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ANNEXURES

ANNEXURE A.2. EMERGENCY ACTION PLANS

1. INTRODUCTION

- 1.1. For each facility, it is Civil Defence' mandatory requirement that a specific Emergency Plan is prepared and all the occupants are informed about their role in Emergency Management.
- 1.2. The purpose of the Emergency Plan and Procedures is to ensure the safe and efficient evacuation of all occupants in the event of an emergency.
- 1.3. This guide is in no way all-inclusive nor could any manual be all inclusive of the types of situations that may occur. However, this guide does offer the tenants the ability to respond in an effective manner. These emergency safety procedures can be effective only through the coordinated participation of Facility Management, Occupants, Tenants, Employees, The building staff. A complete understanding of the procedures by everyone in the building is essential for any Emergency Plan's success, when the situation demands.
- 1.4. The responsibility for the preparation of specific Emergency Plans lies with property owner and management firm.
- 1.5. The responsibility for the implementation of the Emergency Plan and Procedures lies with property owner and management firm, the General Manager, the Facilities Manager, Assistant Facilities Manager, Emergency Evacuation Teams and any other appropriate personnel appointed and responsible for specific actions outlined in the plan.
- 1.6. The appointed Facilities Management team is responsible for the implementation of the documented emergency guidelines procedures, as a guide in the event of an emergency, as well as to provide each tenant with the "Fire Safety in the Home" awareness brochure upon acceptance of a lease.
- 1.7. The plan predetermines the action to be taken by building staff in the event of a fire or emergency. This plan must be put into effect immediately at the first indication of a fire or an emergency. It is a requirement that each employee has a copy of the plan and that he or she reviews it periodically.
- 1.8. Successful emergency evacuation of the buildings and site depends on prompt and correct decisions of the occupants and their immediate actions during the first minutes of the incident. In an emergency situation, occupants are on their own until the arrival of the Civil Defence or Police.

- 1.9. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

2. LIFE SAFETY AWARENESS

2.1. SOURCES OF FIRE

2.1.1. Electrical installations

- The misuse of electricity is a major cause of fire and is a source of heat.
- Faults should be repaired immediately by a competent electrician.
- Switch off appliances after use.
- Old wiring should be regularly checked and renewed if necessary.
- You may need another ring circuit to cope with the increasing number of electrical appliances you want to use.
- Ensure that you always use the correct fuse.

2.1.2. Heating

- Keep portable heating appliances away from furniture and any combustible materials.

2.1.3. Smoking

- Smoking is prohibited on the premises.

2.1.4. Rubbish

- Remove rubbish out of the premises and into wheelie bins as quickly and as often as possible.

2.1.5. Dangerous goods

- All aerosols are either flammable or explosive.
- Keep them all well away from any source of heat.
- The careful use and storage of flammable liquid and aerosol is essential to maintain a safe working environment.

2.1.6. Arson

- Help to protect the premises from an arsonist by locking away any flammable liquids or gases. Effectively secure the premises at the end of the day.

2.2. MEANS OF ESCAPE

- 2.2.1. Fire doors are provided to prevent the spread of smoke and heat. Keep them shut when not in use and never prop them open or remove self-closing devices.
- 2.2.2. Keep corridors and stairways clear of storage and waste material.
- 2.2.3. Ensure that final exit doors can be readily opened from the inside without the use of a key.
- 2.2.4. Keep areas outside of final exit doors clear of obstruction at all times.

2.3. PORTABLE FIRE EXTINGUISHER

- 2.3.1. These are intended for fires in the early stages. Ensure that everyone involved in the emergency response team knows where the extinguishers are sited and how to operate them safely.
- 2.3.2. Always ensure that they are inspected and maintained regularly.
- 2.3.3. It is recommended that monthly inspections of portable fire extinguishers is carried out to ensure that they are in their proper position and have not been discharged or have lost pressure (those fitted with pressure indicator), or suffered obvious damage.
- 2.3.4. Maintain monthly inspection details in a log book.

2.4. SMOKE DETECTORS

- 2.4.1. Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.
- 2.4.2. All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire extinguishers, and test them weekly to ensure correct operation.

2.5. OCCUPANT/FACILITY MANAGEMENT/STAFF TRAINING

- 2.5.1. Ensure that all involved is aware of their responsibilities in the event of an emergency.
- 2.5.2. Fire training should be given at regular intervals to make sure they:
 - Know how to raise the alarm.
 - Know how to call the fire brigade.
 - Know when not to tackle a fire.
 - Know how to use a fire extinguisher correctly and safely.
 - Know the correct evacuation procedures for the premises.
 - Know where the assembly points are.

- Are aware of the contents of the Fire Risk Assessment.
- Are aware that when leaving the building, try to do everything possible to reduce draughts which may fan the fire. If possible close all windows and doors.
- Know who is the responsible person designated to meet the Civil Defence Officer when they arrive.
- Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency.

2.6. FIRE DRILLS

- 2.6.1.** At the intervals shown below, drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management.

2.7. OCCUPANTS/TENANTS/STAFF RESPONSIBILITIES

- 2.7.1.** It is the responsibility of the occupants to be aware of possible fire hazards and/or safety hazards that may be encountered. If such hazards are observed, please notify the Building Management Office immediately so corrective measures can be implemented.
- 2.7.2.** Listed below are some of the items that Tenants/ Occupants/ Staff can help prevent from becoming potential hazards.
- OBEY NO SMOKING SIGNS.
 - Investigate electrical equipment that is not working properly or smells strange.
 - Unusual odours from appliances or cords can be a first sign of a fire.
 - If you use an extension cord, plug only one appliance into it.
 - Unplug extension cords when not in use. If you are using a power strip, ensure that appliances plugged in conform to the listed rating.
 - NEVER overload the outlet, extension cord, or power strip.
 - In areas designated as "storage", if stored items, boxes or equipment exceed the height requirement, it reduces the effectiveness of the sprinkler system.
 - Ensure that all trash is properly disposed as this can be fuel for a fire.
 - Stairwell doors on all floors should remain closed at all times and passage ways free of items that may impede the ability for people to enter the stairways.
 - All combustible or flammable liquids should be stored in approved cabinets or containers.
 - If obstacles impede the elevator lobbies and pathways, this will reduce the effectiveness of the Civil Defence or Paramedics to move quickly.

3. GENERAL EVACUATION PROCEDURES

3.1. It is of great importance that evacuation procedures are kept simple. Evacuation procedures must be easy to understand and easy for anyone to carry out.

3.2. RESIDENTIAL TENANTS

3.2.1. Residential tenants are required to remain in their apartments with the main door closed upon hearing a warning of an emergency or fire situation in the building.

3.2.2. Security staff/Building Management will investigate and alert the tenants if evacuation is necessary.

3.3. OFFICE TENANTS

3.3.1. Office tenants are required to act in accordance with agreed "Emergency Plan". If instructed by the Fire Warden to remain calm till investigations are made then staff shall remain in their offices upon hearing a warning of an emergency or fire situation in the building.

3.3.2. If Fire Warden instructs to evacuate upon investigation, then staff/Visitors shall immediately evacuate.

3.4. DAYCARE / SCHOOL / UNIVERSITY STUDENTS

3.4.1. Occupants/ Students are required to remain calm in their classes upon hearing a warning of an emergency or fire situation in the building.

3.4.2. Daycare/ School/ University Management will investigate along with Security Staff and alert the Fire Wardens if evacuation is necessary.

3.4.3. Fire Wardens designated to individual classes or floors shall guide the Children/ Elderly/ Students/ Visitors in evacuation in accordance with agreed "Emergency Plan".

3.5. HEALTHCARE / CORRECTION & DETENTION OCCUPANTS

3.5.1. Occupancy Management shall not initiate evacuation upon hearing a warning of an emergency or fire situation in the building.

3.5.2. The Management will investigate along with Security Staff and alert the Fire Wardens and associated staff if evacuation is necessary.

3.5.3. *The Fire Wardens and associated staff then will act upon agreed “Emergency Action Plan”.*

3.5.4. *The “Emergency Action Plan” shall address issues such as evacuating Visitors, patients and their life saving equipment, security of the prisoners and staff safety etc. in depth.*

3.6. STORAGE / INDUSTRIAL OCCUPANTS

3.6.1. *Occupants/Workers/ Visitors are required to remain calm upon hearing a warning of an emergency or fire situation in the building.*

3.6.2. *Security staff/ Management will act in accordance with agreed “Emergency Action Plan” and investigate alerting the tenants that evacuation is necessary.*

3.6.3. *The “Emergency Action” Plan shall address issues such as Material transfer, Equipment and Process shutdown etc. in depth.*

3.7. People must leave immediately upon instruction without stopping to collect personal items.

3.8. Make sure you close all doors behind you when leaving.

3.9. Do not use the elevators unless guided to do so by Security/Building Management/Civil Defence emergency management personnel.

3.10. Follow the corridor to the nearest exit staircase. Once within the staircase, make your way slowly downwards.

3.11. Do not rush or over exert yourself. Stop, take a rest, and then move downwards again.

3.12. If you are unable to descend the stairs, wait within the stairs. Inform other able persons passing through the stairs that you require assistance.

3.13. Do not leave the staircase enclosure.

3.14. Able persons must record the location (floor) and number of persons requiring assistance. Once they have reached the ground floor, the information must be given to the Security/Building Management/Civil Defence emergency management personnel available.

3.15. The fire service will arrange for assistance to be given.

3.16. Security staff and occupants should be aware of people with special needs. An older, infirm person or a mother with children who may be alone at the time of an

emergency.

- 3.17.** Once you have reached the assembly area outside the building, remain patiently at the assembly area until given instructions to leave, or to re-enter the building.
- 3.18.** Under no circumstance should you attempt to re-enter the building without permission.
- 3.19.** People should check that all of their colleagues/ neighbors/co-workers have reached the assembly point by conducting a head count. Report immediately the missing persons to Security/Building Management/Civil Defence emergency management personnel.

4. EVACUATION DRILL POLICY

- 4.1.** Evacuation drills shall be conducted at least once every six months at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be unobstructed or temporarily obstructed for the purpose of the exercise, in order to familiarize occupants with secondary evacuation routes of evacuation.
- 4.2.** Evacuation drills will be scheduled by the Evacuation Coordinator(s) and Fire Wardens, at least one week prior to the drill.
- 4.3.** Evacuation drills must involve all occupants. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to the planned evacuation drills.
- 4.4.** During the execution of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Evacuation Coordinator(s) and Fire Wardens are expected to perform their assigned duties as if in an actual emergency situation.
- 4.5.** Provisions should be made for timing and evaluating the orderliness of each drill. The Evacuation Drill Report forms should be provided to the Drill Coordinators and Fire Wardens to make notes during the Evacuation Drill.

5. BUILDING EVACUATION & ASSEMBLY POINT LOCATION

- 5.1.** The Emergency Plan and Procedures manual should be kept at the Security Control Room/ Emergency Command Center and should include:
 - Evacuation Plan
 - Emergency Plans and Procedures

- A copy of the building's floor plans
- A list of disabled employees needing assistance.

5.2. "Evacuation Plan" of the building shall be clear and simple floor plans without structural or construction details and specifications highlighting only the following.

- Location of the "evacuation plan" itself in **Yellow colour**. ('You are Here' message for the person seeking information from the "Emergency Plan").
- Location of the exit components such as Exits, Corridors, Exit accessways, Doors, Exit Stairwells, Exit Ramps etc. in **regular Black colour**.
- "Arrow marks" in **Green colour** showing direction/ shortest routes to reach the above mentioned exit components.
- Location of "Fire Extinguishers, Fire Blankets etc". in **Red colour**.
- Location of "Fire Hose Cabinets, Landing Valves, Zone Control Valves, Isolation valves, Chemical and Inert Gas protected areas, Fire Pump Room, Fire Water Tank" in **Red colour**.
- Location of First Aid Box in **Red coloured** Plus sign.
- Location of the "Assembly Points" in **Blue colour**
- Location of the "Security/Guard Room/Emergency Command Center" in **Orange colour**.
- Location of "Emergency Equipment Keys, Elevator Keys, Smoke Management equipment Keys etc" in **Red colour**.

5.3. "Assembly Points" where evacuees, coming out of the buildings can wait safely for further instructions and coordination shall be designated with a sign board in **Blue Colour**. Such area or areas shall be adequate enough to accommodate evacuees and at a safe distance away from the building to protect people from fire, falling debris, building collapse etc.

6. AIDES TO THE DISABLED

- 6.1.** People with disabilities, who may require assistance during an evacuation, are required to notify their Facility management/ Building Security/ Employer that they need special assistance.
- 6.2.** The disabled person's Facility management/ Building Security/ Employer should then assign an aide to assist during an evacuation. Disabled persons should be escorted to the nearest stairwell. Once all the evacuees have left the floor, the aide and the person requiring assistance can move into the stairwell and wait for further assistance from the Emergency Personnel.

- 6.3.** The “**Aide to the Disabled**” shall help the permanently or temporarily disabled persons, and should:
- 6.3.1.** Know the location of the assigned disabled person to be assisted and their specific handicap.
 - 6.3.2.** Assist the disabled person and remove them from their location to a safe area. Designated safety areas for each floor will be the landings inside the emergency stairwell door.
 - 6.3.3.** Know the equipment that may be needed and location of such equipment to assist a disabled person in a safe evacuation.
 - 6.3.4.** Ensure that wheelchairs are not allowed in the stairwell until all persons have evacuated from the floor, unless there is an area of refuge provided in the stairwell big enough to accommodate the wheel chairs.
 - 6.3.5.** Wait in the stairwell with the disabled person until assistance arrives.

7. RESPONSIBILITIES OF VARIOUS DESIGNATED EMERGENCY PERSONNEL

7.1. EVACUATION COORDINATOR RESPONSIBILITIES

- 7.1.1.** Serve as a liaison with emergency responders (e.g., fire department, ambulance, Environmental Health & Safety).
- 7.1.2.** Review operations to determine which critical operating systems may require continuous attention or shutdown during an evacuation or other emergency condition.
- 7.1.3.** Develop a procedure to ensure that requisite actions are taken during an emergency. Ensure that designated personnel to address these issues are available. Provide them with the procedures and training.
- 7.1.4.** Meet the Civil Defence personnel upon their arrival and convey specific information about hazards in the building, access, locations of disabled persons or persons with special needs, etc.
- 7.1.5.** During a real emergency liaise with the Senior Fire Officer immediately on the arrival of the Civil Defence.

- 7.1.6.** Provide the Senior Fire Officer with a brief situation report as regards to the condition of both the building and evacuation of people. This should contain:-
- a.** Situation of personnel from check-lists.
 - b.** How many people are unaccounted for in the building, who they are and where they are likely to be located.
 - c.** Assess where you think the seat of the fire is likely to be located.
 - d.** Suggest the best route to reach trapped personnel and the seat of the fire.
 - e.** Highlight any dangerous hazards or chemicals stored in buildings that are likely to hinder or cause danger to Civil Defence personnel.
- 7.1.7.** Maintain communication with Fire Wardens regarding the status of the emergency.
- 7.1.8.** Upon receiving clearance from the emergency personnel, notify Fire Wardens and building occupants that the building is safe for re-entry.
- 7.1.9.** Ensure that Evacuation Plans, Contact Persons and Numbers and Floor Diagrams are up to date.
- 7.1.10.** Assist in Fire Drills.
- 7.1.11.** Take charge of initial incident management.
- 7.1.12.** Assist in training and / or scheduling of training the building occupants, fire wardens, fire responders and first aiders on their responsibilities to implement the plan and to assist in the safe and orderly emergency evacuation of building occupants.

7.2. FIRE WARDENS

- 7.2.1.** Two fire wardens are to be appointed in writing for each of the fire zones/areas. Two are required in the event that one is unavailable. Fire wardens must be full-time staff members and should be familiar with the general operations and hazards on site as well as the emergency procedures for their respective floors.
- 7.2.2.** Each warden will wear a fluorescent jacket/vest. These jackets should be kept within reach and put on as soon as an emergency situation arises. The jacket/vest identifies the warden as someone who is well-informed and available to assist occupants and emergency responders.
- 7.2.3.** Fire Warden shall ensure that occupants have vacated the floor/area/zone in the event of an evacuation and shall check assigned areas prior to leaving the building.

- 7.2.4.** Fire Warden shall ensure that floor plans and route evacuation maps are posted in all relevant places.
- 7.2.5.** Fire Warden shall participate in the development, communication, implementation and maintenance of the overall Emergency Plan for their area of responsibility/zone/ building /office.
- 7.2.6.** Fire Warden shall ensure that occupants, including new occupants/ tenants/ employees / contractors are familiar with the evacuation procedures.
- 7.2.7.** Fire Warden shall be aware of occupants with special needs who may need assistance during an evacuation, e.g. hearing- or sight-impaired, on crutches, in a wheelchair or otherwise disabled.
- 7.2.8.** As an integral part of the emergency communication network, Fire Wardens are to ensure that occupants in their area are aware of an emergency and the need to evacuate.
- 7.2.9.** Fire Warden shall Call the security room and activate the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building.
- 7.2.10.** Fire Warden shall assist in the evacuation process as indicated in the Fire Warden Evacuation Procedure.
- 7.2.11.** Fire Warden shall remain at the exit door from the inside of the building and continue to guide people to open sky and do not allow people to re-enter.
- 7.2.12.** Fire Warden shall carry out systematic monthly Fire Safety checks of their assigned area to ensure that all fire equipment, exit signs etc. are in place and in good working order.
- 7.2.13.** Fire Warden shall be familiar with the location of emergency equipment such as first aid kits, fire extinguisher etc.
- 7.2.14.** Fire Warden shall submit “Fire Wardens’ Monthly Check-sheets” to the Area Safety Manager for any necessary action, filing for reference or for the attention of the Area Safety Manager, particular causes for concern if any.
- 7.2.15.** Fire Warden shall ensure that a trained substitute warden is available during absence.

7.3. FIRE RESPONDERS

- 7.3.1. Fire Responders shall know locations and usage method of all fire protection equipment.
- 7.3.2. Fire Responders shall move to the location of the fire emergency with sufficient fire extinguishing equipment.
- 7.3.3. Fire Responders shall evaluate the safety of the responder team before attempting to fight the fire.
- 7.3.4. Only under safe conditions Fire Responder shall fight the fire with a minimum of one (1) back up fire responder to assist in fighting the fire. Do not place anybody in unnecessary danger.
- 7.3.5. When the fire has been successfully extinguished, the burned material shall be evaluated for heat and removed from the area to a safe place for disposal and constant checking in the event that material was not entirely cooled down with the extinguishing equipment.
- 7.3.6. Fire Responders shall follow these rules if **they decide to fight fires**:
 - a. If in any doubt – do not fight the fires
 - b. Make sure that there are no other fires in the area.
 - c. Never tackle a fire alone or if flames are above waist height.
 - d. Instruct a person evacuating to inform the Fire Warden in-charge of the Assembly Point, about the location and activity responders involved in.
 - e. When using a fire extinguisher, keep low and make sure that the fire is attacked with the correct type of extinguisher.
 - f. Once the fire is extinguished, report the fact to the Fire Warden at the Assembly Point before checking your personnel list.
- 7.3.7. Fire Responders shall follow these rules if **they decide NOT to fight fires**:
 - a. Leave the area and check out if people are not in toilets, store rooms, etc., but only if it is safe to do so.
 - b. Confine the fire by closing doors and windows on the way out, if it is safe to do so and does not cause undue delay in evacuation.

7.4. FIRST AIDERS

- 7.4.1. First Aiders should be assigned to one assembly point of the premises and they should know its location.
- 7.4.2. First Aiders should evacuate immediately when the alarm has sounded.

- 7.4.3. First Aiders should know the location of the first aid kit and carry it with them before evacuating the building.
- 7.4.4. An adequate amount of water bottles should be in the immediate area of the first aid kit.
- 7.4.5. First Aiders should transport the water to the assigned assembly point and supply everyone with water to prevent dehydration while standing outside, possibly in the sun.
- 7.4.6. Once First Aiders have reached the assembly point, ensure that the physical and mental well-being of the assembled people. If anyone has been injured or feels unwell commence first aid and seek medical assistance.

7.5. ASSEMBLY POINT COORDINATOR

- 7.5.1. During a Fire Evacuation, whether real or a practice, Assembly Point Coordinator shall 'take charge' of a designated Assembly Point and receive Personnel and situation reports from the security room.
- 7.5.2. Assembly Point Coordinator shall ensure that Senior Fire Brigade Officer-in-charge, gives all buildings/ zones the "All clear" instruction before people re-enter the building.
- 7.5.3. Assembly Point Coordinator shall make sure that the evacuated people stand in line, i.e. 10 people in one (1) line, on the designated assembly point.
- 7.5.4. Assembly Point Coordinator shall conduct a head count when everyone has assembled in an orderly manner.
- 7.5.5. Assembly Point Coordinator shall ensure that the names of assembled people are called out loud and physically mark the name of the person that has responded.
- 7.5.6. If people from your list are not at that assembly point, contact all other remaining assembly points on the premises to enquire about their presence.
- 7.5.7. Assembly Point Coordinator shall inform the security room if a missing person is assumed to be in the building.
- 7.5.8. Assembly Point Coordinator shall make sure every person on the list remains at the assembly point until the information that it is safe to re-enter the building is received.

7.6. SECURITY SUPERVISOR

- 7.6.1. Security Supervisor shall have phone list of the Civil Defence, Police and Emergency Response Team posted in the Security Control room.
- 7.6.2. Security Supervisor shall ensure Floor plans with escape routes, alternate escape routes, exit locations and Designated Evacuation Assembly Areas are posted in all the floors.
- 7.6.3. Security Supervisor shall ensure that the plans of the building are readily available for the fire brigade use whilst on site.
- 7.6.4. Security Supervisor shall ensure that the key for the Elevator change over switch is ready to be handed over to the Chief Fire Officer.
- 7.6.5. Security Supervisor shall ensure that the Fireman's telephone handsets are available for the Fire officers on their arrival.
- 7.6.6. Upon receiving a water flow alarm from the fire hose reel or sprinkler system, a smoke detector alarm or a heat detector alarm or a phone call from a tenant informing them of a fire or smoke, the security supervisor will take the following steps:
 - a. Immediately rush to the location to check the situation.
 - b. If the Fire is real, immediately operate the "Manual Call Point" (Break Glass Unit) to make the occupants aware that there is a fire.
 - c. Call "997" to confirm the fire and provide updated information to the 997 dispatcher.
 - d. Confirm that all members of the Emergency Response Team have acknowledged the announcement. Those who do not respond contact them on their cell phone.
 - e. Record all phone calls and the arrival times of emergency units (who, what, where, and when)
 - f. When the emergency is resolved, file an incident report for the Facilities Manager.
 - g. Direct traffic as required.
 - h. To give as much assistance as required to the situation without putting himself at risk.

7.7. FACILITIES MANAGER

- 7.7.1. The Facilities Manager along with the Security Supervisor will proceed to the security control room.
- 7.7.2. Facility Manager shall assess the information received of the emergency and if life safety is threatened, orders an evacuation.

- 7.7.3. Facility Manager, then notifies General Manager that an evacuation has been initiated.
- 7.7.4. Facility Manager shall remain at the Security control room for reports from the Floor Wardens of the evacuating Floors, making notes of any discrepancies, locations of disabled individuals waiting for assistance or persons left behind.
- 7.7.5. Facility Manager shall provide updated information, status of the emergency to the General Manager, as needed.
- 7.7.6. Facility Manager directs full or partial re-entry based upon the situation and approval of the Dubai Civil Defence officer.

7.8. OCCUPANTS

- 7.8.1. It is the responsibility of all occupants to be aware of possible fire hazards and/or safety hazards that may be visible or encountered. If such hazards are observed, please notify the Building Management Office immediately so corrective measures can be implemented.
- 7.8.2. Occupants are responsible for their own safety! Stay calm - avoid panic and confusion.
- 7.8.3. Occupants shall know the locations and operation of fire extinguishers.
- 7.8.4. **Small/Inspid fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate evacuation is essential for any and all fires occurring in the building. Never enter a room that is smoke filled.**
- 7.8.5. **Never enter a room if the door is warm to touch.**
- 7.8.6. Occupants shall know how to report an emergency to the security.
- 7.8.7. Occupants shall inform visitors of relevant information about evacuation procedures.
- 7.8.8. Occupants shall **EVACUATE!** Select the nearest, safest route to exit the site or the building and proceed in an orderly manner to the DESIGNATED ASSEMBLY AREA, await further instructions from the Emergency Coordinator or Civil Defence. A head count will be taken to ensure that everyone has safely evacuated. Do not leave the Assembly Point unless you are told to do so.

- 7.8.9. When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown critical operating equipment, close doors behind and exit the building/ zone.
- 7.8.10. All occupants should know where primary and alternate exits are located, and be familiar with the various evacuation routes available.
- 7.8.11. All occupants shall be familiar with Floor plans and escape routes, alternate escape routes, exit locations and Designated Evacuation Assembly Areas.
- 7.8.12. Occupants shall not re-enter the building until notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter!

7.9. DRILL MONITORS/OBSERVERS

7.9.1. Responsible drill observers should be appointed who pay particular attention to:

- a. Communication difficulties with regard to the roll call and establishing that everyone is accounted for.
- b. The use of the nearest available escape routes as opposed to common circulation routes.
- c. Difficulties with the opening of exit doors.
- d. Difficulties experienced by people with disabilities.
- e. The roles of designated people, e.g. fire wardens etc.
- f. Inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts etc.
- g. Windows and doors not being closed as people leave.
- h. On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Any conclusions and remedial actions should be recorded and implemented.

7.9.2. FACILITY EVACUATION DRILL – OBSERVER CHECKLIST

- a. Following is the sample checklist that a Fire Drill Observer should utilize to evaluate the procedures and occupant training.

Facility/Building/Company:

Address:

Contact Person:

Phone:

Date of Fire Drill:

<u>PRIOR TO ANY DRILL:</u>	YES	NO
Have floor wardens been assigned and trained?		
Do floor wardens have vests or caps for identification?		
Do floor wardens have clipboards, checklists and flashlights?		
Have persons with disabilities been identified and assigned help to assist in evacuation to a refuge area?		
Have assembly areas been designated and employees trained?		
Are "Emergency Plans/Procedures" posted?		

<u>DURING THE DRILL:</u>	YES	NO
Did occupants evacuate the building immediately after the evacuation was initiated?		
Did floor wardens perform their duties?		
Was evacuation orderly and quick?		
The building was evacuated in __ minutes.		
Did Civil Defence respond?		
Did everyone evacuate the building?		
Did any person re-enter the building?		
Were instructions given to move to the designated assembly points?		
Did Assembly point coordinators have a list of employees/residents/patients/students..... for their assigned assembly point?		
Did First Aiders have first aid kits assigned and were sufficient amounts of water available at the assembly point?		
Did Fire Wardens remain in their designated place at the exits?		
Were all exits used?		
Were all restrooms, conference rooms, break rooms checked?		
Did fire-doors operate correctly?		

Was everybody continuously kept informed regarding the situation?		
Was a communication system applied during the evacuation?		
Was a prepared evacuation message available?		

<u>AFTER THE DRILL:</u>	YES	NO
Was the "evacuation" alarm sound one long straight blast upheld for 2 minutes or for the duration of the emergency?		
Was the "all clear" alarm a burst tone on all areas of the building, 2 seconds on, and 2 seconds off?		
Were all employees and guests accounted for?		
Did Civil Defence assist with traffic control?		
Did all alarms work properly?		
Did emergency exit lights work properly?		
Was there any significant disruption of services?		
Was outdoor lighting available?		
Did everyone remain outside the building and wait for further instructions?		
Are staff members familiar with their assigned duties?		
List any problems observed:		
.....		
.....		
Did alarm system re-set properly?		

Observed By: (print name) _____

Date : _____ Signed : _____

8. CALLING “997” (CIVIL DEFENCE, THE UAE FIRE DEPARTMENT)

8.1. Anyone calling “997” should provide the below listed information to the “997” operator. Do not hang up the phone until instructed by the operator.

- Your Name
- Building address (Location)
- Floor Number
- Exact location of fire or smoke
- Approximate size of the affected area
- Any fire source information (i.e. electrical, solvent, LPG etc.)

8.2. When tenants or occupants inform the building security that a call to “997” has been made reporting a fire or smoke, they should give security the following information:

- Caller’s Name
- Floor Number
- Exact location of fire or smoke
- Approximate size of the affected area
- Any fire source information (i.e. electrical, solvent, LPG etc.)
- Time the fire or smoke was first observed
- Any other information requested by security personnel

9. POST EMERGENCY EVALUATION AND ASSESSMENT

9.1. STRUCTURAL SECURITY

9.1.1. Have the structural integrity of the building or facility validated by qualified professionals before anyone enters the facility.

9.2. SAFE ENTRY

9.2.1. Contact the proper government agencies to get approval to resume occupancy of the building. Do not enter a facility or building unless the proper clearances have been attained.

9.3. CLEAN-UP SAFETY

9.3.1. Implement your clean-up and business resumption processes in a safe and healthful manner. You will accomplish nothing if your employees are injured or killed during

the phase-in period. Provide training in proper selection and use of Personal Protective Equipment (PPE) for your employees and yourself such as eyewear, gloves, and dust masks/respirators during cleaning, and where appropriate in other operations.

9.4. AIR QUALITY ASSESSMENT

- 9.4.1. Make sure the atmosphere in the workplace environment is tested for asbestos and other chemical/toxic agents. The issue of air quality is one a business may wish to pay careful attention to when restarting business operations.

9.5. VENTILATION

- 9.5.1. Have vents checked to assure that water heaters and gas furnaces are clear and operable. Dust and debris can stop or impede airflow decreasing its quality and healthfulness. Safely start up heating, ventilation and air conditioning (HVAC) a system, which includes prior inspection of lines before energising and pressurising of the systems. Even if you have done so previously, test your systems after inspection.
- 9.5.2. It is a good idea to blow cold air through HVAC systems at first, as opposed to warm weather, as it will help prevent the growth of mold in duct systems.

9.6. INTERIOR, EXTERIOR EXPOSURES

- 9.6.1. For interior spaces, ensure no wall or ceiling materials are in danger of falling. If such exposures do exist, the work environment is not ready for occupancy. Check for cracked windows and outside building materials, as these could fall onto pedestrians at any time -- now and in the future.

9.7. PROTECTION EQUIPMENT

- 9.7.1. For fire and smoke alarms it is important to assure that these have been cleaned and tested before allowing occupancy of the building. If such systems are wired into other systems, ensure that they are still compatible and work in an efficient and effective manner. Thorough inspection of fire-fighting systems such as sprinkler and chemical equipment functions is a must do item.

9.8. ELECTRICAL SAFETY

- 9.8.1. Have checks made of electrical systems, computer cables and telecommunications equipment to ensure that they are still safe and there is no danger of exposure to electricity. Wiring inspections should be conducted from the outside in to ensure all wiring and connections are not in danger of shorting out due to water damage from rain or fire-fighting efforts.

9.9. HEALTH/SANITATION ISSUES

9.9.1. The general facility sanitation systems with the facility should be inspected and tested to guard against potential employee exposure to toxic agents. Food sanitation should also be an issue. Any unused foodstuffs should be discarded. If the workspace has a kitchen, inspect oven hoods and other ventilation devices to ensure they are not clogged and are working efficiently.

9.10. OFFICE FURNITURE

9.10.1. Inspect the furniture to ensure it can withstand expected loads and usage. Ensure that storage devices and equipment that are screwed or bolted to railing systems on walls and panels have not become unstable due to water damage or shaking due to explosions. Inspect office equipment to ensure it is level, stable, and cannot tip over.

9.11. LIGHTING

9.11.1. Make sure there are adequate illumination levels for employees. Emergency lighting should be checked to ensure it operates and functions in the correct manner.

9.12. EMERGENCY PLANNING

9.12.1. Ensure that there is a clear path of egress for the emergency evacuation of employees that the fire extinguishers are still operable and that checks for damage and serviceability are made to see if any fire extinguishers were used during the disaster. If damage is found, they should be replaced immediately.

9.13. SOLID/HAZARDOUS WASTE REMOVAL

9.13.1. Broken glass, debris, or other materials with cutting edges should be safely gathered and disposed. Ensure that such materials can be disposed before collection to avoid creating even bigger hazards for both employees and the public. Solid waste disposal will be an issue, especially if hazardous waste is involved. Evaluate waste disposal issues prior to beginning clean-up operations to ensure it can be properly disposed.

9.14. POWER CHECKS

9.14.1. If there is no access to electricity on the site, do not use fueled generators or heaters indoors. Ensure that there are no gas and sewer leaks in your facility. You will need to check with your local utilities for information regarding power, gas, water, and sewer usage.

9.15. INSPECTIONS

- 9.15.1.** Use qualified professionals for the inspection of elevators, life safety systems, and associated safety systems to ensure they are working. Do not have your employees perform functions they are not trained to do. Select competent and credentialed professionals for safety, health, and environmental consultation.

9.16. CHECK COMPUTER SYSTEMS

- 9.16.1.** If your facility has computer applications – see that lines and cabling are checked to avoid leaking of chemicals.

9.17. EMERGENCY PROCEDURES

- 9.17.1.** Create a new emergency plan and distribute it to employees as soon as they return to work. In case of emergency, designate a place for employees to gather once out of the building or a phone number they should call following the emergency so that all can be accounted for. Update the emergency contact list of names and telephone numbers.

9.18. MACHINE INSPECTIONS

- 9.18.1.** Inspect the condition of drain, fill, plumbing, and hydraulic lines on processes and machines. It would be prudent to have plumbing lines evaluated and tested in order to detect any hazardous gases.

9.19. SURFACES

- 9.19.1.** Make sure flooring surfaces are acceptable and free from possible slip, trip and fall hazards – the second leading cause of on-the-job deaths