

SINGAPORE CIVIL DEFENCE FORCE
GUIDELINES FOR FIRE EMERGENCY PLAN IN SCHOOLS

1 OBJECTIVES

The Aims of a Fire Emergency Plan/Fire Drill are:

- (a) To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants in case of a fire emergency.
- (b) To get occupants attuned to react rationally when confronted with a fire or other emergency within the premises.

2 PRE-FIRE DRILL ACTIONS

1.1 Fire Extinguishers/Fire-Fighting Equipment

These must be checked, properly maintained and in serviceable condition.

1.2 Staff Fire-Fighting team/s

Staff will be Assigned duties including pool of male staff who will be trained to use the fire-fighting equipment/fire extinguishers.

1.3 Sounding of the Alarm

2.2.1 All Key staff members must know how to operate the alarm and to sound it immediately when an outbreak of fire is discovered.

2.3.2 The alarm must be audible throughout the school.

2.3.3 The signal for ‘fire’ must be different from any other signal used in the school and must not be used for any other purposes.

2.3.4 Should the electric warning system used to be sound the fire alarm fail, a school bell and/or any other improvised gong will be used.

2.4 Frequency of Fire Drills

- 2.4.1 A fire drill involving both staff and pupils will be held at least once in 6 month
- 2.4.2 Several practices may be necessary to familiarise pupils with the correct procedures to evacuate from the buildings in an orderly manner in the minimum time.

2.5 Evacuation routes

- 2.5.1 Every staff member must be acquainted with the evacuation routes of the class or classes he/she teaches or from the room he/she is occupying.
- 2.5.2 Office staff, laboratory staff and tuckshop vendors must also be familiar with the evacuation routes.
- 2.5.3 Plans showing evacuating routes will be explained to pupils and will be prominently displayed at several strategic points in the school.

2.6 Record of Fire Drill

Written record of fire drills will be maintained. These records will be indicate the total evacuation time taken in each drill. (Total evacuation time is the time taken for the last person to leave the building from the time the fire alarm is initiated).

The office staff will time the whole exercise.

3 PROCEDURES FOR FIRE DRILLS/OUTBREAKS OF FIRE

3.1 Sound of Alarm

- 3.1.1 Fire in a predetermined part of the school will result in the fire alarm being sounded. The continuous ringing of the electric school bell is the signal of 'fire'. It will be operated until the building is completely evacuated.

3.2 Calling the Civil Defence

- 3.2.1 The Singapore Civil Defence Force should be notified immediately of the outbreak of a fire by Telephone: 995.
- 3.2.2 A thick white card approximately 20cm x 15cm will be clearly displayed next to the office telephone with the following boldly printed instructions.

IN CASE OF FIRE

DIAL 995 or 999 AND SAY:

FIRE AT _____

(keep calm, speak clearly)

Our next nearest telephone or

Fire Alarm is at _____

3.3 Evacuation of the premises

- 3.3.1. Upon detecting of a fire, the Principal/VP/HOD must be alerted to sound the alarm, the area on fire and its vicinity must also be evacuated immediately.
- 3.3.2 When the alarm sounds, all occupants must evacuate the premises immediately in a calm and orderly manner, making use of all available exits. If a specific staircase is cut off or rendered unusable by smoke of fire, alternative staircases will be used. Re-entry is forbidden until permitted by the person-in-charge. (I.e. the Principal/VP/HOD).
- 3.3.2. School registers, when in the classrooms must be taken out by the teacher in class, or if they are in the office, by the office attendant.
- 3.3.3 Classes will move in the following manner;
 - 3.3.3.1 Pupils in each class are to line up in twos.
 - 3.3.3.2 All classes will evacuate simultaneously with priority for access to staircase given to higher floors

3.4 Assembly Area

All occupants must proceed to predetermined assembly area on open grounds away from the buildings e.g. car park, school field, etc.

3.5 Roll Call

At the assembly area, a complete roll call (for both pupils and staff members) must be carried out. Any pupil who cannot be accounted for must be reported at once to the Principal together with his/her last known whereabouts in the building.

3.6 Checking the Building

Staff members who have no other specific duties to perform (non-form teachers/HODs) are to check the evacuation of the building while the assembly and roll call are taking place.

3.7 Fighting the Fire

Male staff will be mobilized and detailed to proceed to fight the fire from a safe distance with the available fire-fighting equipment and attempt to extinguish or control the fire without personal risk pending the arrival of the Civil Defence fire-fighters.

(Pupils will not be expected to take an active part in the fire-fighting operation.)

3.8 All Clear Signal

The person-in-charge i.e. the Principal/VP/HOD/ will give the all clear signal for re-entry to the building.