

Table 19.2: Emergency Evacuation Drills

ITEMS	REQUIREMENTS
2. PROCEDURE	<p><u>3. PARTICIPATION</u></p> <ul style="list-style-type: none"> i. All building occupants shall participate in an emergency evacuation drill. ii. During the execution of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. <p><u>4. NOTIFICATIONS</u></p> <ul style="list-style-type: none"> i. Owner, Facility Management and Management under lease shall be responsible for notifying the Civil Defence, if a drill is planned. ii. Such a notification shall be 48 hours prior to the drill schedule as well as an hour before the drill. iii. Drill notifications shall also be delivered to the neighboring building facility management or management under lease.
3. DRILLS AND THEIR FREQUENCY FOR VARIOUS OCCUPANCIES AND MANagements	<p><u>1. FACILITY MANAGEMENT</u></p> <ul style="list-style-type: none"> i. Facility management shall have emergency action plan in accordance with Chapter 19. and Chapter 18., Table 18.11.4. ii. Facility Management team of every building shall conduct and practice fire drills as per building emergency action plans every 6 months, in compliance with Chapter 19, Section 4., and Chapter 18, Table 18.11.11. iii. Such a fire drill shall be only for facility management team and shall not be for the occupants. iv. Such a fire drill for facility management team shall be to ensure the emergency preparedness of the building facility management team. v. Report of such a monthly drill shall be sent to the building owner or management under lease. vi. See Chapter 18., Table 18.11. for facility management responsibilities. <p><u>2. ASSEMBLY OCCUPANCY</u></p> <ul style="list-style-type: none"> i. Assembly occupancy management shall have emergency action plan in accordance with Chapter 19. and Chapter 18., Table 18.12.5. ii. Assembly occupancy Management team shall conduct and practice fire drill twice every 6 months, in compliance with Chapter 19, Section 4., and Chapter 18, Table 18.12.6. iii. Drills shall not be required to involve general public of the assembly occupancy. iv. See Chapter 18, Table 18.12. for assembly occupancy management responsibilities. <p><u>3. EDUCATIONAL OCCUPANCY</u></p> <ul style="list-style-type: none"> i. Educational occupancy management shall have emergency action plan in accordance with Chapter 19. and Chapter 18., Table 18.13.4. ii. Educational occupancy Management team shall conduct and practice fire drill once every 6 months, in compliance with Chapter 19, Section 4., and Chapter 18, Table 18.13.5. iii. Drills shall involve entire school occupants, with total evacuation alarm. iv. See Chapter 18, Table 18.13. for Educational occupancy management responsibilities.