

	GTIIT_ISO file GTIIT_ISO 文件	File No.: GTIIT_EHS_06_10 文件编号：
		Rev. No.: 01 版本号：
		Effective date: 2020-04-10 生效日期：
File name 文件名	Natural disaster accidents Response Instruction 自然灾害事故处理指引	

Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
Drafted by 起草人	Xu Guangxiang 许光祥	EHS Officer		
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Approved by 批准人		Campus Safety Committee;		

Reversion records

版本历史记录

Rev. No. 版本号	Publication date 出版日期	Rev. reason/ content modified 再版原因/更改内容
01	2020-04-10	New file 新建文件

Relevant departments (select relevant departments with a “√”)

相关部门 (用√勾选相关部门)

Construction Dept. 校园建设部	√	Operation Dept. 校园运营部	√	H.R. Dept. 人力资源部	√
RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部	√	I.T. Dept. 电脑信息部	√

Relevant documents 相关文件

No 无

Distribution mode (black) 发放方式 (涂黑)

Electronic edition Paper edition

电子版 纸版

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1. Purpose 目的

GTIIT is located in Shantou City, southeast of Guangdong Province. In summer time, it is affected by tropical storms, gale and heavy rains maybe accompanied by secondary disasters such as landslides and submerged areas in underground civil air defense. At the same time, Shantou City is in the Pacific earthquake activity area. It may be affected by natural disasters such as earthquakes; if natural disaster occurs, its damage and losses will be enormous. In order to avoid or mitigate the casualties and property losses caused by natural disasters, develop this procedure to prepare the prevention measures for coping with extreme weather and natural disasters, so that school staff can understand how to deal with natural disaster incidents and avoid the second loss caused by the incident.

学校位于广东省东南部汕头市，夏季多受热带风暴、强风和暴雨影响，同时伴随着可能发生的次生灾害，如山体滑坡、地下人防区域浸水等问题；同时汕头市处于太平洋地震活动板块，可能受到地震等自然灾害影响；一旦造成自然灾害事故，其破坏和损失将十分巨大。为避免或降低因自然灾害导致本校人员伤亡、财产损失，特制定此程序以应对极端天气，做好自然灾害的预防工作，使学校教职员工能了解如何应对自然灾害事故的应急处理，合理规避次生事故造成的二次损失。

2. Scope 范围

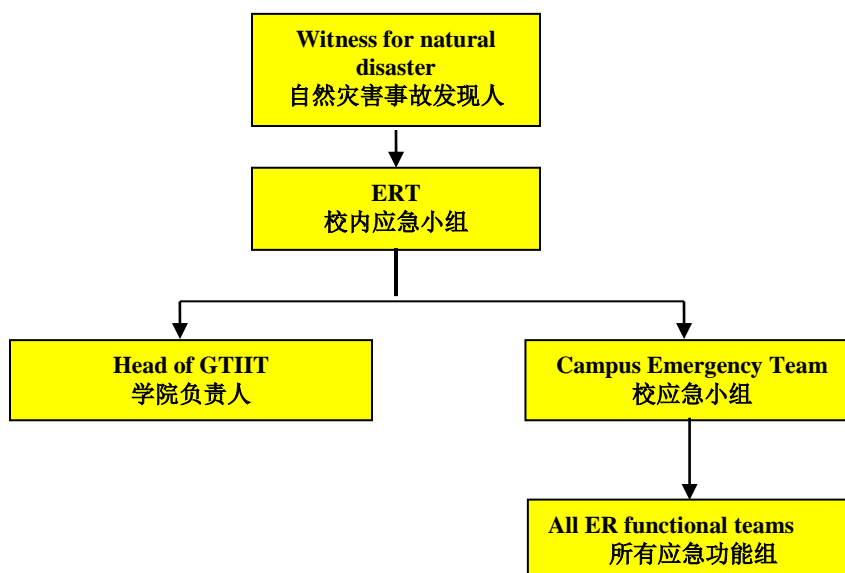
Apply natural disaster incidents that can happen in GTIIT.

适用于可能影响广东以色列理工学院的所有自然灾害事故。

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3. Reporting Process and Content of Natural disaster accidents 自然灾害事故汇报流程及内容

3.1 Reporting Process 汇报流程



3.2 Reporting Content 报告内容

Witness 目击者

Reporting content: Time/Location/Type of Natural disaster /Cause of events

报告内容：时间/地点/自然灾害类型/简单的事情经过

Natural disasters and time and place;

发生自然灾害的时间和地点；

Type of accident;

事故类型；

The range of possible impacts (accident level, location of impact, head of laboratory);

可能影响的范围（事故等级、影响位置、实验室负责人）；

The name and contact details of the reporter.

报告人的姓名和联系方式。

Campus Emergency Response Team 校应急小组

Organization evacuation to safety area.

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组织进行人员疏散至安全区域；

Report to the upper management and ERT immediately.

立即汇报上一级管理层和校应急小组。

Report to Upper management and decided to ask for external rescue (Fire Alarm 119, First Aid Call 120,

Police 110, etc.).

汇报至学校管理层，并确定是否立即报警寻求外部求援（消防 119，医疗急救 120，公安 110 等）。

4. Natural disaster accident disposal

自然灾害事故处理

4.1. Natural disaster accident handling procedure

自然灾害事故处理步骤

1. Determine the type and scale of natural disaster accidents;
确定自然灾害事故的类型及规模；
2. Timely update the natural disaster information and the possible consequences;
汇报自然灾害事故可能发生时间及可能引发的事故后果；
3. Areas may have impact should take preventive measures in advance;
对可能造成影响的区域进行加固或采取其他提前预防措施；
4. Emergency Response;
区域内应急处置
5. Area control;
区域控制；
6. Unrelated personnel evacuation (Simultaneous with on-site handling and regional control);
无关人员撤离（和现场处置、区域控制同时进行）；
7. On-site disposal after natural disasters;
自然灾害事故后现场处置；
8. Complete the relevant report.
完成相关报告。

After receiving the meteorological, earthquake and natural disaster warning signals issued by the local legal meteorological monitoring departments (including and not limited to the network,

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television, radio or higher authorities issuing notices, etc.), any concerned person of school should be informed at the first time in the event of a natural disaster.

在收到当地法定气象监测部门发出的气象、地震和自然灾害预警信号后（包括且不限于网络、电视、广播或上级主管部门下发通知等），在发现自然灾害突发次生事件发生，学校内任何人员均应在第一时间通知相关的在校教职员工及实验室主管人员。

1. Determine the type and scale of natural disaster accidents;
确定自然灾害事故的类型及规模；
 - Identify the type and level of natural disasters such as heavy rainfall, thunderstorms, typhoons, earthquakes, or its secondary disasters such as landslides, flooding of civil air defense facilities, etc.
确定自然灾害的类型及等级，如强降雨(红色预警)、雷暴(红色预警)、台风、地震、或其次生灾害如山体滑坡、人防设施浸水等；
 - Identify the responsible person of affected area;
确定区域负责人；

2. Timely update the natural disaster information and the possible consequences;
汇报自然灾害事故可能发生时间及可能引发的事故后果；
 - The person in charge of the laboratory shall determine the likely time of the natural disaster in the area and the possible consequences of the accident, and report to the upper management and school emergency response team immediately;
区域负责人确定本区域内可能发生自然灾害事故可能发生时间及可能引发的事故后果后应立即汇报上一级管理层和学校应急小组；
 - Report to the PVC of school;
随后汇报至学校校长；
 - Arrange ERT members prepare the preventive measures to those affected areas.
安排应急人员协助受影响区域落实预防措施；
 - If it is impossible to defend against natural disasters that may occur, the emergency response team should immediately report to the local administrative department responsible for emergency and fire protection for further support according to actual situation.

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如果无法对可能发生的自然灾害事故进行防御，应急小组应根据具体情况立即报告当地相关的负有应急和消防的行政管理部门寻求进一步的支援。

3. Areas may have impact should take preventive measures in advance;

对可能造成影响的区域提前采取预防措施；

- Identifies the disaster relief work in place where the natural disaster occurred.;
研究确定发生自然灾害事故发生场所救灾工作事宜；
- Inspect the conditions of buildings in the area, and tie and fasten wind-driven structures such as doors and windows, coamings, and temporary structures to properly dispose of outdoor objects that are susceptible to typhoons;
对区域内建筑物的情况进行检查，把门窗、围板、临时搭建物等易被风吹动的搭建物绑扎紧固，妥善处置易受台风影响的室外物品；
Reinforcement electrical facilities and transfer the materials in warehouses within the civil air defense system;
对人防系统内的电力设施和仓库进行加固和物品转移；
- Check the system of power supply, water supply, waste water drainage, and drainage of the flood control canal and ensure they are at good running condition;
检查供水、供电、排水及防洪渠的排水情况，并确保其处于正常运作状态；
- On-site inspections, strengthening the inspection, repair and reinforcement of external facilities such as lightning rods and warning signs, as well as internal facilities such as canopies and lines, to ensure there is not any hidden dangers and dead ends are left, before the natural disasters occurs if possible.
现场巡查，加强避雷针、警示牌等外部设施及雨棚、线路等内部设施的检查、修理和加固，确保不留隐患和死角。

4. Emergency Response

区域内应急处置

- At the scene, a medical emergency team is present. The wounded or staff members who have found casualties should report to the on-site medical emergency personnel immediately.
- If the on-site first aid team is not strong enough for the case, the ERT should request support from the external rescue resources.

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现场有医疗急救专业队伍在场，伤员或发现人员伤亡的工作人员要马上向校内医疗急救专业人员报告；

如果现场医疗急救专业队伍力量不足，则由小应急小组向外部救援力量请求支援。

- Arrange relevant learning and living, and collection and distribution of relief materials such as food, water, and clothing.
安排相关的学习、生活，做好食品、饮水、衣物等救灾物资的调集和发放工作。
- According to the needs of the disaster relief work, the application for assistance is submitted to the higher authorities.
根据救灾工作的需要，向上级主管部门提出救助申请。

5. Area control;

区域控制；

- Define a closed area based on the extent of the impact caused or likely to be caused by a natural disaster emergency;
依据自然灾害突发事件造成或可能造成的影响范围，划定封闭区域；
- Check and rescue personnel who may be stranded due to natural disasters in a closed area;
对封闭区域内逐一排查及救出可能因自然灾害突发事件而滞留的人员；
- Control the flow of people and vehicles inside and outside the school, restrict access, so as not to hinder the entry of rescue vehicles;
控制校内外人员及车辆流动，限制进出，以免妨碍救援车辆进场；
- Control the entry of unrelated personnel into the school where the natural disaster incident has occurred;
控制校园内发生自然灾害事故的场所及相关封闭区域内无关人员进入；
- Coordinating the ER functional teams in school to be standby for the ERT order;
协调学校内应急小组内各个功能小组待命，听从应急指挥调遣；
- Conduct first aid at the same time depending on the injury, and be responsible for contacting the external hospital.
同时视人员受伤情况进行现场急救，并根据需要联系医院等外部支援。

6. Unrelated personnel evacuation (Simultaneous with on-site disposal and regional control);

无关人员撤离（和现场处置、区域控制同时进行）；

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- Students, contractors and visitors who are not involved in emergency response in the area of the natural disaster accidents shall be evacuated from the lab to the muster point in accordance with the instructions of the on-site arranger or the evacuation sign;
事故区域内与应急处置无关的本校学生、外来承包商及外来参观人员等，按照现场指挥人员的指示或者根据疏散标志的指示，冷静有序撤离实验室至指定的安全区域。
- If necessary, contact your local security team to assist in the search.
如有需要，联系当地治安大队协助进行搜索。

7. On-site disposal after natural disasters;

自然灾害事故后现场处置；

- After receiving the notice of the release of the warning signal from the statutory monitoring department, a special person was thoroughly inspected, the consequences of the disaster were controlled, and the environment complied with relevant standards, resulting in the elimination of hidden dangers of secondary and derivative accidents.

收到法定监测部门预警信号解除的通知后，派专人全面彻底检查，灾害后果得以控制，环境符合有关标准，导致次生、衍生事故隐患确认已经消除。

8. Complete the relevant report.

完成相关报告。

- Investigate management deficiencies about this incident;
就事故存在的管理缺陷和漏洞进行调查；
- Develop appropriate follow-up actions
制定相应的跟进措施；
- Report the incident and publish the incident information through the whole school.
通过全校进行通报事故经过和处理情况。

4.2. 事件报告基本内容

- The name of the alarm unit, the time of occurrence of the natural disaster emergency, the location of the accident, the type of accident disaster (meteorological disaster, geological disaster, earthquake disaster), on-site disposal and control, personnel casualties, disaster relief

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work and disaster-stricken teachers and students should be stated. Contents such as living arrangements;

应讲明报警单位名称、发生自然灾害突发事件的时间、发生地点、事故灾难的类型（气象灾害、地质灾害、地震灾害）、现场处置和控制情况、人员伤亡情况、救灾工作和受灾师生生活安排情况等内容；

- On-site disposal and control, personnel casualties, etc.;
- 现场处置和控制情况、人员伤亡情况等内容；
- Provide details such as the name of the alarm person, telephone number, etc., and send people to the obvious location for guidance.
- 提供报警人姓名、电话等详细情况，并派人到明显位置进行引导。提供报警人姓名、电话等详细情况，并派人到明显位置进行引导。

About the Natural Disaster Incident report, please refer to the procedure

“GTIIT_EHS_06_09_Incidnet Report and Inspection Procedure”

事故调查和汇报请参照“GTIIT_EHS_06_09_Incidnet Report and Inspection Procedure 事故汇报及调查程序”。