

## 4. Emergency Evacuation Drills (Fire Drills)

4.1. The emergency evacuation drills shall comply with **Table 19.2**.

**Table 19.2: Emergency Evacuation Drills**

ITEMS	REQUIREMENTS
<b>1. OBJECTIVE</b>	<ul style="list-style-type: none"> <li>i. Emergency Evacuation Drills shall be conducted in every facility that is occupied by the people so that the occupants get familiar with the building emergency action plan, their role in such an emergency action plan and to be prepared psychologically and habitually to train themselves to respond confidently to an emergency situation.</li> <li>ii. Emergency evacuation drills shall be conducted to evaluate the effectiveness of the building emergency action plans, crowd movement, time taken for partial evacuation, time taken for full evacuation, the familiarity of occupants with the building evacuation plans and procedures.</li> </ul>
<b>2. PROCEDURE</b>	<p><b><u>1. GENERAL</u></b></p> <ul style="list-style-type: none"> <li>i. Emergency Evacuation Drills shall be based on the specific requirements of the pre determined emergency action plans, specific to the building, prepared in accordance with <b>Chapter 19., Section 3.</b> with occupancy based considerations as required by <b>Chapter 18. Responsibilities Of Stakeholders</b> and specific nature of the occupancy, people behavior, topography, risks involved at the occupancy etc.</li> <li>ii. Every occupant shall be familiar with the building emergency action plan prior to conducting any emergency evacuation drills or fire drills.</li> <li>iii. Evacuation drills shall be scheduled and notified to building occupants by the Evacuation Coordinator(s) and Fire Wardens, at least one week prior to the drill.</li> <li>iv. Drill shall be conducted to simulate fire conditions and fire scenario conditions such as one escape route obstructed, injured on the exit corridor, power failures, wrong exit sign directions etc.</li> <li>v. Drill shall be for different fires in each exercise, such as electrical fires, LPG fires, garbage fires, furniture fires, kitchen fires, fires at neighboring building, parking fires etc.</li> </ul> <p><b><u>2. TRAINING</u></b></p> <ul style="list-style-type: none"> <li>i. Training shall be arranged for the occupants (Residents, Staff, Employees, Visitors etc.), to familiarize the occupants with building emergency action plans, location of manual call points, location of stairs and exit routes, exit signage, location of assembly points, location of refuge areas, location of extinguishers, location of fire hose reels etc.</li> <li>ii. Training shall touch on but not limited to <ul style="list-style-type: none"> <li>a. How to raise fire alarm</li> <li>b. How to call Civil Defence</li> <li>c. How to use appropriate type of extinguisher</li> <li>d. When not to try to fight fires</li> <li>e. How to be familiar with building exits and evacuation plan layouts</li> <li>f. How to coordinate with building facility management</li> <li>g. How to coordinate with building emergency response team</li> <li>h. How to assist others during emergencies and evacuation</li> </ul> </li> <li>iii. Occupants shall be familiar with and recognize the emergency response team members, incident fire commander and fire wardens of the building.</li> <li>iv. Building emergency evacuation procedures and building evacuation plan copies shall be handed out to occupants and participants after the training.</li> </ul>