

上海纽约大学
NYU Shanghai

消防安全手册

Fire Safety Handbook



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
火警 Fire	119
警察 Police	110
救护车 Ambulance	120



Fire-Policy-16

2024 年 8 月版
August 2024 Edition

Fire Safety Handbook

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This Fire Safety Handbook was prepared by:
NYU Shanghai Department of Campus Safety
E118, 567 West Yangsi Road, Shanghai 200126, China
August 2024 Edition

Based on the Fire Safety Handbook developed by the
New York University Environmental Health and Safety
December 2016 Edition

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

纽约大学消防安全手册 2016.12 版

Foreword



The Fire Safety Handbook has been updated by NYU Shanghai Campus Safety to provide NYU Shanghai community 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 (December 2016) 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 members are encouraged to review the Handbook and familiarize themselves with the relevant information.

In addition, all community members are requested to actively participate in fire drills, identify fire hazards, remove hazards when possible, and report any hazards as needed. At the start of each new semester NYU Shanghai faculty members, staff and teaching assistants are requested to remind students of the location of fire exits and to use stairs to exit the building 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（2016.12 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成员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成员仔细阅读本手册，并熟悉本手册中关于自身所在位置的相关信息。

此外，成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** member is expected to evacuate the building. (Those with disabilities should refer to General Fire Emergency Instruction on Page 9-10)

Alarm devices activate throughout the entire building when two fire detectors are triggered within NYU Shanghai 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.

Fire Drill Information

The University conducts fire drills in accordance with local law. These fire evacuation drills are conducted throughout the year. Since fire drills are not announced, **every fire alarm should be treated as an emergency and all building occupants must follow the emergency procedures for their building.**

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**成员都应当疏散。（行动不便者应当参考本手册第 9 至 10 页通用火灾应急指南）。

当两个火灾探测器被激活时，火灾报警系统会启动全楼的火灾警报装置。

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。

火灾疏散演练

本校根据当地法律进行消防演练。这些火灾疏散演练在全年内进行。由于消防演练不会提前通知，因此每次火灾报警都应视为紧急情况，**建筑物内的所有人员必须遵循所在建筑的应急程序。**

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, faculty members, teaching assistants and staff are requested to inform students about the evacuation routes from the floor and the building; and what is expected when there is a fire and the alarm is activated.
- Ensure that the routes of egress are free of all obstructions. Nothing should be stored in stairwells or obstructing the path of travel through hallways. If you do observe anything that is blocking the path of egress, have it removed immediately.
- Fire doors should never be propped open with a wooden wedge or other objects. Fire doors should only be held open by magnetic door holders, and otherwise should be kept closed at all times.

General Fire Emergency Instructions

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。
- 在开学宣讲时，教授、助教或者员工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。
- 确保疏散路线没有任何障碍物。楼梯间或走廊内不应存放任何物品，也不应阻挡通行路径。如果发现有任何阻碍疏散通道的物品，应立即将其移除。
- 防火门绝不应使用木楔或其他物品支撑。防火门只能由应急释放装置保持开启，除此之外应始终保持关闭状态。



General Fire Emergency Instructions



If You Discover or Suspect a Fire

Do not attempt to fight the fire unless it is necessary for your escape

Activate the Nearest Fire Alarm

- Follow the instructions on the manual alarm point. The alarm is transmitted to the control room, and may be transmitted to the Fire Department based on system configuration.

See pull-out poster for R.A.C.E. on Page 34.



Call Campus Safety from a safe location

- Campus Safety can be reached at +86-21-20595500 (New Bund Campus). When reporting, provide Campus Safety personnel with the location of the smoke or fire, **including the building, floor and/or room number, as well as the name and call back number of the person making the report.**
- Personnel at non-campus venues, such as the ECNU campus, should follow the respective building safety plan.

通用火灾应急指南

当你发现火情或疑似火灾

切勿尝试独自灭火，除非为了疏散！

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 34 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 021-2059 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。



General Fire Emergency Instructions



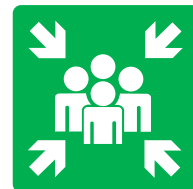
Evacuate

- Upon hearing the alarm, **all occupants** must exit the building using the nearest safe means of egress. Follow the evacuation chart and the exit signage in corridors.
- Close all doors and windows to prevent the spread of fire and smoke.
- **NEVER** use an elevator for evacuation.
- 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 report to the designated assembly area for your building. Be sure to keep out of the way of firefighters and other emergency personnel.
- Do not re-enter the building, or allow students or personnel to re-enter the building, for any reason, until you are authorized to do so.
- If you are a person requiring assistance from a permanent or temporary condition, and you are not able to self-evacuate, 1) notify your manager and request that a buddy be assigned to assist you in the event of an emergency, and 2) notify Campus Safety of your room number and phone number. In the event of an emergency, move to a location/room near the exit stairway with an exterior window. Call 119 to let the fire department know your location in the building; if possible, request that someone notify fire department personnel of your location. If needed, the fire department will assist 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。
- 关闭所有门窗，以防火势和烟雾的蔓延。
- **请勿**乘坐电梯进行疏散。
- 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。
- 如果您因永久性或临时性状况需要帮助，且无法自行撤离，请按照以下步骤操作：1) 通知您的主管，并要求分配一名成员在紧急情况下协助您；2) 通知校园安全部门您的房间号和电话号码。在紧急情况下，请移至靠近出口楼梯且有外窗的位置或房间。拨打 119 告知消防部门您所在建筑物内的位置；如果可能，请求他人告知消防人员您的位置。如有需要，消防部门将协助您。



General Fire Emergency Instructions



You are requested to aide persons requiring assistance to evacuate. If practical the person should be evacuated. If not, the person requiring assistance should either remain in the area or be relocated to a designated area of rescue assistance, preferably a room with an exterior window and a telephone away from any imminent hazard. A Fire Warden, if present, should be consulted to determine the best course of action. Call 119 immediately and advise 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 of the person(s). The fire department will determine if an evacuation is warranted.

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.

通用火灾应急指南



您有义务协助需要帮助的人员进行疏散。如果可行，应尽量将该人员疏散处大楼。如果无法疏散，该人员应留在原地或被转移到指定的救援区域，最好是有外窗和电话的房间，远离任何即将发生的危险。

如果有消防负责人在场，应与其协商以确定最佳行动方案。

立即拨打 119，并告知消防部门该人员的具体位置。

如果附近没有电话，应派人前往建筑物入口，通知值班的校园安全部值班人员；校园安全部会将该情况告知消防部门。消防部门将决定是否需要撤离。

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。

General 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, such as wet towels.
- 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.

If Your Clothing Catches Fire

- Don't Panic!
- Stop where you are.
- Drop to the ground and cover your face with your hands.
- Roll around until the flames are extinguished.
- Seek immediate medical attention.

当你被困时

- 请勿惊慌！
- 如果现场有电话，立即通知消防部门以及/或者上海纽约大学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，例如湿毛巾。
- 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。
- 待在窗口直至消防部门赶到。

如果您的衣物着火

- 请勿惊慌！
- 待在原地。
- 倒在地上并用手捂住脸。
- 在地上打滚直到火焰熄灭。
- 立即寻求医疗帮助。

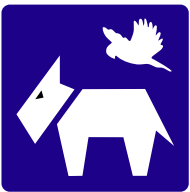
Specific Fire Emergency Instructions

If You Discover or Suspect a Fire



In Laboratories

- Activate the Nearest Fire Alarm
- Notify others of the fire, as stated in the General Fire Emergency Instructions
- *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.
- **Evacuate, and call NYU Shanghai Campus Safety**



In Animal Facility

- Activate the Nearest Fire Alarm
- Notify others of the fire as stated in the General Fire Emergency Instructions
- *If possible*— Be sure all animals in your area are securely caged.
- *If possible*— Move all animals in transit or in hallways to the nearest room. Be sure that cages are securely fastened.
- **Evacuate, and call NYU Shanghai Campus Safety**

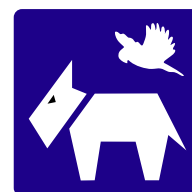
当你发现火情或疑似火灾

实验室



- 启动最近的火灾报警按钮
- 按照通用火灾应急指南的提示，通知其他人
- *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
- 疏散，并电话告知公共安全部

动物中心



- 启动最近的火灾报警按钮
- 按照通用火灾应急指南的提示通知其他人
- *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
- 疏散，并电话告知上海纽约大学公共安全部

Prohibited Actions for Fire Safety

This policy ensures community safety by prohibiting fire hazards in all university-operated buildings, including academic and residential facilities.



Open Flames and Heat Sources

- Candles, incense, and other open flames are strictly prohibited.
- Space heaters, hot plates, and personal heating devices are banned in dormitories and offices unless approved.

Flammable and Combustible Materials

- Unauthorized storage and use of flammable liquids, gases, and solids are prohibited.
- Fireworks, explosives, and incendiary devices are strictly forbidden on university property.

Cooking Appliances

- Unauthorized cooking appliances like toaster ovens and hotplates are banned in dorms and offices.
- Cooking is only permitted in designated kitchen areas with safety devices.

Smoking

- NYU Shanghai is a smoke free environment.
- Smoking including e-cigarettes and vaping devices is not permitted on University property.

消防安全禁止行为

本规定旨在通过禁止火灾隐患活动和材料，确保学校场所内的安全，适用于所有学校运营的建筑。

明火和热源

- 严禁使用蜡烛、熏香和其他明火。
- 除非经过批准，否则禁止在宿舍和办公室使用电暖器、电热毯、电热板和个人取暖设备。



易燃和可燃材料

- 禁止未经授权储存或使用易燃液体、气体和固体。
- 学校楼宇内禁止烟花、爆炸物和燃烧装置。

烹饪器具

- 禁止在宿舍和办公室使用未经授权的烹饪器具，如烤面包机和电热板。
- 仅允许在配备适当安全设备的指定厨房区域进行烹饪。

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，包括电子烟和蒸汽设备。

Prohibited Actions for Fire Safety

Electrical Safety

- Overloading outlets, using unapproved extension cords, and daisy-chaining power strips are prohibited.
- Use CCC-listed or equivalent certified electrical devices on campus.
- Charging electric scooters/motorcycles indoors, extending indoor power cords for charging, or bringing their batteries onto campus or into dormitories are strictly prohibited.

Decorations

- Decorations that obstruct exits, fire alarms, sprinkler systems, or fire extinguishers are prohibited.
- Hay, straw, and other flammable materials are not allowed.

Additional Prohibited Actions

- Intentionally or recklessly damaging or destroying property by fire or explosives.
- Creating or maintaining a fire or fire hazard.
- Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems.
- Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded.

消防安全禁止行为

电气安全

- 禁止过载插座、使用未经批准的延长线和串联电源板。
- 校园内仅使用 CCC 认证或同等认证的电器设备。
- 严禁将电动车电池携带进校园或宿舍充电，禁止在室内为电动车电池充电。

装饰品

- 禁止装饰物阻挡出口、火警、喷水系统或灭火器。
- 禁止使用干草、稻草和其他易燃材料作为装饰。

额外禁止行为

- 故意通过火灾或爆炸破坏或摧毁财产；
- 故意制造火灾或火灾隐患；
- 滥改或滥用消防安全设备，包括报警按钮、消防通道、灭火设备、烟雾/温度探测器或喷淋系统；
- 当火警警报响起时，不立即离开建筑物。

How Fires Start

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

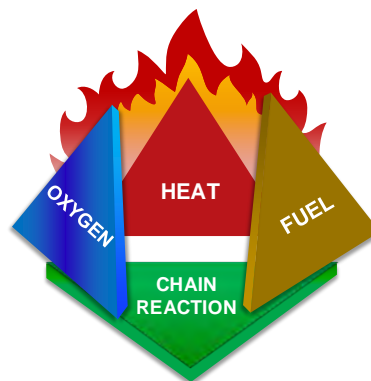
Fuel - Fuel can be any combustible material: solid, liquid or gas.

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，而火仅需含氧量 16%的大气环境即可形成。

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—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:

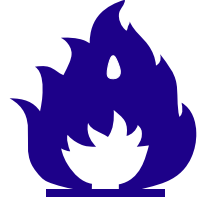
- Use flammable gases only in well ventilated areas.
- Install detectors and alarm system for flammable gases for places with real demand.
- Cut off natural gas supply for places without demand.

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

Automatic Fire Sprinklers

Many locations on campus are protected by automatic fire sprinklers. These sprinklers should be kept clear of obstructions. Always maintain at least 18 inches of clearance of all objects from the sprinkler to ensure proper operation of the sprinkler in an emergency. Objects should never be attached to or hung from sprinklers, as this impairs the function of the sprinkler and can result in an unintentional activation, which will cause severe flooding.

自动喷水灭火系统

校园内的许多地点都安装了自动喷水灭火系统。应确保这些喷头没有任何障碍物。始终保持喷头周围至少 50 厘米的空隙，以确保在紧急情况下喷水灭火系统能正常运作。切勿将物品附着或悬挂在喷头上，这样会影响喷头的功能，并可能导致意外启动，引发严重的漏水。

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

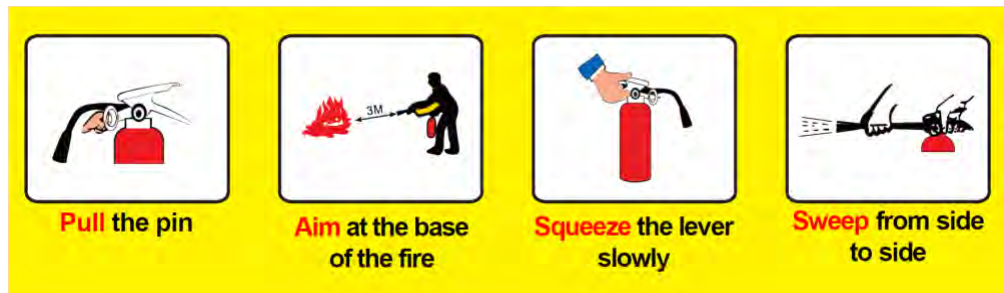
A portable fire extinguisher should **ONLY** be used in the early stages of a fire and **ONLY** when it is safe to do so.

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 +86 21 2059 5500 or email to shanghai.safety@nyu.edu.

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
的各种咨询服务。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

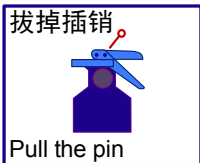


如果你能记住英文首字母缩写PASS的口诀，即“拔握按摆”，则记住灭火器的使用方法会容易一些。

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。

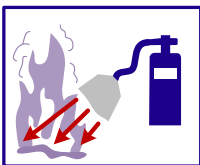
Do not fight a fire alone. Always make sure a route of escape is available.



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.

