

Table 19.1: Emergency Action Plan Requirements

ITEMS	REQUIREMENTS
5. RESPONSIBILITIES OF EMERGENCY RESPONSE TEAM PERSONNEL	7. RESPONSE TEAM MEMBER—ASSEMBLY POINT COORDINATOR <ol style="list-style-type: none"> Assembly Point Coordinator shall take instructions from Fire Warden. Assembly Point Coordinator shall be trained and shall know locations of all the assembly points of the building. During a Fire Evacuation, Assembly Point Coordinator shall be in charge of assembly point to receive Personnel and assess situation. Assembly Point Coordinator shall make sure that the evacuated people stand in line at the designated assembly point. Assembly Point Coordinator shall conduct a head count when everyone has assembled in an orderly manner. Assembly Point Coordinator shall ensure that the names of assembled people are called out loud and make note of their presence and health condition. If people are missing at that assembly point, contact all other remaining assembly points, if any, on the premises to enquire about their presence. If a missing person is assumed to be in the building, Assembly Point Coordinator shall inform the Fire Warden and the security room. Assembly Point Coordinator shall make sure that every person on the list remains at the assembly point until receiving further instruction from Fire Warden. Assembly Point Coordinator shall ensure that Senior Civil Defence Officer-in-charge, gives the “All clear” instruction before allowing people to re-enter the building.
	8. RESPONSE TEAM MEMBER—DRILL OBSERVER <ol style="list-style-type: none"> Drill monitor or drill observer shall be appointed by the incident fire commander to monitor and review the emergency drill procedures and compliance with the emergency action plans. Drill observer shall not be commissioned to perform the monitoring duty during real emergencies. During real emergencies drill monitor shall assist the emergency response teams. Drill monitors and observer duties shall be <ol style="list-style-type: none"> Observe the communication flow from emergency response team to occupants. The usage of exit routes by occupants Blockages of exit routes, if any. Difficulties experienced by people to achieve smooth evacuation. Difficulties experienced by disabled people, if any. The role specific responsibilities executed by emergency response team. Audibility of Voice evacuation messages. Gathering of evacuees at the assembly point . Roll call at the assembly point. Communication flow between occupants and the emergency response team. Overall evacuation efficiency of the building. Availability of appropriate extinguishers and hose reels. Observer shall make note of each observation and its impact on the existing emergency action plan. Observer shall use the checklist mentioned in Table 19.3., and assess the emergency action plan to review it with entire emergency response team. Feedback and suggestions from occupants shall also be entertained to improve the building emergency action plans.