

Section 4 –Training Plan

Subsection F6 –Training Plan

Clause F6.1

Proper and adequate training should be provided to staff for ensuring that they are familiar with the fire safety provisions installed and the actions to be taken in case of fire. For example, the familiarization with the exit routes, evacuation procedures for guiding occupants to the ultimate place of safety in case of fire and use of firefighting equipment etc.

Clause F6.2

The training plan should include descriptions of staff duties on routine inspection and their duties in case of fire, regular staff training programme, staff training records etc. Fire wardens should be appointed for managing evacuation in case of fire.

Clause F6.3

Fire drills and fire safety seminars should be conducted at regular intervals for staff and the occupants, including persons with a disability.

Commentary

A fire drill is a method of practicing the evacuation of a building in case of fire in which the management staff can also identify and remedy the need and problems with the evacuation procedures for the occupants including persons with a disability.

Occupant Training

Tall building evacuation requires not only building elements such as refuge floors, but also requires managed evacuation strategies and training for all occupants.

A key aspect for consideration is whether occupants on upper floors are expected to evacuate to the street level. The training provided to occupants will affect how they will react in a fire or other emergency situation.

Some building occupants may have a perception that they will never have to walk down to the street level in a fire emergency and may just need to stay at the nearest refuge floor. This may result in blockage at refuge floors, as occupants may wait at the refuge floor and not move any further. To overcome this potential blockage of occupants at refuge floors, fire wardens should ensure the occupants do not remain on the refuge floors causing blockage. This is particularly important if whole building is to be evacuated.

Occupants and staff should be trained by regular fire drills to familiarise themselves with the procedure of emergency evacuation in the fire action plan.