

Company Emergency Response Team (CERT) Requirements and Readiness

Learning Outcomes

At the end of this lesson, learners will be able to:

1. Explain the need to have a Company Emergency Response Team
2. Explain the legislative, audit and readiness requirements
3. Discuss the frequently asked questions

Overview

- Introduction
- Legislative Requirements
- Team Structure and Roles of SMC/SIC/ERT
- Audit Requirements
- Useful Resources
- Frequently Asked Questions
- Reference

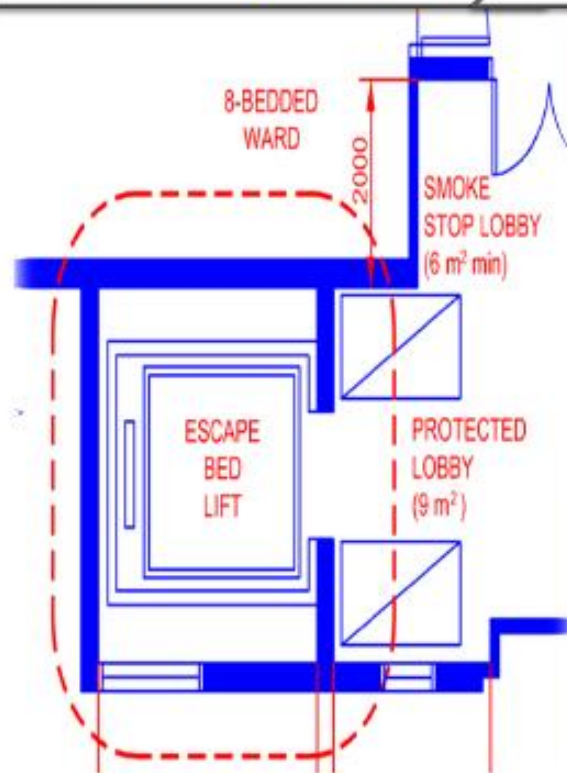
Introduction

Fire Safety Framework

Fire Safety Design

Fire Safety Management

Response



Building code requirements, submission of building plans



Fire certificate, licensing, inspections, **fire safety manager**



Response from members of public, **CERT**, SCDF

Introduction

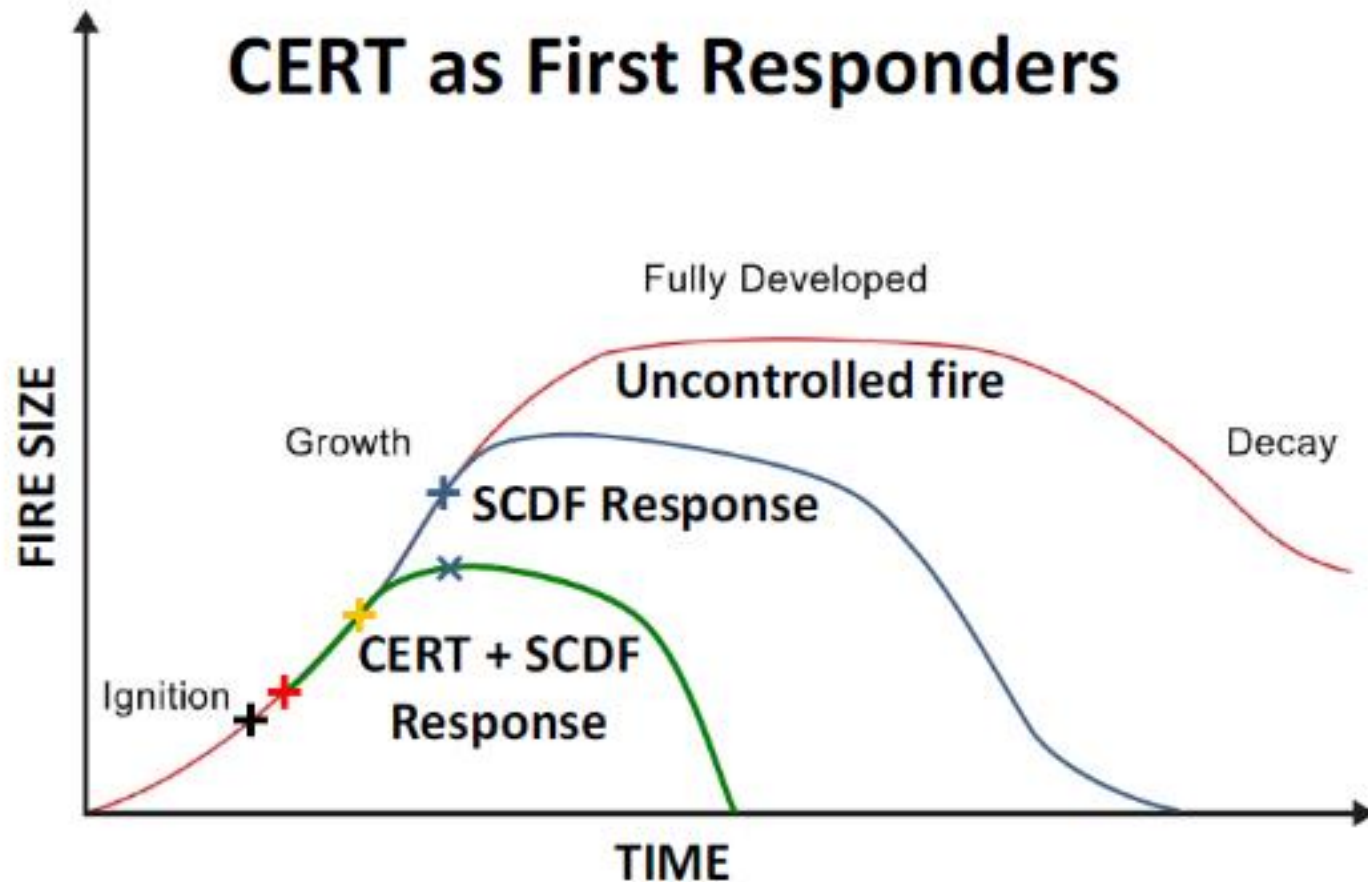
Company Emergency Response Team (CERT)

- A Company Emergency Response Team (CERT) 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**



Introduction

Importance of CERT



Introduction

- [Subsidiary Legislation of Fire Safety Act 1993 - Singapore Statutes Online \(agc.gov.sg\)](http://agc.gov.sg)
 - FIRE SAFETY ACT 1993
 - FIRE SAFETY (COMPANY EMERGENCY RESPONSE TEAM) REGULATIONS 2013
 - FIRE SAFETY (PREMISES REQUIRING FIRE SAFETY MANAGER AND COMPANY EMERGENCY RESPONSE TEAM) NOTIFICATION 2020

Introduction

Buildings requiring CERT

Fire Safety (Premises requiring Fire Safety Manager and Company Emergency Response Team) Notification 2020

Fire Safety (Amendment) Act has come into effect on 14 September 2020.

Expanded categories of buildings to put in place Emergency Preparedness measures include **hospitals, nursing homes, disability homes, worker dormitories, religious, educational and training institutions**

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

• Public Premises

- 9 storeys or more (including basement), or;
- Gross floor area 5000 square metres or more, or;
- Designed occupancy load 1000 persons or more, or;
- Healthcare facilities (Including hospital)

• Industrial Premises/Foreign employee dormitory

- Site area or GFA 5000 square metres or more, or;
- Designed occupancy load 1000 persons or more

• Based on Fire Safety (P&FM) Regulations

• Petroleum & Flammable Material Premises

- Stores more than 5 metric tonnes of P&FM

<p>1</p> <p>S 768/2020</p> <p>First published in the Government Gazette, Electronic Edition, on 11 September 2020 at 5 pm.</p> <p>No. S 768</p> <p>FIRE SAFETY ACT (CHAPTER 109A)</p> <p>FIRE SAFETY (PREMISES REQUIRING FIRE SAFETY MANAGER AND COMPANY EMERGENCY RESPONSE TEAM) NOTIFICATION 2020</p> <p>ARRANGEMENT OF PARAGRAPHS</p> <p>Paragraph</p> <ol style="list-style-type: none">1. Citation and commencement2. Application3. Cancellation <p>The Schedule</p> <p>In exercise of the powers conferred by section 22(1) of the Fire Safety Act, the Minister for Home Affairs makes the following Notification:</p> <p>Citation and commencement</p> <p>1. This Notification is the Fire Safety (Premises Requiring Fire Safety Manager and Company Emergency Response Team) Notification 2020 and comes into operation on 14 September 2020.</p> <p>Application</p> <p>2.—(1) Every building in Part 2 of the Schedule is, with effect from the date a certificate of statutory completion or temporary occupation permit is issued in respect of the building (whichever is earlier), specified to be premises subject to section 22 of the Act.</p> <p>(2) In sub-paragraph (1), "certificate of statutory completion" and "temporary occupation permit" have the meanings given by section 2(1) of the Building Control Act (Cap. 29).</p> <p>Informal Consolidation – version in force from 14/9/2020</p>	<p>3</p> <p>S 768/2020</p> <p>THE SCHEDULE — <i>continued</i></p> <p>(b) the purposes of any water, gas, telecommunication, electricity or other industrial undertaking, including research and development for any such industrial undertaking;</p> <p>(c) the inspection, assessment and servicing of vehicles;</p> <p>(d) the housing of computer systems and associated components; or</p> <p>(e) the storage, warehousing or deposit of goods and materials;</p> <p>"occupant load", in relation to a building, means the number of persons who may safely occupy the building at any one time, determined in accordance with Chapter 1 of the Fire Code.</p> <p>PART 2</p> <p>PREMISES SUBJECT TO SECTION 22 OF ACT</p> <ol style="list-style-type: none">1. A public building that —<ol style="list-style-type: none">(a) has 9 storeys or more (including any basement);(b) has an occupant load of 1,000 persons or more; or(c) has a floor area of 5,000 square metres or more,excluding any building specified in paragraph 3 of the Fire Safety (Fire Certificate — Designated Buildings) Notification 2020 (G.N. No. S 766/2020).2. An industrial building that —<ol style="list-style-type: none">(a) has an occupant load of 1,000 persons or more; or(b) has a floor area or site area of 5,000 square metres or more.3. A foreign employee dormitory that —<ol style="list-style-type: none">(a) has an occupant load of 1,000 persons or more; or(b) has a floor area or site area of 5,000 square metres or more.4. A hospital. <p>Informal Consolidation – version in force from 14/9/2020</p>
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Company Emergency Response Team (CERT)

Premises that requires a CERT

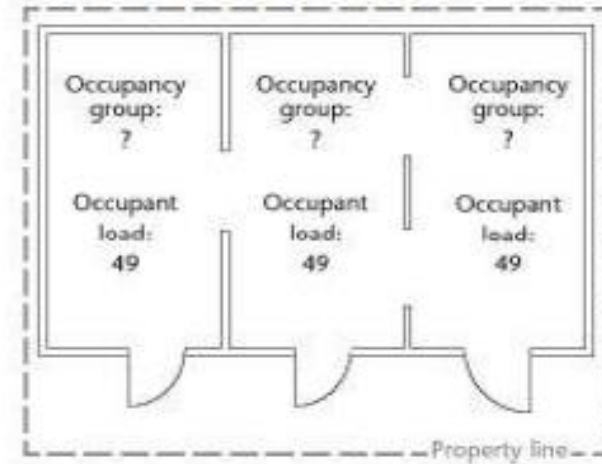
(A) P&FM > 5 metric tons



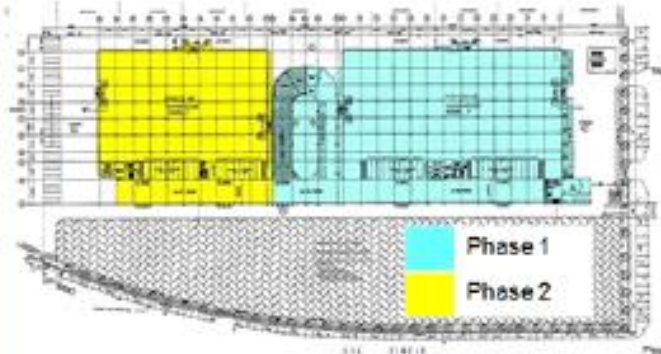
(B) 9 storeys or more
(For public premises)



(C) Occupant Load ≥ 1000



(D) GFA $\geq 5000\text{m}^2$



(E) Site area $\geq 5000\text{m}^2$
(For industrial premises)



(F) Hospital



Team Structure

- 1 x Site Main Controller (SMC)
- 1 x Site Incident Controller (SIC)
- 4 x Response Team Members (ERT Members)
- These are **minimum requirement**, larger or riskier premises should consider having a larger CERT if possible.

Team Structure

**Site Main
Controller**



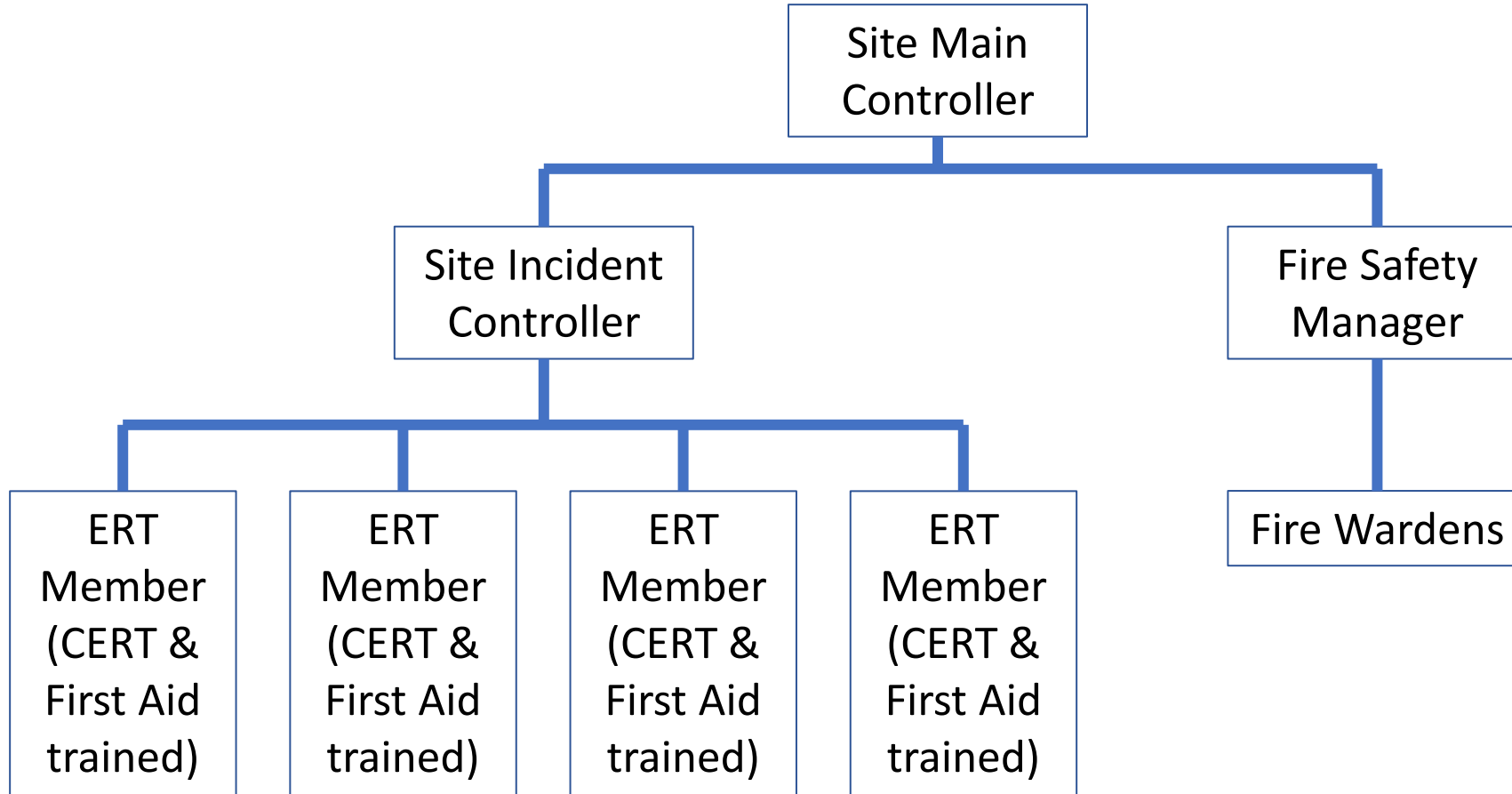
**Site Incident
Controller**



**Emergency Response
Team Members**



Team Structure



CERT Responsibilities

SMC	<ul style="list-style-type: none">• Key decision maker• Point of contact with government agencies• Authorise operation shutdown & evacuation
SIC	<ul style="list-style-type: none">• Response Team leader• Link between SMC & RT (and FSM)
ERT Members	<ul style="list-style-type: none">• Provide emergency response• Conduct evacuation• Implement In-Place Protection• Provide first aid

CERT Responsibilities

Room filled with smoke



Intense fire



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

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

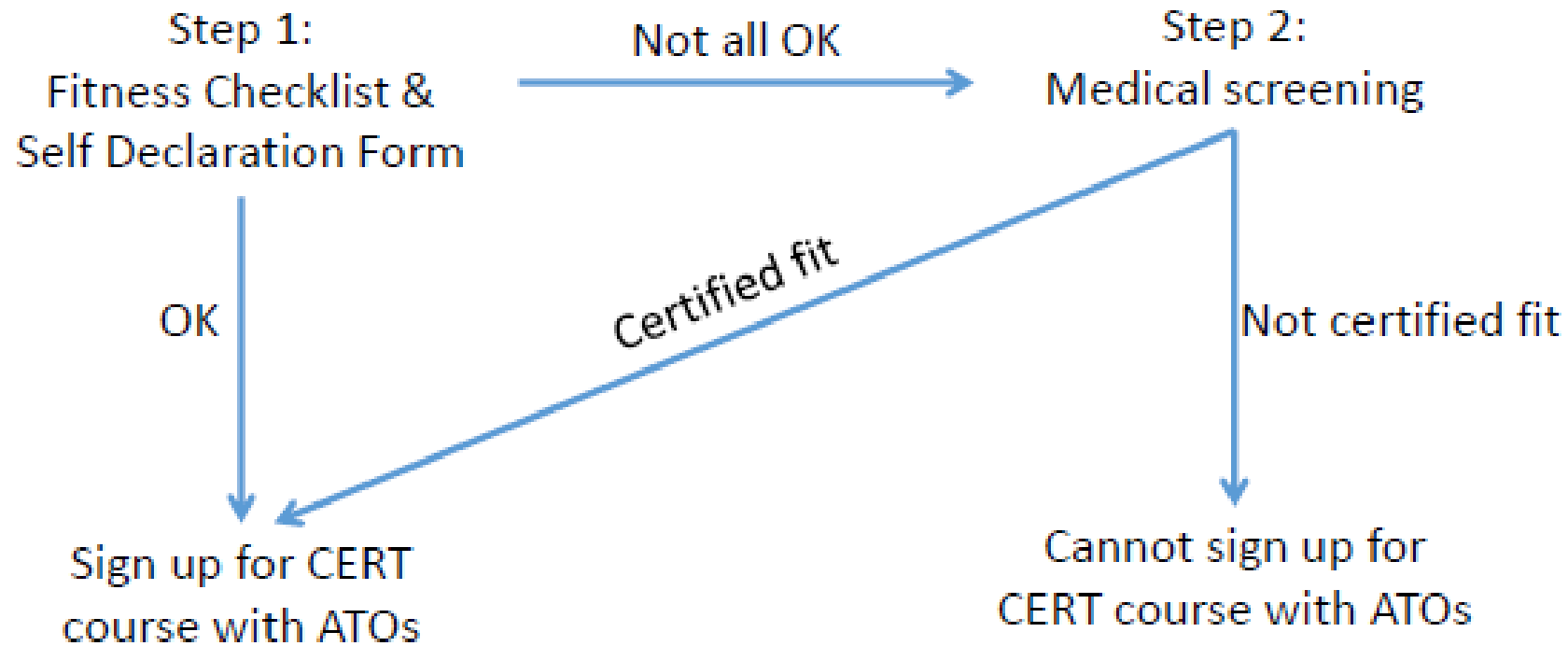
- **SMC**
 - WSQ Implement Incident Management Processes
- **SIC**
 - WSQ Implement Incident Management Processes
 - WSQ Respond to Fire (Same as ERT members)
- **ERT Members**
 - WSQ Respond to Fire & HazMat Emergency (3 days) – Tier 1 P&FM
 - WSQ Respond to Fire Emergency in Buildings (2 days) – Tier 1 HRI / Tier 2
 - WSQ Respond to Fire Incident in Workplaces (1 day) – Tier 3
 - CERT first aider course (1 day) – All Tiers

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 (Form A)
- No medical screening required for
 - WSQ Implement Incident Management Process (1 day)
 - WSQ Respond to Fire Incident in Workplace (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
- There should be periodic medical checks to ascertain the health of the CERT members who are required to be equipped with BA sets.
- Download checklist and guidelines from SCDF website

Medical Screening Requirement

- New 2 step process



Equipping Requirement

- **Personal Protective Equipment (PPE)**
 - 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

<ul style="list-style-type: none">▪ Tier 1<ul style="list-style-type: none">✓ P&FM Premises (more than 5 metric tons of P&FM)	P&FM Regulations
<ul style="list-style-type: none">✓ High Risk Installations classified by SCDF▪ Tier 2<ul style="list-style-type: none">✓ Premises storing <u>5 or less</u> metric tons of P&FM✓ Premises storing only petrol in <u>underground</u> tanks✓ Premises storing only diesel in <u>aboveground</u> tanks▪ Tier 3<ul style="list-style-type: none">✓ Premises storing only diesel in <u>underground</u> tanks✓ Premises storing only LPG used by F&B outlets✓ All other FSM premises	FSM & CERT Regulations

Audit Requirement

- To validate the mandatory regulations and fire safety compliance
- Help identify areas for improvement of their CERT proficiency
- Checks both documentation and practical components. Keep evidence (E.g. Photos, Videos etc.) & to be produced upon request.
- Premises audited at most once a year
- Transparent assessment
 - Audit Checklist available on SCDF website
 - Assessment criteria will be based on checklist

Audit Requirement

- Penalties for failure
 - Re-audit
 - Issuance of Notice of Offences (NOO)
 - Revoke of P&FM storage license
 - Offence liable for fine and/or imprisonment if CERT is not formed

Audit Requirement

Documentation
(50%)



Practical Skills
(50%)



Documentation

- **Floor plan:** Accurate
- **Concept of operations:** Make sense
- **Key personnel contact number:** Updated
- **Table top exercise, emergency & evacuation drill records:** Reports attached as annexes
- **Emergency Response Plan:** FEP, IPP, APP
- **Training Records:** Available
- **Equipping & maintenance records:** Available

Practical Skills Assessment

- **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

Grading Table

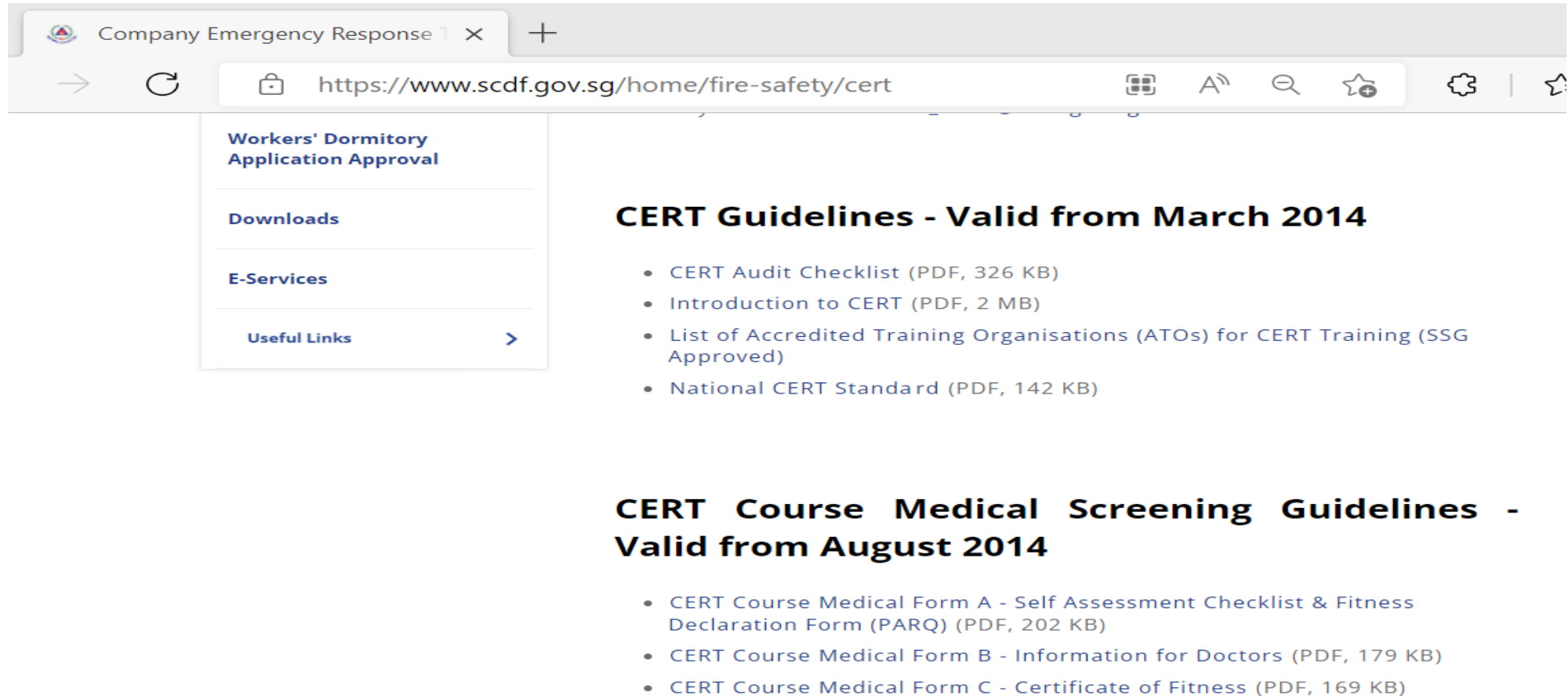
	Score (%)	Category Assessed	Cat Score
Documentation	50	1. Emergency Response Plan	30
		2. Training Records & Certification	35
		3. Equipment Readiness & Maintenance Records	35
Subtotal			100
Practical Assessment	50	1. Activation & Response	18
		2. Incident Size Up	6
		3. Conduct Mitigation Ops	40
		4. Linking up with SCDF	8
		5. Evacuation	15
		6. Support Activities	13
Subtotal			100
Total*		GRADE	

****NOTE:**

1. Must achieve at least 50% for both Documentation and Practical Assessment in order to pass the audit. A pass in the CERT audit does not imply that all relevant regulations have been fully met.
2. Any serious safety breach during the CERT audit would result in immediate failure.
3. Score for the relevant category is ZERO if minimum requirement as stipulated in the National CERT Standard is not met.

Useful Resources

[Company Emergency Response Team \(CERT\) | SCDF](https://www.scdf.gov.sg/home/fire-safety/cert)



The screenshot shows a web browser window with the address bar displaying <https://www.scdf.gov.sg/home/fire-safety/cert>. The page content is as follows:

Workers' Dormitory Application Approval

Downloads

E-Services

Useful Links >

CERT Guidelines - Valid from March 2014

- [CERT Audit Checklist \(PDF, 326 KB\)](#)
- [Introduction to CERT \(PDF, 2 MB\)](#)
- [List of Accredited Training Organisations \(ATOs\) for CERT Training \(SSG Approved\)](#)
- [National CERT Standard \(PDF, 142 KB\)](#)

CERT Course Medical Screening Guidelines - Valid from August 2014

- [CERT Course Medical Form A - Self Assessment Checklist & Fitness Declaration Form \(PARQ\) \(PDF, 202 KB\)](#)
- [CERT Course Medical Form B - Information for Doctors \(PDF, 179 KB\)](#)
- [CERT Course Medical Form C - Certificate of Fitness \(PDF, 169 KB\)](#)

Frequently asked questions

1. Training validity
2. Refresher training
3. FSM & CERT
4. CERT Hours
5. Can we share CERT?
6. Who can be part of CERT?
7. Are equipment and training compulsory?

1. Training Validity

- Will my certification expire? Is there a validity duration for the training certification?
 - Certification is valid as long as refresher trainings are conducted regularly for the CERT members.
 - No retraining required as long as there is regular refresher training.
 - Initial training must be from recognised sources, e.g. Accredited Training Organisations
 - For the different requirement on refresher training for **Tier 1 P&FM**, **Tier 1 HRI**, **Tier 2** and **Tier 3** premises, Refer to number 2 of the Q&A, Refresher training.

2. Refresher training – For Tier 1 HRI, Tier 2 and 3 premises

- How often do I need to attend refresher training?
 - Refresher training must be conducted annually.
 - SCDF recommends one refresher training every quarter. Components of refresher training can be conducted in phases.
 - E.g. evacuation procedure in March, first aid in June, use of extinguishers and hosereels in September, in-place protection in December.
- Who conducts the refresher training?
 - Internally by FSM, senior CERT members
 - Externally by training organisations

2. Refresher training – For Tier 1 P&FM premises

- How often do I need to attend refresher training?
 - From April 2022, it is mandatory for Tier 1 P&FM premises to engage the Accredited Training Organisations to enrol for **re-certification programme** annually.
 - For the **re-certification programme**, please refer to [Company Emergency Response Team \(CERT\) | SCDF](#) for more information
 - Tier 1 P&FM premises may choose to conduct additional training internally or externally for the CERT members if necessary, on top of the annual mandatory re-certification programme.

2. Refresher training – Summary

Premises	Tier 1 P&FM	Tier 1 HRI/Tier 2/Tier 3
Re-certification programme	All CERT members (SIC and ERT) must attend once annually	Not required
Refresher training	<p>Not mandatory as CERT members must attend the re-certification programme.</p> <p>However company can still conduct additional trainings for the CERT members.</p>	Training for the CERT members can be conducted internally or externally.

3. FSM & CERT

- The appointed FSM cannot be the SIC or the ERT member.
- The SMC, SIC or ERT members have different roles and responsibilities during an emergency. The FSM may take on the role of the SMC, but failure to properly discharge the FSM duties during an emergency is an offence under the Fire Safety (Fire Safety Managers) Regulations.
- Where possible, premises should explore the option of having a dedicated FSM, SMC, SIC and ERT in order for the various appointment holders to discharge their duties effectively.

4. CERT Hours

- CERT is required throughout the **operational hours** of the premises.
- For premises with extended operating hours, e.g. hotels and investment firms, SMC may follow the usual working hours and be recalled to site within one hour if there are incidents after office hours.
- SIC and ERT members must be available throughout the operating hours.
- The definition of each premises operating hours is prerogative of the building owner and the building management are to ensure that all the occupants abide to it. E.g. No occupants should be allowed to enter the premises during non-operating hours.

5. Can we share CERT?

- In general, no.
- A minimum of 1 CERT is required for each FSM premises.
- Premises with longer operating hours or have multiple shifts may be required to establish more than 1 standby team.

6. Who can be part of CERT?

- Anyone, as long as they are trained and briefed on their roles in CERT.
- E.g. Employees of the building owner, managing agent, tenants, security guards, maintenance contractors, cleaners.
- CERT members must be assembled at CERT assembly area within 1 minute & reach the incident site within 5 minutes (inclusive of activation time).

7. Equipment & Training compulsory?

- It is the duty of building owner / managing agent to ensure that the CERT is properly trained and equipped.
- Training and equipment requirements are stipulated in the National CERT Standard.
- Training is compulsory.
 - Attend WSQ courses conducted by Accredited Training Organisation.
- Equipment is compulsory.
 - Minimum 5 sets of PPE (1 SIC, 4 ERT members).

Reference

- Fire Safety Act 1993
- Fire Safety (Company Emergency Response Team) Regulations 2013
- Fire Safety (Premises requiring Fire Safety Manager and Company Emergency Response Team) Notification 2020
- Fire Safety (Petroleum and Flammable Materials) Regulations
- [Subsidiary Legislation of Fire Safety Act 1993 - Singapore Statutes Online \(agc.gov.sg\)](http://agc.gov.sg)