

2.15. Educational Occupancy Management Responsibilities

2.15.1. Educational occupancy management responsibilities shall be as per **Table 18.13.**

Table 18.13.: Educational Occupancy Management Responsibilities

ITEMS	REQUIREMENTS
1. FACILITY MANAGEMENT	<ul style="list-style-type: none"> i. It is educational occupancy management's responsibility to ensure that their facility management company complies with the following requirement. ii. Educational occupancy facility management responsibilities shall comply with the full requirements of Table 18.11. Facility Management Company Responsibilities.
2. FIRE AND LIFE SAFETY MANAGERS	<ul style="list-style-type: none"> i. Every Educational occupancy, including Schools, Nurseries, Universities, Talent grooming centers, Training centers etc. shall appoint or designate minimum of 2 Fire and Life Safety Managers from their own management staff, when initiated by Civil Defence. ii. Fire and Life Safety Managers shall obtain training from Civil Defence and shall be certified and licensed by Civil Defence. iii. It is educational occupancy management's responsibility to formally request Civil Defence for their fire and life safety manager's training, when initiated by Civil Defence.
3. FIRE AND LIFE SAFETY MANAGER'S RESPONSIBILITIES	<ul style="list-style-type: none"> i. It is Fire and Life Safety manager's responsibility to monitor, record and ensure that facility management company executes their responsibilities professionally in accordance with Table 18.11. Facility Management Company Responsibilities. ii. It is Fire and Life Safety manager's responsibility to coordinate between educational occupancy management, teachers, attendants and the facility management company to prepare a written Emergency Action Plan. iii. Fire and Life Safety managers shall have understanding of the Fire and Life Safety hazards involved in the area. iv. Fire and Life Safety manager shall be aware of the dangers and security hazards that can endanger the students' safety. v. Fire and Life Safety managers shall be fully aware of the facility or area exit routes, emergency evacuation plans and emergency evacuation strategies and procedures. vi. Fire and Life Safety manager shall have fair knowledge of Fire and Life Safety equipment and systems in the facility. vii. Fire and Life Safety manager shall be well verse with emergency reporting and coordinating with Civil Defence.
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, Principal's, Teacher's, attendant's and facility management team's respective 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 nursery, kindergarten and disabled children 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.