

Visual Analytics/Autonomous System/CISCO Networking 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) and fire extinguishers 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. Avoid spilled fluids making contact with electronic and electrical devices and equipment.
6. **The Laboratory should be kept well organized and neat all the time.** Everyone must clean up after your work and help arrange the scattered things in proper places.
7. Lab equipment and/or cables may not be moved, modified, or relocated. This includes chairs.
8. Music should not be audible to others. If you wish to listen to music, please use headphones or earbuds and keep the volume down.
9. Files should be stored on personal media and not on the hard drives of the lab computers. Information on the hard drives is subject to being erased at any time.
10. **Absolutely "No food and Drink" is allowed in the Laboratory.**
11. Please turn off the projector after each use to preserve the life expectancy of a light bulb.
12. If you are the last person to leave the lab, make sure to lock all the doors and turn off all ignition sources.
13. **Keep track of new changes and guidelines.**

CONTACT

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