THE CHINESE UNIVERSITY OF HONG KONG

MEMO

From	University Safety Office	*To*	All Occupants of the Building Concerned
Ref.	USO/MM/2026/015	*Your Ref.*	
Tel No.			
Date.	4 November 2026	*dated*	

Fire Drill Schedule (November and December 2026)

We refer to the memorandum [Ref No.: USO/MM/2026/002] dated 17 March 2026, issued by the Committee on Safety regarding the implementation of regular fire drill exercises. Please be informed that the fire drill for October and November 2026 has now been scheduled/updated. **Appendix 1** sets out the buildings covered during this period.

1. Reminder during the drill

- Upon activation of the fire alarm, Departmental Fire Wardens, who will be wearing red Fire Warden vests, will assist in evacuating occupants from the buildings.





- Occupants should evacuate in an orderly manner and proceed to the designated assembly point for roll call, as indicated by a “Roll Call” flag.



NOTE: Since the fire drills to be conducted on 25 November 2026 and 2 December 2026 will involve several buildings, occupants shall be assembled according to the following building zone arrangement indicated with flags.

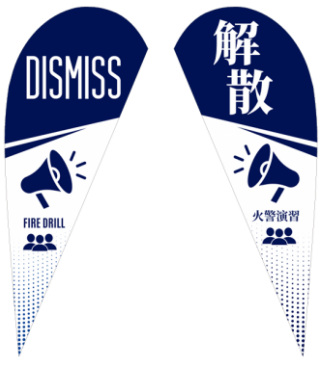
25 November 2026

Flag A	Flag B	Flag C	Flag D	Flag E	Flag F
Sino Building	Li Wai Chun Building	Chen Kou Bun Building	Wong Foo Yuan Building	Hui Yeung Shing Building	Ho Tim Building
					

2 December 2026

Flag A	Flag B	Flag C	Flag D
Li Dak Sum Yip Yio Chin Building	Tin Ka Ping Building	University Library	Cho Yiu Conference Hall University Administration Building
			

- Upon the completion of the drill, a “Dismiss” flag will be raised. Participants may return to their buildings.



- Those interested in learning or refreshing their knowledge of fire extinguisher use are welcome to join the voluntary hands-on practice session. Colleagues from the Security Office will demonstrate the proper use of fire extinguishers.

- In view of the potentially adverse weather conditions during the fire drill, participants are advised to consider bringing an umbrella, portable fan, and/or insect repellent, as appropriate.

Information on the assembly points for individual buildings and Frequently Asked Questions (FAQ) about the fire drill are available on the Fire Safety Basics website:
https://www.cuhk.edu.hk/useo/so/fire/f_index.html

2. Unforeseeable Cancellation and Subsequent Arrangement

In the event that a scheduled fire drill has to be rescheduled due to unforeseen circumstances (e.g., adverse weather), **no fire alarm** will be triggered at the originally scheduled time. The fire drill will be rescheduled, and details of the revised arrangements will be announced via the above Fire Safety Basics website.

3. Posting of Fire Drill Notice

The responsible parties of the building shall ensure that the relevant Fire Drill Notice (**Appendix 2**) is prominently displayed in public areas of the building to notify occupants and visitors of the scheduled fire drill exercise.

4. Collection of Fire Warden Vests

Departmental Safety Coordinators concerned are required to arrange for the collection of red Fire Warden Vests for the designated Departmental Fire Warden from the USO General Office, Room G01, Lady Shaw Building, during office hours prior to the drill.

Your support in disseminating this information to all concerned parties in the building is much appreciated.

Should you have any questions, please contact the USO hotline at 3943-7958 or email uls@cuhk.edu.hk.

Thank you for your continued cooperation.

Regards,

The Chinese University of Hong Kong
University Safety Office
大學安全事務處
香港中文大學

University Safety Office
The Chinese University of Hong Kong

Appendix 1

Fire Drill Schedule from November and December 2026

Date	Time	Building
4 Nov 2026 (Wed)	8:00 PM	Jockey Club Postgraduate Halls 2-3
18 Nov 2026 (Wed)	11:30 AM	University Residence Nos. 10 - 11
		University Residence Nos. 16 - 17
18 Nov 2026 (Wed)	8:00 PM	Wen Lin Tang
25 Nov 2026 (Wed)	11:30 AM	Sino Building
		Li Wai Chun Building
		Chen Kou Bun Building
		Wong Foo Yuan Building
		Hui Yeung Shing Building
		Ho Tim Building
25 Nov 2026 (Wed)	8:00 PM	Jockey Club Postgraduate Hall 1
2 Dec 2026 (Wed)	12:30 PM	Lady Ho Tung Hall
		University Health Centre
2 Dec 2026 (Wed)	4:00 PM	Li Dak Sum Yip Yio Chin Building
		Tin Ka Ping Building
		University Library
		Cho Yiu Conference Hall
		University Administration Building
30 Dec 2026 (Wed)	11:30 AM	Jockey Club School of Public Health Building

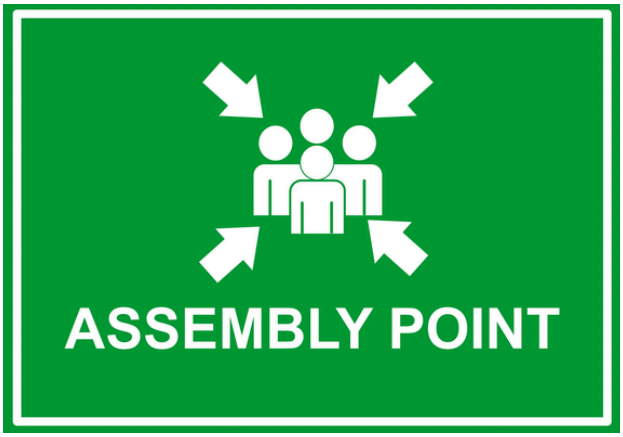


NOTICE

FIRE DRILL 火警演習

Jockey Club Postgraduate Halls 2 – 3
賽馬會研究生宿舍（二座及三座）

4 November 2026, 8.00 pm





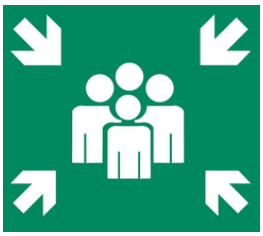
Hear Alarm



Evacuate Immediately



Assemble & Report



Do Not Use Lift



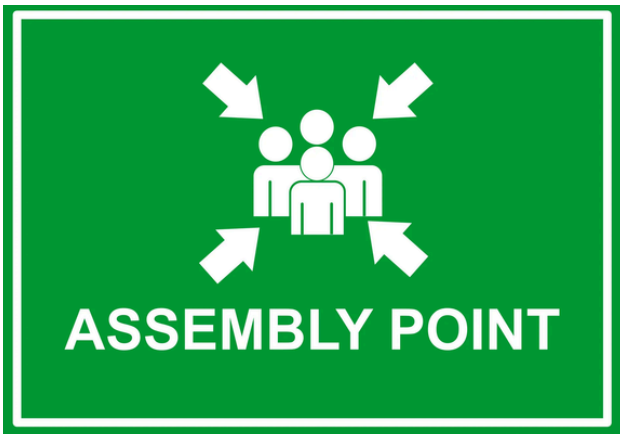


NOTICE

FIRE DRILL 火警演習

University Residence Nos. 10 – 11
第十苑及第十一苑
University Residence Nos. 16 – 17
第十六苑及第十七苑

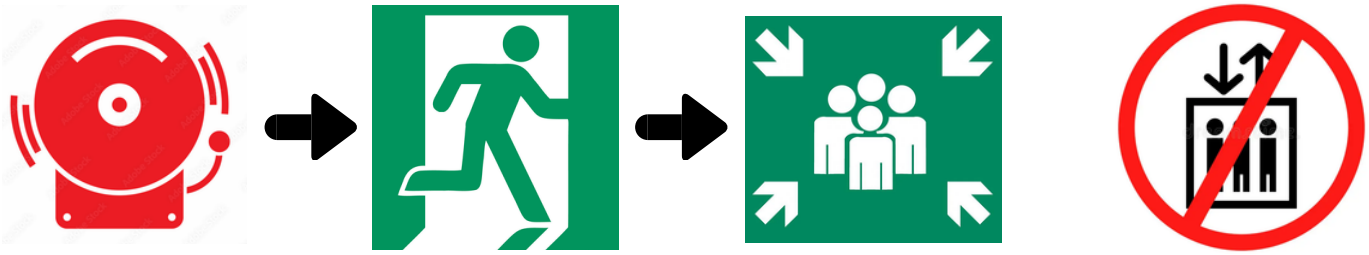
18 November 2026, 11.30 am





UR nos.16-17 Open Area

Hear Alarm	Evacuate Immediately	Assemble & Report	Do Not Use Lift



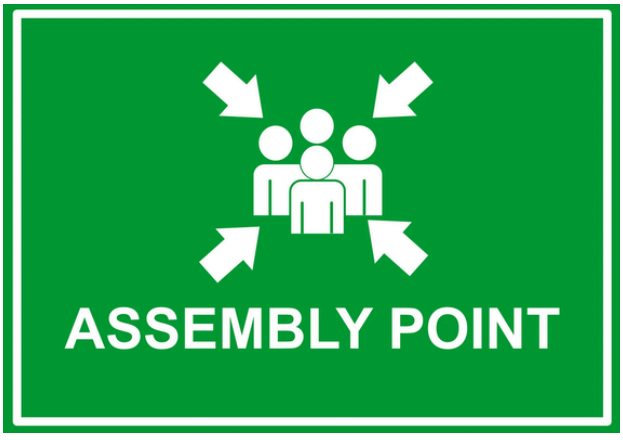


NOTICE

FIRE DRILL 火警演習

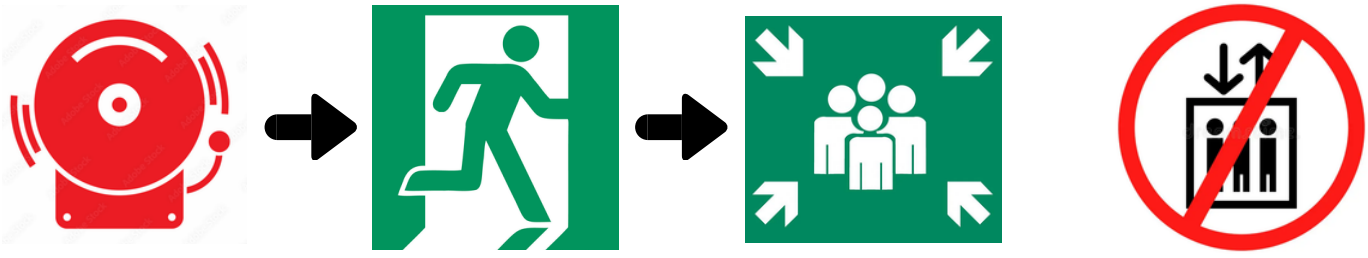
Wen Lin Tang
文林堂

18 November 2026, 8.00 pm





Hear Alarm	Evacuate Immediately	Assemble & Report	Do Not Use Lift



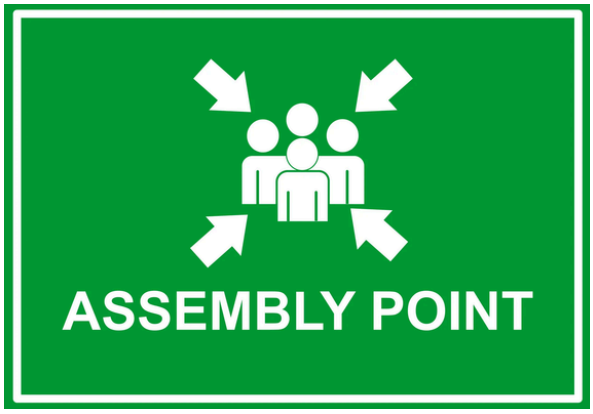


NOTICE

FIRE DRILL 火警演習

Sino Bldg 信和樓 (Flag A)
Li Wai Chun Bldg 李慧珍樓 (Flag B)
Chen Kou Bun Bldg 陳國本樓 (Flag C)
Wong Foo Yuan Bldg 王福元樓 (Flag D)
Hui Yeung Shing Bldg 許讓成樓 (Flag E)
Ho Tim Bldg 何添樓 (Flag F)

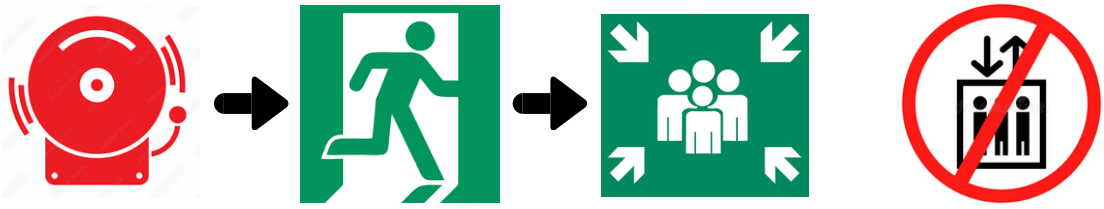
25 November 2026, 11:30 am





Pommerenke Student Centre

Hear Alarm	Evacuate Immediately	Assemble & Report	Do Not Use Lift



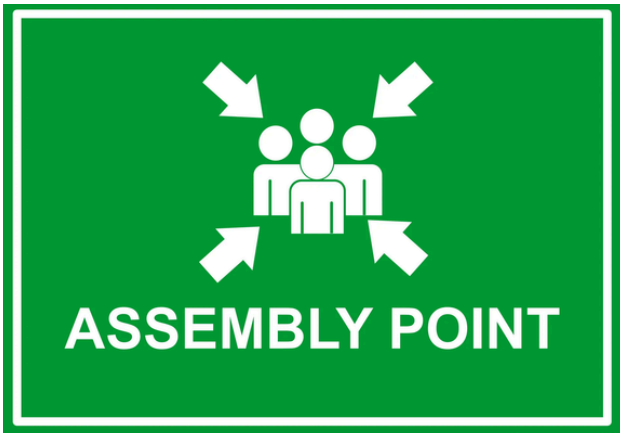


NOTICE

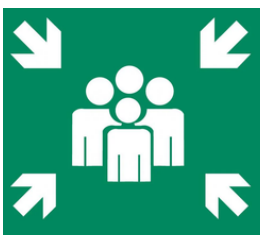
FIRE DRILL 火警演習

Jockey Club Postgraduate Hall 1
賽馬會研究生宿舍（一座）

25 November 2026, 8.00 pm





Hear Alarm	Evacuate Immediately	Assemble & Report	Do Not Use Lift
			

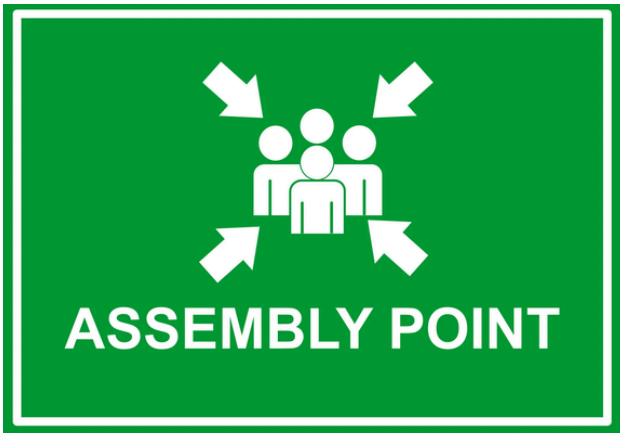


NOTICE

FIRE DRILL 火警演習

Lady Ho Tung Hall 何東夫人堂
University Health Centre 大學保健醫療中心

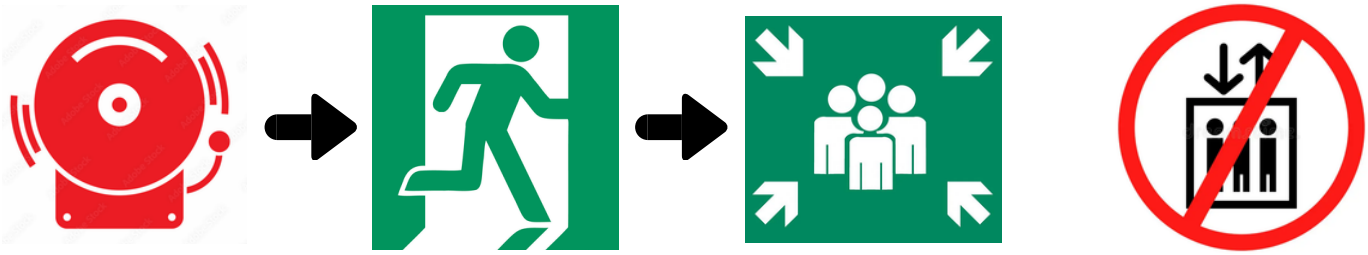
2 December 2026, 12.30 pm





Hear Alarm → **Evacuate Immediately** → **Assemble & Report**

Do Not Use Lift



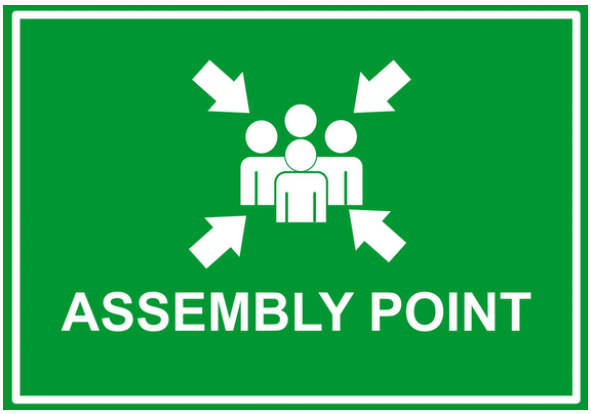


NOTICE

FIRE DRILL 火警演習

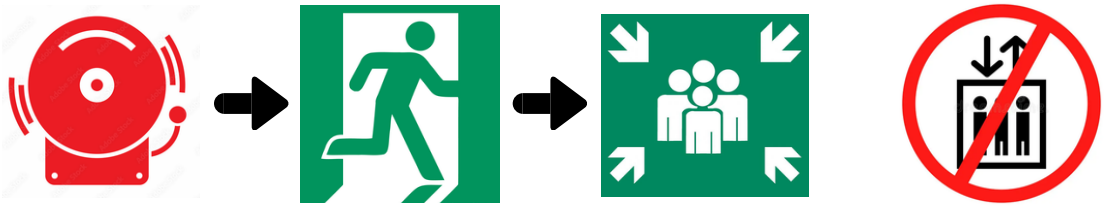
Li Dak Sum Yip Yio Chin Bldg
李達三葉耀珍伉儷樓 (Flag A)
Tin Ka Ping Bldg 田家炳樓 (Flag B)
University Library 大學圖書館 (Flag C)
Cho Yiu Conference Hall 祖堯堂 (Flag D)
University Administration Bldg
大學行政樓 (Flag D)

2 December 2026, 4:00 pm





Hear Alarm	Evacuate Immediately	Assemble & Report	Do Not Use Lift



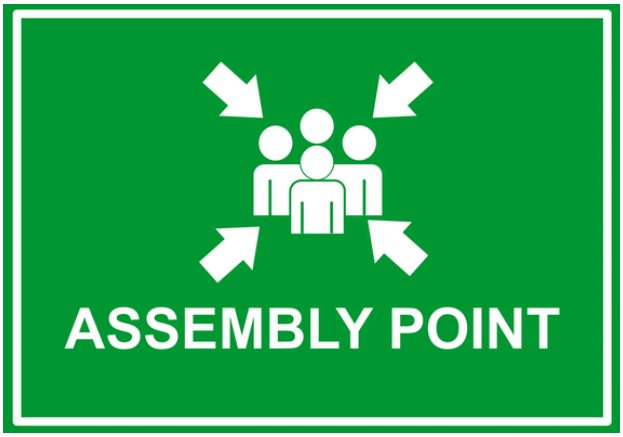


NOTICE

FIRE DRILL 火警演習

Jockey Club School of Public Health Building
賽馬會公共衞生及基層醫療學院

30 December 2026, 11.30 am





Hear Alarm	Evacuate Immediately	Assemble & Report	Do Not Use Lift

