

FIRE SAFETY POLICY

1 Policy

It is the policy of the University to provide a safe environment to all on university premises. The University will take measures, as far as reasonably practicable, to minimize the likelihood of fire hazards. This goal can only be achieved through co-operation from all parties involved. All staff and students are therefore required to comply with relevant statutory requirements and University fire safety rules and requirements.

2 Duties and Responsibilities

2.1 Campus Development Office (CDO)

CDO is responsible for all buildings' fire safety designs for the university including compatibility of occupancy, compartmentation, and means of escape for all alteration and additions works and new projects on the campus.

2.2 Facilities Management Office (FMO)

FMO is responsible for:

- (a) giving advice to CDO and her consultant on fire services installations (FSI) for capital projects, alteration and additions works; and
- (b) operation and upkeep of FSI.

In case of fire emergency such as fire alarm and fire call, emergency response team of FMO is to respond to the incident in the first place. In case of special fire, such as the involvement of hazardous chemicals, biological and radioactive substances, FMO is to seek advice from HSEO.

FMO is also responsible for organising fire prevention measures such as fire drills, fire hazard inspections, Hot Work Permit systems, etc.

2.3 Heads of Departments/Schools/Institute/Offices/Centres/Units

- (a) It is the duty and responsibility of the Heads to comply with fire safety rules and requirements applicable to their responsible areas including offices, laboratories and workshops.
- (b) Staff /student attention should especially be drawn to fire precautions and means of escape in the areas.
- (c) Fire safety should be in their health and safety management system.

2.4 Staff and Students

All staff members and students shall co-operate and comply with fire safety rules and requirements of the university.

They should observe the following critical fire safety arrangements within their working areas:-

- (a) emergency exit routes
- (b) awareness and usage of first-aid fire fighting installation/equipment, i.e. manual fire alarm points, fire hose reels and fire extinguishers
- (c) reporting of fire incidents
- (d) participation in fire drills

2.5 Contractors

Contractors include but are not limited to works and services contractors. All contractors working on the campus must incorporate fire safety measures in the work system. 'Hot Work Permit' system of FMO must be adhered to for any hot work process to be introduced on campus.

2.6 Health, Safety and Environment Office (HSEO)

HSEO, as the overall safety adviser and monitor of the university, will carry out periodic reviews/audits of the fire safety management system of the university.

Specifically speaking, HSEO is to monitor departments including FMO on the implementation of fire safety activities and recommendations, to provide strategic advice on fire safety education, and to review fire incidents when necessary.