Appendix XI

Digital Health Laboratory – School of Management (MGT)

1. GENERAL GUIDELINES

(a) All staff and students must know and practice the safety guidelines at all times while using the laboratory.
(b) The laboratory is locked unless occupied by staff and/or students during class or practice.
(c) Students should at all times practice safe and appropriate techniques while learning in the laboratory.
(d) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
(e) Students with special health conditions such as communicable diseases, injuries should inform course coordinators/teachers as soon as possible so that necessary precautions can be taken to protect the students and others.
(f) All misconduct occurring in the laboratory should be reported to the MGT General Office at 3725 6103 or your instructor.
(g) For emergency situations such as fire, water leakage, flooding, staff/students should immediately call FMO Reception Counter at 3725 6161.

2. CAPACITY OF LABORATORY

Concerning to the safety and protection of users, the laboratory has its own maximum capacity of 60 persons.

Room No.	Laboratory	Maximum Capacity
TC501	Digital Health Lab	60

3. LABORATORY SAFETY

3.1. Code of Conduct

(a) Smoking, eating or drinking is strictly prohibited in the laboratory. No food and beverages are allowed in the laboratory. Glassware or containers that had been used for laboratory operations should never be used for preparing or keeping food or drinks.
(b) Any faulty or broken equipment, loss and unauthorized use of facility should be reported immediately to the MGT General Office at 3725 6103 or your instructor.

4. EMERGENCIES

4.1. In case of Fire/Smoke

(a) Evacuate all personnel inside immediately.
(b) Call FMO Reception Counter at **3725 6161** or **999**.

(c) Follow Emergency Procedures of FMO for fire.
(d) Re-enter the site when the room is safe.
(e) Evaluate all equipment and cable in the vicinity of the fire for potential damage.
(f) Test other data and audio-visual cables in the teaching site for damage.
(g) Evaluate and test all electronic equipment that have been exposed to water.

4.2. In case of Water Leakage

(a) Call FMO Reception Counter at **3725 6161**.
(b) Take away electronic equipment possibly affected by the leakage.
(c) Re-enter the site when the room is cleanup.
(d) Evaluate all equipment and cable in the vicinity of the water leakage for potential damage.
(e) Test other data and audio-visual cables in the teaching site for damage.
(f) Evaluate and test all electronic equipment that have been exposed to water or other agents.

4.3. In case of Power Outages

(a) Call FMO Reception Counter at **3725 6161** for maintenance.
(b) Re-enter the site when power is resumed.
(c) Evaluate and test all electronic equipment.

4.4. In case of Air Conditioning Outages

(a) Call FMO Reception Counter at **3725 6161** for maintenance and arrange fan for ventilation.

4.5. In case of Network Outages

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Evaluate and test all electronic equipment when network connection resumes.

4.6. In case of Denial of Service Attack

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Isolate the computer from Campus Network.
(c) Reboot the computer.
(d) If the attack persist, help teacher to arrange another classroom to continue the class activities or use web conferencing if needed.
(e) Replace the computer.
(f) Try to locate the attacker from the intrusion prevention system and block the IP address.

5. ACCIDENT/INCIDENT REPORTING

(a) All incidents must be reported to FMO within 24 hours.
(b) Call MGT General Office or your instructor to request for first aid assistance in the laboratory.
(c) Provide your name, lab room number, contact number, and the nature of your injury (including any hazardous materials involved).
(d) Be prepared to provide the Security Officer with sufficient details of an incident.
(e) For major incident - Do not move the injured person unless they are in imminent danger.
(f) If you have received training, provide appropriate first aid until the Security Officer arrived.

6. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

(a) All cabinet doors should remain closed when not in use.
(b) The laboratory spaces, floors, beds and bench areas should be kept clean and tidy after use.
(c) Laboratory doorways should be kept clear of obstacles at all times.
(d) It is the responsibility of the staff/students to maintain the equipment and physical space clean and tidy after using the laboratory. Laboratory equipment should be tidied up by staff/ students after class.
(e) The lab equipment should be kept in good order. All broken/malfunctioned equipment should be reported immediately to MGT General Office or your instructor.