

Fire Drill Report

Fire Drill Number: **012024**

Date: **8 February 2024**

Hotel: **Holiday Inn Pattaya**

Time of Alarm: **1:07:15 PM**

Type of Alarm: **Smoke Detector**

Location of Alarm: **Guest Room No. 2001 at Bay Tower**

Time ERT at Scene of Alarm: **4 min & 10 sec**

Supervising Manager: **Khun Yandet (Asst. Chief Engineer)**

Last Drill: **22 August 2023**

Sequence of Events	Satisfactory	Action Item	Comments
1. Preparation <ul style="list-style-type: none"><input type="checkbox"/> Pre-Planning<input type="checkbox"/> Coordination with Fire Department<input type="checkbox"/> Guest Notification<input type="checkbox"/> Night Shift Joined	Yes	None	Pre-planning was satisfactory. The location of the mock fire was not announced beforehand in order to determine actual response time. Fire department was not called for this drill. Smoke detector and fire alarm were utilized. Guests were notified and night shift attended the drill.
2. Alarm Activation <ul style="list-style-type: none"><input type="checkbox"/> Fire Alarm<input type="checkbox"/> Horns/Strobes<input type="checkbox"/> Voice Evacuation<input type="checkbox"/> Smoke Doors<input type="checkbox"/> Elevator Recall<input type="checkbox"/> HVAC<input type="checkbox"/> Stair Pressurization<input type="checkbox"/> Other:	Yes	None	There was a mock fire initiated in Guest Room No. 2001 at Bay Tower at 1:06:20 PM. The smoke detector got activated at 1:07:15 PM and the Fire Panel could accurately detect the location.
3. Fire Department Participation	Not Applicable	Not Applicable	Not Applicable.
4. Actions of ERT <ul style="list-style-type: none"><input type="checkbox"/> Response Time<input type="checkbox"/> Containment<input type="checkbox"/> Radio/Extinguisher<input type="checkbox"/> Communication	Yes	None	Fire Warden and Duty Manager reached the location of the fire (Guest Room NO. 2001) at 1:09:29 PM after GEC informed them about fire. Fire Warden contacted GEC at 1:11:13 PM to inform ERT to come to location of fire. ERT arrived at the location at 1:15:20 PM that is 4 minutes and 10 seconds after being contacted. When ERT determined that the fire could not be put out, evacuation was initiated at 1:16:55 PM.

5. Fire Department Response	Not Applicable	Not Applicable	Not Applicable.
6. Departmental Duties <input type="checkbox"/> Security <input type="checkbox"/> Engineering <input type="checkbox"/> Housekeeping <input type="checkbox"/> Front Office <input type="checkbox"/> Food & Beverage <input type="checkbox"/> PBX <input type="checkbox"/> Other: _____	Yes	None	Departmental Duties were carried out well.
7. Employee Rally Point <input type="checkbox"/> All Employees Accounted For <input type="checkbox"/> Time for full Evacuation:	Yes	None	Time for full evacuation was 7 minutes and 4 seconds. Evacuation was initiated at 1:16:55 PM and was completed at 1:23:59 PM.
8. Alarm Enunciation	No	Engineering Team will look into the root cause.	Strobe lights were not working in the Male Locker at Bay Tower and along the corridor all the way to Housekeeping Office. Non of the lifts parked at L Floor once the alarm was activated.
9. Central Station Response	Not Applicable	Not Applicable	Not Applicable
10. Guest Reaction	No	None	None
Comments / Observations: Fire Warden and Duty Manager performed the necessary steps well and the ERT responded very quickly to the call for assistance. Housekeeping Team was on stand-by to check if the alarm could be heard at guest room floors. Food & Beverage Team was on stand-by to check if the alarm could be heard at the outlets. Next step will be to immediately contact third party contractor to look into why strobe lights were not working at the areas identified and to repair / solve the issues.			

Signed...


 Director of Engineering


 General Manager