

Center for International Trade Expositions and Missions

Emergency Action Plan

Goal: To safely and efficiently evacuate clients and staff from the buildings occupied by CITEM during an emergency requiring mass evacuation.

This Emergency Action Plan (EAP) identifies steps to take when an emergency situation arises. It is understood that each situation is unique and that people must use common sense and good judgment in all situations.

This EAP shall henceforth be part of the mandatory knowledge that new employees, OJTs, and SPs of CITEM that they must be oriented to. Employees may be asked at random to take written examinations on the guidelines as part of the monitoring of staff knowledge and recall on what to do in case of emergencies. The results of which shall be presented to the Pasay Bureau of Fire Protection during the annual fire safety inspection.

General Emergency Notification Protocol:

In case of emergency notify the following in descending priority:

1. local 223/326 (Security Division) who will notify
 - a. Guard on duty at security office (to confirm presence of emergency via the posted and roving guards)
 - b. Notify person in charge of ground security – ground security to inform front desk to redirect clients away from area of emergency
 - c. On standby to notify proper authorities if emergency will prove to be unmanageable
2. local 319 (Facilities Management) who will notify
 - a. Electrical and maintenance personnel – to shut down power as necessary
 - b. Janitorial Services – to assist employees with walking difficulty in exiting

Information needed for the report:

1. Nature of emergency (fire, sick person, etc...)
2. Location of caller
3. Name of caller
4. Approximate number of person/s affected in emergency

EAP: Fire

Fire is the most common type of emergency for which businesses must plan. A critical decision when planning is whether or not employees should fight a small fire with portable fire extinguishers or simply evacuate.¹ The type of fire that will be fought should be assessed quickly by the people in the immediate vicinity and responded to accordingly (see Appendix B for Risk Assessment Questions).

¹ https://www.osha.gov/SLTC/etools/evacuation/portable_relation.html

Reporting

1. Once fire breaks out, follow general emergency notification protocol.
2. Follow-risk assessment questions in Appendix B and act appropriately
3. Pull fire alarms if a fire alarm is not yet ringing
4. Follow protocol for proper establishment evacuation

Evacuation Procedures and Emergency Escape Route Assignments

Each floor is provided with a different emergency escape plan owing to the difference in the architecture and the security needs of each.



Figure 1 Golden Shell Pavilion 1st Floor Evacuation Plan

CITEM is considered a moderate fire hazard owing to the paper and electricity used in daily operations. Employees shall be oriented on the possible hazards in the work area so they would be better equipped to assess whether to fight the fire or flee it. Emergencies are to be categorized by the floor leader to guide the employees on whether an evacuation is needed or not.

Owing to the nature of the business, it would be likely that clients may be present during an emergency and as such must be taken into consideration during an evacuation.

The Pergola (flag ceremony grounds) shall be designated as the meeting area after an evacuation of the Golden Shell Pavilion. Avoid using the driveway to allow access of emergency vehicles. In case of an emergency evacuation for Hall 1, concerned personnel may use the entry of the south wing as meeting place. If both buildings are to be evacuated, the parking lot at the back of Philexport shall be designated as the meeting place.

Elements in a Fire Evacuation:

1. **Floor Leader** - one floor leader will be assigned per floor, and will be available at all times during work hours. The floor leader will be handling division leaders and is responsible for ensuring that the offices, bathrooms and other spaces that may be a potential trap for both employees and clients have been checked.²
2. **Shutdown personnel** – a designated person per day will be identified per shift to shut down (if necessary) equipment that may cause an explosion or contamination if left in operation. All other personnel are tasked to push power buttons of the computers they are using as they leave to ensure security of data and equipment. The shutdown personnel will not be responsible for personal computers and will only deal with specific machines identified and categorized as a possible risk. The MIS shall be tasked to configure computers such that they will power down with one button push.
3. **Front Desk personnel** – are responsible for the evacuation and accounting of clients that are present during an emergency. All clients need to log in the visitor's log sheet to ensure proper accounting after the evacuation.
4. **Person/s with Special Needs** – some employees/clients may require special needs (Walking, keeping balance in the stairwell, pregnancy) during an evacuation, it is imperative that they be assisted in the orderly evacuation of the premises.
5. **Emergency Routes and Exits** – All employees are to be oriented on the location of all emergency exits in the building. Routes shall always be kept free from obstruction. Division leaders are the ones responsible for calling out names in the identified assembly area. Accountability will be as follows:
 - a. Division leader – employees per division that have reported for work
 - b. Front desk and exit guards – clients
6. **Incident Containment and Investigation** – all personnel in the immediate vicinity of the incident are advised to stay for debriefing and investigation. No employee should go back to the incident area unless accompanied by a fire marshal, no employee is allowed to go home without first notifying the division leader.
7. **Chain of Command** – The floor leader shall be responsible for assessing the situation to determine whether an emergency exists, requiring activation of the emergency procedures. The leader is also responsible for overseeing emergency procedures ensuring activation of emergency protocols and following up expected outcomes.³
8. **Retraining** – All employees will be retrained annually on the emergency action plan. Should there be a change in the company organizational structure; employees shall be retrained if a new position is given to him/her.
9. **Monitoring and Improvement** – after every EAP training or activation, a post EAP debriefing will be held to determine the strengths and weaknesses of the plan and to allow any adjustment of the plan that was unforeseen. Results of the debriefing shall be echoed to all employees to increase their awareness.
10. **Coordination** – Once the EAP for CITEM has been approved by the Executive Director, it will be shared to all employees. Any changes made to the existing EAP shall be cascaded to employees as notices (for minor changes) or as a briefing (for major changes)

² <https://www.osha.gov/SLTC/etools/evacuation/evac.html>

³ <https://www.osha.gov/SLTC/etools/evacuation/implementation.html>

- 11. Revisions** – The existing EAP will be reviewed every year and shall be amended as necessary to keep the process up to date with business organization. Earlier amendments must also be done should there be any change in the layout of the facility, introduction of new equipment or hazardous material or introduction of new processes.⁴

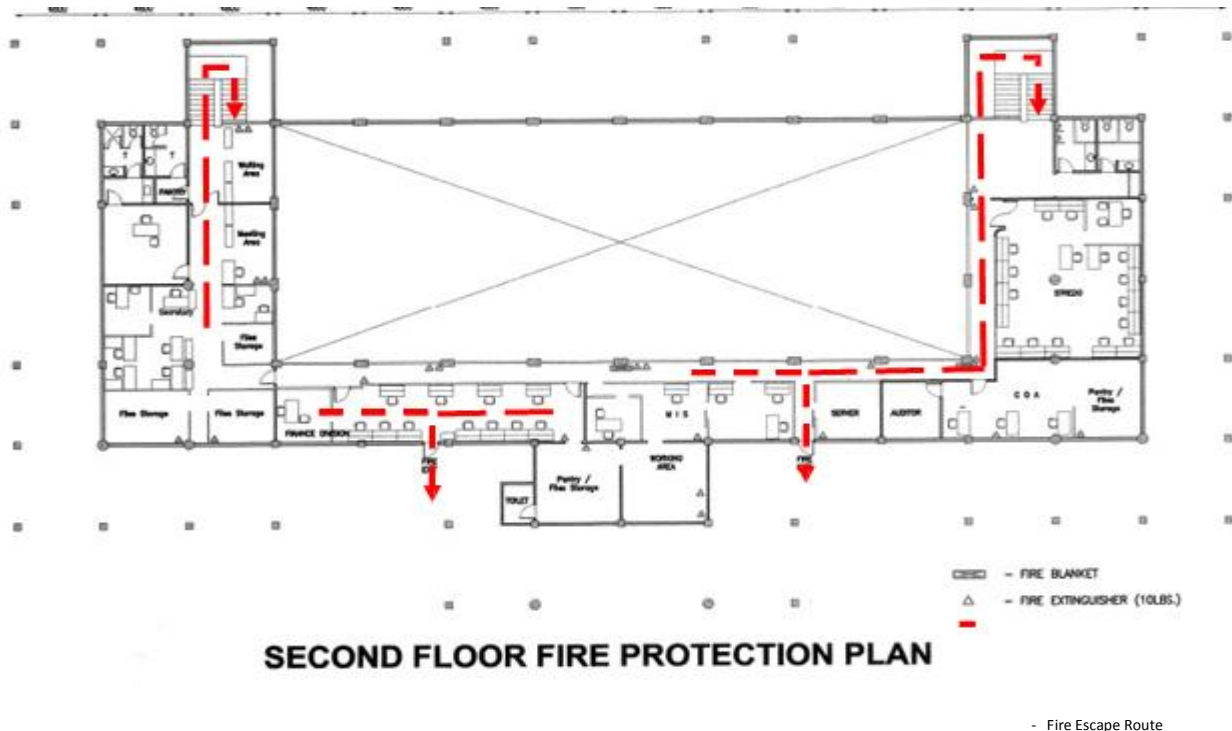


Figure 2 Golden Shell Pavilion 2nd Floor Evacuation Plan

CITEM 2nd floor offices are considered a medium fire hazard owing to the electrical equipment in MIS and the abundance of paper in Accounting. Should an emergency arise, the floor leader will guide the other employees on whether an evacuation is needed or not.

Owing to the architecture of the building, it would be likely that emergency exits may be obstructed and as such must be taken into consideration during the evacuation.

Elements for evacuation would be the same as that of the 1st floor with just the difference in the egress paths. The Floor leader shall have the same responsibility as the 1st level floor leader.

The exit routes to be taken are as follows:

- Personnel located nearest the stairs should use it to evacuate immediately.
- Personnel located nearest the fire escape should take that route. Keep in mind that the fire exit requires a bit of agility and may be slippery if it is raining outside.

Firefighting

To ensure that employees are equipped with knowledge to combat fire in any given situation, all employees shall be required to attend an annual fire and safety drill that will be coordinated by the Human Resource Department with the local Bureau of Fire Protection (BFP). This shall be conducted

⁴ <https://www.osha.gov/SLTC/etools/evacuation/implementation.html>

every July of the year or during months at which CITEM schedule would allow greatest attendance and participation.

The occupational safety and health physician (OSHP) and any personnel assigned by CITEM management shall attend the said activity and take note of areas for improvement in policy, architecture, training and facilities.

Fire extinguishers have been provided and strategically placed all throughout the Golden Shell Pavilion as well as Hall 1. They are placed in black, rectangular wooden boxes. All employees are enjoined to familiarize themselves to the nearest fire extinguisher taking into consideration that the nearest extinguisher may be behind them.

Operating A Fire Extinguisher

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All fire extinguishers in CITEM are of type ABC which can be used for almost all types of fire except for chemical fire. Upon purchase, they shall be inspected by procurement and ensured that all pressure gauges are in the green. They shall then be inspected quarterly by GSD to ensure that they are placed in their designated position, they are still usable and that they are not undergoing corrosion. An inspection log shall be created and be kept ready should it be requested by the Philippine BFP. The OSHP shall check this records and include it in the reports for submission under accomplishment report every quarter.



Figure 3 Fire Extinguisher Types

To operate an extinguisher:

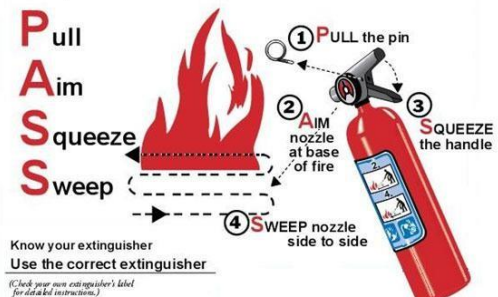


Figure 4 Proper use of Fire Extinguisher

EAP: Earthquake

When an earthquake occurs in a populated area, it may cause deaths and injuries as well as extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls or floors, flying glass, and falling objects as a result of the ground shaking or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.⁷

⁵ <http://www.goldenvalleyfire.org/wp-content/uploads/2013/02/fire-extinguishers-chart.png>

⁶ <http://www.fireonline.com.au/resources/products/howtooperateanextinguisher.jpg>

⁷ <https://www.osha.gov/dts/earthquakes/index.html>

Nonstructural failure have accounted for the majority of earthquake damage. Thus, it is critical to raise awareness of potential nonstructural risks, the costly consequences of nonstructural failures, and the opportunities that exist to limit future losses. Nonstructural components of a building include all those components that are not part of the structural system, that is, all of the architectural, mechanical, electrical and plumbing systems, as well as furniture, fixtures, equipment and contents.⁸

CITEM has numerous shelving systems that have the potential to fall over during violent shaking. These shall be bolted to the floor or to the walls and no heavy files shall be placed on top shelves where the potential of them falling on employees would be high.

Earthquake Protocol

Before an earthquake

- Staff will be oriented on the earthquake protocol and will be evaluated regularly
- All staff members will be encouraged to use the *ICE communication plan*
 - ICE (In Case of Emergency) communication plan involves saving important family members' phone numbers with the word ICE before their name. Advise family members that they are listed as emergency contacts.⁹
 - Such numbers should also be written in the employee's identification card
- 5s practices should always be observed to ensure that items will not fall on staff members or obstruct exit routes.
- All movable equipment should be strapped to the walls or bolted to the floors
- All staff members of CITEM are advised to locate and know safe spots in each room or area. This would include sturdy tables or against an inside wall.¹⁰
- Door frames are no longer considered as safe zones and employees in door frames would present as obstructions to a fast and safe egress.
- All glass fixtures that are originally part of the building have no tempered glass logo and as such may be dangerous when it shatters, staff members are advised to stay away from the side walls of the building should an earthquake occur.

During an earthquake

- "Drop, cover and hold on"
- All employees are to stay low on the floor during an earthquake. Ground movement is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking.¹¹
- Grab the nearest sturdy head protection item that can be found. Debris (ceiling, piping) might fall from on your head and may knock you unconscious.
- If a sturdy table is close, duck under the table and wait for the shaking to stop.
- Wait until the initial shaking has subsided before going out of the premises. Check yourself to see if you are hurt. You will be able to help others if you take care of yourself first, and then

⁸ FEMA E-74 Reducing the risks of Nonstructural Earthquake Damage. Downloaded from:

<http://www.fema.gov/earthquake-publications/earthquake-publications-private-sector-small-businesses>

⁹ <http://www.ready.gov/family-communications>

¹⁰ <http://www.ready.gov/earthquakes>

¹¹ <https://www.osha.gov/SLTC/emergencypreparedness/guides/earthquakes.html>

check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards.

- While exiting, leave the doors open to allow others to quickly exit the facility.
- Power usually goes out during strong quakes and as such, turning off of any equipment may not be necessary.
- If any CITEM Employee is outside the building in an earthquake, stay outside, Move away from tall buildings, street lights, street signs and power lines. Ideal would be an open lot parking. Crouch down and cover your head. Many injuries occur within 10 feet of entrance to buildings.¹²

After an earthquake




- Grab a head protection item while exiting and use the emergency exits.
- Meet at the designated CITEM assembly area for accounting of people. For those who are deployed in the field, activate your ICE contact list. Inform immediate supervisors of your location and status and what you plan to do.

General Post-Evacuation Protocol:

1. The Pergola (flag ceremony grounds) shall be designated as the meeting area after an evacuation of the Golden Shell Pavilion. Avoid using the driveway to allow access of emergency vehicles. In case of an emergency evacuation for Hall 1, concerned personnel may use the entry of the south wing as meeting place. If both buildings are to be evacuated, the parking lot at the back of PhilExport shall be designated as the meeting place.



Figure 5 CITEM Aerial view showing evacuation meeting places

	Meeting place after evacuation of all buildings
	Meeting place after evacuation of Golden Shell Pavilion
	Meeting place after evacuation of Hall 1



2. Calling out names:
 - a. Floor leaders will call out names of employees and will tick off from a list only if the employee is physically there.
 - b. Front Desk personnel will call out names of guests and will tick off from the list if client is physically there
 - c. Guards will call out names of employees who are recorded as timed in for the day.
3. Once names are called out, leaders are to inform bureau of fire personnel or persons of authority or command responsibility, if anyone is still unaccounted for and the last known location of the personnel.

¹² <https://www.osha.gov/SLTC/emergencypreparedness/guides/earthquakes.html>

4. For fire evacuations, if fire started on a particular floor, personnel involved or in the same floor are advised to stay in the assembly area for debriefing and investigation. All other personnel and clients will be advised by the leaders if it is already safe/ok to go home.

Appendix A

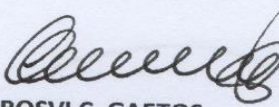
Emergency Phone Numbers:

 		Concerned Persons	Phone Number	Local
CITEM		Security services	831-2201	223
		GSD	831-2201	319
		Janitorial services	831-2201	334
		1 st Floor North Wing Leader: Noni Agulto	831-2201	242
		1 st Floor South Wing Leader: Alen Auric Santos	831-2201	255
		2 nd Floor Leader: Louie Enriquez	831-2201	260
Outside Contacts		Bureau of Fire Protection Pasay	843-6523 / 844-2120	
		Pasay City General Hospital	833-6022 / 831-3285	
		Adventist Medical Center Manila	525-9191 to 98	
		Lifeline Ambulance	16-911 / 839-2520 to 30	
		Pasay City Rescue Team	833-8512	
		PNP – Pasay City	831-7322	

Appendix B¹³

Risk Assessment Question	Employee can use Extinguishers	Evacuate All Employees
Is the fire too big?	<ul style="list-style-type: none"> • Fire limited to original material ignited • Flame is not higher than firefighter's head 	<ul style="list-style-type: none"> • Fire involves flammable solvents spread out more than 60 ft² • Fire partially hidden by a wall or ceiling • Fire cannot be reached from a standing position
Is the air safe to breathe?	<ul style="list-style-type: none"> • No respiratory protection is required, few toxic gases 	<ul style="list-style-type: none"> • Smoke and products of combustion require respiratory protection
Is the environment too hot or smoky?	<ul style="list-style-type: none"> • Heat is being generated but room temperature is only slightly increased • Smoke may be accumulating but no PPE is required 	<ul style="list-style-type: none"> • Radiated heat is easily felt on exposed skin making it difficult to approach w/in 10-15 ft of the fire (effective range of extinguisher) • Smoke quickly filling the room and visibility decreasing
Is there a safe evacuation path?	<ul style="list-style-type: none"> • There is a clear evacuation path behind you as you fight the fire 	<ul style="list-style-type: none"> • Fire is not contained. Fire, heat or smoke may block the evacuation path.

APPROVED BY:


 ROSVI C. GAETOS
 Executive Director

¹³ https://www.osha.gov/SLTC/etools/evacuation/portable_relation.html