

เอกสารแนบ 3
แผนตรวจตราระบบป้องกันอัคคีภัย

Fire Drill & Evacuation Report

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

Date of drill: 31st July 2025 **Time:** 13:59-14.05 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: 13:59 hrs / by ☐ Pull station ☒ Smoke detector
☐ Heat detector ☐ Sprinkler

1st message paged at: 13:59 hrs (Fire alarm + corridor 26th floor) at fire alarm control panel.

ERT arrive at the fire location time at 14:00 hrs

2nd message paged at: 14:01 hrs (Red code + 26th floor) in Line group of Bronze Crisis Team

Hotel Fire Brigade Team arrives at the fire location at: 14:04 hrs.

Commander arrives at command post time 14:09 hrs, Name:

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

3rd message paged at 14:05 hrs (Evacuate) in Line group of Bronze Crisis Team

Building Evacuation ☒ Yes ☐ No

Evacuate ordered by:	<u> </u>
Time evacuates ordered:	<u>14:05</u> Hrs.
Time evacuates completed:	<u>14:21</u> Hrs.
Total elapsed time:	<u>16</u> Minutes.

Number of persons evacuated: N/A persons.

Complete of the drill at 14:21 hrs **Total time** 22 minutes

Name-list of Emergency Response Team - ERT

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

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Name-list of Bronze Crisis Team

<u>Name</u>	<u>Position</u>	<u>Responsibility</u>
1. Khun Bjorn	GM	Commander
2. Khun Winfried	HM	Deputy Commander
2. Khun Hut	Security Manager	Bronze Crisis Team
3. Khun Krit	Chief Engineer	Bronze Crisis Team
4. Khun Nuch	Director of HR	Bronze Crisis Team
5. Khun Leegoong	Executive Secretary	Bronze Crisis Team
6. Khun Man	Executive Housekeeper	Bronze Crisis Team
7. Khun Nano	Front Office Manager	Bronze Crisis Team
8. Khun Singtro	Director Marcom	Bronze Crisis Team
9. Khun Christian	Director F&B	Bronze Crisis Team
10. Chef Aon	Executive Sous Chef	Bronze Crisis Team

Result of drill: ☒ Good ☐ Fair ☐ Poor

Comments:

1. The emergency response team (ERT) is still confused about the proper procedures. They activated the alarm bell without waiting for the evacuation order. Additional training is necessary to improve their proficiency in the next steps.
2. The fire hose test on the 26th floor functioned normally. The water pressure and water cleanliness are in good condition and ready for use.
3. 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.**
4. All staffs evacuate to hotel assembly points as plan and no any guest or staff get hurt from the drills.
5. Downtime reports for guests have provided at assembly point – reported by FOM.
6. Time attendant reports (eagle system) have provided at assembly point and distributed to staffs – reported by DHR.
7. 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



The emergency response team conducted an initial inspection at the reported location and extinguished the fire using a fire extinguisher.

Fire Drill & Evacuation Report



The supporting fire response team at the scene used water from a hose to extinguish the fire.



Both emergency teams evacuated using the fireman's elevator (which was functioning normally during the alarm activation).



All department staff and the Bronze Crisis Team evacuated to the assembly point as planned.

Fire Drill & Evacuation Report

Type: ☐ Actual Fire ☐ Internal Drill ☒ Annual Drill ☐ Fire Alarm

Total Staff Participating 60 persons

Date of drill: 31st October 2025 **Time:** 14:00-14.09 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**) at fire alarm control panel.

ERT arrive at the fire location time at 14:03 hrs

2nd message paged at: 14:03 hrs (**Red code + 26th floor**) in Line group of Bronze Crisis Team

Hotel Fire Brigade Team arrives at the fire location at: 14:07 hrs.

Commander arrives at command post time 14:08 hrs, Name: [REDACTED]

Fire department arrival time: 14:12 hrs (N/A for drill only),

3rd message paged at 14:09 hrs (**Evacuate**) in Line group of Bronze Crisis Team

Building Evacuation ☒ Yes ☐ No

Evacuate ordered by:	[REDACTED]
Time evacuates ordered:	14:09 Hrs.
Time evacuates completed:	14:28 Hrs.
Total elapsed time:	19 Minutes.

Number of persons evacuated: 60+ persons.

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

Name-list of Emergency Response Team - ERT

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

Fire Drill & Evacuation Report

Name-list of Bronze Crisis Team

<u>Name</u>	<u>Position</u>	<u>Responsibility</u>
1. Khun Winfried	HM	Commander
2. Khun Hut	Security Manager	Bronze Crisis Team
3. Khun Krit	Chief Engineer	Bronze Crisis Team
4. Khun Nuch	Director of HR	Bronze Crisis Team
5. Khun Leegoong	Executive Secretary	Bronze Crisis Team
6. Khun Man	Executive Housekeeper	Bronze Crisis Team
7. Khun Nano	Front Office Manager	Bronze Crisis Team
8. Khun Jiab	Director Marcom	Bronze Crisis Team
9. Khun Remi	Director F&B	Bronze Crisis Team
10. Chef Serafin	Executive Chef	Bronze Crisis Team
11. Khun Twinkle	Director Catering & Event	Bronze Crisis Team
12. Khun Sourabh	Asst. Director FA	Bronze Crisis Team
13. Khun Oat	IT Manager	Bronze Crisis Team

Result of drill: ☒ Good ☐ Fair ☐ Poor

Comments:

1. The emergency response team performed their duties well according to the assigned procedures, though there was still some nervousness. Overall, it was good. (**Comment from the observing firefighter officer.**)

2. The fire exit door on the 26th floor (ST6) does not close properly, creating a potential safety risk and should be fixed as soon as possible. (**Comment from the observing firefighter officer.**), However, the Security Department has already issued a work order for the Engineering team to repair it.

3. Evacuation alarm test forms were distributed to employees working on various floors to help verify the operation of the evacuation announcement system, sirens, and strobe lights for the hearing-impaired.

The results of the test can be reviewed in the summary report titled “**General Alarm Checklist.**”.

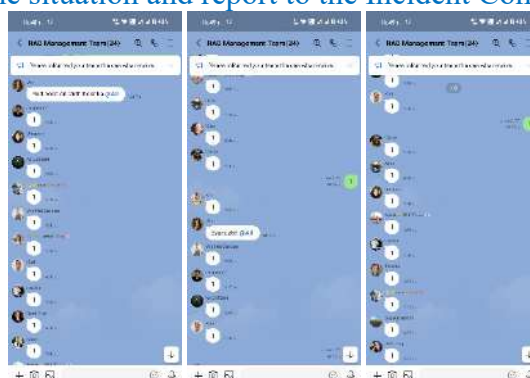
4. A fire hose test was conducted on the 26th floor, and it was found to be functioning normally. There was no water leakage, the water pressure was stable, and the water was clear and odorless.

5. All staffs evacuates to hotel assembly points as plan and no any guest or staff get hurt from the drills.

6. The guest downtime report was prepared at the assembly point to verify the number of in-house guests according to the plan – Reported by FOM.

7. The attendance report from the Eagle system was prepared at the assembly point and distributed to hotel staff for name checking according to the plan – Reported by DHR.

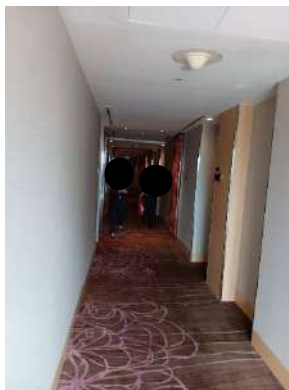
8. The Bronze Crisis Team members were notified of the incident and responded by typing "1" in the Bronze Crisis Team LINE group to acknowledge receipt. They then proceeded to the Command Center as planned to monitor the situation and report to the Incident Commander at the assembly point.



Picture of 2025 annual fire drill & evacuation training



The morning theoretical training session was conducted by firefighters from Klong Toei Fire Station.



The practical training session was conducted in the afternoon: The emergency response team conducted an initial inspection at the reported location and extinguished the fire using a fire extinguisher.



The supporting fire response team at the scene used water from a hose to extinguish the fire. The Klong Toei Firefighting Team also took part in the evacuation drill.



The pull station was activated to trigger the alarm signal, which was correctly displayed on the control panel and verified by the supervising officer from Klong Toei Fire Station.

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All department staff and the Bronze Crisis Team evacuated to the assembly point as planned.



The fire extinguishing demonstration and practical training in various methods were conducted under the supervision of Klong Toei Fire Station.

Completed report by: Mr. Tosapon Buchaboon
(Security Manager)
31st October 2025