

# Action in Case of an Emergency

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## Policy

The University needs to respond promptly to any emergency that could arise on campus or in its buildings to reduce as far as possible injuries, and damage arising from the emergency.

Procedures are in place for responding teams but the "person at the scene" can make a significant difference.

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## Guidance

### Individual Action in Case of Emergency

#### 1. Overriding Rule

In Event of the fire alarm sounding (a continuous ringing) evacuation should be immediate. Staff should urge students to leave quickly.

All evacuees should muster at the designated assembly point as indicated on the "Action in Case of Fire Notice" for further information and instructions.

N.B. The alarm can be operated whenever evacuation is required, e.g. chemical spillage, biological spillage, gas leak, fire, etc.

#### 2. Fire/Explosion

Detailed information is given in the Fire Safety Section. In event of fire/explosion the person at the scene should

- (1) Operate the fire alarm (break glass of manual call point).
- (2) Use hose reel or fire extinguishers if knowledgeable in their use but ensuring they take no personal risk. If not immediately successful, evacuate.
- (3) Evacuate, encouraging others to do like wise and close doors on way out.
- (4) Report to security/department senior staff/ fire services/safety on leaving the building to inform emergency services of exact problem.

#### 3. Bomb Threat

In the event of a bomb threat the Hong Kong Police have advised they will take responsibility for the action to be taken. However, staff of the University have an important role to play in enabling the police to carry out their work. Staff therefore should:

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Action in Case of an Emergency	Page 1 of 2	Review Date: Oct. 2008

- (1) On receipt of a threat, try and determine from the caller the alleged time of detonation and the precise location of the device (also note any other information which may assist the police in their enquiries). **Do not evacuate the building at this stage**
- (2) Call the police on 999 immediately. You will be put in touch with a senior officer who will advise you of the action to take.
- (3) If you are advised to evacuate the building, break the glass of the nearest fire alarm operating point. Evacuate and report details to the nearest Security or Police officer.
- (4) If you are advised of alternative action, carry out that action and call the Security Control Centre and the Safety Office so that appropriate procedures can be adopted.

#### 4. Suspicious Object, Package or Letter

In the event of a suspicious object, package or letter being found, the Hong Kong Police have advised they will take responsibility for the action to be taken. However, staff of the University have an important role to play in enabling the police to carry out their work. Staff therefore should:

- (1) When a suspicious object or package is located, do not touch or move it. **Do not evacuate the building at this stage**
- (2) Call the police on 999 immediately. You will be put in touch with a senior officer who will advise you of the action to take.

- (3) If you are advised to evacuate the building, break the glass of the nearest fire alarm operating point. Evacuate and report details to the nearest Security or Police officer.
- (4) If you are advised of alternative action, carry out that action and call the Security Control Centre and the Safety Office so that appropriate procedures can be adopted.

#### 5. Serious Accident

- (1) Call an ambulance, the University Health Service, First Aider and Safety Office.
- (2) Do not move injured person except as a last resort to prevent immediate danger.
- (3) Do not move or alter equipment except to prevent immediate danger.
- (4) Make a note of witnesses if possible.

#### 6. Telephone Numbers

##### Police, Ambulance, Fire Brigade:

Main Estate (2859/ 2857/ 2241/ 2219 xxxx)	*66 999
Medical Faculty (2809/ 2819 xxxx)	0 999
Dental Faculty (2859 0xxx)	9 999
Security Control Centre (24 hours)	2859 2882
Safety Office	2859 2400
University Health Service	2859 2501

\*66 is a 'fast track' number for emergency contact purposes.

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Action in Case of an Emergency	Page 2 of 2	Review Date: Oct. 2008