Approval process

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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	√

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Relevant documents 相关文件

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1. Purpose 目的

On-campus experiments involve the use of flammable, explosive, and combustible substances. Once these materials get fire, and they are not treated in time, that can cause fires or even explosions that will affect people, environment and property etc. Developing this procedure is for lab personnel fully understand how to deal with the emergency case such as the initial fire incident and how to avoid incidental spreading.

校内实验会涉及使用易燃、易爆、可燃物品作为实验原辅料，一旦易燃、易爆、可燃物品满足火灾三要素的条件，且未得到及时处理会引发火灾甚至是爆炸事故，对人员、环境和财产造成极大伤害。制定此程序，实验室人员应完全了解如何应对初期火灾事件的应急处理，避免事故扩大发生。
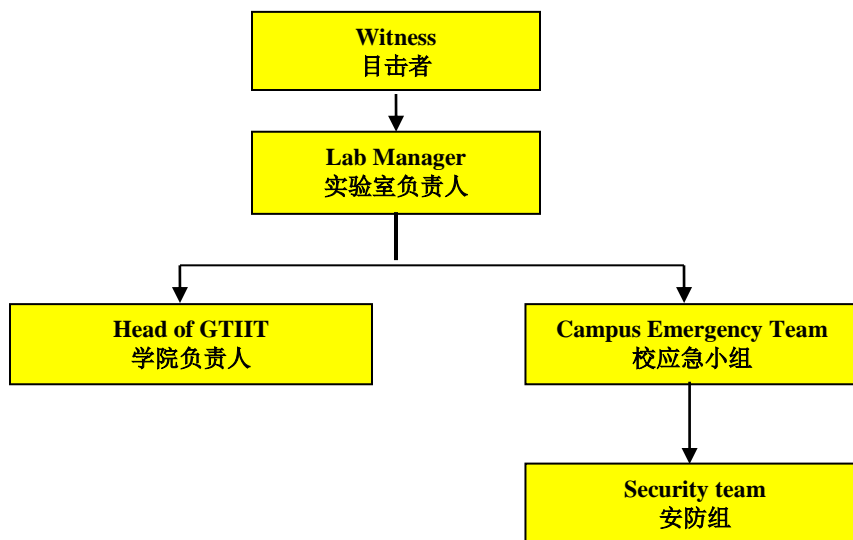
2. Scope 范围

Apply to all initial fire incident cases in teaching building, research building, and core facilities in GTIIT.

适用于广东以色列理工学院教学实验室、科研实验室及其辅助设施、场所内所有初期火灾事件。

3. Reporting Process and Content of Initial Fire Incident 初期火灾事件汇报流程及内容

3.1 Reporting Process 汇报流程

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         ┌─────────────────┐
         │    Witness      │
         │     目击者       │
         └────────┬────────┘
                  ↓
         ┌─────────────────┐
         │  Lab Manager    │
         │  实验室负责人      │
         └────────┬────────┘
            ┌─────┴───────────────────┐
            ↓                         ↓
   ┌─────────────────┐      ┌──────────────────────┐
   │  Head of GTIIT  │      │ Campus Emergency Team │
   │   学院负责人      │      │     校应急小组          │
   └─────────────────┘      └──────────┬───────────┘
                                       ↓
                            ┌──────────────────────┐
                            │   Security team       │
                            │     安防组             │
                            └──────────────────────┘
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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;
  发生地点和时间；
- Type of the fire and material;
  事故类型/物料类型；
- Situation of fire, injury (scale, lab and fire position, lab manager);
  物品情况（火灾规模、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 ERT immediately.
  立即汇报上一级管理层和校应急小组；
- Organize people in lab evacuate to muster point.
  组织进行人员疏散至紧急集合点。

Campus Emergency Response Team 校应急小组

- Organize evacuation of personnel;
  进行现场救援及灭火
- Perform on-site residual fire source;
  If ERT cannot put out the fire, it needs to request external professional support;
  灭火后检查残留火源或者无法进行灭火时，请示汇报应急小组组长请求外部支援；
- Upper management decided to ask for external rescue (Fire Alarm 119, First Aid Call 120, Police 110, etc.).
  学校管理层立即报警寻求外部求援 (消防 119，医疗急救 120，公安 110 等)。

4. **Initial fire incident disposal 初期火灾事件处理**

4.1.Initial fire incident handling procedure 初期火灾事件**处理步骤**

1. Determine the location, type and scale of the initial fire;

   确定初期火灾位置、类型及规模；

2. Report the initial fire time and the discovery;

   汇报初期火灾地点、着火物类型、着火时间等事故信息；

3. Extinguish the fire

   现场灭火

4. Area control

   区域控制；

5. Unrelated person evacuates

   无关人员撤离；

6. Check for residual sources of ignition

   排查残留火源；

7. Complete incident report

   完成相关报告。

When there are signs of fire in lab (including, but not limited to, the presence of smoke, high temperature of flammable materials or odors after burning, visible flames, etc.), any person in lab should inform the lab tutor or lab manager immediately. Trigger the fire alarm at the nearest place.

在发现实验室有起火迹象（包括且不限于出现烟雾、可燃物高温或燃烧后发出的异味、明火等），实验室内任何人员均应第一时间告知在场的实验室教员或实验室负责人，并可触发最近处的火警手动报警按钮进行火灾报警。

1. Determine the location, type and scale of the initial fire

   确定初期火灾位置、类型及规模

   - Determine the specific location, type and size of the initial fire.

     确定初期火灾的具体位置、类型及规模，如实验室具体位置发现起的火迹象；

   - Confirm the type and specific information of the initial fire, such as whether it is caused by flammable or explosive substances in the lab, or caused by ordinary combustibles；

确定初期火灾的种类和具体信息，例如根据着火物品确定火灾类型，是否是实验室内的易燃、易爆物质引起，或者是普通可燃物引起等；

- Identify the lab manager or area, and the relevant information;
  确定实验室或区域负责人，以及相关信息；
- Determining whether the fire will spread to other area in this building (the fire can spread to the neighbor and to the upper or lower area).
  确定实验室内是否有火灾蔓延的可能或条件（因贴临、上下实验室发生火灾造成火势蔓延）发生。

2. Report the initial fire time and the discovery 汇报初期火灾时间及发现经过

- Lab Manager shall report to the upper management and school emergency response team immediately after discovering the initial fire in lab;
  实验室负责人确定本实验室内发生初期火灾后，立即汇报上一级管理层和校应急小组；
- Report to the program head;
  随后汇报至学科负责人；
- Arrange onsite unconcerned person to evacuate to muster point
  安排现场人员进行疏散至安全集合点；
- If ERT cannot put out the fire or out of control, it must immediately report to the local fire brigade, and the local emergency response team for external support.
  如果无法进行扑灭，应急小组应立即报告消防机构，以及当地相关的负有应急和消防的行政管理部门到校支援。

3. Extinguish the fire 现场灭火

- When discovering fire, the person can use the fire extinguishers nearby, or seek assistance from those familiar with fire equipment using in lab.
  发现火情人员可使用就近灭火器进行灭火，或寻求实验室内熟悉灭火设备的人员进行协助灭火；
- On-site emergency rescue personnel can use a portable dry powder fire extinguisher to stand on the wind up to 2m and spray the fire to the root of the fire.

现场应急救援人员可就近取用手提式干粉灭火器站在上风向，距离火源 2 至 3m 处对准火苗根部喷射灭火剂灭火；

- If equipped with suspending dry powder fire extinguisher, when the fire continues to spread, the indoor temperature in the fire space will rise rapidly. When arriving the setting temperature 68 °C, the glass ball of the suspended dry powder fire extinguisher at the top of the ceiling will be broken due to liquid expansion. A large amount of dry powder fire extinguishing agent will be sprayed out under the driving gas nitrogen to automatically extinguish the fire. At this time, it should be combined with a multi-purpose dry powder fire extinguisher to extinguish the fire.

- 当有设置的悬挂式干粉灭火器场所，如果火势继续扩大，着火空间内的室内温度迅速上升，当达到设定动作温度 68C°时，会触发天花板顶部的悬挂式干粉灭火器玻璃球因液体膨胀破碎，大量干粉灭火剂在驱动气体氮气推动下喷出进行自动灭火，此时应结合多具手提式干粉灭火器同时进行灭火，此时灭火效果较佳。

4. Area control 区域控制

- After receiving the report about initial fire time in lab, the ERT will organize the area control and dispatch a rescue team to the site for fire and evacuation;
  校应急小组在收到实验室发生初期火灾时间的信息后，立即组织应急小组，各施其职封锁事故现场，派专人协助灭火，以及现场疏散；

- The laboratory in which the initial fire event occurs should immediately stop all equipment operations and perform area control;
  发生火灾的实验室必须立即停止所有工作，进行区域控制，防止无关人员进入。

- Cut off the power switch of the ignition equipment in the laboratory where the fire event occurred or the total power switch of the laboratory. If there is no access to the laboratory power switch due to the fire on site, other means should be taken to inform the relevant personnel to cut off the laboratory. The power switch of the upper level;
  切断初期火灾事件的实验室内着火设备的电源开关或者该实验室的总电源开关，如因现场火势造成无法靠近该实验室电源开关处时，应采取其他方式通知相关人员切断该实验室上一级的电源开关；

- Control the flow of people and vehicles inside and outside the school, restrict access, so as not to hinder the entry of fire-fighting vehicles;

控制校内外人员及车辆流动，限制进出，以免妨碍消防车辆进场；

- Control the entry of unrelated personnel into the lab where the initial fire has occurred;
  控制发生初期火灾事件实验室及相关封闭区域内无关人员进入；

- Coordinating the various 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。

5. Unrelated personnel evacuation 无关人员撤离（和灭火、区域控制同时进行）

- Students, contractors and visitors who are not involved in emergency response in the area of the initial fire incident shall be evacuated from the lab to the muster point in accordance with the instructions of the on-site arranger or the evacuation sign;
  发生初期火灾事件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；

6. Check for residual sources of ignition 排查是否存在残留火源

- The fire brigade and the school security cooperate go to the fire site to check whether there are residual fire sources such as smoldering and persistent heating materials;
  由消防机关和校内安保协同进入火灾时间现场，排查是否存有阴燃、持续发热物质等残留火源；

- Put out or remove residual fire sources such as smoldering and persistent heating substances to a safe place.
  对发现阴燃、持续发热物质等残留火源，应及时处理或移至安全位置。

7.Complete incident report 完成相关报告

- Investigate management deficiencies about this incident;
  就事故存在的管理缺陷进行调查；

- Develop appropriate follow-up measures to eliminate similar incidents;
  制定相应的跟进措施，杜绝同类事故发生；

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- 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，使全校人员得到相应的培训。

4.2.**Event Report Basics 事件报告基本内容**

- The name of the alarm unit, the time of the incident, the location of the fire, the type of fire (the type and quantity of the burning substance), the development and spread of the fire situation, the control situation, and the casualty's information of the person should be stated;
  应讲明报警单位名称、发现事故的时间、发生火灾的地点、事故的类型（燃烧物质的种类和数量）、火势情发展和蔓延情况、现场处置和控制情况、人员伤亡情况等内容；

- 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；

- On-site treatment of the initial fire time;
  初期火灾时间现场处理情况；

- 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。

- 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。

About the 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"。