FIRE EMERGENCY PLANS
158 CECIL STREET
BUILDING OWNER: EAST COAST (CECIL) INVESTMENT PTE LTD

Prepared by:
CBRE Pte. Ltd.
PREFACE
This document is divided into four (4) sections. Each of the section highlights the operations and/or procedures to be adopted by the tenants and staff in the event of an emergency situation.

We can never anticipate when would an emergency situation arise, but everyone should be well prepared and informed when such incidents occur.

To ensure smooth evacuation of the building, tenants and staff are advised to familiarise themselves with the procedures mentioned in this booklet. With everyone’s co-operation, the damage level to the building and life loss can be kept to a possible minimum level.
# PART A: FIRE EMERGENCY PLAN

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FIRE EMERGENCY PLAN

1.0 INTRODUCTION
This section is to highlight the operation of the Fire Protection Systems and the Procedures to be adopted by the tenant and staff to assist in smooth Evacuation of the building in the event of a Fire.

Your understanding of the Fire Protection Systems in the building and co-operation of management and staff in the implementation of the Procedures for Total Evacuation of the building is important.

2.0 OBJECTIVES
2.1 Purposes
The objectives of the Fire Emergency Plan are:

a) To safeguard human lives in the event of Fire

b) To establish a systematic and orderly Fire Evacuation Plan.

c) To ensure prompt raising of the Fire Alarm and marshalling of fire aid Fire Fighting efforts in the event of Fire.

d) To instil a keen awareness in all occupants of the need to prevent an outbreak of Fire by constant and habitual observation of basic Fire precautions.

2.2 Fire Safety Committee
A Fire Safety Committee has been formed in 158 CECIL STREET for achieving the above objective. The Committee comprises of the following persons:

a) Co-ordinator cum Fire Fighting Team

b) Fire Warden & Assistant Fire Wardens

c) Security Guard

2.3 Fire Alarm Signal
The Fire Alarm signal may be raised by:

a) Break Glass Alarm System

This consists of “Break Glass” Call Points located outside Fire Hose reel Riser in the building. In case of Fire, the glass should be smashed with a hard object, which will cause the release of the contact button in order to ring the alarm bells throughout the building.

b) Smoke Detector System

Smoke detectors are installed in the M & E rooms /risers. Where there is a smoke-filled atmosphere, these detectors will be activated and the alarm bells will ring throughout the building. The alarm signal will be sent to the alarm monitoring company and the Singapore Civil Defence Force.

c) Automatic Sprinkler System

All tenants’ premises are protected with Automatic Sprinkler System. Upon detection of a Fire, one or more sprinkler heads will “fuse” to automatically discharged water to extinguish the Fire when the temperature of the bulb of the sprinkler is reached. Simultaneously, the Fire Alarm Bells will ring throughout the building.
2.4 Procedures to Be Adopted In The Event Of Activation of Fire Alarm

158 CECIL STREET is a medium-rise building, the evacuation concept adopted is a “Two Stage Alarm”. The 1st stage alarm, (alarm sounding not less than one minute) should be treated as an Alert signal and all occupants in the building should be on standby for Total Evacuation. Upon confirmation of a Fire situation, the Second continuous Fire Alarm would be activated on all floors and this should be treated as the signal of a Total Evacuation.

a) 1st Stage Fire Alarm

This is the Alert signal. When the First Alarm is activated, the Alarm Bells on all floors shall ring for not less than one minute before it is isolated. Simultaneously a visual signal will be registered at:

i) The Floor Sub-panel to indicate the Floor Zone at which the Fire Alarm has been activated.

ii) The Main Panel located at the Fire Command Centre on the ground floor, which will indicate the floor on which the Fire Alarm has been activated.

A General Alert Announcement will then be broadcasted over the Public Address System.

b) 2nd Stage Fire Alarm

1. Upon confirmation of a Fire in the building the Total Evacuation Announcement shall be broadcasted over the Public Address System. The Second Continuous Alarm Bell would be activated on all floors to initiate the “Total Evacuation” of the building.

3.0 ACTION TO BE TAKEN IN THE EVENT OF AN OUTBREAK OF FIRE

3.1 Informant

The person who discovers the Fire shall immediately:

a) Raise the alarm by activating the nearest Fire Alarm “Break Glass” call point.

b) Attempt to extinguish any Incipient Fire with the available Fire Fighting Equipment such as Fire Extinguishers and Hose reels but without taking any personal risk.

3.2 All Personnel

Upon hearing the sounding of the 1st Stage Alarm, all personnel shall:

a) Upon hearing the first fire alarm, all staff shall remain alert in their places, lock important files, cash, shutdown machinery, etc. and wait for announcement and instruction to be given over the Public Address System or from their respective Fire Wardens or Assistant Fire Wardens. Do not make unnecessary telephone calls to the Fire Command Centre as this will jam up the building’s telephone.

b) Upon hearing the announcement and instruction to evacuate made over the PA System, which will be followed by a continuous sounding of the Second Fire Alarm, all personnel, guided by their respective Fire Wardens shall immediately evacuate the premises by using the nearest Exits (Please see Appendix A.3 to A.10 – Locations of the nearest Exits leading to the Escape Staircases) and proceed to the Assembly Area located at Telok Ayer Green, which is between Nagore Durgha Shrine & Thian Hock Keng Temple. (See Appendix A.2 – Assembly Area).
3.2 All Personnel – Cont’d

c) When evacuating:

i) Do not panic but quickly walk down the staircases to the 1st storey from the nearest exit.

ii) Do not return to collect personal belongings;

iii) Do not re-enter any room unless instructed to do so by the Fire Wardens and

iv) DO NOT USE LIFTS. The lifts have been programmed to descend and parked at the 1st storey.

After Evacuating and Arriving at the Assembly Area, all personnel should not disperse or re-enter the building but stay at the Assembly Area unless instructed otherwise by the Co-ordinator or the Singapore Civil Defence Officers in attendance.

3.3 Co-ordinator

In the event of Fire, the Co-ordinator shall:

a) Ensure that the Fire Alarm Monitoring Company (Tel no: 62914855) or the Singapore Civil Defence Forces (Tel. No. 995) have been notified immediately of the activation of the Fire Alarm, stating the Location of the building and Telephone number.

b) Proceed quickly to the Fire Command Centre on the ground floor to ascertain the Location of the Fire from the Main Fire Alarm Panel and respond to the Fire Alarm.

c) Ensure that the First Stage Fire Alarm Bell has been isolated after ringing for not less than one minute.

d) Man the Public Address System. Ensure that the First Alert Announcement (see Appendix A.12 – Message Text 1) has been made to all floors.

e) Ensure that the Fire Warden on the Fire Floor has been instructed to investigate the Cause of the Fire Alarm and report on the Status. Receive Status Report from Fire/IPP Warden.

f) If the Fire Warden reports:

i) The Situation is Under Control
   Announce Message Text 3 (see Appendix A.12)

ii) It is a False Alarm
   Announce Message Text 4 (see Appendix A.12)

iii) Total Evacuation is Necessary
   Announce Message Text 2 (see Appendix A.12) and activate the Second continuous Fire Alarm Bell to ring on all floors.

g) Ensure that the Building Evacuation Status is monitored at the Assembly Area through the Building Evacuation Status Reports obtained from the Fire Wardens (as per format in Appendix A.15).

h) Ensure that the Fire Emergency Plan and the necessary Keys are readily available on the arrival of the Singapore Civil Defence Force Officers.

i) Report the Condition of the Fire and Number of Persons Missing, if any, to the Officers of the Singapore Civil Defence Force on their arrival.
3.4 Fire/IPP Warden and Assistant Fire/IPP Warden
On hearing the First Stage Fire Alarm the Fire/IPP Warden or Assistant Fire/IPP Warden shall:

a) Check the Fire Alarm Sub-panel to ascertain the Location of the Fire. Conduct physical check on their respective floor to determine whether the Fire Alarm originates from his floor and for signs of Fire.

b) If the Fire is not on his Floor, the Fire/IPP Warden shall alert all occupants on his floor to be ready for Evacuation.

c) If it is confirmed that the Fire is on his storey, the Fire/IPP Warden shall inform the Co-ordinator using the Fireman Intercom (located inside the Fire Alarm Sub-Panel Riser) stating:
   i) His Name
   ii) Nature of the Fire and Location

and initiate the immediate Evacuation of his floor. The Fire/IPP Warden at the same time may attempt to extinguish the Fire without any personal risk.

d) Check all offices (including toilets) and alert all occupants on his floor to evacuate in an orderly manner using the nearest exits (see Appendix A.3 to A.10).

e) Ensure that the disabled, children, pregnant woman, etc if any, are given particular attention during Evacuation.

f) Leave the building after ascertaining that all the occupants of the storey have compiled with his order.

g) On reaching the Assembly Area, conduct a Roll Call of the personnel present and report the Evacuation Status (using the Floor Register Form. See Appendix A.14) in person to the Co-ordinator.

3.5 Security Personnel
The duty security guard shall act as a member of the fire fighting team, which, also, includes the cleaners, when the need arises:

a) Direct the Singapore Civil Defence Officer on his arrival to the Fire Command Centre.

b) Guide the evacuees leaving the building at the ground floor exit staircases to the designated Assembly Area when Total Evacuation is declared.

c) Prohibit unauthorised entry to the building and intensify patrolling in the vicinity of the building.

3.6 Fire Fighting Team
On hearing the Fire Alarm

The Fire Fighter shall:

a) Proceed to the Main Fire Alarm Panel at the Fire Command Centre (FCC) on the ground floor and decide on the course of action.

b) Use the fire Lift to go to two (2) floors below the Fire floor and proceed to the “Fire” floor via the staircase.

c) In the event of a Fire, attempt to extinguish or control the Fire without taking personal risk before the arrival of the Singapore Civil Defence Force.

d) The Fire Fighter shall then bring the Fireman's Lift down to the 1st storey and wait for the arrival of the Singapore Civil Defence Forces.
4.0 ACTION TO BE TAKEN IN THE EVENT OF AN OUTBREAK OF FIRE OUTSIDE OFFICE HOURS

4.1 Security Personnel
In the event of Fire:

a) The duty security guard shall confirm with the Singapore Civil Defence Force of the Fire and notify the following person(s):

   i) Co-ordinator

b) Attempt to extinguish on control the Fire from a safe distance with the use of first aid Fire Fighting Equipment, such as fire extinguishers or hose reels, without taking personal risk before the arrival of the Singapore Civil Defence Force.

5.0 DUTIES AND RESPONSIBILITIES

5.1 Co-ordinator
a) Ensure that all occupants in the building are familiar with the Fire Evacuation procedures.

b) Record the dates/times of Evacuation Drill conducted for verification purposes by the Singapore Civil Defence Forces.

c) Appoint one person as Co-ordinator during his absence from the building.

d) Responsible for the formation and training of a Fire-Fighting Team within the building from amongst responsible and physically fit employees.

e) Ensure that Exit Doors are kept closed but unlocked during business hours and that hallways, corridors, lobbies and staircases are kept free from obstructions at all times.

f) Ensure that Fire Extinguishers, Hosereels, Fire-Fighting and Fire Protection Systems are kept in good working condition. Any fault in the Systems shall be reported to the appointed Fire Protection Contractor to effect immediate repairs.

g) Ensure that the Fire Emergency Plan is updated as and when necessary.

5.2 Fire Warden and Assistant Fire Warden
a) Acquaint new employees with the Fire Emergency Plan including his specific role (if any), during an emergency.

b) Be familiar with the Fire Emergency Plan and the Means of Escape of the building.

c) Be familiar with the Location of and the Operation of the Fire Alarm System and the use of first aid Fire Fighting equipment.

d) Liaise and co-ordinate with each other.

e) Maintain and Update the Unit/Floor Register.

5.3 Security Personnel
Be familiar with the Fire Emergency Plan and the Means of Escape of the building.
5.4 Fire Fighting Team
a) Be familiar with the operation of the Fire Alarm System.

b) Be familiar with the Location of and the Fire Emergency Plan, location of Staircases and emergency exits.

c) Be familiar with the location of and the use of First Aid Fire-Fighting Equipment.

6.0 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.

c) All Occupants in the building shall familiarise themselves with the Location of the Assembly Area (see Appendix A.2)

d) The Singapore Civil Defence Force shall be notified in advance of the Date and Time of the Drill.

7.0 GENERAL
7.1 General Information
Remember, it is in your own interest:

a) To know How to Report a Fire – Sound the Fire Alarm without Delay.

b) To Know What to Do in the Event of Fire – Avoid Panic and Confusion.

c) To Know the Locations of nearby Fire Extinguishers and Hose reels and Learn the Proper Way to Use Them.

d) To Know the Location of Means of Escape in case of Fire and to keep Staircases, Landings and the other Escape Routes Clear of Obstructions at All Times.

7.2 Who to Contact

If you have any queries with regard to any matter on Fire Safety and Prevention, please contact the following person.

Fire Safety Manager / Co-ordinator Cheong Eng Kiat (Tel: 6222 8814/5)

7.3 Things to Remember
It is in your Interest to ensure that your staffs are properly briefed on the Emergency Procedures.

Make sure they:

a) Know the Location of the Emergency Exits and Fire Extinguishers

b) Know the Action to be taken in the Event of Fire.

c) Report any Burning Smell, Fire or Fire Hazards e.g. Obstruction of Emergency Staircases, to the Fire Safety Manager immediately.
7.4 How to Use a Fire Extinguisher

It is very simple to operate a fire extinguisher. Remember the following steps:

Step 1 – Remove Safety Device (Pin)

Remove the safety device (pin) which is fitted to prevent accidental discharge of the extinguisher.

Step 2 – Aim Nozzle

Aim the nozzle of the extinguisher at the base of the fire. Keep a safe distance of about 1 to 1.5 meters away from the fire.

Step 3 – Press Trigger

Press the top lever of the extinguisher and sweep it from side to side to allow the discharge to be directed at the entire fire area.

When the fire is extinguished, remember to ventilate the area by opening windows and doors.

7.5 If you discover a fire

a) Get everyone out of the room where the fire is and close the door to stop the spread of smoke and fire.

b) See that everyone leaves the office. Plan safe escape routes for your staff now, even if you never have to use them.

c) Activate the nearest “Break Glass” call point by smashing the glass in order to ensure that the whole building is aware of the existence of fire.

d) Try to extinguish the fire but only if you can do so without taking personal risks.
7.6 **Dos and Don’ts**

Remember, it’s in your own interest:

**Dos**

- To know how to report a fire
  
  **SOUND THE ALARM WITHOUT DELAY**

- To know what to do in the event of fire
  
  **AVOID PANIC AND CONFUSION**

- To know the locations of nearby fire extinguishers and hose reels
  
  **LEARN THE PROPER WAY TO USE THEM**

- Know the means of escape in case of fire
  
  **KNOW WHERE THE EMERGENCY EXITS ARE LOCATED AND WHERE THEY LEAD.**

  **REMEMBER TO KEEP STAIRCASES, LANDINGS AND OTHER ESCAPE ROUTES CLEAR OF OBSTRUCTION AT ALL TIMES**

- Participate in periodic fire drill conducted.

**Don’ts**

- Even if you have an ABC extinguisher, there may be something in the fire, which is going to explode or produce highly toxic smoke. If such cases, let SCDF handle it.
  
  **DO NOT FIGHT A FIRE IF YOU DO NOT KNOW WHAT IS BURNING**

- The time to use an extinguisher is in the incipient, or beginning, stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the building, closing doors and windows behind you as you leave.
  
  **DO NOT FIGHT A FIRE IF IT IS SPREADING RAPIDLY BEYOND THE SPOT WHERE IT STARTED.**

- If you do not have the correct type of extinguisher, it is best not to try to fight the fire.
  
  **DO NOT FIGHT A FIRE IF YOU DO NOT HAVE ADEQUATE OR PROPER EQUIPMENT**

- If you may have to breathe in order to fight the fire, it is best not to try. Any sort of combustion will produce some amount of carbon monoxide that is fatal to human beings.
  
  **DO NOT FIGHT THE FIRE IF THE FIRE IS PRODUCING LARGE AMOUNT OF SMOKE**

- If you are uncomfortable about the situation for any reason, just let SCDF do the job.
  
  **DO NOT FIGHT THE FIRE IF YOUR INSTINCTS TELL YOU NOT TO**

The **FINAL RULE** is to always position yourself at an exit or means of escape near you before you attempt to use an extinguisher to put out the fire. In the case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you do not want to become trapped.

**REMEMBER, ALWAYS KEEP AN EXIT BEHIND YOU / NEAR YOU.**
7.7 Fire Prevention

Fire usually occurs due to the ignorance and negligence acts of the occupiers/users in the premises.

Therefore, the first step to fire safety is prevention. Occupiers and users in the premises are encouraged to carry out the following:

a) Smoke only where it is permitted. Use large, non-tip ashtrays and make sure everything in them is cold before they are emptied.

b) Keep passageways and exits free from storage and waste.

c) Promptly remove waste paper, packaging, old rags and other fire hazards.

d) Turn off all lights and computers when leaving the office.

e) Any cracked, frayed or broken electrical cord is replaced immediately.

f) Make sure that there is plenty of air circulation space around heat producing equipment (e.g. photocopiers and computers.)

g) Do not run electrical leads or cords across doors or walkways, or pinch them behind or under furniture.

h) Do not overload power outlets or extension boards.

i) If an appliance or item of equipment smells or gives off smoke, turn it off, unplug it and do not use it again until a qualified technician has checked it.

j) Fire doors provided a way out during the fire and slow the spread of fire and smoke. Make sure that fire and smoke doors that are kept shut and not propped open.

k) Make sure that escape stairs and exit doors are not locked or blocked.

l) For safety reasons, occupants are not allowed to store any dangerous or combustible goods within their units.
7.8 General Information for Handling Persons with Disabilities / Children / Pregnant Women

Visually Impaired Persons
Tell the person the nature of the emergency and offer to guide him / her.

When guiding the person, assure him of his location and advise him of any obstacles ahead his way.

Upon reaching the Assembly Area, orient the person to where he is and ask if any assistance is needed.

Hearing Impaired Persons
Use Sign Language to inform him or write a note stating the emergency of nature and instruct him to evacuation. Eg: “Fire – escape using the nearest exit and report to Assembly Area.”

If they are in a room, switch ON & OFF the room lights to gain attention – Use Sign Language or writing stating the emergency of nature and the instruction to them for evacuation.

Person Using Crutches, Canes or Walkers
Shall treat such person as if they are injured and act accordingly during evacuation.

Options available for transporting the person out of danger: using fireman lift carry, two-person lock arm position transportation, or use the evacuation chair placed at the common corridor.

Non-Ambulatory Persons
Immediately evacuate the person to an area of refuge. E.g Staircase Landing.

Having someone to stay with him / her until additional assistance has arrived.

Consult with the person to determine his / her preference with regard to ways of being removed from wheelchair, whether to extend or move extremities when lifting because of pain, catheter led-bags, spasticity, braces etc. and aftercare if removed from the wheelchair.

Children / Pregnant Women
Ensure that the children, pregnant women etc, if present in their floors are given priority and particular attention during evacuation.

Having someone to be with them and walk to the Assembly Area through the staircases. Keep them in comfort until additional help arrived.
7.9 Activation of Public Warning Signals

The purpose of the Public Warning System is to warn the public of imminent threats that could endanger lives and property. The table below shows what the various signal means.

<table>
<thead>
<tr>
<th>Signal</th>
<th>How It Sound</th>
<th>Situation</th>
<th>What It Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Signal</td>
<td>Wailing Blasts</td>
<td>This is sound when an air raid or shelling is imminent</td>
<td>Move to shelter immediately</td>
</tr>
<tr>
<td>All Clear Signal</td>
<td>Continuous Blasts</td>
<td>This is sound when the threats is over</td>
<td>You can leave the shelter</td>
</tr>
<tr>
<td>Important Message Signal</td>
<td>Pulsating Blasts</td>
<td>This is sound to alert the population to an important broadcast on the radio</td>
<td>Tune in immediately to any FM radio station</td>
</tr>
</tbody>
</table>

7.10 Fire Protection System and Equipments

Main & Sub Fire Alarm Panels

The Main Fire Alarm Panel is located in the Fire Command Centre on the 1st Storey. It can monitor all fire activation and fire protection systems of the building relayed by the Fire Alarm Sub-Panel. The panel is also linked to the Singapore Civil Defence Force through DECAM.

Sub-Fire Alarm Panels are located at the fireman lift lobby of every floor. It monitors all fire activation and fire protection systems of the floor it serves.

Break Glass Call Points

Break glass call points are located strategically on every floor. When activated, all the alarm bells throughout the building will ring and the activation is indicated on both the Fire Alarm Sub-Panel of the floor activated and the Main Fire Alarm Panel, which are monitor by DECAM.
Automatic Sprinkler System

A sprinkler system is installed at all floors, and the fire sprinkler pumps and control valves are located at basement. When a fire occurs, heat is generated which causes the sprinkler bulb to break. This causes water to gush through the sprinkler head to extinguish the fire. At the same time, all the alarm bells throughout the building will ring, and the activation is indicated on both the Fire Alarm Sub-Panel of the floor activated and the Main Fire Alarm Panel which is also monitored by DECAM. Water from the sprinkler system comes from a water tank at the roof top, and can be supplemented through breeching inlets located at the 1st storey (next to entrance stairways).

Smoke Detectors

Smoke detector systems are installed throughout the building, in all important installation rooms. This would include the electrical riser rooms, Telecom Risers, MDF room, AHU and switch room etc.

The Smoke detector detects both visible and invisible particles of combustion. When it detected, all the alarm bells throughout the building will ring and the activation is indicated on both the Fire Alarm Sub-Panel of the floor activated and the Main Fire Alarm Panel which is monitored by Decam.

Fire Hosereels

Fire Hosereels are installed throughout the building on every floor at strategic locations. The fire hosereel is a first line of fire fighting appliance for use by occupants of the building to fight small fires. Water for the fire hosereels comes from the water tank at the roof top, and can be supplemented through breeching inlets located at the 1st storey, next to the riser located next to the entrance stairways.
Fire Emergency Plan – Cont’d

Fire Extinguishers

Fire extinguishers are installed at every floor including the basement car park and other strategic locations for occupants of the building to fight incipient fire.

Please note that the distance of fire extinguishers are approximately 15m away from each other.

Mechanical Ventilation (Exhaust Fan & Fresh Air Fan)
The exhaust fan will extract smoke from the car park, and the toilets.

Fresh air fan will provide natural air ventilation to the car park, toilet and the sprinkler pump room at basement.

Pressurisation Fans
The pressurization fans will provide fresh air into the staircases to maintain positive air pressure in the staircase, in order to prevent smoke from entering into the staircases, which will hamper evacuation process. These pressurization fans are located on the rooftop.

The operational status of the pressurization fans can be monitored at the Main Fire Alarm Panel at the 1st Storey Fire Command Centre.

Breeching Inlets

The building is also served with 2 dry risers servicing the storeys with breeching inlets located at the 1st storey.
Fire Command Centre
Initial emergency operation will be directed to the Fire Command Centre located on the 1st storey of the building. This is remotely manned by security personnel and, if necessary, can be contacted at Telephone no. 6222 7741.

Lift

The lifts will descend and homed to the 1st storey when the alarm system is activated. However, in the remote possibility that the program fails, **DO NOT** use the lift when the fire alarm is activated as there is a high risk of lift failure in the event of a fire.

Should you be trapped in a lift because of power failure, resulting from a fire or other causes, please **REMAIN CALM**. Each lift is linked to the emergency supply. During a fire or power failure, all lifts will descent to the 1st storey, and its doors will open to allow passengers to escape. Do not panic if the lift door does not open immediately as the lifts are brought down in sequence, one at a time. Never try to force open the door.

Users in the lifts may use the intercom to communicate with the fire command centre.

**FIRE DOORS AND STAIRCASE EXIT DOORS MUST BE KEPT CLOSED AT ALL TIMES. THIS IS TO KEEP THE LOBBY AND STAIRCASES SMOKE-FREE.**
TREMORS EMERGENCY PLAN

1.0 INTRODUCTION
Tremors have been felt in parts of Singapore with some regularity in the last few years. These have all been due to earthquakes in the region but there has been no damage or injuries caused in Singapore thus far. Nevertheless, the risk exists and this plan is to help manage that risk.

2.0 OBJECTIVES
2.1 Purposes
The purpose of the Tremors Emergency Plan is:

a) To establish emergency procedures in response to any tremor situations;
b) To assess and determine whether evacuation should be carried out after a tremor; and
c) To establish a systematic and orderly evacuation of building occupants if building is deemed to be structurally unsafe after a tremor.

2.2 Emergency Management Committee (EMC)
An Emergency Management Committee shall be formed for achieving the above-mentioned purposes. It shall comprise the following personnel:

a) Co-ordinator / Asst Co-ordinator
b) Fire Warden / Asst Fire Warden
c) Chief Security Officer / Asst Security Officer
d) Telephone Operator

3.0 ACTION TO BE TAKEN
3.1 During a Tremor
Informant:
a) To inform the building/Centre Manager immediately.

All building occupants:
a) Keep Calm. Do not panic.
b) Stay away from windows, doors, walls, display shelves and anything that could fall and hurt them, like lightings, furniture and fixtures. **Do not evacuate during a tremor.**
c) If the tremor continues and threatens safety, take cover under a sturdy desk or table.
d) Do not be alarmed if the electricity is cut off or fire sprinklers and alarms are activated.
e) Do not light any naked flame in case there is any gas leak.
f) Those outdoors occupants, during the tremors are to stay away from buildings, overhead electrical cables, trees, signboards etc that have the potential to fall and hit them. Remain in the open until the tremor stops.
3.2 After a Tremor

3.2.1 Building occupants:

a) Unless instructed by the Co-ordinator / Asst Co-ordinator (EMC) over the PA system, there is **NO** need to evacuate the building.

b) If building occupants wish to evacuate the building even though there is no official decision to evacuate, they can *voluntarily* evacuate if they personally feel unsafe. To evacuate in an orderly manner and avoid using the lifts.

c) Check for any injury of themselves or anyone around them. Inform Fire Warden / Asst Fire Wardens or Security Officers if immediate medical attention is required.

d) Stay away from any hanging objects and damaged electrical wiring.

e) If the following occurs, inform any Fire Warden / Asst Fire Wardens or Security Officers immediately:
   i) Visible sign of structural defects on building elements such as new cracks on the walls, floors, parapet, columns and beams;
   ii) Glass on windows shattered;
   iii) Damaged electrical wiring;
   iv) Gas leaks; and / or
   v) Outbreak of fire.

3.2.2 Emergency Management Committee (EMC):

3.2.2.1 Co-ordinator / Asst Co-ordinator:

a) Proceed to Fire Command Centre (Tel: 6222 7741)

b) Make the first alert announcement over the Public Address System as per **Text Message 1**. (See Appendix – A.13)

c) Mobilise the Visual Inspection Team to conduct visual inspection checks of the building’s structure.

d) Alert SCDF / Police at Tel: **6848-1730 / 999** if there are injured persons.

e) If cracks affected by the tremors are found, alert the Building Structural Engineer immediately to conduct checks.

f) Once structural defects are verified and confirmed, to contact the Building and Construction Authority at 6325-7720. Then to adapt fire evacuation plan for evacuation, without the fire alarm. Make announcement through the Public Address System as per **Text Message 3**. (See Appendix – A.13)

g) If evacuation not required, make announcement through the public address system to inform tenants that the building is safe as per **Text Message 4**. (See Appendix A.13)
3.2.2.2 Visual Inspection Team (Fire Warden / Asst Fire Warden):

a) Upon hearing the tremors announcement and instructions from the Co-ordinator / Asst Co-ordinator to assess the condition of the building structure, to conduct thorough checks on all pillars and beams of the building. To inspect the following:

i) Exposed pillars and beams, especially on the lower floors and highest floors as these will be the areas that are most stressed by the tremors. A good place to start will be from car parks, stairwells and risers where the structure of the building is not concealed by panels or false ceilings.

ii) Look for deep & long cracks with sharp edges. Try to ascertain how deep the crack is – whether it is just a crack in the plastering or if the underlying concrete has also cracked.

iii) Cracks on non-structural / non-load bearing walls should be noted as well.

iv) Check doors and look out for misaligned door frames where doors cannot close or suddenly become stuck.

v) Check window to look for cracked / broken glass.

b) If any of the above are found, report immediately to the Co-ordinator / Asst Co-ordinator;

c) Continue to inspect for a few days after the tremors as it may take time for some of this damage to appear as the building settles.

4.0 EVACUATION

Evacuation is to be carried out when visible signs of structural defects on building elements such as new structural cracks on the walls, floors, parapet, columns and beams have been verified and confirmed by the Visual Inspection Team.

4.1 Building Occupants:

In the event an evacuation is necessary and is instructed as per Text Message 3 (See Appendix A.13) through the PA system:

a) Evacuate immediately, as per fire evacuation procedures.

b) Follow directions of respective Fire Warden / Asst Fire Wardens during evacuation.

c) When evacuating, do not panic but walk quickly down the staircase by the nearest exit and proceed to the Assembly Area. Do not use the lifts when evacuating.

d) Help the disabled, children, pregnant women etc. When evacuating.

e) The Assembly Area is located at Telok Ayer Green, which is between Nagore Durgha Shrine & Thian Hock Keng Temple (See Appendix A.2 – Assembly Area).

f) All staff / visitors shall not re-enter the building once at the Assembly Area unless instructed otherwise by Security Officers or the Police.
4.2 Emergency Management Committee (EMC):

4.2.1 Co-ordinator:

a) To make an announcement over the PA system as per Text Message 1 (See Appendix A.13). All the lifts shall be grounded.

b) To ensure that the building evacuation is monitored at the Assembly Area through Floor Register / Roll Call Reports obtained from the Fire Warden / Asst Fire Wardens (See Appendix A.14 – Floor Register / Roll Call Report)

4.2.2 Fire Warden / Asst Fire Warden

a) To guide building occupants and visitors to the nearest exit during evacuation. They are to leave the building after ascertaining that all occupants of their respective assigned floors have complied with their order.

b) To conduct a roll call of building occupants and visitors at the Assembly Area and report to the Co-ordinator / Asst Co-ordinator of the evacuation status.

4.2.3 Security Officer

a) To guide building occupants and visitors from the ground floor exits to the Assembly Area.

b) To ensure that all main entrances and exits to/from the building are adequately manned to prohibit any unauthorised entry into the building.

c) To assist to direct traffic to facilitate movement of evacuees, if required.

When the Authority decides that the situation is safe and gives the clearance for the tenants to return to the building, the Co-ordinator/Security shall announce by Loud Hailer at the Assembly Area to direct the tenants back to the building once the lifts have been re-activated.

5.0 DUTIES AND RESPONSIBILITIES

5.1 Co-ordinator / Asst Co-ordinator of Emergency Management Committee (EMC)

a) Has the full responsibility for:
   - Establishment of an Emergency Management Committee (EMC);
   - Preparation, drafting and implementing the Tremor Emergency Plan; and
   - Education of building occupants of tremor emergency procedures.
   - Preparation of premises for tremor emergencies i.e. signages, evacuation maps.

b) Ensure that the Tremor Emergency Plan is abided by all occupants in the building.

c) Manage the Fire Command Centre and direct tremor emergency operations.

d) Declares evacuation of the building, when required.

e) Ensure the Tremor Emergency Plan is maintained and updated.

f) Ensure the availability of an alternate co-ordinator during his absence from the building.
5.2 Fire Warden / Asst Fire Wardens
   a) Ensure that visual inspections of the building are carried out for any structural defects on building elements, gas leaks, damaged electrical wiring and fires.
   b) Assess and verify reports of any structural defects on building elements.
   c) Be familiar with the evacuation routes, means of escape from the building and assembly points.
   d) Ensure all occupants are safely evacuated out of the building in accordance with the Tremor Emergency Plan, when instructions for evacuation are given by the Co-ordinator / Asst Co-ordinator (EMC).
   e) Maintain and update a floor register for conducting roll call at the assembly point, in the event an evacuation is required.
   f) Assume the role of Security Marshals to secure the compound or assembly points when required.

5.3 Security Officers
   a) Be familiar with the Tremor Emergency Plan and means of escape from the building.
   b) Ensure that the security officers are well versed with their roles as described in the Tremors Emergency Plan.
   c) Ensure that exit doors are kept closed and unlocked during working hours and that corridors, lobbies and staircases are kept free from obstruction at all times to ensure smooth evacuation, if required.
   d) Be familiar with the message to be announced during tremor incidents.
   e) Ensure that all entrances into the building are properly manned to prevent any unauthorised entry during a tremor incident.
   f) Prohibit staff, visitors and vehicles from entering the building in an event of an evacuation.
   g) Contact and update Key Persons if the tremor occurs during non-working days or after office hours.
1.0 INTRODUCTION
Bombing and the threat of being bombed are harsh realities in today’s world. The public is becoming more aware of those incidents of violence that are perpetrated by vicious, nefarious segments of our society through the illegal use of explosives.

Singapore in aspiring to the status of a global city and communication hub is not immune to terrorism and sabotage. Especially when Singapore’s open economy, the large number of multi-national corporations, foreign visitors, workers and the multi-racial composition of our citizens and residents exposes the country to a higher degree of threats from terrorism and sabotage.

The main aim of terrorist attacks is usually intended to further political objectives. It is therefore important to keep the threat in perspectives. For most of us, terrorism will remain something that we see or hear about in the news, however, some may be caught up in one way or another with terrorist crimes.

This section is designed to help reduce vulnerability from these threats. Though the advice is rather general than specific, the guidance provided is sufficiently detailed for individuals to adapt to the circumstances.

2.0 POSSIBLE THREAT LEVEL SYSTEM
For common understanding among the management, key personnel and staff, the building management or fire safety / security personnel may adopt a threat assessment level system for assessing any threat encountered in the building. A commonly adopted threat assessment is based on the four-tier threat level system (reference from Federal Emergency Management Agency – Guide for All-Hazard Emergency Operations Planning SLG 101):

Level 4 (Minimal Threat) – Received threats that do not warrant actions beyond normal liaison notifications on a heightened alert.

Level 3 (Potential Threat) – Articulated threat indicates the potential for a terrorist incident, however this threat has not yet been assessed as credible.

Level 2 (Credible Threat) – A threat assessment indicates that a potential threat is credible and confirms the involvement of developing a terrorist incident.

Level 1 (Terrorism Incident) – A terrorism incident has occurred resulting in mass casualties that require immediate decisive actions. Accurate and expedited dissemination of information is critical when a terrorist incident has occurred. Preservation of life and property may hinder on instructions and directions given by building management.

3.0 LIKELY THREAT
a) Delivered Items
The traditional postal bomb takes many forms – parcels or envelopes of any shape or size that may be delivered by hand, post or via a courier.

b) The bomb in the Building / Public Places
The bomb can be placing of leaving hand-carried devices in public places or places to which access is simple.

c) The Vehicle Bomb
Vehicle-borne devices have become more common. The vehicle offers the perpetrator a convenient device to ferry and hide the explosives.
4.0  THREATS THROUGH THE TELEPHONE

The vast majority of telephone bomb threats are hoaxes perpetrated by pranksters or someone who might have an axe to grind with someone or the organization. Telephone bomb threats and hoaxes made by malicious pranksters are criminal in nature and should always be reported to the police. However the possibility of a genuine bomb threat call from a terrorist, criminal or vandal cannot be ruled out.

The officer receiving such calls should treat them seriously and immediately try to determine:

- a) The precise location of the bomb and exactly how it looks like;
- b) The detonation time and what will set it off;
- c) The amount and type of explosive used; and
- d) The reason for such an act.

It is also import to take note of the following:

- a) The caller’s voice, such as accents, language used and vocal characteristics;
- b) Background noises;
- c) The person or authority whom this message should be conveyed to;
- d) Do not antagonise or taunt the caller in any way;
- e) Keep the caller talking as long as possible; and
- f) Be polite and remain calm.

5.0  EVACUATION

Evacuation may need to take place in response to:

- a) A threat call directly to the building;
- b) A threat call received elsewhere and notified to you by the police;
- c) Discovery of a suspicious package in the building;
- d) Discovery of a suspicious item or vehicle outside the building’ or
- e) Discovery of an external device notified to you by the police.

When an evacuation is decided, the evacuation process would be similar to the evacuation of a fire incident.

6.0  IF SUSPICIOUS OBJECT FOUND

Should a suspicious object is found, do not touch it or interfere with it in any way. Fire Control Centre should be notified immediately. The designated authority and the person who discovered the object should be available to provide the disposal specialists with a detailed description of the object, its exact location, the proximity of utilities and any other information that could be of value. The golden rule is:

- a) Do not touch or move it;
- b) Move away from the device immediately;
- c) Communication between the Fire-Safety Manager using radio transmission device should only be done when out of the vicinity of the suspicious object;

The person finding the device must remain to brief the police on the exact location and description.
IN-PLACE PROTECTION GUIDELINES FOR WORKPLACE

1.0 OBJECTIVES
The purpose of the IN-Place Protection Plan (IPP) is:

(a) To safeguard human lives in the event of hazardous release into the atmosphere.

(b) To ensure prompt raising of the alarm to initiate IPP and marshalling of efforts in carrying out the IPP procedure of sealing the rooms.

(c) To establish duties and responsibilities of individuals involved so as to ensure systematic and orderly implementation of the plan.

2.0 IPP COMMITTEE
An IPP Committee shall be formed in the building for achieving the objectives as mentioned above. It shall comprise the following persons:

(a) Co-ordinator / Assistant Co-ordinator (The Fire Safety Manager can be assigned as the Co-ordinator)

(b) IPP Warden / Assistant IPP Warden (the Fire Warden can be assigned as the IPP Warden)

(c) Security Officer

(d) Receptionist / Information counter staff

(e) IPP Team

(f) Mechanical Ventilation Operator

3.0 SIGNAL FOR INITIATION OF IPP
The signal for IPP will be broadcast over radio or TV after the sounding of important message signal through the Public Warning System. The authorities may also use loudhailer or door-to-door notification. Upon receiving advice from the authorities to initiate IPP, announcement should be made through the public address system of the building to notify everyone to conduct IPP.

4.0 PRE-ACTIVATION PLANNING
(a) Selection of Appropriate room for IPP:
   Rooms where IPP is to be conducted should be pre-determined. Selection criteria are as follows:

(b) Select a room with as few windows, vents and doors as possible. A windowless room is would be the best selection. Shelter rooms or conference rooms with few or no windows can be used. For industrial sector, positive pressured rooms would be most appropriate, if available.

(c) The room should be large enough to provide at least 1.6m$^2$ per person to allow for comfortable stay and to maintain air quality.

(d) Each individual staff should be allocated a specific room to go to so as to avoid confusion when IPP is implemented. Each staff should know which room they are allocated.

(e) Enough rooms should be selected to provide enough space to house all staff and visitors / guests.

(f) It is preferable that IPP rooms to be located such that occupants can gain easy access to it, without having to transverse many floors, since the lift would be deactivated.
5.0 ITEMS REQUIRED FOR IMPLEMENTATION OF IPP
Supplies for IPP should be stored in the room pre-selected for IPP. The IPP kit should include the following items:

(a) Plastic sheets – Pre-cut sheets to fit over any windows or vents in the IPP room.
(b) Masking tape – Rolls of tape to be used to seal any obvious gaps around windows and doors and to secure the plastic sheets over windows/vents.
(c) Battery operated radio with fresh batteries – In the event of a power outage, a battery operated radio is necessary to hear emergency announcements.
(d) The shelter room should also have a telephone for emergency use only. Stay off the phone during the IPP to keep lines free for emergency responders.
(e) Optional items include:
   - Torchlight with fresh supply of batteries.
   - Bottled water (if there is no access to running water in the room selected).
   - Non-perishable food supply for at least one meal.
   - Mobile phone (if there is no hard-wired telephone in the room)
   - TV for tuning in to emergency messages.
   - Check IPP kit on a regular basis to ensure that the necessary items are readily available at all times.

6.0 PROCEDURES FOR CONDUCTING IPP AT WORKPLACE
The basic steps are:

(a) Shut and lock all windows and doors.
(b) Turn off all air handling equipment
(c) Go to a pre-determined IPP room(s).
(d) Seal any obvious gaps around windows, doors and vents with masking tape and cover with plastic sheets.
(e) Turn on a TV or radio and listen for further instructions.
(f) When the message to terminate IPP is announced, open windows and doors, turn on ventilating systems to ventilate the room(s).

Additional steps that offices need to consider:

(a) Develop an accountability system. You should know who is in your building and where they are if an emergency develops. Visitors should be made aware of your office’s decision to implement IPP if advised by authority.
(b) Duties should be assigned to specific employees. Those employees should have backups.
(c) Drills should be planned and executed on a regular basis at least once a year.
7.0 **ACTION TO BE TAKEN IN THE EVENT OF ACTIVATION OF IPP**

7.1 **Announcer**
The person who is in-charge of making announcements through the public address system is to announce the implementation of IPP and termination of IPP, upon receiving instructions from emergency authorities or management of the building.

7.2 **All Staff**
(a) Upon hearing the first stage alarm, all staff shall lock important files, cash, shut down machinery etc. and remain alert. Do not make unnecessary telephone calls to verify the instructions to conduct IPP.

(b) All staff guided by their respective IPP Wardens should immediately evacuate by using the nearest route and proceed to their pre-determined IPP room when:
   - The announcement for IPP is declared over the public address system; or
   - Instructed by their IPP Wardens.

(c) There should be enough rooms pre-identified to house all employees and any guests whom may be present. IPP rooms should also be catered for transient population, like shoppers or visitors to the building.

(d) All staff / guests/ customers/ visitors should not leave the building once IPP has been activated.

7.3 **Co-ordinator / Asst. Co-ordinator**
In the event of IPP implementation:
To ensure that announcement has been made on all floors.

7.4 **IPP Wardens / Asst. IPP Wardens**
On the hearing of announcement over the Public Address System to conduct IPP:
   - Check all office shops or guestrooms and alert everyone under his charge to move in an orderly manner to their IPP rooms. Each IPP room should have a IPP Warden.
   - Ensure that the disabled, children, pregnant women, etc if present in their storey are given particular attention.
   - ON reaching IPP room, conduct a roll call of the staff present using the floor register

7.5 **Security Officer**
(a) The Security Officer shall ensure that security personnel are deployed at the ground floor staircases, exits to guide guests/ visitors to the designated IPP rooms when the IPP plan is activated.

(b) Ensure that all main entrances and exits to the building are adequately manned to guide any transient population seeking IPP.

(c) To place a signage at entrance to indicate that IPP is in progress.
7.6 IPP Team
On entering the IPP room, all staff within the room should assist in sealing up the room. However, it would be beneficial to assign specific tasks to each staff to co-ordinate the activities.

(a) Window Sealing Crew – Can start sealing the windows and vents once they enter the room.
(b) Door Sealing Crew – To start sealing the doors only when IPP warden gives the instruction after conducting roll call.

7.7 Mechanical Ventilation Operator
(a) Upon Activation IPP:
- Upon hearing the announcement to conduct IPP, he/she is to proceed to the mechanical ventilation unit and switch off all air ventilations to reduce the infiltration of hazardous air form the outside. It is preferable that all switches be located centrally and operated through one-push button. Modifications to the Building Automation System may be required to facilitate quick deactivation of the ventilation systems.
- As the ventilation system for each building is unique, a step-by-step checklist should be included to guide the technician to ensure that all mechanical systems drawing air from outside should be switched off (eg. Staircase pressurisation, smoke purging systems).
- The piston effect of moving lifts may cause hazardous vapours to be drawn into the building. All lifts should therefore be homed in.
- As a precaution, the auto-activation of pressurized system should be de-linked from the manual call points so that air may not be drawn in if the manual call points are activated. All other fire protection systems, like automatic fire sprinkler system, are to be kept functional as per normal.

(b) Upon Termination IPP:
- Once announcement has been made by emergency authorities to terminate IPP, he / she will proceed to the mechanical room to turn on all ventilation equipment. Purging systems can be turned on to purge any vapours that may have infiltrated.
8.0 DUTIES AND RESPONSIBILITIES

8.1 Co-ordinator / Asst. Co-ordinator
(a) Represents the management of the building in respect of all IPP measures.

(b) Has the full responsibilities for:
   - Establishment of a IPP committee
   - Training of the employees
   - Preparation, drafting, exercising and operationalising the IPP plan.

(c) Ensure that all staff are familiar with the IPP Plan.

(d) Appoint one person as co-ordinator during his absence from the building.

(e) Responsible for the formation and training of the IPP team from amongst responsible employees who are physically fit to fulfil this function.

8.2 IPP Wardens / Asst. IPP Wardens
(a) Acquaint any new employee with the IPP plan including his specific role (if any) during an emergency.

(b) Be familiar with the IPP Plan and location of the IPP rooms.

(c) Be familiar with the IPP procedures in sealing up a room.

(d) Maintain and update a register (as per format recommended in appendix A.14)

(e) Liaise and co-ordinate with each other.

8.3 Security Officer
(a) Be familiar with the IPP Plan and floor layout plan indicating where the IPP rooms are located.

(b) Ensure that the security personnel are well versed with their roles as described in the IPP Plan.

8.4 IPP Team
(a) Be familiar with the location of the IPP room and its layout (e.g. where the windows and vents are located).

(b) Be aware of where the IPP kit is kept and be familiar with the IPP procedures in sealing the room.

(c) Responsible for practicing the procedures in the room.

8.5 Mechanical Ventilation Operator
Be familiar with the location and operation of the mechanical ventilation system and controls within the building.

8.6 IPP Drills
(a) IPP Drills should be conducted at least once a year.

(b) All persons in the building should participate in the drill.
## APPENDICES
### A.1 Name List and Contact Nos. Of Fire Safety Committee

Name list and Contact No. of Fire Safety Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheong Eng Kiat</td>
<td>Fire Safety Manager</td>
<td>6222 8814/5</td>
</tr>
<tr>
<td>Representative for #01-01</td>
<td>Fire Warden for Level 1</td>
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<td>Representative for #14-01</td>
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<tr>
<td>Security Officer</td>
<td>Security Officer 1</td>
<td>6222 7741</td>
</tr>
<tr>
<td>Security Officer</td>
<td>Security Officer 2</td>
<td>6222 7741</td>
</tr>
<tr>
<td>Technician</td>
<td>Fire Fighter</td>
<td>6222 7741</td>
</tr>
<tr>
<td>Cleaning Supervisor</td>
<td>Fire Fighter</td>
<td>6222 7741</td>
</tr>
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</table>
A.2 Site Plan of Assembly Area
A.3  Floor Plan – Basement 1
A.4 Floor Plan – Basement 2

[Diagram of Basement 2 floor plan with labeled Staircase 1 and Staircase 2, showing layout and areas marked as 'YOU ARE HERE']
Appendices – Cont’d

A.5 Floor Plan – 1st Storey

Level 1 Floor Plan
A.6 Floor Plan – 2nd Storey
A.7 Typical Floor Plan – 3rd Storey to 9th Storey

Level 3 to 9 Floor Plan
A.8 Floor Plan – 10th Storey

Level 10 Floor Plan

Staircase 1

Staircase 2

You Are Here
A.9 Typical Floor Plan – 11th Storey to 13th Storey

Level 11 to 13 Typical Floor Plan
Appendices – Cont’d

A.10 Floor Plan – 14th Storey

Staircase 1

Staircase 2

Level 14 Floor Plan
### A.11 Evacuation Drill Record Sheet

I, ________________________________ the undersigned, designated as Coordinator of the fire drill held by ________________________________(Company Name) in the premises of ________________________________ hereby certify that all 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>No. Of Participants</th>
<th>Evacuation Time</th>
<th>Name of Signature of Coordinator</th>
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</thead>
<tbody>
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</table>
A.12 Standard Announcements for Fire Emergency Plan

TEXT MESSAGES FOR FIRE EMERGENCY PLAN

Text 1
(In the event of activation of fire alarm in the building;)

“Ladies and gentlemen, your attention please. (Announce Twice)
The fire alarm has been activated in the building.
We are investigating the situation.
Please remain calm and standby your speakers for further instruction.
Thank you.”

Text 2
(In the event of a need to evacuate from the building;)

“Ladies and gentlemen, your attention please. (Announce Twice)
There exists an emergency situation in the building.
Please evacuate by the nearest exit staircase and obey all instructions given by the Fire Wardens.
Remember to avoid the use of lifts.”

Text 3
(In the event that evacuation is not required;)

“Ladies and gentlemen, your attention please. (Announce Twice)
The emergency situation in the building is now under control.
We regret for any inconvenience caused.
Thank you.”

Text 4
(In the event of a false fire alarm)

“Ladies and gentlemen, your attention, please. (Announce Twice)
We have investigated the situation and found it to be a False alarm.
We regret for any inconvenience caused.
Thank you.”
A.13 Standard Announcements for Tremors

TEXT MESSAGES FOR HANDLING TREMORS

TEXT 1 TREMORS EXPERIENCED IN THE BUILDING

“Ladies and Gentlemen, your attention please.
There have been reports of tremors in the building.
Please remain calm.
We are investigating and will update you shortly
If you have any questions or information to report, our hotline is 6222-7741
(Announce twice)

TEXT 2 TREMORS EXPERIENCED IN THE BUILDING – INFO GATHERED

“Ladies and gentlemen, your attention please.
The tremors felt are attributed to an earthquake in _____________.
Further information on the situation can be obtained over the radio and television.
We will advise you accordingly should there be any further developments
Thank you.”
(Announce twice)

TEXT 3 FOR EVACUATION OF OCCUPANTS FROM BUILDING

“Ladies and gentlemen, your attention please.
For your safety, we will now evacuate the building
Please remain calm and evacuate by the nearest exit staircase. Do not use the lift
Follow instructions given by the Fire Wardens.”
(Announce twice)

TEXT 4 IF EVACUATION IS NOT NECESSARY

“Ladies and gentlemen, your attention please.
We have conducted checks on the building’s structure and have consulted the Authorities.
The building has been certified safe
We will continue to monitor the situation and will advice you should there be any further development
Thank you.”
(Announce twice)

TEXT 5A RETURN OF TENANTS TO THEIR PREMISES (BY LOUDHAILER)

“Ladies and gentlemen, your attention please
The situation in the building is back to normal.
The Authority has informed that it is safe to return to your premises.
Please follow all instructions by the Fire Warden
Thank you for your cooperation.”
(Announce twice)
Standard Announcements – Cont’d

TEXT 5B  BUILDING STILL UNSAFE – STAY AT ASSEMBLY AREA

“Ladies and gentlemen, your attention please
We have just received information from BCA that the building is still unsafe
Please remain in the assembly area and do not return to the building
We will keep you informed
Thank you
(Announce twice)

TEXT 5C  DISPERSE TENANTS

“Ladies and gentlemen, your attention please
We have received the latest confirmation from BCA
The building is still unsafe
You will be allowed to disperse
Please do not return to the building
We will keep you update through your representatives
Thank you
(Announce twice)

TEXT 6  CIRCULAR TO TENANTS

“Dear Tenants,

We wish to inform you that the Building and Construction Authority (BCA) inspected our building on (date) please call us at Tel: 6222 8814/5

Thank you for your co-operation”
## A.14 Floor Register

### ATTENDANCE SHEET FOR FIRE DRILL ON 28/29 DECEMBER 2011

<table>
<thead>
<tr>
<th>Name Of Occupants</th>
<th>Evacuation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Present (In Assembly Area)</td>
</tr>
<tr>
<td><strong>S/no</strong></td>
<td><strong>Name Of Occupants</strong></td>
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<tr>
<td><strong>Total</strong></td>
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</table>
## A.15 Building Evacuation Status Chart

Coordinator : _________________________________________________

Building : _________________________________________________

<table>
<thead>
<tr>
<th>Storey</th>
<th>Name of Fire Wardens</th>
<th>Evacuation Status</th>
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</thead>
<tbody>
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<tr>
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</tbody>
</table>
A.16 Fire Warden Checklist

(For Use During Fire Evacuation)

1. Assistant Fire Wardens to position at Staircases ready to guide colleagues down the staircases.

2. Fire Warden to comb entire floor to ensure everyone is out of the building.

3. To bring along Floor Register Form.

4. Guide all colleagues to Assembly Area.

5. Take Attendance.

6. Submit Floor Register to building management at Assembly Area.

7.

8.
A.2  Site Plan of Assembly Area