

	RESOURCE LIBRARY - TECHNICAL SERVICES Fire Precautions	<i>CODE:</i> 07.02.020
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 3

Description描述:

OBJECTIVE目的:

- To provide a safe environment by preventing as far as possible any fires from occurring in our hotels.
提供一个安全的环境，避免任何火灾发生在巴伐利亚酒店内。
- To meet the requirements of the Civil Defense Authorities and thereby ensure renewal of the hotel Fire Certificate.
满足民防部门的要求，以此保证酒店消防合格证书的更新。
- To protect the reputation of the company should a fire occur in any XYZ hotel.
保证巴伐利亚酒店的名誉：无火灾发生。

APPLICATION适用范围:

These instructions must be read by all managers and any senior member of staff who may have responsibility for a department(s) at any given time. It is their responsibility to ensure that these instructions are carried out effectively.

所有经理和任何高级员工应仔细阅读火灾说明，他们有可能在给定的时间内对部门事件进行负责。有效地执行命令，也是其责任。

The Chief Engineer in particular has a crucial role to play in Fire safety and as such should be the designated Fire Safety Officer in each hotel.

工程部总监在火灾安全中扮演及其重要的角色，同时应指派安全员与其一同开展工作。

It is the ultimate responsibility of each General Manager to ensure all these guidelines are complied with and that the company is not deemed negligent in the event of a fire.

总经理的责任是确保员工遵循所有的方针政策，酒店切不可在火灾发生时麻痹大意。

All inspections, tests, training and evacuations must be recorded and kept on file as proof of effective fire prevention management in the event of a fire or fire inspection.

所有的检查，实验，培训及疏散一定要保存记录，存入文件中。已作有效的备用的证据，等待火灾调查。

STATEMENT OF POLICY政策详述:

1. The Fire Certificate for the property must be held in a fire-proof safe at all times.
消防合格证书应保存在防火保险箱中。
2. Fire instructions must be provided in all guest bedrooms located where they can be read with ease. Special care must be taken to ensure that bedroom fire notices are replaced should they be removed by a previous guest.
火灾阅读说明应粘贴在客房内容易观看的地方。应特别留意卧室内的火灾须知没有被的客人撕下。
3. All notices pertaining to fire must be in English and Arabic, or the national language of the country if this is not Arabic.
所有须知一定要使用英，阿拉伯语书写，如果不使用阿拉伯语，请使用其他语言进行标注。
4. A "No Smoking" notice must be positioned outside every elevator access door as well as in Linen rooms, kitchens, Food Stores.

“禁止吸烟”须知一定要张贴在电梯口，布草房，厨房及食物储藏室。

5. “Automatic Fire Door – do not obstruct” notices must be positioned on doors that are held open by magnets during the day and close automatically when the alarm sounds.

“防火门——

切勿阻挡”提示一定要张贴在门口，张贴在磁铁吸附开门及警报响时自动关门的门口处。

6. “Fire Exit” signs and directional arrows must be positioned in accordance with legislative requirements, and must be maintained so that they are clear, correctly positioned and if illumination is required it must be properly maintained.

“火灾安全出口”标识及指示箭头应根据立法机构的要求进行准确标注，确保其清晰，位置准确，指示照明也要保持清晰，位置准确。

7. Escape routes must be free of storage and obstructions at all times. Furniture, Z beds, cots etc...must not be permitted in corridors or staircase exits.

逃生路线一定要与仓库及其他障碍物隔离开来。家具，床等一定不能放在走廊及楼梯安全出口处。

8. Fire resisting self-closing doors are the hotel’s first defense in the event of a fire occurring. They must be maintained to a high standard of efficiency and management must not allow doors to be propped open by objects.

防火门是火灾发生时酒店的第一层防护。并且保证防护门的可使用性和不轻易被其他物体开启。

9. The hotel fire alarm must be tested weekly, or in accordance with the local authorities requirements and a record maintained of such tests.

每周定期检查酒店火灾报警系统，或者应当当地消防局的要求进行相关实验。

10. For all new projects, it is a company policy to ensure that materials, carpets, curtains and wood must have fire retardant treatments.

对于所有物品，巴伐利亚的政策就是保证材料，地毯，窗帘及木制品一定要附阻燃剂。

11. Emergency lights must be tested monthly and a record maintained of such tests. Each self-contained luminaries and internally illuminated sign should be energized individually from its battery for a continuous period of at least five minutes.

每月定期检查应急灯并进行测试。每个独立的照明灯及内部照明标识需供应足够的电量，至少5分钟的间隔。

12. Exit doors must only be secured by approved fastenings and must always be easily opened from the inside.

安全出口门一定要进行固定，并能够轻易从内部打开。

13. Fire extinguishers must be fixed in their prescribed position on the wall with the carrying handle about one meter from the floor. Extinguishers are to be checked annually under contract – unless their use has been required in the meantime, in which case a replacement or recharge must be arranged immediately.

灭火器应固定在墙上的指定位置，并保证压把距地面的距离为1米。根据相关合同，除非有正在使用，否则需应对灭火器进行年检，需要替换及填充的应立即进行。

14. Smoke detectors must be fitted in all guest bedrooms, corridors and Public areas and must be regularly checked.

每件客房，走廊，公共区域内都应装有烟感并定期检查。

15. The only portable appliances permitted using liquefied petroleum gas are as follows:

只有便携式器具使用液化石油气的条件：

- Flambé cooking trolleys and lamps, carving trolleys

	RESOURCE LIBRARY - TECHNICAL SERVICES Fire Precautions	<i>CODE:</i> 07.02.020
		<i>EDITION:</i> 1
		<i>PAGE</i> 3 OF 3

- 烹调车，使用灯及切肉车。
 - Engineer soldering or welding equipment
工程焊接设备
 - Workmen on site using various equipment
现场工人使用的相关设备
16. No form of entertainment which features smoke effects or any other fire element in their act should be allowed in the hotel.
酒店内包括任何吸烟形式的活动都是允许的。
17. All fat fryers must be provided with mechanical ventilation by overhead canopies and trunking with filters. A manual control switch for the power or fuel should be provided remote from the fryer and clearly marked indicating its use.
所有油锅必须配有机械通风装置，天棚及相应过滤器。应有手动控制开关来控制电源或燃料，或者有遥控器对其进行遥控，但是请标明使用说明。
18. When contractors are working on the premises the following precautions must be observed:
当供应商在酒店内时，请做相应的防护措施：
- No highly flammable gases or paints should be permitted on the premises without first informing the Chief Engineer/General Manager
禁止高度可燃气体或涂料进入酒店内，没有预先通知工程部总监或总经理。
 - Any work which might obstruct or endanger escape routes must not be permitted without informing the hotel management.
任何阻止酒店逃生路线的障碍物是不被允许的。
 - An inspection of the area where workmen have been working must be carried out on their completion of work each day.
施工人员施工结束后，必须每天检查其所在场所。
19. Meeting and conference rooms must be inspected by a staff member as soon as possible after the room is vacated and locked to prevent unauthorized access. Fire emergency procedures must be clearly displayed in all meeting rooms.
会议结束后应由员工检查，清空并上锁，防止未经授权进入。确保火灾紧急程序张贴在会议室内。
20. Staffs are not to smoke in unauthorized areas, the authorized smoking areas must have sufficient ashtrays which should be emptied regularly into metal bins.
员工不允许在未授权区域吸烟，在授权区域吸烟时应有烟缸并及时进行清理。
21. Fire training and fire drills must be carried out in accordance with the requirements set out in the company policies.
火灾培训及火灾演习的进行以巴伐利亚政策总经理相关要求予以执行。