

Date: August 17, 2010
To: All Faculty, Staff and Students
From: Dr. Hal S. Tharp, Associate Professor, and Associate Department Head
Subject: ECE 372 Policies and Procedures

Hal Tharp

ECE 372 (Rm 0321)

Policies and Procedures: (8:00am to 4:50pm – Monday through Friday During Semester)

1. The assigned Faculty member will provide TSS Personnel with a list of Students assigned to each Team. There will be no more than 4 Students per Team.
2. Each ECE 372 Student must attend ECE 372 Stockroom Orientation. All Team members must complete Stockroom Orientation before their Tote may be checked out. Please go to the Stockroom to schedule the Orientation.
3. All ECE 372 Students must successfully complete the ECE Soldering and Wire Wrapping Workshop in order to be able to check out a Tote.
4. Each Student must have a Catcard and University e-mail address.
5. Only the assigned Faculty member may authorize a Student to change Teams. The form for a change is available in the Stockroom.
6. All students 18 years of age and older will be asked to sign a "Multimedia Release Form". This is **NOT** a requirement.
7. Each Team is assigned a blue Tote that contains safety glasses, a soldering kit, a toolbox, a Wire Wrapping Gun, and a Wire Wrap/Unwrap Tool. These items must be returned.
8. Students will use the "ECE 372 Parts Check Out" form to receive parts.
9. Students will use the "ECE 372 Parts Return" form to return parts.
10. Students may not check out equipment for use outside of the ECE Building unless authorized by the Faculty member.
11. Students may not remove any equipment from the ECE 372 Lab.
12. **All personnel entering the lab must wear safety glasses or prescription eyeglasses at all times while in the room.**
13. There are no visitors allowed in the lab unless authorized in person, e-mail or in writing by the appropriate Faculty or Staff associated with that lab. An ECE Faculty or Staff member, Teaching Assistant or authorized Student must escort an approved visitor. An appropriate Faculty or Staff member will determine an authorized Student.
14. No student may energize any equipment, other than a PC, unless another person is in the room.
15. The lab room door must remain open during the lab session.
16. **In the event of a fire alarm, all work will stop immediately. All students will exit the room in an orderly manner and exit the floor using the stairwells. DO NOT USE THE ELEVATORS!! The last person out will close the door. DO NOT TAKE THE TIME TO TURN OFF EQUIPMENT. If you need assistance to exit the building then ask someone to assist you to the stairwell landing. Remind that person to finish exiting the building and then immediately seek out a UA Police Officer or a Tucson Firefighter and give your location.**
17. It is the responsibility of all personnel to report any safety hazards as quickly as possible to the Stockroom personnel at 621-3074.



THE UNIVERSITY OF ARIZONA PROCEDURE FOR EVACUATION FOR FIRE ALARM OR OTHER EMERGENCY

(Note to instructors: Before your first class, for each classroom location, identify the location of each exit from your floor, and the exit paths from your classrooms. During the first class session, please communicate to your class the locations of all exits, the paths to the exits, and the building evacuation instructions included below.)

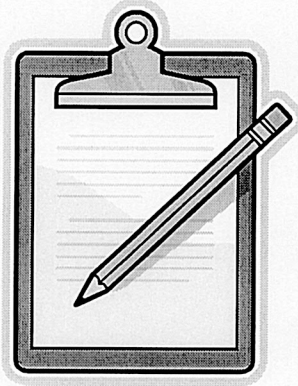
This procedure is intended to be a guide for standard evacuation of university buildings during a fire alarm or fire emergency. In the event of other emergencies, such as criminal activity or civil disturbance, instructions from police or other emergency responders at the scene may supersede these instructions, and should be followed, even if different from this document.

If you discover fire, smoke, or hear the fire alarm:

- Leave the classroom immediately via the exit doors and proceed out of the building. Upper floors and basements must use the stairs. **DO NOT USE THE ELEVATORS.**
- As you leave **close all doors**, including those propped open.
- On your way out, you will pass a fire alarm pull station. If the alarm is not already ringing, **PULL IT.**
- Once outside, move far enough away from the building to allow easy access for emergency vehicles and personnel (usually across a street or at least 50 feet from the building). **FOR ECE THIS IS PAST THE LAST PALM TREE ON THE SOUTH SIDE AND PAST THE FIRST DRIVE LANE ON THE WEST SIDE. DO NOT STAND ON THE EAST AND NORTH SIDES.**
- Remain outside the building until the Tucson Fire Department (TFD) or University Police (UAPD) gives the “**ALL CLEAR**” to re-enter the building. **Silencing of the alarm DOES NOT indicate an “ALL CLEAR.”** Wait for verbal instructions.

For mobility-impaired persons: If a person with a mobility impairment is able to exit the building without use of the elevator then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

- The mobility-impaired person should proceed or ask for assistance to the nearest enclosed stairwell or “area of safe refuge” and remain there. In case of a fire, enclosed building stairwells are “safe refuge areas” and have a higher fire resistive rating. The mobility-impaired person should notify someone (i.e. a co-worker, supervisor, instructor, or building manager) or if possible, take a cell phone with him/her. 9-1-1 can be called to notify police of their location. If desired, someone may remain with the mobility-impaired person.
- Make sure the door to the stairwell is closed. Open doors will violate the “safe refuge area” and will allow smoke, and possibly fire, into the stairwell.
- Once outside, anyone with information should inform the TFD Incident Command Center or a UAPD officer that there is a mobility-impaired person in a stairwell, which floor the person is on, and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD. **UNIVERSITY PERSONNEL OR STUDENTS SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.**
- After the “**ALL CLEAR**” has been given by TFD or UAPD, the person assisting should immediately go to the stairwell or refuge area and inform the person that it is safe to re-occupy the building.



ECE Registration Procedure

Effective: August 18 – September 15, 2010

Registration requests will only be processed on Tuesdays and Fridays of each week. This includes all ECE courses, labs, and sections.

You must continue attending your original labs and sections until your request has been officially processed.

All registration requests must be processed through Alonso Minjarez.

Please visit room 259.