

# Emergency Procedures

Please read through these emergency procedures immediately.  
**DON'T WAIT UNTIL THERE IS AN EMERGENCY.**

## A. Fire

(I) *When you hear the fire alarm:*

1. Remain calm and check if there is any sign of fire in the vicinity.
2. If you see fire or smoke, or are asked to leave the building, evacuate immediately according to the evacuation procedures. [See (III) below]
3. If there is no sign of a fire and the fire alarm continues to ring, evacuate the building.

(II) *If you discover a fire:*

1. Activate the fire alarm by pressing the breakglass fire alarm button.
2. Report to the Campus Security.
3. Alert other people nearby.
4. If it is safe to do so, try to put out the fire using the fire fighting equipment.
5. If the fire gets beyond your control, evacuate immediately.
6. Close the door of the room to limit the spread of fire.

(III) *Where there is a fire and you need to evacuate:*

1. Remain calm. Walk, do not run, especially when travelling on staircases.
2. Immediately leave the building and go to the assembly area using the nearest fire exit.
3. Try to help those who may have difficulties in travelling such as disabled and pregnant persons.
4. DO NOT USE LIFTS.
5. Report to your Fire Captain at the assembly area.
6. Do not return to the building until permission is given by the Fire Services Department Officer in charge of the scene.

## **B. Injury**

1. Call the Campus Security for assistance.
2. Call the Community Emergency Service directly by dialling (9) 999 if the situation is urgent or serious and then inform the Campus Security subsequently.
3. DO NOT conduct rescue operation unless you have been trained to perform such exercise.
4. DO NOT move an injured person except it is absolutely necessary for safety reason.  
*(Improper rescue attempt may cause more harm to the injured person.)*
5. Provide first aid treatment if necessary before the ambulance arrives:
  - (i) Bleeding – apply direct pressure to the wound using a clean cloth.
  - (ii) Heat burns – flush with cold water.
  - (iii) Heatstroke – move the person to a cool area
  - (iv) Chemical burns (skin or eyes) – flush with running water (for at least 15 minutes).
  - (v) Chemical inhalation – move the person to open air.

## **C. Town Gas Leak**

1. Remain calm.
2. Alert persons nearby.
3. Do not operate any electrical switches – whether on or off.
4. Shut off gas supply if applicable.
5. Open all doors and windows to dilute the gas.
6. Evacuate the affected area immediately.
7. Contact the Campus Security.

**D. Hazardous Chemical Spill**

1. Alert all persons in the vicinity.
2. If it is safe to do so,
  - (i) confine the spill with appropriate materials;
  - (ii) turn off remotely all heat/ignition sources if flammable vapour is involved.
3. Inform the Campus Security from a safe location.
4. Evacuate all persons in the affected areas and close the door.
5. If possible, maintain a safe distance from the scene and help to prevent entry.
6. If conditions allow, remain to assist emergency personnel.

**E. Lift Trapping**

1. Remain calm.
2. Press the alarm button in the lift to notify the Campus Security.
3. If the lift is equipped with an intercom, use it to communicate with someone who can help you.
4. Be patient and wait for help.

*(Never try to force open the lift door or get out through the manhole at the ceiling. Such attempts may result in fatal accidents.)*

**F. Bomb Threat**

1. If you receive a bomb threat call, try to ascertain:
  - (i) Time of detonation,
  - (ii) Location of the device, and
  - (iii) Any information related to the caller.
2. Contact the Campus Security after the call.

## Emergency Phone Numbers

Fire, Ambulance, Police	999
<u>Health Services Centre</u>	
Medical Clinic	3411 7447
<u>Campus Security (24 hours)</u>	
Ho Sin Hang, Shaw, Baptist University Road Campuses, Renfrew Road Building and Kai Tak Campus	3411 7777
Shek Mun Campus	3411 3333
Senior Staff Quarters	2688 0473
Environmental Health and Safety Section, Estates Office (Emergency contact through Campus Security)	3411 7997

*Prepared by the Environmental Health and Safety Section of the Estates Office.  
For further information, please call 3411 7997.*