SECTION E5 - EMERGENCY PREPAREDNESS & RESPONSE

OBJECTIVE

To establish, implement and maintain the processes needed to prepare for and respond to both potential and actual emergency situations to prevent or mitigate the adverse consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact. The procedure addresses issues relating to:

- Identifying potential accidents and preventive measures;
- Emergency Response Plan;
- Fire Evacuation Drills; and
- Evaluation on Fire Evacuation Drills.

RESPONSIBILITIES

1. **Fire Warden and Assistant Fire Warden**

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

1.2 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.

1.3 Be familiar with the Emergency Response Plan and the means of escape of the office.

1.4 Ensure that fire extinguishers are kept in good working condition.

1.5 Be familiar with the location of and operation of the Fire Alarm System and the use of fire extinguishers.

1.6 Liaise and coordinate with one another.

1.7 Maintain and update the Floor Register.

1.8 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.

PROCEDURES

1. Identify Potential Accidents and Preventive Measures

Type of Potential Accident	Preventive Measures
Fire	(a) Smoke only where it is permitted. Smoking is strictly prohibited within the staircase and at car parks. (b) Fire doors provides a way out during the fire and slow the spread of fire and smoke. Make sure that fire and smoke doors are kept shut and not propped open. (c) Keep escape staircase, exit doors and smoke stop lobby free from storage and waste. Make sure that escape staircase and exit doors are not locked. (d) Any cracked, frayed or broken electrical cord is replaced immediately. (e) Do not overload power outlets or extension boards. (f) If an appliance or item of equipment smells or gives off smoke, turn it off and unplug it immediately. Do not use it again until a qualified technician has checked it. (g) Do not store any flammable goods in the office.

2. Emergency Response Plan

The Company shall adhere to the emergency response plan/procedure established by the building management. During site visits, the Company shall adhere to the emergency response plan/procedure established by the main contractor.

The Emergency Response Plan (ERP) and Emergency Evacuation Route (EER) will be introduced to all new staff during the induction training.

The ERP and EER are available for reference on the intranet. A copy of the EER is also put up on the office's notice board.

The ERP will be evaluated and modified when gaps are discovered through evacuation drills and actual emergency situations. It will also be updated to ensure that all names, titles and contact information are current. The modified/updated ERP will be communicated to all staff via e-mail and made available for reference on the intranet.

3. 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.

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

3.2 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 and inform relevant personnel.

4. Evaluation on Fire Evacuation Drills

The Fire Evacuation Drill Report evaluates the effectiveness of the ERP. It focuses on closing gaps between the ERP and Fire Evacuation Drill result, as well as taking corrective actions for continual improvement.

Immediately following each Fire Evacuation Drill, the Fire Warden shall review the results of the Fire Evacuation Drill, complete the Fire Evacuation Drill Report and undertake the necessary corrective actions for continual improvement.

Records of the Fire Evacuation Drill Report shall be maintained by the Fire Warden.

REFERENCE

Form E5.A - Fire Evacuation Drill Report

Emergency Response Plan

Emergency Evacuation Route

Floor Register