

2.17. Hotel Management Responsibilities

2.17.1. Every Hotel management, irrespective of the height of the building, shall perform their responsibilities as per **Table 18.15.**

Table 18.15.: Hotel Management Responsibilities

ITEMS	REQUIREMENTS
1. FACILITY MANAGEMENT	<ul style="list-style-type: none"> i. It is every Hotel management's responsibility to ensure that their facility management company complies with the following requirement. ii. Hotel building's facility management company shall comply with the full requirements of Table 18.11. Facility Management Company Responsibilities.
2. HOTEL EMERGENCY RESPONSE TEAM	<ul style="list-style-type: none"> i. Every Hotel management shall have "Emergency Response Team" consisting of trained professionals in Fire and Life Safety, security and first responders for emergency situations. ii. Every Hotel Emergency Response Team shall consist of minimum of 2 Fire and Life Safety Managers from their own staff, when initiated by Civil Defence. iii. Every Hotel employees shall be trained in appropriate Fire extinguisher usage. iv. Fire and Life Safety Managers shall obtain training from Civil Defence and shall be certified and licensed by Civil Defence. v. It is every Hotel 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 prepare a written Emergency Action Plan. For guidelines on preparation of Emergency Action Plans, see Chapter 19. Emergency Evacuation Procedures. 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 hotel guests' 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 fully aware of operation of Fire and Life Safety system controls, smoke control system controls, LPG/Natural gas system controls and elevator system controls of the building. viii. 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, Emergency Response Team's and facility management team's respective assigned duties and responses during fire and emergency situations.