

EMERGENCY EVACUATION PLAN

(Hotel Yak and Yeti)

Purpose

1. The purpose of this plan is to establish procedure and duties, to promote planning, and to establish coordinated approach for effective system during *Emergency Evacuation* as required for the smooth evacuation of all occupants of the **Yak and Yeti Hotel**(Herein after referred to as Hotel) minimizing least consequences.

Scope

2. This plan applies to all occupants in the Hotel.

Hotel Policy

3. Hotel is committed to identifying risks and hazards of emergency and evacuation situations, and planning for effective execution to minimize the loss to the maximum extent possible keeping the safety and security of the Guest on highest priority.

MISSION.

4. To evacuate all the occupants specially Guest with highest priority in safest way.

Concept of Evacuation Operation

5. The evacuation will be conducted as a strictly controlled activity with the chain of command when all occupants will be evacuated.

ASSIGNMENTS

6. For the overall command and control of the Evacuation in a systematic and effective way during Evacuation, the Emergency Control Committee (ECC) shall work as an operation center from the **East Lawn Tennis Court Area**. The ECC Emergency Control Committee shall consist of:

- (a) GM – Chairperson
- (b) DOF
- (c) Corporate Secretary
- (d) DOE
- (e) F & B Director
- (f) Executive chef
- (g) Front Office manger
- (h) Sales Director
- (j) Executive H/K
- (k) HR Manager
- (l) Security Director_–Role and responsibilities are listed on Various Groups and tasks.

RESPONSIBILITIES

7. ECC will have various responsibilities which are listed on various Groups and Tasks Heading.

Notification of Emergency Warning

8. In the event of a disaster,
 - (a) The warning may come from PA, Alarm or disaster itself.
 - (b) A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify occupants.
 - (c) In case of fire, Yell, "Fire!", pull Fire Alarm, call the operator.
 - (d) Operator will inform immediately to ECC Chairperson, if not available to the Security Director/ on duty Security officer.
 - (e) Then Public Announcement is made by her/him to all occupants for fire Evacuation. The operator on duty will operate as an Emergency Operator. PA is made as per listed as per Appendix "A".
 - (f) Operator will continue notification to Chain of Command.
 - (g) Operator will only evacuate from the place when instructed by ECC or the situation so dictate.

EXECUTION.

9. Evacuation will be carried out during Fire and Earthquake Evacuation as follows:

- (a) **DURBAR ZONE**

- (i) **1st Floor** (Room No 101-129 28xRooms)

- (aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 1st Floor-Exit Door(Near Lift)-Exit Door to Garden- Madhuban Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 1st Floor-Passage between Room No 103 &105- Exit way- Pool Side-Madhuban Garden Area(Assembly Area)

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- (ab) **RESPONSIBLE PERSON (Floor wardens)**

- Jayanti Shrestha(Front Office Assistant)
- Santosh Pokhrel(Front Office Assistant)
- Bipin Shrestha(Front Office Assistant)
- Hari Thapa Magar(Front Office Assistant)

- (ac) **RESPONSIBILITES/TASKS**

- When the alarm activates or emergency occurs, quickly move to their designated respective floor.
- Position near the Exit way and Guide the people for evacuating through designated Exit ways.
- Guide and assist persons who need assistance.
- Inform ECC and/or Emergency Commander or respective Head of Dept about the situation.
- Keep occupants from re-entering building until advised by Emergency Commander.
- Don't allow anyone to use lift.

- If found anyone injured, inform Emergency Commander immediately and provide first aid Treatment and wait for rescue.
- Take occupant's Name List and the location of the responsible floor.
- If you have any disabled occupant of any kind must be aware about it on your duty before emergency. Inform his/ her location for special arrangement during Emergency evacuation at first giving top priority.
- Handover all details of respective floors to your successors on duty.
- Work as a search and rescue team after evacuation, search Area checklist is attached as Appendix “B”

(ad) **Items to be carried by them** Items to be carried by them is attached as Appendix “C”

(ii) **2nd Floor** (Room No 201-229 28xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 2nd Floor-Passage between Room No 203 & 205-Exit Stairway-Pool Side- Madhuban Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 2nd Floor-Passage near Room No 229- Exit Stairway- Exit way(Near Lift First Floor)- Pool Side-Madhuban Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Manisha Basnet(GRE)
- Anu Shakya(GRE)
- Bedanta Raymajhi(Front Office Executive)
- Griwan Kumar Sunuwar(Front Officer Supervisor)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(iii) **3rd Floor** (Room No 301-329 28xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 3rd Floor-Passage between Room No 303 & 305-Exit Stairway-Pool Side- Madhuban Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 3rd Floor-Passage near Room No 329- Reception- Exit way(Near Lift First Floor)- Pool Side-Madhuban Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Harsha Bdr Raymajhi(Asst manger FO)
- Suresh Kaji Sindhurakar(“)
- Rajendra Lama (FO Assistant)
- Tamanna Banu(“)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(iv) **4th Floor** (Room No 401-427 27xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 4th Floor-Passage between Room No 403 & 405-Exit Stairway-Pool Side- Madhuban Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 4th Floor-Passage near Room No 427 (Confrence Hall)- Exit way(Near Lift First Floor)- Pool Side-Madhuban Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Harsha Bdr Raymajhi(Asst manger FO)
- Suresh Kaji Sindhurakar(Asst manger FO)
- Rajendra Lama (FO Assistant)
- Tamanna Banu(FO Assistant)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in thePara-9Sub-Sub Para (ad)

(v) **5th Floor** (Room No 501-529 28xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 5th Floor-Passage between Room No 503 & 505-Exit Stairway-Pool Side- Madhuban Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 5th Floor-Exit near Room No 529 - Exit Stairway- Exit way(Near Lift First Floor)- Pool Side-Madhuban Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Manoj Kumar Shrestha(Assistant Manager Fitness Centre)
- Parshu Ram Gautam(Team Leader Fitness Centre)
- Rajesh Maharjan (Fitness Centre Supervisor)
- Raju Jimmy Shing(Fitness Centre Assistant)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in thePara-9 Sub-Sub Para (ad)

(b) **HERITAGE ZONE**

(i) **3rd Floor** (Room No 334-359 24xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 3rd Floor-Stairway(Near Lift)-Lobby Area-Exit Door to Garden- Boris Tree Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 3rd Floor-Stairway near Room No 334-Exit Way to garden- Madhuban Garden Path-Boris Tree Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Yagya Lal Pandey(Executive Horticulture)
- Padma Acharya(HK Executive)

- Krishana Bdr Chhetri(Assistant Team leader)
- Meen Bdr Khadka(Senior Room Attendant)

(ac) **RESPONSIBILITIES/TASKS**

- As mentioned in the Para-9Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9Sub-Sub Para (ad)

(ii) **4th Floor** (Room No 434-458 25xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 4th Floor- Stairway(Near Lift)-Lobby Area-Exit Door to Garden- Boris Tree Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 4th Floor-Stairway near Room No 434-Exit Way to garden- Madhuban Garden Path-Boris Tree Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Sekam Tamang(Senior HK Attendant)
- Mahendra Khatri(Senior team Leader)
- Meen Bdr Shrestha(Senior Room Attendant)
- Puskal Thapa(Senior Room Attendant)

(ac) **RESPONSIBILITIES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in thePara-9 Sub-Sub Para (ad)

(iii) **5th Floor** (Room No 530-560 29xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 5th Floor- Stairway(Near Lift)-Lobby Area-Exit Door to Garden- Boris Tree Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 5th Floor-Stairway near Room No 534-Exit Way to garden- Madhuban Garden Path-Boris Tree Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Bidur kumar Shrestha(Senior Team Leader)
- Gobardan Pokhrel (Assistant Team Leader)
- Bidur Dahal(Senior HK Attendant)
- Sita KC(Senior Room Team Leader)

(ac) **RESPONSIBILITIES/TASKS**

- As mentioned in the Para-9Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(iv) **6th Floor** (Room No 630-660 29xRooms)

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** 6th Floor- Stairway(Near Lift)-Lobby Area- Exit Door to Garden- Boris Tree Garden Area(Assembly Area)
- **Secondary Evcuation Route:** 6th Floor-Stairway near Room No 634-Exit Way to garden- Madhuban Garden Path-Boris Tree Garden Area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Sunil Maharjan(Senior HK Attendant)
- Hari Bdr Gurung (Senior HK Attendant)
- Krishna Gautam(Senior Assistant TL)
- Bharat Kumar Bhattarai(Senior HK Attendant)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(v) **7th Floor** (Room No 501-529 28xRooms)

(aa) **EVCUATIION ROUTE**

- **Primary Evcuation Route:** 7th Floor-Exit Way(Near Lift)-Exit Stairway- Lobby Area- Madhuban garden area(Assembly Area)
- **Secondary Evcuation Route:** Follow the primary Route up to 6th Floor and follow 6th Floor Secondary Route.

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Kedar Thapa(HK Attendant)
- Suman karki(HK Attendant)
- Pradip Shrestha (HK Attendant)
- Ajay Shrestha(HK Attendant)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(c) **FRONT OFFICE ZONE**

(i) **Piano Bar/Lobby Area**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** LobbyFloor-Exit Way to Garden- Madhuban garden area(Assembly Area)
- **Secondary Evcuation Route:** Lobby Floor- Lobby Gate- Lobby parking Area (Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Basu Dev Sapkota(Senior Bell Captain)
- Megh Bdr Pradhan(Senior Bell Captain)
- Ram Chandra Khadka(Bell Captain)
- Janak Satyal(Bell Boy)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Paraa-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9Sub-Sub Para (ad)

(ii) **Sunrise Rstaurant**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Sunrise Restaurant-Exit Way to Garden-Madhuban Garden Area(Assembly Area)
- **Secondary Evcuation Route:** Sunrise Restaurant - Lobby Gate- Lobby Parking Area (Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Badri karki(Senior Team Leader)
- Dipak Shakya(Captain)
- Chin Bdr Karki(Assitan Captain)
- Rozan Mharjan(F/B Attendent)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9Sub-Sub Para (ad)

(d) **KITCHEN ZONE**

(i) **Main Kitchen**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Kitchen-Exit Way to Garden- West Lawn Tennis court(Assembly Area)
- **Secondary Evcuation Route:** Kitchen- Atrium Hall- Exit way to Garden(Near Crystal)- Lawn Tennis court(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Pratap Mohan Dhaubhadel(Executive Pastry Chef)
- Purushottam Shrestha(Kitchen Executive)
- Kamal Raj thapalia(Junior Kitchen executive)
- Ratan Bdr Tamang(COMMIS II)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in thePara-9Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(e) **H/K ZONE**

(i) **H/K Laundry Area**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Laundry Area-Exit Way to Garden- West Lawn Tennis court(Assembly Area)
- **Secondary Evcuation Route:** Laundry Area-Main Kichen – Follow as per the Kitchen Zone Route- Lawn Tennis court(Assembly Area)
- **Tertiary Evcuation Route:** Laundry Area- Passage (Near the Generator)– Entrance Club Nirvana-Garden Area- Lawn Tennis court(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Shahsi Shekhar kapali(Assistant Team Leader)
- Jay Kumar Tamng(Team Leader)
- Ratneshor Kapali(Uniform Room Attendent)
- Shamsher Bdr Rai(Assistant Team Leader)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9Sub-Sub Para (ad)

(ii) **Club Nirvana**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Club Area-Main Entrance- Garden Area-West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** 4th Floor- Exit way to H/K Dept- Follow the H/K route-West Lawn Tennis Court (Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Gopla Neupane(Fitness centre Attendant)
- Hari Shakya (“)
- Rajesh Maharjan (“)
- Ram Devi Mali(“)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Par-9 Sub-Sub Para (ad)

(f) **FUNCTION HALL ZONE**

(i) **Regal/Regency Hall**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Regal/Regency Floor- Entrance Way-Atrium – Jubilee Gate- Jubilee parking area(Assembly Area)
- **Secondary Evcuation Route:** Regal/Regency Floor- Exit Way(Regal kitchen)-Staff Cafeteria –Staff Gate- Atrium-Jibilee gate-Jubilee parking area(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Bachu ram acharya(Assistant manager F/B)

- Chiniya Kaji Basnet(“)
 - Pran Chandar Nepal(“)
 - Anju Kunwar(F/B Service Execuitve)
- (ac) **RESPONSIBILITES/TASKS**
- As mentioned in the Para-9 Sub-Sub Para (ac)
- (ad) **Items to be carried by them**
- As mentioned in the Para-9 Sub-Sub Para (ad)

(ii) **Durbar hall**

- (aa) **EVCUATION ROUTE**
- **Primary Evcuation Route:** Durbar Floor- Entrance Way-Atrium –Jubilee Gate- Jubilee parking area(Assembly Area)
 - **Secondary Evcuation Route:** Durbar Floor- Exit Way(Near Ladies Toilet)- Atrium-Jibilee gate-Jubilee parking area(Assembly Area)
- (ab) **RESPONSIBLE PERSON (Floor wardens)**
- Rekha Rani Singh(F/B Service Execuitve)
 - Pradip ram Maharjan(“)
 - Kedar Thapa magar(Assistant Captain)
 - Surya Bdr Lama(“)
- (ac) **RESPONSIBILITES/TASKS**
- As mentioned in the Para-9 Sub-Sub Para (ac)
- (ad) **Items to be carried by them**
- As mentioned in the Para-9 Sub-Sub Para (ad)

(iii) **Crystal hall**

- (aa) **EVCUATION ROUTE**
- **Primary Evcuation Route:** Crystal Floor- Entrance Way-Atrium –Jubilee Gate- Jubilee parking area(Assembly Area)
 - **Secondary Evcuation Route:** Crystal Floor- Exit Way(Near Garden)- Borish Tree area(Assembly Area)
- (ab) **RESPONSIBLE PERSON (Floor wardens)**
- Rekha Rani Singh(F/B Service Execuitve)
 - Pradip ram Maharjan(“)
 - Kedar Thapa magar(Assistant Captain)
 - Surya Bdr Lama(“)
- (ac) **RESPONSIBILITES/TASKS**
- As mentioned in the Para-9 Sub-Sub Para (ac)
- (ad) **Items to be carried by them**
- As mentioned in the Para-9 Sub-Sub Para (ad)

(g) **ADMINISTRATIVE ZONE**

(i) **Regal Kitchen**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Regal/Regency Floor- Entrance Way-Atrium – Exit way(Near Crystal)- West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** Kitchen- Exit Way(Regal kitchen)-Staff Cafeteria –Staff Gate- Gas Bank Side-Jibilee gate-west lawn Tennis Court(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Bachu ram acharya(Assistant manager F/B)
- Chiniya Kaji Shrestha(Assistant F/B Manger)

- Pran Chandar Nepal(“)
- Anju Kunwar(F/B Service Execuitve)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(ii) **HR/ Finance**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** HR/ Finance Floor- Entrance Way-Staff Gate – Gas bank Side- West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** HR/ Finance Floor - Exit Way(Coming from Regal kitchen)-Staff Cafeteria –Staff Gate- Gas bank Side-Jibilee gate-west lawn Tennis Court(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Sudarshan Adhikari(Assistant HR Officer)
- Uma Shanker Shing(HR Officer)
- Umesh Prasad Deo(Ac Payabale Executive)
- Krishna Prasad Sharma(Execuitve Coporate Account)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Par-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(ii) **Staff Cafeteria**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Staff Cafeteria- Entrance Way-Staff Gate – Gas bank Side- West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** Staff Cafeteria - Exit Way(Coming from Regal kitchen)- Regal hall Side -Atrium –Exit Way(Near Crystal)- west lawn Tennis Court(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Shuresh Stayal(Chef De-Parties)
- Purna Bdr Tamang(COMMIS-ii)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(iii) **Main Store**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Staff Gate – Gas bank Side- West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** Staff Gate - Passage Way(to Atrium)- Regal hall Side -Atrium –Exit Way(Near Crystal)- west lawn Tennis Court(Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Gyaneswor Poudel(Store Manger)
- Ramesh Nagrkoti(Store Assistant)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Par-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Par-9 Sub-Sub Para (ad)

(h) **CORPORATE ZONE**

(i) **Chairman Office**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Chairman Office- 7th Floor Exit Way-Bell Desk – Exit way to Garden- West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** Chairman Office- 7th Floor Exit Way-6th Floor – Secondary Route 6th Floor- West Lawn Tennis Court (Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Biswo Shakya(Corporate Secretary)
- Puspa Kumar Aryal(CM person Assistant)

(ac) **RESPONSIBILITES/TASKS**

- As mentioned in the Para-9 Sub-Sub Para (ac)

(ad) **Items to be carried by them**

- As mentioned in the Para-9 Sub-Sub Para (ad)

(ii) **GM Office/Sales/EDP**

(aa) **EVCUATION ROUTE**

- **Primary Evcuation Route:** Sales Floor – Exit way- Bell Desk-Exit Way to garden-West Lawn Tennis Court (Assembly Area)
- **Secondary Evcuation Route:** Sales Floor – Exit way- Kitchen-Exit Way to garden-West Lawn Tennis Court (Assembly Area)

(ab) **RESPONSIBLE PERSON (Floor wardens)**

- Silas Sukraman rai(Assistant Sales Manager)
- Sital baniya(Sales Mnager)
- Bhagirath ratap Singha (“)

- Amit Kumar Ghimire(Assistant sales Manager)
- (ac) **RESPONSIBILITIES/TASKS**
 - As mentioned in the Para-9 Sub-Sub Para (ac)
- (ad) **Items to be carried by them**
 - As mentioned in the Para-9 Sub-Sub Para (ad)

Various groups and tasks

10 The following groups and their tasks are as follows:

(a) **Security Group**

- (i) **Commander**-Duty Security Guard Commander
- (ii) **Strength**-1/8(Cdr/Security Guard)
- (iii) **Duty Readjustment/Deployment-**
 - (aa) In Gate(Close-No Security Guard)
 - (ab) Out Gate-(Close-2xSecurity Guard)
 - (ac) Lobby Gate-(1xSecurity guard)
 - (ad) Basement parking-(1x Security Guard, Responsible for all parking)
 - (ae) East Gate-(1x Security guard With East Gate Key depending on situation/Clear the road for fire Brigade)
 - (af) Staff Gate-(Close-2X Security Guard)
 - (ag) Red House-(Close-1X Security Guard)
- (iv) **Tasks**
 - (aa) To close the In/ Out Gate/Main Gate at Staff Gate Immediately after Emergency Evacuation order.
 - (ab) Don't allow anyone to in and out.
 - (ac) To clear road up to Durbar Square Junction for Fire Brigade.
 - (ad) To open and depute 1xSecurity Guard with Key at east Gate for. Secondary Route for Fire Brigade.
 - (ae) Guiding force Fire Brigade to the scene of the fire.
 - (af) To prevent burglary and Robbery.

(b) **Fire Fighting Group**

- (i) **Commander**-Duty Security Officer
- (ii) **Strength**-16(Security-6) + (ENG Dept-5) + (HK Dept-5)
- (iii) **Tasks**
 - (aa) Assemble first in front of Jubilee Gate
 - (ab) Take the items along with group as listed on Appendix "C"
 - (ac) Rush to the scene of the fire
 - (ad) To extinguish the fire with fire Extinguisher and Hydrant Nearby.
 - (ae) Report the situation to the Emergency Commander.
 - (af) To command and control the Group with personal safety.

(c) **Search & Rescue Group**

- (i) **Commander**-Each Respective Designated Floor warden Group

- (ii) **Strength-**
- (iii) **Tasks**
 - (aa) After Floor warden tasks search nook and corner of the area of responsibility, the area to be searched are listed on Appendix “D”
 - (ab) To report the situation to Emergency Commander.
 - (ac) If victim found in danger situation, evacuate immediately and ask for help with Emergency commander
 - (ad) If victim found injured seriously but evacuation of him/her needs to be evacuated with technical medical assistance must be reported to Emergency commander
 - (ae) Follow the safety rules strictly
 - (af) Leave the area immediately after search completed and report to the assembly area
- (d) **Evacuation Controller**
 - (i) **Durbar Zone (Assembly area- Madhuban garden)-Sankalpa panta/ankita goyal**
 - (ii) **Heritage Zone(Assembly area)-Chhabi Pandey/Manoj Kumar Khadka**
 - (iii) **Front Office Zone(Assembly area West lawn tennis Court)- Keshav Raj Mishra/ Janison shrestha**
 - (v) **Kitchen Zone(Assembly area West lawn tennis Court)- Mohan Sijapati/ Ratna Bahadur Thapa**
 - (vi) **H/K Zone(Assembly area West lawn tennis Court)-Suman Lama/Santan Dhoj rai**
 - (vii) **Function hall Zone(Assembly Area Jubilee Parking)-**
 - (viii) **Corporate Zone(Assembly area West lawn tennis Court)-**
 - (ix) **Tasks**
 - (aa) Rush to the Designated Assembly Area and put the Assembly Area Board.
 - (ab) To report the situation to Emergency Commander.
 - (ac) Manage all evacuated occupant in specific order (Floor Wise/Dept Wise)
 - (ad) Take a copy of Occupants Name List.
 - (ae) Count and ensure all occupants, if found missing immediately report to Emergency commander or/and Dept head.
 - (af) Count all occupants physically and confirm that no one left inside.
- (e) **Emergency Commander (Security Director)**
 - (i) **Tasks**
 - (aa) The Security Director shall act as an **Emergency Commander (Focal point)** shall be responsible over all execution of the Evacuation.
 - (ab) Update and suggest the situation to the Chairperson.
 - (ac) Call the fire Brigade, local Police/Army as per the Chairperson’s instruction and ensure that Route is clear for Fire Brigade.Locate and manage the position for the Fire Brigade for effective extinguishing.
 - (ad) Arrange Medical Team and Ambulance as per the instruction.
 - (ae) Ensure all premise is secured.
 - (af) Ensure all the designated persons are in defined location and operating as per the plan.
 - (ag) Make a quick arrangement for impromptu situation.

- (ah) Ensure that evacuation from all Zones is conducted as per the plan.
 - (ai) Coordinate with the Engineer Head for necessary assistance.
 - (aj) Confirm that emergency response authorities have been called, according to the procedure defined in the Emergency Response and Evacuation Plan
 - (ak) Receive reports from Floor Wardens regarding status of personnel from each floor – i.e. Floor is evacuated; mobility impaired person awaiting assistance
 - (al) Receive accounting report of all occupants from Evacuation at Assembly Area and report accordingly to Chair Person.

(f) **Evacuation Control committee**

- (i) ECC will have following responsibilities:

During Planning Phase

- (aa) Review plan annually, revise as necessary, and make copies available to responsible employees and the Security Dept.
- (ab) Plan training exercises to test evacuation plan
- (ac) Determine method of monitoring for emergency situations.
- (ad) Determine method of notifying building occupants of emergency.
- (ae) In any emergency situation, the ranking member of the Hotel Emergency
- (af) Control Committee present shall have initial authority to coordinate
- (ag) Procedures, and amend, modify or supersede any provisions of this plan
- (ah) Ensure all occupants' safety.
- (ai) Assess nature and extent of all emergencies.
- (aj) Obtain volunteers to carry out specific actions.
- (ak) Develop system to assist person who need assistance.
- (al) Order evacuation, if deemed necessary.

During Emergency

- (aa) All ECC members will be present immediately at the Emergency Control Centre (East lawn Tennis Court)
- (ab) Coordinate with respective designated floor warden of respective Dept and update the situation to chairperson/ Emergency Commander and act accordingly.
- (ac) Instruct personnel of their duties.
- (ad) Monitor the emergency situations and evacuation.
- (ae) Coordinate with respective department for man management required or asked by the Emergency Commander.
- (af) Manage available resources require for the Evacuation Operation.
- (ag) Facilitate an effective evacuation.
- (ah) Have an accurate report from respective zone and plan accordingly.

(g) **Engineer department**

- (i) **Group**-Electrician/Carpenter/Welder/

(ii) **Tasks**

- (aa) To separate Current electric from the place of a fire.
- (ab) Rush to the Emergency Control Centre (East lawn Tennis Court) with their Equipment including torch light.

- (ac) To perform the tasks as assigned by Emergency Commander with the supervision and guidance of Sanjay Yadav (Assistant Chief Engineer/ duty Engorging supervisor)
- (ad) To assist to the Fire fighting Group/Fire Brigade during fire fighting.
- (ae) To remove rubbles hindering exit way or passage required for post conflict situation or/and during Evacuation.
- (af) To assist to rescue for trapped victims.
- (ag) To assure continuous flow of water required for Fire Fighting.
- (ah) To manage water for sanitation and lighting system after post evacuation, if required.
- (ai) To manage field toilet for the Guests, if the situation is so deteriorated that no one can refuge inside.

Special/Coordinating Instruction

11. The following instruction must be followed by the responsible persons and all occupants:
 - (a) The designated personnel for different assignments have to follow strictly the plan.
 - (b) The Public announcement or Alarm or Disaster itself is the signal for Evacuation and procedure starts.
 - (c) Floor Wardens will carry the designated items from the Emergency Box located in different places as in Appendix "D".
 - (d) Four designated Floor warden for each wings/area are including two alternative wardens, only two has to perform duty at the time of Evacuation. However, confirm themselves who two will be act as Warden for specific duty for specific day; rest will move to Employees Assembly Area (West Lawn Tennis Court). Where two Floor Warden are listed, only one will perform duty and rest one will move to designated Assembly Area.
 - (e) All Occupants must follow the instruction and should assemble at Designated Area and cooperate with responsible persons. No one will move on their own unless instructed by designated persons.
 - (f) All Floor warden will leave the place unless instructed or situation so dictate.
 - (h) Civil authorities Fire Brigade, Police or Army will only be called upon after Chairperson's instruction.
 - (j) The movement through any open access will be restricted without instruction by the Chairperson's instruction.
 - (k) No one will leave the place or reenter the building without instruction.
 - (l) Night Duty Manager/Security Officer on Duty will manage the human resources and use as per the plan available at night.
 - (m) The sketches of the Durbar Wing and Heritage Wing are attached as appendix "F" and "G" respectively. The sketches of the other zones are considered not required as Employees are oriented with the locations.

LOGISTICS

11. The following administration will be managed:
 - (a) **Food/Water**- The F/B will manage food and water as per the requirement
 - (b) **Medical** - Contracted Doctor will be contacted immediately and Medical Point will be established near operation Center (East lawn tennis Court)

COMMUNICATION

12.
 - (a) All responsible who communicate in Radio set will work on Channel-2.
 - (b) Mobile or 4 figure telephone Set can also be used.
 - (c) Red and Blues colored Flag are also used (Red- Danger/Help)(Blue-Normal/OK)

