

Table 19.1: Emergency Action Plan Requirements

ITEMS	REQUIREMENTS
5. RESPONSIBILITIES OF EMERGENCY RESPONSE TEAM PERSONNEL	4. ASSISTANT FIRE WARDEN <ul style="list-style-type: none"> i. Assistant Fire Warden shall assist the Fire Warden in all the duties of Fire Warden and perform Fire Warden's duties in Fire Warden's absence, as outlined but not limited to Table 19.1.5.3.
	5. RESPONSE TEAM MEMBER—FIRE RESPONDER <ul style="list-style-type: none"> i. Fire Responder shall take instructions from Fire Warden. ii. Fire Responders shall be trained and shall know locations and usage method of all fire protection equipment. iii. Fire Responders shall move to the location of the fire emergency with sufficient fire extinguishing equipment. iv. Fire Responders shall evaluate the safety of the responder team before attempting to fight the fire. v. Only under safe conditions Fire Responder shall fight the fire with a minimum of one (1) back up fire responder to assist in fighting the fire. vi. When the fire has been successfully extinguished, Fire responder shall evaluate the burnt material for heat and remove the material from the area to a safe place for disposal, upon confirmation that the material is fully extinguished. vii. Fire Responders shall follow these rules <u>if they decide to fight fires</u>: <ul style="list-style-type: none"> a. If in doubt or unconfident – do not fight the fires. b. Make sure that there are no other fires in the area. c. Never tackle a fire alone or if flames are above waist height. d. Convey to Fire Warden in-charge about the location and activity responders involved in. e. When using a fire extinguisher, keep low and make sure that the fire is attacked with the correct type of extinguisher. f. Once the fire is extinguished, report the facts to the Fire Warden at the Assembly Point. viii. Fire Responders shall follow these rules <u>if they decide NOT to fight fires</u>: <ul style="list-style-type: none"> a. Leave the area and check out if people are not in toilets, store rooms, etc., but only if it is safe to do so. b. Confine the fire by closing doors and windows on the way out, if it is safe to do so and does not cause undue delay in evacuation. ix. When Civil Defence, Police or Disaster management arrive on site, leave the task to professionals and do not interfere unless asked.
	6. RESPONSE TEAM MEMBER—FIRST AIDER <ul style="list-style-type: none"> i. First Aider shall take instructions from Fire Warden. ii. First Aider shall be trained and shall know locations and usage of medical kit, CPR (cardiopulmonary resuscitation), Emergency treatments etc. iii. First Aiders shall be assigned at an assembly point of the premises. iv. First Aiders shall evacuate immediately when the alarm sounds. v. First Aiders shall carry first aid kit with them before evacuating the building. vi. First Aiders shall also arrange drinking water at the assembly point and supply everyone with water to prevent dehydration, exhaustion and fatigue. vii. First Aiders shall attend to injured and immediately seek professional medical assistance, depending on the seriousness of the victims.