

**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

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

SITE PLAN OF ASSEMBLY POINT

Assembly Area for S7, S11, S12 & S13
S11 Level 2 – FIRE ESCAPE ROUTE

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

Evacuation Instructions
1. Upon hearing the Fire Alarm, all staff shall stop work, lock important documents, close doors, shutdown equipment and experiments.
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.
3. The assembly point is located at the designated assembly area.

Legend
- Fire Extinguisher
- Eye Wash
- Sash Monitor
- Emergency Shower
- Call Point
- Flammable Materials
- Hose Reel
- Hazardous Materials
- First Aid Kit
- Spill Kit
- YOU ARE HERE

ASSEMBLY AREA

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S11 Level 3 – FIRE ESCAPE ROUTE

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

Evacuation Instructions
1. Upon hearing the Fire Alarm, all staff shall stop work, lock important documents, close doors, shutdown equipment and experiments.
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.
3. The assembly point is located at the designated assembly area.

Legend
- Fire Extinguisher
- Eye Wash
- Sash Monitor
- Emergency Shower
- Call Point
- Flammable Materials
- Hose Reel
- Hazardous Materials
- First Aid Kit
- Spill Kit
- YOU ARE HERE

ASSEMBLY AREA
# S11 Level 4 – FIRE ESCAPE ROUTE

## EMERGENCY EVACUATION ROUTE - BLK S(11) Level (04)

<table>
<thead>
<tr>
<th>Evacuation Instructions</th>
<th>Legend</th>
<th>ASSEMBLY AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon hearing the Fire Alarm, all staff shall stop work, lock important documents, close doors, shutdown equipment and evacuate.</td>
<td>Fire Extinguisher</td>
<td>Evacuation Assembly Area</td>
</tr>
<tr>
<td>2. During evacuation, do not panic but walk down the staircase by the nearest exit and proceed to the assembly area. Do not use lifts.</td>
<td>Exit Alarm Panel</td>
<td>Emergency Stairs</td>
</tr>
<tr>
<td>3. The assembly point is located at the designated assembly area.</td>
<td>Chairs</td>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td></td>
<td>Spills</td>
<td>Fire Extinguisher</td>
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</table>

![Image of evacuation route and assembly area](image-url)
I, the undersigned, designated as coordinator of the fire drill held by Mr. Wu Tong Meng Samuel in the premises of Block S11 hereby certify that all the facts shown on the line or lines herein below opposite my signature are correct and further that each drill was successfully conducted in full compliance with the approved fire emergency plan.

<table>
<thead>
<tr>
<th>DATE OF DRILL</th>
<th>TIME</th>
<th>FIRE FLOOR</th>
<th>NUMBER OF PARTICIPANTS</th>
<th>EVACUATION TIME</th>
<th>NAME &amp; SIGNATURE OF COORDINATOR</th>
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<tr>
<td>13/06/2018</td>
<td>1500 hrs</td>
<td>4</td>
<td>12</td>
<td>4:23 mins</td>
<td>Wu Tong Meng Samuel</td>
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# FLOOR REGISTER

**Fire Wardens**: Suradi Bin Sukri / Abu Mansor Bin Haji Na'Man  
**Storey**: Block S11 Level 1

<table>
<thead>
<tr>
<th>Unit no</th>
<th>Names of occupants</th>
<th>Evacuation Status</th>
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<tbody>
<tr>
<td>01</td>
<td>Goh Eng Kee</td>
<td>Present</td>
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<tr>
<td>01</td>
<td>Suradi Bin Sukri</td>
<td>Present</td>
</tr>
<tr>
<td>01</td>
<td>Abu Mansor Bin Haji Na'Man</td>
<td>Present</td>
</tr>
<tr>
<td>01</td>
<td>Fong Tong Weng</td>
<td>Present</td>
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<tr>
<td>01</td>
<td>Lee Lai Bay</td>
<td>Present</td>
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# FLOOR REGISTER

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

<table>
<thead>
<tr>
<th>Unit no</th>
<th>Names of occupants</th>
<th>Evacuation Status</th>
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<tbody>
<tr>
<td>02-02</td>
<td>Research Lab</td>
<td>Present</td>
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<td></td>
<td></td>
<td>Absent</td>
</tr>
<tr>
<td>02-03</td>
<td>Research Lab</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>02-04</td>
<td>Tutorial Room</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>02-05</td>
<td>Resource Room</td>
<td></td>
</tr>
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<tr>
<td>02-06</td>
<td>Part-time Lecturers Room</td>
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<tr>
<td>02-07</td>
<td>Conference Room</td>
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# Appendix E

## FLOOR REGISTER

**Fire Wardens**: Ong Pang Ming / Lim Geok Quee  
**Storey**: Block S11 Level 3

<table>
<thead>
<tr>
<th>Unit no</th>
<th>Names of occupants</th>
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<tbody>
<tr>
<td>03-01</td>
<td>Tutorial Room</td>
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<tr>
<td>03-02</td>
<td>Lim Geok Quee</td>
<td>✓</td>
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<td>Ng Tong Hoe</td>
<td>✓</td>
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<td></td>
<td>Ong Pang Ming</td>
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</tr>
<tr>
<td></td>
<td>Kang Nguang Heng</td>
<td>✓</td>
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### FLOOR REGISTER

**Fire Wardens**: Kang Nguang Heng / Abdul Karim s/o Idroos  
**Storey**: Block S11 Level 4

<table>
<thead>
<tr>
<th>Unit no</th>
<th>Names of occupants</th>
<th>Evacuation Status</th>
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<tbody>
<tr>
<td>04-01</td>
<td>Wu Tong Meng Samuel</td>
<td>Present</td>
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<td></td>
<td>Abdul Karim s/o Idroos</td>
<td>Present</td>
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<td></td>
<td>Mani Mohan</td>
<td>Present</td>
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# BUILDING EVACUATION STATUS CHART

**Coordinator:** Wu Tong Meng Samuel  
**Building:** Block S11

<table>
<thead>
<tr>
<th>Storey</th>
<th>Names of Fire Warden</th>
<th>Evacuation Status</th>
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<tbody>
<tr>
<td></td>
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<td>Cleared</td>
</tr>
<tr>
<td>1</td>
<td>Suradi Bin Sukri</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Lim Teck Seng</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>Lim Geok Quee</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>Abdul Karim s/o Idroos</td>
<td>✓</td>
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<tr>
<td>DOCUMENT INFORMATION</td>
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<td></td>
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<tr>
<td>Building Name</td>
<td>Department of Physics Block S11</td>
<td></td>
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<tr>
<td>Effective Date</td>
<td>13 June 2018</td>
<td></td>
</tr>
<tr>
<td>Review Date</td>
<td>13 June 2019</td>
<td></td>
</tr>
<tr>
<td>Reviewed By</td>
<td>Wu Tong Meng Samuel</td>
<td></td>
</tr>
<tr>
<td>Stamp of OSHE</td>
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