

Table 19.1: Emergency Action Plan Requirements

ITEMS	REQUIREMENTS
<b>6. OCCUPANTS</b>	<ul style="list-style-type: none"> <li>i. It is the responsibility of all occupants to be aware of Emergency Action Plan of the building and their responsibilities as required by <b>Chapter 18. Responsibilities of Stakeholders, Section 2.21.</b></li> <li>ii. All occupants shall know the locations of primary and alternate exits and be familiar with the various evacuation routes available in the building they live, work and play.</li> <li>iii. All occupants shall be familiar with Designated Evacuation Assembly Point Areas.</li> <li>iv. Occupants shall not re-enter a building after the fire incident, until “all clear” instruction is declared by Civil Defence official.</li> <li>v. Occupants shall know how to report an emergency to the security.</li> <li>vi. Occupants are responsible for their own safety. Stay calm, avoid panic and confusion.</li> <li>vii. Occupants shall coordinate and cooperate with Incident Fire Commander, Fire Warden and Emergency Response Team members.</li> <li>viii. Occupants shall know the locations and operation of fire extinguishers.</li> <li>ix. Small and Insipid fires can be extinguished using fire extinguishers, only if trained and it is safe to do so. However, an immediate evacuation is essential for any and all fires occurring in the building or response as per building emergency strategy.</li> <li>x. Occupants shall never enter a room that is smoke filled.</li> <li>xi. Occupants shall never enter a room if the door is warm or hot when touched.</li> <li>xii. Once evacuation order is initiated, occupants shall not re-enter the room or area, to collect belongings.</li> <li>xiii. Once <b>FIRE ALARM</b> or <b>EVACUATE ORDER</b> is received, occupants shall select the nearest, safest route to exit the area or the building and proceed in an orderly manner to the Designated Assembly Point and await further instructions from the assembly point coordinator.</li> <li>xiv. A head count will be taken to ensure that everyone has safely evacuated. Occupants shall not leave the Assembly Point unless told to do so.</li> </ul>
<b>7. REVIEW</b>	<ul style="list-style-type: none"> <li>i. Emergency action plans shall be reviewed and revised as per changes in the building, changes in the floor plans, number of occupants, changes in usage, changes in management, changes in staff, changes in emergency services contact details etc., every year.</li> <li>ii. The feedback from occupants shall be considered when revising any emergency action plans.</li> <li>iii. The lesson learnt from fire drills conducted in accordance with <b>Section 4</b> of this chapter shall be evaluated and incorporated into the emergency action plans.</li> <li>iv. See <b>Table 19.3.</b> for Emergency Drill Observer’s checklist.</li> </ul>