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|  | GTIIT_ISO file GTIIT_ISO 文件 | File No.: GTIIT_EHS_06_08 文件编号: |
| | | Rev. No.: 02 版本号: |
| | | Effective date: 2022-08-01 生效日期: |
| File name 文件名 | Highly Toxic Chemical Security Response Instruction 剧毒物品安保事件处理指引 | |

Approval process

审批过程

| | Name 姓名 | Title 职务 | Signature 签名 | Date 日期 |
|--------------------|---|---|-----------------|------------|
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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 | 2020-04-01 | 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 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 ☐

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电子版



纸版



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1. Purpose 目的

On-campus experiments involve the use of highly toxic substances as experimental raw materials. Once the highly toxic items are lost and not treated in time, the environment and people will be greatly harmed. Develop this procedure, the laboratory personnel understand how to deal with the emergency treatment of the loss of highly toxic items, to avoid accidents.

校内实验会涉及使用剧毒物品作为实验原辅料，一旦剧毒物品丢失，且未得到及时处理会造成环境和人的极大伤害。制定此程序，实验室人员了解如何应对剧毒物品丢失应急处理，避免事故发生。

2. Scope 范围

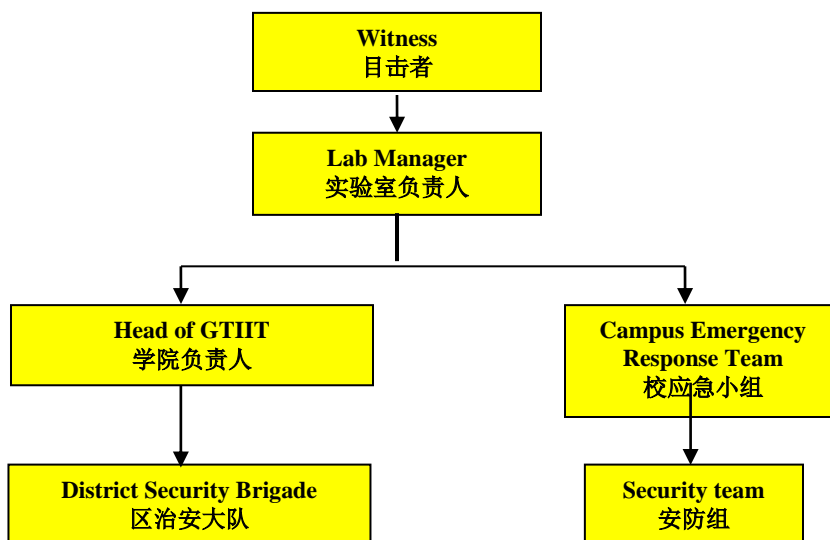
Apply to any highly toxic chemical security cases in GTIIT.

适用于广东以色列理工学院内所有剧毒化学品安防事故。

3. Reporting Process and Content of highly toxic chemical security cases

剧毒化学品安防事故汇报流程及内容

3.1 Reporting Process 汇报流程



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3.2 Reporting Content 报告内容

Witness 目击者

Reporting content: Time/Location/Type of material/Cause of events

报告内容：时间/地点/物料类型/简单的事情经过

Location where and when the event happened 发生地点和时间

Type of the event and material 事故类型/物料类型

Item status (lost quantity, laboratory location, lab manager)

物品情况（丢失数量、实验室位置、实验室负责人）

The name of reporter and contact way 报告人的姓名和联系方式

Lab Manager 实验室负责人

Report to the upper management and Campus Emergency Response Team immediately.

立即汇报上一级管理层和校应急小组；

Campus Emergency Response Team 校应急小组：

Organize personnel and vehicle access control;

组织进行人员及车辆进出控制；

Conduct school investigations;

进行学校内排查；

Upper management decided to ask for external rescue (Police 110 or Jinping District Security Brigade etc.)

学校管理层立即报警寻求外部求援 (公安 110 或金平区治安大队 等)

4. Highly toxic chemical security accident handling 剧毒化学品安防事故处理

4.1. Highly toxic chemical security accident handling steps 剧毒化学品安防事故处理步骤

1. Identify missing item information;

确定丢失物品信息；

2. Report the accident;

汇报事故经过；

3. Area control

区域控制；

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4. Check and search;

检查搜索;

5. Determine the target;

确定目标;

6. Eliminate potential accidents;

消除事故隐患;

7. Complete incident report

完成相关报告

Anyone in the laboratory should be informed of the faculty or laboratory supervisor present at the first time after the incident of the security of the laboratory toxic chemicals is discovered.

在发现实验室剧毒化学品安保失窃事件发生后，实验室内任何人员均应在第一时间告知在场的教职员工或实验室主管人员。

1. Identify missing item information 确定丢失物品信息;

- Determine the specific location and time of loss of highly toxic chemicals, such as laboratory locations; find lost time
确定丢失剧毒化学品的具体位置、时间，如实验室地点；发现丢失时间;
- Identify the types and specific information on the loss of highly toxic chemicals, such as pathways that may be disseminated based on the characteristics of the drug;
确定丢失剧毒化学品种类和具体信息，例如根据剧毒品特性可能散播的途径等;
- Identify the person in charge of the laboratory or area, and the relevant responsible person information;
确定实验室或区域负责人，以及相关负责人信息;
- Determine if any abnormal poisoning events have occurred in the school.
确定校内是否已有任何异常毒害事件发生。

2. Report the accident 汇报事故经过;

- Lab Manager shall report to the upper management and the school emergency team immediately after determining the loss of the drug;


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实验室负责人确定剧毒品丢失后应立即汇报上一级管理层和校应急小组；

- Then report to the subject person in charge;
随后汇报至学科负责人；
- Immediately report to the police station police station and district security teams, as well as relevant local emergency management departments such as security supervision and environmental protection;
立即汇报派出所驻校警务室和区治安大队，以及当地相关的应急管理部门，如安监及环保；

3.Area control 区域控制；

- After receiving the information on the loss of drugs, the school emergency team immediately organized an emergency response team, each of which was on the scene of the blockade accident, and sent a special person to supervise the care;
校应急小组在收到剧毒品丢失信息后，立即组织应急小组，各施其职封锁事故现场，派专人进行监督看护；
- Laboratories in the event of security theft of highly toxic chemicals should immediately stop all equipment operations and carry out regional control.
发生剧毒化学品安保失窃事件的实验室应立即停止一切设备操作，进行区域控制。
- Block campuses and various facilities and areas that affect public safety, such as laboratories, restaurants, landscape pools, living pools, etc.;
封锁校园和各个会影响公共安全的设施、区域，如：实验室，餐厅，景观水池，生活水池等公共区域；
- Control the flow of personnel and vehicles inside and outside the school, and restrict access;
控制校内外人员及车辆流动，限制进出；
- Control the entry and exit of individual personnel who may be poisoned;
控制各个可能投毒的区域人员进出；
- Coordinate the various functional teams in the emergency response team within the school (except the security team) to stand by and listen to the emergency command dispatch;

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协调学校内应急小组内各个功能小组（除安防小组外）待命，听从应急指挥调遣；

- At the same time, according to the injury situation, on-site first aid, and is responsible for contacting the hospital and other work.
同时视受伤情况进行现场急救，并负责联系医院等工作。

4. Check and search 检查搜索；

- Transfer out surveillance videos from all over the school, search for lost items, and identify suspect targets;
调出校内各处监控视频，搜索物品丢失情况，确定嫌疑目标人物；
- Contact the local security team to assist in the search;
联系当地治安大队协助进行搜索；
- If necessary, evacuate personnel in areas affected by highly toxic chemicals and evacuate them to other safe areas in the school for inspection;
如有必要，对可能收剧毒化学品影响区域内的人员进行有序撤离，并撤离至校内其他安全区域等待检查；

5. Determine the goal 确定目标；

- Determine the flow of highly toxic chemicals by examining and searching for relevant videos and access control information;
通过检查和搜索相关视频和门禁信息确定剧毒化学品流向；
- The public security organs and on-campus security assisted in locking the target.
由公安机关和校内安保协助锁定目标。

6. Eliminate potential accidents 消除事故隐患；

- The stolen highly toxic chemicals are retrieved jointly by the public security organs and the school security;
由公安机关和校内安保协同取回失窃的剧毒化学品；
- The relevant highly toxic items will be sealed to the strict control warehouse in the school for temporary management;
将相关的剧毒物品至校内严控仓库进行封存，暂管；

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- If a poisoning has occurred, control and deal with the effects of poisoning to ensure that the damage to personnel and the environment is minimized.
如已发生投毒案，则对投毒相关的影响进行控制和处理，确保最大程度降低对人员和环境的伤害。

7.Complete incident report 完成相关报告

- Investigate management deficiencies and vulnerabilities in the accident;
就事故存在的管理缺陷和漏洞进行调查；
- Formulate corresponding follow-up measures to eliminate similar accidents;
制定相应的跟进措施，杜绝同类事故发生；
- The entire school is notified of the accident and handling of the accident.
并通过全校进行通报事故经过和处理情况。

4.2. Basic content of the accident report 事故报告基本内容：

- The name of the alarm unit, the time of the accident, the location of the theft, and the type of accident (type and quantity of highly toxic chemicals) should be specified.
应详细说明报警单位名称、发现事故的时间、发生失窃的地点、事故的类型（剧毒化学品的种类和数量）；
- 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；
- Treatment of highly toxic chemicals;
剧毒化学品处理情况；
- Provide details such as the name of the alarm person, telephone, 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；
- The root cause of the accident and the corresponding control follow-up measures;
事故的根本原因和相应的控制跟进措施；
- Education and training of personnel.
人员的教育和培训情况。

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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”。