

Table 18.13.: Educational Occupancy Management Responsibilities

ITEMS	REQUIREMENTS
4. EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> iii. Teachers, instructors and attendants shall actively take part in familiarizing themselves with written Emergency action plans and their role during emergency situations. iv. For guideline on preparation of Emergency Action Plans and Emergency Drills, see Chapter 19. Emergency Evacuation Procedures.
5. DRILLS	<ul style="list-style-type: none"> i. Emergency Drills shall be conducted once every 6 months for the entire educational occupancy occupants with every occupant's participation in smooth and full evacuation as per Emergency Action Plan. ii. Such emergency drills shall be conducted with total evacuation alarm, triggered by the "full evacuation alarm" button located at principal's room, in accordance with Chapter 8. Fire Detection and Alarm System. iii. Such emergency drill shall be conducted within 30 days of the commencement of the new session. iv. Drills shall emphasize on orderly and smooth evacuation of students, rather than speed, chaos and panic. v. Great care should be taken to assist and protect the pre-school and nursery children during emergency drills for their safety from older students and injuries from stampedes. vi. However, every month, the Fire and Life Safety manager, facility management and designated personnel shall practice emergency drills and their role without the entire education occupancy evacuation, where the efficiency of the emergency action plan and evaluation of their performance during fire, emergency, panic and dangerous situations to execute smooth evacuation of the crowd to safety of exterior or point of safety shall be conducted and recorded for assessment.
6. TEACHERS AND STAFF RESPONSIBILITY	<ul style="list-style-type: none"> i. It shall be the duty of principals, teachers and staff to inspect all exit facilities daily to ensure that all stairways, doors, corridors and other exits are in proper condition, free of blockages. ii. It is teachers and staff duty to be aware of unsafe or dangerous situations arising from student's ignorance and take corrective actions immediately. iii. It is teachers responsibility to observe fire safety and care in laboratories while conducting experiments with open flame, flammable liquids and electricity. iv. Warning signs of the fire hazards of open flames, hazardous chemicals and electrical fires shall be provided in the laboratories. v. All teachers and staff shall be trained to use appropriate fire extinguishers. vi. It is teachers and staff duty to immediately inform the Fire and Life Safety manager of the unsafe conditions in the facility , if any. vii. It is teachers responsibility to educate students and create awareness of fire safety to ensure that students implement the necessary precautions and practices of fire safety in their everyday lives.
7. MAINTENANCE	<ul style="list-style-type: none"> i. It is Educational occupancy management's responsibility to inspect and maintain the sports equipment, laboratory equipment, seating, railing, guards, stairs etc. used by students to ensure that the students are accident free and safe in using these features.