FIRE SAFETY AND EMERGENCY EVACUATION BRIEFING

18 August 2020
AGENDA

01 INTRODUCTION

02 EQUIPMENT TYPES AND USAGE

03 EVACUATION PROCEDURES

04 FIRE WARDEN DUTIES

05 FIRE SAFETY TIPS
Objectives of Fire Drill

• To prevent panic; to ensure safe, orderly and efficient evacuation of all occupants in the case of a fire emergency.

• To get occupants attuned to react rationally when confronted with fire or other emergencies within the premises.

• To become familiarized with fire escape routes and location of Assembly Area.
Equipment Types and Usage

Fire Protection Equipment

Recognise and Familiarise

Smoke Detector
Manual Call Point
Fire Sprinkler
Emergency Door Release

Not Fire Safety Equipment
Equipment Types and Usage

Fire Fighting Equipment

Recognise and Familiarise

Hose Reel

Fire Extinguisher
Equipment Types and Usage

Communication Equipment

Recognise and Familiarise

- Fireman Intercom
  - Close-up view
- Fireman Intercom
  - Open view
- Fireman Intercom
  - With handset
Recognise and Familiarise

• When fire alarm is triggered, smoke curtains will fall rapidly into position.

• To resist smoke from entering into the way of escape routes

• To act as a “chimney wall” to contain smoke away from the escape route as smoke engineering fans exhaust smoke from the building.
Equipment Types and Usage

Fire Shutter

Recognise and Familiarise

• When fire or smoke is detected in an area, fire shutters will automatically lower.

• To protect anything within the fire shutters from fire and smoke damage
Use of Fire Extinguisher

• **P**: Pull the pin at the top of the extinguisher

• **A**: Aim the nozzle at the base of the fire; not at the flames

• **S**: Squeeze the handle to release the extinguishing agent

• **S**: Sweep the spray back and forth across the fire until it’s out
Evacuation Procedures

Types of Announcements

**Alarm Activation**

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

**False Alarm**

“Ladies and gentlemen, your attention, please. We have investigated the situation. There has been a false alarm. We apologise for any inconvenience caused. Thank you.”
Evacuation Procedures

Types of Announcements

Total Evacuation

“Ladies and Gentlemen, your attention please. There is an emergency situation in the building. Please evacuate by the nearest exit staircase and obey all instructions given by the Fire Wardens. Please do not use the lifts.”
Evacuation Procedures

Expected Action by Fire Wardens and Occupants

**Activation of 1st Fire Alarm**

- The designated Fire Warden in each Department and/or floor shall **alert staff in that area to prepare** to evacuate after activation of 2nd fire alarm and evacuation announcement.

- Occupants should **quickly lock up all important documents**, cash, shut down equipment, gas stove etc.
Evacuation Procedures

Expected Action by Fire Wardens and Occupants

Activation of 2\textsuperscript{nd} Fire Alarm and Evacuation Message

• All occupants \textbf{must evacuate immediately} following the guidance of their respective Fire Wardens.

• \textbf{Fire Wardens must;}
  • Ensure everyone leaves the premises.
  • Direct all occupants to the nearest fire exit.
  • Ensure that there is no bottleneck at staircases.
  • Ensure that all disabled, children and pregnant women, if present, are given particular attention during evacuation.
  • Leave last.

\textbf{Do not use the lift.}
\textbf{Proceed to the Assembly Area.}
Evacuation Procedures

Expected Action by Fire Spotter

**Person who discovers the fire must immediately**

- Raise the alarm by **activating the nearest fire alarm “Break-glass” call point.**

- **Attempt to extinguish** any incipient fire with the available fire extinguisher or fire hose reel without taking personal risks. *(Training is important)*
Evacuation Procedures

Assembly Area (AA)

• All occupants must assemble with their designated floor/department at the Assembly Area in an orderly manner. (Signboards are displayed at the Assembly Area during drills only)

• Fire Warden or Department Representative shall conduct roll call and account for all staff of their floor and/or department.

• Fire Warden or Department Representative shall report evacuation status in person to the Fire Safety Manager (FSM) or Assembly Area Coordinator at the reporting center.

• All must follow the instructions given by the FSM or Assembly Area Coordinator.

• After the building is declared safe by the FSM, Fire Wardens shall lead all occupants back to the building in an orderly manner.
Evacuation Procedures

Assembly Area

- Actual Assembly Area
- Suntec
- Fire Drill Assembly Area
Evacuation Procedures

Expected Action by Occupants

1st Fire Alarm

- Stop work
- Lock documents
- Stay calm
- Wait for next instructions

Evacuation Announcement & 2nd Fire Alarm

- Proceed to nearest safe exit
- Walk briskly
- **DO NOT** panic
- **DO NOT** use lifts
- **DO NOT** bring personal belongings

Assembly Area

- Proceed to Assembly Area
- Report to Fire Wardens
- Keep calm
- Wait for next instructions
- **DO NOT** return until instructed

Nature of alarm

Operations resume

FALSE

TRUE
Evacuation Procedures

Expected Action by Fire Wardens

**1\textsuperscript{st} Fire Alarm**

- **Alert staff in designated area to prepare for evacuation**

**Evacuation Announcement & 2\textsuperscript{nd} Fire Alarm**

- Ensure everyone leaves the premises
- Direct all to the nearest fire exit
- Ensure there is no bottleneck at staircases.
- Give particular attention to all disabled, children and pregnant women
- Leave last.

**Nature of alarm**

- Stand down
- FALSE
- TRUE

**Assembly Area**

- Conduct roll call and account for all staff
- Report evacuation status in person to FSM or AA Area Coordinator
- After the building is declared safe, lead occupants back to the building
Fire Warden

Duties

Before an Emergency

• Acquaint any new employee with the Emergency Response Plan including informing him/her of his/her specific role (if any) during an emergency.

• Be familiar with the Emergency Response Plan and means of escape from the building.

• Be familiar with the operation of the fire alarm system, use of first aid and fire fighting equipment.
Fire Warden

Duties

During an Emergency

• Do not forget to **wear your Fire Warden Vest / Arm Band**.

• **Liaise and coordinate** with one another.

• Do not forget to **fill up the attendance list** before the fire drill and take it with you to the AA.
Fire Safety Tips

• Do not use frayed wires or faulty electrical equipment. Electrical wiring and appliances should be well-maintained and insulated.

• Do not overload electrical outlets. Use an extension socket with a safety mark instead.
Fire Safety Tips

• **Store flammable materials in proper containers** in designated storage areas.

• **Inspect the premises** at the end of each day for fire hazards. Ensure good housekeeping habits are observed.

• **Do not block or cover** firefighting equipment.
Fire Safety Tips

• **Smoke only within designated smoking areas.**
  Ensure cigarette butts and matches are completely extinguished before disposal.

• **Keep all exits and passageways free from obstruction.**
Q & A