Fire Talk
for Fire Wardens & Safety Representatives

The University of Hong Kong
Safety Office

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Fire Safety Manager
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- HKU Fire Safety Program
- Fire Incidents Record in HKU
- Fire Service Installations
- Fire Action
- Roles of Fire Warden
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Anyone 任何人

Fire Safety is everyone’s responsibilities!
消防安全是每一個人的責任！
Fire is the rapid oxidation of a material in the exothermic chemical process of combustion, releasing heat, light and various reaction products.
Mission of Safety Office
安全事務處之使命

* To provide a safe working and living environment for the University students and staff 為學生及員工提供一個安全的工作及生活環境
* To be a centre of expertise in many aspects of safety and health 擔當安全及健康事項的專家角色
* To provide efficient and professional services to the University community 為大學提供有效及專業的服務
HKU Fire Safety Program

- Instructions & Procedures
- Organization – Fire Wardens
- Education – Talks
- Training – Fire Drill, Fire Extinguisher
- Fire Service Installations
- FSD Exercise
## Number of Fire Incident in HKU

<table>
<thead>
<tr>
<th>Year</th>
<th>Fire incident in HKU</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>8</td>
</tr>
<tr>
<td>2013</td>
<td>3</td>
</tr>
<tr>
<td>2014</td>
<td>3</td>
</tr>
<tr>
<td>2015</td>
<td>4</td>
</tr>
<tr>
<td>2016</td>
<td>5</td>
</tr>
<tr>
<td>2017</td>
<td>6</td>
</tr>
<tr>
<td>2018</td>
<td>9</td>
</tr>
<tr>
<td>2019</td>
<td>5</td>
</tr>
<tr>
<td>2020 (as-of-today)</td>
<td>3</td>
</tr>
</tbody>
</table>
Common HKU Fire Locations

- Student Bedrooms
- Laboratories
- Kitchens
- Pantries
- Plant Rooms
- Construction and renovation site
3 April 2012 Defective Heater in HKJIR

Original position --> of the heater

<--Burnt thermal isolation layer

<--Heater
20 April 2012 Power Cable Fire in Swire Institute of Marine Science
9 August 2016 Floodlight Fuse Unit
Fire in Stanley Ho Sports Centre
20 May 2013 Water Dispenser Fire in Main Library
21 May 2012 Scaffolding Fire between Haking Wong and KBSB
8 July 2019 – Power Cable Fire in Centennial Campus
9 July 2012 - Teaching Lab Fire in Kadoorie Biological Sciences Building
22 February 2018 Vacuum Pump Fire in Chong Yuet Ming Physics Building
24 April 2018 Fire Incident in Chemistry Lab of CYM Building
28 November 2012 - Fire Incident at Staircase of Haking Wong Building
14 May 2018 - Maxim’s Canteen Unextinguished Cigarette
15 February 2013 Kitchen Fire at CYM Maxim’s Canteen
8 October 2015 Cooking Appliance Fire in Main Building
13 May 2017 Kitchen Fire in Ho Tim Hall
17 May 2014 Dehumidifier Fire in Alberose Building
9 April 2015 Dehumidifier Fire in Pine Court
7 December 2014 – USB Thumb Drive Fire at SPACE Admiralty Center
15 January 2017 Extension Unit Fire in Wei Lun Hall
21 February 2019 Li-ion Battery Fire in Chow Yei Ching Building
26 April 2018 Furnace Fire in Knowles Building
27 July 2018 CYMAC Refuse Room Fire
Fire Service Installations

- Manual Call Point - Break Glass Unit
Fire Service Installations

- Alarm Bell
Fire Service Installations

- Visual Alarm
Fire Service Installations

- Detectors
Fire Service Installations

• Sprinkler
Wrapped Detector
Hanging Decoration on Sprinkler Head
Tampering with Fire Service Installations is an offence in Fire Services Law (Cap. 95)
Fire Service Installations

- Fire Hydrant and Hose Reel
Fire Service Installations

How to use hose reel?

Proper Operation of Hose Reel

1. Break glass of the fire alarm call point (to actuate alarm bell & fire pump).
2. Open control valve (turning anti-clockwise).
4. Turn on water at nozzle and direct jet at base of fire.
Fire Extinguishers

Step 1:

P – Pull the pin

Step 2:

A – Aim the nozzle

Step 3:

S – Squeeze the levers

Step 4:

S – Sweep from side-to-side
CO$_2$ Fire Extinguishers
Water Fire Extinguishers
Powder Fire Extinguishers for General Use
Powder Fire Extinguisher for Metal Fire

![Image of powder fire extinguisher]
Foam Fire Extinguishers
## Fire Extinguisher

<table>
<thead>
<tr>
<th>Class</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>Electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fuel</strong></td>
<td>Carbonaceous Composition</td>
<td>Flammable Liquid</td>
<td>Combustible Gas</td>
<td>Metal</td>
<td>Electrical Equipment</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td>Plastic Wood Fabric Paper</td>
<td>Solvent Kerosene Petrol Cooking Oil</td>
<td>LPG</td>
<td>Sodium Potassium</td>
<td>Heater</td>
</tr>
<tr>
<td><strong>Extinguishing Method</strong></td>
<td>Cooling</td>
<td>Smothering</td>
<td>Cut Off Supply</td>
<td>Smothering</td>
<td>Cut Off Supply</td>
</tr>
<tr>
<td><strong>Fire Extinguisher</strong></td>
<td>Water CO₂ Powder</td>
<td>Foam CO₂ Powder</td>
<td>Water CO₂</td>
<td>Special Powder</td>
<td>CO₂ Powder</td>
</tr>
</tbody>
</table>
Fire Blanket
Sand Bucket
Fire Action Sign:

If you discover a fire:
1. Raise the alarm by operating the manual call point.
2. Dial 999 to inform the Fire Services Department.
3. Tackle the fire with the fire service installations under the safe environment.

If you hear the continuous alarm:
1. Leave the building immediately via the nearest staircase.
2. Close doors behind you.
3. Go directly to the assembly point listed below:

Do not stop to collect personal belongings.
Do not use lifts, please use staircase.
Do not re-enter the building until authorised.
In the Event of a Fire

(1) Raise Alarm
- Shout
- Manual Call Point
- Dial 999
In the Event of a Fire

(2) Tackle Fire (Only if Safe)

- Fire Extinguisher
- Fire Blanket
- Sand Bucket
- Hose Reel
Don't Endanger Yourself
In the Event of a Fire

(3) Evacuate

* Nearest Exit
In the Event of a Fire

(3) Evacuate

- Nearest Exit
- Staircase (Not Lift)
In the Event of a Fire

(3) Evacuate

- Nearest Exit
- Staircase
- Up or Down
- Smoke Lobby Doors
- Closed not Locked
Fire Safety Floor Plan

Role of Fire Warden

火警糾察的角式

- 紧记當執行以下工作時，切勿危害本身安全
- In carrying out the following actions Fire Wardens should not put themselves in any danger
Responsible for One Floor Only
On hearing the alarm each fire warden is requested to:

當火警鐘長鳴時:

1. Immediately leave his/her place of work and encourage others to evacuate.

2. Check rooms within previously agreed area to ensure all people have left.*

* If some people are unwilling to leave – do not delay but continue to search other rooms.
On hearing the alarm each fire warden is requested to:

當火警鐘長鳴時：

3. 驅動及指領各人往適當出路。

4. 記下未巡查的地方以便通知消防員。

5. 鼓催各人盡速下樓。

3. Spur on people to leave their place of work and to direct them to appropriate exit.

4. Note which rooms or areas were not checked due to smoke/fires and to inform fire brigade upon its arrival without delay.

5. Encourage people to move quickly down stairwell and out of building.
On hearing the alarm each fire warden is requested to:

當火警鐘長鳴時：

6. 帶領及驅使人群往集合地點。
6. Move people away from building exits to the assembly point.

7. 即時向消防隊長報告問題 -- 例如：有人被困，有人未疏散。
7. Report any problems (missing persons, non-evacuated staff etc.) to the Fire Officer of the Fire Brigade in charge of the operation directly and without delay.
On hearing the alarm each fire warden is requested to:

8. Identify key holders should the fire brigade wish to enter locked rooms.

9. A fire warden should under no circumstances be responsible for more than one floor. Appoint sufficient fire wardens for additional floors.

8. 安排房間門匙，以便消防員開啟檢查。

9. 每一火警糾察最多只能負責一層樓面，如有其它樓層，應另外指派其它人。
It will be of benefit for fire wardens to consider the following points before the next real event or fire drill:

火警糾察可以參考下列各項去擬定火警安全計劃:

1. Bring fire safety issues to the attention of your supervisor/ Dept Head or Safety Office.

2. Identify the other fire wardens/safety representatives on your floor.

3. Identify who checks common areas or rooms belonging to departments located elsewhere on campus.

1. 向部門主管或安全事務處提出有關防火安全事項。

2. 與樓層的其它火警糾察及安全代表經常保持聯絡以便溝通。

3. 確定火警時有人巡查樓層的共用地方。
4. Identify likely people who would be willing to act as deputies or assistants in fire warden activities.

5. Ensure that all persons on your floor are kept updated of the actions to be taken in the event of a fire by circulating the fire safety information* to them at least twice yearly.

Fire action, Fire evacuation plans, Fire assembly points, Guidelines to avoid false alarm or fire, Evacuation with a disability or pregnancy. All these information can be downloaded from the website of Safety Office.
6. Inform the new comers to your Dept./Unit, the “Action in Case of Fire and Evacuation Procedures” of the University.

7. If the population in your responsible area is generally static (e.g. need not work outside) and a roll call is practicable at the assembly point, prepare a list for use.

8a. Identify any needs for special arrangements for persons who may require particular attention in the event of a fire.

6. 通知新上工或剛轉職的同事有關火警安全資料。

7. 若你負責地區的員工不用外出工作並計劃集合後進行點名，就要準備名單備用。

8a. 如有行動不便人仕，應早作準備。評估一下他/她是否有能力沿樓梯疏散。
8b. If there are physically handicapped persons in your area, evaluate beforehand whether the handicapped persons can negotiate the escape route without undue risk. If they cannot, staircase landings offer well protected emergency refuges where physically handicapped persons can wait for the assistance of the fireman. When such arrangement is in force, make sure that the physically handicapped persons have been informed the emergency telephone number (39172882 for the Main Campus) or another person informs the fire brigade upon its arrival.
Emergency refuge point is located at the staircase landing behind the smoke lobby

Emergency contact telephone numbers

- All main campus buildings: 3917-2882
- Centennial Campus: 3917-7718
- Off-campus buildings
- Lady Ho Tung Hall: call 3910-2132 first, 3158-2992 (backup)
- Lee Hysan Hall: 2819-5611
- Lee Shau Kee Hall: 3604-2020
- Lung Wah Street Residential Colleges: 3917-1555
- Madam S H Ho Residence for Medical Students: 2819-5611
- Morrison Hall: 3604-2010
- Pokfield Road Residences: 6212-3384
- RC Lee Hall: 2819-5611
- Sassoon Road Buildings managed by JLL: 3917-9300
- Starr Hall: call 3910-2127 first, 3158-2933 (backup)
- Student Flats: 2819-5611
- Suen Chi Sun Hall: 3604-2030
- Wei Lun Hall: 2819-5611
9. In your daily work watch out for and report to the Head or the Safety Office any fire hazards that occur e.g. locked exits, blockage of fire exits, unsafe or excessive storage of flammable solvents, damaged fire services installations etc.

10. Report defaced, out of date or missing fire notices to Safety Office for replacement.
Inspect, and remove fire safety hazard!
No offence against Fire Services Ordinance!
# Report on Evacuation

**中文:** 疏散報告

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<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>NOT APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did all in your department hear the alarm? 員工是否能聽到疏散警報?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were high temperature appliances and cookers switched off before evacuating the premises? 高溫電器及炊具在疏散前是否已經關閉?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were people with disabilities and pregnant women assisted? 殘障人士及懷孕婦女有否獲適當協助?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checked and entered all persons have evacuated? 檢查及確認所有人已疏散?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were doors closed but not locked? 關着但沒有鎖上?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were the smoke lobby doors properly closed? 所有出入口大門已關上?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were all exit doors opened without difficulty? 所有出口門可否容易地開?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the evacuation quick? (i) quick 快速? (ii) slow 慢慢? (iii) in need of prompting 無需提示?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was anyone assigned to report to the fire brigade on its arrival? 應急消防出動時有否指定人員向消防報告?</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment or suggestion for improvement. 報告所需要改進的意見或改進建議</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Name:** 約翰  
**Signature:** 印章  
**Date:** 日期

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**Note:** In helping to evacuate, please consider your own safety at the same time.  
注意: 在協助疏散時, 亦請顧念自身的安全。
Assembly Points

Can be downloaded from Safety Office Webpage:
Fire Warden Materials available in Safety Office
Home Page

http://www.hku.hk/safety
Thank You

Take Attendance