

SINGAPORE CIVIL DEFENCE FORCE

EMERGENCY RESPONSE PLAN (Evacuation Guideline)

1 OBJECTIVE

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

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

- 2.1 Informant
- 2.2 All Staff
- 2.3 FSM / Assistant FSM
- 2.4 Fire Wardens/Assistant Fire Wardens
- 2.5 Chief Security Officer / Security Officer
- 2.6 CERT
- 2.7 Fire Command Centre (FCC) Operator

3 FIRE OCCURRING OUTSIDE OFFICE HOURS

4 DUTIES & RESPONSIBILITIES

- 4.1 FSM / Assistant FSM
- 4.2 Fire Wardens / Assistant Fire Wardens
- 4.3 Chief Security Officer / Security Officer

5	FIRE EVACUATION DRILLS
6	GENERAL
7	APPENDICES

SINGAPORE CIVIL DEFENCE FORCE

EMERGENCY RESPONSE PLAN
EVACUATION GUIDELINES
FOR LOW-RISE BUILDING
(BELOW 8 STOREYS)
(EXCLUDING DEPARTMENTAL STORES,
SUPERMARKETS, EMPORIUMS AND HOTELS)

1 OBJECTIVE

1.1 The purpose of the Emergency Response Plan (Evacuation Guideline) 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 activation of the fire alarm and marshalling of first aid and firefighting efforts in the event of fire.

1.2 **Fire Safety Committee**

A Fire Safety Committee shall be formed in the building for achieving the above objective. The Committee shall be represented by all the stakeholders (including tenants) in the buildings, including the following appointment holders:-

- a. Fire Safety Manager / Assistant Fire Safety Manager
- b. Fire Warden / Assistant Fire Warden
- c. Chief Security Officer / Security Officer
- d. Fire Command Centre (FCC) Operator
- e. CERT

1.3 **Signal for Fire Alarm**

The fire 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 undue personal risk.

2.2. **All staff**

- a. Upon hearing the first 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 lift.**
- c. The assembly point is located at

- d. All staff / guests / customers/ visitors shall not re-enter the building once at the assembly point unless instructed otherwise by the Civil Defence Officer in attendance.

2.3 **FSM / Asst FSM**

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 CERT 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
- d. Await the arrival of the responding crew from the Singapore Civil Defence at the main entrance of the building and report to the officer-in-charge the status of the evacuation.

2.4 **Fire Warden/Asst. Fire Warden**

On hearing the first stage alarm.

- a. Alert everyone on his storey to evacuate in an orderly manner using the nearest exit.
- b. Check all office, stores, toilet etc to ensure that no one is left behind.
- c. Ensure that the disabled, children, pregnant woman 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 coordinator in person of the evacuation status.

2.5 **Chief Security Officer / 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 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 the assembly point.

2.6 **CERT**

- a. Upon hearing the fire alarm, members of the CERT shall ascertain the location of the fire from the main alarm panel and use the fire lift to go to two storeys below the 'fire' storey and proceed to the 'fire' floor via the staircase.

- b. A member of the CERT shall then bring the fire lift down to the 1st storey and await the arrival of the Singapore Civil Defence Force
- c. The CERT shall attempt to extinguish or control the fire without taking undue personal risk, before the arrival of the Singapore Civil Defence Force.

2.7 **FCC Operator**

On hearing the first stage alarm the **FCC Operator** shall immediately notify the Singapore Civil Defence Force (Tel: 995) of the activation of the fire alarm and state the following:-

- i. Location of Building
- ii. Telephone number

3. **FIRE OCCURRING OUTSIDE OFFICE HOURS**

In the event of an outbreak of fire after normal working hours, theShall confirm with the Singapore Civil Defence Force and notify the following premises:-

- i. FSM
 - ii. Assistant FSM
- b. The CERT 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 undue personal risk.

4 **DUTIES AND RESPONSIBILITIES**

4.1 **The FSM /Assistant FSM**

- a. Represents the management of the building in respect of all fire safety matters.

- b. Has the full responsibility for:
 - i. Establishment of a Fire Safety Committee
 - ii. Training of the employees.
 - iii. Preparation, drafting and putting into force of the Emergency Response Plan.
- c. Ensure that the Emergency Responses Plan is abided by all staff of the building.
- d. Ensure 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 **FSM** for verification purposes by the Civil Defence Officer).
- f. Appoint one person as **Assistant FSM** during his absence from the building,
- g. Responsible for the formation and training of CERT within the building from amongst responsible employees who are physically fit to fulfill this function.
- h. Ensure that exit doors are kept closed and unlocked during business hours and that hallways, corridors, lobbies and staircase are kept free from obstruction at all times.

4.2

Fire Wardens / Asst. Fire Wardens

- a. Acquaint any new employee with the Emergency Response Plan including his/her specific role (if any) during an emergency.

- b. Be familiar with the Emergency Response Plan and means of escape of the building
- c. Be familiar with the operation of the fire alarm system and the use of first aid fire fighting equipment.
- d. Liaise and coordinate with each other.

4.3 **Chief Security Officer / Security Officer**

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

5 **FIRE EVACUATION DRILLS**

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

6

GENERAL

Remember, it is in your own interest:

- 1 To know how to report a fire - sounds the alarm without delay.**
- 2. To know what to do in the event of fire - avoid panic and confusion,**
- 3 To know the locations of nearby fire extinguishers and hoses - learn the proper way to use them.**
- 4. To know the means of escape in case of fire and to keep staircases, landings and other escape routes clear of obstructions at all time.**

7

APPENDICES

Appendix I	-	Name List of Fire Safety Committee
Appendix II	-	Site Plan of Assembly Point.
Appendix III	-	Typical Floor Plan
*Appendix IV	-	Evacuation Drill Record Sheet
*Appendix V	-	Standard Announcements
*Appendix VI	-	Floor Register (Assembly point)
Appendix VII	-	Building Evacuation status chart (FCC)

* Specimen attached

Appendix IV

EVACUATION DRILL RECORD SHEET

I, the undersigned, designated as coordinator of the fire drill held by

(Name of Premises)

hereby certify that all the facts shown on the line or lines herein below opposite my signature are correct and further that each drill was successfully conducted in full compliance with the Emergency Response Plan.

Date of Drill	Time	'Fire ' Floor	No. of Participants	Evacuation Time	Name of Signature of FSM

STANDARD ANNOUNCEMENTS

Text 1

(In the event of activation of fire alarm in the building;)

“Ladies and gentlemen, your attention, please.
The fire alarm has been activated in the building,
We are investigating the situation.
Please remain calm and standby you speakers for further instruction.
Thank you.”

Announce Twice

Text 2

(In the event of a need to evacuate from the building;)

“Ladies and gentlemen, your attention, please.
There exists an emergency situation in 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 3

(In the event that evacuation is not required:)

“Ladies and gentlemen, your attention, please.
The emergency situation in the building is now under control.
We regret for any inconvenience caused.
Thank you.”

Announce Twice

Text 4

(In the event of a false fire alarm)

“Ladies and gentlemen. your attention, please.
We have investigated the situation and found it to be a false alarm.
We regret for any inconvenience caused.
Thank you.”

Announce Twice

FLOOR REGISTER

Fire Warden: _____

Storey: _____

Unit No.	Names of Occupants	Evacuation Status	
		Present	Absent

* UPDATE THE NAMES AS AND WHEN NECESSARY.