

Emergency Plan – Fires (EPF / IFT)

Institute For Tourism Studies, Macao

Apr 2013

1.0 DEFINITION

1.1 Fires – A state, process, or instance of combustion in which fuel or other material is ignited and combined with oxygen, giving off light, *heat* and *flame*. In this manual, the fires are considered as **Destructive Burning**.

1.2 Emergency Plan

This Emergency Plan – Fires (EPF) constitutes part of the Crisis Management Manual of the Institute (code: EPF/IFT), contains guidelines to prepare individuals (students, guests and staff) and the Institute to react appropriately and rapidly in the face of a fire situation.

It establishes procedures for crisis management and recovery and sets up the composition and responsibilities of the Crisis Management Team.

2.0 COVERAGE

The Institute campus consists of four main buildings (outdoor premises included), defined as Inspiration Building, Pousada de Mong-Há, Team Building and Educational Restaurant.

2.1 Inspiration Building

This is the latest building of the Institute and it is located at the foot of the Mong-Há Hill. It mainly comprises Registry (which is just a few steps from the main entrance), classrooms of various capacities and a series of lecturer offices. The areas covered by Inspiration Building are listed in **Appendix I**.

2.2 Pousada consists of 3 sub-blocks, defined as Wing A, Wing B and Wing C, as well as the listed areas such as Front Desk and Pousada Restaurant. (The complete listing is detailed in **Appendix II**).

2.2.1 Wing A and B are where the guest rooms of the Educational Hotel of the Institute are located, known as Pousada de Mong-Há, which accommodates up to 40 room guests.

2.2.2 Wing C is the academic staff's offices.

2.3 Team Building

Team Building refers to the offices, such as PR, ITT, ET, Laundry and a few labs and classrooms. The areas covered by Team Building are listed in **Appendix III**.

2.4 Educational Restaurant

Educational Restaurant is situated next to the Municipal Park of Mong-Há. The covered areas are listed in **Appendix IV**.

2.5 Fountain Area of Colina de Mong-Há Municipal Park

This fountain area is the assembly area in case of fire.

3.0 RESPONSIBILITIES

- 3.1 Responsibilities are defined and shared among each Working Sub-group in ascending order. Each personnel is given a Role on **Appendix V** so as to identify the order. Under the circumstances that some of the personnel among these Working Sub Groups are not present during the Alert Procedures, the same role will be taken over by the staff listed under “In case of substitution”. However, whoever (the Marshal or the substitute) reaches the location of the Information Package (**Appendix VIII**) first, should take that Information Package with him/her to the Assembly Area, and act as a Marshal. He/she should distribute the Packages to other Marshal for counting.

Under the circumstances that all the Working Sub-groups are not present on campus, the Security Guard (in charge) on duty, with the co-ordination of other Security Guards on duty should act as a Marshall, Director, and Acting EPF Coordinator, and inform the EPF Coordinator as soon as possible.

- 3.2 In the fire drill there are some important roles and each carries different responsibility and each will be defined as follows:

3.2.1 The EPF Coordinator is responsible to liaise with Fire Department. He/She has to make sure that the Fire Department is informed and aware of the situation. The Head of Central Services is assigned as the EPF Coordinator. Under the circumstances that the Head of Central Services is not available, the EPF Coordinator Substitute will take over the responsibilities of the EPF Coordinator.

3.2.2 EPF Coordinator Assistant is responsible to call the Fireman by dialing 28572222 when the fire is true. Then, he/she has to call the Directors of other areas (not the ones for the fire area) and instruct whether evacuation is needed or not. Under the circumstances that the EPF Coordinator Assistant is not available, the EPF Coordinator Assistant Substitute will be the deputy.

3.2.3 Security Guard

When the Security Guard on duty notices that there is a fire, he needs to go to the suspected area (to have fire) to proof if the fire accident is true, accompany by director.

3.2.4 **Director**

When the director notified the fire accident from security guard, he needs to go to the suspected area (to have fire) to prove if the fire accident is true. They should follow “Do’s and Don’ts” which are listed in **Appendix XI** to make sure their own safety. If possible, they have to evaluate the possibility of putting off the fire by the existing fire extinguisher or tools. They should use the nearby fire extinguisher, specified in **Appendix XIV** to put off the fire. If the fire cannot be extinguished, activate the alarm system and inform the EPF coordinator about the location of fire. Then evacuate immediately. After evacuation, get the head count figure and report to the EPF coordinator about the casualties, missing persons and relevant information.

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- 3.2.5 **The Inspector** inspects if all the facilities are cleared and that nobody is in danger. He/She makes a cross sign (X) to identify which facilities are inspected and cleared, with the tools listed in **Appendix X** provided to him/her. He/She evacuates himself/herself upon completion of the inspection.
- 3.2.6 **The Marshal** is the one in charge of cross-checking all the information provided in the Information Package, at the Assembly Area. This is the person who is going to cross check the head count of the academic staff, interns, student helpers, students, guests and administrative staff.
- 3.2.7 **The Traffic Officer** directs and control the environment of the evacuation by stationing at the assigned Duty Station, specified in **Appendix IX**, ensuring control and safety, and undertake first aid procedures if necessary. He/She proceeds to the Assembly Area once he/she has cleared the people within his supervisory boundaries.
- 3.2.8 A badge with details of responsibility will be given to each personnel for reminding his/her main task. This badge should be put in an easy-taking place. If there is any change for the role, the updated information can be downloaded from the EDF role cards in the Intranet for amendment.
- 3.2.9 When there is a fire in the following buildings, the handling procedure will be as below:
- A. Inspiration Building: When there is a signal on the fire alarm system, the security should go to the suspected area with director for inspection, and then inform the coordinator.
 - B. Pousada and Team Building: When the front office agent notices the signal on the fire alarm system activated, inform the coordinator immediately. The coordinator should inform the security and the fire captain of the related area. Both of them should go to the suspected area for inspection.
 - C. Educational Restaurant Building: If the fire is found, anyone within the area can activate the fire system by breaking the glass and inform the coordinator immediately. The fire captain arrive the area and assists for evacuation.
- 3.3 Responsibilities are carried out and shared among the Crisis Management Team.
- 3.3.1 By coverage the Crisis Management Team is made up of 4 teams, namely EPF Team I, EPF Team II, EPF Team III and EPF Team IV.
- 3.3.1.1 EPF Team I is responsible for Inspiration Building.
 - 3.3.1.2 EPF Team II is responsible for Pousada de Mong-Há.
 - 3.3.1.3 EPF Team III is responsible for Team Building.

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3.3.1.4 EPF Team IV is responsible for Educational Restaurant

3.3.2 Each EPF Team consists of at least 1 Director, selected by senior management. They are responsible for the following:

3.3.2.1 Composition and responsibilities of Working Sub-groups

3.3.2.2 Alert procedures

3.3.2.3 Assessment procedures

3.3.2.4 Deployment of staff

3.3.2.5 Action plan

3.3.2.6 Communications with internal and external audiences

3.3.2.7 Cut-off time

3.3.3 The names and contact numbers of the Directors are listed in **Appendix XIII**.

4.0 WORKING SUB-GROUPS

- 4.1 Responsibilities are carried out and shared among the Working Sub-groups of the EPF Teams.
- 4.2 Some personnel do not have any roles and they are mainly
 - 4.2.1 Lecturers
 - 4.2.2 Interns
 - 4.2.3 Part-time helpers
 - 4.2.4 Students
 - 4.2.5 Guests

5.0 ALERT PROCEDURES

5.1 Be alert. Once the fire alarm is activated, the alert procedures are:

If the fire is real, the non-stopped alarm will be activated as a signal of evacuation for everyone.

5.1.1 **N/A** Personnel

5.1.1.1 Academic Staff in Class

The Academic Staff in Class count the number of students that are present in the class at the moment when the fire alarm rings; bear the number of students in mind and then evacuates the whole class from the facility by pointing at the exit, and follows the students, according to the Evacuation Route (ER), Appendix VIa. The Academic Staff in Class is the last person to leave the facility. Assembly, according to the plan stated in **Appendix VII**, is followed, and the Academic Staff in Class is now responsible for the head count. Stay with your class.

5.1.1.2 Academic Staff not in Class

The Academic Staff not in Class evacuates himself/herself by

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following the Evacuation Route (ER), and accords with the Assembly Plan. Stay with the Registry.

5.1.1.3 Interns

Each Intern evacuates himself/herself by following the Evacuation Route (ER), and accords with the Assembly Plan. Stay with his/her colleagues.

5.1.1.4 Student Helpers

Each Student Helper evacuates himself/herself by following the Evacuation Route (ER), and accords with the Assembly Plan. Stay with his/her department.

5.1.1.5 Students in Class

Each Student in Class evacuates from the facility upon instruction from the Academic Staff in Class, and assembles accordingly. Stay together as a class with his/her lecturer or instructor.

5.1.1.6 Students not in Class

Each Student not in Class evacuates himself/herself by following the Evacuation Route (ER), accords with the Assembly Plan. Stay by major and year or class.

5.1.1.7 Guests

The Guests should follow the instruction of IFT staff to evacuate to the Assembly Area.

5.1.1.8 Staff

For those staff who do not have any specific responsibility should evacuate themselves by following the Evacuation Route (ER), and accord with the Assembly Plan. Stay with their departments.

If there is a false alarm, PA announcement will be made to all public area and no evacuation is needed.

6.0 ASSESSMENT PROCEDURES

- 6.1 The Traffic Officer, Inspector and Marshal report to the Director upon completion of the Evacuating Procedures.
- 6.2 The Director reports to the EPF Coordinator.
- 6.3 The EPF Coordinator reports to the Fire Captain if necessary.
- 6.4 The Working Sub-group proceeds with the assessment, and works out preventive and corrective measures.

7.0 DEPLOYMENT OF STAFF

7.1 The Director assigns specific tasks to each personnel among his/her Working Sub-groups.

8.0 ACTION PLAN

- 8.1 Preliminary Planning
- 8.2 Discussions
- 8.3 Study
- 8.4 Planning
- 8.5 Discussions
- 8.6 Briefing
- 8.7 Rehearsal
- 8.8 Revision of Planning
- 8.9 Planning Update
- 8.10 Skills Development (**Appendix XII**)

9.0 GENERAL KNOWLEDGE & USING FIRE EXTINGUISHER

9.1 In Macao, fire is divided into 5 types:

- 9.1.1 Type A - caused by general material e.g. paper & cloth
- 9.1.2 Type B - caused by oil
- 9.1.3 Type C - caused by flammable gas
- 9.1.4 Type D - caused by metal
- 9.1.5 Type E - caused by electricity

9.2 Different types of fire extinguisher are effective for putting off different types of fire.

The table below shows the usage of different types of fire extinguisher:

Fire Extinguisher Type	Effective For
Dry Chemical Powder	Type A, Type B, Type C & Electricity
Carbon Dioxide	Low Voltage Electricity
Foam	Type B
Water	Type A

9.3 Guidelines for using fire extinguisher

- 9.3.1 Pay attention to the way of escape before trying to put off the fire.
- 9.3.2 Before using the fire extinguisher, user should remove the insurance lock of it.
- 9.3.3 Before using the fire extinguisher, user should put the hand in suitable position, (for example, carbon dioxide is a compressed gas stored in the cylinder, when emission, the gas come out with low temperature).
- 9.3.4 Before extinguishing the fire, verify whether the fire extinguisher works properly or not. Try to eject some gas or powder or water from the fire extinguisher.

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- 9.3.5 Pay attention to the direction of the wind when you try to put off the fire at the external environment.
- 9.3.6 If the fire occurred in a confined area, the staff don't open the door immediately. Firstly, the staff should use the back of his hand to feel the temperature of the door. If it is with high temperature, don't open the door and leave. If the temperature is not so high, open a little of the door and see if it is safe for entry or not.
- 9.3.7 The staff is better to stand in the windward direction and press on the ejection control. For the case besides the fire caused by oil, the emission should direct on the root of the fire (for the case of fire caused by oil, if the fire extinguisher is foam type, the foam should spray on the surrounding of the fire or spray on the wall to let the foam flowing and covering the surface of the oil). The staff should keep spraying and then move to approach the fire (how far to approach depends on the condition of the fire).
- 9.3.8 During extinguishing, pay attention to the fire situation. If the fire is too serious and it is not possible to put off, the staff should leave the fireplace.

10.0 COMMUNICATIONS

- 10.1 This is the primary role of Public Relations (PR) in a crisis situation. To GUIDE, INFLUENCE, and INSTILL positive perceptions.
- 10.2 The key tasks of PR are:
 - 10.2.1 To draw up a set of communications objectives and strategies.
 - 10.2.2 To identify target audiences.
 - 10.2.3 To develop key messages and identify appropriate communications channels.
 - 10.2.4 To monitor issues and develop line-to-take.
 - 10.2.5 To determine and control timing of disseminating information and making public statements.
 - 10.2.6 A series of tactical activities/plan to address perceptions.
- 10.3 The PR Guideline is listed in MCP/IFT, the PR Led Media Control **Plan-Crisis**.

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APPENDIX I

INSPIRATION BUILDING

Appendix I lists the areas covered by Inspiration Building. Inspiration Building is divided into 4->5 sections, being Section 1, Section 2, Section 3, Section 4 and Section 5. EPF Team I, Leader 1 is responsible for Section 1, Leader 2 is responsible for Section 2, Leader 3 is responsible for Section 3, Leader 4 is responsible for Section 4 and Leader 5 is responsible for Section 5.

Section 1

Basement
Car Park
Fire System Room ILG01
Storeroom ILG02
Elevator ILG03
Generator Room ILG04
Power Room ILG05
Registry Storeroom ILG06
Storeroom ILG07

Section 2

Ground Floor
Security Room IG01
Cashier & Enquiry IG02
Grand Hall IG03
Classroom IG04
Classroom IG05
Classroom IG06
Restroom IG07
Restroom IG08
F&B Storeroom IG09
Classroom IG10
Technical and Academic Support Division IG11-12
Registrar IG14
Storeroom IG13

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Section 3

First Floor
EST Admin. I101
A/V Control Room I102
Classroom I103
Classroom I104
Classroom I105
Restroom I106
Restroom I107
Storeroom I108
Lecturers' Office (PACES) I109
Lecturers' Office I110
Office of Director of PACES I111
Lecturers' Office I112
Lecturers' Office I113
Lecturers' Office I114
Lecturers' Office I115
Power Room I116
Lecturers' Office I117
Staff Common-room I118
Lecturers' Office I119
Lecturers' Office I120
Lecturers' Office I121
Lecturers' Office I122
Lecturers' Office I123
Lecturers' Office I124
Lecturers' Office I125
Lecturers' Office I126
Lecturers' Office I127

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INSPIRATION BUILDING

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Section 4

Second Floor
Student Union Office I201
Squash Court I202
Indoor Multi-purpose Court I203
Copy and Stationery Centre I204
Copy Room I205
Changing Room I206
Changing Room I207
Classroom I208
Classroom I209
Classroom I210
Male Restroom I211
Female Restroom I212
Classroom I213
Classroom I214
Classroom I215
Classroom I216
Sky Corridor I217

Section 5

Third Floor
Health Care Centre I301
Grandstand I302
Classroom I303
Classroom I304
Classroom I305
Restroom I306
Restroom I307
Handicapped Restroom I308
Classroom I309
Classroom I310
Classroom I311
Classroom I312
Roof Top
Aerial Garden IR01

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APPENDIX II

POUSADA DE MONG-HÁ

Appendix II lists the areas covered by Pousada de Mong-Há. Pousada is divided into 2 sections, being Section 1 and Section 2. EPF Team II, Leader 1 is responsible for Section 1, and Leader 2 is responsible for Section 2.

Section 1

	Wing A	Wing B	Wing C
Basement	Room 101-104 Guestrooms	Room 201-204 Guestrooms	Room P301 Lecturers' Office Room P302 Lecturers' Office Room P303 Lecturers' Office Room P304 EST Part-time Lecturers' Office
1/F	Room 105-108 Guestrooms	Room 205-208 Guestrooms	Room P305 Lecturers' Office Room P306 Lecturers' Office Room P307 Lecturers' Office Room P308 Lecturers' Office
2/F	Room 109-110 Guestrooms	Room 209-210 Guestrooms	Room P309A Lecturers' Office Room P309B Lecturers' Office Room P310A Lecturers' Office Room P310B Lecturers' Office

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Section 2

Basement	1/F	2/F
Front Office Department PLG101	Lobby	Restroom P101
Mock Housekeeping Room PLG102	Restroom PG01	Pousada Conference Room P102
Herbal Garden	Pousada Restaurant PG02	Pousada Training Room P103
Lecturers' Office PLG103	Pousada Kitchen PG03	Storeroom P104
Lecturers' Office PLG104	Storeroom PG04	Gymnasium P105
Housekeeping Pantry PLG105	Electricity Plant PG05	A/V Control Room P106
Restroom PLG106	Pousada Office PG06	
Water Pump Room PLG107	Director of Pousada PG07	
	Central Services (CS) Office PG08	
	Restroom PG09	
	Central Services (CS) Office PG10	
	Garden View Conference Room PG11	
	Reception PG12	

Roof Top
Indoor Multi-purpose Court PR01

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APPENDIX III

TEAM BUILDING

Appendix III lists the areas covered by Team Building. EPF Team III, Leader is responsible for entire area.

Basement 3	Basement 2	Basement 1	G/F
Carpet Room TLG301	General Archive TLG201	Amphitheatre TLG101	Information Counter TG21
Laundry TLG302	Engineering Team (ET) Office TLG202	Storeroom TLG102	Teachers' Office TG01
Restroom TLG303	ITT Storeroom TLG203	A/V Control Room TLG103	Computer Lab TG02
Restroom TLG304	Classroom TLG204	Classroom TLG104	Classroom TG03
Engineering Team Storeroom TLG305	Outdoor-theatre	Electricity Plant TLG105	Restroom TG04
Engineering Team Office TLG 306		Garden	Handicapped Restroom TG05
Engineering Team Office TLG 307			Restroom TG06
Laundry Office TLG 308			Teachers' Office TG07
			Teachers' Office TG08
			Information Technology Team Office TG09
			Cleaning Room TG10
1/F	2/F		Data Center TG11
Multimedia Lab T101	Staff Pantry T201		Mock Front Desk TG12
Male Restroom T102	Lecturers' Office T202		ITT Sever Room TG13
Female Restroom T103			ITT Workshop TG14
Lecturers' Office T104			ITT Help Desk TG15
Lecturers' Office T105			Public Relations (PR) Office TG16
Lecturers' Office T106			Classroom TG17
Lecturers' Office T107			A/V Control Room TG18
Lecturers' Office T108			Auditorium TG19
Lecturers' Office T109			Storeroom TG20

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APPENDIX IV

EDUCATIONAL RESTAURANT

Appendix IV lists the areas covered by Educational Restaurant. Educational Restaurant includes Section 1, Section 2 and Section 3. *EPF Team IV, Leader 1 is responsible for Section 1, Leader 2 is responsible for Section 2 and Leader 3 is responsible for Section 3.*

Section 1

Basement 3 & 2	Basement 1	1/F	2/F
Car Park	Car Park	Demonstration Kitchen E109	A/C Plant Room E201
	Purchasing Team EG19	Individual Kitchen E108	Windows Cafeteria E202
	Cleaning Team Room EG20	Storeroom E107	Windows Cafeteria Kitchen E203A
	Purchasing Team Office EG21A	Instructor Office E106	Windows Cafeteria Kitchen E203B
	Storeroom EG21B		
	Gas Plant EG22	Locker Room E105	Study Room E204
	Storeroom EG23	Storeroom E104	Restroom E205
	Storeroom EG24	Storeroom E103	Restroom E206
	ET Workshop EG25	Audio Visual Room E102	Windows Office E207
	Electricity Plant EG26	Multimedia Library E101	Rooftop
	Gardener Room EG27	Electricity Plant E120	
	Storeroom EG28A/B	Driver's Pantry E121	
	Library Archive EG29	Security Room E122	
	Storeroom EG39	Wine & Tea Room E123	

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Section 2

Basement 2	Basement 1
Student Common Room ELG101	Welcome Room EG01
Kitchen – Pastry & Bakery ELG102	Information Counter EG02
Kitchen – Dim Sum ELG103	Presidency Office EG03
Kitchen – Western Cuisine ELG104	President EG04
Kitchen – Combined Kitchen ELG105	Vice President EG05
Kitchen – Chinese Cuisine ELG107	Meeting Room EG06
Information Technology Team Office ELG108	Legal Advisor EG07
Food and Beverage (F&B) Office ELG109	Lounge EG08
Students Locker Room ELG110	Storeroom EG09
IT Storeroom ELG111	Restroom EG10
Restroom ELG112	Administrative & Financial Affairs (AFA) EG11
Restroom ELG113	Restroom EG12
Female Changing Room ELG114	Restroom EG13
F&B Storeroom ELG115	Function Head of Accounts Department EG14
Male Changing Room ELG116	Head of AFA EG15
Pumping Plant ELG117	Head of Personnel Department EG16
	Personnel Office EG17
	Storeroom EG18
	AFA Archive EG30
	AFA Office EG 31
	AFA Storeroom EG 32
	Storeroom EG 34

Section 3

1/F
Educational Restaurant E120
Pastry & Bakery E110
Female Restroom E111
Male Restroom E112
Main Kitchen E113
Cold Kitchen E114
Executive Chef's Office E115
Restaurant Office E116
Storeroom E117
Restroom E118
Restroom E119

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APPENDIX Va

ROLES (INSPIRATION BUILDING)

Appendix I lists the areas covered by Inspiration Building. Inspiration Building is divided into 4 sections, being Section 1, Section 2, Section 3, and Section 4.

Section 1 includes Car Park, Generator Room, Power Room, Elevator, Fire System Room, Storerooms.

Section 2 includes Security Room, Grand Hall, Locker Room, Registry, Classrooms, Storerooms, Restrooms, and Lecturer Offices.

Section 3 includes Meeting Room, A/V Control Room, Classrooms, Storerooms, Restrooms, Power Room, and Lecturer Offices.

Section 4 includes Student Union Office, Squash Court, Indoor Multi-purpose Court, Copy and Stationery Centre, Storeroom I205 Changing Rooms, Classrooms, Restrooms and Sky Corridor.

Section 5 includes Health Care Centre, Classrooms, Storeroom I302, Restrooms and Aerial Garden.

Section 1

Role	Name	Location	Extension
Director/Marshal/ Inspector/Traffic Officer	Security	Inspiration Building – Car Park	069

Section 2

Role	Name	Location	Extension
Director	Antonio Chu	Inspiration Building –	022
Director Substitute	Fiona Nip	Lobby	368
Marshal 1	Eva Leong		018
Inspector 1	Christina Ma		160
Inspector 2	Oriana Chan		042
Traffic Officer	Kylie Chao	Stairs next to the	159
Traffic Officer Substitute	Anne Kum	elevator on Ground Floor	096

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ROLES (INSPIRATION BUILDING)

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Section 3

Role	Name	Location	Extension
Director	Diamantina do Rosario	Stairs outside I101	001
Director Substitute	William Wong		049
Marshal 1	Kelly Lam		139
Inspector 1	Judy Wong		264
Inspector 2	Tamami Ogata		257
Traffic Officer	Shirley Ma	Stairs next to elevator in the 1 st Floor	239
Traffic Officer Substitute	Anita U		213

Section 4

Role	Name	Location	Extension
Director	Louisa Lam	Stairs outside Indoor Multi-purpose Court	126
Director Substitute	Alice Lao		
Marshal	Sophia Chong		280
Inspector 1	Vera Tou		412
Inspector 2	Sonya Choi		042
Traffic Officer	Tammy Cheang	Stairs next to the elevator on the Second Floor	087
Traffic Officer Substitute	Sandi U		414

Section 5

Role	Name	Location	Extension
Director	Tannia O	Stairs outside Storeroom I302	036
Director Substitute	Cassenna Chan		159
Inspector 1	Astor Tou		244
Inspector 2	Ana Vong		041
Traffic Officer	Karis Pang	Stairs next to the elevator on the Third Floor	261
Traffic Officer Substitute	Villy Lam		415

Role Responsibilities by order. (Listed in the Manual)

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APPENDIX Vb

ROLES (POUSADA DE MONG-HÁ)

Appendix Vb lists the stationed personnel responsible for Pousada de Mong-Há. Pousada de Mong-Há is divided into two sections: Section 1 includes Wings A, B, C of Pousada. And Section 2 includes Mock Front Office Operations Room, Mock Housekeeping Room, Pousada Restaurant, Pousada Kitchen, Lobby, Pousada Conference Room, Outdoor Multi-purpose Court, Restroom, Storeroom, Gymnasium, Office and Garden View Conference Room.

Section 1

Role	Name	Location	Extension
Director	Helena Lo	Pousada Main Entrance	032
Director Substitute	Tina Chan		402
Marshal	Jeffrey Lam		044
Marshal Substitute	Idol Kuan		411
Inspector 1	Chio Kit Sang (John)		6637 3799
Inspector 2	Chan Cheok Wun		6638 0136
Inspector 3	Lam Sio In		6616 8552
Traffic Officer 1	Bonnie Lei	Outside Garden view conference room	048
Traffic Officer 2	Mandy Lao	Outside Block B staircase and corridor to Room 304	050
Traffic Officer 3	Annis Lai	Stairs of Block B	372
Traffic Officer Substitute 1	Leona Vong		198
Traffic Officer Substitute 1	Julie Ip		401

Section 2

Role	Name	Location	Extension
Director	Veala Lei	Outside Classroom TG01	133
Director Substitute	Joseph Li		164
Marshal	Pun Heng Cheong		6638 2248
Marshal Substitute	Cynthia Hoi		460
Inspector 1	Kasu Fong		134
Inspector 2	Wong Wing Hei		6636 5366
Inspector Substitute	Louis Ng		289
Traffic Officer	Wong Mei Kio	Garden View Conference Room	350

Role Responsibilities by Order. (Listed in the Manual)

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APPENDIX Vc

ROLES (TEAM BUILDING)

Appendix Vc lists the stationed personnel responsible for Team Building. It includes Outdoor-theatre, Garden, Information Counter, Office, Mock Front Desk, Storeroom, Data Room, Multimedia Lab, Restroom, 24-Hour Study Room, Laundry, Classrooms, Storerooms, Restrooms, Boiler Room, General Archive, Office, Amphitheatre, A/V Control Room, Computer Lab and Auditorium.

Role	Name	Location	Extension
Director	Wesly Lai	Team Building Main	150
Director Substitute	Frida Law	Entrance	182
Marshal 1	Billy Vong		068
Marshal Substitute	Lei Keng Hong		024
Inspector 1	Jerry Wong		067
Inspector 1 Substitute	Carrie Chong		322
Inspector 2	Jim Chim		321
Inspector 2 Substitute	Simon Ng		262
Inspector 3	Lam Kuok Kei, Danny		267
Inspector 3 Substitute	Ann Lam		163
Traffic Officer 1	Taka Choi	Outside ITT office	080
Traffic Officer 2	Ric Chan	Amphitheatre	014
Traffic Officer Substitute	Sherry Lei		289

Role Responsibilities by Order. (Listed in the Manual)

N/A Responsibilities by Order – Not Applicable. Except under the circumstances that all the personnel listed by **Role** are not present.

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APPENDIX Vd

ROLES (EDUCATIONAL RESTAURANT)

Appendix Vd lists the stationed personnel responsible of Educational Restaurant. Educational Restaurant is divided into 3 sections, being Section 1, Section 2, and Section 3. EPF Team IV is responsible for Section 1, Section 2, Section 3 of Educational Restaurant.

Section 1

Area A for Group A is on the 1st Floor of Educational Restaurant, including the Demonstration Kitchen, Individual Kitchen, Classrooms, Storerooms, Multimedia Library, Locker Rooms, Cleaner Room and Security Room.

Area B for Group B is on the 2nd Floor, including A/C Plant Room, Restrooms, Windows Cafeteria and Windows Cafeteria's Kitchen.

Area C for Group C is the area inside the Car Park basement, including the Gas Plant, Library Archive, Classrooms, Storerooms, Purchasing Office, F&B Office and Engineering Team Workshop.

Role	Name	Location	Ext.
Director	Carmen Lei	Entrance of Educational Restaurant (Exit opposite to the security room)	100
Director Substitute	Emily Pun		013
Marshal 1	Paulo Leong		086
Marshal 2	Jacinta Lau		154
Group A			
Inspector 1A	Pasu Un		071
Inspector Substitute 1A	Daphne Ho		185
Traffic Officer 1A	George Wan	Outside Library	006
Traffic Officer Substitute 1A	Elsie Ng		347
Group B			
Inspector 1B	Tim Ho		079
Inspector Substitute 1B	Sou Kwok Chong		073
Traffic Officer 1B	Jessie Ip	Upper part of the staircase outside the windows	033
Traffic Officer Substitute 1B	Cherry Ngan		060
Group C			
Inspector 1C	Tam Chi Vai		096
Inspector Substitute 1C	Rosita Lao		073
Traffic Officer 1C	Kelvin Mok	Outside the car park (Security room)	158
Traffic Officer Substitute 1C	Lilia Wong		168

Section 2

Section 2 includes Recreation Room, Pastry & Bakery, the six Kitchens, F & B Office, Classroom ELG 109, Welcome Room, Presidency Office, Vice Presidency Office, Legal Advisor Office, Lounge, AFA Office,

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Store Room and Restroom.

Role	Name	Location	Extension
Director 1	Amy Wong	Stairs from Team Building to Edu. Restaurant Building	088
Director Substitute	Iris Lok		094
Marshal 1	Amy U		084
Marshal Substitute	Sabrina Lo		175
Inspector 1	Xana Ng		055
Substitute	Angelia Ieong		157
Inspector 2	Carmen Mok		342
Substitute	Frankey Sou		276
Traffic Officer 1	May Lei	Main Entrance to Presidency Office (Outside EG01)	095
Traffic Officer Substitute	Juliana Ho		340

Section 3

Section 3 includes Educational Restaurant, Restaurant Office, Main Kitchen, Cold Kitchen, pastry & Bakery, Executive Chef's Office, Restroom and Storeroom.

Role	Name	Location	Extension
Director	Lerita Iu	Restaurant Entrance (opposite Fountain)	373
Director Substitute	Rebecca Cheang		430
Marshal 1	Billy Chang		076 / 077
Marshal	Chon Kin Kei		129
Inspector 1	Benny Vu		129
Inspector 2	Sou Sio Kun		075
Traffic Officer 1	Taylor Kuok	Inside Education Restaurant	076 / 077
Traffic Officer Substitute	Tam Kuong Wu		075

Role Responsibilities by Order. (Listed in the Manual)

N/A Responsibilities by Order – Not Applicable. Except under the circumstances that all the personnel listed by **Role** are not present.

APPENDIX VIa

EVACUATION ROUTES

INSPIRATION BUILDING, POUSADA DE MONG-HÁ & TEAM BUILDING

Appendix VIa lists the evacuation routes of Inspiration Building, Pousada de Mong-Há and Team Building, Educational Restaurant. EPF Team I, Team II, Team III and Team IV are responsible for Inspiration Building, Pousada de Mong-Há, Team Building and Educational Restaurant.

APPENDIX VIIa

ASSEMBLY PLANS

Appendix VIIa lists the Assembly Plan for the students as well as the part-time academic staff. Registry is responsible for the Assembly Plan for the students and the part-time academic staff.

- Students should be assembled according to their school, major and year in the fountain area as specified below:

Section	Year	Programme	School
1	1	Hotel Management	Tourism College
2	1	Tourism Business Management	Tourism College
3	1	Tourism Event Management	Tourism College
4	1	Heritage management	Tourism College
5	1	Tourism Retail and Marketing Management	Tourism College
6	2	Hotel Management	Tourism College
7	2	Tourism Business Management	Tourism College
8	2	Tourism Event Management	Tourism College
9	2	Heritage management	Tourism College
10	2	Tourism Retail and Marketing Management	Tourism College
11	---	Class by Class	THS

- All the part-time academic staff should be assembled at Line 4, together with the staff of Registry.
- The Marshal of Section 2 of Inspiration Building is responsible for the head count of the above groups: students, according to Information Package located in the security room at Inspiration Building.
- The Marshal of Section 2 of Inspiration Building, in this sense, should take the total amount and name list of students from the security room and is responsible for inspecting the final number of students at the assembly place.
- Other staff from Registry should assist the Marshal after finishing his/her main tasks.

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APPENDIX VIIb

ASSEMBLY PLANS

Appendix VIIb lists the assembly plan for the full-time staff. AFA is responsible for the Assembly Plan for the full-time staff.

1. Person in Charge:

Person	Name	Remarks
Head of AFA	Ella Chan	
Function Head of Personnel	Helena Fong	In case of substitution
Administrative Assistant	Alice Fan	In case of absence of the first two persons

2. Counting of Personnel

2.1 Division of Groups

For the ease of counting of personnel, all staff is requested to line up at the waterfront area according to the following groups as attached drawings:

Line No.	Position	Units
Line 1	Car park entrance	Presidency
		AFA
		Library
		F&B
		Purchasing
Line 2	Car park entrance	ITT
		PR
		ET
Line 3	Car park entrance	CS
		PMH
Line 4	Educational Restaurant entrance	TC
		THS
		Registry

2.2 Counting

After lining up according to the above groups, the Marshal of each department should follow the staff name list to start the counting process. If there is any staff absent, the Marshal should contact the responsible staff from Personnel from appendix VIIb and verify the absent staff from the roster schedule list of the Information Package. If the staff is on shift, the marshal should contact him/her through mobile phone. However, when the Marshal verifies that the staff is lost, he/she should inform the Coordinator. The part-time staff and students are under the management of Registry.

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2.3 (a) Missing

The Coordinator should inform the Fire Captain about the height, outlook and location of the missing person.

2.4 Dismiss

The staff is allowed to dismiss ONLY when the order of the EPF Coordinator is received, otherwise, they have to stay with their groups.

3.0 Counting Tools

The counting will be relied on following tools:

- 1) Staff list by Department
This list will be updated from time to time when there is personnel change.
- 2) Weekly Holiday Report
A holiday report will be prepared every Friday, which lists the names of staff who have taken holidays on the coming week.
- 3) List of Contact of Staff
The contact telephone numbers and address of all staff will be listed in this list and sealed inside an envelope.
- 4) Classes schedule
The class schedule for the whole year.
- 5) The name list of the part-time staff and students
The contact number and addresses of the part-time staff and students.

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APPENDIX VIIc

ASSEMBLY PLANS

Appendix VIIc lists the assembly plan for the Pousada de Mong-Há. Pousada de Mong-Há is responsible for the Assembly Plan.

Person in Charge:

Person	Name	Remarks
Pousada Front Desk Manager	Helena Lo	8598 3032
On Duty Receptionist		In case of substitution

***Guide all in-house guests to the assembly venue and start the counting process according to the Information Package. The in-house guests should stand beside PMH staff.**

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APPENDIX VIII

INFORMATION PACKAGE

Appendix VIII lists the items included in the Information Package. The items are continuously updated. The Information Packages are located at the Information Counters of Inspiration Building and Team Building respectively.

Item No.	Item	Updated by	Location
EPFIP001	EDF-Fire hand book	Central Services	EDUCATIONAL RESTAURANT SECURITY ROOM (ERSR)
EPFIP002	Floor plan	Central Services	ERSR
EPFIP003	Events of the week/Campus Visit/Event Notice	Public Relations	ERSR
EPFIP004	Staff information	AFA	ERSR
EPFIP005	Staff attendance list	AFA	ERSR
EPFIP006	Room guests List	Pousada de Mong-Ha	ERSR
EPFIP007	In/Out Record (Non-Office Hours)	Security	ERSR
EPFIP008	Class Schedule – THS	Registry	Inspiration Building Security Room (ICSR)
EPFIP009	Student Helper Roster Schedule & List	Registry Pousada de Mong-Ha F&B	ICSR ERSR ERSR
EPFIP0010	Student List– PACES	Registry	ICSR
EPFIP0011	Lecturer Schedule (Full-time) –THS	Registry	ICSR
EPFIP0012	Lecturer Schedule (Part-time) –THS	Registry	ICSR
EPFIP0013	Lecturer List (Part-time) –THS	Registry	ICSR
EPFIP0014	Classes Schedule – EST	Registry	ICSR
EPFIP0015	Student list - EST	Registry	ICSR
EPFIP0016	Lecturer Schedule (Full-time) – EST	Registry	ICSR
EPFIP0017	Lecturer Schedule (Part-time) –EST	Registry	ICSR
EPFIP0018	Lecturer name list– EST	Registry	ICSR
EPFIP0019	Intern Schedule & List	Registry	ICSR

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APPENDIX IX

DUTY STATION & FIRST AID KIT

Appendix IX lists the locations of the duty stations of the directors and traffic officers during evacuation, before assembly.

Role	Location
Inspiration Building	
Director (Section 1)	Inspiration Building – Car Park
Director (Section 2)	Inspiration Building – Lobby
Director (Section 3)	Stairs outside I101
Director (Section 4)	Stairs outside Indoor Multi-purpose Court
Director (Section 5)	Stairs outside Storeroom I302
Traffic Officer (Section 2)	Stairs next to the elevator in Ground Floor
Traffic Officer (Section 3)	Stairs next to the elevator in the First Floor
Traffic Officer (Section 4)	Stairs next to the elevator in the Second Floor
Traffic Officer1 (Section 5)	Stairs next to the elevator in the Third Floor
Pousada de Mong-Há	
Director (Section 1)	Pousada Main Entrance
Director (Section 2)	Outside Classroom TG01
Traffic Officer (Section 1)	In between Block B Stairs and Corridor to Room 304
Traffic Officer (Section 2)	Garden View Conference Room
Team Building	
Director (Section 1)	Entrance Team Building, opposite to the Reception Counter and Main Entrance of Team Building
Traffic Officer	Outside ITT office and Outside Amphitheatre
Educational Restaurant	
Director (Section 1)	Main Entrance to Educational Restaurant (outside library)
Director (Section 2)	Entrance to President Office (outside EG01 – Welcome Room)
Director (Section 3)	Educational Restaurant Entrance (opposite fountain)
Traffic Officer (Section 1a)	Multimedia Library Entrance
Traffic Officer (Section 1b)	Stairs to Windows Cafeteria (outside Multimedia Library)
Traffic Officer (Section 1c)	Exit of Car Park (outside Security Room)
Traffic Officer (Section 2)	Spiral Stairs outside Multimedia Library
Traffic Officer (Section 3)	Inside Educational Restaurant

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APPENDIX IX

DUTY STATION & FIRST AID KIT

Continued

Each block should have at least 1 First Aid Kit. Each First Aid Kit contains the following items and is continuously replenished by AFA.

Item No.	Item
EPFFAK001	Alcohol
EPFFAK002	Cotton
EPFFAK003	Bandage
EPFFAK004	First Aid Burn Cream
EPFFAK005	Joseph's Healing Oil
EPFFAK006	Protective Plaster
EPFFAK007	First Aid Antiseptic
EPFFAK008	Tincture of Iodine
EPFFAK009	Gauze

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APPENDIX X

INSPECTOR TOOL KIT

Appendix X lists the items included in the Inspector Tool Kit. The items are continuously replenished by Central Services. Each inspector should have at least 1 Inspector Tool Kit.

Item No.	Item
EPFITK001	Chalks
EPFITK002	Torch with 2 Batteries
EPFITK003	Helmet
EPFITK004	Whistle
EPFITK005	Erasable Marker

Item No.	Location
1	Registry, Inspiration Building
2	PACES, Inspiration Building
3	Registry, Inspiration Building
4	Security Room, Inspiration Building
5	Reception, Pousada de Mong-Há
6	Chiu Kit Sang, Pousada de Mong-Há
7	Chan Cheok Wun, Pousada de Mong-Há
8	Laundry, Team Building
9	Laundry, Team Building
10	ITT, Team Building
11	PR, Team Building
12	Multimedia Library, Educational Restaurant
13	Educational Restaurant, Educational Restaurant
14	SAAF, Educational Restaurant
15	SAAF, Educational Restaurant
16	Security Room, Educational Restaurant
17	Main Kitchen, Educational Restaurant
18	Main Kitchen, Educational Restaurant

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APPENDIX XI

DO'S and DON'TS

Appendix XI lists the Do's and Don'ts once the fire alarm is activated.

Do's (If you are the one who discover the fire)
SAFETY FIRST! STAY CALM!
Activate the Fire Alarm/Inform the Control Panel immediately so that the Fire Alarm could be activated and the Coordinator to notify the Fire Control accordingly.
Tackle the fire if possible/when personal safety is ensured, with fire extinguisher.
Turn off all power and/or gas switches, and close all doors if possible.
Close windows if possible.
Place important and/or confidential materials in the safe, if possible
Evacuate according to the Evacuation Route, and assemble according to the Assembly Plan. Follow the Alert and Assessment Procedures.
Assist one another.

Do's (If you are not the one who discovers the fire)
SAFETY FIRST! CALM!
Tackle the fire if possible/when personal safety is threatened, with fire extinguisher.
Close windows if possible.
Place important and/or confidential materials in the safe, if possible
Evacuate according to the Evacuation Route, and assemble according to the Assembly Plan. Follow the Alert and Assessment Procedures.
Assist one another.

Don'ts
Do not re-enter the premises until permitted by the Director.
Do not put yourself or others in danger
Do not fight the fire unless it is life threatening to your colleagues and/or students.
Do not take your belongings.
Do not rush.
Do not use elevator.

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APPENDIX XII

SKILLS DEVELOPMENT

Appendix XII lists the particular skills required, ensuring that the Emergency Plan – Fires will be taken place effectively and efficiently when necessary. Remarks are also noted here to assist you in smoother operations.

Development	Basis	Coordinated by:
Training Course – Basic Knowledge of Fire and Simple Fire Fighting Skills	Annual	Central Services
Fire Drill	Biannual	Central Services
Rehearsal	Periodical	Central Services
General Briefing to Student and Part – time Academic Staff	Annual	Registry
First Aid	Annual	Occupational Safety & Health Committee
General Briefing to Staff	Annual	AFA

Notes

When the door of any storeroom is closed, it means CLEARED of people.

APPENDIX XIII**CONTACT LIST**

Appendix XIV is the contact list of the Coordinators and Directors.

Role	Name	Phone No.
Coordinator	Veala Lei	6636 9380
Coordinator Substitute	William Chu	6688 5717
Coordinator Assistant	Chan Iu Chun	6681 5262
Coordinator Assistant Substitute	Ada Chan	6634 7397

Inspiration Building***Section 1***

Role	Name	Phone No.
Director	Security	8598 3069

Section 2

Role	Name	Phone No.
Director 1	Antonio Chu	6687 8665
Director Substitute	Fiona Nip	6686 1148

Section 3

Role	Name	Phone No.
Director 1	Diamantina do Rosario	6687 6243
Director Substitute	William Wong	6687 6757

Section 4

Role	Name	Phone No.
Director 1	Louisa Lam	6688 8421
Director Substitute	Alice Lao	6663 3454

Section 5

Role	Name	Phone No.
Director 1	Tannia O	6683 8598
Director Substitute	Cassenna Chan	6686 1436

Pousada de Mong-Há***Section 1***

Role	Name	Phone No.
Director	Josephine Pun	6610 2300
Director Substitute	Tina Chan	6680 5518

Section 2

Role	Name	Phone No.
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Director	Veala Lei	6636 9380
Director Substitute	Joseph Li	6669 6782

Team Building

Role	Name	Phone No.
Director	Wesly Lai	6687 8730
Director Substitute	Frida Law	6680 6795

Educational Restaurant

Section 1

Role	Name	Phone No.
Director	Carmen Lei	6681 5949
Director Substitute	Emily Pun	6686 2699

Section 2

Role	Name	Phone No.
Director	Amy Wong	6683 1296
Director Substitute	Iris Lok	6668 1510

Section 3

Role	Name	Phone No.
Director	Lerita Iu	6666 5221
Director Substitute	Rebecca Cheang	6630 1112

APPENDIX XIV**LOCATIONS AND EXPIRATIONS OF FIRE EXTINGUISHERS**

Appendix XIV lists the various locations, quantity and expirations of fire extinguishers.

Before activating the fire extinguisher to extinguish the fire, please read through the description label attached to the bottle in order to make sure the fire extinguisher matches the type of fire.

Inspiration Building

Location	Quantity	Expiration
Entrance of Car Park	1	Aug 2013
Between Car Park #12-13	1	Aug 2013
Between Car Park #25 and Motor Parking area	1	Aug 2013
Inside ILG01	1	Aug 2013
Car Park #30	1	Aug 2013
Between Car Park #19-20	1	Aug 2013
Bus Parking area	1	Aug 2013
IG10 Entrance	1	Aug 2013
IG06 Entrance	1	Aug 2013
IG03-Inside Grand Hall	4	Aug 2013
IG03B Entrance	1	Aug 2013
Inside IG01	1	Aug 2013
Left side of Reception Counter	1	Aug 2013
I105 Entrance	1	Aug 2013
A/V Control Room Entrance	1	Aug 2013
Left side of Lecturer Office Entrance	1	Aug 2013
Opposite I109 Backdoor	1	Aug 2013
Opposite I208 Entrance	1	Aug 2013
I216 Entrance	1	Aug 2013
I204 Entrance	1	Aug 2013
Opposite I213 Backdoor	1	Aug 2013
I210 Entrance	1	Aug 2013
I305 Entrance	1	Aug 2013
I304 Entrance	1	Aug 2013
I301 Entrance	1	Aug 2013
Inside I301	1	Aug 2013
Inside Grandstand's Power Room	1	Aug 2013

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APPENDIX XIV

LOCATIONS AND EXPIRATION OF FIRE EXTINGUISHERS

Continued

Pousada de Mong-Há

Location	Quantity	Expiration
Wing A – Corridor	1	Aug 2013
Wing A – 1 st Floor	1	Aug 2013
Wing B – Corridor	1	Aug 2013
Wing B – 1 st Floor	1	Aug 2013
Wing C – Corridor	1	Aug 2013
Wing C – 1 st Floor	1	Aug 2013
Guest Room 304	1	Aug 2013
PMH Reception near piano	1	Aug 2013
PMH Bar	1	Aug 2013
PG03	3	Aug 2013
Outside P102	1	Aug 2013
Outside P105	1	Aug 2013
PMH Main Power Supply	1	Aug 2013
PMH Locker Room corridor	1	Aug 2013
Outside PLG102	1	Aug 2013
PLG102	1	Aug 2013
Outside PG08	1	Aug 2013
PG05	1	Aug 2013
Entrance of Male's Restroom of Pousada Conference Room	1	Aug 2013
Corridor outside Garden View Conference Room	1	Aug 2013

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APPENDIX XIV

LOCATIONS AND EXPIRATION OF FIRE EXTINGUISHERS

Continued

Team Building

Location	Quantity	Expiration
TLG102	1	Aug 2013
Main Entrance of TLG101	1	Aug 2013
TLG103	1	Aug 2013
Main Power Supply Room of IFT	1	Aug 2013
Corridor of TG19	1	Aug 2013
TG18	1	Aug 2013
Outside TLG203	1	Aug 2013
In front of TLG202	1	Aug 2013
Outside TLG302	1	Aug 2013
Inside TLG302	2	Aug 2013
TLG301	1	Aug 2013
TLG301	2	Aug 2013
TG12 corridor	1	Aug 2013
In front of TG12	1	Aug 2013
Beside T101	1	Aug 2013
Outside T101	1	Aug 2013
Inside T202	1	Aug 2013
TG02	2	Aug 2013
T101	1	Aug 2013
Stairs beside TG20	1	Aug 2013
T107	1	Aug 2013
Information Technology Team Data Center	1	Aug 2013
Amphitheatre	3	Aug 2013
Stairs besides Amphitheatre Control Room	1	Aug 2013
TLG203 corridor	1	Aug 2013

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APPENDIX XIV

LOCATIONS AND EXPIRATION OF FIRE EXTINGUISHERS

Continued

Educational Restaurant

Location	Quantity	Expiration
ELG101	1	Aug 2013
Basement corridor	1	Aug 2013
Basement Power Supply Board	1	Aug 2013
ELG117	1	Aug 2013
Outside E116	1	Aug 2013
ELG109	1	Aug 2013
EG19	4	Aug 2013
E120	1	Aug 2013
E122	1	Aug 2013
Outside EG11	1	Aug 2013
Outside EG03	1	Aug 2013
EG33 Power Room	1	Aug 2013
Outside E101	1	Aug 2013
E109	1	Aug 2013
E108	1	Aug 2013
Kitchen corridor	1	Aug 2013
E110	1	Aug 2013
E113	3	Aug 2013
Restaurant lobby	1	Aug 2013
Window's corridor	1	Aug 2013
BBQ area	1	Aug 2013
E201	1	Aug 2013
Boiler Room	1	Aug 2013
Outside EG22	1	Aug 2013
Outside EG23	1	Aug 2013
Outside EG24	1	Aug 2013
Corridor going to Car Park	1	Aug 2013
Car Park Basement 2	6	Aug 2013
Car Park Basement 3	6	Aug 2013
Outside EG22	2	Aug 2013
EG25 Engineering Workshop	1	Aug 2013
EG28 Outside Warehouse	1	Aug 2013
ELG111 Outside Storeroom	1	Aug 2013
Entrance of Storeroom of Central Services	1	Aug 2013
Cafeteria	6	Aug 2013
Cafeteria Kitchen	2	Aug 2013
Library	3	Aug 2013

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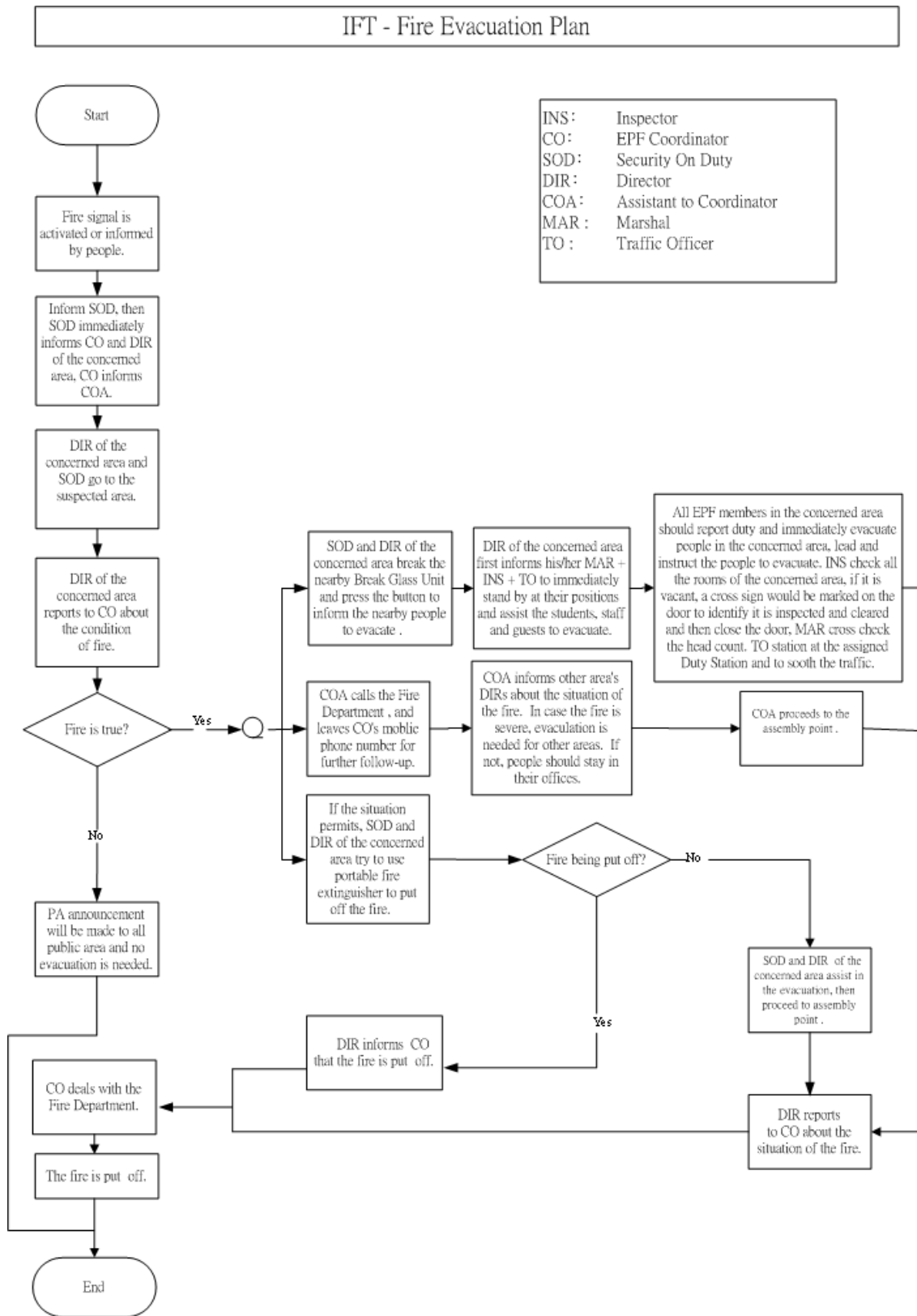
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Main Kitchen Corridor	1	Aug 2013
Pastry Entrance	1	Aug 2013
Educational Restaurant	2	Aug 2013
ELG110 Student Locker Room	1	Aug 2013
ELG115 Outside Storeroom	1	Aug 2013
EG14 Outside Accounting Supervisor Office	1	Aug 2013
Administrative and Financial Department Entrance	1	Aug 2013
EG19 Purchasing Office	3	Aug 2013
Human Resource File Room	1	Aug 2013
Stationary Storeroom	1	Aug 2013
Presidency Office	2	Aug 2013

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Remarks : When fire happens, all the personnel who are given a role stated in the EPF should wear on their necks the card which mentions their corresponding responsibilities.