

## FIRE EMERGENCY PLAN

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### 1.0. PURPOSE

This plan is designed to guide the management, staff and guests of Bigfoot on what to do in the event of fire, with the goal of avoiding damage to life and property.

### 2.0. SCOPE

The Fire Emergency Plan shall apply to ALL Bigfoot staff across all entities. The procedure also extends to Bigfoot tenants, clients, students, contractors and guests.

### 3.0. GENERAL INFORMATION

#### 3.1 Fire Exit Routes

- 3.1.1 Main Building: Ground Floor and Mezzanine
  - a. the route leading to the main entrance
  - b. the route leading to the exit door beside the canteen
- 3.1.2 Main Building: Second and Third Floors
  - a. the route leading to the main entrance door
  - b. the stairwell leading to the exit door beside the canteen
  - c. the route leading to the roof deck of the Hollywood Suites, which leads to the Hollywood Suites main door at the ground floor
- 3.1.3 Casablanca Gardens Apartments (CGA): Ground to Third Floor
  - a. through the main entrance door
  - b. through the two exit stairwells at the side of the building
- 3.1.4 CGA Basement
  - a. through the access door facing the deep pool
  - b. through the exit door leading to the back of the motor pool
- 3.1.5 Sound Stage 1
  - a. through the main doors
  - b. through the exit door leading to the generator set house
  - c. through the exit door leading to the Tiki Bar

#### 3.2 Assembly Areas

- 3.2.1 **the basketball court beside CGA** – in case of fire at the main building or sound stage 1 and 2

3.2.2 **the Tiki Bar area** – in case of fire at CGA

**3.3 “All Clear”.** No person shall go back inside the building/s after an evacuation unless an “All Clear” situation has been declared. Declaration must be done by the most Senior Management Committee member present. It is also prudent to seek advice from the authorities (e.g. Fire Department) involved in the emergency situation before declaring “All Clear”.

#### **4.0. GENERAL PROCEDURES**

##### **4.1 Upon discovering smoke or smelling something burnt**

- 4.1.1 Immediately inform the maintenance and/or security department of the observation, and direct them to the area where smoke or smell is discovered.
- 4.1.2 Proceed to the nearest fire exit and prepare to evacuate the building should the alarm be sounded by maintenance or security.
- 4.1.3 While on the way to the exit, inform the others so that they can also evacuate.

Note: If smoke is already thick and heavy or the burning smell is already unbearable, even if there is no fire, activate the nearest fire alarm and evacuate the building immediately. Inform maintenance and security on your way out of the building

##### **4.2 Upon discovering a fire**

- 4.2.1 Activate the nearest fire alarm manual pull station.
- 4.2.2 If the fire is still in its initial stage, attempt to extinguish it using a fire extinguisher or other available fire fighting equipment. In fighting the fire, make sure you are positioned between a clear escape route and the fire.
- 4.2.3 If you do not know how to put out even a small fire, leave the area immediately. Inform any maintenance, security or housekeeping personnel of the location of the fire while on your way out of the building.
- 4.2.4 If the fire becomes uncontrollable, immediately evacuate the building through the nearest fire exit route. On your way out of the building, inform the others to evacuate immediately.

##### **4.3 Upon hearing a fire alarm**

- 4.3.1 Immediately get out of your work area and proceed to the nearest emergency exit. No alarm should be considered false unless declared by

maintenance or security personnel who are tasked to check on fire alarms.

- 4.3.2 If there is no advice of a false alarm, immediately proceed to the designated evacuation areas.

## 5.0. EVACUATION GUIDELINES

- 5.1 Leave the building through the nearest fire exit route. Inform other persons along the way who may not be aware of the emergency.
- 5.2 Walk - do not run. Avoid pushing, crowding and overtaking. Do not move backwards or against the flow of evacuation.
- 5.3 Do not stop to save some personal belongings or property. Once you have left your workstation, **do not return to retrieve anything**. Be focused on leaving the building and encouraging others to get out.
- 5.4 Once out of the building, do not re-enter.
- 5.5 Proceed to the designated assembly area/s.
- 5.6 Once at the assembly area, group together with your department and have yourself accounted for by your superiors or HRD personnel.
- 5.7 Assist in any action that needs to be done at the assembly area. This may include accounting of guests and visitors, first aid, crowd control, security of the premises, etc.
- 5.8 Wait for "All Clear" or for further instructions from your superiors/management.

### IMPORTANT REMINDERS

**In any emergency situation, preservation of life and limb is paramount. No person shall attempt to save any material thing at the risk of injuries of losing his/her life.**

**Personal safety is everyone's individual responsibility. As much as possible, do not put yourself in a situation that other people will have to save you. They may be too busy saving themselves.**

## 6.0. POSSIBLE DANGEROUS SITUATIONS

- 6.1 **If caught in smoke:** Crawl or crouch low and control breathing while moving towards the nearest fire exit.

- 6.2. **If forced to advance through flames:** Move quickly, cover or protect your head and hair and close your eyes as much as possible.
- 6.3 **If trapped in a room:**
- a. Place a cloth under the door to prevent smoke from getting in.
  - b. If the room has a window, signal for help but do not open or break the window until the rescuers are already there to pull you out. If no help is coming, open or break the window and use whatever material (blanket, rope, belt, etc.) is available for you to escape/get down to ground level.
  - c. If the room has no window, stay away from the door and cover your mouth and nose with a cloth to filter smoke that may get inside the room. Shout for help as much as you can to catch the attention of firefighters.
  - d. If the room has a water supply, wet the floor and walls to delay the spread or entry of fire into the room.

## 7.0. DUTIES AND RESPONSIBILITIES OF SPECIFIC PERSONNEL

- 7.1 Senior ManCom member present – In the event of fire, he will act as the Fire Marshal. He shall station himself at the assembly area and establish a command center. He will make the necessary and critical decisions during the whole duration of the emergency situation. He will also handle all possible inquiries and interview requests from the press.
- 7.2 Other ManCom members, department heads and supervisors – Shall strive to ensure that all staff under them will be able to evacuate the building. They are also responsible for the orderly headcount and assembly of personnel at the designated assembly area.
- 7.3 Maintenance Group – Shall ensure that equipment and materials needed in combating the fire are available and functioning properly. They are responsible in de-energizing the whole building should the need arise.
- 7.4 Security Team – Shall be in charge of crowd control, traffic management, and overall security of the facility. They shall ensure that no person enters the building except the fire fighters until such time that “All Clear” has been declared.
- 7.5 First Responders Group – Shall be composed of security and maintenance personnel. They shall be responsible in checking and responding to all alarms. They are the ones who will determine if the alarm is false or not. In case of fire, they shall attempt to put it out without risking their own safety. They shall also guide the fire department personnel in entering the building should the need arise. They shall report updates and give necessary information to the Fire Marshal at the command center, through radio, cellphone or a messenger.
- 7.6 Company Physician and Nurse – Shall attend to all staff who need medical attention. They may ask assistance from other staff at the assembly area who have medical backgrounds.

7.7 Timekeeper – Shall ensure that a master list of all personnel is on hand. For this purpose, two (2) laminated master lists may be maintained. One shall be kept by the CGA guard and the other one by the timekeeper. He/she initiates headcount of personnel at the assembly area.

**8.0. POLICY ISSUANCE AND REVISION HISTORY**

Revision	Issuance Revision		Approval Matrix			Reason
	History	Date	Dept.	Prepared	Reviewed	
Rev. 00	Establish	08/24/09	HR	(Sgd) Charlie Duran	(Sgd) Stephanie Manuel	New Procedure