



Appendix D - 11 Documents of Experimental Teaching Management System



National Demonstration Center for Experimental Teaching in Civil Engineering Fire and Theft Prevention Regulations

This system is formulated to earnestly conduct fire - prevention and anti - theft work at the National Demonstration Center for Experimental Teaching in Civil Engineering, prevent related accidents, ensure the safety of the lives and property of teachers, students, and staff, and better serve teaching and scientific research.

1. Strengthen safety education and enhance safety awareness. In daily life, pay attention to potential factors that may cause accidental fires or fires during experimental operations. Regularly check whether the connecting wires and controllers of heating appliances are in good condition, and whether their placement meets fire - prevention requirements.

2. Prepare dry powder fire extinguishers, foam fire extinguishers, and wet rags according to the situation. Experimental personnel should understand the performance, usage methods, and precautions of fire extinguishers and conduct regular inspections.

3. The quantity of inflammable and explosive items should be sufficient only to meet the testing needs. Large - scale storage of such items is not allowed in the laboratory. The storage area should be cool, ventilated, and dry.

4. During the experiment, fully understand the object being heated. Operators are not allowed to leave their posts without



permission.

5. In case of a fire, handle it according to the following situations respectively:

(1) In case of an electrical equipment fire, immediately cut off the power supply and use a dry powder fire extinguisher to extinguish the fire.

(2) In case of a building material fire, a dry powder fire extinguisher or a wet cloth can be used to put out the fire. If a large - scale fire has broken out, call the police immediately and organize rescue efforts simultaneously.

(3) After work and during holidays, close the doors and windows properly to prevent theft.

(4) Newly arrived laboratory staff must receive safety and fire - prevention education as well as training on the use of fire - fighting equipment..

6. Establish a volunteer fire brigade.

Person - in - charge: Laboratory Director

Members: All laboratory staff