

公告 Announcement

受文者:本校各單位

To: All office

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臺北基督學院消防演習計畫 The fire drill exercise plan

(實施日期 2015/5/22 星期五)
(Date: May. 22, Friday).

第一階段:實施避難引導逃生演練 (十點五十分~十一點地點:宿舍)

避難引導班長:李靜怡學務長。

隊員:黃信元、楊逸筠、劉永蕙、潘怡娟、李雅恩。

The members of the guidance group: Captain: Jennifer Lee, Members: shown above.

通報聯絡班班長:江愛華教務長、隊員:林怡君、陳展正、陳國萬、郭豐源。

The members of communication group: Captain: Charles Lee, Members: shown above.

實施方式:當天第三節下課(十點五十分)全體學生全部返回寢室待命、(十一點)由總務處對全校發出火災廣播通知。各舍輔導員(避難引導班)請依下列項次進行指引:

Attendants: All the student and the guidance group members

Ways: The exercise announcement will be broadcasted at 10:50am in campus, all the student should stay at their dorm. The fire drill alarm will sound at 11:00am, the guidance group should lead all the student learn how to escape fire from the dorm as following steps:

一、大聲指引避難方向避免發生恐慌,有電梯樓層禁止搭乘電梯。

Showing the escape direction and calm down the student, avoid anyone who want to take the elevator during fire.

二、打開緊急出口或逃生門鎖匙(安全門等)並確認之。

Make sure all the emergency exits are opened.

三、移除妨礙避難之物品。通道轉角樓梯出入口應再另配置引導人員,已起火層及其上層為優先配置。

Make sure the passageway is safe and set up a student guider at each floor exit. The floor of the fire occurred and upper level would be the first priority to guide.

四、如有必要操作避難器具(緩降機)擔任避難引導。

If necessary, the escape facilities should be tried out.

五、確認所有人員(學生)是否已全數完成避難,並將點名結果回報聯絡班班長後彙整陳報隊長。

Make sure all the students are evacuated and report it to the chief of communication group.

