

Table 18.16.: Healthcare Occupancy Management Responsibilities

ITEMS	REQUIREMENTS
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, Emergency Response Team's and facility management team's respective assigned duties and responses during fire and emergency situations. ii. All employees shall be aware of the healthcare emergency action plans and shall be instructed every 6 months to familiarize their role during the emergency situations. iii. Copy of the Emergency Evacuation Plan in accordance with Chapter 5., Table 5.1.8., and written Emergency Action Plan, specific duties of Emergency Response Team members from specific departments such as intensive care units, physiotherapy units, sleeping patients section etc. shall be available with respective section staff and they shall be aware of their specific pre-designated roles, both fire safety roles and medical roles. iv. The written Emergency Action Plan shall be based on the following essential provisions and requirements. <ul style="list-style-type: none"> a. Selection of Emergency Response Team from each department from each floor. b. Duties of Emergency Response Team c. Duties of Fire and Life Safety manager. d. Duties and extent of involvement of facility management company personnel e. Fire Alarm message transmission to Civil Defence as well as in-house Fire and Life Safety manager. f. Response to Fire Alarms g. Isolation of Fire h. Isolation of Smoke i. Evacuation of immediate affected area j. Evacuation of smoke compartment k. Preparation of floors and building for evacuation l. Alternative arrangements for Medical Emergencies m. Relocation of patients n. Extinguishment of Fire v. For guideline on preparation of Emergency Action Plans and Emergency Drills, see Chapter 19. Emergency Evacuation Procedures.