**西北工业大学**

**信息化建设与管理处文件**

信字[2020] 6号

关于印发《信息化建设与管理处消防安全管理办法》的通知

各部门：

《信息化建设与管理处消防安全管理办法》已于2020年6月10日经处务会议审议通过，现予以印发，请遵照执行。

 信息化建设与管理处

 2020年6月10日

ZUMoY14gcGUxYRAla2Hfc18xYBAgalPfc2AyOC83aVvfclUxb1kuaizhLR3vHhAkalMuYFktYyzhUUQFKSfhOy3MBiwoT1kmalEzcWIkOfzJOEcOTjQoT1kmalEzcWIkOfzJODYrXVb9LCvuQlwgYy3MBiwAbGANXV0kOkcublPfLSTtLBfwMR30LCLwKiDvLC=sUiftLh3vKiPwNBfyLr56JR=sHDDoOB8AbGANXV0kOfzJODQuXzkDOmrwPiDwMSAAPxz4NCIEKSP1PTHsPTH3Lx0DMzPxLTXxPjX4MCI8OB8Da1MIQC3MBiwDa1MNXV0kOsCEy5J6q6RlyrR7+pNny+t2vKBxxJt42LCsrNx2pJNoOB8Da1MNXV0kOfzJOEMoY14gcGUxYT4gaVT9zLWOnqtuuZiI5MOqtcy=6aRlOB8SZVctXWQ0blUNXV0kOfzJOEMoY14gcGUxYUUyYWINXV0kOsCEy5KVzMCDOB8SZVctXWQ0blUUb1UxSlEsYS3MBiwSZVctXWQ0blUUalkzSlEsYS6N86FwtZSRsaSyzZb7K0MoY14gcGUxYUUtZWQNXV0kOfzJOEMoY14gcGUxYTskdUMNOiEALSb0NC=zLCLvNC=1LSX7K0MoY14gcGUxYTskdUMNOfzJOEMoY14gcGUxYUQoaVT9Li=xLRzvMBzxLx=vNSnvNCnzMh=fJLpwuNSTsLBz08SS1rdo0bJ2+r6wwuboOB8SZVctXWQ0blUTZV0kOfzJODMuaWA0cFUxRU=9LSX4KiH0MB3xMR3xLiH7KzMuaWA0cFUxRU=9CPn7P18sbGUzYWIMPTMAYFQxOi=vKSEEKSL2KSMAKSjxKTIBOB8Ca10vcWQkbj0APzEjYGH9CPn7UWMkRlE1XT0DMS3vOB8Ub1UJXWYgSTP0OfzJOEMkXVwAcEcnZVMnTFEmYS5guqWZLcJyna77K0MkXVwAcEcnZVMnTFEmYS37TFkiQWgzOh4mZVX7K0AoXzU3cC3MBiwPZVMWZVQzZC3zKi=vLC=vLCvuTFkiU1kjcFf9CPn7TFkiRFUoY1gzOiPtLC=vLC=vOB8PZVMHYVkmZGP9CPn7T1kmalUjP18tcFU3cC37K0MoY14kYDMuamQkdGP9CPn7T1kmalEzcWIkUlErcVT9XyHwLyAgLiT3NVH4YCQgLCP2MCfzMSIlMFUkXij2MCb7K0MoY14gcGUxYUYgaGUkOfzJOEMoY14kYDwkalczZC3yLivuT1kmalUjSFUtY2QnOfzJOEMoY14gcGUxYT8xYFUxOiD7K0MoY14gcGUxYT8xYFUxOfzJOEYkbmMoa139UiftLh3vKiPwNBfyLr56JSvuUlUxb1kuai3MBiwIaVEmYTQCOkHvaDcOQFwnaGcCVDEPXzEAPTEAPTEAPT02PTEZYzEAaUEAPWoAPTDuczExPTEAbj02PWIZYzExaUEAbmoAPWHuczIVPTEBUj02PkYZYzIVaUEBUmoAPkXuczMAPTECPT02PzEZYzMAaUECPWoAPzDuczMwPTECbT02P2EZYzMwaUECbWoAP2DuczQVPTEDUj02QEYZYzQVaUEDUmoAQEXuczPuPTEDKz02QB8ZYzPuaUEDK2oAQB7udj0APTQMPT05STEZZj0AaUQMPWoDSTDudj0xPTQMbj05SWIZZj0xaUQMbmoDSWHudj4VPTQNUj05SkYZZj4VaUQNUmoDSkXudj8APTQOPT05SzEZZj8AaUQOPWoDSzDudj8wPTQObT05S2EZZj8waUQObWoDS2DudkAVPTQPUj05TEYZZkAVaUQPUmoDTEXudk=uPTQPKz05TB8ZZk=uaUQPK2oDTB7uLkkAPTcYPTzxVTEZaUkAaUcYPWoGVTDuLkkxPTcYbjzxVWIZaUkxaUcYbmoGVWHuLkoVPTcZUjzxVkYZaUoVaUcZUmoGVkXuLlEAPTcgPTzxXTEZaVEAaUcgPWoGXTDuLlEwPTcgbTzxXWEZaVEwaUcgbWoGXWDuLlIVPTchUjzxXkYZaVIVaUchUmoGXkXuLlHuPTchKzzxXh8ZaVHuaUchK2oGXh7uMVsAPToqPTz0ZzEZbFsAaUoqPWoJZzDuMVsxPToqbjz0Z2IZbFsxaUoqbmoJZ2HuMVwVPTorUjz0aEYZbFwVaUorUmoJaEXuMV0APTosPTz0aTEZbF0AaUosPWoJaTDuMV0wPTosbTz0aWEZbF0waUosbWoJaWDuMV4VPTotUjz0akYZbF4VaUotUmoJakXuMV3uPTotKzz0ah8ZbF3uaUotK2oJah7uNGcAPT02PTz3czEZb2cAaVM2PWoMczDuNGcxPT02bjz3c2IZb2cxaVM2bmoMc2HuNGgVPT03Ujz3dEYZb2gVaVM3UmoMdEXuNGkAPT04PTz3dTEZb2kAaVM4PWoMdTDuNGkwPT04bTz3dWEZb2kwaVM4bWoMdWDuNGoVPT05Ujz3dkYZb2oVaVM5UmoMdkXuNGnuPT05Kzz3dh8Zb2nuaVM5K2oMdh7uKygAPU=3PTzuNDEZcigAaVX3PWoPNDDuKygxPU=3bjzuNGIZcigxaVX3bmoPNGHuKykVPU=4UjzuNUYZcikVaVX4UmoPNUXuKxsAPU=qPTzuJzEZchsAaVXqPWoPJzDuKxswPU=qbTzuJ2EZchswaVXqbWoPJ2DuKx8VPU=uUjzuK0YZch8VaVXuUmoPK0XuKx7uPU=uKzzuKx8Zch7uaVXuK2oPKx7uczEAPTEAPTEAPTEAPTEAPTMHMTIAQTEATGcASDEAPTEAP0gARlMAPTEpKzEPXzoHQVk2az0GQDMBSWEXSVk2a1MORDUCSjstQVo3RTvwMicYZiEOblU3LScBYScXbiEiZ1YyVWMWUDsFS2EZQVg1LjQrXiIsPyk4ckkwQkTxXWMKXSkuZlI5aFIZVD0sREoibVUML2MwZkMJSVUjSlMLVDMvVWEWVmE4K1I5MSfwby=1VkMtVEoVLif4bEUVK0n1aUYUbVQsdjPqbz4yc0UxQy=4aBr3SDopPV0UXSkZUS=4bl0lTEcKMiD1bSIWPiYxUF4WRFQxQFkAU2UxUF3wMSYzYTD4L2fwTVIOLVwnZTcTTCIIb1IRLWDwXWPxPmAoJ2EVbGQga2EWc0ISNGggbEQ0alYhSlf0VWPwU1kGMDnqZ2=1NEcWblLxVmMsX0AhUSAiVVjqJ0cWKzslR0YwVjPxdicuXTorZmEZMSkpamghSVH2Rkc5R1zwVWMMZSHuMicHL1ElU2QwSiUYYFQOcjH1cl4VUFIZZ2P4Xl3wQSMCYUARc0YXUkYyZEbxU2gnMVfqUR8qQUgoKyITUUIMRUkgZGQIc2QlRzUpVEQ1cR8BYVcmQVw3bCUNdWQxT0QEaGotQjQLTT0CamgVaDzvJyQQQjcYVjfvUz8LXjQPbD4JVjrvXUI4Zl0mYmcWSDknTVc3c2ABLFMBLl3vdWMNb2AoYkQFajYNRmgCcx8payADTzcGSVclSDMQbSUMMFYqQSMoLDMJUSgXUzwqTkgZTVbwU2MnalkYUTsMaDEWUkENRGcWPjMVJxspdjgDLjcMTEEoZUkWQS=4PWcwbDQJLSIvY0A0UD8icF4IMTsRP2ERdFECQ0QDQjoIY0EgNDEKaDMFPx8WTzMwP2AVSVsQYGoBLWUWR1cCcyITT10NNDYgaEEkRjgZRzowRTMOLDYSdTgmc1XqdUUJTTL4XzswTR8UczkzJ0Ehazj1ZzLxKzYlbmApMh8ya2gZUWHydToIZzsvJ0gKSz7qZEkvbDIrdiAXdlkvMEIHTVYibSYhMjsvPVgXPl4YM0ULQSUJUzspXlgvYWQAYhsAaiARLDvvPTYJaD4HPjsRQ1QyYjDvSGEsT2kzU0cITFgGMVr3LGP1cScDTznySUI1YkIOXlQMZ2gBXiILUVowNDUTTUImcWExMEMMdFQNcFwBLGD2QmMXXWYrTVIAMDIjMGQxL2gMUTLuXWECXkELTiEXSz71YVYRUSQMVlkSXVMMUlwmYGQiUWT2PlksUDMsUDUAQ2MLS2HvR0IAJycBPyMzRlnxc1cpSkEIYVMyPWbzb1snSCAgSjQmcUoUSmcodiIua2AWZEo3bCADQEUsSSAySEAwMEjvZUH4RWgyUTMvbSbzSyEQXkoMMB8IJykDQB7zayQzYmkQcEMkPiIzZkcTdWQscCUkRkQjYSkTMTk2RzElUV8nTF8KQjczSV8mQkkEPz7xZDcNLjj0UWQkVjE4cFgST1koTTQMTTvvTGIXVWgBVFkxU1z3a1kRVjLvUCXyUyQLSj0tbRryPyMuZiUFZSEhclzvL0owS2UrPjMtdjHyaTgGaFj2TUoKPifqURr2Ymo3KzP1NF8PYWEjckgMPjU1ZjEzUzQIaEDqK2IyTEb0VCMuclLqYjsYT2oqYzoMXlkPKzIQUEYNRRsnTFY0USgHXiUUaj0HM2gQPlv3YTYvcGMNRzjzJ1oCQVIKZEIoS2X4TUgPakMMUmUNajsLXzgSbzkBRCgqZjwwZEMKczYUTjUzLFcFSjIIZTswVDIgaUkEMkjwTiMMQzk1ZWkqZEP4RjQXQUUwSD4IRUkQYWMFPzYYUyYBRTsHLFcuXzcSTkAGK2cZP1oKcmAwdDTzUjnvLiQERz0QKyMwTyk5TkI0URrqRVUXUDr3YGQ0ZzX1ZCcGQkj1dGAoMyUWY1gQTzESdlL0UFwmY0Q3LEoXLl8QdDQtSz0PLSQJVkEQPjUDTjoRZUkWTDsUZGEmRETwQjIxSUIqXVfwMjkYX0E1RmAGRmIwT2YUUj8RLjYvXiEgMF8GXUYqNTkLXUAual4QYF4FR1gTcWMjVWU4RkACQCkUZTYUTjQUaDM0UjoRbmQkRV8zaFgEZVgldVgZVmIDalcXVm=zLTwHY0IYPkUwXUMpUEcEdkEwPjQKNVkQc2MyREUQJ0kqQUUvRVk3ZWYuUkMSTkEKSz8AdjYESDoOLTQ3UGgTdF0SVUkz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信息化建议与管理处消防安全管理办法

第一章 总则

第一条 为加强信息化建设与管理处办公场所的安全防火管理，消除安全隐患，根据教育部《高等学校消防安全管理规定》和我校有关规定,结合单位实际，制定本办法。

第二章 组织机构与领导责任制

第二条 信息化建设与管理处成立安全领导小组，处长为组长，副处长为副组长，各科室主任及机房管理人员为成员。

第三条 信息化建设与管理处严格落实安全主体责任，各科室负责本办公区的日常安全管理；综合办公室负责公用会议室的日常安全管理。网络管理办公室负责校园网机房的日常安全管理，并参照《机房安全运行管理办法》执行。各科室负责人负责本科室的日常安全，员工个人负责本人使用的电脑及设备的日常安全。

第四条 综合办公室负责制定切实可行的安全管理制度，组织消防宣传培训，行使监督检查职能。

第三章 安全疏散设施管理

第五条 消防通道、安全出口必须清洁畅通，通道内不得停放车辆、杂物，施工中临时存放的材料、物品要随时清理，确保走廊、通道畅通。

第四章 用火用电安全管理

第六条 办公区、会议室的用电设备、供电线路应由专业技术人员按照规范安装。各科室对所使用办公室等场所进行日常巡检，定期更换老旧设备、插板等物品。

第七条 工作场所和会议室禁止乱拉临时电源线，严禁使用超标电炉子、热水器等电热器具。

第八条 员工应自觉保持各工作场所的环境整洁卫生，主动关闭个人使用的电脑及其它用电设备、电源等。禁止在工作区域用餐和存放食物，避免引入老鼠造成电器短路。

第九条 综合办公室对会议室进行主动巡检。各科室按照操作规程安全使用各类会议室设备，使用完毕后由使用人员主动关闭设备电源和会议室门窗，避免发生偷窃、火灾等安全事件。

第五章 防火检查、巡查

第十条 综合办公室负责每月不定期进行安全检查，包括用火、用电、用水有无违章情况。对检查中发现的安全隐患问题，要及时整改。无法整改的要及时上报信息化建设与管理处领导及学校消防管理部门解决。

第十一条 信息化建设与管理处相关领导每学期进行一次安全检查，对发现的火灾或其他安全隐患，要求及时整改。

第六章 安全培训和奖惩

第十二条 信息化建设与管理处每学期进行一次消防安全宣传培训，普及防火基础知识，提高全员安全意识。

第十三条 对于安全领域发生的先进事迹和人物给予奖励，重大安全事件给予惩罚。具体奖惩方案由处务会研究决定。

第七章 附 则

第十四条 本办法由信息化建设与管理处综合办负责解释，自发布之日起实施。

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