



The Institute of Safety
& Health Practitioners
安全健康師學會



港青專業進修書院(夜校)
YMCA College of Continuing Education (Evening)

消防安全管理證書課程

Certificate in

Fire Safety Management

(5th intake)

2 April 2015 - 18 June 2015

12 sessions on every Thursday evening



Certificate in Fire Safety Management

1. Course Aims and Objective

Fire safety management is crucial to the overall safety of a building. For many new buildings, it has been incorporated in the design in like manner as other fire safety provisions and, sometimes, as part and parcel of the "fire engineering approach" with the objectives clearly stated in a fire safety manual. For existing buildings, it becomes particularly important as both active and passive fire protections therein may be inadequate compared with the present standards and have to be fully re-evaluated and, where necessary, upgraded in accordance with current statutory protection measures of the building, to prove due diligence of the building owner and to provide an optimal level of public safety.

Against such background, the Certificate Course in Fire Safety Management is developed and designed to assist building/facility managers and engineers to gain a deeper understanding of the properties of fire and the importance of its prevention as well as to cope with the existing need for improving fire safety in various buildings. This course provides practical knowledge on the identification of fire hazards and the proper management of fire protection systems, both active and passive. An overview of the legal requirements on fire safety is also included in the program. Upon completion of the training, participants will be able to draw up a site specific Fire Safety Plan for their workplace and to implement all fire safety measures as prescribed in the Plan methodically and systematically.

2. Target Groups

Professionals in building/facility management, engineers, safety officers, safety auditors, industrial entrepreneurs, and any person who wants to acquire the necessary knowledge in fire safety management will find the course very practical and useful.

3. Course Contents

Module 1 Fire Safety Legislation in Hong Kong

Common provisions of the legislation related to fire safety will be extracted and delivered. Lectures will focus on practical application of the relevant legislation mainly about provision and maintenance of fire service installations, fireman's lift, emergency vehicular access, types and abatement of fire hazard, improvement to fire safety measures in old buildings etc.

Module 2 Fire Service Installations and Means of Access

Introduction on Fire Service Installations (FSI) in buildings of various types and buildings under construction as required by HKFSD's Codes of Practice will be made. Legal requirements and the adoption of engineering approaches for the provision of FSI in buildings of special design will be discussed. Functions and uses of various common building FSI as well as the registered FSI contractors scheme will also be covered. Furthermore, requirements about Means of Access including fireman's lift, firefighting and rescue stairway and emergency vehicular access as stipulated in the Code of Practice for Fire Safety in Buildings 2011 will also be discussed.

Module 3 Fire Science and Safety in Buildings

Chemistry of fire, methods of extinguishment, flame types, combustibles burning characteristics, flammability of fuel, fire plume characteristics and flame spread on fuel surfaces will be introduced. Fire behaviour in compartments and the factors that affect the development, smoke movement and toxicity, and the occupants' respond during fire emergency will be discussed.

Module 4 Building Regulations on Fire Safety

Code of Practice on Means of Escape, use of building materials in building construction, fire resisting construction including compartmentation in buildings of various types in accordance with the Building Legislation will be extracted and delivered. Additions and Alterations for building modifications at various stages of building works will be elaborated. Legal requirement on unauthorized building works will also be covered.

Module 5 Emergency Planning and Fire Safety Plan

Emergency planning in buildings and occupancies of various types and building under construction; fire drills and emergency evacuation procedures; fire safety management in buildings of various types and buildings under construction will be discussed; drafting and implementation of fire safety plan for buildings of various types including various elements of the fire safety management, such as safety policy, audit of resources, emergency fire organization, training of staff, safety promotion, safety inspections and all fire safety equipment maintenance etc. will be delivered.

4. Speakers

Ir Ng Bong Loy, BEng(Hons), MPA, RPE(Fire), MHKIE, MIFireE - Ir Ng is a retired Chief Fire Officer of the Fire Services Department. With his 37 years working experience as a fire officer, Ir Ng has all-round knowledge and extremely rich experience and professionalism in fire safety management, fire protection requirements, firefighting and rescue operations etc. Ir Ng also has a solid grasp of fire engineering knowledge and applications. He is at present a Registered Professional Engineer (fire), member of the Hong Kong Institution of Engineers (Fire) and the Institution of Fire Engineers as well.

Ir Lam Man Yiu, BEng(Hons), MSc, MIFireE - Ir Lam has 30 years of practical fire-fighting and fire safety law enforcement experiences and retired from the local fire department for about two years. He had also acquired international experience from being a firefighter in the Fire Department of the City of Toronto, Ontario of Canada for 10 years. During his stay in Canada, he had participated in promoting fire professionalism as a founding member of the Canada Branch of the Institution of Fire Engineers. Ir Lam is presently a Chartered Fire Engineer of the Institution of Fire Engineers, UK and currently engaged in teaching fire science subjects at tertiary level.

Ms Chan Yoke Mun is currently the Regional Head of Health & Safety of a Hong Kong and Shanghai Banking Corporation (HSBC). She is a professional in Environmental, Health and Safety (EHS), including fire Safety with nearly 15 years of experience in consultancy and multinational corporations. With a full scholarship granted by the Swedish Institute, Yoke Mun obtained her second master degree, ie. MSc in Environmental Management and Policy from Lund University, Sweden. She then started her career as EHS Consultant with Environmental Resources Management (ERM) and moved on to a multinational

manufacturer where she gained considerable experience working with Factory Mutual (FM) Global on fire safety and loss prevention strategies. During her work as the Regional VP in H&S in Credit Suisse AG, Singapore, Yoke Mun completed the Fire Safety Manager (FSM) training with a book prize awarded by the Singapore Civil Defense Forces (SCDF). Yoke Mun is a registered FSM with SCDF and a registered Safety and Health Officer with the Department of Occupational Safety and Health (DOSH) of Malaysia.

Ir Yan Kin Chung, BEng(Hons), CEng, MHKIE, FIFireE - Ir Yan has more than 30 years of experience in fire profession. He is a retired Assistant Divisional Officer of the Hong Kong Fire Services Department. He was a council member of the Institution of Fire Engineers(Hong Kong Branch) from 2001 and kept on serving until retired from the Branch in 2013. Besides, he was a founding member of the fire division in Hong Kong Institution of Engineers. Ir Yan started his engineering profession as an electrical engineer in early 80s' to join in MTRC Island Line project which, amongst others, involved works in fire engineering. During his career in the local Fire Department, he was posted to different echelons for a variety of duties in firefighting, fire investigation, fire protection, control and mobilization of fire engines and ambulances to operational incidents, and management of information technology projects. Ir Yan teaches in a local tertiary education institute in the field of fire safety engineering.

Note: The above speakers will take up the major parts of the training program. Prof Andrew Wong will take up the advisory capacity for all Fire Safety Plan assignment submissions.

Program Principal Advisor:

Mr Kwok Jing Keung, Joe, SBS, FSDSM, CPM, Hon FIFireE, Hon F(UCLan) - Mr Kwok joined the Hong Kong Fire Services Department (HKFSD) as an Assistant Station Officer in 1971. He retired in 2007 in the capacity of Director of Fire Services after serving the Department for over 36 years. Throughout his career, he had undertaken various duties including firefighting and rescue, fire prevention, investigations, training and administration. With the experience he had amassed over the years and the positions he had held, he was able to make significant contributions towards the improvement of fire safety in the community and the development of fire engineering profession in Hong Kong.

In addition to his official duties at HKFSD, Mr. Kwok had also been actively involved in the work of the Institution of Fire Engineers (Hong Kong Branch) and was elected the President thrice in 1996/1997 and 2005/2007. In 2008, Mr Kwok, in collaboration with a group of people who shared his vision, established the China Hong Kong Fire Protection Association for the purposes, among others, of providing a platform for fire professionals to work together to promote fire safety in Hong Kong as well as strengthening ties and cooperation with their mainland and overseas counterparts in their incessant pursuit of further development in the fields of fire engineering and fire science. At present, he is the President of the Association.

Program Advisor:

Dr Ko Yu Chun, BSocSc(Hons), MPhil HK; MBAN Louis; EdD UTS; FIFireE; AFHKPS; Reg Psychol - Dr Ko is a registered psychologist and a 35 years veteran of the fire services in Canada and Hong Kong. He was the Founding Vice President/Secretary of The Institution of Fire Engineers Canada branch and was also a member of the Professional Standards Setting Body for fire services in Ontario Canada. Dr Ko is currently actively involved in tertiary education in the fields of fire safety engineering, psychology and

management.

Program Technical Advisor

Professor Andrew W Wong, MBA, CFIFireE, CFEL, CFII, MASSE, MICF – Prof Wong is a 42-year veteran of the professional fire services in Hong Kong and in Canada. Professor WONG was the Founding President of The Institution of Fire Engineers Canada Branch and the first recipient of the Companion Fellow title amongst the world-wide membership of the Institution of Fire Engineers. He is one of the Founding Directors of the Ontario Fire Marshal's Public Fire Safety Council. He has been Senior Divisional Officer of the Hong Kong Fire Services Department and also an Executive Officer (Fire Protection Specialist) of the City of Vaughan Fire and Rescue Service in Ontario, Canada. Andrew was a Professor of the Toronto-based Seneca College of Applied Arts and Technology for over 17 years. He was instrumental in teaching certificate courses in Fire Safety Planning in Canada.

Andrew is a Registered Designer (Fire Protection) with the Ontario Ministry of Municipal Affairs and Housing, and a Certified Fire Prevention Officer with the Ontario Ministry of Community Safety and Correctional Services. He is a Professional Member of the American Society of Safety Engineers and a Professional Member of the International Coach Federation. He is also a Certified Fire and Explosion Investigator and Instructor. His Canada-based consulting company is specialized in preparing site-specific fire safety plans for various occupancies and training of staff in the implementation of fire safety plans.

Program Quality Control Advisor:

Mr Li Hung Sum, Albert, BEng(Hons), FIFireE, Hon F(UCLan), After serving in a private firm as an assistant electric engineer for one year, Mr Li joined the public service and worked in the Hong Kong Fire Services Department (HKFSD) in 1979 and retired in 2010. Within his stay in HKFSD, he started as an Assistant Station Officer and advanced to the rank of Chief Fire Officer. Along his career path in HKFSD, Mr Li had gained wide experience and profound knowledge in firefighting and rescue, fire prevention and large scale project management. Due to his unflinching effort to promote fire engineering knowledge, he had been elected as the President of the Institution of Fire Engineers HK Branch in 2009.

5. Award of Certificate

Participants who have attended at least 75% of the classroom sessions (for each module) and satisfactorily completed the course assignments will be awarded a certificate of completion with 36 CPD-hours.

6. Time and Schedule

36 hours in 12 sessions (3 hours each in weekday evening or weekend day classes)

Session 1	2 April 2015	(Thursday 19:00 – 22:00)
Session 2	9 April 2015	(Thursday 19:00 – 22:00)
Session 3	16 April 2015	(Thursday 19:00 – 22:00)
Session 4	23 April 2015	(Thursday 19:00 – 22:00)
Session 5	30 April 2015	(Thursday 19:00 – 22:00)
Session 6	7 May 2015	(Thursday 19:00 – 22:00)
Session 7	14 May 2015	(Thursday 19:00 – 22:00)

Session 8	21 May 2015	(Thursday 19:00 – 22:00)
Session 9	28 May 2015	(Thursday 19:00 – 22:00)
Session 10	4 June 2015	(Thursday 19:00 – 22:00)
Session 11	11 June 2015	(Thursday 19:00 – 22:00)
Session 12	18 June 2015	(Thursday 19:00 – 22:00)

7. Medium of Instruction

Cantonese (supplemented by English) with English hand-out

8. Application Deadline: One week prior to date of intake (26 March 2015)

9. Course Fee per Participant:

Normal	HK\$4,800	
Early Bird	HK\$4,500	(Enroll two weeks prior to date of intake) (19 March 2015)
Extra Discount	HK\$300	(Offer to members of the Co-organizers and supporting organizations)

10. General Notes to Applicants:

To be provided by the YMCA College of Continuing Education

11. Co-operating Parties:

Program Facilitator: YMCA College of Continuing Education

Program Technical Advisor: Insight Fire-Life Consultants

Program Supporting Organization: China Hong Kong Fire Protection Association

Program Supporting Organization: The Institute of Safety and Health Practitioners

Program Organizer: Lawrence Ho Consultancy

12. Venue

YMCA College of Continuing Education (6/F, 41 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong)



Enquiries: 2268 7733

Website: www.ymcahkcollege.edu.hk

Address: 6/F, 41 Salisbury Road, TST, Kowloon, Hong Kong



Certificate in Fire Safety Management

Application Form (15QFM2100100)



The personal information provided in this application form will be used for the purpose of application of our course and other related activities only. The applicant has right to access and correction with respect to personal information.

Personal Particulars (Please complete in <u>block letters</u>)		<input type="checkbox"/> Normal (Enroll after 19/3): HK\$4,800	
Please <input checked="" type="checkbox"/> for choosing the category of enrolment:		<input type="checkbox"/> Early Bird (Enroll before 19/3) / Extra discount: HK\$4,500	
1. Full Name (Same as in HKID Card)		<input type="checkbox"/> Early Bird (Enroll before 19/3) + Extra discount: HK\$4,200	
_____		_____	
Surname in English	Given name in English	Name in Chinese	
2. Company: _____		Department/ Job Title: _____	
3. Gender (please✓) ()M ()F	4. Date of birth (dd/mm/yyyy) ____/____/____	5. HKID Card No. _____ ()	6. Telephone No. Home: _____ Office: _____ Mobile: _____
7. Postal address: _____ _____			
8. Email address: _____			
9. In case of course fee refund, please provide the cheque payee' s name (Must be the same name of a bank account and please write it in BLOCK CAPITAL LETTERS): _____			

Conditions of Participation in YMCA of Hong Kong Organized Activities	
1. In choosing to participate in the activity, the participants acknowledge and freely accept that there is a risk of personal injury or loss. Such injuries could range from relatively minor strained muscles, joints and ligaments, lacerations and such to more serious injuries such as broken bones, concussions and so forth that may result in disability or even death.	
2. The participant agrees to adopt behaviors and actions that contribute to safety and prevention of injury of both themselves and others. The YMCA of Hong Kong provides safety rules, regulations and advice in this regard, to which the participants are to strictly adhere.	
3. The participants understand and agree that they will not hold the YMCA of Hong Kong or its officers responsible for any loss, injury or damage to themselves or their property as a result of participation in this activity.	
4. The participants understand and agree the YMCA of Hong Kong or the College reserves the right to change the contents, time, date, venue and cancellation of course/ activity without prior notice.	
5. The YMCA of HK has the right to take photo of or video-record the class activity for the purpose of publicity and course promotion. Participants who do not wish to be captured by photo or to be shown in any other means, please kindly notify staff in advance. The YMCA of HK will then make proper arrangement.	
Signature: _____	Date: _____

Enrolment Guidelines

A. Application in person

1. Please fill in the application form and pay the course fee by cash or by crossed cheque made payable to “YMCA of HONG KONG” or “香港基督教青年會”. Please write a contact applicant’s contact number, name in full and course/ activity name at the back of the cheque.
2. Please make your payment at the **Member Services Counter** located on the G/F at least seven days before the event date.

B. Application by post

1. Please settle the course fee by preparing a crossed cheque made payable to “YMCA of HONG KONG” or “香港基督教青年會”. Please write a contact applicant’s contact number, name in full and course/ activity name at the back of the cheque.
2. Please send the signed application form together with the crossed cheque to **G/E, YMCA of Hong Kong, 41 Salisbury Road, Tsim Sha Tsui (Attention to: Member Services Counter)** at least seven days before the event date (based on the date of stamp chop).

C. Receiving YMCA course information

Do you wish to receive YMCA course information in future? (Please)

- Yes, by post/ email No, thank you

D. Remarks

1. **All fees paid are NOT refundable or transferable after application**, unless the following cases occur:
 - ◆ The course is withdrawn or not offered;
 - ◆ On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded around 4 to 6 weeks of the premature cessation.
2. YMCA of Hong Kong reserves the right to cancel course/ activity due to insufficient enrolment. All efforts will be made to place participants in a similar course. If none is available, fee paid will be refunded by cheque and post.