

Table 18.15.: Hotel Management Responsibilities

ITEMS	REQUIREMENTS
4. EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> ii. Designated personnel, as per written Emergency action plan shall be familiar with their specific role such as but not limited to, as follows <ul style="list-style-type: none"> a. Confirmation of fire alarm by physically verifying at the location of the building or area before triggering evacuation alarm. b. Informing, reporting emergency incident to Civil Defence and coordinate with them when they arrive. c. Assisting children, elderly and physically challenged to execute Hotel evacuation smoothly. d. Coordination and planning to manage evacuation and leading evacuees to designated assembly points. e. Evaluation and assessment of initial stages of fire and usage of extinguishers and hose reel system, if it is assessed as safe to do so. iii. Every Highrise Hotel building elevator could be part of evacuation component. It is Fire and Life Safety Manager's responsibility to understand the operation and suitability of elevators to be used during emergency situations. A detailed procedure for the same shall be incorporated into the Emergency Action Plans. 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. Every 6 months, the Emergency drills procedures shall be practiced by the Hotel Emergency Response Team, Fire and Life Safety manager and facility management team, in accordance with Chapter 18., Table 18.11. Facility Management Company Responsibilities. 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 guests to safety of exterior or point of safety shall be conducted and recorded for assessment. ii. Emergency Response Team shall also practice the operation of First Aid equipment. iii. The testing devices to alert guests in various locations such as guest rooms, gymnasium, swimming pools, restaurants etc. shall be tested and practiced. iv. Drills shall emphasize on orderly and smooth evacuation of occupants, rather than speed, chaos, panic and time frame.
6. INSTRUCTIONS TO HOTEL GUESTS	<ul style="list-style-type: none"> i. An Emergency Evacuation plan in accordance with Chapter 5. Table 5.1.8. depicting the actual floor arrangement, exit locations and room identification shall be posted immediately adjacent to, every guest room door of the hotels and in every resident room in dormitories and hostels. ii. Fire safety information in accordance with Emergency Action Plans and Hotel Fire strategies shall be provided to allow guests to understand and follow their role during Emergency Situations.