

SINGAPORE CIVIL DEFENCE FORCE



GUIDELINES FOR BUILDING TREMOR EMERGENCY PLAN (TEP)

**TREMOR EMERGENCY PLAN
FOR <BUILDING NAME>**

PREPARED BY:

NAME: _____

APPOINTMENT: _____

COMPANY'S NAME : _____

ADDRESS : _____

TEL / FAX : _____

DATE OF ISSUE : _____

**SINGAPORE CIVIL DEFENCE FORCE
TREMOR EMERGENCY PLAN GUIDELINES FOR BUILDINGS**

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1 OBJECTIVE

- a The purpose of the Tremor Emergency Plan is :
- i. To establish emergency procedures in response to any tremor situations;
 - ii. To assess and determine whether evacuation should be carried out after a tremor; and
 - iii. To establish a systematic and orderly evacuation of building occupants if building is deemed to be structurally unsafe after a tremor.
- b Emergency Management Committee (EMC)

An Emergency Management Committee shall be formed for achieving the above objective. It shall comprise the following persons:-

- i. Co-ordinator / Asst Co-ordinator
- ii. Fire Warden/Asst Fire Wardens
- iii. Chief Security Officer/ Asst Security Officer
- iv. Telephone Operator

2 ACTIONS TO BE TAKEN

- a During a tremor

All building occupants:

- i. Keep Calm. Do not panic.
- ii. Stay away from windows, doors, walls, display shelves and anything that could fall and hurt them, like lightings, furniture and fixtures.
- iii. If the tremor continues and threatens safety, take cover under a sturdy desk or table. **Evacuation is only necessary when there are visible signs of structural defects (e.g. new cracks).**
- iv. Do not be alarmed if the electricity is cut off or fire sprinklers and alarms are activated.

- v. Do not light any naked flame in case there is any gas leak.
- vi. Those outdoors during the tremor are to stay away from buildings, overhead electrical cables, trees, signboards etc that have the potential to fall and hit them. Remain in the open until the tremor stops.

c After a tremor

Building occupants:

- i. Unless instructed by the Coordinator/Asst Coordinator (EMC) over the PA system, there is **NO** need to evacuate the building.
- ii. Check for any injury of themselves or anyone around them. Inform Fire Warden/Asst Fire Wardens or Security Officers if immediate medical attention is required.
- iii. Stay away from any hanging objects and damaged electrical wiring.
- iv. If the following occurs, inform any Fire Warden/Asst Fire Wardens or Security Officers immediately:
 - o Visible sign of structural defects on building elements such as new cracks on the walls, floors, parapet, columns and beams;
 - o Glass on windows shattered;
 - o Damaged electrical wiring;
 - o Gas leaks; and/or
 - o Outbreak of fire.

Emergency Management Committee (EMC):

- i. Coordinator/Asst Coordinator (EMC) with the Chief Security Officer and Telephone Operator are to proceed to the Fire Command Centre located at _____. (See Annex A for building floor plan.)
- ii. Coordinator/Asst Coordinator (EMC) is to get confirmation and updated information on the tremor situation via radio or television¹ in the Fire Command Centre.

¹ The Fire Command Centre should be equipped with a radio or television. Coordinator/Asst Coordinator (EMC) is to tune in to the local media to receive information and updates on the tremor incident from the authorities.

- iii. Telephone operator is to man the PA system. Announcements to update building occupants on the tremor incident and provide them with initial instructions are to be made immediately via the PA system. (See Annex B for sample of initial announcements.)
- iv. Coordinator/Asst Coordinator (EMC) is to ensure that the Fire Warden/Asst Fire Wardens have been mobilized to conduct visual inspection of the building. He/She will coordinate and manage all activities during the incident from the Fire Command Centre.
- v. Fire Warden/Asst Fire Wardens are to proceed and conduct visual inspections of the building during office hours.
- vi. In the event of a tremor incident occurring **after office hours**, the Chief Security Officer/ Asst Security Officer shall request assistance from all staff still in the building via PA system to conduct the visual inspections.
- vii. If any of the following is reported, Fire Warden/Asst Fire Wardens are to proceed to assess the situation and update the Coordinator/Asst Coordinator at the Fire Command Centre:
 - o Visible sign of structural defects on building elements such as new cracks on the walls, floors, parapet, columns and beams;
 - o Glass on windows shattered;
 - o Damaged electrical wiring;
 - o Gas leaks; and/or
 - o Outbreak of fire.
- viii. If there are reports of any damaged electrical wiring, building technicians shall be dispatched to carry out repair works.
- ix. If there are reports of gas leaks in the building, building technicians shall be despatched to immediately shut off the gas supply.
- x. Reports of structural defects in the building are to be assessed immediately by the Fire Warden/Asst Fire Wardens.
- xi. Once structural defects are verified and confirmed by Fire Warden/Asst Fire Wardens, Coordinator/Asst Coordinator (EMC) will contact and inform the Building and Construction Authority at 63257191/63257393. He/She will then activate the procedures for building occupants to evacuate from the building.

3 ACTIVATION OF EVACUATION

- a Evacuation is to be carried out when visible signs of structural defects on building elements such as new cracks on the walls, floors, parapet, columns and beams have been verified and confirmed by the Fire Warden/Asst Fire Wardens.

Building occupants:

- b In event an evacuation is necessary and is instructed through the PA system:
 - i. Evacuate immediately, as per fire evacuation procedures².
 - ii. Follow directions of respective Fire Warden/Asst Fire Wardens during evacuation.
 - iii. When evacuating, do not panic but walk quickly down the staircase by the nearest exit and proceed to the Assembly Area. Do not use the lifts when evacuating.
 - iv. Help the disabled, children, pregnant women etc when evacuating.
 - v. The Assembly Area is located at _____. (See Annex C for location of Assembly Area.)
 - vi. All staff/visitors shall not re-enter the building once at the Assembly Area unless instructed otherwise by Security Officers or the Police.

Emergency Management Committee (EMC):

- c Announcements to remain in the building or evacuate are to be made by the Telephone operator, as instructed by the Coordinator/Asst Coordinator (EMC), via the PA system within 30 minutes of the tremor. (See Annex B for sample of announcements.)
- d In the event an evacuation is necessary:
 - i. Coordinator/Asst Coordinator (EMC) is to ensure that the building evacuation is monitored at the Assembly Area through reports obtained from the Fire Warden/Asst Fire Wardens (as per format recommended in Annex D).

² Fire evacuation procedures should modified, if necessary, to prevent any congestion.

- ii. Fire Warden/Asst Fire Wardens are to guide building occupants and visitors to the nearest exit during evacuation. They are to leave the building after ascertaining that all occupants of their respective assigned floors have complied with their order.
- iii. Fire Warden/Asst Fire Wardens are to conduct a roll call of building occupants and visitors at the Assembly Area and report to the Coordinator/Asst Coordinator (EMC) of the evacuation status.
- iv. Chief Security Officer/Asst Security Officer shall ensure that security officers are deployed at the ground floor exits to guide building occupants and visitors to the Assembly Area.
- v. Chief Security Officer/Asst Security Officer shall ensure that all main entrances and exits to/from the building are adequately manned to prohibit any unauthorized entry into the building.
- vi. Security officers shall also be deployed to direct traffic to facilitate movement of evacuees³, if required.

4 DUTIES & RESPONSIBILITIES

- a. Coordinator/Asst Coordinator of Emergency Management Committee (EMC)
 - i. Has the full responsibility for:
 - Establishment of an Emergency Management Committee (EMC);
 - Preparation, drafting and implementing the Tremor Emergency Plan; and
 - Education of building occupants of tremor emergency procedures.
 - Preparation of premises for tremor emergencies i.e. signages, evacuation maps.
 - ii. Ensure that the Tremor Emergency Plan is abided by all occupants in the building.
 - iii. Manage the Fire Command Centre and direct tremor emergency operations.
 - iv. Declares evacuation of the building, when required.

³ At locations where evacuees are required to cross or move along roads to reach the Assembly Area.

- v. Ensure the Tremor Emergency Plan is maintained and updated.
- vi. Ensure the availability of an alternate coordinator during his absence from the building.

b Fire Warden/Asst Fire Wardens

- i. Ensure that visual inspections of the building are carried out for any structural defects on building elements, gas leaks, damaged electrical wiring and fires.
- ii. Assess and verify reports of any structural defects on building elements.
- iii. Be familiar with the evacuation routes, means of escape from the building and assembly points.
- iii. Ensure all occupants are safely evacuated out of the building in accordance with the Tremor Emergency Plan, when instructions for evacuation are given by the Coordinator/Asst Coordinator (EMC).
- iv. Maintain and update a floor register for conducting roll call at the assembly point, in the event an evacuation is required.
- v. Assume the role of Security Marshals to secure the compound or assembly points when required.

c Chief Security Manager Officer/Asst Security Officer

- i. Be familiar with the Tremor Emergency Plan and means of escape from the building.
- ii. Ensure that the security officers are well versed with their roles as described in the Tremor Emergency Plan.
- iii. Ensure that exit doors are kept closed and unlocked during working hours and that corridors, lobbies and staircases are kept free from obstruction at all times to ensure smooth evacuation, if required.
- iv. Be familiar with the message to be announced during tremor incidents.

- v. Ensure that all entrances into the building are properly manned to prevent any unauthorized entry during a tremor incident.
 - vi. Prohibit staff, visitors and vehicles from entering the building in event of an evacuation.
 - vii. Contact and update Key Persons if the tremor occurs during non-working days or after office hours.
- d Telephone Operator
- i. Be familiar with the Tremor Emergency Plan and list of essential emergency telephone numbers.
 - ii. Be familiar with the messages to be announced during tremor situations.

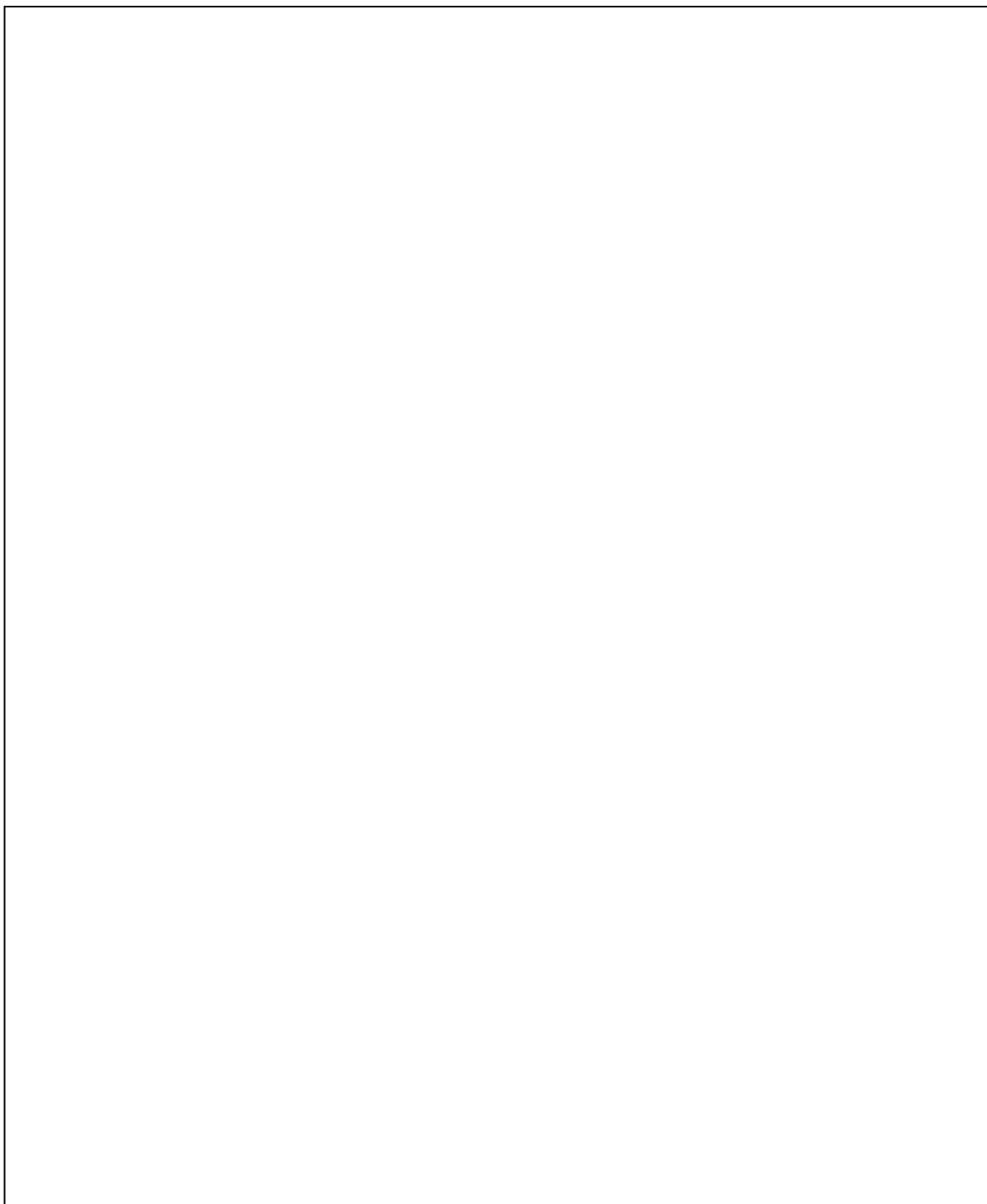
5 BRIEFING ON TREMOR EMERGENCY PLAN

- a Briefing & Preparation
- i. The Tremor Emergency Plan should be briefed to all members of Emergency Management Committee (EMC) at least once a year.
 - ii. A briefing should be conducted for building occupants to educate and familiarize them with emergency procedures to undertake in event of a tremor emergency.
 - iii. Instructions for tremor emergencies are to be made available for building occupants' reference at common areas.
 - iv. Signages and evacuation maps are to be prominently displayed for easy identification by occupants.

6 ANNEXES

Annex A	-	Building Floor Plans & location of Fire Command Centre
Annex B	-	Standard Announcements
Annex C	-	Site Plan of Assembly Area
Annex D	-	Floor Register / Roll call report
Annex E	-	Building Evacuation Status Chart
Annex F	-	Namelist and contact numbers of EMC

Building Floor Plans & Location of Fire Command Centre



Standard Announcements

Text 1 - In the event of a tremor situation

“Ladies and gentlemen, your attention, please. Earth tremors have been reported in certain parts of Singapore. Building technicians are currently carrying out inspections on the building. Please remain calm and stand-by your speakers for further instruction. As a precaution during tremors, stay away from windows, display shelves and anything that could fall and hurt you like lightings or fixtures. Take cover under a table for added protection. Do not use the lift and do not use any naked light in case there is a gas leak. Thank you.” (Announce Twice)

Text 2A – In the event evacuation is necessary

“Ladies and gentlemen, your attention, please. As a safety precaution, there is a need to evacuate 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 2B – In the event evacuation is not required

“Ladies and gentlemen, your attention, please. The building technicians have just completed their inspections and have found no structural defects in the building. There is no need for any evacuation. Thank you.” (Announce Twice)

Site Plan of Assembly Area

