

Using EE Laboratories outside of working hours:

1. Card system will be used for accessing EE Labs (EE-101, EE-102, EE-103) when there is no authorized person. Entrance to Lab EE-108 will be through the card system all the time.
2. When authorized staff leaves the LAB at the end of his working hours, all the students at the laboratory should swipe their cards again.
3. Each person entering the Labs with card should swipe their own, if two or more person uses the same card, this will be immediately detected.
4. Only authorized people can enter and use the Labs.
5. The EE department chair regulates the authorization to enter the labs after working hours and the system will be programmed accordingly.
6. Outside normal working hours, working alone is forbidden. There should be at least two students in the labs.
7. Conductors connected to the mains supply should not be exposed to prevent electric shock.
8. The fixed drilling machine can only be used under the supervision of authorized staff. Without an authorized staff, it is forbidden to use the drilling machine.
9. It is forbidden to use hand drill in EE labs. You should not use cutters and other dangerous tools without the permission of authorized staff. It is forbidden to use these tools after working hours.
10. There are fire extinguishers in all labs in case of fire.
11. In all labs, there is an emergency exit symmetric to the entrance door. You should break the key box near the door in order to exit only in emergency cases. The locks on these doors will be removed and they will be connected to the central alarm system.
12. Displacing of lab devices (oscilloscope, signal generator, power supply, etc.) is strictly forbidden.
13. If you need additional devices, you should use the device on the next desk without breaking power connections.
14. Do NOT forget to turn off devices after use. Not turning of may damage the devices.
15. It is strictly forbidden to bring food and beverages to labs.
16. Lockers should be closed after use.
17. It is your responsibility to lock your locker. No responsibility is taken for the lockers that do not have a lock.
18. The electrical power and Ethernet boxes under the desks should not be opened under any circumstances.

19. It is strictly forbidden to use sharp devices in labs.
20. It is strictly forbidden to use combustive, inflammable, suffocating chemicals in labs.
21. You should use personal protective equipment and safety glasses when using/drilling/cutting,ect. metal alloy materials.
22. You should use safety glasses while soldering. Do NOT joke with your friends while soldering or with soldering iron.
23. Please keep the labs clean. You SHOULD clean your working area and throw your garbage after work. You also should respect other people in lab, and your behaviors should not interrupt their work.
24. It is the students' responsibility to know how to use the devices and to use them properly. If you do not know how to use the device, then do not use it. You can find device manuals here: "<http://eelab.bilkent.edu.tr/ENG/index.html>". If this information is not sufficient, you can ask the authorized staff.
25. The materials and devices in labs are for common use. It is your responsibility to use the materials and devices appropriately and keep them clean during/after use. Please do not forget that other people will use them after your use. You should inform the authorized personnel when a device or material is broken or faulty.
26. It is forbidden to use open flame (do not use burners, lighters, matches, etc.) in the labs. It is forbidden to bring and use heaters with Bare Resistance to the lab.
27. You should use the ladder in lab to reach upper lockers.
28. You can learn more about safety here under "Mevzuat" menu: <http://www.csgb.gov.tr/csgbPortal/isggm.portal>

Specific to EE 102 Laboratory;

29. It is forbidden to enter the room of LPKF,
 30. It is forbidden to use drill without authorized staff,
 31. It is forbidden to use emergency doors under normal circumstances. Unnecessary use will be punished.
- All labs are recorded with a camera system 24 hours.

IN CASE OF EMERGENCY;

In cases of electrical shock, fire, etc., you should use the emergency button near the entrance door (after it is installed).

IN CASE OF FIRE;

Push the emergency button near the entrance door (after it is installed).

Call 6666 using the red emergency phone near the entrance door and inform about the fire.

Guide people to the emergency exits and tell them to go to the meeting point outside the building.

Keep the doors closed.

In small fire cases, extinguish the fire following the instructions by the fire extinguishers.

In serious fire cases, do not interfere and wait for the fire service.

Activate all fire alarms.

Call 6666.

Go and secure yourself in the safety zone.

Close all the doors in order to prevent propagation of fire and smoke after every single person is evacuated from the fire zone.

Do NOT use the elevators. Use the stairs for your safety.

Breaking the rules above might cause damage and create disorder in the labs. These cases will be detected with security cameras. The responsible people will not be allowed to the labs and necessary administrative actions will be taken about them.

HEALTH CENTER IS OPEN 24 HOURS FOR EMERGENCY CASES.

EMERGENCY Telephone: 6666