

**Fire Safety Requirements for  
Places of Public Entertainment Licence (Cinemas & Theatres)**

**(For application of provisional licence, items 1.2, 2, 3, 4, 5, 6 and 9 shall be complied with )**

**Fire Service Installations and Equipment**

1. The following fire service installations and equipment shall be provided and maintained in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment-
  - 1.1 Portable fire extinguishers at the following scales:
    - (a) \_\_\_\_\_ 9-litre water type fire extinguisher(s) in \_\_\_\_\_
    - (b) \_\_\_\_\_ 4.5kg carbon dioxide fire extinguisher(s) in \_\_\_\_\_
    - (c) \_\_\_\_\_ 4.5kg dry powder fire extinguisher(s) in \_\_\_\_\_.
  - 1.2 Emergency lighting shall be provided in accordance with the attached requirements -
    - (a) Battery Secondary Lighting Systems (PPA/104) - for the entire licensing area; and
    - (b) Self-contained Luminaries Emergency Lighting Systems (PPA/104A) - for the licensing area other than auditorium and exit routes.
2. All exits shall be indicated by illuminated signs, bearing the word and characters "EXIT 出口", installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. Adequate directional signs indicating the route to an exit shall be provided at locations where exit signs are not readily visible.
3. The stage of theatre premises shall be provided with safety curtain in accordance with the attached requirements i.e. Specification for Safety Curtain - PPA/109(A).
4. All panic exit devices fitted on the exit doors shall be of the types accepted by the Director of Fire Services. The words "PUSH BAR TO OPEN 推門開門" in 100mm English and Chinese character should be painted on the inside face of the door immediately above the bar.
5. All as-fitted fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order. For all maintenance, alterations and additions, such works shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the works. A Certificate of Compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted by the responsible Registered FSI Contractor to the Director of Fire Services for the alteration and addition works.

### **Mechanical Ventilating System**

6. If a mechanical ventilating system is installed in the premises, the following requirements shall be complied with:
  - 6.1 the detailed as-fitted drawings of mechanical ventilating system shall be submitted to the Ventilation Division of the Fire Services Department via Food and Environmental Hygiene Department for reference during compliance inspection. Upon completion of the ventilation works, the Ventilation Division should be notified in writing by prescribed form 'Vent/425' such that compliance inspection could be arranged; and
  - 6.2 the mechanical ventilating system installed in the premises shall comply with the Ventilation of Scheduled Premises Regulation, Cap. 132CE and the fire safety requirements for mechanical ventilating system as stipulated in the Fire Services Department Circular Letter No. 4/96 Part XI (Appendix I).

### **Decoration and Furniture**

7. All combustible materials used as false ceilings, partitions or wall furnishings shall conform to British Standard 476 : Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to another standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services. If the combustible materials are to be treated with a fire retardant paint or solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.
8. All draperies and curtains, if installed, shall comply with the following requirements -
  - 8.1 they shall be made of fire resistant material and conform to British Standard BS 5867: Part 2 fabric type B when tested in accordance with British Standard 5438 or to another standard acceptable to the Director of Fire Services or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to the Director of Fire Services. If the draperies/curtains are to be treated with a fire retardant solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance; and

-3-

- 8.2 when hanging across exit routes, they shall be parted in the centre and raised so as to clear the floor by not less than 75mm.
9. (a) All polyurethane (PU) foam filled mattresses and covering fabric used for fabrication of the mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- (b) All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- (c) Each PU foam filled mattresses and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label (Appendix II).
- (d) Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of manufacturer/supplier.

Remarks:

Checklist for supporting document(s) required for proving compliance of the above-stipulated fire safety requirements are attached for reference (Appendix III).

Fire Services Department

Examples of Label



The minimum size of the label shall be 50mm x 80mm.  
The base colour of the label shall be white with a green border.  
The word "RESISTANT" shall be white and of minimum height 5mm.  
The smoldering cigarette, flaming match, flame symbols and ignition source number(s) shall be black.  
The letters of the wording "Complies with BS 7176:1995 direct test/predictive test for medium hazard" shall be easily legible and of minimum height 2mm.



The minimum size of the label shall be 50mm x 80mm.  
The base colour of the label shall be white with a blue border.  
The word "RESISTANT" shall be white and of minimum height 5mm.  
The smoldering cigarette, flaming match, flame symbols and ignition source number(s) shall be black.  
The letters of the wording "Complies with BS 7177:1996 for medium hazard" shall be easily legible and of minimum height 2mm.

**Checklist for supporting documents required as a proof of compliance of  
fire safety requirements for Places of Public Entertainment Licence (cinemas / theatres)**

Type of Licence		Requirement Ref. No.	Description	Documentation required*			
				FS 251	FSI/314A / FSI/314B	L/C	Others
Full Licence	Provisional Licence						
✓		1.1	Portable Fire Extinguisher	✓			
✓	✓	1.2	Emergency Lighting	✓ See note 1			
✓	✓	2	Exit Sign	✓			
✓	✓	3	Safety Curtain	✓			✓ See note 2
✓	✓	4	Panic exit device				✓ See note 3
✓	✓	5	FSI and Equipment - Maintenance	✓			
			FSI and Equipment - Alteration & Addition	✓	✓		
✓		6	Mechanical Ventilating System			✓	
✓		7	Combustible materials used as false ceilings, partitions or wall furnishings (Treating with fire retardant paint or solution)	✓			✓ See note 4
✓		8.1	Draperies & Curtains (Treating with fire retardant solution)	✓			✓ See note 4
✓	✓	9	PU Foam				✓ See note 5

**Notes:**

1. Catalogue and/or test report of the emergency lighting is/are required for verification.
2. Catalogue and/or test report of the safety curtain is/are required for verification.
3. Documents of acceptance issued by Fire Services Department.
4. If the material conforms to any specified standard acceptable to the Director of Fire Services, no fire retardant paint / solution is required to be applied by FSI contractor. However, the applicant shall provide documentary proof, such as catalogue and/or test report to show its conformity. FS 251 is not required in this case.
5. The following documentary proof is required for verification:
  - (a) Invoice(s) from supplier / manufacturer / contractor (if copy is provided, the copy should be authenticated by supplier / manufacturer / contractor, where appropriate); and
  - (b) Test Report issued by a testing laboratory accredited to conduct test in accordance with BS 7176 and/or BS 7177 or other standard acceptable to the Director of Fire Services (if copy is provided, the copy should be authenticated by company's stamp of manufacturers / suppliers, where appropriate)

**Remarks:**

\* For authentication purpose, copies of original document are required during the on-site inspection by the Inspection Officer.

**Abbreviation:**

- FS 251 - Certificate of Fire Service Installations and Equipment
- FSI/314A - Certificate of Compliance
- FSI/314B - Certificate of Compliance [for Prescribed Commercial Premises / Specified Commercial Building under the control of Fire Safety (Commercial Premises) Ordinance, Cap. 502]
- L/C - Letter of Compliance (Ventilating System)

## **Fire Safety Advice for Places of Public Entertainment Licence**

### **Means of Escape**

1. According to section 2 of the Fire Services (Fire Hazard Abatement) Regulation, Cap.95F, means of escape, in respect of premises, is defined as “such means of escape as may be required for the safety of persons having regard to the use or intended use of the premises”. This may include but not limited to the following -
  - 1.1 all means of egress from the places of public entertainment premises including shop fronts, corridors, passages, exits/doors giving onto any corridor leading to the open space, or directly giving onto the open space and staircases whether or not protected by building elements with rated fire resisting period (FRP);
  - 1.2 all passages within the places of public entertainment premises leading to the exits/doors; and
  - 1.3 all parts of common area including the staircase leading from designed exits/doors to a place of safety in open space whether on the roof, the buffer floor, the podium or the street level.
2. All means of escape should be kept free from obstruction and unlocked. In particular -
  - 2.1 no article or thing may be left in the means of escape as defined at paragraph 1 above at any time; and
  - 2.2 all exits doors including those leading to the roof should be kept openable from the inside without the use of a key and all metal gates/shutters, where installed in exits or passageways, should be kept in open position at any time when members of public are present in the premises.
3. Failure to observe the above advice may be liable to legal action under sections 14 & 15 of the Fire Services (Fire Hazard Abatement) Regulation, Cap.95F.

### **Fire Service Installations and Equipment**

4. All fire service installations and equipment provided in the premises should be -
  - 4.1 kept free from any obstruction;
  - 4.2 maintained in efficient working order at all times; and
  - 4.3 inspected at least once every twelve months by a Registered Fire Service Installation Contractor of appropriate class.
5. Failure to observe the above advice may result in the owner of the installations being prosecuted.

### **Mechanical Ventilating System**

6. All ventilating systems installed under Building (Ventilating Systems) Regulations, Cap.123J or Ventilation of Scheduled Premises Regulation, Cap. 132CE should be maintained in efficient working order at all times. Every damper, filter and precipitator in the ventilating system shall be inspected at intervals of not exceeding 12 months by a Registered Specialized Contractor (ventilation works category). Failure to do so may result in legal action and revocation of the places of public entertainment licence.

### **General Housekeeping**

7. All cigarette ends should be completely extinguished before disposal.
8. All windows facing the main thoroughfare should be kept free from obstruction for the operation of Fire Services in case of emergency.

### **Daily Closing Down Inspection**

9. The premises should be thoroughly inspected before closing down each day. Switch off the electrical main supply if possible, or at least switch off those electrical appliances that are not required.

### **Emergency Procedures**

10. All staff should be made aware of the emergency actions to be taken in the event of a fire. The actions should include but not limited to -
  - 10.1 operating the nearest manual fire alarm or by shouting “fire”;
  - 10.2 assisting evacuation of the customers;
  - 10.3 reporting to Fire Services through “999”;
  - 10.4 switching off the electrical installation if fire is involved; and
  - 10.5 attempting to extinguish the fire by using the available fire service installations and equipment. This should be done only when it is safe to do so.
11. The local fire station or regional office should be consulted for advice if required.

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