



September 9, 2016

To: List 'C'

Campus Wide Fire Drill 2016

To assist the Safety Office to plan the campus wide annual fire drill without causing unnecessary disruption to normal routines of your department, I seek your assistance to inform the Safety Office (safety@hku.hk) of any occasions during the period 09:30 to 16:30 for academic buildings, 19:30 to 21:30 for student halls between October 3, 2016 and November 11, 2016 (excludes Sat. & Sun.) on which a fire drill should not be held.

V.I.P. visits, tests, examinations, conferences, double classes requiring no interruption, high table dinners, Hall Festivals, etc. are some examples of such occasions. Whilst every effort will be made to keep the inconvenience to a minimum, I seek your understanding that it is sometimes very difficult to ensure that all requests are acceded to given the very high density of the campus population and heavy activity flow. Your feedback preferably, via e-mail, 3 weeks before your event(s) would be much appreciated.

Meanwhile, Heads of Department, Centre & Unit are invited to review their departmental fire action plan with their Fire Wardens to ensure that their colleagues, especially new comers, are made aware of the fire evacuation procedures and suitable fire safety arrangements are in place for persons requiring special attention during an emergency.

A briefing session for the Fire Wardens has been scheduled for **September 28, 2016** (Wednesday) at 2:15 p.m. in Lecture Room CPD-2.42 at the Centennial Campus. The briefing will be conducted in Cantonese. If your fire wardens like to attend English session, please inform us before September 23, 2016. We will arrange one on September 30, 2016 if sufficient fire wardens can attend. The venue will be confirmed later. Please advise your Fire Wardens to attend.

Fire extinguisher demonstration and practising sessions will be held on the same day beside G/F of the Run Run Shaw Tower (near the MTR Exit), Centennial Campus on the hours of:

11:00 a.m.**12:00 noon (English)****2:00 p.m.****4:00 p.m.**

All demonstration and practicing sessions will be conducted in Cantonese except the one at noon.

All Fire Wardens, staff members and students who are interested in or required to have fire extinguisher training are welcome.

K.P. Li (Mr)
Fire Safety Manager

KP/ii/ac

c.c. Fire Wardens

All Caterers

Safety Office: Dr Edmund Hau, Mr Derek Pang and Mr C.K. Sung, Mr. K.M. Mak

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