



Gratia Christian College
宏恩基督教學院

宏 IN HIS NAME
揚 GRATIA STANDS
主 IN HIS GRACE
恩 GRATIANS SERVE

Fire Emergency Evacuation Plan

Overview

In the case of Fire Emergency, it is of utmost importance to evacuate all personnel from the affected building in a timely and organised manner. Therefore, fire drill should be organised yearly so that users of the campus may act appropriately during any Fire hazard. Proper evacuation procedure should minimise the risk of injury or fatal incident.

How do I know that there is a Fire in the building?

The Fire Alarm and the Fire Flash Lights will be set off when there is a fire incident.

There is a fire but the fire alarm is not set off?

Please make sure that you are safe. You should notify the others by:

- Breaking the glass of any one of the Break Glasses. This should trigger the Fire Control Unit which will then set off the Fire Alarm and Fire Flash Lights. It will also notify the Fire Security Control Room (Chubb) and Fire Department.
- Proceed to the Registry immediately and inform the duty officer accordingly. **Registry telephone number is 5804 4140.**

When there is a Fire OR the Fire Alarm / Fire Flash Light is set off

- All personnel should keep calm
- Teacher-on-duty should suspend the class immediately and show students the fire escape route
- Follow the instruction of the Fire Coordinator to evacuate to the designed Emergency Assembly Point, EAP, (Car Park or the Wai Chi Street). Walk in normal pace. **DO NOT RUN.**
- Line up at the EAP and pay attention to the announcement.
- Fire Coordinator should consult the Teacher-on-duty for the headcount of the classes and check if everybody is accounted for.
- Fire Warden should gather information from the Fire Coordinators and see if everybody is accounted for.



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Fire Safety Equipment

The Ka Chi Building is regularly inspected by a qualified Fire Safety Contractor whose responsible to ensure full functionality of all fire safety equipment inside the building. These equipment include:

- Fire Control Unit
 - Monitoring the status of the Fire Alarm System including the Hazard light system.
 - It will notify the Fire Station as well as Chubb
- Fire Alarm System
 - It is triggered by breaking one of the Break Glasses installed on each floor.
 - It is connected to the nearest Fire Station and the Chubb (the fire safety control room)
- Fire Hazard Light System
 - The Hazard light will start flashing on trigger
 - It is triggered by the Fire Alarm System or by breaking one of the Break Glasses
- Fire Pump
 - Located on the roof
 - It supplies pressurised water to all fire hoses
 - It is controlled by the Control Unit
- Break Glasses
 - Located under the fire hoses on every floor
 - The Fire Control Unit is triggered by breaking the glass
- Fire hoses
 - For putting out small-scale fire
- Fire Extinguishers
 - For putting out small-scale fire



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Responsibility of Fire Warden

Fire Warden should familiarise himself/herself with the Fire Escape Plan in advance. On hearing the fire alarm, Fire Warden should

1. Direct students/colleagues of his/her responsible storey to the Emergency Assembly Point (EAP) via the nearest Fire Escape route;
2. Remind students/colleagues **NOT** to bring any of their belongings during evacuation;
3. Switch off all electrical appliances, and close the windows if they are opened;
4. Make sure all students/colleagues have left the room(s), and shut the door(s) before he/she leaves;
5. Leave the **STAIRCASE** Fire Door **OPEN** and proceed to EAP immediately;
6. Identify teacher on duty if fire breaks out during classes in campus, and help to take the attendance of students with teacher on duty at EAP;
7. Consolidate the attendance of his/her responsible storey from teacher on duty, and pass it to Fire Coordinator immediately;

Responsibility of Teacher-on-duty

If fire happens during class, teacher on duty should help to

1. Direct students of his classroom to evacuate to EAP immediately;
2. Remind students **NOT** to bring any of their belongings during evacuation;
3. Pay attention to the number of the evacuated students;
4. Pass the consolidated attendance record to Fire Coordinator in charge;

Responsibility of Fire Coordinator

Fire Coordinator should fully understand the Fire Escape Plans and procedures of Evacuation in case of fire. On hearing the fire alarm:

G/F Fire Coordinator Only

1. Record the starting time for the drilling exercise;
2. Open the gate to the car park;
3. Help fetch the wheelchair of **SEN** student(s) on G/F, and escort them to the EAP;

All Fire Coordinators

1. Help Fire Warden to reconfirm that **NO ONE** is left behind in rooms with closed doors or in **TOILET(s)**;
2. Evacuate to EAP, and help Fire Warden to consolidate attendance for the corresponding storey;
3. If anyone is missing, Fire Coordinator, staff or Fire Warden should **NOT** go back to the premises to look for them, and should try to use other approaches like mobile phone or bullhorn to identify the safety of missing student(s)/colleague(s);
4. Report to Fire Warden the ending time of his/her storey after collecting the attendance record from Teacher-on-duty.

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