE - University Building)**
- (g) The students can also contact or visit Chief Operating Officer Campus Safety. Office is located on the first floor, Room No. 107 manipal.edu building.

**5. Policies for making timely warnings to the campus community:**

- (a) The Registrar MAHE, Director of Student Affairs immediately cautions the Chief Operating Officer Campus Safety (COOCS) of any impending situation.
- (b) The Dean of Students cautions all concerned if any policy violations or incidents have been observed.
- (c) Any member of the MAHE community who observes an incident should report it to a Security Officer.
- (d) MAHE Security Officers complete detailed written incident reports as soon as possible, and always within four hours of learning of an incident. Incident reports must include the date, time and general location of each incident, as well as the nature of the incident. Please be sure to give this information when you report an incident, to speed up the process! (Use Form no. MU-S 001// Appendix 'B' '**MAHE SECURITY FORM OF COMPLAINT'**.....')
- (e) These reports are circulated internally by e-mail and paper copy to specific senior administrators, as appropriate.
- (f) In the event of an incident that could recur and pose a danger to others, a 'NOTICE' would be promulgated, circulated by e-mail, memos, or in person, as appropriate.

**6. Safety of and access to campus facilities including campus residences:**

- (a) MAHE Security actively monitors access to all buildings 24 hours.
- (b) Hostels and Main Institution buildings have Security Guards present at the entrance during closed hours, in addition to Hostel Caretaker and House Keeping staff belonging to Manipal Integrated Services (QUESS) in all Hostels.
- (c) Keys to the external doors of buildings are limited to authorized staff members, such as House Keeping staff (QUESS) and Security Supervisors.
- (d) Manipal Security maintains records of all keys issued to employees. Departing employees are required to surrender keys, along with other MAHE property at the end of working hours daily.
- (e) Locks and keypad codes are changed periodically, or as needed.
- (f) Motion detectors and alarms cover numerous areas after working hours.
- (g) A security vehicle, WHITE in color with 'Campus Patrol' written on it periodically and randomly patrols the MAHE campus at all hours. Mob # 9945670913 is the vehicle contact number.
- (h) Electronic surveillance equipment allows Security Officers to monitor specific areas of the campus.
- (i) MAHE faculty and staff are issued Photo ID & Banking Combo Cards issued through the State Bank of India. Students are also issued photo ID cards after the admission by MAHE
- (j) MAHE students are also issued similar photo ID & Banking Combo Cards on admission.
- (k) Everyone is required to produce his/her ID on entering an MU building or on demand at any time; access to facilities/offices is programmed depending on the requirement of each cardholder.
- (l) Combo ID Cards limited access is automatically surrendered when employment or study at MAHE ends and only banking facilities are retained if desired.
- (m) MAHE employee parking lot is available to faculty and staff only. A guard posted at its entrance verifies the identity of vehicles or pedestrians who enter the lot. The parking lot is locked at 11 PM daily and opened at 6 AM.

- (n) Students are encouraged to have their valuable property, such as instruments, engraved with personal information; to keep lists of their personal property in a safe place; and to purchase personal property insurance for their valuable possessions-on their own or through their parents' coverage.
- (o) Numerous offices have electronic keypads requiring individual user codes; electronic and biometric to enter, in addition to double-bolt locks.

**7. Hostels have their security cover monitored by the Chief Warden through each Hostel Warden and Care taker.**

- (a) Guests must be 'signed in' by a resident. The resident must be present to sign in a guest, and may not do so by telephone. The resident and the guest must leave a photo ID at the security/reception desk.
- (b) If locked out of a room, a resident must contact the caretaker on duty. The duty schedule is posted on each floor. If the caretaker on duty is not in, students can call the lobby Security guard and the guard will contact the Security Control to break the lock open if required.
- (c) **Students are advised never to lend ID cards or keys to anyone or to leave messages or notes indicating that they are not in their rooms.**
- (d) Lobby surveillance cameras record all activity at the entry of certain areas.

**8. Security considerations in the maintenance of campus facilities:**

- (a) MAHE Security and MIS staff members regularly monitor interior and exterior lighting, and immediately report failures or replace lights on MAHE property that are essential to campus safety. As a power saving system they are controlled by photo voltaic cells depending on the intensity of natural light.
- (b) MAHE Security and MIS staff members contact the Town Municipality in case any streetlights are reported to be unlit.
- (c) Hazardous objects are promptly removed.
- (d) Hallway lights remain lit at a level to maintain sufficient visibility.
- (e) Trees and shrubs are kept trimmed and away from windows;
- (f) Broken windows or locks are promptly repaired by MIS if not Chief Operating Officer campus safety is contacted.

(g) Classrooms, halls and laboratories are inspected and locked after hours, to ensure that doors are not left propped open, windows are closed and locked, and no one remains behind in the building.

**9. Working relationship of campus personnel with State and local agencies:**

(a) Arrest by authority of security personnel MAHE and Security Officers are not authorized by the rules; neither to carry weapons.

(b) Liaison with Police and local agencies is maintained through the MAHE Estate Officer.

**10. Policies that encourage accurate and prompt reporting to campus security and appropriate police agencies:**

(a) Senior MAHE administrators monitor the time and date of incidents, compared to the time and date an incident report is received. Failure of a Security Officer or Staff member to report serious incidents that occurs on MAHE's campus in an accurate and timely manner may result in disciplinary action, depending on the specific circumstances.

**11. Description of procedures, if any, that encourage staff and professional mental health counselors to refer persons who are being counseled to report crimes on a voluntary, confidential basis for inclusion in the annual campus statistics report:** The MAHE Counseling Center co-located with Director Students Affairs has a confidentiality policy and discloses information to the Director of Student Affairs or the Dean of Students if a threat to him/herself or to others, or if the student gives permission to disclose information.

**12. Programs designed to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety:**

(a) The Dean of Students and Director of Student Affairs present programs for students on living and studying safety in an environment along with the Chief Operating Officer.

(b) A brochure on Code of Conduct & Hostel Rules is distributed annually to all students.

(c) Crime awareness literature is posted on the notice board in the lobby of the Hostels and Institutions.

(d) Students, faculty, and staff are encouraged to:

- Use a “buddy system,” (in pairs) or to travel in groups, rather than walking alone at night.
- Let their friends or roommates know where they are going, what route they plan to take, and their estimated times of arrival and return.
- Report to the Hostel staff members or to a Security Officer any one who fails to arrive or return as planned.
- Avoid strangers and be alert for suspicious individual and situations, reporting any concerns immediately to MAHE at MOB # 9945670912 or 994570913 or Manipal 22515/25000.
- Call MAHE exchange # 22515 to request a Security Officer escort after hours.
- Walk only in well-lit areas, avoiding alleys or narrow passageways.

#### **All are advised to**

- Avoid loud conversation in public on mobile handsets or otherwise using names and personal details -- beware of eavesdropping
- Not to 'wash dirty linen' in public or when conversing on mobile handsets – sensation may draw unwanted attention.
- Call 0820-2575555 for emergency medical services in the event of an emergency, reporting the incident immediately afterwards to MAHE Security or to MAHE # 22761.
- Have a key in hand before reaching a door to a building or a car.
- Avoid leaving Rooms/Offices unlocked or personal belongings unattended or unsecured.

(e) Hostel security depends on individual security. Students are asked to observe the following guidelines at all times:

- Lock your room door with a pad lock (do not use combination locks).
- Do not loan your room key to anyone; ensure all Keys are in your possession.
- If you misplace your key, report it to Security immediately.
- Do not leave valuables & money in your room especially when out of station.
- Close your windows when you leave your room.
- Be conscious of strangers in the Hostel.



- Report anyone who looks suspicious to a Security Officer.
  - Do not leave your possessions in a classroom, Mess, Food Court & Library etc.
  - Do not give personal information out on mobile telephone and in public in the hearing of strangers.
  - Do secure Credit / Debit Cards and their Pin Number
- (f) MAHE strongly discourages students from attaching room keys to their IDs, wallets, or ID holders.

**13. Programs designed to inform students and employees about crime prevention:**

**In addition to the above:**

- (a) The Director of Student Affairs annually works with the Medical College Forensic Department to organize programs for students on urban safety with the help of the Local Police authority.
  - (b) The Director of Student Affairs and the Security Officer has created this security and safety brochure for broad distribution to the MAHE community.
  - (c) Illegal Drugs and Alcohol (Possession/Personal use/providing for others). Illegal drugs and/or alcohol are not permitted on the MAHE premises/property or any college excursion.
  - (d) If students are found to be experiencing difficulties, with substance abuse, they will be referred to counselling, drug and alcohol rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion.
  - (e) Smoking – Smoking is not permitted in any college/ hostel/ campus. Fine will be levied for each infraction.
14. Policy regarding campus sexual assault program to prevent sex offenses and procedures to follow when a sex offence occurs:
- (a) MAHE is committed to maintaining an environment where all members of the community are treated with respect and dignity; we will not tolerate sexual assault or harassment. Offenders will be subject to appropriate adjudication processes and disciplinary action. Information on prevention and follow-up procedures is available for students from the Offices of the Dean or Director Students Affairs.

# MAHE SECURITY

## FORM OF COMPLAINT

1. Name:

2. Address:

3. Roll No / E C Number:

4. Institution/Department:

5. Telephone No.:

6. Details of Complaint:

Date:

Time:

Signature of the Individual

Comments/Action Taken

Security Supervisor  
Chief Operating Officer Campus Safety

## WORD OF CAUTION FOR MAHE STUDENTS

### DO'S & DON'TS

In the wake of certain unsavory incidents in the recent past, the Management of MAHE and Udupi police have chalked out plans to put an end these incidents for the security and safety of the students in the University. The move is to ensure that students do enjoy their stay on the campus or off it, so that after they graduate and leave the portals they will take back rich memories of their stay in Manipal. The University is prepared to do everything for the holistic development of every student and in turn the student is expected to live up to all expectations, not only of the University but also the dreams of their loved ones far away.

For that purpose, the University and Udupi police have come up with a few do's and don'ts for students staying in hostels and outside. They are:

- Rules and regulations are already in place both for hostels (University) and for those staying outside (Police). They will have to be strictly adhered to at all times.
- University will take strict action against any student who will indulge in substance abuse and throwing verbal abuses/quarrel/misbehavior with Police/Security Personnel and causing obstruction for duties. They will be booked under section 353 IPC and University rules and regulations.
- Random check of student premises will be carried out and the students will even be subjected to drug and alcohol tests if a situation so demands.
- Students with two wheelers or four wheelers are to have complete documents in possession always. If any vehicle is found without relevant papers, the vehicle will be seized and handed over to the Manipal police authorities.
- Foreign students are also expected to abide by the law of the land. They risk deportation if found to be involved in illegal activities. Students are also requested to cooperate and bring unlawful acts immediately to the notice of concerned authorities. Provision for handwritten and online feedback systems will be made available soon.
- Police will ensure all restaurants will wind up business at 11.30 pm.
- No student will be allowed to be on road after 12.30 am for any reason. They will be taken to the police station if they are found roaming on the streets after that time.

- Karnataka Police act (section 92- maintenance of public order) will be enforced as and when warranted
- COTPA 2003 act will be enforced by Police if any student found smoking inside the campus premises and within 100 meters of radius from the outer boundary of educational institutions
- Motor Vehicles Act will be enforced if any student found involved in drag race, traffic violations, sound pollution... etc in and around the MAHE campus.
- Four task forces of six police officials each (3 men and 3 women) will be in place to monitor the student activities in and around the apartments. And COO campus safety and 2 Senior Security Officers of MAHE will be on special night duty in the MAHE campus.

**All these instructions will come into effect forthwith.**

Some of the important contact details

- 24x7 toll free service: **100** Manipal Police Station: **0820 - 2570328 / 2526444**
- SP Udupi: **94808 05401** DySP Udupi: **94808 05420**
- MAHE Control Room: **0820 - 2922515**
- Campus Patrol: **99456 70913 / 96321 01004**

## MAHE

### TRAFFIC RULES

1. Parking inside the campus is permitted only with MAHE parking sticker.
2. Ensure that you possess a valid license, Registration certificate and emission certificate while driving and produce it whenever it is demanded by the authority
3. Drive cautiously. No reckless driving
4. While you are driving inside the campus follow the traffic rules and obey the instructions of security staff. Do not argue with the security staff.
5. Park only in the place authorised for parking.
6. Do not enter in to the "NO ENTRY" area.
7. Observe the speed limits and the sign board signals and follow instructions.
8. Ensure that the vehicle has a proper number plate.
9. Do not drive the vehicle after consuming alcohol

10. Triple riding in a two wheeler is not permitted inside the campus.
11. Do not tamper with the parking sticker
12. Do not submit the forged certificates/documents for the purpose of availing parking sticker.
13. Do not use defective silencer, Do not use horns

Violation of the above traffic rules will be referred to the “TRAFFIC GRIEVANCES HANDLING COMMITTEE”. The committee consists of the following as its members.

1. Director General Services/ his nominee
2. Head of the institution concerned/ or its nominee
3. Director of Student Affairs, MAHE Manipal /his nominee
4. Chief Operating Officer, Campus Safety, MAHE
5. Any other person nominated by the Registrar, MAHE, Manipal.

The committee will meet once the incident is reported and conduct a detailed enquiry and reports to the Registrar with the recommendations for final decision to impose the punishment. The punishment will be on case to case basis, a fine up to ₹ 1000 can be imposed/seizure of vehicle and also information to the local Police. All are requested to adhere to the above rules and to co-operate, keeping in mind the safety of vehicle riders and pedestrians in particular. Above rules will be effective from 1st day of June 2015 and will remain until further instructions.

## QUALITY POLICY

MAHE aims to strengthen its unique value system through:

- Providing value based higher education and healthcare services at par with International Standards;
- Promoting Research and collaborations;
- Meeting the societal objectives;
- Enhancing the proficiency of its students, staff and faculty to achieve Global Competency through training and development;
- Demonstrating continual quality improvement in all its academic, healthcare services and co-curricular activities through upgrading the delivery system, and sharing the best practices;
- Exceeding the expectations of the beneficiaries, stakeholders and regulatory bodies.

## ENVIRONMENTAL POLICY

MAHE endeavors to promote community welfare and environmental protection to a level of performance that moves “beyond compliance.” Striving to set a benchmark on a National and International level for education, healthcare and environmental management, MAHE is committed to a cleaner and greener Manipal.\* to realize this vision, the University commits to:

- Institutionalize best practices, comply with applicable environmental laws, regulations, standards and other requirements where practicable exceed them.
- Preventing pollution through continually monitoring and improving its environmental performance.
- Establish environmental management systems to minimize harmful effects on environment, human health and safety.
- Promote use of clean and safe technologies in order to utilize natural resources efficiently.
- Encourage transparency and communication of its commitment to sustainable development; simultaneously increasing environmental awareness amongst its stakeholders as well as the community at large.
- Foster education, research and information exchange on environmental protection and development to move toward global sustainability.

\*includes main campus, Off campus and Offshore campuses.

## MANIPAL VALUES

- Integrity
- Transparency
- Quality
- Team Work
- Execution with passion
- Humane touch

“Values are the principles and beliefs that guide the decisions and actions of individuals, cultures and businesses.”

# DRESS CODE

## EDU BUILDING

### Dress code for Girls

- Formal wear dress like salwar kameez, chudidar & sari
- Formal footwear
- Hair to be tied up
- Long skirts & ¾ shorts

### Prohibited:

- Tight fitting dirty jeans
- Torn trousers touching floor
- Short Skirt
- Revealing deep tops/spaghetti top/sleeveless tops/shirts/T-Shirts showing the midriff.
- Wearing head phone at the time of entry.
- Talking on mobile phone at the time of entry.
- Carrying coffee & juices.
- Wet umbrella

### Dress code for Boys:

- Trousers & shirt with collar
- Shoes & socks
- Clean white apron with name tag

### Prohibited

- T Shirts
- Tight fitting dirty jeans touching the floor
- Caps, chappals, sports shoes, shorts, ear rings, pony tails, vulgar slogans on T Shirts.
- Wearing head phone at the time of entry.
- Talking on mobile phone at the time of entry.
- Carrying coffee & juices.
- Wet umbrella

## **LIBRARY 1<sup>st</sup> GATE**

### **Dress code for Girls**

- Formal wear dress like salwar kameez, chudidar & sari
- Formal footwear
- Hair to be tied up
- Long skirts &  $\frac{3}{4}$  shorts

### **Prohibited:**

- Tight fitting dirty jeans
- Torn trousers touching floor
- Short Skirt
- Revealing deep tops/spaghetti top/sleeveless tops/shirts/T-Shirts showing the midriff.
- Wearing head phone at the time of entry.
- Talking on mobile phone at the time of entry.
- Carrying coffee & juices.
- Wet umbrella

### **Dress code for Boys:**

- Trousers & shirt with collar
- Shoes & socks
- Clean white apron with name tag

### **Prohibited:**

- T Shirts
- Tight fitting dirty jeans touching the floor
- Caps, chappals, sports shoes, shorts, ear rings, pony tails, vulgar slogans on T Shirts.
- Wearing head phone at the time of entry.
- Talking on mobile phone at the time of entry.
- Carrying coffee & juices.
- Wet umbrella



## **2<sup>nd</sup> GATE LIBRARY**

### **Dress code for Girls**

- Formal wear dress like salwar kameez, chudidar & sari
- Formal footwear
- Hair to be tied up
- Long skirts & ¾ shorts

### **Prohibited**

- Tight fitting dirty jeans
- Torn trousers touching floor
- Short Skirt
- Revealing deep tops/spaghetti top/sleeveless tops/shirts/T-Shirts showing the midriff.
- Wearing head phone at the time of entry.
- Talking on mobile phone at the time of entry.
- Carrying coffee & juices.
- Wet umbrella

### **Dress code for Boys**

- Trousers & shirt with collar
- Shoes & socks
- Clean white apron with name tag

### **Prohibited**

- T Shirts
- Tight fitting dirty jeans touching the floor
- Caps, chappals, sports shoes, shorts, ear rings, pony tails, vulgar slogans on T Shirts.
- Wearing head phone at the time of entry.
- Talking on mobile phone at the time of entry.
- Carrying coffee & juices.
- Wet umbrella
- Bags, Laptop covers, personal books & food Items are not allowed

# FIRE SAFETY MANAGEMENT

## STATEMENT OF INTENT

MAHE believes that ensuring the fire and safety of students, staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for fire and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

# FIRE AND EMERGENCY EVACUATION PLAN

## EMERGENCY INSTRUCTIONS

### 1. **The action employees should take if they discover a fire**

Immediately operate the nearest alarm call-point.

Attack the fire if possible, with appliances available, without taking personal risks.

### 2. **How will people be warned in there is a fire**

The electrical fire alarm system will sound on operation of the manually operated alarm call-point.

### 3. **How the evacuation of the building will be carried out**

Everyone in the building should leave the building by the nearest exit and report to the assembly point at the front of the building.

### 4. **Identification of escape routes**

All exit doors can be used as escape routes.

The staircase and routes leading to the front door are protected routes.

### 5. **Fire fighting equipment provided**

Fire extinguishers are located at circulation areas and near fire exit doors.

### 6. **Duties and identity of employees with specific responsibilities in the event of fire.**

#### **On hearing the alarm:**

All staff will usher visitors out of the building and assemble at the muster point.

Fire wardens will ensure:

- Their areas are cleared of people
- Registers are collected on the way out
- The Fire Brigade is called.
- A roll call is made to ensure everyone is out.

7. Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.
  - **Visitors:** The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.
  - **Contractors:** must be given information about fire procedures and leave the building at the nearest exit.
  - **People with disabilities:** Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser.
8. **How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this,**
  - On hearing the alarm **Security Control Room** will Dial **101** and ask for the Fire Brigade or other emergency service as appropriate.
  - **Security Officer** of **MAHE** will call the Fire Brigade in the absence of Chief Fire Safety Officer (this may be best achieved using a mobile phone)
9. **Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.**
  - **Chief Fire Safety Officer / Security Officer** or other member of the Security will liaise with the Fire Brigade on their arrival.
10. **The following arrangements and training is given to Students staff at the centre:**
  - All Students staff: Fire Drills two times a year Jan to June & July to Dec
  - All Students staff: Fire briefing twice a year (may be in conjunction with fire drill).
  - Chief Fire Officer training: for designated fire wardens
  - Record of training to be kept within Fire Manual.
  - Training to be reviewed on a yearly basis and planned into budget.

A Fire Safety Management System will be created to ensure the above commitments can be met.

Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

## Water Extinguishers

Water extinguishers are suitable for extinguishing burning materials such as paper, wood, cloths, rubber etc.



## Foam Extinguishers

Fires involve flammable or combustible liquids such as gasoline, kerosine, paints, grease and oil

## CO2 Extinguishers

Carbon Dioxide Extinguishers are especially suitable for office use on electrical equipment, creating minimal secondary damage. They can also be used for fire risks which are caused by the combustion of flammable liquids such as petrol, oils, fats, paints etc.



## Dry Chemical Powder Extinguishers

DCP Extinguishers are multipurpose, suitable for mixed fire risk environments. They are especially suited to fire risk caused by electrical, combustion of flammable liquids such as petrol, oils, fats, paints etc and also fires which have been caused by flammable gases such as methane and propane etc.



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## Powder Extinguishers (Metals)

Class D: Fire extinguishers are commonly found in a Machine Shop. They are for fires that involve combustible metals such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for Class D fires only



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## Wet Chemical Extinguishers

Wet Chemical Fire extinguisher is a special extinguisher for use on Class K fires - cooking oils etc. High performance rating on classes, A, B & K fires. Wet chemical extinguishers are designed for use on Class F fires involving cooking oils and fats such as lard, olive oil, sunflower oil, maize oil and butter

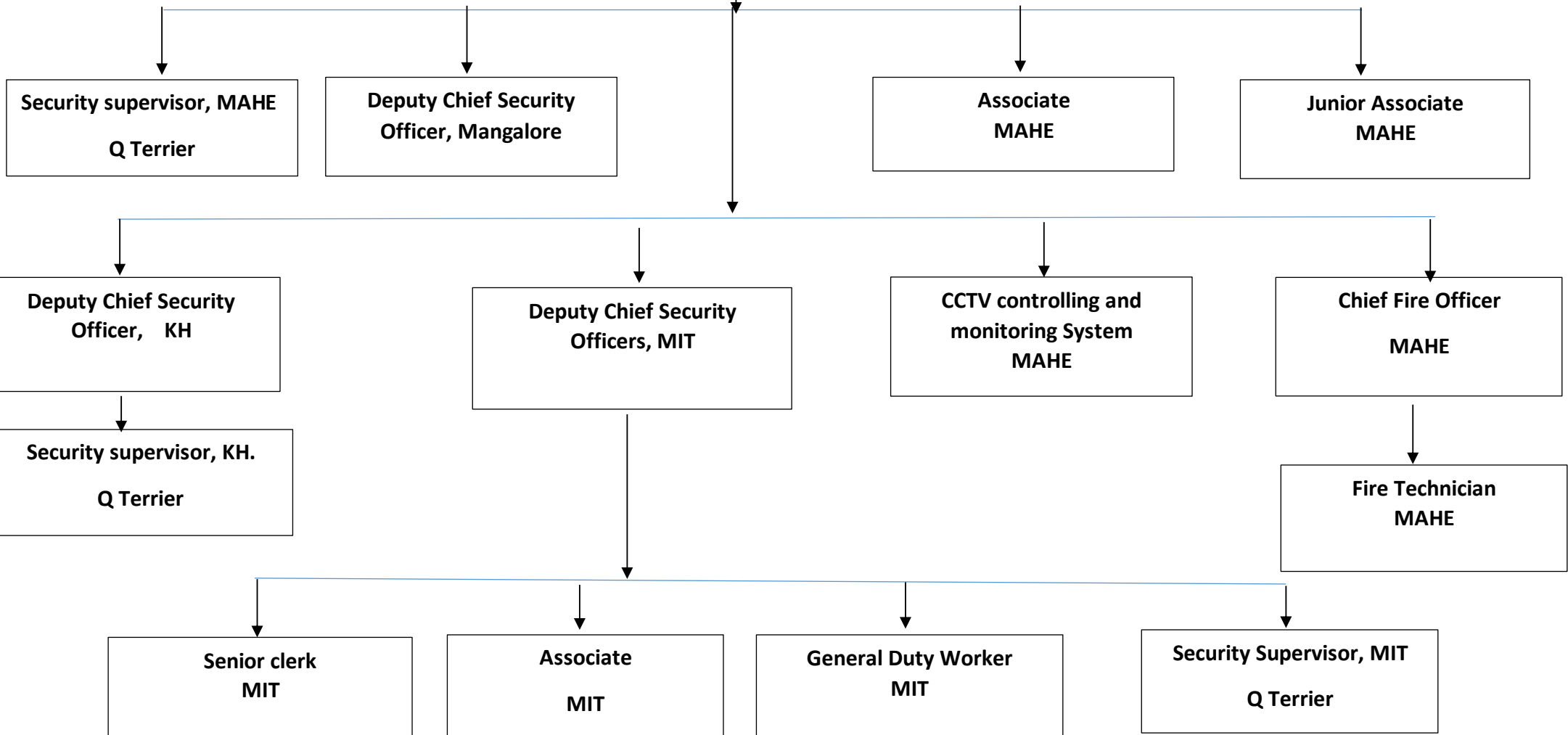


# Organizational chart

## Security section, MAHE

COO - Operations

Head campus –safety & security





**MANIPAL**  
ACADEMY of HIGHER EDUCATION  
*(Institution of Eminence Deemed to be University)*

Madhav Nagar, Manipal - 576 104, Karnataka, India