

PENGURUSAN JEREBU USM

CARTA ORGANISASI BILIK OPERASI JEREBU



STANDARD OPERATING PROSEDURE (SOP)

1. IPU 130 (Indeks Pencemaran Udara) – Semua aktiviti luar bangunan melibatkan pelajar dan staf perlu dihentikan
2. IPU 200 (Indeks Pencemaran Udara) - Semua aktiviti termasuk kuliah ditangguhkan
3. Keputusan rasmi aktiviti akademik untuk menangguhkan kuliah akan dikeluarkan oleh Naib Canselor
4. Semua kemudahan Pusat Sukan dan Rekreasi yang digunakan oleh warga kampus dan orang awam akan ditutup sekiranya berada di paras IPU 200
5. Penasihatannya untuk menjalankan aktiviti-aktiviti di luar bangunan hanya dikeluarkan oleh Bilik Operasi Jerebu di Pusat Sejahtera USM
6. Maklumat dan hebahan terkini mengenai jerebu hanya dikeluarkan secara rasmi oleh Bilik Operasi Jerebu di Pusat Sejahtera USM (www.pusatsejahtera.usm.my)
7. Semua urusan yang berkaitan dengan pelajar dalam pelaksanaan SOP Jerebu akan diuruskan oleh BHEPA
8. Semua urusan yang berkaitan dengan staf dalam pelaksanaan SOP Jerebu akan diuruskan oleh Pejabat Pendaftar

**SOP ini berkuatkuasa di Universiti Sains Malaysia semasa negara dilanda jerebu*

GARIS PANDUAN OPERASI PELAKSANAAN JEREBU USM

1. Bilik Operasi Jerebu telah dibuka di Bilik Mesyuarat, Pusat Sejahtera USM dan akan beroperasi dari jam 8.30 pagi – 10.00 malam
2. Jawatankuasa khas Jerebu yang dipengerusikan oleh Pendaftar telah dibentuk yang terdiri daripada pelbagai PTJ bagi menyediakan SOP dan Operasi Pelaksanaan
3. Pasukan Pemantau Jerebu diwujudkan yang terdiri daripada pelajar dan staf
4. Klinik Panel Pusat Sejahtera untuk pelajar akan dilanjutkan sehingga jam 10.00 malam
5. Pembekalan mask untuk kegunaan pelajar dan staf yang memerlukan sahaja hanya dibuat oleh Pusat Sejahtera
6. Makanan yang terdedah di kafe desasiswa dan PTJ diwajibkan ditutup sewajarnya oleh operator kafe
7. Penutupan Bilik Operasi Jerebu USM adalah atas arahan Naib Canselor
8. Hotline Bilik Operasi Jerebu USM – 04-6534948 dan laman web (www.pusatsejahtera.usm.my)

JADUAL BILIK OPERASI JEREBU USM

MASA / TARIKH	8.30 AM - 3.30 PM	3.30 PM – 10.00 PM	CATATAN
15 SEPT 2015 (SELASA)	PAO (LILIQ) PUSAT SEJAHTERA (WEI YIN)	BHEPA (WAKIL EN. MUKHWIM) JAB. PENDAFTAR (EN. FAIZAL / EN. KASYFI) PUSAT SEJAHTERA (EN. ANGSO)	
16 SEPT 2015 (RABU)	8.30 – 1.00 PM PAO (WAFI) JAB. PENDAFTAR (EN. SHAH)	1.00 PM – 6.00 PM PUSAT SEJAHTERA (WEI YIN) J. KESELAMATAN (EN.SIDDIK)	
17 SEPT 2015 (KHAMIS)	8.30 AM - 3.30 PM PUSAT SEJAHTERA (HADIJAH) J. KESELAMATAN (EN. RAMA)	3.30 PM – 10.00 PM J. PENDAFTAR (EN. RODIN) PAO (LILIQ/WAFI)	

1. Menguruskan bilik operasi jerebu
2. Bacaan IPU (8 am / 12 pm / 4 pm / 8 pm)
3. Perhubungan dengan J. Alam Sekitar PP dan Agensi Luar yang lain untuk mendapat maklumat terkini
4. Merekodkan semua maklumat operasi kedalam Fail Laporan (laptop)
5. Menghubungi pegawai bilik operasi sekiranya ada masalah semasa dan penyelesaian
6. Maklumat-maklumat yang ada hanya boleh dikeluarkan oleh kelulusan Pengarah Pusat Sejahtera

SOP MEMBEKALKAN MASK OLEH PUSAT SEJAHTERA & UNIT KESIHATAN KAMPUS KEJURUTERAAN (MESYUARAT JK KHAS JEREBU USM – 15 SEPTEMBER 2015)

1.	MASK N95	TINDAKAN
	<p>Bekalan mask N95 adalah kepada</p> <p>Staf Jabatan Keselamatan , Pembangunan dan Pusat Sukan yang perlu bekerja di luar bangunan</p>	<p>Surat kepada KJ untuk maklumkan jumlah staf yang memerlukan N95.</p> <p>Wakil PTJ datang mengambil di PS</p> <p>Wakil PS bekalkan kpd wakil PTJ</p> <p>Staf perlu kembalikan mask N95 yang rosak untuk di tukarkan kepada mask N95 yang baru.</p> <p>Semua akan direkodkan</p>
2.	SURGICAL MASK	TINDAKAN
	<p>Dibekalkan kepada:</p> <ol style="list-style-type: none"> 1. semua pesakit yang mempunyai masalah respiratori seperti coryza, URTI, asma, bronkitis, dll. 2. semua warga emas 3. kanak-kanak 4. ibu mengandung 5. pesakit kronik 6. Staf dan pelajar yang perlu menjalankan aktiviti luar bangunan secara kumpulan: <p>Dipohon oleh Ketua Kumpulan</p>	<p>Surgical mask akan dibekalkan oleh staf di Unit Saringan Pusat Sejahtera.</p> <p>Pesakit yang menghadapi masalah batuk di Kaunter Pendaftaran boleh dibekalkan mask oleh staf Kaunter.</p> <p>Mesyuarat pada 4 Oktober 2015, dipersetujui surgical mask dibekalkan kepada semua pelajar melalui Desa.</p>
3.	NASIHAT KEPADA SEMUA WARGA UNIVERSITI	
	<p>Semua pelajar digalakkan untuk menggunakan perkhidmatan bas berhawa dingin semasa jerebu.</p> <p>Semua staf digalakkan menggunakan kereta berhawa dingin semasa jerebu.</p>	<p>Semua Staf Pusat Sejahtera yang bertugas di mana-mana kaunter, sila ambil perhatian.</p>

USAGE OF PERSONAL PROTECTION DURING HAZE

Personal Protection

Personal protection is required when going outdoors during a haze. The appropriate protection is a device that prevents the inhaling of airborne particles causing the haze. The various protections commonly used are the surgical face mask and the respirator. Airborne particles causing haze may be as small as 2.5 microns. The use of the surgical mask will not prevent one from inhaling the small airborne particles. Therefore the recommended protection is the use of the respirator.

Use of Respirators

A respirator is a protective device worn covering the nose and mouth and is used to reduce the wearer's risk of inhaling hazardous airborne particles. Respirators work better than surgical masks as they seal better and restrict more polluted air from entering the nose and mouth. They also come with the right filter to remove fine particles found in a haze. The N95 respirator may be used as protection during the haze. The respirator filters the small airborne particles and can reduce exposure to the haze. The N95 mask is effective only if used correctly.

THE USE OF N95 MASKS INCREASES EFFORT IN BREATHING

For some people, the use of N95 mask may cause discomfort breathing, tiredness or headache. This may be due to the mask causing increased resistance to breathing, and a reduction in the volume of air breathed. For most people this is not serious however in precautions must be taken in certain categories of people.

Precautions to Using the Respirator

- Elderly people, people with lung or heart conditions
- People with claustrophobia
- People with lung diseases such as asthma or emphysema
- Women in the later stages of pregnancy
- Children

N95 mask is not suitable for pregnant women and children. Persons with chronic lung or heart conditions who feel uncomfortable when wearing the N95 masks should stop doing so and consult a doctor before carrying on.

WEARING THE N95 FACE MASK

Here are the steps to properly wear the N95 face mask :

1. Cup the mask in one hand. Leave the two straps alone but make sure they are out of the way.
2. Cover your nose and mouth with the mask, making sure it covers your nose and mouth completely, and the two straps are not in the way.
3. Take the upper strap and pull it over your head. Adjust it so that it lies above the ear.
4. Take the lower strap and pull it over your head. Adjust it so that it lies below the ear.
5. Pinch the metal strap on the top of the mask so that it conforms to the shape of your nose. This moulds the mask so that air cannot come in from the sides of your nose.
6. Breathe in and out deeply. You should not feel air coming in from the edges of the face mask. Adjust the mask until you are breathing in only through the face mask, and not from the sides. When properly fitted, breathing through the N95 face mask will take some effort.

WEARING A SURGICAL FACE MASK

To be honest, the surgical face mask isn't designed to filter air pollutants. It's really meant to catch liquid droplets and aerosol spray from the WEARER'S nose and mouth, to prevent the wearer from contaminating others. Still, it is better than nothing in the haze. To maximize its effect, this is what you can do :

1. If possible, get the plain strap version of the surgical mask. The ear loop version is easier to wear but cannot be tightened to fit the face tightly.
2. In the usual 3-ply surgical mask, the cotton filter is in the middle, with an inner water-absorbent layer and an outer water-resistant layer. However, this is of no consequence when dealing with air pollution, so it doesn't matter which way you wear it, as long as the metal strap is at the top.

Despite what people tell you, wearing the white side outwards won't block the dust (or viruses for the matter) anymore than wearing the white side on the inside will. Of course, there are good reasons why doctors wear the colored side out, but as far as the haze is concerned, it's pretty much the same thing even if you flip it.

3. When you wear the surgical mask, cover as much of nose and mouth as possible. The top should extend right up to the bridge of the nose, while the bottom should wrap under your chin or even to your neck.
4. Squeeze the metal strap at the top of the surgical mask to conform to the shape of your nose.
5. Tie the straps as tightly as possible. Optimally, you should breathe through the surgical mask, not from the sides of it.

IF YOU HAVE NOTHING

If you cannot find a face mask of any sort, don't panic. A wet face towel works just as well, if not better, than a surgical face mask. You can also wrap a wet scarf around your neck.

These cloth-based ad hoc air filters aren't very effective dry but if you wet them, they are pretty good at filtering out the pollutants in the air.