Briefing for Fire and Safety Marshals
Training opportunities for YOU

• Earn 20 marks for your hall application upon completion of all 3 Programs, i.e. 1 of the 2 Briefing Sessions, 2 Fire Drills in Semester A & B and Fire Safety Ambassador Training

• Participate Fire Safety Ambassadors Training conducted by FSD (9 or 23 Oct 2016, so far only Cantonese Session can be provided by Fire Services Department)

• Fully subsidized for attending first-aid course (around early November/December 2016)

• Be a social responsible resident

• Good on your CV

• Training opportunities for YOU
Content

1. Roles and Responsibilities
2. Introduction of Fire Service Installation & Equipment
3. Safety Tips at the Student Residence
4. Reminders of Fire Drill
Roles of Fire & Safety Marshals

• Check that all fire services equipment are in proper functions;

• Spread messages of social responsibility and safety issues amongst residents;

• Stop and report cases of smoking, candle burning and other improper instances of fire ignition;

• Serve as First Aiders in residence; and

• Check and report irregular practices which may harm the community
Fire in Student Residence of UST (23 August 2016)
Responsibilities of Fire & Safety Marshals

• 1. Complete Fire & Safety Checklist

Please complete the checklist before fire drill and bring it down to MFH-A

• 2. Attend Fire Drill

• 3. Report of Irregular Practice

• 4. Attend First Aid Course
Introduction of fire service installation & equipment (1 of 2)

Fire Breakglass

Exit Sign

Fire alarm

Fire door
Introduction of fire service installation & equipment (2 of 2)

- Fire hose reel
- Sprinkler Head
- Fire extinguisher in Common Rooms
9 Safety Tips at the Student Residence

1. Do not smoke at the Student Residence

- The Smoking (Public Health) (Amendment) Ordinance 2006 has been enacted since 19 Oct 2006.
- Total smoking ban has been imposed on both the indoor and outdoor areas of the University.
- Smoking electronic cigarette is prohibited in statutory no smoking areas. Offenders are liable to a fixed penalty of HK$1,500.00
2. Do not ignite fire items of any kind

- Candle burning
- Lighted smoking materials
- Incense lavender oil heating

- In March 2012, a resident had left a fragrance oil heating inside bed/study room unattended, leading to a fire. Luckily nobody injured.
3. Do not overload or use substandard electrical appliances

http://www.emsd.gov.hk/filemanager/tc/content_442/Poster_Smart_Buy.pdf
4. Do not overcook or leave cook items unattended
5. Observe and keep personal health and hygiene

- H1N1 / Other Infectious Disease
- Pest Control
6. Do not abuse usage of ambulance

**Day time**

- Consult young Chung Yee Health Centre (Tel.: 3442-6066)
- Consultation Hours
  - Monday – Friday
    9:00am – 1:00pm; 1:30pm – 6:00pm
  - Saturday
    9:00am – 12:15pm
  - Sunday & Public Holiday
    Closed

**Night time or Public Holidays**

Information of 24-hours clinics & hospitals obtainable at each security counter

**Ambulance Control Centre Hotline 2735-3355**
7. Do not interfere the operation of any fire services equipment

- Hanging festival decoration or clothes on sprinkler heads
- Interfere the operation of fire doors

Please do not tamper with the fire sprinkler or hang things over it

Student Residence Office
8. Do not tamper electricity supply of air conditioners

*SMART USE OF AIR CONDITIONER*

It is a *criminal offence* to interfere or tamper with the meter, damage it or abstract electricity. These acts also pose a *fire* and safety hazard.

Make use of the *window curtains* to prevent penetration of direct sunlight into the room.

Do not block the *air grille*.

Adjust the *temperature* of the air conditioner only to a level where you feel comfortable. Do not over-cool the room temperature.

Wash the air conditioner *filter* every 2 weeks to achieve both good indoor air quality and improve cooling efficiency.

A better way to *save money* is by *saving energy*. Be a smart user and protect the environment.
9. Do not give indifference to special needs of your neighbors

- Emotional health
  - assistance from peers, RT & counselor
- Residents demanding special medical care, such as wheelchair bound, epilepsy, heart disease

**Medical Assistance**
- First Aid Box in Security Counter of each hall
- Young Chung Yee Health Centre (Tel: 3442-6066)
- Information of 24-hours clinics & hospitals obtainable at each security counter
- **Call Ambulance**
- Emergency Rooms at Student Residence
Report to 24-hours Security Office at 3442-1999 if any abnormal activities are discovered
# Reminders of Fire Drill

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Alarm is ON</td>
</tr>
<tr>
<td>8:00 – 8:20 (20 mins)</td>
<td>Evacuation &amp; Display “In case of Fire VCD” at MFH A</td>
</tr>
<tr>
<td></td>
<td>FSM to report number of participants to the commander</td>
</tr>
<tr>
<td></td>
<td>(By use of Fire Drill Checklist)</td>
</tr>
<tr>
<td>8:20</td>
<td>Result Announcement</td>
</tr>
<tr>
<td>8:20 – 8:30</td>
<td>Demonstration of fire fight equipment by CDOFO Safety Unit</td>
</tr>
<tr>
<td>8:30 – 9:00</td>
<td>Fire Safety Talk delivered by Fire Services Dept (tentative)</td>
</tr>
</tbody>
</table>
# 防火演習檢查表

**Fire Drill Checklist**

<table>
<thead>
<tr>
<th>項目</th>
<th>註釋</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall</td>
<td>____________________________</td>
</tr>
<tr>
<td>日期 (Date)</td>
<td>____________________________</td>
</tr>
<tr>
<td>樓層 (Floor)</td>
<td>____________________________</td>
</tr>
<tr>
<td>撤離人數 (Number of Evacuees)</td>
<td>____________________________</td>
</tr>
<tr>
<td>樓層住宿人數/房間 (Number of Residents / Bod-study Room)</td>
<td>____________________________</td>
</tr>
<tr>
<td>消防大使/導師簽署 (Signature of Fire Marshal/Tutor)</td>
<td>____________________________</td>
</tr>
<tr>
<td>姓名 (Name)</td>
<td>____________________________</td>
</tr>
</tbody>
</table>
In case of fire- Evacuation tips

Think! Respond Quickly and Safely
1. Keep calm, don’t be panic
2. Alert everyone in your rooms
3. Don’t take any luggage
4. Close the door after you have left
5. Activate the fire alarm on your floor and yell “Fire”
6. Don’t use the lift
7. Use the exits nearest to your room
8. Inform the security guard at your hall or call 3442-1999.
9. Emergency Assembly point outside Jockey Club Academy Hall (Hall 4)
Score for being FSM

• Last but not least, according to Apply for Housing Scoring System Session 3.2, being Fire and Safety Marshals of your Hall can obtain 20 score. Please attend all the trainings (1 out of 2 Briefing Session, Fire Drill on Semester A and B, Fire Safety Ambassador Training and/or First Aid Training) to fulfill your duty as Fire and Safety Marshals. For details, please see the URL: http://www.cityu.edu.hk/sro/htm/e_apply1_ba3.htm.

• Please note that absence to any of the above trainings or drills will NOT be counted as proper performance of Fire and Safety Marshal. No score can be obtained.
Q & A

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