

**Report on Fire, Accident and Emergency (處理火警、意外及緊急事記錄)**

**Centre Name (中心名稱):** \_\_\_\_\_

**Nature of Incident (事件性質) :**

- Fire (火警)**
- Accident (意外)**
- Emergency (突發事件／緊急事故)**
- Others (其他)**

**Date (日期) :**

**Time (時期) :**

**Details (事發經過) :** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

**Handling and Follow-up (處理及跟進) :** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Signature of Staff (負責職員簽署) :** \_\_\_\_\_ **日期:** \_\_\_\_\_

**Signature of Supervisor (中心主任簽署) :** \_\_\_\_\_ **日期:** \_\_\_\_\_