

樓宇應急準備約章

Building Emergency Preparedness Charter

參加表格
Enrolment Form



《樓宇應急準備約章》

Building Emergency Preparedness Charter

本約章旨在凝聚樓宇所有持份者的力量，透過提升樓宇應急與防火知識，全面提高香港樓宇的應急準備水平，共同締造安全可靠的居住環境，保障市民的人身與財產安全。

This Charter aims to build cohesion among all building stakeholders to enhance their knowledge of emergency response and fire prevention. In doing so, it seeks to elevate the overall level of emergency preparedness of buildings across Hong Kong, thereby fostering a safe and resilient living environment and safeguarding the personal and property safety of the public.

約章宣言

Charter Statement

「我們重視並承諾推動樓宇應急準備，以保障所有持份者的人身與財產安全。」

“We value and pledge to promote building emergency preparedness and to safeguard personal and property safety for all stakeholders.”

簽署機構完成核心行動項目並落實一項或以上額外項目後，將可獲授予「樓宇應急同行伙伴」的嘉許名銜。獲授名銜的機構可於兩年有效期內，在其信箋、官方網站及刊物上展示有關名銜。

Signatory organisations that complete the core action item and at least one additional item will be awarded the honorary title of “Building Emergency Preparedness Partner”. This title may be displayed on letterheads, official websites, and publications during the two-year validity period.



參加表格Enrolment Form

請將填妥的參加表格連同聲明交回：

Please submit the completed enrolment form and declaration to:

消防處公眾安全及傳訊課

Public Safety and Communication Division, Fire Services Department:

- 電郵 Email: fsdber@hkfsd.gov.hk

- 地址： 新界馬鞍山鞍山里 1 號馬鞍山辦公大樓 2 樓

Address: 2/F, Ma On Shan Office Building, 1 On Shan Lane, Ma On Shan, New Territories

如有任何查詢，歡迎致電 2197 3600，或電郵至 fsdber@hkfsd.gov.hk 與我們聯絡。

For any enquiries, please contact us at 2197 3600, or via email at fsdber@hkfsd.gov.hk.

公司/機構名稱（英文）：

Company/Organisation Name (English): _____

公司/機構名稱（中文）：

Company/Organisation Name (Chinese): _____

公司/機構地址：

Company/Organisation Address: _____

樓宇/屋苑名稱：

Building/Estate Name: _____

樓宇/屋苑地址：

Building/Estate Address: _____

樓宇數目：

Number of Buildings : _____ 座 blocks

處所員工數目：

Number of Staff : _____ 人 persons

聯絡人姓名：

Name of Contact Person : _____

☐ 女士Ms.

☐ 先生Mr.

聯絡人職銜：

Post Title of Contact Person: _____

聯絡人電話號碼：

Telephone Number of Contact Person : _____

聯絡人電郵地址：

Email Address of Contact Person: _____

如欄位不敷應用，請提供附件或另紙說明。

Please attach an annex or use separate sheets if the space provided is insufficient.

《樓宇應急準備約章》行動項目清單

Building Emergency Preparedness Charter - List of Action Items

本公司／機構承諾致力提升樓宇的應急準備水平，除完成核心行動項目外，我們將從六個額外行動項目中選取一個或以上並落實執行。我們致力加強員工對消防安全管理的認識及應變能力，協助及早識別並消除樓宇的消防安全隱患，共同締造安全的居住環境，保障住戶／用戶的人身與財產安全。

Our company/organisation is committed to enhancing emergency preparedness of buildings. In addition to completing the core action item, we will select and implement one or more items from the list of six additional action items. Through these efforts, we aim to strengthen our staff's awareness of fire safety management and emergency response capability, while facilitating the early identification and abatement of fire hazards and in turn, creating a safe living environment and safeguarding the personal and property safety of our occupants/users.

行動項目 Action Items	承諾 Commitment
核心行動項目 Core Action Items	
安排樓宇／處所員工完成樓宇應急先鋒訓練 Arrange staff of the building/premises to complete the Building Emergency Responder training course (電子教材由消防處提供，公司／機構經內部渠道向員工發放) (E-learning materials provided by the FSD will be passed to the staff by the company/organisation via internal communication channels)	
額外行動項目 Additional Action Items	
為樓宇／處所制定應急預案 To develop emergency plan for the building/premises	
為住戶／用戶舉辦消防講座 To organise fire safety talks for occupants/users	
定時向住戶／用戶發放消防安全資訊 To regularly disseminate fire safety information to occupants/users	
主動識別及消除火警隱患，並適時向消防處舉報 To proactively identify and abate fire hazards and to report to the FSD in a timely manner	
在樓宇／處所內提供自動心臟除顫器(AED) To provide AED within the building/premises	
鼓勵樓宇／處所住戶／用戶添置防災應急用品 (如便攜式滅火筒、獨立火警偵測器、防煙頭套等) To encourage occupants/users of the building/premises to have in place disaster and emergency preparedness supplies (portable fire extinguisher, stand-alone fire detector, smoke mask, etc.)	

聲明DECLARATION

本人謹代表上述公司 / 機構：

I, on behalf of the above company/organisation, hereby:

- 聲明以上所填報的資料全屬真確無誤；
declare that all information provided above is true and correct;
- 承諾致力提升樓宇的應急準備水平；
pledge to enhance building emergency preparedness;
- 同意消防處就甄選《約章》簽署機構事宜所作的一切決定均為最終決定；以及
agree that the FSD's decisions on all matters relating to the selection of signatory organisations to the Charter shall be final; and
- 同意消防處使用本表格內的資料（個人資料除外）推廣《約章》。
agree that the information provided in this form (excluding personal data) may be used by the FSD for promotion of the Charter.



負責人姓名：

Name of Person-in-charge: _____

負責人職銜：

Post Title of Person-in-charge: _____

負責人簽署：

Signature of Person-in-charge: _____

機構印章

Organisation Chop

日期

Date

收集個人資料聲明 Personal Data Collection Statement

資料用途：提供予消防處的個人資料（定義見《個人資料（私隱）條例》），將僅用於與本活動相關的事務。

Purpose of Collection: The personal data provided to the FSD, as defined under the Personal Data (Privacy) Ordinance, will be used solely for matters relating to this activity.

直接促銷與統計：為了讓你知悉消防處的最新資訊，消防處將使用你的個人資料（包括姓名、電話號碼、郵寄及電郵地址），向你發送有關訓練課程、活動、服務或其他方面的資訊。消防處亦可能將你的個人資料用於研究或統計用途。

Direct Marketing and Statistics: To keep you informed of the latest updates from the FSD, your personal data (including name, telephone number, correspondence address and email address) may be used to provide information regarding training courses, activities, services or other aspects. Your personal data may also be used for research or statistical purposes.

拒收選擇：你可選擇是否接收上述資訊。如拒絕接收，請於下方空格內加上「√」號。

Opt-out Choice: You may choose whether or not to receive the above-mentioned information. If you do not wish to receive such materials, please put a tick in the box below.

查閱及修正權利：你有權根據《個人資料（私隱）條例》要求查閱及修正你的個人資料。相關申請必須以書面形式向消防處提出。

Right of Access and Correction: You have the right to request access to and correction of your personal data in accordance with the Personal Data (Privacy) Ordinance. Such requests must be submitted to the FSD in writing.

拍攝及錄影：消防處可能於活動期間進行拍照或錄影，用作日後宣傳，包括但不限於出版刊物、製作多媒體內容、錄製影片及進行網上宣傳。

Photography and Videography: The FSD may take photographs or record videos during the activities for future promotional purposes, including but not limited to publications, multimedia content, videos and online publicity campaigns.

☐ 本人不同意日後接收消防處發出有關活動或其他方面的資訊。

I do not wish to receive any future information from the FSD in future regarding its activities or other aspects.