

3. Requirements for Emergency Action Plans

3.1. The general requirements for emergency action plan shall be as per **Table 19.1.**

Table 19.1: Emergency Action Plan Requirements

ITEMS	REQUIREMENTS
1. PREPARATION	<ul style="list-style-type: none"> i. The responsibility of preparation of specific Emergency Plans for the building lies with property owner, management firm and the facility management. ii. The responsibility for the implementation of the Emergency Plan and Procedures lies with property owner, management firm, the Facilities Manager, designated Emergency Evacuation Teams and any other appropriate personnel appointed and responsible for specific actions outlined in the plan. iii. The appointed Facility management team is responsible for the implementation of the documented emergency guidelines and procedures, as a guide in the event of an emergency. iv. It is facility management 's responsibility to provide each tenant (Resident/ Employee/Occupant) with the "Fire Safety at Home/Office/Hotel etc..)" awareness brochure.
2. CONTENT	<p><u>1. GENERAL</u></p> <ul style="list-style-type: none"> i. It is of great importance that evacuation procedures and action plans are kept simple. ii. Evacuation procedures must be easy to understand and easy for anyone to execute. iii. Emergency plans and procedures shall be primarily in Arabic and English. In addition, the procedures shall be translated into the language the building occupant understands. iv. Emergency action plan shall clearly designate and appoint personnel with their names, contact details and specific responsibilities. v. Emergency action plan shall have a clear building evacuation plan, prepared in accordance with Chapter 5. Table 5.1.8. vi. Emergency action plan shall also include the latest, Civil Defence and Municipality approved floor plans with locations of main electrical switch board, fire fighting equipment, building services control system etc. vii. Emergency action plans shall address the fire scenarios and evacuation strategies as per Table 19.1.3. viii. In addition to the fire accident emergencies in accordance with this chapter, the concerned parties shall also consider other emergencies such as earthquakes, floods, power outages, natural disasters, terrorism etc., that can affect and threaten the life safety of people in liaison with relevant authorities such as Police, RTA, DHA, National Disaster Management etc. <p><u>2. UPON DISCOVERING FIRE</u></p> <ul style="list-style-type: none"> i. It is everyone's responsibility to be vigilant for fire, smoke and smell. Upon discovering fire accidents, nearest manual fire call point (Manual Pull Station, Manual Push Button) shall be activated to confirm the fire and raise the fire alarm to notify the occupants. ii. Emergency action plan shall clearly mention the method of initiating these alarms and location of such alarm initiating devices.