



MJC Drive Sta Cruz Manila

WMRC Fire and Building Evacuation Plan:

I. INTRODUCTION:

In compliance to the mandate of the Fire Code of the Philippines, the Winford Manila Safety and Security Department will be holding its initial Fire Drill for the calendar year 2018. By performing a fire drill, it will give our employees the chance to practice the instructions that have been imparted to them during the just completed Fire Safety Awareness Training held last 23- 24 March 2018. Fire drills plays an important part of our fire safety procedures for many reasons. Not only to ensure that all staff, guest /customers and visitors in our premises understand what they need to do if there is a fire, but they also help us determine how effective our fire evacuation plan is and to eventually improve certain aspects of our fire evacuation plan and provisions.

II. SITUATION

At any given time and situation, fire may arise at the building of Winford Manila Resorts and Casino as it is a man-made installation vulnerable to any type of risk and disasters

a. Friendly Forces:

- ✓ Manila Bureau of Fire
- ✓ San Lazaro Fire Station / Sta. Mesa Fire Station
- ✓ Manila Police Station 3
- ✓ Manila District Support Unit
- ✓ Other neighboring fire brigades, police departments and hospitals

b. Assumption:

- ✓ WMRC has sufficient number of fire response personnel to contain and put out the fire within capability and to evacuate hotel guests, casino players, staffs and employees, as well as with other hotel significant properties
- ✓ Firefighting units of friendly forces will arrive ASAP upon notice and coordination
- ✓ WMRC has safe and secured relocation areas for evacuees and victims with medical staging area (Triage) and command center

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III. MISSION

To contain and put out the fire within WMRC capabilities and to save lives and properties thru deliberate, prompt but safe evacuation

IV. EXECUTION

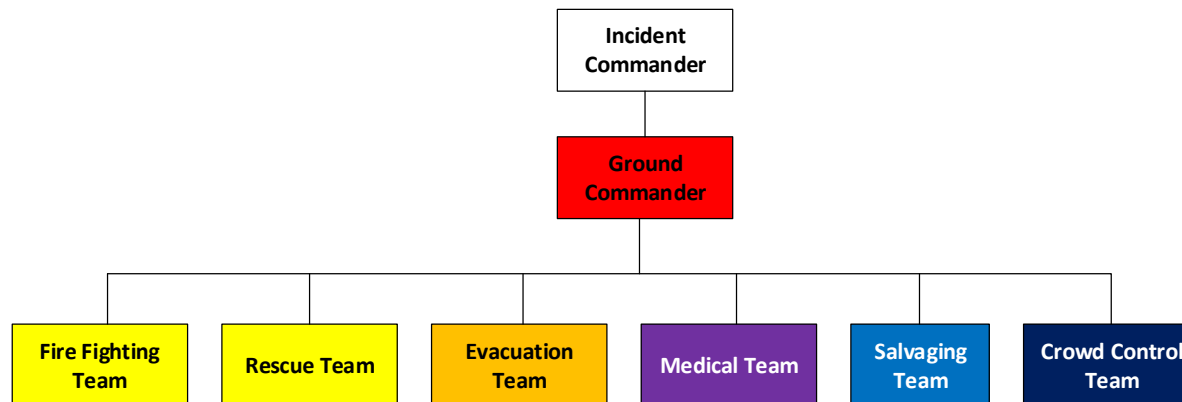
a. Concept of Operation

It is the intention of the leadership of the Winford Manila Resorts and Casino to put out and/or contain the fire within its capability, evacuate guests, casino players, staffs, employees and other hotel properties from the fired building to pre-designated fire relocation areas and secure them subsequently. And for them to be able to attain this objective, following steps and procedures will be executed;

1) WMRC Fire Brigade also known as the **Hotel Emergency Active Response Group (HEART)** shall be formed with the Security Manager as the Fire Marshal and the Security Asst. Manager as his assistant.

2) The Fire Brigade will compose of seven (7) teams, designed to act as quick response teams during fire emergencies and the FRG shall be organized as follows;

Hotel Emergency Active Response Group Organization



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3) An Incident Commander is designated to work in the overall execution of fire response and the link of all coordination and communication during fire emergencies.

4) The façade of the Winford Manila shall be designated as the relocation area of evacuees and positioning of Command Center and Triage. This will follow the evacuation route shown below;



b. Tasks

b1. Fire Marshal/ Incident Commander shall;

- a) Have the overall command and control over people and resources during fire emergencies
- b) Assess and evaluate the fire situation and to decide for building evacuation and likewise, coordinate with the respective fire captains of firefighting units from friendly forces in order to have guide and basis in decision making
- c) Stay at the designated command post upon activation of building evacuation, monitor the executions of all teams and to initiate change of actions if deemed necessary.

d) Assess the post fire incident in terms of severity in property damage as well as in the number of casualties and coordinate with technical experts and planners re status of business continuity.

b2. Assistant Fire Marshal/ Ground Commander shall;

a) Exercise overall command and control over people and resources in the absence of the designated Fire marshal during fire emergencies

b) To stay close at the fired building and to take charge in the execution of all procedures during fire response and building evacuation. Implement all orders and instructions coming from the Fire Marshal.

c) Supervise and monitor all actions of involved teams starting from the activation of the fire plan until its termination and likewise act as the command post admin during drill and exercises.

b3. Evacuation and Exit Marshals shall;

a) Supervise all security staffs assisting with the evacuation to ensure safety of all guests, players and employees moving out of the building going to the designated relocation area.

b) Assess the procedure of evacuation and exit during fire emergencies and to initiate corrective action so as to ensure safe and sound execution with the aim of minimizing potential casualties

c) Ensure that all ingress and egress entrances and exits (Except Main Fire Exits) were closed after the last person evacuated and make sure the presence of security agents guarding the designated fire main exits. This is to avoid intruders who might take advantage of the situation and perpetrate crimes inside the building.

b4. Firefighting Team with their Team Leader shall;

a) Immediately activate upon advise of BMS Operator

b) Immediately respond to the location of fire, evaluate and assess the situation

c) Give immediate feedback to Control Operator for the activation of RT, MT, CCT as well as with the designated building fire marshal, evacuation and exit marshals

d) Perform firefighting to contain and put out the fire within capability, but to retreat for evacuation once friendly firefighting units arrived and control the fire scene

e) Perform other task as directed by the Fire Marshal

b5. Rescue Team with their Team Leader shall;

a) Immediately activate upon advise of Control Operator

b) Search victims and fatalities for immediate extrication

c) Coordinate with the medical team for the immediate transport of victims out of the fired building going either to the designated staging area and/or medical post

d) Assist guests/players/employees in going to the nearest fire exits and to implement the people's evacuation priority as follows

- | | |
|-------------------|-----------------------------|
| Priority A | -PWDs, Elderly and Pregnant |
| Priority B | -Female Evacuees |
| Priority C | -All other persons |

e) Perform other task as directed by the Fire Marshal

b6. Medical Team with their Team Leader shall;

a) Immediately activate upon advise of Control Operator, perform transfer of all equipment needed for emergency treatment at the medical post. Team leader with two (2) assistants shall stay at the designated medical post to entertain and treat victims to be evacuated.

b) Perform extrication of victims out of the fired building in coordination with the search and rescue team and to transfer them to the designated medical post for immediate medical treatment.

c) Assess victims' condition, initiate the tagging by priority and instigate their transfer to nearest medical facility if deemed necessary.

d) Perform other task as directed by the Fire Marshal

b7. Salvage Team with their Team Leader shall;

a) Instigate retrieval and evacuation of significant properties which will assess with the following priority;

Priority A	-Players/Guest's Occupancy List
	-Employees Ingress/Egress Records
	-Major Incident Profile & Floor Plans)
Priority B	-Access Cards/Keys
Priority C	-Cash & other Significant equipment

- b) Evaluate the area and the location of escalating fire so as to decide if it is safe to continue retrieval operation
- c) Ensure that security agents were presence in the relocation area to safeguard those properties evacuated.
- d) Perform other task as directed by the Fire Marshal

b8. Crowd Control Team with their Team Leader shall;

- a) Immediately activate upon advise of Control Operator
- b) Guide all hotel guests, players and employees going to the nearest fire exits during evacuation
- c) Provide protection of properties during transport and safeguard the same at the designated evacuation area.
- d) Execute traffic and crowd control and ensure the accessibility of building emergency fire lanes and fire trucks parking.
- e) Coordinate with other traffic operatives in clearing walkways going to designated fire relocation area.
- f) Perform other task as directed by the fire marshal

c. Rules of Engagement

c1. If smoke is detected in a certain area, smoke detector will trigger the sound alarm and relay automatic information to the Fire Alarm Control Panel situated at the BMS room, Ground Floor Mezzanine. BMS Operator will identify the location of the fire alarm and will immediately inform and activate the Fire Fighting Team.

c2. The Firefighting Team will immediately proceed to the said location and evaluate the situation. **If sound alarm is triggered by accumulated smoke or moist from engineering works, housekeeping works, and/or from any other source except fire;** the team leader will immediately inform the BMS Operator for false alarm. Smoke detector will be removed for cleaning and calibration then reinstallation will follow. After which, team leader will advise BMS "All Clear" then FDAS will be reset and enable.

c3. **If sound alarm is triggered by accumulated smoke in the presence of a minor or small fire;** fire fighters will immediately execute firefighting. Team leader will inform control operator in the presence of the fire and to promptly coordinate for the activation of HEART.

c4. Control operator, upon receipt of the information from the firefighting team leader, he/she then promptly and deliberately advise the designated Fire Marshal, initiate the activation of HEART and to call for the firefighting units of friendly forces for augmentation.

c4. To this situation, the fire marshal will immediately proceed to the place of fire, coordinate with the firefighting team leader, then evaluate and assess the situation.

c5. If fire will be put out within capability, the fire marshal will inform the control operator to announce "ALL CLEAR" but if the fire escalated and spread into considerable degree, the fire marshal will declare building evacuation and will direct the BMS Operator to sound the general alarm.

c6. All person inside the building will immediately evacuate using the nearest fire exits and to proceed to the designated evacuation area. Likewise, Fire Marshal shall immediately proceed to the designated command post for command control and overall supervision.

d. Coordinating Instruction

d1. **Securing/Grabbing Keys:** Security Control Operators shall grab for metal keys and proximity keycards, FO shall grab Onity key cards and shall bring the same at the evacuation areas for inventory

d2. **Securing/Grabbing Major Incident Profile and Floor Plans;** Engineering shall bring along the hotel Major Incident Profile and floor plans at the evacuation area. Likewise, the duty engineer shall direct the duty electrician to switch off the main power source if deemed necessary

d3. **Securing Occupancy List:** Front Office to print daily guest list, provide the housekeeping with the list and be prepared to bring at the evacuation area upon activation of general alarm and/or building evacuation

d4. **Mustering and Accounting of Guests;** Front Office in coordination with Housekeeping, who has the guest list, including guest with disabilities or special needs, shall be responsible in accounting the same in order to identify guests who might still inside the fired building for searches.

d5. **Mustering and Accounting of Casino Players and PAGCOR Employees;** PAGCOR Operations Manager and/or his/her representative shall be responsible in accounting the same in order to identify players and employees who might still inside the fired building for searches.

d6. **Mustering and Accounting of Hotel Staffs and Employees;** HR Manager and/or his/her representative shall be responsible in accounting the same in order to identify staffs/employees who might still inside the fired building for searches. During night time that there is no HR representative, Security Dept. will do the accounting with the staffs and employees, basing the ingress record to be secured by Security Control Operators

d7. **Securing and Grabbing Fiscal/Cash Assets:** If feasible general cashier and finance representatives shall retrieve all cash or fiscal assets under their custody and to bring with them at the evacuation area. Likewise, for the cash/fiscal assets temporarily stored inside the SDBs of FO, cash custodians shall retrieve and secure their respective cash floats and to bring along with them at the evacuation area subject for inventory. PAGCOR management shall execute their separate procedure in securing fiscal/cash assets within the casino.

d8. **Constant Coordination with Firefighting units of friendly forces;** GSC Operators, shall help the control operators in coordinating augmentation from friendly forces thru hotline telephone and shall constantly be reiterated until building evacuation declared.

d9. **Closure of all ingress and egress doors;** Security staffs will make sure that all entrance and exit doors were closed and locked before leaving the building for evacuation

d10. **Business Operation;** Engineers in coordination with the Facility Manager and the Designated fire marshal are responsible in assessing the damage to the building and advise the Fire Marshal whether it is safe or not, to resume business operation.

d11. All utilized **handheld radio** (s) shall be turned and set to channel 1 in order to have synchronized and sound coordination during the implementation of this fire plan. Likewise, lateral coordination among tasked teams/units is highly encourage

V. ADMIN & LOGISTICS

a. All hotel staffs/employees, firefighting equipment and all other resources available shall be fully utilized during the implementation of this fire plan.

b. All actions and executions shall be monitored and assessed by the Fire Marshal, basing all provisions incorporated in the said fire plan and with the supervision of his Assistant Fire Marshal/ Ground Commander

c. A third party (Manila BFP) will be invited to assess and evaluate the execution of this fire plan during scheduled fire drills and exercises

VI. COMMAND & SIGNAL

a. Command and Signal

The Fire Marshal shall have the overall command and control over personnel and resources as well as with prompt coordination to all involved teams and units utilizing means of communication as follows;

- 1) Fire Alarm -Siren/Tone Blast/Whistle
- 2) Announcement -Base Radio / PA System/ Mega Phone mitigation
- 3) Coordination -Hand Held Radios/Telephone/Cellular phone

instigation recuperate