

Table 19.1: Emergency Action Plan Requirements

ITEMS	REQUIREMENTS
3. STRATEGIES	<p><u>4. TOTAL EVACUATION STRATEGY</u></p> <p>i. Total evacuation would be necessary where emergency management team assesses the situation as out of control or where full evacuation is the best option to achieve occupant's safety. For example,</p> <p>a. Building has exterior façade fires where fire can envelope the building swiftly.</p> <p>b. Where emergency management team assesses the situation as out of control and decides to evacuate the entire building.</p> <p><u>5. MOVE OCCUPANTS TO REFUGE AREA IN THE SAME BUILDING</u></p> <p>i. Any "Move occupants to Refuge Area" strategies shall be evaluated and certified by Civil Defence.</p> <p>ii. Where emergency management team analyses the situation as fully in control, or where fires are small and are contained to compartment, or area is filled with smoke and toxic gases, occupants' transfer to a safe refuge area to a point of safety in the same building, instead of evacuating them from the building would be an acceptable strategy.</p>
4. THE EMERGENCY MANAGEMENT TEAM	<p><u>1. OWNER</u></p> <p>i. Emergency action plan shall be initiated and prepared by the owner and owner's representative.</p> <p>ii. It is owner's responsibility to appoint the emergency management team through facility management.</p> <p>iii. It is owner's responsibility to handover the emergency action plans to the hired facility management or the management of the occupancy under owner's lease to follow.</p> <p><u>2. FACILITY MANAGEMENT OR MANAGEMENT UNDER LEASE</u></p> <p>i. It is facility management team OR under lease management's responsibility to appoint trained and able personnel to follow the emergency action plan. The appointed personnel shall be as follows.</p> <p>a. Incident Fire Commander</p> <p>b. Assistant Incident Fire Commander</p> <p>c. Fire Warden</p> <p>d. Assistant Fire Warden</p> <p>e. Response Team of minimum 4 personnel. (Fire Responder, First Aider, Assembly Point Coordinator, Drill observer)</p> <p>ii. The appointed emergency response team shall deliver their duties in accordance with Table 19.1.5. Responsibilities of Emergency Response Team Personnel.</p> <p>iii. Volunteers from the building that the facility management or management under lease is managing (Such as Residents, Students, Employees, Staff etc.) shall be permitted and encouraged to be involved as Emergency Response Team Members)</p>