**STANDARD OPERATING PROCEDURE OF ANATOMY MUSEUM**

The anatomy museum is located in department of anatomy. Current seating capacity is at 50 students. The museum house the muscular and skeletal models of whole or selected parts of the human body such as models of arms, legs, and torso as well as ligament models of ankles, knees and elbows. These models assist in illustrating the movements of muscles, bone, ligaments and tissue.

**SAFETY PRECAUTIONS**

* **Skeletal Models**

Skeletal models are hung from a moveable base of wheels. Each model has its own considerable weight and is unstable, thus there is a tendency to topple over if moved too forcefully. Care must be taken when transporting the skeletal models around the room. Permission has to be granted if models have to be taken outside the Anatomy Laboratory. In addition, warning signs will be near the vicinity of the skeletal models to warn users of the instability and to take adequate precaution.

* **Muscular Models**

Muscular models are made up of parts that can be removed to reveal internal anatomy. These parts are held in by slots that readily drop off if held improperly. It would be advisable that these models are left on a stable surface like a flat table while working with it. Signs will be used to warn users not to lift the models too high while demonstrating since the models may drop and hurt individuals who are watching and standing close.

* **Labelling of cupboards**

All cupboards, with glass doors or metal doors or other types will be labelled to assist in identification of its contents.

* **Catalogue**

Kept the proper catalogue of different regions of museum for the understanding of specimens.