

上海纽约大学  
NYU Shanghai

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# 实验室应急响应程序

## Emergency Procedures for Laboratories

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### 公共安全应急电话

#### Campus Safety Emergency Numbers

|  |               |
|--|---------------|
| 公共安全部指挥中心<br>Command Center of Campus Safety | 021-2059 5500 |
| 环境健康安全<br>Environmental Health & Safety      | 021-2059 5515 |
| 健康中心<br>Health & Wellness Center             | 021-2059 5353 |
| 火警 Fire                                      | 119           |
| 警察 Police                                    | 110           |
| 救护车 Ambulance                                | 120           |

# Emergency Procedures for Laboratories

## Table of Contents

|  |    |
|--|----|
| Foreword.....                                    | 1  |
| Emergency Preparedness.....                      | 3  |
| Reporting Procedure.....                         | 5  |
| Procedure for Injury and Illness.....            | 7  |
| Life Threatening Emergency.....                  | 7  |
| Chemical/Hazardous Material Related Injuries...9 |    |
| Non-Chemical Related Injuries.....               | 11 |
| Procedure for Spill.....                         | 13 |
| Large or High-hazard Spill.....                  | 13 |
| Small and Low-hazard Spill.....                  | 15 |
| Clean Up the Spill .....                         | 17 |
| First Aid for Nonhuman Primate Injuries.....     | 19 |
| Procedure for Fire.....                          | 21 |
| Fire on Clothes or Skin.....                     | 21 |
| Large or High-risk Fire.....                     | 21 |
| Small and Low-risk Fire.....                     | 21 |
| Campus Safety Services.....                      | 23 |
| Pull-out Fire Extinguisher Poster.....           | 24 |
| Pull-out RACE Poster.....                        | 25 |
| Appendix I Emergency Contact.....                | 26 |
| Appendix II Incident Report Form.....            | 27 |
| Appendix III Animal Injury Report.....           | 28 |

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# 实验室应急响应程序

## 目 录

|                         |    |
|-------------------------|----|
| 前言.....                 | 2  |
| 应急准备.....               | 4  |
| 报告流程.....               | 6  |
| 受伤和疾病响应程序.....          | 8  |
| 威胁生命的紧急情况.....          | 8  |
| 化学品相关的伤害.....           | 10 |
| 非化学品相关的伤害.....          | 12 |
| 泄漏响应程序.....             | 14 |
| 大范围或高危害的泄漏.....         | 14 |
| 小面积且低危害的泄漏.....         | 16 |
| 泄漏清理程序.....             | 18 |
| 灵长类动物咬伤/设施擦伤急救措施.....   | 20 |
| 火灾响应程序.....             | 22 |
| 衣服或皮肤起火.....            | 22 |
| 大面积或高风险的火情.....         | 22 |
| 小面积且低风险的火苗.....         | 22 |
| 公共安全服务内容.....           | 23 |
| 灭火器使用指示图.....           | 24 |
| 火灾应急提示图.....            | 25 |
| 附件 I 紧急联系方式.....        | 26 |
| 附件 II 事件报告表.....        | 27 |
| 附件 III 与动物相关的受伤报告表..... | 28 |

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联合编写

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## Foreword

Please read through these emergency procedures immediately and keep this brochure handy for future reference.

**DON'T WAIT UNTIL THERE IS AN EMERGENCY.**

### **Applicable**

This standard operation procedures (SOP) applies to any person who works or studies in laboratories of NYU Shanghai and its affiliates and who is responsible for the transportation of hazardous materials on campus.

### **Priority**

Adhere to the following priorities when encountering an emergency:

1. Life Safety – Always Prevent You and Others from Harm
2. Property Safety – Minimize the Property Loss
3. Preserve Academic and Research Programs

### ***Important Phone Numbers***

- Laboratory Director (2059 5051 / 95051)
- Enquiry of EHS matters, EHS Officer (2059 5515 / 95515)
- Enquiry of Health matters, Health & Wellness (2059 5353 / 95353)
- Reporting ALL Campus Emergency, Campus Safety (2059 5500 / 95500)

### ***When calling for help, always give:***

- Who are you and your contact information
- Where is the accident
- How many persons are injured
- How serious is the accident
- Extent of property damage
- Any gas leakage
- Other natures and details of the accident

请即时阅读这些紧急响应程序，并保留本手册以便随时参考。  
切勿等到紧急事件发生后才开始阅览。

## 适用范围

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本应急响应流程中规定的标准操作程序（SOP）适用于上海纽约大学实验室的任何工作和学习的人员，以及在校园内负责转移运输危险物品的人员。

## 优先次序

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遭遇紧急事件时，应按下列优先次序执行：

1. 人身安全 – 保护自己和他人免受伤害
2. 财产安全 – 财产损失最小化
3. 维持教学和科研活动

### 重要电话号码

- 实验室主任(2059 5051 / 95051)
- EHS 事宜，询问 EHS 主管 (2059 5515 / 95515)
- 健康事宜，询问健康中心 (2059 5353 / 95353)
- 校园内一切紧急事件，报告公共安全部 (2059 5500 / 95500)

### 致电求援时，应说明：

- 你的姓名及联系方式
- 事件发生地点
- 人员受伤情况
- 事件严重程度
- 财物受损程度
- 有无气体泄漏
- 其他相关信息及细节

## Emergency Preparedness

PREVENTION is the key to avoid accidents. Prevention is also the essence of safety training. The idea of Emergency Preparedness is to help everyone to prepare for such situations so as to minimize personal injury and property damage.

Be sure you receive proper training from EHS before working in laboratories. For those who are working in Animal Facility also have to get training from LAR before working.

### *Be Prepared for Fire*

- Know the escape routes in your environment
- Know the locations of fire alarm button, firefighting equipment and evacuation stairs
- Know the designated Emergency Assembly Area
- Learn to use firefighting equipment

### *Be Prepared for Injury*

- Learn first-aid
- Make sure first-aid kits are well stocked at all times
- Know the location of emergency shower and eyewash, and make sure they work well

### *Be Prepared for Laboratory Emergency*

- Plan your operation or experiment carefully, taking into consideration the hazardous properties of materials involved
- Know the chemicals you use by referring to Material Safety Data Sheets (MSDSs)
- Know the locations of the Emergency Ventilation button, fire alarm button, firefighting equipment, spill control materials, personal protective equipment, and first-aid kit
- Get proper training
- BE CONSERVATIVE

## 应急准备

预防是避免意外发生的关键，也是安全培训的重点。应急准备的目的在于促使所有人为紧急事件作好事前准备，从而在紧急事件发生时实现人身伤害和财物损失的最低化。

进入实验室工作前请确保已接受 EHS 提供的相关培训；对于在动物实验中心工作的人员，还需接受动物资源管理部的相关培训。

### 为火警做准备

- 熟知周围的应急疏散通道
- 熟知火灾报警按钮、灭火器材、疏散通道的位置
- 熟知紧急集合点的位置
- 学习使用灭火器材

### 为伤害做准备

- 学习急救知识
- 确保急救器具准备充分
- 实验室使用人员应熟知应急喷淋和洗眼器的位置，并确保其正常工作

### 为实验室紧急事件做准备

- 谨慎计划实验内容和步骤，充分考虑所用物品的潜在危险性
- 熟知所使用的化学品，参考该物品安全技术说明书 (MSDS)
- 熟知实验室内应急通风、火灾报警按钮、灭火器材、泄漏应急处置包、个人防护设备以及急救包的位置和使用方法
- 接受适当培训
- 采取保守做法



## Reporting Procedure

### *Injury during Class and Research*

- Any injury during class or research should be immediately reported to Laboratory Instructor or Principal Investigator (PI)
- Instructor or PI should take records, and report to **Laboratory Director** (2059 5051 / 95051) in time

### *Incidents in Laboratory*

- All incidents e.g. injury, spill and fire should be reported to Laboratory Director in time
- **“Emergency Contact”** could be found in Appendix I
- Laboratory Personnel shall fill out the **“Incident Report Form”** (See Appendix II) within 24 hours for archive and incident investigation
- When necessary, report to Campus Safety immediately for help

### *Animal related Injury/Incident*

- Fill out “Animal Injury Report” (Appendix III) and report to LAR ([nyushanghai-laboratory-animal-resources@nyu.edu](mailto:nyushanghai-laboratory-animal-resources@nyu.edu)) after proper dealing with wound

### 实验时受伤

- 教学或科研过程中任何人员受伤事件必须立即告知任课教授或者科研负责人
- 任课教授或者科研负责人做好书面记录，并及时报告**实验室主任**(2059 5051 / 95051)

### 实验室突发事件

- 所有突发事件，如：受伤、泄漏或者火情等应当及时报告实验室主任
- 《紧急联系方式》见附件 I
- 实验室人员应当在事发 24 小时内填写 《事件报告表》（见附件 II），以便存档和事件调查
- 需要时随时报告公共安全部寻求帮助

### 与动物相关的伤害/事故

- 处理完伤口后，填写“与动物相关的受伤报告”(附件 III)并报告动物资源管理部  
([nyushanghai-laboratory-animal-resources@nyu.edu](mailto:nyushanghai-laboratory-animal-resources@nyu.edu))

## Procedure for Injury and Illness

### Life Threatening Emergency

- **First Aid / CPR** if necessary (qualified personnel in safe situation)
- **Dial 120 Immediately** and provide the following information:
  - Your name and phone number
  - Your exact location  
Room\_\_\_\_, No.567 Yangsi Road, Pudong District  
Room\_\_\_\_, Building\_\_\_\_, No. 3665 Zhongshan Road, ECNU Campus
  - A detailed yet concise description of the injury
- **Notify Campus Safety (2059 5500/95500) and Laboratory Director (2059 5051/95051)**
  - Campus Safety could provide the AED equipment when necessary on Pudong campus
  - Campus Safety shall provide guidance for emergency personnel
  - Campus Safety shall clear the access for medical transportation
  - Campus Safety shall protect the scene and keep the orders
- **Cooperate with emergency personnel and provide assistance**
- **Assign dedicated person(s) to accompany the injured person(s) to the Hospital**
  - Record name and phone number of the injured person(s)
- **If necessary, Campus Safety and Laboratory Director will notify Student Life** who will inform student's family when necessary

**IMPORTANT:** DO NOT move an injured person, especially when there are signs of spinal injury or bone fracture, unless it is absolutely necessary to do so for safety reasons.

### 威胁生命的紧急事件

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- 如有需要，急救/心肺复苏（安全前提下由受训人员进行）
- 立即拨打 120，并提供以下信息：
  - 您的姓名和电话号码
  - 您的准确地址  
浦东新区杨思西路 567 号 上海纽约大学 \_\_ 房间  
中山北路 3665 号 华东师范大学 \_\_\_\_ 楼\_\_ 房间
  - 对病情简明扼要的描述
- 通知公共安全部 (2059 5500/95500) 和 实验室主任 (2059 5051/95051)
  - 在浦东校区，公共安全部能提供自动体外除颤器 AED 设备
  - 公共安全部为急救人员提供指引
  - 公共安全部疏导医疗转运时的急救通道
  - 公共安全部保护现场、维持秩序
- 配合急救人员并提供必要帮助
- 指派专员全程陪护伤者前往医院或健康中心
  - 记录该人员的姓名和手机号码，以便随时联系
- 如有必要，公共安全部和实验室主任会通知学生事务部，需要时由学生事务部及时通知学生家长

**重要提示：**不要贸然移动受伤者，尤其是有迹象表明其脊椎受伤或骨折；除非因安全原因而必须移动。

## Procedure for Injury and Illness

### Chemical/Hazardous Materials Related Injuries

#### *Swallowed through Mouth*

- **Seek medical attention without delay**, refer to Life Threatening Emergency on Page 7

#### *Inhalation*

- **Expose to fresh air** by moving from the contaminated area or enhancing the ventilation if fume or toxic gas are inhaled
- **Seek medical attention**, if necessary dial 120 and refer to Life Threatening Emergency on Page 7
- **Keep the injured person comfortable, warm**, and lying down if necessary

#### *Getting into Eyes*

- **Flush the eyes** immediately and continuously by eyewash station for at least 15 minutes
- **Move the eyelids** by occasionally lifting the upper and lower lids to ensure complete irrigation of the eyes
- **Seek medical attention**, if necessary dial 120 and refer to Life Threatening Emergency on Page 7

#### *Spill on Body or Skin*

- **Remove all contaminated clothing immediately** including footwear
- **Flush under emergency shower or sink** (and soap if available) immediately for at least 15 minutes
- **Seek medical attention**, if necessary dial 120 and refer to Life Threatening Emergency on Page 7

### 化学品相关的伤害

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#### 吞食

- 立即就医，参照第 8 页威胁生命的紧急事件

#### 吸入化学物质

- 置于新鲜空气中，如果吸入烟雾或有毒气体，可以将受害者搬离污染区域或者增强通风引入新鲜空气
- 立即就医，如有需要拨打 120 并参照第 8 页威胁生命的紧急事件
- 设法使受害者舒服、温暖，如有需要应躺下

#### 溅入眼睛

- 立即冲洗眼睛，使用洗眼器连续冲洗眼睛至少 15 分钟
- 拨动眼睑，不时拨动上下眼睑以确保眼睛充分浸湿冲洗
- 立即就医，如有需要拨打 120 并参照第 8 页威胁生命的紧急事件

#### 溅到皮肤或衣服

- 立即脱去所有沾染化学品的衣物，包括鞋袜
- 使用水槽或应急喷淋用水流冲洗至少 15 分钟（可使用肥皂）
- 立即就医，如有需要拨打 120 并参照第 8 页威胁生命的紧急事件

## Procedure for Injury and Illness

### *Needlestick Injuries*

- **Wash the affected area** with antiseptic soap and running water for at least 15 minutes
- **Apply first aid**
- **Seek medical attention**, if necessary dial 120 and refer to Life Threatening Emergency on Page 7

### **Non-Chemical Related Injuries**

- **Apply first aid for minor cut or burns** (qualified personnel in safe situation), flush by cold water for minor burns
- **For Pudong campus, go to Health & Wellness Center (2059 5353/95353) for medical evaluation**
  - Location: W4F, New Bund Campus
  - Working Hours: Monday-Friday, 9:00 to 17:00
- **Seek medical attention when necessary**, if necessary dial 120 and refer to Life Threatening Emergency on Page 7

## 受伤和疾病响应流程

### 针刺伤

- 用消毒皂清洗受伤区域至少 15 分钟
- 进行适当急救包扎
- 立即就医，如有需要拨打 120 并参照第 8 页威胁生命的紧急事件

### 非化学品相关的伤害

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- 对于轻微割伤或烫伤，进行适当急救（安全前提下由受训人员进行），轻微烫伤可立即用冷水冲洗
- 浦东校园，请前往健康中心（2059 5353/95353）进行医疗评估
  - 地点：前滩校园西楼 4 楼
  - 时间：9:00~17:00，周一~周五
- 如有需要，立即就医，如有需要拨打 120 并参照第 8 页威胁生命的紧急事件



## Procedure for Spill

The following emergency plan is intended to provide general guidelines and procedures for spills. Supervisors or professor could provide employees and students with further lab-specific instructions.

### **Principles for Spill**

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- **GET AWAY**
- **ALERT OTHERS**
- **CONTAIN THE AREA**
- **GET HELP**

### **Large or High-hazard Spill**

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- **Rescue people in immediate danger**
  - Call 120 if necessary (Refer to Page 7)
  - Help the contaminated or injured person (Refer to Page 9)
- **Alert others; and activate evacuation (fire) alarm** if the spill threatens the health of individuals in the building. The manual alarm buttons are located next to the emergency exits in the hallway.
- **Contain the spill to prevent release to the environment** (sewage system, ventilation system and soil) if possible
- **Notify Campus Safety (2059 5500/95500) and Laboratory Director (2059 5051/95051)**
  - Provide as much information as you can about the spill, e.g. location, nature and MSDS
  - Campus Safety should prevent access to the area by barricades and warning signage
  - Campus Safety may activate the smoke extraction system when necessary
- **Assist to Evacuate all persons in the affected area**
- **Activate the cleanup procedure in safe conditions; otherwise Campus Safety will call 119**

下列应急响应计划是针对化学品泄漏的一般原则和程序。主管或者教授可以根据实际情况向教职员和学生提供详细实施方案。

### 化学品泄漏响应原则

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- 远离现场
- 警示他人
- 封锁泄漏
- 寻求帮助

### 大范围或高危害的泄漏

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- 立即救助身处危险中的人员
  - 如有需要拨打 120（参照第 8 页）
  - 救助被沾染或受伤的人员（参照第 10 页）
- 警示他人，向附近人员示警；如果泄漏可能威胁大楼内其他人员的健康可启动疏散（火警）警报。手动报警按钮位于走廊紧急出口附近。
- 封锁泄漏区域，如有可能避免泄漏物进入环境（排水系统、通风系统或土壤）
- 通知公共安全部（2059 5500/95500）和实验室主任（2059 5051/95051）
  - 提供本次泄漏尽可能详细、具体的信息，如地点、性质以及该化学品的安全技术说明书
  - 公共安全部应设置隔离和警示标识封闭泄漏区域
  - 公共安全部可根据需要启动消防应急排烟系统
- 协助疏散受影响区域所有人员
- 在安全的前提下启动泄漏清理程序；否则由公共安全部拨打 119

## Procedure for Spill

### **Small and Low-hazard Spill**

- **Rescue people in immediate danger**, help the contaminated or injured person (Refer to Page 9)
- **Alert others**
  - Alert all persons in the vicinity
  - Inform the person in-charge in the laboratory
- **Control the spill, if safe to do so:**
  - Confine the spill with Spill Kit to prevent the spread
  - Turn off all heat/ignition sources if flammable material is involved
  - Press the Emergency Ventilation button on the fume hoods (DO NOT activate this button in case of fire)
- **Evacuate everyone onsite**
  - Place spill warning sign surround the spill area to prevent others from entering
  - Leave the contaminated clothing or articles behind and close the doors
  - If conditions allow, stay at a safe distance to assist the spill cleanup
- **Activate the cleanup procedure only in safe conditions**
- **If necessary, notify Campus Safety (2059 5500/95500) and Laboratory Director (2059 5051/95051) for assistance**

### 小范围且低危害的泄漏

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- 立即救助身处危险中的人员，救助被沾染或受伤的人员（参照第10页）
- 警示他人
  - 向附近人员示警
  - 通知现场负责人
- 控制泄漏区域，如有可能：
  - 使用应急处置材料包围泄漏区域，尽量限制逸散范围
  - 如果涉及易燃物品，关闭所有火源或热源的电源
  - 启动通风橱紧急通风按钮（如果有火情，切勿按此键）
- 疏散现场人员
  - 在泄漏区周围竖立化学品泄漏警告牌，以防他人意外进入
  - 留下污染衣物和物品，并关上实验室门
  - 如情况许可，留守在现场附近以协助泄漏清理
- 在安全的前提下启动泄漏清理程序
- 如有需要，随时通知公共安全部（2059 5500/95500）和实验室主任（2059 5051/95051）以寻求帮助

## Procedure for Spill

Accidental release or spill of hazardous materials should be controlled immediately, and then cleaned up under the supervision of persons knowledgeable under safe conditions with precautions. If appropriate equipment and trained personnel are not available on site, the clean-up should **NOT** proceed.

### **Clean Up the Spill**

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- **Obtain the details of the spill before any clean up:**
  - Name of the material(s) involved
  - Approximate quantity of each one
  - Hazards and risks of the chemical (review MSDS if available)
- **Wear appropriate personal protective equipment (PPE):**
  - Gloves, eye protection, and protective lab coat as minimum
  - Shoe covers, masks and self-contained breathing apparatus may also be needed
  - If applicable, use tongs or hand broom to pick up any contaminated sharp items (syringes, broken glass, etc.)
- **Use the spill kit appropriately**
  - Control the spill by absorbent sock around the spill
  - Cover the spill by absorbent blanket
  - Wipe down the entire spill by appropriate equipment
  - If necessary, vacuum liquid spills with dedicated vacuum cleaner
- **Dispose the spill related wastes as hazardous wastes**
  - Seal the spill wastes in appropriate container or plastic bag, label clearly
  - Collect the cleaning materials into plastic bag for disposal
  - Flush the spill area with clean solvent (water, ethanol, etc.) for chemical spill
  - Soak the area with 10% bleach solution or bleach treated towels for biohazard spill for a minimum of 15 minutes
  - Dispose all contaminated and one-time PPE as hazardous waste

## 泄漏响应流程

危险物品的意外洒落或泄漏应当立即被封锁，然后在专业人士的指导下、在安全防范的前提下进行妥善处置。如果所需的设备或人员尚未到场，清理过程决不可进行。

### 泄漏清理程序

- 处理任何泄漏物之前，应获取以下信息：
  - 涉及的化学品名
  - 估计各化学品的泄漏量
  - 化学品的危害以及正确的清理措施，（参见 MSDS）
- 穿戴合适的个人防护设备（PPE）
  - 穿戴手套、护目镜和实验服作为最低要求
  - 鞋套、口罩或自给式呼吸器视情况佩戴
  - 如果可行，用钳子或扫帚清理任何受到污染的尖锐物品（注射器、碎玻璃等）
- 正确使用泄漏急救处置包
  - 用吸附性围堰包围泄漏物控制逸散
  - 用吸附棉覆盖泄漏物表面
  - 用专用吸尘器吸取地面泄漏液体或清洗废液
  - 用适当工具清扫泄漏区域
- 按危险废物妥善处置泄漏物
  - 用桶或合适的塑料袋封装泄漏废物，并清晰标记
  - 收集使用过的清理用品，装入塑料袋按危险废物妥善处置
  - 用清洁溶剂（水、乙醇等）清洗化学品相关的泄漏区域
  - 用含 10%漂白剂的溶液或毛巾对生物危害泄漏区消毒至少 15 分钟
  - 妥善处置被沾染的或一次性的个人防护设备

## First Aid for Nonhuman Primate Injuries

**For any bite or scratch from nonhuman primate and puncture or laceration from any potentially contaminated (dirty) cage or equipment,**

- Open “First Aid Kit” and remove a medical brush, provide iodine or chlorhexidine solution.
- Using the medical brush, scrub the wound immediately for 15 minutes with the povidone iodine or chlorhexidine solution.
- After 15 minutes, rinse the wound with water, pat dry and bandage if needed.
- Fill in the “Animal Injury Report” (Appendix III) and report to LAR ([nyushanghai-laboratory-animal-resources@nyu.edu](mailto:nyushanghai-laboratory-animal-resources@nyu.edu)) after treatment of wound.

**For any splash of potentially animal related contaminated fluid to your eyes, mouth or nose,**

- Flush site with water or saline for 15 minutes within five minutes of injury.
- Fill in the “Animal Injury Report” (Appendix III) and report to LAR ([nyushanghai-laboratory-animal-resources@nyu.edu](mailto:nyushanghai-laboratory-animal-resources@nyu.edu)) after treatment of injury.

## 灵长类动物咬伤或者设备擦伤急救措施

被动物咬伤或被潜在含 B 病毒污染的设备刮伤后，必须在受伤后 5 分钟内清洗伤口，相应急救措施为

- 打开急救箱，拿出医用刷，聚维酮碘或洗必泰；
- 立即用聚维酮碘或洗必泰浸润伤口，并用医用刷擦洗大约15分钟；
- 擦洗15分钟后，用清水冲洗干净，如果伤口较大，需要轻轻试干伤口并进行包扎；
- 伤口处理结束后，根据实际情况填写“与动物相关的受伤报告”(附件 III)，并汇报给实验动物资源部([nyushanghai-laboratory-animal-resources@nyu.edu](mailto:nyushanghai-laboratory-animal-resources@nyu.edu))

潜在 B 病毒污染液体飞溅至眼睛/口腔/鼻腔后相应的处理措施：

- 被污染液体溅到后5分钟内立即用水或生理盐水冲洗被溅部位15分钟；
- 飞溅液处理结束后，根据实际情况，填写“与动物相关的受伤报告”(附件III)，并汇报给实验动物资源部（[nyushanghai-laboratory-animal-resources@nyu.edu](mailto:nyushanghai-laboratory-animal-resources@nyu.edu)）



## Procedure for Fire

### Fire on Clothes or Skin

- **Flush under emergency shower immediately**
- **Seek medical attention**

### Large or High-risk Fire

- **Activate the Nearest Fire Alarm**
- **If Possible** - Shut off alcohol burner, gas burning equipment; disconnect or switch off all electrical instruments and appliances with the exception of refrigerators and incubators. Close the doors and windows
- **If Possible** - Move pressurized gas cylinders to a safe area
- **Notify others of the fire as stated in the RACE poster (Refer to Page 23)**
- **Evacuate**

### Small and Low-risk Fire

- **Notify the lab instructor/principal investigator and laboratory director immediately**
- **If possible** – Put out the fire by covering it with a beaker or fire blanket
- **Otherwise** – Refer to the Large or High-risk Fire on Page 19

### 衣服或皮肤起火

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- 立即用应急喷淋冲淋灭火
- 立即就医

### 大面积或高风险的火情

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- 启动最近的火灾报警按钮
- 如果可能——熄灭酒精灯、燃气设备，除冰箱和培养箱外切断或者关闭所有用电设备和仪器的电源。关闭所有门窗
- 如果可能——把压力气瓶转移至安全地点
- 按照通用火灾应急提示图通知其他人（参照第 22 页）
- 疏散

### 小范围且低风险的火苗

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- 立即通知任课教授和实验室主任
- 如果可能——用烧杯或灭火毯覆盖并扑灭火苗
- 否则——参照第 20 页大面积或高风险火情执行

## Campus Safety Services



The NYU Shanghai Campus Safety is responsible for the safety, security and emergency response for the entire campus. The department operates 24 hours a day, also serving the NYU Shanghai Community by providing fire safety, campus transportation and Lost & Found.

The department web site at <https://shanghai.nyu.edu/campus-safety> contains University guidelines for these issues.

For questions or additional information, call the Command Center of Campus Safety, E118, New Bund Campus at (021) 2059 5500 or email to [shanghai.safety@nyu.edu](mailto:shanghai.safety@nyu.edu)

## 公共安全部服务内容

上海纽约大学公共安全部为全校提供安全保卫及应急响应支援。此外，公共安全部还负责消防安全、校园交通以及失物招领等服务。

公共安全部网址 <https://shanghai.nyu.edu/campus-safety>，请登录网站查询以上各项服务的详细信息。

如有疑问或咨询，请拨打热线(021) 2059 5500 联系位于前滩校园 E118 的公共安全部指挥中心，或者发送邮件 [shanghai.safety@nyu.edu](mailto:shanghai.safety@nyu.edu)。



## 灭火器的使用方法 How to Use a Fire Extinguisher

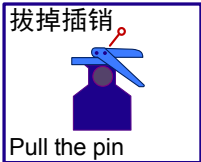


如果你能记住英文首字母缩写PASS的口令，即“拔握按摆”，则记住灭火器的使用方法会容易一些。

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for PULL, AIM, SQUEEZE and SWEEP.

**切勿独自参与灭火。并确保始终有可用的撤离路线。**

**Do not fight a fire alone. Always make sure a route of escape is available.**



### 拔掉插销 Pull the Pin

这将使你能够喷射灭火器  
This will allow you to discharge the extinguisher.



### 对准火焰根部 Aim at the base of the fire

如果你对准的是火焰本身（往往你会这么做），那么灭火剂会穿过火焰而不能起到灭火作用。你应当对准燃烧物。

If you aim at the flames (which is frequently the temptation), the extinguisher agent will fly right through and do no good. You want to hit the fuel.



### 按下顶部的手柄或压把 Squeeze the top handle or lever

这将压下释放灭火器内灭火剂的按钮。  
This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



### 左右摆动喷嘴 Sweep from side to side

喷射灭火剂直至火焰完全扑灭。使用灭火器时人应与火焰保持安全距离，慢慢向前移动。火被扑灭后，还应留意起火区域再次复燃。  
Until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it reignites.

## 火灾时牢记RACE流程

### Remember RACE during fire

- **援救(R)** — 立即救助身处危险中的人员  
**RESCUE** — Rescue people in immediate danger
- **警报(A)** — 启动火灾警报，拨打应急电话  
2059 5500 / 119  
**ALERT** — Activate fire alarm, dial emergency phone number 2059 5500 / 119
- **封闭(C)** — 关闭所有门窗（在安全的前提下）  
**CONTAIN** — Close all doors and windows (if safe to do)
- **疏散/灭火(E)** — 从大楼撤离至紧急集合点，扑灭初起火灾  
**EVACUATE/EXTINGUISH** — Evacuate building to assembly point, extinguish small fires



# Emergency Contact

## 紧急联系电话

|   | Phone / 电话                | Office / 办公室 |
|---|---------------------------|--------------|
| Ambulance / 急救                                | 120                       | /            |
| Public Safety / 公共安全部                         | 2059 5500                 | E118         |
| Health and Wellness / 健康中心                    | 2059 5353                 | W4F          |
| Director of Laboratory / 实验室主任<br>Zhi Xu / 许之 | 2059 5053 / 186 1602 7586 | S534         |
| Lab Support Team / 实验资源支持组                    |                           |              |
| Jin Zhou / 周金                                 | 2059 5054 / 177 2126 0897 | S535         |
| Jiajun Gu / 顾佳俊                               | 2059 5055 / 138 1615 0866 | S535         |
| Lin Jin / 金琳                                  | 2059 5052 / 139 1771 6081 | S533         |
| Keqin Chen / 陈克琴                              | 2059 5153 / 150 0054 2298 | S535         |
| Yuexiang Zhang / 张越翔                          | 2059 5051 / 189 5533 8986 | S533         |
| Jiaoyang Song / 宋骄阳                           | 2059 5056 / 182 6229 9851 | S535         |
| Yajing Huang / 黄雅婧                            | 2059 5386 / 182 6262 1016 | S535         |
| EHS / 环境健康安全                                  |                           |              |
| Joshua Qiao / 乔少华                             | 2059 5515 / 139 1697 7913 | N915         |
| Lynn Zhao / 赵琳                                | 2059 5505 / 139 1528 1589 | N927         |
| Fire / 火警                                     | 119                       | /            |
| Police / 报警                                   | 110                       | /            |
| Student Life / 学生事务部                          | 2059 5340                 | W758         |
| Building Management / 物业管理                    | 2059 5855                 | S106         |

## NYU SHANGHAI INCIDENT REPORT FORM

Complete within 24 hours and send to Campus Safety at [shanghai.safety@nyu.edu](mailto:shanghai.safety@nyu.edu), E118

| I<br>N<br>V<br>O<br>L<br>V<br>E<br>D<br><br>P<br>A<br>R<br>T<br>Y<br><br>T<br>O<br><br>C<br>O<br>M<br>P<br>L<br>E<br>T<br>E   | PART 1: PERSONAL IDENTIFICATION   |   |  | Individual status  |
|---|---|---|--|--|
|   | <i>Name (Last, First) 姓名</i>  | <i>NYU ID</i>   | <i>Phone No. 手机号</i>   | <input type="checkbox"/> Student 学生<br><input type="checkbox"/> Staff 职工<br><input type="checkbox"/> Faculty 教员<br><input type="checkbox"/> Visitor 访客<br><input type="checkbox"/> Contractor 承包商<br><input type="checkbox"/> Others 其他: _____ |
|   | <i>Supervisor / University Contact<br/>上级主管/学校联系人姓名</i>   | <i>Title 职位</i>   | <i>Phone No. 手机号</i>   |  |
|   | PART 2: INCIDENT DESCRIPTION  |   |  |  |
|   | <i>Date of Incident 事件发生日期</i>  | <i>Time of incident 事故发生时间</i>  | <i>Location of incident 事故发生地点<br/>(Building name, Room # 大楼及房间号)</i>                                      |  |
|   | <i>Resulted in Injury / Illness? 是否有人受伤?</i>  |   |  |  |
|   | <input type="checkbox"/> No 否<br><input type="checkbox"/> Yes 是→  | <i>Name of Injured (Last, First) 伤者姓名</i>   | <i>NYU ID</i>  | <i>Phone No. 手机号</i>   |
|   | <i>If YES, describe the Injury / Illness (nature of Injury/Illness &amp; body part, e.g. sprained rt. Ankle, severe cut on left thumb)<br/>如果是, 伤情描述 (受伤的性<br/>质和部位, 例如踝关节扭<br/>伤, 左手大拇指严重割伤)</i> | <br>Front/Back<br>正面/背面 | <br>Right/Left<br>右手/左手 | <br>Front Back   |
|   | <i>Incident Details 事件详情</i>  |   |  |  |
|   | <i>Activity the injured doing:<br/>伤者当时从事的活动:</i>   |   |  |  |
| <i>Equipment / tools involved:<br/>涉及的设备和工具:</i>  |   |   |  |  |
| <i>Materials being handled:<br/>使用的材料:</i>  |   |   |  |  |
| <i>Unusual / unexpected conditions:<br/>不同寻常的情况:</i>  |   |   |  |  |
| <i>Steps taken after the incident occurred (first aid, 120):<br/>时候应急措施(急救, 120):</i>   |   |   |  |  |
| <i>Was this injury caused by an animal (i.e. bite, scratch)?<br/>伤害是否由动物造成 (咬伤, 抓伤)?</i>  |   |   |  |  |
| <input type="checkbox"/> No 否<br><input type="checkbox"/> Yes 是→  | <i>If YES, indicate animal species:<br/>如果是, 请明确动物品种:</i>   |   |  |  |
| <i>Medical Evaluation 医疗评估:</i><br><input type="checkbox"/> Deemed unnecessary treatment<br>认为不需要救治<br><input type="checkbox"/> First aid by Health & Wellness Center<br>健康中心进行急救<br><input type="checkbox"/> Suggest to seek medical attention in hospital<br>建议去医院就诊<br><input type="checkbox"/> The injured refuse treatment<br>伤者拒绝救治 | <i>Name of assessment physician<br/>评估医生姓名</i>  | <i>Date of initial medical evaluation<br/>最初医疗评估日期</i>  |  |  |
| <i>Employee Signature* 填表人签字</i>  |   | <i>Signature of the Injured<br/>受伤者签字</i>   | <i>Date 日期</i>   |  |
|   |   | <i>Date 日期</i>  |  |  |

*\*Signature of this form does not constitute acceptance of individual fault*



动物伤害报告表  
ANIMAL INJURY REPORT FORM

姓名 Name: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

涉及的动物品种 Animal species involved:

非人灵长类动物 Nonhuman Primates  其他 Others: \_\_\_\_\_

动物编号 Animal ID: \_\_\_\_\_ 地点 Incident Location: \_\_\_\_\_

受伤类型 Type of injury:  咬伤 Bite  抓伤 Scratch  溅到 Splash  针刺 Needle Stick

其他 Other: \_\_\_\_\_

描述 Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

签名 Signature: \_\_\_\_\_

以下部分由管理者填写 Section below to be completed by management

调查 Investigation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

解决方案 Action/Resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

签名 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_





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