

Fire Services Department

General Fire Safety Requirements

A. Restrictions on Location

Converted school premises shall not be located : -

- (a) in any premises designed for residential use;
- (b) in any industrial building, warehouses, cinemas or premises whereby the undertakings therein may endanger the lives or safety of pupils;
- (c) in any premises situated at a height of 30m above ground level;

(Not applicable to those premises used for conducting courses for adults under the Education Ordinance)

- (d) in any premises located vertically above/below a restaurant/club.

B. Standard Requirements

The following fire safety requirements have been uploaded to FSD's home page for the reference of applicants.

(https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_school.html)

- (a) Fire Safety Requirements for Converted School Premises (SCH/102)
- (b) Fire Safety Requirements for Laboratory (SCH/101)
- (c) Fire Safety Requirements for Design & Technology / Art Room (SCH/104)
- (d) Fire Safety Requirements for Computer Classroom (SCH/107)

C. Fire Safety Precautions

1. Fire Service Installations and Equipment

All fire service installations and equipment provided shall be :

- 1.1 Kept clear from any obstruction;
- 1.2 Clearly indicated as regard to their locations and methods of operation;
- 1.3 Maintained in efficient working order at all times; and
- 1.4 Inspected at least once every twelve months.

Works related to para. 1.4 above shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the works. Failure to observe the fire safety precautions in para 1.3 & 1.4 may result in the owner of the installations being prosecuted under Regulation 8(1) of the Fire Services (Installations and Equipment) Regulations (Cap.95 sub. leg. B).

Whenever the fire service installations and equipment provided involve:

- 1.5 Maintenance/inspection/modification/repair work(s) to be carried out overnight or for more than 24 hours continuously;
- 1.6 Extension of FSI shutdown;
- 1.7 Resumption of FSI; or
- 1.8 Termination of FSI work(s);

the Registered FSI Contractor employed shall follow and pay special attention to the procedures in the course of submission of “Notification of FSI Shutdown” as stipulated in Fire Services Department Circular Letter No. 2/2026.

2. Means of Escape

All means of escape shall be kept free from obstruction. In particular: -

- 2.1 No article or thing shall be left in the means of escape at any time (if in a domestic building) / at all times when persons are present in the building (if in a commercial building); and
- 2.2 All exits/doors shall be kept openable from the inside without the use of a key and all metal gates and shutters, where installed, shall be kept in the open position at all times when members of the public are present in the premises.

Failure to observe these precautions may result in the operator being prosecuted under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation (Cap. 95 sub. leg. F) without prior warning.

- 2.3 All smoke stop doors provided in the premises shall be kept in closed position at all times.

3. Dangerous Goods

- 3.1 No storage or use of Dangerous Goods (DG) in excess of the respective exempt quantity as stipulated in the Dangerous Goods (Application and Exemption) Regulation 2012, Chapter 295E, Laws of Hong Kong is permitted without a licence granted by the Director of Fire Services.
- 3.2 According to Section 142(1) of the Dangerous Goods (Control) Regulation, Chapter 295G, Laws of Hong Kong (Cap. 295G), the packing, marking and labelling of DG shall comply with those specified in Schedule 6 of Cap. 295G.

4. Emergency Evacuation Plan

- 4.1 An emergency evacuation plan of the school premises shall be formulated in case of fire. The plan shall be formulated in accordance with the “Guideline for Emergency Evacuation Plan of School” set out in the School Administration Guide (May 2026 Edition), with reference to the contents of Appendix 4.
- 4.2 Fire escape routes shall be displayed in the school premises.
- 4.3 The responsibility for sounding a fire alarm in a school should not be delegated to one individual. It should be the duty of any person discovering or suspecting an outbreak of fire to give the alarm.

**Inspection Procedures by the Fire Services Department
for the Registration of Extension of School Premises
(For Premises Not Designed and Constructed as a School)**

