

Table 19.1: Emergency Action Plan Requirements

ITEMS	REQUIREMENTS
2. CONTENT	<p><b>3. UPON HEARING FIRE ALARM</b></p> <ul style="list-style-type: none"> <li>i. If anyone is in immediate vicinity of fire and smoke and heat is enveloping the area, they shall leave the area without delay, using the safe fire exits.</li> <li>ii. Occupants shall not wait for Lifts, elevators and escalators and shall not be used during fire emergencies, unless guided and operated by Civil Defence or Fire Wardens as per predetermined strategy.</li> <li>iii. Occupants shall not re-enter the building, until instructed and guided by the fire response team.</li> <li>iv. Upon hearing the fire alarm, designated personnel shall undertake their responsibilities in accordance with the prewritten strategy and action plans in accordance with <b>Table 19.1.5.</b></li> <li>v. Occupants shall follow the strategy as per the instructions of Fire Warden, Incident Fire commander or emergency response team member.</li> </ul> <p><b>4. CALLING CIVIL DEFENCE</b></p> <ul style="list-style-type: none"> <li>i. However small the fire accident is, Civil Defence shall be notified immediately by the occupants, facility management, security or fire wardens upon discovering the fire.</li> <li>ii. Call Civil Defence on 997.</li> <li>iii. When 997 is called follow these simple communication format, clearly. <ul style="list-style-type: none"> <li>a. "There is fire accident at XXXXX (Location-Area)"</li> <li>b. Mention exact Location with Building number, (such as Makhani numbers or any identification numbers, street numbers, landmarks etc.)</li> <li>c. Nature of the building (Such as Number of Floors, "Very tall building", "School", "Hospital" etc.)</li> <li>d. Your Name and Location</li> <li>e. If there are injured or seriously affected or trapped persons in the building.</li> </ul> </li> </ul> <p><b>5. INITIATION OF EMERGENCY ACTION PLANS</b></p> <ul style="list-style-type: none"> <li>i. Sound of fire alarm shall be the initiation of the building emergency action plan and shall be put into action.</li> <li>ii. The action plan strategies shall be specific to each building in accordance with <b>Table 19.1.3.</b></li> <li>iii. The emergency response and management team shall be in accordance with <b>Table 19.1. 4.</b></li> <li>iv. The responsibilities of the emergency response team shall be in accordance with <b>Table 19.1. 5.</b></li> <li>v. Occupants, Staff, Employees, Visitors shall respond to emergency action plans and perform their responsibilities in accordance with <b>Table 19.1.6.</b></li> <li>vi. The Assembly point shall confirm to <b>Table 19.1.7.</b></li> </ul>