**SAMPLE OF IPP PLAN**

**FOR NON-RESIDENTIAL**

**BUILDINGS**

IN-PLACE PROTECTION PLAN FOR

# << Name of Organisation>>

**IN-PLACE PROTECTION PLAN FOR**

**<<NAME of ORGANISATION>>**

**<< ADDRESS>>**

**1. GENERAL INFORMATION**

**Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner’s Name / Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IPP Co-ordinator’s Name / Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No. of Storeys: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Occupant Load: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gross Floor Area: \_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Air-handling Units: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Switches for Air-Con: \_\_\_\_\_\_\_\_\_\_\_**

## IN-PLACE PROTECTION PLAN GUIDELINES FOR NON-RESIDENTIAL BUILDINGS

### 1 OBJECTIVE

1.1 The purpose of the In-Place Protection Plan (IPP) is:

1. To safeguard human lives in the event of hazardous material release into the atmosphere.
2. To ensure prompt raising of the alarm to initiate IPP and marshalling of efforts in carrying out the IPP procedure of sealing the rooms.
3. To establish duties and responsibilities of individuals involved so as to ensure systematic and orderly implementation of the plan.

#### 1.2 IPP Committee

Management may wish to set up a IPP Committee to co-ordinate all IPP activities. Members may include (Names and contact nos. should be listed in Appendix I attached to this plan): -

1. Co-ordinator/Asst. Co-ordinator
2. IPP Warden/Asst. IPP Warden (the Fire Warden can be assigned as the

IPP Warden)

1. Chief Security Officer
2. Receptionist/Information counter staff
3. Mechanical Ventilation Operator

#### 1.3 Signal for initiation of IPP

The signal for IPP will be broadcast over radio or TV after the sounding of important message signal through the Public Warning System. The authorities may also use loudhailer or door-to-door notification. Upon receiving advice from the authorities to initiate IPP, announcement should be made through the public address system of the building to notify everyone to conduct IPP.

**2** **ACTION TO BE TAKEN IN THE EVENT OF ACTIVATION OF IPP**

#### 2.1 Procedures for conducting IPP

The basic steps are:

1. Go indoors immediately
2. Shut all windows, doors, blinds/curtains and openings
3. Turn off all air handling equipment (e.g. ventilation and air conditioning units)
4. Grab some cloths/big towels and tapes
5. Choose a room with minimal windows/exterior openings
6. Use cloths/towels to seal off gaps between the door and floor
7. Close all windows in the room
8. If there are louvre windows (or openings of similar design), seal the gaps with commonly found items such as cloths/towels or tapes
9. Tune in to the free-to-air MediaCorp TV and radio stations or SCDF’s social media platforms for updates on the latest situation and/or instructions from the authorities; and
10. Leave the room only when instructed by the authorities

Additional steps required:

1. Develop an accountability system. You should know who is in your building and where they are if an emergency develops. Visitors should be made aware of your decision to implement IPP if advised by authorities.
2. Duties should be assigned to specific individuals. Key personnel should have backups.
3. Drills should be planned and executed on a regular basis, at least once a year.

**3 Roles and Functions**

3.1 **Announcer (eg Receptionist/Information Counter Staff)**

3.1.1 The person who is in-charge of making announcements through the public address system is to announce the implementation of IPP and termination of IPP, upon receiving instructions from emergency authorities or management of the building. (See Appendix II - Sample of Standard Announcement)

3.2 **All occupants**

3.2.1 All occupants, guided by their respective IPP Wardens should immediately evacuate by using the nearest route and proceed to their pre-determined IPP room when: -

1. The announcement for IPP is declared over the public address system; or
2. Instructed by their IPP Wardens.
3. The selected IPP rooms should be big enough to house all occupants and any guests (occupant numbers can be estimated based on trends). IPP rooms should also be catered for transient population, like shoppers or visitors to the building, if applicable.
4. All occupants/staff/guests/customers/visitors should not leave the building once IPP has been activated.

3.3 **Co-ordinator/Assistant Co-ordinator (Senior Executive** **Management Staff)**

3.3.1 In the event of IPP implementation, ensure that announcement (See Appendix II) has been made on all floors.

##### 3.4 IPP Warden/Asst. IPP Warden

3.4.1 On hearing the announcement over the Public Address System to conduct IPP:

1. Check all areas within the building eg. office shops or guestrooms and alert everyone under his charge to move in an orderly manner to their IPP rooms. Each IPP room should have an IPP Warden.
2. Ensure that the disabled, children, pregnant women, etc. if present are given particular attention.
3. On reaching the IPP room, conduct a roll call of the staff present using the floor register (as per floor recommended in Appendix IV).
4. Cover the gaps between the door and floor, and seal off any openings such as louvre windows (if any).

##### 3.5 Chief Security Officer/Assist Chief Security Officer

3.5.1 The Chief Security Officer shall ensure that:

1. Security personnel are deployed at the ground floor staircases exits to guide guests/visitors to the IPP rooms when the IPP plan is activated.
2. All main entrances and exits to the building are adequately manned to guide any transient population seeking IPP.
3. Signage is placed at entrances to indicate that IPP is in progress.

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##### 3.6 Mechanical Ventilation Operator

3.6.1 On hearing the announcement to conduct IPP, the Mechanical Ventilation Operator shall proceed to the mechanical ventilation unit and switch off all air ventilation to reduce the infiltration of hazardous air from the outside. It is preferable that all switches be located centrally and operated through one-push button. Modifications to the Building Automation System may be required to facilitate quick deactivation of the ventilation systems.

3.6.2 As the ventilation systems for each building is unique, a step-by-step checklist (To include as Appendix V) should be included to guide the operator to ensure that all mechanical systems drawing air from outside should be switched off.

3.6.3 The piston effect of moving lifts may cause hazardous vapours to be drawn into the building. All lifts should therefore be homed in. Attach your building’s lift homing procedures in Appendix VI.

3.6.4 (Only for Buildings with pressurised systems) As a precaution, steps should be taken to prevent any accidental activation of pressurised systems so that air may not be drawn in. All other fire protection systems, like automatic fire sprinkler system, are to be kept functional as per normal.

Upon Termination of IPP

3.6.5 Once announcement has been made by emergency authorities to terminate IPP, he/she will proceed to the mechanical room to turn on all ventilation equipment. Purging systems can be turned on to purge any vapours which may have infiltrated.

4 **DUTIES AND RESPONSIBILITIES**

#### 4.1 The Co-ordinator/Assistant Co-ordinator

1. Represents the management of the building in respect to all IPP measures.
2. Has the full responsibility for:
   1. Establishment of an IPP Committee
   2. Training of all occupants
   3. Preparation, drafting, exercising and operationalising the IPP Plan
3. Ensure that all staff are familiar with the IPP Plan.
4. Appoint one person as Co-ordinator during his/her absence from the building.
5. Responsible for the formation and training of the IPP team from amongst responsible employees who are physically fit to fulfil this function.

#### 4.2 IPP Wardens/Asst. IPP Wardens

1. Acquaint any new occupant with the IPP Plan including his/her specific role (if any) during an emergency.
2. Be familiar with the IPP Plan and location of the IPP rooms.
3. Be familiar with the IPP procedures in sealing up the openings of a room.
4. Maintain and update a register (as per format recommended in Appendix IV).
5. Liaise and co-ordinate with each other.

##### 4.3 Chief Security Officer/Asst. Chief Security Officer

1. Be familiar with the IPP Plan and floor layout plan indicating where the IPP rooms are located.
2. Ensure that the security personnel are well versed with their roles as described in the IPP Plan.

##### 4.4 Mechanical Ventilation Operator

Be familiar with the location and operation of the mechanical ventilation system and controls within the building.

### 5 IPP DRILLS

1. IPP drills should be conducted at least once a year.
2. All persons in the building should participate in the drill.

### 6 APPENDICES

Appendix I - Name List of IPP Committee

Appendix II\* - Standard Announcements

Appendix III - Floor plan showing where the IPP rooms are located

Appendix IV\* - Floor Register

Appendix V - Step-by-Step procedures for turning-off ventilation

Appendix VI - Lift homing Procedures

\*Template provided

## Appendix II

**STANDARD ANNOUNCEMENTS (Sample)**

### Text 1

(In the event of activation of IPP in the building;)

“Ladies and Gentleman, your attention please.

1. An In-place Protection advisory has been issued.
2. We have been advised that hazardous release has been detected outside the building. DO NOT, we repeat, DO NOT leave the building. The air outside is not safe.
3. The ventilation and air-conditioning systems will be shutdown to minimise infiltration of air from outside.
4. Everyone should proceed to the IPP rooms as directed by the IPP wardens. Before leaving, please ensure windows and doors are closed and machinery and lights are turned off to minimise heat generation.
5. While in the IPP rooms, please remain calm and wait for further instructions.”

**Announce Twice**

**Text 2** (Upon termination of IPP, as announced by emergency authorities)

“Ladies and gentlemen, your attention, please. Announcement has been made to terminate IPP. You should open all windows and doors and leave the IPP room.”

**Announce Twice**

## APPENDIX IV

### FLOOR REGISTER

#### Name of IPP Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of IPP room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| IPP  Room | Names of Designated Occupants In this room | IPP Status | |
| Present | Absent |
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\*UPDATE THE NAMES AS AND WHEN NECESSARY