

温州肯恩大学文件

温肯大发〔2026〕20号

关于印发《温州肯恩大学生物安全突发事件应急预案（试行）》的通知

各部门、各学院：

《温州肯恩大学生物安全突发事件应急预案（试行）》已经2026年第四次校务会审议通过，现印发给你们，请遵照执行。

温州肯恩大学

2026年3月18日

温州肯恩大学生物安全突发事件应急预案 (试行)

第一章 总 则

第一条 为积极应对可能发生的实验室突发事件，快速、高效、有序地组织开展生物安全工作，预防和减少实验室突发事件及其造成的损害，保障师生员工的生命与财产安全，维护正常的教学秩序，根据《中华人民共和国传染病防治法》《病原微生物实验室生物安全管理条例》《实验室生物安全通用要求》《国家突发事件总体应急预案》《微生物和生物医学实验室生物安全通用准则》《浙江省病原微生物实验室生物安全事件应急处置工作预案》《温州肯恩大学突发事件总体应急预案(2024年修订)》等有关规定，制定本预案。

第二条 生物安全突发事件指病原微生物感染性材料在实验室操作、运送、储存等活动中，因违反操作规程或因自然灾害、意外事故、意外丢失等情况，造成人员感染或暴露、感染性材料向实验室外扩散的事件。

第二章 机构与职责

第三条 学校成立的生物安全委员会作为学校生物安全突发事件应急处理的最高领导机构，直接领导相关生物安全突发事件的处置工作，指导有关机构和部门进行事故现场指挥、协调和应急处置。

第四条 教学部（实验室管理中心）是学校生物安全管理的归口职能部门，负责传达、贯彻上级部门相关政策法规，完善全校性生物安全管理规章制度；各相关学院是生物安全管理的具体实施部门，承担日常管理、运行维护、培训督导及应急响应的前线执行职责。

第五条 相关学院成立相应的生物安全事件应急处置工作组。

组 长：院长

副组长：院级实验中心成员

成 员：各实验室负责人

第六条 生物安全突发事件应急处置工作坚持“以人为本、预防为主、防控结合、快速反应、分级处置”的原则，确保责任明确、处置及时、措施有效。

第三章 应急事故预防

第七条 应急物资准备。

（一）根据工作需要，各学院负责配置应急处理装备和物资，用于实验生物安全突发事件的应急准备与处理。

（二）装备物资：手套、防护服、鞋套、口罩、面罩、应急药品等防护和急救用品；生物安全柜、高压蒸汽灭菌锅、一次性接种环、螺口瓶、样本及废弃物运送容器、运输工具等安全设备。

第八条 生物安全委员会应当定期对实验室生物安全相关制度、操作规程进行审查，确保各项工作程序设计符合生物安全要

求，并保障实验人员接受与岗位职责和工作内容相适应的、充分有效的生物安全培训。

教学部（实验管理中心）应当定期组织实验人员学习生物安全操作规程及潜在危害，必要时组织开展应急演练，并监督实验人员严格按照各项操作规程开展工作。

实验室负责人应当履行下列职责：

（一）确保实验室、仪器设备、建筑结构及相关设施的安全性符合《实验室生物安全通用要求》（GB 19489—2008）等有关标准的规定；

（二）确保实验室配备的个人防护用品，包括但不限于防护服、口罩、一次性手套、防护眼镜等，符合国家有关标准和实验要求；

（三）确保实验人员掌握个人防护用品的正确使用、脱卸、处置方法，并在个人防护用品发生破损、污染等情况时，能够及时、规范处理；

（四）配备并储备应对意外事件所需的应急物品和药品；

（五）督促实验人员做好防护设施、设备及检测仪器的日常维护保养，并规范做好相关记录；

（六）确保自 BSL-2 实验室移出的物品按规定进行无害化处理后，方可带离实验室。

实验人员应当养成良好的个人卫生习惯和规范的实验操作行为，并遵守下列要求：

(一) 皮肤破损、患病等情况可能增加感染风险，皮肤伤口或擦伤应当使用防水敷料妥善覆盖；

(二) 进入实验室前应摘除首饰，修剪过长或尖锐指甲，防止刺破手套或造成污染；

(三) 进入实验室时应按要求穿戴实验服（隔离衣）及手套等必要的个人防护用品；

(四) 离开实验室前必须脱去实验防护用品，并按规定洗手；

(五) 严禁在实验室内饮食、吸烟、化妆及进行其他与实验无关的活动；

(六) 严禁口吸移液，必须使用专用移液器具进行操作；

(七) 操作过程中如发生标本、试剂等外溅，应立即按照规定进行消毒处理；

(八) 实验结束后应及时对工作台面及相关区域进行清洁和消毒；

(九) 应尽量避免使用利器；确需使用时，应严格按照有关规定操作和处置；

(十) 应按要求参与生物安全培训、学习和演练，不得违反操作规程。

第四章 事件报告程序

第九条 发生实验室生物安全突发事件时，应坚持“先期控制、同步报告”的原则，在采取紧急处置措施控制风险的同时，按规定程序及时、如实报告，任何人不得瞒报、漏报、迟报。

第十条 出现下列情况时，实验室负责人应立即向学院应急处置工作小组汇报：

（一）实验操作人员被确诊为所从事的病原微生物感染，或出现有关临床症状和体征，临床诊断为所从事的病原微生物疑似感染。

（二）实验室发生病原微生物菌（毒）种或样本泄漏，并有可能进一步扩散或造成其他人员感染。

（三）上级卫生管理部门认定的其他较重大实验室生物安全事件。

第十一条 学院应急处置工作小组接到报告后，应及时做出处理，与实验室负责人共同处置好已发生的意外，根据危害程度向教学部（实验室管理中心）和生物安全委员会并行报告。

第五章 生物安全突发事件应急处置措施

第十二条 突发事件处理

（一）学院应急处置工作小组根据生物安全突发事件情况，做好以下工作：

- 1.被感染人员就地隔离，尽快送往定点医院；
- 2.立即关闭事件发生实验室，对周围环境进行隔离、封控、消毒；
- 3.对在事件发生时间段内进入实验室的人员进行医学观察，必要时进行隔离，进行相关疫苗的预防接种；
- 4.配合生物安全委员会做好感染者救治及现场调查和处置

工作。

(二) 教学部(实验室管理中心)和生物安全委员会应做好以下工作:

1.立即上报学校应急管理部门和上级卫生管理部门;对现场采取必要封闭、消毒措施。

2.做好感染人员治疗工作,对在相应潜伏期时间段内进入实验室人员及密切接触人员进行医学观察和追踪。

3.组织应急人员组成现场处置组,赶赴现场进行采样、流行病学调查。调查丢失病原微生物菌(毒)种或样本种类、规格及数量、包装等信息,追踪丢失病原微生物菌(毒)种或样本去向。

4.根据事件涉及的病原微生物组织相应专家组,对事故发生原因以及存在的生物安全隐患进行分析,提出指导和评估意见。

第六章 事故评估与处理

第十三条 根据生物安全事件报告的具体情况,确定评估主体;教学部(实验室管理中心)和生物安全委员会联合生物安全专家进行危害评估。

(一)生物安全事件原因调查。对生物安全事件发生的具体原因、应急处理情况、接触人员的感染情况、引起疾病流行的可能性等进行调查。

(二)标本、样品采集和检验。对污染的物品、区域、接触人员和可疑感染的生物进行采样和检测,以评估确定事件的性质和危害。

(三)生物安全事件危害范围评估。根据引发生物安全事件的病原微生物具体种类、接触人员和泄漏范围,评估确定生物安全事件危害范围。现场调查和取证人员要采取适当的防护措施。

第十四条 应急处置联系电话:

安保中心: 0577-55870110

校医务室: 0577-55870120

教学部(实验室管理中心): 0577-55870168

温州市疾病预防控制中心: 0577-88908099

温州市卫生健康委员会应急办公室: 0577-88580225

第七章 附 则

第十五条 本预案自公布之日起施行,由教学部(实验室管理中心)负责解释。

Wenzhou-Kean University Biosafety Emergency Response Plan (Trial)

Chapter I General Provisions

Article 1 To proactively respond to potential laboratory emergencies, ensure rapid, efficient, and orderly biosafety operations, prevent and mitigate laboratory incidents and their consequences, safeguard the lives and property of faculty, staff, and students, and maintain normal teaching activities, this Plan is formulated in accordance with the following regulations: the *Law of the People's Republic of China on the Prevention and Control of Infectious Diseases*, the *Regulation on the Bio-safety Management of Pathogenic Microbe Labs*, the *Laboratories—General Requirements for Biosafety*, the *National Overall Emergency Plan for Public Emergencies*, the *General Biosafety Standard for Microbiological and Biomedical Laboratories*, the *Zhejiang Province Pathogenic Microorganism Laboratory Biosafety Incident Emergency Response Work Plan*, and the *Wenzhou-Kean University Emergency Response Plan (2024 Revision)*.

Article 2 A biosafety emergency incident refers to any event in which infectious materials containing pathogenic microorganisms, during laboratory operations, transportation, storage, or related activities, result in personnel infection or exposure, or lead to the release or spread of infectious materials outside the laboratory. Such incidents may occur due to violations of operational procedures, natural disasters, accidents, or unintended loss.

Chapter II Organization and Responsibilities

Article 3 The Biosafety Committee established by the University serves as the highest authority for handling biosafety emergencies. It provides direct leadership in managing

relevant biosafety emergency incidents and guidance to relevant units and departments in on-site command, coordination, and emergency response actions.

Article 4 The Office of Academic Affairs (Laboratory Management Center) is the University's designated functional department for biosafety management. It is responsible for communicating and implementing relevant policies and regulations issued by higher authorities, as well as developing and improving university-wide biosafety management rules and regulations. The relevant colleges serve as the implementing units for biosafety management, undertaking frontline responsibilities including routine management, operation and maintenance, training and supervision, and emergency response.

Article 5 Each relevant college shall establish a Biosafety Incident Emergency Response Working Group, composed of:

Chairpersons: Dean of the College

Vice-Chairpersons: Member(s) of the College Experimental Center

Members: Heads of all laboratories within the College

Article 6 Biosafety emergency response operations shall adhere to the principles of "putting people first, prioritizing prevention, integrating prevention with control, ensuring rapid response, and implementing tiered management". These principles aim to ensure clearly defined responsibilities, prompt handling of incidents, and effective implementation of response measures.

Chapter III Emergency Incident Prevention

Article 7 Emergency Supplies Preparation.

7.1 Each college is responsible for procuring and maintaining emergency response

equipment and supplies based on operational needs, to ensure preparedness for and response to laboratory biosafety incidents.

7.2 Equipment and Supplies include: protective and first-aid items such as gloves, protective clothing, shoe covers, masks, face shields, and emergency medicines; safety equipment, such as biological safety cabinets, autoclaves, disposable inoculation loops, screw-cap bottles, sample and waste transport containers, and transportation vehicles.

Article 8 The Biosafety Committee shall conduct regular reviews of laboratory biosafety regulations and operating procedures to ensure that all processes meet biosafety standards and to ensure that laboratory personnel receive adequate, role-specific training.

The Office of Academic Affairs (Laboratory Management Center) shall organize regular training on biosafety procedures and potential hazards, conduct emergency drills when necessary, and supervise strict compliance with all operating procedures.

Laboratory directors shall:

1. ensure the safety of laboratories, equipment, buildings, and related facilities in accordance with the General Requirements for Laboratory Biosafety (GB 19489—2008) and other relevant standards.

2. provide personal protective equipment (PPE), including but not limited to protective clothing, masks, disposable gloves, and goggles, in compliance with national standards and experimental requirements.

3. ensure laboratory personnel know how to correctly use, remove, and dispose of PPE, and can manage damaged or contaminated equipment promptly and properly.

4. maintain emergency supplies and medicines necessary for handling accidents.

5. oversee routine maintenance of protective facilities, equipment, and testing instruments, and ensure proper record-keeping.

6. ensure that items removed from BSL-2 laboratories are properly decontaminated before leaving the laboratory.

Laboratory personnel shall maintain good personal hygiene and adhere to proper laboratory practices, complying with the following requirements:

1. Any skin wounds, abrasions, or illness that may increase the risk of infection must be properly covered with waterproof dressings.

2. Remove all jewelry and trim long or sharp nails before entering the laboratory to prevent glove punctures or contamination.

3. Wear required PPE, including lab coats or isolation gowns and gloves, when entering the laboratory.

4. Remove PPE and wash hands according to regulations before leaving the laboratory.

5. Eating, drinking, smoking, applying cosmetics, or engaging in any non-laboratory activities is strictly prohibited in the laboratory.

6. Mouth pipetting is strictly prohibited; only designated pipetting devices shall be used.

7. Any spills of samples, reagents, or other materials during operations must be immediately disinfected according to prescribed procedures.

8. Clean and disinfect work surfaces and related areas promptly after completing tasks.

9. The use of sharp instruments should be minimized; if use is necessary, operations and disposal must strictly follow established regulations.

10. Participate in all required biosafety training, education, and drills, and strictly adhere

to operational procedures.

Chapter IV Incident Reporting Procedures

Article 9 In the event of a laboratory biosafety emergency, the principle of prompt control with concurrent reporting shall be followed. While immediate response measures are taken to control risks, the incident shall be reported in a timely and accurate manner in accordance with prescribed procedures. Concealment, omission, or delayed reporting is strictly prohibited.

Article 10 Under any of the following circumstances, the laboratory director shall immediately report to the College Emergency Response Working Group:

10.1 A laboratory staff member is confirmed to be infected with a pathogenic microorganism involved in the work, or presents relevant clinical signs and symptoms and is clinically diagnosed as a suspected infection with the pathogenic microorganism involved.

10.2 A leakage or release of pathogenic microorganism strains (or toxins) or samples occurs in the laboratory, with the potential to spread further or cause infection to other personnel.

10.3 Other significant laboratory biosafety incidents as determined by the competent health authorities at higher levels.

Article 11 Upon receiving a report, the College Emergency Response Working Group shall take prompt action and coordinate with the laboratory director to properly handle the incident. Depending on the level of risk, the Working Group reports shall be submitted to the Office of Academic Affairs (Laboratory Management Center) and the Biosafety Committee.

Chapter V Emergency Response Regulation for Biosafety Incidents

Article 12 Incident Response Measures

12.1 The College Emergency Response Working Group shall carry out the following tasks based on the circumstances of a biosafety emergency incident:

12.1.1 Isolate infected personnel on-site and arrange for their prompt transfer to designated medical facilities.

12.1.2 Immediately close the affected laboratory and implement isolation, containment, and disinfection measures in the surrounding environment.

12.1.3 Place all personnel who entered the laboratory during the relevant period under medical observation; implement quarantine measures where necessary and arrange for appropriate preventive vaccinations.

12.1.4 Cooperate with the Biosafety Committee in providing medical treatment to infected individuals and in conducting on-site investigation and response actions.

12.2 The Office of Academic Affairs (Laboratory Management Center) and the Biosafety Committee shall carry out the following tasks:

12.2.1 Immediately report the incident to the University's emergency management unit and to higher-level health authorities, and implement necessary site control and disinfection measures.

12.2.2 Ensure proper medical treatment for infected individuals, and conduct medical observation and follow-up of laboratory personnel and close contacts who may have been exposed during the relevant incubation period.

12.2.3 Organize on-site response team to conduct sampling and epidemiological investigations, including identifying the type, specifications, quantity, and packaging of any lost pathogenic microorganism strains (or toxin samples), and tracing their whereabouts.

12.2.4 Convene appropriate expert panels, based on the pathogenic microorganisms involved, to analyze the causes of the accident, identify potential biosafety risks, and provide professional recommendations and assessment opinions.

Chapter VI Incident Assessment and Handling

Article 13 Based on the specific circumstances of a reported biosafety incident, the responsible assessment body shall be determined. The Office of Academic Affairs (Laboratory Management Center), together with the Biosafety Committee and relevant biosafety experts, shall conduct a hazard assessment, including:

13.1 Investigation of incident causes. Conduct an investigation into the causes of the biosafety incident, the emergency response actions taken, the infection status of exposed personnel, and the likelihood of disease outbreak.

13.2 Sample collection and testing. Collect and test samples from contaminated items, affected areas, exposed personnel, and suspected infectious agents to determine the nature and severity of the incident.

13.3 Assessment of the scope of impact. Evaluate the extent of the hazard based on the type of pathogenic microorganisms involved, the number of exposed personnel, and the scope of any release. Personnel conducting on-site investigation and evidence collection shall take appropriate protective measures.

Article 14 Emergency Contact Numbers:

Security Center: +86-0577-55870110

University Health Service: +86-0577-55870120

Office of Academic Affairs (Laboratory Management Center): +86-0577-55870168

Wenzhou Center for Disease Control and Prevention: +86-0577-88908099

Emergency Office of Wenzhou Health Commission: +86-0577-88580225

Chapter VII Supplementary Provisions

Article 15 This Plan shall come into effect as of the date of issuance. It shall be interpreted by the Office of Academic Affairs (Laboratory Management Center).