

Duties of Emergency Team Members and Fire Drill procedures

1. PURPOSE OF DRILL

The purpose of the fire drill is to ensure that in the event of fire or other emergency:

- a. All persons in danger act in a calm and orderly manner.
- b. All ERT members carry out their tasks to ensure safety of all concerned.
- c. All persons use the evacuation routes according to plan.
- d. All persons evacuate in a speedy and orderly manner.
- e. All persons react rationally when confronted with a fire or other emergency.
- f. All persons are familiar with the sound of fire alarm, the emergency exit routes, the assembly area, and the building re-enter procedures.

2. RESPONSIBILITY OF EMERGENCY RESPONSE & EVACUATION TEAM (ERT)(Item (2) is an extract from the University Fire Evacuation Manual)

2.1 Emergency Response Team members:

- 2.1.1 Emergency Commander (EMC)
- 2.1.2 Evacuation Controller (EC)
- 2.1.3 Fire Fighting Team (FFT)
- 2.1.4 Fire Floor Marshal (FFM)
- 2.1.5 Search and Rescue Team (SRT)
- 2.1.6 Security Controller (SC)
- 2.1.7 First Aid Team (MFT)
- 2.1.8 Recorder

2.2 Job responsibility of each of the Emergency Response & Evacuation Team (ERT) committee members.

2.2.1 Emergency Commander (EMC)

- Overall control of incident
- Operates from Fire Control Room / Control Centre
- Assisted by Evacuation / Incident Controller & Security Controller
- Determine location of fire
- Formulate control actions and advise
- Mobilize Fire Fighting team
- Co-ordinate with Fire Floor Marshal (FFM), EC, SC & Fire Fighting Team
- Informs / update management and corporate affairs of incident
- Liaise with Fire and Police Department

2.2.2 Evacuation Controller (EC)

- In-charge of evacuation
- To be present at assembly area
- Co-ordinate with SC
- Roll Call & Verify missing persons
- Co-ordinate with First Aid Team
- Update occupants of incident

2.2.3 Fire Fighting Team / Student committee (FFT)

- Assemble at the Fire Control Room
- To lead the team to the floor
- Fighting fire
- Report status to Emergency Commander

2.2.4 Fire Floor Marshal (FFM)

- Last person to leave the floor
- To lead occupants to the corridor
- Wait for the announcement / instruction
- Lead the occupants through the staircase to the assembly area
- Line them up for the roll call
- Inform the EC of missing persons
- Assist in re-entry process

2.2.5 Search and Rescue Team (SRT)

- To search and rescue occupants / victims
- To lead occupants / victim to the assembly area
- Report status to Emergency Commander

2.2.6 Security Controller (SC)

- In-charge of Building Security
- Control human movements
- Operate from foyer (if any)
- Ensure vehicle movement is stopped
- Deploy security personnel to road junction
- Ensure clear access for emergency services

2.2.7 First Aid Team (MFT)

- Keep team advised of any injury / serious injury or casualty
- Assists in treatment of casualties and render first aid as required
- Make arrangement for ambulance
- Report status to Emergency Commander

3 GUIDELINES FOR FIRE FLOOR MARSHAL (Fire warden)

The fire warden’s primary responsibility is to manage the evacuation of personnel from his/her designated area during a fire or other emergency. Fire wardens will carry out the following responsibilities:

- a. Know your area, the people in it, and at least two safe exits.
- b. Familiarize yourself with the fire protection equipment in your area and the location of the pull boxes (if any).
- c. During an evacuation, direct all persons to the nearest safe exit - not elevators.
- d. Close all doors as you leave.
- e. Check washrooms and rest areas and advise occupants of the emergency situation.
- f. Maintain an orderly and controlled evacuation.
- g. Do not use elevators during an evacuation.
- h. When all persons are safely evacuated to the assembly area, conduct a head count, and if anyone is unaccounted for, notify security or fire department personnel.
- i. Remain outside the building until informed by EC or security or the fire department that it is safe to return.

4 CHRONOLOGICAL PROCEDURE FOR ERT MEMBERS

	TIME	ACTION	RESPONSIBILITY
1	9.00 a.m.	1.1 ERT members to meet at Block G – Room G101 (Multipurpose hall)	All ERT members
		1.2 Briefing by Emergency Commander.	EMC
		1.3 Synchronisation of time.	EMC
		1.4 Synchronization of walkie- Talkie channel	EMC
		1.4 To get to know the building and the evacuation procedures.	All ERT members
2	9.45 a.m.	ERT members to take position at their respective locations and duty post	ERT
3	10.00 am	To activate fire alarm at IDK-1, Upper floor.	DEF

4	10.01 am	4.1 To silent the alarm.	DEF
5	10.02 am	1 st announcement for evacuation	EMC / Control Room Operator
6	10.05 am	6.1 Assemble at Assembly Area. 6.2 FFM to take roll call. 6.3 Account for persons and report any missing persons to EC.	FFM
7	10.20 am	EC to report missing or injured person status to EMC by radio set.	EC
		Announcement (2 nd announcement) for occupant to re-entry the building	EMC
8	10.40 am	Post mortem meeting at Block G . EMC to complete fire drill report.	EMC/All ERT members

5 ANNOUNCEMENT

5.1 1st Announcement

Ladies and gentlemen, we have detected the fire at the IDK. Fire floor marshals will now evacuate immediately. Be calm and do not panic.

(Repeat 2x)

Thank you.

5.2 2nd Announcement

Ladies and gentlemen, the fire drill is now ended. You may now re-enter the building.

Thank you for your participation.

6 DUTIES OF SUPPORT SERVICES

- 6.1 DEF
 - a) To ensure fire alarm bells are in working order.
 - b) On the scheduled time, a technician to activate the fire alarm; to investigate and report the location of fire and its status to EMC; and to reset fire alarm.
- 6.2 DGS
 - a) To inform switch board operator of the fire drill exercise.
 - b) Switch board operator to divert all calls about fire drill to the Fire Control Room or the EMC.
 - c) All janitorial service staff is required to participate in the drill.
- 6.3 DSS
 - a) To secure the road and to exclude all traffic except for fire and other service vehicles to get through.
 - b) To secure all entrance to Block 'T' building and prevent anyone from entering the building when fire evacuation is activated.
 - c) To put up appropriate signage at the locations used for fire evacuation exercise.

7 CALL SIGNS

Set Walkie Talkie to Channel 1 (one)

- 7.1 “Echo” for Emergency Commander
- 7.2 “Charlie” for Evacuation Controller
- 7.3 “Sierra” for Security Controller
- 7.4 “Delta” for DEF (Fire alarm)

8 FORMS

- 8.1 Fire Floor Marshall Report Form (To be completed by FFM)
- 8.2 Fire Drill Report Form (To be completed by EMC)
- 8.3 Floor Plan.
- 8.4 Report Form.