

上海纽约大学
NYU Shanghai

消防安全手册 Fire Safety Handbook

适用于教授、员工及助教

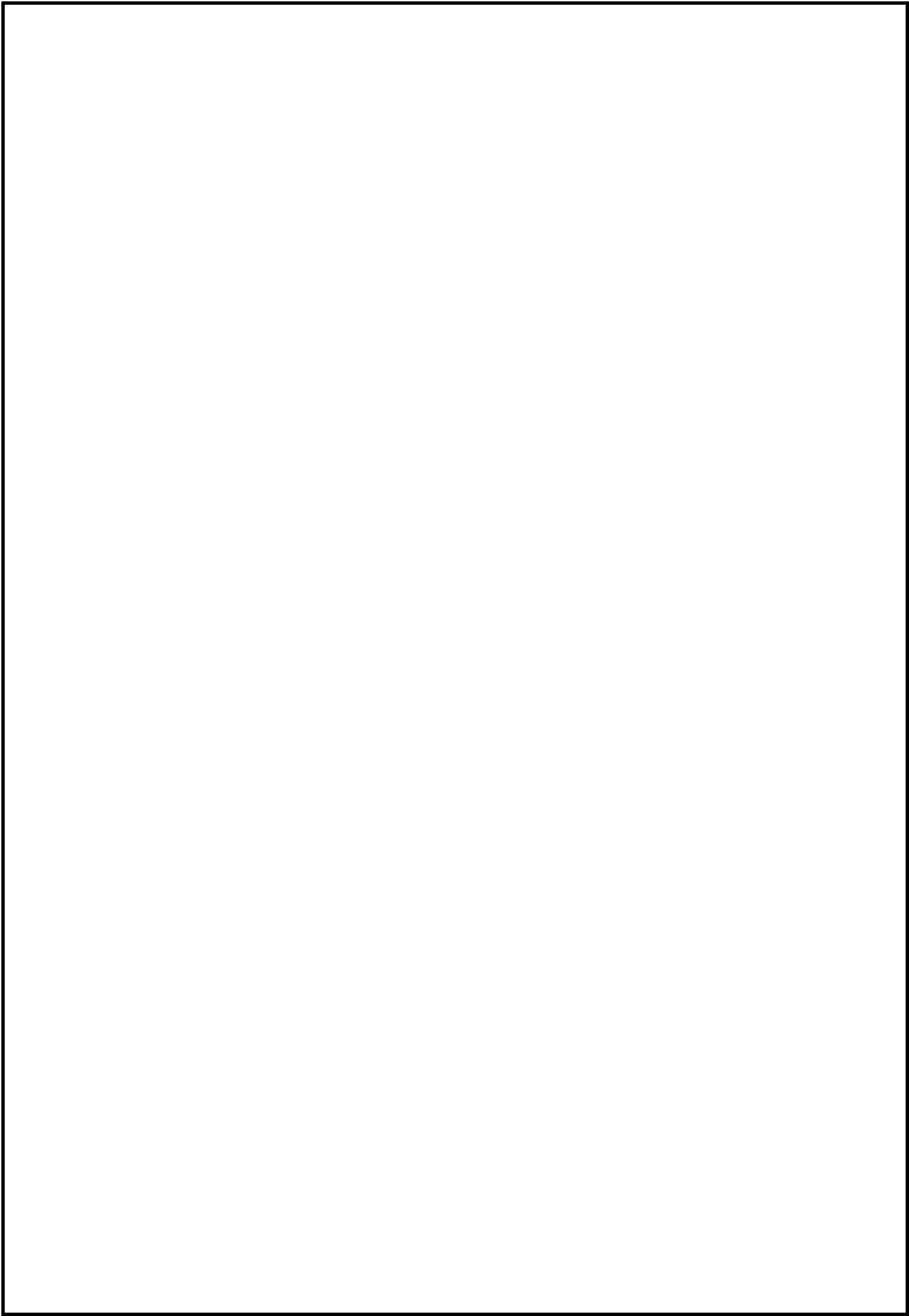
For Faculty, Staff and Teaching Assistants



公共安全应急电话

Campus Safety Emergency Numbers

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



消防安全手册

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本消防安全手册

由上海纽约大学公共安全部编写

上海市浦东新区杨思西路 567 号 E118 (200126)

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参考文件

纽约大学环境健康与安全部编写的

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Foreword



The Fire Safety Handbook has been updated by NYU Shanghai Campus Safety Department to provide NYU Shanghai faculty and staff with a ready source of information in regard to a fire emergency according to Chinese fire code and the reality at NYU Shanghai, based on the Fire Safety Handbook (Fall 2014 Edition) developed by New York University Environmental Health & Safety.

The procedures set forth in this handbook have been designed for the protection of life and the minimization of property loss due to fire. However, a plan of action is only as effective as the people who carry out the procedures. The actions taken during the first minutes of a fire are crucial to averting disaster.

Therefore, all NYU Shanghai Faculty Members, Staff and Teaching Assistants are encouraged to review the Handbook and become familiar with the information that applies to their classroom, office and/or laboratory.

In addition, all Faculty, Teaching Assistants and Staff are asked to actively participate in fire drills, recognition of fire hazards, removal of such hazards whenever possible, and reporting of hazards when necessary. At the start of the new semester NYU Shanghai Faculty members, Staff and Teaching Assistants are requested to remind students of fire exits locations and to exit the building using the staircases when an alarm is sounded.

前言

本消防安全手册由上海纽约大学公共安全部根据纽约大学环境健康与安全部编写的消防安全手册（2014 秋季版）、以及中国消防法规和上海纽约大学实际情况进行修订发布，从而向上海纽约大学教职员工提供必要的帮助信息，以应对可能发生的火灾。



本消防安全手册中规定的响应程序旨在火灾时保护人员的生命安全以及实现财产损失的最小化。然而，行动方案的实际效果往往取决于执行该程序的人；并且火灾时第一时间采取的措施对火灾的蔓延趋势至关重要。

因此，鼓励上海纽约大学所有教职员工及助教仔细阅读本手册，并熟悉本手册中关于自身所在教室、办公室及实验室的相关信息。

此外，所有教授、助教及职员应当积极参与消防演练、识别火灾隐患、尽可能消除这些隐患，并在必要时报告危险情况。新学期开始时，上海纽约大学教职员工及助教应当提醒学生安全出口的位置，并告知学生火灾警报响起时应从楼梯离开大楼。

Fire Alarm Policy



It is the policy of the University that when smoke or fire is discovered, the fire alarm must be sounded. Because of the potential for underestimating the seriousness of a fire condition, there are **NO** exceptions to this policy.

When the building fire alarm sounds, **EVERY** Faculty member, Staff and Student is expected to evacuate. (Those with disabilities should refer to General Fire Emergency Instruction on Page 9.)

Fire alarms systems vary throughout the university. Alarm devices in some systems activate throughout the entire facility when two detectors activate while the devices in other systems activate only on select floors within a facility. You should be familiar with the system type in the building(s) that you work in.

The fire alarm consists of the sounding of rounds of a coded signal and broadcast. There is no code to indicate if an alarm signifies a drill or an actual fire emergency; therefore, every alarm must be treated as a potentially serious fire unless prior notification of testing has been given.

火警制度

本校规定当建筑物发现烟或者火时，应当拉响火灾警报。因为火情的严重程度可能会被低估，以上规定**不得**有任何例外情况。



当大楼内火警响起时，**每一名**教授、员工及学生都应当疏散。（行动不便者应当参考本手册第 10 页通用火灾应急指南）。

校园各大楼的火灾报警系统类型多样、设置也有所不同。当两个火灾探测器被激活时，某些火灾报警系统会启动全楼的火灾警报装置；某些则只启动大楼内特定楼层的火灾警报。您应当熟悉您所在大楼火灾报警系统的类型。

火灾警报由循环播放的特定警报声和应急广播组成，但并无特征表明该警报是消防演练还是真实火警。因此，每一次警报都应当视作真实火灾严肃对待，除非事先有通知说明是消防测试。

General Fire Emergency Instructions



Learn the Egress Routes

- Often the new semester may have classes and dorms at new locations that are unfamiliar to you. Before the first class, become familiar with the routes of egress and the assembly points.
- At the first class meeting announce to the students the egress routes from the floor and the building; and what is expected when there is a fire and the alarm is activated.

IF YOU DISCOVER OR SUSPECT A FIRE



Activate the Nearest Fire Alarm

- Follow the instructions on the manual alarm point. The alarm is transmitted to the central room, and may be transmitted to Fire Department based on system configuration.
- See pull-out poster for R.A.C.E. on Page 26.



Call Campus Safety— from a safe location

- Campus Safety can be reached at (86)-21-20595500 (New Bund Campus). Campus Safety personnel should be notified of the location of the smoke or fire condition, **including the building, floor and/or room number and the name and telephone extension of the individual reporting the incident.**
- Personnel at non-campus venues such as ECNU campus shall rely on the respective building safety plan.
- **Do not attempt to fight the fire alone.**

熟悉疏散出口

- 通常新学期安排的教室和宿舍会在你不熟悉的新地方。因此新学期开课前，您应当熟悉该处的疏散通道和紧急集合点。
- 在课前宣讲时，应当告知学生所在大楼和楼层的疏散通道，以及火灾和火警响起时的应急措施。



当你发现火情或疑似火灾

启动最近的火灾报警按钮

- 按照火灾手动报警按钮上的提示操作。该警报将传达到大楼的消防控制室，并根据系统设置可能自动传输至消防部门火灾报警中心。
- 查看第 26 页火灾应急提示图。



在安全的地方拨打应急电话

- 公共安全部应急热线(86)-21-2059 5500（前滩校区）。您应当告知公共安全部值班人员发现浓烟或者火灾的具体位置，包括：**大楼名称、起火楼层或房间号，以及报告该事件的人员姓名和联系电话。**
- 身处非本校区域内的人员如在华东师范大学校园，应当按照该大楼的应急方案行动。
- **切勿尝试独自灭火！**



General Fire Emergency Instructions



Evacuate

- Upon hearing the alarm, **Faculty members, Staff, Students and Visitors** must exit the building using the nearest exit. Follow the evacuation chart posted in every room and the exit signage in corridors.
- **NEVER** use an elevator for evacuation.
- Close all doors and windows to prevent the spread of fire and smoke.
- Keep low to the floor to avoid smoke and toxic gases.
- Once in the stairway, proceed down/up to the first floor and exit the building. Move away from the building and gather at the assembly point for head counting, out of the way of firefighters and other emergency personnel.
- Do not attempt or allow student or personnel to re-enter the building for any reason, until you are authorized to do so.



- If you are a person requiring assistance, contact Campus Safety at (86)-21-2059 5500 or call 119 for assistance.
- If you are a person requiring assistance, and are not in an NYU Shanghai owned and operated building request assistance, if available, from someone nearby.

Move to a location/room near the fire stairway with an exterior window. Request the person providing assistance to notify fire personnel of your location; call 119 to let the Fire Department know your location in the building. The Fire Department will evacuate you.

疏散

- 一旦听到警报声，**教职员工、学生以及访客**必须从最近的疏散通道撤离大楼。按每个房间张贴的消防疏散图和通道内的疏散指示灯指引进行撤离。
- **请勿**乘坐电梯进行疏散。
- 关闭所有门窗，以防火势和烟雾的蔓延。
- 弯腰低头、贴近地面，以防吸入烟雾和有毒气体。
- 一旦进入楼梯间，迅速下楼/上楼并从一楼出口离开大楼。在大楼旁的紧急集合点集合以便清点人数；为消防员和其他应急救援人员留出通道。
- 除非你被授权，否则不得尝试或允许学生及其他人员再次进入大楼。
- 如果你需要援助，请联系公共安全部应急热线(86)-21-2059 5500 或拨打 119 火警电话。
- 如果你需要援助，但又不在上海纽约大学负责运行的大楼内，请尽可能寻求身边过往人员的帮助。

撤离至疏散楼梯旁边有外窗的房间或地点，并求助身边人员向消防队通报您的位置，拨打 119 告知您在大楼内的具体位置。消防队将前来援救您。



General Fire Emergency Instructions



- You are requested to assist persons with disabilities.
 - The person should either remain in the area or be relocated to an area of rescue assistance preferably a room with an exterior window and a telephone.
 - A Fire Warden if present should be consulted to determine the best course of action.
 - Campus Safety should be called immediately and advised of the exact location of the person(s). If a telephone is not readily available, someone should go to the building entrance and notify the **Campus Safety Officer** on duty of the exact location of the person(s).
 - Campus Safety will inform the Fire Department of the location and the Fire Department will determine if an evacuation is warranted.
 - Only the Fire Department will attempt to evacuate the person(s) requiring assistance.

Volunteer Fire Wardens

- Certain buildings are required by Fire Code to have volunteer wardens. In these buildings follow the instruction of the wardens during fire alarm activations.



NO SMOKING

- NYU Shanghai is a smoke free environment. Smoking is not permitted on University property.

通用火灾应急指南

- 您应当对行动不便者给予以下协助
 - 该行动不便者应当在原地等待救援，或者被转移到便于获得救援的地方，如有外窗和电话的房间。
 - 如果消防员在场，应当征询消防员的意见以确定最佳援救方案。
 - 应立即拨打公共安全部热线，告知该人员的具体位置。如果现场没有电话，应当有人前往大楼入口处并告知公共安全部值班员该行动不便者的具体位置。
 - 公共安全部应向消防队转告该具体位置，然后由消防队决定援救方案。
 - 只有消防队可以援救需要帮助的人。



志愿消防员

- 部分大楼根据消防法规需要配备志愿消防员。这部分大楼火灾警报启动时，应当服从志愿消防员的指示。

禁止吸烟

- 上海纽约大学是一个无烟环境。在学校所属大楼内严禁吸烟。



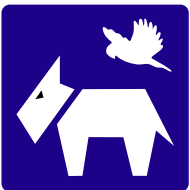
Specific Fire Emergency Instructions

IF YOU DISCOVER OR SUSPECT A FIRE



In Laboratories

- Activate the Nearest Fire Alarm
- *If possible*-- Shut off all 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 General Fire Emergency Instructions
- **Evacuate**



In Animal Areas

- Activate the Nearest Fire Alarm
- *If possible*-- Be sure all animals in your area are securely caged.
- *If possible*-- Remove all animals in transit or in hallways to the nearest room. Be sure that cages are securely fastened.
- Notify others of the fire as stated in the General Fire Emergency Instructions
- **Evacuate**

当你发现火情或疑似火灾

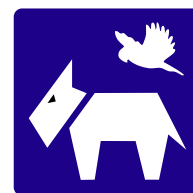
实验室

- 启动最近的火灾报警按钮
- *如果可能*——关闭所有燃气设备，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
- 按照通用火灾应急指南的提示通知其他人
- 疏散



动物中心

- 启动最近的火灾报警按钮
- *如果可能*——确保您管辖区域所有动物都被关进笼子
- *如果可能*——把所有搬运途中或者走道上的动物转移至最近的房间，并确保所有笼子已妥善固定
- 按照通用火灾应急指南的提示通知其他人
- 疏散



Specific Fire Emergency Instructions

IF YOU ARE TRAPPED

- **Don't Panic!**
- If a telephone is available, notify the Fire Department and/or NYU Shanghai Campus Safety of your exact location.
- Keep doors closed. Do not attempt to open a door without first feeling with the back of your hand. If the door is hot, try another exit. If no other exit is available, seal openings into the area with available materials.
- Signal firefighters from a window if possible.
- Stay close to the floor. If fresh air is needed open the window slightly.
- Remain by the window until the Fire Department arrives.

当你被困时

- 请勿惊慌！
- 如果现场有电话，立即通知消防队以及/或者公共安全部您的具体位置。
- 关闭所有门。在用手背感受门的温度前不得随意开门。如果门有高温，应尝试其他出口；如果没有其他出口，则用一切可用的材料封堵通往火灾一侧的所有缝隙。
- 如果可能，从窗口向消防员发出求救信号。
- 俯身贴近地面。如果需要新鲜空气，可以开一点窗户。
- 待在窗口直至消防队赶到。

How Fires Start

Fire is a chemical chain reaction involving rapid oxidation or burning of a fuel. It needs four elements to occur:

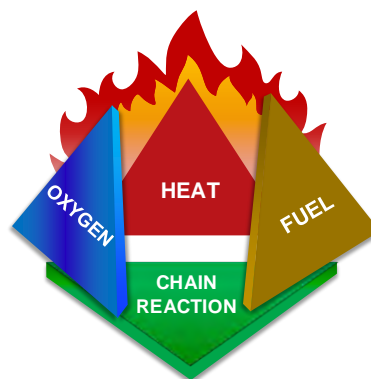
Fuel-- Fuel can be any combustible material: solid, liquid or gas.

Oxygen-- The air we breathe is approximately 21% oxygen. Fire needs only an atmosphere with at least 16% oxygen.

Heat-- Heat is the energy necessary to increase the temperature of the fuel to a point where sufficient vapors are given off for ignition to take place.

Chain Reaction-- A chain reaction can occur when the other three elements are present in the proper proportions and conditions. Fire occurs when this rapid oxidation, or burning takes place.

Take any one of these factors away, and fire cannot occur or will be extinguished if already burning.



火的形成

火是燃料的燃烧或快速氧化的化学链式反应过程。火的形成需要以下 4 个要素：

燃料——任何可以燃烧的物质，包括固体、液体和气体。

氧气——我们呼吸的空气中含有约 21%的氧气，而火仅需含氧 16%以上的大气环境即可形成。

热量——热量是使燃料温度升高，进而产生足够的蒸汽并达到着火点的必要因素。

链式反应——链式反应是在上述三个要素同时存在并且在适当的比例和条件下产生的化学反应。火是在快速氧化或者燃烧过程中形成的。

缺少以上四个要素中的任何一个，火都不会形成或者将会被扑灭。



Classification of Fires



Class A-- Fires involving solid materials such as wood, paper, cloth and some plastic, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers.



Class B-- Fires involving liquids or liquefiable solids such as gasoline, alcohol, paint and grease.



Class C-- Fires involving gases such as natural gas, propane and liquefied petroleum gas.



Class D-- Fires involving metals such as potassium, sodium, magnesium and titanium. **Explosive reactions can result from using common extinguishing agents on fires involving Class D materials.**



Class E-- Fires involving energized electrical equipment, such as appliances, switches, panel boxes and power tools.



Class F-- Fires involving cooking media (vegetable or animal oils and fats) in cooking appliances.

Refer to GB/T 4968-2008 and ISO 3941: 2007 “*Classification of Fires*”.

火灾分类

A 类火灾—固体物质火灾，如木材、纸张、织物和塑料等。这种物质通常具有有机物性质，一般在燃烧时会产生灼热的余烬。



B 类火灾—液体或可熔化的固体物质火灾，如汽油、酒精、油漆和油脂等。



C 类火灾—气体火灾，如天然气、丙烷和液化石油气等。



D 类火灾—金属火灾，如钾、钠、镁、钛等。使用常规灭火器扑灭金属火灾时会发生爆炸。



E 类火灾—带电火灾，物体带电燃烧的火灾，如电器、开关、配电箱和电动工具等。



F 类火灾—烹饪器具内的烹饪物（如动植物油脂、脂肪）火灾。



参考 GB/T 4968-2008 《火灾分类》和 ISO 3941: 2007 《火灾分类》

Prevention of Fires



Class A— Solid Combustibles:

- Keep storage and work areas free of trash.
- Place oily rags and similar materials in covered metal containers away from sources of ignition.
- Empty all trash containers daily.

Class B— Flammable Liquids or Liquefiable Solids:

- Use flammable liquids only in well ventilated areas.
- Keep flammable liquids stored in tightly sealed, self-closing and spill-proof containers; away from sources of ignition
- Clean up flammable liquid spills quickly.

Class C— Flammable Gases:

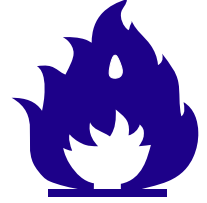
- Use flammable gases only in well ventilated areas.
- Install detectors and alarm system for flammable gases for places with real demand.
- Cut off natural gas supply for places without demand.

Class D— Combustible Metals:

- Always follow the material handling guidelines for the material in use, as specified by the supplier and the Material Safety Data Sheet (MSDS).

Class E— Electrical Equipment:

- Never overload outlets.
- Check electrical equipment for broken or worn wiring.
- Investigate any appliance or electrical equipment that smells strange. Unusual odors can be the first sign of fire.



A 类火灾—固体可燃物：

- 保持储存场所和工作场所清洁无垃圾
- 将含有油污的抹布等存放在有盖的金属容器中，并远离点火源
- 每日清空所有垃圾桶

B 类火灾—可燃液体或可熔化的固体物质：

- 仅在通风良好的区域使用可燃液体
- 将易燃液体储存在密封、常闭、防溅漏的容器中，并远离点火源
- 及时清理溅漏的易燃液体

C 类火灾—可燃气体：

- 仅在通风良好的区域使用可燃气体
- 可燃气体使用场所安装可燃气体探测报警器
- 短期不需要供气的地方应当关闭天然气总阀

D 类火灾—可燃金属：

- 始终按照供应商和化学品安全说明书（MSDS）规定的操作规范使用可燃金属

E 类火灾—电器：

- 切勿过载使用插座
- 检查电器中破损的电线
- 电器有异味时应当仔细检查，电器异味往往是起火前的征兆

Portable Fire Extinguisher



Every portable fire extinguisher displays the rating on the faceplate, indicating the classes of fire which it is designed to be effective on. **The majority of fire extinguishers available at the University are ABC, such as Dry Powder extinguishers and Carbon Dioxide extinguishers. These can be used on most types of fires except metal fires.**

Class A Extinguishers-- are effective on ordinary combustibles. These extinguishers may utilize water, foam or multi-purpose dry chemical agents.

Class B Extinguishers-- are effective on flammable liquids or liquefiable solids. Class B extinguishers may come in several types including foam, carbon dioxide, ordinary dry chemical, multi-purpose dry chemical.

Class C Extinguishers-- are used specifically on fires involving flammable gases. Extinguishing agents may be carbon dioxide, ordinary dry chemical, multi-purpose dry chemical.

Class D Extinguishers-- are used to extinguish metal fires with powdered agents specifically designed for the material involved.

Class E Extinguishers-- are used specifically on fires involving energized electrical equipment. Extinguishing agents may be carbon dioxide, ordinary dry chemical, multi-purpose dry chemical. Carbon dioxide do not leave a residue and may be more desirable for use on computers and other sensitive electrical equipment.

手提式灭火器

每个手提式灭火器都会在铭牌显示该灭火器的等级和适用的火灾类别。校园内主要的灭火器类型是 **ABC**，如干粉灭火器和二氧化碳灭火器。这两种灭火器都适用于扑灭除 **D** 类金属火灾以外的大部分火灾。



A 型灭火器—适用于一般固体可燃物。这类灭火器常用水、泡沫或 **ABC** 干粉作为灭火剂。

B 型灭火器—适用于可燃液体和可熔化的固体。该类灭火器可选用泡沫、二氧化碳、**BC** 干粉或 **ABC** 干粉作为灭火剂。

C 型灭火器—适用于可燃气体火灾。灭火剂可选用二氧化碳、**BC** 干粉或 **ABC** 干粉。

D 型灭火器—适用于金属火灾。通过特定的粉末状灭火剂可针对性地扑灭相应可燃金属火灾。

E 型灭火器—适用于带电电器火灾。灭火剂可选用二氧化碳、**BC** 干粉或 **ABC** 干粉。其中二氧化碳灭火后不留残渣，更适用于电脑及其他精密电器。

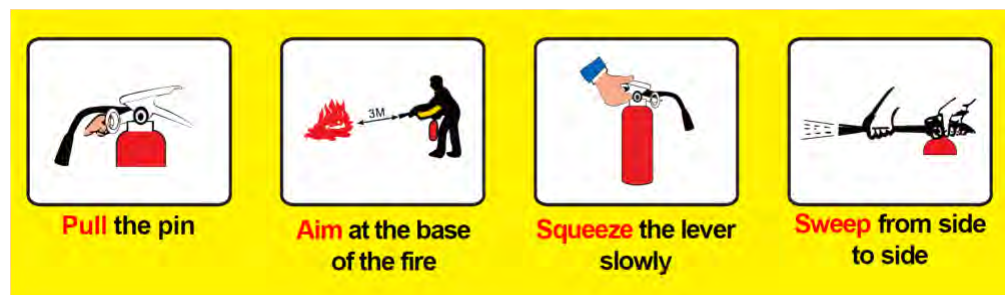
Operating a Portable Fire Extinguisher

A portable fire extinguisher should **ONLY** be used in the early stages of a fire and **ONLY** when it is safe to do so.

If the fire is too large, or it is spreading and threatening to block your path of escape, **leave the area immediately**. If necessary, do not hesitate to use the extinguisher to clear an escape path. Always fight a fire with your back to your escape route.

In an emergency situation you should know how to use an extinguisher properly.

Important: Choose the correct class of extinguisher for the fire situation. **Never fight a fire alone.**



Use the PASS method. PULL, AIM, SQUEEZE, SWEEP.

(See pull-out poster.)



P— Pull the pin in the handle

A— Aim the extinguisher at the base of the fire

S— Squeeze the lever while holding the extinguisher upright

S— Sweep the extinguisher from side to side, covering the area of the fire with extinguishing agent

手提式灭火器使用方法

手提式灭火器**仅仅**适用于火灾的初起阶段，并且**仅仅**在确保安全的前提下使用。

如果火势太大，或者已经扩散并且威胁到您的撤离路线，**应当立即撤离**。如果需要，可以使用手中的灭火器扫除疏散通道上的障碍物。灭火时，应当始终确保你身后的疏散通道畅通。

紧急情况时，您应当知道如何正确使用灭火器。

重要：选择正确类型的灭火器。**切勿独自参与灭火。**



使用拔-握-按-摆的步骤操作（见灭火器使用提示图）

拔—拔掉保险销

握—握住喷嘴，对准火焰根部

按—按下手柄喷射，保持灭火器竖直向上

摆—左右摆动喷嘴，通过灭火剂覆盖火焰将其扑灭



Campus Safety Services



The NYU Shanghai Campus Safety is available to assist University offices with any fire safety concerns. The department operates 24 hours a day, also serving the NYU Shanghai Community by providing security services, emergency response, Lost & Found and campus transportation service.

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 Room E118, New Bund Campus at (021) 2059 5500 or email to 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各部门提供有关消防安全等各种咨询服务。此外，公共安全部还负责校园安保、应急响应、失物招领以及校园交通等服务。

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 室的公共安全部指挥中心，或者发送邮件至 shanghai.safety@nyu.edu。

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



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

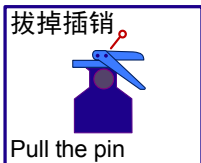


如果你能记住英文首字母缩写PASS的口诀，即“拔握按摆”，则记住灭火器的使用方法会容易一些。

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.

