

Fire Evacuation Procedure

When there is a fire and you need to evacuate:

- **Remain calm.** Walk, do not run, especially when travelling on staircases.
- **Immediately leave** the building and go to the assembly point using the nearest exit.
- **Try to help those who may have difficulties travelling** such as disabled and pregnant persons.
- **DO NOT USE THE LIFTS.**
- **Report to your Departmental Safety Officer** at the assembly point as far as practicable.
- **Do not return to the building** until permission is given by the Fire Services Department Officer in charge of the scene.

走火警程序

發生火警並需要疏散：

- 保持鎮定。以步行速度疏散。切勿奔跑，尤其不要在樓梯奔跑。
- 立刻離開所在建築物，使用最接近的出口前往集合地點。
- 嘗試協助可能行動困難的人士，例如傷殘人士和孕婦等。
- 切勿使用升降機。
- 盡量在集合地點向所屬部門安全主任報到。
- 在處理火場的消防處人員許可之前，切勿返回曾起火的建築物。

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