



Tung Wah College Emergency Procedures and Safety Guidelines

Facilities Management Office

Version 4

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1. BACKGROUND

- 1.1 The Tung Wah 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 will be undergone periodical review and was updated in August 2015. With the establishment of more practice laboratories, revision has been done and incorporated the related guidelines into the third version in June 2016. With further expansion of practice laboratories, the establishment of the roles of first aiders in the College as well as the increasing student and staff population, the logistical flows are delineated in this revised version, together with more emphases on safety precautions and the standardization of procedural guidelines for various laboratories.
- 1.2 Issues related to **Occupational Safety and Health (OSH)** under the OSH Ordinance will be addressed by the guidelines from Human Resources Office. This procedural guidelines serves to address environmental risks specific to the College.

2. GENERAL GUIDING PRINCIPLES

- 2.1 Being a member of the College, you are one of the key persons to ensure compliance to safety measures and 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.
- 2.2 **Emergency** situation is any incident that could threaten the lives of people. The common incidents within the campus may include:
- 2.2.1 Fire
 - 2.2.2 Personal injury/serious sickness
 - 2.2.3 Electric shock
 - 2.2.4 Shut inside a lift
 - 2.2.5 Spillage of hazardous substances (chemical or biological)
 - 2.2.6 Hazardous gas leakage
 - 2.2.7 Crimes



2.3 General consideration

- 2.3.1 Prevention is the key to protect safety. Compliance with standard operations procedures is essential.
- 2.3.2 In the event of emergency when human lives and/or college properties are threatened, it is important to minimize any personal injury and further damage.

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 24-hour manned Security Control Office located on the G/F of King's Park Campus or the 1/F of Tower A & B of Mongkok Campus. In case of Emergency, please dial 999. For incidents occurring in a laboratory, please contact the concerned laboratory technician.

Security Control Office, Tel. 3190 6610 (24-hour)
Police/Ambulance support, please dial **999**.
(and then inform Security Control Office)

2.4.2 What to report?

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

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

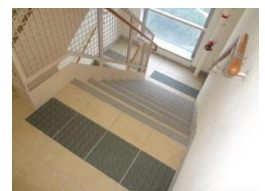
2.5 Emergency Evacuation

2.5.1 Buildings on campus have alarm notification systems for fire and other emergency evacuation. The systems in both campuses 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.
- (i) Do not re-enter the building until told by the Security Guard/fireman that it is safe to do so.



3. EMERGENCY RESPONSE PROCEDURES



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 Office, 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) 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 authorised 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

If you are 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**.



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

3.2.2 Seek Help

- (a) **NOTIFY** the Security Control Office at Tel. **3190 6610**.
 - To get first aid assistance from first aider of the College
 - 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 Office** receives request for first aid assistance, the Security Guard will call the nearby first aider to handle the injuries.
 - The list of first aiders is printed on the College's Telephone Directory and available at the Security Control Offices in King's Park Campus and Mongkok Campus A & B.
- (b) 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;
- (e) To provide a handover when further medical help arrives; and
- (f) To complete the First Aid Reporting Form (FMO-F036).

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.
 - 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.
 - 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 involve work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report (HR-F-CB010) 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 Office at Tel. **3190 6610** 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:
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,
 - (i) 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.
 - (ii) 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.
 - (iii) 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 4 sites : KPC G/F. & 20/F Hall; and MKA & MKB 1/F Security Control Offices.

Once breathing and heart beats have been re-established, the injured person should be moved into the recovery position, which helps to stabilise 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 immobilised and gently covered with a dry sterile bandage/gauze.



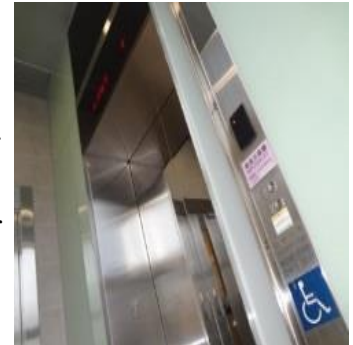
Four AED are placed at King's Park Campus (G/F FMO and 20/F Hall) and Mongkok Campus (1/F FMO in Towers A and B).

3.4 When shut inside a lift

3.4.1 If you find someone shut inside a lift

Immediately inform the Security Control Office by dialing Tel. 3190 6610.

- (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 :
 - About your situation.
 - 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 Office (Tel. 3190 6610) 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 Office (Tel. 3190 6610) 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 Office (Tel. 3190 6610) for assistance.

3.7 Crime

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

4. ACCIDENT / INCIDENT REPORTING PROCEDURES

All accidents and incidents must be reported to the FMO using the Accident/Incident Report Form (FMO-F019) 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 an Accident/Incident Report Form (FMO-F019) to FMO within **3 working days** of the accident/incident.
- b) In case of work related accident/incident involving a TWC staff, 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) 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, inform the related School Dean (via School Executive Officer)/Registrar/Student Affair 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 (FMO-F019) should be copied to the Finance Office immediately for insurance claim.

5. USEFUL INFORMATION

	Security Control Office	FMO Help Desk
King's Park Campus	Tel: 3190 6610 (24-hour) G/F Entrance	Tel: 3190 6600 11/F of Tower B, Mongkok Campus
Mongkok Campus	Tel: 2710 7774 (24-hour) 1/F of Tower A and Tower B	

6. ASSEMBLY POINTS

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



6.2 Mongkok Campus - Macpherson Playground 麥花臣遊樂場



LABORATORY REGULATIONS AND SAFETY GUIDELINES

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 necessary legislative ordinances 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 encouraged 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 encouraged 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) Before an emergency occurs in the laboratory, you should 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 or the Unit Health and Safety Officers 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 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 guidelines.

LABORATORY REGULATIONS AND SAFETY GUIDELINES

Medical Science Laboratories

School of Medical and Health Sciences (MHS)



1. GENERAL GUIDELINES

- (a) All staff and students must know and practise 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 practise safe and appropriate techniques while learning and practising 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 6845 or via email.
- (g) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Office (emergency response) and/or Laboratory Staff.

Contact information is as follows:

Contact Person	Tel. No	Location	Contact Hour
Assistant Technical Officer		Room 1301 (KPC)	Monday to Friday 9am to 6pm
Security Control Office	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 unauthorised use of facility resources should be reported immediately to the Laboratory Technician at Tel. 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 6845 or via email.
- (d) Laboratory doorways are 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 these are on.
- (e) Call/Designate someone in the laboratory to call :
 - Security Control Office at Tel. **3190 6610** and/or
 - Laboratory Technician at Tel. **3468 6845**Security Guard will contact required personnel to respond to the fire.
- (f) **If it is safe to do so**, attempt to confine and/or extinguish the fire.
 - 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.
 - If the fire is contained, stand by in a safe location to assist responding personnel.
 - 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 these 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 Office at Tel. **3190 6610** and/or Laboratory Technician at Tel. **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 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 Office at Tel. **31906610** (emergency response) and/or Laboratory Technician at Tel: **3468 6845**.
 - Security Guard will contact required personnel to respond to the laboratory.
 - 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 Office at Tel. **3190 6610** (emergency response) and/or Laboratory Technician at Tel: **3468 6845**.
 - Security Guard will contact required personnel to respond to the laboratory.
 - 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 these 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 Office to request first aid assistance from one of the first aiders of the College.
or
- (c) Call Laboratory Technician at Tel. **3468 6845** 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).

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.

- (a) Seek Help – Summon assistance from someone nearby to call for help, if available

(i) **Call 999**

(ii) **Notify** the Security Control Office at Tel. **3190 6610**.

- Request first aid assistance from the first aider of the College.
- Wait for the attending Security Guard/medical personnel.

(iii) Call Laboratory Technician at Tel. **3468 6845**

- State clearly your location and whether or not ambulance service is required/called.
- Provide your name, laboratory number, laboratory phone number, and the nature of the injuries/sickness (including any hazardous materials involved).



(b) General Consideration

- Put the injured/sick person in a comfortable posture
 - Do not move the injured person unless it is absolutely necessary or he/she is in imminent danger.
 - Check that you and the injured person are in a safe place while waiting for help.
- (c) 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.
- (d) Assist responding personnel (Security Guards and Paramedics) as necessary.
- To provide a handover when further medical help arrives if necessary.

6. EMERGENCY EQUIPMENT

Before an emergency occurs in the laboratory, **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:
 - **P**ull the pin to release the handle lock.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the trigger.
 - **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 Office 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 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 Laboratory Technician,
 - Tel. **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) Do not be concerned if there is no floor drain.
 - Security Guards will control the water when they arrive.
- (g) When Security Guard(s) arrives, tell them what you were exposed to and follow their advice.
- (h) 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 6845.
- (b) After school hours, the incident should be reported to Security Control Office at Tel. 3190 6610 (emergency response)
- (c) All incidents must be reported to Security Control Office 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.



LABORATORY REGULATIONS AND SAFETY GUIDELINES

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 practise 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 Office (emergency response) and Laboratory Staff.

Contact information is as follows:

Contact Person	Tel. No	Location	Contact
Technical Officer	3468 6601	Room 401 (MKA)	Monday to Friday 9am to 6pm
Security Control Office	3190 6610		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 unauthorised 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:

Laboratory	Maximum number of people in the specific period
B1401	20
B1501	8
B1601	8
B1701	6
B1702	6
B1801	6
B1802	6
B2301	20

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 :
 - the Security Control Office at Tel. **3190 6610** and/or
 - Laboratory Technician at Tel. **3468 6601**.Security Guard will contact required personnel to respond to the fire.
- (d) **If it is safe to do so**, attempt to confine and/or extinguish the fire.
 - 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.
 - If the fire is contained, stand by in a safe location to assist responding personnel.
 - 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 Office 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 staff) with sufficient details about the fire.
- (j) Do not re-enter the building until authorized by a Security Guard/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/fireman.

8.2 Flood/Water Leak

- (a) Call Security Control Office at Tel. **3190 6610** (emergency response) and/or Laboratory Technician at Tel. **3468 6601**.
 - Security Guard will contact required personnel to respond to the lab.
 - 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.
 - 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 Office 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.
 - Provide your name, location, phone number, and the nature of your injury (including any hazardous materials involved).

9.2 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.,

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

(iii) Call Laboratory Technician at Tel. **3468 6601**

- State clearly your location and whether or not ambulance service is required.
- Provide your name, phone number, the name of the injured person, and the nature of the injured (including any hazardous materials involved)

(b) General Consideration

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

(c) 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.

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

- To provide a handover when further medical help arrives if necessary.
- Be prepared to provide the Security Guard with sufficient details.

10. EMERGENCY EQUIPMENT

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

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:
 - **P**ull the pin to release the handle lock.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the trigger.
 - **S**weep 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 Control Office 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 Office at Tel. 3190 6610 (emergency response)
- (c) All incidents must be reported to Security Control Office 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.

LABORATORY REGULATIONS AND SAFETY GUIDELINES

Nursing Laboratory

School of Nursing (NUR)

1. GENERAL GUIDELINES

- (a) All staff and students must know and practise 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 practise safe and appropriate techniques while learning and practising 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 special medical conditions, allergies, or any 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 6865 / 3468 6872 or via email.
- (g) For any emergency such as fire, water leakage, flooding, students should immediately call Security Control Office (emergency response) and/or Laboratory Staff.

Contact information is as follows:

Contact Person	Tel. No	Location	Contact Hour
Assistant Technical Officer	3468 6872	Room 1701 (KPC)	Monday to Friday
Assistant Technical Officer	3190 6753	Room 1601 (KPC)	9am to 6pm
Assistant Technical Officer	3468 6865	Room 1601 (KPC)	
Security Control Office	3190 6610		24-hour

- (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 unauthorised use of facilities resources should be reported immediately to the Laboratory Technician at Tel. 3468 6865 / 3468 6872 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.
- (c) Long hair and loose clothing should be confined when in the laboratory.
- (d) Shoes must be worn at all times in the laboratory 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 materials/Infection Control

- (a) Standard precautions will be followed at all times when there is exposure or potential exposure to the specimen with blood or body fluids.
- (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 materials.
- (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.

3.3 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 Laboratory Technician at Tel. 3468 6865/ 3468 6872 or leave a note to inform Laboratory Technician.
- (d) Laboratory doorways are kept clear of obstacles at all times.

3.4 Medications/Fluids

- (a) When breaking glass ampoules during practice in the laboratory, please call Laboratory Technician at Tel. 3468 6865/ 3468 6872 or Call Security Control Office-at Tel. 3190 6610 (emergency response).
- (b) All drugs in medication trolley (for example, props or juice) will only be used for teaching/ practising administration of oral/topical medications.
- (c) Intravenous fluids with expired dates will be used for practice and demonstration only.

3.5 Needle Safety

- (a) 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.
- (b) Needles will never be recapped after use. Needles should be placed in the sharps container after use.
- (c) Sharps container must be replaced when it is $\frac{3}{4}$ full.
- (d) Needles and other sharp objects must **NOT** be discarded in the trash or left unattended in the laboratory at any time.
- (e) For practising injection skills, the injection pads attached to the manikin or injection trainer can be used in the laboratory.

3.6 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.

3.7 Ergonomics

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

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 practice.
- (c) Call/Designate someone in the laboratory to call Security Control Office at Tel. 3190 6610 and/or Laboratory Technician at Tel. **3468 6865 / 3468 6872**.
 - 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.
 - If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher, inform others of your actions.
 - If the fire is contained, stand by in a safe location to assist responding personnel.
 - 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 practice.
- (c) Begin evacuating the laboratory. Bring along your mobile phone and a wet towel (if readily available).
- (d) Sound the nearest fire alarm by activating the nearest break-glass alarms.
- (e) Call the Security Control Office at Tel. **3190 6610** and/or Laboratory Technician at Tel. **3468 6865 / 3468 6872** if time permits.
- (f) Close the door (**Do not lock**) when leaving.
- (g) Exit the building using staircase as quickly as possible (**Do not use lifts**).
- (h) Proceed to the nearest 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 Security Guard with the details about the fire.
- (j) 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) Stop all the practice.
- (c) Begin to evacuate the laboratory immediately.
- (d) Close (**Do not lock**) doors when leaving.
- (k) Exit the building using staircase as quickly as possible (**Do not use lifts**).
- (e) Proceed to the nearest Designated Assembly Point. Do not leave the designated assembly area until instructed by the Security Guard to do so.
- (f) Do not re-enter the building until authorized by a Security Guard/fireman.

4.2 Spillage of hazardous substance

- (a) A spillage of the disinfectant or other hazardous materials in the laboratory should be immediately let known to and call Laboratory Technician Tel. **3468 6865/ 3468 6872** and/or Security Control Office-at Tel. **3190 6610** (emergency response).
- Provide your name, laboratory room number, contact number, the nature of the incident, and the hazardous materials involved (product names(s) and quantity).
 - Security Guard will contact required personnel to respond to the laboratory.
- (b) Assist responding personnel as necessary.

4.3 Flood/ Water Leak

- (a) Call Security Control Office at Tel. 3190 6610 (emergency response) or Laboratory Technician at Tel. 3468 6865/ 3468 6872.
- Provide your name, laboratory room number, contact number, any person injured and the nature of the injury if applicable.
 - 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.

4.4 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.

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 Office to request first aid assistance from one of the first aiders of the College.
or
- (c) Call Laboratory Technician, Tel. **3468 6872 / 3468 6865** 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).

5.2 Major Injury/Serious Sickness:

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

- (a) Seek Help – Summon assistance from someone nearby, if available, to call for help.
 - (i) **Call 999.**
 - (ii) **Notify** the Security Control Office at Tel. **3190 6610**.
 - Request for first aid assistance from the first aider of the College.
 - Wait for the attending Security Guard/medical personnel.
 - (iii) Call Laboratory Technician at Tel. 3468 6865/ 3468 6872 (routine response).
 - State clearly your location and whether or not ambulance service is required/called.
 - Provide your name, laboratory room number, contact number, and the nature of your injury/sickness (including any hazardous materials involved).
- (b) General Consideration
 - Put the injured/sick person in a comfortable posture.
 - Do not move the injured person unless he/she is in imminent danger.
 - Check that you and the injured person are in a safe place while waiting for help.
- (c) 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.
- (d) Assist responding personnel (Security Guards and Paramedics) as necessary.
 - To provide a handover when further medical help arrives if necessary.

6. EMERGENCY EQUIPMENT

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

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:
 - **P**ull the pin to release the handle lock.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the trigger.
 - **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 Office where the extinguisher was used so that a replacement extinguisher can be brought to the laboratory.



6. ACCIDENT/INCIDENT REPORTING

- (a) Any incident occurring in laboratory during school hours must be reported immediately to School or Laboratory Technician at Tel. 3468 6865/ 3468 6872 (routine response)
- (b) After school hours, the incident should be reported to Security Control Office at Tel. 3190 6610 (emergency response)
- (c) All incidents must be reported to Security Control Office and the School Executive Officer within 24 hours or the following day.
- (d) Be prepared to provide the Security Guard with sufficient details for an incident report.

Last Update 11 June 2018

School of Nursing (NUR)

Regulations for Using Nursing Skills Laboratories/ CBL (For Students)

All users must read through the following *regulations and guidelines* before using the Nursing Skills Laboratories/ CBL (as Laboratories below). Violation of these regulations* is sufficient ground to immediately revoke user's laboratory privilege by the Laboratory Staff.

1. Regulations for Using the Laboratories

- (a) The Laboratories are ONLY for the purpose of practice clinical skills, other activities are forbidden except prior approval.
- (b) Turn mobile phones off or in silent mode before entering the Laboratories.
- (c) No visitor is allowed.
- (d) No photo, video taking, or tape recording is allowed.
- (e) Eating, drinking, playing, and inappropriate behavior are prohibited.
- (f) Anything which may hinder the proper use and management of the Laboratories must not be brought into the laboratories.
- (g) Users who have booked the Laboratories must be present during the booking session and sign their names on the Lab Booking Record.
- (h) Users should take care of their personal belongings.
- (i) Users must present their College Identity Card for inspection upon request by Laboratory Staff.
- (j) Users should follow the instructions displayed in the Laboratories or given verbally by Laboratory Staff.
- (k) Keep the Laboratories clean and tidy at all times. Users should return the facilities and equipment including stackable chairs and trolleys to its proper place after use.
- (l) Users should handle the facilities, equipment and materials with due care. Report any malfunction, damage or loss to Laboratory Staff as early as possible.
- (m) Unauthorized removal or mutilation of facilities and equipment is a serious offence. Offenders will be charged for the full replacement plus administration costs and will be suspended from the Laboratory privileges. Case will also be referred to Student Disciplinary Committee for further action.

2. Equipment Loan

- (a) Users can request equipment for practice purpose by sending email to Laboratory Staff. Equipment will be provided as your request if available but not all equipment can be loaned for use. Users should bring their own individual practice items that have been distributed for practice every time such as PPE and dressing set.
- (b) Users shall be held responsible for the items checked out by his / her College Identity Card.
- (c) Users are responsible for any loss or damage of the loaned equipment.
- (d) Equipment loan may not be transferred to, or used on behalf of another person.
- (e) Equipment loan may be suspended if the user has any outstanding loans or overdue items.

3. Change/ Cancellation of booking

- (a) Users can cancel Laboratory booking 24 hours prior to the booking time and release the bed unit for others' booking.
- (b) Each student will have a maximum quota of lab practice.
- (c) For any cancellation on the reserved date, users must report to the Laboratory Staff directly via phone / email with full explanation, and the record will be kept.

4. Absence or Latecomers

- (a) All users must sign on the Lab Booking Record. All bookings without signature will be considered as absence. If the user does not turn up 5 minutes after the scheduled booking time, the reservation will be cancelled automatically.
- (b) Email laboratory staff in case you have special reason for your absence. Names of those who have THREE times of absence in one semester will be sent to Programme Leader. Users' booking account will be suspended until the end of semester.

5. Opening Hours

15/F Nursing Skill Laboratories and 17/F CBL	
Monday to Saturday	8:30am – 10:30pm

*All / Some laboratories will be closed **THREE Working Days** before Skills Examinations / Clinical Workshops*

6. Emergency and Safety Guidelines

- (a) Follow Emergency Procedures and Guidelines for General Laboratory Safety regulations. (Please refer to FMO homepage for information <http://www.twc.edu.hk/fmo/>.)
- (b) Identify the locations of fire extinguishers, first aid box and emergency exit. The fire escape route is posted at the back of each laboratory door of Nursing Skill Laboratories at 15/F and the entrance of CBL at 17/F.
- (c) For safety reason, users are strongly advised to tie up long hair and to avoid loose clothing. Slipper, flip flops, sandals and open toes shoes are prohibited.
- (d) Proper disposal of sharps into the sharp box.
- (e) If Tropical Cyclone Warning Signal No. 8 or above hoisted, or announcement is made that Signal No. 8 will be hoisted within 2 hours, users should not use the laboratories for practice.
- (f) In case of any accident or injury, please approach Laboratory Staff or staff of Facilities Management Office for help as follow:

Laboratory Staff	Tel. No	Location
Assistant Technical Officer	3468 6872	16/F (KPC)
	3190 6753	16/F (KCP)
	3468 6865	17/F (KPC)

- During office hour (9am to 6pm from Monday to Friday), report to the laboratory staff immediately
- During non-office hour, inform Facilities Management Office which is located at King's Park Campus at G/F entrance at 3190 6610 (24 hours)
- Follow the Emergency Procedures and complete the Accident / Incident Report Form (Please refer to FMO homepage for information <http://www.twc.edu.hk/fmo/>.)

LABORATORY REGULATIONS AND SAFETY GUIDELINES

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 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 Section on 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 practise 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 School at Tel. 3468 6760 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 Office (emergency response) or the School.

Contact information as follows:

Contact Person	Tel. No	Location	Contact Hour
Assistant Technical Officer	3468 6760	MKA1701, 17/F	Monday to Friday 9am to 6pm
Security Control Office	3190 6610	MKA1/F Lobby	24-hour

- (l) 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 shut it down 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 all ignition sources, water taps, electric switches, light and air conditioner(s), and lock all windows and doors before leaving the laboratory.
- (e) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorised use of facility resources should be reported immediately to the School at Tel. 3468 6760 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:

Laboratory	Maximum number of people in the specific period
A2201	8
A2202	8
A2301	16

Procedures and the record are attached in Annex 1 and 2 respectively.

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. 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) Long hair and loose clothing should be confined when in the laboratory.
- (c) Shoes must be worn at all times in laboratory where chemicals are stored or used. Sandals or open toe shoes are not acceptable.
- (d) Experiments in progress should not be left unattended.
- (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.
- (g) Malfunctioning equipment should not be used, please report to the School at Tel. 3468

6760 or by email.

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 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.

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

7. EMERGENCY RESPONSE

Students should know the location of the firefighting equipment and first aid equipment in the laboratory

Notify the General Office, the Laboratory Technical Officer or your instructor immediately after any injury, fire, explosion or spill in the laboratory.

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

7.1. Fire

7.1.1. Minor Fire

- (a) Alert other people in the laboratory that there is a fire
- (b) Stop all your practice.
- (c) Call/Designate someone in the laboratory to call:
 - Security Control Office at Tel. 3190 6610 and/or
 - Laboratory Technician at Tel. **3468 6760**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.
 - If the fire is small and the danger is not imminent, attempt to contain it with a fire extinguisher, inform others of your actions.
 - If the fire is contained, stand by in a safe location to assist responding personnel

- If the fire is **not containable**, follow the procedures for a major laboratory fire.

7.1.2. Major Fire

- Alert other people in the laboratory that there is a fire.
- Stop all your practice.
- Begin evacuating the laboratory to safe area. Bring along your mobile phone and a wet towel (if readily available).
- Sound the nearest fire alarm by activating the break-glass alarms.
- Inform the Security Control Office at Tel. 3190 6610 and/or Laboratory Technician at Tel. 3468 6760 if time permits.
- Close (**Do not lock**) the door when leaving.
- Exit building using staircases as quickly as possible. (**Do not use lifts**).
- Proceed to the Designated Assembly Point. Do not leave the assembly area until instructed by the Security Guard to do so.
- Be prepared to provide the responding personnel with sufficient details about the fire.
- Do not re-enter the building in alarm until authorized by a Security Guard/fireman.

7.1.3. Emergency Evacuation Alarm:

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

7.2. Flood/ Water Leak

- Call Security Control Office at Tel. **3190 6610** (emergency response) or the School at Tel. **3468 6760**.
 - Provide your name, laboratory room number, contact number, any person injured and the nature of the injury if applicable.
 - Security Guard will contact required personnel to respond to the laboratory.
- 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.
 - Be prepared to provide the responding personnel with sufficient details

7.3. 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.

8. FIRST AID

8.1.Minor Injury:

- (a) Treat with the supplies contained in the first aid box provided in the laboratory.
or
- (b) Visit the Security Control Office to request first aid assistance from one of the first aiders of the College.
or
- (c) Call the School at Tel. **3468 6760** 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).

8.2.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.,

- (a) Seek Help – Summon assistance from someone nearby to call for help.
 - (i) **Call 999**
 - (ii) **Notify** the Security Control Office at Tel. **3190 6610**.
 - Request for first aid assistance from the first aider of the College.
 - Wait for the attending Security Guard/medical personnel.
 - (iii) Call Laboratory Technician at Tel. 3468 6760.
 - State clearly your location and whether or not ambulance service is required/called.
 - Provide your name, laboratory room number, contact number, and the nature of your injury/sickness (including any hazardous materials involved).
- (b) General Consideration

- Put the injured/sick person in a comfortable posture
 - Do not move the injured person unless he/she is in imminent danger.
 - Check that you and the injured person are in a safe place while waiting for help.
- (c) 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.
- (d) Assist responding personnel (Security Guards and Paramedics) as necessary.
- To provide a handover when further medical help arrives if necessary.

9. EMERGENCY EQUIPMENT

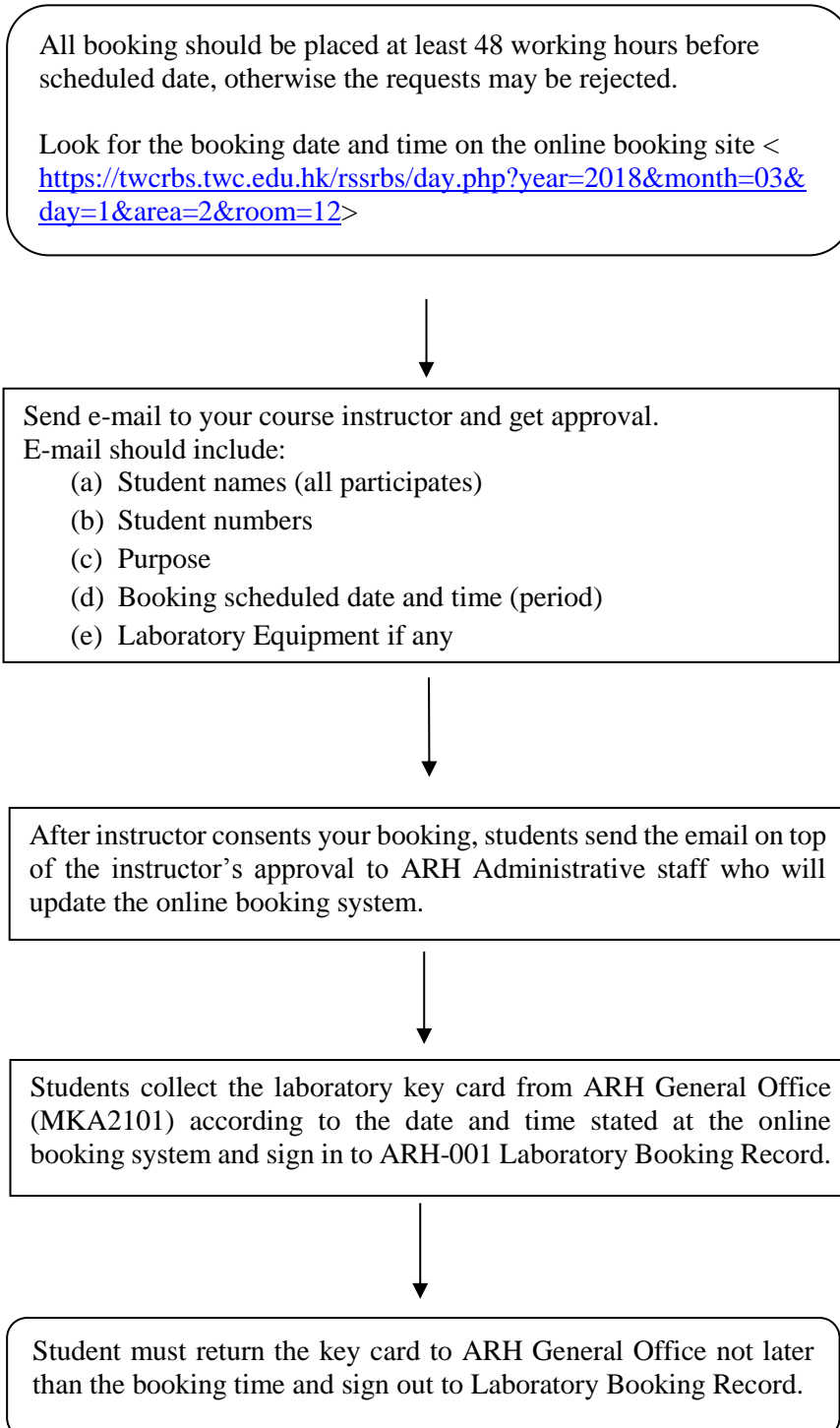
Before an emergency occurs in the laboratory, **familiarize** yourself with the location and operation of the emergency equipment(s) in the laboratory.



10. ACCIDENT/INCIDENT REPORTING

- (a) Any incident occurring in laboratory during school hours must be reported immediately to School at Tel. 3468 6760
- (b) After school hours, the incident should be reported to Security Control Office at Tel. 3190 6610 (emergency response)
- (c) All incidents must be reported to Security Control Office and the School Executive Officer within 24 hours or the following day.

School of Arts and Humanities **Laboratory Booking Procedures**



Laboratory Booking Record

School of Arts and Humanities	Doc. No.: ARH 001
Laboratory Booking Record	Page No.: 1 of 1

Laboratory Room No: _____

Student Name	Student No.	Contact No.	Booking Scheduled Date (d/m/y)	Time In	Time Out	Total no of people in group	Remark

LABORATORY REGULATIONS AND SAFETY GUIDELINES
Contingency Plan for Different Threats in Different Locations
(including Computer Laboratories)
Information Technology Services Office (ITSO)

In Server Room

1. In case of Fire/Smoke

- (a) Evacuate all personnel inside immediately.
- (b) Call Security Control Office 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.

2. In case of Water Leakage

- (a) Call Security Control Office 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.

3. In case of Power Outages

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

4. In case of Air Conditioning Outages

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

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.

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.

In Network Switch Room

1. In case of Fire/Smoke

- (a) Evacuate all personnel inside immediately.
- (b) Call Security Control Office 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. In case of Water Leakage

- (a) Call Security Control Office 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.

3. In case of Power Outages

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

4. In case of Air Conditioning Outages

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

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.

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.

In Office

1. In case of Fire/Smoke

- (a) Evacuate all personnel inside immediately.
- (b) Call Security Control Office 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.

2. In case of Water Leakage

- (a) Call Security Control Office 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. In case of Power Outages

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

4. In case of Air Conditioning Outages

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

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.

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.

7. In case of Epidemics

- (a) Arrange equipment loan if needed.

In Teaching Sites

1. In case of Fire/Smoke

- (a) Evacuate all personnel inside immediately.
- (b) Call Security Control Office 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.

2. In case of Water Leakage

- (a) Call Security Control Office 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.

3. In case of Power Outages

- (a) Call Security Control Office 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. In case of Air Conditioning Outages

- (a) Call Security Control Office 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.

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.

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.

7. In case of Epidemics

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