



# FIRE MANUAL

*CENTRAL PLAZA*  
中環廣場 18 HARBOUR ROAD



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## 1. **INTRODUCTION**

This building is equipped with a modern and technologically sophisticated fire safety system which meets all mandatory fire safety standards set by the Hong Kong Fire Services Department.

This manual is prepared with the objective of providing (i) a background on the fire services installations and equipment of Central Plaza and (ii) a general guideline on the proper actions to be taken when a fire is discovered, a fire alarm is heard or evacuation is required within the building. It must be admitted that no hard and fast rule can be laid down as to what specific actions should be taken in case of fire because the time, the situation, the location and other circumstances may be different from case to case.

Please read and be acquainted with the indispensable information contained in this manual. Your attention and co-operation is one important step to enhance your safety that we could not have taken without your participation.

## 2. **FIRE SERVICES INSTALLATIONS AND EQUIPMENT**

### 2.1 **Fixed Installations**

#### – **Sprinkler System**

A system designed to discharge water under pressure from sprinkler heads at or near the point of origin of the fire. This kind of system has proved to be the most efficient automatic fire extinguishing system, and most fire can be extinguished by sprinklers at its incipient stage. Sprinklers are installed throughout the entire building.

#### – **Manual Fire Alarm (Break Glass Alarm)**

A manually operated system designed to give warning of fire. The Break Glass Alarm is usually fitted to the Hose Reel. To operate, you should smash the glass cover of the Fire Alarm Box and press the Alarm. This will activate the alarm bells on Four Floors (two floors above and one floor below the affected floor) and also start the fire pump to supply water to hose reel on the affected floor, the two floors above it and the floor below.

#### – **Automatic Fire Alarm System**

Automatic Fire Alarm System provides warning of fire. This system can pinpoint the exact location of the alarm, which helps the early extinction of fire in its incipient stage.

## 2. FIRE SERVICES INSTALLATIONS AND EQUIPMENT

### 2.1 Fixed Installations ( cont'd/... )

#### – **Hose Reel System**

The Hose Reel System is fitted to the water pipes connected to water tank of fire fighting purpose. It is handy, convenient and easy to use. No special training is required. It is designed to be used by the untrained people to attack fire at the initial stage. To operate : -

- a) Smash the glass of the Break Glass Alarm box and press the Alarm. This will activate the alarm bells to ring and start the pump to supply water to the Hose Reel.
- b) Turn the main valve in an anti-clockwise direction and pull out the hose.
- c) Turn the control valve at the nozzle and water will be discharged from the hose reel tubing.

#### – **Smoke & Heat Detection System**

Smoke and Heat Detectors are fitted throughout the entire building including both entrances to and inside the Fire Protected Staircases.

#### – **Automatic Drencher System**

A system which provides a water curtain for protection against internal and external "exposure" to fire, and the protection of large openings.

Automatic Drenchers are installed at the Fire Exits on all floors leading to the fire protected staircases.

#### – **Fire Exits**

Two ½ hour fire-resistant-period doors are fitted at all Fire Exits to the Fire Protected Staircases. There are two Fire Protected Staircases in the building leading from the top floor to the street level. All Fire Exits are protected by the Automatic Drencher System, which will prevent the fire and the smoke from spreading to the Fire Protected Staircases and will allow time for people to evacuate in case of emergency.

Illuminated exit signs, backed up by emergency generators and battery system in case of power failure, are fitted at all Fire Exits and Fire Protected Staircases.

## 2. **FIRE SERVICES INSTALLATIONS AND EQUIPMENT**

### 2.1 **Fixed Installations** ( cont'd/... )

#### – **Emergency Generator**

Independent diesel generators with sufficient capacity to support the essential services in case of emergency power failure i.e. firemen lifts, emergency lighting and exit signs etc. are installed in the building.

#### – **Emergency Lighting**

A system of artificial lighting designed to provide adequate illumination and indication of exit routes within the building under emergency conditions is provided.

### 2.2. **Portable Fire Fighting Equipment**

#### – **Fire Extinguisher**

Two types (CO<sub>2</sub> gas / BCF) of fire extinguishers are installed in the building at appropriate locations.

### 2.3 **General Functions of Building Fire Installations**

- The Building Fire Installations System is linked up through a central micro-processor with the security control panel at the Ground Floor Fire Control Room, which is 24-hour manned by the Security/Building Management Staff.

When the fire alarm is activated, all lifts within the affected zone are programmed to home automatically to the lowest floor of that particular lift zone.

### 2.4 **Maintenance**

- The Fire Services Installations and Equipment are maintained by an approved fire engineering contractor in accordance with the Fire Services Regulations.

### 3. **FIRE PRECAUTIONS**

#### 3.1 **Office Area**

- Storage of inflammable goods of whatever quantity in the office must prohibited at all times.
- Cooking in the office premises is NOT allowed at all times.
- Burning candles, incense, or essential oils is not allowed.
- Faulty electrical appliances must be reported for immediate repair.
- **DO NOT ATTEMPT** to repair any faulty electrical equipment. Get a qualified electrician for assistance.
- **DO NOT OVERLOAD** any electrical points by using adapters.
- The last person leaving the office should thoroughly check that all electrical appliances are switched off.

**GOOD HOUSEKEEPING WILL DEFINITELY HELP FIRE PREVENTION.  
KEEP YOUR OFFICE TIDY, CLEAN AND SAFE.**

#### 3.2 **General Area**

##### – **Renovation**

Neglect of fire safety measures during renovation is a common cause of fire but it is unfortunate that fire precautions are often ignored and overlooked by contractors working in areas under renovation. Contractors working in the building should be informed of the precautionary requirements. A list of precautionary measures is available in the Management Office located at Basement One of the Building. Approval from the Management Office is required before any renovation work is to be carried out.

#### 3.3 **Fire Wardens**

- We suggest that each office should appoint at least one staff member as fire warden who should generally look after the fire safety measures in the office; liaise with the Management Office any matters concerning fire safety; and be responsible to carry out a roll call after evacuation.

#### **4. PRECAUTIONARY MEASURES DURING RENOVATION**

- A renovating area should be treated as a restricted area.
- Common areas such as corridors, staircases, fire exits and building fire installations/fire equipment must NOT be obstructed at any time.
- The use of dangerous goods which gives off inflammable vapour such as thinner, petrol, alcohol, rubber solution, etc. should NOT exceed the quantity permitted under relevant government regulations. Regardless of the amount, all inflammable substances should be kept in an enclosed strong metal box or similar container.
- Excessive quantities of any kind of dangerous goods classified under the local authority's regulations shall NOT be allowed in the premises at any time.
- Smoking is strictly prohibited.
- The use of Oxygen, Acetylene or Liquefied Petroleum Gas for welding or cutting work must NOT exceed one cylinder of any kind.
- At least two bottles 5kgs CO<sub>2</sub> gas fire extinguishers are required to be on stand-by at a welding or cutting work area. Adequate fire extinguishers should be provided by the contractors during renovation. All on site workers should know how to use these fire extinguishers.
- The building's fire installations or any fire equipment must NOT be removed unless approval is obtained from the Management Office.
- A fire hose is strictly for fire fighting purposes only.
- Oily rags and similar combustible trade waste shall be kept in a metal closed bin or box which should be cleared at frequent intervals. Combustible waste materials shall be removed regularly from all working areas.
- Contractors are required to check and ensure that no naked light is left behind; all electrical equipment is switched off, all trade waste is removed before leaving the premises and report the same to the Management Office.

## **5. FIRE INSTRUCTIONS**

**Fire instructions consist of three parts:**

- 5.1 - General Fire Order**
  - 5.2 - Instructions For Evacuation**
  - 5.3 - Common Fire Knowledge**
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**Please detach Section 5.1 for display in a Conspicuous Position in your office.**

**In view of public safety, ALL occupants in the building should be aware of the contents of all parts of these instructions.**

## 5.1 General Fire Order

### 5.1.1 Fire Instructions on discovering a fire

#### 5.1.1.1 Raise Alarm

Break the glass on the "Break Glass Alarm" or Dial 2586-8123 or 2586-8124 and inform the Management Office of the

- a) Exact location of the fire, and
- b) Nature of the fire.

#### 5.1.1.2 Attack The Fire

Call for assistance and if appropriate attack the fire with the suitable fire equipment i.e. Hose Reel and/or Fire Extinguishers.

#### **DO NOT PUT YOURSELF IN DANGER**

If the fire involves any electrical apparatus :

- Switch off the supply at the main switch
- Attack the fire with CO<sub>2</sub> gas/BCF fire extinguisher if appropriate, **DO NOT** use water or foam type fire extinguisher on electrical fires.

#### 5.1.1.3 Evacuation

Should the fire grows beyond control, leave the scene and close all doors along the path of retreat.

Proceed to the Assembly Point which in most cases is in the garden at street level through the Fire Staircases for roll call.

The only means of escape is the Protected Fire Staircases. **DO NOT USE THE LIFT.**

### 5.1.2 ACTIONS TO BE TAKEN ON HEARING THE FIRE ALARM SIGNAL

- Remain calm and alert. Listen to the Public Address System for announcements.
- All occupants should immediately check their respective area.
- Ensure the passages in your office are free from obstruction.
- Be ready to lock up valuables and important documents.
- Pay attention to the announcements.
- Remain calm. **DO NOT PANIC.**

## 5.1 General Fire Order

### 5.1.2 ACTION TO BE TAKEN ON HEARING THE FIRE ALARM SIGNAL

- Lock up all valuables, important documents etc. if possible.
- Leave your office via the fire staircases and proceed to the Assembly Point which in most cases be in the garden at street level. **DO NOT USE THE LIFT.**
- The office fire warden(s) or the appointed member of staff in your office will take a roll call at the Assembly Point to ensure that all the staff have been accounted for. Any discrepancy must be reported to the Management Office or any Fire/Police Officers immediately.

## 5.2 Instructions For Evacuation

- When a fire alarm is activated, it does not mean that the fire situation is critical and evacuation is to be effected immediately.
- If evacuation is required, all occupants within the affected zone (i.e. The affected floor, the two floors above and the floor below) are required to leave immediately and proceed to the designated Assembly Point for roll call.  
  
Evacuation instruction will normally be given through the Public Address System by the Management Office.
- It must be remembered that during evacuation, people will normally panic, particularly a crowd which could mean a large number of people running out of the premises at the same time. Injuries and accidents could easily occur at this stage. Therefore, evacuation will only be effected when situation is considered to endanger life and property, or when dense smoke is present and the fire is spreading and is beyond control or it is required by the Fire Services Department.
- Normally the Fire Services Officers will arrive within minutes after the report of fire.
- Sometimes a full scale evacuation may not be necessary and only partial evacuation is required.
- Always remember that the staircases are fire protected and you should proceed calmly and in an orderly manner during evacuation. **DO NOT USE THE LIFT.**
- The Fire Services Officers will be directed to assist the evacuation when they arrive at the building.

## 5.3 Common Fire Knowledge

### 5.3.1 Points to remember in case of Fire & Evacuation:

- Remain calm. **DO NOT PANIC** or scream  
Panic - Create Disorder and lead to Disaster  
Calm - Save life and property
- **DO NOT USE** the lift.
- **DO NOT PUT** yourself in danger.
- **DO NOT** telephone the Security Control Room unless reporting the outbreak/information of fire. All lines must be left open for **URGENT USE ONLY**.
- **DO NOT USE** water or foam fire extinguisher to put out the fire which involves electrical apparatus.
- **DO NOT TRY** to return to pick up belongings in your office.
- Carry nothing larger than a briefcase during evacuation.
- Close all doors behind you during retreat.
- Crawl on the floor if area is filled with smoke and visibility is low.
- Use fire staircase during evacuation and proceed to the Assembly Point for roll call. Ensure all of your staff have been evacuated. Discrepancy must be reported to Fire Services Officers immediately.
- All occupants should be familiarised with the layout of their floor, the location of Fire Exits, Fire Alarms and Fire Equipment.

### 5.3.2 Fire Seminar and Fire Drill

- All tenants and their staff members are advised to attend the building's annual fire seminar and fire drill to practice evacuation and safety procedures.