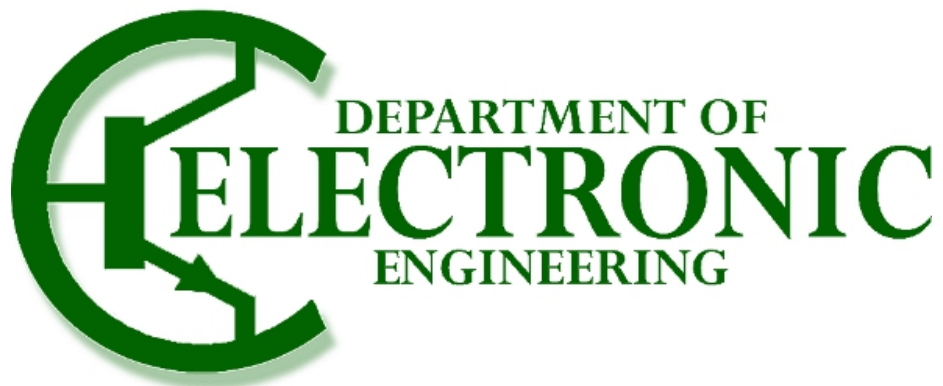


SAFETY POLICY

DEPARTMENT OF ELECTRONIC ENGINEERING



University of Engineering and Technology Taxila

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OVERVIEW

The Department of Electronic Engineering is situated on the 2nd floor of Ibn e Sina Block which lies in the West of Admin Block UET Taxila. There are five types of rooms in the Department:

1. Lecture Halls/Class Rooms
2. Offices
3. Laboratories
4. Common Rooms
5. Wash Rooms

The Possible risks and hazards that can occur in the Department of Electronic Engineering are as under:

1. Electric Shock/Short Circuit
2. Fire
3. Bomb Threat
4. Terrorist Attack
5. Earthquake
6. Injuries

A safety policy is formulated to ensure protection of students and employees. For this purpose, Standard Operating Procedures (SOP's) are implemented in case of any of the above-mentioned risk/activity.

It will be make ensure that every employ and student should be well familiar with the Safety Policy. Safety Policy will be circulated to all employees and students on their e-mails and groups. Safety Policy will also be displayed on the Main Notice Board of the department , class rooms and labs.

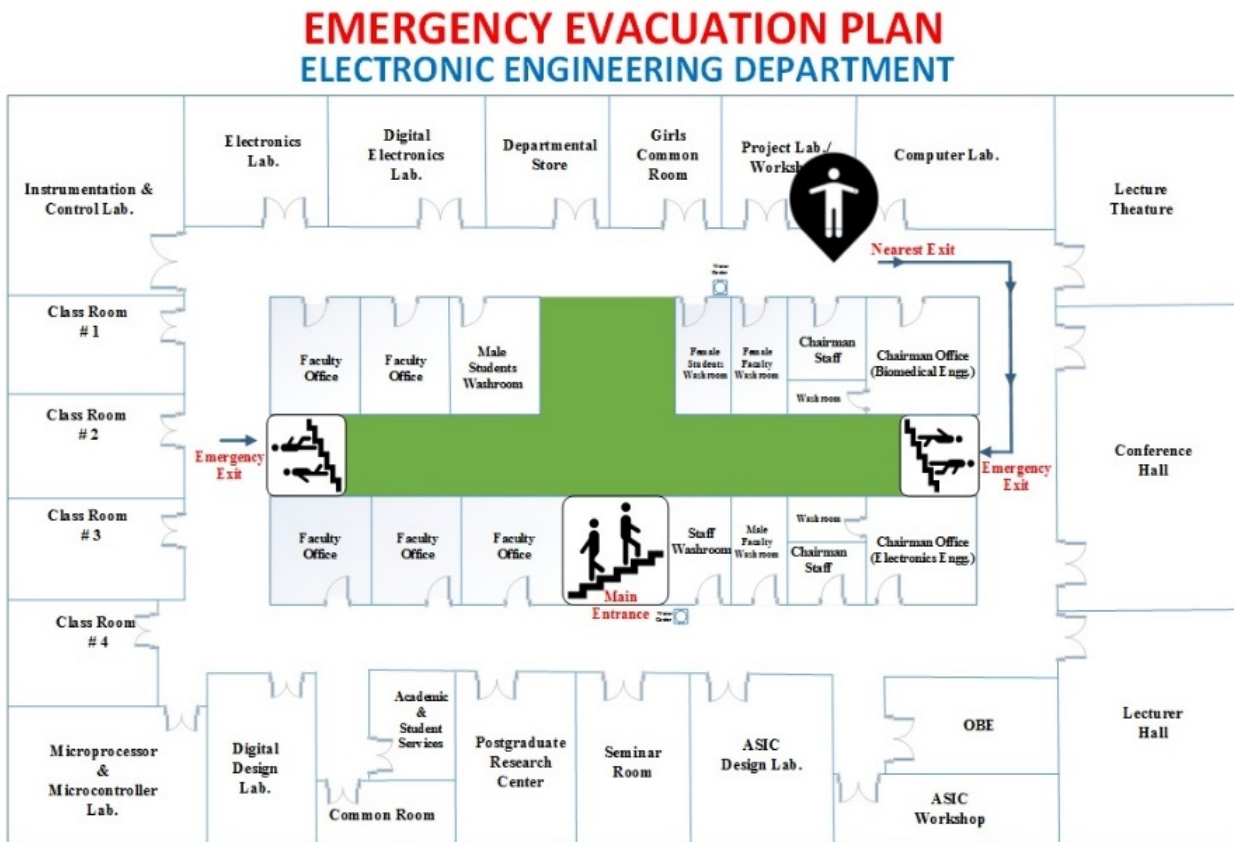
DEPARTMENT'S SAFETY COMMITTEE

The department's safety committee is responsible for smooth implementation of safety policy. The members of the safety committee are as follows.

Safety Coordinator:	<i>Engr. Shujaat Hussain Shah</i>
Safety Supervisor:	<i>Mr. Muzammal Majeed</i>
Safety Assistant:	<i>Mr. Muhammad Amir</i>

EMERGENCY EVACUATION PLAN

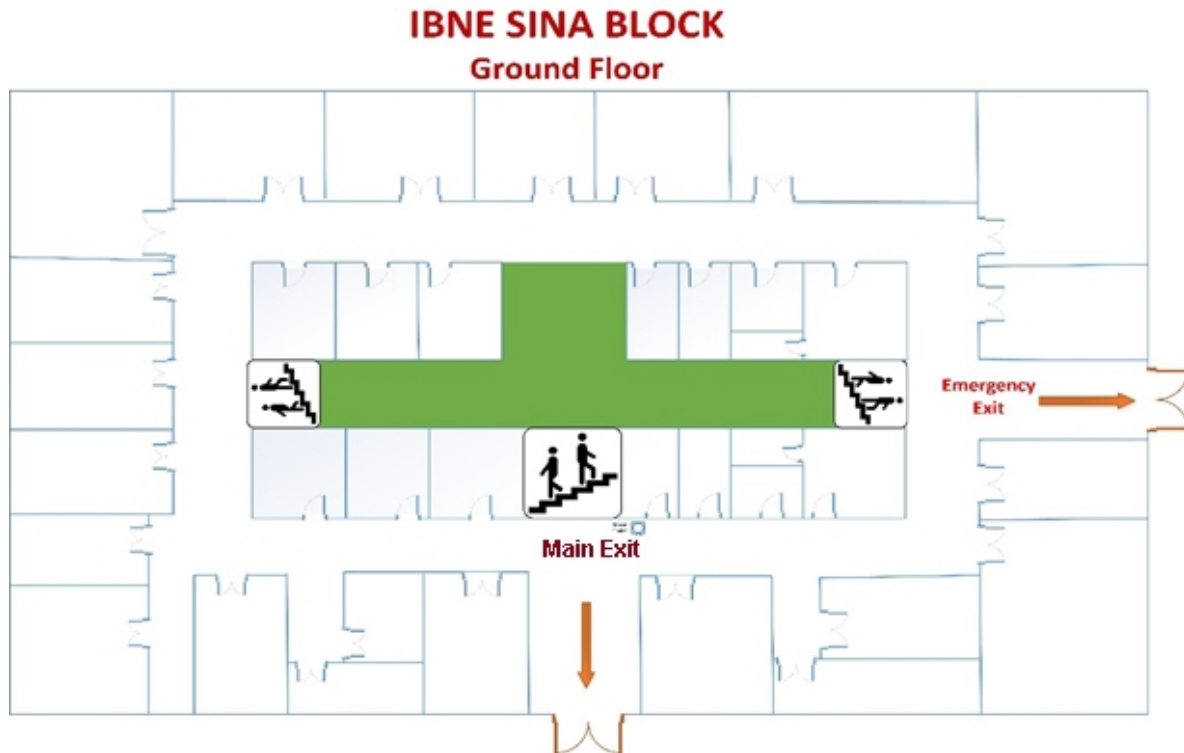
In case of any unsafe condition, the primary objective is to make sure all the students and employees safely evacuate the building as early as possible. The map of emergency evacuation plan from the building is pasted on four corridor walls and is also provided to every employee and student. The map is shown as below.



There are two gates for exit from the Building in the ground floor:

1. Main Exit on West side
2. Emergency Exit on South side of Building.

The map of the Ground Floor is shown below:



The main Exit on the ground floor is open 24 hours a day for daily use. Whereas the emergency Exit remains closed and is reserved for exit in case of emergency only. Every individual is instructed to reach to the nearest exit in case of emergency.

EMERGENCY TELEPHONE NUMBERS

In case of any insecure event immediately inform about the situation on these Telephone Numbers.

- | | |
|-----------------------------------|-----------------|
| 1. Chairman Office: | 720 |
| 2. Chairman Staff Office: | 721 |
| 3. Safety Coordinator: | 719,03009822532 |
| 4. Safety Supervisor: | 714 |
| 5. UET Health Clinic: | 461 & 462 |
| 6. Ambulance Service: | 461 & 462 |
| 7. UET Control Room: | 803 & 804 |
| 8. Punjab Police: | 15 |
| 9. Rescue Services: | 1122 |
| 10. Highway Patrolling Police: | 1124 |
| 11. Fire Brigade Taxila: | 051-9314477 |
| 12. Edhi Centre: | 051-4535720 |
| 13. Police Post HMC Taxila: | 051-9314181 |
| 14. Rapid Response Force: | 1135 |
| 15. PDMC: | 1129 |
| 16. Police Station Wahdat Colony: | 051-9314355 |
| 17. Police Post Taxila Cantt: | 051-9314130 |

SAFETY EQUIPMENT

First Aid Boxes

A First Aid box for any medical emergency or injury is available at the chairman's office. The First Aid boxes are also available in the following laboratories.

1. Microprocessor and Micro Control Lab
2. DSP and Communication Lab
3. Computer Lab
4. Control Lab
5. Workshop Lab
6. Electronics Lab
7. Digital Electronics Lab
8. Embedded System Lab

The First Aid box contains the following items.

1. Tablets
2. Pyodine
3. Bandages
4. Scissor
5. Methylated Spirit
6. Zinc Oxide Adhesive Plaster
7. Sani Plast
8. Surge Guaze
9. Burn Cream
10. Cotton

Fire Extinguishers

There are thirty one fire extinguishers in the department. There are eighteen Carbon Dioxide types, eleven dry chemical powder types and two Soda Acid types of fire extinguishers. The detail is given below.

S.No.	Fire Extinguisher Type	Qty
1.	DCP Fire Extinguisher 5 Kg	03
1.	CO ₂ Fire Extinguisher Size 2 Kg	03
2.	CO ₂ Fire Extinguisher Size 5 Kg	15
3.	Soda Acid Fire Extinguisher Size 2 Gl	02
4.	DCP Fire Extinguisher Size 9 Kgs	08

Both DCP and CO₂ type fire Extinguishers are present in the following labs.

1. Electronics Lab
2. Digital Electronics Lab
3. VLSI Design Lab
4. Embedded System Lab
5. DSP and Communication Lab
6. Control Lab
7. Workshop Lab
8. Computer Lab

Soda Acid Type Fire extinguisher is present in the following labs.

1. Electronics Lab
2. Computer Lab

Group of three fire extinguishers are installed at three different locations in the corridors of the department. These fire extinguishers extinguish fire by taking away the oxygen element of the fire triangle and also by removing the heat with a very cold discharge. Carbon dioxide can be used on Class B and Class C fires. They are usually ineffective on Class A fires for which dry chemical powder type extinguishers can be used. Detail of different classes of fire is present in the Appendix.

Heavy Cloth

Fire can be extinguished by removing the amount of oxygen content in the fire area. For this purpose, heavy cloth is available in each laboratory.

Wooden Rod

In case of electric shocks non-metallic rod is needed to break contact of human or equipment from electricity. For this purpose, a wooden rod is available in each laboratory.

Emergency Siren

In case of any emergency situation and in order to force out all the faculty members, staff members and students from the building Emergency Siren is installed on the wall of Project/Workshop lab in the corridor. It is the primarily duty of Lab Supervisors to switch it ON in any emergency situation however every person of the department is trained about its operation.

Telephone Connection

A telephone connection is available in each office and laboratory. Emergency telephone numbers are displayed on all notice boards to contact the security office and health clinic in case of emergency.

STANDARD OPERATING PROCEDURES (SOP'S) FOR DIFFERENT EMERGENCIES

In the Event of Electric Shock

1. Each lab is equipped with circuit breakers which are mounted on the panel near the entrance of each lab.
2. Use an insulator such as fire wood or plastic to break the contact. Do not touch the victim with bare hands to avoid the risk of electrifying yourself.
3. Unplug the electric equipment. Emergency Switches/Circuit Breakers.
4. If the victim is unconscious, start resuscitation immediately, use your hands to press the chest in and out to continue breathing function. Use mouth-to-mouth resuscitation if necessary.
5. Immediately call UET Health Clinic on Telephone No's 461 or 462 and UET Control Room on 803 or 804.

In the Event of Controllable Fire

1. Immediately inform to Chairman Office, Safety staff and UET Control Room.
2. Immediately call the ambulance to Ibn e Sina Block from UET Health Clinic.
3. Immediately inform Chairman Staff Office on Tel No. 721 and Safety Coordinator on Telephone No. 719.
4. With the mutual help, fire can be suppressed using fire extinguishers and/or heavy cloth.
5. Injured People should be given first aid either at the department or shifted to UET health clinic, depending upon the condition.

In the Event of Uncontrollable Fire

1. Immediately inform chairman office and safety staff. Tel No's 720,721,719,714.
2. Announce loudly about this event within the department.
3. Switch the emergency Siren.
4. Immediately inform UET Security Control Room on Telephone No's 803,804 or 805.
5. Chairman or Security Control Room will decide to call the nearest fire brigade.
6. In case of this massive fire everyone is instructed to immediately leave the building by following the evacuation plan after closing the doors behind you if possible.
7. External Fire brigade unit will suppress the fire in case of heavy fire.
8. Do Not Take Risks.
9. Do not delay collecting personal belongings or for any other reason.
10. Do not return to the building for any reason unless authorized to do so.
11. Injured People will be shifted to health clinic.
12. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.

Bomb Threat Strategy & Response

- **If There Is an Explosion:**

1. Take cover under sturdy furniture or leave the building if directed to do so by emergency responders.
2. Stay away from windows.
3. Do not light matches.
4. Move well away from the site of the hazard to a safe location.
5. Call University Security Control Room at Ext 803,804 or 805.

- **If You Receive a Bomb Threat:**

1. Stay calm and pay close attention to the details.
2. Talk to the caller to obtain as much information as possible.
3. Convey all information to members of safety committee for further proceedings.

Action in the Case of Earthquake

Immediate Action:

1. Remain Calm. By staying calm, yourself, you will be better able to assess damage and assist others.
2. Take Cover.
3. If you are inside a building:
 - Stay there
 - Move under a sturdy table or desk and stay there.
 - Brace yourself in an inside corner, or doorway.
 - Stay away from windows and protect your head and face with the available material.

After the Earthquake

1. Do not rush outdoors.
2. Check for injuries or people who are trapped.
3. Evacuate from the building.
4. Assist individuals in leaving the building if it is safe to leave.
5. If there are injuries, call ambulance at 461 or 462 and shift injured people to UET Health Clinic.

Action in Case of Terrorist Attack

If an Event of Terrorism Occurs

1. Remain calm and be patient.
2. Follow the advice of Members Safety Committee.
3. If the event occurs near you, check for injuries. Give first aid and get help for seriously injured people. Lab Supervisor will be responsible for giving First Aid.
4. First Aid Equipment is available at chairman office and laboratories.
5. Do not light matches, butane lighter or turn on electrical switches.

6. Shut off any other damaged utilities.
7. Call your family contact.
8. Contact members of Safety Committee and inform about the situation.

Evacuation during a Terror Attack

1. Follow the instructions of safety committee.
2. You have two safe options.
 - Follow the emergency evacuation plan and go out.
 - If you think you have limited time and there is a life safety risk in following emergency evacuation plan, you can hide yourself on the roof top after closing the door.

In the Event of Minor Injury

In the event of a minor injury, the Lab Supervisor should provide the treatment. The person receiving the treatment should be advised to seek medical attention if their condition worsens.

In the Event of Significant Injury

The Lab Supervisor should provide initial treatment or support until the occupational nurse arrives. The doctor on call can be summoned or the injured party can be brought to the UET Health Clinic Centre for immediate treatment. If there is any doubt the emergency services must be contacted. For this purpose, UET health Clinic will be contacted on the Telephone No's 461 or 462.

SAFETY TRAININGS FOR THE AWARENESS OF ENVIRONMENT,HEALTH AND SAFETY (EHS)

The department will conduct safety workshops to train students and staff members about the safety equipment present in the department and SOP's explicated above. The importance of individual responsibilities being the member of society will also be explained.

GENERAL INSTRUCTIONS

1. Do not operate any device unless you know its operating instructions and functions.
2. After you are finished with the experiment, please make sure to turn off power supply.
3. Turn off the power supplies, Oscilloscopes, Digital Design board, Testers, Logic Analyzers, Personal Computers (necessary), and any other equipment connected to the mains electricity after the work.
4. Do not use chairs, desks or other unsuitable means to access heights. Use stepladders or purpose-built stairs or platforms.
5. The temporary depositing or storage of used cups and containers on or close to electrical appliances is prohibited because of the risk of electrical shock caused by spillage.
6. Report any breakages, floor obstructions, or other hazards to chairman staff office immediately on becoming aware of them.
7. Ensure that bulk supplies of stationery, adhesives and other combustible material are stored in an orderly way and preferably in a self-contained non-combustible area.
8. Smoking is prohibited in the department premises.
9. Maintain fully stocked first-aid kits and working fire extinguishers.
10. Ensure that students and employees know safety guidelines.
11. Ensure that access to exits are always unobstructed.

Appendix

Classes of fire

1. *Class A - fires involving solid materials such as wood, paper or textiles.*
2. *Class B - fires involving flammable liquids such as petrol, diesel or oils.*
3. *Class C - fires involving gases.*
4. *Class D - fires involving metals.*
5. *Class E - fires involving live electrical apparatus.*
6. *Class F - fires involving cooking oils such as in deep-fat fryers.*