



# FIRE SAFETY AND EMERGENCY EVACUATION BRIEFING

18 August 2020



# AGENDA

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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.

# Fire Protection Equipment

## Recognise and Familiarise



**Smoke Detector**



**Manual Call Point**



**Fire Sprinkler**



**Emergency Door Release**  
*Not Fire Safety Equipment*

# Fire Fighting Equipment

Recognise and Familiarise



Hose Reel



Fire Extinguisher



# Communication Equipment

## Recognise and Familiarise



**Fireman Intercom**



**Fireman Intercom**

Close-up view



**Fireman Intercom**

Open view



**Fireman Intercom**

With handset

## Equipment Types and Usage

# Smoke Curtain

### 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

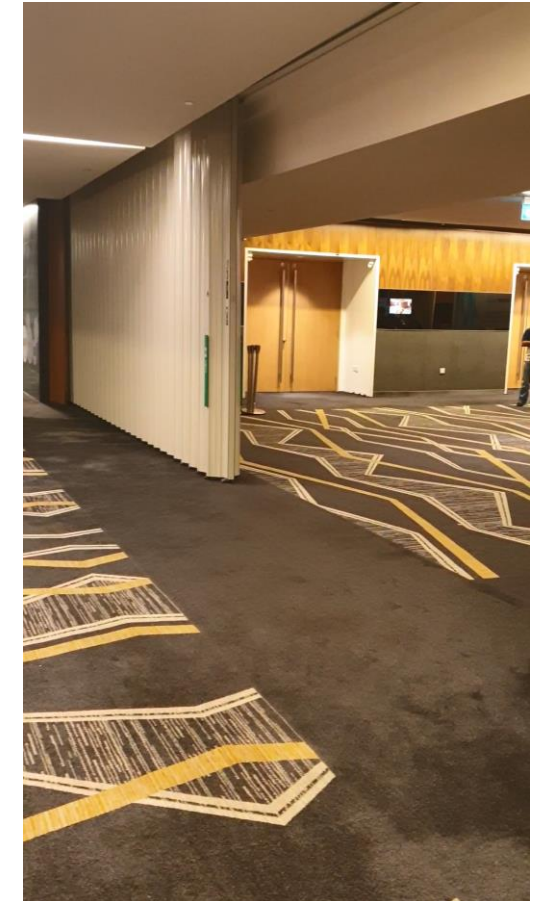
## Fire Shutter

### Recognise and Familiarise



fire shutter

- 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



# 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.”

# 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.”





# Expected Action by Fire Wardens and Occupants



### Activation of 1<sup>st</sup> 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 2<sup>nd</sup> fire alarm and evacuation announcement.
- Occupants should **quickly lock up all important documents**, cash, shut down equipment, gas stove etc.



# Expected Action by Fire Wardens and Occupants

## Activation of 2<sup>nd</sup> Fire Alarm and Evacuation Message

- All occupants **must evacuate immediately** following the guidance of their respective Fire Wardens.
- **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.



**Do not use the lift.  
Proceed to the Assembly Area.**

# 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)**



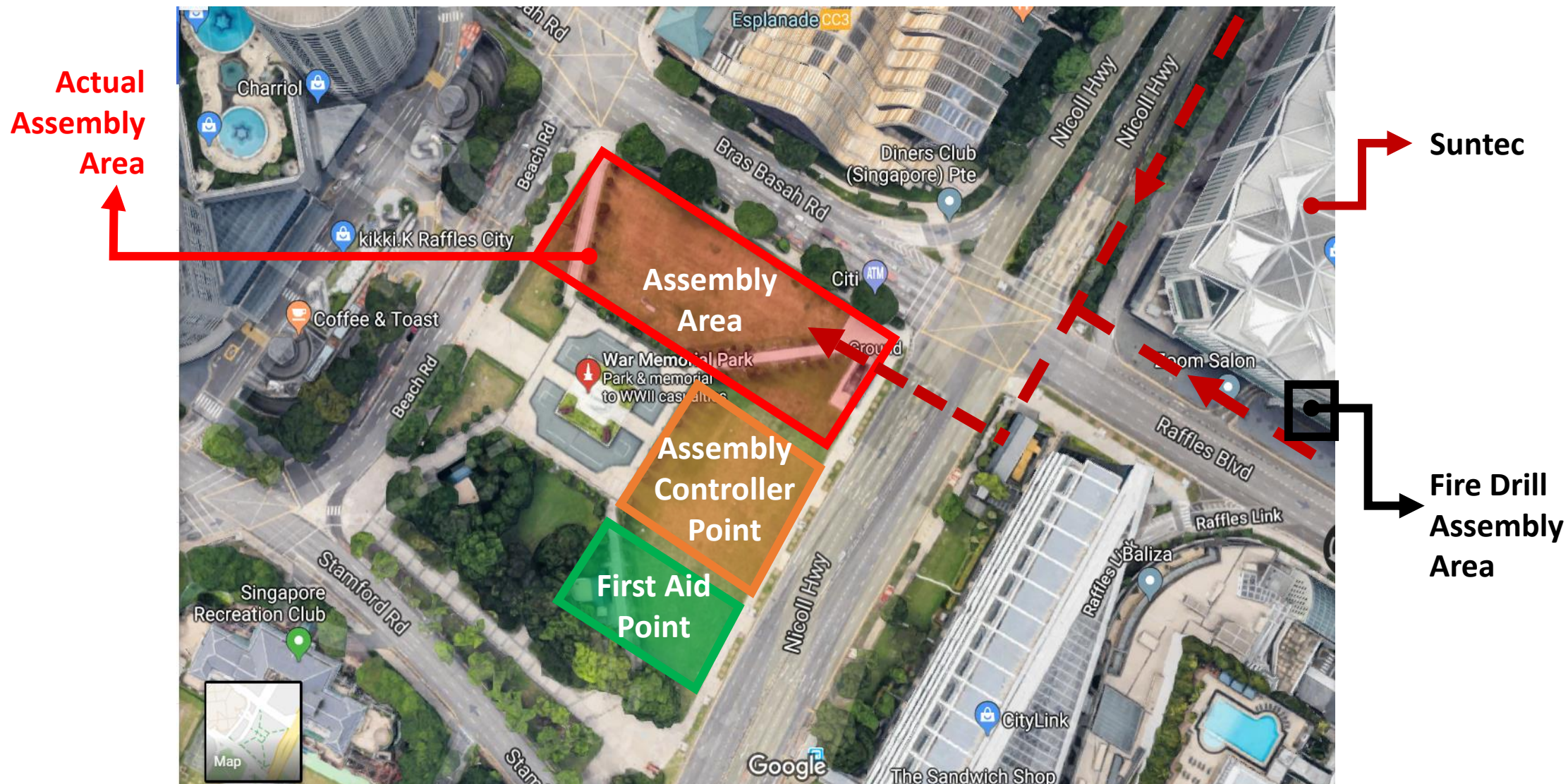


# Assembly Area (AA)

- **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

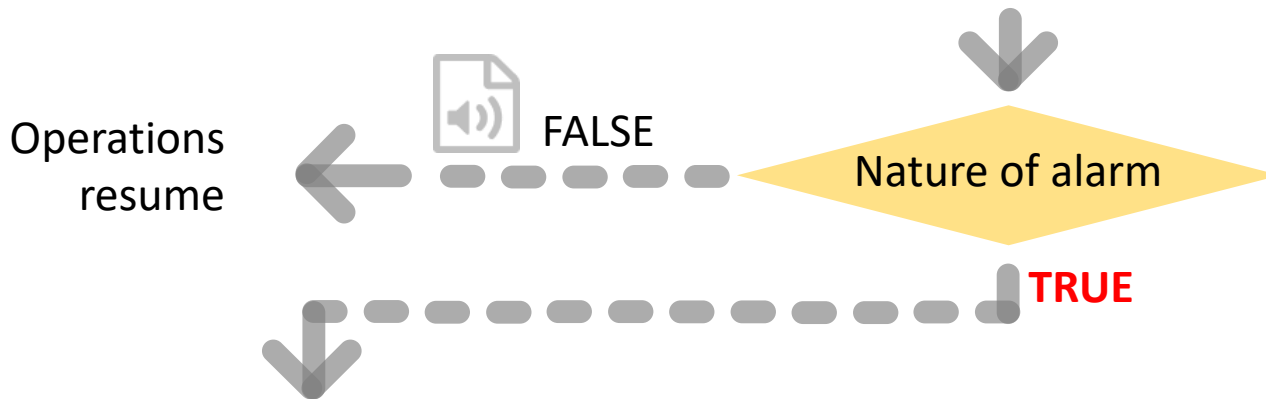


# Expected Action by Occupants

### 1<sup>st</sup> Fire Alarm



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



### Evacuation Announcement & 2<sup>nd</sup> Fire Alarm



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



### Assembly Area

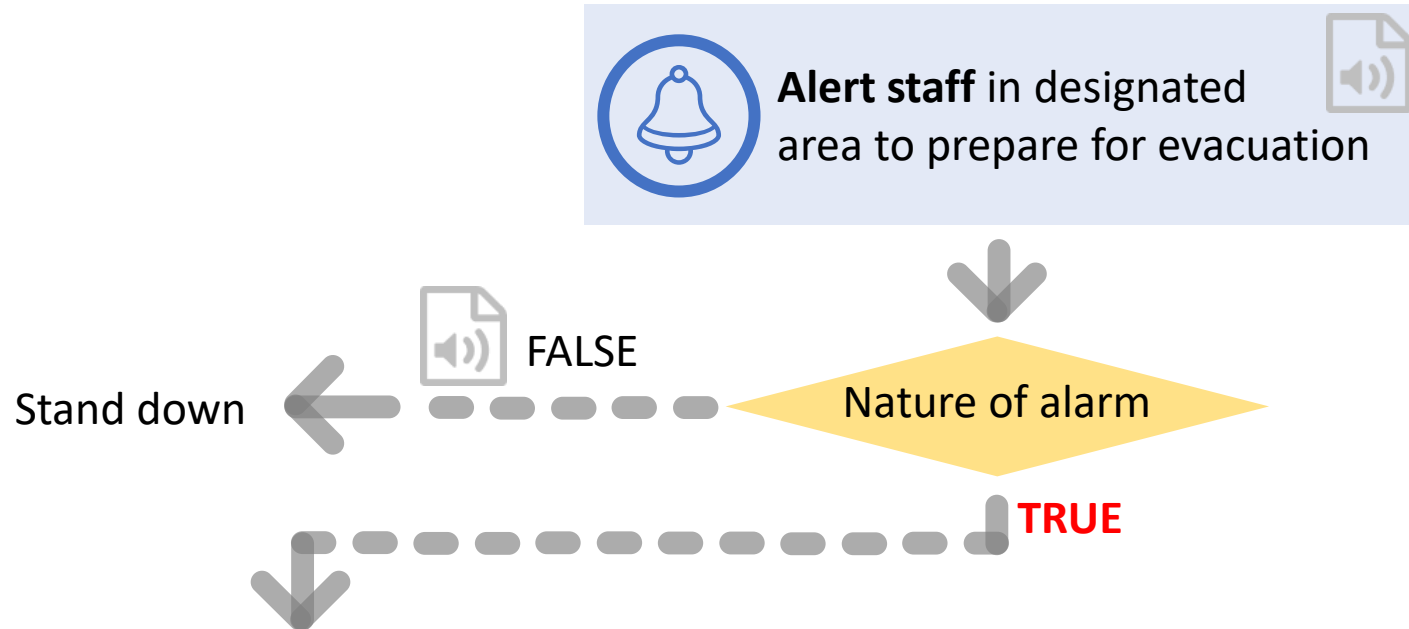


- Proceed to Assembly Area
- Report to Fire Wardens
- Keep calm
- Wait for next instructions
- **DO NOT** return until instructed



# Expected Action by Fire Wardens

### 1<sup>st</sup> Fire Alarm



### Evacuation Announcement & 2<sup>nd</sup> 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.**

### 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

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