



香 港 大 學  
THE UNIVERSITY OF HONG KONG

## Role of Fire Wardens

**In carrying out the following actions Fire Wardens should not put themselves in any danger.**

**On hearing the alarm each fire warden is requested to:**

1. Immediately leave his/her place of work and direct others to evacuate.
2. Check all the rooms to ensure all people have left\*.
3. Spur people to leave their place of work and direct them to the nearest and appropriate exit.
4. Take note of any unsearched rooms or areas and promptly inform Fire Brigade upon their arrival.
5. Advise people to promptly descend the stairwell and leave the building.
6. Guide people to leave the incident building and gather at the designated assembly point.
7. Report any problems (missing persons, non-evacuated staff etc.) to the Fire Brigade directly and without delay.
8. Coordinate with key holders to assist the fire brigade in assessing locked rooms.
9. A fire warden should under no circumstances be responsible for more than one floor. Additional fire warden should be appointed for extra floors.

**Remarks:**

- \* Fire Warden should prioritize the safety of others by continuing to search other rooms, if some individuals are unwilling to evacuate.

... / 2

ESTATES OFFICE 物業處

17/F, KENNEDY TOWN CENTRE, 23 BELCHER'S STREET, KENNEDY TOWN, HONG KONG

香港堅尼地城卑路乍街二十三號堅城中心十七樓

TELEPHONE·電話·(852) 2816 8211 FAX·傳真·(852) 2855 0346 E-MAIL·電子郵件·estates@estates.hku.hk



Printed on recycled paper

**Fire wardens should refer to the following items to prepare a fire evacuation plan:**

1. Inform your supervisor or department head of any fire safety issues that require attention.
2. Keep contact with the other fire wardens or safety representatives on your floor.
3. Identify the responsible person for checking common areas or rooms belonging to departments in the event of fire.
4. Identify colleague who would be willing to act as deputy fire warden.
5. Ensure all persons on your floor are kept updated of the actions to be taken in the event of a fire by circulating the “Action in Case of Fire” to them twice a year.
6. Inform any new colleague(s) in your Department/ Unit about the “**Action in Case of Fire**” of the University:

**If you discover a fire:**

1. Raise the alarm by operating the manual call point.
2. Dial 999 to inform the Fire Services Department.
3. Tackle the fire with the fire service installations under the safe environment.

**If you hear the continuous alarm:**

1. Leave the building immediately via the nearest staircase.
  2. Close doors behind you.
  3. Go directly to the designated assembly point.
- 
7. If it is feasible and practical to conduct a roll call at the assembly point, prepare a list for use.

8. Identify any persons (e.g. mobility impaired, visually impaired, pregnancy) who may require particular attention and special arrangement in the event of a fire.
9. If there are physically handicapped persons in your area, evaluate beforehand whether the handicapped person can navigate the escape route without facing undue risk. If they cannot do so, staircase landings or fireman lift lobby can serve as a protected temporary refuge where physically handicapped persons can wait for the assistance of the fireman. When such arrangement is in force, fire warden shall inform the fire brigade upon its arrival, and the handicapped person shall dial 3917 2882 to inform the Integrated Facilities Management (IFM) of Estates Office.
10. Be vigilant about fire hazards e.g. locked exits, blockage of fire escape routes, unsafe or excessive storage of flammable solvents, damaged fire services installations regularly. If any problem is found, please report to the Head of your department or Estates Office as soon as possible.
11. Report any defaced, out of date or missing fire notices to Estates Office for replacement.