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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	2020-02-02	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

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 电子版 ☒ 纸版 ☐

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1. Purpose 目的

Specify the requirements for fire prevention and emergency facility equipment management when a fire occurs.

规定对火灾的预防及发生火灾时所采取的应急设施设备管理要求。

2. Scope 范围

The provisions of this document apply to fire safety management within the GTIIT.

本文件规定适用于广东以色列理工院校内的消防安全管理工作。

3. Responsibility 职责

Fire Service maintenance unit 消防维保单位:

- Carry out regular inspection and maintenance of fire protection equipment and facilities to ensure that all fire protection equipment in the school is in good condition;
进行消防设备设施的定期检查和维修，确保校内所有消防设备处于良好状态；
- When there is an abnormality in the equipment, report it to the relevant person in charge of the school operation department in time, and propose rectification or emergency measures;
设备存在异常情况时，及时汇报学校运营部相关负责人，同时提出整改或应急措施；
- Regularly submit inspection and maintenance records of fire protection facilities and equipment on campus.
定期提交校内消防设备设施的检查和维保记录。

Operation Department Fire Department 运营部消防负责部门:

- Responsible for following up on the fire protection equipment and facilities in the school to ensure that the system is in good operating condition and deal with abnormal situations in time;
负责跟进校内消防设备设施情况，确保系统处于良好运行状态，对异常情况给予及时处理；

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- Responsible for communication and communication with relevant government departments, timely communication between the school situation and regional fire safety management departments
负责政府相关部门的沟通联系，及时沟通校内情况与区域消防安全管理部门；
- Provide appropriate personnel and resources every year to ensure the normal operation of the fire protection system.
每年提供相应的人员和资源确保消防系统的正常运作。

EHS Office EHS办公室:

- Responsible for monitoring the operation status of emergency facilities and equipment in the school.
负责监督校内应急设施设备的运行状态。

4. Terminology 术语

4.1. Fire facilities 消防设施

Alarm systems, emergency lighting, portable fire extinguishers, hydrants, fire pumps, sprinkler systems, etc.
报警系统、紧急照明、手提式灭火器、消火栓、消防泵、喷淋水系统等。

4.2. Small fire 小型火灾

The fire has a small scope, a small fire, will not cause an explosion, and will not affect the community.
火灾范围小、火势小、不会引起爆炸、不会对社区产生影响。

4.3. Large fire 大型火灾

The fire has a large scope and a large fire, which can cause an explosion, generate toxic gases at high temperatures, and threaten communities.
火灾范围大、火势大、会引起爆炸、高温时产生有毒气体、对社区造成威胁。

5. Process 流程

5.1. Prevention 预防

5.1.1. Confirmation of fire-fighting major parts and dangers 消防重点部位及危险性确认

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- The EHS office should assist the heads of various departments and laboratories to confirm the fire characteristics of key parts of the school and take precautionary measures. ("Fire Risk Factor Assessment")

EHS办公室应协助各个部门和实验室负责人确认学校各重点部位的火灾特性，作好预防措施。（“火灾危险因素评估”）

- The EHS office needs to sort out the key fire protection layout maps of all parts of the school, mark the corresponding fire severity in the map, and update it regularly.

EHS办公室需要整理校内各部位消防重点布置图，并在图中标注相应的火灾严重性，定期更新。

5.1.2. Volunteer firefighters and personnel training on campus 校内义务消防队员和人员培训

- Firefighters should receive two trainings each year, including the use of fire protection facilities; (see "Staff Training Records")

每年消防队员应接受二次培训，培训包括消防设施的使用；（参见“员工培训记录”）

- Licensed firefighters should participate in external training on a regular basis and pass the examination and hold the certificate;

持证消防队员应定期参加外部培训，并通过考核持证；

- The fire control center operator must hold a certificate and ensure that no less than two certificated operators in each shift monitor the fire control system;

消防控制中心操作人员必须持证，并确保每班不得低于两个持证操作人员进行监控消防控制系统；

- Each laboratory of the school shall organize or participate in the fire evacuation or fire extinguisher operation drill arranged within the school and no less than once a year;

学校各实验室每年应组织或参与校内安排的且不少于一次的消防疏散或灭火器操作演练；

- The person in charge of the laboratory must participate in fire drills no less than once a year, and lead laboratory personnel to be familiar with the specific locations and requirements of various emergency facilities and equipment;

实验室负责人每年必须参与不少于一次的消防实操演练，带领实验室人员熟悉各类应急设施设备具体位置和使用要求；

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- Organize a fire brigade among employees and ensure that each department has firefighters. (See "School Firefighters List")
在员工中组织一支消防队伍，并确保每一部门均有消防队员。（参见“校园消防队员名单”）

5.1.3. Fire system layout 消防系统布置

- All laboratory emergency exits should be equipped with obvious fire signs;
所有实验室紧急出口应配备明显的消防标识;
- The laboratory should be equipped with an escape evacuation map at this level, which clearly identifies key information such as the location of various emergency facilities and equipment and the current personnel location;
实验室应配备该层的逃生疏散图，图中明确各类应急设施设备位置和当前人员位置等关键信息;
- Emergency exits should be kept unobstructed, and areas outside exits should also be kept unobstructed;
紧急出口应保持畅通无阻，出口外的区域也应保持畅通;
- The fire department of the operation department shall be responsible for the "emergency meeting point distribution map" of each laboratory and key locations, and post it to the prominent locations. (See "Emergency Rendezvous Map").
运营部负责消防人员应负责各实验室和关键位置的“紧急集合点分布图”，并张贴到各显要位置。（参见“紧急集合点分布图”）。

5.2. System operation and maintenance 系统运行及维护

- All fire-fighting equipment points should be clearly marked;
所有消防灭火设备点应设有明显标志;
- Ensure that all access to the alarm point should be kept clear;
确保所有通向报警点的通道应保持畅通;
- The campus operation department entrusts external units to regularly inspect, test and maintain all facilities and equipment of the fire protection system to ensure that the system is in good operating condition and deal with abnormal situations in a timely manner;
校园运营部委托外单位对消防系统所有设施设备进行定期检查、测试和维护，确保系统处于良好运行状态，对异常情况给予及时处理;

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- The abnormal situation of the fire fighting equipment cannot be repaired in time. It needs to be reported to the operation and school administrative management level, and the corresponding preventive measures must be formulated;
消防设备存在异常情况无法及时修复，需要上报运营及学校行政管理层级，并制定相应的备选预防措施；
- The campus operations department shall regularly maintain and maintain records of fire protection facilities. (See "Firefighting Facilities Inspection Record")
校园运营部应定期进行消防设施的维护并保留记录。（参见“消防设施检查记录”）

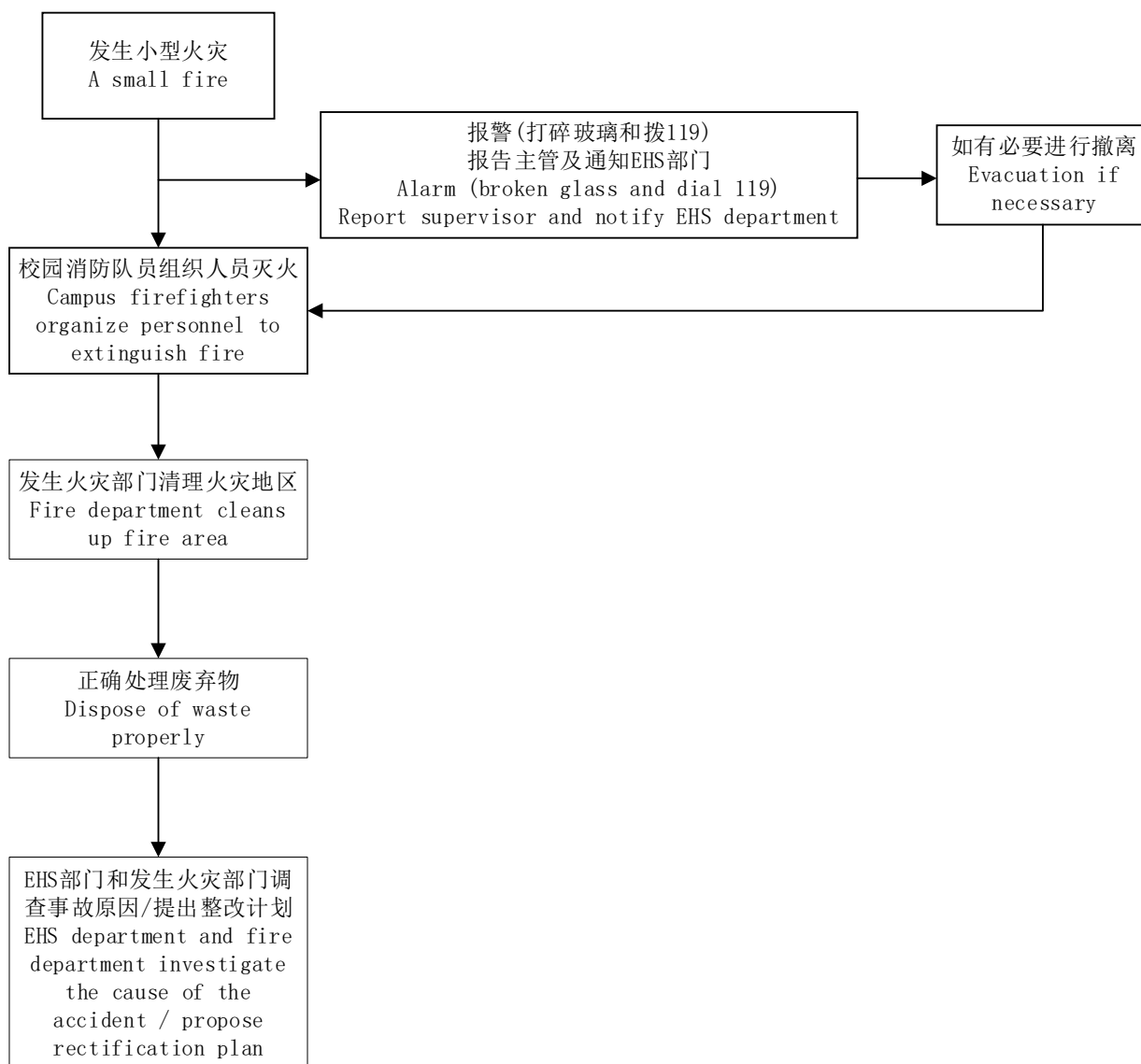
5.3. Fire emergency measures 消防应变措施

- For emergency actions during a fire, please refer to Annex 1 "Small Fire Emergency Measures" and Annex 2 "Large Fire Emergency Measures".
火灾时的应急行动时，所采取的应急行动参见附件1“小型火灾应急措施”和附件2“大型火灾应急措施”。
- The operation department is responsible for the fire department should organize at least two fire emergency operations drills (that is, every semester) every year, such as using fire extinguishers, emergency evacuation, etc. Exercises with fire departments and hospitals if necessary.
运营部负责消防部门应每年至少组织不少于两次的火灾应急行动的演习（即每学期一次），如使用灭火器，紧急撤离等。必要时与消防部门、医院等联合演习。
- After extinguishing the fire, collect the firefighting water, collect the waste water as much as possible into the experimental waste water emergency pool in the school, and monitor the waste water. If it reaches the discharge standard, it is allowed to discharge, otherwise it needs to be discharged after treatment to avoid contaminating soil and groundwater.
灭火后，对消防水进行收集，将废水尽可能收集到校内实验废水应急水池内，对废水进行监测，若达到排放标准则允许排放，否则需进行处理后达标排放，以避免污染土壤和地下水。
- All fire incidents should be investigated and reported, and records kept.
应对所有火灾事故进行调查和汇报，并保存记录。

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6. Annex 附件

6.1. "Small Fire Emergency Measures" 《小型火灾应急措施》



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6.2. "Large Fire Emergency Measures" 《大型火灾应急措施》

