

Management System

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School of Beijing Foreign Studies University

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To ensure the teaching staff's safety and property as well as the public property, improve the technological level of firefighting and emergent evacuation skills, this program is formulated for personnel to quickly handle fire accidents in their initial stage, timely and effectively extinguish the fire, rapidly evacuate people and reduce the loss of property caused by fire.

I. Organizational Structure

The leading group of firefighting and emergent evacuation program of International Business School of Beijing Foreign Studies University is established. The group leader is secretary of the General Party Branch, and the members are the head of the office of each department.

II Alarm Procedures and Alarm Handling Procedures

(A) Any department (staff) that discovers the fire should inform security personnel and "119" public security fire brigade immediately;

(B) While reporting a fire, clearly explain the following matters:

1. Alarm person's name, address, work unit, telephone;
2. The exact location of fire;
3. To be able to understand the situation of fire, such as fire time, combustion characteristics, fire size, whether people are trapped, whether there are important stuff, important buildings around the fire, driving directions, how can the fire engines and

firefighters easily enter the fire scene and so on.

4. Patiently answer questions from "119" alarm personnel;

5. When the call is finished, arrange personnel at each intersection to quickly guide fire engines and firefighters to fire scene.

(C) After receiving the alarm, security personnel should take the following measures immediately:

1. Organize voluntary firemen to the fire scene, and promptly notify the staff or electrician at the fire scene to cut off power;

2. Notify relevant personnel to gather quickly, organize the evacuation and firefighting according to procedures of Firefighting and Emergent Evacuation Program and report the fire immediately to relevant leaders;

3. During a fire accident, the duty officers should strictly control vehicles and personnel that go in and out of the fire scene.

III Procedures and Measures of the Emergent Evacuation

In the case of fire accidents, security personnel should give priority to the evacuation of people, and then evacuate the goods and materials around the fire, and simultaneously pay attention to their own safety. After working staff of public security fire arrive at the fire scene, obey their commands and evacuate personnel.

IV Procedures and Measures of Firefighting in Its Initial Stage

(A) Upon receiving the fire alarm, security personnel should rush to the fire site, and follow the directions of people in charge of fire safety to prevent the spread of fire;

(B) Security personnel should first rescue the people subjected to fire threat, and then put out the fire. If there are combustible and explosive goods around the fire, security personnel should quickly transfer them to a safe place.

(C) If the fire is caused by dangerous chemicals or explosive materials and there is no danger of explosion, use the dry powder extinguisher, sand and other items to extinguish the fire. Use water to wet the surrounding combustible materials, but it is prohibited to put water on chemicals or combustible and explosive goods; if whether there are combustible and explosive goods around is not sure, wait in a safe place for the transfer order of commanders in the fire department, and for orders from

commander-in-chief and deputy commander in the fire scene.

(D) Follow orders of the fire brigade of public security after they arrive at the fire scene, and cooperate with them in firefighting.

V Procedures and Measures of Communications and Liaison, Security Protection and Rescue

(A) Communications and Liaison

1. After the fire, security personnel or personnel on duty should immediately notify unit leaders and people in charge of fire safety and fire safety managerial personnel to come to the fire scene;

2. According to the directions of commander-in-chief, timely convey the orders of forcible entry, power cut, water supply, vehicle allocation to personnel in the fire scene;

3. Timely feedback the conditions in the fire scene, keep communication between the fire scene and the outside, and seek help from adjacent units in communication work.

(B) Security Protection

1. During a fire accident, security personnel should control the vehicles that go in and out of the fire scene and prohibit unrelated personnel from entering the fire scene;

2. Arrange a security person at the intersection to guide fire engines and firefighters to the fire scene quickly;

3. After the fire is extinguished, thoroughly inspect the fire scene, eliminate the remnant of the fire, arrange personnel to protect the fire scene, wait for the supervision and inspection of the police fire departments, and assist in the investigation of the fire scene.

(C) Rescue

Timely treat those who are injured or poisoned according to the injury condition, and dial "120" ambulance if necessary.

International Business School

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