

**Drug Dependent Persons Treatment and Rehabilitation
Centres (Licensing) Bill
Building and Fire Safety Requirements
Under the Code of Practice for Drug Dependent Persons
Treatment and Rehabilitation Centres**

At the Bills Committee meeting on 18 December 2000, Members enquired about the detailed requirements on building and fire safety under the proposed licensing scheme for drug treatment and rehabilitation centres. Such requirements, which are stipulated in detail in the Code of Practice to be issued under clause 25 of the Drug Dependent Persons Treatment and Rehabilitation Centres (Licensing) Bill, are now enclosed for Members' reference. The Code of Practice is still in draft form and has yet to be finalized after further consultation with the concerned agencies.

Security Bureau
January 2001

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CHAPTER 5

BUILDING AND ACCOMMODATION

5.1 General

- 5.1.1 All treatment centres shall comply with the relevant provisions of the Buildings Ordinance (Cap. 123) and its subsidiary regulations as well as any requirement made by the Building Authority relating to safety and health standards for private buildings. Formal submission of plans of any new building to be erected for the operation of a centre to the Building Authority for approval is required prior to construction.
- 5.1.2 Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein should be taken as in any way derogating from the powers of the Building Authority to secure reasonable and adequate safety and health standards of the buildings.
- 5.1.3 As the subject matters are often related to complicated technical issues which may be difficult to overcome, the applicant is strongly advised to enlist the service of an Authorized Person (AP) (an architect, engineer or surveyor registered under the Buildings Ordinance) at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.
- 5.1.4 Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the Building Authority by an AP and/or Registered Structural Engineer (RSE) is required. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. A Directory of AP and RSE registered under the Buildings Ordinance are available at the web site *www.info.gov.hk/bd* or in the Buildings Department for viewing.

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5.2 Restriction on Premises

No part of a treatment centre shall be located in or under any structures built without the approval and consent of the Building Authority, unless exempted.

5.3 Structural Design

5.3.1 The minimum imposed load of the premises shall not be less than 2.0 kPa for dormitory areas and 2.5kPa for living/recreational areas.

5.3.2 The increased loading, caused by internal alterations such as raised flooring and new partition walls, which affects the structure of the building shall be adequately justified by an AP/RSE.

5.3.3 The premises shall be kept in sound structural condition.

5.4 Fire Resisting Construction

5.4.1 Every treatment centre shall be designed and constructed in accordance with the Code of Practice for Fire Resisting Construction 1996 issued by the Building Authority and any subsequent amendments or revisions made.

5.4.2 Some of the general requirements on fire resisting construction include-

- (a) Every element of construction within each compartment and every compartment wall or floor shall have a fire resistance period (FRP) of not less than 1 hour.

Every treatment centre shall be separated from other parts of the building of different uses by walls and floors of the same FRP as that of the element of construction of the respective uses.

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- (c) The kitchen in a treatment centre shall be separated from other parts of the centre premises by walls having a FRP of not less than 1 hour and the door of the kitchen shall have a FRP of not less than 1/2 hour and be self-closing.
- (d) In case where new fire resisting walls, doors and construction are involved, a duly completed Form at Appendix I from an AP/RSE shall be submitted on behalf of the applicant to the Building Authority to substantiate the FRP of the fire resisting components.

5.5 Means of Escape

5.5.1 Every treatment centre shall be provided with adequate fire exits and exit routes in accordance with the Code of Practice for the Provision of Means of Escape in case of Fire 1996 issued by the Building Authority and any subsequent amendments or revisions made.

5.5.2 Some of the general requirements on means of escape include -

- (a) For capacity of more than 30 persons in a storey/room, at least 2 exit routes should be provided.
- (b) All exit routes shall have a minimum width of not less than 1050 mm. The exist doors shall each have a minimum width of not less than 750 mm for capacity of 30 persons or less; and 850 mm for capacity between 31-200 persons with a minimum total width of 1750 mm. All means of escape shall be kept free from obstruction.
- (c) The clear height in the exit route(s) shall be not less than 2 m.
- (d) Where the capacity of individual rooms or every storey of a treatment centre exceeds 30 persons, all door across exit routes shall open in the direction of exit and shall not obstruct any part of the exit routes by the swing of the doors.

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- (e) If it is necessary to secure an exit door against entry from outside, the locking device shall be of the type which is capable of being readily opened from the inside without the use of a key.
- (f) Fire-resisting self-closing doors shall not be held in the open position by hooks, wedges or other similar device.
- (g) The capacity of a treatment centre shall be assessed by using an occupancy factor of 3 m² usable floor area per person or on the basis of detailed layout plans.

5.6 Lighting and Ventilation

- 5.6.1 The ceiling of every habitable room should be situated at a height not less than 2.5 m measuring vertically from the floor or not less than 2.3 m measuring vertically from the floor to the underside of any beam.
- 5.6.2 Every room used for habitation or for the purposes of an office or as a kitchen in a treatment centre shall be provided with natural lighting and ventilation. Such natural lighting and ventilation shall be provided by means of one or more windows facing external air having an aggregate area of glass of not less than one-tenth of the floor area of the room; and which can, to an extent at least equal in aggregate to one-sixteenth of the floor area of the room, be openable in accordance with Building (Planning) Regulations 30 and 31.
- 5.6.3 Every room containing a soil fitment or waste fitment in a treatment centre shall be provided with a window facing open air having an aggregate area of glass of not less than one-tenth of the floor area of the room; and which can, to an extent of not less in area than one-tenth of the floor area of the room, be opened directly into the open air in accordance with Building (Planning) Regulation 36.

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5.6.4 Exemption from natural lighting and ventilation in kitchen, ancillary office and toilet may be given on condition that artificial lighting and mechanical ventilation not less than 5 air change per hour are provided to the satisfaction of the Building Authority.

5.6.5 Where a room-sealed gas water heater serves a bathroom or is installed in any place in the centre other than in the bathroom, adequate aperture in an external wall with direct access to the external air shall be provided to the satisfaction of the Building Authority.

5.7 Provision of Sanitary Fitments

5.7.1 All sanitary fitments, plumbing drainage works and materials shall be in accordance with the provisions of the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations.

5.7.2 The number of watercloset fitments, lavatory basins and baths or showers provided shall be not less than the number specified below-

No. of persons residing or likely to reside in the building	No. of Watercloset fitment	No. of lavatory basins	No. of baths or showers
1-8 inclusive	1	1	1
8-20	2	2	2
For every additional 15 person or part thereof	1 additional fitment		

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CHAPTER 6

FIRE SAFETY

6.1 General

All treatment centres are subject to inspection by the Fire Services Department (FSD) and should comply with any recommendation made by FSD regarding safety and fire precautionary measures.

6.2 Fire Safety Requirements

6.2.1 For centres not exceeding 3-storey in height (FSD may consider to waive some of the requirements for existing centres based on their individual merits/constraints) -

- (a) A manual fire alarm system to be provided.
- (b) An emergency lighting system to cover the entire building in particular the exit routes.
- (c) Exit signs to be provided.
- (d) Portable fire extinguishers, preferably ones using dry powder, and fire blankets, as required by the Director of Fire Services.
- (e) All electric wirings supplying electricity shall be run in metal conduit and be securely fixed on wall/floor.
- (f) Battery powered smoke detectors to be provided in sleeping accommodation.
- (g) Observation of fire safety precautions as detailed in section 6.4.

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- (h) For centres that are remotely situated with no emergency vehicular access and/or water supply for fire-fighting, a hose reel system with a 2 m³ water tank to be provided.

6.2.2 For new centres exceeding 3-storey in height or forming part of the major development/complex -

- (a) provision of fire service installations and equipment shall be provided in accordance with the current requirements as specified in paragraph 4.32 or 4.33 of the Code of Practice for Minimum Fire Service Installations and Equipment, and
- (b) where emergency vehicular access and/or water supply for fire-fighting are not available, enhanced fire safety requirements may be prescribed by the Director of Fire Services.

6.3 Additional Requirements

6.3.1 All fire service installations and equipment installed in the centre premises shall be maintained in efficient working order at all times and inspected by a Registered Fire Service Installations Contractor at least once in every 12 months. A copy of the “Certificate of Fire Service Installations and Equipment” (Form FS 251) issued by the Contractor shall be submitted to the Director of Social Welfare as proof of compliance.

6.3.2 All fixed electrical installations in the centre premises shall be installed, inspected, tested and certified by an electrical worker and contractor registered with the Director of Electrical and Mechanical Services. A copy of the certificate shall be forwarded to the Director of Social Welfare when available as proof of compliance with the provisions in the Electricity Ordinance (Cap.406), which shall be re-validated every five years thereafter.

6.3.3 All gas installation or alteration work at the centre premises must be

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undertaken by a Registered Gas Contractor in accordance with the Gas Safety Ordinance (Cap.51). A copy of the certificate of compliance/completion shall be forwarded to the Director of Social Welfare when available as proof of compliance with the gas safety regulations and relevant Towngas, or liquefied petroleum gas (LPG) codes of practice. If a piped gas supply, Towngas or LPG central supply is already available in the centre premises, it should be used to supply all gas equipment. Only when a piped-gas supply is not available should consideration be given to using individual LPG cylinders stored in a purposely designed chamber (in accordance with the latest edition of “Gas Utilisation Code of Practice 06 – LPG Installations for Catering Purposes in Commercial Premises” issued by the Gas Authority).

- 6.3.4 Gas appliances installed should be those models equipped with flame failure device. Gas water heaters should be of the room-sealed balanced flue type. All gas equipment should be inspected/maintained annually for safe operation by a Registered Gas Contractor. Documentary proof of continuing annual inspection/maintenance shall be submitted with any application for renewal of licence.

6.4 Fire Safety Precautions

- 6.4.1 No cooking in naked flame is permitted in the centre premises other than in the kitchen. Naked flames shall be handled with care.
- 6.4.2 Where gas appliances are installed –
- (a) be aware of the users’ instructions provided by the manufacturers when using gas appliances so as to ensure safe operation including gas ignition, etc.
 - (b) liaise with the Registered Gas Contractor for regular check of the gas appliances as prescribed by paragraph 6.3.4 and safety advice on gas-related matters.

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6.4.3 All staff of the treatment centre must be fully conversant with the potential fire danger and any member discovering a fire must –

- (a) give an alarm to warn all other staff and residents;
- (b) ensure that the fire is reported to FSD by telephoning 999;
and
- (c) make joint effort with other members of staff to evacuate the residents, particularly those requiring assistance.

6.4.4 Late patrol of the centre premises shall be conducted every night to ensure that –

- (a) all cooking/heating appliances are turned off;
- (b) all doors leading to common corridors are closed;
- (c) no matter or thing is left to obstruct the exit routes; and
- (d) any door along escape routes which is required to be locked should be openable in the direction of egress without the use of key in an emergency.

6.4.5 If gas leakage is suspected, responsible staff must –

- extinguish naked flames
- turn off gas taps**
- not** operate electrical switches
- open** windows and doors wide

Immediately call the gas supplier's emergency number using a telephone remote from the affected area. The gas supply must not be turned on again until it has been checked by the gas supplier's staff or Registered Gas Contractor.

**IF THE GAS CONTINUES TO LEAK AFTER THE TAPS
HAVE BEEN TURNED OFF OR THE SMELL OF GAS STILL**

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PERSISTS, RESPONSIBLE STAFF MUST –

Immediately call emergency services at 999 and the gas supplier using an outside telephone. Evacuate residents from the area to a safe location and await arrival of personnel of emergency services.

- 6.4.6 The centre shall be under the close supervision of the specified operator or any person designated by him or her at all times.
- 6.4.7 Means of communication with FSD shall remain available at all times and the specified operator or any person designated by him or her shall be responsible for reporting any fire or emergency.
- 6.4.8 Fire drills shall be conducted at least annually. Roll call shall be taken to ensure all persons are accounted for. An evacuation plan shall be drawn up and be submitted to DSW as and when required.
- 6.4.9 Any intended storage or use of dangerous goods as defined in the Dangerous Goods Ordinance (Cap.295) should be notified to the Director of Fire Services.