

**Table 18.16.: Healthcare Occupancy Management Responsibilities**

ITEMS	REQUIREMENTS
<b>5. PROTECTION OF PATIENTS</b>	<ul style="list-style-type: none"> <li>i. Protection of patients needs a very careful, prompt and effective response from the Emergency Response Team and healthcare professionals.</li> <li>ii. The basic priority and response shall be to remove all occupants directly involved with fire emergency, immediately by the respective department emergency response team member along with the staff.</li> <li>iii. Designated personnel such as central command center, Fire and Life Safety manager or designated emergency response team personnel shall be alerted through nurse station telephone or emergency push button to trigger the “evacuation alarm”.</li> <li>iv. Designated personnel, upon confirmation of the fire and situation, shall immediately inform Civil Defence.</li> <li>v. Emergency Response Team, under the leadership of Fire and Life Safety manager shall confine the fire by closing doors of the rooms and by isolating section of the corridor by closing horizontal exits.</li> <li>vi. Patients in the vicinity of fire shall be immediately relocated to safer sections of the building, in the same floor or other floors, in accordance with pre-planned Emergency Action Plans and strategies, until the assistance and decision making of Civil Defence personnel is available.</li> </ul>
<b>6. DRILLS</b>	<ul style="list-style-type: none"> <li>i. Emergency Drills shall be conducted once every 6 months, where Emergency Response Team, Healthcare building facility management and designated personnel shall participate to evaluate their emergency preparedness.</li> <li>ii. Such emergency drills shall be conducted without any evacuation alarm, and without patients or visitors evacuation.</li> <li>iii. Emergency drill shall be practiced by the Healthcare Emergency Response Team, Fire and Life Safety manager and facility management team, every month and they shall practice their role, communication between departments, the efficiency of the emergency action plan and evaluation of their performance during fire, emergency, panic and dangerous situations to execute smooth relocation of patients to point of safety and recorded for assessment.</li> <li>iv. Emergency Response Team shall also practice the continuation of medical care for the patients under emergency situations.</li> <li>v. The testing devices at nurse stations, supervisor rooms etc. to transmit fire alarm shall be tested and practiced.</li> </ul>