

Hong Kong Shue Yan University

Fire Evacuation Procedure

In the event of fire /when the fire alarm goes off:

- Remain calm;
- If there is a fire, but the fire alarm is not yet ringing --- to trigger the alarm, hit the breakglass device if there is one close by;
- Alert persons nearby by shouting "Fire";
- Leave the classroom/office immediately, close the door behind you;
- Do NOT use lift;
- Use the nearest evacuation path to exit the building;
- Follow instruction, and go to the designated assembly spot;
- Do NOT re-enter the building until clearance is authorized.

*For details, please refer to the document "What to do in case of fire" on the Fire Services Department Website

http://www.hkfsd.gov.hk/eng/source/safety/what_to_do.pdf

Office of Student Affairs

31st August, 2021

香港樹仁大學

火警逃生指引

遇有火警/當火警鐘響起時：

- 保持鎮定；
- 若發現火警，但警鐘未有響起，啟動就近的火災警報裝置；
- 高聲呼叫「火警」，向身旁人士發出警報；
- 立即離開課室/辦公室，關上門；
- 切勿使用升降機；
- 使用最近的逃生路徑離開大樓；
- 離開大樓後，按照現場指揮所示，到安全地點集合；
- 在警報解除前，切勿重返大樓。

*詳情請參考消防處網頁所載相關文件：「火警時應採取的行動」

http://www.hkfsd.gov.hk/chi/source/safety/what_to_do.pdf

學生事務處示

二零二一年八月三十一日