



The Petroleum Institute

ARZANAH

Arzanah Students Use of Central Laboratories

The following protocol must be followed closely to ensure a safe and trouble-free lab session. No Exceptions.

PROCEDURES:

- Arzanah Office must be provided with a list of students registered in the lab, the name/mobile number of the lab instructor(s), and lab's location & day/times. Arzanah will coordinate the bus needs with student affairs.
- Students should put on their overalls/protective uniform (including fully closed footwear) prior to leaving Arzanah. This dress code is mandatory for all programs regardless of the type of lab/workshop.
- The lab instructor in charge of the lab session has to accompany the students from Arzanah for the first few lab sessions to ensure that students are in their lab uniforms and security personnel are aware of the lab location.
- Only students whose names are on the list AND wearing the required lab uniform are permitted to ride the bus.
- A pre-scheduled bus will pick students up from inside Arzanah and drop them at the closest side entrance to the lab (no other stops are permitted). Students must wear their seatbelts during the journeys to and from the lab building.
- Students are not allowed to drive their own cars or be driven by others to the lab location.
- One female security personnel will lead students to the lab while the second will follow students closely until they reach the designated lab.
- One security personnel will remain with students inside the lab at all times. The second security personnel will return to Arzanah with the bus and await a call from the instructor at the end of the lab session to escort the students back to Arzanah.
- In the event a student needs to use the ladies toilet, she will be escorted by the female security personnel. No student can leave the lab for any reason without being escorted by the female security personnel.
- In an emergency situation teaching faculty and available security personnel will lead students to the evacuation area and ensure they are properly chaperoned until they can return to the laboratory, or until being returned by bus to Arzanah.
- The lab instructor will call Arzanah Reception (7-5600) prior to the end of the lab session to request the bus. The second security personnel will come to the lab to notify the students of the bus arrival.
- One female security personnel will lead students out of the lab while the second will follow students closely until they reach the bus.
- The bus will drop the students inside Arzanah (no other stops are permitted).

LABORATORY CONDITIONS:

- All lab doors must be closed, but not locked, at all times.
- Glass openings on all lab doors must be masked with opaque paper (special paper is available at the Arzanah Office).
- Except for the teaching staff, no visitors to the labs are permitted without prior permission.