

2018

GENERAL GUIDELINES FOR EMERGENCY RESPONSE PLAN

For [AZ@PayaLebar](#) at
[140 Paya Lebar Road](#)
[Singapore 409015](#)

This emergency response plan is developed by ([Colliers International Pte Ltd](#)) and is to be handed over to SCDF responders in times of emergencies

Version 4.0

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FSM
10/07/2018



SINGAPORE CIVIL DEFENCE FORCE



GUIDELINES FOR EMERGENCY RESPONSE PLAN (ERP)

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TABLE OF RECORDS OF EMERGENCY PLAN REVISION

S/N	Plan Version	Date of Approval	Name and Appointment of Approving Personnel	Signature of Approving Personnel	Remarks
01	ERP v2	16022017	James Chor		
02	ERP v3	20092017	David Pau		
03	ERP v4	10072018	David Pau		

Note:

Emergency Plan should be endorsed and approved by the company's senior management.

TABLE OF RECORDS OF EMERGENCY EXERCISES CONDUCTED

S/N	Date of Exercise	Name and Appointment of Conducting Personnel	Signature of Conducting Personnel	Comments

Note:

Emergency Exercise shall be conducted at least once a year to validate this emergency response plan.

EMERGENCY RESPONSE PLAN

1 AIM

The aim of this emergency response plan is to detail the various measures and operational actions that need to be undertaken by the company in the event of any fire or other emergencies such as Hazmat that occur within the installation in order to minimize injury to personnel and damage to property.

2 SITUATION

This section contains the company's background information which includes its nature of business, location, neighbour and its inherent risks and hazards.

2.1 INTRODUCTION

To state the ownership and management of the installation. Give a write-up of the **nature of business, products and methods** of the installation's activities and the other various companies involved (if any) in the operation such as supplying raw material, etc.

AZ building consist of 1 blocks with 10 storey and is classified as B1 light industrial. The Building owned by Ascendas Pte Ltd and managed by Colliers International (Singapore) Pte Ltd.

2.2 AREA OF OPERATIONS

2.2.1 LOCATION OF PREMISES AND ITS MAIN ACCESS ROAD

With a gross floor area of 15,934 m² and occupancy rate of 90%, it is located off Paya Lebar Road, within the business and industrial hub of Ubi and is accessible via the Pan Island Expressway and the Kallang-Paya Lebar Expressway. The main, and only, access into the premises is at Paya Lebar Road itself. Please refer to Annex A

2.2.2 GENERAL DESCRIPTION OF THE SURROUNDINGS AND NEIGHBORING PREMISES

The surrounding properties comprises of light to heavy industrial buildings. Traffic condition within the area is often heavy.

Table 1: List of Neighboring Buildings

Building	Type	Business Nature
Ace building	Single Tenanted	Light Industrial
Tien Sen Hua Temple	Single Tenanted	Temple

2.2.3 LAYOUT OF PREMISES

Please refer to Annex B

Note:

The Safety Data Sheet (SDS) of the hazardous materials used / stored at the premises need not be included in this ERP. However company must ensure that the SDS be located in an easily accessible area and that they must be handled to the SCDF responders in times of emergencies.

3 EXECUTION

This section highlights all main credible scenarios (such as fire or Hazmat incident) and the necessary actions to be taken by the company during emergency.

3.1 CONCEPT OF OPERATIONS

The emergency operation to be conducted in phases is as follows:

Phase	Actions
I	To notify SCDF and SPF immediately for all emergency, fire or mass casualty (10 or more casualties) incidents. To notify other related agencies (NEA, MOM, etc) and surrounding companies if necessary.

II	a	Company personnel to conduct evacuation operations.
	b	Company personnel to initiate emergency actions to mitigate or contain the emergency and coordinate with SCDF personnel upon SCDF's arrival.
III		To clean up / decontaminate and resume normal operations.

Note:

Phase II (a) and (b) should be conducted simultaneously or as directed by the Site Main Controller / Site Incident Controller or Fire Safety Manager.

3.2 EMERGENCY ACTIONS TO BE TAKEN

3.2.1 (PHASE I) PROCEDURE TO NOTIFY SCDF, SPF. TO NOTIFY OTHER RELATED AGENCIES AND SURROUNDING COMPANIES

Should an emergency situation happen during office hour, the security officer on duty will activate the emergency response procedures. He will immediately notify the FSM and Site Main Controller (SMC). Upon confirmation of a real emergency situation, FSM will instruct the telephone operator to carry out the following task:

1. Call the DECAM but not later than 1 minute or call the Central Monitoring Station if unable to contact DECAM.
2. Notify SPF and the ambulance
3. Notify the Neighboring buildings

The SMC will be acting as a liaison officer. He will liaise with senior officials of government agencies Such as SCDF, SPF, medical staff, etc. He will provide information and necessary assistance to SCDF ground commander.

Fire Occurring Outside Normal Office Hours

In the event of fire alarm activation after normal working hours, the Senior Guard on duty shall:

1. Inform FSM, Building officer office and Neighboring buildings
2. Assign one guard to man the phone line and another to check on the fire alarm activation.
3. If fire is spotted, immediately inform the DECAM to dispatch SCDF
4. Proceed to fight the fire from a safe distance with the available fire-fighting equipment and attempt to extinguisher or control the fire without taking personal risk.
5. Isolate the fire alarm bell.

Activation of False Alarm

1. Immediately inform the DECAM to cancel the alarm
2. Inform the FSM and Building Manager
3. Reset and normalize the fire alarm system.
4. Inform Neighboring buildings about false alarm

Occupancy Rate During And After Operation

AZ building has an occupancy rate of 90%. The total numbers of occupants are broken down into the following:

Visitors, consumers and non perm staff

- An average of 100 occupants were recorded per day.

Table 2: Emergency Contacts Of Government Agencies

Emergency Numbers	
Decam (B-2255)	62914855
Fire / Ambulance	995
Police	999
SCDF Hotline	1800 286 5555
Police Hotline	1800 225 0000
Building	
FCC	68422450
Breakdown Of Services	
Water Supply	1800 284 6600
Piped Gas Supply	1800 298 8711
Electricity Supply / Street Lighting	1800 778 6666
Traffic Jams / Traffic Lights	1800 222 2233
Related Governmental Agencies	

Occupational Safety & Health Division (Ministry of Manpower)	6317 1016
Fire Safety Consultation – Industrial (SCDF)	68481467
Inspection & Enforcement Branch (SCDF)	1800 734 4308

3.2.2 (PHASE II a) PROCEDURE FOR EMERGENCY EVACUATION

Evacuation model

In view that both the buildings are low-rise, Single-stage alarm evacuation was introduced to the premise.

CERT Reporting Point

Upon confirmation of the emergency situation, the Cert team will gather outside of the FCC. They will start to prepare their equipment while awaiting for FSM to brief them on the incident site before setting off to carry out their tasking.

Assembly Area

The assembly area ★ is located at the open area in front of AZ Building behind Paya Lebar Road beside ACE Building. The open air grass field can hold more than 600 persons. Also, it is a properly maintained flat ground which fully met the Requirement of the Assembly Area.



First Aid Point

The first aid point is situated at the Guard house located at the side of the main entrance/exit. This for easy access to ambulance, while not obstructing the fire fighting operations.

Incident Command Post / Emergency Operation Center

The incident command post is located together with the First Aid Point to ease operation. As it is the main Centralized Area, all essential equipment or items are placed there, and they include:

1. The Main Fire Alarm Indication Panel
2. Emergency Response Plan.
3. Emergency Contact List.

3.2.3 (PHASE II b) EMERGENCY ACTIONS TO MITIGATE OR CONTAIN THE EMERGENCY

3.2.3.1 Emergency Shutdown Procedure

The emergency shutdown procedures for various process and equipment (such as the gas leakage, loss of containment storage tank etc) during an emergency will be assigned to the security supervisor and will be completed in 5 minutes.

3.2.3.2 Fire Fighting, Hazmat Monitoring, Containment and Rescue Procedures

Office and laboratory space are equipped with fire extinguisher in dry powder and Carbon dioxide type with rating ranging from 21A/70 to 13A/70B. Hose reels are located at the hose reel riser next to escape staircase and toilet lobbies. Building is supported by 4 Fire hydrants which can be found on the surrounding turf of the building.

Essential equipment use by SIC and Response team are located inside the FCC.

1. Personal protective equipment(PPE)
2. Torch light
3. Fire extinguisher
4. Lock cutter
5. Hammer

Table 3: List Of Fire Fighting And Rescue Equipment

S/N	Equipments	Type	Function	Location
01	Extinguisher	Carbon Dioxide	Reduces the oxygen content which supports combustion	All corridors, M&E rooms, and office space
02	Extinguisher	Dry Powder	forms a barrier to reduce the oxygen content for sustainable combustion	All corridors, M&E rooms, and office space
04	Hose reel	Water	high-pressure water hose to which can be use by occupants to extinguish incipient fire.	All staircase lobbies
05	Fire hydrant	Water	Above-ground connection that provides access to a water supply for the purpose of fighting fires	External Driveway
06	Fire engine hard stands	NA	Unobstructed parking space for fire engine to facilitate recues and fire fighting	External Driveway
07	Wet riser landing valve	Water	Provide connection for pumped water supply for fire fighting	All lift lobbies

3.2.3.3 Procedure to Implement In-Place Protection (IPP)

Refer to Annex E

3.2.4 (PHASE III) TO CLEAN UP / DECONTAMINATE AND RESUME NORMAL OPERATIONS.

3.2.4.1 Clean up Operations

Aftermath of crisis and once the area has been rendered safe, the first priority is to implement plans to restore the site to its normal level of activity as soon as possible. A pre arrangement has been made with vendors, contractors and suppliers of respective trades to assist on the repair and reinstatement of the building operations. Essential areas to be restored are as follows:

1. Cleaning up of the building
2. Repair of building defects
3. Repair of electrical equipment and installation
4. Restoration of the fire protection system
5. Checking on the ACMV system
6. Reviewing of the building security system

Table 4: Information of The Vendors And Contractors

S/N	Company	Trade	Contact Person	Contact No.
01	NAFA Building	Cleaning	Rajan	9084 4891
02	BS Engineering	Fire Protection	Desmond Tan	9827 8753
03	Chubb (S) Pte Ltd	DECAM	Timothy Lee	9387 1641
04	Nakano Singapore Pte Ltd	Builders	Tan Tuck Lee	9022 4812

05	Lim Yong Kok (LEW)	License Electrical Worker	Lim Yong Kok	97486698
06	EVAR Aircon	ACMV	BH Lim	67489081
07	ADA Electrical Engineering	STANDBY GENERATOR	Sherman Yap	9450 2912

3.2.4.2 Other Emergency Plans

Refer to Annex E

3.3 GROUPING AND TASKS

To state the role and responsibilities of various groups for example, the Site Main Controller (SMC), Site Incident Controller (SIC), Company Emergency Response Team (CERT) members, Fire Safety Manager (FSM), Fire Wardens and Security Personnel, etc. (To be inserted in **Annex F**) and their respective Grouping & Tasks (To be inserted in **Annex G**)

3.3.1 FSM/Assistant FSM

1. Represent the management of the Building in respect of all fire safety matters.
2. Has the full responsibilities for:
 - I. Establishment of a fire safety committee
 - II. Training of the staff
3. Preparation, drafting and putting into force the fire emergency plan.
4. Ensure that the approved fire emergency plan is abided by all staff of the building.
5. Ensure that exits, fire prevention and fire fighting systems are in good order through regular inspections.

6. Record the date and time of each evacuation drill conducted (Appendix VI page 25). (This form must be kept in the office of the coordinator for verification purposes by the SCDF officer)
7. Appoint one person as coordinator during his absence from the building
8. Training and operation of a CERT recruited from among building maintenance and service personnel.
9. 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.
10. Conduct investigation on the incident.

3.3.2 Site Main Controller (SMC)

1. Coordinate the activities of external emergency organizations and work closely with the Incident Manager at TACT HQ during consequence management.
2. Provide TACT HQ with the following information:
 - I. Site Layout Map
 - II. Building plan
 - III. Company Emergency Response Plan
 - IV. Company's hazmat inventory and location of hazmat inventory
 - V. Overall workers population
 - VI. Incident resources available at site
3. Provide the Incident Manager with the necessary information and decisions to any actions that concerns the company SOPs and policies.

4. Authorize the shutdown of operations in the installation.
5. Authorize the release of information to the media and government agencies.
6. Assist the Incident Manager in determining the termination of the emergency and authorizing re-entry upon complete recovery.

3.3.3 Site Incident Controller (SIC)

1. Establishing the on-site Emergency Response Team.
2. Sizing up incident situation and recommending response strategy and tactical plan.
3. Determining incident control zones.
4. Setting up field incident command post.
5. Commanding and directing emergency response team.
6. Ensuring emergency responders safety and monitor personnel fatigue and stress.
7. Deploying emergency equipment and appliances.
8. Directing rescue operations if necessary.
9. Maintaining constant communication with SMC and the emergency responders.
10. Working closely with SCDF ground officer.
11. Ensuring proper decontamination of the equipment and responders.
12. Coordinating recovery activities.

3.3.4 Response Team

1. Conduct basic emergency response actions such as firefighting and HazMat mitigation under the command of SIC

2. Assists in emergency notification of neighboring premises and conduct public protective actions under the command of SIC
3. Accounting for personnel inside and outside of the hazard risk zone under the command of SIC / SMC and assist SIC / SMC to ensure on the smooth and orderly evacuation of all company's employees by guiding them to designated Assembly Area
4. Implementing In-Place protection (IPP) within the workplace under the command of SIC
5. First Aid personnel should perform basic first aid on any casualty
6. Security wardens should secure the company's premises and facilitate rapid movement of SCDF responders upon their arrival.

3.3.5 Fire Warden / Assistant Fire Warden

1. Acquaint any new employee with the fire emergency plan including his / her specific role (if any) during an emergency.
2. Be familiar with the Emergency Response Plan and means of escape of the building
3. Be familiar with the operation of the fire alarm system and the use of first aid fire-fighting equipment.

4. Maintain and update a floor register (as per format recommended in Appendix VI)
5. Ensure that exit doors are kept closed and unlocked, corridors, lobbies and staircases are free from obstruction

3.3.6 Chief Security Officer / Assistant Security Officer

1. Be familiar with the fire emergency plan and means of escape of the building.
2. Ensure that the security personnel are well versed with their roles as described in the fire emergency plan.
3. Conduct investigation after the incident.

3.4 KEY PERSONNEL EMERGENCY CONTACT NUMBERS

Refer to Annex D

4 SERVICE SUPPORT

This section describes the facilities and equipment that are available to assist the company in mitigating an emergency.

4.1 FIXED INSTALLATIONS

4.1.1.1 Detection System**4.1.1.1.1 Automatic Addressable Fire Alarm System**

The building is installed with an Addressable Fire Alarm System which is able to indicate the location of the triggered alarm, point location and type of devices and type of signal transmitted which is effective for high rise building.

The Addressable Fire Alarm System consists of the following devices:

1. Main Fire Alarm Panel
2. Sub Alarm Panel
3. Smoke Detector
4. Heat Detector
5. Break Glass Call Point
6. Alarm Bell
7. Strobe Light
8. Monitoring Module
9. Control Module

Main Alarm Panel

The main fire alarm panel which is installed at the FCC, is a microprocessor based addressable fire alarm system. It is installed with loop interface board which has the capability to address up to 99 intelligent detectors and 99 addressable modules.

Smoke Detector

The intelligent smoke Photoelectric Detector is installed at the following locations:

1. Electrical Riser
2. LT & HT Switch Room
3. Transformer Room
4. Cable Chamber
5. MDF Room
6. Lift Motor room
7. Lobbies
8. Office Corridors

Break Glass Call Point

The Break glass Call Point comprise of manual call point with monitor module enclosed. They are located at staircase entrance and along corridors.

Alarm Bell

Alarm bells are located above call points to signal alarm condition. They are activated in the event of fire alarm, caused by smoke detector, break glass call point and flow switch.

Monitor Modules

Monitor modules are used to monitor normal open contact to provide alarm status information to the fire alarm panel. They are used to monitor call points, flow switch, control valve pressure switch, pumps and temper switch.

Control Modules

Control modules are used to provide output to drive alarm bells and release door contacts, activate MV Fan, Pressurization fan, lift homing, AHU tripping contact and output signal to DECam line in the event of fire alarm activation.

Once the fire alarm is activated, signal shall be sent to activate the following services :

1. Lift Homing
2. Starts MV Fan and pressurization fan
3. Decam Transmitter unit to CHUBB
4. EM locks and sliding door contacts released
5. Tripping of AHUs
6. Broadcast PA system

4.1.1.2 Extinguishment System

4.1.1.2.1 Automatic Sprinkler System

The entire building is sprinkler protected to ordinary hazard Category

The Automatic Sprinkler system is made up of the following equipment

1. Electrical Sprinkler pump
2. Diesel Pump
3. Jockey Pump
4. Hose reel Pump
5. Sprinkler Control Valve
6. Main, Distribution and Range Pipe Work
7. 4 way Sprinkler Breeching Inlet
8. Dry Riser System
9. Pressure Switch
10. Flow Switch

The Sprinkler Water Storage Tank capacity: 250m³

Sprinkler Pump

The sprinkler pumps consist of 2 sets of Pumps (1 duty and 1 standby) and 1 set of Jockey Pump and 1 Set of Hose reel Pump. At any one time, only 1 sprinkler pump, whether duty or standby will draw water from the sprinkler water storage tank and pump it to the sprinkler system. The jockey pump is used when there is a slightly loss is system pressure.

In the event of power failure, a standby generator set shall provide the power supply to the control panel providing emergency power supply to the pumps. If the emergency supply fails, the standby by sprinkler pump can be operated by the diesel engine which can run for 2 hours.

Sprinkler control valve

The sprinkler control valve assembly consists of the following:

1. Main Stop Valve
2. Alarm Check Valve
3. Drain Valve
4. Water Motor Alarm Valve
5. Pressure Gauge
6. Proving & Test Facility

Sprinkler Head

The sprinkler consist of a glass bulb contain a liquid which will burst at 68°C which is the predetermined temperature. When it bursts, water from the system will pass through the open sprinkler with coverage of 12m²

Breeching Inlets

A 4 way breeching Inlet is installed at the sprinkler control valve room which is connected to the sprinkler system. The breeching Inlet is use by SCDF to pump water to the sprinkler system.

Hosereel System

The Hosereel System consists of 2 pumps - pump1 and 2. At any one time, either hosereel pump 1 or 2 will draw water from the sprinkler water storage tank and pump it to the hose reel system. Each hose reel point consists of the following:

1. Hosereel Drum
2. Black Hose - 12mm and 30m long
3. 15mm dia Nozzle
4. Inlet Valve

4.1.1.1.2 Fire Extinguishing Agents

The Building is installed with the following types of fire extinguishers:

1. 2.5Kg CO²
2. 2.5kg and 4.5Kg Dry Powder

Table 6 Fire Extinguishers in Place

S/N	Equipment	Type	Function	Location
01	Extinguisher	Carbon Dioxide	Reduces the oxygen content which supports combustion	All corridors, M&E rooms, office space, carparks
02	Extinguisher	Dry Powder	forms a barrier to reduce the oxygen content for sustainable combustion	All corridors, M&E rooms, office space and carparks

Classification of Fire

The fires are classified into the following categories:

Class A Fires

These are fires involving the burning of solid combustibles or materials.

Examples are wood, furniture, paper, textile, etc.

Class B Fires

Class B fires are fires involving flammable liquids, solvents, oils, paints thinner and flammable gases.

Class C Fires

These are fires involving flammable gases.

Class D Fires

These are fires involving the burning of combustible metals. Examples are potassium, magnesium, titanium etc.

Class F Fires

These are fires involving cooking media. Examples are vegetable or animal oils and fats in cooking appliances

4.1.2 SAFETY AND FIRST AID EQUIPMENT

Automated External Defibrillator (AED)

AED is an automated external defibrillator is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can stop an irregular rhythm and allow a normal rhythm to resume in a heart in sudden cardiac arrest. The AED is located at the main lobby at level 1.

First Aid Kit Box

A first aid kit is a collection of supplies and equipment for use in giving first aid treatment.

First aid kit box can be found in the following location:

1. FCC
2. Receptive tenants' premises

4.1.3 OTHER PROTECTION AND GENERAL EQUIPMENT

Personal protective equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

5 COMMAND AND SIGNAL

This section describes the command and communication structure of the

company during an emergency.

5.1 COMMAND STRUCTURE

5.1.1 INCIDENT ORGANISATION CHART

The Incident Management Committee consists of the following personnel.

S/NO	NAME	APPOINTMENT	COMPANY	CONTACT NO
01	Cheow Ming Chuang	Incident Commander	Colliers	8228 9942
02	Mohd. Alseri	Deputy Incident Commander	Colliers	8321 7647
03	Liaison Officer	Sri Thulasi	FORMTEAM Securities	8742 2589
04	David Pau	FSM	Colliers	9833 1589

ROLES AND RESPONSIBILITIES

5.1.1 INCIDENT COMMANDER

1. Provide overall leadership and accountability at the incident scene
2. Activate Emergency Response Plan if necessary
3. Ensuring incident safety.
4. Establish an Incident Command Post
5. Delegate authority to others
6. Provide information to internal and external stakeholders

5.1.2 DEPUTY INCIDENT COMMANDER

1. Perform specific tasks as requested by the Incident Commander
2. Perform the incident command role during his absent.
3. Advise Incident Commander whether to activate Emergency Response Plan
4. Delegate tasking to operation commander

5.1.3 LIAISON OFFICER

1. Establishing and maintaining liaison with other agencies participating in the incident
2. Advise the Incident Commander on information dissemination and media relations.
3. Assists the Incident Commander by serving as a point of contact for representatives from other response organizations.
4. Provides briefings to and answer questions from supporting organizations

To provide CERT Structure (**Annex H**)

5.1.2 LOCATION AND COMPONENT OF COMMAND CENTRE

To indicate the location of the command centre on the layout plan.

6 PLAN REVIEW & MAINTENANCE

This section details the plan review process. The plan review is to be conducted on an annual basis.

6.1 COMMUNICATION OF PLAN

Fire safety committee will meet up regularly to review and discuss on the fire safety policies and on the actions to take in case of fire emergency. In addition, to maintain effective communication within fire safety committee by dissemination of information via emails, during Table Top exercise or Adhoc meeting.

As an effort to raise awareness among building occupants and fire safety committee on the importance of fire safety and hazard management, the following plans are adopted:

- Notices on emergency instructions are posted at conspicuous location throughout the building such as lift lobbies, staff notice boards, reception areas of offices
- Issue feedback forms to all occupants after an emergency drill so that to gather useful information and suggestion on to improve on the on the next drill and to identify fire hazard and safety which the committee has overlooked
- Sharing of case studies via Emails or display on notice board

FSM will constantly check on the latest update of the fire code from SCDF website and Code of practice from Spring Singapore. He will compile and disseminate the latest information to all fire safety committee via Email, during Table top exercise or notice board display.

FSM will update the committee on fire safety, hazard and Workplace safety matters during day to day operations via email, during table top exercise or Adhoc meeting.

In addition to monthly inspection and maintenance of the fire protection system and firefighting equipment, FSM and Building manager will review the serviceability of all these equipment and system after a emergency drill.

Training will be held at periodic interval to cover all building tenants/occupants in educating/brief/training them on basic fire prevention, fire hazard, fire emergency procedure and fire extinguishing methods.

6.2 TABLE TOP EXERCISE

Fire safety committee will gather during table top exercise to plan for next emergency drill. FSM will take the opportunity to highlight key findings during the previously emergency drill and discuss with the committee to come out with the mitigation and improvement plans.

Distribution of the Emergency Response Plan Copies of the ERP will be distributed to all members of the fire safety committee and CERT to familiarize them with the emergency procedures.

FSM will also update training records of all CERT and fire wardens and recommend relevant training courses to keep them current.

In addition, He will raise awareness on workplace safety and health matters such as:

- Proper Housekeeping.
- Safety signages prominently displayed within the company.
- Risk assessments to be carried out for every routine and non-routine activity
- Safety awareness on handling hazardous substances.

- Reporting procedures on dangerous practices observed during course of work.

All key findings from the conduct of table top exercise for future reference and improvement are to be properly documented for future references

6.3 CONDUCT OF EMERGENCY DRILL

Emergency evacuation drills shall be conducted twice each year. Since AkzoNobel House is considered as a high-rise building, drills carried out should involve all building occupants. The plans and scenario injects will be as per discussed and agreed during the table top exercise.

Prior to the drill, those with the medical conditions and pregnant women may be exempted from participating in drills. Special arrangements should also be made for disabled persons in buildings to be brought down to the ground floor safely.

All key findings from the conduct of table top exercise for future reference and improvement are to be properly documented for future references.

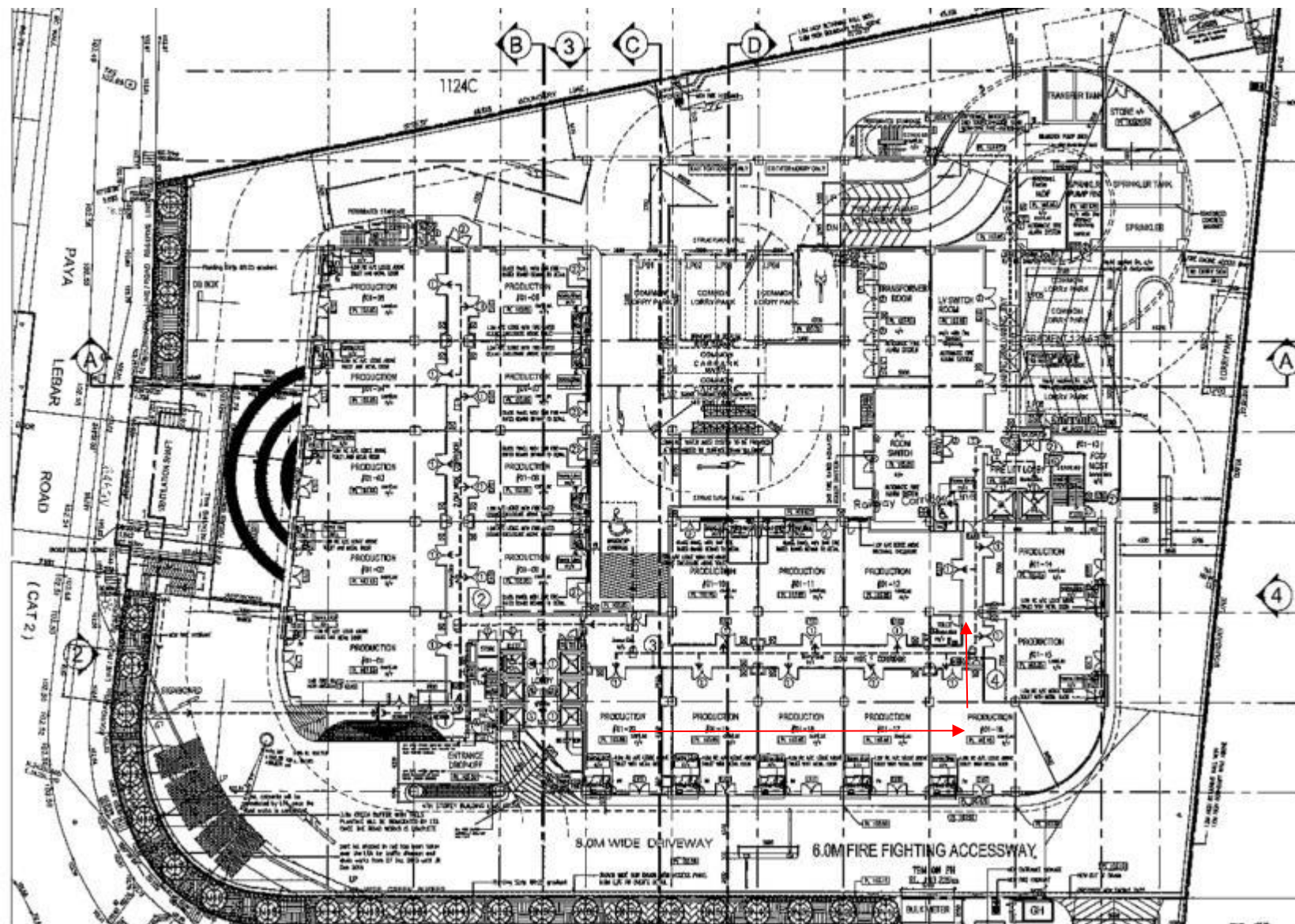
6.4 REVIEW OF HAZARD RISK ASSESSMENT

All risk assessment must be reviewed and monitored regularly by respective tenants and building management and update fire safety committee on the mitigating status

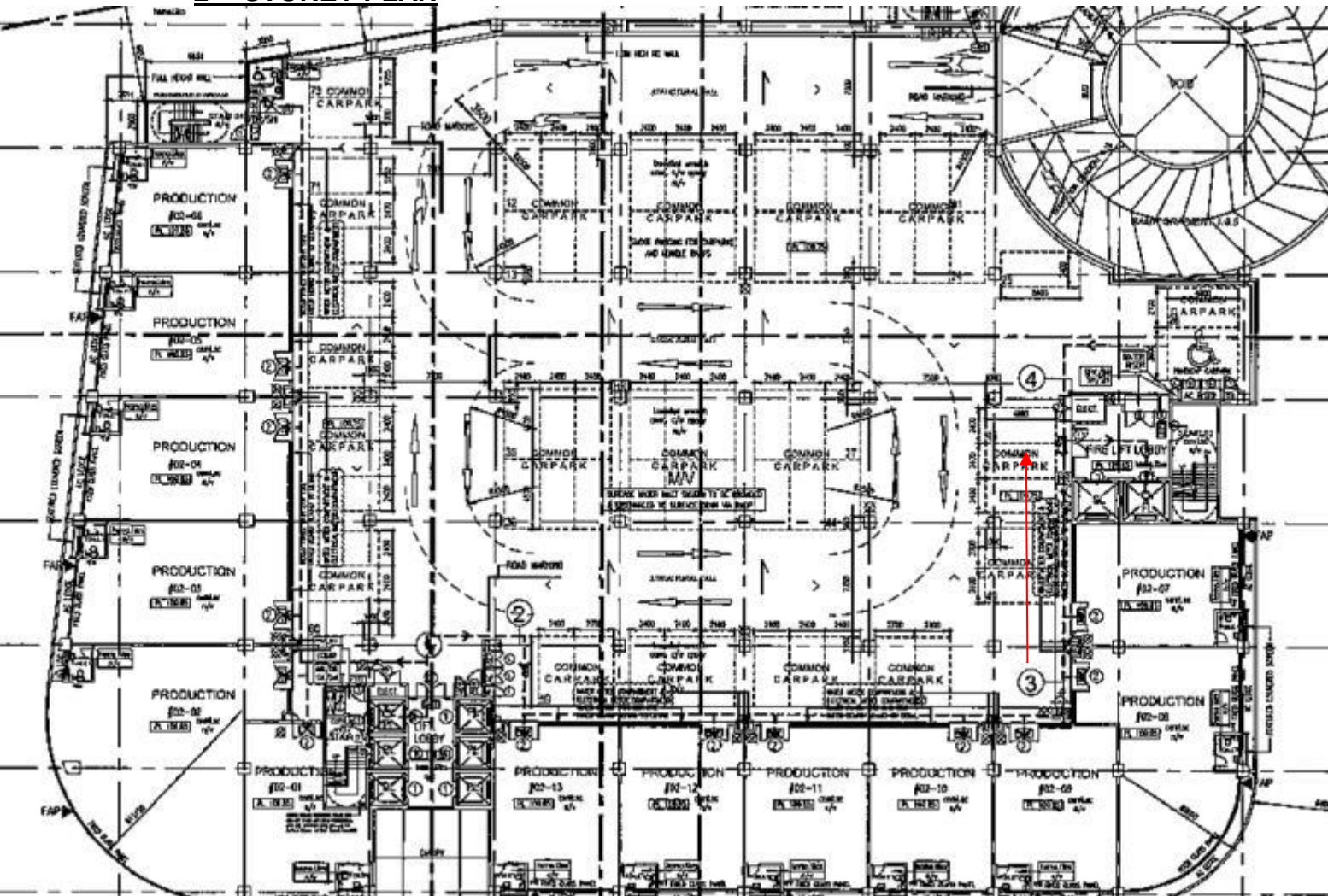
FSM and building manager will highlight all outstanding risk and hazard cases with reference from the risk assessment which are pending action plans during fire safety committee meeting. They will discuss with committee to address concerns and limitations from tenant and vendors and provide mitigating solutions.



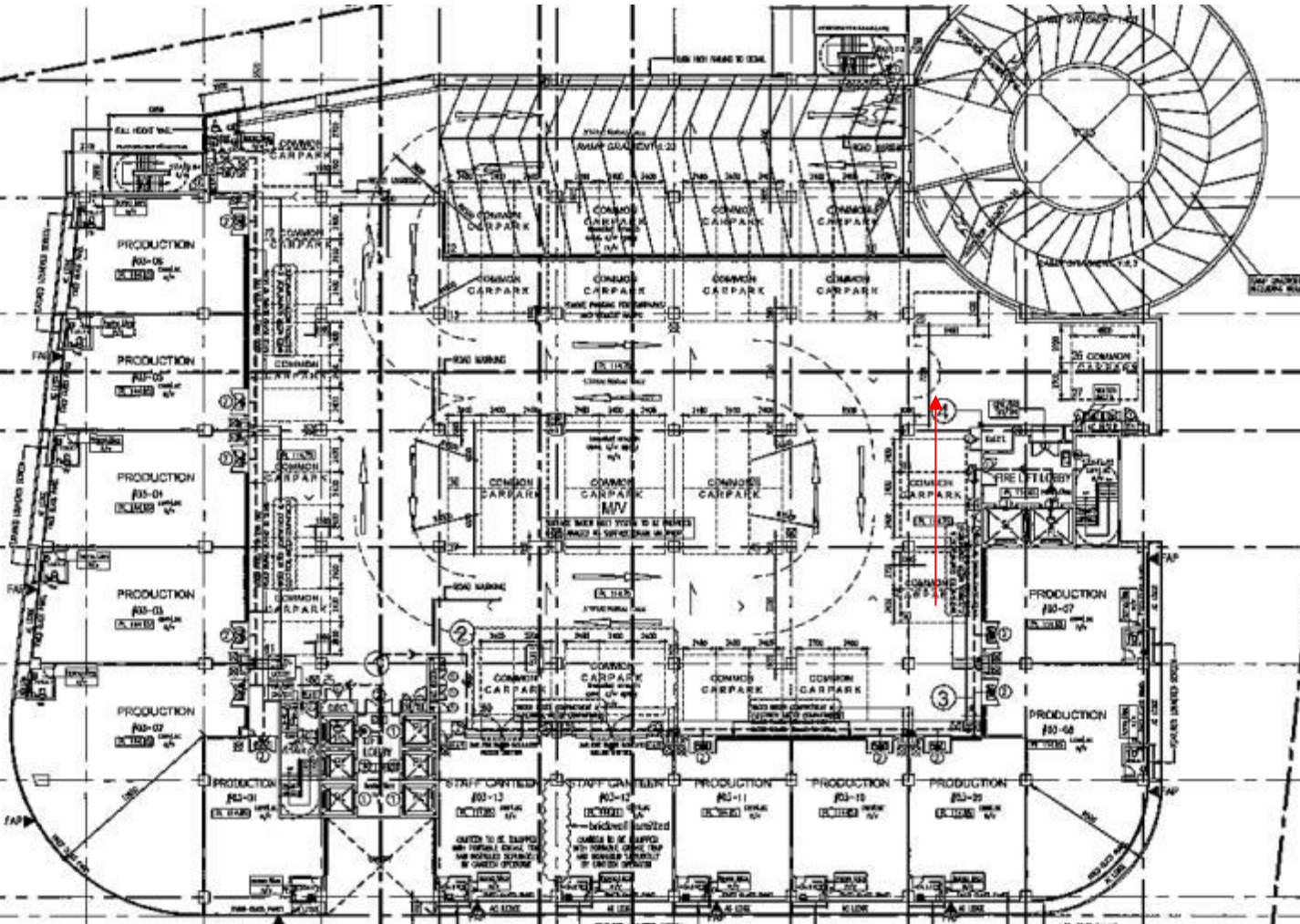
LAYOUT OF PREMISES AND EVACUATION ROUTE 1ST STOREY PLAN



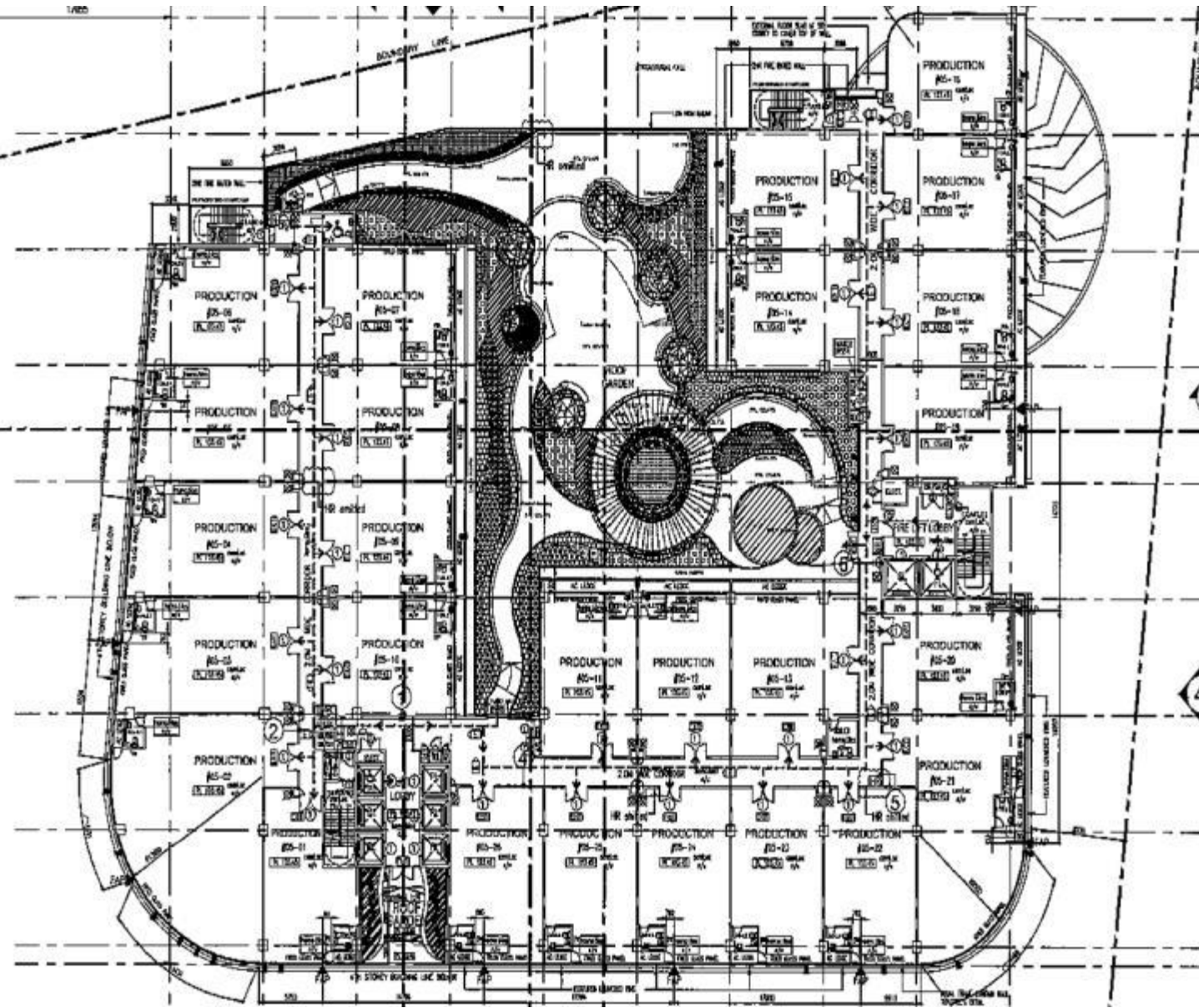
2ND STOREY PLAN



3RD STOREY PLAN



5TH STOREY PLAN



Inventory of Petroleum & Flammable Materials (P&FM) / Hazardous Substances

Type of P& FM / Hazardous Chemicals & Agents	UN Class / Globally Harmonised System	Physical Form	Location Stored	Unit Capacity of Packaging / Container (Metric Tonnes / Kg)	Total No. of Packaging / Container	Maximum Qty Stored On-site (Metric Tonnes / Kg)
Diesel – for standby generator	1202	Liquid	Above the BIN Centre	200 (Ltrs)	1 Unit	200 (Ltrs)

PREMISES EMERGENCY DATA

Reference No: _____

Name of Premises: AZ@PAYALEBAR

Address of Premises: 140 Paya Lebar Road #01-13 (S) 409015

Date of Last Survey: _____ Conducted By: _____

1. THREAT ASSESSMENT

HRI Class: HFLP ISP TICP FMP BAP RAP Non-HRI

Risks present: Sensitive Installations Flammable Materials TICs

Biological Agents Radiological Agents (Tick where applicable)

Abbreviations:

- 1. HFLP = High Fire Load Premises
- 2. ISP = Important & Sensitive Premises
- 3. TICP = Toxic Industrial Chemical Premises
- 4. FMP = Flammable material Premises
- 5. BAP = Biological Agent Premises
- 6. RAP = Radiological Agent Premises
- 7. TIC = Toxic Industrial Chemical

2. OCCUPANCY LOAD

Location (eg. Blk 1, Main Building etc)	Peak Hrs (eg. 0800hrs-1700hrs)	No. of Occupants (Peak Hrs)	Non-Peak Hrs (eg. 1700hrs-0800hrs)	No. of Occupants (Non-Peak Hrs)
140 Paya Lebar Road #01-13 S'pore 409015	0900hrs ~ 1730hrs	About 500	1730hrs ~0800hrs	About 250
Total Premises Occupancy		About 800		About 400

3. OCCUPANCY USAGE & KEY ACTIVITIES

Block / Tower	Level	Usage & Key Activities
Management Office at #01-13	Level 1 ~Level 10 main door access	Central Key Press at Management Office at #01-13

4. KEY PERSONNEL CONTACT DIRECTORY

Name	Designation	Emergency Appointment	Tel No. (Day)	Tel No. (Night)	H/P No.
Cheow Ming Chuang	Building Manager	Yes	Yes	Yes	8228 9942
David Pau	Fire Safety Manager	Yes	Yes	Yes	9833 1589

5. IN-HOUSE ERT RESOURCES

S/No	Manpower	Capabilities
1	4 person in the day and 2 person in the night	Available on day and night

S/No	Equipment	Quantity
1	Loudspeaker for FSM, Fire Hydrant within AZ Building compound	1 each

S/No	Appliances	Capabilities
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1	Fire Extinguisher , Fire Hose Reel	In Service
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6. FIRE RISKS

Location	Description	Contents & Quantity	UN No. & Hazchem Code	Key Protection Systems
		N.A.		

7. FIRE PROTECTION SYSTEMS

A FIRE COMMAND CENTRE

Location	PA/Intercom System	Main Alarm Panel in FCC
Management Office at #01-13	Yes	Yes

B FIRE ALARM SYSTEM

S/No.	Locations of Main Alarm Panel	Locations of Sub-Alarm Panels
Q	Management Office at #01-13	Yes at every level of AZ Building

C EMERGENCY RESPONSE PLAN (ERP)

S/No.	Location of ERP	Assembly Area	No. of Fire Wardens
1	FCC at #01-13	Open field area beside ACE building	10

D FIRE SUPPRESSION SYSTEMS

ANNEX D

S/No	Detector Type	Availability	Location
1	Sprinkler	Yes	At Every floor, Corridor, Individual Unit of AZ Buidling
2	CO / Halon / Fm200 System	No	N.A.
3	Pump Room	Yes	Level 1 (Transfer Pump) near management office #01-13
4	Water Tank	Yes	. Roof top (high level water tank) . Level 1 (Low level water tank) at Transfer Pump Room near management office #01-13
5	Other systems	Yes	Sprinkler pump room at level 1 near management office #01-13

INVENTORY LIST – EQUIPMENT

DESCRIPTION	QUANTITY	LOCATION	REMARKS
<u>Generator</u> Stand by generator	1	Bin Centre Roof Top	
<u>Domestic water pump system</u> 1) Transfer pump a) Suction tank 2) Booster pump a) Storage tank b) Pressure tank	2 2 2 2 2	1) 1 st Floor-Transfer Pump Room 2) Roof Top	
<u>Swimming pool pump system</u> Filtration pump Filter tank	N.A		
<u>Water feature pump system</u> Filtration pump Filter tank	1 1	5 th Floor Garden Terrace	
<u>Spa pool pump system</u> Filtration pump Filter tank Circulation pump	N.A		
<u>Fire protection system</u> 1) Fire alarm main panel 2) Fire alarm sub panel 3) Fire extinguisher	1) 1 2) 10 3) 77 nos.	1) FCC 2) Each at Service Lift Landing Lobby 3) Selected Location	

DESCRIPTION	QUANTITY	LOCATION	REMARKS
<u>Sprinkler pump system</u> 1) Transfer pump 2) Suction tank 3) Sprinkler pump 4) Sprinkler jockey pump 5) Storage tank	1) N.A 2) N.A 3) 2 nos. 4) 1 no. 5) 1 no.	1 st Floor Transfer Pump Room	
<u>Wet riser pump system</u> 1) Transfer pump 2) Suction tank	N.A		

3) Wet riser pump 4) Wet riser jockey pump 5) Storage tank			
<u>Hosereel pump system</u> 1) Hose reel pump 2) Storage tank 3) Pressure tank 4) Hose reel 5) Fire hydrant	1) 2 nos. 2) 1 no. 3) N.A 4) 42 nos. 5) 4 nos.	1) As Above 2) As Above 3) N.A 4) Various Area	
<u>Ventilation fan system</u> 1) Fresh air fans 2) Exhaust fans	1) 1 no. 2) 20 nos.	1) Sprinkler P.R, Electrical S.R & MDF 2) Various Area	
<u>Security system</u> 1) Barrier gate 2) Intercom system 3) CCTV camera 4) CCTV record 5) CCTV monitor 6) Card access system 7) Public address system 8) Automatic door 9) Roller shutter	1) N.A 2) N.A 3) 63 nos. 4) 4 nos. 5) 6nos. 6) N.A 7) 2 nos. 8) 1 no. 9) 7 nos.	1) N.A 2) N.A 3) Various Area 4) FCC 5) FCC & Main Lobby 6) N.A 7) FCC 8) Main Lobby 9) Transformer Room & Bin Centre	

DESCRIPTION	QUANTITY	LOCATION	REMARKS
<u>Electrical installation</u> 1) Switch room 2) Landscape area lighting control panel 3) Lift lobby lighting control panel 4) Car park lighting control panel	1) 1 2) N.A 3) BMS 4) BMS	1) Loading Bay 2) N.A 3) FCC 4) FCC	
<u>ACMV system</u> 1) Fan coil unit 2) Remote control	1) 38 nos. 2) 1 no.	1) Various Area 2) FCC	
<u>Safety equipment</u> 1) Passenger + Cargo lifts	1) 6 + 2 nos	1) Main Lobby &	

2) Escalators 3) Dock levelers 4) Good hoist lifts	2) N.A 3) 2 nos. 4) N.A	Service Lobby 2) N.A 3) Loading Bay 4) N.A	
<u>Pumps</u> Ejector pump Sump pump	N.A		
<u>Swimming pool</u> Pool deck table Pool deck chair Pool deck sun lounger Life buoys Umbrellas	N.A		
<u>Gymnasium</u>	N.A		
<u>Parking System</u> 1) Barrier Terminal 2) Card Reader Terminal 3) Antenna 4) SMC 5) HPC 6) NETS Terminal	1) 4 nos. 2) 4 nos. 3) 4 nos. 4) 1 no. 5) 2 nos. 6) 1 no.	1) Upper & Loading Gantry 2) Upper & Loading Gantry 3) Upper & Loading Gantry 4) FCC 5) FCC 6) Main Lobby	

E RISING MAINS

Dry Risers			
S/No	Location of Inlet	Inlet No.	Floor Served
1	N.A.		
Wet Risers			
1	At Level 1 (Transfer Pump) near management office #01-13	-	Every floor of AZ Building

F FIRE LIFTS / STAIRCASES

S/No	Lift No.	Staircase No.	Location	Floor served
1	FL lift no.7	Near lorry loading bay	Near management office #01-13	Every floor of AZ Building
2				

G OTHER LIFTS / STAIRCASES

ANNEX D

S/No	Lift No.	Staircase No.	Location	Floor served
1	SL Service Lift	nil	Near management office #01-13	Every floor of AZ Building
2				
3				

8. TIC RISKS – STATE NA IF NOT APPLICABLE

Location	Description	Contents & Quantity	Protection System
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	N.A.		

9. MITIGATION & CONTAINMENT SYSTEMS – STATE NA IF NOT APPLICABLE

S/No	Mitigation & Containment System	Location	Remarks
	N.A.		

10. BIOLOGICAL AGENTS – STATE NA IF NOT APPLICABLE

Location	Description	Contents & Quantity	Protection System
	N.A.		

ANNEX D

11. BIOLOGICAL PROTECTION SYSTEMS – STATE NA IF NOT APPLICABLE

S/No	Biological Protection	Location	Remarks

	N.A.		

12. RADIOACTIVE AGENTS – STATE NA IF NOT APPLICABLE

S/No	Radiological Protection	Location	Remarks
	N.A.		

13. RADIOLOGICAL PROTECTION SYSTEMS – STATE NA IF NOT APPLICABLE

Location	Description	Half-Life	Protection System
	N.A.		

ANNEX D

14. SENSITIVE INSTALLATIONS – STATE NA IF NOT APPLICABLE

Location	Description	Occupancy	Usage
	N.A.		

15. ADJACENT BUILDINGS / INSTALLATIONS

Name of Installation	Risk Type	PED Reference No.
N.A.	<input type="checkbox"/> Sensitive Installations <input type="checkbox"/> Flammable Materials <input type="checkbox"/> TIC <input type="checkbox"/> BA <input type="checkbox"/> RA	

**FOR INSERTION OF OTHER PREMISES-SPECIFIC EMERGENCY PLANS AND
STANDARD OPERATING PROCEDURES**

1) IN-PLACE PROTECTION PLAN

**IN-PLACE PROTECTION PLAN
GUIDELINES FOR NON-RESIDENTIAL BUILDINGS**

I OBJECTIVE

1.1 The purpose of the In-Place Protection Plan (IPP) is:

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

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

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

1.2 **IPP Committee**

Management may wish to set up a IPP Committee to co-ordinate all IPP activities. Members may include (Names and contact nos. should be listed in Appendix I attached to this plan):-

- a. Co-ordinator/Asst. Co-ordinator
- b. IPP Warden/Asst. IPP Warden (the Fire Warden can be assigned as the IPP Warden)
- c. Chief Security Officer
- d. Receptionist/Information counter staff
- e. IPP team
- f. Mechanical Ventilation Operator

1.3 **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 would be made through the public address system of the building to notify everyone to conduct IPP.

PRE-ACTIVATION PLANNING

Selection of appropriate room for IPP

Rooms where IPP is to be conducted should be pre-determined. Selection criteria are as follow:

- a. **As our building do not have appropriate room for designation as IPP room, it is encouraged that all units be designated as IPP room for their own use.**
- b. Select a room with as few windows, vents and doors as possible. A windowless room is best. 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 1.6m² per person to allow for comfortable stay and to maintain air quality.
- d. Each individual occupant should be allocated a specific room to go to so as to avoid confusion when IPP is implemented. They should know which room they have been allocated.
- e. Enough rooms should be selected to provide enough space to house all occupants (including visitors/guests).

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 plastic 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 :
 - i 1 torchlight with fresh supply of batteries
 - ii Bottled drinking water (if there is no access to running water in the room selected)
 - iii Non-perishable food supply for at least one meal
 - iv Mobile phone (if there is no hard-wired telephone in the room selected)
TV for tuning in to emergency messages

Check your IPP kit on a regular basis to ensure that the necessary items are readily available at all times.

2.3

Procedures for Conducting IPP

The basic steps are:

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

Additional steps required:

- 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 decision to implement IPP if advised by authorities.
- b. Duties should be assigned to specific individuals.** Key personnel should have backups.
- c. Drills should be planned and executed on a regular basis,** at least once a year.

ACTION TO BE TAKEN IN THE EVENT OF ACTIVATION OF IPP**Announcer**
(eg Guards)

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. (See Appendix II - Sample of Standard Announcement)

All Occupants

- A Upon hearing the instructions to execute IPP, occupants 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.

Upon hearing the announcement to implement the IPP, 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.
- c) Aircon system – To immediately switch off all aircon in the unit.
- d) All occupants are to stay in the unit until

I The announcement for IPP is declared over the public address system;
or

li Instructed by their IPP Wardens.

All occupants/staff/guests/customers/visitors should not leave the building once **IPP** has been activated

3.3 **Co-ordinator/Assistant Co-ordinator
(Senior Executive Management Staff)**

3.3.1 In the event of IPP implementation:

Ensure that announcement (See Appendix II) has been made on all floors.

3.4 **IPP Warden/Asst. IPP Warden**

3.4.1 **On hearing the announcement over the Public Address System
to conduct IPP:**

- a. Check all areas within the unit and alert everyone under his charge.
- b. Ensure that the disabled, children, pregnant women, etc. if present are given particular attention.

Conduct a roll call of the staff present using the Unit register (as per unit recommended in Appendix IV)

3.5 **Security Supervisor/Asst Security Supervisor**

- A The Chief 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.
Ensure that all main entrances and exits to the building are adequately manned to guide any transient population seeking I PP.
To place a signage at entrances to indicate that IPP is in progress.

3.7 **Mechanical Ventilation Operator**

Upon Activation of IPP

- 3.7.1 On hearing the announcement to conduct **IPP**, he/she is to proceed to the mechanical ventilation unit and switch off all air ventilation to reduce the infiltration of hazardous air from 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.
- 3.7.2 As the ventilation systems for each building is unique, a step-by-step checklist (To include as Appendix V) 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).
- 3.7.3 The piston effect of moving lifts may cause hazardous vapours to be drawn into the building. All lifts should therefore be homed in. Attach your building's lift homing procedures in Appendix VI.
- 3.7.4 As a precaution, the auto-activation of pressurized systems 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.

Upon Termination of IPP

- 3.7.2 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 which may have infiltrated.

4

DUTIES AND RESPONSIBILITIES

4.1

The Co-ordinator/Assistant Co-ordinator

- A Represents the management of the building in respect of all IPP measures.
- B Has the full responsibility for:
 - I Establishment of a IPP Committee
 - II Training of all occupants
 - III 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.

4.2

IPP Wardens/asst. IPP Wardens

- A Acquaint any new occupant 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 IV).
- E Liaise and co-ordinate with each other.

4.3

Chief Security Officer/Asst., Chief 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.

4.4

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 practising the procedures in the room

4.5

Mechanical Ventilation Operator

Be familiar with the location and operation of the mechanical ventilation system and controls within the building.

5

IPP DRILLS

- a IPP drills should be conducted at least once a year.
- b All persons in the building should participate in the drill.

6

APPENDICES

- Appendix I - Name List of IPP Committee
- *Appendix II - Standard Announcements
- Appendix III - Floor plan showing where the IPP rooms are located Floor Register
- *Appendix IV- Step-by-Step procedures for turning-off ventilation
- Appendix V - Lift homing Procedures
- *Appendix VI -

* Specimen attached

APPENDIX I**IPP Committee-**

Appointment	Name	Position	Contact
IPP Coordinator	David Pau	Fire Safety Manager	9833 1589 (HP)
Asst IPP Coordinator	Cheow Ming Chuang	Building Manager	8228 9942 (HP)
Chief Security Officer or CSO	Eric Goh	Senior Operation Manager	9735 9360 (HP)
Assistant Chief Security Officer	Sri Thulasi	Senior Security Officer	8742 2589 (HP)
Telephone Operator	Mohd Alseri	Property Officer	8321 7647 (HP)
Mechanical Ventilation Operator	Khairul	Technician	9800 1743 (HP)

IPP Team

Appointment	Name	Position	Contact
IPP Warden	Lim He Chai	#01-12	
IPP Warden	Connie Ng	#02-05	

IPP Warden	Connie Ng	#02-06	
IPP Warden	Sheik Ismail	#03-02	
IPP Warden	Ho How Hieng	#03-06	
IPP Warden	Abdul Aziz Bin Ghani	#05-12	
IPP Warden	Raymond Hua	#05-43	
IPP Warden	Kasthuri D/O Kajayendran	#05-19	
IPP Warden	Sheila Medina	#05-19	
IPP Warden	Wong Chee Hin	#05-61	
IPP Warden	Lee Tze Siong	#06-20	
IPP Warden	Lee Tze Siong	#06-21	
IPP Warden	Bryan Kwan	#06-27	
IPP Warden	Agnes Chin	#07-59	

STANDARD ANNOUNCEMENTS (Sample)

Text 1

(In the event of activation of IPP in the building;)

"Ladies and Gentleman, your attention please.

- (1) An In-place Protection advisory has been issued.
- (2) We have been advised that hazardous release has been detected outside the building. DO NOT, we repeat, DO NOT leave the building. The air outside is not safe.
- (3) The ventilation and air-conditioning systems will be shutdown to minimise infiltration of air from outside.
- (4) Everyone should proceed to the IPP rooms designated or as directed by the IPP wardens. Before leaving, please ensure windows and doors are closed and machinery and lights are turned off to minimise heat generation.
- (5) While in the IPP rooms, please remain calm and wait for further instructions. Announce 2x

Text 2 (Upon termination of IPP, as announced by emergency authorities)

"Ladies and gentlemen, your attention, please. Announcement has been made to terminate IPP. You should remove all masking tape and plastic sheets and open all windows and doors and leave the IPP room."

Announce Twice

STEP BY STEP INSTRUCTION FOR SWITCHING OFF VENTILATION

1. Proceed to the MV fans control panel in the 1st storey AHU Rooms.
2. Switch the MV fans from auto to manual
3. Press the '**STOP**' buttons for all MVs

STEP BY STEP INSTRUCTION FOR SWITCHING OFF AHU

1. Proceed to the AHU control panel in the 1st storey AHU Rooms.
2. Switch the AHU from auto to manual
3. Press the '**STOP**' buttons for all AHUs

STEP BY STEP INSTRUCTION FOR SWITCHING OFF PRESSURIZATION FAN

1. Proceed to the Pressurization fan control panel in the 1st storey AHU Rooms.
2. Switch the Pressurization fan from auto to manual
3. Press the '**STOP**' buttons for all Pressurization fans

STEP BY STEP INSTRUCTION FOR HOMING OF LIFTS

1. Proceed to the Lift control panel in the 1st storey FCC.
2. Switch the keys for all lifts to the '**HOME**' POSITION

2) **ARSON PREVENTION PLAN**

A	ARSON RISK ASSESSMENT
1	<p>Identification of critical locations of fire safety systems</p> <ul style="list-style-type: none"> a. sprinkler pump room located at ground level b. location of fire hydrants c. breeching inlets are located at ground level at the rear access of the building, labeled and SECURED
2	<p>Identification of fire hazards</p> <ul style="list-style-type: none"> a. Unauthorized smoking and litter of cigarette butts to be curbed b. Proper dumping of flammable items within the building must be exercised at all times c. Proper storage of items especially flammable items in the units.
3	<p>Checks on adequacy of existing security measures</p> <ul style="list-style-type: none"> a. Access control to pump rooms b. Access control to fire safety installations c. CCTV
4	<p>Scenario planning</p> <ul style="list-style-type: none"> a. Identify problems that may arise due to sabotage via arson b. Management of fire hazards c. Protect building fire safety systems

B	FIRE SAFETY MANAGEMENT PROCEDURES
1	<p>Inspection procedures of fire safety systems</p> <ul style="list-style-type: none"> a. monthly testing of fire safety systems, including backup systems b. include control valves, landing valves, rising mains strapped and locked.
2	<p>Fire safety housekeeping</p> <ul style="list-style-type: none"> a. establish fire safety housekeeping habit, including inspection on fire doors, storage along common areas, hazardous materials kept properly if any, no obstruction to escape routes

3	<p>Education & training</p> <ul style="list-style-type: none"> a. occupants will be given training, knowledge of arson and importance of the prevention b. includes the outline of reactions in the event of fire
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C	RISK REDUCTION MEASURES
1	<p>Measures to reduce opportunity to start fires</p> <ul style="list-style-type: none"> a. designate a proper place to store flammable items and hazardous materials
2	<p>Reduce losses and disruption resulting from a fire</p> <ul style="list-style-type: none"> a. increase inspection on landing valves of rising mains, sprinkler control valves and fire safety surveillance on motor room and fire pump room

D	IMPLEMENTATION
1	<p>Implementation plan</p> <ul style="list-style-type: none"> a. include the action plan to carry out the activities
2	<p>Timeframe</p> <ul style="list-style-type: none"> a. reasonable timeframe for exercise completion in view of having maximum participation and preparedness from occupants

ROLES AND RESPONSIBILITIES OF CERT

SITE MAIN CONTROLLER (SMC)

The SMC shall be a senior member of the installation management. He / She is the person who is the overall in-charge of the emergency response operations in the installation and liaises with senior officials of government agencies such as SCDF, SPF, NEA, etc. Under circumstances whereby the SMC is unable to leave the plant, he/she may appoint another suitable representative to link up with the Incident Manager at TACT HQ.

THE KEY RESPONSIBILITIES OF THE SMC INCLUDES:

- (a) Coordinate the activities of external emergency organizations and work closely with the Incident Manager at TACT HQ during consequence management;
- (b) Provide TACT HQ with the following information:
 - i) Site Layout Map;
 - ii) Building plan;
 - iii) Company Emergency Response Plan;
 - iv) Company's hazmat inventory and location of hazmat inventory;
 - v) Overall workers population;
 - vi) Incident resources available at site;
- (c) Provide the Incident Manager with the necessary information and decisions to any actions that concerns the company SOPs and policies;
- (d) Authorize the shutdown of operations in the installation;
- (e) Authorize the release of information to the media and government agencies; and
- (f) Assist the Incident Manager in determining the termination of the emergency and authorizing re-entry upon complete recovery.

SITE INCIDENT CONTROLLER (SIC)

The SIC shall be a senior member of the installation supervisory staff. He / She is the overall in-charge of the actual ground response operations. The SIC is to provide assistance and information to SCDF ground commander during operation.

THE KEY RESPONSIBILITIES OF SIC INCLUDES:

- (a) Establishing the on-site Emergency Response Team;
- (b) Sizing up incident situation and recommending response strategy and tactical plan;
- (c) Determining incident control zones;
- (d) Setting up field incident command post;
- (e) Commanding and directing emergency response team;
- (f) Ensuring emergency responders safety and monitor personnel fatigue and stress;
- (g) Deploying emergency equipment and appliances;
- (h) Directing rescue operations if necessary;
- (i) Maintaining constant communication with SMC and the emergency responders;
- (j) Working closely with SCDF ground officer;
- (k) Ensuring proper decontamination of the equipment and responders; and
- (l) Coordinating recovery activities.

RESPONSE TEAM (RT)

The RT consists of personnel trained in basic emergency response actions such as fire fighting, HazMat mitigation and other supporting activities such as security, evacuation, first aid etc.

THE KEY RESPONSIBILITIES OF RT INCLUDES:

- (a) Conduct basic emergency response actions such as fire fighting and HazMat mitigation under the command of SIC;
- (b) Assists in emergency notification of neighboring premises and conduct public protective actions under the command of SIC;
- (c) Accounting for personnel inside and outside of the hazard risk zone under the command of SIC / SMC and assist SIC / SMC to ensure on the smooth and orderly evacuation of all company's employees by guiding them to designated Evacuees Assembly Area (EAA);
- (d) Implementing In-Place protection (IPP) within the workplace under the command of SIC;
- (e) First Aid personnel should perform basic first aid on any casualty;
- (f) Security wardens should secure the company's premises and facilitate rapid movement of SCDF responders upon their arrival.

OTHER APPOINTMENT HOLDERS**FIRE SAFETY MANGER (FSM) / ASSISTANT FIRE SAFETY MANGER****THE KEY RESPONSIBILITIES OF FSM / ASSISTANT FSM INCLUDES:**

- (a) Ensure at all times that fire safety requirements contained in the Emergency Response Plan are complied with;
- (b) Supervise the maintenance of all fire safety works in the premises;
- (c) Ensure at all times that the occupant load of any part of any building does not exceed the capacity prescribed under the Fire Code;
- (d) Conduct daily checks within the premises and remove or cause to be removed any fire hazard that is found within the premises;
- (e) Prepare an Emergency Response Plan for the premises and conduct fire drills for the occupants annually as may be stipulated FIRE SAFETY (FIRE SAFETY MANAGERS) REGULATIONS;
- (f) Ensure that all occupants are familiar with the means of escape located within the premises;
- (g) Prepare fire safety guidebooks for the occupants of the premises;
- (h) Train the occupants in the premises in first aid, fire fighting and evacuation in the event of fire;
- (i) Co-ordinate and supervise the occupants within the premises in fire fighting and in evacuation in the event of fire or other emergencies;
- (j) Supervise the operation of the Fire Command Centre in the event of fire or other emergencies;
- (k) Conduct at least 2 Table-Top Exercises within the premises each year and to evaluate, together with the Fire Safety Committee, the effectiveness of the Emergency Response Plan for the premises;
- (l) Notify the SCDF immediately upon the occurrence of any fire or other emergencies and fire related mass casualty incident in the premises.

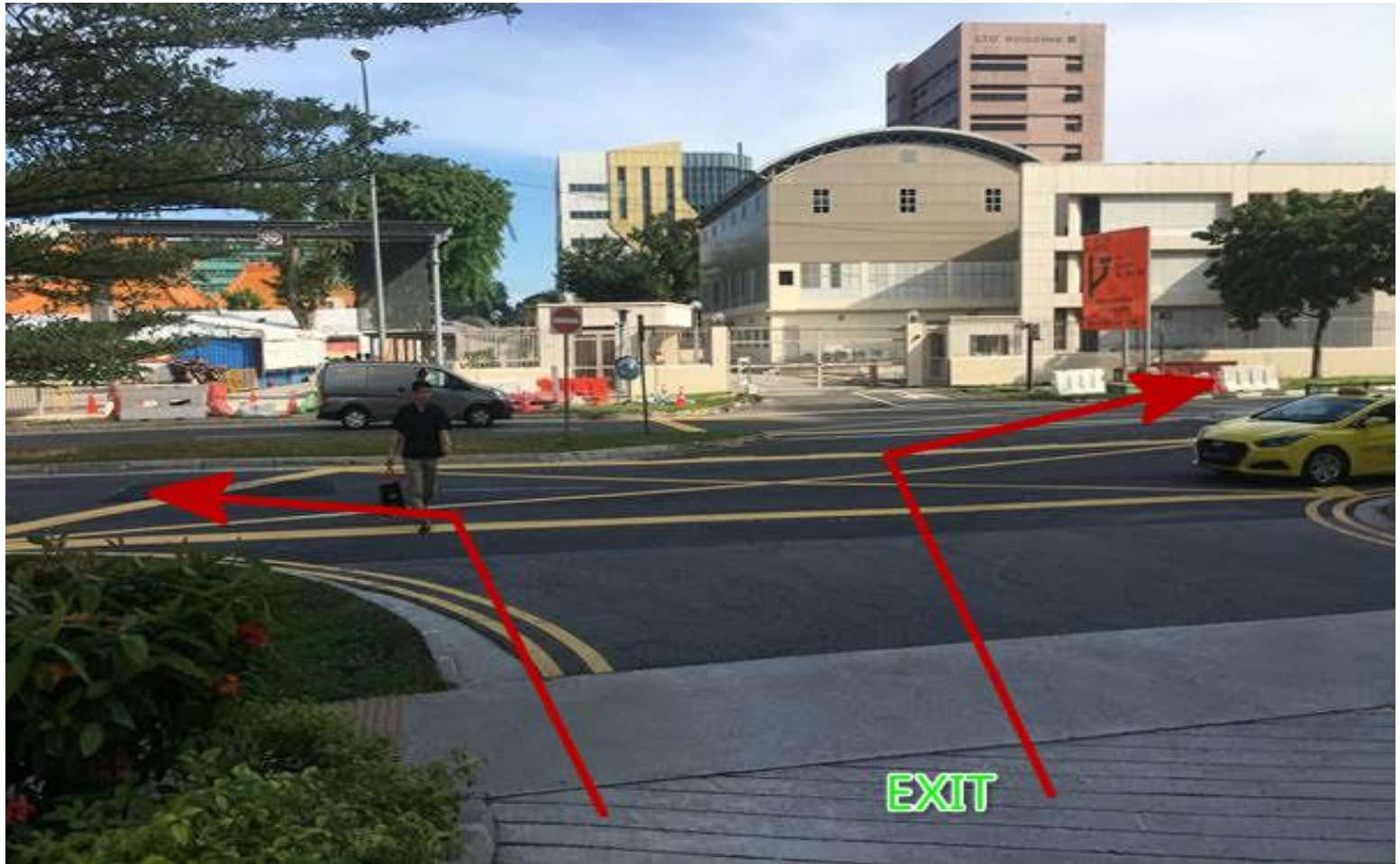
FIRE WARDENS / ASSISTANT FIRE WARDENS**THE KEY RESPONSIBILITIES OF FIRE WARDENS / ASSISTANT FIRE WARDENS INCLUDES:**

- (a) Acquaint any new employee with the Emergency Response Plan including his specific role (if any) during an emergency;
- (b) Be familiar with the Emergency Response Plan and means of escape of the building;
- (c) Be familiar with the operation of the fire alarm system and use of first aid and firefighting equipment.

Detailed Grouping and Tasks

S/NO	GROUPING	GENERAL TASKS	PHASE	DETAILED TASKS	REMARKS
1	Site Main Controller	Overall In-charge of emergency response operations & liaise with government agencies.	I	Carry out initial Response & call SCDF / SPF	
			II		
			III		
2	Site Incident Controller	Overall In-charge of actual ground response operations.	I	Activate on-site CERT	
			II		
			III		
3	Emergency Response Team	Responsible for fire fighting, rescue & first aid.	I	Conduct basic emergency response such as fire fighting, Hazmat mitigation, containment, rescue & first aid.	
			II		
			III		

4	Fire Safety Manager	Overall In-charge of Evacuation procedure & liaise with SMC	I	Carry out initial Evacuation Procedure	
			II		
			III		
5	Fire Wardens	Responsible for ensuring their floors personnel are accounted for	I	Account for personnel in their respective floors have evacuated safely at the assembly area.	
			II		
			III		
6	Other Appointment holders		I		
			II		
			III		



The evacuation plan is designed to mitigate any emergencies in the most effective manner. Hence the arrows indicating the evacuation route is the most effective route to take to ensure the safety of our tenants during any emergencies.

CERT TEAM FOR AZ @ PAYA LEBAR (10 JULY 2018)

SITE MAIN CONTROLLER
(SMC)

MR.DENNIS LEE
HP : 9180 0536

SITE INCIDENT CONTROLLER
(SIC)

1.MR.CHEOW MING CHUANG (BM)
HP : 8228 9942

2.MR.DAVID PAU (FSM)
HP : 9833 1589

EVACUATION
SUPPORT GROUP
(ESG)

1.MOHAMAD ALSERI
HP : 8321 7647

2.KHAIRUL
HP : 9800 1743

SECURITY
FTA - SSO

1.JUMADI
BIN AHMAD
HP : 9384 1504

SECURITY
FTA - SSO

1.TOH CHUN
SIONG
HP : 9130 7770

FIRST AID

1.KHIRUL
HP : 98001743

2.MOHAMAD
ALSERI
HP : 8321 7647

