

### Advance Communication Research Lab Safety Policies

**All students should note the following policies about SEAS Laboratory:**

1. Ensure you are fully aware of your facility's/building's evacuation procedures.
2. Make sure you know where your lab's safety equipment; including first aid kit(s), fire extinguishers, eye wash stations, and safety showers is located and how to properly use it.
3. Know emergency phone numbers (**Public Safety: 202.274.5050**) to use to call for help in case of an emergency.
4. No person is permitted to work in the Laboratory area alone unless it is expressly authorized by the Faculty, Research advisor, Mentor, or Lab Engineer. Hours of operation shall be established.
5. New students are not permitted to use any lab equipment without prior training and the presence of the Faculty, Research advisor, Mentor, Lab Engineer or experienced student. After some period, careful and responsible students may get more flexibility.
6. All students, new and old, should take safety training prior of use Laboratory equipment.
7. **The Laboratory should be kept well organized and neat all the time.** Everyone must clean up after work and help arrange the scattered things in proper places.
8. Always power down the electrical equipment, disconnect the power cord, and wait for a few seconds before touching exposed wires.
9. Do not wear rings, watches, necklace, and any other loose metallic objects while using electrical or electronic equipment or devices.
10. Make sure that your hands and shoes are dry.
11. Avoid spilled fluids making contact with electronic and electrical devices and equipment.
12. Identify risks and safe experimental procedure for your study before you do an experiment. Faculty, Research advisor, Mentor, Lab Engineer or experienced student may give general direction but ultimately you are responsible for your own and Lab safety.
13. Absolutely "**No food and Drink**" is allowed in the Laboratory.
14. **Personal Protective Equipment (PPE):** Students who use lab equipment and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases will be provided with the appropriate equipment needed by the Faculty, Research advisor, Mentor, or Lab Engineer, to protect them from the hazard.
15. If you are the last person to leave the lab, make sure to lock all the doors and turn off all ignition sources.
16. **Keep track of new changes and guidelines.**

#### CONTACT

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