

T-LAB BUILDING
NATIONAL UNIVERSITY OF SINGAPORE

FIRE EMERGENCY PLAN

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 firefighting 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
- (4) Automatic gas suppression 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.
- (4) Remain available in a safe location to relay relevant information to SCDF or other emergency personnel (Office of Campus Security)

b. All Staff

- (1) Upon hearing the fire alarm, all staff shall IMMEDIATELY EVACUATE the building - when the alarm sounds everyone must evacuate the building (except for designated Fire Safety Warden & Fire Safety Coordinator). Treat all alarms as a real emergency.
- (2) When evacuating, do not panic but quickly walk down the staircase by the nearest exit and proceed to the assembly area. Close the door as you leave the room. This will retard the spread of smoke and lessen damage. Do not use lifts.
- (3) The assembly area is located at Carpark 2A. **(See Appendix B for Site Plan of Assembly Point)**
- (4) If you are trapped, hang a sheet, jacket, or shirt or other object out the window that will attract attention. Do anything to prevent smoke from entering the room especially from the crevices at the door. Shout for help. Call the Campus Security/SCDF on the phone and tell them that you are unable to get out of your room. The Campus Security will be in direct radio contact with officers at the fire. Remain calm until firefighters reach you from the hallway or window. Their first duty upon arriving at a fire is to search for persons trapped in the burning building.

All staff/students/guests/visitors shall not re-enter the building unless instructed otherwise by the Civil Defence Officer in attendance or Campus Security.

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 G for location of Main Fire Alarm Panel)**

- (2) Assistant coordinator or T-lab security to placed 2 No.s of A-Stand at main lobby and basement carpark.



- (3) Ensure that the Campus Security and Singapore Civil Defence Force (SCDF) have been notified if there is a fire outbreak.
- (4) Proceed to the assembly point and obtain the floor evacuation status reports from the Fire Wardens.

- (5) 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. (See Appendix F for Building Evacuation Status Chart)

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 firefighting equipment and **without taking personal risk.**
- (3) Report to Coordinator if fire occurs on his/her floor
- (4) Evacuate the entire floor occupants immediately using nearest exit
- (5) Check all classrooms, laboratories, offices, stores, toilets etc to ensure that no one is left behind.
- (6) Ensure that the disabled, children, pregnant women etc if present in their storey, are given particular attention during evacuation.
- (7) Level 2 NERI fire warden to help put an A-stand at entrance of loading/unloading bay.
(A-stand is available at L2 cargo lift near Fire Warden Box.)
- (8) Level 6 fire warden to help put an A-stand at entrance of link way.
(A-stand is available at the L6 near South Wing back door exit.)
- (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) Proceed to the fire alarm main panel and check the location of the alarm. **(See Appendix G 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) Deactivate the alarm and inform the Fire Safety Coordinator / Assistant Coordinator if it is a false alarm.

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.

- (4) 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.
- (5) 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 firefighting 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.

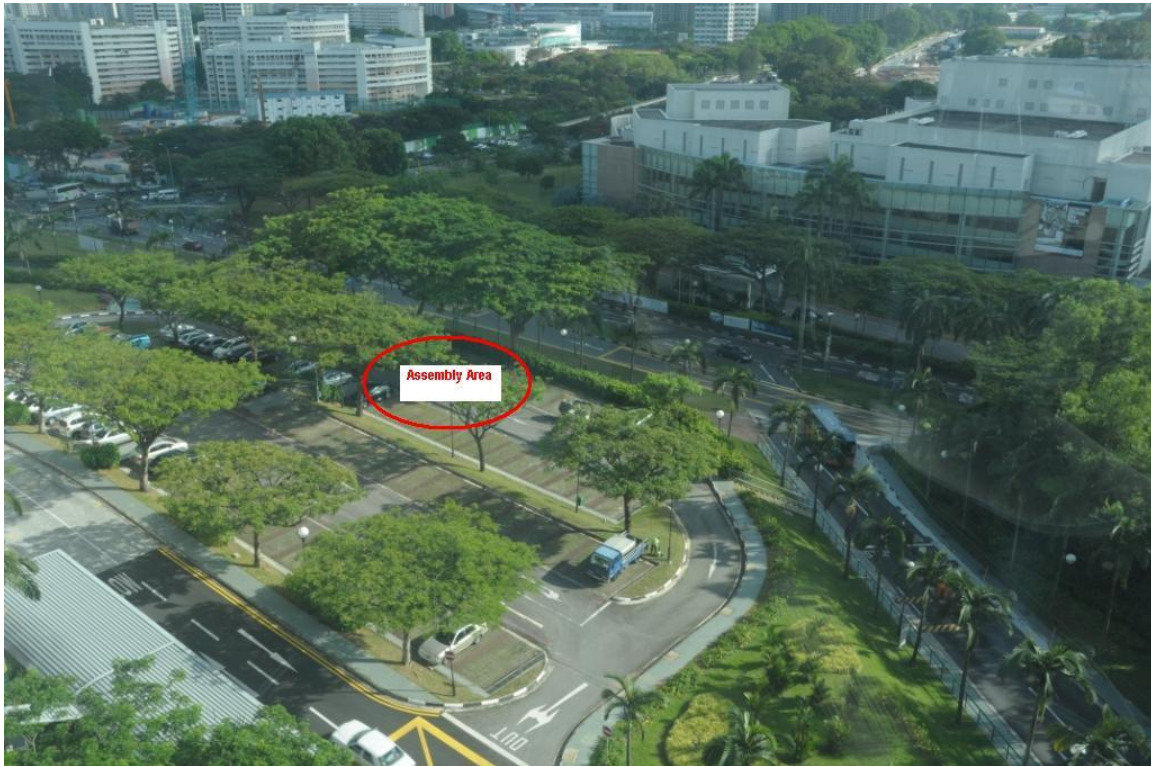
6 FIRE EVACUATION DRILLS

- a. Fire evacuation drills shall be conducted at least once a year.
- b. All personnel in the building shall participate in the drill.

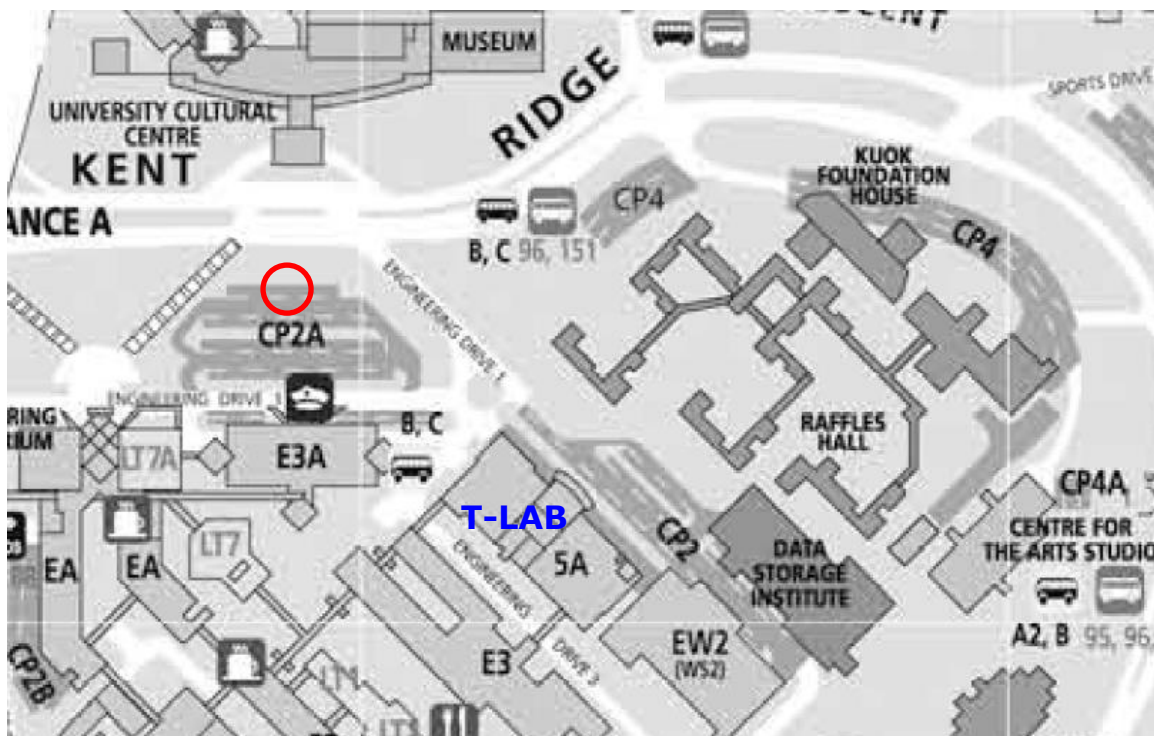
7 APPENDICES

- 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 G – ~~Location of Main Fire Alarm Panel~~

SITE PLAN OF ASSEMBLY POINT



ASSEMBLY AREA (CARPARK 2A)



T-LAB : LOCATION OF T-LAB BUILDING

 : ASSEMBLY AREA IN THE EVENT OF FIRE, FIRE DRILL OR EMERGENCY

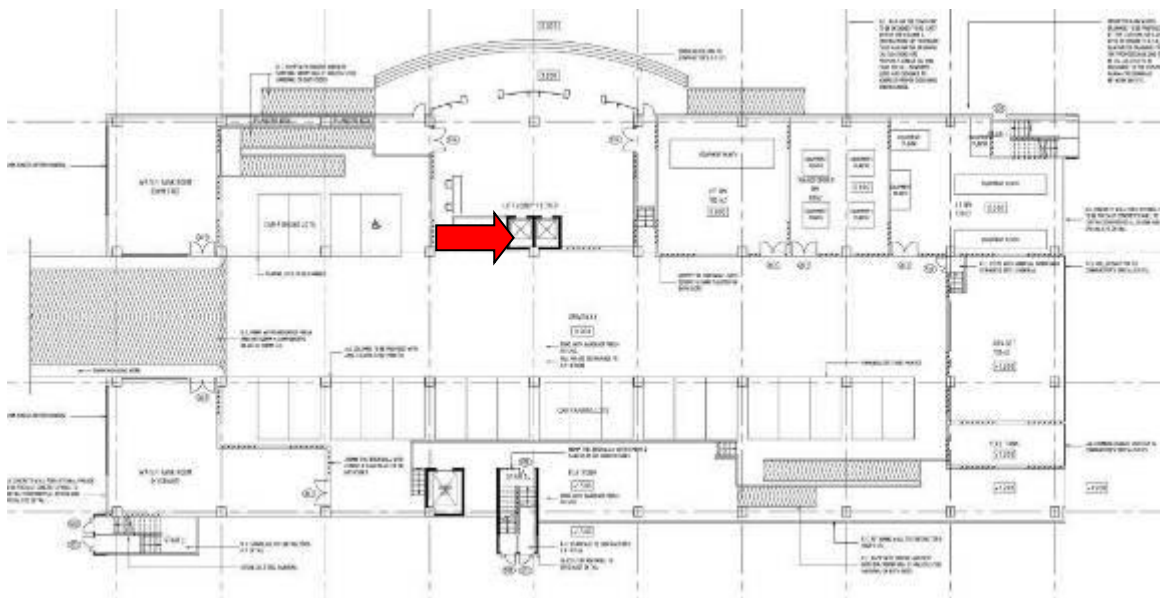
EVACUATION DRILL RECORD SHEET

I, the undersigned, designated as coordinator of the fire drill held by the T-Lab Building in the premises of T-Lab Building 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.

DATE OF DRILL	TIME	FIRE FLOOR	NO. OF PARTICIPANTS	PARTICIPATION RATE (%)	EVACUATION TIME	NAME & SIGNATURE OF COORDINATOR
21 Jul 09	2.30pm	8th	76	86.4	7min 30sec	Lim Kim Seng
25 Jun 10	4.15pm	1st	76	60.36	10min 0sec	Lim Kim Seng
22 Jun 11	9.35am	1st	225	60.80	9min 10sec	Tan Peng Huat
10 Aug 12	3.00pm	1st	242	73.56	9min 0sec	Tan Peng Huat
02 Aug 13	9.30am	1st	332	60.47	6min 20sec	Tan Peng Huat
03 Sep 14	9.30am	1st	385	68.14	7min 40 sec	Tan Peng Huat
29 Jul 15	9.30am	2nd	304	58.35	7min 30 sec	Tan Peng Huat
19 Oct 16	9:45am	7th	354	62.88	9min 30sec	Tan Peng Huat
21 Jun 17	9.35am	11th	279	53.90	7min 51sec	Tan Peng Huat
11 Jul 18	9.30am	4th	324	58.48	7min 07sec	Haydee Lising
1 Apr 19	9.35am	6th	291	55.01	8min 40sec	Haydee Lising



Main Fire Alarm Panel



Location of the Main Fire Alarm Panel (inside Security Room, 1st storey)

DOCUMENT INFORMATION

Building Name	T-Lab Building
Effective Date	19 May 2009
Review Date	04 July 2022
Reviewed By	Tan Peng Huat
Stamp of OSHE	