



Tung Wah College Emergency Procedures

Facilities Management Office

23 October 2017 (Version 4)

Contents

- 1. Introduction**
- 2. Fire**
- 3. Personal injury or serious sickness**
- 4. Electric shock**
- 5. When shut inside a lift**
- 6. Spillage of hazardous substances**
- 7. Hazardous gas leakage**
- 8. Crime**
- 9. Accident / Incident reporting procedures**
- 10. Useful information**
- 11. Assembly Points**

Appendix I Guidelines for General Laboratory Safety (FMO)

Appendix II Medical Science Laboratories Emergency Plan (MHS)

**Appendix III Nursing Laboratory Emergency and Safety Guidelines
(NUR)**

**Appendix IV Occupational Therapy Laboratory (MHS-OT) and Applied
Psychology Laboratory (ARH) Laboratory Policy and Safety
Manual**

Appendix V Information Technology Contingency Plan (ITSO)

1. Introduction

The Tung Wah College is committed to providing a safe and healthy campus for every student, faculty and staff member.

Being a member of the college, it is your responsibility to follow the established procedures during an emergency. You are one of the key persons to ensure that prompt and efficient actions are taken so as to minimize bodily injury and property damage. We need your cooperation and support to ensure a safe campus.

Emergency situations within the campus may include:

- Fire
- Personal injury
- Electric shock
- Shut inside a lift
- Spillage of hazardous substances
- Hazardous gas leakage
- Crimes
- Other incidents when life or property is endangered



1.1 General consideration

In the event of emergency when human lives and/or college properties are threatened, it is important to minimize any personal injury and property damage.

You are encouraged to report the situation promptly either by phone (Tel: 3190 6610) or in person to the 24-hour manned Security Control Room located on the G/F of King's Park Campus or the 1/F of Tower B of Mongkok Campus.

In case of Emergency, please dial 999.

1.2 What to report?

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

- (a) Nature of incident with brief description (e.g. person(s) injured, missing or trapped, in the incident).
- (b) Your name, location and contact telephone number.
- (c) Full detail of location of incident and the place you can wait safely to meet with the dispatched security team.

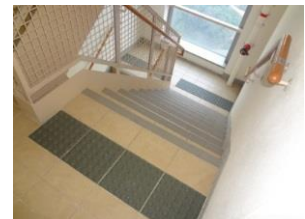
1.3 Emergency Evacuation

Buildings on campus have fire alarm notification systems for emergency evacuation. The systems in both campuses may have sound fire alarm bells and red flashing lights to supplement the alarm bells or announcements about the situation. At all times, when the alarm system sounds and/or voice command for evacuation is activated, everyone must leave the building and move to a safe location.



Upon hearing fire alarm or evacuation announcements:

- (a) Keep yourself and others calm.
- (b) Turn off electrical devices & fuel supply and stop laboratory operations that are not safe to be left unattended.
- (c) Quickly exit the building by staircase (do not use lifts).
- (d) Help those that need special assistance.
- (e) Close doors behind you but do not lock.
- (f) Wait at a safe location for instructions from emergency response personnel.
- (g) Do not re-enter the building until told it is safe to do so.



2. Fire

2.1 In case of fire

- (a) Do not panic.
- (b) Sound the fire alarm by activating the break-glass alarm in the corridor.
- (c) If time permits phone the Security Control Room by dialing 3190 6610 (24 hours).
- (d) Switch off power / fuel supply to machinery and plant.
- (e) Close doors.
- (f) Do not use the lifts, use the stairs and exit the building as quickly as possible.
- (g) Do not return for valuables or for any reason until area is declared safe by firemen.



Break glass alarm and Hose Reel

2.2 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.
- (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) Close doors to contain fire and smoke.
- (g) Exit the building.

2.3 Upon hearing fire alarm

- (a) Keep calm.
- (b) Stop your work immediately.
- (c) Exit the building.
- (d) Urge and assist other people in the building to leave.

3. Personal injury or serious sickness

3.1. If you are or you find someone injured/sick, **NOTIFY** the Security Control Room at **3190 6610**.

3.1.1. State clearly your location and whether or not ambulance service is required.

3.1.2. Wait for the attending security personnel.



3.2. Immediate Actions

3.2.1. For **serious injury or sickness**, e.g. the person is unconscious, dyspneic, mentally confused, convulsing, fainting, or has severe bleeding, major wound, pallor/cold sweating, etc., **call 999**.

3.2.2. For **minor injury**, you may use the supplies contained in the first aid box provided in each Unit/Laboratory.

3.3. General Consideration

3.3.1. Take (or put the injured/sick person in) a comfortable posture

3.3.2. Don't move the casualty/sick person unless it is absolutely necessary.

3.3.3. Check that you and the casualty /sick person are in a safe place while waiting for help.

3.3.4. Move the casualty/sick person to a safe place if the danger is imminent.

3.4. The Security Control

Once the **Security Control Room** receives request for first aid assistance, the Security Control will:

3.4.1. Call the nearby first aider to handle the injuries.

The list of first aiders is printed on the College's Telephone Directory and provided to the Security Control Rooms in King's Park Campus and Mongkok Campus A and B.

3.4.2. Arrange a security guard to go to the location to provide assistance and ensure the ambulance has been called for serious cases.

3.4.3. Inform the Facility Management Office (FMO) to go to the site for coordination.

3.5. Volunteer First Aiders

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

3.5.1. To respond to first aid emergencies within the limits of their training;

3.5.2. To ensure ambulance service is arranged through 999 without delay unless the injury is so minor that it can be handled without professional attention;

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

3.5.4. To keep observing the casualties after applying first aid treatment until arrival of further medical help;

- 3.5.5. To provide a handover when further medical help arrives; and
- 3.5.6. To complete the First Aid Reporting Form.

3.6. Follow-up Actions

- 3.6.1. If the injured/sick person needs hospitalization, he/she should be accompanied by a staff until the emergency contact person arrives.
 - (a) If the injured/sick person is a student, FMO will report the case to the School concerned / Registry/ Student Affairs Office immediately for notifying the emergency contact person.
 - (b) If the injured/sick person is a staff member, FMO will report the case to the Unit concerned and Human Resources Office (HRO) immediately for notifying the emergency contact person.
- 3.6.2. For cases involve work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report and submit it to the HRO within 3 days of the accident so that the cases can be reported to the Labour Department within the specific timeframe. For details, please refer to the Regulations on Work-related Injury or Illness.

3.7. Basic First Aid Measures for Reference

3.7.1. Minor wound

- (a) If the wound is dirty, clean it by rinsing lightly under running water or use an antiseptic wipe.
- (b) Pat dry with a gauze swab.
- (c) If the bleeding persists, apply direct pressure.
- (d) Cover the small wound with an appropriate dressing such as an adhesive dressing or standard dressing.
- (e) Raise and support the injured part.

3.7.2. Foreign body in eye

- (a) Lay the casualty on his back, support his head to keep it as still as possible.
- (b) Ask the casualty to keep both eyes still as movement of the good eye will cause movement of the injured eye, which may damage it further.
- (c) Cover it gently with an eye pad or a sterile dressing.
- (d) Secure it with a bandage or adhesive plaster.
- (e) Take or send the casualty to hospital/clinic in the treatment position.
- (f) Use eye washer to clean the eye if deemed appropriated.

3.7.3. Bleeding

- (a) Have casualty lie down. Elevate injured limb higher than heart level unless you suspect a broken bone (fracture).
- (b) Control bleeding by applying direct pressure on the wound with a sterile pad or clean cloth.
- (c) If bleeding is controlled by direct pressure, bandage firmly with clean cloth strips or bandages to protect wound from contamination and infection. Check circulation to be sure bandage is not too tight.
- (d) If there is a protruding foreign body, press down firmly on two sides. Build up padding on two sides of the object until high enough to bandage over the object without pressing on it.

3.7.4. Shock

- (a) Treat known cause of shock as quickly as possible, (i.e., breathing difficulties, bleeding, severe pain). Have casualty lie down, loosen tight clothing. Raise and support legs to improve the blood supply to the vital organs. Take care if you suspect a fracture. Maintain an open airway. If casualty vomits, gently turn head to side.
- (b) Keep the casualty warm by covering with coats or blankets. Constantly reassure the casualty and check breathing, pulse and level of response.
- (c) DO NOT give anything by mouth or leave the casualty unattended.



3.7.5. Burns and scalds

- (a) Flood the injured part with cold water for at least ten minutes to relieve the pain.
- (b) Gently remove any watches, belts, or constricting clothing from the injured area before it begins to swell.
- (c) Cover the area with a sterile dressing or clean cloth. A plastic bag or some kitchen film makes a good temporary covering.
- (d) Be alert for signs of shock.
- (e) If it is a chemical burn, remove contaminated clothing and flush the affected area with water until medical help arrives.

3.7.6. Fractures

- (a) DO NOT move casualty until the injured is secured and supported, unless there is danger of fire, explosion, or other life-threatening emergency.
- (b) Keep casualty warm and still, support the injured part with your hands until it is immobilized. Treat for shock if necessary.
- (c) If bone is suspected to be broken but does not pierce the skin (closed fracture), secure the injured part to a sound part of the body.
- (d) If broken bone pierces the skin (open fracture), treat the wound before secured the injured part.

3.7.7. Poisoning

- (a) Move the casualty from danger into fresh air area; loosen tight clothing.
- (b) If casualty is conscious, maintain an open airway.
- (c) If casualty is unconscious, open the airway, check breathing and pulse, and be ready to resuscitate if you have been trained.
- (d) Place the casualty in the recovery position if resume pulse and breathing but still unconscious. The casualty 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.

3.7.8. Animal Bites

- (a) Wash the wound thoroughly with soap and warm water.
- (b) Pat the wound dry with clean gauze swabs and cover with an adhesive dressing or a small sterile dressing.
- (c) Control bleeding by applying direct pressure and raising the injured part if necessary. Cover the wound with a sterile dressing or a clean pad bandage.
- (d) Advise the casualty to see doctor or arrange to hospital in case inoculation is needed.

4. Electric shock

If electricity passes through the human body, it may give a shock to the nervous and muscular system. Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at where it enters and leaves the body. Alternating power also causes muscle spasm that often prevent the casualty from letting go of an electric cable, so the casualty may still be "live" when you come on the scene.

4.1 Procedure

- (a) The electric power should be turned off before touching the casualty. Do not touch the casualty if he is in contact with live current.
- (b) If power cannot be turned off, the followings can be attempted to free the casualty:
 - 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. Push the casualty's limbs away from current with a dry nonmetallic pole such as broomstick, wooden chair or stool or push the source away from the casualty, whichever is the easier.
 - ii. Without touching the casualty, loop a dry rope around his feet or under the arms and pull him away from the source.
 - iii. If absolutely necessary, pull the casualty free by pulling at his loose, dry clothing. Do this only as a last resort.



Four AED are placed at King's Park Campus (G/F FMO and 20/F Hall) and Mongkok Campus (1/F FMO in Towers A and B).

4.2 Treatment

- (a) As soon as casualty is separated from electrical source, check if the casualty is unconscious. Open the airway, check breathing and pulse. Summon help.
- (b) If breathing difficulties develop or breathing is stopped, start mouth to mouth ventilation if you have been trained to give artificial respiration.
- (c) If the heart has also stopped, start cardio-pulmonary resuscitation (CPR) if you have been trained.
- (d) Once vital signs have been re-established, the casualty should be moved into the recovery position, which helps to stabilise the position and maintain open airways. The casualty 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.
- (e) If you have not been trained on mouth to mouth ventilation and CPR. Ask for help.

- (f) If the casualty has burns. The affected area should be immobilised and gently covered with a dry sterile bandage.
- (g) Treat for shock if the casualty feels sick, faint and may breathe erratically, the pulse may also be faint or erratic. The casualty must be kept warm, although tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.

5. When shut inside a lift

5.1 If you find someone shut inside a lift

- (a) Immediately inform the Security Control Room by dialing 3190 6610.
 - i. Tell the persons in the lift that assistance has been called for.
 - ii. Warn them not to open the lift door by force.
- (b) Wait for the security personnel. Don't try to open the lift door to release the persons inside.



5.2 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) If someone answers you, tell him your situation.
- (c) Tell the attending security personnel if you feel uncomfortable so that medical assistance could be rendered.
- (d) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.
- (e) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.
- (f) After the lift door is opened, leave the lift car according to the instruction given by the emergency personnel.

6. Spillage of hazardous substances

6.1 General

Some accidents and incidents occurring on campus may be related to hazardous substances such as chemicals and biological agents. The procedures suggested here aim at giving some general and simple guidance to those who may be involved in such incidents on how to deal with these situations so that the potential damages to life and property can be minimised. The following important points must be borne in mind when following the suggested emergency procedures:

- (a) These procedures are and can only be generic, as any special situations will call for the individual persons-in-charge to develop situation-specific procedures. 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.
- (c) Knowledge of the hazardous substances involved is of prime importance when handling chemical-related emergencies. Anyone handling chemicals should consult the relevant Material Safety Data Sheets and other relevant guidance documents.

6.2 Chemical Spillage

- (a) Stay away from the area of spills.
- (b) Alert others around the area.
- (c) Open the windows if the spilt chemical or the leaked gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.
- (d) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.
- (e) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.
- (f) Call the Security Control Room (3190 6610) for assistance.
- (g) Stay in a safe place until assistance arrives.



7. Hazardous gas leakage

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

- (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) Inform Security Control Room (3190 6610) for assistance.
- (e) Do not switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.
- (f) Do not use telephones or mobile phones inside the suspected area.

8. Crime

Be alert and report any criminal case, e.g. burglary, theft, vandalism, assault, etc. to the Security Control Room at 3190 6610 for immediate assistance.

9. Accident / Incident reporting procedures

- (a) All accidents and incidents must be reported and accident/incident investigations carried out to determine the causes and recommend corrective actions to prevent future recurrence.
- (b) After an incident, the supervisor of the injured person or the staff member responsible for the area in which the accident/incident took place should complete an Accident/Incident Report Form and send it to HR Office through his/her respective Head of Department within 72 hours of the accident/incident.
- (c) In case of work related accidents involving a TWC staff, Heads of Department shall ensure that the Director of Human Resources is informed of such case immediately after such accidents by completing HR Form and a copy of the form be sent to the HR Office in sealed envelope.
- (d) In case of an accident that involves an insurance claim of damage/loss to property and/or equipment, the Finance Office should be contacted immediately for insurance claim.

10. Useful information

	<u>Security Control Room</u>	<u>FMO Help Desk</u>
King's Park Campus	Tel: 3190 6610 (24 hours) G/F Entrance	
Mongkok Campus	Tel: 2710 7774 (24 hours) 1/F of Tower A and Tower B	Tel: 3190 6600 11/F of Tower B

11. Assembly Points

11.1 King's Park Campus - King's Park Recreation Ground 京士柏遊樂場



11.2 Mongkok Campus - Macpherson Playground 麥花臣遊樂場



GUIDELINES FOR GENERAL LABORATORY SAFETY

General Rules and Regulations

Each laboratory is unique in its operation and carries its own risk. It is the obligation of users to observe safety rules and regulations of each laboratory. Below are general safety guidelines applicable to most laboratories.

1. Proper procedures and safety precautions should be followed when experiments are performed.
2. Users are required to observe the necessary legislative ordinances when life specimens are involved in the experiment. Regulations should be followed in handling materials of potential biological and chemical hazards.
3. Fire exits should be cleared of obstacles. Make sure that fire-fighting equipment is available at convenient locations. Emergency response procedures, alarm systems and building evacuation routes should be posted.
4. 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.
5. Be alert to unsafe conditions and actions, and bring them to the attention of your supervisor or the Departmental Health and Safety Officer so that remedial action can be made as soon as possible. There should be strong communication link between Departmental Health and Safety Officers and the Administrative Support & Estates Management Office. Sufficient professional advice and support should be obtained from these channels. Caring about the health and safety of your fellow workers will be rewarding. Incidents or accidents happening to them may involve you as well.
6. 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.
7. Be fully understood the potential hazards of equipment and substances, and take the appropriate precautions before using them. For those potentially hazardous substances or equipment that you are not familiar with, refer to the Material Safety Data Sheets (MSDSs), technical manuals or other information sources kept in your department, or consult your supervisor.
8. Follow disposal procedures for chemical wastes. Experimental apparatus may require traps or scrubbing devices to prevent the escape of toxic substances into the laboratory and the environment.

9. Make sure that all containers of hazardous substances (chemicals, biological agents or radioactive substances) are correctly and clearly labeled.
10. Accidents often happen when heating processes are left unattended. Experiments involving a heating process 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.
11. Warning signs should be posted to alert attentions in the work area when unusual hazards, such as radiation, laser operations, dangerous chemicals, biological hazards, or other special hazards exist.
12. Remain out of the area of a fire or personnel injury unless it is your responsibility to handle the emergency. Curious bystanders interfere with rescue by emergency personnel, and endanger themselves.
13. Never distract or startle other workers. Practical jokes or horseplay in the laboratory cannot be tolerated at any time.
14. 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, has led to serious accidents before.
15. Place and handle your reaction apparatus carefully. Do not use excessive force. Plan the experiment so that it is not necessary to move it until the reaction is completed.
16. Confine long hair and 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.
17. No mouth pipetting in the laboratory.
18. Avoid exposure to gases, vapours and aerosols in the laboratory. Use appropriate safety equipment and work in a fume hood whenever such exposure is likely.
19. 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.
20. Deal with spills of all hazardous substances without delay according to detailed procedures in respective Departmental Health and Safety Guidelines. 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.

School of Medical and Health Sciences (MHS)
Medical Science Laboratories Emergency Plan



Fire

Minor Lab Fires:

- Alert other individuals working in the lab that there is a fire.
- Stop all your bench works
- Close all the reagents
- Turn off the Bunsen burner if opened.
- Designate someone in the lab to call Lab Technician, Tel: **3468 6845**.
 - Security will contact required personnel to respond to the lab.
- **If it is safe to do so**, attempt to confine and/or extinguish the fire.
 - If the fire is small, attempt to contain it with a fire extinguisher, inform others of your actions.
 - If the fire is contained, immediately inform Security and stand by in a safe location to assist responding personnel.
 - If the fire is not containable, follow the procedures for a major lab fire.

Major Lab Fires:

- Alert other individuals working in the lab that there is a fire.
- Stop all your bench works
- Close all the reagents
- Turn off the Bunsen burner if opened.
- Begin evacuating the lab immediately.
- *Any critical actions required before evacuating the lab?*
- On your way out of the building, activate the building alarms by pulling a pull station (located near building exits).
- When responding personnel (Facilities staff) arrive, inform them of the nature and location of the fire.

- When responding personnel no longer require your assistance, proceed to the nearest Occupant Assembly Area or to another building not in alarm.
- Do not re-enter the building in alarm until authorized by a Security Officer.

Emergency Evacuation Alarm:

- Begin evacuating the lab as soon as you hear the emergency evacuation alarm – **regardless of the tone** (e.g. intermittent or steady).
- *Any critical actions required before evacuating the lab?*
- Proceed to the nearest Occupant Assembly Area or to another building not in alarm.
- Do not re-enter the building in alarm until authorized by a Security Officer.
- *Any additional actions required?*

First Aid

All incidents must be reported to Security within 24 hours.

Minor Incidents:

- Visit the Security office for first aid from one of the officers on shift.
- Be prepared to provide the Security Officer with sufficient details for an incident report.

or

- Call Lab Technician, Tel: **3468 6845** to request first aid assistance in the lab.
- Provide your name, lab number, lab phone number, and the nature of your injury (including any hazardous materials involved).
- Be prepared to provide the Security Officer with sufficient details for an incident report.

Major Incidents:

- Do not move the injured person unless they are in imminent danger.
- Call Lab Technician, Tel: **3468 6845**
- Provide your name, lab number, lab phone number, the name of the injured person, and the nature of the injuries (including any hazardous materials involved).
- If you have training, provide appropriate first aid until the Security Officers arrive.
- Assist responding personnel (Security Officers and Paramedics) as necessary.
- Be prepared to provide the Security Officer with sufficient details for an incident report.



Flood/Water Leak

- Call Security **31906610** (emergency response) or Call Lab Technician, Tel: **3468 6845** (routine response).
 - Security will contact required personnel to respond to the lab.
- Provide your name, lab number, lab phone number, and the nature of the incident (including any hazardous materials involved).
- **If it is safe to do so**, attempt to stop the flow of water or confine the flooded area using whatever materials are available.
- Assist responding personnel as necessary.
- Be prepared to provide the Security Officer with sufficient details for an incident report.

Spill

Minor Spill (Bench top):

- Follow the procedure sheet for chemical and/or biological spill clean up posted in the spill kit.
- Complete the Spill Report Form and return to Risk and Safety Management.

Major Spill (Potentially Danger to Personnel):

- Call Security **31906610** (emergency response) or Call Lab Technician, Tel: **3468 6845** (routine response).
 - Security will contact required personnel to respond to the lab.
- Provide your name, lab number, lab phone number, the nature of the incident, and the hazardous materials involved (product name(s) and quantity).
- Assist responding personnel as necessary.
- Be prepared to provide the Security Officer with sufficient details for an incident report.

Power Loss

- *Any critical actions required before evacuating the lab?*
- Stop all your bench works
- Close all the reagents
- Turn off the Bunsen burner if opened.
- Labs and buildings without power must be evacuated. You can return only when full power has been restored.

Safety Equipment Procedures

Use of fire extinguisher

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

equipment) fires:

- Test that the fire extinguisher works before you approach the fire.
- Protect yourself at all times.
- Keep your back to the exit at all times and stand 2 to 2.5 m away from the fire.
- Follow the P-A-S-S procedure:
 - Pull the pin to release the handle lock.
 - Aim the nozzle at the base of the fire.
 - Squeeze the trigger.
 - Sweep the nozzle from side to side to extinguish the fire.
- When the fire is extinguished, slowly back away from the fire, prepared to use the extinguisher again if the fire re-ignites.
- Inform Security where the extinguisher was used so that a replacement extinguisher can be brought to the lab.



Use of emergency eye wash

Before an emergency occurs in the lab, familiarize yourself with the location and operation of the emergency eye wash station(s) in the lab.

- Notify others working in the lab that you have something in your eye and request their assistance.
- Ask someone to immediately call Lab Technician, Tel: **3468 6845**.
- Go to the nearest emergency eye wash station and turn it on.
- Rinse both eyes with copious amounts of water for at least **30 minutes**.
- Keep your eyes open with your fingers to ensure adequate flushing of the eyes.
- When Security arrives, tell them what you were exposed to and follow their advice.
 - The emergency eye wash station is for first aid only. You should seek medical attention for exposure to chemical or biological products.
 - If possible, bring an MSDS for the product to the physician.



Use of emergency shower

Before an emergency occurs in the lab, familiarize yourself with the location and operation of the emergency shower(s) in the lab.

- Notify others working in the lab that you have spilled something on yourself and request their assistance.

- Ask someone to immediately call Lab Technician, Tel: **3468 6845**.
- Go to the nearest emergency shower and turn it on.
- **Remove all articles of clothing and jewelry.**
- Rinse with copious amounts of water for at least **30 minutes**.
 - Do not be concerned if there is no floor drain.
Security Officers will control the water when they arrive.
- When Security arrives, tell them what you were exposed to and follow their advice.
 - The emergency shower is for first aid only. You should seek medical attention for exposure to chemical or biological products.
 - If possible, bring an MSDS for the product to the physician.



School of Nursing

Nursing laboratory Emergency and Safety Guidelines

I. GENERAL GUIDELINES

1. All staff and students must know and practise the safety guidelines at all times while using the laboratory.
2. All laboratories are locked unless occupied by staff and/or students during class or practice.
3. Students should at all times practise safe and appropriate techniques while learning and practising skills in the laboratory.
4. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
5. Students should inform course coordinators/teachers of recent injuries, illnesses, surgeries, or communicable disease as soon as possible so that necessary precautions can be taken to protect the students and others
6. Any misconduct occurring in the laboratory will be reported to the Lab Technician at Tel: 3468 6865/ 3468 6872 or via email
7. For any emergency such as fire, water leakage, flooding, students should immediately call Security at Tel: 3190 6610 (emergency response).
8. Laboratory Staff contact information as follows:

Contact Person	Tel. No	Location	Contact Hour
Mr. Justin Wan (Assistant Technical Officer)	3468 6872	Room 1701 (KPC)	Monday to Friday 9am to 6pm
Ms. Maggie Lai (Assistant Technical Officer)	3190 6753	Room 1601 (KPC)	
Ms. Grace Li (Assistant Technical Officer)	3468 6865	Room 1601 (KPC)	
Campus Security Office	3190 6610		24 hours

II. LABORATORY SAFETY

- A. Infection Control
 1. Eating and drinking are not permitted in the laboratory.
 2. Standard precautions will be followed at all times when there is exposure or potential exposure to blood or body fluids.
 3. Gloves should be worn by students and staff during any potential contact with blood and body fluids.
- B. Physical Space
 1. All cabinet doors should remain closed when not in use.
 2. The lab spaces, floors, beds and bench areas should be kept clean and tidy after use.
 3. If malfunctioning equipment is found, please report to Lab Technician at Tel: 3468 6865/ 3468 6872 or leave a note to inform Lab Technician.
 4. Laboratory doorways are kept clear of obstacles at all times.
 5. The laboratory and supplies are primarily not used to provide medical treatment for students, or staff-
- C. Medications and Fluids

1. When breaking glass ampules during practice in the laboratory, please call Lab Technician at Tel: 3468 6865/ 3468 6872 (routine response) or Call Security: 3190 6610 (emergency response)
2. All drugs in medication trolley (placebos or juice) will only be used for teaching/ practising administration of oral/topical medications.
3. IV fluids with expired dates will be used for practice and demonstration only.
4. Spill of the disinfectant in the laboratory should be immediately let known to and call Lab Technician Tel: 3468 6865/ 3468 6872 (routine response) or Call Security 3190 6610 (emergency response).
 - Provide you name, lab room number, contact number, the nature of the incident, and the hazardous materials involved (product names(s) and quantity). Assist responding personnel as necessary

D. Needle Safety

1. Needles provided in the laboratory are used for practice of injection. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
2. Needles will never be recapped after use. Needles should be placed in the sharps container after use.
3. Sharps container must be replaced when it is $\frac{3}{4}$ full.
4. Needles and other sharp objects must NOT be discarded in the trash or left unattended in the laboratory at any time.
5. For practising injection skills, the injection pads attached the manikin or injection trainer that can be used in the laboratory.

E. Electrical Safety

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

F. Ergonomics

1. Students should learn the principles of body mechanics prior to practising the lifting and transferring skills.
2. Students and staff should use caution when lifting and should not lift heavy equipment, manikins, or other student without assistance.
3. The wheels of all equipment (wheelchairs, stretchers and beds) are locked for transfers during practice and return demonstration.
4. Hoist will only be used with teaching staff supervision.
5. The transport cart must be used to transport manikins from one bed to another bed.

III. INJURY

A. Reporting of an injury

1. Any incident occurring in laboratory during school hours must be reported immediately to School or Lab Technician at Tel: 3468 6865/ 3468 6872 (routine response)
2. After school hours, the incident should be reported to Security at Tel: 3190 6610 (emergency response)

B. First Aid

1. All incidents must be reported to Security within 24 hours.
2. Call Lab Technician at Tel: 3468 6865/ 3468 6872 (routine response) to request for first aid assistance in the laboratory.
3. Provide your name, lab room number, contact number, and the nature of your injury (including any hazardous materials involved).
4. Be prepared to provide the Security Officer with sufficient details for an incident report.
5. For Major Incident: Do not move the injured person unless they are in imminent danger.
6. If you have received training, provide appropriate first aid until the Security Officers arrive.

IV. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

1. It is the responsibility of the persons to maintain the equipment and physical space clean and tidy after using the laboratory.
2. Equipment located in the skills lab will be tidy up by teacher/ students after class. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each semester.
3. The lab equipment will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the Lab Technician.

V. EMERGENCIES

A. Fire

1. Alert people in the area to evacuate.
2. Stop all your practice.
3. Activate nearest fire alarm or call Security at Tel: 3190 6610.
4. Evacuate to safe area or exit building through staircase. Do not use elevator.

B. Flood space/ Water Leak

1. Call Security at Tel: 3190 6610 (emergency response) or call Lab Technician, Tel: 3468 6865/ 3468 6872 (routine response). Provide your name, lab room number, contact number, any student injured and the nature of the injury if applicable.
 - Security will contact required personnel to respond to the lab.
2. 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
3. Be prepared to provide the Security Officer with sufficient details for an incident report.

Last Update 24th July 2017

School of Medical and Health Sciences (MHS-OT)
Occupational Therapy Laboratory
and Applied Psychology Laboratory (ARH)
Laboratory Policy and Safety Manual

General Purpose

The Occupational Therapy and Applied Psychology laboratories and facilities support the teaching activities, projects and research of all RSS staff and students.

All students must read and understand the information in this manual with regard to laboratory policy, safety and emergency procedures prior to their first laboratory session.

Laboratory Policy

1. General hours of laboratory operation are 0900 to 1700 on a working day; the laboratory may be closed for scheduled maintenance work.
2. Students should strictly follow the instructions given by the instructor and follow the guidance given in the laboratory.
3. Students should not remove anything from the laboratory without permission.
4. Students should not keep any personal belongings unattended in all laboratories. Storage of items and books in the laboratories is not allowed.
5. 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, Appendix I)
6. Students should come to laboratory on time, for those later than 15 minutes from the booking time; the booking may be invalid.
7. Only those students who gain approval are allowed in the laboratory during scheduled times.
8. Students should not use and attempt to touch with any equipment unless trained and approved by your instructor.
9. After using the facility/equipment, students should make sure to shut it down and put it back to original place.
10. Experiments in progress should not be left unattended.
11. Report suspected damage, loss and unauthorized use of facility resources to the RSS General Office or the Laboratory Technical Officer or your instructor.

Laboratory Safety

1. Eating, drinking and smoking in the laboratory are absolutely prohibited.

2. Long hair, loose ties or other loose clothing items must be properly secured.
3. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
4. Wear gloves when using any hazardous or toxic agent.
5. Students should inform their instructor of any special medical conditions or allergies before beginning any laboratory class work.
6. Students should immediately report all accidents and breakages to the RSS General Office or the Laboratory Technical Officer or your instructor.
7. Keep the laboratory clean and ensure the work area is tidy before leaving.
8. Wash hands before entering and leaving the laboratory.
9. Before leaving the laboratory, all ignition sources, water taps, electric switches, lamp and air conditioner should be turned off, and all windows and doors should be locked.
10. Students may be required to wear a laboratory gown in certain sessions to protect against accidental spills / accident.

Emergency Response

1. Students should know the location of the firefighting equipment and first aid equipment in the laboratory.
2. Notify the General Office, the Laboratory Technical Officer or your instructor immediately after any injury, fire, explosion or spill in the laboratory.
3. Student should familiarize themselves with the building evacuation procedures and fire escape routes before using the laboratory.

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 number of people in the specific period
A2201	8
A2202	8
A2301	16
B1601	8
B1701	6
B1702	6
B1801	6
B1802	6
B2301	25
B1401	25

Computer Usage and Regulation

1. 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.
2. It is forbidden to delete any software that is stored on the computer in the laboratory.
3. Users are responsible for backing up their own work and data.
4. 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.

Consequences of Misuse

1. 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.
2. 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.
3. Unauthorized use of the lab equipment for personal gain, or removal of equipment that constitutes theft, are 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 lab or resources will be directed to those responsible and appropriate disciplinary actions will be taken.

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.

Information Technology Services Office (ITSO)
Contingency Plan for different threats in different locations

Threat	Location			
	Server Room	Network Switch Room	Office	Teaching Sites
Fire / Smoke	<ul style="list-style-type: none"> - Evacuate all personnel inside immediately - Call Campus Security Office at 3190 6610 or 999 - Follow Emergency Procedures of FMO for fire 			
	<ul style="list-style-type: none"> - Re-enter the site when the room is safe 			<ul style="list-style-type: none"> - Help teacher to arrange another classroom to continue the class activities or use web conferencing - Re-enter the site when the room is safe
	<ul style="list-style-type: none"> - Evaluate all equipment, cable and fiber in the vicinity of the fire for potential damage 	<ul style="list-style-type: none"> - Evaluate all equipment and cable in the vicinity of the fire for potential damage 		
	<ul style="list-style-type: none"> - Test other data cables for damage 			<ul style="list-style-type: none"> - Test other data and audio-visual cables in the teaching site for damage
	<ul style="list-style-type: none"> - Evaluate and test all electronic equipment that have been exposed to water 			
	<ul style="list-style-type: none"> - Assess all equipment to assure adequate ventilation remains 			
Water Leakage	<ul style="list-style-type: none"> - Call Campus Security Office at 3190 6610 - Take away electronic equipment possibly affected by the leakage 			
	<ul style="list-style-type: none"> - Re-enter the site when the room is cleanup 			<ul style="list-style-type: none"> - Help teacher to arrange another classroom to

		continue the class activities or use web conferencing - Re-enter the site when the room is clean up
	- Evaluate all equipment, cable and fiber in the vicinity of the water leakage for potential damage	- Evaluate all equipment and cable in the vicinity of the water leakage for potential damage
	- Test other data cables for damage	- Test other data and audio-visual cables in the teaching site for damage
	- Evaluate and test all electronic equipment that have been exposed to water or other agents	
	- Assess all equipment to assure adequate ventilation remains	
Power Outages	- Call Campus Security Office at 3190 6610 for maintenance	
	- Re-enter the site when power is resumed	- Help teacher to arrange another classroom to continue the class activities or use web conferencing - Re-enter the site when power is resumed
	- Evaluate and test all electronic equipment	
Air Conditioning Outages	- Call Campus Security Office at 3190 6610 for maintenance and arrange fan for ventilation	
		- Help teacher to arrange another classroom to continue the class

				activities or use web conferencing if needed
	- Evaluate and test all electronic equipment when air conditioning resumes			
Network Outages	- Call Technical Services Team for support immediately			
	- Helpdesk staff help to communicate with users and advise them the progress of repair			- Help teacher to arrange another classroom to continue the class activities or use web conferencing if needed
	- Evaluate and test all electronic equipment when network connection resumes			
Denial of Service Attack	- Call Technical Services Team for support immediately			
	- Isolate the server from the Campus Network if possible	- Not applicable	- Isolate the computer from Campus Network	- Isolate the computer from Campus Network - Reboot the computer - If the attack persist, help teacher to arrange another classroom to continue the class activities or use web conferencing if needed - Replace the computer
	- Try to locate the attacker from the intrusion prevention system and block the IP address			
Epidemics	- Not applicable	- Not applicable	- Arrange equipment loan if needed.	- Switch to online teaching mode using web conferencing