

Table 18.12.: Assembly Occupancy Management Responsibilities

ITEMS	REQUIREMENTS
5. EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> i. Assembly occupancy management shall coordinate with the Fire and Life safety managers, crowd managers and facility management team to prepare and maintain written Emergency Action Plan, where individuals duties and responses during emergency situations is clearly mentioned and assigned. ii. Assembly occupancy management personnel shall know 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. b. Informing, reporting emergency incident to Civil Defence and coordinate with them when they arrive. c. Assisting elderly and disabled to execute building evacuation smoothly. d. Coordination and planning with crowd manager 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. f. Understanding of the elevator operation during emergencies and managing elevator evacuation, if it is safe to do so. iii. Where assembly occupancies are located in the high-rise portion of a building, the emergency action plan shall include egress procedures, methods, and preferred evacuation routes for each event considered to be a life safety hazard that could impact the building, including the appropriateness of the use of elevators. iv. For guideline on preparation of Emergency Action Plans and Emergency Drills, see Chapter 19. Emergency Evacuation Procedures.
6. DRILLS	<ul style="list-style-type: none"> i. Assembly occupancy management shall conduct emergency fire drills for their staff every 6 months and whole facility management team shall actively participate in emergency fire drill management. See Chapter 19. Section 4. ii. It is assembly occupancy management's responsibility to involve all the employees in emergency drills to familiarize their role and response to emergency situations. iii. Assembly occupancy employees, attendants, facility management team, supervisor, crowd manager and all such designated personnel shall participate in emergency drills to explore the efficiency of the emergency action plan and to evaluate their performance during fire, emergency, panic and dangerous situations to execute smooth evacuation of the crowd to safety of exterior or point of safety. iv. Drills shall not be required to involve general public of the assembly occupancy. However, the time duration it takes for the occupants to fully reach the safety of exterior shall be evaluated and improvised. v. Communication between the designated personnel, decision making, understanding of specific roles without hampering others assigned duties etc. shall be evaluated and recorded for assessment. vi. Drills should be conducted only for employees and designated personnel of the assembly occupancy, without causing unnecessary panic and chaos among the uninformed and unsuspecting public crowd.
7. MAINTENANCE	<ul style="list-style-type: none"> i. It is assembly occupancy management's responsibility to ensure that facility management company inspect and maintain the seating, railing, guards, grandstands etc. used by public and crowd to ensure that the crowd is accident free and safe in using these features.