

SINGAPORE CIVIL DEFENCE FORCE

FIRE EMERGENCY PLAN

1 OBJECTIVE

- 1.1 Purpose
- 1.2 Fire Safety Committee
- 1.3 Fire Alarm

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

- 2.1 Informant
- 2.2 All staff
- 2.3 FSM / Co-ordinator / Assistant Co-ordinator
- 2.4 Fire Warden / Assistant Fire Warden
- 2.5 Chief Security Officer / Assistant Chief Security Officer
- 2.6 Specialist Personnel
- 2.7 Fire Fighting Team
- 2.8 Telephone Operator

3 FIRE OCCURRING OUTSIDE OFFICE HOURS

4 DUTIES AND RESPONSIBILITIES

- 4.1 FSM / Co-ordinator / Assistant Co-ordinator
- 4.2 Fire Warden / Assistant Fire Warden
- 4.3 Chief Security Officer / Assistant Chief Security Officer
- 4.4 Fire Fighting Team / Security Personnel
- 4.5 Specialist Personnel
- 4.6 Telephone Operator

RESTRICTED

4.7 Persons Responsible for Isolation and Activation of Fire Alarm

5 EXTERNAL EMERGENCY SUPPORT

6 FIRE EVACUATION DRILLS

7 CLASSIFICATION OF EMERGENCIES (If any)

8 GENERAL

9 APPENDICES

- Appendix I - Name list and contact numbers of Fire Safety Committee
- Appendix II - Name list and contact numbers of Key Personnel
- Appendix III - Site Plan of Assembly Point
- Appendix IV - Typical Floor Plan (Include location of Hosereels, Extinguishers and First Aid Boxes)
- Appendix V - Evacuation Drill Record Sheet
- Appendix VI - Floor Register
- Appendix VII - List of Hazards Stored/Used in the Premises
- Appendix VIII - Emergency Response Facilities
- Appendix IX - Procedures to Mitigate Spillages of Hazardous Materials

RESTRICTED

SINGAPORE CIVIL DEFENCE FORCE

FIRE EMERGENCY PLAN GUIDELINES FOR INDUSTRIAL PREMISES

1 OBJECTIVE

1.1 *The purpose of the Fire Emergency Plan is :*

- 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.
- d To establish responsibilities of individuals involved in handling emergencies.

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 A senior Executive
- b Fire Safety Manager/Coordinator as Secretary
- c Chief Security Officer
- d Fire Wardens
- e Specialist Personnel

1.3 *Signal for Fire Alarm*

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 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 alarm, all staff shall lock important files, cash, shut down machinery etc and evacuate immediately guided by their respective Fire Wardens.
- b 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.**
- c The assembly point is located at
See Appendix II (Site Plan)
- d All staff shall not re-enter the building unless instructed otherwise by the Civil Defence Officer in attendance.

2.3 *FSM / Co-ordinator / Assistant Co-ordinator*

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 alarm main panel and ensure that the fire fighting team has been mobilised to respond to the alarm.
- c Proceed to the assembly point and obtain the floor evacuation status reports from the fire wardens (As per format recommended in Appendix V)
- d Await the arrival of the responding crew from the Singapore Civil Defence Force at the main entrance of the building and report to the officer in charge the status of the evacuation.
- e (Abatement of any hazards)

2.4 *Fire Wardens / Assistant Fire Wardens*

On hearing the fire alarm :

- a Alert everyone on his storey to evacuate in an orderly manner using the nearest exit.
- b Check all offices, stores, toilets etc to ensure that no one is left behind.
- c Ensure that the disabled, children, pregnant women etc if present in their storey, are given particular attention during evacuation.
- d 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 to the co-ordinator in person of the evacuation status.
- f (Abatement of any hazards)

2.5 *Chief Security Officer / Assistant Chief Security Officer*

- a 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.
- b 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.
- 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 assembly point.

2.6 *Fire Fighting Team*

- a Upon hearing the fire alarm, members of the fire fighting team shall ascertain the location of the fire from the main fire alarm panel and proceed to that location.
- b 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.

- c The fire fighting team shall comprise one Team Leader / Assistant Team Leader and four team members.

2.7 *Specialist Personnel (Chemical / Radiation Specialist etc)*

- a Upon hearing the fire alarm, switch off necessary equipment, contain fire hazardous materials used in area of work.
- b Report to FSM that his area is clear and potential hazards contained.
- c Meet up with SCDF personnel to provide advice in areas related to his speciality.
- d Render assistance to SCDF personnel in mitigating fire.

2.8 *Telephone Operator*

On hearing the fire alarm, 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 :

- a Location of the building
- b 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**

- a In the event of an outbreak of fire after normal working hours, the shall confirm with the Singapore Civil Defence Force and notify the following persons :-
 - i Co-ordinator
 - ii Assistant Co-ordinator
- b The fire fighting team shall 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 FSM / Co-ordinator / Assistant Co-ordinator*

- a Represent the Management of the building in respect of all fire safety matters.
- b Has the full responsibility for :-

RESTRICTED

- 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 Ensures that the approved Fire Emergency Plan is abided by all staff of the building.
 - d Ensures that exits, fire prevention and fire fighting systems are in good order through regular inspections.
 - e 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 Co-ordinator for verification purposes by the Civil Defence Officer).
 - f Appoints one person as Co-ordinator during his absence from the building.
 - g 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.
 - h Ensures 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.

4.2 *Fire Wardens / Assistant Fire Wardens*

- a Acquaint any new employees with the Fire Emergency Plans and means of escape of the building.
- 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, the use of first aid and fire fighting equipment.
- d Liaise and co-ordinate with each other.

4.3 *Chief Security Officer / Assistant Chief Security Officer*

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

4.4 *Fire Fighting Team / Security Personnel*

- a To know fully the location and operation of the Fire Alarm System.

- b Be familiar with the Fire Emergency Plan, location of staircases, exits and emergency exits.
- c Be familiar with the location and use of first aid and fire fighting equipment.
- d Be familiar with basic fire fighting procedures.

4.5 *Specialist Personnel*

- a To know how materials / machines used in his scope of work can be a source of fire.
- b To know necessary steps to contain spread of fire if his work area is affected.
- c To know the specialist department and companies to contact to provide information and advice on mitigating a fire.

4.6 *Telephone Operator*

- a To know the fire emergency plan and telephone number of the Singapore Civil Defence Force and other essential emergency telephone numbers.

4.7 *Person Responsible for Isolation and Activation of Fire Alarm*

- a To know fully the Fire Emergency Plan, location and operation of the Fire Alarm System.

5 EXTERNAL EMERGENCY SUPOPRT

- a Emergency support from nearby companies (If any).

6 FIRE EVACUATION DRILLS

- a Fire evacuation drills shall be conducted at twice a year.
- b All personnel in the building shall participate in the drill.

7 CLASSIFICATION OF EMERGENCIES (If any)

- a Alert 1 -
- b Alert 2 -
- c Alert 3 -

8 **GENERAL**

Remember, it is in your interest to know :

- 1) *How to report a fire – sound the alarm without delay.*
- 2) *What to do in the event of a fire.*
- 3) *Location of nearby fire extinguishers and hosereels – Learn the proper way to use them.*
- 4) *Means of escape in case of fire and to keep staircases, landings and other escape routes clear of obstruction at all time.*

9 **APPENDICES**

- Appendix I - Name list and contact numbers of Fire Safety Committee
- *Appendix II - Name list and contact numbers of Key Personnel
- Appendix III - Site Plan of Assembly Point
- Appendix IV - Typical Floor Plan (Include location of Hosereels, Extinguishers and First Aid Boxes)
- *Appendix V - Evacuation drill record sheet
- *Appendix VI - Floor register
- *Appendix VII - List of Hazards
- *Appendix VIII - Emergency Response Facilities
- *Appendix IX - Procedures to mitigate hazardous spillages

*Specimen attached

