

# **SINGAPORE CIVIL DEFENCE FORCE**

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**SINGAPORE CIVIL DEFENCE FORCE**

## **FIRE EMERGENCY PLAN GUIDELINES FOR HOSPITALS**

### **1**            **OBJECTIVE**

1.1            The purpose of the Fire Emergency Plan in:

- a            To ensure the safeguard of human lives in the event of fire.
- b            To establish a systematic and orderly evacuation plan.
- c            to ensure prompt raising of the fire alarm and marshalling of first aid fire fighting efforts in the event of fire.

### 1.2            **Fire Safety Committee**

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

- a.            Coordinator/Asst. Coordinator.
- b.            Fire Warden/Asst. Fire Warden.
- c.            Chief Security Officer
- d.            Telephone Operator.
- e.            Numbers of the fire fighting team.

### 1.3            **Fire Alarm**

The fire alarm signal can be raised by:

- a.            Break glass alarm system.
- b.            Automatic heat and smoke detector system
- c.            Automatic sprinkler system,

#### 1.3.1            **1<sup>st</sup> stage Alarm**

1.3.1.1            **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 signal 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 ..... To indicate the floor on which the alarm has been activated.
- C            The Singapore Civil Defence Force Control Room (995) at HQ, SCDF.

1.3.1.2.            \*(A general alert announcement will then be broadcast over the public address system).

\*Applies only to buildings with Public Address System.

1.3.2 **2<sup>nd</sup> Stage Alarm**

**This is the signal to commence evacuation.** Upon confirmation of a fire situation. \*(the evacuation announcement shall be made via the public address system and) the second continuous fire alarm will ring on all floors for total evacuation. Evacuation may also be partial involving moving from one floor to another or, one lateral section or wing to another. The evacuation announcement shall be made on the relevant floor(s) to notify the respective departments in such circumstances. The rest of the floors will be evacuated in subsequent phases, depending to the situation. If horizontal evacuation is not possible, then vertical evacuation should occur.

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

2.1 **Informant**

The person who discovers the fire shall immediately.

- a. Raise the alarm by activating the nearest fire alarm “Break glass” call point.
- b. Attempt to extinguish any incipient fire with the available fire fighting equipment and without personal risk.

2.2. **All staff**

- a. Upon hearing the fire stage alarm, all staff shall lock important files, cash, shut down medical equipment and oxygen supply, if possible etc and remain alert. Do not make unnecessary telephone calls to verify the nature of the alarm.
- B. All staff guided by their respective Fire Wardens should immediately evacuate by using the nearest exit and proceed to the Assembly point when:-
  - \* (i) The announcement for evacuation is declared over the public-address system: or
  - (ii) The second fire alarm is activated; or
  - (iii) Instructed by their fire wardens.
- c. When evacuation is declared. All staff/office workers should guide customers/visitors on their respective floor/department to immediately evacuate.
- d. When evacuating does not panic but quickly walks down the staircase by the nearest exit and proceed to the assembly point. Do not use lifts.
- e. The assembly point is located at .....- See Appendix II (site Plan).

- f All staff/guests/customers/visitors shall not reenter the building once at the assembly point unless instructed otherwise by the Civil Defence Officer in attendance.

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**Coordinator/Assistant coordinator**  
**(Senior Executive Management Staff)**

2.3.1

In the event of fire:

- a Ensure that the Singapore Civil Defence Force (SCDF) has been notified of the fire.
- b Proceed to the “ Fire Command Centre” ascertain the location of the fire from the main alarm panel and ensure that the fire fighting team has been mobilized to respond to the alarm.
- c Ensure that the first fire alarm bell has been isolated after ringing for not less than one minute.
- d Ensure that the first alert announcement (See Appendix V - Text 1) has been made on all floors..
- e Ensure that the fire warden on the fire floor has been instructed to investigate the cause of the alarm and report status.
- f Standby to receive status report from the fire warden/leader of the fire fighting team on the fire floor and assess the need to declares total/phase evacuation of the premises.
- g If the fire fighting tram report that:

**The situation is under control:**

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

**It is a false alarm:**

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

**Evacuation is necessary:**

- (i) Initiate phase evacuation procedure. Instruct telephone operator to announce message 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 phases of evacuation as necessary.

Note: Notwithstanding the above, total evacuation of the building should be declared if the situation warrants such an action.

- h Ensure that the building evacuation status is monitored at the Fire Command Centre (as per format recommended in Appendix VII).
- i Report the condition of the fire and number of persons missing, if any, to the Singapore Civil Defence Officer upon his arrival at the Fire Command Centre.
- J Ensure that the (Fire) operations book and the necessary keys are readily available at the Fire Command Centre.

2.3.2 In the case of hospitals 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 total evacuation is necessary, priority should be given to detail the staff available to assist in the evacuation of 2 storeys above and below the "fire" floor and the "fire" floor of ambulant patients followed by non-ambulant patients.

#### 2.4 **Fire Warden/Asst. Fire Warden**

2.4.1 On hearing the first stage alarm.

- a All Fire Wardens and Assistant Fire Wardens shall check the fire alarm sub-panel and conduct a physical check to determine whether the alarm originates from their storey.
- b If the fire is not on his storey, the Fire Warden/Asst Fire Warden shall ensure that his storey is prepared for evacuation.
- c If it is confirmed that the fire is on his storey, he shall report to the Fire Command Centre at Tel Ext. No.....stating:
  - (i) His name.
  - (ii) Nature of fire/alarm and location.

And he shall immediately effect evacuation on his storey.

2.4.2 \*(On hearing the evacuation announcement over the Public Address System) or the second fire alarm being sounded continuously:

- a Check all offices, shops or guest rooms and alert everyone on his storey to evacuate in an orderly manner using the nearest exits,
- b Ensure that the disabled children, pregnant women, etc if present in their storey are given particular attention during evacuation.

- c Leave the building after ascertaining that all the occupants of the floor have complied with his order.
- e On reaching the assembly area, conduct a roll call of the staff present and report the evacuation status, in person, to the co-ordinator

2.5 **Chief Security Officer/Assist Chief Security Officer**

- a The Chief Security Officer shall ensure that security personnel are deployed at the ground floor staircases exits to guide guests/visitors to the designated assembly area when the fire alarm is activated..
- b Ensure that all main entrances and exits to/from the building is adequately manned to prohibit unauthorised entry and also to intensify patrolling in the vicinity of the building.
- c Ensure that a security personnel directs the Civil Defence Officer on his arrival to the FCC.
- d Ensure that security personnel are detailed to direct traffic to facilitate the movement of evacuees at points where they cross roads to reach the assembly point.

2.6 **Fire Fighting Team**

2.6.1 On bearing the first stage alarm:

- a Ascertain the location of the fire from the main alarm panel and use the fire lift to go to two storeys below the 'fire' floor and proceed to the 'fire' floor via the staircase..
- b A member of the 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

2.6.2 In the event of a fire attempt to extinguish or control the fire without taking personal risk before the arrival of the Singapore Civil Defence Force..

2.6.3 The fire fighting team shall comprise one team leader/Assistant Team Leader and four team members. (preferably comprising maintenance/security officers)

2.7 **Telephone Operator**

On hearing the first stage alarm:

A Immediately notify the Singapore Civil Defence Force (Call 995) of the activation of the fire alarm and state the following;

- i Location of Building
- ii Telephone number

The caller shall not replace the telephone set until the address has been repeated by the operator of the Singapore Civil Defence Force

**3. FIRE OCCURRING OUTSIDE OFFICE HOURS**

In the event of fire, the Security Personnel on duty shall:

- a confirm with the Singapore Civil Defence Force and notify the following persons:-
  - Applies only to buildings with Public Address System
    - i Coordinator
    - ii Assistant Coordinator
- b 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**

**4.1 The Coordinator/Assistant Coordinator**

- a Represents the management of the building in respect of all fire safety matters.
- b Has the full responsibility for:
  - i Establishment of a Fire Safety Committee
  - ii Training of the employees.
  - iii Preparation, drafting and putting into force of the Fire Emergency Plan.
- c Ensure that the approved Fire Emergency Plan is abided by all staff of the building.
- d Records 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 Coordinator for verification purposes by the Civil Defence Officer).
- e Appoint one person as Coordinator during his absence from the building,
- f Responsible for the formation and training of a fire fighting team within the building from amongst responsible employees whom are physically fit to fulfill this function.

- g Ensure that exit doors are kept closed and unlocked during business hours and that hallways, corridors, lobbies and staircase are kept free from obstruction at all times.
- H Ensure that fire extinguishers and hose reels, along with the fire fighting/protection system is kept in good working condition.
- I Ensure the formulation of an (Fire) Operations Book which is updated, as and when necessary.

4.2 **Fire Wardens/asst. Fire Wardens**

- a Acquaint any new employee with the Fire Emergency Plan including his specific role (if any) during an emergency.
- b Be familiar with the fire Emergency Plan and means of escape of the building.
- c Be familiar with the operation of the fire alarm system and the use of first aid fire-fighting equipment.
- d Liaise and coordinate with each other.

4.3 **Chief Security Officer/Asst. Chief Security Officer**

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

4.4 **Fire Fighting Team Security Personal**

- a Be fully cognizant of the location and operation of; the fire alarm system.
- b Be familiar with the Fire Emergency Plan, location of staircase, exits and emergency exits.
- c Be familiar with the location and use of first aid fire-fighting equipment.

4.5 **Telephone Operator**

- a Be fully cognizant of the Fire Emergency Plan and telephone member of the Singapore Civil Defence Force.
- b Be familiar with the messages to be announced under the various conditions.

4.6 **Person responsible for isolating and Activation of Fire Alarm**

- a Be fully cognizant of the Fire Emergency Plan, location and operation of the fire alarm system.

- b Be familiar with the telephone number by which the coordinator can be reached in case of fire.

**5 FIRE EVACUATION DRILLS**

- a Fire evacuation drills shall be conducted at least once a year.
- b All persons in the building shall participate in the drill.
- c The Singapore Civil Defence Force should be notified in advance of the date and the time of the drill.

**6 GENERAL**

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| <p><b>Remember, It is in your own interest:</b></p> <ul style="list-style-type: none"><li><b>1 To know how to report a fire- sounds the alarm without delay.</b></li><li><b>2 To know what to do in the event of fire- avoid panic and confusion,</b></li><li><b>3 To know the locations of nearby fire extinguishers and hoses - learn the proper way to use them.</b></li><li><b>4 To know the means of escape in case of fire and to keep staircases, landings and other escape routes clear of obstructions at all time.</b></li></ul> |
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**7 APPENDICES**

- Appendix I - Name List of Fire Safety Committee
- Appendix II - Site Plan of Assembly Point.
- Appendix III - Typical Floor Plan
- \*Appendix IV - Evacuation Drill Record Sheet
- \*Appendix V - Standard Announcements,
- \*Appendix VI - Building Evacuation Route Chart
- \*Appendix VII - Additional General Information,

\* Specimen attached



STANDARD ANNOUNCEMENTS

Text 1

(In the event of activation of fire alarm in the building;)

“Ladies and gentlemen, your attention, please.  
The fire alarm has been activated in the building,  
We are investigating the situation.  
Please remain calm and standby you speakers for further instruction.  
Thank you.”

Announce Twice

Text 2

(In the event of a need to evacuate from the building;)

“Ladies and gentlemen, your attention, please.  
There exists an emergency situation in the building,  
Please evacuate by the nearest exit staircase and  
obey all instructions given by the Fire Wardens.  
Remember to avoid the use of lifts.”

Announce Twice

Text 2A

(Message to be announced to floors remaining in the alert mode when phase evacuation of other floors is in progress)

“Ladies and gentlemen, your attention, please.  
There exists an emergency situation in the building,  
Our fire fighting team is now dealing with the situation,  
All occupants please remain calm and standby  
Your speakers for further instruction.”

Announce twice

Text 3

(In the event that evacuation is not required:)

“Ladies and gentlemen, your attention, please.  
The emergency situation in the building is now under control.  
We regret for any inconvenience caused.  
Thank you.”

Announce Twice

Text 4

(In the event of a false fire alarm)

“Ladies and gentlemen. your attention, please.  
We have investigated the situation and found it to be a false alarm.  
We regret for any inconvenience caused.  
Thank you.”

**Announce Twice**



**General Information**

1. **Steps to take in the event of fire or explosion**

A. **Explosion**

The following procedures should be followed in the event of an explosion involving anesthesia apparatus that is not followed by fire:

- a. Disconnect the patient from the apparatus.
- b. Procure a new gas anesthesia apparatus and make every effort to minimise injury and save the life of the patient.

B. **Fire**

In the event of a fire following an explosion, the following general procedures should be followed.

- a. Remove the exposed patient from the site of the fire, if their hair or clothing is not burning. If their hair or clothing are burning, extinguish the flames without taking personal risk.
- b. Raise the fire alarm by utilising the break glass call point or whatever mode available.
- c. Close off the supply of oxygen to any equipment involved. If this step can be accomplished without injury to personnel.
- d. Close doors to contain smoke and isolate fire.
- e. Remove patients threatened by the fire.
- f. Attempt to extinguish or contain the fire without taking personal risk.
- g. Direct the fire fighters to the site of the fire.
- h. Take the necessary steps to protect and evacuate patients in adjacent areas.

**Detail**

**C. Closing off oxygen supply**

- a. If the fire involves equipment connected to an oxygen station outlet, the zone valve supplying that station should be closed.
- b. All patients receiving oxygen through the same zone valve should be supplied with individual oxygen cylinders.
- c. In the case of fire involving apparatus supplied by a cylinder of oxygen, the cylinder valve should be closed, if possible, without injuring personnel.

**D. Extinguish/Containment of fire**

- a. Fire involving anesthesia apparatus involves combustibles such as rubber. Water or water-based extinguishing agents are most effective in such fires.
- b. Where line powered electrical equipment is adjacent of involved in fire, there is the danger of electrocution of personnel if streams of water contact live circuits. Carbon dioxide and dry chemical extinguishing agents should be; used in such fires. If water-based extinguishing agent is used to fight the fire, the electrical apparatus should be disconnected from the supply outlet, or the supply circuit de-energized at the circuit panel.

**E. Protection of Patients and Personnel**

- a. Serious and even facial burns of the skin or lungs are possible from inhaling heated gases. Thus, it is essential that patients be removed from the scene of the fire whenever practical. Where an anesthetized patient is connected to a burning place of equipment, it may be more practical to remove the equipment and/or extinguish the fire than to remove the patient at the immediate step
- b. As noxious gases produced by fire constitute a threat from asphyxia, personnel are advised not to remain in the fire area after the patients have been evacuated unless they are donning proper emergency apparatus.

**F. Indoctrination of personnel**

- a. Personnel involved in the case of patients. Including nurses aides, ward secretaries and physicians. Irrespective of whether they are involved in anesthesia practices should be conversant in all aspects of fire safety. Including.
  - i. the location of zone valves of non-flammable medical gas systems and the station outlets controlled by each valve;
  - ii. the location of electrical service boxes and the area they serve;
  - iii. the location and proper use of fire extinguishers.

- iv. The recommended methods and routes for evacuating patients;
  - v. The steps involved in carrying out the fire emergency plan of the hospital.
  - vi. The location of fire alarm boxes, or knowledge of other methods of summoning the fire department;
- b. To ensure that personnel are familiar with the procedures outlined above regular instructive sessions and fire drills should be held.