

Emergency Evacuation Drill

1) Purpose:

- a) The purpose of this Standard Practice (SP) is to establish guidelines for conducting emergency evacuation drills. This SP aims to ensure the safety and well-being of occupants during emergency situations by promoting preparedness, effective evacuation procedures, and the timely communication of critical information.

2) Scope:

- a) This SP applies to all real estate buildings owned or managed by the organization. It covers all occupants, including employees, tenants, contractors, and visitors, and outlines the responsibilities and procedures for conducting emergency evacuation drills.

3) Definitions:

- a) **Emergency Evacuation Drill:** A planned exercise that simulates an emergency situation to test and evaluate the effectiveness of evacuation procedures and the response of occupants.
- b) **Emergency Assembly Point:** A predetermined location outside the building where occupants gather after evacuating.
- c) **Building Emergency Coordinator (BEC):** The individual responsible for coordinating and overseeing emergency preparedness and response activities within the building.
- d) **Floor Wardens:** Responsible for coordinating and overseeing emergency preparedness and response activities for each tenant (or each floor when the tenant occupies multiple floors).

4) Responsibilities:

a) Building Owner/Management:

- i) Appoint a Building Emergency Coordinator (BEC) responsible for implementing and coordinating emergency evacuation drills.
- ii) Ensure that emergency evacuation routes, exits, and assembly points are clearly marked and well-maintained.
- iii) Provide necessary resources, such as emergency lighting, signage, and communication systems, to support effective evacuations.

b) Building Emergency Coordinator (BEC):

- i) Develop and update the Emergency Evacuation Drill Plan.
- ii) Coordinate with relevant stakeholders, including tenants, to ensure their participation and cooperation during drills.
- iii) Conduct regular training and provide guidance to floor wardens and other designated individuals responsible for assisting with evacuations.
- iv) Evaluate the effectiveness of drills and implement improvements based on feedback and lessons learned.

c) Floor Wardens and Designated Personnel:

- i) Assist in the coordination of evacuations on their respective floors or areas.
- ii) Familiarize themselves with emergency procedures, evacuation routes, and the location of emergency equipment.
- iii) Help occupants evacuate safely and efficiently during drills and actual emergencies.

- iv) Report any observed deficiencies or issues related to evacuation procedures or building safety to the BEC.

5) Emergency Evacuation Drill Process:

a) Planning:

- i) Develop an Emergency Evacuation Drill Plan that includes the frequency, objectives, and procedures for conducting drills.
- ii) Identify and document primary and alternate evacuation routes for each floor or area.
- iii) Determine the assembly points where occupants should gather after evacuating the building.
- iv) Coordinate with local authorities and emergency services, if required, to ensure compliance with applicable regulations.

b) Drill Execution:

- i) Notify all occupants in advance of the scheduled drill date, time, and purpose.
- ii) Activate the emergency alarm or signal to initiate the drill.
- iii) Monitor and observe the evacuation process, paying attention to the effectiveness of communication, occupant response, and adherence to evacuation procedures.
- iv) Document any observations, challenges, or areas for improvement during the drill.

c) Evaluation and Improvement:

- i) Gather feedback from participants, including occupants, floor wardens, and emergency response personnel.
- ii) Analyze the drill results and identify areas for improvement in evacuation procedures, signage, communication systems, or training.
- iii) Update the Emergency Evacuation Drill Plan based on the lessons learned and recommendations for enhancing the effectiveness of future drills.

6) Communication and Awareness:

a) Communication:

- i) Establish communication protocols to relay emergency information to occupants during drills and actual emergencies.
- ii) Ensure that emergency contact information is readily available and regularly updated.

b) Awareness:

- i) Conduct periodic educational campaigns to raise awareness among occupants about emergency procedures, evacuation routes, and the location