

เอกสารแนบ 3

แผนตรวจตราระบบป้องกันอัคคีภัย

Fire Drill & Evacuation Report

u. 3/1

Type: ☐ Actual Fire ☒ Internal Drill ☐ Annual Drill ☐ Fire Alarm
Total Staff Participating N/A persons

Date of drill: 26th July 2024 **Time:** 14:00-14.30 hrs ☐ a.m. ☒ p.m.
Shift ☐ morning ☒ afternoon ☐ night

Place: Building: Radisson Blu Plaza BKK **Room no.** ☒ **Other:** Corridor 26th floor

People involve: ☒ Unit/Area Staff ☐ Vendor ☐ Visitors ☐ Guest ☐ Others:

Alarm activate at: 14:00 hrs / by ☐ Pull station ☒ Smoke detector
☐ Heat detector ☐ Sprinkler

1st message paged at: 14:00 hrs (**Fire alarm + corridor 26th floor**) in Line group of ERT Team

ERT arrive at the fire location time at 14:02 hrs

2nd message paged at: 14:06 hrs (**Red code + floor 26th**) in Line group of Bronze Crisis Team

Hotel Fire Brigade Team arrives at the fire location at: 14:08 hrs.

Commander arrives at command post time 14:08 hrs, Name: Mr. Peter Tichy / GM

Fire department arrival time: N/A hrs (N/A for drill only),

3rd message paged at 14:17 hrs (**Evacuate**) in Line group of Bronze Crisis Team

Building Evacuation ☒ Yes ☐ No

Evacuate ordered by:	<u>Mr. Peter Tichy / GM</u>
Time evacuate ordered:	<u>14:17</u> Hrs.
Time evacuate completed:	<u>14:30</u> Hrs.
Total elapsed time:	<u>13</u> Minutes.

Number of persons evacuated: N/A persons.

Complete of the drill at 14:30 hrs **Total time** 30 minutes

Name-list of Emergency Response Team - ERT

<u>Name</u>	<u>Department</u>	<u>Responsibility</u>
1. Khun Tun	Engineer	ERT - Engineer
2. Khun Beer	Security	ERT - Security
3. Khun Wanmai	Front Office	ERT - Duty Manager
4. Khun Oon	Engineer	Hotel Firefighting Team - HFFT
5. Khun King	Security	Hotel Firefighting Team - HFFT
6. Khun Ole	Security	Fire scene leader
7. Khun Hut	Security	Control Room Officer
8. Khun Rod	Guard Supervisor	Supporting
9. Khun Mon	HR	First Aid Team
10. Khun Ing	HR	First Aid Team
11. N/A	N/A	Injured Person

Fire Drill & Evacuation Report

น. 3/2

Name-list of Bronze Crisis Team

<u>Name</u>	<u>Position</u>	<u>Responsibility</u>
1. Khun Peter	GM	Commander
2. Khun Hut	Security Manager	Deputy - Commander
3. Chef Serafin	Executive Chef	Bronze Crisis Team
4. Khun Chai	Chief Engineer	Bronze Crisis Team
5. Khun Pat	Director of HR	Bronze Crisis Team
6. Khun Oat	IT Manager	Bronze Crisis Team
7. Khun Man	Executive Housekeeper	Bronze Crisis Team
8. Khun Joe	Front Office Manager	Bronze Crisis Team
9. Khun Ya	Director of Sales & Marketing	Bronze Crisis Team
10. Khun Gireesh	Director of Finance	Bronze Crisis Team
11. Khun Singtro	Marketing Manager	Bronze Crisis Team
12. Khun Nueng	Asst. Director F&B	Bronze Crisis Team

Result of drill: ☒ Good ☐ Fair ☐ Poor

Comments:

- Emergency response team (ERT) take action step by step as per fire drill instruction. They take long time more than usual but we focused them to understand their roles much more.
- At first the water not coming out from fire hose (26th floor) because safety valve issue however it has been fixed by engineer on duty and then we have tested the water injection to drain the black water out of the pipeline.
- Evacuation sound of public announcement and sirens with strobe lights for hearing impaired are working as usual whole hotel area except some area need to recheck by fire alarm service provider are as following...
 - Engineering office at basement.
 - China Table kitchen area on 3rd floor.
 - Sales office and Reservation office on 5th floor.
 - Fitness area, Bar ESC on 6th floor.
 - Guest bedroom area on 15th floor.
- All the elevators are stop working and moving down to parked at ground floor by automatic during the general alarms released. (Have a little bit delay but the situation is under control)
- Pressurized fan systems are working inside each fire staircase by automatic during the general alarms released. (Have a little bit delay but the situation is under control)
- HVAC (Air condition system) was automatic shutdown during the general alarm released.
- All staffs evacuates to hotel assembly points as plan and no any guest or staff get hurt from the drills.
- Downtime reports for guests have provided at assembly point – reported by FOM.
- Time attendant reports (eagle system) have provided at assembly point and distributed to staffs – reported by DHR.
- Bronze crisis members were informed the incident and they are typed “1” for acknowledge in the HODs LINE group and then they came to command center as plan.

Picture of fire drill & evacuation training



Fire Drill & Evacuation Report

น. 3/3



Completed report by: Mr. Tosapon Buchaboon
(Security Manager)
26th July 2024

Fire Drill & Evacuation Report

Type: ☐ Actual Fire ☐ Internal Drill ☒ Annual Drill ☐ Fire Alarm
Total Staff Participating 56 persons

Date of drill: 18th October 2024 **Time:** 14:07-14.18 hrs ☐ a.m. ☒ p.m.
Shift ☐ morning ☒ afternoon ☐ night

Place: Building: Radisson Blu Plaza BKK **Room no.** ☒ **Other:** Corridor 24th floor

People involve: ☒ Unit/Area Staff ☐ Vendor ☐ Visitors ☐ Guest ☐ Others:

Alarm activate at: 14:07 hrs / by ☐ Pull station ☒ Smoke detector
☐ Heat detector ☐ Sprinkler

1st message paged at: 14:07 hrs (Fire alarm + corridor 24th floor) at fire alarm control panel.

ERT arrive at the fire location time at 14:09 hrs

2nd message paged at: 14:09 hrs (Red code + 24th floor) in Line group of Bronze Crisis Team

Hotel Fire Brigade Team arrives at the fire location at: 14:11 hrs.

Commander arrives at command post time 14:10 hrs, Name: Ms. Hathaithip / MOD

Fire department arrival time: 14:20 hrs (N/A for drill only),

3rd message paged at 14:18 hrs (Evacuate) in Line group of Bronze Crisis Team

Building Evacuation ☒ Yes ☐ No

Evacuate ordered by:	<u>Ms. Hathaithip / MOD</u>
Time evacuates ordered:	<u>14:18</u> Hrs.
Time evacuates completed:	<u>14:32</u> Hrs.
Total elapsed time:	<u>14</u> Minutes.

Number of persons evacuated: N/A persons.

Complete of the drill at 14:35 hrs **Total time** 28 minutes

Name-list of Emergency Response Team - ERT

<u>Name</u>	<u>Department</u>	<u>Responsibility</u>
1. Khun Oon	Engineer	ERT - Engineer
2. Khun Beer	Security	ERT - Security
3. Khun Jan	Front Office	ERT - Duty Manager
4. Khun Pe	Engineer	Hotel Firefighting Team - HFFT
5. Khun King	Security	Hotel Firefighting Team - HFFT
6. Khun Nook	Security	Hotel Firefighting Team - HFFT
6. Khun Ole	Security	Fire scene leader
7. Khun Hut	Security	Control room officer
8. Khun Rod	Guard Supervisor	Supporting officer
9. Khun Mon	HR	First Aid Team
10. Khun Ing	HR	First Aid Team

Fire Drill & Evacuation Report

u. 3/5

Name-list of Bronze Crisis Team

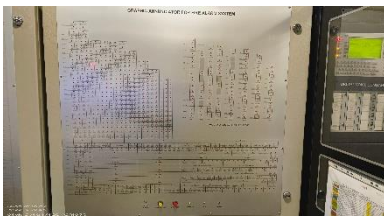
<u>Name</u>	<u>Position</u>	<u>Responsibility</u>
1. Khun Leegoong	MOD	Commander
2. Khun Hut	Security Manager	Bronze Crisis Team
3. Khun Chai	Chief Engineer	Bronze Crisis Team
4. Khun Nuch	Director of HR	Bronze Crisis Team
5. Khun Oat	IT Manager	Bronze Crisis Team
6. Khun Jubjang	Asst. Executive Housekeeper	Bronze Crisis Team
7. Khun Knot	Front Office Manager	Bronze Crisis Team
8. Khun Singtro	Asst. Director Marcom	Bronze Crisis Team
9. Khun Aoh	Asst. Director F&B	Bronze Crisis Team
10. Chef Serafin	Executive Chef	Bronze Crisis Team

Result of drill: ☒ Good ☐ Fair ☐ Poor

Comments:

- Emergency response team (ERT) can face situations and follow the plan as a team very effectively, even with observes from the fire station monitoring.
- The fire cabinet on 24th floor can supply water for firefighting with good water pressure, and the water discharged is clean and clear, the emergency team took slightly longer to prepare the fire hose, but overall, it was good, as it also helped drain the system.
- Issues were found with the evacuation announcement system in several areas of the hotel, along with other related systems not functioning properly due to numerous faulty devices in the fire alarm system. Immediate repairs are urgently needed. **For more details, please refer to the report of general alarms checklist.**
- All staffs evacuates to hotel assembly points as plan and no any guest or staff get hurt from the drills.
- Downtime reports for guests have provided at assembly point – reported by FOM.
- Time attendant reports (eagle system) have provided at assembly point and distributed to staffs – reported by DHR.
- Bronze crisis members were informed the incident and they are typed “1” for acknowledge in the HODs LINE group and then they came to command center as plan and also report to Commander.

Picture of fire drill & evacuation training



Fire Drill & Evacuation Report

น. 3/6



Completed report by: Mr. Tosapon Buchaboon
(Security Manager)
18th October 2024

General Alarms Checklist

Radisson Blu Plaza Bangkok

Date: 18 October 2024

Time: 14:07 -14:35 hrs.

Floor	Location	Fire Alarms System Functionality								Checked by	Department	Result
		Announce ment		Sirens		Strobe Light		Volume				
		Y	N	Y	N	Y	N	Y	N			
30	Brewski Rooftop Bar	✓		✓		✓		✓		Brewski Kitchen staff	Kitchen	OK
	Brewski Kitchen	✓		✓		✓		✓		Brewski kitchen staff	Kitchen	OK
29	Executive lounge / Brewski sport		X		X		X		X	Exe-Lounge staff	Front Office	Need to be fixed
28	Attico Restaurant/Kitchen	✓		✓		✓		✓		Attico kitchen staff	Kitchen	OK
27	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
26	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
25	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
24	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
23	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
22	Guestroom/Corridor	✓			X	✓		✓		Room attendant	HK	Need to be fixed
21	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
20	Guestroom/Corridor		X		X	✓			X	Room attendant	HK	Need to be fixed
19	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
18	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
17	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
16	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
15	Guestroom/Corridor		X		X	✓		✓	X	Room attendant	HK	Need to be fixed
14	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
12	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
11	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
10	Guestroom/Corridor		X		X	✓		✓	X	Room attendant	HK	Need to be fixed
9	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
8	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK
7	Guestroom/Corridor	✓		✓		✓		✓		Room attendant	HK	OK

Remark: Speaker, Alarm, and Flash **Y**= working, **N**= not working / Volume **Y**=loud, **N**=No sound

General Alarms Checklist

Floor	Location	Fire Alarms System Functionality										Checked by	Department	Result
		Announce ment		Sirens		Strobe Light		Volume						
		Y	N	Y	N	Y	N	Y	N					
6	Fitness/Changing room (M/F)		X		X	✓				X	Fitness staff	Fitness	Need to be fixed	
	Swimming Pool & Bar ESC	✓		✓		✓			✓		F&B staff	Bar ESC	OK	
5	Sales & Marketing Office		X		X				X	X	Sales person	Sales	Need to be fixed	
	Reservation Office		X		X				X	X	Reservation staff	Reservation	Need to be fixed	
	Finance & Accounting Office		X		X				X	X	Accounting staff	Accounting	Need to be fixed	
	IT Office		X		X				X	X	IT officer	IT	Need to be fixed	
	Executive Secretary / GM Office		X		X				X	X	GM	Executive	Need to be fixed	
4	Grand Ballroom area	✓		✓		✓				✓	BQ kitchen staff	Banquet	OK	
	Banquet Kitchen area		X		X				X	X	BQ kitchen staff	Kitchen	Need to be fixed	
3	China Table Restaurant		X		X	✓				X	F&B staff	F&B China	Need to be fixed	
	Kitchen area 3 rd floor		X		X	✓				X	China kitchen	Kitchen	Need to be fixed	
	The Suite 1-4/The Gallery		X		X	✓				X	F&B staff	F&B	Need to be fixed	
2	27Bites Restaurant	✓		✓		✓				✓	F&B staff	F&B	OK	
	Kitchen area 2 nd floor	✓		✓		✓				✓	Kitchen staff	Kitchen	OK	
G	Lobby area / BSharp BSweet	✓		✓					X	✓	F&B staff	F&B	Need to be fixed	
	Front Office	✓		✓					X	✓	Front office staff	Front Office	Need to be fixed	
	One Touch Service Office	✓		✓		✓				✓	Operator	Front Office	OK	
	Purchasing Office	✓		✓		✓				✓	Purchasing staff	Accounting	OK	
	Receiving Office/Loading area	✓		✓		✓				✓	Receiving staff	Accounting	OK	
	Housekeeping Office	✓		✓		✓				✓	HK staff	HK	OK	
B	Laundry Office	✓		✓		✓				✓	Laundry staff	Laundry	OK	
	HR Office	✓		✓		✓				✓	HR staff	HR	OK	
	Staff canteen	✓		✓		✓				✓	Kitchen staff	Canteen KT	OK	

Remark: Announcement, Sirens, and Strobe light **Y**= working, **N**= not working, **N**=No sound / Volume **Y**=loud, **N**=No sound

General Alarms Checklist

Floor	Location	Fire Alarms System Functionality								Checked by	Department	Result
		Announce ment		Sirens		Strobe Light		Volume				
		Y	N	Y	N	Y	N	Y	N			
B	Female Staff locker room	✓		✓		✓		✓		HR staff	HR	OK
	Male Staff locker room	✓		✓		✓		✓		HR staff	HR	OK
	Engineering Office	✓		✓		✓		✓		Engineer staff	Engineering	OK
G	Hotel main entrance	✓		✓						Security staff	Security	OK
	Hotel back entrance	✓		✓						Security staff	Security	OK

Remark: Announcement, Sirens, and Strobe light **Y**= working, **N**= not working / Volume **Y**=loud, **N**=No sound

Additional of General Alarms System Checklist

System	Fire exit staircase										Fireman Lift Lobby				
	ST1		ST2		ST3		ST4		ST5			ST6			
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		Yes	No		
Pressurize Fan						X									X

Comment: The pressurization fan system is not working due to a malfunction in the fire alarm system module, need to be fixed asap.
(Checked by Mr. Kittichai/Chief Engineer)

System	Number of elevators																					
	No. L1		No. L2		No. L3		No. L4		No. L5		No. L6		No. L7		No. L10		No. L11		No. L12		No. L13	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Elevators stopped operating and automatically parked on G floor	✓		✓		✓		✓			X			✓			✓						



SAFETY AND SECURITY DEPARTMENT