ALPHA CONSULTING ENGINEERS PTE LTD



Emergency Response Plan (Evacuation Guidelines)

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1. Introduction

This Emergency Response Plan (ERP) establishes the procedures to be adopted by all employees to ensure a systematic and orderly evacuation of the office in the event of an emergency.

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

If you have any questions, concerns or need additional information, please do not hesitate to contact the Fire Warden/ Assistant Fire Warden.

2. Objectives

2.1 Purposes

(a) To safeguard human lives and property.

(b) To establish a systematic and orderly emergency evacuation process.

(c) To ensure prompt response to the fire alarm and fire outbreak with appropriate fire fighting equipment.

(d) To create awareness in preventing fire outbreaks by constant observation of basic fire precautionary measures.

(e) To establish responsibilities of individuals involved in handling emergencies.

2.2 Emergency Response Team

The Emergency Response Team (ERT) has been formed to achieve the above objectives. The ERT comprises of the following personnel:

(a) Fire Warden

(b) Assistant Fire Warden(s)

2.3 Signal for Fire Alarm

The fire alarm signal can be raised by:

(a) Break Glass Alarm System

The "Break Glass" call point is located at the lift lobby outside the office. In the event 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 fire alarm bells throughout the building.

(b) Automatic Sprinkler System

The building, including our office, is protected with Automatic Sprinkler System. Upon detection of a fire, one or more sprinkler heads will "fuse" to automatically discharge 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

The evacuation concept adopted by the building management is a “Two Stage Alarm”.

The first stage alarm is the Alert signal. A general alert announcement will be broadcasted over the Public Address System. All staff should be on standby for Total Evacuation.

Upon confirmation of a fire situation, the second stage alarm will be activated. The Total Evacuation announcement will be broadcasted over the Public Address System. This should be treated as the signal for a Total Evacuation.

3. 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 and inform the Fire Warden/ Assistant Fire Warden. The Fire Warden/ Assistant Fire Warden shall call the building's Fire Command Centre (FCC) at 6278 8937 and alert all personnel.

(b) Attempt to extinguish any incipient fire with the available fire fighting equipment such as fire extinguishers and without taking any personal risk.

3.2 All Staff

(a) Upon hearing the First Stage Alarm, all personnel including staff and visitors, shall stop work immediately, remain alert, lock important files, cash, shut down machinery/equipment, etc and wait for announcement and instruction to be given over the Public Address System or respective Fire Warden/ Assistant Fire Warden. Standby for evacuation, if required.

(b) Upon hearing the Second Stage Alarm, all personnel, guided by their respective Fire Warden/ Assistant Fire Warden, shall immediately evacuate the office in an orderly manner by using the nearest exits (See Appendix A – Emergency Evacuation Route) leading to the escape staircases and proceed to the Assembly Area. (See Appendix B – Assembly Area) **DO NOT** use the lifts as they have been programmed to descend and parked at Level 1.

(c) When evacuating:

(i) Do not panic but walk briskly down the staircases to Level 1 from the nearest exit;

(ii) Do not return to collect personal belongings;

(iii) Do not re-enter the office or building unless instructed to do so by the Fire Warden/ Assistant Fire Warden; and

After evacuating and arriving at the Assembly Area, all personnel should stay close to the Fire Warden/ Assistant Fire Warden for roll call. Do not disperse or re-enter the office or building but stay at the Assembly Area, unless instructed otherwise by the Fire Warden/ Assistant Fire Warden or the SCDF officer in attendance.

3.3 Fire Warden and Assistant Fire Warden

On hearing the First Stage Alarm, the Fire Warden/ Assistant Fire Warden shall:

(a) Check the Fire Alarm Sub-panel and Zone Chart to ascertain the location of the fire.

(b) If the fire is not on our floor, the Fire Warden/ Assistant Fire Warden shall alert all staff to lock all important files, cash, other valuables, etc and standby for Total Evacuation, if required.

(c) If the fire is on our floor, the Fire Warden/ Assistant Fire Warden shall call the building's FCC (Tel: 6278 8937) and initiate the immediate evacuation of the office. The Fire Warden/ Assistant Fire Warden may attempt to extinguish the fire with the available fire fighting equipment such as fire extinguishers, without taking any personal risk.

(d) Check the office and all personnel to evacuate in an orderly manner by using the nearest exits (See Appendix A – Emergency Evacuation Route) leading to the escape staircases and proceed to the Assembly Area. (See Appendix B – Assembly Area)

(e) Leave the office after ascertaining that all personnel have left the office.

(f) On reaching the Assembly Area, conduct a roll call of the personnel present and submit the Floor Register (See Appendix C – Floor Register) to the building management in person of the evacuation status.

4. Action to be taken in the event of an outbreak of Fire outside office hours

The Department Head/ Person-in-charge shall:

(a) Size up the situation. Raise the alarm by activating the nearest Fire Alarm "Break Glass" call point and/or inform the Fire Warden/ Assistant Fire Warden and/or call the building's FCC (Tel: 6278 8937) and/or SCDF (Tel: 995).

(b) Attempt to extinguish any incipient fire with the available fire fighting equipment such as fire extinguishers, without taking any personal risk.

(c) Evacuate all working personnel.

(d) Notify the following persons:

- Quality & Environmental Manager
- Managing Director

5. Responsibilities

5.1 Fire Warden and Assistant Fire Warden

(a) Ensure that all staff in the office are familiar with the evacuation routes, procedures and the assembly area.

(b) Ensure that exit doors are kept closed but unlocked during business hours and that escape staircase, exit doors and smoke stop lobby are free from obstruction at all times.

(c) Ensure that fire extinguishers are kept in good working condition.

(d) Be familiar with the Emergency Response Plan and the means of escape of the office.

(e) Be familiar with the use of fire fighting equipment, such as fire extinguishers, and their location.

(f) Liaise and coordinate with one another.

(g) Maintain and update the Floor Register regularly.

(h) In the event of fire, upon reaching the assembly area, conduct a roll call of the staff present and submit the Floor Register to the building management.

6. Fire Evacuation Drills

Fire Evacuation Drills are conducted by the building management to ensure that all occupants know the procedures to follow in the event of an emergency.

(a) The building management shall conduct Fire Evacuation Drills at a frequency deem appropriate.

(b) All personnel in the office shall participate in the Fire Evacuation Drills.

(c) The Fire Warden/ Assistant Fire Warden shall be responsible for assisting and coordinating the Fire Evacuation Drills in accordance with the building management's instructions.

7. General

7.1 General Information

Remember, it is your own interest:

(a) To know how to report a fire – Sound the fire alarm with delay

(b) To know what to do in the event of fire – Avoid panic and confusion

(c) To know the locations of 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 other escape routes clear of obstructions at all times.

7.2 Who to Contact

Refer to Appendix D – Contacts for Emergency Assistance for details

7.3 Fire Protection System and Equipment

(a) Fire Alarm Sub-Panel and Zone Chart





time, all 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.

(b) Fire Hosereel



The fire hosereel is installed at the lift lobby outside the office. This is a first line of fire fighting appliance for use by occupants to fight small fires.

(c) Fire Extinguishers

We have three fire extinguishers in the office. They are located ***outside Mr Goh Soon Huat's room***, at the emergency exit at the CAD Department and ***at the engineer department***.

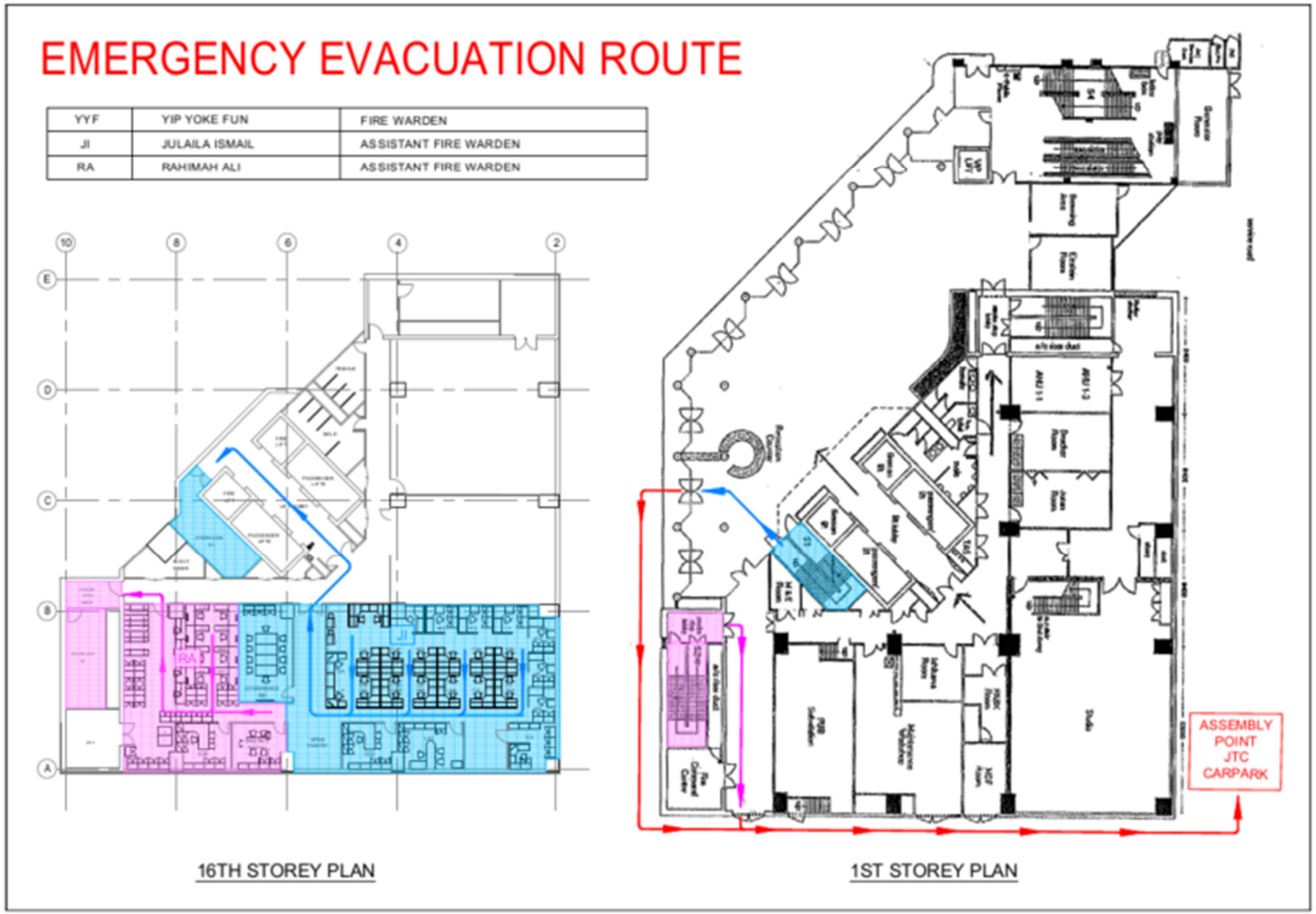


When the fire is extinguished, remember to ventilate the area by opening windows and doors.

7.4 Lifts

The lifts will descend and homed to Level 1 when the alarm system is activated. **DO NOT** use the lifts when the fire alarm is activated as there is a high risk of lift failure in the event of a fire.

Appendix A – Emergency Evacuation Route



Appendix B – Assembly Area



LEGEND | Assembly Area Fire Escape Staircase

Appendix C – Floor Register

FLOOR REGISTER – 2 BUKIT MERAH CENTRAL

Floor :		**Fire Warden:**	
Unit:		**Asst Fire Warden:**	
Total Staff:		***Date:***	

S/No	NAME OF OCCUPANTS	EVACUATION STATUS		REMARKS (OOO/MC/Mtg)
		PRESENT	ABSENT	
	Total Present			
	Total Absent			

Checked by Fire Safety Manager _____

Appendix D – Contacts for Emergency Assistance

ASSISTANCE/SERVICES	COMPANY/PERSON	CONTACT NO
FIRE / AMBULANCE		**995**
NON-EMERGENCY AMBULANCE		**1777**
POLICE		**999**
MEDICAL ATTENTION **(Please call the clinic to check that it is opened before visiting)**	**Nearest Clinic(s) From Office (Not 24 hours):** **1. Drs. Koo, Koh and Associates** **Address:** Blk 163 Bukit Merah Central Singapore 150163 **Opening Hours:** Mon – Fri: 8.30am to 1.30pm, 2.30pm to 4.30pm Mon & Wed: 7.00pm to 9.00pm **2. Singhealth Polyclinic – Bukit Merah** **Address:** Blk 163 Bukit Merah Central #04-3565 Singapore 150163 **Opening Hours:** Mon – Fri: 8.00am to 4.00pm **Nearest Hospital Emergency & Accident (A&E) From Office:** **1. Singapore General Hospital** **Address:** Block 1, 1 Outram Road Singapore 169608	**6271 2395** **6643 6969** **6222 3322**
EMERGENCY COORDINATOR ***Fire Warden*** ***Assistant Fire Warden***	 ***Ms Yip Yoke Fun*** ***Ms Rahimah Bte Ali*** ***Ms Julaila Bte Ismail***	 ***9004 9853*** ***63758920*** ***63758912***