

Hong Kong Fire Services Department
Community Emergency Preparedness Division – School-based Education Programme
Application Notes

Application Procedures

1. Applicants should download an application form from the webpage of the Hong Kong Fire Services Department (HKFSD) at
https://www.hkfsd.gov.hk/chi/education/cep_school_programme.html

Or scan the QR code below:



2. Duly completed application forms should be submitted to the FSD **at least two months before** the course commencement date by one of the following means:
 - Email : application_cep@hkfsd.gov.hk
 - Fax : 2197 3690
 - Mail: Room 202, 2/F, Ma On Shan Office Building, Fire Services Department, 1 On Shan Lane, Ma On Shan, New Territories, Hong Kong. Please mark “Community Emergency Preparedness Division – School-based Education Programme” on the envelope.
3. Under normal circumstances, applicants will be notified of the result **within one month** from the date of receipt of their applications.
4. To withdraw an application or change the number of participants, applicants should notify us by fax or email **at least seven working days before** the course commencement date.

Issue of Certificates

1. Participants of the CPR Training Programme in Campus or the “Press to shock - Save a life” CPR & AED Course having attended both the lecture and the practical sessions will be awarded an attendance certificate. Participants of Fire Safety Ambassador (FSA) Training Course having satisfactorily completed the course and passed the written test will be awarded with FSA appointment certificates and issued with FSA membership cards. For those who are late and unable to complete all sessions, we reserve the right to cancel their attendance record for the course.
2. If participants have any query on attendance certificate, FSA appointment certificate or membership card, they can enquire to this Department through email at application_cep@hkfsd.gov.hk or fax 2197 3690. In the occasion that the reissuance of respective certificate or membership card is required, the participant/organisation will be notified to collect it at Room 202, 2/F, Ma On Shan Office Building, Fire Services Department, 1 On Shan Lane, Ma On Shan, New Territories, Hong Kong.
3. We do not provide mail delivery service for certificates.

Photographing and Video Recording

1. Our staff may take photographs or videos in classes or activities. The photographs and videos taken will be used for record, publicity and training purposes, and may be uploaded to the official page of the FSD on social media for promotional use.
2. Participants who are hesitated for the above arrangement should indicate so in their applications.

Arrangements in times of Inclement Weather and Emergencies

1. In times of inclement weather, the following arrangements will be made for classes/activities:
 - When Standby Signal No. 1 or Amber Rainstorm Warning Signal is in force, classes/activities for kindergartens will be cancelled without further notice while those for primary and secondary schools will be conducted as scheduled.
 - Classes/activities will be cancelled without further notice if an announcement has been made by the Hong Kong Observatory that Red/Black Rainstorm Warning Signal or Typhoon Warning Signal No. 3 or above will be issued, or such a signal has been issued, two hours before the commencement of the classes/activities.
2. If classes/activities are cancelled due to the above-mentioned inclement weather, applicants will be contacted to reschedule the classes/activities.
3. In case of unstable social conditions or emergencies, classes/activities may be cancelled as and when required without prior notice.

Terms and Conditions

1. All courses offered by the Community Emergency Preparedness Division of the FSD are free of charge.
2. Courses are generally conducted in Cantonese.
3. Activities of a commercial nature are not allowed in class.
4. Information provided by applicants will only be used by the FSD for processing applications and administrative purposes.
5. Participants should wear sport clothes for practical sessions.
6. When attending classes/activities, participants shall not behave in such a way that may adversely affect the image of the FSD.
7. Participants shall not cause harm to themselves, our staff or any other persons and/or damage any property by any act or omission or otherwise.
8. Participants shall not bring with them any dangerous articles to avoid putting themselves or other people within the premises at risk.
9. Participants shall not touch, take or use any equipment without permission.
10. Participants should take care of their belongings. The FSD shall not be held responsible for any damage to or loss of their belongings inflicted during the courses.
11. Participating schools shall arrange a sufficient number of supervision staff to ensure that all the participants strictly comply with the terms and conditions set out in this Notes as well as any other instructions given by our staff.
12. The FSD reserves the right to cancel or change any application.
13. The applicant and all participants shall agree and warrant that the FSD shall not have any legal liability or responsibility (including liability for negligence) for any loss, damage or injury (including death) arising out of any breach of the above terms and conditions or out of any claim by a third party based on any facts which if substantiated would constitute such a breach.
14. For enquiries about this Notes, please contact our staff at 2197 3699.

Personal Information Collection Statement

1. The personal data provided in the form will only be used for the processing of the course application and related administrative matters.
2. Provision of personal data is on a voluntary basis. However, if you fail to provide the necessary information as requested or have provided inaccurate information, the Fire Services Department may not be able to process your application.
3. You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:-

Personal Data Privacy Officer
Management Group,
9/F, Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon