

**火警演習報告**  
**Fire Drill Report**

Date 日期 : \_\_\_\_\_

Start Time 開始時間 : \_\_\_\_\_

Finish Time 結束時間: \_\_\_\_\_

全院院友人數: \_\_\_\_\_

參與院友人數 : \_\_\_\_\_

Total residents number

Participated residents number:

On duty staff number 當值職員人數 : \_\_\_\_\_

Assumed fire drill particulars 模擬火警演習內容 :

**1. Fire location 起火地點**

Kitchen 廚房  Dormitory 室  Living Room 起居室  Meter Room 電錶房  Staircase/Corridor 樓梯/通道   
Office 辦公室  Others 其他

**2. Type of Fire 火警性質**

Clothing/Bedding 衣物/寢具  Flammable liquid 易燃液体  Rubbish /Miss. 垃圾/雜物  Stove/Grease 爐頭/油鍋   
Electrical apparatus 電器裝置  Others 其他

**3. Action Taken to Fight Fire 火警時採取的行動**

向火警現場附近人員發出警告。

Alert others in close proximity of the fire.

將火警現場附近院友撤往安全地方。

Evacuate residents in close proximity to place of safety.

將火警現場附近可燃物品移離火源，如關上燃料供應掣(煤氣/石油氣)或關上著火電器電源。

Remove combustibles material away from fire, such as shut off fuel supply valve (Town-gas/LP Gas) or switched off electricity supply for electrical appliance on fire.

Installation used to extinguish the fire 使用滅火裝置:

Hose Reel 消防喉轆  Water Type Extinguisher 水劑滅火筒  CO2 二氧化碳滅火筒  Fire Blanket 滅火.

按動火警鐘。

Activate Manual Fire Alarm.

將火警樓層/房間內所有人員撤離。

Evacuate all persons in the fire floor/compartment.

將火警樓層/房間門關上防止火或煙擴散。

Close door of fire floor/compartment to stop fire or smoke spread.

打電話'999' 報告火警。

Telephone '999' to report fire.

將火警樓層/房間內所有人員撤往集合地點。

Evacuate all persons on fire floor/compartment to assembly point.

附註 (Remarks):

1. 每年舉行最少一次火警演習。

Fire drills should be conducted at least annually.

2. 在中心進行的走火演習及火警鐘測試，及任何修理火警警報系統毛病的工作，均須記錄在案。

Fire drill or fire alarm test conducted in the centre, and any action taken to remedy defects in fire alarm system should be recorded.

報告撰寫人 : \_\_\_\_\_

Report compiled by

主管/負責人簽署: \_\_\_\_\_

Supervisor's Signature

日期 Date: \_\_\_\_\_