

# What to Do in Case of Fire...



## **Prepare**

### Be alert

1. Locate fire hose, alarms and exits nearest to your room that these facilities can be accessed even under adverse conditions.
2. Know how to turn off the air-conditioner in your room.
3. Be able to locate your room card at all times.

### Handle Flammable Object

1. Do not expose matches and lighters to sunlight.
2. Keep mattresses away from fire as they are flammable and emit toxic fumes when they are burned.



## **Act**

1. When there is a fire, notify the reception at extension "0" immediately.
2. Put out the fire with a fire blanket and fire hose only if it is safe to do so.
3. If the fire happens at the corridor, check the fire condition by touching the metal doorknob. Do not open the door if the doorknob is hot.
4. Take the room card before leaving your room and get to the nearest fire exit. Stay low (3 feet or lower) and keep away from the smoke.
5. Notify others by shouting "Fire!" and activate the fire alarm by breaking its glass.
6. When there is a fire, do not use the lift. Use the fire exit staircase to escape the building. Remember to close the smoke lobby door behind you.  
\*For fire escape routes, please refer to the **Fire Escape Plan** posted at the back of your room door.
7. Report to the related parties if you suspect any residents are trapped in their rooms.
8. If you cannot leave your room or go down the staircase, stay in your room and call extension "0" for help.



## **Survive**

1. If you are in the room, turn off the air-conditioner immediately.
2. Fill the shower tray with water. Wet the sheets and pack them all around the door. Splash water onto the hot door and wall surfaces with rubbish bin.
3. Block vents from which smoke is coming out.
4. Call the reception at extension "0", indicate clearly the room number.
5. Stay low (3 feet or lower) if there is smoke in the room.
6. Wrap wet cloths over your nose and mouth for protection.
7. Stay calm, do not panic and wait for help.



## Use Firefighting Equipment

### 1. Fire Hose



- a. There are two fire hose reels located at the two ends of the corridor on each floor.
- b. To operate the fire hose, open the control valve before running out the hose.
- c. Turn on water at the nozzle and direct the jet of water to the base of fire.
- d. Do not use on electrical fires and burning flammable liquids and metals.

### 2. Fire Extinguisher



- a. A fire extinguisher can be found in the fire hose reel cabinet.
- b. To use a fire extinguisher, pull out the locking pin and direct the nozzle towards the base of fire.
- c. Press the handle to spurt out fire extinguisher.

3. Smoke detectors and sprinklers are mounted to the ceiling of rooms and corridors, which will be operated automatically when a fire occurs.
4. Escape immediately if the fire is out of control.

Thank you for your attention.

