



FIRE SAFETY GUIDELINES, INSPECTION ITEMS, AND EVACUATION PROCEDURES

消防安全指南，检查项目及疏散流程

OFFICE AND STORAGE AREAS

办公室及存储区

- Avoid overloading electrical outlets and keep wiring away from doorways, windows or under carpeting.
避免电源插座超负荷运作，避免在门廊、窗边及地毯下面安装电线。
- Carefully store and handle cleaning compounds and polishes, for they often give off flammable vapors.
清洁剂和抛光剂会经常释放出易燃气体，请谨慎存储、使用。
- Ensure general order and cleanliness in storage rooms.
保持存储间的干净整洁。

HALLS AND DOORWAYS

大厅及门廊

- Identify exits with lighted exit signs and keep them unobstructed.
在出口处设置亮灯标识，并保证其正常运作。
- Avoid wedging open hallway doors.
避免以楔入方式打开走廊门。
- Check emergency lighting every month to ensure it is in proper working order.
每月定期检查紧急出口处的照明灯，保证其可以正常使用。
- Test fire doors regularly to make certain that the doors do not jam and that the hardware is not detached.
定期检测防火门，确保防火门无堵塞，硬件无分离。
- Restrict paper to bulletin boards and fasten at all corners. DO NOT exceed 5% of wall area.



限制校园各处公告栏上的纸张数量，保证其不超过墙体面积的 5%。

BOILERS AND MAINTENANCE ROOMS

锅炉及维修室

- DO NOT store combustibles in boiler rooms or furnace rooms.
请勿在锅炉间存放易燃物物品。
- Service heating/cooling equipment annually and check units regularly to make sure they are in proper working condition.
每年需检修制热/制冷设备，定期检查零部件，确保其正常运转。
- DO NOT store combustible materials in electrical rooms.
请勿在配电室存放易燃物品。

FIRE SAFETY PLAN

消防安全计划

THE fire safety plan must consider special events such as graduation, concerts and school sleepovers.

消防安全计划应包含特殊活动的安全保障问题，如毕业典礼、音乐会、校园通宵活动。

Evaluation procedures must be included in THIS plan.

此项计划中还包括疏散流程。

PURPOSE

目的

Prevention is the key in eliminating conditions, which may contribute to the cause of any fire. The purpose of this information is to assist school board employees in establishing a fire-safe environment in the schools for the children of this School.

排除消防安全隐患应以预防为主，制定此项计划的目的在于协助学校工作人员为学生营造一个无火灾隐患的安全环境。



WHAT TO DO IN CASE OF FIRE

火灾救急措施

- Implement the Fire Safety Evacuation Procedure. (SEE BELOW)
实行后文所述的《火灾疏散流程》
- Evacuate students in immediate danger.
疏散处于紧急危险中的学生。
- Sound the alarm.
启动火灾警报器。
- Perform any fire duties assigned to you during practice drills.
履行自身在消防演习中承担的责任。
- Close room doors and windows doors to prevent air movement, which could spread flames and smoke more rapidly.
关闭门窗，防止空气流动引起火苗蹿动或浓烟扩散。
- DO NOT PANIC. Advise students that the fire plan is in operation and remain calm. Your confidence and judgment is extremely important and will prevent panic.
不要惊慌。应安抚学生，告知学生消防安全计划已启动，使其保持镇定。职工的信心和判断十分重要，有助于抑制恐慌。
- Fight the fire with the proper equipment **only** if you are not putting yourself or anyone else in danger.
在确保自身或他人安全的情况下，可以使用适当设备救火。

DO NOT FIGHT the fire if it is spreading rapidly or blocking your exit. If you do not know how to use the fire equipment, leave the building immediately.

如果火势蔓延较快或挡住出口，请勿强行救火。如果不知道消防设备的操作方法，请立即离开火灾发生的建筑物。

FIRE DRILLS

消防演习

- Always take school fire drills seriously, and evacuate the school when the alarm sounds.



以严肃态度对待消防演习，当报警器响后，撤离学校。

- Hold fire drills on a regular basis. Have the initial fire drill for the school year in early September.

定期举行消防演习，每学年的校园首次消防演习定于9月初举行。

- Ensure that school employees know how to evacuate their work areas and perform their fire drill duties in an emergency.

确保在校员工了解疏散撤离工作区域的流程，并保证员工能在紧急情况下，能正确履行其在消防演习中的责任。

- Always sound the alarm at the first sign of smoke or fire.

一旦发现有浓烟或火苗迹象，应立即启动火灾报警器。

- Be familiar with the location of the nearest fire alarm and extinguisher.

了解区域内最近的报警器及灭火器的位置。

- Train all Staff on how to operate fire extinguishers, fire blankets and fire hoses.

举行灭火器、消防毯及消防软管操作使用方面的员工培训。

Contact the fire department to provide instructions and demonstrations.

联系消防部门，寻求相关演示指导帮助。

FIRE PREVENTION PLAN

火灾预防计划

LABORATORIES

实验室

- Store flammable liquids properly and dispense them from an approved safety container.

正确存储易燃液体

- Avoid storing incompatible chemicals next to each other as interaction may occur and cause a fire or explosion.



避免将不相容的物质放置在一起，以免发生相互作用而引起火灾或爆炸。

- Survey chemicals annually and discard any, which are obsolete or show signs of decomposition.

每年须对化学物品进行检验，丢弃任何过期的或变质的物品。

- Order and store the minimum supply necessary.

按最低需求量订购、存储所需物品。

- Clean up spills immediately.

物品泼溅后，应立即清理干净。

- Repair all electrical hazards and avoid overloading outlets.

及时修理电力故障，避免插座超负荷运作。

- Dispose of rubbish regularly and in a proper manner.

按正确方式定期清理废弃物品。

CLASSROOM

教室

- Keep combustible material away from heaters or air conditioners.

将易燃材料放置在远离取暖器或空调的地方。

- Avoid using portable heaters.

避免使用便携取暖器。

- Clearly mark the evacuation route on the school floor plan, and place it on the wall adjacent to the classroom door.

在校园平面图上清楚标志出疏散撤离路线，并将平面图放置于教室门毗邻的墙上。

- Check electrical appliances and cords regularly, and disconnect appliances where practical. Report damaged electrical equipment to your Supervisor.

定期检查电器用品及电线，断开不使用的电器。如有电气设备损坏，请向管理人汇报。

- Keep all doorways clear.

保持走道门廊的清洁。



- Have staff dispose of classroom rubbish daily.
每天安排员工清理教室垃圾。
- Protect all unused outlets in kindergarten and preschool nurseries with safety plugs.
幼儿园中未使用的排水口需用安全防水塞进行保护。

GYMNASIUM

体育馆

- Check emergency lighting monthly.
每月按时检查紧急照明灯具情况。
- Keep all doorways clear and exit lights in working order.
保持走道的清洁以及出口灯能正常使用。

CAFETERIA KITCHEN

食堂烹饪间

- Keep all cooking equipment, hoods, filters and ducts free of grease accumulation.
保持烹饪器具、排风扇、多虑器及管道无油污堆积。
- Clean up spills immediately.
如有物品泼溅，须立即清理干净。
- Do not allow garbage to accumulate.
不允许堆积垃圾。
- Regularly clean lint traps on dryers and filters on vents, fans and air conditioners.
定期清理通风孔、空调中干燥器及过滤器上的纤毛收集器。
- Electrical outlets used for plugging in extra appliances like hot water kettles etc. should be equipped with a pilot light.
其他电器设备上（如电水壶）使用电器插座时，插座上须配有指示灯。

MAINTENANCE STAFF WORKSHOPS OR REPAIR SITES

维修员工工作间

- Electrical outlets and frayed cords can cause burns and shock. Avoid overloading



outlets and use approved extension cords only on a temporary basis.

电器插座和磨损的电线会引发烧伤或电击。应避免插座超负荷运转，获得许可后方可临时使用外接线。

- Secure compressed gas cylinders in an upright position. Avoid dropping, rolling or knocking them together.

确保压缩气体罐直立放置，避免罐体摔落、滚动或相互碰撞。

- Never weld in areas where combustible material is stored.

不在存放易燃物品的地方进行焊接工作。

- Keep work area clean and check daily for fire hazards.

保持工作区域的干净，并每日进行火灾隐患检查。

- Provide suitable waste cans for disposal of oil soaked and paint rags.

为清理油污及油漆抹布准备适当的废料罐。

- Use safety cans for storing and dispensing small amounts of flammable liquids.

使用安全罐存储、分配小剂量的易燃液体。

- Ensure good ventilation for painting operations and a regular routine for cleaning up overspray residues.

在油漆过程中应保证良好的通风，定期清理喷涂过量的残留物。

- Supply suitable and easily accessible fire extinguishers if flammable items are used in any repairs.

如果修理过程中需要使用易燃物品，应在易拿取的位置准备适当的灭火器。

ALWAYS REPORT ANY ITEM OF CONCERN TO THE SCHOOL SAFETY

及时汇报威胁学校安全的因素。

FIRE EVACUATION PROCEDURES AND DRILLS

火灾疏散流程及消防演习

The objective of the Fire Evacuation is for the entire school to remain calm and focused on evacuating the school in an orderly fashion for the safety and security of all staff and students.



火灾疏散的目标是使全学校人员保持镇定，以全体员工及师生的安全为出发点，保证其能井然有序地撤离学校。

WHEN THE FIRE ALARM SOUNDS:

火警警报器响起时：

1. Students line up at the door of your classroom in single file. No talking!!
学生应在教室门口排成一列纵队，并保持安静，禁止吵闹喧哗。
2. Teacher closes doors and windows in classroom before leaving.
教师在离开前应将教室门窗关好。
3. Fire Drill Exit Strategy!

3Rd Floor.

All students on the Third Floor during a Fire Drill will exit via the centre stairwell to the bottom floor by walking single file to the **sports field** and line up to await further instructions..

2nd Floor

All students on the Second Floor during a fire drill will exit via the main door nearest the Principals office walk single file to the flag pole at the front of the school and line up at **the Flagpole** to await further instructions.

Ground Floor

All students on the Ground Floor will exit via the door nearest the front of the building and walk single file to the **sports field** to line up and await further instructions.

Teachers must appoint one student as the class lead to take students to the designated area to line up, one student to close all the windows and then the teacher is the last to leave the room to follow the class outside. There is no running, or loud talking and students will line up in the designated area while the teacher confirms with the principal that all students are accounted for.

4. Homeroom teacher meets the class to take attendance to ensure that all students in the class are accounted for. Homeroom teacher will send a report to the Principal of any absences and their grade.

班主任在班级学生到达后，应清点人数，确保安全，防止人员走失。清点完毕后，班主任应向校长汇报本班级所在年级以及是否有人走失。

5. All other school staff will assemble in the designated area and report to the Principal anyone knowingly missing and where they were last seen.

其他校方人员应在指定区域集合，如有人员走失，应向校长汇报其最后出



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现的地点。

6. If the Fire Alarm sounds between classes, during recess or Noon Break , students are to leave the building by walking to the nearest exit and going to their classes designated area away from the building where they will meet with the Homeroom Teacher.

火警警报器响起时，若正值课间或午休，学生应步行通过最近的安全出口，离开所在建筑物，达到班级指定区域，与班主任会合。

ADMINISTRATION IS RESPONSIBLE FOR ENSURING THAT STAFF AND STUDENTS SUCCESSFULLY PRACTICE THIS PROCEDURE

学校行政人员应确保本校职工及学生按规定实施此项规程。