

## **SINGAPORE CIVIL DEFENCE FORCE**

### **EMERGENCY RESPONSE PLAN (Evacuation Guideline)**

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## SINGAPORE CIVIL DEFENCE FORCE

### EMERGENCY RESPONSE PLAN EVACUATION GUIDELINES FOR INDUSTRIAL PREMISES

#### 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 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. The Committee shall be represented by all the stakeholders (including tenants) in the buildings, including the following appointment holders:-

- a FSM / Assistant FSM
- b Chief Security Officer
- c Fire Wardens / Assistant Fire Wardens
- d CERT

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 taking undue 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 ERP (Site Plan)
- d All staff shall not re-enter the building unless instructed otherwise by the Civil Defence Officer in attendance.

### 2.3 FSM / Assistant 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 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 III)
- 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.

#### **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.

#### **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 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 **CERT**

- a Upon hearing the fire alarm, members of the CERT shall ascertain the location of the fire from the main fire alarm panel and proceed to that location.
- b The CERT shall attempt to extinguish or contain the fire or hazard based on SOP written in ERP, before the arrival of the Singapore Civil Defence Force.

## 2.7 **FCC Operator**

On hearing the fire alarm, the **FCC 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

## 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 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.

## 4 DUTIES AND RESPONSIBILITIES

### 4.1 FSM / Assistant FSM

- a Represent 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 Ensures that the Emergency Response 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 II. (This form must be kept in the office of FSM for verification purposes by the Civil Defence Officer).
- f Appoints one person as Asst 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 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 Emergency Response Plan and means of escape of the building.
- 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, the use of first aid and fire fighting equipment.
- d Liaise and co-ordinate with each other.

#### 4.3 **Chief Security Officer / Security Officer**

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

#### 4.4 **CERT**

- a To know fully the location and operation of the Fire Alarm System.
- b Be familiar with the Emergency Response 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 FCC Operator**

- a To know the Emergency Response Plan and telephone number of the Singapore Civil Defence Force and other essential emergency telephone numbers.
- b To know fully the Emergency Response 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 least twice a year.
- b All personnel in the building shall participate in the drill.

**7 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.*

**8 APPENDICES**

- Appendix I - Name list and contact numbers of Fire Safety Committee
- \*Appendix II - Evacuation drill record sheet
- \*Appendix III - Floor register

\*Specimen attached



