

EMERGENCY PREPAREDNESS PROCEDURE

A. Introduction

1. It is the legislative requirements stated in the Occupational Safety and Health Ordinance and Regulation for establishing and maintaining the emergency preparedness such as fire precautions, provision of first aid facilities and aware of bad weather etc. and taking necessary action on accident/incident prevention.
2. Accidents/incidents involving personal injuries for staff, students and visitors and/or property damage that may occur on campus, related premises or associated workplace related to the College of Professional and Continuing Education (CPCE) and its academic and administrative units alike. Accidents/Incidents should be reported promptly to the 24-hour manned Campus Facilities Management (CFM) Office for assistance if the case is occurred on Campus or followed relevant procedures identified by the involved premises/workplace.
3. This procedure outlines the actions to be taken in case of an emergency or accident/incident occurred.

B. Terminology [Items are extracted from the Occupational Safety and Health Ordinance (Cap. 509) and Regulation]

1. **Fire safety measure** means any installation or equipment manufactured, used or designed to be used for the purposes of-
 - (a) extinguishing, preventing or limiting a fire or the effects of a fire; or
 - (b) giving warning of a fire; or
 - (c) providing access to any premises or place for the purposes of extinguishing, preventing or limiting a fire or the effects of a fire.
2. **First aid facility** means a first aid box or first aid cupboard containing first aid items.
3. **First aid item** means an item of the kind specified in Schedule 2 of Occupational Safety and Health Regulation.

C. Actions required for preventing of Accidents/Incident

In compliance with the legislative requirements, the person responsible for a workplace should take necessary actions;

1. To prevent fire by:
 - providing illuminated 'EXIT' signs over all exits and clear directions to them;
 - keeping all means of escape in a safe condition and free from obstruction;

- making sure that all exit doors can easily be opened from inside the workplace or are unlocked;
 - providing suitable and adequate fire safety measures.
2. To provide first aid by:
 - keeping adequate first aid facilities/items within the premises accordingly and appointing 2 designated employees to look after them.
 - arranging at least one first aider for each 150 employees employed at the workplace.
 3. To aware/alert of bad weather by:
 - following the specified requirements and taking a close attention to the mass media at any time during the bad weather (e.g. thunderstorm, rainstorm and typhoon etc.) period

D. Training and emergency arrangement

The following items should be taken by the responsible Unit Head or his/her delegate for the workplace and relevant record should be properly kept for easy reference and retrieval;

1. For campus fire safety, CFM will determine and arrange fire safety training and fire drill regularly with the advice made by the HSEO. Other than that, Unit Head should ensure all staff/students familiar with the fire arrangements specified by the associate organization before commencement of tasks.
2. Staff should understand their responsibilities and stated requirements on handling emergency cases particular on the emergency evacuation and alerting of fire and bad weather conditions upon joining the Unit. (see Appendix 1 for details)
3. Planned exercises for emergency cases such as fire drill should be identified and kept track with other department(s) to have a regular training including the emergency team, if applicable.
4. In accordance with the legislative requirements, it should be ensured that, for each 150 employees employed at the workplace, at least one of those employees is a person trained in first aid (see Appendix 2 for details) for handling the injuries and a team of 2 or more of the employees employed at the workplace are required to be responsible for each first aid facility provided and ensuring the first aid items (For items required to be maintained in a First aid facility, please visit the website of the Labour Department for details and the

latest update) are maintained accordingly. Appropriate training should be arranged to staff who are responsible for maintaining the first aid box that shall be made available at every main office or location where specified.

5. According to the requirements stipulated in the Part VI of the Occupational Safety and Health Regulation (OSHR), the person responsible for a workplace must ensure-
- (a) that a separate first aid facility is provided and maintained for each 100 employees, or part of that number, employed at the workplace; and
 - (b) that the first aid facility is clearly marked "FIRST AID" and "急救"; and
 - (c) that the first aid facility contains the items specified in Appendix 3 and any items required under section 19 of the OSHR; and
 - (d) that all first aid items are maintained in a serviceable condition and are of a grade or quality not lower than that specified in the British Pharmaceutical Codex or, if the Commissioner approves any other internationally recognized standard for the purposes of this paragraph, that standard.

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Appendix 1: Procedures and work arrangement for emergency evacuation (on campus)
and emergency arrangement on fire, rainstorm and tropical cyclone

Emergency Reporting

In case of emergency when life and/or property on campus are endangered, please call 3746 0666 and 3746 0999 for CFM on PolyU Hung Hom Bay Campus and PolyU West Kowloon Campus, respectively , for assistance. The well-trained emergency response team will be dispatched to the scene to render on-the-spot assistance. If the situation demands, the CFM will request assistance from Police, Fire Services and/or Ambulance.

Nature of Incident

1. Fire;
2. Any accident/injury;
3. Electric shock;
4. Person reported seriously sick;
5. Person reported shut in lift;
6. Leakage/spillage of chemical;
7. Flooding;
8. Any crime; and
9. Any other incidents that life or property is endangered.

When calling for help, please give :-

1. Full detail of location of incident;
2. Nature of incident with brief description;
3. Any person(s) injured in the incident; and
4. Your name, location and contact telephone number

Emergency Evacuation

Buildings on campus have fire alarm notification systems for emergency evacuation. The systems are different depending on the building. Most systems sound only fire alarm bells while others may have red flashing lights to supplement the alarm bells and/or announcements about the situation. At all times, when the alarm system sounds and/or voice command for evacuation is activated, everyone must leave the building and move to a safe location.

ACTIONS TO TAKE:

Break-glass Alarm Unit



In the case of fire, hazardous materials release or other hazardous situation (except gas leaking) requiring emergency response, **ACTIVATE THE FIRE ALARM BY BREAKING THE BREAKGLASS ALARM UNIT WHICH IS USUALLY LOCATED NEAR THE FIRE HOSE REEL AND CALL CAMPUS FACILITIES MANAGEMENT OFFICE (3746 0666 FOR POLYU HUNG HOM BAY CAMPUS AND 3746 0999 FOR POLYU WEST KOWLOON CAMPUS)**

Upon **HEARING** the fire alarm or announcement, initiate promptly the evacuation procedures:

- Keep yourself and others calm;
- Turn off electrical devices and laboratory operations that are not safe to be left unattended;
- Quickly exit the building. Do not use lifts;
- Help those that need special assistance;
- Close doors behind you but do not lock;
- Wait at safe location for instructions from emergency response personnel and assemble at the designated location for roll call; and
- Do not re-enter the building until told it is safe to do so.

In the event of FIRE

● **In case of fire:**

- (a) Do not panic;
- (b) Sound the fire alarm by activating the break-glass alarm in the corridor;
- (c) If time permits, phone the 24-hour hotline of CFM (if on campus) by dialing
3746 0666 (PolyU Hung Hom Bay Campus), or
3746 0999 (PolyU West Kowloon Campus);
- (d) Switch off power / fuel supply to machinery and plant;
- (e) Close doors;
- (f) Do not use the lifts, use the stairs and leave the building as quickly as possible;
- (g) Assemble at the designated location for roll call; and
- (h) Do not return for valuables or for any reason until area is declared safe by firemen or CFM Officer, if on campus.

- **Upon discovering a fire:**

- (a) Keep calm;
- (b) Sound the fire alarm by activating the break-glass alarm in the corridor;
- (c) Call Campus Facilities Management Office, if time permits and on campus, by dialing 3746 0666 (PolyU Hung Hom Bay Campus), 3746 0999 (PolyU West Kowloon Campus) or using the nearby emergency telephone;
- (d) Only tackle the fire, if you are absolutely sure that danger is not imminent;
- (e) Close doors to contain fire and smoke; and
- (f) Exit the building and assemble at the designated location for roll call.

- **Upon hearing the fire alarm:**

- (a) Keep calm;
- (b) Stop your work immediately;
- (c) Urge and assist other people in the building to leave; and
- (d) Exit the building and assemble at the designated location for roll call.

Rainstorm Warnings and Tropical Cyclone Warnings

Staff should refer to the CPCE Staff Handbook for detailed work arrangement when a rainstorm and/or tropical cyclone warning is issued.

Special arrangements will be made to classes and examinations in view of tropical cyclone warning or rainstorm warning is issued or about to be issued. Students should take note of these arrangements stipulated in the Student Handbook. They should also look out for email announcements made by the respective units during inclement weather.

Appendix 2: Legislative requirements for a person trained in first aid

According to the legislative requirement stipulated in the Part VI of the Occupational Safety and Health Regulation - A person trained in first aid shall be a person-

- (i) who holds a certificate of competency in first aid issued by the St. John's Ambulance Association, the Auxiliary Medical Services or the Hong Kong Red Cross; or
- (ii) who is a registered nurse within the meaning of the Nurses Registration Ordinance (Cap 164); or
- (iii) who has completed a training course in first aid and who holds a certificate to that effect issued by an organization approved by the Commissioner (such as the Occupational Safety and Health Council)