



第一章 如何預防火災發生

How to Prevent Fire Occurrence

▲If you encounter with a fire, you had better take the following measures:

如巧遇到火災發生，最好採取下列四項措施：

1.Extinguish the fire immediately.

迅速滅火。

2.Calling the 110/119 for help and report the fire.

報警（消）求助。

3.Escape as soon as possible. If there is no way of fleeing with your life/escaping, take shelter first.

盡可能逃生。如果無法逃生，應先行避難。

4.Take refuge in a safe place and wait for emergency rescue.

在安全處所避難並等待救援。

▲Methods of extinguishing the fire:

滅火方法：

1.Easy methods of putting out a fire:

簡易滅火方法：

(1)Have a fire extinguisher ready at hand/home.

手邊（家中）請準備滅火器以備不時之需。

(2)When dealing with an ordinary fire, you could use water, beverage or cover wet cloth to put it out directly.

在處理一般火災時可用水、飲料或以溼布覆蓋直接撲滅火勢。

(3)If the frying pan suddenly caught fire while cooking and there was no fire extinguisher around, cover the wok with its lid or wet cloth to put out the fire.

炒菜時油鍋突然起火，如無滅火設備，可將鍋蓋蓋上或用溼布覆蓋滅火。

2. Ways of using the fire-fighting apparatus:

滅火器使用方法：

(1) Pull the plug.

拉插銷。

(2) Pull the hose.

拉皮管。

(3) Press the handle.

壓把柄。

When the fire is out, water the residual ash and make sure the fire has already been gone out/snuffed out/put out/died out/burnt out/extinguished.

熄滅後，用水澆熄餘燼並確定火已熄滅。

3. Ways of using indoor hydrant:

室內消防栓之操作方法：

(1) Water column: Extinguish the fire source in a second.

水柱：迅速撲滅火源。

(2) Spray: Cool down the temperature in the house and obstruct the thick smoke.

水霧：冷卻室溫，並且阻絕濃煙。

▲ Alarm Precaution:

報警注意事項：

1. When there is a fire, you should shout out loud for help to alert your neighbors, escape at once, and assist in putting out the fire or calling the fire brigade.

當火災發生時，請大聲呼喊，使鄰居提早知道發生火災，即時逃生並協助滅火或報案。

2. Call 119 and report the fire to the fire department. (For pay phone, just dial 119 for connection.)

可使用電話撥119向消防單位報案。（公用電話，直接撥119即可接通。）

3. Tell the firefighter the exact address/location, any distinguishable land-



mark, burning condition, or whether there is anyone trapped inside. Allow the firefighters to get full understanding/control of the fire and do the rescue work promptly.

請告訴消防人員火災詳細地址（地點）、附近明顯標示物、火災燃燒情況及是否有人受困，以便消防人員掌握狀況、即時搶救。

▲Prevent electrical short circuit:

防止電線短路：

- 1.Plug the socket securely, overloaded using is not allowed.

電器插頭要插牢，不可超負荷使用。

- 2.If you have to leave the building for a while, switch off the power of electrical appliance to avoid losses more than you can take.

若需離開建築物好一陣子，一定要關閉電器電源以避免遺憾。

- 3.Be extra careful with some flammable electrical appliances, such as heater and aquarium motor. These can cause fire because of overheating while running.

使用時需特別注意易起火的電器像電暖器及魚缸馬達等。他們會因運轉過熱而起火燃燒。

- 4.Check anytime or timely if there is any damage to the wire.

隨時或適時檢查電線是否破損。

▲Notice of disposing cigarette butts:

菸蒂處理注意事項：

- 1.Make it a habit to extinguish the cigarette butt.

養成熄滅菸蒂之習慣。

- 2.Do not smoke in bed.

不可在床上吸菸。

- 3.Do not throw/litter the lighted butt into the garbage can or anywhere.

未熄滅的菸蒂不可丟入垃圾桶或隨手亂丟。

▲Cooking with caution:

烹煮食物應注意事項：

- 1.If you have to go out while cooking, turn off the gas/electrical stove first.
烹調中如需外出，請先關閉瓦斯爐（電爐）。
- 2.Do not put any flammable object near the range.
爐火附近不宜放置可燃物。
- 3.Do not cook a full pot of soup to avoid spilling and extinguish the range that may result in gas leakage.
湯食不要盛裝太滿，以免溢出時熄滅爐火造成瓦斯外洩。
- 4.Clean the smoke exhaust whenever necessary to prevent fire ignition due to the accumulated grease.
排油煙機應隨時清洗，以防止爐火引燃蓄積的油垢。
- 5.Keep some dangerous stuff, like lighters and matches, out of children's reach.
請將打火機及火柴等危險物品放置在兒童無法取得地方。

▲Two major causes of the gas disaster:

發生瓦斯災害的兩大原因：

- 1.Gas leakage ignition or explosion: Gas explosion usually happens because there was gas leakage that you are not aware of and ignited if there is a fire source.
瓦斯漏氣引燃或氣爆：因瓦斯外洩未察覺，遇有火源即引燃甚至產生瓦斯氣爆。
- 2.Once you turn off the fire on the range, the move may result in gas leakage or incomplete burning which may produce carbon monoxide poisoning if ventilation is not good while cooking. As a result, you should have good ventilation while cooking. Adjust the fire to blue color (red color means there is incomplete burning of the fire) so that you could prevent life loss due to carbon monoxide poisoning.
如果在烹調時空氣不流通，一旦爐火熄滅造成瓦斯外洩或因燃燒不完全，會造成一氧化碳中毒。因此在烹煮食物時，應保持良好通風狀況，爐火亦應調節至藍色（紅色為火焰燃燒不完全之情形），避免因產生一氧化碳而發生不幸。



- 3.If you cook and install water heater inside with your doors and windows shut, these can easily cause incomplete burning because of being lack of oxygen. As a result, this will also generate carbon monoxide which will make residents become unconscious or even result in death.

如果你在烹煮及有熱水器裝置於室內且門窗緊閉，易因燃燒不完全而缺氧。此舉將會產生一氧化碳，因而導致住戶昏迷或死亡。

- 4.Check the gas switch and rubber hose frequently whether it was loosen or damaged.

請經常檢查瓦斯開關、橡皮管等是否有鬆動或破損情形。

- 5.Pay heed to the safety regulation “Keep out of Fire.” while you are using the gas.

使用瓦斯請注意「人離火熄」安全守則。

- 6.Take the following steps when you find that there is gas leakage:

發現瓦斯漏氣時，請採取下列步驟：

- (1)Turn off the gas (stove) .

關閉瓦斯開關。

- (2)Open the doors and windows slightly for ventilation.

輕輕地打開門窗通風。

- (3)Do not ignite any fire, spark, and never switch on/off electrical appliances such as the light, electric fan, or smoke exhaust.

不要點任何火種、火花、尤其不可開、關電器像電燈、電扇或抽風機等。

▲Prohibit children from playing with fire:

嚴禁兒童玩火：

- 1.Keep lighters and matches out of children’s reach as much as possible.

盡可能將打火機及火柴等放置在兒童無法取得地方。

- 2.If you saw the children playing with lighter or matches, stop him/her immediately and explain the danger of playing with fire to them.

如發現孩童正在玩打火機或火柴，請立刻禁止，並說明玩火的危險。

- 3.Tell the children to hand over the lighter or matches he/she found immedi-

ately to elder people for safekeeping.

告訴兒童如果發現打火機或火柴，立刻送交給大人保管。

▲Precautions in Public Places:

進出公共場所應注意事項：

The main element of major injuries and death during a fire in public places is the mismanagement and deficiency of in-job training for the staff. Aside from the responsibility of the operator over its fire safety, we should observe the following matters when we get into the public places for our own safety:

管理不善與員工訓練不足是造成公共場所火災重大傷亡的主要因素。但公共場所的消防安全除了業者應該負責維護外，當我們進入公共場所時應先觀察下列事項，以保自身安全：

- 1.If the motorcycles/bicycles are parked in a mess outside the field of business or if the style of motorcycle/bicycles are weird, this means people coming in and out of this place are very complicated and the chance of having disputes or arson is bigger than any other public places.

營業場所外機車（腳踏車）擺放很雜亂，或機車（腳踏車）造型奇形怪狀，表示出入該場所的人很雜，發生糾紛或縱火的機會比其他公共場所要來的高。

- 2.Make your consumption at the lower floor as much as possible, preferably at the ground floor.

盡可能在低層樓消費，最好是在地面層。

- 3.Was the rampart (wall outside) full of advertisement or installed with grille (steel windows) ? Was its indoor design (internal furnishing) mostly made of combustible materials?

外牆是不是以廣告物封死或外罩鐵窗？內部裝修是不是大量使用易燃材料？

- 4.Make an observation first whether there are at least two or more fire exits or not. If there is only one exit, there will be insufficient ways of escaping once there is a fire. Do not go to this kind of place, especially those in the basement which are extremely hazardous.



先察看該場所是不是至少有二個或多個以上不同方向之逃生出口。如僅有一出逃生入口，發生火警時將無足夠逃生門。這種場所可千萬別去，尤其是地下室更是危險。

5. Check whether the exit door is kept in good condition. Exit door should not be locked anytime. Once there is a fire, we could make the fire, smoke and heat isolated in the source floor at the same time, and will not hit other floors to ensure people can escape through the exit door and stairs successfully.

查看安全門是不是保持正常（堪用）狀態，安全門任何時候絕對不能上鎖。一旦發生火災時，才能將火、煙、熱氣同時阻隔於起火樓層內，不致於波及其他樓層，確保民眾可從安全門及樓梯順利逃生。

6. Are there any fire extinguishers, escape slings, indoor hydrants, etc. in the certain place? Where are these things installed? Are they properly installed? These should be installed at an obvious place so that they can be found easily and used when there is a fire.

有沒有滅火器、緩降機、室內消防栓等消防安全設備？在哪？是不是安置恰當？是不是放在明顯位置？發生火警時才可以快速找到並使用。

7. Once you get into a private room or hotel, take a few minutes to think over what to do if there is a fire, and the ways of getting out in a escape route. Don't hesitate once there is a fire. Take action immediately and escape.

進入包廂或旅館房間，花一、二分鐘，想想萬一起火時怎麼辦？有哪些逃生路線？一旦成災，不要猶豫。要立刻採取避難、逃生行動。

第二章 如何避免溺水

Methods of avoid drowning

▲For children:

孩童篇：

A bathtub or bathing basin filled with water in the bathroom are the places that can most easily cause children drowning!

在裝滿水的浴缸和澡盆之浴室裡，乃是幼兒最容易發生溺水的地方！

1. Do not leave a child alone/behind in the bathroom.

不可將幼兒單獨遺留（忘）在浴室裡。

2. It is advisable to utilize anti-skid tiles or floor pads in the bathroom.

浴室中最好採用防滑地磚或地墊。

3. Don't leave a child alone near the washing machine filled with water!

別讓幼兒獨自靠近裝滿水的洗衣機。

4. If there is a pond at your house or water tank at the rooftop, prohibit children from staying or playing alone and prevent from falling accidentally.

家有水塘或頂樓水塔，更應嚴禁兒童單獨逗留玩耍，以免不慎跌入。

5. Parents should pay extra attention to water hazards (water accumulation area) near the house and prohibit children from going out for playing after a torrential rain.

天雨過後，家長必須特別留意住家附近的積水情形，並嚴禁孩童在豪（大）雨過後出去玩耍。

▲General situation:

一般狀況：

1. Selection of water frolicking ground—Choose an open resort or water activity area with lifesavers on duty.

選擇戲水場地，應在開放浴場或有救生人員值勤的水域活動。

2. Do not swim in areas posted with prohibition signs such as “No Swim-



ming”, “Dangerous! Deep Water.”, etc.

不可在設有「禁止游泳」、「水深危險」等禁止標誌區域內游泳。

3. Do warm-up exercises before going into the water.

下水前先要做伸展暖身操。

4. When swimming – The best is to swim in a group of two, having a partner to look after each other.

游泳時最好二人一組，與夥伴彼此互相照應。

5. On the shore – Have one to two persons staying ashore to take alert for safety’s sake!

在岸上應留一至二人作警戒，以策安全！

6. When someone is found drowning, shout out loud for help and seek for support instantly!

若發現有人溺水時，應大聲呼救並請求支援！

7. Those who are not familiar with rescue techniques should not go into the water! Call 119 to get assistance.

未熟練救生技術者，不可冒然下水救人！應同時請人撥打119（向消防隊求援）。

8. It is not advisable to wear jeans or trousers into the water when swimming.

不建議穿著牛仔褲或長褲下水游泳。

9. Do not go swimming when you are very hungry, full, drunk, or feeling blue.

Wait for at least one hour after a meal before swimming.

太餓、過飽、有醉意或心情欠佳時，不應下水游泳；飯後游泳最好要隔一小時。

10. Do not swim in these areas!

切勿在這些區域游泳！

(1) Navigation channel.

（船行）航道。

(2) Harbor.

碼頭。

(3) Reef area.

礁岩區。

(4) Swift currents area.

急流區。

(5) Port area.

港區。

11. Beginners should learn some self-lifesaving methods and simple first aid techniques. Such as CPR.

初學者應學些自救方法和簡易急救技術。譬如心肺復甦術。

Ways and time of checking and practicing CPR toward a victim:

檢查病患並實施 CPR：

(1) Two big blow to victim successively.

對病患連續吹二大口氣。

(2) Check if there is any pulse beat at the neck.

檢查頸動脈是否有脈搏。

(3) If there is no pulse beat, perform CPR right away.

無脈搏，立即實施心肺復甦術急救。

12. Except swimming, you must wear a life vest for safety's sake, engaged in water sports in particular.

除游泳外，從事水上活動均應穿著救生衣，以策安全。

13. Pay special attention to the sudden attack of huge tidal wave (so called rabid (註) dog wave in Taiwan). Run for your life to prevent injury and death as soon as you see a wave like that suddenly rising from the sea.

對於忽然來襲的大浪（臺灣俗稱瘋狗浪）應特別注意。若見到海裡忽然大浪接近，應立即逃避，以免造成傷亡。

【註：rabid 激烈的；狂暴的；患狂犬病的。】