



**Loss Prevention's 防损措施之**  
**10-Minute Safety Trainer 10 分钟安全培训员**  
**Fire Protection 防火**  
**Leaders Guide 负责人指南**



**Target Audience 目标对象**

- **All Employees 全体员工**

1. In addition to knowing what your responsibilities are in an emergency, you should also know where your fire fighting equipment is located and what types of fire it can and cannot be used upon. 除了知道紧急事件发生时你的责任之外，你还应当知道消防设备放置的地方及其能够和不能用于的火灾类型。
2. Thankfully, hotel fires are a rare occurrence; however, when the alarm goes off you need to know how to react. To help prepare for emergencies, the hotel has developed an Emergency Plan. You must be familiar with this plan and know how to respond when the alarm sounds. 所幸的是，酒店很少发生火灾；但是，警报响起时，你应该知道如何反应。为了帮助准备紧急事件的对策，酒店已经制定了应急方案。你必须熟悉本方案并知道警报响起时应如何反应。
3. Respond to all alarms as if they are real; a delay of even a few minutes can escalate the seriousness of the situation. If you are unsure of your role, ask your supervisor for the specific procedures that you are expected to follow. The procedures for your department are posted within the hotel. 应如同对待真正的警报一样做出反应；即使是几分钟的耽搁也会增加情况的严重性。如果你无法确定自己的任务，那么就向你的主管询问你应当遵循的特别程序。你们部门的应急程序张贴在酒店内。
4. In addition to knowing what your responsibilities are in an emergency, you must also practise these procedures so that they become instinctive. When you are asked to participate in a fire drill, please understand its importance and participate fully. The people who know and practise their procedures are in a much better position to reduce the impact of an emergency. 除了知道紧急事件发生时自己的职责，你还必须实践这些程序以使其成为工作的本能反应。如果让你参加消防演习，请理解其重要性并积极参与。了解并掌握工作程序的人员将更有效的减少紧急事件所带来的影响。
5. Know where equipment is located and how to use it. For example, fire extinguishers are located so that you are always within 25 metres (75 feet) of one. However, if you do not know how to operate one, you must leave and close all doors behind you to seal off the area. Be familiar with the location of all exit doors and fire alarm call points. If you have questions about the location of emergency equipment or how to operate it, please ask your supervisor. 知道设备的存放位置及如何使用。例如，灭火器放置的间距在25米（75英尺）之内。



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然而，如果你不知道如何使用，那么你必须离开现场并关闭身后所有的房门以封锁区域。熟悉所有的出口及火警报警装置的位置。如果你对应急设备的位置或如何使用有疑问，请咨询你的主管。

6. In a rare occurrence, you may be the first to discover a fire or other emergency situation. If you are the first to discover a fire, use CARE: 在极少数情况下，你可能是第一个发现火灾或其他紧急情况的人。如果你第一个发现火灾，请使用CARE:
  - Contain the fire by closing doors 关闭房门控制火势
  - Activate the fire alarm at the nearest manual break glass points 激活最近的手动击碎玻璃报警装置报警
  - Report the alarm and the emergency to PBX 向总机报告警报和紧急事件
  - Evacuate the area 撤离现场
  
7. If an emergency occurs at this property, it is likely that the representatives from the media will arrive to cover the event. If you are ever approached by the media while at work, and asked to answer a few questions or provide a statement, you must politely decline to answer and inform them that you are not authorised to make any statements. 如果酒店内发生紧急事件，媒体代表就有可能来到酒店进行报道。如果你在工作时受到媒体询问并要求回答几个问题或进行描述，你必须礼貌的回绝并告诉他们你无权发表任何陈述。

**Try our Quiz below to see how much you know about 完成以下测验，检查你掌握的情况。**



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<b>The Quiz 测验</b>	<b>True 正确</b>	<b>False 错误</b>
1. You must know where the emergency procedures are posted within the hotel. 你必须知道酒店内应急程序张贴的位置。		
2. You must be able to describe the emergency procedures to be followed when the alarm sounds. 警报响起时, 你必须能够描述应遵循的应急程序。		
3. You must respond to all alarms as if they are real. 你必须对视为真实的所有的警报作出反应。		
4. The only person authorised to speak with the media is the General Manager or their designee in their absence. 唯一有权与媒体交谈的人是总经理或其不在时的被指派人员。		
5. If you are the first to discover a fire, you must activate the fire alarm at the nearest manual break glass points. 如果你第一个发现火灾, 你必须激活最近的手动击碎玻璃报警装置报警。		
6. Fire extinguishers are located so that you are always within 25 metres (75 feet) of one. 灭火器放置的间距应始终在 25 米 (75 英尺) 之内。		
7. If you do not know how to operate a fire extinguisher, you must read the instructions and try to put out the fire. 如果你不知道如何使用灭火器, 你则必须阅读说明并尝试灭火。		

**When you have completed this quiz, turn it in to your supervisor.**

**当你完成本测验后, 请将其交给你的主管。**

**Name 姓名:** \_\_\_\_\_

**Date 日期:** \_\_\_\_\_



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**QUIZ ANSWERS 测验答案**

1. True. 正确。
2. True. 正确。
3. True. 正确。
4. True. 正确。
5. True. 正确。
6. True. 正确。
7. False. If you do not know how to operate a fire extinguisher, you must leave and close all doors behind you to seal off the area. 错误。如果你不知道如何使用，那么你必须离开现场并关闭身后所有的房门以封锁区域。

