RCHE Fire Drill Report
安老院火警演習報告

Name of RCHE
安老院名稱 _____   **LORCHE no.**
牌照處檔號 _____

Section A（甲）

Date 日期	Starting time 開始時間	Finishing time 結束時間

Section B Fire Drill Scenario（乙）火警演習情景

Location 地點	Kitchen 廚房 ☐	Bedroom 寢室 ☐	Sitting/Dining room 客廳／飯廳 ☐	Meter room 電錶房 ☐
	Office 辦公室 ☐	Staircase/Corridor 樓梯／通道 ☐	Others 其他 ☐	

Type of Fire 火警性質	Stove/Grease 煮食爐／油鍋 ☐	Flammable liquid 易燃液體 ☐	Rubbish/Miscellaneous 垃圾／雜物 ☐
	Clothing/Bedding 衣物／寢具 ☐	Electrical apparatus 電器裝置 ☐	Others 其他 ☐

Section C Fire Drill（丙）火警演習

(1) Actions taken during a fire 火警時採取的行動	Responsible staff 負責職員	✓/✗	N.A. 不適用
(i) Alert others in close proximity of the fire. 向火警現場附近人員發出警告。			■
(ii) Evacuate residents who are in immediate danger to a safe place. 將火源附近有即時危險的住客撤離到安全點。			
(iii) Terminate/reduce source of fuel, e.g. shut off gas fuel supply valve, remove medical gas cylinders or switch off electricity supply for electrical appliances on fire. 移除／減少燃料來源，如：關上氣體燃料掣、移離醫療氣樽或截斷著火電器的電源。			
(iv) Dial '999' to report fire. 打電話「999」報告火警			■
(v) Activate the fire alarm. 按動火警鐘			■
(vi) Use fire-fighting equipment: 使用滅火裝置： — Water Type Extinguisher 水劑滅火筒			■
CO$_2$ Type Extinguisher 二氧化碳滅火筒			■
Fire Blanket 滅火氈			■
Hose Reel 消防喉轆			■
(vii) Evacuate all residents, especially those requiring assistance and under restraint, on the affected floor horizontally. 將同層住客，特別是需要協助及受約束的住客進行橫向疏散。			
(viii) Close the door of fire floor/compartment to stop the spread of fire or smoke. 將火警樓層／房間門關上防止火或煙擴散。			
(ix) Evacuate residents vertically, e.g. refuge floor. 將住客進行垂直疏散（如：避火層）。			
(x) As no safe means of escape is available, evacuate residents to an open space or the rooftop. 未有安全逃生途徑，將住客疏散至露天地方或天台。			
(xi) Contact/approach the attending fire-fighters with a view to providing information and assistance. 聯絡到場之消防人員，以提供資料及協助。			

(2) Actions taken during evacuation 疏散時採取的行動	Responsible staff 負責職員	✓/✗	N.A. 不適用
(i) Lead ambulant residents to leave the fire floor/compartment by the nearest or planned staircase or means. 職員帶領可行動住客循最近或預定之樓梯或途徑			
(ii) After entering the corridor or staircase, keep to one side (not to cause obstruction to rescuers), use the handrail and proceed down to the G/F exit. 在進入走廊或樓梯後，靠近一旁（以免阻礙救援人員），利用扶手幫助前行，前往地面出口。			
(iii) If the means of escape is found smoke-logged, do not attempt to pass through. Return to your floor/compartment, close the door and wait for rescue. 如逃生途徑發現有煙，切勿通過。應返回原來樓層／房間，等待救援。			
(iv) Upon reaching the G/F exit, report to the pre-determined assembly point. 抵達地面出口後，前往預定集合地報到。			

(3) Actions taken while waiting for rescue 等待救援時採取的行動	Responsible staff 負責職員	✓/✗	N.A. 不適用
(i) Check if all fire doors are closed. 　　檢查所有防煙門已經關閉。			
(ii) Seal door gaps with wet towels or duct tapes if smoke is found seeping into floor/compartment. 　　如發現有煙從門隙進入樓層／房間，可以濕毛巾或膠紙密封門隙。			
(iii) Contact rescuers by phone or waving towels by the windows to draw attention. 　　以電話聯絡救援人員或在窗戶揮動毛巾引起注意。			
(vi) Give residents assurance and monitor their condition. 　　安定及留意現場住客狀況。			

Section D Staff Record（丁）職員紀錄

Drill conductor 演習指揮	Home manager 主管
Nurse 護士	Health workers 保健員
Care workers 護理員	Ancillary workers 助理員

Total no. of residents 全院住客人數	No. of participants (residents) 參與住客人數	No. of participants (visitors) 參與訪客人數
No. of staff on duty 全院當值職員人數	No. of participants (staff) 參與職員人數	No. of participants (others) 其他參與人數

Section E Comment（戊）評語

Signature　　　　　　　　　　　　　　　　　RCHE stamp
簽署 _____　　　　　　　　　　安老院印鑑 _____
Name of compiler _____　　　　Date
報告撰寫人 _____　　　　　　　日期 _____

Remarks 附註

(i)　To avoid an undue panic, a prior notice should be given to the building management, neighbours and staff/residents who do not participate in the fire drill.
（為免引起不必要的恐慌，演習進行前應先通知物業管理公司、鄰居及未被安排參與演習之職員／住客。）

(ii)　Actuation of the alarm of the "Direct Telephone Link of Service Providers of the Computerised Fire Alarm Transmission System" should be suspended prior to the fire drill.
（演習進行前應先將「火警警報電腦傳送系統服務供應商」的自動報火警功能暫停。）

(iii)　Do not use the elevator for evacuation unless directed by fire services personnel.
（除非有消防人員指引，否則不可使用電梯疏散逃生。）

(iv)　All fire service installations and equipment should be resumed normal after the fire drill.
（所有消防裝置及設備須於演習後還原並保持在正常工作狀態。）