

FIRE SAFETY ACT  
(CHAPTER 109A, SECTION 61(1))

FIRE SAFETY (EMERGENCY RESPONSE PLAN)  
REGULATIONS

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY

Regulation

1. Citation
2. Definitions

PART II

DUTIES AND RESPONSIBILITIES OF OWNER OR OCCUPIER OF  
DESIGNATED PREMISES

3. Duties of owner or occupier of designated premises
4. Powers of Commissioner
5. Penalty

---

[8th April 1994]

PART I

PRELIMINARY

**Citation**

1. These Regulations may be cited as the Fire Safety (Emergency Response Plan) Regulations.

*[S 539/2013 wef 01/09/2013]*

**Definitions**

2. In these Regulations, unless the context otherwise requires —  
“Arson Prevention Plan”, in relation to any specified premises,  
means a plan which contains information on the preventive

measures which are to be adopted in the specified premises to safeguard against arson and such other threats which could result in fire;

“designated premises” means any premises or class of premises which are designated in the Fire Safety (Premises Requiring Emergency Response Plan) Notification 2013 (G.N. No. S 538/2013);

“Emergency Response Plan”, in relation to any designated premises, means a plan which contains information on the types of fire safety measures that are provided for in the designated premises, and includes —

- (a) the floor layout plans of the building;
- (b) actions to take in the event of fire and related emergencies and evacuation procedures for the premises; and
- (c) in the case of specified premises, the Arson Prevention Plan for the building;

“Fire Command Centre” means a room within any premises which is specifically designated for the purpose of command and control of operations in the event of fire or other emergencies and fitted with the necessary equipment;

“specified premises” means any premises or class of premises which are specified in the Fire Safety (Premises Requiring Fire Safety Manager and Company Emergency Response Team) Notification 2013 (G.N. No. S 537/2013).

*[S 539/2013 wef 01/09/2013]*

## PART II

### DUTIES AND RESPONSIBILITIES OF OWNER OR OCCUPIER OF DESIGNATED PREMISES

#### **Duties of owner or occupier of designated premises**

3. The owner or occupier of designated premises shall —

- (a) prepare an Emergency Response Plan for the premises —
- (i) on or before 1st March 2014, in the case of premises which, on 31st August 2013, are premises designated in the cancelled Fire Safety (Designation of Premises Requiring Fire Emergency Plan) Notification (N 2) and which continue thereafter until 1st March 2014 to be premises designated in the Fire Safety (Premises Requiring Emergency Response Plan) Notification 2013; or
  - (ii) in any other case, within 6 months after such date as is on or after 1st September 2013 that the premises become designated premises;
- [S 539/2013 wef 01/09/2013]*
- (b) ensure that the Emergency Response Plan for the premises is prepared in accordance with such guidelines as may be issued by the Commissioner for that category of premises;
- [S 539/2013 wef 01/09/2013]*
- (c) form a Fire Safety Committee from among the occupants in the premises to assist him to plan, organise and conduct fire safety programmes including fire evacuation drills in the premises;
- (d) ensure that the Emergency Response Plan prepared for the premises is reviewed at intervals not exceeding 12 months or at such other intervals as may be directed by the Commissioner under regulation 4;
- [S 539/2013 wef 01/09/2013]*
- (e) ensure that up to date records relating to reviews of the Emergency Response Plan, conduct of fire evacuation drills and fire safety programmes are kept and maintained at all times;
- [S 539/2013 wef 01/09/2013]*
- (f) ensure that records specified in paragraph (e) and a copy of the Emergency Response Plan are kept at the Fire Command

Centre or such other place where they can be easily available to the Commissioner at all times;

*[S 539/2013 wef 01/09/2013]*

- (g) designate one or more places within or outside the premises which is capable of accommodating all the occupants of the premises and which poses the least danger to the occupants of the premises in the event of fire to be used as an assembly area; and
- (h) notify the Commissioner in writing of the completion of the Emergency Response Plan within 14 days.

*[S 539/2013 wef 01/09/2013]*

### **Powers of Commissioner**

#### **4. The Commissioner may from time to time —**

- (a) issue guidelines prescribing the contents of an Emergency Response Plan for a designated premises;

*[S 539/2013 wef 01/09/2013]*

- (b) issue written directions to the owner or occupier of a designated premises requiring him to implement such fire safety programmes for the occupants which are in his view necessary to ensure the safety of the occupants;

- (c) require the owner or occupier of a designated premises to review the Emergency Response Plan for the premises at such other intervals as he may think fit;

*[S 539/2013 wef 01/09/2013]*

- (d) require the owner or occupier of a designated premises to maintain any other records of activities relating to fire safety which are or have been carried out by the owner or occupier; and

- (e) require the owner or occupier of a designated premises to provide him with a copy of the Emergency Response Plan and such other records relating to the Emergency Response Plan which have been kept by the owner or occupier as he may require.

*[S 539/2013 wef 01/09/2013]*

**Penalty**

**5.** Any person who contravenes any provision of these Regulations shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 6 months or to both.

*[G.N. No. S 168/94]*

LEGISLATIVE HISTORY  
FIRE SAFETY (EMERGENCY RESPONSE PLAN)  
REGULATIONS  
(CHAPTER 109A, RG 4)

*formerly known as the Fire Safety (Fire Emergency Plan) Regulations*

This Legislative History is provided for the convenience of users of the Fire Safety (Fire Emergency Plan) Regulations. It is not part of these Regulations.

**1. G. N. No. S 168/1994 — Fire Safety (Fire Emergency Plan) Regulations 1994**

Date of commencement : 8 April 1994

**2. 1994 Revised Edition — Fire Safety (Fire Emergency Plan) Regulations**

Date of operation : 8 April 1994

**3. 2008 Revised Edition — Fire Safety (Fire Emergency Plan) Regulations**

Date of operation : 2 June 2008

**4. 1995 Revised Edition — Fire Safety (Fire Emergency Plan) Regulations 1995**

Date of operation : 31 December 9999

**5. G.N. No. S 539/2013 — Fire Safety (Fire Emergency Plan) (Amendment) Regulations 2013**

Date of commencement : 1 September 2013