

**NATIONAL UNIVERSITY OF SINGAPORE**

**FIRE EMERGENCY PLAN AND RESPONSE**

(Applicable to S7, S12, S13 but with contents from pages 7-18 to change accordingly. All blocks assembly areas are in page 8, Appendix B).

**1 OBJECTIVE**

- a. Purpose
- b. Fire Safety Committee
- c. Signal for Fire Alarm

**2 ACTIONS TO BE TAKEN IN THE EVENT OF FIRE DURING OFFICE HOURS**

- a. Informant
- b. All Staff
- c. Fire Safety Coordinator / Assistant Coordinator
- d. Fire Wardens / Assistant Fire Wardens
- e. Campus Security

**3 FIRE OCCURRING OUTSIDE OFFICE HOURS**

**4 PEOPLE WITH DISABILITIES**

**5 DUTIES AND RESPONSIBILITIES**

- a. Fire Safety Coordinator / Assistant Coordinator
- b. Fire Wardens / Assistant Fire Wardens
- c. Campus Security

**6 FIRE EVACUATION DRILLS**

**7 APPENDICES**

## 1 OBJECTIVE

### a. Purpose

- (1) To ensure the safeguard of human lives in the event of fire.
- (2) To establish a systematic and orderly evacuation.
- (3) To ensure prompt raising of the fire alarm and marshalling of first aid fire fighting efforts.

### b. Fire Safety Committee

The Fire Safety Committee is formed in the building for achieving the above objective. It comprises the following appointment holders:  
**(See Appendix A for Name list and Contact Numbers of Fire Safety Committee)**

- (1) Coordinator / Assistant Coordinator
- (2) Fire Wardens / Assistant Fire Wardens
- (3) Campus Security

### c. 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:

- (1) Break-glass alarm system
- (2) Automatic heat detector
- (3) Automatic sprinkler system

## 2 ACTIONS TO BE TAKEN IN THE EVENT OF FIRE DURING OFFICE HOURS

### a. Informant

The person who discovers the fire shall immediately:

- (1) Raise the alarm by activating the nearest fire alarm "break-glass" call point.
- (2) Notify Campus Security **(Tel No: 6874 1616)** and Singapore Civil Defence Force **(Tel No: 995)** of the activation of fire alarm and state the following:
  - i. Location of the fire
  - ii. Nature of fire, if known
  - iii. Injury to personnel, if known
  - iv. Informant's particulars and contact number

The caller shall not replace the telephone set until the address has been repeated by the operator at the SCDF Control Room.

- (3) Attempt to extinguish any incipient fire **without taking personal risk** provided he/she has been trained in the proper use of a fire extinguisher and is confident in his/her ability to cope with the hazards of a fire.

**b. All Staff**

- (1) Upon hearing the fire alarm, all staff shall stop their work, lock important documents, close doors, shut down electrical equipment etc and evacuate immediately guided by their respective Fire Wardens.
- (2) When evacuating, do not panic but quickly walk down the staircase by the nearest exit and proceed to the assembly area. Do not use lifts.
- (3) The assembly point is located at the open space near Central Library. ***(See Appendix B for Site Plan of Assembly Point)***
- (4) All staff/students/guests/visitors shall not re-enter the building unless instructed otherwise by the Civil Defence Officer in attendance.

**c. Fire Safety Coordinator / Assistant Coordinator**

On hearing the fire alarm:

- (1) Proceed to the fire alarm main panel and check the location of the alarm. ***(See Appendix for location of Main Fire Alarm Panel)***
- (2) Ensure that the Campus Security and Singapore Civil Defence Force (SCDF) have been notified if there is a fire outbreak.
- (3) Proceed to the assembly point and obtain the floor evacuation status reports from the Fire Wardens.
- (4) Await the arrival of the responding crew from the Campus Security and Singapore Civil Defence Force at the main entrance of the building and report to the officer-in-charge the status of the evacuation.

**d. Fire Wardens / Assistant Fire Wardens**

On hearing the fire alarm:

- (1) Check sub alarm panel at assigned floor for location of fire. ***(Location of sub alarm panels are indicated in the floor plans with a <symbol>)***
- (2) Conduct physical check/verification of fire. Attempt to extinguish any incipient fire with the available fire fighting equipment and **without taking personal risk**.
- (3) Report to Coordinator if fire occurs on his/her floor
- (4) If fire occurs on his floor, to evacuate the entire floor occupants immediately using nearest exit

- (5) If fire is not on his floor, prepare and alert everyone on his storey to evacuate in an orderly manner.
- (6) Alert everyone on his floor to evacuate in an orderly manner using the nearest exit.
- (7) Check all classrooms, laboratories, offices, stores, toilets etc to ensure that no one is left behind.
- (8) Ensure that the disabled, children, pregnant women etc if present in their storey, are given particular attention during evacuation.
- (9) Leave the building after ascertaining that all the occupants of the floor have complied with his order.
- (10) On reaching the assembly area, conduct a roll call of the staff/students/guests/visitors present and report to the Fire Safety Coordinator in person of the evacuation status. **(See Appendix E for Floor Register)**
- (11) Ensure that no one re-enters the building until it is safe to do so.

**e. Campus Security**

- (1) Campus Security shall ensure that security personnel are deployed at the ground floor staircase exits to guide staff/students/guests/visitors to the designated assembly area when the fire alarm is activated.
- (2) Ensure that all main entrances and exits to/from the building are adequately manned to prohibit unauthorized entry and also to intensify patrolling in the vicinity of affected building.
- (3) 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.

**3 FIRE OCCURRING OUTSIDE OFFICE HOURS**

- a. In the event of an outbreak of fire after normal working hours, the Informant shall confirm with Campus Security and the Singapore Civil Defence Force and notify the Fire Safety Coordinator or the Assistant Coordinator of the fire.
- b. 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 personal risk.**

#### 4 PEOPLE WITH DISABILITIES

- a. People with disabilities, particularly those who require wheelchairs or aids for walking may require assistance to evacuate the building or be aware the alarms are sounding.
- b. If such people are with a group's members, the group should assist the person to evacuate and the Coordinator should be informed of the event at the assembly point. The Coordinator should also be informed when the person is safely evacuated.
- c. If insufficient people are available to offer effective assistance, the disabled person should be taken to a room that is safe and that they can easily be rescued from.
- d. Disabled people trapped and alone in a building should shut themselves in a room with a telephone and dial **68741616** to inform the Campus Security of their situation and location.

#### 5. DUTIES AND RESPONSIBILITIES

##### a. Fire Safety Coordinator / Assistant Coordinator

- (1) Represent the management of the building in respect of all fire safety matters.
- (2) Has the full responsibility for:
  - (a) Establishment of a Fire Safety Committee
  - (b) Training of the employees
  - (c) Preparation, drafting and putting into force the Fire Emergency Plan
- (3) Ensure that the approved Fire Emergency Plan is abided by all staff of the building.
- (4) Ensure that exits, fire prevention and fire fighting systems are in good order through regular inspections.
- (5) Record the date and time of each evacuation drill conducted on a form. This form must be kept in the office of the Coordinator for verification purposes. **(See Appendix D for Evacuation Drill Record Sheet)**
- (6) Appoint one person as the acting Coordinator during his absence from the building.
- (7) Responsible to ensure training of responsible employees, within the building who are physically fit, to perform first aid fire-fighting.
- (8) Ensure 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.

**b. Fire Wardens / Assistant Fire Wardens**

- (1) Be familiar with the Fire Emergency Plan and means of escape of the building (**Refer to respective *Floor Plan for Fire Escape Route***)
- (2) Be familiar with the operation of the fire alarm system and the use of first aid fire fighting equipment.
- (3) Acquaint any new employees with the Fire Emergency Plan including his/her specific role (*if any*) during an emergency.
- (4) Liaise and coordinate with each other.

**c. Campus Security**

- (1) Be familiar with the Fire Emergency Plan.
- (2) Ensure that the security personnel are well versed with their roles as described in the Fire Emergency Plan.

**6 FIRE EVACUATION DRILLS**

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

**7 APPENDICES**

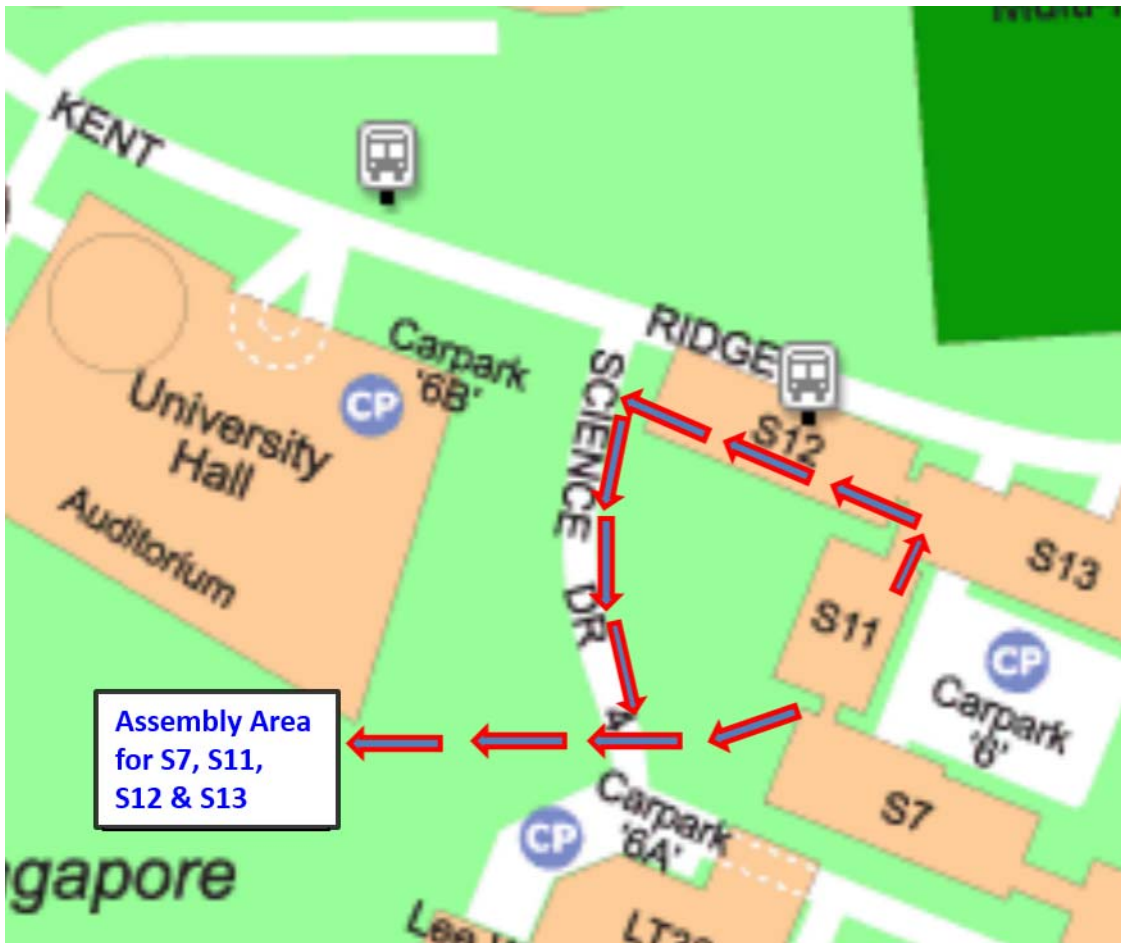
- Appendix A – Names and Contact Numbers of Committee Members
- Appendix B – Site Plan of Assembly Point
- Appendix C – Typical Floor Plan (Include location of Extinguishers, Hosereels, Alarm Panels, Manual Callpoint & First Aid Boxes)
- Appendix D – Evacuation Drill Record Sheet
- Appendix E – Floor Register
- Appendix F – Building Evacuation Status Chart

Appendix A

**NAMES AND CONTACT NUMBERS OF FIRE SAFETY COMMITTEE MEMBERS**

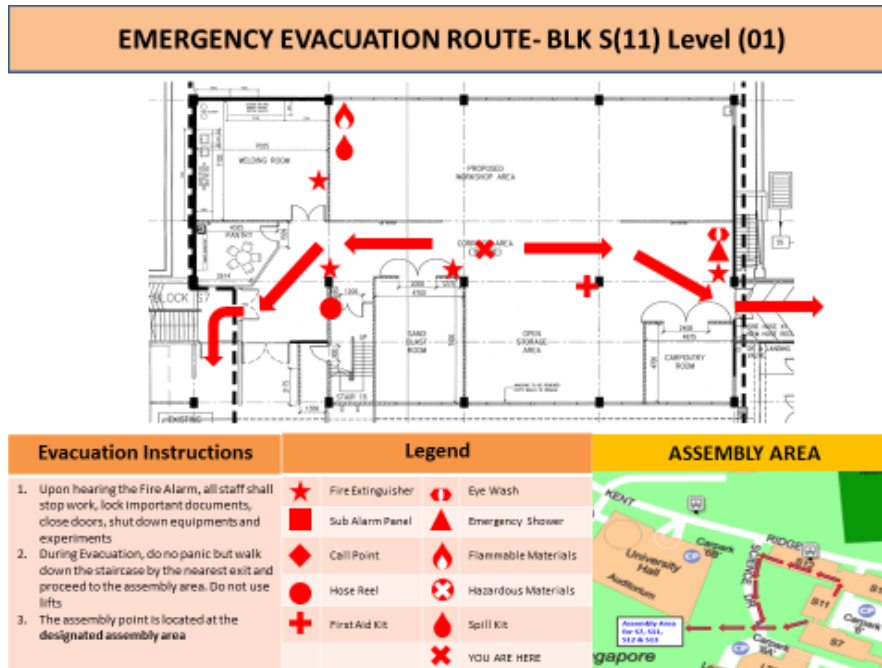
<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
Wu Tong Meng Samuel	Fire Safety Coordinator	65162634
Ng Tong Hoe	Assistant Fire Safety Coordinator	65162632
Suradi Bin Sukri	Fire Warden <i>S11 Level 1</i>	65162642
Lim Teck Seng	Fire Warden <i>S11 Level 2</i>	65162633
Lim Geok Quee	Fire Warden <i>S11 Level 3</i>	65162632
Abdul Karim s/o Idroos	Fire Warden <i>S11 Level 4</i>	65162634
Abu Mansor Bin Haji Na'Man	Assistant Fire Warden <i>S11 Level 1</i>	65162642
Lee Lai Bay	Assistant Fire Warden <i>S11 Level 2</i>	65162642
Ong Pang Ming	Assistant Fire Warden <i>S11 Level 3</i>	65162632
Kang Nguang Heng	Assistant Fire Warden <i>S11 Level 1</i>	65162632

SITE PLAN OF ASSEMBLY POINT

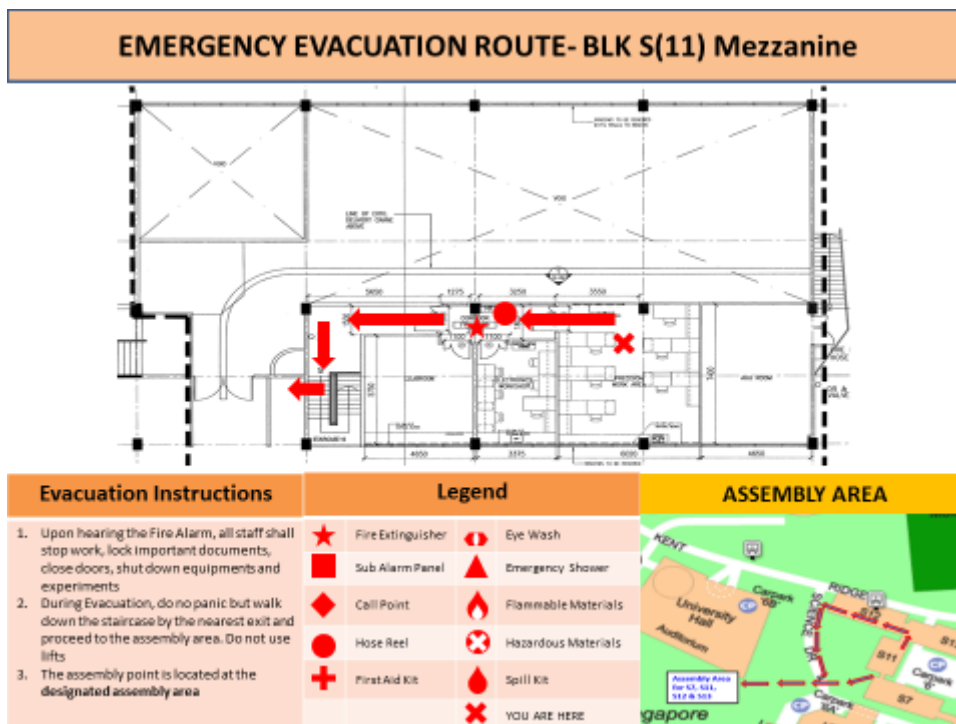




### S11 LEVEL 1 – FIRE ESCAPE ROUTE



### S11 Mezzanine – FIRE ESCAPE ROUTE



## S11 Level 2 – FIRE ESCAPE ROUTE

**EMERGENCY EVACUATION ROUTE- BLK S(11) Level (02)**

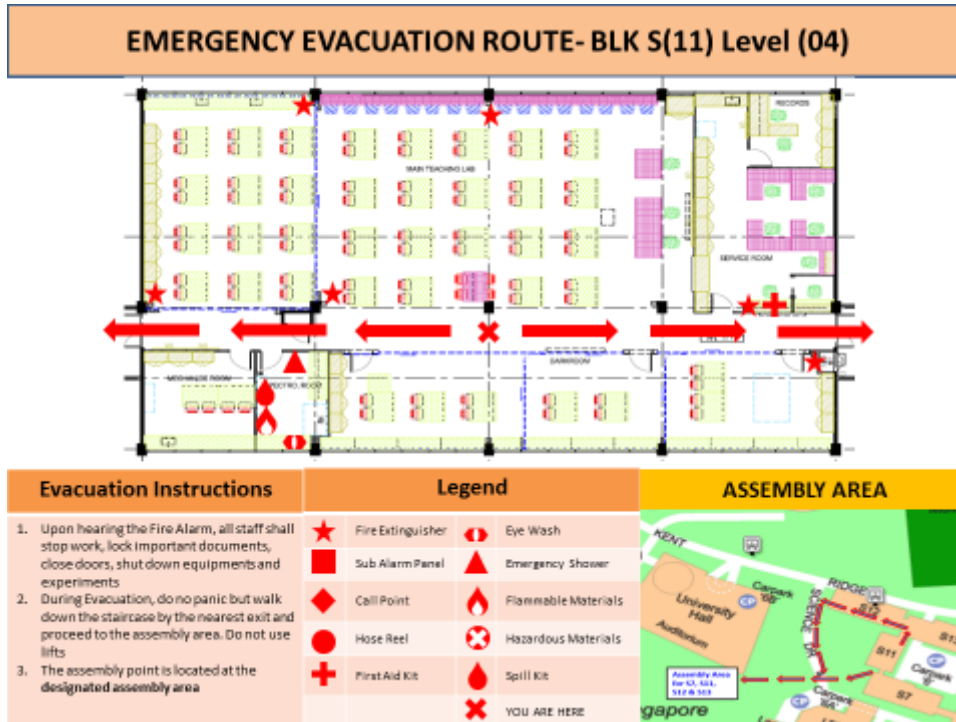
Evacuation Instructions	Legend	ASSEMBLY AREA		
<ol style="list-style-type: none"> <li>1. Upon hearing the Fire Alarm, all staff shall stop work, lock important documents, close doors, shut down equipments and experiments</li> <li>2. During Evacuation, do no panic but walk down the staircase by the nearest exit and proceed to the assembly area. Do not use lifts</li> <li>3. The assembly point is located at the designated assembly area</li> </ol>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>★ Fire Extinguisher</li> <li>■ Sub Alarm Panel</li> <li>◆ Cell Point</li> <li>● Hose Reel</li> <li>⊕ First Aid Kit</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>⦿ Eye Wash</li> <li>▲ Emergency Shower</li> <li>🔥 Flammable Materials</li> <li>⊗ Hazardous Materials</li> <li>🚰 Spill Kit</li> <li>✕ YOU ARE HERE</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>★ Fire Extinguisher</li> <li>■ Sub Alarm Panel</li> <li>◆ Cell Point</li> <li>● Hose Reel</li> <li>⊕ First Aid Kit</li> </ul>	<ul style="list-style-type: none"> <li>⦿ Eye Wash</li> <li>▲ Emergency Shower</li> <li>🔥 Flammable Materials</li> <li>⊗ Hazardous Materials</li> <li>🚰 Spill Kit</li> <li>✕ YOU ARE HERE</li> </ul>	
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## S11 Level 3 – FIRE ESCAPE ROUTE

**EMERGENCY EVACUATION ROUTE- BLK S(11) Level (03)**

Evacuation Instructions	Legend	ASSEMBLY AREA		
<ol style="list-style-type: none"> <li>1. Upon hearing the Fire Alarm, all staff shall stop work, lock important documents, close doors, shut down equipments and experiments</li> <li>2. During Evacuation, do no panic but walk down the staircase by the nearest exit and proceed to the assembly area. Do not use lifts</li> <li>3. The assembly point is located at the designated assembly area</li> </ol>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>★ Fire Extinguisher</li> <li>■ Sub Alarm Panel</li> <li>◆ Cell Point</li> <li>● Hose Reel</li> <li>⊕ First Aid Kit</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>⦿ Eye Wash</li> <li>▲ Emergency Shower</li> <li>🔥 Flammable Materials</li> <li>⊗ Hazardous Materials</li> <li>🚰 Spill Kit</li> <li>✕ YOU ARE HERE</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>★ Fire Extinguisher</li> <li>■ Sub Alarm Panel</li> <li>◆ Cell Point</li> <li>● Hose Reel</li> <li>⊕ First Aid Kit</li> </ul>	<ul style="list-style-type: none"> <li>⦿ Eye Wash</li> <li>▲ Emergency Shower</li> <li>🔥 Flammable Materials</li> <li>⊗ Hazardous Materials</li> <li>🚰 Spill Kit</li> <li>✕ YOU ARE HERE</li> </ul>	
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## S11 Level 4 – FIRE ESCAPE ROUTE







**FLOOR REGISTER**

**Fire Wardens** : Lim Teck Seng / Foo Eng Tin  
**Storey** : Block S11 Level 2

Unit no	Names of occupants	Evacuation Status	
		Present	Absent
02-02	Research Lab		
02-03	Research Lab		
02-04	Tutorial Room		
02-05	Resource Room		
02-06	Part-time Lecturers Room		
02-07	Conference Room		









**DOCUMENT INFORMATION**

<b>Building Name</b>	Department of Physics Block S11
<b>Effective Date</b>	13 June 2018
<b>Review Date</b>	13 June 2019
<b>Reviewed By</b>	Wu Tong Meng Samuel
<b>Stamp of OSHE</b>	