

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

**Date of drill:** 26<sup>th</sup> 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 26<sup>th</sup> floor

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

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

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

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

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**2<sup>nd</sup> message paged at:** 14:06 hrs (**Red code + floor 26<sup>th</sup>**) 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),

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

**Building Evacuation** ☒ Yes ☐ No

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

**Number of persons evacuated:** N/A persons.

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

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**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                 |

## 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    |

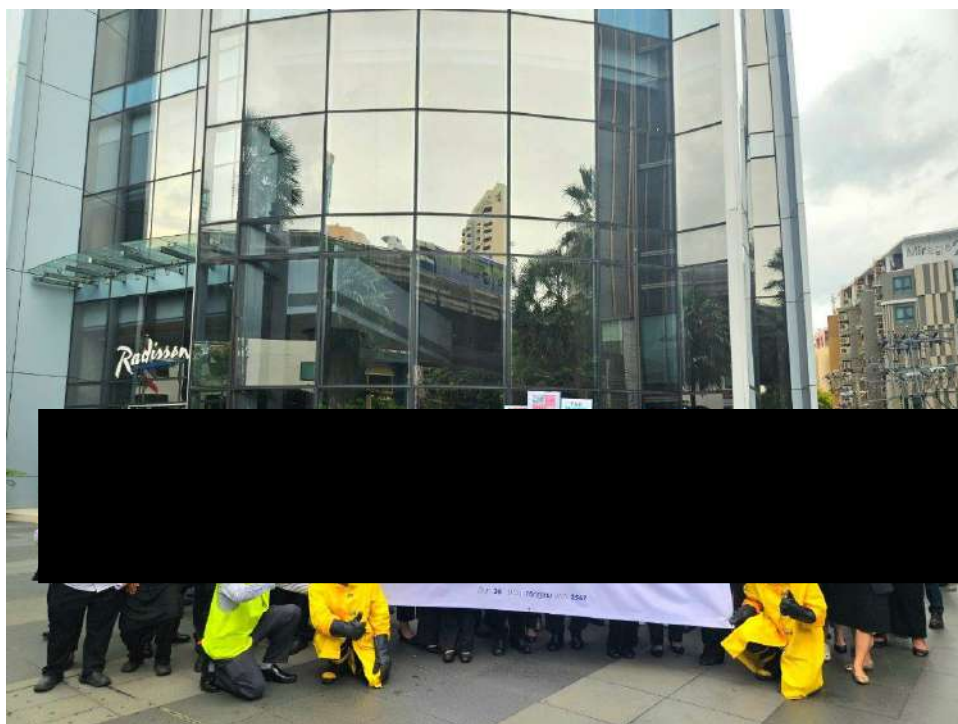
**Result of drill:** ☒ Good ☐ Fair ☐ Poor

### **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 (26<sup>th</sup> 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 3<sup>rd</sup> floor.
  - Sales office and Reservation office on 5<sup>th</sup> floor.
  - Fitness area, Bar ESC on 6<sup>th</sup> floor.
  - Guest bedroom area on 15<sup>th</sup> 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**





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

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

**Date of drill:** 18<sup>th</sup> 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 24<sup>th</sup> floor

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

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

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

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

**2<sup>nd</sup> message paged** at: 14:09 hrs (Red code + 24<sup>th</sup> 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),

**3<sup>rd</sup> message paged** at 14:18 hrs (Evacuate) in Line group of Bronze Crisis Team

**Building Evacuation** ☒ Yes ☐ No

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



## Name-list of Bronze Crisis Team

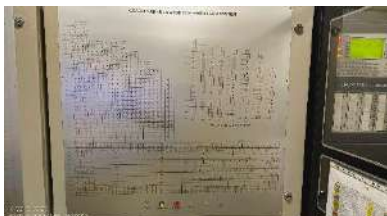
| <u>Name</u>      | <u>Position</u>             | <u>Responsibility</u> |
|------------------|-----------------------------|-----------------------|
| 1. Khun Leegoong | MOD                         | Commander             |
| 2. Khun Hut      | Security Manager            | Bronze Crisis Team    |
| 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    |

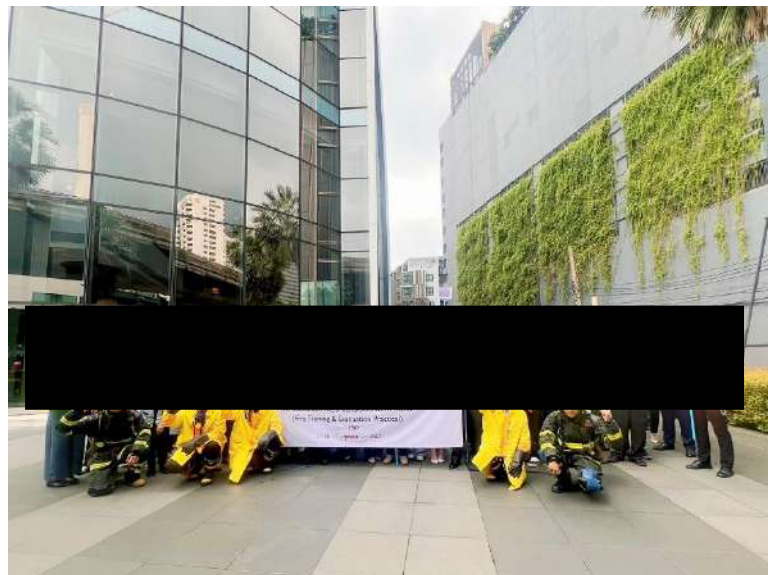
**Result of drill:** ☒ Good ☐ Fair ☐ Poor

### **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 24<sup>th</sup> 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





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

| Floor | Location                         | Fire Alarms System Functionality |   |        |   |                 |   |        |   | Checked by            | Department   | Result           |
|-------|----------------------------------|----------------------------------|---|--------|---|-----------------|---|--------|---|-----------------------|--------------|------------------|
|       |                                  | Announce<br>ment                 |   | Sirens |   | Strobe<br>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

| 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 | X | Sales person       | Sales        | Need to be fixed |        |
|       | Reservation Office                 |                                  | X |        | X |              | X |        | X | X | Reservation staff  | Reservation  | Need to be fixed |        |
|       | Finance & Accounting Office        |                                  | X |        | X |              | X |        | X | X | Accounting staff   | Accounting   | Need to be fixed |        |
|       | IT Office                          |                                  | X |        | X |              | X |        | X | X | IT officer         | IT           | Need to be fixed |        |
|       | Executive Secretary / GM Office    |                                  | X |        | 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 | X | BQ kitchen staff   | Kitchen      | Need to be fixed |        |
| 3     | China Table Restaurant             |                                  | X |        | X |              | X | ✓      |   | X | F&B staff          | F&B China    | Need to be fixed |        |
|       | Kitchen area 3 <sup>rd</sup> floor |                                  | X |        | X |              | X | ✓      |   | X | China kitchen      | Kitchen      | Need to be fixed |        |
|       | The Suite 1-4/The Gallery          |                                  | X |        | X |              | X | ✓      |   | X | F&B staff          | F&B          | Need to be fixed |        |
| 2     | 27Bites Restaurant                 | ✓                                |   | ✓      |   | ✓            |   | ✓      |   | ✓ | F&B staff          | F&B          | OK               |        |
|       | Kitchen area 2 <sup>nd</sup> 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               |        |
| B     | Purchasing Office                  | ✓                                |   | ✓      |   | ✓            |   | ✓      |   | ✓ | Purchasing staff   | Accounting   | OK               |        |
|       | Receiving Office/Loading area      | ✓                                |   | ✓      |   | ✓            |   | ✓      |   | ✓ | Receiving staff    | Accounting   | OK               |        |
|       | Housekeeping Office                | ✓                                |   | ✓      |   | ✓            |   | ✓      |   | ✓ | HK staff           | HK           | OK               |        |
|       | Laundry Office                     | ✓                                |   | ✓      |   | ✓            |   | ✓      |   | ✓ | Laundry staff      | Laundry      | OK               |        |
| B     | 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





