



**Enhanced User Guide for submitting the Premises Emergency Data (PED) for
Building Owners (non-FSM premises)**

To ensure a pleasant submission process, please use either Google Chrome or Microsoft Edge

Table of Contents

Logging in	Page 2
Creating Building Record (for first-timers/new premises)	Page 3
Creating PED for Building Record (non-FSM)	Page 5
Premises Emergency Data (PED) submission	Page 8
- Block Details	Page 9
- Overview of Block Details created	Page 11
- Layout Plan(s)	Page 13
- Building Occupancy	Page 13
- Profile of Occupants	Page 15
- Equipment Location	Page 16
- Area Location	Page 18
Submitting the PED	Page 19
Editing the PED information	Page 22

Step 1: Log in to the e-FSM portal (<https://eservices.scdf.gov.sg/efsm/>) using your Singpass. Appointed FSMs will have a building tagged to your unique FSM registration number

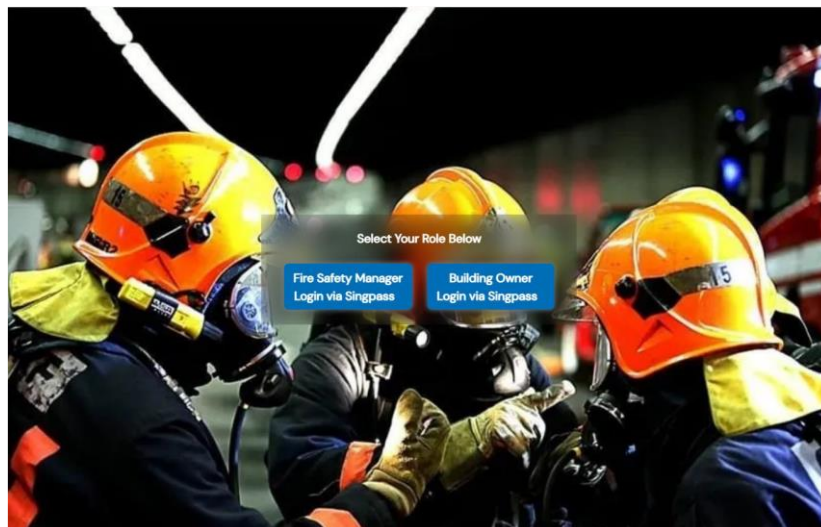


Figure 1: e-FSM portal login page

Step 2: Once logged in, click on the **'Building'** module on the left panel (for Building Owners that have yet to create a building so far). For Building Owners that have previously created a building record, skip to Step 6.

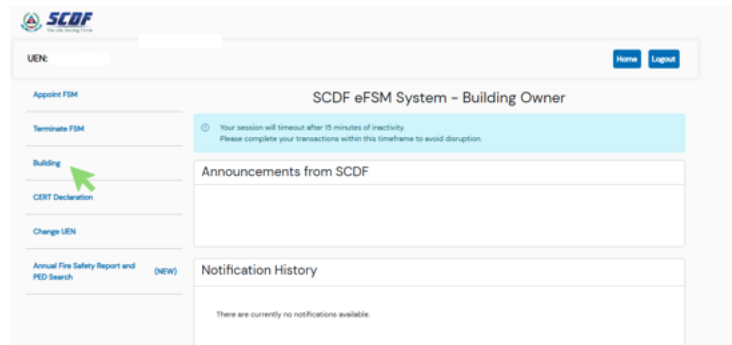


Figure 2: 'Building' module in the e-FSM portal

Step 3: Click on **'Create Building'**

Search / Create Building

Building Search Criteria

Building Name

Postal Code

You can view and update your building details using this function.

Figure 3: Creating building record for the first time

Step 4: Fill in the relevant details and click **'Save'**

Create New Building

Particulars of Building

Building Type - Please Select - Blk / House / Unit No. Blk / House / Unit No. Postal Code Postal Code Search Gross Floor Area (m²) Gross Floor Area (m²) ☐ Check this box if your building is demolished / unoccupied / has a change of ownership	Building Name Building Name Street Name Street Name No. Of Floor (including basement) No. Of Floor (including basement) Occupant Load Occupant Load
---	---

Particulars Of Building Owner / Occupier

EDH is a platform that retrieves your company data from participating government agencies. By using EDH, you can auto-fill Particulars of Building Owner/Occupier, making your own application more convenient.

Retrieve EDH
Clear Data

Company Code 193400028W Salutation - Please Select - Building Name Building Name Designation Designation Street Name Street Name Floor No. Floor No. Contact No. +65 Contact No.	Company Name Name Name Address Type - Please Select - Email Email Block / House No. Block / House No. Postal Code Postal Code Search Fax No. +65 Fax No. Handphone No. +65 Handphone No.
---	---

Declaration of Details

☐ By clicking the submit button, I hereby verified that all the details made for this application are complete and are true and correct.

Save
Back

Figure 4: Providing the building information details

Step 5: Building Owners will be redirected to a page with the message 'You have successfully added your building information'

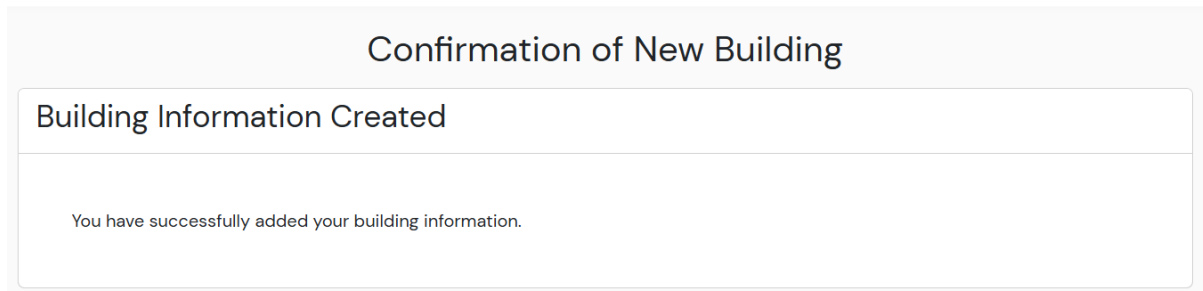


Figure 5: Page displayed to confirm that a building record was successfully created

Step 6: Click on the 'Annual Fire Safety Report and PED (NEW)' on the left panel.

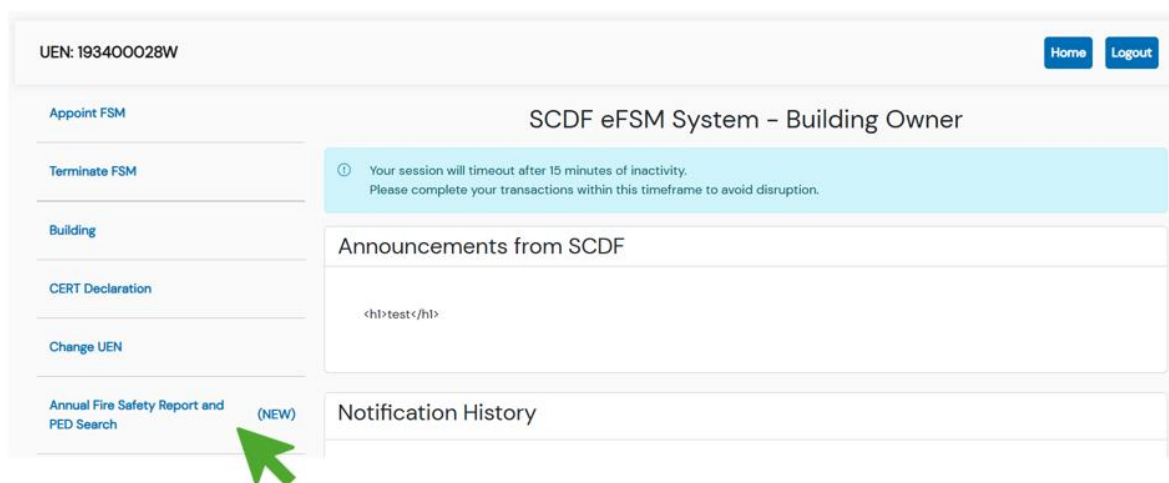


Figure 6: Creating a PED for building record

Step 7: Click on '**Create AFSR and PED**'.

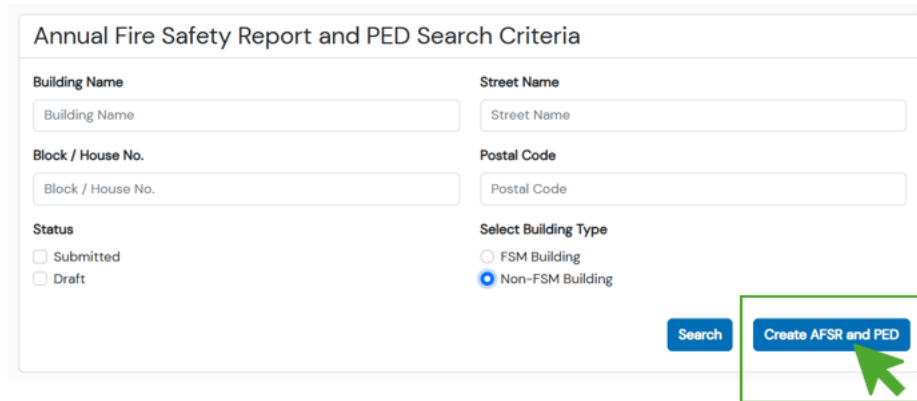


Figure 7: A PED needs to be created based on the building record created earlier

Step 8: You are strongly encouraged to enter only the postal code of the building, before clicking '**Retrieve**'.

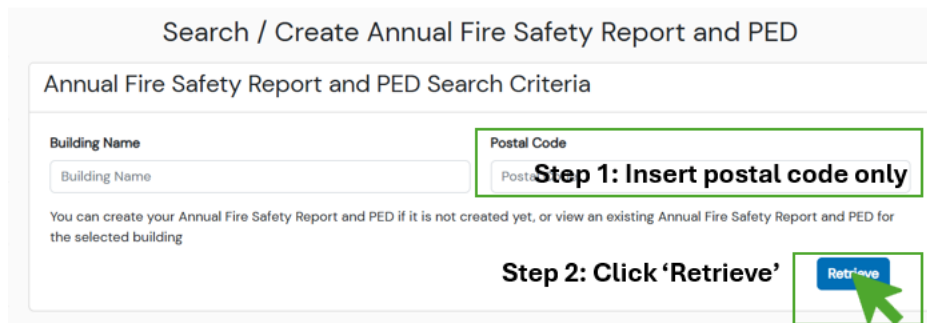


Figure 8: At least one field must be filled, and we recommend only the 'postal code' field to be filled

Step 9: The building record, based on the building name created and its corresponding postal code, will be generated. Click on the building name

Search / Create Annual Fire Safety Report and PED

Annual Fire Safety Report and PED Search Criteria

Building Name: Postal Code:

You can create your Annual Fire Safety Report and PED if it is not created yet, or view an existing Annual Fire Safety Report and PED for the selected building

[Retrieve](#)

List of Buildings that matches search criteria (Click to view details)

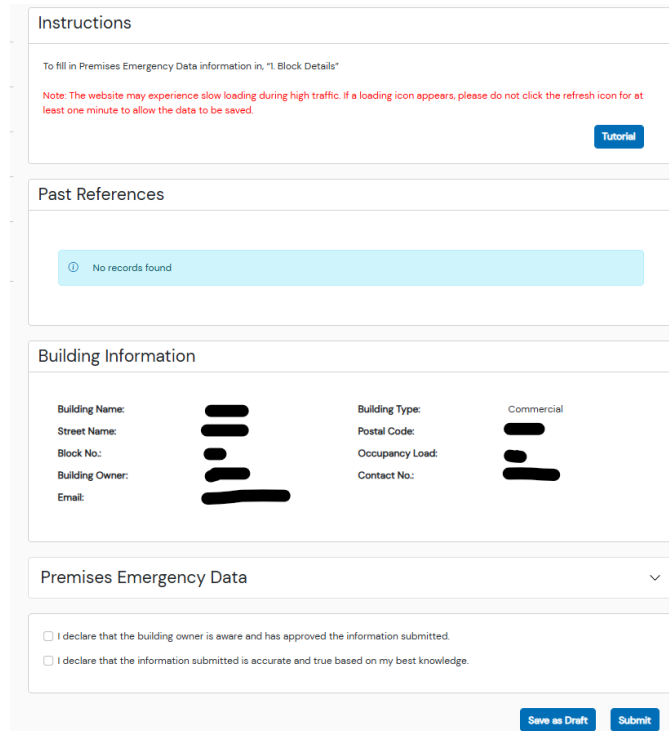
1 Matching Records

S/N	Building Name	Postal Code	Building Status
1	HQ SCDF	408827	Appointed

< 1 >

Figure 9: Click on the building name ('HQ SCDF' in this case) to be routed to the PED page

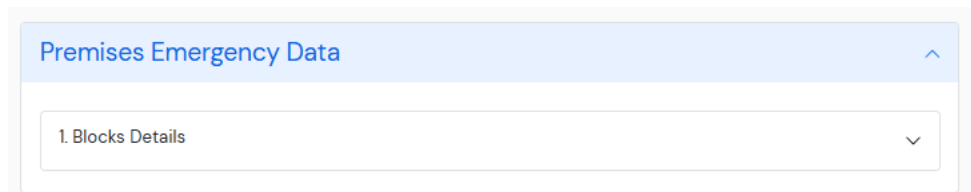
Step 10: Upon clicking on the building name, you will be re-directed to the Building Information and PED page



The screenshot shows a web interface with three main sections. The first section, 'Instructions', contains text about filling in Premises Emergency Data and a 'Tutorial' button. The second section, 'Past References', shows 'No records found'. The third section, 'Building Information', contains two columns of fields: Building Name, Street Name, Block No., Building Owner, Email, Building Type, Postal Code, Occupancy Load, and Contact No. The 'Building Type' field is set to 'Commercial'. Below this is a 'Premises Emergency Data' section with two checkboxes for declarations and 'Save as Draft' and 'Submit' buttons.

Figure 10: Page displaying building information and a PED section

Step 11: Clicking '**Premises Emergency Data**' header will show a sub-section titled '**Block Details**'



The screenshot shows a sub-section titled 'Premises Emergency Data' with a dropdown menu below it. The dropdown menu is open, showing '1. Blocks Details' as the selected option.

Figure 11: Screenshot of the sub-section 'Block Details' under Premises Emergency Data'



Step 12: Under '**Block Details**', you will be required to provide the information based on building blocks. For example, you will be expected to create three block details if you have three building blocks within your premises e.g. Block A, Block B, Block C

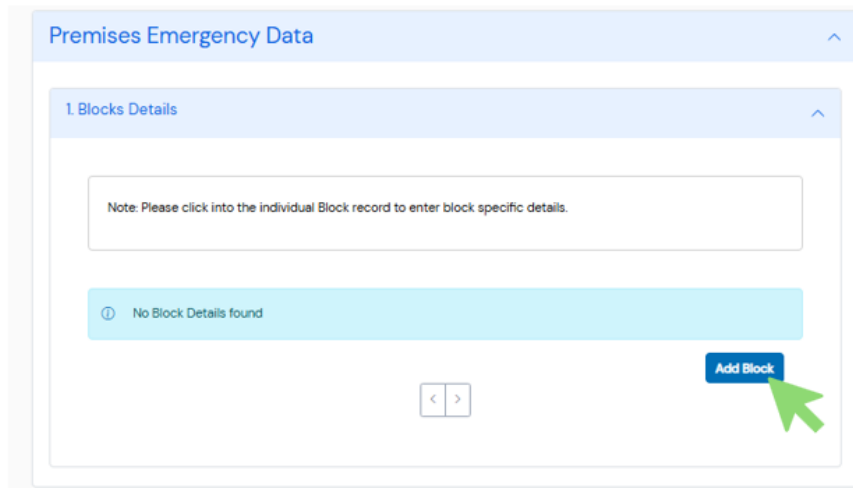


Figure 12: Click 'Add Block' to provide information for the first block

Step 12.1: After clicking '**Add Block**', fill in the blanks with the required information for the block details then click on '**Save**'

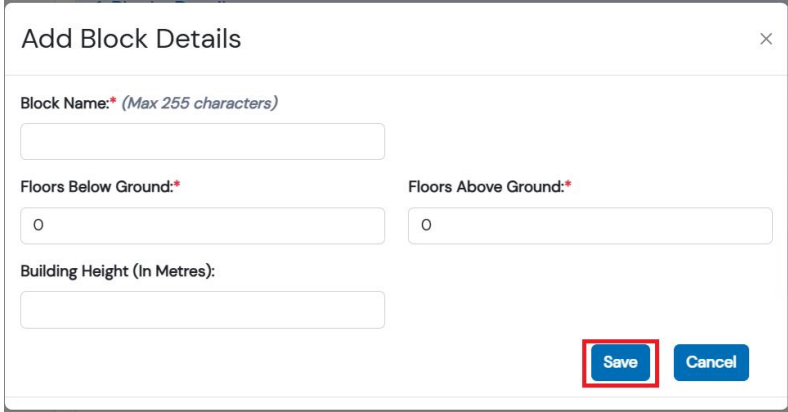


Figure 13: Mandatory fields for the block details

Note 1: Do ensure that the information provided here is correct and accurate, as it will be used as a reference logic for the other information that you will be required to provide.

For example,

A building has 3 basements (below ground), 7 storeys and a rooftop level. Therefore, the expected input will be:

Floors Below Ground: 3

Floors Above Ground: 8

Step 12.2: After the first block information has been created, click on the block name (**Block A** in this example):

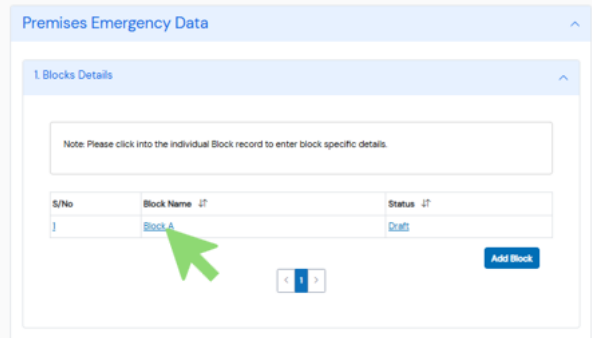


Figure 14: Click on the created block name which is 'Block A' based on this example

Step 13: An overview of the building block will be displayed, alongside the 5 sub-sections that you will be required to fill in. Before proceeding further, you are advised to drop a pin location of where this block can be found on the map. Click **'View on Map'**

1. Blocks Details

Please ensure below fields and components are required before submitting your form:

- 1. Floors Below Ground
- 2. Floors Above Ground
- 3. At least 1 Location Record
- 4. Layout Plans upload

Use the "Save as Draft" to save your entries if form is not completed.

Use the "Ready for Submission" when the entire form is accurate and ready for submission

Status:
Draft

Block Name* (Max 255 characters)

Location:
0 records found
[View on Map](#)

Floors Below Ground*

Floors Above Ground*

Building Height (in Metres):

1. Layout Plan(s)

2. Building Occupancy (Estimated)

3. Profile of Occupants

4. Equipment Location (to fill where applicable to your premises)

5. Area Location (to fill where applicable to your premises)

Figure 15: The page will show the overview of Block A's details



SCDF
The Life Saving Force

SINGAPORE CIVIL DEFENCE FORCE



Step 13.1: There will be an automatic zoom in to the location of your premises. Using the hand cursor, click on the location of the block (step 1) & click '**Save Pin**' (Step 2). Click on the '**X**' button (Step 3) once the pin has been positioned correctly

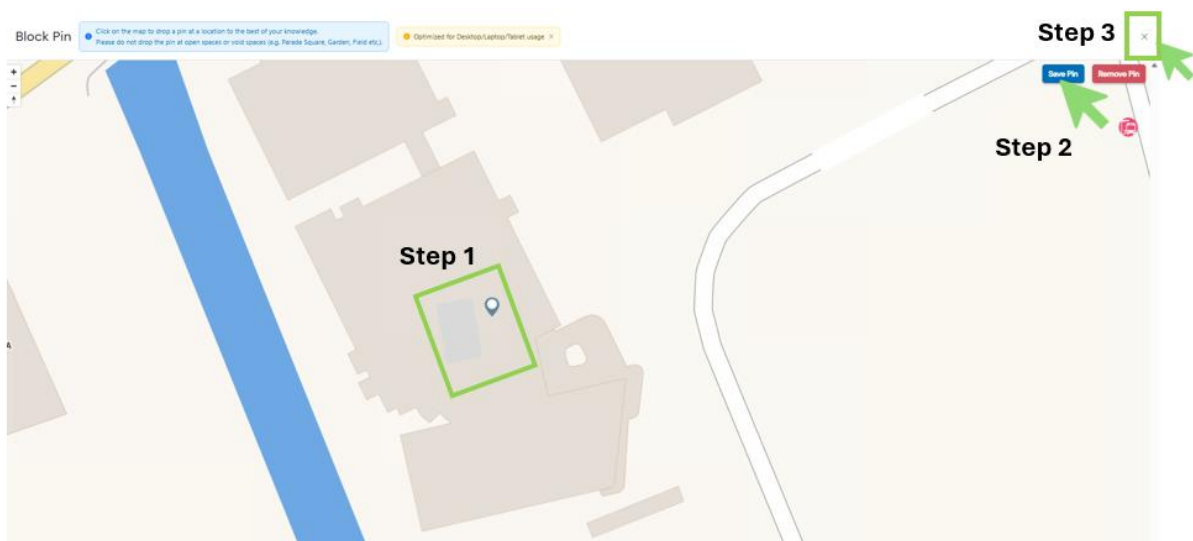


Figure 16: An illustration of dropping a pin onto the block polygon. Users are expected to drop the pin within the building polygon shape and not in open spaces for this part

Step 14: Under '**Layout Plan(s)**', the user will be required to upload 3 different maps

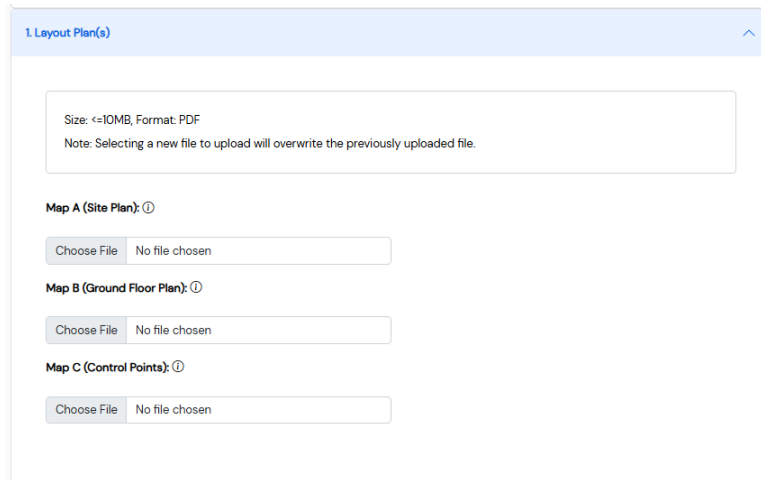


Figure 17: Users can hover the information 'i' icon next to the map headers to understand the map requirements

Note 2: Ensure that the file requirements are also adhered to when uploading the various maps:

- Size: Less than 10MB
- Accepted formats: PDF

Step 15: Under '**Building Occupancy**', click '**Add**' to provide the information for the various floors within this specified building block



Figure 18: Click 'Add' to provide information on the premises' usage based on its floors

Step 15.1: Users will be able to provide the information on an individual floor basis or floor range basis (if some floors are identical in its usage type, occupancy load, key activities, peak period and peak occupancy). Click '**Save**' once all relevant fields have been populated

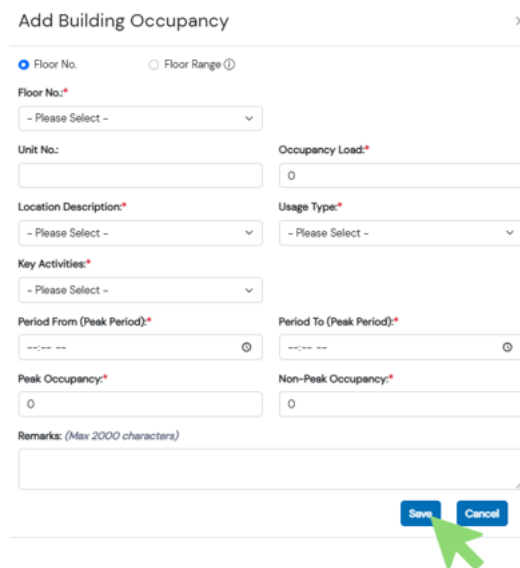


Figure 19: Mandatory fields under 'Building Occupancy'

Note 3: It is important to use either Google Chrome or Microsoft Edge to ensure the clock icon can be found within the 'Period From' and 'Period To' fields. You are strongly advised to click on the clock icon when providing this information, to ensure a smooth submission experience

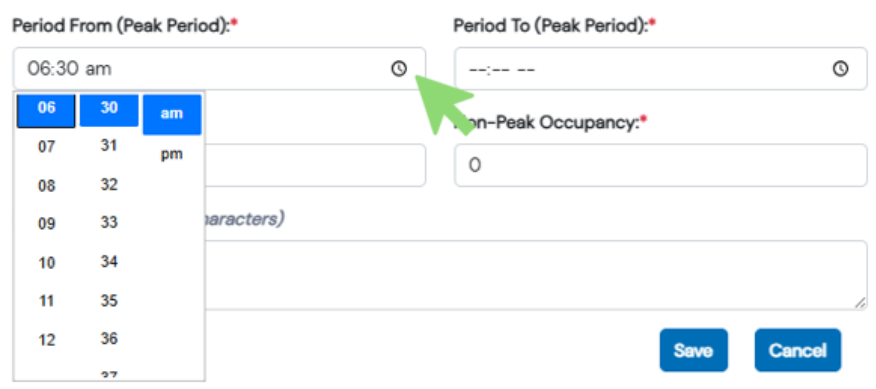


Figure 20: Click the clock icon as indicated by the green arrow and it will generate the drop-down timings

Step 16: Under '**Profile of Occupants**', click '**Add**' to provide the necessary information

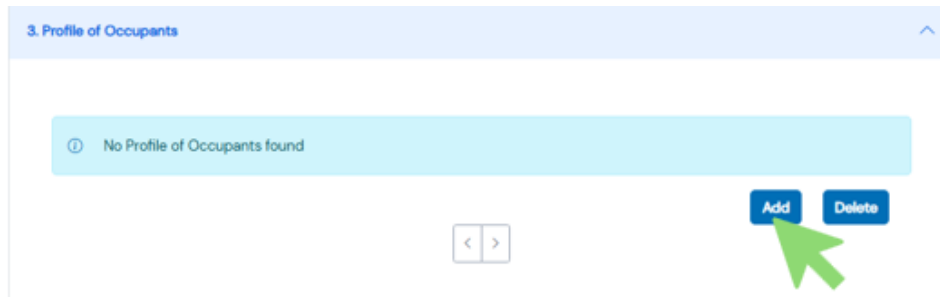


Figure 21: Click 'Add' to provide information on the profile of occupants within this block

Step 16.1: Users will be able to provide the information on an individual floor basis or floor range basis (if some floors are identical for its profile of occupants). Click '**Save**' once all information has been provided.

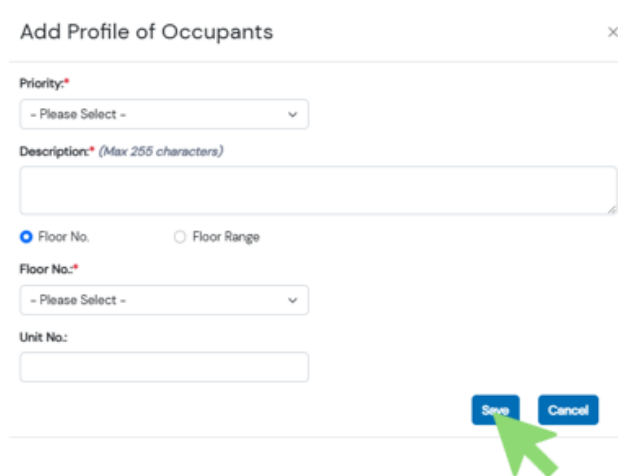


Figure 22: Mandatory fields under Profile of Occupants

Note 4: Under 'Priority' for profile of occupants, it refers to occupants having mobility issues/difficulty in evacuating. The following parameters can be adopted:

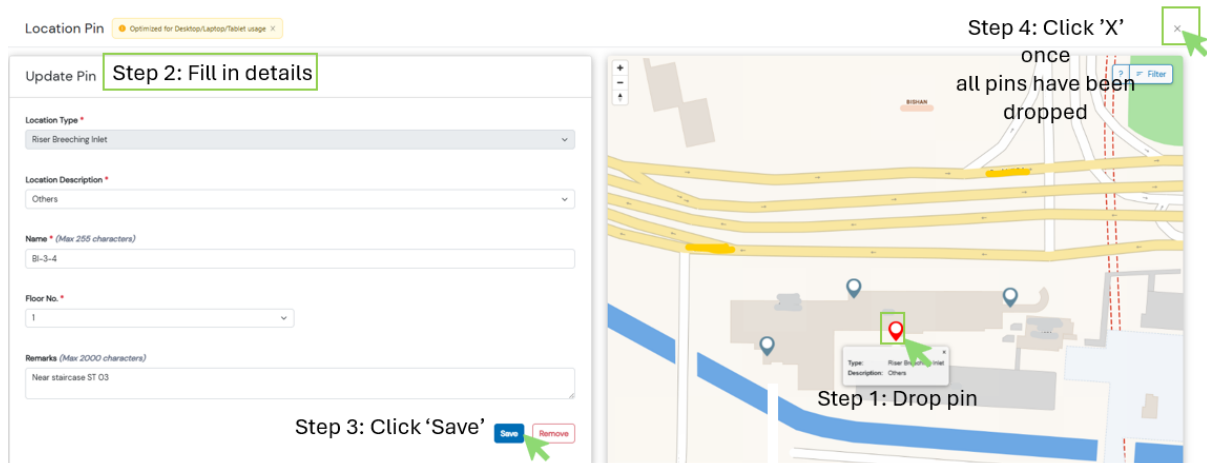
- High – bedridden, wheelchair bound
- Medium – vulnerable, e.g. toddlers and young kids in childcare or elderly on canes and crutches (generally can walk on their own but slower in pace or may require some assistance)
- Low – Normal population, able to evacuate on their own without any assistance

Step 17: Under '**Equipment Location**', users will be required to drop location pins for the listed fire safety provisions under this section. Click '**View on Map**' for one of the fire safety provisions

4. Equipment Location (to fill where applicable to your premises)			
AED	1 record found View on Map	Biological Protection System	No records found View on Map
Dry Riser	4 records found View on Map	Fire Access Panel	6 records found View on Map
Fire Alarm System Main Panel	1 record found View on Map	Fire Alarm System Sub Panel	8 records found View on Map
Fire Suppression System	10 records found View on Map	Marine Fire Suppression System	No records found View on Map
Mitigation Containment System (TIC)	No records found View on Map	Private Hydrant	4 records found View on Map
Radioactive Protection System	No records found View on Map	Riser Breaching Inlet	4 records found View on Map

Figure 23: Clicking 'View on Map' to declare the location of the riser breaching inlets found within the compound

Step 17.1: There will be an automatic zoom in to the location of your premises. Using the hand cursor, click on the location of where the provision is located (step 1) & a panel of information to be submitted will be displayed on the left half of the screen (Step 2). Click on the '**Save**' button (Step 3)



Location Pin Optimized for Desktop/Laptop/Tablet usage

Update Pin **Step 2: Fill in details**

Location Type *
Riser Breaching Inlet

Location Description *
Others

Name * (Max 255 characters)
BI-3-4

Floor No. *
1

Remarks (Max 2000 characters)
Near staircase ST 03

Step 3: Click 'Save' Save Remove

Step 1: Drop pin

Step 4: Click 'X' once all pins have been dropped

Figure 124: This step involves providing details related to the fire safety provision selected

Step 17.2: Repeat step 17.1 for the remaining location of fire safety provisions before clicking '**X**' (Step 4)

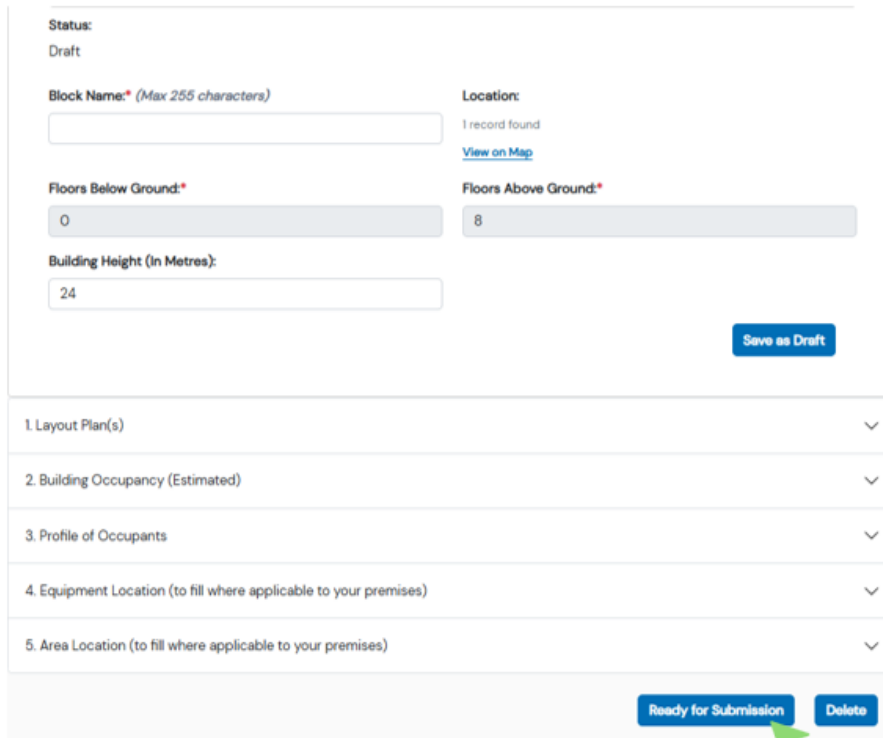


Step 18: Under '**Area Location**', users will be required to drop location pins for the listed key areas found within the premises under this section. To provide information for this section, it will be the same for the steps taken under '**Equipment Location**' (follow steps 17 – 17.2)

5. Area Location (to fill where applicable to your premises)			
Appliance Parking Zone	No records found View on Map	Assembly Area	2 records found View on Map
CERT Assembly Area	1 record found View on Map	Fire Command Centre	1 record found View on Map
Fire Engine Hardstanding	1 record found View on Map	Fire Lift	2 records found View on Map
Exit Staircases	4 records found View on Map	Mobility Risk	No records found View on Map
Other Lift	4 records found View on Map	Other Staircases	No records found View on Map
PWD Holding Area	12 records found View on Map		

Figure 135: Key areas found within the premises

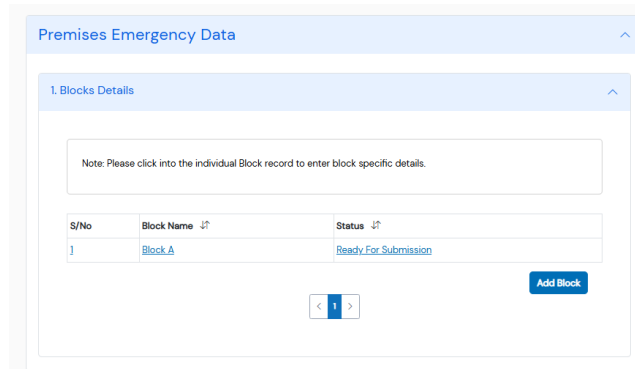
Step 19: Once all sub-sections (S/N 1 to 5) have been filled, click '**Ready for Submission**'



The screenshot shows a web form for submitting information. At the top, the status is 'Draft'. Below this, there are input fields for 'Block Name' (with a character limit of 255), 'Location' (showing '1 record found' and a 'View on Map' link), 'Floors Below Ground' (set to 0), 'Floors Above Ground' (set to 8), and 'Building Height (In Metres)' (set to 24). A 'Save as Draft' button is located on the right. Below these fields is a list of five sub-sections, each with a dropdown arrow: '1. Layout Plan(s)', '2. Building Occupancy (Estimated)', '3. Profile of Occupants', '4. Equipment Location (to fill where applicable to your premises)', and '5. Area Location (to fill where applicable to your premises)'. At the bottom right, there are two buttons: 'Ready for Submission' and 'Delete'. A green arrow points to the 'Ready for Submission' button.

Figure 146: This step ensures that the block changes its status from 'Draft' to 'Ready for Submission'

Step 20: You will automatically be re-directed to the main page of the Annual Fire Safety Report and Premises Emergency Data page.



Premises Emergency Data

1. Blocks Details

Note: Please click into the individual Block record to enter block specific details.

S/No	Block Name	Status
1	Block A	Ready For Submission

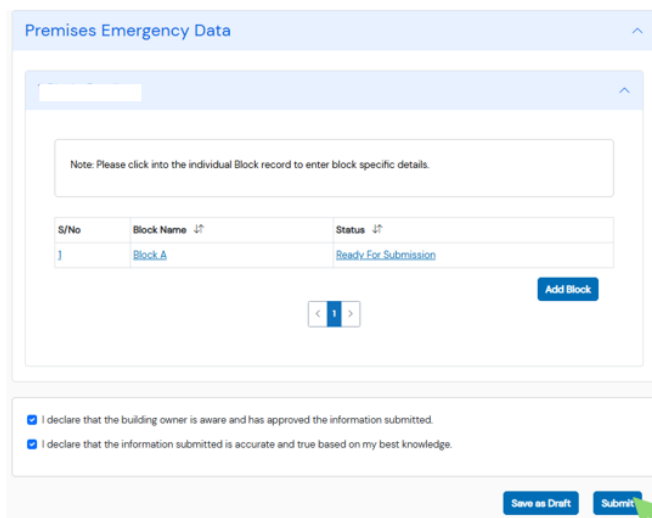
Add Block

Figure 157: Status has changed from 'Draft' to 'Ready for Submission'

Note 5: All blocks statuses must be 'Ready for Submission' to submit the report to SCDF.

Step 20.1: For premises with more than 1 block, repeat steps 12 – 19

Step 21: To submit, click on the two checkboxes at the bottom of the page before clicking '**Submit**'



Premises Emergency Data

Note: Please click into the individual Block record to enter block specific details.

S/No	Block Name	Status
1	Block A	Ready For Submission

Add Block

☒ I declare that the building owner is aware and has approved the information submitted.

☒ I declare that the information submitted is accurate and true based on my best knowledge.

Save as Draft Submit

Figure 168: Final steps to submit AFSR and PED to SCDF



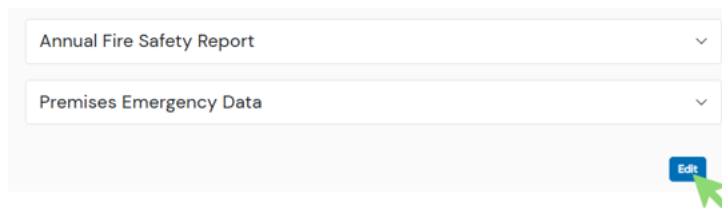
Step 22: A confirmation message will be displayed, indicating that the report has been successfully submitted

Submission of Annual Fire Safety Report and PED
Messages The information has been submitted successfully. Please update the Annual Fire Safety Report segment (s/n 1 to 4), as and when there is new information.

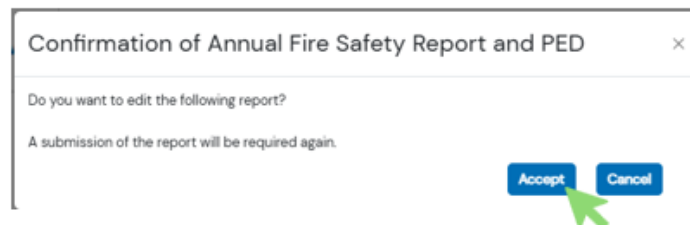
Figure 179: Confirmation message indicating the successful submission of the AFSR and PED information

Step 23: If you would like to edit any of the information provided, please follow the steps below:

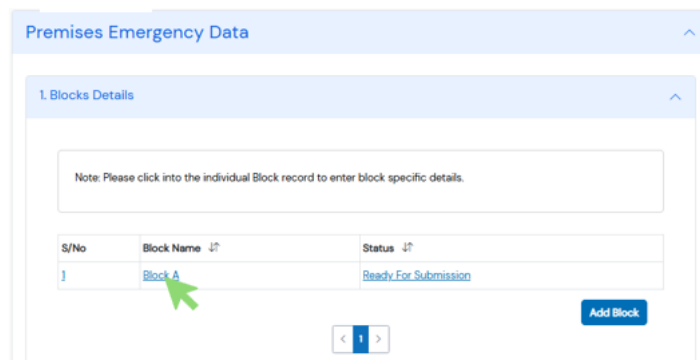
- After logging in (step 1), click the '**Annual Fire Safety Report and PED**' module on left panel (step 2)
- Scroll down to the end of the page after '**Premises Emergency Data**' section, there should be an '**Edit**' button – click this button



- A pop-up message will appear as below, click '**Accept**' (don't worry as the previously submitted information has been saved and will not be lost)

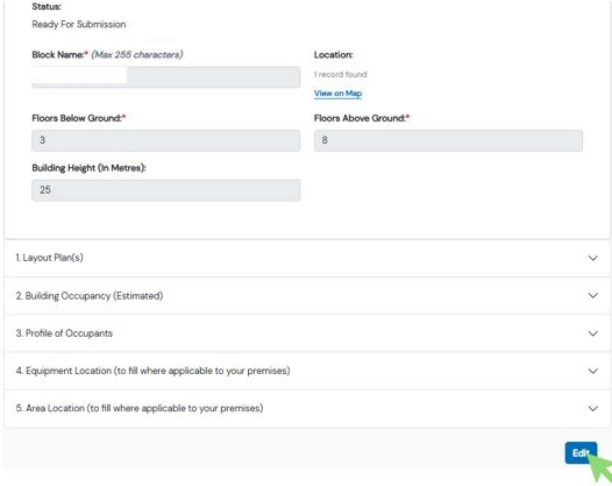


- To edit the information for a specific block, click on the block that you wish to make changes for



S/No	Block Name	Status
1	Block A	Ready For Submission

e) Scroll all the way down, click on the **'Edit'** button at the bottom of the page



Status:
Ready For Submission

Block Name* (Max 255 characters)

Location:
1 record found
[View on Map](#)

Floors Below Ground*
3

Floors Above Ground*
8

Building Height (in Metres):
25

1. Layout Plan(s) ✓

2. Building Occupancy (Estimated) ✓

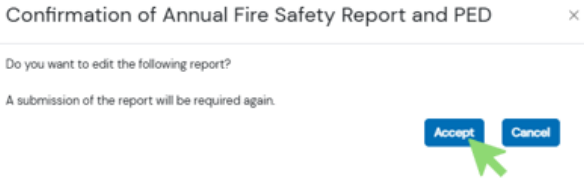
3. Profile of Occupants ✓

4. Equipment Location (to fill where applicable to your premises) ✓

5. Area Location (to fill where applicable to your premises) ✓

[Edit](#)

f) Click **'Accept'** when the below pop-up message comes out (again, don't worry as the previously submitted information has been saved and will not be lost)



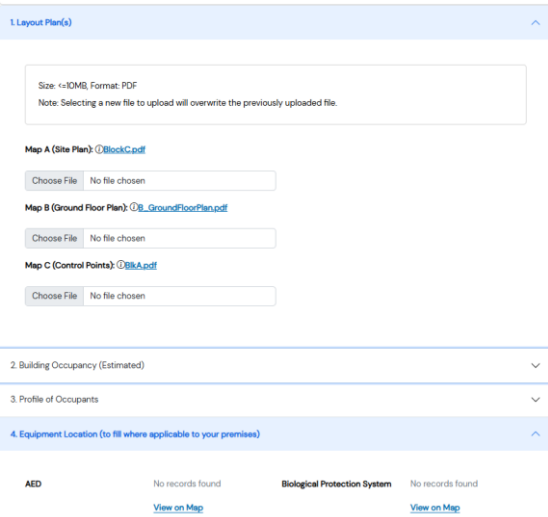
Confirmation of Annual Fire Safety Report and PED

Do you want to edit the following report?

A submission of the report will be required again.

[Accept](#) [Cancel](#)

g) User should be able to add accordingly as the page will look editable (screenshot below):



1. Layout Plan(s)

Size: <10MB, Format: PDF
Note: Selecting a new file to upload will overwrite the previously uploaded file.

Map A (Site Plan): [BlockC.pdf](#)

Choose File No file chosen

Map B (Ground Floor Plan): [B_GroundFloorPlan.pdf](#)

Choose File No file chosen

Map C (Control Points): [B&A.pdf](#)

Choose File No file chosen

2. Building Occupancy (Estimated) ✓

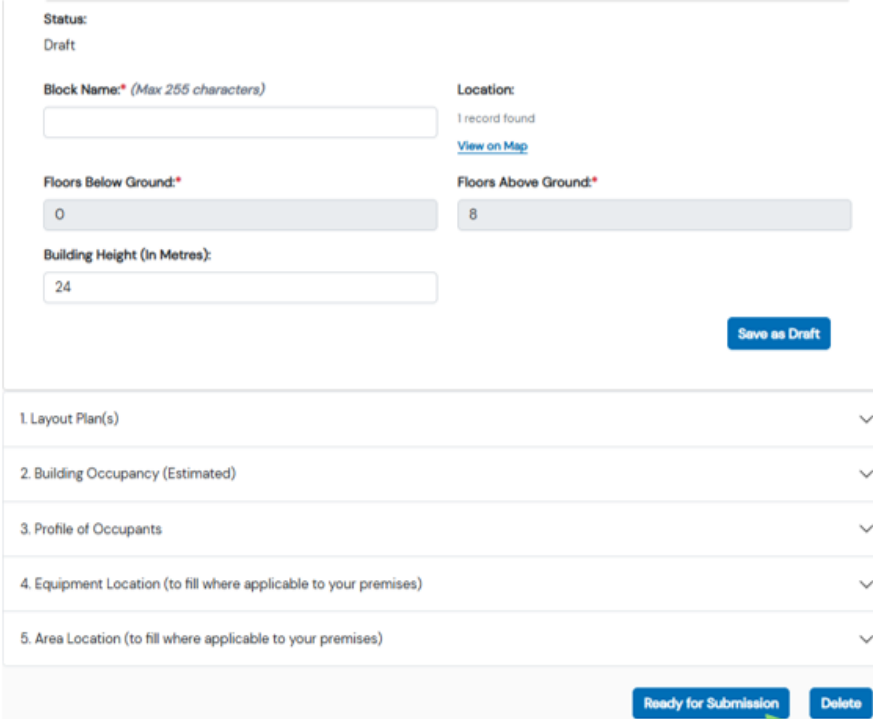
3. Profile of Occupants ✓

4. Equipment Location (to fill where applicable to your premises)

AED No records found [View on Map](#)

Biological Protection System No records found [View on Map](#)

- h) Once the necessary information has been edited, click '**Ready for submission**' at the bottom of the page



Status:
Draft

Block Name:* (Max 255 characters)

Location:
1 record found
[View on Map](#)

Floors Below Ground:*
0

Floors Above Ground:*
8

Building Height (In Metres):
24

[Save as Draft](#)

1. Layout Plan(s) ✓

2. Building Occupancy (Estimated) ✓

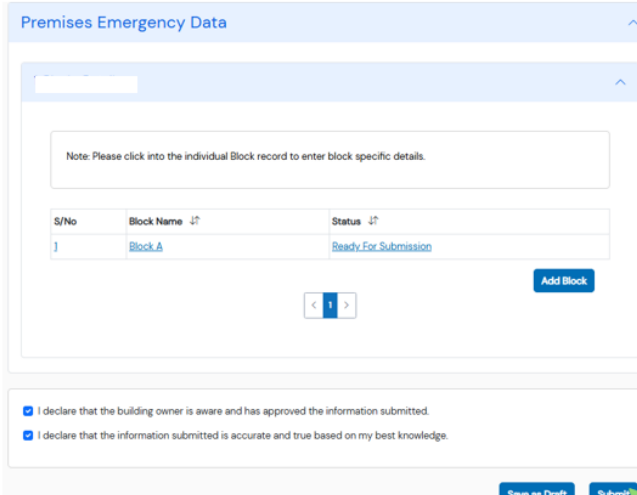
3. Profile of Occupants ✓

4. Equipment Location (to fill where applicable to your premises) ✓

5. Area Location (to fill where applicable to your premises) ✓

[Ready for Submission](#) [Delete](#)

- i) Upon returning to the main page of the Annual Fire Safety Report and PED page, click the two boxes found at the bottom of the page & click '**Submit**' to ensure the submission of the report



Premises Emergency Data

Note: Please click into the individual Block record to enter block specific details.

S/No	Block Name	Status
1	Block A	Ready For Submission

[Add Block](#)

[I declare that the building owner is aware and has approved the information submitted.](#)

[I declare that the information submitted is accurate and true based on my best knowledge.](#)

[Save as Draft](#) [Submit](#)



- j) A confirmation message will be displayed, indicating that the report has been successfully submitted

Submission of Annual Fire Safety Report and PED

Messages

The information has been submitted successfully. Please update the Annual Fire Safety Report segment (s/n 1 to 4), as and when there is new information.