Fire Drill Report

**Building:** Main Building

**Date and time:** 5/10/2018 at 3:35 p.m.

**Observations:**
1. About 300 and 80 persons evacuated to the fire assembly point at the Main Building G/F Plaza and LG1/F of the Library New Wing respectively.
2. First one arrived the Main Building G/F Plaza about 1 minute, last one arrived about 10 minutes after the fire alarm.
3. First one arrived LG1/F of the Library New Wing about 2 minutes 24 seconds, last one arrived about 9 minutes 39 seconds after the fire alarm.

**Feedback from the occupants:**
1. People inside room 105 could not hear alarm clearly
2. Red Blood Donation Centre had not received fire drill notice

**Comments from Safety Office:**
1. Needed improvement on the evacuation time.
2. Safety Office would follow up the feedbacks.