

**SINGAPORE CIVIL DEFENCE FORCE**

**FIRE EMERGENCY PLAN GUIDELINES FOR COMMERCIAL HIGH RISE BUILDING  
(ABOVE 30 STOREY)**

**1 OBJECTIVE**

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- b Fire Safety Committee
- c Fire Alarm

**2 ACTION TO BE TAKEN IN EVENT OF AN OUTBREAK OF FIRE**

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- c Co-ordinator / Assistant Co-ordinator
- d Fire Warden / Assistant Fire Warden
- e Chief Security Officer / Assistant Chief Security Officer
- f Fire Fighting Team
- g Telephone Operator

**3 FIRE OCCURRING OUTSIDE OFFICE HOURS**

**4 DUTIES AND RESPONSIBILITIES**

- a Co-ordinator / Assistant Co-ordinator
- b Fire Warden / Assistant Fire Warden
- c Chief Security Officer / Assistant Chief Security Officer
- d Fire Fighting Team
- e Telephone Operator
- f Person responsible for isolating fire alarm

g Person receiving floor evacuation status at the Fire Command Centre

**5 FIRE EVACUATION DRILLS**

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**1 OBJECTIVE**

a The purpose of the Fire Emergency Plan is :

- (1) To ensure the safeguard of human lives in the event of fire.
- (2) To establish a systematic and orderly evacuation plan.
- (3) To ensure prompt raising of the fire alarm and marshalling of first aid fire fighting efforts.

b Fire Safety Committee

A Fire Safety Committee shall be formed in the building for achieving the above objective. It shall comprise the following persons :-

- (1) Co-ordinator / Asst Co-ordinator
- (2) Fire Warden / Asst Fire Warden
- (3) Chief Security Officer / Assistant Chief Security Officer
- (4) Telephone Operator
- (5) Fire fighting team

c Signal for Fire Alarm

(1) The alarm signal for fire is a continuous ringing note resounding from the electrically operated bells on every storey of the building. The fire alarm signal can be raised by :-

- (a) Break-glass alarm system
- (b) Automatic heat and smoke detector system
- (c) Automatic sprinkler system

(2) 1<sup>st</sup> Stage Alarm

This is the alert signal. When the fire alarm is activated, the alarm bells on all floors shall ring for not less than one minute before it is isolated. Simultaneously, an audio and visual signals will be registered at :

- (a) the floor sub-panel to indicate the floor zone at which the alarm has been activated.
- (b) the main alarm panel located at the ..... be indicating the floor on which the alarm has been activated.

- (c) the approved alarm monitoring company (DECAMS) and Singapore Civil Defence Force Control Room at HQ SCDF).
  - (d) A general alert announcement will then be broadcast over the public address system.
- (3) 2<sup>nd</sup> Stage Alarm
- (a) This is the signal to commence phase evacuation. Upon confirmation of a fire situation, the evacuation announcement shall be made via the public address system in phases beginning with :
    - (i) The floor where the fire is (“fire” floor)
    - (ii) Two floors above the “fire” floor
    - (iii) Two floors below the “fire” floor
  - (b) The rest of the floors will be evacuated on subsequent phases depending on the situation. Notwithstanding the above, a total evacuation of the building may be declared in extreme cases.

## 2 ACTION TO BE TAKEN IN THE EVENT OF AN OUTBREAK OF FIRE

### a Informant

The person who discovers the fire shall immediately :

- (1) raise the alarm by activating the nearest fire alarm “break-glass” call point.
- (2) attempt to extinguish any incipient fire with the available fire fighting equipment and **without taking personal risk.**

### b All Staff

- (1) Upon hearing the first stage alarm, all staff shall lock important files, cash, shut down machinery etc and remain alert. Do not make unnecessary telephone calls to verify the nature of the alarm.
- (2) All staff guided by the respective Fire Wardens should immediately evacuate by using the nearest exit and proceed to the assembly point when :

- (a) the announcement for evacuation announcement is declared over the public address system; or
  - (b) instructed by their Fire Wardens .
  - (3) When evacuation is declared, all sales staff/hotel staff/office workers should guide customers/guest/visitors on their respective floor/department to immediately evacuate.
  - (4) When evacuating, do not panic but quickly walk down the staircase by the nearest exit and proceed to the assembly point. **Do not use lifts.**
  - (5) The assembly point is located at ..... see Appendix II (Site Plan)
  - (6) All staff/guests/customers/visitors shall not re-enter the building once at the assembly point unless instructed otherwise by the SCDF Officer in attendance.
- c Co-ordinator / Assistant Co-ordinator (Senior Executive Management Staff)

In the event of fire,

- (1) ensure that the Singapore Civil Defence Force (SCDF) has been notified of the fire.
- (2) proceed to Fire Command Centre and ascertain location of the fire from the main alarm panel and ensure that the fire fighting team has been mobilised to respond to the alarm.
- (3) ensure that the first fire alarm bell has been isolated after ringing for not less than one minute.
- (4) ensure that the first alert announcement (See Appendix V – Text 1) has been made on all floors.
- (5) ensure that the Fire Warden on the “fire” floor has been instructed to investigate the cause of alarm and report status.
- (6) standby to receive status report from the Fire Warden/leader of the fire fighting team on the “fire” floor and assess the need to declare total evacuation of the premises.
- (7) if the fire fighting team reports that :

- (a) the situation is under control.

Instruct the telephone operator to announce message text 3 (See Appendix V)

- (b) it is a false alarm.

Instruct the telephone operator to announce message text 4 (See Appendix V).

- (c) evacuation is necessary.

- (i) Initiate phase evacuation procedure. Instruct telephone operator to announce text 2 (See Appendix V) on “select call” to floors requiring evacuation and message text 2A for floors on standby.

- (ii) Co-ordinate evacuation by initiating the various phase of evacuation as necessary.

- (8) ensure that the building evacuation status is monitored at the Fire Command Centre (as per format recommended in Appendix VII).
- (9) report the condition of the fire and number of persons missing, if any, to the SCDF Officer upon his arrival at the Fire Command Centre.
- (10) ensure that the necessary keys are readily available at the Fire Command Centre.

\*In the case of hotels when a fire requiring evacuation occurs at such time when there are no fire warden available, other available staff should be directed to assume the role of Fire Wardens. When evacuation is declared, priority should be given to detail staff available to assist in the evacuation of the “fire” floor, 2 floors above and 2 floors below the “fire” floor.

d Fire Warden / Assistant Fire Warden

On hearing the first stage alarm,

- (1) all Fire Wardens and Assistant Fire Wardens shall check the fire alarm sub-panel and conduct physical check to determine whether the alarm originates from their floor.

- (2) if the fire is not on his floor, the Fire Warden/Assistant Fire Warden shall ensure that his floor is prepared for evacuation.
- (3) if it is confirmed that the fire is on his floor, he shall report to the Fire Command Centre via the emergency telephone system stating:
  - (i) His name
  - (ii) Nature of the fire/alarm and location

and he shall immediately effect evacuation on his floor. Fire Wardens should report to the Fire Command Centre using the emergency telephone system on the floor of the evacuation status before leaving the area.

- (4) on hearing the evacuation announcement over the public address system :
  - (i) check all offices, shops or guest rooms and alert everyone on his floor to evacuate in an orderly manner using the nearest exits.
  - (ii) ensure that the disabled, children, pregnant women etc if present in their floor, are given particular attention during evacuation.
  - (iii) leave the building after ascertaining that all the occupants of the floor have complied with his order. Report to FCC the evacuation status using the emergency telephone system on the floor.
  - (iv) on reaching the assembly area, conduct a roll call of the staff present using the floor register (as recommended in Appendix VI) and hand it over, in person to the Chief Security Officer or his assistant.

e Chief Security Officer / Assistant Chief Security Officer

- (1) The Chief Security Officer shall ensure that security personnel are deployed at the ground floor staircase exits to guide guests/visitors to the designated assembly area when the fire alarm is activated.
- (2) Ensure that all main entrances and exits to/from the building are adequately manned to prohibit unauthorised entry and also to intensify patrolling in the vicinity of the building.

- (3) Ensure that a security personnel directs the SCDF Officer on his arrival to the FCC.
- (4) Ensure that security personnel are detailed to direct traffic to facilitate the movement of evacuees at points where they cross roads to reach assembly point.
- (5) Ensure that the building evacuation status is monitored at the assembly point through reports obtained from the Fire Wardens (as per format recommended in Appendix VII) and report status to the FCC.

f Fire Fighting Team

- (1) Upon hearing the first stage alarm :
  - (i) ascertain the location of the fire from the main fire alarm panel and use the fire lift to go to two floors below the “fire” floor and proceed to the “fire” floor via staircase.
  - (ii) a member of the fire fighting team shall then bring the fire lift down to the 1<sup>st</sup> storey and await the arrival of the Singapore Civil Defence Force.
  - (iii) the fire fighting team shall attempt to extinguish or control the fire **without taking personal risk**, before the arrival of the Singapore Civil Defence Force.
  - (iv) the fire fighting team shall comprise one team leader / assistant team leader and four team members.

g Telephone Operator

On hearing the first stage alarm,

- (1) the telephone operator shall immediately notify the Singapore Civil Defence Force (Tel no. : 995) of the activation of the fire alarm and state the following :
  - (i) Location of the building
  - (ii) Telephone number

The caller shall not replace the telephone set until the address has been repeated by the operator at the SCDF Control Rom.

- (2) proceed to the Fire Command Centre to man the public address system.

### 3 FIRE OCCURRING OUTSIDE OFFICE HOURS

- a In the event of an outbreak of fire after normal working hours, the security personnel on duty shall
  - (1) confirm with the Singapore Civil Defence Force and notify the following persons :-
    - (i) Co-ordinator
    - (ii) Assistant Co-ordinator
  - (2) proceed to fight the fire from a safe distance with the available fire fighting equipment and attempt to extinguish or control the fire **without taking personal risk.**

### 4 DUTIES AND RESPONSIBILITIES

- a Co-ordinator / Assistant Co-ordinator
  - (1) Represent the management of the building in respect of all fire safety matters.
  - (2) Has the full responsibility for :-
    - (a) Establishment of a Fire Safety Committee
    - (b) Training of the employees
    - (c) Preparation, drafting and putting into force the Fire Emergency Plan
  - (3) Ensure that the approved Fire Emergency Plan is abided by all staff of the building.
  - (4) Ensure that exits, fire prevention and fire fighting systems are in good order through regular inspections.
  - (5) Record the date and time of each evacuation drill conducted on a form as per attached specimen Appendix IV. (This form must be kept in the office of the Co-ordinator for verification purposes by the SCDF Officer).

- (6) Appoint one person as Co-ordinator during his absence from the building.
- (7) Responsible for the formation and training of a fire fighting team within the building from amongst responsible employees who are physically fit to perform this function.
- (8) Ensure that exit doors are kept closed and unlocked during business hours and that hallways, corridors, lobbies and staircases are kept free from obstruction at all times.
- (9) Ensure that fire extinguishers and hoses along with the fire fighting/protection systems are kept in good working condition.

**b** Fire Warden / Assistant Fire Warden

- (1) Acquaint any new employees with the Fire Emergency Plan including his/her specific role (if any) during an emergency.
- (2) Be familiar with the Fire Emergency Plan and means of escape of the building.
- (3) Be familiar with the operation of the fire alarm system and the use of first aid fire fighting equipment.
- (4) Maintain and update a floor register (as per format recommended in Appendix VI)
- (5) Liaise and co-ordinate with each other.

**c** Chief Security Officer / Assistant Chief Security Officer

- (1) Be familiar with the Fire Emergency Plan and means of escape of the building.
- (2) Ensure that the security personnel are well versed with their roles as described in the Fire Emergency Plan.

**d** Fire Fighting Team

- (1) To know fully the location and operation of the fire alarm system.
- (2) Be familiar with the Fire Emergency Plan, location of staircases, exits and emergency exits.

(3) Be familiar with the location and use of first aid fire fighting equipment.

(4) Be familiar with basic fire fighting procedures.

e Telephone Operator

(1) To know the Fire Emergency Plan and telephone number of the Singapore Civil Defence Force and other essential emergency telephone numbers.

(2) Be familiar with the messages to be announced under the various phases of evacuation.

f Person responsible for isolating fire alarm

Be fully conversant with the Fire Emergency Plan, location and operation of the fire alarm system.

g Person receiving floor evacuation status at the Fire Command Centre

(1) Be familiar with the procedures of the Fire Emergency Plan.

(2) Be familiar with the location of the assembly point.

**5 FIRE EVACUATION DRILLS**

a Fire evacuation drills shall be conducted at least once a year.

b All personnel in the building shall participate in the drill.

**6 GENERAL**

Remember, it is in your interest to know :

a How to report a fire – sound the alarm without delay.

b To know what to do in the event of a fire – to avoid panic and confusion.

- c To know the location of nearby fire extinguishers and hosereels – learn the proper way to use them.
- d Means of escape in case of fire and to keep staircases, landings and other escape routes clear of obstruction at all time.

**7 APPENDICES**

- Appendix I - Name list and contact numbers of Fire Safety Committee
- Appendix II - Site Plan of Assembly Point
- Appendix III - Typical Floor Plan (Include location of Hosereels, Extinguishers & First Aid Boxes)
- \*Appendix IV - Evacuation Drill Record Sheet
- \*Appendix V - Standard Announcements
- \*Appendix VI - Floor register
- \*Appendix VII - Building Evacuation Status Chart

\*Specimen attached