Company Emergency Response Team

Central Enforcement Department
Singapore Civil Defence Force
Company Emergency Response Team

• Introduction to CERT
• Audit Requirement
• Useful Resources
Introduction to CERT
Introduction to CERT

• Company Emergency Response Team
• Team Structure
• CERT Standby Hours
• Responsibilities
• Training Requirement
• Medical Screening Requirement
• Equipping Requirement
• Tier Classification
Why CERT?

• A Company Emergency Response Team is a group of **competently trained and equipped personnel**

• **First responders** to initial phase of an emergency before SCDF’s arrival

• **Control** incident and **minimise injury and life loss**

• An extension of SCDF in the community for **A Nation of Lifesavers**
Fire Safety Framework

Fire Safety Design
- Building code requirements, submission of building plans

Fire Safety Management
- Fire certificate, licensing, inspections, **fire safety manager**

Response
- Response from members of public, **CERT, SCDF**
CERT as First Responders

- **Uncontrolled fire**
- **Fully Developed**
- **Growth**
- **Decay**
- **Ignition**
- **SCDF Response**
- **CERT + SCDF Response**

**Time**

**Fire Size**
Company Emergency Response Team

• **Public** and **Industrial** premises that meet **any** of the following criteria are required to have a FSM and a CERT

• Residential, religious and educational premises are not considered public premises

• Note: Premises may still be required to have a Fire Certificate, an Emergency Response Plan and to form a Fire Safety Committee even if a FSM and a CERT is not required
Company Emergency Response Team

(A) P&FM > 5 metric tons

(B) 9 storeys or more
(For public premises)

(C) Occupant Load ≥ 1000

(D) GFA ≥ 5000m²

(E) Site area ≥ 5000m²
(For industrial premises)

(F) Hospital
Requires CERT

• Based on Fire Safety (P&FM) Regulations

• Petroleum & Flammable Material Premises
  – Stores more than 5 metric tonnes of P&FM
Requires FSM & CERT

• Based on Fire Safety (Premises requiring FSM & CERT) Notification 2013

• Public Premise
  – 9 storeys or more (including basement), or;
  – Gross floor area 5000 square metres or more, or;
  – Designed occupancy load 1000 persons or more, or;
  – Licensed by MOH as a hospital

• Industrial Premise
  – Site area or GFA 5000 square metres or more, or;
  – Designed occupancy load 1000 persons or more
Team Structure

Site Main Controller

Site Incident Controller

Emergency Response Team Members

Anybody can be a CERT member, regardless of age or gender.
Team Structure

• 1 x Site Main Controller (SMC)
• 1 x Site Incident Controller (SIC)
• 4 x Response Team Members (ERT Members)
  – 4 persons fire and rescue trained
  – 4 persons first aid trained
  – See next few slides for examples
• These are minimum requirement, larger or riskier premises should consider having a larger CERT if possible.
Team Structure (during emergencies)

- Site Main Controller
- Site Incident Controller
  - ERT Member
  - ERT Member
- Fire Safety Manager
  - ERT Member
  - ERT Member
Team Structure (OK)

Central Enforcement Department

Site Main Controller

Site Incident Controller

ERT Member (CERT & First Aid trained)

ERT Member (CERT & First Aid trained)

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Team Structure (OK)

Site Main Controller

Site Incident Controller

- ERT Member (CERT trained)
- ERT Member (CERT trained)

Fire Safety Manager

- ERT Member (First Aid trained)
- ERT Member (First Aid trained)
Team Structure (Not OK)

Site Main Controller

Site Incident Controller

ERT Member (CERT trained)  ERT Member (CERT trained)  ERT Member (First Aid trained)  ERT Member (First Aid trained)

Fire Safety Manager
Responsibilities

• Respond to incipient stages of an incident
  – Arrive at CERT assembly area within 1 minute
  – Investigate and arrive at incident location within 5 minutes

• Assist SCDF and other emergency responders
  – Meet up with emergency responders
  – Provide information on incident and action taken
  – Guide emergency responders on location and risks

• Ensure safety of occupants
  – Ensure safe and orderly evacuation
  – Perform secondary search to ensure areas are evacuated
Responsibilities

• **SMC**
  – Key decision maker
  – Point of contact with government agencies
  – Authorise operation shutdown & evacuation

• **SIC**
  – Response Team leader
  – Link between SMC & RT (and FSM)

• **ERT Members**
  – Provide emergency response
  – Conduct evacuation
  – Implement In-Place Protection
  – Provide first aid
Responsibilities

These are not incipient stages of an incident. CERT is not expected to handle incidents at this level.
Recent Examples: Warehouse

Fire safety provisions are only useful if you know how to use them.
CERT Standby Hours

• **When is CERT required at the premise?**
  – During operating hours

• **SMC**
  – Usual working hours of the individual (e.g. office hours)
  – Recalled and to arrive at premise within 1 hour of incident

• **SIC & ERT Members**
  – Must be available during all operating hours of premise
  – E.g. office hours for office buildings, 9am-11pm for shopping malls, 24 hours for 24 hours production plants
  – Can be rotated if on shift work as long as response team manpower requirement is met
Training Requirement

• SMC
  – WSQ Implement Incident Management Processes

• SIC
  – WSQ Implement Incident Management Processes
  – WSQ Respond to Fire (Same as ERT members)

• ERT Members
  Tier 1 P&FM
  – WSQ Respond to Fire & HazMat Emergency (3 days)
  Tier 1 HRI, Tier 2
  – WSQ Respond to Fire Emergency in Buildings (2 days)
  Tier 3
  – WSQ Respond to Fire Incident in Workplaces (1 day)
  All Tiers
  – CERT first aider course (1 day)
Are You Sports Safe?

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly:

check: YES or NO

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Medical screening
Medical Screening Requirement

• Anyone can sign up for the courses as long as the person is generally fit for light physical activities
• Fitness checklist based on Sports Council PAR-Q
• No medical screening required for
  – WSQ Implement Incident Management Processes
  – WSQ Respond to Fire Incident in Workplaces (1 day)
• If individual clears self assessment fitness checklist, no medical screening required for
  – WSQ Respond to Fire Emergency in Buildings (2 days)
  – WSQ Respond to Fire & HazMat Emergency (3 days)
• Doctor certificate of fitness based on revised guidelines
• Download checklist and guidelines from SCDF website
Medical Screening

- Instructions available at www.scdf.gov.sg
- New 2 step process

Step 1: Fitness Checklist & Self Declaration Form
- OK
- Not all OK
  - Certified fit
  - Not certified fit

Signed up for CERT course with ATOs

Step 2: Medical screening
- OK
- Not certified fit
  - Cannot sign up for CERT course with ATOs
Equipping Requirement
Equipping Requirement

• **Personal Protective Equipment**
  – Fire retardant gloves, safety boots, helmets
  – Refer to CERT table for details

• **Mitigation**
  – Relevant mitigation equipment (refer to table)

• **First Aid**
  – First aid kit, stretcher, blanket & AED

• **Communication**
  – Loud hailer & Walkie-talkie
## Tier Classification

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>P&amp;FM Premises (more than 5 metric tons of P&amp;FM)</th>
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<tr>
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<td>High Risk Installations classified by SCDF</td>
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<tr>
<td>Tier 2</td>
<td>Premises storing 5 or less metric tons of P&amp;FM</td>
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<tr>
<td></td>
<td>Premises storing only petrol in underground tanks</td>
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<tr>
<td></td>
<td>Premises storing only diesel in aboveground tanks</td>
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<tr>
<td>Tier 3</td>
<td>Premises storing only diesel in underground tanks</td>
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<tr>
<td></td>
<td>Premises storing only LPG used by F&amp;B outlets</td>
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<tr>
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<td>All other FSM premises</td>
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Audit Requirement
Audit Requirement

• Help premises improve their CERT
• Checks both documentation and practical components
• Premises audited once every 1 / 3 / 5 years
• Transparent assessment
  – Audit Checklist available on SCDF website
  – Assessment criteria will be based on checklist
Audit Requirement

• Penalties for failure
  – Re-audit
  – Notice for Fire Safety Offences (NFSO)
  – Revoke of P&FM storage license
  – Offence liable for fine and/or imprisonment if CERT is not formed
SINGAPORE CIVIL DEFENCE FORCE
HQ SCDF
91 UBI AVE 4
SINGAPORE 408527
TEL: 6848 3347
FAX: 6848 1494

Date: 1st July 2013

OILTANKING SINGAPORE LIMITED
1 SERAYA AVENUE
SINGAPORE 628208

Attn: MR/MS WINSTON LOW

Dear Sir/Madam

COMPANY EMERGENCY RESPONSE TEAM (CERT) AUDIT

SCDF CERT audit: have commenced since 1st April 2008. The purpose is to validate the industry CERTs’ competency in responding and mitigating an initiating incident in their premises prior to SCDF’s arrival. This audit will also involve a conduct of a joint exercise with SCDF forces to enable operational synergy with the companies.

2. Your company has been scheduled for the CERT audit on 23rd October 2013 at 0930 hrs. The entire CERT audit will take approximately 3 hours to complete. All your CERT members and other relevant personnel must be present for the audit. To facilitate this audit, SCDF will have a scenario discussion and operational survey at your premises 1 week before the audit, on 17th October 2013 at 1430 hrs.

3. Please note that companies which fail the audit may be subjected to a fine and a re-audit. If the companies fail the re-audit, its P&FM license may be revoked or not renewed.

4. Please acknowledge that you have received this notice by reverting to SCDF ERP TERP@scdf.gov.sg. Please also note that it is important that the company stick to the above-mentioned audit & operational survey dates. Changing the dates will be subjected to approval. Should you require any clarification, please do not hesitate to contact me or any CERT Audit Officer at Tel: 6848 3347

Yours faithfully,

SWO MUSTAFA MARICAN
Senior Audit Specialist
Central Enforcement Department
HQ Singapore Civil Defence Force
## Audit Timeline

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### JUNE 2015

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### 3 June 2015

- **8.30am** – Drill set up
- **9.30am** – CERT audit + evacuation drill + joint exercise with SCDF
- **11am** – End of drill
- **11.15am** – Debrief
- **11.30am** – Pack up & end of audit
Documentation (40%)

Practical Skills (60%)
# Grading Table

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<tbody>
<tr>
<td><strong>Documentation</strong></td>
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<td>Emergency Response Plan</td>
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*NOTE: A pass in the CERT audit does not imply that all relevant regulations have been fully met.
Documentation

• Training records: Photocopy of all certificates
• Refresher training records: Trainer, topic, venue, date, time, attendance
• Equipment: Appropriate, sufficient & working
  – PPE, Mitigation, First aid, Communication
• Maintenance records: Available
Practical Skills

• Desired Outcomes for CERT
  – Quick dispatch and arrival
  – Initiation of emergency response system, assessment of incident scene, update of situation and request for appropriate resources
  – Notify relevant government authorities and neighbouring premises
  – Containment and management of threats in accordance with emergency response plans and safety procedures
Useful Resources

  - Regulations
  - List of licensed P&FM
  - List of Accredited Training Organisations
  - Training and equipping requirement
  - CERT audit checklist
  - Briefing slides
  - Frequently Asked Questions (and answers)
For more information

www.scdf.gov.sg
END

SCDF_CERT@SCDF.GOV.SG

Central Enforcement Department
Singapore Civil Defence Force
Updated 24/10/2017