HKUST(GZ)
Emergency, Alert and Response System
(EARS) Guidelines

香港科技大学（广州）紧急警报及应急程序指引

2023 Edition
二〇二三 年版

健康、安全及环境处
Department of Health Safety and Environment
The Hong Kong University of Science and Technology (Guangzhou)

Issue Date:Sep, 2023

HKUST(GZ) Emergency Procedures

Please read through these emergency procedures immediately and keep this brochure handy for future reference. **DON'T WAIT UNTIL THERE IS AN EMERGENCY.**

Priority

Adhere to the following priorities when encountering an emergency:

1. Personal Safety - Yours and Others

2. Protect University Property

3. Preserve Academic Programs

Important Phone Numbers

Reporting All Campus Emergency, Security Control Centre	8833 0110
Enquiry of security matters	8833 0110
Enquiry of safety matters	8833 9099

When calling for help, always give:

- Location of the accident
- The nature and severity of the accident, e.g. how many persons are injured, how serious is the injury, extent of property damage, any gas leakage etc.
- Your name and location

CONTENTS

(I) Typhoon and Rainstorm Warning & Precautions

1. General Requirements

1.1 Pay close attention to meteorological disaster warning signals issued by provincial and municipal meteorological authorities; in accordance with the relevant requirements of Provisions on The Issuance of Early Warning Signals of Meteorological Disasters in Guangdong Province, faculty, staff and students of all departments should be organized to make good defense and emergency preparation for meteorological disasters according to the early warning signals of different levels.

1.2 Generally, if the rainstorm red warning signal, typhoon yellow warning signal or above is received, all faculty, staff and students without specific responsibilities should go home or return to the dormitory as soon as possible; if it is difficult to travel due to heavy rain, stay on campus until it is safe to leave.

2. Contact Information

For any emergency consultation and support, the Security Control Center can be reached at 8833 0110.

3. Safety Precautions

3.1 If the warning signal of rainstorm or typhoon is received, all personnel must always keep alert, take proper measures.

3.2 Before the storm and typhoon, faculty, staff and students in office, classroom, laboratory, and dormitory should,

- Make sure all windows and doors are closed/locked.
- Large windward glass should be reinforced with adhesive tape (if necessary).
- Secure items that can easily be blown away or move them indoors.
- Pay attention to places of water may leakage and accumulation and take corresponding preparation measures.

- Remove computers and equipment near windows or move equipment off the ground to avoid damage due to windows leaking or flooding.
- Completely turn off computers in the workplace, desktop appliances and laboratory equipment, and stop all unattended and dangerous operations.
- Take other preparatory measures to ensure the safety of individuals, colleagues, students, and school property.

3.3 Before the storm and typhoon, responsible person of campus buildings, roads and peripheral areas should,

- Secure all easily blown away objects or move them into buildings.
- Clear the debris at the drainage outlet or nearby ditches of roads and buildings to ensure smooth flow and set strainers to prevent debris from blocking.
- Outdoor information boards, signs, road cones, etc., should be reinforced or moved into the rooms.
- Outdoor wires and cables should be properly reinforced or power off.
- Pay attention to possible seepage and flooding areas and take preventive measures.

3.4 Before rainstorm and typhoon, laboratories and warehouses that use and store hazardous chemicals shall implement flood and lightning prevention measures, and transfer substances and mixtures which, in contact with water, emits flammable gases.

3.5 Before the rainstorm and typhoon, a comprehensive inspection and maintenance should be carried out on the vehicles. It is strictly forbidden to use faulty vehicles, overloading and speeding are prohibited. For the areas or roads with low visibility or the road is slippery caused by precipitation weather, the vehicles running should be stopped, or should shift time to ensure driving safety.

3.6 During rainstorms and typhoons, people should stay in robust and safe houses, away from outdoor billboards, scaffolding, temporary houses, plank houses, etc., and do not take shelter under trees, telephone pole, and tower cranes. Once the indoor water, should immediately turn off the power, beware of electrical leakage.

(II) Emergency & Safety Management Procedures

1. Emergency Preparedness

PREVENTION is the key to avoiding accidents. Prevention is also the essence of our safety training. However, accidents can still happen. Major accidents may lead to emergencies which threaten human lives and university property. The idea of EMERGENCY PREPAREDNESS is to help everyone to prepare for such situations to minimize personal injury and property damage.

1.1 It Is Everyone's Responsibility

Supervisors are responsible for establishing safe procedures and providing protective equipment, on-the-job safety training and information needed in hazardous works. They must instruct their staff and students about the hazards, the safety precautions, and the actions to take in case of an accident, which may include general procedures as published below and specific ones tailored for special work places or operations. Drills should also be periodically organized by supervisors to keep concerned students and employees familiar with the proper execution of emergency procedures.

Employees and students are required to learn and understand the hazards they work with and to follow all necessary precautions. He/she should also report any unsafe or hazardous condition in the area to the supervisor and/or HSE. In case of an accident, the employee or student should act to protect him/herself and others in the area.

1.2 Be Prepared for Fire

- Do not tamper with any fire detection or fire fighting devices.
- Do not block fire escape routes.
- Keep all fire doors closed.
- Know the escape routes in your environment.
- Know the locations of break glass fire alarm buttons and fire fighting equipment, and make sure they are easily accessible.

- Know the designated assembly points.
- Learn to use fire fighting equipment.
- For laboratory or special work areas, develop emergency closure down procedures for processes which may create hazards when unattended.

For more information on Fire Safety, see Chapter 6 of *HKUST(GZ) Safety Manual*.

1.3 Be Prepared for Injury

- Learn first-aid.
- Make sure first-aid kits, including specific antidotes if applicable, are well always stocked at all times.
- Learn how to use the antidotes if hydrofluoric acid or cyanide is used.
- Laboratory users should know the location of emergency shower and eyewash, and make sure they are easily accessible.

1.4 Be Prepared for Laboratory Emergency

- Know the chemicals you use by referring to Safety Data Sheets (SDS) which provides information on the physical, chemical, and toxicological properties of a chemical and procedures for handling, spills, fire, and disposal. If SDS are not available or if the manufacturer's SDS lacks information needed for safe use of the material, request assistance from HSE.
- Plan your operation or experiment carefully, taking into consideration the hazardous properties of materials involved. Also think about what to do if something goes wrong in the process. Stock appropriate spill control materials, personal protection equipment, first aid materials, and antidotes.
- Get proper training. The procedures below make reference to "significant amounts of hazardous materials and performing certain actions" if it is safe to do so" or not doing something "if it is unsafe to do so." These are judgement calls. A large quantity of low toxicity material may be safe to handle, while a small amount of highly toxic substance may be significantly hazardous. In order to make the correct "call", you must have prior knowledge

concerning the potential hazards of the materials, operations and proper control measures; have participated in hands-on safety training and emergency drills; and be confident enough in that knowledge and training to make the judgement call.

- Know the locations of the Emergency Ventilation button affecting your laboratory, the fire alarm button, firefighting equipment, spill control materials, personal protective equipment, and first aid kit.
- BE CONSERVATIVE if you have doubts or reservations about whether or not "it is safe/unsafe to do so". Always take the conservative approach (e.g. sound the alarm, exit the lab and leave clean-up or other response action to the emergency response team).

2. General Emergency Procedures

2.1 Fire and Evacuation

When you hear the fire alarm,

- Leave the building by the nearest available exit. Do not stop to collect belongings
- Do not reenter the building until advised that it is safe to do so.

In case of fire evacuation,

- Remain calm, Walk, do not run, especially when travelling on staircases.
- Immediately leave the building and go to the designated assembly point using the nearest exit.
- Try to help those who may have difficulty travelling such as disabled and pregnant persons.
- DO NOT USE THE LIFTS.
- Report to your Departmental Safety Officer or Supervisor at the designated assembly point as far as practicable.
- Do not return to the building until permission is given by Security Control Centre in charge at the scene.

If you discover a fire,

- Activate the fire alarm by pressing the fire alarm button.
- Report to Security Control Centre by dialing 8833 0110.
- Alert other people.
- If SAFE to do so, try to put out the fire using firefighting equipment.
- DO NOT take any personal risk. If the fire gets beyond your control, evacuate immediately by following the evacuation procedures.
- Close the door of the room on fire.

If your clothing is on fire,

- DO NOT RUN.

- Drop to the floor and roll your body to extinguish the fire.
- If a fire blanket is available, wrap around your body to smother the fire.

Fire Fighting Equipment,

- Water from the hose reels is good for wood, paper or structural fires. But NOT for oil, electrical or metal fires.
- The most common fire extinguishers in laboratories is the carbon dioxide type which are good for general purposes, including oil and/or electrical fires.
- Some laboratories have dry powder fire extinguishers which are good for chemical and/or metal fires.
- Sand (lab buckets) can be used to contain flammable liquid as well as put out a fire, including metal fires.
- Fire blankets can be used when someone's clothing catches fire.

2.2 Injury and Illness

When someone is injured or ill,

- Call Security Control Centre by dialing 8833 0110.
- Call for Community Emergency Service directly by dialing 120 if the situation is urgent or serious and inform Security Control Centre subsequently.
- DO NOT conduct a rescue operation unless you know for sure how to perform it properly and know the situation is safe. A poorly executed rescue operation may endanger the rescuers when, for example, the victim is inside a room filled with toxic gas or is still in contact with live electricity.
- DO NOT move an injured person, especially when there are signs of spinal injury or fracture, unless it is necessary to do so for safety reasons.
- Keep the injured or ill person comfortable, warm, and lying down.
- Give first-aid treatment if necessary.
    i. Acid and alkali burns--flush with running water; use an emergency shower if necessary. Do not attempt to neutralize.
    ii. Heat or cold burns--flush with cold water.
    iii. Chemical in eyes--flush eyes with emergency eyewash.
    iv. Major bleeding--press direct pressure to the wound using a clean cloth. Avoid contamination by blood and bodily fluid of the injured.
    v. Toxic gas inhalation--expose to fresh air.
    vi. Hydrofluoric acid exposure--flush with water and apply antidote immediately.
    vii. Cyanide exposure--use antidote immediately.

2.3 Lift Entrapment

Remember not to use the lift when there is a fire.

- If you are trapped in a lift,
- Remain calm.
- Press the alarm button in the lift.
- Communicate through the intercom unit which connects directly to Security Control Centre.
- Never try to force open the lift door or get out through the access hole at the ceiling of the lift car. Such attempts may result in fatal accidents or serious injuries.
- Be patient and wait for help.

2.4 Electrical Shock

Remember: Electric shock may immobilize a person and stop their breathing. Delay in rescue and resuscitation may be fatal to the injured.

- Isolate the electricity
    i. Low voltage (220V): Immediately turn off the electricity. If this is not practicable, pull or push the casualty clear of electrical contact using dry non-conducting materials such as wooden broomstick, wooden chair, rope, plastic, or rubber or push the electrical source away from the casualty, whichever is easier. DO NOT use metal or anything moist and DO NOT touch the casualty if he is in contact with the live power.
    ii. High voltage: Wait until the electricity is turned off.
- Call Security Control Center 8833 0110.
- Call for Community Emergency Services (Ambulance Service) directly by dialing 120 if the situation is urgent or serious.
- Keep the injured comfortable, warm, and lying down.
- DO NOT conduct rescue operation unless you know for sure how to perform a proper rescue or you know the situation is safe. Careless rescue operation may endanger the rescuer(s) and the casualty.

2.5 Crime Reporting Procedure

Be alert and report any criminal case, e.g., theft, vandalism, assault, burglary, etc. To Security Control Centre by dialing 8833 0110. If immediate help is required, please call Community Emergency Services 110.

3. Laboratory Emergency Procedures

3.1 Hazardous Materials Spill

The following emergency procedures are intended to provide general guidelines for spills which involve significant amounts of hazardous materials. These are general procedures. Supervisors should provide employees and students with further lab-specific instructions.

Hazardous Materials Spill Response Principles

- GET AWAY
- ALERT OTHERS
- GET HELP
- SEAL OFF THE AREA

3.2 Chemical Spill & Personnel Exposure

Chemical Spill

- Alert co-workers.
- If safe to do so,
  i. confine the spill with appropriate materials,
  ii. turn off from a remote location all heat/ignition sources if flammable vapor is involved.
- Press the Emergency Ventilation button (do not activate this button in case of fire).
- Inform Security Control Centre by dialing 8833 0110 from a safe location.
- Evacuate everyone in the affected area. Leave contaminated clothing or articles behind and close the door.
- Erect chemical spill warning sign outside the entrance to prevent others from entering the room.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight and help to prevent entry to the laboratory.
- If conditions allow, stay to assist the emergency response team.

Personnel Exposure

Persons contaminated by hazardous chemicals should go through decontamination as soon as they arrive at a safe location.

- Treat any injury first. First-aiders should protect themselves against contamination with hazardous chemicals and blood or bodily fluids from injured person.
- Remove any other suspected contaminated clothing or articles, seal in a plastic bag and label if possible.
- Wash contaminated skin area with water and detergent. Avoid aerosol generation (e.g., scrubbing with brush).
- If eyes have been contaminated, flush with water at least 15 minutes.
- Immediately seek medical attention.

3.3 Radioactive Material Spill & Personnel Exposure

Radioactive Material Spill

- Alert co-workers.
- If safe to do so, confine the spill with appropriate materials.
- DO NOT activate Emergency Ventilation UNLESS radioactive gas or vapor (e.g. Iodine-125) is involved.
- Inform Security Control Centre by dialing 8833 0110.
- Evacuate everyone in the room. Leave contaminated clothing or articles behind and close the door.
- Erect warning sign outside the entrance to prevent others from entering the room.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight and help to prevent entry to the laboratory.
- If conditions allow, stay to assist the emergency response team.

Personnel Exposure

Persons contaminated by radioactive material should go through decontamination as soon as they arrive at a safe location.

- Treat any injury first. First-aiders should protect themselves against contamination with hazardous chemicals and blood or bodily fluids from injured person.
- Remove any other suspected contaminated clothing or articles, seal in a plastic bag and label if possible.
- Wash contaminated skin area with water and detergent. Avoid aerosol generation (e.g., scrubbing with brush).
- If eyes have been contaminated, flush with water at least 15 minutes.
- Immediately seek medical attention.

3.4 Biohazard Material Spill & Personnel Exposure

Biohazard Material Spill

- Alert co-workers.
- If safe to do so, contain the spill with appropriate material.
- If the spill occurs in a biosafety cabinet, leave the unit on.
- Evacuate everyone in the affected area. Leave contaminated clothing or articles behind and close the door.
- Inform Security Control Centre by dialing 8833 0110 from a safe location.
- Erect warning sign outside the entrance to prevent others from entering the room.
- If possible, post yourself at a safe distance from the laboratory while keeping the entrance or access routes in sight and help to prevent entry to the laboratory.
- If conditions allow, stay to assist the emergency response team.

Personnel Exposure

Any person contaminated by the biohazardous material should go through decontamination as soon as they arrive at a safe location.

- Treat any injury first. First-aiders should protect themselves against contamination with biohazardous material and blood or bodily fluids from injured person.
- Remove any other suspected contaminated clothing or articles, seal in a plastic bag and label if possible.
- Wash contaminated skin area with water, appropriate disinfectant, and soap.
- If eyes have been contaminated, flush with water at least 15 minutes.
- Immediately seek medical attention.

香港科技大学（广州）

紧急警报及应急程序指引

出版日期：二〇二三年九月

香港科技大学（广州）

紧急警报及应急程序指引

请及时阅览这些应急程序，并保留随时参考。

切勿在发生紧急事故时方才阅览。

重要事项优先次序

遭遇紧急事故时，应以下列优先次序应变：

1. 保护个人安全，即本身安全及他人安全

2. 保护大学财物

3. 保存学术资料

重要电话号码

报告校园内突发事故，联系保安控制中心	8833 0110
保安事宜咨询，联系保安控制中心	8833 0110
一般安全事宜咨询，联系健康、安全及环境处	8833 9099

致电求援时，应说明：

- 意外发生的地点
- 意外的情况及严重程度，例如多少人受伤、伤势、财物损毁程度、是否泄漏气体等
- 您的姓名和所在位置

目 录

一、台风暴雨提醒及防御指南

1. 总则

1.1 应密切关注省市气象主管部门发布的气象灾害预警信号；依照《广东省气象灾害预警信号发布规定》的有关要求，根据不同级别的预警信号，组织做好气象灾害的防御和应急准备。

1.2 一般情况下，如接到暴雨红色预警信号、台风黄色、橙色及红色预警信号，学校应停课，所有没有具体职责的教职员及学生应尽快回家或返回宿舍；如遇到暴雨不便出行，应留在校园内，直至安全后离开。

2. 联系信息

对于任何紧急情况的咨询和支持，可以联系保安控制中心8833 0110。

3. 安全防御指南

3.1 当接到暴雨台风预警信号时，必须时刻保持警惕，做好暴雨台风防御措施。

3.2 暴雨台风来临前，办公室、教室、实验室及宿舍人员应：

- 确保所有窗户和门紧闭或锁好；
- 迎风的大幅玻璃须用胶带加固（如有必要）；
- 容易被吹走的物品要确保固定或把这些物品移到室内；
- 注意有可能漏水和积水的地方，并采取相应准备措施。
- 靠窗的电脑和设备要做好防护，以避免因窗户漏水或水浸时被破坏；
- 关闭工作场所的电脑、实验室的仪器设备等；如必要，停止所有无人值守的危险操作；
- 采取其他有助于确保个人、同事、学生及学校财产安全的准备措施。

3.3 暴雨台风来临前，校园楼宇、道路及外围区域负责和工作人员应：

- 牢固固定所有容易被吹走的物体或将其移到室内；
- 清理园区道路及建筑物楼顶的排水口或其附近水沟杂物，确保通畅，并设置防止杂物堵塞的滤网；
- 室外的信息牌、指示牌、警示锥等应加固或将其移到室内；
- 室外的电线、电缆应适当加固或者断电；
- 留意可能出现渗水及水浸的地方，并采取预防措施。

3.4 暴雨台风前，使用、储存危险化学品的实验室、仓库要落实防涝防雷措施，严格安全管控，及时转移遇湿易燃易爆危险化学品。

3.5 暴雨台风前，要对车辆进行一次全面排查和检修，严禁带故障上路，严禁超员、超速，对因降水天气导致能见度低、路面湿滑的地区或路段要及时采取停止运行或错时运行的方式，确保车辆运行安全。

3.6 暴雨台风期间，人员尽量留在坚固安全的房屋内避险，远离户外广告牌、棚架、铁皮屋、板房等，切勿在树下、电杆下、塔吊下躲避。室内一旦进水，应立即关闭电源，谨防漏电。

二、紧急情况及安全管理程序

1. 应急准备

预防是避免事故发生的关键，亦是安全培训的要素。然而，事故仍有机会发生。严重意外引发的紧急事故，可能危害到人身安全和大学的财物。

“应急准备”这个概念，就是帮助所有人为紧急事故做好准备，把个人损伤和财物损毁的程度减至最低。

1.1 人人有责

主管人员应针对有危险性的工作，制定安全程序，并提供所需的防护用品、安全培训和有关资料。主管人员必须向其下属及学生说明各项潜在危险、安全措施，以及发生意外时应采取的应变程序。采取的步骤应包括一般程序，以及为特殊工作地点或计划而特别制定的程序。主管人员还应定期组织演习，使学生和雇员熟悉这些紧急应变程序。

雇员和学生要学习和认识工作中涉及的潜在危险，并遵从一切预防措施。他还应向主管人员或健康、安全及环境处报告工作地点的任何不安全的或危险情况。如果发生意外，雇员和学生应采取行动，保护自己及在场的其他人员。

1.2 火警应急准备

- 切勿乱动任何火警探测或灭火装置。
- 切勿堵塞消防逃生通道。
- 保持所有常闭式防火门关闭。
- 熟知周围的消防逃生通道。
- 熟知火警警报按钮及灭火器具的位置，确保可迅速使用。
- 熟知指定的紧急集合地点。
- 学习使用灭火器材。
- 在实验室或特殊工作地点，为无人看顾下可造成危险的操作制定紧急关闭程序。

更多有关消防安全的资料，请参阅《香港科技大学（广州）安全手册》第 6 章。

1.3 损伤应急准备

- 学习急救知识和技能。
- 确保急救药物器具准备充足，有需要的话要包括特别的解毒剂。
- 如果学习或工作中需要使用氢氟酸或氰化物，须学习使用解毒剂的方法。
- 在实验室内的人员应知悉最近的紧急冲淋和洗眼装置的地点。

1.4 实验室紧急事件应急准备

- 认识所使用的化学品，可以参考化学品安全技术说明书（SDS）。化学品安全技术说明书列明了化学品的物理、化学和毒理性质，以及在处理、泄漏、着火和弃置方面的程序。如未能找到所需的化学品安全技术说明书、制造商的物品安全资料也没有列明所使用化学品的安全使用资料，可寻求健康、安全及环境处（HSE）协助。
- 谨慎地计划操作或实验，考虑所使用物品的潜在危险性。此外，须设想如果发生意外应如何处理。事前要准备适当的泄漏控制物品、个人保护用品、急救物品、解毒剂等。
- 接受适当培训。本文提到“大量危险品”“如果情况安全”应采取某些行动，或者“如果不安全”不要采取某些行动等，这些指示都需要当事人做出判断。大量低毒性的物品或许能安全地处理，而少量高毒性的物品或许存在很高的危险性。为了能够做出适当的判断，您必须事前认识所使用物品的潜在危险性、操作程序和正确的控制措施。你也应参加安全实操培训和应急演练，并对自己的知识和技能抱有信心，以便做出明智判断。

- 熟知实验室内紧急通风按钮、火警警报按钮、灭火器具、泄漏控制物品、个人保护用品、急救箱等的所在位置。
- 采取保守做法。如果对某种做法是否安全有怀疑或顾虑，最好采取保守做法（例如拉响警报，离开实验室，并把清理实验室或其他应急工作交给紧急应变小组）。

2. 一般应急程序

2.1 火警和紧急疏散

当听见火警警报：

- 从最近的消防安全通道紧急撤离所在建筑，不要停下来收集个人物品。
- 在接到建筑物已恢复安全通知之前，禁止返回。

当需要撤离时：

- 保持镇定。以步行速度疏散，切勿奔跑，尤其不要在楼梯奔跑。
- 立即离开大楼，使用最近的出口前往指定的集合点。
- 尽量帮助那些可能在疏散中有困难的人，如残疾人和孕妇。
- **切勿乘坐电梯。**
- 尽可能在指定的集合地点向部门安全管理人员或现场主管人员报到。
- 未经现场保安控制中心的消防人员许可之前，切勿返回大楼。

发现火情：

- 按下火灾报警器按钮，启动警报。
- 拨打电话 8833 0110，向保安控制中心报告。
- 通知他人。
- 如果安全的话，尝试使用灭火器灭火。
- 不可冒险。如果火势不能控制，立即依照紧急撤离程序离开现场。
- 离开时关上起火房间的门。

如果衣服着火：

- 切勿奔跑。

- 躺在地上通过滚动身体来灭火。
- 如果现场有灭火毯，用它把您的身体裹起来，使火熄灭。

消防灭火器材：

- 消防水管喷出的水宜扑灭木材或纸张起火及建筑物起火，但不适宜扑灭油类、电器及金属起火。
- 实验室内最普遍的灭火器是二氧化碳类，适宜一般灭火用途，包括油类及电器起火。
- 部分实验室设有干粉灭火器，适宜扑灭化学品或金属起火。
- 消防沙（存放于实验室沙桶内）可以阻止易燃液体蔓延，亦可扑灭金属起火等火警。
- 灭火毯可扑灭身上衣服起火。

2.2 受伤和疾病

如果有人受伤或患病：

- 拨打电话 8833 0110 通知保安控制中心。
- 如果情况紧急或严重，拨打电话 120 直接通知急救中心，然后通知保安控制中心。
- 除非确实知悉适当的救援方法，或知道情况是安全的，否则切勿自行盲目采取救援行动。不当的救援行动可能对施救者造成危险，例如遇险者处于充满有毒气体的房间，或触电情况等。
- 除非有确实安全需要，否则切勿移动伤者，尤其有迹象显示伤者脊椎受伤或骨折。
- 尽量令伤者或病者舒适、温暖地躺下。
- 若有需要，可采取如下急救措施：

  (1) 受酸性或碱性液体灼伤 -- 用水冲洗，需要的话为伤者紧急冲淋身体。切勿尝试进行酸碱中和。

  (2) 热或冷灼伤 -- 用冷水冲洗。

  (3) 化学品入眼 -- 用紧急洗眼装置冲洗。

  (4) 严重流血 -- 用干净布料直接压住伤口。避免接触伤者血液或体液。

  (5) 吸入有毒气体 -- 置身于有新鲜空气的地方。

  (6) 氢氟酸灼伤 -- 用水冲洗后，立刻敷上解毒剂。

  (7) 氰化物中毒 -- 立刻使用解毒剂。

2.3 电梯受困

谨记火警时切勿使用电梯。

如果被困在电梯内：

- 保持镇定。
- 按响电梯内的警报按钮。
- 通过电梯内的通话系统直接与保安控制中心联系。
- 切勿强行打开电梯门，或利用电梯天花的检修孔离开电梯。这些行为可能造成生命危险或严重受伤。
- 耐心等待救援。

2.4 触电

切记：触电会使伤者僵硬并导致呼吸停止。延误救援和施行复苏术会对伤者造成致命伤害。

- 隔离电源

  (1) 低伏电压（220V 及以下）：立即关闭电源。如果无法做到，在确保施救者自身安全的情况下，可用一个简单的方法，如使用干燥的绝缘材料将触电者与电源分离，例如用木质扫帚柄、木椅子、绳子、塑料或橡胶等，切勿使用任何金属或潮湿的工具，触及仍然处于触电状态时的触电者身体。

  (2) 高伏电压：等待直至电源被关闭。

- 拨打电话 8833 0110 通知保安控制中心。
- 如果情况危急，直接拨打 120 急救中心。
- 尽量令伤者舒适、温暖地躺下。
- 除非确实知悉适当的救援方法，或知道情况是安全的，否则切勿自行盲目采取救援行动。不当的救援行动可能对施救者造成危险，例如当伤者仍然处于触电状态时。

2.5 罪案报警

在校园内，保持警惕，如发现有偷盗、破坏公物、打架、入室行窃等行为。请拨打电话 8833 0110 通知保安控制中心。如需要帮助，请直接拨打 110 报警电话。

3. 实验室应急程序

3.1 危险品泄漏

下列的应急响应程序，是针对大量危险品泄漏的一般操作指引。这些是一般指引，主管人员必须向雇员和学生发出更详细的实验室特别指引。

危险品泄漏应急响应原则：

- 离开现场。
- 向他人示警。
- 寻求协助。
- 封锁现场。

3.2 化学品泄漏和人员暴露

化学品泄漏

- 警示同伴与周围人员。
- 在确保安全的情况下：

  (1) 用适当的物料控制泄漏蔓延；

  (2) 如果易燃气体泄漏，切断主电源以关闭所有热源/火源，离开现场。
- 按下紧急通风按钮（发生火灾时不要按此按钮）。
- 在安全位置拨打 8833 0110 通知保安控制中心。
- 疏散受影响区域的所有人。留下污染衣物或物品，并关上房门。
- 在门口处竖立化学品泄漏警告标志，防止他人进入房间。
- 如果可能，与实验室保持安全距离，同时保持出入口或通道在视线范围内，并防止他人进入实验室。
- 如果条件允许，留下来协助应急小组。

化学品人员暴露

如果危险化学品泼溅在皮肤或衣服上，应立即到安全地点，并立即清理。

- 首先对伤者进行治疗。急救人员应保护自己免受危险化学品和血液或受伤人员体液的污染。
- 脱掉任何疑似受污染的衣物或物品，如有可能，用塑料袋密封并贴上标签。
- 用水和洗涤剂清洗受污染的皮肤。避免产生气溶胶（如切勿用毛刷擦拭）。
- 如果眼睛被污染，用清水至少冲洗 15 分钟。
- 立即就医。

3.3 放射性物质泄漏和人员暴露

放射性物质泄漏

- 警示同伴与周围人员。
- 如果安全的话，用适当的材料限制泄漏。
- 除非涉及放射性气体或蒸汽（如碘-125），否则不要启动紧急通风。
- 拨打 8833 0110 通知保安控制中心。
- 疏散房间里的所有人。留下污染衣物或物品，并关上房门。
- 在门口处竖立警告标志，防止他人进入房间。
- 如果可能，与实验室保持安全距离，同时保持出入口或通道在视线范围内，并帮助防止其他人进入实验室。
- 如果条件允许，留下来协助应急小组。

放射物质人员暴露

如人员暴露在辐射物质下，应立即到安全地点，并迅速进行清理。

- 首先对伤者进行治疗。急救人员应保护自己免受放射性物质和受伤人员的血液或体液的污染。
- 脱掉所有疑似受污染的衣物或物品，如有可能，用塑料袋密封并贴上标签。
- 用水和洗涤剂清洗受污染的皮肤。避免产生气溶胶（如切勿用毛刷擦拭）。
- 如果眼睛被污染，用清水至少冲洗 15 分钟。
- 立即就医。

3.4 生物危害物质泄漏和人员暴露

生物危害物质泄漏

- 警示同伴与周围人员。
- 如果安全的话，用适当的材料控制泄漏。
- 如果泄漏发生在生物安全柜中，请保持装置开启。
- 疏散受影响区域的所有人。留下污染衣物或物品，并关上房门。
- 在安全位置拨打 8833 0110 通知保安控制中心。
- 在门口处竖立警告标志，防止他人进入房间。
- 如果可能，与实验室保持安全距离，同时保持出入口或通道在视线范围内，并帮助防止其他人进入实验室。
- 如果条件允许，留下来协助应急小组。

生物危害物质人员暴露

如人员受到生物危害污染，应立即到安全地点，并迅速进行清理。

- 首先对伤者进行治疗。急救人员应保护自己不受生物危险品和受伤人员血液或体液的污染。
- 脱掉所有疑似受污染的衣物或物品，如有可能，用塑料袋密封并贴上标签。
- 用水、适当的消毒剂和肥皂清洗受污染的皮肤。
- 如果眼睛被污染，用清水至少冲洗 15 分钟。
- 立即就医。