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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	2020-02-10	New file 新建文件
02	2022-06-01	Regularly updated with no major changes. 定期更新，无重大变更内容。

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 and references

相关文件及参考内容

Production Safety Law of the People's Republic of China

《中华人民共和国安全生产法》

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Regulation on the Safety Management of Hazardous Chemicals

《危险化学品安全管理条例》

Chemical Safety Management Procedure

《化学品安全管理程序》

Waste Management Procedure

《废弃物管理程序》

Leakage Management Regulations

《泄漏管理规定》

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

The emergency procedure is hereby formulated to enhance the laboratory management in the Institute, nip in the bud, make sure the operation safety of the laboratory, avoid personal injury, environmental pollution, and property loss accident, and maintain normal teaching and scientific research order of the Institute.

为加强校内实验室管理工作，防患于未然，确保实验室安全运作，避免环境污染和人身及财产事故发生，维持学校正常的教学与科研秩序，特制定本应急程序。

The purpose of the Procedure is to guarantee the laboratory personnel, environmental and property safety according to the principle of “safety first and prevention first”, promote smooth work of the laboratory, and prevent relevant safety accidents. Besides, the purpose is also to have sufficient mental preparation and correct countermeasures for various disaster accidents in the laboratory, make good emergency response and scientific treatment, practically reduce and control the accident hazards, and make continuous improvement.

根据“安全第一，预防为主”的原则，保障实验室人员、环境及财产安全，促进实验室各项工作顺利开展，防范安全事故发生。对实验室发生的各类灾害事故，具有充分的思想准备和正确的应变措施，做好事故应急响应，科学处理，切实降低和控制事故危害，并有效做好持续改善工作。

2. Scope 范围

The Procedure is applicable to the management of various emergency accident responses in Guangdong Technion-Israel Institute of Technology (GTIIT).

本程序适用于广东以色列理工学院(GTIIT)内实验室的各类应急事故响应管理。

3. Responsibilities 职责

3.1 EHS Officer of the Institute Construction Department

校园建设部EHS officer

- Formulate and implement the emergency response procedure of the laboratory;
负责实验室应急响应程序的制定和推行;
- Take responsibility for laboratory emergency equipment and information management in the Institute;
负责校内实验室应急设备和信息管理;
- Manage the wastes generated by various accidents in the Institute;

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负责校内事故产生废物的管理工作；

- Track various accidents in the Institute and implement corresponding improvement measures

负责校内事故跟进和改善措施的落实；

3.2 Academic Administrator

学术管理员

- Take responsibility for related laboratory emergency equipment and information management;
负责相关实验室应急设备和信息管理；
- Manage the wastes generated by relevant laboratory accidents;
负责相关实验室事故产生废物的管理工作；
- Track various laboratory accidents and implement corresponding improvement measures;
负责相关实验室事故跟进和改善措施的落实；
- Take full responsibility for emergency rescue response for the laboratories in this discipline
全面负责本学科实验室应急救援响应工作。

3.3 Chemical Procurement Department

化学品采购部门

- Purchase relevant laboratory emergency equipment and facilities
负责实验室应急设备设施的采购；

3.4 Laboratory Director

实验室负责人

- Provide the accident hazard information;
负责提供事故危害信息；
- Assist in post laboratory safety assessment;
协助进行事后实验室安全评估；
- Manage various emergency materials and equipment in the laboratory;
负责实验室内各类应急材料和设备的管理；
- Take full responsibility for laboratory emergency rescue response in this department

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全面负责本部门实验室应急救援响应工作。

3.5 In-Institute Fire-fighting Emergency Department

校内消防应急部门

- The department professionals are responsible for relevant accident emergency, personnel evacuation and assistance in the Institute accident emergency.
部门专业人员负责校内相关事故应急、人员撤离和协助学校事故应急所需工作。

4. Terminology

术语

- Chemicals: all chemical goods in the Institute, including chemicals, finished products, chemical reagents, chemicals used for maintenance, sanitation, and hygiene of relevant facilities and equipment in the Institute and other chemical substances causing environmental impacts.
化学品：指学校内所有的化学物品，包括化学品、成品、化学试剂、校园设备设施维护保养和清洁卫生时所使用的化学品以及其他能对环境造成影响的化学物质。
- MSDS: Material Safety Data Sheet
MSDS：物料安全数据/化学品安全技术说明书
- EHS: Environment, Health, and Safety
EHS：职业健康安全环保

5.0 Flow 流程

5.1 Institutional Framework and Assignment of Responsibility of the In-Institute

Laboratory Emergency Command Group

校内实验室应急指挥小组组织机构与职责分工

- (I) Institutional framework: GTIIT Laboratory Safety Emergency Leading Group
(hereinafter referred to as “the Leading Group”)
组织机构：广东以色列理工学院实验室安全应急领导小组

No.	Function of the Leading Group	Person in charge 负责人	Agent 代理人
(II)	1. Emergency Commander-in-chief 应急总指挥	Vice President in Charge of Scientific Research and Teaching 主管科研、教学的副校长	File No.: GTIIT_EHS_06_01 文件编号: Rev. No.: 02 版本号: Effective date: 2022-08-01 生效日期: Director of the Institute 校园运营部总监
	2. Field emergency coordinator 现场应急协调	EHS Director EHS 主管	On-duty fire-fighting principal 当值消防负责人
	3. Fire-fighting emergency group 消防应急组	Fire-fighting principal 消防负责人	On-duty fire-fighting principal 当值消防负责人
	4. Chemical leakage treatment group 化学品泄漏处理组	Laboratory Manager 实验室管理员	Laboratory Instructor 实验室教员
	5. Emergency rescue team 急救救援组	School Doctors or Nurses 校医	On-duty school Doctors or Nurses 当值校医
	6. Information contact group 信息联络小组	Member of the Institute Construction Department 校园建设部成员	On-duty member of the Institute Construction Department 当值校园建设部成员

Responsibilities and division of labor

职责与分工

1. Emergency Commander-in-chief (Leader of the Leading Group):

应急总指挥（领导小组组长）：

Formulate the laboratory safety protection guidelines, plan the construction of safety facilities in the laboratory, and organize the implementation of scientific management;
制定实验室安全防护指导方针，规划对实验室的安全设施建设、组织实施科学管理。

Upon the occurrence of a laboratory safety accident, make a decision and command, call all staff together, and make comprehensive deployment
在实验室安全事件发生时，决策指挥，调动人员，全面部署。

2. Emergency working group:

应急工作小组：

Persist in the principle of “prevention first” and “the person in charge shall take responsibility”, implement hierarchical management, and divide specific work to specific personnel;

坚持“预防为主”和“谁主管谁负责”原则，实行逐级管理，分工落实到岗到人。

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The people in charge of various scientific research laboratories serve as the first responsible person for accident emergency response and handling, and all staff in the laboratory as the responsible person for accident handling.

各科研实验室负责人为事故应急响应及处置第一负责人，实验室全体人员为事故处置的责任人。

Upon the occurrence of a sudden accident, various emergency groups in the Institute shall make immediate emergency response to slight accident under the guidance of Emergency Commander-in-chief.

突发事故发生时，应急总指挥指导下，校内各应急小组立即进行轻微事故的应急响应。

When the accident upgrades, various emergency groups in the Institute shall assist the external rescue teams for accident response under the guidance of Emergency Commander-in-chief.

事故升级时，校内各应急小组在应急总指挥指导下，协助外部救援队伍进行事故响应。

3. The Laboratory Construction Management Department in the Institute serves as the competent department for laboratory accident emergency response.

学校实验室建设管理部为实验室事故应急响应主管部门。

5.2 Emergency Response Principle

应急处置原则

Quick, accurate and effective rescue, prevent the accident from spreading and upgrading;

救援工作要迅速、准确和有效，防止事故蔓延升级；

Persist in the principle of “unified commanding, hierarchical responsibility and regional orientation”, and combine unit self-rescue with social rescue;

贯彻统一指挥、分级负责、区域为主、单位自救与社会救援相结合；

Persist in the rescue principle of “save people first and then objects, and save lives first and then treatment”

先救人后救物、先救生命后疗伤的救援原则。

5.3 Emergency Measures

应急措施

(I) Fire Prevention and Emergency

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火灾预防和应急

- Smoking is prohibited in the laboratory. All heating tools shall be used in strict accordance with the operating instructions. Before leaving the laboratory, it needs to inspect whether the tap water is closed and whether the power supply is cut off.
实验室内严禁吸烟，使用一切加热工具均应严格遵守操作规程，离开实验室时应检查是否关上自来水和切断电源。
- Open flame is prohibited during transfer, sub-package or use of combustible liquids and when dissolving other substances. Ignition (if necessary) shall be performed in the fuming cupboard. It needs to ventilate first, so as to discharge combustible stream (according to the operating requirements of the chemical fuming cupboard).
转移，分装或使用易燃性液体，溶解其他物质时，附近不能有明火。若需点火，应在通风橱中进行，且先进行排风，使可燃性蒸汽排出（按化学品通风橱操作要求进行）。
- Residual sodium, potassium, white phosphorus, and other combustibles, as well as oxidant, KMnO_4 , KClO_3 , Na_2O_2 and other extremely combustible and volatile articles, cannot be discarded at random, so as to prevent a fire.
对于实验用剩的钠，钾，白磷等易燃物、氧化剂 KMnO_4 ， KClO_3 ， Na_2O_2 等极易燃易挥发的物品禁止随便丢弃，防止发生火灾。
- Once a fire takes place, cut off the fire source and the power supply quickly and calmly, and take effective extinguishing measures as soon as possible. Water and sandy soil are the most commonly used extinguishing materials.
一旦发生火灾，一定要迅速而冷静地先行切断火源和电源，并尽快采取有效的灭火措施。水和沙土是最常用的灭火材料。
General extinguishing tools: fire extinguisher and wet quilt; fill water with bucket, wash basin and other containers for fire extinguishing
一般的灭火使用器具:灭火器，湿棉被及利用水桶、脸盆等容器盛装水进行灭火。
- Relevant workers in the laboratory shall quickly report to the Laboratory Safety Construction Management Office, and evacuate the students to leave the scene.
实验室工作人员应迅速报告学校实验室安全建设管理办公室，同时组织疏散学生离开现场。

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If it is necessary to call the police according to the fire intensity, report to the Fire Command Center (Tel: 8807 7110) by phone (119) or mobile phone; content of reporting:

根据火势情况如需报警立即就近用电话（电话 119）或手机报告消防指挥中心（电话 8807 7110），报告内容为:

".....A fire takes place at (insert the address). Please rush to the scene for fire extinguishing". Hang up after the other party asks for related information.

".....（火灾地址）发生火灾，请迅速前来扑救"，待对方问完相关情况后方可挂断电话。

6. Primary task for a fire accident: guarantee the personal safety!

火灾事故首要任务：保障人员安全！

The fire shall be extinguished on the premise of making sure no personal injury. At the same time, students cannot take part in fire extinguishing.

扑救要在确保人员不受伤害的前提下进行，同时不得组织学生参加灭火。

(II) Emergency Response Plan for Combustible and Explosive Gas Leakage

易燃易爆气体泄漏应急处置预案

- 1、In case of combustible and explosive gas leakage in the laboratory, cut off the gas source of the gas cylinder immediately, open the windows for ventilation, evacuate the students to a safe place, and prohibit to turn on/off the electric appliances in the gas leakage laboratory;

如发生实验室内易燃易爆气体泄漏，应立即切断气瓶供气源，打开实验室窗户通风，疏散学生离开实验室到安全的地方，禁止开关泄漏气体实验室的电器。

- 2、The emergency fire brigade in the Institute shall assist in fire rescue and notify the external fire-fighting units for extinguishing assistance (fire-fighting Tel: 119).

校内应急消防队协助就行火灾救援，并通知外部消防单位协助灭火(消防电话 119)。

- 3、In case of an explosion or a fire accident, the school infirmary shall assign ambulance, send the injured to the infirmary for rescue at the quickest speed, and confirm whether it needs to send to a professional hospital nearby for treatment according to the injury condition.

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如果发生爆炸或火灾事故，由校医院派救护车，以最快的速度将伤者护送至校医院进行抢救，并根据受伤情况确定送就近专业医院救治。

(III) Emergency Response Plan for Hazardous Chemical Accident

危险化学品事故应急处置预案

- 1、 If acid, alkali or other corrosive drugs are splashed on the body by accident in the experimental process or when cleaning the experimental wastes (if the eyes are injured, do not rub with hand), rinse immediately with lots of clean water and gentle neutralizer;
实验过程中或清理实验废物时，若不慎将酸，碱或其它腐蚀性药品溅在身上（若眼睛受到伤害时，切勿用手揉搓），立即用大量的清水进行冲洗，并进行温和的中和剂进行冲洗。

- 2、 The laboratory administrator shall provide relevant MSDSs, and determine correct treatment methods.

实验室管理员立即提供相关的化学品 MSDS，确定正确且针对性的处理方法。

Neutralize with soda (for acid substances) or boric acid (for alkaline substances)

用苏打（针对酸性物质）或硼酸（针对碱性物质）进行中和。

At the same time, report to the on-duty doctor in the school infirmary; the responsible person shall determine whether it needs to send the injured to the hospital according to the injury severity.

同时，向校医院值班医生报告，负责人视情况伤者情况严重程度确定是否需将其送院就医。

- 3、 When leakage of lots of chlorine or ammonia gas causes severe contamination to the surrounding environment and seriously threatens the personal safety, the field personnel shall wear the gas mask and evacuate from the site quickly.

当大量氯气或氨气泄漏，给周围环境造成严重污染，严重威胁人身安全，现场人员应迅速戴上防毒面具撤离现场。

The slight poisoning personnel of chlorine shall take antidote of paregoric, and provide the cold moist compress method at the chest. The seriously poisoned personnel shall take oxygen.

受氯气轻微中毒者口服复方樟脑酊解毒，并在胸部用冷湿敷法救护，中毒较重者应吸氧。

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For the seriously poisoned personnel (such as coma), dial the external medical rescue call (namely 120) immediately, and implement CPR (cardiopulmonary resuscitation) till professional rescue personnel rush to the site for treatment

严重者如已昏迷者，应立即拨打外部医疗救援 120 急救，并实施心肺复苏至外部专业医疗救助到场治疗。

(IV) **Emergency Response Plan for Highly Toxic Chemical Poisoning**

剧毒药品中毒应急响应预案

- 1、Upon the occurrence of a poisoning accident of highly toxic chemical, the laboratory administrator shall provide MSDS of related chemical immediately, and determine a correct treatment method.

当发生剧毒药品中毒事件时，实验室管理员立即提供相关的化学品 MSDS，确定正确且针对性的处理方法。

- 2、In case of highly toxic gas inhalation poisoning, open the window for immediate ventilation, and evacuate the students from the laboratory to a safe place; the school infirmary shall assign ambulance, send the injured to the infirmary for rescue at the quickest speed, and confirm whether it needs to send to the affiliated hospital for treatment according to the severity of poisoning.

如发生剧毒气体吸入性中毒，应马上打开窗户通风，并疏散学生离开实验室到安全的地方，由校医院派救护车，以最快的速度将伤者护送到校医院抢救，并根据中毒严重程度再联系送附属医院救治。

- 3、In case of poisoning by eating highly toxic substance, take a proper treatment method according to the poison category; for corrosive articles (acid and base), drink lots of water, and then take milk or egg white; for other poisons, promote emesis, inject milk and then send to the hospital for treatment

如发生剧毒物经口中毒，应根据毒物种类采取适当处理方法，酸碱类腐蚀物品先大量饮水，再服用牛奶或蛋清，其他毒物先行催吐后再灌入牛奶，然后送医院救治。

- 4、In case of poisoning of highly toxic substance via skin, wash the contact skin with clean water immediately, and take a proper treatment method according to the poison category; for corrosive articles (acid and base), drink lots of water, and then take milk or egg white; for other poisons, promote emesis, inject milk and then send to the hospital for treatment

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如发生剧毒物经皮肤中毒，应立即使用清水冲洗接触皮肤，且根据毒物种类采取适当处理方法，酸碱类腐蚀物品先大量饮水，再服用牛奶或蛋清，其他毒物先行催吐后再灌入牛奶，然后送医院救治。

(V) **Emergency Response Plan for Laboratory Bio-safety**

实验室生物安全突发事件应急响应预案

1. In case of a biological infection incident, the laboratory administrator shall provide the information about the probable pathogenic biological sample immediately, report to the school management, and select to close or block relevant laboratories and experimental areas according to the hazard rating and the influence range of laboratory bio-safety incident.

当发生生物感染事件时，实验室管理员应立即提供可能致病生物样本信息，并汇报学校管理层根据实验室生物安全事件危害程度，影响范围，选择封闭或封锁相关实验室和实验区。

2. Infection source control: report on the spot the present patients affected by the laboratory bio-safety incident, and send from the “green channel” to the fixed-point hospital for treatment

传染源控制对于受到实验室生物安全事件影响的现症病人实行就地报告，通过“绿色通道”，送至实验室人员感染救治的定点医院。

3. Send the suspected patients and the contacted to the hospital for observation; The high-exposure crowds in the incident shall take medicine for prevention, remained for examination, and be subject to medical observation or isolation.

对于疑似病人和接触者进行入院观察。对于事件中的高暴露人群根据实际情况进行预防性服药、留检、医学观察或隔离。

4. Personnel evacuation: If lots of or extremely toxic pathogenic microorganisms and poisonous and harmful chemical reagents are lost and there are signs that the public health will be severely endangered, the case may be reported to the government to cancel the assembly activity, and take necessary measures for shutdown, closure and personnel evacuation.

人员疏散：出现大量或毒性极大的病原微生物和有毒有害化学试剂丢失、并有迹象出现严重危害公众健康事件时，可报请政府取消集会性活动，采取必要的停工、停业、停课和人员疏散措施。

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5. The infection source, route of transmission and exposure factors shall be investigated within the probable scope of affection.
在可能手事故波及的范围内，开展疑似病例的搜索，开展传染源、传播途径及暴露因素的调查。
6. The proved microorganism pathogeny, bio toxin, and articles polluted by poisonous and harmful chemicals shall be sealed and destroyed. Public drinking water source and other utilities shall be sealed in emergency.
对于查明的微生物病原、生物毒素以及有毒有害化学品污染的物品要对其进行封存和销毁，紧急封闭公共饮用水源等公众共用设施。
7. All polluted sites and articles (including laboratory) shall be disinfected. Refer to the *Technical Specification for Disinfection* for specific method.
对受到污染实验室等所有场所、物品等进行消毒处理，具体方法参照《消毒技术规范》。
8. Protection of susceptible population: take emergency inoculation, preventive dosing, group protection and other measures for susceptible population and other groups easy to be damaged
保护易感人群：对易受感染人群和其他易受损害人群采取紧急接种、预防性投药、群体防护等。
9. Propaganda and education of hygienic knowledge: offer special hygienic knowledge propaganda and education based on the nature of specific incident
卫生知识宣教：针对事件性质，开展特异性卫生知识宣教。
10. Elimination of psychological disorder and mental stress of regional people: take different measures for settlement, such as publicity, education and psychological counseling
消除区域民众心理障碍和精神应激 采取宣传教育、心理咨询等方式针对性解决。

(VI) Prevention and Emergency Response Plan for Electric Shock Accident

触电事故预防及应急预案

- 1、During operation, it is not allowed to contact the electric appliance with wet hands and wet the electric appliance. If the electric appliance gets wet by accident, it cannot be used before getting dry.
操作时，不能用湿手接触电器，也不可把电器弄湿，若不小心弄湿了，应等干燥后再用；

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- 2、 In case of an electric shock accident, it needs to cut off the power supply or unplug the power cord first. If it's too late to cut off the power supply, the electric wire can be teased with insulating materials (e.g. stick or plastic rod) instead of metal, wet objects or other conductive articles.

若出现触电事故，应先切断电源或拔下电源插头；若来不及切断电源，可用绝缘物（木棍或塑料棍）挑开电线，不可用金属、潮湿的东西或其它导电物品挑电线；

- 3、 Before cutting off the power supply, it is not allowed to touch the person getting an electric shock.

在未切断电源之前，切不可用触碰触电者；

- 4、 Upon the occurrence of an electric shock accident, it needs to notify the Institute electrician for timely treatment, seek for immediate rescue, and report to other related departments in the Institute.

发生触电事故时，应立即通知学校电工处置，应及时寻求救援、实施救护，同时报告学校相关部门；

- 5、 In case of shock for the person getting an electric shock, implement CPR till the professional medical assistance team arrives at the scene for treatment

若触电者出现休克现象，要立即进行心肺复苏至外部专业医疗救助到场治疗；

- 6、 After the person getting an electric shock gets rid of the electric leakage environment, it needs to analyze the degree of electric leakage. If it is relatively serious, cut off the power supply, and command the students to leave the scene

触电人员脱离漏电环境后，分析漏电的程度，如果较为严重，在切断电源后，并指挥学生离开现场。

No matter when and where, upon the occurrence of an accident endangering the laboratory safety, environment or occupational health, it needs to call the police quickly and accurately according to the severity of the accident, take timely measures for self-rescue and mutual rescue, correctly and effectively evacuate irrelevant personnel, and avoid greater personal injuries.

无论在何时何地，当危害实验室安全、环境或职业健康事故发生时，均应根据事故的严重程度，迅速、准确地报警，并及时采取自救、互救措施，正确有效的疏散无关人员，避免对人员造成更大伤害。

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In case of a serious accident, it needs to report to relevant departments in the Institute, and call the police immediately.

Tel of Laboratory Safety Office: 8807 7079;

theft & robbery Tel: 110;

fire alarm Tel: 119;

emergency medical aid Tel: 120

发生严重事故时，立即报告学校有关部门同时报警。

实验室安全办公室电话：8807 7079，

盗抢警电话 110，

火灾报警电话 119，

医疗急救电话 120。

The Plan shall be implemented by the laboratories in various disciplines. All laboratory workers must implement in strict accordance with relevant provisions in the Plan. Various units shall formulate a practical and feasible emergency plan for this laboratory according to the actual situation.

本预案由各学科实验室组织落实，全体实验室工作人员必须严格按照本预案的规定实施，各单位要根据实际情况制订本实验室切实可行的应急预案。

The people involving dereliction of duty and malfeasance in the accident rescue will be punished according to relevant provisions. It constitutes a crime; relevant people will be investigated for criminal responsibility.

凡在事故救援中，有失职，渎职行为的，将按照有关规定给予处罚，构成犯罪的将追究刑事责任。

6.0 Attachments

附件