

ภาคผนวกที่ 5

Fire Emergency Response Procedure

FIRE EMERGENCY RESPONSE PORCEDURE

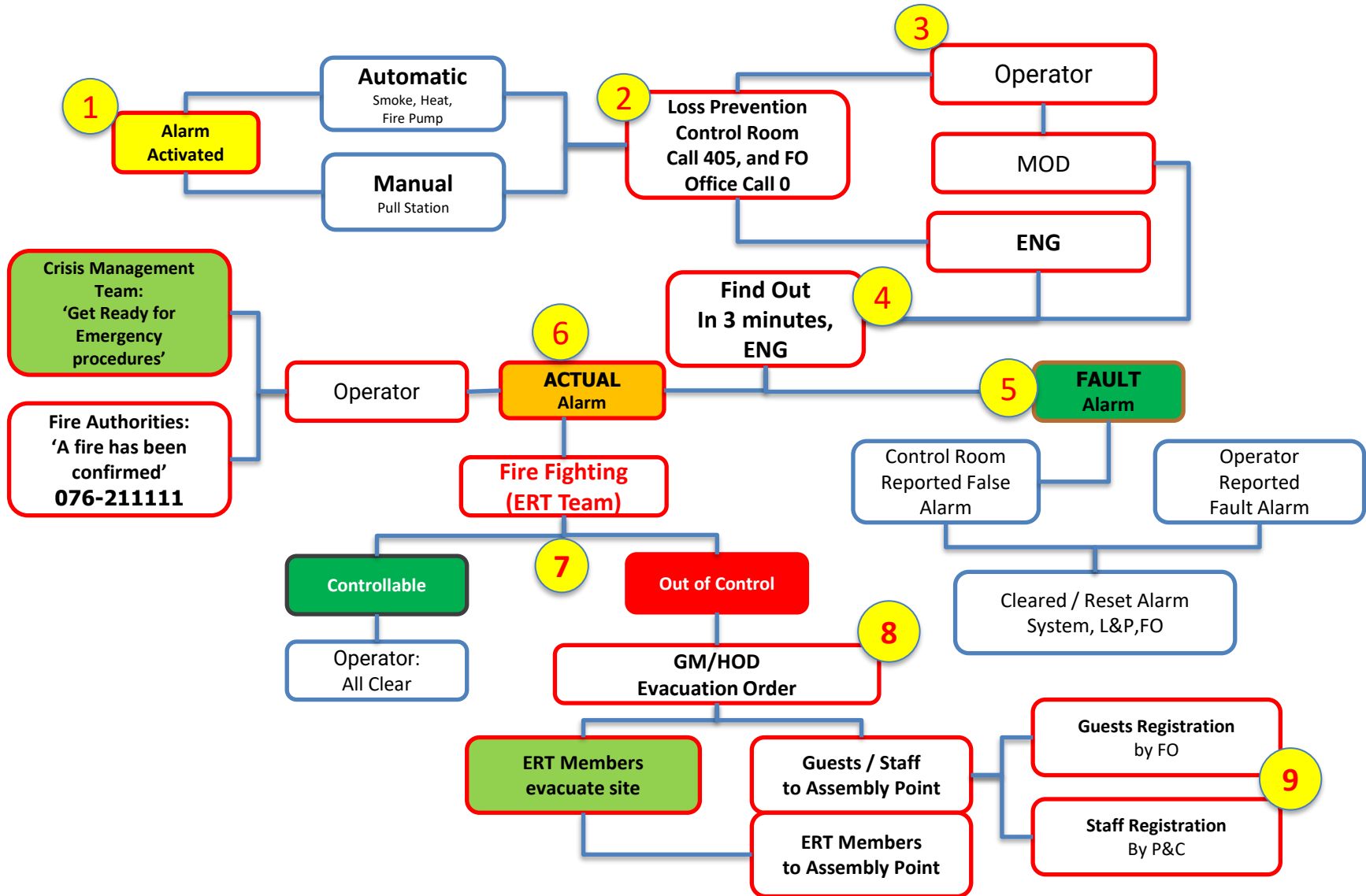
NH BOAT LAGOON PHUKET RESORT

22/22, Moo 2 Koh Kaew, Muang Phuket, 83000, THAILAND T. 076 239 888

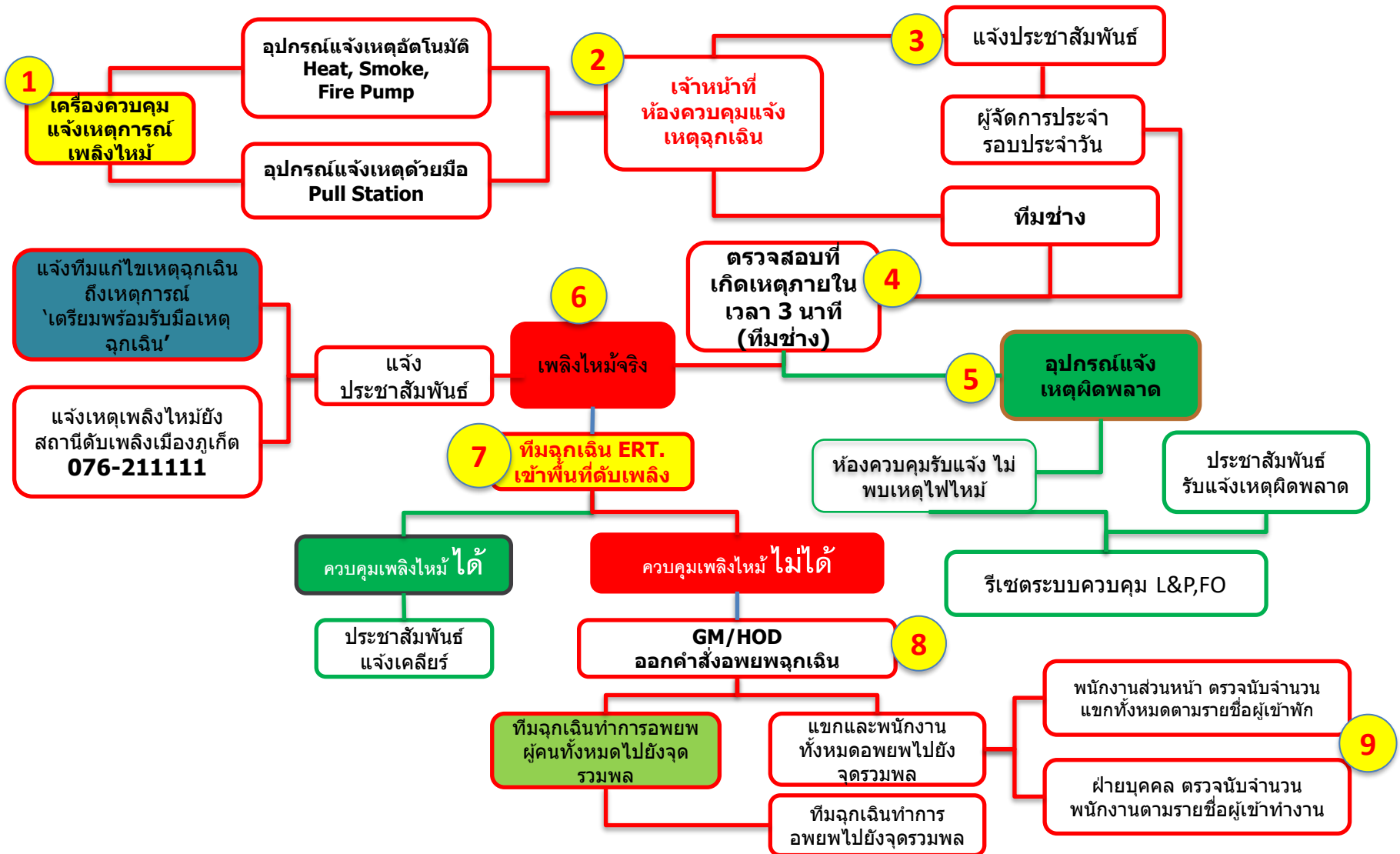
NH
BOAT LAGOON
PHUKET RESORT



FIRE EMERGENCY RESPONSE PROCEDURE



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FIRE EMERGENCY RESPONSE PORCEDURE

Assembly Point :

Hotel Car & Bus Parking

Command Center :

Loss & Prevention Office

LOCAL CRISIS MANAGEMENT TEAM

No.	NAME	ACTION TO BE	CONTACT NO.
1	Ammarawadee Cheowit	1 st Chief Commander, GM	081-8171071
2	Kritbordin Timinkul	2 nd Chief Commander, OM	065-9268668
3	Suriyan Sitnasri	Property Coordinator, ENG	097-1596935
4	Santichai Matsaela	Safety Coordinator, L&P	087-8911122
5	Natthaya Na Nakhon	Accounting Coordinator, FC	098-8239955
6	Netsai Sae-Lee	Staff Coordinator, P&C	084-3426413
7	Rachata Daengwang	Guest Coordinator, FO	065-9859845
8	Naphat Muennoo	Live Supply Coordinator, HK	082-8949535
9	Krittawit Potirat	Food & Beverage Coordinator, F&B	086-2780783
10	Ekkapol Kodkeaw	Food Supply Coordinator, KC	090-7415365
11	Mewika Markchit	First aid Coordinator, P&C	088-1797613
12	Praisie Huang Zanmei	Media Coordinator, SM	064-5064638
13	Thipyarat Phetsringoen	3 rd Chief Commander, RDM	091-2994426

1. GENERAL MANAGER (CHIEF COMMANDER)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Go to Control room to standby for evacuation process.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Look around of evacuation process in the resort and coordinate with CMT to ensure all to be safe and away from fire scene.
- ☐ Move immediately to Assembly Point and setting Command Centre there.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

2. OPERATION MANAGER(2ND CHIEF COMMANDER)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Go to Control room to standby for evacuation process.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Look around of evacuation process in the resort and coordinate with CMT to ensure all to be safe and away from fire scene.
- ☐ Move immediately to Assembly Point and setting Command Centre there.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

2. ROOM DIVISION MANAGER (3RD CHIEF COMMANDER)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Go to Control room to standby for evacuation process.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Look around of evacuation process in the resort and coordinate with CMT to ensure all to be safe and away from fire scene.
- ☐ Move immediately to Assembly Point and setting Command Centre there.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

3. CHIEF ENGINEER (PROPERTY COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately send at least 4 staffs (ERT) to Control Room.**
- ☐ **Standby for evacuation procedures.**
- ☐ **Assign Duty Engineer to switch off main electrical and Gas switch and turn on Fire Pump (During manual system).**

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ **Close the door and evacuate to Assembly Point.**
- ☐ **Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager and Get ready to support ERT from situations.**

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

4. LOSS PREVENTION (SAFETY COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Immediately report to GM, OM, RDM about situation details.
- ☐ standby at control room to coordinate with ERT on site to control the fire.
- ☐ Get another ERT to support firefighting team, brief and assign the task.
- ☐ Make sure all injured and disable persons is the first priority to be moved out.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Put Drill button on FCP to start process of evacuation resort. (GM, OM, RDM order)
- ☐ Briefing and assigning job to ERT team as per zone allocation with recording who and where they go. (if they not be back on time need to send new ERT to check)
- ☐ Coordinate with CMT at assembly point to ensure all has been evacuated to assembly point.
- ☐ Main contact to Fire brigade to supporting the situation.
- ☐ Make sure all medical treatment supporting the situations.
- ☐ Resulted report from ERT and reporting to GM, OM, RDM about situations.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

5. FRONT OFFICE MANAGER (GUEST COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately send at least 2 staffs (ERT) to Control Room.**
- ☐ standby for evacuation procedures.
- ☐ Print out guest in house report for 1 set & guest name list by alphabet, standby for evacuation process.
- ☐ Secure and remove all important paper document and cash to keep it in Safety Box.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Inform all guests and staffs in respective to evacuate to Assembly Point.
- ☐ Make sure that all guests and staffs in respective area are evacuated to Assembly Point.
- ☐ Conduct guest roll call as per guest name list and report the result to GM, OM, RDM.
- ☐ Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

6. PEOPLE & CULTURE MANAGER (STAFF COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately send at least 2 staffs (ERT) to Control Room.**
- ☐ Standby for evacuation procedures.
- ☐ Print out staff's name list report of all staffs who are working on duty from Eagle System to standby for Evacuation process.
- ☐ Keep all staff personal file in safe area.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Make sure all staff are move out to assembly point.
- ☐ Take all staffs name list report and first aid box to assembly point.
- ☐ Make sure all staffs are safe and away from the fire scene.
- ☐ Conduct staffs roll call and report the result to GM, OM, RDM.
- ☐ Coordinate with **LOCAL CRISIS MANAGEMENT TEAM** if someone missing.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

7. FINANCIAL CONTROLLER (AC. COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately send at least 2 staffs (ERT) to Control Room.**

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ **Inform all staffs in respective to evacuate to Assembly Point.**
- ☐ **Secure and remove all important paper document and cash to keep it in Safety Box.**
- ☐ **Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager.**

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

8. F&B MANAGER (BEVERAGE SUPPLY COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately send at least 2 staffs (ERT) to Control Room.**

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ **Assign supervisor to inform all guests and staffs in respective to evacuate to Assembly Point.**
- ☐ **Keep cash in outlets drawer and locked it before evacuate to assembly point.**
- ☐ **Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager.**

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

9. HEAD CHEF (FOOD SUPPLY COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Immediately send at least 2 staff's (ERT) to Control Room.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Inform all staffs in respective to evacuate to Assembly Point.
- ☐ Cut off main gas valve in the areas.
- ☐ Take first aid box to assembly point and handover to People & Culture.
- ☐ Get department roster and conduct roll call to ensure all staffs are safe and report the result to Manager of Talent & Culture.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

10. EXECUTIVE HOUSEKEEPING (LIVE SUPPLY COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately send at least 2 staff's (ERT) to Control Room.**

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Room attendant on each building will open guest room door for checking guest in room.
- ☐ All room attendants move the cart out from corridor to keep in HK pantry.
- ☐ Make sure all staffs in respective area are evacuated to Assembly Point.
- ☐ Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

11. IT DEPARTMENT (COMMUNICATION COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Get ready and standby for evacuation procedure.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Switch off all electrical equipments in respective area.
- ☐ Take back up tape, monthly roster, close the door and evacuate to Assembly Point.
- ☐ To be in charged for communication supplier. (If need)

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

12. SENIOR SALES MANAGER (MEDIA COORDINATOR)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Get ready and standby for evacuation procedure.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Secure and remove all important paper document to keep it in safe area.
- ☐ Close the door and evacuate to Assembly Point.
- ☐ Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager.
- ☐ To be in charged for Media. (If need)

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

14. OTHER MANAGER

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Get ready and standby for evacuation procedure.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Inform all staffs in respective to evacuate to Assembly Point.
- ☐ Secure and remove all important paper document and to keep it in safe area.
- ☐ Make sure that all staffs in respective area are evacuated to Assembly Point.
- ☐ Close the door and evacuate to Assembly Point.
- ☐ Get department roster and conduct roll call to ensure all staffs are safe and report the result to People & Culture Manager.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

13. ASSISTANT MANAGER (RECORDER)

The 1st Call / “Fire confirmed in (Location), ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ Immediately call Manager to remind him for situation.

Evacuation order sound / “Fire in (Location) is out of control. Proceed to evacuation procedure”

- ☐ Secure and remove all important paper document to keep it in safe area.
- ☐ Switch off all electrical equipments in respective area and evacuate to Assembly Point.
- ☐ To be in charged for Recorder and send information to Loss & Prevention Supervisor.

Note: If you are not in the hotel and can't come back to hotel, you should immediately call your assistant or senior person who can in charge for your role!

15. EMERGENCY RESPONSE TEAM (ERT)

Receive the 1st call from Operator / Head Dept. “Fire confirmed in Location **xxxx**, ERT is on site to control fire. Stay calm & get ready for evacuation procedure”

- ☐ **Immediately go to Control Room collect emergency equipment.**
- ☐ Assign role of each ERT member, stand by and get ready for support firefighting team on site. (Rescues, medical etc.)

Evacuation confirmed

- ☐ Support firefighting team to control the fire on site.
- ☐ Send rescues team if got injured person and move out to safe areas.
- ☐ Coordinate with medical team to assist injured person.
- ☐ Coordinate department head for result of guest and staff number counting.
- ☐ In case of guest or staff missing, ERT will be searching as zone allocation assignment.
- ☐ When all has been moved out to assembly point, ERT will back to assembly point and report the result to Loss Prevention Supervisor.
- ☐ **For disabled guest, when have disabled guest checked-in with hotel, Front Office must inform to Loss & Prevention Dept. for the room number, stay period, guest details, when have fire evacuation, disabled guest will carry & escorted by ERT team.**

ERT Leader

1. Khun Suriyan (Asst. Chief Engineering)
2. Khun Santichai (Loss & Prevention Supervisor)

EMERGENCY RESPONSE TEAM

No.	NAME	ACTION TO BE	CONTACT NO.
1	Suriyan Sitnasri	ERT Leader, ENG	089-9710569
2	Apiradee Yotaruck	ERT Leader, ENG	097-1596935
3	Phaophan Khokholo	ERT Member, ENG	099-3022391
4	Nuttapong Nirattisai	ERT Member, ENG	083-0511799
5	Anusorn Kaewtawee	ERT Member, ENG	061-5810603
6	Yutthana Khokholo	ERT Member, ENG	082-6103669
7	Supachai Kecwwiset	ERT Member, ENG	096-9486309
8	Thossaphon Phothaworn	ERT Member, ENG	095-4238763
9	Lukman Tehma	ERT Member, ENG	094-4927863
10	Nontawat Malitip	ERT Member, ENG	088-7669344
11	Samart Thongjun	ERT Member, F&B	089-5920785
12	Prasit Wannarat	ERT Member, F&B	081-7471626
13	Suphap Chongcait	ERT Member, F&B	089-8748672
14	Emon Massamen	ERT Member, HK	081-0918236

EMERGENCY RESPONSE TEAM

No.	NAME	ACTION TO BE	CONTACT NO.
15	Mana Kam-aid	ERT Member, HK	063-6250104
16	Abdulbasit Payor	ERT Member, HK	093-4752824
17	Teeraphong Nanakon	ERT Member, HK	063-1357024
18	Netsai Salee	ERT Member, P&C	084-3426413
19	Mewika Markchit	ERT Member, P&C	088-1797613
20	Angkarn Mueansittipare	ERT Member, AC	089-2889546
21	Suparp Thongmai	ERT Member, AC	089-7301343
22	Surapan Panpouch	ERT Member, FO	080-1469159
23	Sofwan Hayisa-eh	ERT Member, FO	098-2869148
24	Chirawan Srimuang	ERT Member, FO	086-2942701
25	Safeena Sonlah	ERT Member, FO	087-4640077
26	Preecha Sukmai	ERT Member, FO	082-8002449
27	Narathip Chaona	ERT Member, FO	0824135828
28	Shoosakda Kawrod	ERT Member, KC	094-8076194

EMERGENCY RESPONSE TEAM

No.	NAME	ACTION TO BE	CONTACT NO.
29	Bundit Khamwiset	ERT Member, KC	093-7376733
30	Yongyut Limpanit	ERT Member, KC	093-5818140
31	Sorasit Chanthawi	ERT Member, KC	099-4711196
32	Santichai Matsaela	ERT Coordinator, L&P	087-8911122
33	Phaibun Jantapaha	ERT Member, SEC	080-7389689
34	Adisun Samart	ERT Member, SEC	095-9259240
35	Apdunloh Saau	ERT Member, SEC	092-2920034
36	Samwang AekLertkui	ERT Member, SEC	062-0675706

Hotel Assembly Point

The Parking Lot is on the Left-Hand side of the Lobby.



EMERGENCY HOTEL CONTACT NUMBERS

EMERGENCY NUMBERS GENERAL

Name	Contact	Number
Fire	Phuket Municipality Fire Department	076211111
	Ratsada Municipal Fire Department	076525779,202
	Kohkaew Municipal Fire Department	076-377529
Police	Phuket City Police Station	076212129,191
Ambulance	Bangkok Hospital Phuket	075254425, 1719
Doctor	Bangkok Hospital Phuket	075254425, 1719
Hospital	Bangkok Hospital Phuket	075254425, 1719
	Vachira Phuket Hospital	076361234
	Phuket Mission Hospital	076237220-5
Shelter(s)	-	-
Red Cross	Red Cross Phuket	076211766
Gas Company	Andaman Gas	0953748973
Electric Company	Provincial Electricity Authority, Phuket Province	076354379
Water Company	CherngTalay Phatthana Boat Lagoon	076239888
Telephone Company	TOT Phuket	076211100
Elevator Repair Company	Hitachi Inspire the Next	026413030
Electrician	Provincial Electricity Authority, Phuket Province	076354379
Plumber	Provincial Waterworks Authority Phuket Branch	076319173
Airlines	Phuket International Airport	076351122

EMERGENCY

Name	Contact	Number
General Manager	Ammarawadee Cheowit	333, 081-8171071
Operation Manager	Kritbordin Timinkul	100, 065-9268668
Room Division Manager	Thipyarat Phetsringoen	510, 091-2994426
Food & Beverage Manager	Krittawit Potirat	616, 086-2780783
Asst. Chief Engineering	Suriyan Sitnasri	118, 089-9710569
Executive Housekeeper	Naphat Muennoo	711, 082-8949525
Loss Prevention Supervisor	Santichai Matsaela	405, 087-8911122
Financial Manager	Natthaya Na Nakhon	416, 098-8239955
Director of Sales	Praisie Huang Zanmei	612, 064-5064638
People & Culture Manager	Netsai Sae-Lee	421, 084-3426413
Front Office Manager	Rachata Daengwang	191, 088-7611274
Night Manager	N/A	192,
Head Chef	Ekkapol Kodkeaw	811, 090-7415365

ภาคผนวกที่ 6

ใบอนุญาตให้ดำเนินการรับทำการเก็บ ขน สิ่งปฏิกูล หรือมูลฝอย



ใบอนุญาตให้ดำเนินการรับทำการเก็บ ขน มูลฝอย

เล่มที่ ๑ เลขที่ ๕ / ๒๕๖๖

ที่ทำการองค์การบริหารส่วนตำบลเกาะแก้ว

อนุญาตให้ () บุคคลธรรมดา

(/) นิติบุคคล

ชื่อ บริษัท ภูเก็ตไบโเทลาทุน จำกัด สำนักงานใหญ่ตั้งอยู่เลขที่ ๒๒/๑ หมู่ที่ ๒ ตำบล เกาะแก้ว อำเภอ เมือง จังหวัด ภูเก็ต ดำเนินกิจการรับทำการเก็บ ขน มูลฝอย ประเภทรับทำการเก็บ ขน สิ่งปฏิกูลหรือมูลฝอย โดยทำเป็นธุรกิจหรือได้รับประโยชน์ตอบแทนด้วยการคิดค่าบริการ ค่าธรรมเนียมฉบับละ ๕,๐๐๐.-บาทต่อปี (ห้าพันบาทถ้วน) ใบเสร็จรับเงินเลขที่ ๙๐๙๖ ๐๐๔๒๘/๖๖ ลงวันที่ ๓ เดือน สิงหาคม พ.ศ. ๒๕๖๖

๑. สำนักงานชื่อ บริษัท ภูเก็ตไบโเทลาทุน จำกัด ตั้งอยู่เลขที่ ๒๒/๑ หมู่ที่ ๒ ตำบล เกาะแก้ว อำเภอ เมือง จังหวัด ภูเก็ต โทรศัพท์ ๐๗ ๖๒๓ ๘๕๔๑

๒. ผู้ควบคุมงาน ชื่อ นายอานวย ไกรวุฒินันต์

๓. ผู้ได้รับอนุญาต ต้องปฏิบัติตามเงื่อนไข ดังต่อไปนี้

๓.๑ ข้อบัญญัติองค์การบริหารส่วนตำบลเกาะแก้ว เรื่อง การเก็บ ขน และกำจัดสิ่งปฏิกูล หรือ มูลฝอย พ.ศ. ๒๕๕๒

๓.๒ ปฏิบัติอื่นใดที่เกี่ยวข้องด้วยสุขลักษณะ ตามคำแนะนำหรือคำสั่งเจ้าพนักงาน สาธารณสุข และคำสั่งพนักงานท้องถิ่น รวมทั้งมาตรการต่างๆ ระเบียบ ข้อบังคับ ที่องค์การบริหารส่วนตำบล เกาะแก้วกำหนด

๔. ใบอนุญาตฉบับนี้ออกให้เมื่อวันที่ ๓ เดือน สิงหาคม พ.ศ. ๒๕๖๖

๕. ใบอนุญาตฉบับนี้สิ้นอายุวันที่ ๒ เดือน สิงหาคม พ.ศ. ๒๕๖๗

(ลงชื่อ)



(นางประจักษ์พร ใจสว่าง)

ปลัดองค์การบริหารส่วนตำบล ปฏิบัติราชการแทน

นายกองค์การบริหารส่วนตำบลเกาะแก้ว

เจ้าพนักงานท้องถิ่น

คำเตือน (๑) ผู้รับใบอนุญาตต้องแสดงใบอนุญาตนี้ไว้โดยเปิดเผยและเห็นได้ง่าย ณ สถานที่ประกอบกิจการ ตลอดเวลาที่ประกอบกิจการ หากฝ่าฝืนมีโทษปรับไม่เกิน ๕๐๐.-บาท

(๒) หากประสงค์จะประกอบกิจการในปีต่อไปต้องยื่นคำขอต่ออายุใบอนุญาต ก่อน ใบอนุญาตสิ้นอายุ