The University of Hong Kong
Safety Office

Fire Talk
for Fire Wardens & Safety Representatives

Ir Gene Kwan
Fire Safety Manager
Content

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

Fire Safety is everyone’s responsibilities!
消防安全是每一個人的責任！
What is Fire? 甚麼是火？

- 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>
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<tr>
<td>2012</td>
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<td>2019</td>
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<td>2020</td>
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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
22 February 2018 Vacuum Pump Fire in Chong Yuet Ming Physics Building
24 April 2018 Fire Incident in Chemistry Lab of CYM Building
23 December 2020 – Oven Fire in James Hsioung Lee Building
31 December 2020 – Battery Fire in Haking Wong 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
Measures to Avoid Unwanted Fire Alarm

- No dusty works
- No cooking with heavy smoke/steam
- No fumigator
- No tampering with fire service installations
- No overheating of food
- No ballgames indoor

Keep this area clean and tidy
Ventilation fan is always on

Good housekeeping

June 2021 Safety Office
Request for Services

- For any planned renovations/ dusty works which may cause unwanted fire alarm, you may request for fire system isolation via this form: [Link]
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).
3. BREAK GLASS OF GLASS-FRONTED CABINET AND RUN OUT HOSE.
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
Foam Fire Extinguishers
Fire Extinguisher

<table>
<thead>
<tr>
<th>Class</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tr>
<td>Fuel</td>
<td>Carbonaceous Composition</td>
<td>Flammable Liquid</td>
<td>Combustible Gas</td>
<td>Metal</td>
<td>Electrical Equipment</td>
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<td>Examples</td>
<td>Plastic Wood</td>
<td>Solvent</td>
<td>LPG</td>
<td>Sodium Potassium</td>
<td>Heater</td>
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<td></td>
<td>Fabric Paper</td>
<td>Kerosene</td>
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<td>Petrol</td>
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<td>Cooking Oil</td>
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<td>Extinguishing Method</td>
<td>Cooling</td>
<td>Smothering</td>
<td>Cut Off Supply</td>
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<tr>
<td>Fire Extinguisher</td>
<td>Water CO₂ Powder</td>
<td>Foam CO₂ Powder</td>
<td>Water CO₂</td>
<td>Special Powder</td>
<td>CO₂ Powder</td>
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Fire Blanket
Sand Bucket
Don’t relocate the fire extinguishers/ fire blankets/ sand buckets by yourselves
Fire Action Sign:

If you discover a fire 發現火警時:
1. Raise the alarm by operating the manual call point.
   立即打破火警鐘玻璃發出警報及知會其他人。
2. Dial 999 to inform the Fire Services Department.
   撥電 999 通知消防處。
3. Tackle the fire with the fire service installations under the safe environment.
   在安全情況下，使用滅火裝置滅火。

If you hear the continuous alarm 當聽到火警鐘長鳴:
1. Leave the building immediately via the nearest staircase.
   立即沿最近的樓梯離開這樓宇。
2. Close doors behind you.
   離開時將所有門關上。
3. Go directly to the assembly point listed below:
   前往以下集合地點:

Do not stop to collect personal belongings.
切勿停留收拾個人物品。
Do not use lifts, please use staircase.
切勿使用升降機，請使用樓梯。
Do not re-enter the building until authorised.
切勿折返樓宇，除非已宣佈樓宇回復正常。
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
Role of Fire Warden
火警纠察的角式

- 紧记当执行以下工作时，切莫危害本身安全
- 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:
當火警钟长鸣时：

3. 驱动及指领各人往適當出路。
   3. Spur on people to leave their place of work and to direct them to appropriate exit.

4. 記下未巡查的地方以便通知消防员。
   4. Note which rooms or areas were not checked due to smoke/fires and to inform fire brigade upon its arrival without delay.

5. 鼓催各人盡速下楼。
   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.
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.

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。

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!
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