

Tung Wah College Emergency Procedures and Safety Guidelines

Facilities Management Office

Version 7
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1. BACKGROUND

1.1 Tung Wah College (the College) is committed to providing a safe and healthy campus for every student, faculty and staff member. The first version of the emergency response procedural guide (Emergency Procedures) was put in place in October 2014. The Emergency Procedures underwent periodic review and were updated in August 2015. Following the establishment of additional practice laboratories, the relevant laboratory guidelines were incorporated into the third version in June 2016. With the continued expansion of practice laboratories, the establishment of First Aider roles within the College, and the growth in both student and staff populations, the sixth version of this document was revised in January 2025.

1.2 Following the promulgation of the **Crisis Management Policy for Tung Wah College** in December 2025, the seventh edition of these Guidelines incorporates three key enhancements: (a) a clear linkage to the Crisis Management Policy; (b) the addition of Sections 2.4.3 Incident Notification and Escalation, 2.4.4 Information Required for Assessment and 2.4.5 Actions Following Crisis Management Team (CMT) Activation; and (c) stronger emphasis on the principle that immediate actions to protect life, safety and operational continuity must be undertaken without delay, while serious incidents are promptly reported and escalated for assessment and coordination where necessary.

1.3 These **Emergency Procedures and Safety Guidelines** provide immediate instructions for responding to environmental, safety and operational emergencies affecting the College. Staff, students and service providers should follow these Guidelines to protect life, safety and property, and to minimise disruption to College operations. Issues related to **Occupational Safety and Health (OSH)** under the OSH Ordinance are addressed in the guidelines issued by the Human Resources Office.

1.4 These Guidelines shall be read together with the **Crisis Management Policy for Tung Wah College**. Where an incident is serious, or may develop into an institutional crisis, it shall be reported and escalated in accordance with the Crisis Management Policy.

1.5 FMO shall be informed of all accidents and incidents falling within the scope of these Guidelines and shall coordinate the related reporting and escalation arrangements.

1.6 Activation of the CMT does not replace the immediate responsibilities of staff, Security, FMO, Schools, Offices, Units, laboratory personnel, first aiders or emergency services for managing the operational response.

2. GUIDING PRINCIPLES

2.1 Safety is the responsibility of every member of the College community. All staff, students and service providers are expected to comply with safety requirements and take prompt and appropriate action to minimise injury, property damage and operational disruption.

2.2 An emergency is any actual or potential incident that may threaten life, health or safety; cause material damage to College property or facilities; disrupt College operations; compromise information systems or personal data; or give rise to significant legal, regulatory, reputational or stakeholder consequences. Common emergencies include, but are not limited to:

2.2.1 Fire or explosion
2.2.2 Personal injury/serious sickness
2.2.3 Electric shock
2.2.4 A person trapped inside a lift
2.2.5 Spillage of hazardous substances
2.2.6 Hazardous-gas leakage
2.2.7 Crime or security incidents
2.2.8 Major infrastructure, utility or operational failure
2.2.9 Cybersecurity or personal-data incidents; and
2.2.10 Other serious incidents requiring urgent coordinated response.



2.3 General Principles

2.3.1 Protection of life and safety shall always take priority. Staff shall call 999 where appropriate and take any immediate action required under the applicable emergency procedure. No person should place themselves or others at unnecessary risk when responding to or attempting to contain an incident.

2.3.2 Emergency notification and escalation shall not be delayed while information is being collected, consultations are taking place, or reports and other documentation are being prepared. Where there is doubt about the seriousness or potential impact of an incident, the matter shall be escalated promptly for assessment.

2.4 Seeking Help

2.4.1 Emergency Contacts

You are encouraged to report the situation promptly, either by phone or in person, to the Security Control Room at KPC, MKA or MKB, or to the FMO Reception Counter at KHC or TSTC. The contact numbers for the Security Control Room or FMO Reception Counter at each location are set out in Section 5, "Useful Information", of these Guidelines. In case of emergency, please dial 999. For incidents occurring in a laboratory, please contact the concerned laboratory technician. After the immediate emergency contacts have been made, the relevant School Dean or Unit Head shall be informed as soon as practicable if the incident is serious or may have wider operational, legal, regulatory, data-privacy, cybersecurity, reputational or stakeholder implications.

2.4.2 What to report?

Particulars to be reported to the Security Control Room /Police/Ambulance when there is an emergency on campus include:

(a) **Nature of the incident**, with a brief description, including whether any person is injured, missing or trapped.

(b) Your name and **contact** telephone number.

(c) Full details of the **location** of the incident and **the place** you can wait safely to meet the dispatched Security team, Police or Ambulance personnel.

2.4.3 Incident Notification and Escalation

(a) After taking the immediate actions required under these Guidelines and contacting 999, the Security Control Room, the FMO Reception Counter or another appropriate emergency contact, where applicable, an accident or incident falling within the scope of these Guidelines shall be reported to both FMO and the relevant School Dean or Unit Head as soon as practicable.

(b) FMO, together with the relevant School Dean or Unit Head, shall verify the available facts, coordinate any necessary containment actions, and assess whether the incident requires escalation in accordance with the escalation criteria listed in paragraph (c).

(c) The President or the relevant Vice President shall be informed immediately if the incident:

- involves death, serious injury, or a significant risk to life, health or safety;
- causes or may cause major disruption to College operations;
- affects a large number of people or a sensitive stakeholder group;
- may have significant legal, regulatory, financial, governance, privacy, cybersecurity or reputational implications;
- has attracted, or is likely to attract, media or social media attention;
- involves misinformation or public concern; or
- may require urgent coordinated communication or College-wide action.

(d) If there is any doubt about the seriousness or potential impact of an incident, it shall be escalated for assessment. The President, or a Vice President designated by the President when the President is unavailable, shall determine whether activation of the CMT is required.

(e) Reporting and escalation shall take place concurrently with the operational response and must not delay any action necessary to protect life, safety or property.

2.4.4 Information Required for Assessment

Where an incident is escalated as a potential crisis, the responsible School, Office or Unit shall provide the information available at the time, including:

- the nature of the incident;
- the date, time and location;
- the persons or stakeholder groups affected;
- confirmed facts and any important information that remains unknown;

- immediate actions already taken;
- possible operational, legal, regulatory, privacy, cybersecurity or reputational implications;
- media, social media, complaint or enquiry activity (if any); and
- any urgent decisions, assistance or resources required.

Where complete information is not yet available, reporting and escalation shall proceed using the best information available at the time.

2.4.5 Actions Following CMT Activation

Where the CMT is activated under the Crisis Management Policy:

(a) emergency services shall continue to exercise authority over matters within their statutory or professional responsibilities;

(b) Security, FMO, the responsible School, Office or Unit, and other relevant operational units shall continue to manage the immediate response, containment and recovery actions within their respective areas of responsibility and implement any directions issued by the CMT;

(c) the responsible School, Office or Unit shall provide timely updates and support implementation of decisions and actions approved by the CMT;

(d) relevant specialist units, including ITSO, HRO, Registry, SAO, CPRO and other units as appropriate, shall provide support and advice within their areas of responsibility; and

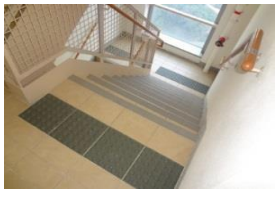
(e) all public statements and communications relating to the incident shall be issued in accordance with the Crisis Management Policy and any directions issued by the CMT.

Activation of the CMT does not replace the immediate responsibilities of emergency services, Security, FMO, first aiders, laboratory personnel, or the responsible School, Office or Unit.

2.5 Emergency Evacuation

Immediate evacuation, sheltering, isolation of an affected area, and any other action required to protect life, safety or property shall be carried out immediately. Such actions shall not be delayed pending notification, escalation, CMT activation or communication approval.





2.5.1 Buildings at the College's campuses have alarm notification systems for fire and other emergencies requiring evacuation. The systems may sound the alarm bells and activate the red flashing lights in case where evacuation is needed. At all times, when the alarm system sounds, everyone must leave the building and move to the designated Assembly Point.

2.5.2 Upon hearing the alarm:

(a) Keep yourself and others calm.

(b) Stop your work immediately.

(c) Switch off electrical devices and fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(d) Bring along your mobile phone if readily at hand.
(e) Help those who need special assistance.
(f) Close but **do not lock** doors behind you.
(g) Quickly exit the building by staircase (**Do not use lifts**).
(h) Wait at the designated Assembly Point for instructions from emergency response personnel.



3. EMERGENCY RESPONSE PROCEDURES

The following incident-specific procedures remain the primary instructions for immediate response. Where an accident/incident is serious, or may have wider operational, legal, regulatory, privacy, cybersecurity, reputational or stakeholder implications, the reporting and escalation requirements in Sections 2.4.3 to 2.4.5 and the Crisis Management Policy shall also be followed.

Life-safety, evacuation, containment and other immediate response actions shall not be delayed pending reporting, escalation, CMT activation or communication approval.

3.1 Fire

3.1.1 Upon discovering a fire



(a) Keep calm.
(b) Sound the fire alarm by activating the break-glass alarm in the corridor.
(c) Call Security Control Room, if time permits, by dialing **3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC)**.
(d) Only tackle the fire if you are absolutely sure that danger is not imminent.
(e) Use hose reel / fire extinguisher / sand bucket / fire blanket if deemed appropriate.
(f) Switch off power / fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(g) Bring along your mobile phone and a wet towel (if readily at hand).
(h) Urge and assist other people in the building to leave, and help those who need special assistance.
(i) Close (**Do not lock)** doors when you leave to contain fire and smoke.
(j) Exit the building by staircases as quickly as possible (**Do not use lifts**).
(k) Do not re-enter the building until authorized by Security Guard/fireman.

3.1.2 Upon hearing fire alarm

(a) Keep calm.
(b) Stop your work immediately.
(c) Switch off power / fuel supply to machinery and plant, and stop laboratory

operations that are not safe to be left unattended (if applicable).

(d) Bring along your mobile phone and a wet towel (if readily at hand).

(e) Urge and assist other people in the building to leave, and help those who need special assistance.

(f) Close (**do not lock)** doors when you leave to contain fire and smoke.

(g) Exit the building by staircases as quickly as possible (**do not use lifts**).

(h) Do not return/re-enter the building for any reason until authorised by Security Guard/fireman.

3.2 Personal injury or serious sickness

3.2.1 Immediate Actions



First aid boxes are provided in the units and Facilities Management Office

If you or you find someone who:

(a) has **minor injury**, you may use the supplies contained in the first aid box provided in each Unit/Laboratory.

(b) is **seriously injured or sick**, e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulty, severe bleeding, major wound, pallor/cold sweating, etc., **call 999**

3.2.2 Seek Help

(a) **NOTIFY** the Security Control Room at Tel. **3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC).**

(i) To get first aid assistance from first aider of the College.

(ii) State clearly your location and whether or not ambulance service is required/called.

(b) Wait for the attending Security Guard/medical personnel.

3.2.3 General Consideration

(a) Put the injured/sick person in a comfortable posture.

(b) Don't move the injured person unless it is absolutely necessary or the site has imminent danger.

(c) Check that you and the injured person /sick person are in a safe place while waiting for help.

3.2.4 The Security Control

(a) Once the **Security Control Room** receives request for first aid assistance, the Security Guard will call the nearby first aider to handle the injuries.

(b) The list of first aiders is printed on the College's Telephone Directory and available at the Security Control Rooms in KPC, MKA & MKB, KHC and the FMO Reception Counter at TSTC. Arrange a Security Guard to go to the location to provide assistance and ensure that the ambulance has been called for serious cases.

(c) Inform the Facilities Management Office (FMO) to go to the site for coordination.

3.2.5 Volunteer First Aiders

Upon receipt of call from the Security Guard, the first aider will attend the injured/sick

person at the site:

(a) To respond to first aid emergencies within the limits of their training;

(b) To ensure ambulance service is arranged through **999** without delay unless the injury/sickness is so minor that it can be handled without professional attention;

(c) To render appropriate first aid and cardiopulmonary resuscitation (CPR) until arrival of further medical help;

(d) To keep observing the injured/sick person after applying first aid treatment until arrival of further medical help; and

(e) To provide a handover when further medical help arrives.

3.2.6 Follow-up Actions

(a) If the injured/sick person needs hospitalization, he/she should be accompanied by a staff as far as possible until the emergency contact person arrives.

(i) If the injured/sick person is a student, FMO will report the case to the School concerned, Registry (REG) and Student Affairs Office (SAO) immediately. The REG shall notify the emergency contact person as soon as possible.

(ii) If the injured/sick person is a staff member, FMO will report the case to the Unit concerned and Human Resources Office (HRO) immediately. The HRO shall notify the emergency contact person as soon as possible.

(b) For cases involving work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report (HR-F-CB010-V3) and submit it to the HRO **within 3 working days** of the accident so that the cases can be reported to the Labour Department within the specific timeframe. For more details, please refer to the Regulations on Work-related Injury or Illness.

(c) Security Guard would submit an incident report to FMO within 1 working day and FMO would report the case to Vice President (Administration & Development) not later than the next working day.

3.3 Electric Shock

Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at the site where it enters and leaves the body. Alternating current (AC) power also causes muscle spasm that often prevents the injured person from letting go the electric cable.

3.3.1 Seek Help

(a) **NOTIFY** the Security Control Room at Tel. **3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC)** to get first aid assistance from first aider of the College.

(b) State clearly your location and whether or not ambulance service is required/called.

3.3.2 Cut off the Electric Current

(a) The electric power **MUST** be turned off before touching the injured person. Do not touch the injured person if he/she is still in contact with live current.

(b) If the power **CANNOT** be turned off, the followings can be attempted to free the

injured person:

(i) Stand on some dry insulating material such as wooden box, a rubber or plastic mat, a telephone directory or a thick pile of newspaper, then,

(ii) Push the injured person's limbs away from the electricity cable/source with a dry non-metallic pole such as broomstick, wooden chair or stool or push the source away from the injured person, whichever is easier.

(iii) Without touching the injured person, loop a dry rope around his/her feet or under the arms and pull him/her away from the source.

(iv) As the last resort, pull the injured person free by pulling his/her loose, dry clothing.

3.3.3 Treatment of the Injured Person

If you have not been trained on mouth-to-mouth ventilation and cardiopulmonary resuscitation (CPR), ask for help.

The first aider (or yourself, if you have been trained) would perform the following procedures as required:

(a) As soon as the injured person is separated from the electrical source, check the conscious level, breathing and pulse of the injured person.

(b) Open the airway by keeping the alignment of the spine and neck.

(c) If breathing difficulties develop or breathing is stopped, start mouth-to-mouth ventilation.

(d) If the heart beat cannot be detected, start cardio-pulmonary resuscitation (CPR).

(e) Treat shock if the injured person is pale, or feels dizzy, or breathes erratically, with weak or erratic pulse. The injured person must be kept warm, but tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.

(f) If you are trained to use the Automated External Defibrillator (AED), the equipment is available at 6 locations: G/F & 20/F Hall of KPC, K1615 of KHC, FMO reception counter of 6/F TSTC; and 1/F Security Control Rooms of MKA & MKB.



Once breathing and heart beats have been re-established, the injured person should be moved into the recovery position, which helps to stabilize the position and maintain open airway. The injured person lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.

(g) If the injured person has sustained electrical burns, the affected area should be immobilized and gently covered with a dry sterile bandage/gauze.

3.4 When trapped inside a lift

3.4.1 If you find someone trapped inside a lift



Immediately inform the Security Control Room by dialing Tel. 3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC).

(a) Tell the persons in the lift that assistance has been called for.

(b) Warn them not to open the lift door by force.

(c) Wait for the Security Guard. Don't try to open the lift door to release the persons inside.

3.4.2 If you are shut inside a lift

(a) Call for assistance by pressing the emergency alarm button on the lift control panel. The intercom on the panel facilitates you to speak to the Lift Machine Room / Control Centre.

(b) Tell the attending Security Guard:

(i) About your situation.

(ii) Whether you feel sick, so that medical assistance could be summoned.

(c) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.

(d) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.

(e) After the lift door is opened, leave the lift car according to the instruction given by the emergency response personnel.

3.5 Spillage of hazardous substances

3.5.1 General

Hazardous substances may include chemicals and biological agents.

(a) The following procedures are only generic. Any special situations will need individual person-in-charge to develop situation-specific procedural guidelines. Situation-specific procedures, if available, are to be followed in lieu of this one.

(b) Common sense should always be exercised in any attempt to deal with emergency situations.

3.5.2 Chemical Spillage

(a) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.





(b) Stay away from the area of spills.

(c) Alert others around the area.

(d) Open the windows if the spilt chemical or the vaporized gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.

(e) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.

(f) Consult the relevant Material Safety Data Sheets (MSDS) and other relevant guidance documents. Knowledge of the hazardous substances involved is of prime importance.

(g) Call the Security Control Room at Tel.: 3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC) for assistance.

(h) Stay in a safe place until assistance arrives.

3.5.3 Biological Spillage / Contamination

(a) If splashed with biological contamination, follow the infection control guidelines.

(b) Remove contaminated clothing carefully and wash the contaminated site with soap/disinfectant and water. Try to use the nearby emergency shower or eye-wash for decontamination if necessary.

(c) Stay away from the area of spills.

(d) Alert others around the area.

(e) Wear the necessary personal protective equipment if you decide to contain the spill from spreading. Disinfect the contaminated field.

(f) Call the Security Control Room at Tel.: 3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC) for assistance.

(g) Stay in a safe place until assistance arrives.

(h) Consult the relevant infection control expert and medical doctor as necessary. Inform the medical personnel of the details of the split substances.

3.6 Hazardous gas leakage

In case of a leakage or a suspected case of town gas/LP gas,

(a) Open all windows and doors to allow the gas to disperse, if possible.

(a) Turn off the gas control valve, if possible.

(b) Alert others to leave the area and stay at a safe place (**DO NOT** use break glass alarm).

(c) **Do not** switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.

(d) **Do not** use telephones or mobile phones inside the suspected area.

(e) Inform Security Control Room at Tel.: 3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC) for assistance.

3.7 Crime

Be alert and report any criminal cases, e.g. burglary, theft, vandalism, assault, etc. to the nearby Security Control Room at Tel. 3190 6610 (KPC) / 3725 6291 (MKA) / 3725 6292 (MKB) / 3725 6200 (KHC) / 3725 6161 (TSTC) for immediate assistance.

4. ACCIDENT / INCIDENT REPORTING PROCEDURES

4.1 All accidents and incidents shall be reported to FMO using the current Accident/Incident Report Form (FMO/AS007/20210104). The responsible School, Office or Unit shall investigate the incident, identify the causes and recommend corrective actions to prevent recurrence.

4.2 Immediate emergency response, notification and escalation shall not be delayed while the Accident/Incident Report Form or any other documentation is being completed.

4.3 The relevant Unit Head or site-in-charge shall submit the completed Accident/Incident Report Form to FMO within **three working days** of the occurrence of the accident/incident, unless an earlier statutory, regulatory, insurance or management deadline applies. This deadline applies to submission of the completed form and does not replace any requirement for immediate notification or preliminary reporting.

4.4 For any work-related accident involving a staff member, the relevant School Dean or Unit Head shall inform the HRO immediately and submit the completed Staff Work Injury Form (HR-F-CB010-V3) to the HRO in a sealed envelope within **three working days** of the occurrence of the accident/incident, to facilitate statutory reporting and case processing.

4.5 For an accident or incident involving a student, the responsible teaching staff or unit shall inform the relevant School Dean (via the School Executive Officer), Registry and SAO, as appropriate.

4.6 Where an accident or incident involves loss of or damage to property or equipment that may be subject to an insurance claim, a copy of the completed Accident/Incident Report Form shall be provided to the Finance Office as soon as practicable.

4.7 Security shall notify FMO immediately and submit its written incident report no later than the next working day. FMO shall report the case to VP(A&D) no later than the next working day. Where an incident constitutes or may develop into a crisis, the escalation requirements set out in Section 2.4.3 shall apply immediately and shall not wait for completion of routine reporting procedures.

4.8 The responsible School, Office or Unit shall preserve relevant records and maintain an action log. Where the CMT is activated, the responsible unit shall support the post-incident review

required under the Crisis Management Policy. The Accident/Incident Report Form is separate from, and does not replace, any post-incident report required under the Crisis Management Policy.

5. USEFUL INFORMATION

Location	**Security Control Room**	**FMO**
KPC	G/F Entrance KPC Tel: 3190 6610 (24-hour)	Tel: 3190 6600 11/F MKB
MKA	1/F MKA Tel: 3725 6291 (24-hour)	
MKB	1/F MKB Tel: 3725 6292 (24-hour)	
KHC	FMO Reception Counter Tel: 3725 6200 Monday to Friday: 9:00 am – 9:00 pm Saturday: 9:00 am – 2:00 pm (Other than the above periods, please contact Security Hotline of KPC at 3190 6610)	
TSTC	FMO Reception Counter on the 6/F of TSTC Tel: 3725 6161 Monday to Friday: 8:00 am – 9:30 pm Saturday: 8:00am – 2:00 pm (Other than the above periods, please contact Security Hotline of KPC at 3190 6610)	

6. ASSEMBLY POINTS

6.1 **KPC** - King's Park Recreation Ground 京士柏遊樂場



6.2 **MKA & MKB** - Macpherson Playground 麥花臣遊樂場



6.3 **KHC** - Tai Lin Pai Road Playground 大連排道遊樂場



6.4 **TSTC** – Tsim Sha Tsui District Kaifong Welfare Association 尖沙咀街坊福利會



7. GENERAL GUIDELINES AND REGULATIONS

The College has a number of laboratories. To ensure the safety of these laboratories, regulations and safety guidelines for these laboratories have been compiled. The specialist and laboratory procedures in Appendices I to XI remain applicable to the immediate technical and location-specific response. For a serious or potentially high-impact incident, the responsible persons shall also follow sections 2.4.3 to 2.4.5 and the **Crisis Management Policy**. Immediate life-safety and specialist action shall not be delayed by internal escalation.

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Appendix II	Medical Science Laboratories - School of Medical and Health Sciences
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Appendix I

GENERAL RULES AND REGULATIONS
(for Laboratory Technicians)

Each laboratory is unique in its operations and carries its own risk. It is the obligation of the laboratory technician to observe the safety rules and regulations of each laboratory. Below are the general rule and regulations applicable to managing the safety hazards of laboratories.

1. LEGAL COMPLIANCE

(a) You should ensure that users observe the relevant ordinances/statutory requirements when life specimens are involved in the experiment.

(b) Regulations should be followed in the handling, storage and disposal of materials of potential biological, clinical and chemical hazards.

(c) Experimental apparatus may require traps or scrubbing devices to prevent the escape of toxic substances or aerosol into the laboratory and the environment.

(d) Fire exits should be cleared of obstacles. Fire-fighting equipment should be available at convenient locations. Emergency response procedures, alarm systems and building evacuation routes should be posted up.

2. GENERAL PRECAUTIONARY MEASURES

(a) Personal protection equipment should be available and used in the laboratory whenever necessary. Proper Eye Protectors must be worn as an absolute minimum in laboratories using hazardous chemicals, dangerous machinery, laser equipment or biological agents.

(b) No food and beverages or use of make-up are allowed in the laboratory. Smoking is strictly prohibited. Glassware or containers that had been used for laboratory operations should never be used for preparing or keeping food or drinks. Food storage is not permitted in laboratory freezers, refrigerators, ice chests, or cold rooms.

(c) Users should be required to confine long hair and avoid wearing loose clothing when in the laboratory. Shoes must be worn at all times in buildings where chemicals are stored or used. Sandals or open toe shoes are not acceptable.

(d) Users should be required to wash their hands and forearms with soap and water before leaving the laboratory area. Washing with solvents can remove the natural protective oil layer from the skin and can cause irritation and inflammation.

(e) Exposure to gases, vapours and aerosols in the laboratory should be avoided. You should ensure that appropriate safety equipment and/or a fume hood is used whenever such exposure is likely.

(f) Hazardous materials, such as radiation, laser operations, dangerous chemicals, biological or other special hazards, should be managed properly.

  (i) Warning signs should be posted up to alert attentions in the work area.

  (ii) All containers of hazardous substances (chemicals, biological, inflammable agents or radioactive substances) should be clearly labeled and properly stored.

(iii) Potential leaks of any substances, including lubrication oil from vacuum pumps, should be dealt with by using a suitable drip tray as a precaution to contain the spills.

(iv) The potential hazards of equipment and substances should be fully understood by the users of the laboratory, and he/she should take the appropriate precautions before use. Material Safety Data Sheets (MSDSs), technical manuals or other information sources should be made available and kept in the laboratory. The users can consult the laboratory technician in cases of queries or uncertainties.

(g) Proper procedures and safety precautions should be followed when experiments are performed.

(i) The experiment should be planned so that it is not necessary to move the apparatus/equipment until the reaction or procedure is completed.

(ii) The apparatus/utensils should be placed and handled carefully. Excessive force should not be used.

(iii) Equipment should only be used for its designed purpose. Inappropriate choice of equipment, such as the use of ordinary glassware for heat-generating chemical reactions, could lead to serious accidents.

(iv) Heating processes should not be left unattended and should be constantly monitored. The built-in temperature control of heating equipment such as hot plates and heating mantles should not be overly relied upon. When a stable and even temperature is required, a heating bath is recommended. Water baths can be used up to about 80°C. Paraffin is suitable up to about 150°C but is still flammable at high temperatures. Silicone oils can be used for temperatures up to 300°C.

(v) No mouth pipetting should be done.

(h) You should always familiarize yourself with the location and operation of the emergency equipment(s) in the laboratory.

(i) You should stay alert to unsafe conditions and actions, and bring them to the attention of your supervisor who shall liaise with the Facilities Management Office for rectification.

3. EMERGENCY RESPONSE

(a) You should keep the crowd out of the area of a fire or personnel injury except those with the responsibility to handle the emergency, curious bystanders may interfere with rescue and endanger themselves.

(b) You should deal with spills of all hazardous substances without delay according to detailed procedures in respective Unit's health and safety guidelines.

(c) You should follow the emergency procedures for safety hazards as set out in this operational guideline.

Medical Science Laboratories - School of Medical and Health Sciences (MHS)





1. GENERAL GUIDELINES

(a) All staff and students must know and practice the safety guidelines at all times while using the laboratory.

(b) All laboratories are 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 and practicing skills 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 should inform course coordinators/teachers of any medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the students and others.

(f) Any misconduct occurring in the laboratory will be reported to the Laboratory Technician at Tel: 3468 6858/3468 6845 or via email.

(g) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Room (emergency response) and/or Laboratory Staff.

Contact information is as follows:

Contact Person	**Tel. No**	**Location**	**Contact Hour**
Assistant Laboratory Manager	3468 6845	Room 1903, KPC	Monday to Friday 0900 - 1800
Technical Officer	3468 6858	KPC 12/F	Monday to Friday 0900 - 1800
Security Control Room	3190 6610	G/F, KPC	24 hours

(h) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

2. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

It is the responsibility of the users (teachers/students) to maintain the equipment and physical space clean and tidy after using the laboratory.

(a) Tidy up equipment in the laboratory after class.
(b) Change and launder linen on beds when soiled, after extensive use, and at the end of each semester.
(c) Make sure to shut it down the facility/equipment and put it back to original place after use.
(d) Keep the laboratory clean and ensure the work area is tidy before leaving.
(e) Turn off all ignition sources, water taps, electric switches, light and air conditioner(s), and lock all windows and doors before leaving the laboratory.
(f) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the Laboratory Technician at Tel. 3468 6858/3468 6845 or your instructor.

3. LABORATORY SAFETY

3.1 Code of Conduct

(a) Smoking, eating or drinking is strictly prohibited in the laboratories.
(b) 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. Food storage is not permitted in laboratory freezers, refrigerators, ice chests, or cold rooms.
(c) Long hair and loose clothing should be confined when in the laboratory.
(d) Shoes must be worn at all times in buildings where chemicals are stored or used. Sandals or open toe shoes are not acceptable.
(e) You must never distract or startle other workers in the laboratory. Practical jokes or horseplay in the laboratory will not be tolerated at any time.
(f) The laboratory and supplies are primarily not used for providing medical treatment to students or staff.

3.2 Hazardous (chemical or biological) materials

(a) Standard precautions will have to be followed at all times when there is exposure or potential exposure to specimens with blood or body fluids.
(b) Gloves should be worn during any potential contact with hazardous substance.
(c) Safety glasses or face shield may be required for potential splashing of materials.
(d) Laboratory gown is required to be worn for bench work.
(e) You should always wash your hands and forearms with soap and water before leaving the laboratory area. Washing with solvents can remove the natural protective oil layer from the skin and can cause irritation and inflammation.

3.3 Physical Space

(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) Malfunctioning equipment should not be used, please report to Laboratory Technician at Tel: 3468 6858/3468 6845 or via email.
(d) Laboratory doorways should be kept clear of obstacles at all times.

3.4. Electrical Safety

(a) Wet materials should not be placed around electrical outlets or equipment.
(b) Staff and students must report immediately to Laboratory Technician any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
(c) No electrical cords will be left on the walkway. Extension cords will be properly taped to the floor if used over a walkway.
(d) Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratories.

4. EMERGENCY RESPONSES

4.1 Fire

4.1.1 Minor Fire:

(a) Alert other people in the laboratory that there is a fire.
(b) Stop all your bench works.
(c) Recap all the reagents.
(d) Turn off the Bunsen burners if they are on.
(e) Call/Designate someone in the laboratory to call:
  (i) Security Control Room at Tel. **3190 6610** and/or
  (ii) Laboratory Technician at Tel. **3468 6858/3468 6845**
(f) Security Guard will contact required personnel to respond to the fire.
(g) **If it is safe to do so,** attempt to confine and/or extinguish the fire.
  (i) If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher if deemed appropriate, inform others of your actions.
  (ii) If the fire is contained, stand by in a safe location to assist responding personnel.
  (iii) If the fire is **not containable**, follow the procedures for a major fire in the laboratory.

4.1.2 Major Fire:

(a) Alert other people in the laboratory that there is a fire.
(b) Stop all your bench works.
(c) Recap all the reagents.
(d) Turn off all Bunsen burners if they are on.

(e) Begin evacuating the laboratory immediately. Bring along your mobile phone and a wet towel (if readily at hand)
(f) Sound the nearest fire alarm by activating the break-glass alarm in the corridor.
(g) Inform the Security Control Room at Tel. **3190 6610** and/or Laboratory Technician at Tel. **3468 6858/3468 6845** if time permits.
(h) Close **(Do not lock)** the door when you leave.
(i) Exit the building using staircases as quickly as possible (**Do not use lifts**).
(j) Proceed to the Designated Assembly Area. Do not leave the designated assembly area until instructed by the Security Guard to do so.
(k) Be prepared to provide the responding personnel (Facilities Management Office staff) with sufficient details about the fire.
(l) Do not re-enter the building until authorized by a Security Guard/fireman.

4.1.3 Emergency Evacuation Alarm:

(a) Begin evacuating the laboratory as soon as you hear the emergency evacuation alarm – **regardless of the tone** (e.g. intermittent or steady).
(b) Turn off all electrical devices and Bunsen burner and stop all your laboratory works.
(c) Begin evacuating the laboratory immediately.
(d) Close **(Do not lock)** doors when leaving.
(e) Exit the building using staircases as quickly as possible **(Do not use lifts).**
(f) Proceed to the Designated Assembly Area. Do not leave the designated assembly area until instructed by the Security Guard to do so.
(g) Do not re-enter the building until authorized by a Security Guard/Fireman.

4.2 Spillage of hazardous substance

4.2.1 Minor Spill (Bench top):

(a) Follow the procedure sheet (located in the laboratory) for chemical and/or biological spill clean up posted in the spill kit.
(b) Complete the Spill Report Form and return to Risk and Safety Management.

4.2.2 Major Spill (Potentially Danger to Personnel):

(a) Call Security Control Room at Tel. **31906610** (emergency response) and/or Laboratory Technician at Tel: **3468 6858/3468 6845**.
  (1) Security Guard will contact required personnel to respond to the laboratory.
  (2) Provide your name, laboratory number, laboratory phone number, the nature of the incident, and the hazardous materials involved (product name(s) and quantity).
(b) Assist responding personnel as necessary.

4.3 Flood/Water Leak

(a) Call Security Control Room at Tel. **3190 6610** (emergency response) and/or Laboratory

Technician at Tel: **3468 6858/3468 6845**.

(i) Security Guard will contact required personnel to respond to the laboratory.

(ii) Provide your name, laboratory number, laboratory phone number, and the nature of the incident.

(b) **If it is safe to do so,** attempt to stop the flow of water or confine the flooded area using whatever materials are available.

(c) Assist responding personnel as necessary.

4.4 Power Loss

(a) Stop all your bench works.

(b) Recap all the reagents.

(c) Turn off the Bunsen burners if they are on.

(d) Switch off all electrical appliances/equipment in use (except those on uninterruptible power supply).

(e) Laboratories without power must be evacuated. You can return only when full power has been restored.

(f) Reset/restart and check equipment to ensure it is functioning properly.

5. FIRST AID

5.1 Minor Injury:

(a) Treat with the supplies contained in the first aid box provided in the laboratory. or

(b) Visit the Security Control Room to request first aid assistance from one of the first aiders of the College. or

(c) Call Laboratory Technician at Tel. **3468 6858/3468 6845** to request first aid assistance in the laboratory.

(i) Provide your name, laboratory number, laboratory phone number, and the nature of your injury (including any hazardous materials involved).

5.2 Major Injury/Serious Sickness:

e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulties, severe bleeding, major wound, pallor/cold sweating, etc.

5.2.1 Seek Help – Summon assistance from someone nearby to call for help, if available

(a) **Call 999**

(b) **Notify** the Security Control Room at Tel. **3190 6610**.

(i) Request first aid assistance from the first aider of the College.

(ii) Wait for the attending Security Guard/medical personnel.



(c) Call Laboratory Technician at Tel. **3468 6858/3468 6845**

(i) State clearly your location and whether or not ambulance service is required/called.

(ii) Provide your name, laboratory number, laboratory phone number, and the

nature of the injuries/sickness (including any hazardous materials involved).

(d) General Consideration
   (i) Put the injured/sick person in a comfortable posture
   (ii) Do not move the injured person unless it is absolutely necessary or he/she is in imminent danger.
   (iii)Check that you and the injured person are in a safe place while waiting for help.

(e) If you have first aid training, provide appropriate first aid; or if trained, cardiopulmonary resuscitation as needed, until the arrival of further medical help. Keep observing the injured/sick person until the arrival of further medical help.

(f) Assist responding personnel (Security Guards and Paramedics) as necessary.
   (i) To provide a handover when further medical help arrives if necessary.

6. EMERGENCY EQUIPMENT

You should always **familiarize** yourself with the location and operation of the emergency equipment(s) in the laboratory.

6.1 Use of fire extinguisher

For Class A (ordinary combustibles), Class B (flammable liquids), and Class C (energized electrical equipment) fires:



(a) Test that the fire extinguisher works before you approach the fire.

(b) Protect yourself at all times.

(c) Keep your back to the exit at all times and stand 2 to 2.5 m away from the fire.

(d) Follow the **P-A-S-S** procedure:
   (i) **P**ull the pin to release the handle lock.
   (ii) **A**im the nozzle at the base of the fire.
   (iii) **S**queeze the trigger.
   (iv) **S**weep the nozzle from side to side to extinguish the fire.

(e) When the fire is extinguished, slowly back away from the fire, prepared to use the extinguisher again if the fire re-ignites.

(f) Inform Security Control Room where the extinguisher was used so that a replacement extinguisher can be brought to the laboratory.

6.2 Use of emergency eye wash



If you have sustained splashing of harmful substances into your eyes:

(a) Notify others working in the laboratory that you have something in your eye and request their assistance.

(b) Ask someone to immediately call Laboratory Technician, Tel. **3468 6858/3468 6845**.

(c) Go to the nearest emergency eye wash station and turn it on.

(d) Rinse both eyes with copious amounts of water for at least **30 minutes.**

(e) Keep your eyes open with your fingers to ensure adequate flushing of the eyes.
(f) When Security Guard(s) arrives, tell them what you were exposed to and follow their advice.
(g) After the emergency eye wash, you should seek medical attention for exposure to chemical or biological products. If possible, bring the MSDS of the product to the physician.

6.3 Use of emergency shower

If you have sustained splashing of harmful substances to your face and body:

(a) Notify others working in the laboratory that you have spilled something on yourself and request their assistance.
(b) Ask someone to immediately call the Lab Technician, Tel. **3468 6858/3468 6845**.
(c) Go to the nearest emergency shower and turn it on.
(d) **Remove all articles of clothing and jewelry.**
(e) Rinse with copious amounts of water for at least **30 minutes.**
(f) When Security Guard(s) arrives, tell them what you were exposed to and follow their advice.
(g) After the emergency shower, you should seek medical attention for exposure to chemical or biological products.
If possible, bring the MSDS of the product to the physician.

7. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in laboratory during school hours must be reported immediately to School or Laboratory Technician at Tel. **3468 6858/3468 6845**.
(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)
(c) All incidents must be reported to Security Control Room and School Executive Officer within 24 hours or the following working day.
(d) Be prepared to provide the Security Guard with sufficient details for an incident report.



Occupational Therapy Laboratory - School of Medical and Health Sciences (MHS)

1. GENERAL GUIDELINES

(a) For security reasons, all laboratories are locked unless occupied by staff and/or students during class or practice. General hours of laboratory operation are 0900 to 1700 on a working day; the laboratory may be closed for scheduled maintenance work.

(b) For research and project use, students should book the laboratory at least 48 working hours in advance to gain approval from the course instructor before using the laboratory. (Refer to Laboratory Booking Procedure)

(c) Students should come to laboratory on time, for those later than 15 minutes from the booking time; the booking may be invalid.

(d) Only those students who gain approval are allowed in the laboratory during scheduled times.

(e) All staff and students must know and practice the safety guidelines at all times while using the laboratory.

(f) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Students should strictly follow the instructions given by the instructor and follow the guidance given in the laboratory. Students should not remove anything from the laboratory without permission.

(g) Students should not keep any personal belongings unattended in all laboratories. Storage of items and books in the laboratories is not allowed.

(h) Students should not use and attempt to touch with any equipment unless trained and approved by your instructor.

(i) Any misconduct occurring in the laboratory will be reported to the Laboratory Technician at Tel. 3468 6601 or via email.

(j) Students should inform course coordinators/teachers of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the students and others.

(k) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Room (emergency response) and Laboratory Staff.
Contact information is as follows:

Contact Person	Tel. No	Location	Contact Hour
Technical Officer	3468 6601	Room 401, MKA	Monday to Friday 0900 – 1800
Security Control Room	3190 6610	G/F, KPC	24-hour

(l) All incidents must be reported to School Executive Officer within 24 hours or the following working day.

2.CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

It is the responsibility of the users (teachers/students) to maintain the equipment and physical space clean and tidy after using the laboratory.

(a) Tidy up equipment in the laboratory after class.
(b) Change and launder linen on beds when soiled, after extensive use, and at the end of each semester.
(c) Make sure to shut it down the facility/equipment and put it back to original place after use.
(d) Keep the laboratory clean and ensure the work area is tidy before leaving.
(e) Turn off all ignition sources, water taps, electric switches, light and air conditioner(s), and lock all windows and doors before leaving the laboratory.
(f) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of resources should be reported immediately to the Laboratory Technician at Tel. 3468 6601 or your instructor.

3.CAPACITY of LABORATORY

Concerning to the safety and protection of users, each laboratory has its own capacity for student's booking as below:

Room No.	Laboratory	Maximum Capacity
B1501	Occupational Rehabilitation and Rehabilitative Technology Laboratory	60
B1601	Physical Rehabilitation Laboratory	60
B1701	Sensory Integration Therapy Laboratory	30
B1702	Sensory Motor Training Laboratory	30
B1801	Activities of Daily Living Laboratory	30
B1802	Environmental and Assistive Technology for Daily Living Laboratory	30
B2101	Neuropsychological and Mental Health Laboratory	60
B2301	Multi-purpose and Sensory Stimulation Laboratory	60

4.COMPUTER USAGE AND REGULATION

(a) It is forbidden to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the Department's consent.
(b) It is forbidden to delete any software that is stored on the computer in the laboratory.
(c) Users are responsible for backing up their own work and data.
(d) Users must ensure that all storage devices (e.g., USB memory card, SD card) are absent of any virus or other bugs that may be harmful to the computers.

5.CONSEQUENCES OF MISUSE

(a) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution

to the college for funds expended, and could result in college disciplinary action or civil or criminal action.

(b) Users may be held accountable for their conduct under any applicable college or departmental policies, procedures, or agreements. Any actions which detract from other users doing their work, or which would otherwise be deemed malicious, will result in the loss of access to the laboratory and possible college disciplinary action or civil / criminal action.

(c) Unauthorized use of the laboratory equipment for personal gain, or removal of equipment that constitutes theft, are subjected to prosecution by the college. Furthermore, entering the laboratory facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory or resources will be directed to those responsible and appropriate disciplinary actions will be taken.

(d) Students are responsible for understanding policies and other safety information mentioned in this manual. Besides, students should keep laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activity in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

6. LABORATORY SAFETY

6.1 Code of Conduct

(a) Smoking, eating or drinking is strictly prohibited in the laboratories.

(b) No food and beverages are allowed in the laboratory.

(c) Long hair and loose clothing should be confined when in the laboratory.

(d) Shoes must be worn at all times in buildings where chemicals are stored or used. Sandals or open toe shoes are not acceptable.

(e) Experiments in progress/machinery in use should not be left unattended.

(f) You must never distract or startle other workers in the laboratory. Practical jokes or horseplay in the laboratory will not be tolerated at any time.

(g) Malfunctioning equipment should not be used, please report to Laboratory Technician at Tel. **3468 6601** or via email.

(h) The laboratory and supplies are primarily not used for providing medical treatment to students or staff.

6.2 Hazardous materials

(a) Standard precautions will be followed at all times when there is exposure or potential exposure to hazardous material.

(b) Gloves should be worn during any potential contact with hazardous materials.

(c) Safety glasses or face shields may be required for potential splashing of hazardous materials.

(d) Laboratory gown may be required in certain sessions to protect against mechanical splashing / contamination.

(e) You should always wash your hands and forearms with soap and water before leaving the laboratory area. Washing with solvents can remove the natural protective oil layer

from the skin and can cause irritation and inflammation.

6.3 Physical Space

(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 are kept clear of obstacles at all times.

6.4 Electrical Safety

(a) Wet materials should not be placed around electrical outlets or equipment.
(b) Staff and students must report immediately to Laboratory Technician any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
(c) No electrical cords will be left on the walkway. Extension cords will be properly taped to the floor if used over a walkway.
(d) Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratories.

7.EMERGENCY PREPAREDNESS

(a) Users should know the location of the firefighting equipment and first aid equipment in the laboratory.
(b) Users should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

8. EMERGENCY RESPONSE

8.1 Fire

8.1.1 **Minor Fires:**

(a) Alert other individuals working in the lab that there is a fire.
(b) Stop all laboratory works.
(c) Call/Designate someone in the laboratory to call:
    (i) the Security Control Room at Tel. **3190 6610** and/or
    (ii) Laboratory Technician at Tel. **3468 6601**.
(d) Security Guard will contact required personnel to respond to the fire.
(e) **If it is safe to do so,** attempt to confine and/or extinguish the fire.
    (i) If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher if deemed appropriate, and inform others of your actions.
    (ii) If the fire is contained, stand by in a safe location to assist responding personnel.
    (iii) If the fire is **not containable**, follow the procedures for a major fire.

8.1.2 **Major Fires**

(a) Alert other individuals working in the lab that there is a fire.

(b) Stop all your laboratory works.
(c) Begin evacuating the lab immediately. Bring along your mobile phone and a wet towel (if readily at hand).
(d) Sound the fire alarm by activating the break-glass alarm in the corridor.
(e) Inform the Security Control Room at Tel. **3190 6610** and/or Laboratory Technician at Tel. **3468 6601** if time permits.
(f) Close **(Do not lock)** the door when you leave.
(g) Exit the building using the staircases to as quickly as possible **(Do not use lifts)**.
(h) Proceed to the Designated Assembly Area. Do not leave the designated assembly area until instructed by the Security Guard to do so.
(i) Be prepared to provide the responding personnel (Security Guard/Facilities Management Office staff) with sufficient details about the fire.
(j) Do not re-enter the building until authorized by a Security Guard/FMO staff /fireman.

8.1.3 **Emergency Evacuation Alarm:**

(a) Begin evacuating the lab as soon as you hear the emergency evacuation alarm – **regardless of the tone** (e.g., intermittent or steady).
(b) Turn off all electrical devices and stop all your laboratory works.
(c) Begin evacuating the laboratory immediately.
(d) Close **(Do not lock)** doors when you leave.
(e) Exit the building using the staircases as quickly as possible **(Do not use lifts)**.
(f) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard to do so.
(g) Do not re-enter the building until authorized by a Security Guard/FMO staff/ /fireman.

8.2 Flood/Water Leak

(a) Call Security Control Room at Tel. **3190 6610** (emergency response) and/or Laboratory Technician at Tel. **3468 6601**.
  (i) Security Guard will contact required personnel to respond to the lab.
  (ii) Provide your name, location, phone number, and the nature of the incident.
(b) **If it is safe to do so,** attempt to stop the flow of water or confine the flooded area using whatever materials available.
(c) Assist responding personnel as necessary.
  (i) Be prepared to provide the Security Guard with sufficient details.

8.3 Power Loss

(a) Stop all laboratory works.
(b) Switch off all electrical appliances/equipment in use (except those on uninterrupted power supply).
(c) Laboratory without power must be evacuated. You can return when full power has been restored.

(d) Reset/restart and check equipment to ensure it is functioning properly.

9.FIRST AID

9.1 Minor Injury:

(a) Treat with the supplies in the first aid box provided in laboratory.
or
(b) Visit the Security Control Room to request first aid assistance from the first aider of the College.
or
(c) Call Laboratory Technician at Tel. **3468 6601** to request first aid assistance in the laboratory.
(i) Provide your name, location, phone number, and the nature of your injury (including any hazardous materials involved).

9.2 Major Injury/Serious Sickness:

If the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulties, severe bleeding, major wound, pallor/cold sweating, etc.:

9.2.1 Seek Help - summon assistance from someone nearby to call for help.
(a) **Call 999**
(b) **Notify** the Security Control Room at Tel. **3190 6610**
(i) Request first aid assistance from the first aider of the College.
(ii) Wait for the attending Security Guard/medical personnel.
(c) Call Laboratory Technician at Tel. **3468 6601**
(i) State clearly your location and whether or not ambulance service is required.
(ii) Provide your name, phone number, the name of the injured person, and the nature of the injured (including any hazardous materials involved)

9.2.2 General Consideration
(a) Put the injured/sick person in a comfortable posture.
(b) Do not move the injured person unless he/she is in imminent danger.
(c) Check that you and the injured/sick person are in a safe place while waiting for help,

9.2.3 If you have first aid training, provide appropriate first aid and / or if trained, cardiopulmonary resuscitation (CPR) as needed until arrival of further medical help. Keep observing the injured/sick person after applying first aid treatment until arrival of further medical help.

9.2.4 Assist responding personnel (Security Guards and Paramedics) as necessary.
(a) To provide a handover when further medical help arrives if necessary.
(b) Be prepared to provide the Security Guard with sufficient details.

10. EMERGENCY EQUIPMENT

You should always **familiarize** yourself with the location and operation of the emergency

equipment(s) in the laboratory.

10.1 Use of fire extinguisher

For Class A (ordinary combustibles), Class B (flammable liquids), and Class C (energized electrical equipment) fires:



(a) Test that the fire extinguisher works before you approach the fire.
(b) Protect yourself at all times.
(c) Keep your back to the exit at all times and stand 2 to 2.5 m away from the fire.
(d) Follow the P-A-S-S procedure:
    (i) **P**ull the pin to release the handle lock.
    (ii) **A**im the nozzle at the base of the fire.
    (iii) **S**queeze the trigger.
    (iv) **S**weep the nozzle from side to side to extinguish the fire.
(e) When the fire is extinguished, slowly back away from the fire, prepared to use the extinguisher again if the fire re-ignites.
(f) Inform Security Control Room where the extinguisher was used so that a replacement extinguisher can be brought to the lab.

11. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in laboratory during school hours must be reported immediately to School or Laboratory Technician at Tel. 3468 6601 (routine response).
(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)
(c) All incidents must be reported to Security Control Room and School Executive Officer within 24 hours or the following working day.
(d) Be prepared to provide the Security Guard with sufficient details for an incident report.

Appendix IV

Physiotherapy Laboratories - School of Medical and Health Sciences (MHS)

1. REGULATIONS FOR USING EXERCISE SCIENCES AND KINESIOLOGY LABORATORY (GYM LAB)

Exercise Sciences and Kinesiology Laboratory is located at KPC 701. All users of Gym Lab should read through the following specific regulations.

1.1 Users should acknowledge that they have read and understood the assumption of risk prior to using the Gym Lab.

1.2 Users should affirm that they are in good physical and mental condition to exercise and those unaccustomed to exercising are recommended to seek the advice of a medical professional before engaging in physical activity. Users who feel unwell while using our facilities, should stop the activity immediately and approach our staff for assistance.

1.3 Users unfamiliar with equipment should ask staff for assistance.

1.4 All users must sign in at the log book located at each equipment.

1.5 Proper training attire should be worn at all times while using the facilities. No jeans or street clothes will be permitted. Proper training shoes should be worn. No open-toed slippers or sandals, and no training without a shirt.

1.6 Please carry your own gear for personal hygiene. Sweat should promptly be wiped off the machines and the floor after each use.

1.7 For convenience to others, weights, dumbbells and equipment must be returned to their original places immediately after use. Do not drop or bang weights on floor. For safety, please do not work out too closely to mirrors. Individuals may be charged for the damage due to carelessness.

1.8 Eating, drinking and gum chewing is prohibited in the Gym Lab.

1.9 Guests are not permitted to use the Gym Lab except with the prior approval from PT staff.

1.10 To maintain a safe environment and prohibit inappropriate situations, users should always adhere to instructions from the PT Staff and report any faults or defects immediately to them if found.

Reference: https://cse.hku.hk

2. REGULATIONS FOR THE ELECTROTHERAPEUTICS AND DIAGNOSTIC LABORATORY (ED LAB) & NEURO-REHABILITATION AND TECHNOLOGIES LABORATORY (NEURO LAB)

Electrotherapeutics and Diagnostic Laboratory is located at KPC 1404, and Neuro-rehabilitation and Technologies Laboratory is located at KPC 1401. All users of ED Lab and Neuro Lab should read through the following specific regulations.

2.1 Equipment in EDL & NEURO may utilize electromagnetic radiation, laser and electrical current, so the brief introduction on their nature, risk and protective measures are presented.

2.1.1 Radiation

(a) Brief description

Electromagnetic radiation is categorized by ionizing radiation (including X-ray radiation) and non-ionizing radiation. Ionizing rays have frequencies of over $3*10^{15}$ Hz (X-ray, gamma ray, cosmic ray) and non-ionizing rays of only Hz to 10^{15} Hz. **NO utilization of ionizing radiation is allowed in the EDL & NEURO.**

Type of radiation		**Wavelength**	**Frequency**
Non-ionizing	Microwave rays	1-1000 mm	300-0,3 GHz
	IR-straling	0,78-1000 mm	385-0,3 THz
	Visible light	400-780 nm	750-385 THz
	UV rays	100-400 nm	3000-750 THz
Ionizing radiation		< 100 nm	< 3000 THz



Warning sign for non-ionizing radiation

(b) Risks

(i) Severe effects following exposure to UV radiation are sunburn and inflammation of the cornea and conjunctiva of eyes.

(ii) Long-term effects are skin cancer and cataracts.

(iii) In practice, the background exposure in the open air is used as a threshold value.

(c) Measures

When using sources of non-ionizing radiation, the following rules apply:

(i) Keep a safe distance away from the radiation sources.

(ii) Screen the radiation sources from the user.

(iii) Disconnect equipment when not in use.

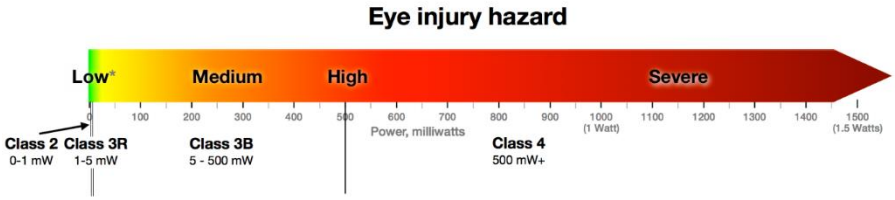
(iv) Use protective equipment, such as IR safety goggles, UV safety goggles or face masks, welding masks and protective gloves and clothing.

2.1.2 Laser

(a) Brief description

A laser (**L**ight **A**mplification by **S**timulated **E**mission of **R**adiation) is a radiation source that emits a very intense bundle of electromagnetic rays that can deliver a large amount of energy to a limited surface.

Lasers are classified in Arabic numerals (1, 2, 3R, 3B, 4) or in Roman numerals (I, II, IIIa, IIIb, IV). The first two Classes are relatively safe for eye exposure; the last two are hazardous. The chart below shows how the eye injury hazard increases as the laser's power increases.



(b) Risks

Lasers can damage skin and the eye through the creation of heat.

Besides risks to eyes or skin, there are other risks involved in working with lasers:

(i) The presence of open voltage and high voltage within the housing.

(ii) X-rays (emitted with voltages higher than 5 kV)

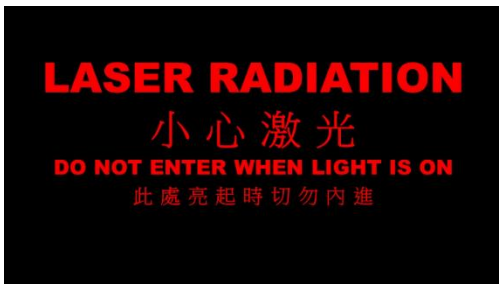
(iii) Emission of harmful vapours or gases while working on materials

(c) Measures

(i) When lasers are in use, the warning sign near the door will be illuminated.

(ii) Operators are given information by PT technical officer on the risks and safety measures.

(iii) Safety laser goggles is provided by PT technical officer, which only offer protection from laser beams emitted by the type of laser for which the goggles are designed.



Warning sign for Laser radiation

2.1.3 Electrical safety

(a) Brief description

Electrical current may be accidentally pass through human body due to faulty

exposure of the conducting cable of the machine, lack of or improper earthing of equipment, improper circuit connection, faults in an appliance and so on.

(b) Risks

(i) Death can occur from any shock that carries enough sustained current to stop the heart.

(ii) 70–700 mA: usually trigger fibrillation in the heart, which is nearly always fatal without help.

(iii) 30 mA AC or 300-500 mA DC: applied to the body surface can cause fibrillation.

(iv) Large currents (> 1 A) cause permanent damage via burns and cellular damage.

(c) Measures

(i) Regular technical inspection of equipment by engineer or PT technical officer is necessary.

(ii) PT technical officer check all PT equipment for wear and tear of leads, sockets, plugs, electrodes, connections, wire insulation, indicator lights, dials, switches, and control.

(iii)PT technical officer Make sure cables of all electrical appliances are durable and protective rubber insulator.

Reference:

1. https://www.wur.nl/
2. http://www.lasersafetyfacts.com/laserclasses.html

3. REGULATIONS FOR THE MUSCULOSKELETAL BIOMECHANICS LABORATORY (MSK LAB)

Musculoskeletal Biomechanics Laboratory is located at KPC 1003. All users of MSK Lab should read through the following specific regulations.

3.1 Anatomical models

(a) Brief description

MSK houses the muscular and skeletal models of whole or selected parts of the human body such as models of arms, legs, and torso as well as ligament models of ankles, knees and elbows.

(b) Safety precautions

(i) Taking models outside MSKL is NOT allowed.

(ii) Move by carrying base of model or wheels.

(iii)Model and base should be set on a flat surface at all times.

(c) Maintenance

(i) Use cold or warm water or mild antibacterial cleaner to clean models.

(ii) DO NOT USE rubbing alcohol or cleaning product solutions.

3.2 Traction

(a) Brief description

The Triton traction device provides a treatment in static, intermittent, and cyclic distraction forces to relieve pressures on structures that may be causing pain of skeletal or muscular origin (cervical, thoracic, lumbar, hip, wrist, shoulder). Therapeutic distraction can be applied in a variety of programmable patterns, cycles and functions.

(b) Safety precautions

(i) STOP use if the Traction Cord is frayed, damaged or knotted.
(ii) Do not attempt to repair the Traction Cord.
(iii) Do not use the Clevis as a handle to pick up or carry the unit.
(iv) The unit will not work if the Patient Interrupt Switch is not connected, or if it is malfunctioning.
(v) The unit must be securely attached to the mounting surface of the pedestal or traction stand.
(vi) Disconnect the traction unit from the power source before attempting any maintenance, installation, removal, or replacement procedures to prevent electrical shock and possible damage to the unit.
(vii) Test the Patient Interrupt Switch cable before use. The Patient Interrupt Switch must be in the patient's grasp.
(viii) In the event of a loss of power to the unit or when quick release is needed, traction tension should only be released by having the patient move towards the traction head to release the tension on the rope. Once the tension on the rope has been released, loosen the patient harness adjustment straps.
(ix) In the event that an Error message or Warning appears beginning with a 2 or 3, immediately stop all use of the system and contact the PT Technical Officer.

(c) Maintenance

(i) Cleaning

(I) Before cleaning, disconnect the unit from the power source. Periodically, clean the system with a clean, lint free cloth moistened with water and mild antibacterial soap or antimicrobial cleaner.
(II) Do not submerse the system in water.
(III) Clean unit display lens using a soft damp cloth, moistened with warm water and soap if necessary. DO NOT USE alcohol or chlorine based solvents as this may damage the display.

(ii) Preventive maintenance and calibration

(I) Inspection and lubrication of the device is regularly performed by PT Technical Officer.
(II) Annual calibration of the Triton traction unit is performed by PT Technical Officer.

3.3 Sharp Box

(a) If any sharp objects such as acupuncture needles are used, there should be a sharp box to hold the used acupuncture needles.

Source:

1. https://blog.schoolspecialty.com/need-know-anatomical-model/
2. User manual – Triton traction

4. REGULATIONS FOR CARDIOVASCULAR AND RESPIRATORY REHABILITATION LABORATORY (CARDIO LAB)

Cardiovascular and respiratory rehabilitation Laboratory is located at KPC 702. All users of CARDIO Lab should read through the following specific regulations.

INFECTION CONTROL MEASURES

4.1 Hand Hygiene

Good hand hygiene is critical to reduce the risk of spreading health care-associated infection including multi-drug resistant organisms (MDROs). Use of alcohol-based hand rubs facilitates hand hygiene, increases compliance and irritates hands less (Appendix I). Hand hygiene can be achieved by rubbing hands with 70-80% alcohol-based formulation or washing hands with soap and water.

4.2 Personal Protective Equipment (PPE)

The use of PPE provides a physical barrier between micro-organisms and the user, which reduces exposure risk but does not eliminate the infectious hazard. Besides, it does not replace basic infection control measures such as hand hygiene. PPE should be stored in appropriate area free from dampness, sunlight and dirt. They need to be examined for the expiry date and checked regularly to ensure integrity.

(a) Gloves

(i) Should be worn when there is an anticipated risk that hands would be contacted with blood or body fluids, secretions, excretions, non-intact skin, mucus membrane and potentially infectious material; or handling or touching visibly or potentially contaminated equipment and environmental surfaces.
(ii) Use of gloves does not replace the need for hand hygiene.
(iii) Perform hand hygiene immediately after removal of gloves.
(iv) Selection of powder free gloves is recommended since this avoids interactions with the alcohol-based hand rub and also the gritty feeling on hands.
(v) Do not reuse disposable gloves.
(vi) Appropriate gloves sizes and types should be readily available.

(b) Gowns: Should be worn to protect skin and clothing during procedures or activities that

are likely to generate splashes or sprays of blood, body fluids, excretions and secretions.

(c) Face protection: masks, goggles, face shields

(i) Use of mouth, nose and eye protection during procedures that are likely to generate splashes or sprays of blood or other body fluids.

(ii) Surgical Masks: to protect themselves from contact with infectious material;

(iii) N95 respirator: for potential exposure to infectious agents transmitted via airborne route and performing aerosol generating procedures. Staff should have fit test to ensure appropriate respirator selection and use. A seal check (formerly called a fit check) should be performed.

(iv) Goggles and Face Shields: To protect the mucus membrane of the eye, nose and mouth. Personal eyeglasses and contact lenses are NOT considered adequate eye protection.

(d) Suggested Sequence of PPE Removal

In order to keep mucosal protection intact throughout, the suggested sequence of PPE removal in a designated location inside a designated room, or after performing high risk nursing procedure is as follows:

(i) Remove gloves → Perform hand hygiene.

(ii) Remove gown → Perform hand hygiene.

(iii) Remove disposable cap → Perform hand hygiene.

(iv) Remove eye protection → Perform hand hygiene.

(v) Remove mask/N95 respirator → Perform hand hygiene.

(vi) Put on a surgical mask.

4.3 Patient Care Equipment

Decontamination of reusable PT instruments is necessary to prevent transmission of organisms between students. Disinfection is used to eliminate many or all pathogenic microorganisms, except bacterial spores, on inanimate objects. Sterilization is used to destroy or eliminates all forms of microbial life. Standard Precautions should be applied when handling used instruments.

Before disinfection and sterilization, thorough cleaning is essential because inorganic and organic materials that remain on the surfaces of instruments interfere with the effectiveness of these processes. Instruments should be categorized according to the risks they pose for patients, such as Critical items, Semi-critical items and Non-critical items.



Reference: https://www.chp.gov.hk

5. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in laboratory during school hours must be reported immediately to School or Laboratory Technician.

(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)

(c) All incidents must be reported to Security Control Room and School Executive Officer within 24 hours or the following working day.

(d) Be prepared to provide the Security Guard with sufficient details for an incident report.

Radiation Therapy Multifunction Laboratory - School of Medical & Health Science (MHS)

1. GENERAL GUIDELINES

(a) For security reasons, all laboratories are locked unless occupied by staff and/or students during class or practice. The laboratory may be closed for scheduled maintenance work.
(b) Only those students who gain approval are allowed in the laboratory.
(c) All staff and students must know and practice the safety guidelines at all times while using the laboratory.
(d) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Students should strictly follow the instructions given by the instructor and follow the guidance given in the laboratory. Students should not remove anything from the laboratory without permission.
(e) Students should not keep any personal belongings unattended in all laboratories. Storage of items and books in the laboratories is not allowed.
(f) Students should not use and attempt to touch with any equipment unless trained and approved by your instructor.
(g) Any misconduct occurring in the laboratory will be reported to the teaching staff at Tel. 3468 6818 or via email mhs@twc.edu.hk.
(h) Students should inform course coordinators/teachers of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the students and others.
(i) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Room (emergency response).
Contact information is as follows:

Contact Person	Tel. No	Location	Contact Hour
Security Control Room	3190 6610	G/F, KPC	24-hour

(j) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

2. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

It is the responsibility of the users (teachers/students) to maintain the equipment and physical space clean and tidy after using the laboratory.

(a) Tidy up equipment in the laboratory after class.
(b) Make sure to turn off the facility/equipment and put it back to original place after use.
(c) Keep the laboratory clean and ensure the work area is tidy before leaving.
(d) Turn off electric switches, light and air conditioner(s), and lock the doors before leaving the laboratory.

(e) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the teaching staff at Tel. 3468 6818 or your instructor.

3. COMPUTER USAGE AND REGULATION

(a) It is forbidden to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the School's consent.
(b) It is forbidden to delete any software that is stored on the computer in the laboratory.
(c) Users are responsible for backing up their own work and data.
(d) Users are not allowed to plug-in any storage devices (e.g. USB memory card or SD card) to any treatment planning computer unless with the permission from the teaching staff. All storage devices must be new or are absent of any virus or other bugs that may be harmful to the computers.

4. CONSEQUENCES OF MISUSE

(a) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the college for funds expended, and could result in college disciplinary action or civil / criminal action.
(b) Users may be held accountable for their conduct under any applicable college or departmental policies, procedures, or agreements. Any actions which detract from other users doing their work, or which would otherwise be deemed malicious, will result in the loss of access to the laboratory and possible college disciplinary action or civil / criminal action.
(c) Unauthorized use of the laboratory equipment for personal gain, or removal of equipment that constitutes theft, are subject to prosecution by the college. Furthermore, entering the laboratory facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory or resources will be directed to those responsible and appropriate disciplinary actions will be taken.
(d) Students are responsible for understanding policies and other safety information mentioned in this manual. Besides, students should keep laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activities in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

5. LABORATORY SAFETY

5.1. Code of Conduct

(a) Smoking, eating or drinking is strictly prohibited in the laboratories. No food and beverages are allowed in the laboratory.
(b) Shoes must be worn at all times in laboratory.
(c) You must never distract or startle other users in the laboratory. Practical jokes or horseplay in the laboratory will not be tolerated at any time.

(d) Malfunctioning equipment should not be used, please report to the teaching staff at Tel. 3468 6818 or by email.

5.2. Electrical Safety

(a) Wet materials should not be placed around electrical outlets or equipment.
(b) Staff and students must report immediately to teaching staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
(c) No electrical cords will be left on the walkway. Extension cords will be properly taped to the floor if used over a walkway.
(d) Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratories.

5.3. Physical Space / Equipment

(a) All cabinet doors should remain closed when not in use.
(b) The laboratory spaces, floors and bench areas should be kept clean and tidy after use.
(c) Laboratory doorways are kept clear of obstacles at all times.

5.4. Thermoplastic Oven

(a) The oven should remain switched off when not in use.
(b) The oven should be used under teacher's supervision.
(c) The oven should be switched off after use and before leaving the laboratory.

5.5. Setup Laser

(a) All lasers should remain switched off when not in use.
(b) User should not look at the lasers directly.
(c) All lasers should be switched off after use and before leaving the laboratory.

5.6. Setup Couch

(a) All cabinet doors should remain closed when not in use.
(b) The laboratory spaces, floors and bench areas should be kept clean and tidy after use.
(c) Laboratory doorways are kept clear of obstacles at all times.

5.7. Nitrogen gas usage

(a) The valve of nitrogen gas cylinder is in close position when not in use.
(b) It will be used under teacher's supervision.
(c) The ventilation fans should be turned on at all times when using the nitrogen gas.
(d) Turned the valve of nitrogen gas cylinder to close position after use.

5.8. TLD readout machine / oven

(a) The TLD readout machine / oven should be switched off when not in use.
(b) Turn on the nitrogen gas valve and supply the TLD readout machine with nitrogen during

TLD readout.

(c) The ventilation fans should be turned on at all times during the readout process.

(d) Switch off the readout machine, oven and turned off the valve of the nitrogen gas cylinder after use.

6. EMERGENCY RESPONSE

(a) Students should know the location of the firefighting equipment and first aid equipment in the laboratory.

(b) Notify the General Office at Tel. 3190 6710, the Laboratory Technical Officer or your instructor immediately after any injury, fire, explosion or spill in the laboratory.

(c) Student should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

6.1. Fire

6.1.1. Minor Fire

(a) Alert other people in the laboratory that there is a fire.

(b) Stop all your practice immediately.

(c) Call/Designate someone in the laboratory to call:

(i) Security Control Room at Tel. 3190 6610 and/or

Security Guard will contact required personnel to respond to the laboratory.

(d) **If it is safe to do so,** attempt to confine and/or extinguish the fire.

(i) If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher, inform others of your actions.

(ii) If the fire is contained, stand by in a safe location to assist responding personnel.

(iii) If the fire is **not containable**, follow the procedures for a major laboratory fire.

6.1.2. Major Fire

(a) Alert other people in the laboratory that there is a fire.

(b) Stop all your practice.

(c) Begin evacuating the laboratory to safe area. Bring along your mobile phone and a wet towel (if readily available).

(d) Sound the nearest fire alarm by activating the break-glass alarms.

(e) Inform the Security Control Room at Tel. 3190 6610 if time permits.

(f) Close **(Do not lock)** the door when leaving.

(g) Exit building using staircases as quickly as possible. **(Do not use lifts).**

(h) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard to do so.

(i) Be prepared to provide the responding personnel with sufficient details about the fire.

(j) Do not re-enter the building in alarm until authorized by a Security Guard/fireman.

6.1.3. Emergency Evacuation Alarm

(a) Begin evacuating the laboratory as soon as you hear the emergency evacuation alarm – **regardless of the tone** (e.g. intermittent or steady).
(b) Stop all the practices work.
(c) Begin to evacuate the laboratory immediately.
(d) Close **(Do not lock)** doors when leaving.
(e) Exit the building using staircase as quickly as possible **(Do not use lifts).**
(f) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard.
(g) Do not re-enter the building until authorized by a Security Guard/fireman.

6.2. Flood/ Water Leak

(a) Call Security Control Room at Tel. **3190 6610** (emergency response).
  (i) Provide your name, laboratory room number, contact number, any person injured and the nature of the injury if applicable.
  (ii) Security Guard will contact required personnel to respond to the laboratory.
(b) **If it is safe to do so**, attempt to stop the flow of water or confine the flood area using whatever materials available, such as bed sheets.
(c) Assist responding personnel as necessary.
  (i) Be prepared to provide the responding personnel with sufficient details.

6.3. Power Loss

(a) Stop all laboratory works.
(b) Switch off all electrical appliances/equipment (except those on uninterrupted power supply).
(c) Laboratory without power must be evacuated. You can return when full power has been restored.
(d) Reset/restart and check equipment to ensure it is functioning properly.

6.4. Nitrogen gas leaking

(a) Stop all laboratory works.
(b) Turn the valve of nitrogen gas cylinder to close position.
(c) Switch on the ventilation fans.
(d) Laboratory must be evacuated. You can return when full power has been restored.
(e) Reset/restart and check equipment to ensure it is functioning properly.

7. FIRST AID

7.1. Minor Injury:

(a) Treat with the supplies contained in the first aid box provided (if any) in the laboratory, or
(b) Visit the Security Control Room at the G/F entrance to request first aid assistance from one of the first aiders of the College, or
(c) Call the Security Control Room at Tel. **3190 6610** to request first aid assistance in the

laboratory. Provide your name, laboratory number, laboratory phone number, and the nature of your injury (including any hazardous materials involved).

7.2. Major Injury/Serious Sickness:

For example, the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulties, severe bleeding, major wound, pallor/cold sweating, etc.,

7.2.1 Seek Help – Summon assistance from someone nearby to call for help.

(a) **Call 999**

(b) **Notify** the Security Control Room at Tel. **3190 6610**.

(i) Request for first aid assistance from the first aider of the College.

(ii) Wait for the attending Security Guard/medical personnel.

7.2.2 General Consideration

(a) Put the injured/sick person in a comfortable posture.

(b) Do not move the injured person unless he/she is in imminent danger.

(c) Check that you and the injured person are in a safe place while waiting for help.

7.2.3 If you have first aid training, provide appropriate first aid and/or if trained, cardiopulmonary resuscitation (CPR) as needed, until the arrival of further medical help. Keep observing the injured/sick person after applying first aid treatment until arrival of further medical help.

7.2.4 Assist responding personnel (Security Guards and Paramedics) as necessary.

(a) To provide a handover when further medical help arrives if necessary.

8. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in laboratory during school hours must be reported immediately to the School at Tel. 3468 6710 and /or teaching staff at Tel: 3468 6818.

(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response).

(c) All incidents must be reported to Security Control Room and the School Executive Officer within 24 hours or the following day.

Treatment Planning Laboratory - School of Medical & Health Science (MHS)

1. GENERAL GUIDELINES

(a) For security reasons, all laboratories are locked unless occupied by staff and/or students during class or practice. The laboratory may be closed for scheduled maintenance work.
(b) Only those students who gain approval are allowed in the laboratory.
(c) All staff and students must know and practice the safety guidelines at all times while using the laboratory.
(d) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Students should strictly follow the instructions given by the instructor and follow the guidance given in the laboratory. Students should not remove anything from the laboratory without permission.
(e) Students should not keep any personal belongings unattended in all laboratories. Storage of items and books in the laboratories is not allowed.
(f) Students should not use and attempt to touch with any equipment unless trained and approved by your instructor.
(g) Any misconduct occurring in the laboratory will be reported to the teaching staff at Tel. 3468 6818 or via email mhs@twc.edu.hk.
(h) Students should inform course coordinators/teachers of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the students and others.
(i) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Room (emergency response).

Contact information is as follows:

Contact Person	Tel. No	Location	Contact Hour
Security Control Room	3190 6610	G/F, KPC	24-hour

(j) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

2. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

It is the responsibility of the users (teachers/students) to maintain the equipment and physical space clean and tidy after using the laboratory.

(a) Tidy up equipment in the laboratory after class.
(b) Make sure to turn off the facility/equipment and put it back to original place after use.
(c) Keep the laboratory clean and ensure the work area is tidy before leaving.
(d) Turn off electric switches, light and air conditioner(s), and lock the doors before leaving the laboratory.

(e) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the teaching staff at Tel. 3468 6818 or your instructor.

3. COMPUTER USAGE AND REGULATION

(a) It is forbidden to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the School's consent.
(b) It is forbidden to delete any software that is stored on the computer in the laboratory.
(c) Users are responsible for backing up their own work and data.
(d) Users are not allowed to plug-in any storage devices (e.g. USB memory card or SD card) to any treatment planning computer unless with the permission from the teaching staff. All storage devices must be new or are absent of any virus or other bugs that may be harmful to the computers.

4. CONSEQUENCES OF MISUSE

(a) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the college for funds expended, and could result in college disciplinary action or civil / criminal action.
(b) Users may be held accountable for their conduct under any applicable college or departmental policies, procedures, or agreements. Any actions which detract from other users doing their work, or which would otherwise be deemed malicious, will result in the loss of access to the laboratory and possible college disciplinary action or civil / criminal action.
(c) Unauthorized use of the laboratory equipment for personal gain, or removal of equipment that constitutes theft, are subject to prosecution by the college. Furthermore, entering the laboratory facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory or resources will be directed to those responsible and appropriate disciplinary actions will be taken.
(d) Students are responsible for understanding policies and other safety information mentioned in this manual. Besides, students should keep laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activities in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

5. LABORATORY SAFETY

5.1. Code of Conduct

(a) Smoking, eating or drinking is strictly prohibited in the laboratories. No food and beverages are allowed in the laboratory.
(b) Shoes must be worn at all times in laboratory.
(c) You must never distract or startle other users in the laboratory. Practical jokes or horseplay in the laboratory will not be tolerated at any time.
(d) Malfunctioning equipment should not be used, please report to the teaching staff at Tel.

3468 6818 or by email.

5.2. Electrical Safety

(a) Wet materials should not be placed around electrical outlets or equipment.

(b) Staff and students must report immediately to teaching staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.

(c) No electrical cords will be left on the walkway. Extension cords will be properly taped to the floor if used over a walkway.

(d) Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratories.

5.3 Physical Space / Equipment

(a) All cabinet doors should remain closed when not in use.

(b) The laboratory spaces, floors and bench areas should be kept clean and tidy after use.

(c) Laboratory doorways are kept clear of obstacles at all times.

6. EMERGENCY RESPONSE

(a) Students should know the location of the firefighting equipment and first aid equipment in the laboratory.

(b) Notify the General Office at Tel. 3190 6710, the Laboratory Technical Officer or your instructor immediately after any injury, fire, explosion or spill in the laboratory.

(c) Student should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

6.1 Fire

6.1.1 Minor Fire

(a) Alert other people in the laboratory that there is a fire.

(b) Stop all your practice immediately.

(c) Call/Designate someone in the laboratory to call:

(d) (i) Security Control Room at Tel. 3190 6610 and/or
Security Guard will contact required personnel to respond to the laboratory.

(d) **If it is safe to do so,** attempt to confine and/or extinguish the fire.

(i) If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher, inform others of your actions.

(ii) If the fire is contained, stand by in a safe location to assist responding personnel.

(iii) If the fire is **not containable**, follow the procedures for a major laboratory fire.

6.1.2 Major Fire

(a) Alert other people in the laboratory that there is a fire.

(b) Stop all your practice.

(c) Begin evacuating the laboratory to safe area. Bring along your mobile phone and a wet towel (if readily available).
(d) Sound the nearest fire alarm by activating the break-glass alarms.
(e) Inform the Security Control Room at Tel. 3190 6610 if time permits.
(f) Close **(Do not lock)** the door when leaving.
(g) Exit building using staircases as quickly as possible. **(Do not use lifts).**
(h) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard to do so.
(i) Be prepared to provide the responding personnel with sufficient details about the fire.
(j) Do not re-enter the building in alarm until authorized by a Security Guard/fireman.

6.1.3 Emergency Evacuation Alarm

(a) Begin evacuating the laboratory as soon as you hear the emergency evacuation alarm – **regardless of the tone** (e.g. intermittent or steady).
(b) Stop all the practices work.
(c) Begin to evacuate the laboratory immediately.
(d) Close **(Do not lock)** doors when leaving.
(e) Exit the building using staircase as quickly as possible **(Do not use lifts).**
(f) Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard.
(g) Do not re-enter the building until authorized by a Security Guard/fireman.

6.2 Flood/ Water Leak

(a) Call Security Control Room at Tel. **3190 6610** (emergency response).
  (i) Provide your name, laboratory room number, contact number, any person injured and the nature of the injury if applicable.
  (ii) Security Guard will contact required personnel to respond to the laboratory.
(b) **If it is safe to do so**, attempt to stop the flow of water or confine the flood area using whatever materials are available, such as bed sheets.
(c) Assist responding personnel as necessary.
  (i) Be prepared to provide the responding personnel with sufficient details.

6.3 Power Loss

(a) Stop all laboratory works.
(b) Switch off all electrical appliances/equipment (except those on uninterrupted power supply).
(c) Laboratory without power must be evacuated. You can return when full power has been restored.
(d) Reset/restart and check equipment to ensure it is functioning properly.

7. FIRST AID

7.1 Minor Injury:

i. Treat with the supplies contained in the first aid box provided (if any) in the laboratory, or
ii. Visit the Security Control Room at G/F entrance to request first aid assistance from one of the first aiders of the College, or
iii. Call the Security Control Room at Tel. **3190 6610** to request first aid assistance in the laboratory. Provide your name, laboratory number, laboratory phone number, and the nature of your injury (including any hazardous materials involved).

7.2 Major Injury/Serious Sickness:

For example, the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulties, severe bleeding, major wound, pallor/cold sweating, etc.,

7.2.1 Seek Help – Summon assistance from someone nearby to call for help.
(a) **Call 999**
(b) **Notify** the Security Control Room at Tel. **3190 6610**.
(i) Request for first aid assistance from the first aider of the College.
(ii) Wait for the attending Security Guard/medical personnel.

7.2.2 General Consideration
(a) Put the injured/sick person in a comfortable posture.
(b) Do not move the injured person unless he/she is in imminent danger.
(c) Check that you and the injured person are in a safe place while waiting for help.

7.2.3 If you have first aid training, provide appropriate first aid and/or if trained, cardiopulmonary resuscitation (CPR) as needed, until the arrival of further medical help. Keep observing the injured/sick person after applying first aid treatment until arrival of further medical help.

7.2.4 Assist responding personnel (Security Guards and Paramedics) as necessary.
(a) To provide a handover when further medical help arrives if necessary.

8. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in laboratory during school hours must be reported immediately to the School at Tel. 3190 6710 and /or teaching staff at Tel: 3468 6818.
(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response).
(c) All incidents must be reported to Security Control Room and the School Executive Officer within 24 hours or the following day.

Nursing Laboratories – School of Nursing (NUR)

1. GENERAL GUIDELINES

(a) All staff and students must know and practice the safety guidelines at all times while using the laboratories.

(b) For security reasons, all laboratories are locked unless occupied by staff and/or students during class or practice.

(c) Students should always practice safe and appropriate techniques while learning in the laboratories.

(d) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratories.

(e) Students should inform course coordinators/teachers of any special health conditions, such as communicable diseases, injuries as soon as possible so that necessary precautions can be taken to protect the students and others.

(f) Any misconduct occurring in the laboratories should be reported to Lab Staff.

(g) For emergency situations such as fire, water leakage, flooding, staff/students should immediately call FMO Helpdesk (KHC) or Security Officers at respective campuses.

(h) Contact information

Tung Wah College Kwai Hing Campus (KHC)			
Contact Person	Tel. No	Location	Office Hour
Lab Staff	3725 6278 / 3190 6696	Rm 1614E	Monday to Friday: 0900 – 1800
FMO Helpdesk	3725 6200	Rm K1615	Monday to Friday: 0900 – 1800
Security Officer	---	Rm K1615	Monday to Friday: 0900 – 1800
			Saturday: 0900-1400 (please contact Security Hotline of KPC at 31906610)

Tung Wah College Ma Kam Chan Memorial Building (KPC)			
Contact Person	Tel. No	Location	Office Hour
Lab Staff	3190 6753 / 3468 6872	RM 1701	Monday to Friday: 0900 – 1800
Security Officer	3190 6610	Security Control Room, G/F	24 Hours 7 days a week

2. LABORATORY SAFETY

2.1 Infection Control

Standard precautions will be taken at all times when there is an anticipated contact with blood or body fluids.

2.2 Medications/Fluids

(a) All drugs including oral pills, IV fluids and injections are used for practice and demonstration only.

(b) Spillage of any disinfectant in the laboratories should be immediately reported to Lab Staff regarding the nature of the incident, and the hazardous materials involved (product names(s) and quantity).

2.3 Needle Safety

(a) Needles provided in the laboratories are used for practice only. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.

(b) Needles should never be recapped after use. Needles should be disposed into a sharp container after use.

(c) A sharp container must be replaced when it is ¾ full.

(d) Needles and other sharp objects must NOT be discarded in the trash or left unattended in the laboratories at any time.

(e) For skill practice of injection, the injection pads attached to the manikin or injection trainer should be used in the laboratories.

2.4 Electrical Safety

(a) Wet materials should not be placed around electrical outlets or equipment.

(b) Staff and students must report immediately to Laboratory Staff for any frayed electrical cords, cracked plugs, missing outlet covers, etc., and any problems encountered while using electrical equipment.

(c) No electrical cords will be left on the walkway. Extension cords will be properly taped to the floor if used over a walkway.

(d) Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratories.

2.5 Ergonomics

(a) Students should learn the principles of body mechanics prior to practicing the lifting and transferring skills.

(b) Students and staff should be cautious when lifting. They should not lift heavy objects such as large equipment, manikins without assistance.

(c) Castors and wheels of all equipment (i.e. wheelchairs, stretchers and beds) should be locked during practice and return demonstration.

(d) A hoist should only be used under teacher's supervision.

(e) Transport or transfer aids must be used to transfer manikins from one bed to another.

3. INJURY

3.1 Reporting of an injury

(a) All incidents occurring in laboratories during school hours must be reported immediately to Lab Staff at respective campuses.

(b) After school hours, the incident should be reported to Security Officers at respective campuses.

3.2 First Aid

(a) All incidents must be reported to FMO within 24 hours.

(b) Call Lab Staff at respective campuses to request for first aid assistance in the laboratories.

(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.

4. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

(a) All cabinet doors should be 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 always be kept clear of obstacles.

(d) It is the responsibility of the staff/students to maintain the equipment and space clean and tidy after using the laboratory. Laboratory equipment should be tidied up by staff/ students after class. Linen on beds should be changed and laundered when soiled, after extensive use, and at the end of each semester.

(e) The lab equipment should be kept in good order. All broken/malfunctioned equipment should be reported immediately to Lab Staff.

5. EMERGENCIES

5.1 Fire

(a) Alert people in the area to evacuate.

(b) Stop all your practice immediately.

(c) Activate nearest fire alarm or call FMO Helpdesk or Security Officer.

(d) Evacuate to safe area or exit building through staircase. Do not use lift nor escalator.

5.2 Flood Space/ Water Leak

(a) In case of flooding / water leakage, call Lab Staff, FMO Helpdesk or Security officer for assistance at respective campuses.

(b) Security Officer will contact the required personnel to respond to the lab.

(c) Attempt to stop the water flow or confine the flood area using whatever materials are available such as bed sheets if it is safe to do so.

(d) Be prepared to provide Security Officer with sufficient details for an incident report.

6. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in the laboratory during school hours must be reported immediately to School or Laboratory Staff.

(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)

(c) All incidents must be reported to the Security Control Room and School Executive Officer within 24 hours or the following working day.

(d) Be prepared to provide the Security Officer with sufficient details for an incident report.

Appendix VIII

Early Childhood Play and Learning Laboratory – School of Arts and Humanities (ARH)

1. Introduction

Address:	Room 201 & 202, 2/F, 136A, Nathan Road, Kowloon, Hong Kong		
Opening Hours:	09:00 – 18:00 Laboratory will be closed on weekend and public holidays		
Contact:	Laboratory Office	3468 6857 3468 6856	Monday to Friday 09:00 – 18:00
	ARH General Office Assistant Technical Officer	3468 6760 3468 6726	
	FMO Reception Counter	3725 6161	Monday to Friday: 0800-2130 Saturday: 0800 – 1400

2. General Guidelines

(a) For security reasons, the laboratory should be locked unless occupied by users including staff, students, children, parents and visitors during class or activities. ARH General Office hours of laboratory operation are from 9:00am to 6:00pm on working days. The laboratory may be closed occasionally for scheduled maintenance work.

(b) Only users who gain approval are allowed in the laboratory.

(c) All users must acknowledge and practice the safety guidelines at all times while using the laboratory.

(d) Users should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Users should strictly follow the instructions given by laboratory staff and follow the guidance given in the laboratory. Users should not remove anything from the laboratory without permission.

(e) Users should not keep any personal belongings unattended in the laboratory. Storage of personal items in the laboratories is not allowed.

(f) Users should not use and attempt to touch any equipment unless trained and approved by the laboratory staff.

(g) Any misconduct occurring in the laboratory will be reported to the School at 3468 6726 or 3468 6760.

(h) Users should inform the instructors of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable diseases as soon as possible so that necessary precautions can be taken to protect others.

(i) For any emergency such as fire, water leakage, or flooding, users should immediately inform the laboratory staff or FMO Reception Counter (emergency response).

(j) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

3. Cleaning and Maintenance of the Laboratory and Equipment

It is the responsibility of users to keep the equipment and physical space clean and tidy after using the laboratory.

(a) Tidy up equipment in the laboratory after class and activities.
(b) Make sure to shut down the facilities/ equipment and put all the used materials back in the original place after use.
(c) Keep the laboratory clean and ensure the work area is tidy before leaving.
(d) Turn off all water taps, electric switches, lights and air conditioner(s), and lock all windows and doors before leaving the laboratory except the air-conditioners in observation rooms 201 & 202 laboratory.
(e) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the School at 3468 6726 or the laboratory staff.

4. Capacity of Laboratory

Concerning to the safety and protection of users, each room of the laboratory has its own maximum capacity of 25 persons under normal circumstances. The capacity will be reduced to 20 persons under Ideal circumstances such as an epidemic.

Laboratory	Maximum Capacity
TSTC201	63
TSTC202	62

5. Computer Usage and Regulation

(a) It is prohibited to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the School's consent.
(b) It is prohibited to delete any software that is stored on the computer in the laboratory.
(c) Users are responsible for backing up their own work and data.
(d) Users must ensure that all storage devices (e.g. USB memory card, SD card and mobile hard drive) are absent of any viruses or other bugs that may be harmful to the computers.

6. Consequences of Misuse

(a) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the college for funds expended, and could result in college disciplinary action or civil/ criminal action.
(b) Users may be held accountable for their conduct under any applicable college or departmental policies, procedures, or agreements. Any malicious actions that distract other users from doing their work will result in the loss of access to the laboratory and possible college disciplinary action or civil/ criminal action.
(c) Unauthorized use of the laboratory equipment for personal gain or removal of equipment that constitutes theft is subjected to prosecution by the college. Furthermore, entering the lab facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory

or resources will be directed to those responsible and appropriate disciplinary actions will be taken.

(d) Users are responsible for understanding policies and other safety information mentioned in this manual. Besides, users should keep the laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activity in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

7. Laboratory Safety

7.1. Code of Conduct

(a) Educating oneself on safety issues and practices;
(b) Communicating with users about safety measures;
(c) Practicing safe activities in the childcare and community environment;
(d) Smoking, eating or drinking is strictly prohibited. No food and beverages are allowed in the laboratory;
(e) No shoes at all times in the laboratory;
(f) The laboratory and supplies are primarily not used for providing medical treatment to users.

7.2. Safety and Hygiene

(a) Standard precautions will be always ensuring by:
  (i) Conducting regular safety checks to identify hazards;
  (ii) Use of toy safety checklist;
  (iii) Modifying the environment to reduce hazards;
  (iv) Supervising children by the accompanying parents or family members;
  (v) Setting and enforcing rules for playground activities;
  (vi) Educating teachers, students, children, parents, staff and visitors about the importance of injury prevention;
(b) Users should always take off shoes and wash hands with soap and water or use hand sanitizer before entering the laboratory area.
(c) Following the advice by the Centre for Health Protection (CHP), conducting hygienic measures for visitors under pandemic, e.g. perform hand hygiene properly and use surgical masks properly.
(d) Individuals who are diagnosed with highly communicable diseases, e.g. Influenza A, Hand-foot-mouth diseases, etc., should be refrained from using the Laboratory.

7.3. Physical Space/ Equipment

(a) All cabinet doors should remain closed when not in use;
(b) The laboratory spaces, floors and bench areas should be kept clean and tidy after use;
(c) Malfunctioning equipment should not be used, please report to School;
(d) The laboratory doorways should always be kept clear of obstacles.

8. Emergency Response

Teachers, instructors and staff should be aware of the location of the firefighting and first aid equipment in the laboratory. Notify the ARH General Office or the instructor immediately after any injury or fire in the laboratory. Users should familiarize themselves with the building's evacuation procedures and fire escape routes before using the laboratory.

8.1. Fire

(a) Upon discovering a fire

(i) Keep calm.
(ii) Sound the fire alarm by activating the break-glass alarm in the corridor.
(iii) Call FMO Reception Counter, if time permits, by dialing 3725 6161 (TSTC).
(iv) Only tackle the fire if you are absolutely sure that danger is not imminent.
(v) Use hose reel / fire extinguisher / sand bucket / fire blanket if deemed appropriate.
(vi) Switch off power / fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(vii) Bring along your mobile phone and a wet towel (if readily at hand).
(viii) Urge and assist other people in the building to leave, and help those who need special assistance.
(ix) Close (Do not lock) doors when you leave to contain fire and smoke.
(x) Exit the building by staircases as quickly as possible (Do not use lifts).
(xi) Do not re-enter the building until authorized by security guard/ firemen.

(b) Upon hearing fire alarm

(i) Keep calm.
(ii) Stop your work immediately.
(iii) Switch off power / fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(iv) Bring along your mobile phone and a wet towel (if readily at hand).
(v) Urge and assist other people in the building to leave, and help those who need special assistance.
(vi) Close (do not lock) doors when you leave to contain fire and smoke.
(vii) Exit the building by staircases as quickly as possible (do not use lifts).
(viii) Do not return/re-enter the building for any reason until authorised by Security.

8.2. Personal injury or serious sickness

(a) Immediate Actions

If you or you find someone who:

(i) has minor injury, you may use the supplies contained in the first aid box provided in each Unit/ Laboratory.
(ii) is seriously injured or sick, e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulty, severe bleeding, major wound, pallor/ cold sweating, etc., call 999.

(b) Seek Help

(i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC).
  (1) To get first aid assistance from first aider of the College.
  (2) State clearly your location and whether or not ambulance service is required/called.
(ii) Wait for the attending Security Guard/ medical personnel.

(c) General Consideration

(i) Put the injured/ sick person in a comfortable posture.
(ii) Don't move the injured person unless it is absolutely necessary or the site has imminent danger.
(iii) Check that you and the injured person /sick person are in a safe place while waiting for help.

(d) The FMO Reception Counter

(i) Once the FMO Reception Counter receives request for first aid assistance, the Security Guard will call the nearby first aider to handle the injuries.

(ii) The list of first aiders is printed on the College's Telephone Directory and available at the FMO Reception Counter at TSTC. Arrange a Security Guard to go to the location to provide assistance and ensure that the ambulance has been called for serious cases.

(iii) Inform the Facilities Management Office (FMO) to go to the site for coordination.

(e) Volunteer First Aiders

Upon receipt of call from the Security Guard, the first aider will attend the injured/sick person at the site:

(i) To respond to first aid emergencies within the limits of their training;

(ii) To ensure ambulance service is arranged through 999 without delay unless the injury/sickness is so minor that it can be handled without professional attention;

(iii) To render appropriate first aid and cardiopulmonary resuscitation (CPR) until arrival of further medical help;

(iv) To keep observing the injured/sick person after applying first aid treatment until arrival of further medical help; and

(v) To provide a handover when further medical help arrives.

(f) Follow-up Actions

(i) If the injured/ sick person needs hospitalization, he/ she should be accompanied by a staff as far as possible until the emergency contact person arrives.

  (1) If the injured/sick person is a student, FMO will report the case to the School concerned, Registry (REG) and Student Affairs Office (SAO) immediately. The REG shall notify the emergency contact person as soon as possible.

  (2) If the injured/ sick person is a staff member, FMO will report the case to the Unit concerned and Human Resources Office (HRO) immediately. The HRO shall notify the emergency contact person as soon as possible.

(ii) For cases involving work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report (HR-F-CB010-V3) and submit it to the HRO within 3 working days of the accident so that the cases can be reported to the Labour Department within the specific timeframe. For more details, please refer to the Regulations on Work-related Injury or Illness.

(iii) Security Guard would submit an incident report to FMO within 1 working day and FMO would report the case to Vice President (Administration & Development) not later than the next working day.

8.3. Flood/ Water Leak

(a) Call FMO Reception Counter at 3725 6161 (emergency response) or ARH General Office at 3468 6726 or 3468 6760.

  (i) Provide name, laboratory room number, contact number, any person injured and the nature of the injury if applicable;

  (ii) Security Guard will contact required personnel to respond to the laboratory.

(b) If it is safe to do so, attempt to stop the flow of water or confine the flood area using whatever

materials are available, such as bed sheets.

(c) Assist responding personnel as necessary.

(i) Be prepared to provide the responding personnel with sufficient details.

8.4. Electric Shock

Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at the site where it enters and leaves the body. Alternating current (AC) power also causes muscle spasm that often prevents the injured person from letting go the electric cable.

(a) Seek Help

(i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC). to get first aid assistance from first aider of the College.

(ii) State clearly your location and whether or not ambulance service is required/called.

(b) Cut off the Electric Current

(i) The electric power MUST be turned off before touching the injured person. Do not touch the injured person if he/she is still in contact with live current.

(ii) If the power CANNOT be turned off, the followings can be attempted to free the injured person:

(1) Stand on some dry insulating material such as wooden box, a rubber or plastic mat, a telephone directory or a thick pile of newspaper, then,

(2) Push the injured person's limbs away from the electricity cable/source with a dry non-metallic pole such as broomstick, wooden chair or stool or push the source away from the injured person, whichever is easier.

(3) Without touching the injured person, loop a dry rope around his/her feet or under the arms and pull him/her away from the source.

(4) As the last resort, pull the injured person free by pulling his/her loose, dry clothing.

(c) Treatment of the Injured Person

If you have not been trained on mouth-to-mouth ventilation and cardiopulmonary resuscitation (CPR), ask for help.

The first aider (or yourself, if you have been trained) would perform the following procedures as required:

(i) As soon as the injured person is separated from the electrical source, check the conscious level, breathing and pulse of the injured person.

(ii) Open the airway by keeping the alignment of the spine and neck.

(iii) If breathing difficulties develop or breathing is stopped, start mouth-to-mouth ventilation.

(iv) If the heart beat cannot be detected, start cardio-pulmonary resuscitation (CPR).

(v) Treat shock if the injured person is pale, or feels dizzy, or breathes erratically, with weak or erratic pulse. The injured person must be kept warm, but tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.

(vi) If you are trained to use the Automated External Defibrillator (AED), the equipment is available at FMO reception counter on the 6/F TSTC.

(vii) Once breathing and heart beats have been re-established, the injured person should be moved into the recovery position, which helps to stabilize the position and maintain open airway. The injured person lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.

(viii) If the injured person has sustained electrical burns, the affected area should be immobilized and gently covered with a dry sterile bandage/gauze.

8.5. When trapped inside a lift

(a) If you find someone trapped inside a lift

Immediately inform the FMO reception counter by dialing at 3725 6161 (TSTC).

(i) Tell the persons in the lift that assistance has been called for.
(ii) Warn them not to open the lift door by force.
(iii) Wait for the Security Guard. Don't try to open the lift door to release the persons inside.

(b) If you are trapped inside a lift

(i) Call for assistance by pressing the emergency alarm button on the lift control panel. The intercom on the panel facilitates you to speak to the Lift Machine Room / Control Centre.
(ii) Tell the attending Security Guard:
    (1) About your situation.
    (2) Whether you feel sick, so that medical assistance could be summoned.
(iii) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.
(iv) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.
(v) After the lift door is opened, leave the lift car according to the instruction given by the emergency response personnel.

8.6. Spillage of hazardous substances

(a) General

Hazardous substances may include chemicals and biological agents.

(i) The following procedures are only generic. Any special situations will need individual person-in-charge to develop situation-specific procedural guidelines. Situation-specific procedures, if available, are to be followed in lieu of this one.
(ii) Common sense should always be exercised in any attempt to deal with emergency situations.

(b) Chemical Spillage

(i) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.
(ii) Stay away from the area of spills.
(iii) Alert others around the area.
(iv) Open the windows if the spilt chemical or the vaporized gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.
(v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.
(vi) Consult the relevant Material Safety Data Sheets (MSDS) and other relevant guidance documents. Knowledge of the hazardous substances involved is of prime importance.
(vii) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.
(viii) Stay in a safe place until assistance arrives.

(c) Biological Spillage/ Contamination

(i) If splashed with biological contamination, follow the infection control guidelines.

(ii) Remove contaminated clothing carefully and wash the contaminated site with soap/disinfectant and water. Try to use the nearby emergency shower or eye-wash for decontamination if necessary.
(iii) Stay away from the area of spills.
(iv) Alert others around the area.
(v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading. Disinfect the contaminated field.
(vi) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.
(vii) Stay in a safe place until assistance arrives.
(viii) Consult the relevant infection control expert and medical doctor as necessary. Inform the medical personnel of the details of the split substances.

8.7. Hazardous gas leakage

In case of a leakage or a suspected case of town gas/ LP gas,
(a) Open all windows and doors to allow the gas to disperse, if possible.
(b) Turn off the gas control valve, if possible.
(c) Alert others to leave the area and stay at a safe place (DO NOT use break glass alarm).
(d) Do not switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.
(e) Do not use telephones or mobile phones inside the suspected area.
(f) Inform FMO Reception Counter of 3725 6161 (TSTC) for assistance.

8.8. Crime

Be alert and report any criminal cases, e.g. burglary, theft, vandalism, assault, etc. to the nearby FMO Reception Counter of 3725 6161 (TSTC) for immediate assistance.

9. First Aid

9.1 Minor Injury

(a) Visit the FMO Reception Counter to request first aid assistance from one of the first aiders of the College;
(b) Call ARH General Office at 3468 6726 or 3468 6760 to request first aid assistance in the laboratory;
(c) Treat with the supplies contained in the first aid box provided in the laboratory;
    (i) Provide name, laboratory number, laboratory phone number, and the nature of injury (including any hazardous materials involved).

9.2 Major Injury/Serious Sickness

For example, the person is unconscious, dyspneic, mentally confused, convulsing, fainting, or has severe bleeding, major wound, pallor/cold sweating, etc.
(a) Seek Help – Summon assistance from someone nearby to call for help
        (i) Call 999 immediately;
        (ii) Notify the FMO Reception Counter Office at 3725 6161;
            (1) Request for first aid assistance from the first aider of the College;
            (2) Wait for the attending Security Guard/medical personnel.
        (iii) Call ARH General Office at 3468 6726.
            (1) State clearly location and whether or not ambulance service is required / called;

(2) Provide name, laboratory room number, contact number, and the nature or injury / sickness (including any hazardous materials involved).

(b) General Consideration
   (1) Put the injured / sick person in a comfortable posture;
   (2) DO NOT move the injured person unless he/ she is in imminent danger;
   (3) Check that users and the injured person are in a safe place while waiting for help.

(c) If users have first aid training, provide appropriate first aid if trained, cardiopulmonary resuscitation (CPR) as needed, until the arrival of further medical help. Keep observing the injured/ sick person after applying first aid treatment until arrival of further medical help.

(d) Assist responding personnel (Security Guards and Paramedics) as necessary.
   (1) To provide a handover when further medical help arrives if necessary.
   (2) Be prepared to provide the Security Guard with sufficient details.

10. Emergency Equipment

Before an emergency occurs in the laboratory, familiarize users with the location and operation of the emergency equipment(s) in the laboratory.



11. Accident/ Incident Reporting Procedures

All accidents and incidents must be reported to the FMO using the Accident/Incident Report Form (FMO/AS007/20210104) and investigations be carried out by the Unit to determine the causes and recommend corrective actions to prevent future recurrence.

(a) After an accident/incident happened, the Unit Head concerned or the site-in-charge for the area where the accident/incident took place should send a copy of the completed Accident/Incident Report Form to FMO within 3 working days of the accident/ incident.

(b) In case of work related accident/ incident involving a TWC staff, School Dean/ the Head(s) of Unit(s) shall ensure that the Director of Human Resources is informed of such case immediately after such accidents/incidents by completing HR Form (HR-F-CB010-V3) and a copy of the form be sent to the HR Office in sealed envelope within 3 working days of the accident/ incident.

(c) In case of accident/ incident involving a student, teaching staff should inform the related School Dean (via School Executive Officer)/ Registrar/ Student Affairs Office.

(d) In case of an accident that involves an insurance claim of damage/loss to property and/or equipment, the completed Accident/ Incident Reporting Form should be copied to the Finance Office immediately for insurance claim.

12. Assembly Point

12.1. TSTC – Tsim Sha Tsui Kaifong Welfare Association 尖沙咀街坊福利會



13. Precautionary Measures in Using the Early Childhood Play and Learning Laboratory

The Early Childhood Play and Learning Laboratory is located at TSTC201 and TSTC202. A child needs to be accompanied by an adult (parent, teacher, student or family member over 18 years' old) who takes responsibility for the safety issues of the child in the laboratory.

All users of the laboratory should read through the following specific regulations (extracted from the full version Laboratory Regulations and Safety Guidelines).

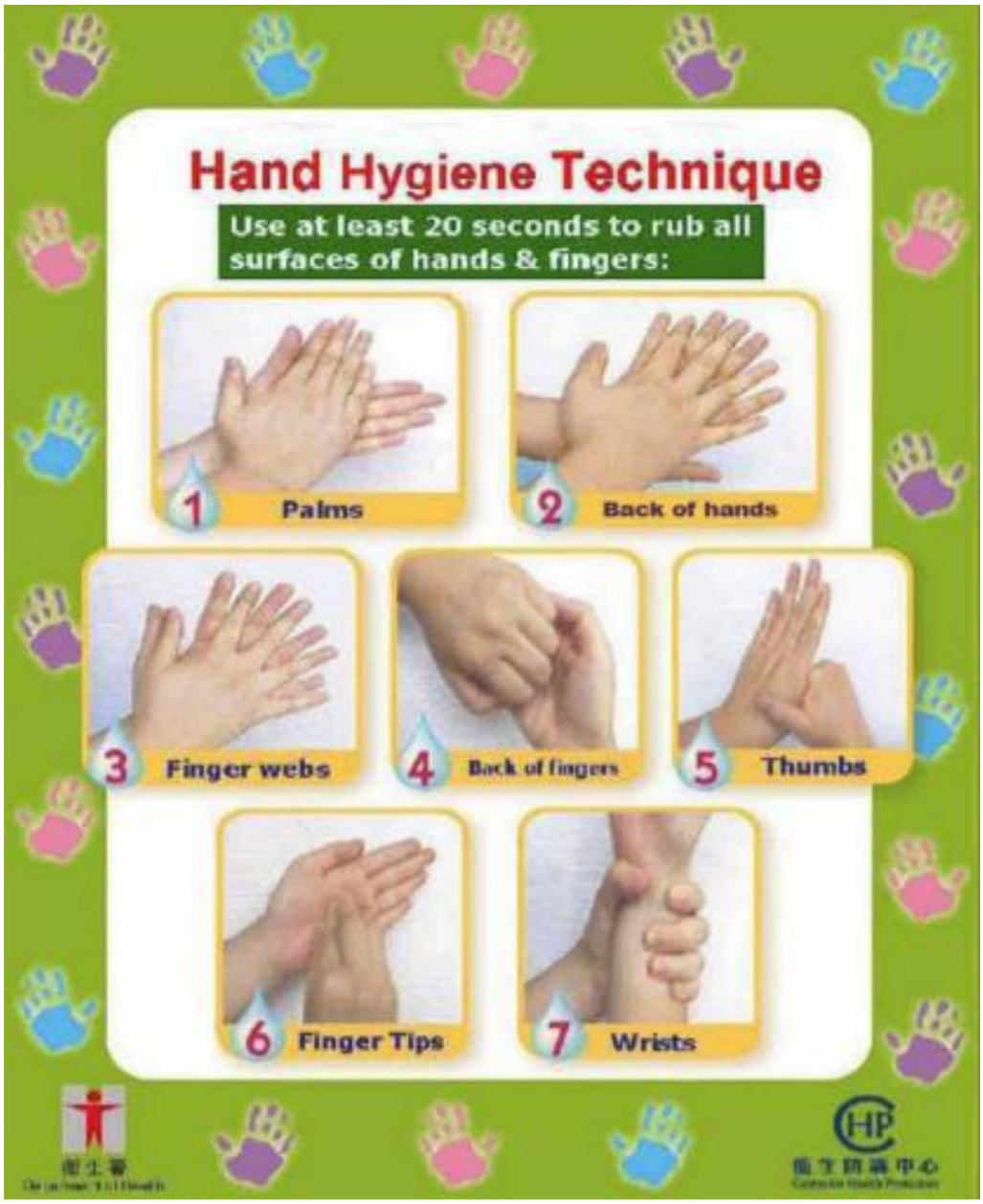
14. Infection Control Measures

14.1. Hand Hygiene

Since many communicable diseases are transmitted through contact or droplets, performing hand hygiene correctly helps prevent infectious diseases. Hand hygiene can be achieved by handwashing with soap and water, or rubbing hands with 70-80% alcohol-based hand rubs.

Steps of handwashing with soap and water

(a) Wet hands under running water.
(b) Apply liquid soap and rub hands together to make a soapy lather.
(c) Away from the running water, rub the palms, back of hands, between fingers, back of fingers, thumbs, fingertips and wrists. Do this for at least 20 seconds.



Reference: https://www.chp.gov.hk

14.2. Use of Alcohol-based Hand Rub

Apply a palmful of 70-80% alcohol-based hand rub and cover all surfaces of the hands. Rub the palms, back of hands, between fingers, back of fingers, thumbs, fingertips and wrists for at least 20 seconds until the hands are dry.

14.3. Surgical Mask

Surgical mask is an effective barrier to prevent respiratory tract infection from exhaled droplets. Visitors to the laboratory should wear masks to prevent droplet transmission.

Guidelines for wearing surgical mask



Wearing a mask is a way to prevent the spread of respiratory tract infections. People with respiratory infection symptoms, caregivers of patients with respiratory infection symptoms and visitors to clinics or hospitals should wear a mask to lower the chance of spreading the illness. Surgical masks, if properly worn, are effective in preventing the spread of droplet infections.

Points to note about wearing a surgical mask :

Wash hands before putting on a mask, and before and after taking one off.

- The mask should fit snugly over the face:
  - The coloured side of the mask faces outwards, with the metallic strip uppermost.
  - The strings or elastic bands are positioned properly to keep the mask firmly in place.
  - The mask should fully cover the nose, mouth and chin.
  - The metallic strip moulds to the bridge of the nose and the mask should fit snugly over the face.
- Try not to touch the mask once it is secured on your face as frequent handling may reduce its protection. If you must do so, wash your hands before and after touching the mask.
- When taking off the mask, avoid touching the outside of the mask as this part may be covered with germs.
- After taking off the mask, put the mask into a plastic or paper bag before putting it into a rubbish bin with a lid.
- A surgical mask should be changed at least daily. Replace the mask immediately if it is damaged or soiled.

Reference:

Centre for Health Protection (2014, Revised in 2019), Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens / Kindergartens-cum-Child Care Centers / Child Care Centers, viewed 31 August, 2020, https://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_are_centres.pdf

14.4. Measuring Body Temperature

Examining of body temperature is one of good aid for early detection of communicable diseases. It is noted that infrared forehead or infrared ear thermometer is often employed for temperature screening. Ear temperature not higher than 38℃ (100.4℉) is considered as normal, whereas the reading from forehead-type thermometer over 37.5℃ (99.5℉) is at risk. Persons with fever and respiratory symptoms should refrain from visiting laboratory.

14.5. Environment and Equipment Cleanliness

Keeping the environment and equipment and environment clean also helps the prevention of infectious diseases. No eating and no shoes to be attired are allowed in the laboratory for hygienic reasons. Equipment should be sterilized by 1 in 99 diluted household bleach (5.25%) regularly. 1 in 49 diluted household bleach should be used if equipment or places are contaminated by respiratory secretions, vomitus or excreta.

School of Arts and Humanities
Laboratory Booking Procedures

All booking should be placed at least 48 working hours before scheduled date, otherwise the requests may be rejected.
Send an email to ARH Administrative staff at johnlee@twc.edu.hk and check the availability of Laboratory.

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Send e-mail to your course instructor and get approval.
E-mail should include:

1) Student names
2) Student numbers
3) Purpose
4) Booking scheduled date and time (period)
5) Laboratory Equipment if any

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After instructor consents your booking, students send the email on top of the instructor's approval to ARH Administrative staff at johnlee@twc.edu.hk who will update the online booking excel.

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Students contact ARH Administrative staff according to the date and time stated at the online booking excel.

Appendix IX

Applied Psychology Laboratory – School of Arts and Humanities (ARH)

1. GENERAL GUIDELINES

(a) For security reasons, all laboratories are locked unless occupied by staff and/or students during class or practice. ARH General Office hours of laboratory operation are 9:00am to 6:00pm on a working day; the laboratory may be closed for scheduled maintenance work.

(b) For research and project use, students should book the laboratory at least 48 working hours in advance to gain approval from the course instructor before using the laboratory. (Refer to Section on Laboratory Booking Procedures)

(c) Students should come to laboratory on time, for those later than 15 minutes from the booking time; the booking may be invalid.

(d) Only those students who gain approval are allowed in the laboratory during scheduled times.

(e) All staff and students must know and always practice the safety guidelines while using the laboratory.

(f) Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Students should strictly follow the instructions given by the instructor and follow the guidance given in the laboratory. Students should not remove anything from the laboratory without permission.

(g) Students should not keep any personal belongings unattended in all laboratories. Storage of items and books in the laboratories is not allowed.

(h) Students should not use and attempt to touch any equipment unless trained and approved by your instructor.

(i) Any misconduct occurring in the laboratory will be reported to the General Office at 3468 6726 or 3468 6760.

(j) Students should inform course coordinators/teachers of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable disease before the engagement of any laboratory works so that necessary precautions can be taken to protect the students and others.

(k) For any emergency such as fire, water leakage, flooding, students should immediately call Security at 3725 6161 (emergency response).

(l) Laboratory Staff contact information as follows:

Contact Unit/ Person	Tel. No.	Location	Contact Hour
ARH General Office Assistant Technical Officer	3468 6760 3468 6726	TSTC602, 6/F TSTC506, 5/F	Monday to Friday 09:00 – 18:00
FMO Reception Counter	3725 6161	TSTC601, 6/F	Monday to Friday: 08:00-21:30 Saturday: 08:00-14:00

(m) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

2. LABORATORY SAFETY

2.1. Code of Conduct

(a) Smoking, eating or drinking is strictly prohibited in the laboratories. 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) Experiments in progress should not be left unattended.
(c) You must never distract or startle other workers in the laboratory. Practical jokes or horseplay in the laboratory will not be tolerated at any time.
(d) The laboratory and supplies are primarily not used to provide medical treatment for students, or staff.
(e) Following the advice by the Centre for Health Protection (CHP), conducting hygienic measures for visitors under pandemic.
(f) Malfunctioning equipment should not be used, please report to the School at 3468 6726 or 3468 6760 or by email.

2.2. Hazardous materials

(a) Standard precautions will be followed at all times when there is exposure or potential exposure to hazardous material.
(b) Gloves should be worn during any potential contact with hazardous materials.
(c) Safety glasses or face shield may be required for potential splashing of hazardous material.
(d) You should always wash your hands and forearms with soap and water before leaving the laboratory area. Washing with solvents can remove the natural protective oil layer from the skin and can cause irritation and inflammation.

2.3.Physical Space/ 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) Malfunctioning equipment should not be used, please report to School;
(d) The laboratory doorways are kept clear of obstacles at all times.

2.4.Safety and Hygiene

(a) Standard precautions will be followed at all times:
    (i) Conducting regular safety checks to identify hazards;
    (ii) Use of toy safety checklist;
    (iii) Modifying the environment to reduce hazards;
    (iv) Supervising children by the accompanying parents or family members;
    (v) Setting and enforcing rules for playground activities;
    (vi) Educating teachers, students, children, parents, staff and visitors about the importance of injury prevention.
(b) Users should always take off shoes and wash hands with soap and water or use hand sanitizer before entering the laboratory area.
(c) Following the advice by the Centre for Health Protection (CHP), conducting hygienic measures for

visitors under pandemic, e.g. perform hand hygiene properly and use Mask Properly.

3. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

(a) It is the responsibility of the students to maintain the equipment and physical space clean and tidy after using the laboratory.
(b) After using the facility/ equipment, students should make sure to shut it down and put it back to original place.
(c) Before leaving the laboratory, all electric switches, lamp and air conditioner should be turned off, and all windows and doors should be locked.
(d) The laboratory equipment will be kept in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the ARH General Office at 3468 6726 or your instructor.

4. CAPACITY OF LABORATORY

Concerning to the safety and protection of users, each laboratory has its own capacity for student's booking as below:

Laboratory	Maximum Capacity
TSTC502	30
TSTC503	30
TSTC504	70

5. EMERGENCY RESPONSE

Teachers, instructors and staff should know the location of the firefighting and first aid equipment in the laboratory. Notify the ARH General Office or the instructor immediately after any injury or fire in the laboratory. Users should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

5.1. Fire

(a) Upon discovering a fire

(i) Keep calm.
(ii) Sound the fire alarm by activating the break-glass alarm in the corridor.
(iii) Call FMO Reception Counter, if time permits, by dialing 3725 6161 (TSTC).
(iv) Only tackle the fire if you are absolutely sure that danger is not imminent.
(v) Use hose reel/ fire extinguisher/ sand bucket/ fire blanket if deemed appropriate.
(vi) Switch off power/ fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).

(vii) Bring along your mobile phone and a wet towel (if readily at hand).
(viii) Urge and assist other people in the building to leave, and help those who need special assistance.
(ix) Close (Do not lock) doors when you leave to contain fire and smoke.
(x) Exit the building by staircases as quickly as possible (Do not use lifts).
(xi) Do not re-enter the building until authorized by Security Guard/ fireman.

(b) Upon hearing fire alarm

(i) Keep calm.
(ii) Stop your work immediately.
(iii) Switch off power/ fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(iv) Bring along your mobile phone and a wet towel (if readily at hand).
(v) Urge and assist other people in the building to leave, and help those who need special assistance.
(vi) Close (do not lock) doors when you leave to contain fire and smoke.
(vii) Exit the building by staircases as quickly as possible (do not use lifts).
(viii) Do not return/re-enter the building for any reason until authorized by Security.

5.2. Personal injury or serious sickness

(a) Immediate Actions

If you or you find someone who:

(i) has minor injury, you may use the supplies contained in the first aid box provided in each Unit/Laboratory.
(ii) is seriously injured or sick, e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulty, severe bleeding, major wound, pallor/cold sweating, etc., call 999.

(b) Seek Help

(i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC).
  (1) To get first aid assistance from first aider of the College.
  (2) State clearly your location and whether or not ambulance service is required/called.
(ii) Wait for the attending Security Guard/ medical personnel.

(c) General Consideration

(i) Put the injured/sick person in a comfortable posture.
(ii) Don't move the injured person unless it is absolutely necessary or the site has imminent danger.
(iii) Check that you and the injured person /sick person are in a safe place while waiting for help.

(d) The FMO Reception Counter

(i) Once the FMO Reception Counter receives request for first aid assistance, the Security Guard will call the nearby first aider to handle the injuries.
(ii) The list of first aiders is printed on the College's Telephone Directory and available at the FMO Reception Counter at TSTC. Arrange a Security Guard to go to the location to provide assistance and ensure that the ambulance has been called for serious cases.
(iii) Inform the Facilities Management Office (FMO) to go to the site for coordination.

(e) Volunteer First Aiders

Upon receipt of call from the Security Guard, the first aider will attend the injured/sick person at the site:

(i) To respond to first aid emergencies within the limits of their training;

(ii) To ensure ambulance service is arranged through 999 without delay unless the injury/sickness is so minor that it can be handled without professional attention;

(iii) To render appropriate first aid and cardiopulmonary resuscitation (CPR) until arrival of further medical help;

(iv) To keep observing the injured/sick person after applying first aid treatment until arrival of further medical help; and

(v) To provide a handover when further medical help arrives.

(f) Follow-up Actions

(i) If the injured/sick person needs hospitalization, he/ she should be accompanied by a staff as far as possible until the emergency contact person arrives.

(1) If the injured/ sick person is a student, FMO will report the case to the School concerned, Registry (REG) and Student Affairs Office (SAO) immediately. The REG shall notify the emergency contact person as soon as possible.

(2) If the injured/sick person is a staff member, FMO will report the case to the Unit concerned and Human Resources Office (HRO) immediately. The HRO shall notify the emergency contact person as soon as possible.

(ii) For cases involving work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report (HR-F-CB010-V3) and submit it to the HRO within 3 working days of the accident so that the cases can be reported to the Labour Department within the specific timeframe. For more details, please refer to the Regulations on Work-related Injury or Illness.

(iii) Security Guard would submit an incident report to FMO within 1 working day and FMO would report the case to Vice President (Administration & Development) not later than the next working day.

5.3. Flood/ Water Leak

(a) Call FMO Reception Counter at 3725 6161 (emergency response) or ARH General Office at 3468 6726 or 3468 6760.

(i) Provide name, laboratory room number, contact number, any person injured and the nature of the injury if applicable.

(ii) Security Guard will contact required personnel to respond to the laboratory.

(b) If it is safe to do so, attempt to stop the flow of water or confine the flood area using whatever materials are available, such as bed sheets.

(c) Assist responding personnel as necessary.

(i) Be prepared to provide the responding personnel with sufficient details.

5.4. Electric Shock

Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at the site where it enters and leaves the body. Alternating current (AC) power also causes muscle spasm that often prevents the injured person from letting go the electric cable.

(a) Seek Help

(i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC). to get first aid assistance from first aider of the College.

(ii) State clearly your location and whether or not ambulance service is required/ called.

(b) Cut off the Electric Current

(i) The electric power MUST be turned off before touching the injured person. Do not touch the injured person if he/she is still in contact with live current.

(ii) If the power CANNOT be turned off, the followings can be attempted to free the injured person:

(1) Stand on some dry insulating material such as wooden box, a rubber or plastic mat, a telephone directory or a thick pile of newspaper, then,

(2) Push the injured person's limbs away from the electricity cable/source with a dry non-metallic pole such as broomstick, wooden chair or stool or push the source away from the injured person, whichever is easier.

(3) Without touching the injured person, loop a dry rope around his/her feet or under the arms and pull him/her away from the source.

(4) As the last resort, pull the injured person free by pulling his/her loose, dry clothing.

(c) Treatment of the Injured Person

If you have not been trained on mouth-to-mouth ventilation and cardiopulmonary resuscitation (CPR), ask for help.

The first aider (or yourself, if you have been trained) would perform the following procedures as required:

(i) As soon as the injured person is separated from the electrical source, check the conscious level, breathing and pulse of the injured person.

(ii) Open the airway by keeping the alignment of the spine and neck.

(iii) If breathing difficulties develop or breathing is stopped, start mouth-to-mouth ventilation.

(iv) If the heart beat cannot be detected, start cardio-pulmonary resuscitation (CPR).

(v) Treat shock if the injured person is pale, or feels dizzy, or breathes erratically, with weak or erratic pulse. The injured person must be kept warm, but tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.

(vi) If you are trained to use the Automated External Defibrillator (AED), the equipment is available at FMO reception counter of 6/F TSTC.

(vii) Once breathing and heart beats have been re-established, the injured person should be moved into the recovery position, which helps to stabilize the position and maintain open airway. The injured person lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.

(viii) If the injured person has sustained electrical burns, the affected area should be immobilized and gently covered with a dry sterile bandage/ gauze.

5.5. When trapped inside a lift

(a) If you find someone trapped inside a lift

Immediately inform the FMO reception counter by dialing at 3725 6161 (TSTC).

(i) Tell the persons in the lift that assistance has been called for.

(ii) Warn them not to open the lift door by force.

(iii) Wait for the Security Guard. Don't try to open the lift door to release the persons inside.

(b) If you are shut inside a lift

(i) Call for assistance by pressing the emergency alarm button on the lift control panel. The intercom on the panel facilitates you to speak to the Lift Machine Room / Control Centre.

(ii) Tell the attending Security Guard:
   (1) About your situation.
   (2) Whether you feel sick, so that medical assistance could be summoned.

(iii) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.

(iv) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.

(v) After the lift door is opened, leave the lift car according to the instruction given by the emergency response personnel.

5.6. Spillage of hazardous substances

(a) General

Hazardous substances may include chemicals and biological agents.

(i) The following procedures are only generic. Any special situations will need individual person-in-charge to develop situation-specific procedural guidelines. Situation-specific procedures, if available, are to be followed in lieu of this one.

(ii) Common sense should always be exercised in any attempt to deal with emergency situations.

(b) Chemical Spillage

(i) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.

(ii) Stay away from the area of spills.

(iii) Alert others around the area.

(iv) Open the windows if the spilt chemical or the vaporized gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.

(v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.

(vi) Consult the relevant Material Safety Data Sheets (MSDS) and other relevant guidance documents. Knowledge of the hazardous substances involved is of prime importance.

(vii) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.

(viii) Stay in a safe place until assistance arrives.

(c) Biological Spillage/ Contamination

(i) If splashed with biological contamination, follow the infection control guidelines.

(ii) Remove contaminated clothing carefully and wash the contaminated site with soap/disinfectant and water. Try to use the nearby emergency shower or eye-wash for decontamination if necessary.

(iii) Stay away from the area of spills.

(iv) Alert others around the area.

(v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading. Disinfect the contaminated field.

(vi) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.

(vii) Stay in a safe place until assistance arrives.

(viii) Consult the relevant infection control expert and medical doctor as necessary. Inform the medical personnel of the details of the split substances.

5.7. Hazardous gas leakage

In case of a leakage or a suspected case of town gas/LP gas,

(i) Open all windows and doors to allow the gas to disperse, if possible.
(ii) Turn off the gas control valve, if possible.
(iii) Alert others to leave the area and stay at a safe place (DO NOT use break glass alarm).
(iv) Do not switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.
(v) Do not use telephones or mobile phones inside the suspected area.
(vi) Inform FMO Reception Counter of 3725 6161 (TSTC) for assistance.

5.8. Crime

Be alert and report any criminal cases, e.g. burglary, theft, vandalism, assault, etc. to the nearby FMO Reception Counter of 3725 6161 (TSTC) for immediate assistance.

6. FIRST AID

6.1. Minor Injury

(a) Treat with the supplies contained in the first aid box provided in the laboratory;
(b) Visit the FMO Reception Counter to request first aid assistance from one of the first aiders of the College;
(c) Call ARH General Office at 3468 6726 to request first aid assistance in the laboratory.
(d) Provide name, laboratory number, laboratory phone number, and the nature of injury (including any hazardous materials involved).

6.2. Major Injury/Serious Sickness

For example, the person is unconscious, dyspneic, mentally confused, convulsing, fainting, or has severe bleeding, major wound, pallor/cold sweating, etc.

(a) Seek Help – Summon assistance from someone nearby to call for help
    (i) Call 999 immediately;
    (ii) Notify the FMO Reception Counter at 3725 6161;
        (1) Request for first aid assistance from the first aider of the College;
        (2) Wait for the attending Security Guard/medical personnel.
    (iii) Call ARH General Office at 3468 6726.
        (1) State clearly location and whether or not ambulance service is required / called;
        (2) Provide name, laboratory room number, contact number, and the nature or injury / sickness (including any hazardous materials involved).
(b) General Consideration
    (i) Put the injured / sick person in a comfortable posture;
    (ii) DO NOT move the injured person unless he / she is in imminent danger;
    (iii) Check that users and the injured person are in a safe place while waiting for help.
(c) If users have first aid training, provide appropriate first aid if trained, cardiopulmonary resuscitation

(CPR) as needed, until the arrival of further medical help. Keep observing the injured / sick person after applying first aid treatment until arrival of further medical help.

(d) Assist responding personnel (Security Guards and Paramedics) as necessary.
   (i) To provide a handover when further medical help arrives if necessary.
   (ii) Be prepared to provide the Security Guard with sufficient details.

7. EMERGENCY EQUIPMENT

Before an emergency occurs in the laboratory, familiarize users with the location and operation of the emergency equipment(s) in the laboratory.



8. ACCIDENT/INCIDENT REPORTING PROCEDURES

All accidents and incidents must be reported to the FMO using the Accident/ Incident Report Form (FMO/AS007/20210104) and investigations be carried out by the Unit to determine the causes and recommend corrective actions to prevent future recurrence.

(a) After an accident/incident happened, the Unit Head concerned or the site-in-charge for the area where the accident/incident took place should send a copy of the completed Accident/Incident Report Form to FMO within 3 working days of the accident/incident.

(b) In case of work related accident/ incident involving a TWC staff, School Dean / the Head(s) of Unit(s) shall ensure that the Director of Human Resources is informed of such case immediately after such accidents/incidents by completing HR Form (HR-F-CB010-V3) and a copy of the form be sent to the HR Office in sealed envelope within 3 working days of the accident/ incident.

(c) In case of accident/ incident involving a student, teaching staff should inform the related School Dean (via School Executive Officer)/Registrar/Student Affairs Office.

(d) In case of an accident that involves an insurance claim of damage/loss to property and/or equipment, the completed Accident/ Incident Reporting Form should be copied to the Finance Office immediately for insurance claim.

9. ASSEMBLY POINTS

9.1. TSTC – Tsim Sha Tsui Kaifong Welfare Association 尖沙咀街坊福利會



10. COMPUTER USAGE AND REGULATION

(a) It is forbidden to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the School's consent.
(b) It is forbidden to delete any software that is stored on the computer in the laboratory.
(c) Users are responsible for backing up their own work and data.
(d) Users must ensure that all storage devices (e.g., USB memory card, SD card) are absent of any virus or other bugs that may be harmful to the computers.

11. CONSEQUENCES OF MISUSE

(a) Students are responsible for understanding policies and other safety information mentioned in this manual. Besides, students should keep laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activity in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.
(b) Unauthorized use of the laboratory equipment for personal gain, or removal of equipment that constitutes theft, are subjected to prosecution by the College. Furthermore, entering the laboratory facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory or resources will be directed to those responsible and appropriate disciplinary actions will be taken.
(c) Users may be held accountable for their conduct under any applicable College or school policies, procedures, or agreements. Any malicious actions that distract other users from doing their work will result in the loss of access to the laboratory and possible college disciplinary action or civil /criminal action.
(d) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the College for funds expended, and could result in College disciplinary action or civil/ criminal action.

School of Arts and Humanities
Laboratory Booking Procedures

All booking should be placed at least 48 working hours before scheduled date, otherwise the requests may be rejected.

Fill in the online form
< https://shorturl.at/aEvNt>
Student should indicate:

1) Student names
2) Student numbers
3) Programme
4) Purpose
5) Booking scheduled date and time (period)

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ARH Administrative staff at johnlee@twc.edu.hk will review the online booking form. After instructor consents the booking, ARH administrative staff will send an email to confirm the booking.

↓

Students collect the laboratory key card from ARH Assistant Technical Officer (TSTC506) according to the date and time stated at the online booking system.

↓

Student must return the key card to ARH Assistant Technical Officer not later than the booking time.

Appendix X

Contingency Plan for Different Threats in Different Locations (including Computer Laboratories) - Information Technology Services Office (ITSO)

1. IN SERVER ROOM

1.1 In case of Fire/Smoke/Fire Suppression System Alert

(a) Evacuate all personnel inside immediately. Fire suppression system installed in the room would trigger an alarm and release gas (e.g., FM200) for fire suppression.
(b) Call Security Control Room at **3190 6610** or **999**.
(c) Follow Emergency Procedures of FMO for fire.
(d) Re-enter the site when the room is safe.
(e) Evaluate all equipment, cable and fiber in the vicinity of the fire for potential damage.
(f) Test other data cables for damage.
(g) Evaluate and test all electronic equipment that have been exposed to water.
(h) Assess all equipment to assure adequate ventilation remains.

1.2 In case of Water Leakage

(a) Call Security Control Room at **3190 6610**.
(b) Take away electronic equipment possibly affected by the leakage.
(c) Re-enter the site when the room is cleanup.
(d) Evaluate all equipment, cable and fiber in the vicinity of the water leakage for potential damage.
(e) Test other data cables for damage.
(f) Evaluate and test all electronic equipment that have been exposed to water or other agents.
(g) Assess all equipment to assure adequate ventilation remains.

1.3 In case of Power Outages

(a) Call Security Control Room at **3190 6610** for maintenance.
(b) Re-enter the site when power is resumed.
(c) Evaluate and test all electronic equipment.

1.4 In case of Air Conditioning Outages

(a) Call Security Control Room at **3190 6610** for maintenance and arrange fan for ventilation.
(b) Evaluate and test all electronic equipment when air conditioning resumes.

1.5 In case of Network Outages

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Helpdesk staff help to communicate with users and advise them the progress of repair.
(c) Evaluate and test all electronic equipment when network connection resumes.

1.6 In case of Denial of Service Attack

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Isolate the server from the Campus Network if possible.
(c) Try to locate the attacker from the intrusion prevention system and block the IP address.

2. IN NETWORK SWITCH ROOM

2.1 In case of Fire/Smoke

(a) Evacuate all personnel inside immediately.
(b) Call Security Control Room at **3190 6610** 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 cables for damage.
(g) Evaluate and test all electronic equipment that have been exposed to water.
(h) Assess all equipment to assure adequate ventilation remains.

2.2 In case of Water Leakage

(a) Call Security Control Room at **3190 6610**.
(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 cables for damage.
(f) Evaluate and test all electronic equipment that have been exposed to water or other agents.
(g) Assess all equipment to assure adequate ventilation remains.

2.3 In case of Power Outages

(a) Call Security Control Room at **3190 6610** for maintenance.
(b) Re-enter the site when power is resumed.
(c) Evaluate and test all electronic equipment.

2.4 In case of Air Conditioning Outages

(a) Call Security Control Room at **3190 6610** for maintenance and arrange fan for ventilation.
(b) Evaluate and test all electronic equipment when air conditioning resumes.

2.5 In case of Network Outages

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Helpdesk staff help to communicate with users and advise them the progress of repair.
(c) Evaluate and test all electronic equipment when network connection resumes.

2.6 In case of Denial of Service Attack

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Try to locate the attacker from the intrusion prevention system and block the IP address.

3. IN OFFICE

3.1 In case of Fire/Smoke

(a) Evacuate all personnel inside immediately.
(b) Call Security Control Room at **3190 6610** 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 cables for damage.
(g) Evaluate and test all electronic equipment that have been exposed to water.

3.2 In case of Water Leakage

(a) Call Security Control Room at **3190 6610**.
(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 cables for damage.
(f) Evaluate and test all electronic equipment that have been exposed to water or other agents.

3.3 In case of Power Outages

(a) Call Security Control Room at **3190 6610 f**or maintenance.
(b) Re-enter the site when power is resumed.
(c) Evaluate and test all electronic equipment.

3.4 In case of Air Conditioning Outages

(a) Call Security Control Room at **3190 6610** for maintenance and arrange fan for ventilation.
(b) Evaluate and test all electronic equipment when air conditioning resumes.

3.5 In case of Network Outages

(a) Call IT Helpdesk at **3190 6640** for support immediately.
(b) Helpdesk staff help to communicate with users and advise them the progress of repair.
(c) Evaluate and test all electronic equipment when network connection resumes.

3.6 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) Try to locate the attacker from the intrusion prevention system and block the IP address.

3.7 In case of Epidemics

(a) Arrange equipment loan if needed.

4. IN TEACHING SITES

4.1 In case of Fire/Smoke

(a) Evacuate all personnel inside immediately.
(b) Call Security Control Room at **3190 6610** or **999**.
(c) Follow Emergency Procedures of FMO for fire.
(d) Help teacher to arrange another classroom to continue the class activities or use web conferencing.
(e) Re-enter the site when the room is safe.
(f) Evaluate all equipment and cable in the vicinity of the fire for potential damage.
(g) Test other data and audio-visual cables in the teaching site for damage.
(h) Evaluate and test all electronic equipment that have been exposed to water.

4.2 In case of Water Leakage

(a) Call Security Control Room at **3190 6610**.
(b) Take away electronic equipment possibly affected by the leakage.
(c) Help teacher to arrange another classroom to continue the class activities or use web conferencing.
(d) Re-enter the site when the room is cleanup.
(e) Evaluate all equipment and cable in the vicinity of the water leakage 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 or other agents.

4.3 In case of Power Outages

(a) Call Security Control Room at **3190 6610** for maintenance.
(b) Help teacher to arrange another classroom to continue the class activities or use web conferencing.
(c) Re-enter the site when power is resumed.
(d) Evaluate and test all electronic equipment.

4.4 In case of Air Conditioning Outages

(a) Call Security Control Room at **3190 6610** for maintenance and arrange fan for ventilation.
(b) Help teacher to arrange another classroom to continue the class activities or use web conferencing.
(c) Evaluate and test all electronic equipment when air conditioning resumes.

4.5 In case of Network Outages

(a) Call IT Helpdesk at **3190 6640** for support immediately.

(b) Help teacher to arrange another classroom to continue the class activities or use web conferencing.
(c) 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.

4.7 In case of Epidemics

(a) Switch to online teaching mode using web conferencing.

5. ACCIDENT/INCIDENT REPORTING

(a) Any incident occurring in office/teaching site during school hours must be reported immediately to School or IT Helpdesk at Tel. 3190 6640.
(b) After school hours, the incident should be reported to Security Control Room at Tel. 3190 6610 (emergency response)
(c) All incidents must be reported to Security Control Room and School Executive Officer within 24 hours or the following working day.
(d) Be prepared to provide the Security Guard with sufficient details for an incident report.

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.