

Organisers

Emergency Preparedness Information Kit for Major Events





**Prepared
for
organising
major events?**

Help Yourself &
Help Others

Escape &
Evacuate

Extinguish
Fire



The loss of life and property can be greatly minimised if a fire can be controlled or even extinguished at an incipient stage. Staff of event organisers should know very well the location and method of use of fire extinguishers, fire blankets and fire hose reels.

Fire Hose Reel

Break glass of the fire alarm call point or actuate fire alarm call point.

Open control valve (turning anti-clockwise).

Break glass of glass-fronted cabinet (if any) and run out hose.

Turn on water at nozzle and direct jet at base of fire.

Fire Extinguisher

Pull the pin.

Aim at the base of the fire from a safe distance.

Squeeze the lever.

Sweep side to side.

Fire Blanket

Pull tabs to release the blanket.

Hold tabs and keep hands tucked underneath the blanket.

Cover the flames gently and completely with the blanket.



滅火



Unconscious person

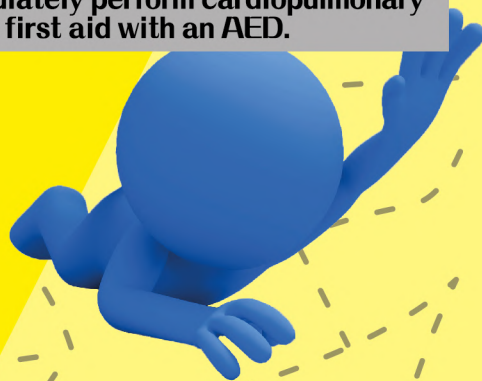
Keep calm and dial 999 immediately.

Send someone nearby to get an automated external defibrillator (AED).

Check if the patient is breathing
(the patient is still breathing if there are visible chest movements).

If the patient is still breathing and has no serious injuries,
roll him/her to his/her side.

If the patient is not breathing, immediately perform cardiopulmonary
resuscitation and provide first aid with an AED.





AED
自動心臟除顫器



Join the Centralized AED Registry for Emergency (CARE) and Install AED

Register as an “AED Owner” on CARE

The FSD will send personnel to provide
support at the proposed installation site
(e.g. providing guidance/training on
the installation of AED)

Log onto CARE and enter
information of AED(s) at the venue

Follow the FSD’s advice to install AED(s)

Your Nearby AEDs 



Fire Services Headquarters  13 mins

G/F Reception

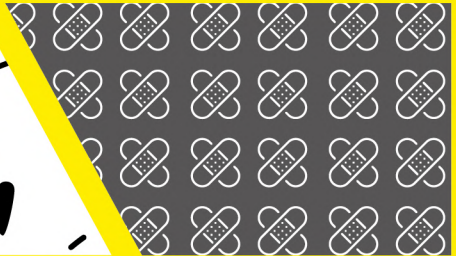




Bleeding

Cover and compress the wound with dressings or gauze and treat it with basic bandaging.

Use a clean, dry cloth or handkerchief if dressing or gauze is unavailable.



Clothes catch fire

Stop : Stop where you are and do not run.

Drop : Drop to the ground immediately and cover your face with hands to protect it from the flames.

Roll : Roll on the ground to smother the flames.

Burns/scalds

Rinse the wound with a stream of running water to cool it down and ease the pain.

If there are blisters, do not puncture them.

Cover the wound with dressings or cling film to minimise the risk of bacterial infection.



Evacuation Arrangements

Formulate evacuation routes and designate assembly points.

Assembly points should be situated at open areas which have enough space to accommodate evacuees. They should also be at a safe distance from buildings where no obstruction will be caused to fire appliances heading to the scene for rescue.

Draw up evacuation guidelines and relevant arrangements.

Set up information hubs/service centres on site.



逃生 EXIT 出口



During Evacuation

An illustration depicting an evacuation. On the left, a blue 3D figure stands on a green slope, shouting into a red megaphone. The sound waves are represented by dashed lines that spread across the scene. In the center and right, three more blue 3D figures are running away from the viewer. The background is white with scattered dashed lines, hearts, and stars, suggesting a chaotic or urgent environment. A large green shape, possibly representing a path or a specific area, is on the left side.

Arrange staff to help people at the scene to leave.

Make good use of the broadcasting system to instruct people at the scene to evacuate.



香港消防處
Hong Kong Fire Services Department