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1. **Introduction**

The Tung Wah College is committed to providing a safe and healthy campus for every student, faculty and staff member.

Being a member of the college, it is your responsibility to follow the established procedures during an emergency. You are one of the key persons to ensure that prompt and efficient actions are taken so as to minimize bodily injury and property damage. We need your cooperation and support to ensure a safe campus.

Emergency situations within the campus may include:

- Fire
- Personal injury
- Electric shock
- Shut inside a lift
- Spillage of hazardous substances
- Hazardous gas leakage
- Crimes
- Other incidents when life or property is endangered

1.1 **General consideration**

In the event of emergency when human lives and/or college properties are threatened, it is important to minimize any personal injury and property damage.

You are encouraged to report the situation promptly either by phone or in person to the 24-hour manned Security Control Room located at G/F (King’s Park Campus) or 1/F (Tower A & B of Mongkok Campus); or 3190 6610 (24 hours).

In case of Emergency, please dial 999.
1.2 What to report?

Particulars to be reported to the Security Control Room when there is an emergency on campus:

(a) Nature of incident with brief description (e.g. person(s) injured, missing or trapped, in the incident).
(b) Your name, location and contact telephone number.
(c) Full detail of location of incident and the place you can wait safely to meet with the dispatched security team.

1.3 Emergency Evacuation

Buildings on campus have fire alarm notification systems for emergency evacuation. The systems in both campuses may have sound fire alarm bells and red flashing lights to supplement the alarm bells 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.

Upon hearing fire alarm or evacuation announcements:

(a) Keep yourself and others calm.
(b) Turn off electrical devices & fuel supply and stop laboratory operations that are not safe to be left unattended.
(c) Quickly exit the building by staircase (do not use lifts).
(d) Help those that need special assistance.
(e) Close doors behind you but do not lock.
(f) Wait at a safe location for instructions from emergency response personnel.
(g) Do not re-enter the building until told it is safe to do so.
2. **Fire**

2.1 **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 Security Control Room by dialing 3190 6610 (24 hours).
(d) Switch off power / fuel supply to machinery and plant.
(e) Close doors.
(f) Do not use the lifts, use the stairs and exit the building as quickly as possible.
(g) Do not return for valuables or for any reason until area is declared safe by firemen.

2.2 **Upon discovering a fire**
(a) Keep calm.
(b) Sound the fire alarm by activating the break-glass alarm in the corridor.
(c) Call Security Control Room, if time permits, by dialing 3190 6610.
(d) Only tackle the fire if you are absolutely sure that danger is not imminent.
(e) Use hose reel / fire extinguisher / sand bucket / fire blanket if deemed appropriate.
(f) Close doors to contain fire and smoke.
(g) Exit the building.

2.3 **Upon hearing fire alarm**
(a) Keep calm.
(b) Stop your work immediately.
(c) Exit the building.
(d) Urge and assist other people in the building to leave.
3. **Personal injury**

For minor injury, apply first aid and may use supplies contained in the first aid box. Either the first aid box management team of the workplace will help you.

For serious case, please call for assistance. Apply first aid technique if you are a qualified first aider.

**General Consideration:**

(a) Don't move the casualty unless it is absolutely necessary.
(b) Check that you and the casualty are in a safe place while waiting for help.
(c) If the danger is imminent, move the casualty to a safe place.

3.1 **Minor wound**

(a) If the wound is dirty, clean it by rinsing lightly under running water or use an antiseptic wipe.
(b) Pat dry with a gauze swab.
(c) If the bleeding persists, apply direct pressure.
(d) Cover the small wound with an appropriate dressing such as an adhesive dressing or standard dressing.
(e) Raise and support the injured part.

3.2 **Foreign body in eye**

(a) Lay the casualty on his back, support his head to keep it as still as possible.
(b) Ask the casualty to keep both eyes still as movement of the good eye will cause movement of the injured eye, which may damage it further.
(c) Cover it gently with an eye pad or a sterile dressing.
(d) Secure it with a bandage or adhesive plaster.
(e) Take or send the casualty to hospital/clinic in the treatment position.
(f) Use eye washer to clean the eye if deemed appropriate.
3.3 **Bleeding**
(a) Have casualty lie down. Elevate injured limb higher than heart level unless you suspect a broken bone (fracture).
(b) Control bleeding by applying direct pressure on the wound with a sterile pad or clean cloth.
(c) If bleeding is controlled by direct pressure, bandage firmly with clean cloth strips or bandages to protect wound from contamination and infection. Check circulation to be sure bandage is not too tight.
(d) If there is a protruding foreign body, press down firmly on two sides. Build up padding on two sides of the object until high enough to bandage over the object without pressing on it.

3.4 **Shock**
(a) Treat known cause of shock as quickly as possible, (i.e., breathing difficulties, bleeding, severe pain). Have casualty lie down, loosen tight clothing. Raise and support legs to improve the blood supply to the vital organs. Take care if you suspect a fracture. Maintain an open airway. If casualty vomits, gently turn head to side.
(b) Keep the casualty warm by covering with coats or blankets. Constantly reassure the casualty and check breathing, pulse and level of response.
(c) DO NOT give anything by mouth or leave the casualty unattended.

3.5 **Burns and scalds**
(a) Flood the injured part with cold water for at least ten minutes to relieve the pain.
(b) Gently remove any watches, belts, or constricting clothing from the injured area before it begins to swell.
(c) Cover the area with a sterile dressing or clean cloth. A plastic bag or some kitchen film makes a good temporary covering.
(d) Be alert for signs of shock and infection.
(e) If it is a chemical burn, remove contaminated clothing and flush the affected area with water until medical help arrives.

3.6 **Fractures**
(a) DO NOT move casualty until the injured is secured and supported, unless there is danger of fire, explosion, or other life-threatening emergency.
(b) Keep casualty warm and still, support the injured part with your hands until it is immobilised. Treat for shock if necessary.
(c) If bone is suspected to be broken but does not pierce the skin (closed fracture), secure the injured part to a sound part of the body.
(d) If broken bone pierces the skin (open fracture), treat the wound before secured the injured part.
3.7 Poisoning
   (a) Move the casualty from danger into fresh air area; loosen tight clothing.
   (b) If casualty is conscious, maintain an open airway.
   (c) If casualty is unconscious, open the airway, check breathing and pulse, and be ready to
       resuscitate if you have been trained.
   (d) Place the casualty in the recovery position if resume pulse and breathing but still unconscious.
       The casualty lays on the front and side, with the head supported but slightly tilted to keep the
       air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent
       keeping the thigh well forward.

3.8 Animal Bites
   (a) Wash the wound thoroughly with soap and warm water.
   (b) Pat the wound dry with clean gauze swabs and cover with an adhesive dressing or a small
       sterile dressing.
   (c) In case of serious wounds, control bleeding by applying direct pressure and raising the injured
       part. Cover the wound with a sterile dressing or a clean pad bandage.
   (d) Advise the casualty to see doctor or arrange to hospital in case inoculation is needed.
4. **Electric shock**

If electricity passes through the human body, it may give a shock to the nervous and muscular system. Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at where it enters and leaves the body. Alternating power also causes muscle spasm that often prevent the casualty from letting go of an electric cable, so the casualty may still be "live" when you come on the scene.

4.1 **Procedure**

(a) The electric power should be turned off before touching the casualty. Do not touch the casualty if he is in contact with live current.

(b) If power cannot be turned off, the followings can be attempted to free the casualty:

i. Stand on some dry insulating material such as wooden box, a rubber or plastic mat, a telephone directory or a thick pile of newspaper. Push the casualty's limbs away from current with a dry nonmetallic pole such as broomstick, wooden chair or stool or push the source away from the casualty, whichever is the easier.

ii. Without touching the casualty, loop a dry rope around his feet or under the arms and pull him away from the source.

iii. If absolutely necessary, pull the casualty free by pulling at his loose, dry clothing. Do this only as a last resort.

4.2 **Treatment**

(a) As soon as casualty is separated from electrical source, check if the casualty is unconscious. Open the airway, check breathing and pulse. Summon help.

(b) If breathing difficulties develop or breathing is stopped, start mouth to mouth ventilation if you have been trained to give artificial respiration.

(c) If the heart has also stopped, start cardio-pulmonary resuscitation (CPR) if you have been trained.

(d) Once vital signs have been re-established, the casualty should be moved into the recovery position, which helps to stabilise the position and maintain open airways. The casualty lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.
(e) If you have not been trained on mouth to mouth ventilation and CPR. Ask for help.
(f) If the casualty has burns. The affected area should be immobilised and gently covered with a dry sterile bandage.
(g) Treat for shock if the casualty feels sick, faint and may breathe erratically, the pulse may also be faint or erratic. The casualty must be kept warm, although tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.

5. **Seriously sick**

Immediately notify Security Control Room at 3190 6610.

(a) State clearly your location and whether or not ambulance service is required.
(b) Take a comfortable posture and wait for the attending security personnel.
(c) If the patient could be safely transported, ambulate him/her to the nearest well equipped hospital.

6. **When shut inside a lift**

6.1 **If you find someone shut inside a lift**

(a) Immediately inform the Security Control Room by dialing 3190 6610.
   i. Tell the persons in the lift that assistance has been called for.
   ii. Warn them not to open the lift door by force.
(b) Wait for the security personnel. Don't try to open the lift door to release the persons inside.

6.2 **If you are shut inside a lift**

(a) Call for assistance by pressing the emergency alarm button on the lift control panel. The intercom on the panel facilitates you to speak to the Lift Machine Room/Control Centre.
(b) If someone answers you, tell him your situation.
(c) Tell the attending security personnel if you feel uncomfortable so that medical assistance could be rendered.
(d) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.
(e) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.
(f) After the lift door is opened, leave the lift car according to the instruction given by the emergency personnel.
7. **Spillage of hazardous substances**

7.1 General
Some accidents and incidents occurring on campus may be related to hazardous substances such as chemicals and biological agents. The procedures suggested here aim at giving some general and simple guidance to those who may be involved in such incidents on how to deal with these situations so that the potential damages to life and property can be minimised. The following important points must be borne in mind when following the suggested emergency procedures:

(a) These procedures are and can only be generic, as any special situations will call for the individual persons-in-charge to develop situation-specific procedures. Situation-specific procedures, if available, are to be followed in lieu of this one.

(b) Common sense should always be exercised in any attempt to deal with emergency situations.

(c) Knowledge of the hazardous substances involved is of prime importance when handling chemical-related emergencies. Anyone handling chemicals should consult the relevant Material Safety Data Sheets and other relevant guidance documents.

7.2 Chemical Spillage

(a) Stay away from the area of spills.

(b) Alert others around the area.

(c) Open the windows if the spilt chemical or the leaked gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.

(d) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.

(e) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.

(f) Call the Security Control Room (3190 6610) for assistance.

(g) Stay in a safe place until assistance arrives.
8. **Hazardous gas leakage**

In case of a leakage of town gas/LP gas or a suspected case,

(a) Open all windows and doors to allow the gas to disperse, if possible.
(b) Turn off the gas control valve, if possible.
(c) Alert others to leave the area and stay at a safe place (Do not use break glass alarm).
(d) Inform Security Control Room (3190 6610) for assistance.
(e) Do not switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.
(f) Do not use telephones or mobile phones inside the suspected area.

9. **Crime**

Be alert and report any criminal case, e.g. burglary, theft, vandalism, assault, etc. to the Security Control Room at 3190 6610 for immediate assistance.

10. **Accident / Incident reporting procedures**

(a) All accidents and incidents must be reported and accident/incident investigations carried out to determine the causes and recommend corrective actions to prevent future recurrence.
(b) After an incident, the supervisor of the injured person or the staff member responsible for the area in which the accident/incident took place should complete an Accident/Incident Report Form and send it to HR Office through his/her respective Head of Department within 72 hours of the accident/incident.
(c) In case of work related accidents involving a TWC staff, Heads of Department shall ensure that the Director of Human Resources is informed of such case immediately after such accidents by completing HR Form and a copy of the form be sent to the HR Office in sealed envelope.
(d) In case of an accident that involves an insurance claim of damage/loss to property and/or equipment, the Finance Office should be contacted immediately for insurance claim.
11. Useful information

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<tr>
<th></th>
<th>Security Control Room</th>
<th>FMO Help Desk</th>
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<tbody>
<tr>
<td>Telephone</td>
<td>3190 6610 (24 hours)</td>
<td>3190 6600 (office hours: 8:30am – 5:30pm)</td>
</tr>
<tr>
<td>King’s Park Campus</td>
<td>G/F Entrance</td>
<td>Room 704, 7/F</td>
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<tr>
<td>Mongkok Campus</td>
<td>1/F of Tower A</td>
<td>11/F of Tower B</td>
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### Fire Evacuation Plan

**Evacuation Procedures:**
1. Stop working upon hearing the emergency alarm.
2. Turn off electrical devices and stop laboratory experiment that are in progress.
3. Exit the building as soon as possible.
4. Do not use the lifts.
5. Close all doors but do not lock.
6. Assist persons who need special assistance.
7. Gather at the fire assembly point.

**Evacuation Procedures:**
1. 聽到火警的警報，應立即停止工作。
2. 切斷電源及停止所有正在進行的實驗。
3. 速離開大樓前往安全地方。
4. 請勿使用升降機。
5. 請關閉途徑上的門，但切勿鎖上。
6. 請協助有需要的人士離離。
7. 前往火警集合點集合。