FIRE DRILL & EMERGENCY EVACUATION PROCEDURE
1. Introduction

- Every Cost Center / Faculty / Department / Units of the university has to conduct a fire drill and emergency evacuation for their respective building.

- Fire drill must be conducted at least once a year for Cost Center buildings, and at least once every semester for Hostel buildings.

- For Hostel buildings, the fire drill has to be planned and conducted by the Security Department. Meanwhile, the drill for the other buildings has to be planned and conducted by the Cost Center / Faculty / Departments / Units residing in those buildings with the assistance of the Security Department.

- The Safety and Health Unit will organise and provide safety briefings to the Hostel Evacuation Officer / Floor Leader during the first semester of the academic year. The subsequent fire drill for the remaining semesters in the year has to be carried out by the Security Department.

2. Objective

The main objectives of this Fire Drill and Emergency Evacuation procedure are as below:

- To provide an orderly emergency response plan for all occupants.

- To ensure all exit routes, emergency staircases are not obstructed and can be used in an orderly fashion during emergencies.

- To ensure fast, organised and smooth evacuation of buildings during emergencies.

- To train fire drill and emergency evacuation officers to conduct their duties successfully.

- To test the working conditions and effectiveness of all fire and emergency equipments for all buildings.
3. Planning

Below are issues to be considered in planning and organising a fire drill and emergency evacuation:

- **Types of Building**
  - Is the building occupied by one or multiple departments?
  - Is the building single-storey or multi-storey?
  - Is the building constructed with fire-resistant materials, etc?

- **Occupants of the Building**
  - Number of occupants.
  - Location of occupants in the building.
  - Physical condition of occupants in the building.
  - Activities commonly performed by the occupants.
  - The responses expected from the occupants in emergency situations.

- **Fire Protection**
  - Type of warning signs (e.g. the availability of the glass to break)
  - Fire extinguisher, hose reel dan fire fighting team.
  - Preparedness to call / contact the Security Department and Fire Brigade.
  - Selection of personnel from every building / floor to assist in emergency evacuations.
  - Notices and orders to be displayed on stipulated notice boards.

- **Escape Route**
  - The sufficiency of existing evacuation routes for emergency evacuation and their clearance from any obstruction.
  - Measure the distance that occupants have to travel to get to the emergency assembly area during emergency evacuation.
  - Ensure a safe and accessible emergency assembly area.
  - Emergency lights and availability of other emergency equipments.

- Every personnel involved in the emergency response team need to be trained in assisting disabled people during emergency evacuations.

- All activities conducted during fire drill and emergency evacuations are to be recorded and documented.
4. Preparation to Conduct Drill

The items below are to be prepared prior to conduct a fire drill:

- Formation of emergency action committee for every building / area. The appointments of officers shall include:
  - Emergency Evacuation officer and assistants
  - Floor leaders and assistants

- Clarify the roles and responsibilities of every officer involved in the emergency action committee. For more information, please refer to Appendix A and B.

- Prepare the floor plan and action plan.

- Determine the Assembly Area.

- Determine the evacuation route, exit doors, and emergency staircases are not obstructed.

- Commands and evacuation orders for building occupants are prepared.

5. Actions to be taken when conducting the Drill

The activities / actions below are to be carried out during a Fire Drill:

- Sound the fire alarm and shout “FIRE, FIRE, FIRE..”

- Follow the emergency procedures, as below:
  - Actions too execute when fire is seen, please refer to Appendix C.
  - Actions to execute when order to evacuate building is given, please refer to Appendix D.

- Rescue team are to carry out their duties (if any).

- Floor leaders are to call for evacuees to gather and conduct a headcount. Numbers are to be reported to the Emergency Evacuation Officer.

- Emergency Evacuation Officer is to report gathered information to the Occupational Safety and Health Unit / Rescue Team or Campus Emergency Response Team representatives. Details such as time needed to evacuate, methods of evacuations, rescue activities, comments, etcs, are to be recorded.
6. Closing

Fire or any other emergencies could happen at any time without warning. They can hurt or kill lives and destroy properties. A Fire Drill and Emergency Evacuation is a necessary exercise that the organisation should embark on to ensure readiness and preparedness of the staff in the event of an emergency. In any emergency situation, saving lives shall always be the first and foremost priority.
ROLES AND RESPONSIBILITIES OF EMERGENCY EVACUATION OFFICER

- The officer shall wear RED safety helmet for easy identification.
- The officer is responsible for all occupants’ safety during evacuation and to ensure the safety of the building before re-entering after drill, unless his role is passed on to another officer during an emergency.
- Cooperate with other emergency officers during evacuation.
- To advise emergency service units if needed.
- Ensure first-aid is given to evacuees if needed.
- Inform the assistance to take over his duties in his absence.
ROLES AND RESPONSIBILITIES OF FLOOR / AREA LEADERS

- Floor / Area leaders are to wear WHITE safety helmet for easy identification.

- Keep an updated list of their respective floor occupants namelist and carry the namelist with them during evacuation.

- Inform the floor assistant to take over in the absence of the floor leader.

- Ensure all occupants have evacuated the respective floors, including people in the toilet, resting / meeting rooms, etc, during evacuations.

- Survey their respective floors to identify disabled occupants, etc, and inform Emergency Evacuation Officer and Assistant for further action.

- Ensure evacuees use the correct evacuation route to leave the floor / building.
APPENDIX C

ACTION TO BE TAKEN IF ENCOUNTERED WITH FIRE

• Break the nearest “breal-glass panel” to sound the fire alarm; and shout “FIRE, FIRE, FIRE…”

• Contact the Security Department or Emergency Response Team at the numbers below:

<table>
<thead>
<tr>
<th>Cyberjaya Campus</th>
<th>Melaka Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>5497</td>
<td>3934</td>
</tr>
</tbody>
</table>

• If you encounter a small fire, try putting the fire out using the available fire fighting equipment closest to the scene. Try to control the situation.

• If you encounter a fire victim, rescue the victim without endangering yourself.

• Leave / evacuate the building and report at Assembly Area.
APPENDIX D

ACTIONS TO BE TAKEN BY OCCUPANTS WHEN BUILDING EVACUATION WARNING IS HEARD

- Inform colleagues who are still working.
- Promptly leave / evacuate the building using the nearest emergency exit route.
- Gather and report to the officer in charge at the Evacuation Area. Ensure that your name is called during a headcount.
- When evacuating building, DO NOT:
  - Use the lift
  - Return to the office / room to take things
  - Overtake or push other evacuees
  - Be playful, joke around or make light of the evacuation
- If there are occupants who are sick, hurt or disabled, assist them to evacuate the building.
- Occupants may re-enter the building in an orderly fashion only AFTER the building is declared safe.