



SAFETY MANUAL BOOK

**FIRE SAFETY INFORMATION KEPT
IN ONE PLACE**



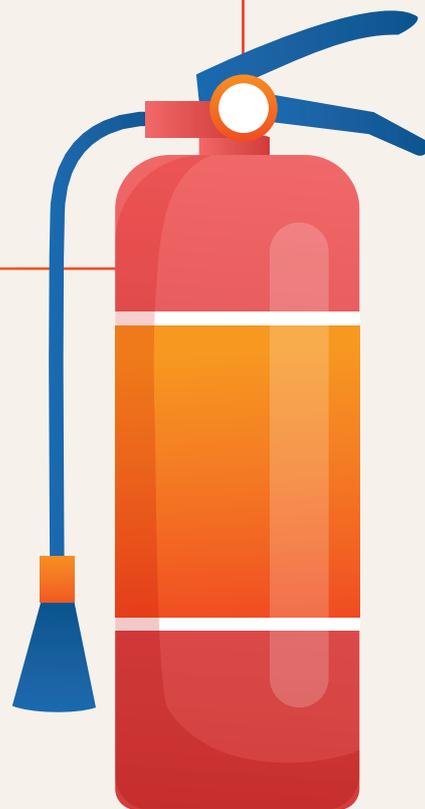
INTRODUCTION

The purpose of this safety booklet is to provide staff and visitors with clear and concise information about safety procedures in the office environment, in compliance with Occupational Safety and Health (OSH) requirements.

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RESPONDING TO FIRE ALARM

OSH REQUIREMENTS



STOP WORK IMMEDIATELY

Cease all activities and prepare to evacuate. Do not collect personal belongings unless they are within immediate reach.



FOLLOW THE EVACUATION ROUTE

Proceed quickly to nearest designated emergency exit, Use staircases. Follow illuminated exit signs nuse lifts/elevator.

STAY CALM AND ALERT

Do not run, push, or shout. Listen for announcements or attructions from your Fire Warden or Emergency Response Team.



GO TO THE ASSEMBLY POINT

Move directly to the designated assembly area outside the building, Remain there until the all-clear is given by the Fire Warden or Safety Officer.

ASSIST OTHERS IF SAFE TO DO SO

Help colleagues, visitors or persons with disabilities. Do not put yourself at unnecessisk.



DO NOT RE-ENTER THE BUILDING

Only return when the Fire Warden or relevant authority confirms it is safe.



REPORTING

Report any missing persons or hazards noticed during evacuation to Fire Warden/ERT im



FIRE EXIT ROUTES

AND ALARM LOCATIONS

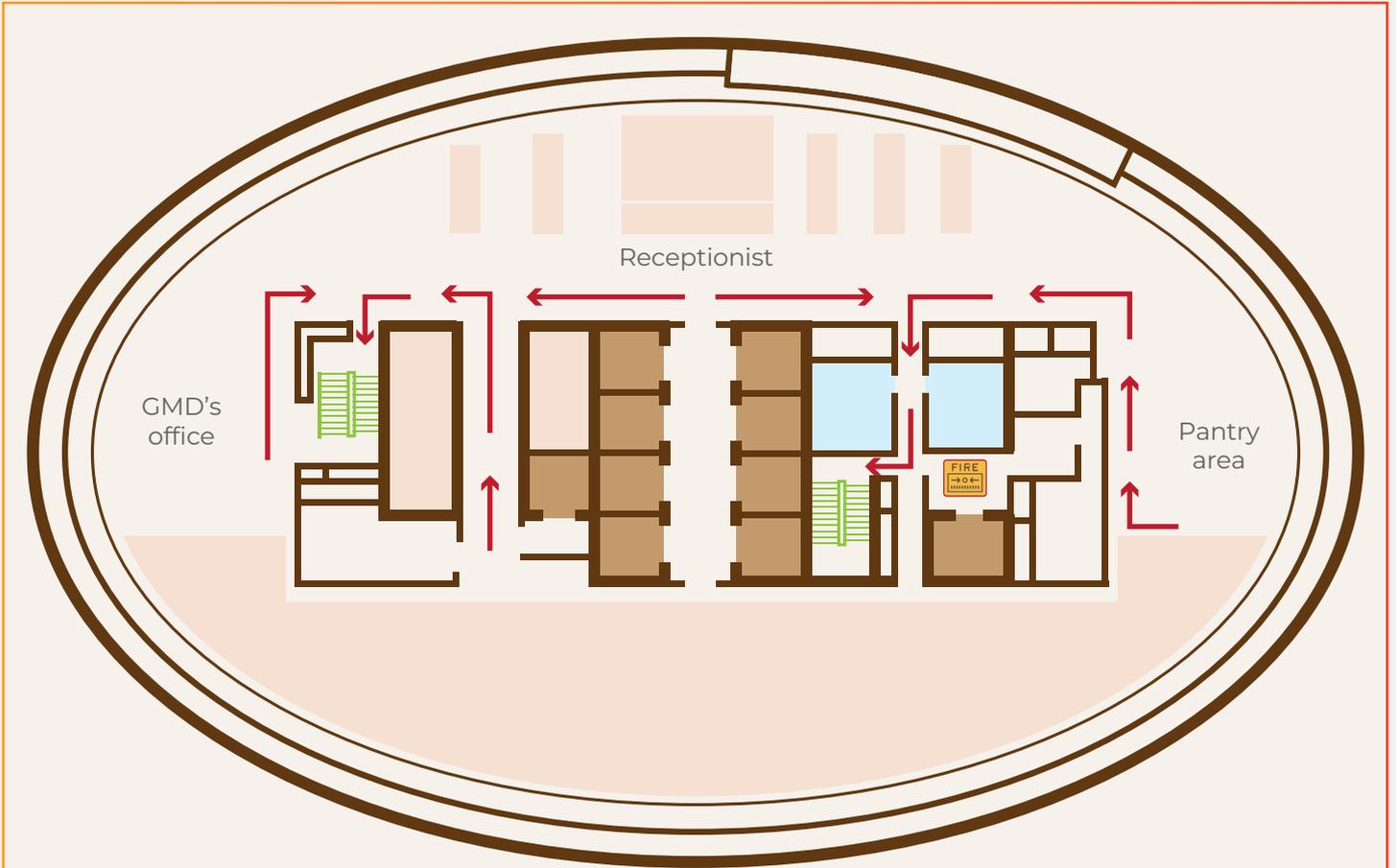
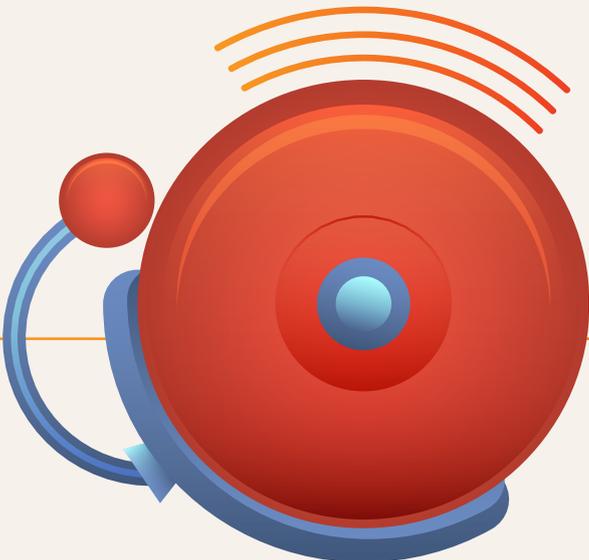


Diagram 1: Menara FELDA 25 floor layout

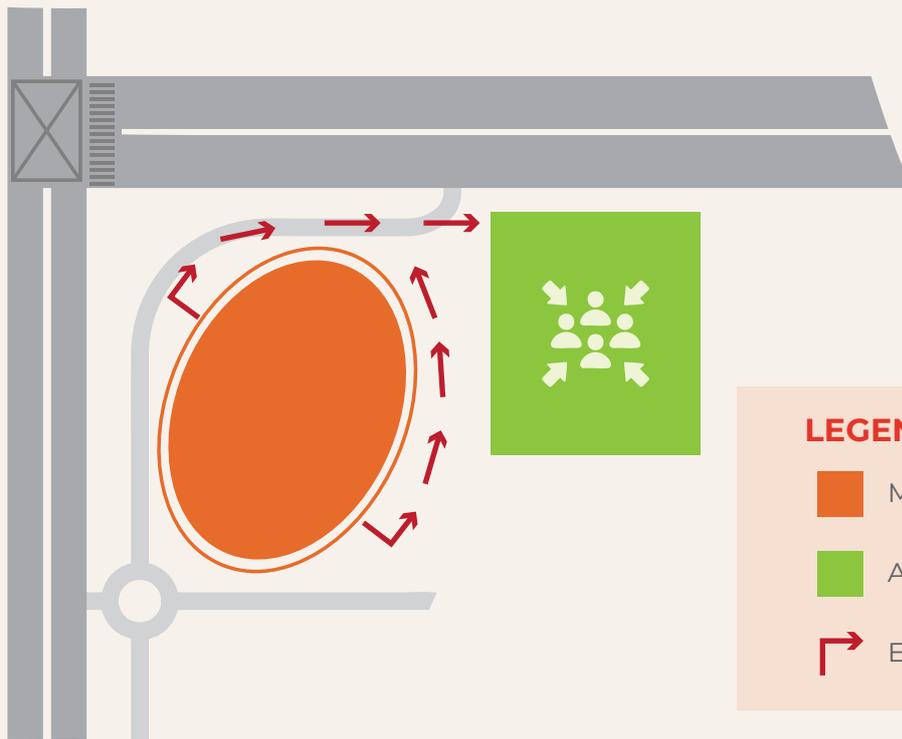
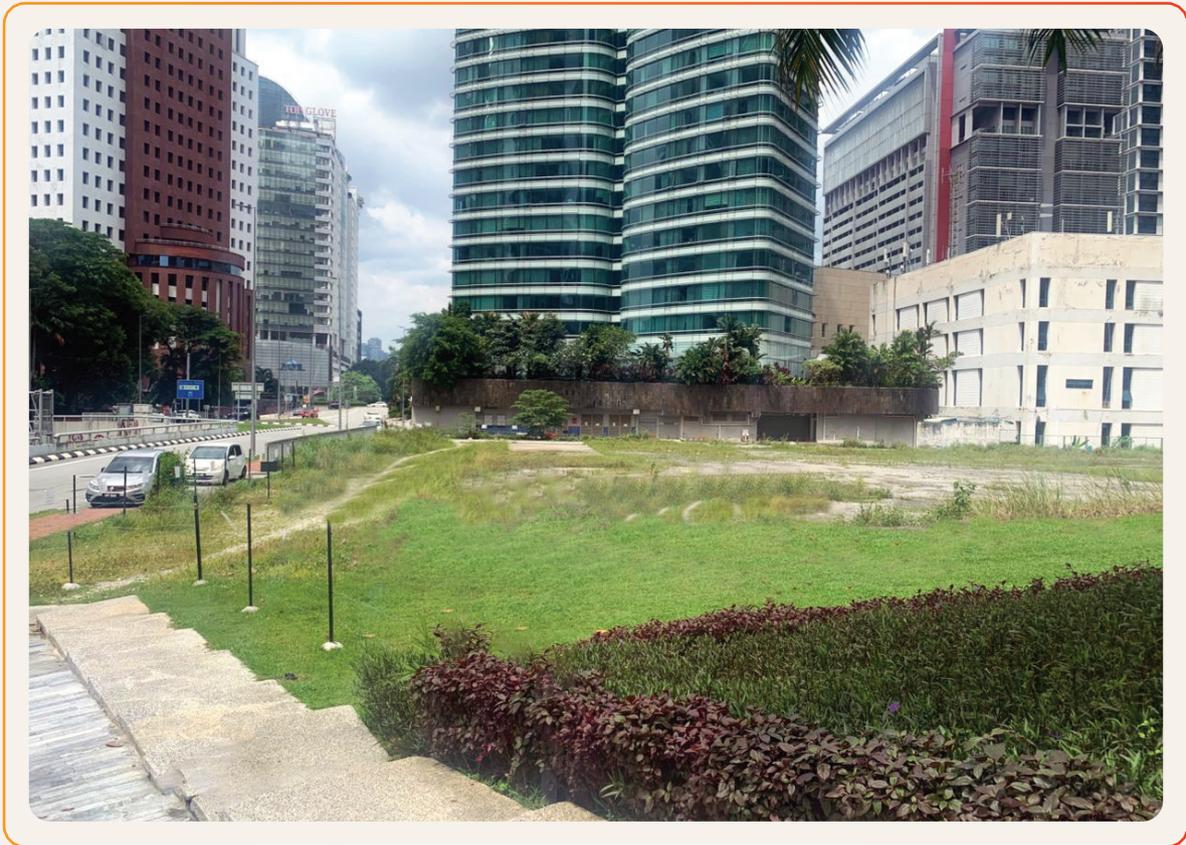


LEGEND:

	Lift		Exit route
	Stairs		Fire alarm
	Toilet		

ASSEMBLY AREA

FOR FIRE EMERGENCIES



LEGEND:

-  Menara FELDA building
-  Assembly Area
-  Exit route

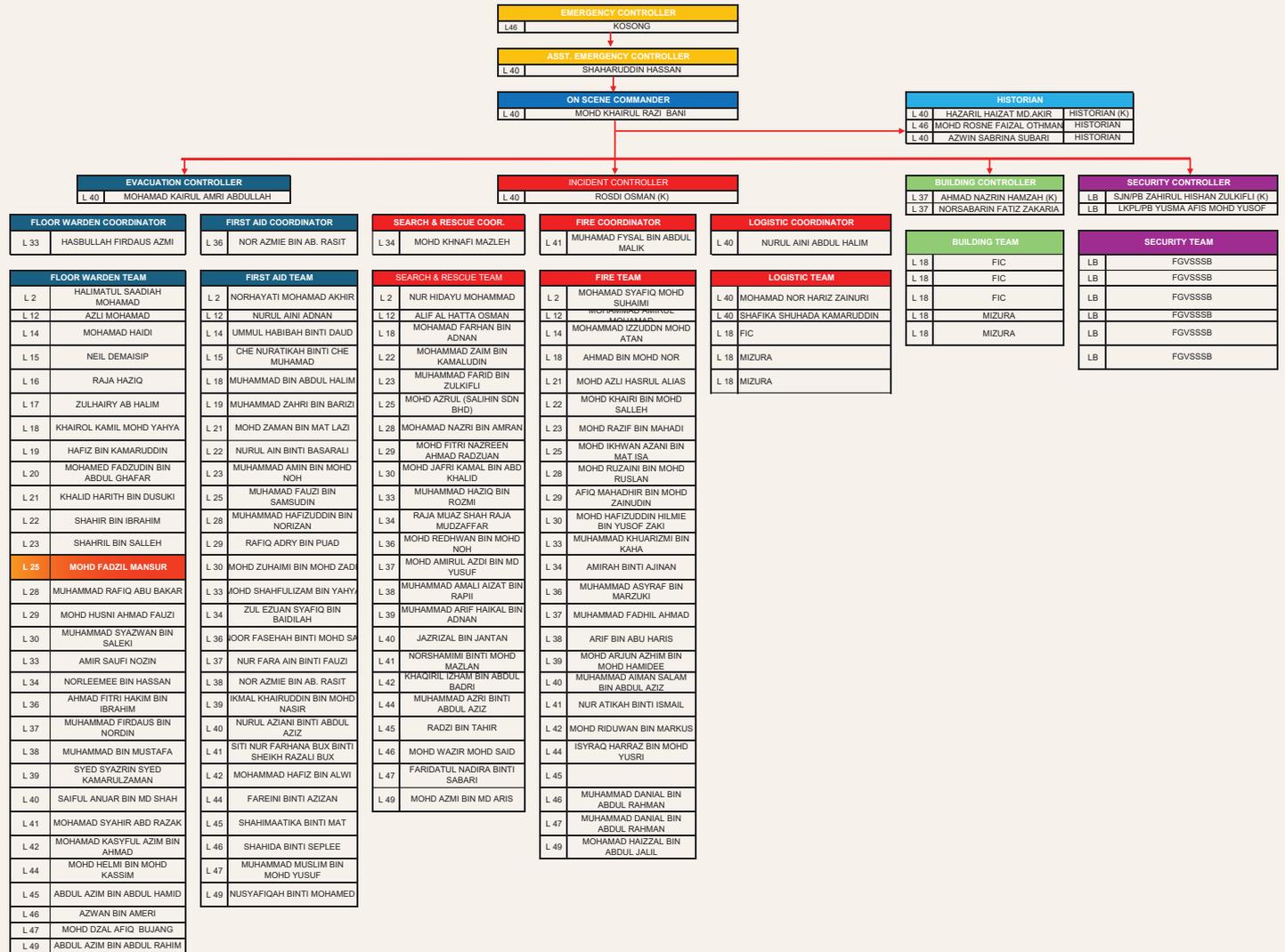
EMERGENCY RESPONSE TEAM (ERT)

PLAN

ACTION BY	PROCESS FLOW	DOCUMENT DATA
Building Management	Announcement by the Building Management / Security	
Building Management	Confirmation for Evacuation	
Staff	Evacuate through nearest Emergency Staircase	
Staff	Follow instruction during evacuation	
Staff	Gather Assembly area	
FSW	Ensure all staff Evacuated	
FSW	To check all rooms (FSW the last person to evacuate)	
FSW	To do the Head Count for respective floor	Head Count Checklist
FSW	Submit Checklist to Building Management	
Staff	Wait for the announcement by BOMBA	
Staff	Dismiss	
FSW	Briefing and Post Mortem by Building Management / Dismiss	

FELDA ERT

ORGANISATION CHART



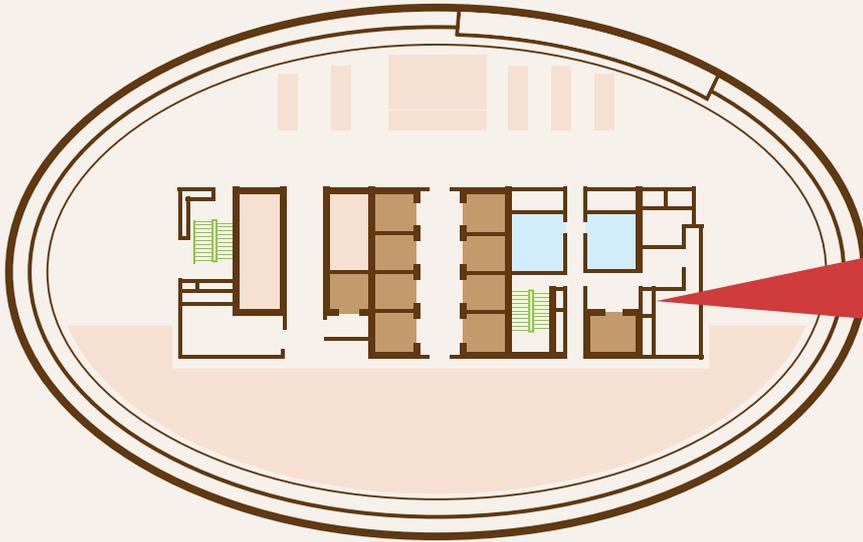
EMERGENCY CONTACT

NUMBER

AGENCY	CONTACT
MERS (Malaysia Emergency Response Services) PDRM JBPM APM Hospital APMM	999
POLIS (PDRM) Ibu Pejabat Polis Daerah Dang Wangi Balai Polis Jalan Tun Razak	03 - 2600 2222 03 -2141 2314
BOMBA (JBPM) Balai Bomba & Penyelamat Jalan Tun Razak PGO (Pusat Gerakan Operasi) JBPM KL	03 - 2181 0140 03 - 2145 5562
ANGKATAN PERTAHANAN AWAM (APM) Pejabat Daerah APM W.P.K.L, Jln Padang Tembak	03 - 2692 5533
HOSPITAL KUALA LUMPUR Emergency & Trauma Department	03 - 2615 5555/ 03 - 2615 5333
BILIK KAWALAN BANGUNAN (BCC) Menara FELDA	03 - 2191 2357
BILIK KAWALAN POLIS BANTUAN FELDA Menara FELDA	03 - 2191 2358
JABATAN PENGURUSAN RISIKO L40 Menara FELDA	03 - 2191 2207
Floor Warden Level 25 (ERT Menara FELDA) Mr. Mohd Fadzil Mansor	017 - 292 7570
Hotline Felda	014-500 2181

FIRST AID KIT

LOCATION AND CONTENTS



ITEM	QUANTITY
Gauze Swab 10 cm × 10 cm	2 packets
Absorbent Pad 20 cm × 20 cm	2
Sterile Eye Pad	2
PBT Elastic Bandage 5 cm × 3 m	2
Triangular Bandage 92 cm × 92 cm × 130 cm	5
Gauze Bandage 5 cm × 4 m	4
Gauze Bandage 7.5 cm × 4 m	4
Gauze Bandage 10 cm × 4 m	4
Sterile Gauze Swab 7.5 cm × 7.5 cm (12-ply, 5 pcs/packet)	4 packets
Sterile Gauze Swab 10 cm × 10 cm (12-ply, 5 pcs/packet)	4 packets
Sterile Cotton Ball (10 pcs/packet)	2 packets
Cotton Buds (80 pcs/packet)	1 packets
Gauze Swab 7.5 cm × 7.5 cm (8-ply, 5 pcs/packet)	2 packets
Adhesive Plaster 19 mm × 76 mm	30
Surgical Tape	1
Alcohol Swabs	8
Eye Glo 10 ml	2
Acridlavine Solution 30 ml	1
Forehead Thermometer	1
Safety Pins (10 pcs per hank)	1
Scissors	1
Instant Cold Pack	2
Nitrile Gloves	4
CPR Mask (Disposable)	1
Biohazard Plastic	2
First Aid Booklet	1
Contents List	1
Metal Box (Storage Case)	1

GENERAL SAFETY RULES

FOR VISITORS AND CONTRACTORS



REGISTRATION & IDENTIFICATION

All visitors and contractors must sign in at reception upon arrival and sign out before leaving. A visitor or contractor pass must be worn at all times while on site.



ESCORT REQUIREMENTS

Visitors must be accompanied by an authorized staff member at all times unless otherwise approved.



RESTRICTED AREAS

Entry to restricted or hazardous areas is prohibited unless specifically authorised and accompanied by a competent person.



ACCIDENT REPORTING

Any accident, injury, near miss, or unsafe condition must be reported immediately to the Safety Officer or the host staff member.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors must wear appropriate PPE (e.g., safety shoes, helmet, gloves) as required by the nature of their work. PPE must be in good condition and comply with relevant safety standards.

EMERGENCY PROCEDURES

In the event of a fire alarm or emergency, visitors and contractors must follow the instructions of the Fire Warden or Emergency Response Team. Proceed to the designated assembly area and remain there until the all-clear is given.

WORKPLACE CONDUCT

Smoking, vaping, and the use of alcohol or drugs are strictly prohibited on the premises. Unsafe behaviour, horseplay, or tampering with safety equipment is not permitted.





This Safety Manual is designed to provide clear, practical guidance on fire safety procedures, prevention measures, and emergency response protocols. It serves as a quick reference to help ensure the safety of employees, visitors, and assets at all times.

Important Reminder

Safety is everyone's responsibility. Stay alert, stay prepared, and always follow the procedures outlined in this manual.