

**Table 18.14.: Highrise Building Management Responsibilities**

ITEMS	REQUIREMENTS
<b>5. DRILLS</b>	<p><b><u>1. BUSINESS OCCUPANCY</u></b></p> <ul style="list-style-type: none"> <li>i. Emergency Drills shall be conducted once every 6 months for the entire business occupancy occupants with every occupant's participation in smooth and full evacuation as per Emergency Action Plan.</li> <li>ii. Such emergency drills shall be conducted with total evacuation alarm, triggered by the "full evacuation alarm" in accordance with <b>Chapter 8. Fire Detection and Alarm System</b>.</li> <li>iii. Every business occupancy tenant shall have a designated Fire and Life Safety volunteer from his staff, who shall be responsible to coordinate with the facility management's Fire and Life Safety manager to understand the emergency action plan.</li> <li>iv. It is every business occupancy tenant's responsibility to maintain such an emergency action plan copy in his office and familiarize all the employees of orderly evacuation in coordination with his in-house Fire and Life Safety volunteer and the building facility Fire and Life Safety manager's leadership.</li> <li>v. Drills shall emphasize on orderly and smooth evacuation of occupants, rather than speed, chaos, panic and time frame.</li> <li>vi. However, every month, the emergency drills procedures shall be practiced by the building's Fire and Life Safety manager, facility management team and every business occupancy tenant's designated volunteer, in accordance with <b>Chapter 18., Table 18.11. Facility Management Company Responsibilities</b>. They shall practice their role without the entire 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 occupant's to safety of exterior or point of safety shall be conducted and recorded for assessment.</li> </ul> <p><b><u>2. HOTEL OCCUPANCY</u></b></p> <ul style="list-style-type: none"> <li>i. Emergency Drills involving hotel guests shall not be required. However, the hotel staff shall perform their responsibility in accordance with <b>Chapter 18., Table 18.15</b>.</li> </ul> <p><b><u>3. RESIDENTIAL OCCUPANCY</u></b></p> <ul style="list-style-type: none"> <li>i. Emergency Drills involving Residents shall not be required. However, the building facility management shall perform their responsibility and drills in accordance with <b>Chapter 18., Table 18.11. Facility Management Company Responsibilities</b>.</li> <li>ii. However, Emergency instructions, as per Emergency Action Plans, shall be provided annually to each dwelling unit to indicate the location of alarms, egress paths, and actions to be taken, both in response to a fire in the dwelling unit and in response to the sounding of the building alarm system.</li> </ul>