

## แผนกิจกรรมฝึกซ้อมอพยพออกจากอาคารในกรณีเหตุเพลิงไหม้

## Action Plan for Annual Evacuation Drill 2022

**Organizations: Hyatt Regency Bangkok Sukhumvit**

**Date: Wednesday, 21 September 2022**

**Department: Learning and Security Department**

### **Simulation;**

Scenarios and instruction training details which includes scheduling the details of the scenario and the operation are as follows;

### **Scenarios;**

- Assuming the situation of a fire incident at the parking on 4A floor at 16:00hrs., the cause of the fire was caused by parked car
- Emergency Response Team and Fire Fighting Team has stopped the fire and assessed that the fire could not be extinguished. As the fire escalated, it was reported to the next steps.
- In the situation there is 1 person stranded and unable to evacuate at the parking on 4A floor for 1 person
- The injured person has symptoms Unconscious for 1 person

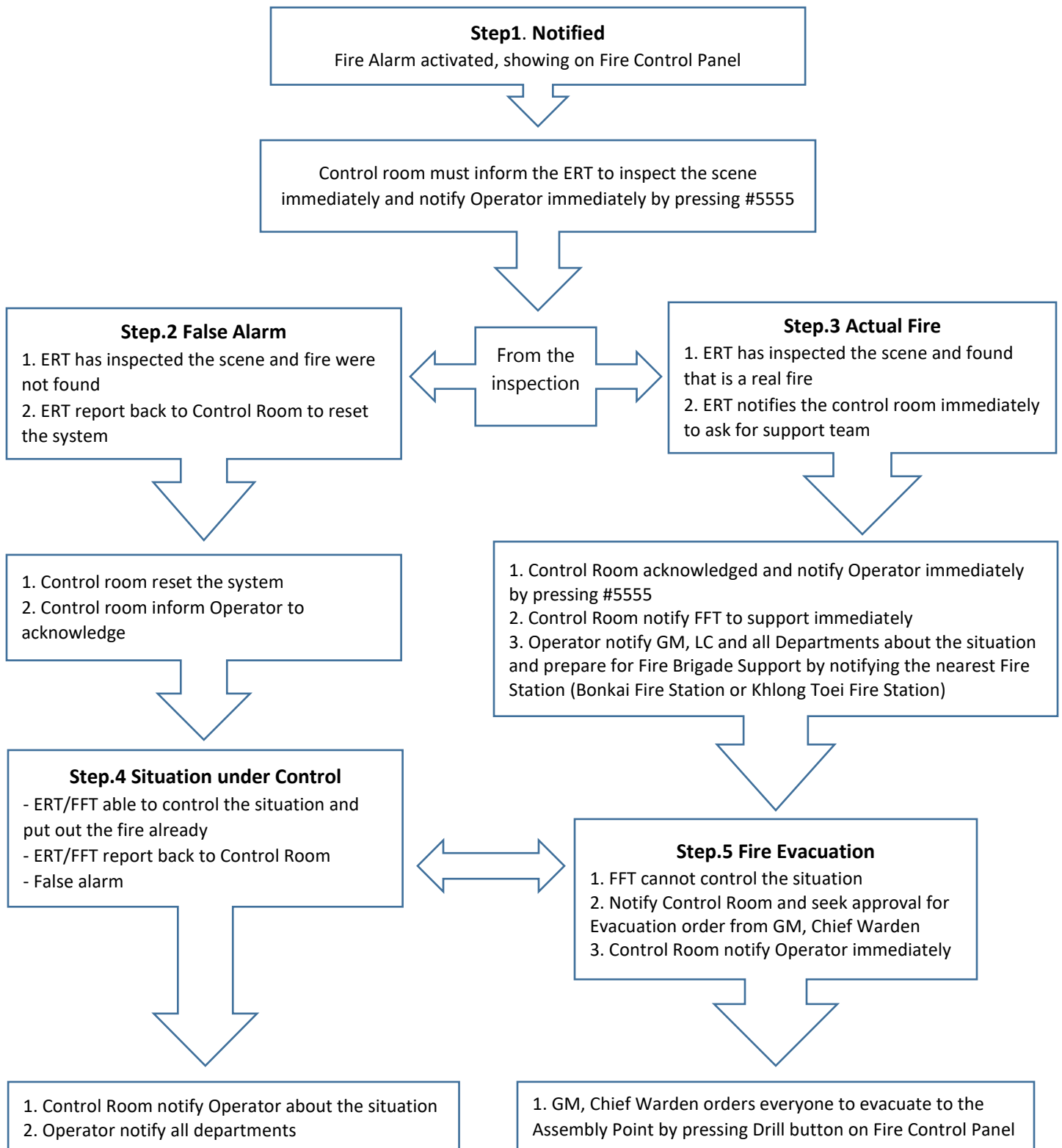
No	Time	Scenarios	Action Taken By
1	16.00	Spray the smoke detector. Suppose there is a fire in the parking on the 4A floor	POMEC
2	16.01	Smoke detector activate the fire alarm control panel in the control room	Security/Control Room
3	16.02	The control room makes calls to notify Security on duty, Engineer on duty and AM on duty (ERT)	Security/Control Room
4	16.05	Security, Engineer and AM (ERT) approach the scene	Emergency Response Team
5	16.07	After ERT checked, found fire actually occurred and injured person at the scene. Immediately report back to the Control Room and request First Aid team to support and ERT try to put out the fire	Emergency Response Team
6	16.08	Operator notifies all Leadership Committee via phone	Operator
7	16.10	First Aid Team rush to the scene and move injured person out of the area	First Aid Team
8	16.11	ERT could not control the fire and notify Control Room to call support from The hotel's Fire Fighting Team (FFT)	Emergency Response Team/Room Control
9	16.12	FFT immediately put on fireman suit with SCBA and ready to bring fire cart up to the scene using the Fire Man Lift	Fire Fighting Team
10	16.14	FFT rush to the fire scene with fire cart and bring all the equipment to put out the fire	Fire Fighting Team
11	16.16	FFT could not be controlled the fire. AM call GM to report a fire situation that could not be controlled and ask GM to make decision to call the Fire Brigade and release evacuation alarm and announcement	Front Office/AM
12	16.19	GM approved to release the evacuation alarm and announcement for the entire hotel (except 5 <sup>th</sup> floor)	Security/Control Room
13	16.20	Room Control press drill button and Operator call to Bon Kai Fire Station, tel. 096-891-9689	Security/Control Room and Operator
14	16.22	Colleagues in each department have to evacuate the building according to the procedures (except who are on duty)	

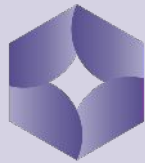
15	16.25	Fire Brigade from Bon Kai Fire Station took over the command from Management Team and brief the scene of the fire accident	Fire Brigade
16	16.26	Fire Brigade from Bon Kai Fire Station ordered the Management and all colleagues to evacuate to the assembly point	Fire Brigade
17	16.28	Security lead the Fire Brigade from Khlong Toei Fire Station to the fire scene	Security and Fire Brigade
18	16.28	FFT standby at the scene for support Fire Brigade	Fire Brigade and Fire Fighting Team
19	16.30	Fire has been controlled	
20	16.35	FFT and Fire Brigade report to Crisis Management Commander/Alternate that the fire was successfully controlled and the hotel was returned to normal operation	Fire Brigade and Fire Fighting Team
21	16.40	Crisis Management Commander/Alternate say thank you to all colleagues for participating in the Annual Fire Drill and taking a group photo at the Assembly point	

### Team to support the exercise plan

1. Emergency Control and Coordinator Team/Assembly Point
  - Security - Mr. Panuwich Thammathada (Security Manager)
  - Security - Miss. Anuthida Kaewla (Security Officer)
2. Emergency Response Team/First Response
  - Security - Mr. Saran Chatchane (Team Leader - Security)
  - POMEK - Mr. Pkhin Sriwichai (Assistant Manager - Engineering)
  - Front Office - Miss. Thanyaporn Koopthanoj (Assistant Manager - Front Office)
3. Fire Fighting Team
  - Security - Mr. Sompong Looyotha (Security Officer)
  - POMEK - Mr. Kaipon Somnamee (Team Leader – Engineering)
  - POMEK - Mr. Suwat Lekmaka (AV Technician)
  - Front Office - Mr. Peerawit Thanmiksuan (Bell Attendant)
4. First Aid Team
  - Security - Mr. Jakkarin Piphatanapanyakul (Team Leader - Security)
  - Security - Mr. Saichol Chanupathum (GSM Security Outsource)

## **Fire Emergency Flow Chart**





**HYATT**  
REGENCY™  
BANGKOK SUKHUMVIT

# Safety and Security

By Security Manager | Security Department



***“SAFETY/SECURITY  
IS EVERYONE’S RESPONSIBILITY”***

# Emergency contact - เบอร์ติดต่อฉุกเฉิน



***EMERGENCY CALLS***

**5555**

***Security on Duty***

**Control Room : 1255  
Mobile : 061-405 2397**

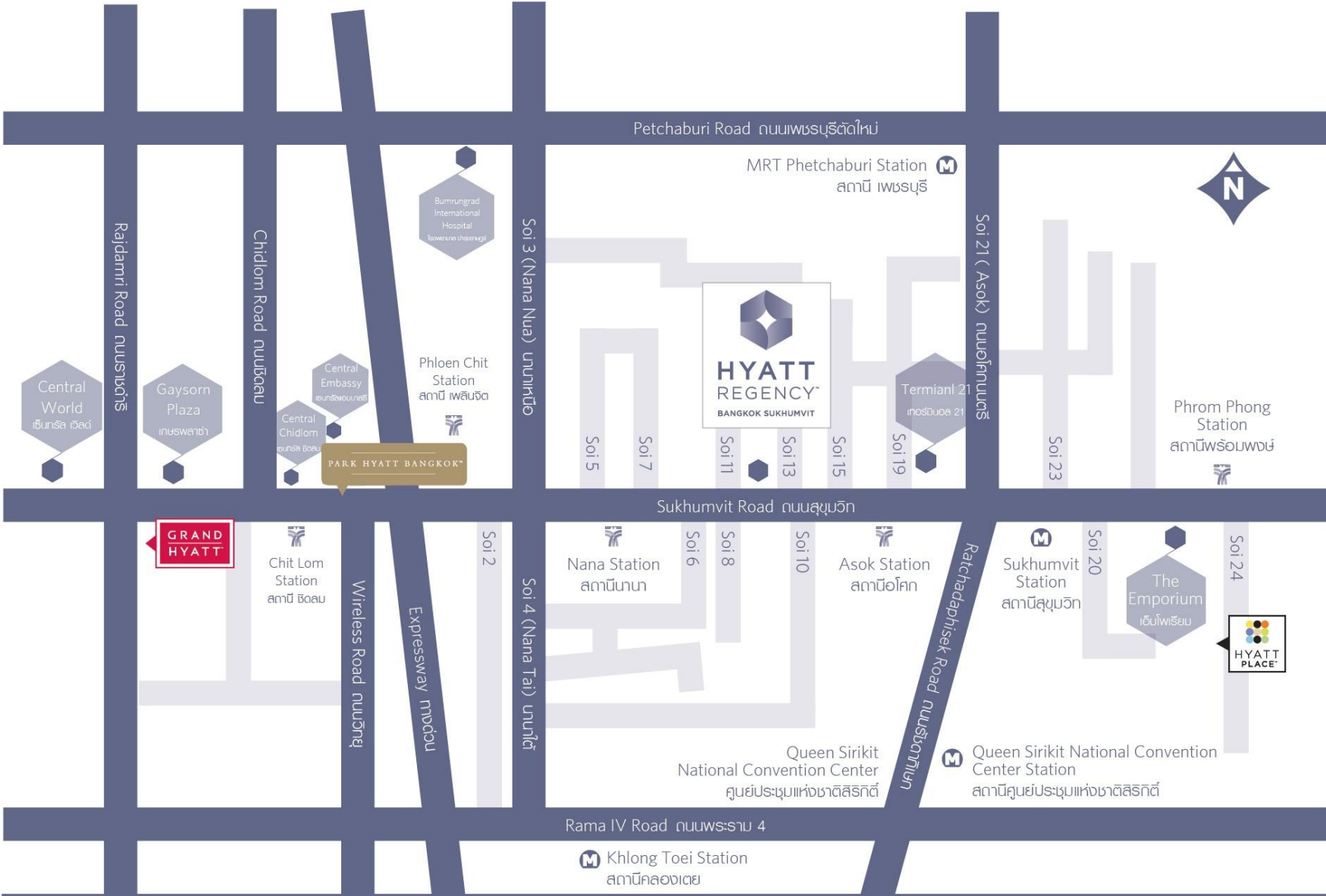
***\*\*Radio walkie-talkie channel 245.006 hz.\*\****

# Hotel Assembly Point – จุดรวมพลฉุกเฉิน

**LOBBY DROP-OFF AREA**



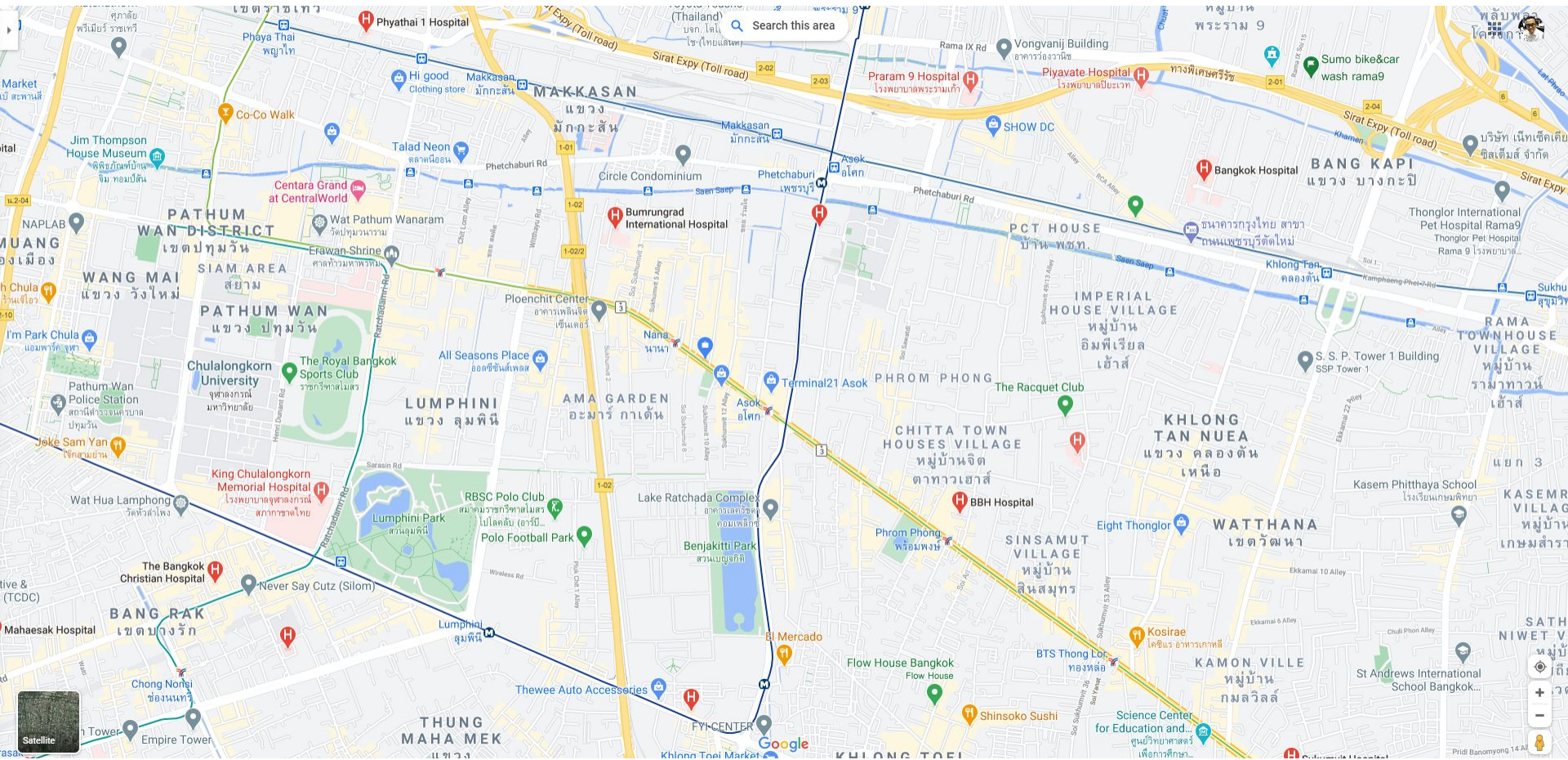
# Emergency Equipment - อุปกรณ์งานฉุกเฉิน



โรงแรม ไฮแอท รีเจนซี่ กรุงเทพฯ สุขุมวิท 1 ถนนสุขุมวิท ซอย 13 คลองเตยเหนือ กรุงเทพฯ 10110 โทรศัพท์ 02 098 1234

HYATT REGENCY BANGKOK SUKHUMVIT 1 Sukhumvit Soi 13, Klongtoey Nua, (BTS Nana Station) Bangkok 10110 TEL 02 098 1234






# Emergencies Units - หน่วยฉุกเฉินใกล้โรงแรม



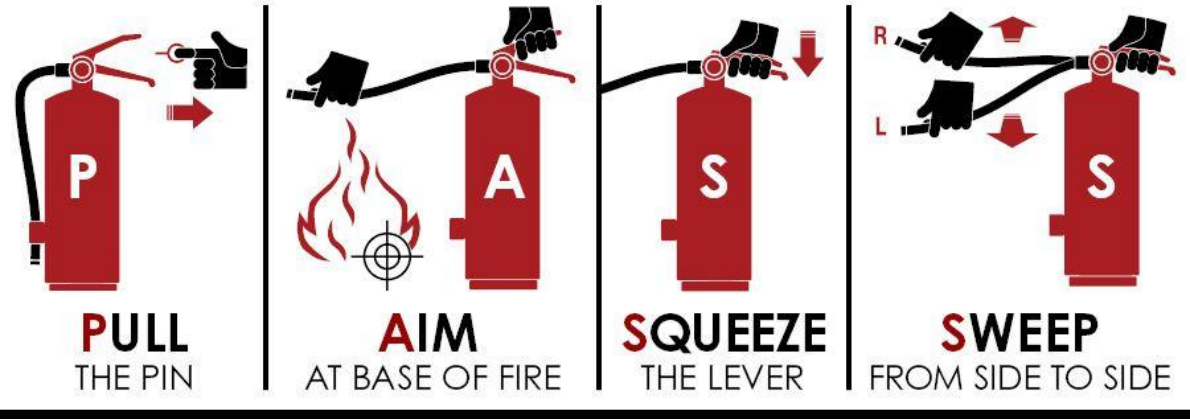
# Fire Training refreshing - ทบทวนความรู้เรื่องไฟ



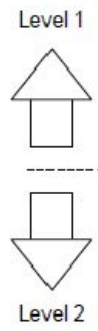
## Fire Classes

A	B	C	D	K
				
<b>Ordinary combustibles</b> Wood, paper, Cloth, trash and other ordinary materials	<b>Flammable Liquids</b> Gasoline, paints, oils, grease and other flammable liquids	<b>Electrical Equipment</b> Wiring, fuse box	<b>Combustible Metals</b> Combustible Metals and metal alloys	<b>Combustible Cooking</b> Cooking media (vegetable or animal oils and fats)

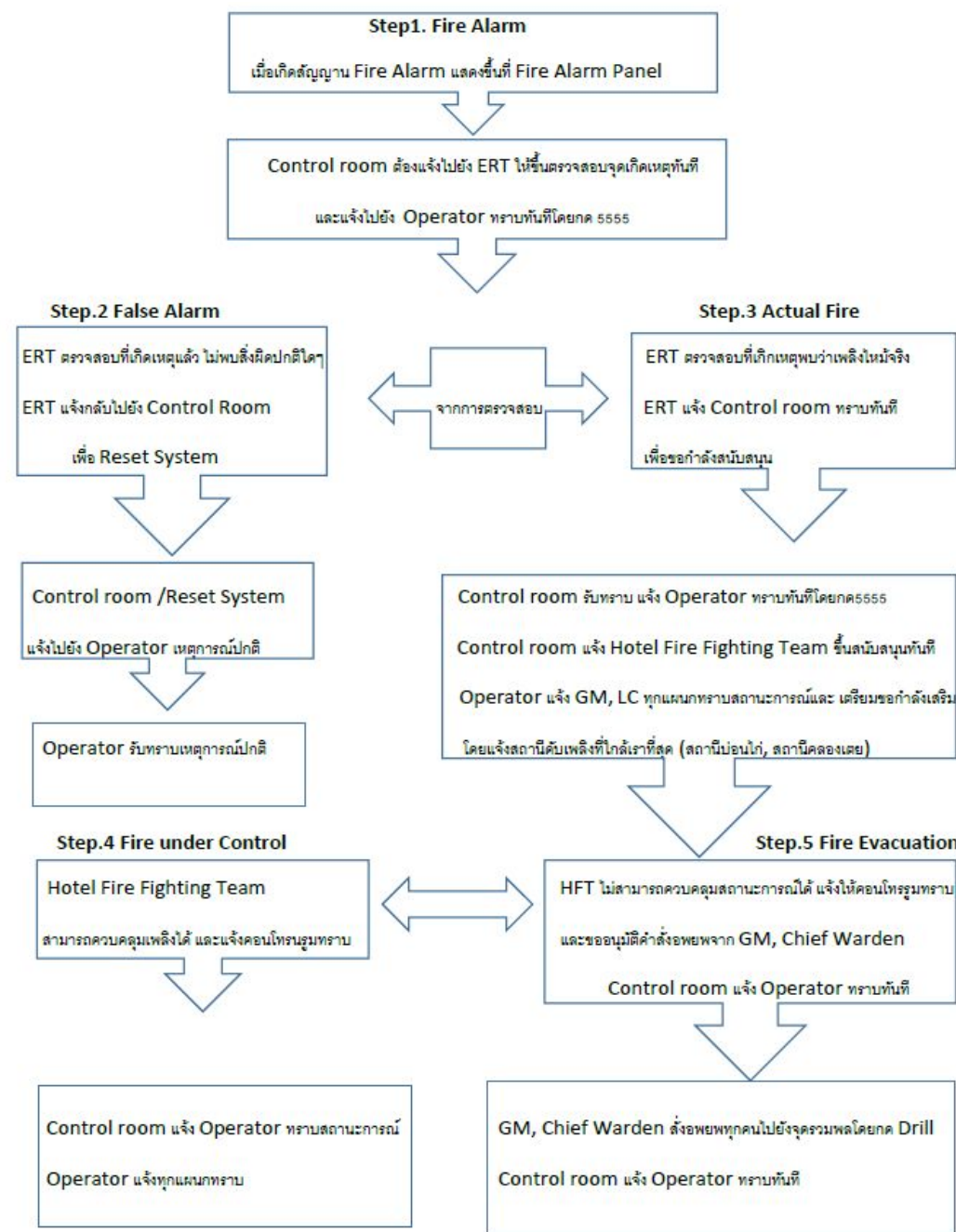
## HOW TO USE A FIRE EXTINGUISHER



**FLOW CHART FIRE ALARM HYATT SUKHUMVIT 13 (Date 02/04/2018)**



# Fire Emergency Flow Chart - แผนงานฉุกเฉิน

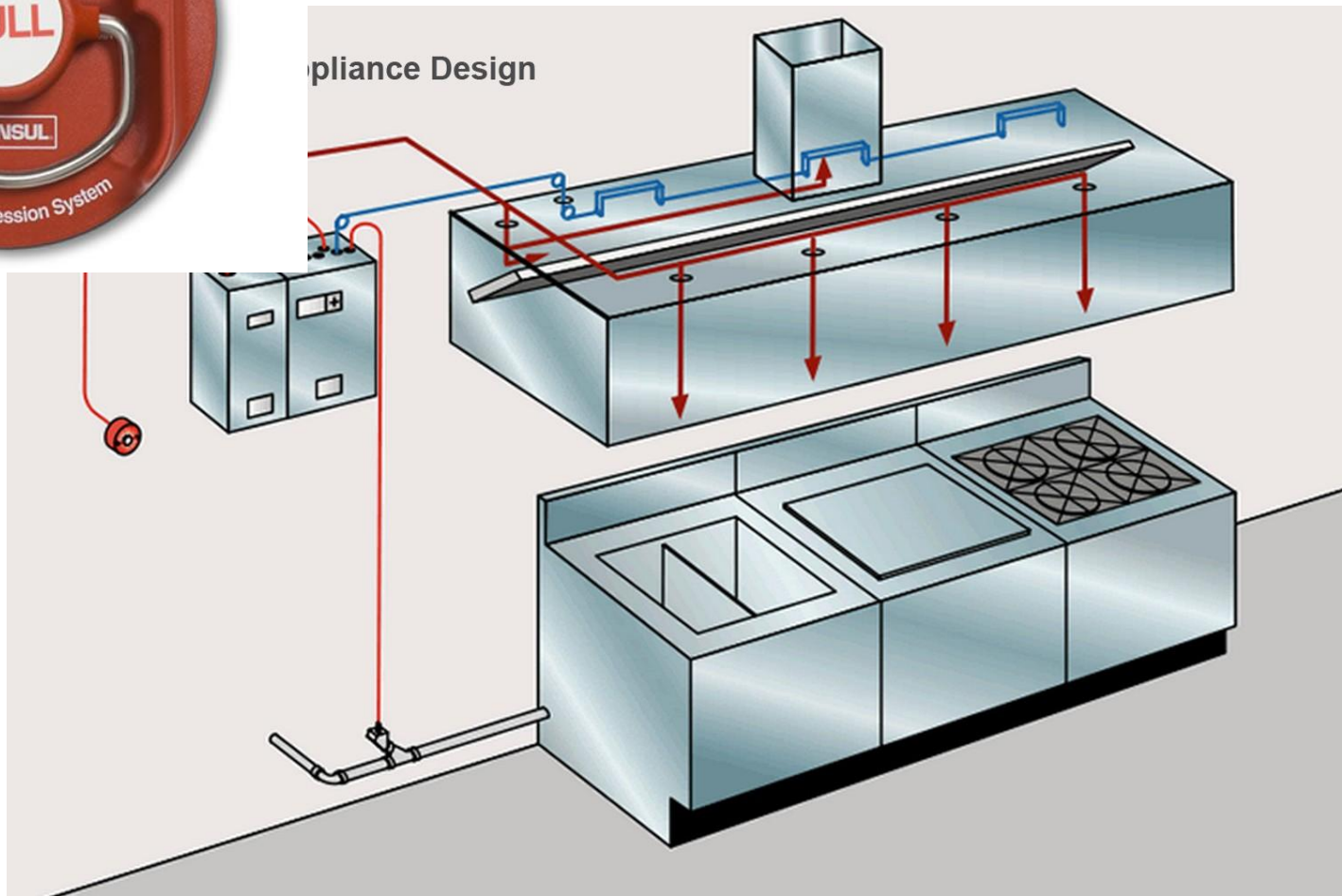


# Emergency Equipment - อุปกรณ์งานฉุกเฉิน

FIRE SAFETY SUPPLY



434618



# Fire Emergency

