

CUHK Fire Drill FAQ

1. What fire safety information can be obtained from the USO Fire Safety Basic Website?

The **USO Fire Safety Basic Website** provides essential and practical fire safety information for all CUHK staff and students. The website includes:

- **Fire prevention guidelines and daily safety practices**
- **Emergency response procedures for fire-related and other emergency situations**
- **The fire drill schedule for campus buildings**
- **Assembly point locations for each building**
- **Updates and announcements on fire safety matters related to the CUHK campus**

The website serves as a central platform for enhancing fire safety awareness across the CUHK community and encourages all members—staff and students alike—to contribute to maintaining a safe campus environment.

2. What are DSCs and DFWs?

For fire drills and emergency evacuation arrangements, each department has designated:

- **DSCs (Departmental Safety Coordinators)**
- **DFWs (Departmental Fire Wardens)**

They are responsible for coordinating departmental safety arrangements, providing evacuation reminders, checking designated areas, and assisting personnel in proceeding to the assembly point.

For more information about the roles and duties of DSCs and DFWs, please refer to USO **Fire Safety Basic Website**: [“Role of Safety Coordinators”](#).

3. How can I identify the Departmental Fire Wardens (DFWs) during a drill or emergency?

During fire drills or emergency evacuations, **Departmental Fire Wardens (DFWs) will be wearing a red “Fire Warden Vest”** for easy identification. This allows staff and students to quickly locate them and seek assistance when needed.

Example photos are provided below for reference:



4. Is participation in fire drills mandatory? How should we handle classes, examinations, meetings, or research activities during drills?

Fire drills aim to familiarise all staff and students with evacuation procedures, contributing to the overall safety of the University. Therefore, **the University sincerely encourages all CUHK staff and students to participate as far as circumstances and safety permit.**

During a fire drill, if classes, examinations, online teaching, meetings, or research activities are in progress:

- **If the activity can be paused**
 - It is encouraged to temporarily suspend the activity and participate in the drill.
- **If the activity genuinely cannot be interrupted**
 - (e.g., examinations, live-streamed teaching, ongoing experiments, research procedures requiring continuous monitoring)
 - Please manage the situation according to departmental needs and report to your supervisor.

DFWs (Departmental Fire Wardens) will provide reminders and facilitate evacuation but **will not enforce the suspension of teaching or research activities.** Departments may exercise flexibility based on their operational circumstances.

5. Our department has scheduled activities on the same day. Can we request a rescheduling of the fire drill?

The annual fire drill schedule is formulated based on risk assessments, manpower planning, and cross-departmental coordination. **The drill date cannot be changed for individual departments or activities.**

We understand that teaching and departmental operations may be demanding, but we still encourage departments to support and cooperate with the University's overall arrangements.

If an activity truly cannot be paused, please make suitable internal arrangements and inform your supervisor accordingly.

6. What should be done if a person is unable to leave the building due to special reasons on the day of the drill?

If a person is genuinely unable to leave (e.g., due to medical conditions, critical research procedures, or urgent operational requirements), this person should **report the situation to their department head/supervisor.**

DFWs will provide reminders and assist in evacuation but **will not forcibly require individuals to leave the building.**

7. How should departments make arrangements for person with disabilities or mobility difficulties?

If a department has member with mobility difficulties or special needs, it is recommended that **DSCs (Departmental Safety Coordinators)** and **DFWs (Departmental Fire Wardens)** communicate with the individual in advance of the drill and make arrangements as appropriate:

Scenario 1: Able to evacuate to the assembly point

Arrange for a helper who familiar with the evacuation procedures to accompany the individual to the assembly point.

Scenario 2: Prefers to stay in a Temporary Refuge Space (TRS) to await rescue

Before the drill, DSCs, DFWs, and the individual should jointly select an appropriate **Temporary Refuge Space (TRS)**.

During the drill, the individual should **proceed in person to the TRS** to familiarise themselves with the location and procedure.

Scenario 3: Unable to reach the designated TRS

DFWs must accurately record the individual's actual location and report it to emergency responders immediately.

Important Reminder

Both the individual with special needs and the DSCs/DFWs share the responsibility to ensure that the arrangements are aligned with real fire emergency procedures.

8. What are the requirements and arrangements for Temporary Refuge Spaces (TRS)?

Please refer to the USO Safety Circular:

"Fire Escape Route in Buildings: Minimum Width and Evacuation of Disabled Persons"

<https://useo.cuhk.edu.hk/storage/media/Safety%20Circular/SC_OCT2007v2026.pdf>

9. Will the fire drill be postponed in case of unforeseen circumstances (e.g., rain or extreme weather)?

Yes.

If a drill cannot proceed due to weather conditions or other unforeseen factors, **the drill will be postponed but not cancelled.**

If the alarm does not sound at the scheduled time, this indicates that the drill could not be conducted and will be rescheduled.

- Postponed drills will **generally be arranged during the following week**, subject to actual circumstances.
- If postponement is required, an announcement will be made **as early as possible on the same day.**
- Departments are advised to stay updated via the **USO Fire Safety Basic website.**

Latest announcements will be available on both:

- **USO Fire Safety Basic Website – News/Announcement**
- **USO Fire Safety Basic Website – “Fire Drill Scheduled and Assembly Points”**

10. Will headcounts be taken during the drill?

Yes.

According to evacuation procedures:

- **DFWs must conduct headcounts at the assembly point**, and
- **Report to the Security Office if any individuals are unaccounted for.**

This procedure serves **safety verification purposes**, not attendance or performance evaluation.

DFWs **do not** need to submit attendance lists to USO.

11. Where are the assembly points for each building?

Assembly point locations will be provided via:

- The **“Fire Drill Scheduled and Assembly Points”** notice on the USO **Fire Safety Basic** Website.

12. Will the fire drill affect teaching, research, or laboratory operations?

Generally, the impact is limited.

Departments conducting experiments or research are advised to communicate in advance with their supervisors, **DSCs (Safety Coordinators)** and **DFWs (Fire Wardens)** to confirm detailed arrangements.

For safety reasons, it is recommended to avoid conducting procedures requiring continuous monitoring during the drill, as these may be disrupted.

13. Will lifts be suspended during the drill? How long will the suspension last?

When the fire alarm is activated, lifts will automatically return to the designated recall floor and temporarily suspend service according to fire safety procedures.

Normal operation will resume shortly after the drill concludes.

14. If I am on a campus shuttle bus, outdoors, or passing through campus when the alarm sounds, do I need to participate in the drill?

No.

If you are not inside a building, participation is not required.

Simply remain alert and avoid entering evacuation routes so as not to interfere with the drill.