

Table 18.14.: Highrise Building Management Responsibilities

ITEMS	REQUIREMENTS
4. EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> i. Emergency action plan shall clearly draft out the duties of Fire and Life Safety manager's and his facility management team's respective assigned duties and responses during fire and emergency situations. 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 building 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. Where Highrise building elevator is 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. Evacuating an entire Highrise building is a complex and time consuming procedure. Emergency Action Plans shall address and incorporate phased evacuation procedures, where floors in the immediate vicinity of fire accidents are evacuated to lower floors of safety and based on the assessment of situation, the upper floors evacuation follows and then the rest of the floors. v. For guideline on preparation of Emergency Action Plans and Emergency Drills, see Chapter 19. Emergency Evacuation Procedures.