

**POCKET BOOK**

**UNIVERSITAS PGRI SEMARANG**

**SAFETY,  
OCCUPATIONAL  
HEALTH, AND  
ENVIRONMENT**



**UNIVERSITAS PGRI SEMARANG**

**2025**



## ***EMERGENCY CALL***

<b>EMERGENCY CALL</b>	
24-hour integrated emergency service	<b>112</b>
Police Call Centre	<b>110</b>
Fire Department	<b>113</b>
Ambulance	<b>118</b>

<b>Semarang Red Cross</b>	
Semarang Red Cross Headquarters	<b>(024) 3541237</b>
Semarang City Red Cross Blood Donation Unit	<b>(024) 3542752</b>
PMI Semarang City Main Clinic	<b>0822-1031-7744</b>
Central Java Province Red Cross	<b>(024) 76746733</b>

<b>ASSISTANCE SEMARANG POLICE</b>	
Semarang Central Police Station	<b>(024)354575</b>
Semarang Timur Police Station	<b>(024) 3561562</b>
Gayamsari Police Station	<b>(024) 671 6191</b>
Central Java Provincial Police Headquarters	<b>(024)6716191</b>

## Rector's Welcome Address

Praise and thanks be to God Almighty, for His mercy and grace, this UPGRIS Campus Safety and Security Pocket Book has been compiled and presented as a guide for all students in carrying out academic and non-academic activities on campus.

UPGRIS is strongly committed to creating a campus environment that is safe, orderly, comfortable, healthy, and secure. Occupational safety and health are not only the responsibility of the institution, but also the shared responsibility of the entire academic community, especially students as the largest part of the campus community.

In the dynamics of campus life, students are faced with various potential risks, whether related to traffic activities on campus, the use of building and laboratory facilities, student activities, or the possibility of natural disasters and security disturbances. Therefore, understanding the principles of safety, security, health, and the environment (K3L) is very important.

This pocket book has been compiled as a practical and informative guide containing policies, procedures, and steps to be taken in dealing with emergencies and hazardous conditions at UPGRIS. It is hoped that this book will increase students' awareness, concern, and preparedness in ensuring their own safety and that of others.

I invite all UPGRIS students to read, understand, and apply the contents of this pocket book in their daily campus life. Report immediately to the relevant parties if you encounter potential hazards, security disturbances, or emergency situations, in order to create a conducive and sustainable campus environment. May this UPGRIS Campus Security and Safety Pocket Book provide tangible benefits and support the smooth implementation of the Tridarma Perguruan Tinggi (Three Pillars of Higher Education).

Rector UPGRIS

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## **1. K3L UPGRIS POLICY (Safety, Occupational Health, and Environment)**

UPGRIS has established a Safety, Occupational Health, and Environment (K3L) Policy as an integral part of institutional governance in order to create a safe, healthy, orderly, and sustainable campus environment. This policy serves as the primary foundation for all academic, non-academic, student, research, and community service activities carried out within the UPGRIS environment.

UPGRIS K3L Policy was formulated as a form of the university's commitment to:

- a) Protect all members of the academic community, educational staff, guests, and campus partners from potential hazards, workplace accidents, illnesses resulting from campus activities, and environmental impacts.
- b) Ensuring the safe and responsible implementation of educational, research, and community service processes.
- c) Fostering *a safety-conscious culture* within the campus environment.

In its implementation, UPGRIS is committed to:

- 1) Making K3L aspects a priority in university policy, integrated into the planning, implementation, and evaluation of all campus activities.
- 2) Comply with and implement applicable laws and regulations in the areas of safety, occupational health, and environmental protection.
- 3) Identify, assess, and control potential risks that may cause accidents, health hazards, or environmental damage on campus.
- 4) Providing safety facilities and infrastructure, such as evacuation routes, assembly points, fire extinguishers, and other safety support facilities.
- 5) Encourage active participation of students in maintaining their own safety, the safety of others, and the safety of the campus environment.
- 6) Conducting continuous evaluation and improvement of the K3L management system to enhance the effectiveness and preparedness of the campus in dealing with emergency situations.

All members of the UPGRIS academic community are required to comply with and support the implementation of this K3L policy. Each individual has a responsibility to work and carry out activities safely, report potential hazards, and follow established safety procedures.

With the implementation of this K3L Policy, UPGRIS strives to create a campus environment that is not only excellent in the academic field, but also upholds the values of safety, health, and care for the environment as part of the character of academics.

## 2. SAFETY GUIDELINES

This safety guide has been compiled to provide UPGRIS students with comprehensive, practical and easy-to-understand information on how to deal with various potential risks that may arise while on campus. All students are expected to be alert, responsive and responsible for their own safety and that of others.

### 2.1 TRAFFIC SAFETY

Activities involving entering and exiting the campus by motor vehicle or on foot carry the potential risk of accidents. Therefore, students are required to pay attention to the following:

#### A. Vehicle Preparation

- a. Ensure that the vehicle's engine is in good condition.
- b. Check the braking system, headlights, indicators, and brake lights.
- c. Ensure tyre pressure is up to standard.
- d. Use a roadworthy and officially registered vehicle.

#### B. Rider Safety

- a. Use SNI-standard helmets for motorcyclists.
- b. Use seat belts for car drivers.
- c. Wear appropriate and safe clothing while driving.
- d. Avoid using mobile phones while driving.
- e. Obey traffic signs and speed limits on campus grounds.

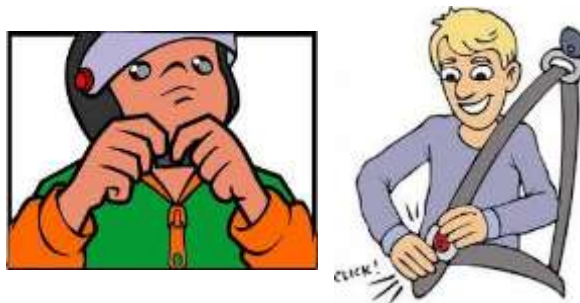


Figure 1. Ensure you hear the "CLICK" sound when riding. Helmets (motorcycles) and seat belts (cars) are mandatory.

**C. Pedestrians**

- a. Use the designated pedestrian paths.
- b. Be mindful of passing vehicles.
- c. Cross at safe locations.

**D. In the event of an accident**

- a. Stay calm and secure yourself.
- b. Administer first aid if possible.
- c. Report immediately to campus security personnel.

**2.2 FIRE HAZARDS**

Fire is one of the serious potential hazards on campus that can be caused by electrical short circuits, improper use of electronic equipment, human negligence, or natural factors. Therefore, every student must understand the prevention and handling measures.

**A. Fire Prevention Measures**

- a. Use electrical equipment in accordance with standards and requirements.
- b. Avoid using stacked power strips or damaged cables.
- c. Switch off electrical equipment after use.
- d. No smoking inside the campus building.
- e. Be aware of the location of fire extinguishers and evacuation routes.

**B. In case of fire:**

- a. DO NOT PANIC, stay calm and maintain control.
- b. Immediately alert those around you.
- c. Use the fire extinguisher if the fire is still small and can be safely controlled.
- d. Evacuate the room via the evacuation routes.
- e. DO NOT use the lift; use the emergency stairs.



**Why should you not use the lift/elevator during an emergency?** In the event of a fire, the building's electricity will be shut off, so the electricity/lift will also not function.

- f. Gather at the *Assembly Point*.



If you hear the emergency alarm sounding...

**DO NOT PANIC!!**

Look for the EXIT/KELUAR signs and proceed immediately to the assembly point on the field, which is the **TITIK KUMPUL** or **ASSEMBLY POINT**.

- g. Follow the instructions of the campus security personnel.

### **2.3 SAFETY IN BUILDINGS AND CLASSROOMS**

Safety within the building and classrooms must be the top priority during academic activities.

- Pay attention to safety signs and building evacuation maps.
- Do not block emergency exits, corridors, and staircases.
- Use desks, chairs, and classroom facilities according to their intended purpose.
- Avoid excessive horseplay that could pose a danger.
- Report any damage to the building, ceiling, cables, or slippery floors.

#### **In the Event of an Emergency in the Building:**

- DO NOT PANIC**, remain calm and follow the procedures.
- Exit the room in an orderly manner without crowding.
- Assist any friends who need help.
- Proceed to the assembly point and await further instructions.

### **2.4 DANGER OF FALLING TREES AND EXTREME WEATHER**

Campuses with many trees pose a potential hazard during heavy rain and strong winds.

- Avoid taking shelter under large or old trees.
- Stay away from billboards, banners, and tall poles.
- Immediately enter a sturdy building.
- Report any trees that appear weak or leaning.

#### **During Extreme Weather:**

- DO NOT PANIC**, stay alert.
- Reduce outdoor activities.

- c. Follow official information and announcements from the university.

## **2.5 STRONG WINDS/TORNADOES**

Strong winds or tornadoes can occur suddenly and pose a danger to safety.

- a. Immediately seek shelter inside a sturdy building.
- b. Close doors and windows.
- c. Turn off electrical appliances.
- d. Stay away from glass and objects that can be easily thrown.

### **Signs of a tornado:**

- a. Dark, large, and high clouds are visible.
- b. Lightning and thunder can be seen in the distance.
- c. A rumbling sound is heard in the distance.

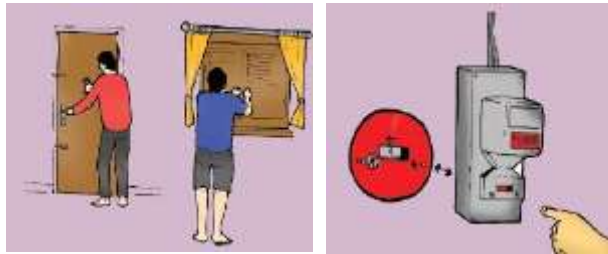


Figure 2. Close all doors and windows and turn off the electrical panel.  
Source: BNPB pocket book

### **Things to do in the event of a tornado:**

- 1) Bring items inside the house so they are not blown away by the wind.
- 2) Close all windows and doors, then lock them.
- 3) Turn off all electrical circuits and electronic devices.
- 4) If you feel a lightning strike is imminent, immediately crouch down,
- 5) sit down, and hug your knees to your chest.
- 6) Do not lie flat on the ground.
- 7) Avoid tall buildings, power poles, billboards, and similar structures.
- 8) Immediately enter a house or sturdy building.



Figure 3. Immediately enter a house or sturdy building  
Source: BNPB Pocket Book

## 2.6 EARTHQUAKE



An earthquake is a natural phenomenon in the form of ground shaking or tremors caused by sources of ground vibrations resulting from faults or fractures due to tectonic activity, volcanic eruptions due to volcanic activity, impacts from celestial objects (such as meteors and asteroids), and/or explosions from human activities.

Figure 4. Taking shelter under a table

### **When an Earthquake Occurs**

#### **1) Inside the house**

The tremors will last for a few moments. Take shelter under a table to protect your body from falling objects. If there is no table, protect your head with a pillow. If you are using the stove, turn it off immediately to prevent a fire.

#### **2) On Campus**

Take shelter under a table. Once the earthquake subsides, exit in an orderly manner and head to an open area (*ASSEMBLY POINT*). Do not stand near buildings, poles, or trees.

**3) Outside the house**

In office areas or industrial estates, hazards can arise from falling glass and billboards. Protect your head with your hands, bag or anything else you are carrying.

**4) Inside a vehicle**

During an earthquake, avoid intersections, pull over to the left side of the road, and stop. Stop the car in an open area. If you need to evacuate, exit the car immediately.

**5) In an elevator**

Do not use the lift during an earthquake or fire. If you are trapped in the lift, press all floor buttons, exit immediately when it stops, and evacuate via the stairs, or contact building staff via the intercom if you cannot exit, as the power may go out and the lift may get stuck, which is very dangerous.



Figure 5. Immediately leave the room/EXIT  
(Photo source: BNPB)

**2.7 LIGHTNING HAZARD**

Lightning, thunder, or thunderstorms are natural phenomena that usually occur during the rainy season when the sky flashes with a momentary, dazzling light. A few moments later, this is followed by a loud sound called thunder. The time difference between the two is due to the difference between the speed of sound and the speed of light.



**Things to do if lightning occurs:**

- 1) If you are caught outdoors, immediately seek shelter inside a building. There is no safe place outdoors. Run to a car or a safe building after hearing thunder.
- 2) Do not stay in open fields or parks. Lightning seeks the ground to release its energy.
- 3) If you are in a swimming pool and notice signs of darkening clouds, exit immediately, as swimming pools are prime targets for lightning to discharge its energy.
- 4) Do not take shelter under a tree that has been struck by lightning, as its energy can jump to your body.
- 5) Stay away from electricity poles, towers, or anything tall and easily struck by lightning.
- 6) If you are taking shelter outdoors, do not stand too close to other people; keep a distance of at least 3-5 metres to avoid being struck by lightning.
- 7) If you are riding a motorbike, stop immediately and find shelter.

**2.8 Laboratory Safety**

Practical activities, research, and the use of laboratory facilities carry high potential risks, such as exposure to hazardous chemicals, the use of electrical equipment and sharp tools, and the possibility of workplace accidents. Therefore, laboratory safety must be a top priority for every UPGRIS student.

**A. Student Responsibilities in the Laboratory**

Every student participating in laboratory activities **MUST**:

1. Wear Personal Protective Equipment (PPE) as required, including a lab coat, mask, gloves, safety goggles, and closed-toe shoes.
2. Read and understand the practical instructions before the activity begins.
3. Follow all instructions from the supervising lecturer and laboratory technicians.

4. Use equipment and materials in accordance with established procedures.
5. Maintain cleanliness, order, and safety in the laboratory environment.

### **B. Laboratory Prohibitions**

To prevent accidents, students are **PROHIBITED** from:

1. Eating, drinking, smoking, or engaging in excessive horseplay within the laboratory.
2. Using mobile phones during practical sessions.
3. Mixing chemicals without permission or supervision.
4. Leaving practical activities without the permission of the lecturer or laboratory technician.

### **C. In the Event of an Accident in the Laboratory**

If an accident occurs in the laboratory:

1. **DO NOT PANIC**, remain calm and stop all activities.
2. Protect yourself and move away from the source of danger.
3. Use safety facilities such as eyewash stations, first aid kits, or fire extinguishers if necessary.
4. Immediately report the incident to the supervising lecturer, laboratory technician, or campus security officer.

## **3. SECURITY INCIDENTS**

Security disturbances are conditions that can threaten the safety, comfort, and order of the academic community. Students are expected to always be vigilant, not to act rashly, and to prioritise their own safety.

### **3.1 DEMONSTRATIONS AND RIOTS**



Figure 6. Riots (Source: BNPB)

Demonstrations are a legitimate form of expression, but they have the potential to cause chaos if they are not controlled. **Riots or social conflicts** are conditions in which there is unrest/rioting or unsafe conditions in a certain area involving certain levels of society, groups, tribes, or organisations.

Indonesia, as a unitary state, has the potential for instability due to its diversity of ethnic groups, languages, religions, races and ethnicities. These factors contribute to the potential for conflict. The recent increase in the frequency and spread of conflict is a sign of declining nationalism within society.

This situation can be seen in the increase in ethnic, religious and racial conflicts, as well as the emergence of movements seeking to separate from the Republic of Indonesia due to dissatisfaction and differences in interests. If this situation is not managed properly, it will ultimately lead to the disintegration of the nation. This issue is very complex as a result of the accumulation of overlapping ideological, political, economic, socio-cultural and security issues. If wise measures are not taken quickly to address the root causes of the problem, it will become a prolonged issue.

In the event of demonstrations or riots:

1. Avoid being in crowded areas that have the potential for unrest.
2. Do not be provoked by provocations or anarchic actions.
3. **DO NOT PANIC**, immediately seek a safe place.
4. Follow the instructions of campus security personnel and relevant authorities.

### 3.2 **TERRORISM**



Figure 7. Terrorist Attack (Source: BNPB)

Terrorist/sabotage acts are all actions that cause public unrest, damage to buildings, and threaten or endanger the lives of one or more people by a certain irresponsible individual or group.

### **Terrorism Response Tips**

- If you observe an individual or group exhibiting highly suspicious behaviour, immediately report it to the authorities.
- If you hear someone planning something that could endanger the life of one or more people, report it immediately to the authorities.
- Always be cautious wherever you are.

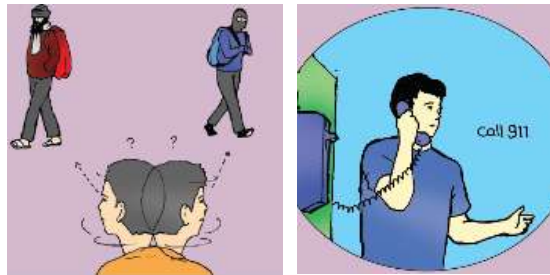


Figure 8. Report anything suspicious (Source: BNPB)

## **4. UPGRIS CAMPUS FACILITIES**

UPGRIS provides various campus facilities to support academic, non-academic, and student interest and talent development activities. All campus facilities must be used responsibly, prioritising safety, security, and order.

### **4.1 HALL**

Balirung is a campus facility used for academic and non-academic activities, such as seminars, formal meetings, graduations, and student activities.

Safety regulations in Balirung:

1. Comply with the specified room capacity.
2. Do not block exits and evacuation routes.
3. Use activity support equipment in accordance with procedures.
4. **DO NOT PANIC** in the event of an emergency; immediately follow the instructions of the staff.

## **4.2 PARKING AREA**

The parking area is provided for two-wheeled and four-wheeled vehicles of the academic community.

Safety regulations in the parking area:

1. Park your vehicle in the designated area.
2. Securely lock your vehicle and use additional security measures.
3. Obey campus traffic signs.
4. **DO NOT PANIC** in an emergency situation; immediately move away from the vehicle and follow the instructions of security personnel.

## **4.3 LIFTS**

Lifts are provided to facilitate access between floors, especially for persons with disabilities, the elderly, and those with specific conditions.

Safety guidelines for lift use:

1. Use the lift within its maximum capacity.
2. Do not force entry when the lift is full.
3. Do not use the lift during a fire or earthquake.
4. If the lift stops suddenly, **DO NOT PANIC**, press the emergency button and wait for assistance.

## **4.4 LABORATORY**

The laboratory is used for practical work, research, and scientific development.

General provisions:

1. Comply with laboratory safety standards.
2. Use PPE as required.
3. Report any equipment damage or accidents.
4. **DO NOT PANIC** if an incident occurs; follow laboratory safety procedures.

## **4.5 CLASSROOM**

The classroom is the primary facility for learning activities.

Safety regulations in the classroom:

1. Keep the classroom clean and tidy.
2. Do not damage classroom facilities.

3. Be familiar with evacuation routes and emergency exits.
4. **DO NOT PANIC** in the event of an earthquake, fire, or other emergency.

#### **4.6 LECTURER'S ROOM**

The faculty room is used for academic activities and consultations.  
Regulations:

1. Use the staff room in accordance with ethics and the schedule.
2. Maintain calm and safety.
3. **DO NOT PANIC** in an emergency; follow the instructions of the lecturer or security personnel.

#### **4.7 SPORTS FIELD**

The sports field is used for sports activities and outdoor activities. Safety regulations:

1. Use sports equipment properly.
2. Check the weather conditions before engaging in activities.
3. Stop activities if extreme weather occurs.
4. **DO NOT PANIC** if an injury occurs; seek assistance immediately.

#### **4.8 SPORTS HALL**

Sports buildings are used for indoor sports activities and specific events.  
Safety regulations:

1. Observe the building's capacity.
2. Use the facilities for their intended purpose.
3. Follow evacuation procedures in the event of an emergency.
4. **DO NOT PANIC**, remain calm and orderly.

#### **4.9 READING GARDEN**

The reading garden is a facility that supports literacy and academic development for students. Rules:

1. Maintain quietness and cleanliness.
2. Use the facilities in an orderly manner.
3. **DO NOT PANIC** if there is a disturbance or emergency situation; immediately exit through the evacuation route.

## CLOSING

Occupational Safety and Health (OSH) is a shared responsibility, not merely compliance with regulations. In line with the spirit of the National Disaster Management Agency (BNPB), we emphasise the importance of being Responsive, Agile, and Resilient in facing any potential risks, both in everyday work situations and in emergency disaster conditions. With thorough preparedness and appropriate mitigation, we can create a safe working environment and protect our greatest asset: human resources.

Make safety your top priority and live by the culture of **Responsive, Agile, and Resilient**. Resilient Greetings!"