

PREMISES EMERGENCY DATA

Reference No: _____

Name of Premises: _____

Address of Premises: _____ (S) _____

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)
Total Premises Occupancy				

3. OCCUPANCY USAGE & KEY ACTIVITIES

Block / Tower	Level	Usage & Key Activities

4. KEY PERSONNEL CONTACT DIRECTORY

Name	Designation	Emergency Appointment	Tel No. (Day)	Tel No. (Night)	H/P No.

5. IN-HOUSE ERT RESOURCES

S/No	Manpower	Capabilities

S/No	Equipment	Quantity

S/No	Appliances	Capabilities

6. FIRE RISKS

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

7. FIRE PROTECTION SYSTEMS

A FIRE COMMAND CENTRE

Location	PA/Intercom System	Main Alarm Panel in FCC

B FIRE ALARM SYSTEM

S/No.	Locations of Main Alarm Panel	Locations of Sub-Alarm Panels

C EMERGENCY RESPONSE PLAN (ERP)

S/No.	Location of ERP	Assembly Area	No. of Fire Wardens

D FIRE SUPPRESSION SYSTEMS

S/No	Detector Type	Availability	Location
1	Sprinkler	Yes / No	
2	CO / Halon / Fm200 System	Yes / No	
3	Pump Room	Yes / No	
4	Water Tank	Yes / No	
5	Other systems	Yes / No	

E RISING MAINS

Dry Risers			
S/No	Location of Inlet	Inlet No.	Floor Served
1			
2			
3			
Wet Risers			
1			

F FIRE LIFTS / STAIRCASES

S/No	Lift No.	Staircase No.	Location	Floor served
1				
2				
3				
4				
5				

G OTHER LIFTS / STAIRCASES

S/No	Lift No.	Staircase No.	Location	Floor served
1				
2				
3				
4				

8. TIC RISKS – STATE NA IF NOT APPLICABLE

Location	Description	Contents & Quantity	Protection System

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

S/No	Mitigation & Containment System	Location	Remarks

10. BIOLOGICAL AGENTS – STATE NA IF NOT APPLICABLE

Location	Description	Contents & Quantity	Protection System

11. BIOLOGICAL PROTECTION SYSTEMS – STATE NA IF NOT APPLICABLE

S/No	Biological Protection	Location	Remarks

12. RADIOACTIVE AGENTS – STATE NA IF NOT APPLICABLE

S/No	Radiological Protection	Location	Remarks

13. RADIOLOGICAL PROTECTION SYSTEMS – STATE NA IF NOT APPLICABLE

Location	Description	Half-Life	Protection System

14. SENSITIVE INSTALLATIONS – STATE NA IF NOT APPLICABLE

Location	Description	Occupancy	Usage

15. ADJACENT BUILDINGS / INSTALLATIONS

Name of Installation	Risk Type	PED Reference No.
	<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**

E.g.

1) ARSON PREVENTION PLAN*

An Arson Prevention Plan should include information such as: Arson Risk Assessment, Fire Safety Management Procedures, Risk Reduction Measures, Implementation Plan and etc.

* Refer to guidelines:-

http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/emergency-response-plan1.html

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.