CAPITASKY FIRE WARDENS BRIEFING & TABLE-TOP EXERCISES

25 March 2026
3:00 P.M.

CapitaLand INVESTMENT

Update on last Fire Drill on 17 Sep 2025

Time taken to evacuate: 22 minutes

Sequence:
- 1st Alarm at 10.14 a.m.

- 2nd Alarm at 10.16 a.m.

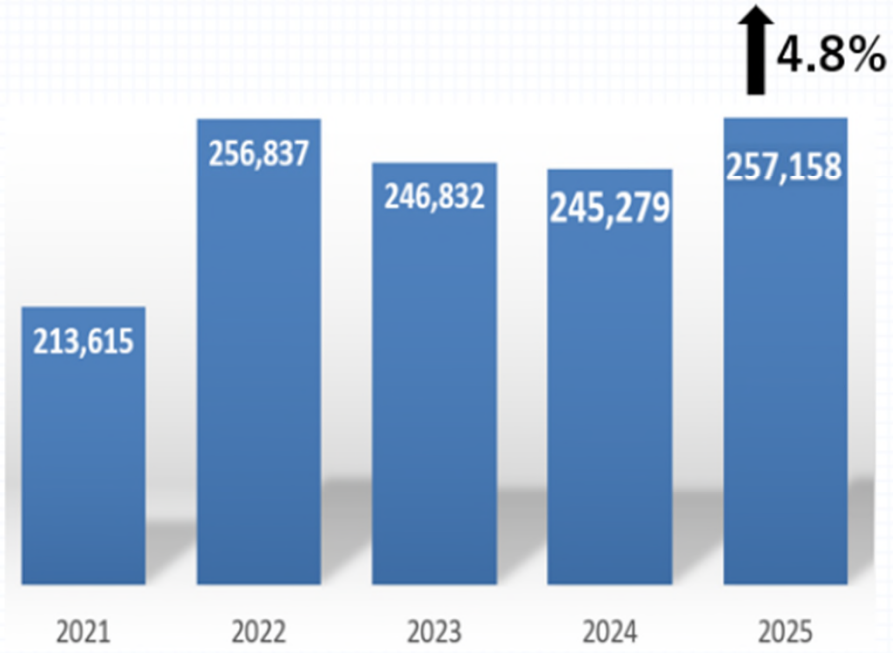
Last evacuee left the building at 10.36 a.m.
Number of participants: 710/ 4,576 (16%)

Fire Alarm will sound for 15 seconds and evacuation announcement will continue to play until the entire exercise ceases.

EMERGENCY MEDICAL SERVICES (EMS) STATISTICS 2025

Overview

Total EMS Calls



Breakdown of EMS Calls (2025)

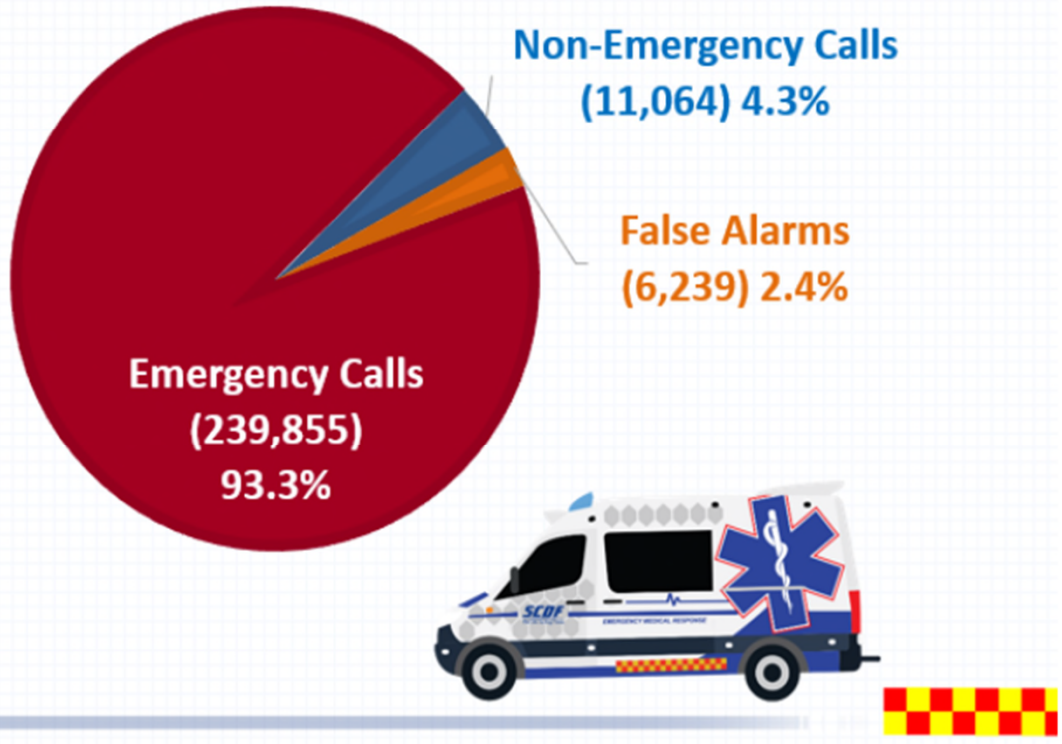
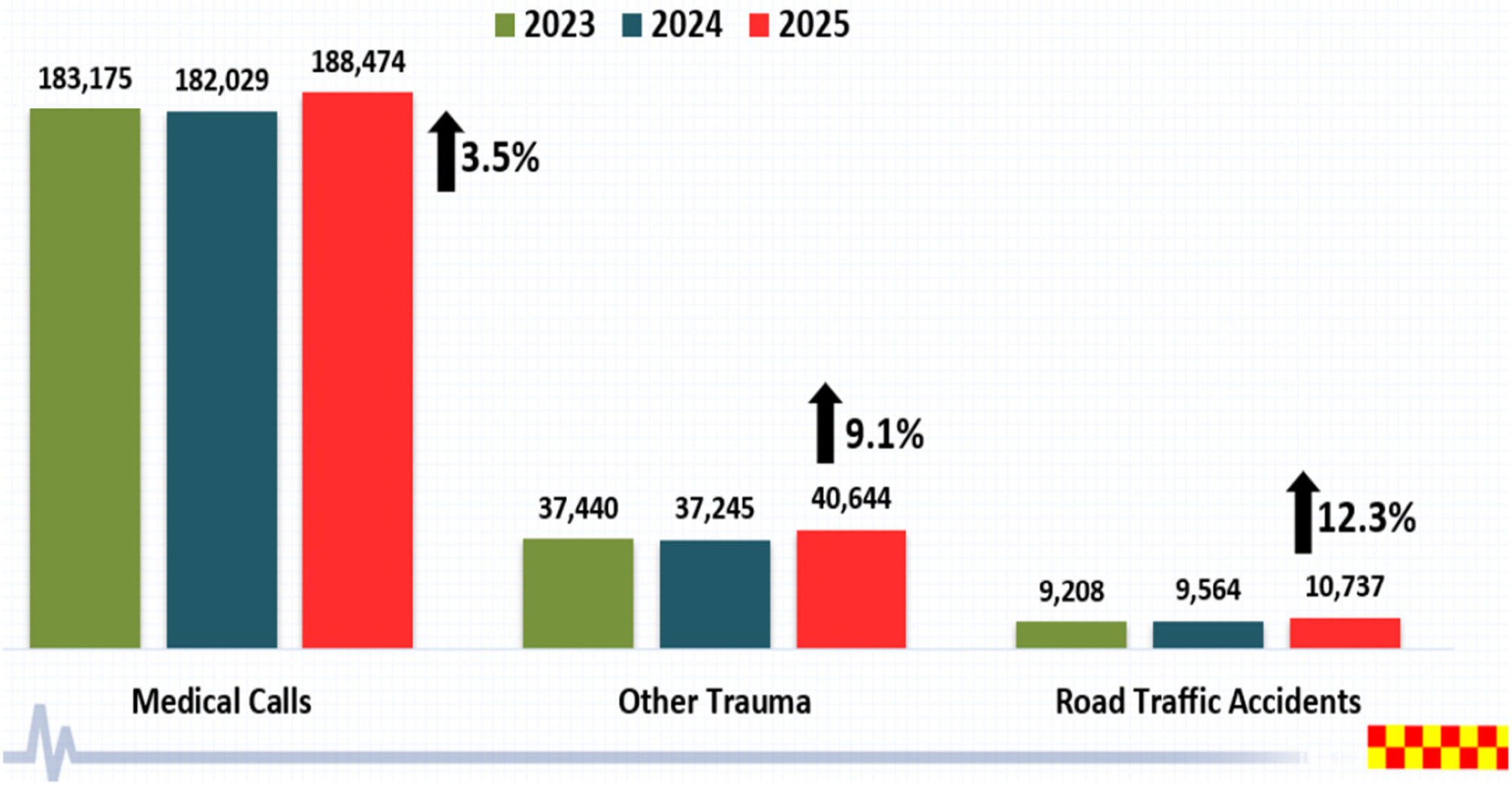


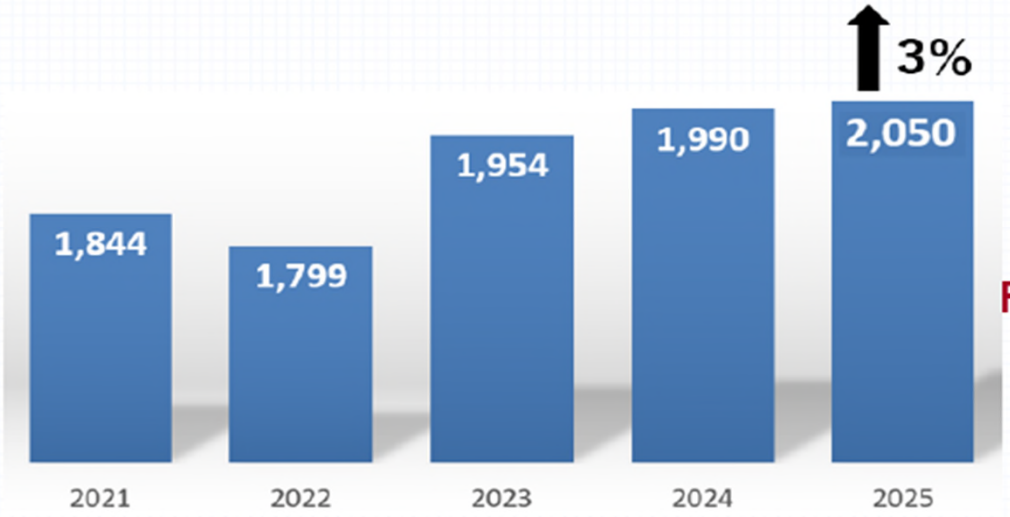
Chart 1: Breakdown of emergency calls from 2023 to 2025



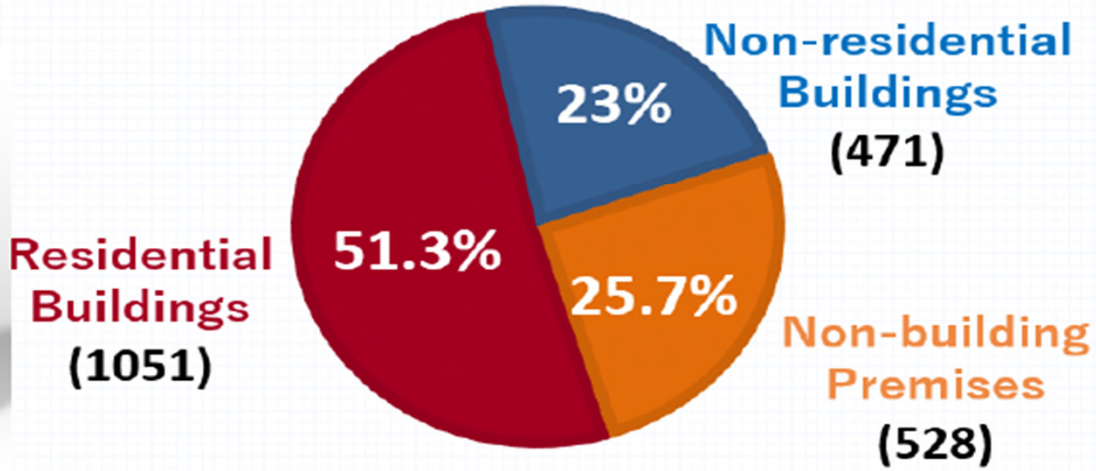
FIRE STATISTICS 2025

Overview

Total Fire Calls



Breakdown of Fire Calls (2025)



94 Fire Injuries

6 Fatalities

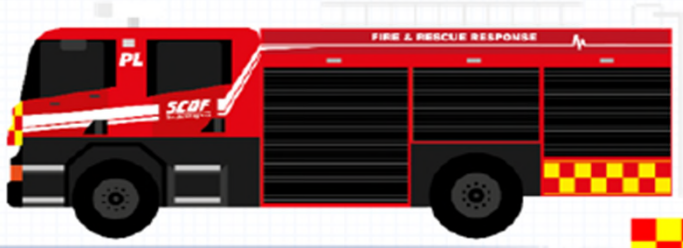


Chart 2: Breakdown of causes of fire in residential premises (2025)

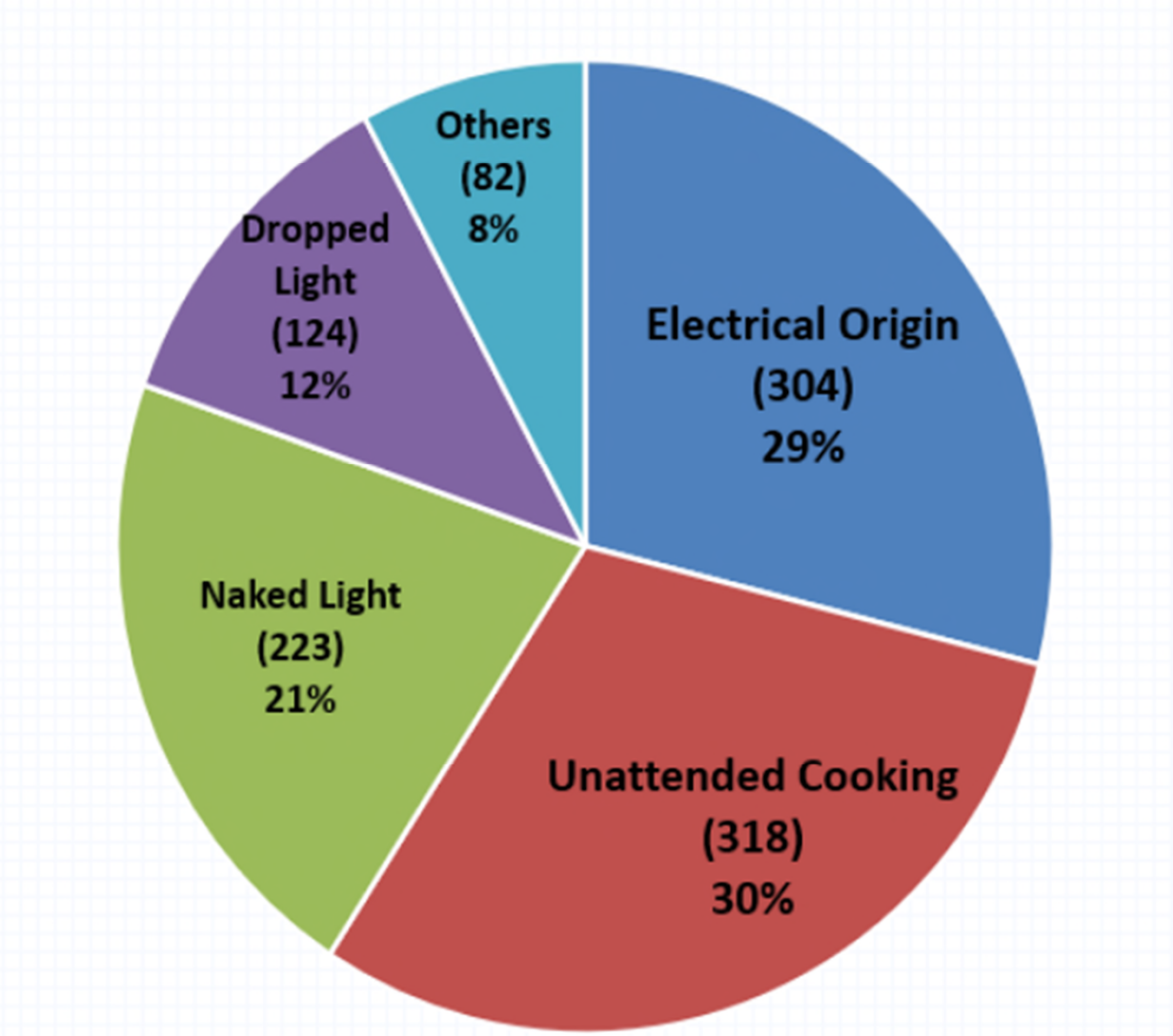


Chart 3: Top two causes of fires in residential premises

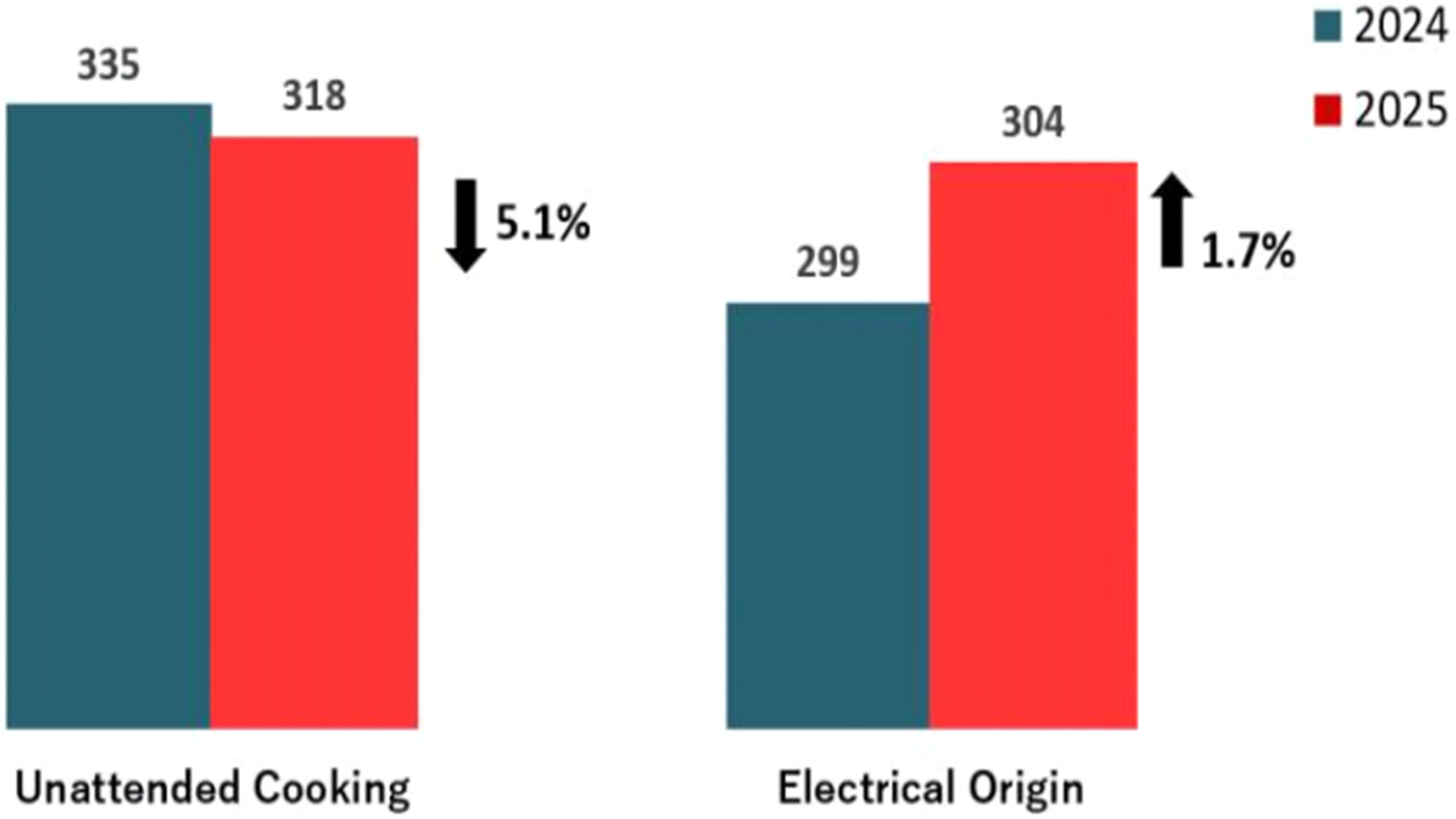


Chart 4: Breakdown of fires in non-residential premises

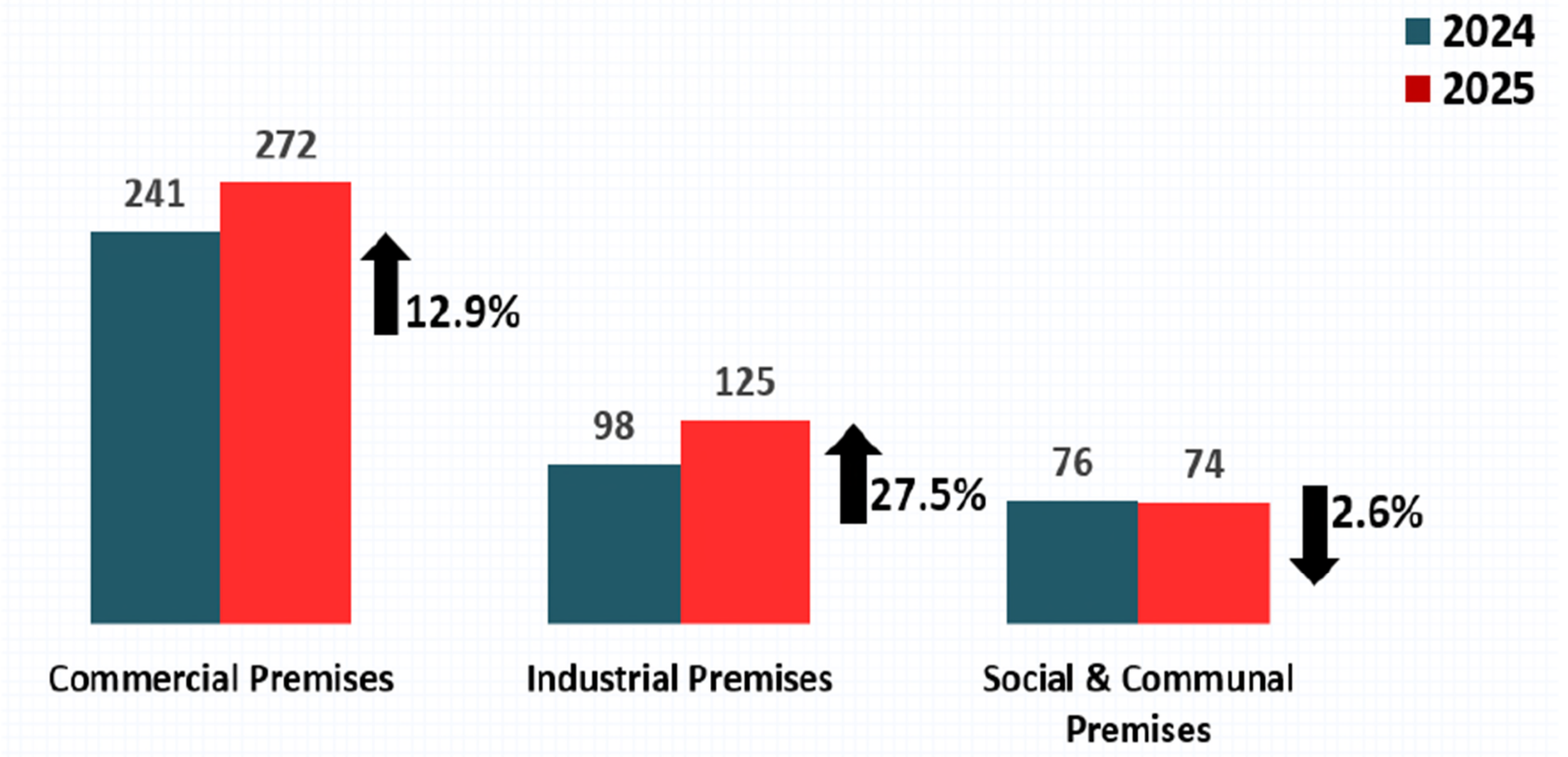


Chart 5: Breakdown of fires in non-building premises

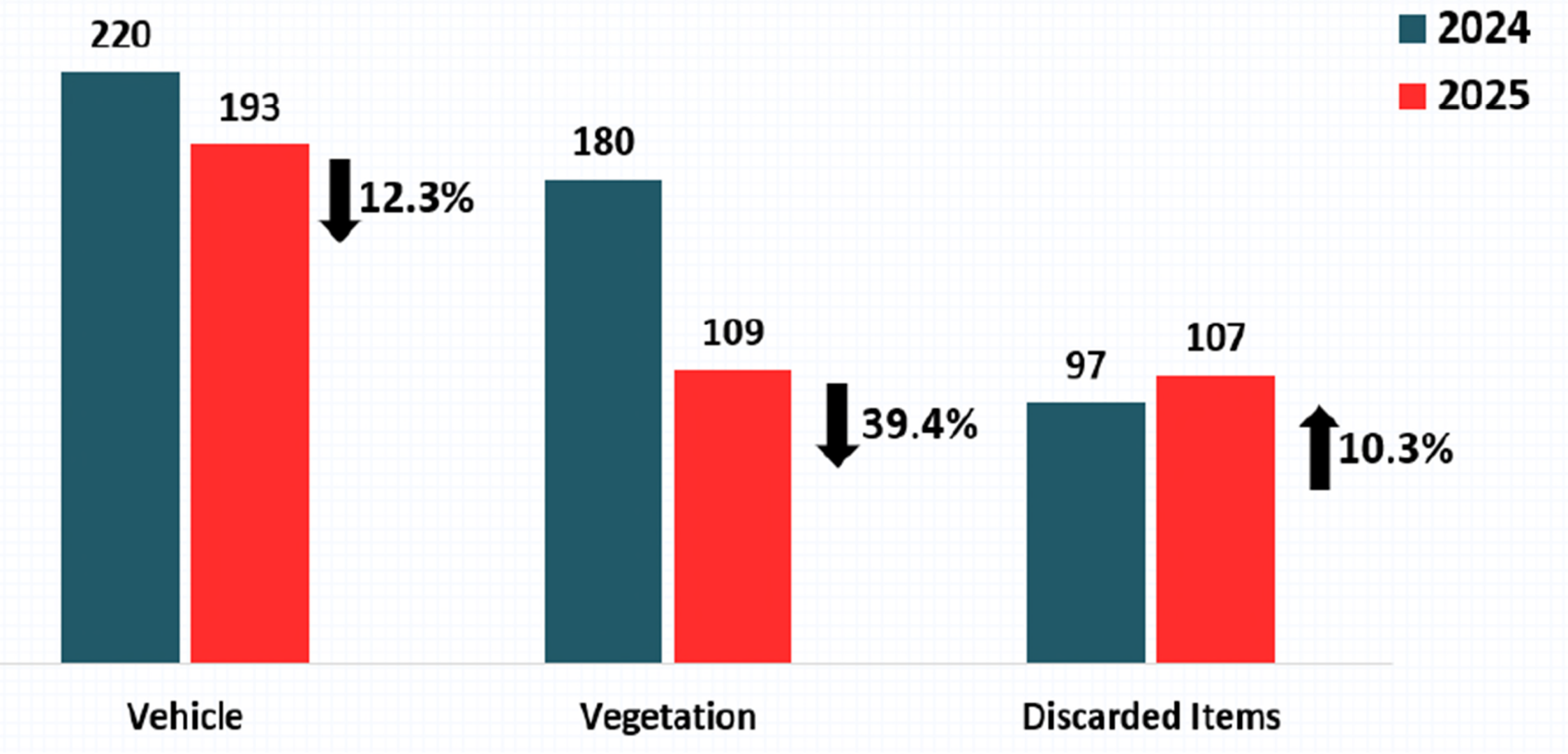
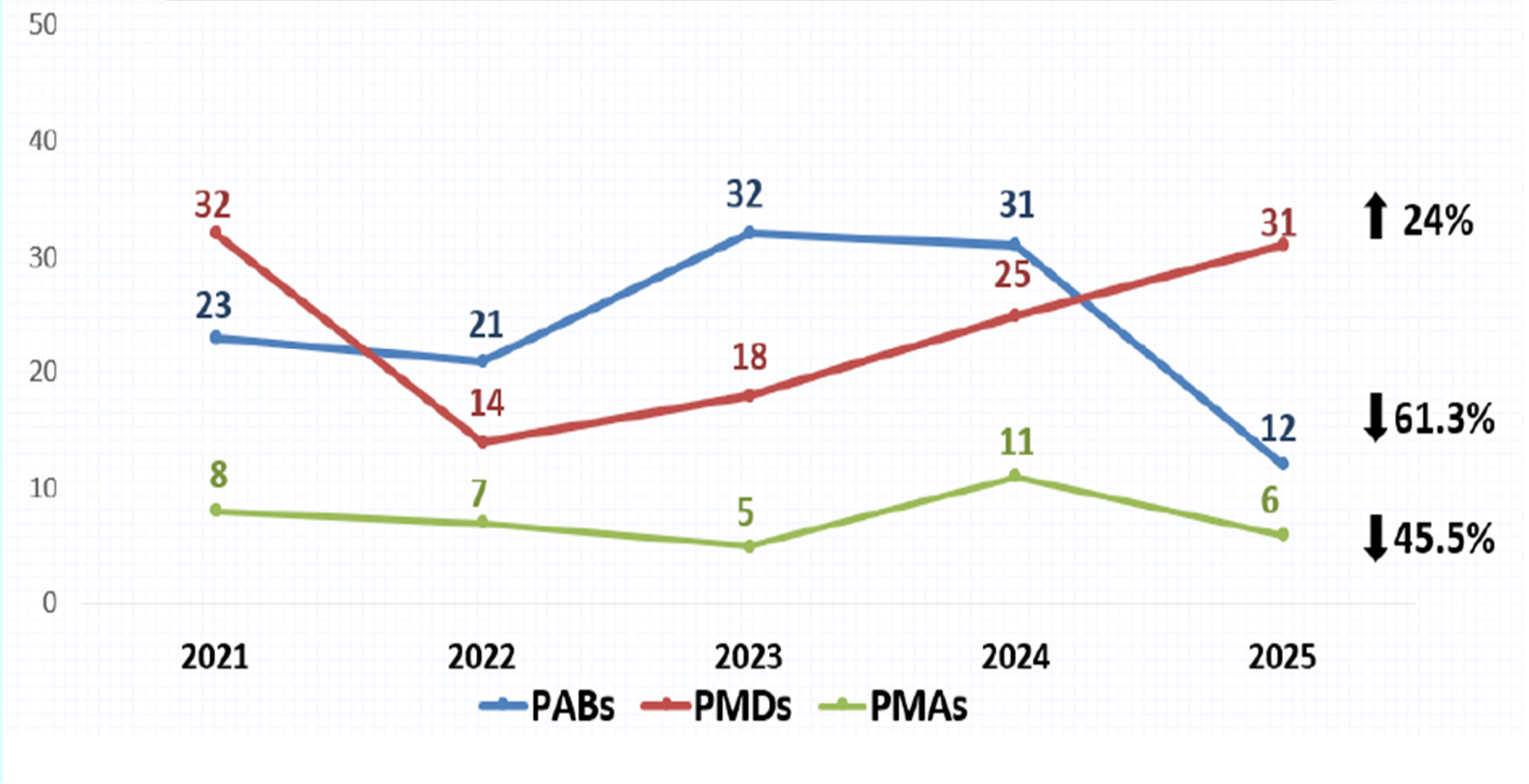


Chart 6: Fires involving AMDs (2021 to 2025)



Fires Involving Electric Vehicles (EVs)

27. Fires involving EVs remained low. Of the 226 vehicle fires in 2025[12], 4 involved EVs[13] (1.77%). The observation is consistent with findings from international studies which indicate that there are generally fewer fires involving EVs relative to other vehicle types[14], as the vehicle population[15] in Singapore as at end 2025 comprised 93.18% of internal combustion engine vehicles and 6.82% of EVs. The primary cause of fires was due to electrical faults involving the battery[16].

About myResponder App



In Singapore, many of the emergency cases SCDF responds to could be quickly attended to by members of the public even before SCDF's arrival. For example, more than 2,500 people suffer from Out-of-Hospital Cardiac Arrest (OHCA), with a survival rate of just 5%, which could be improved by simple medical intervention within the first few critical minutes. At the same time, there are more than 1,000 minor fires (such as rubbish chute/bin fire) that could easily be extinguished using publicly-available means.

myResponder is an application by SCDF to alert members of the public to nearby fire and medical cases, and thereby save lives and increase the survival rate for OHCA, as well as mitigate minor fires in the first few critical minutes. ***myResponder*** is also a means by which members of the public may be asked to provide onsite information (via submission of photos and videos) for SCDF to gain an understanding of the situation. Through the 'Call 995' button in the app, users can also send their geolocation to SCDF's 995 Operations Centre, enabling SCDF to dispatch the emergency resources to the scene sooner.

myResponder works by notifying members of the public – also known as Community First Responders (CFRs) – of cardiac arrest and fire cases within 400m of their location. ***myResponder*** will also highlight nearby AEDs that may be available to responders and provide guided advisories in the mitigation of minor fires. CFRs can then proceed to the stated location and assist by performing CPR or applying an AED to revive the patient, mitigating minor fires using available extinguishing means, or providing further information to SCDF's 995 Operations Centre. The table below provides a summary of the possible cases that CFRs may be asked to help in.

Type of Case	What You Can Do
Cardiac Arrest	• Accept the myResponder alert, and proceed to the given location • You may use the app to locate nearby AEDs • Upon arrival at the patient's side, perform CPR, or apply an AED • Hand-over the case to the SCDF paramedics when they arrive
Minor Fire	• Accept the myResponder alert, and proceed to the given location • Extinguish the fire using available means, such as nearby extinguishers, buckets of water, domestic water taps and hoses, or drencher systems for rubbish chutes • Provide SCDF with up to 3 photos for scene assessment
Major Incident	• Accept the myResponder alert, but do not proceed any closer to the given location • Provide SCDF with up to 3 photos and 1 video of the developing incident, if it is safe to do so • If you receive any instructions for evacuation, do so immediately

Response is entirely voluntary, and we only encourage volunteers to respond when they are available within safe and reasonable means.

Agenda

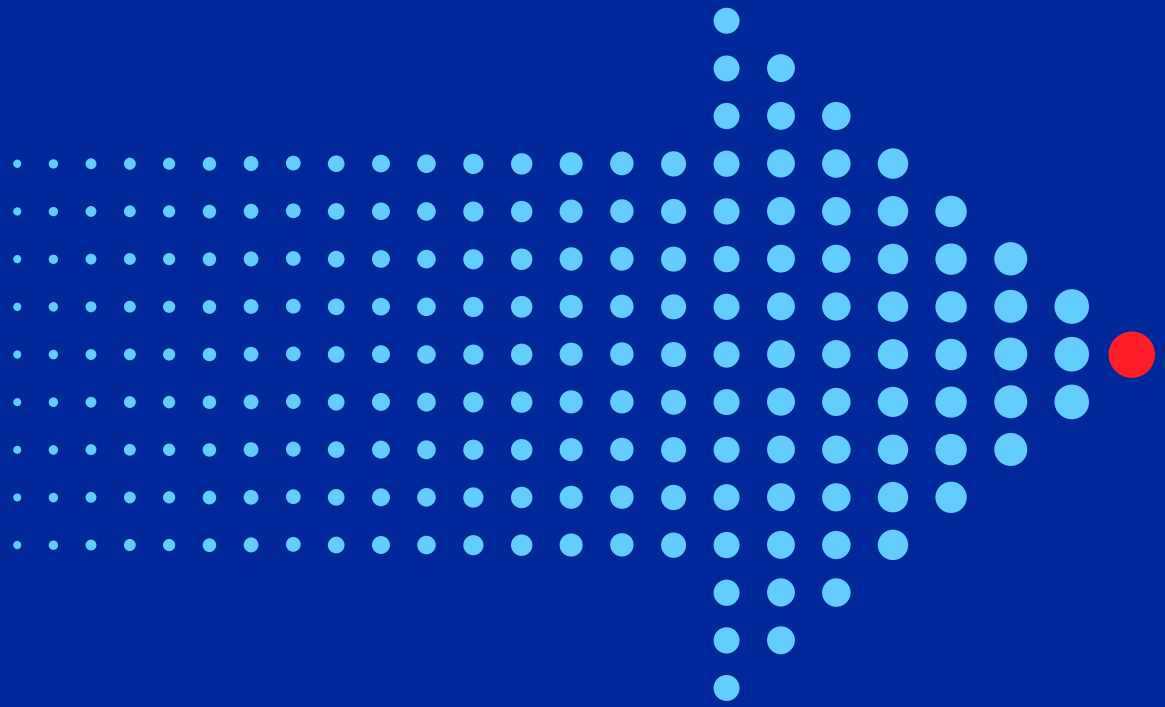
- Objectives of Fire Emergency Planning
- Overview of Fire Alarm and Protection System
- Factors Affecting Safety of the Occupants
- Duties of Fire Wardens / Assistant Fire Wardens
- Fire Evacuation Sequence
- CapitaStar@Work
- Evacuation Routes and Assembly Area
- Table-Top Exercises
- Learning Point & Conclusion

OBJECTIVES OF FIRE EMERGENCY PLANNING

Good fire emergency planning can help to **safeguard human lives** and **reduce damage to buildings, stock and equipment** in the event of a fire through:

- Prompt raising of the fire alarm upon detection of fire;
- Ability to carry out immediate fire fighting;
- Systematic and orderly evacuation of occupants.

OVERVIEW OF FIRE ALARM AND PROTECTION SYSTEM



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OVERVIEW OF FIRE ALARM AND PROTECTION SYSTEM

i. Fire Alarm System
ii. Smoke / Heat Detectors
iii. Wet / Dry Risers Systems
iv. Sprinkler System
v. Fire Hydrant (Public)
vi. Hosereel System

vi. Manual Call / Break Glass Points
vii. Fire Extinguishers
viii. Fireman Intercom System
ix. Fire Curtains









FIRE ALARM/DETECTION SYSTEM

Sprinkler



Smoke/ Heat detector



Break glass point





Fire Alarm Mimic Panel at Fire Fighting Lobby

Main Fire Alarm Panel



Fire Command Centre (FCC)

TYPICAL ALARM SYSTEM AND FIRE FIGHTING EQUIPMENT

Break glass call point







Strobe Light



Fire Hose Reel



Fire Extinguisher



Alarm Bell



https://www.youtube.com/watch?v=tV37SBlsrhI&t=1s

FIRE FIGHTING EQUIPMENT – FIRE EXTINGUISHER





https://www.youtube.com/watch?v=-5zVIzK1wxA

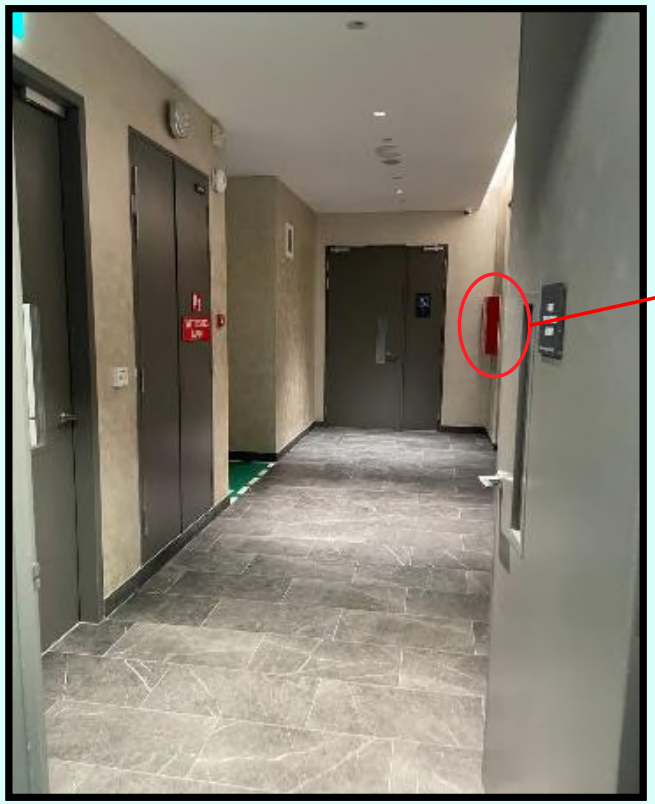
FIRE FIGHTING EQUIPMENT – FIRE HOSEREEL

How to Use a **Fire Hose Reel?**



- **P** – **PULL and swing out** the hose reel drum
- **O** – **OPEN** control valve
- **R** – **ROLL** out the hose
- **T** -**TURN ON** the nozzle
- **S** – **SPRAY** water over fire

FIRE ESCAPE ROUTE – STAIRCASE 1 (Typical Fire Fighting Lobby)



Typical Fire Fighting Lobby – Escape Staircase 1, Fire Alarm Mimic Panel, Firemen Lifts, Wet Riser, Sprinkler Control Valve, Fire Intercom, PWD Holding Area, etc.



Staircase 1 Door with Door Release System Located at Fire Fighting Lobby



Fire Alarm Mimic Panel & Fire Intercom



Close-up view of the Emergency Door Release System

Break the Glass If Staircase Door Fail to Release During Emergency

FIRE ESCAPE ROUTE – STAIRCASE 2 (Typical Smoke Stop Lobby)



Typical Smoke Stop Lobby – Escape Staircase 2, Wet Riser, Fire Intercom, PWD Holding Area, etc.



Staircase 2 Door with Door Release System Located at the Smoke Stop Lobby



Close-up view of the Emergency Door Release System

Break the Glass If Staircase Door Fail to Release During Emergency

Factors Affecting Safety of the Occupant

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FACTORS AFFECTING SAFETY OF OCCUPANTS

i. Obstruction of fire escape route/ fire fighting equipment.

ii. Leaving the fire door open by wedging the door.

iii. No Fire Extinguishers available within the office.

iv. Exit Light not functioning.

v. No P.A System speaker - hidden / disconnected.

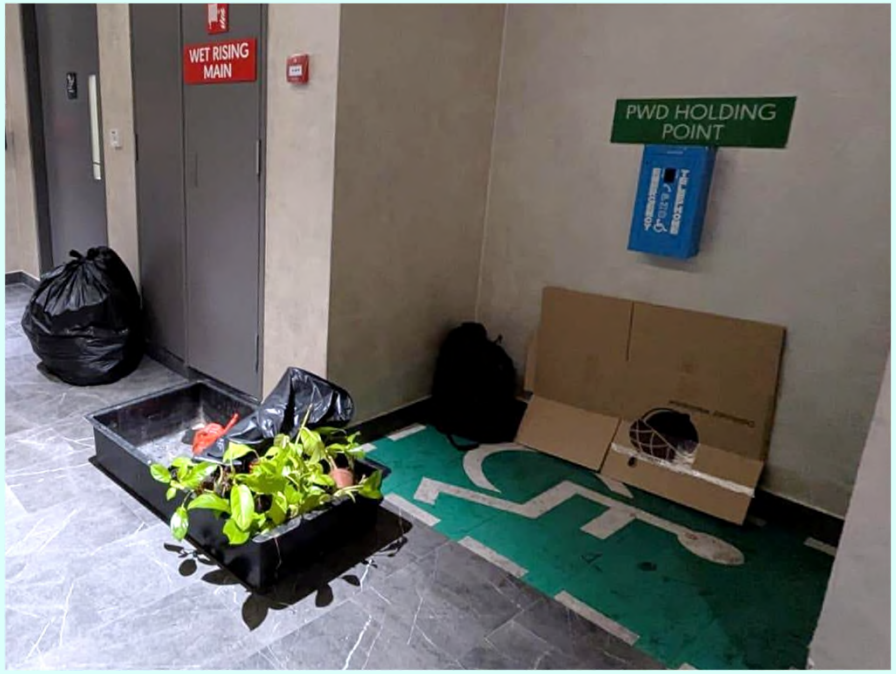
vi. Renovation without permit or proper submission.

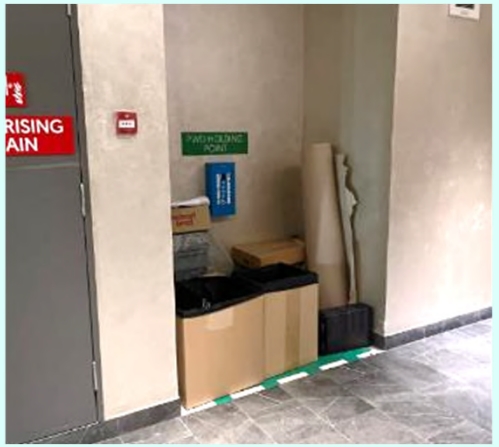
vii. Overloading of power points.

viii. Heat Load from Equipment.

ix. Overcrowding

OBSTRUCTION OF FIRE FIGHTING EQUIPMENT







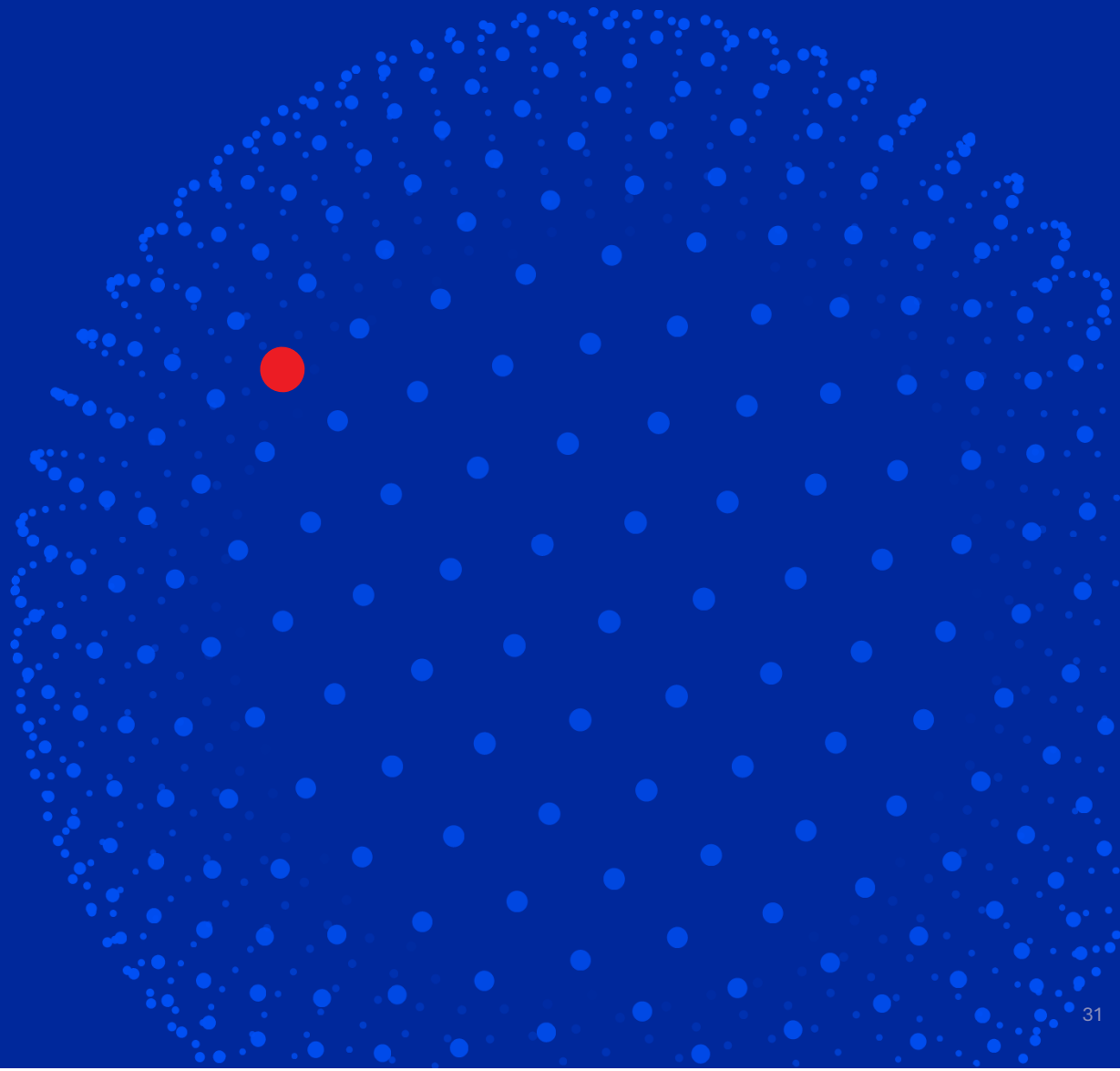


Duties of Fire Wardens / Assistant Fire Wardens

DUTIES OF FIRE WARDENS / ASSISTANT FIRE WARDENS

- **Acquaint** any **new employees** with the **Fire Emergency Plan** in his/her specific role (if any) during an emergency,
- **Be familiar** with the **Fire Emergency Plan** and **means of escape** of their respective floors,
- **Be familiar** with the **operation of the fire alarm system** and use of the **first-aid fire fighting equipment** within their office,
- Liaise, co-ordinate and co-operate with the Tenant Service Centre to assist in evacuation,
- **Maintain and update** the **Floor Register** from time to time.

Fire Evacuation Sequence



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FIRE EVACUATION SEQUENCE

Fire Drill is a practice for all occupants on how and when to evacuate a building in an orderly manner

Building Occupants have to :

- Know the nearest and alternate fire escapes.
- Identify the shortest route to these fire escapes.
- Know the pre-designated evacuation assembly area.

FIRE EVACUATION SEQUENCE

- Activation of fire alarm from a pre-determined simulated **Fire Floor** – fire alarm bell will ring for about 15 seconds, followed by PA Announcement twice (Text 1 – Under Investigation).
- Fire Safety Manager **deploys Emergency Response Team to investigate**.
- Emergency Response Team, to simulate fire is spreading. Fire Command Centre is to trigger PA Announcement (Text 2 – Evacuation) for the **fire floor, 2 floors above & 2 floors below the fire floor.**
- Further PA announcement will be announced to **evacuate** the rest of the floors in phases.
- Occupants to proceed to **Assembly Area.**

FIRE EVACUATION SEQUENCE

- Fire Warden to **take attendance** of staffs.
- Fire Warden to **submit status report & attendance** to Assembly Area Reporting Centre.
- The rest of the floor will be evacuated in subsequent phases, depending on the fire situation.
- Notwithstanding the above, a total evacuation of the building may be called for in an extreme case.

THINGS TO DO BY FIRE WARDENS / ASSISTANT FIRE WARDENS

Before Fire Drill

a. Brief their staff the importance of the Fire Drill

b. To wear comfortable shoes (advised to not wear high heels)

c. To inform their management to defer any meeting on the date and day of the Fire Drill

d. Pregnant ladies, receptionist, sick personnel or 1 or 2 staff to stay back for safety / security reason

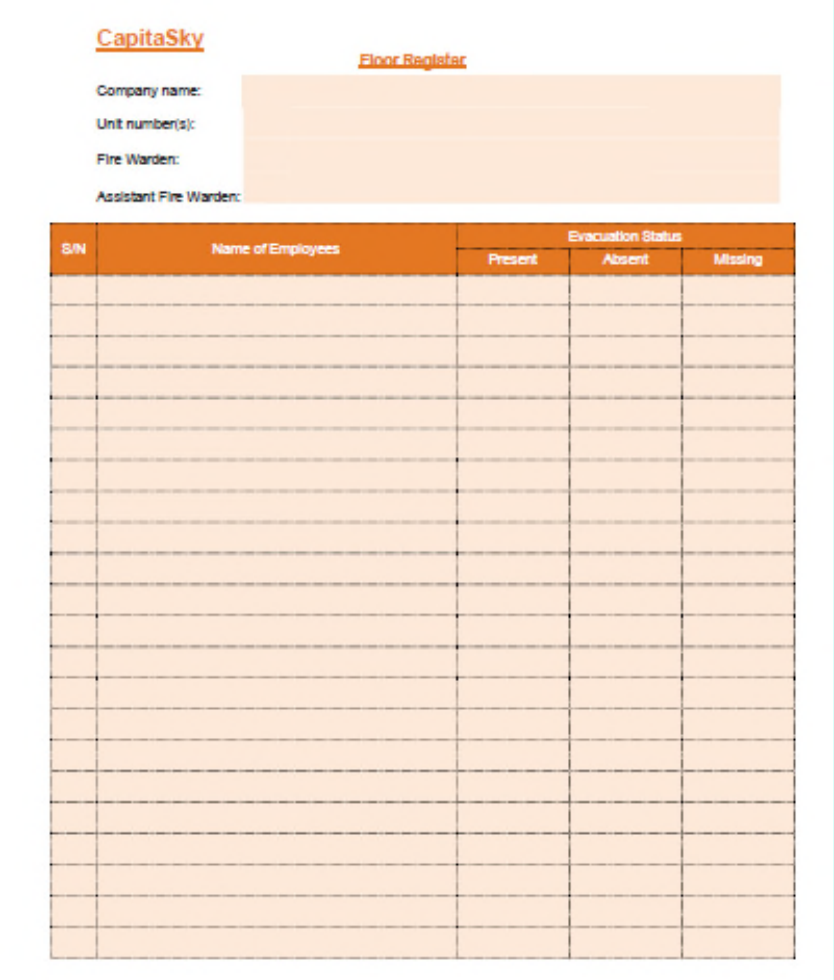
e. All staff including management staff are encouraged to participate

f. To advise staff to pace-up, in an orderly manner

g. To inform staff to assemble at their designated Assembly Area.

h. Fire Warden to list out all the staff names in their **Tenant's Floor Register Form** before the Fire Drill and keep record of it

TENANT'S FLOOR REGISTER FORM



CapitaSky

Floor Register

Company name:

Unit number(s):

Fire Warden:

Assistant Fire Warden:

S/N	Name of Employees	Evacuation Status		
		Present	Absent	Missing

25 03 2026

THINGS TO DO BY FIRE WARDENS / ASSISTANT FIRE WARDENS

Pre-Fire Drill

a. Fire Wardens to share Fire Drill feature on **CapitaStar@Work Mobile App** with your Employees.

b. Fire Wardens and Employees: Download **CapitaStar@Work Mobile App** and follow in-app instruction to sign-up for an account. For email address, it is recommended to use your company's email address.

THINGS TO DO BY FIRE WARDENS / ASSISTANT FIRE WARDENS

During the Fire Drill

a. Ensure all staff leave the office immediately once announcement for evacuation is made.

b. Fire Warden 1 to lead the staff to the nearest exit staircase.

c. Fire Warden 2 to ensure all staff leave the office and be the last person to leave the office.

d. FWs are required to take attendance (Roll Call) of participating staff at the Assembly Area via

   i. **Tenant's Floor Register Form OR**

   ii. **CapitaStar@Work App – Fire Warden QR Code**

Operation of Fire Lifts and Passenger Lifts During Emergency

a. **Passenger Lifts** will be returned (homed) to the designated floor

   Lift A, B, C, D – L2 / L6*

   Lift E, F, G, H, I, J – L2 / L13*

   Lift K, L, M, N, O, P – L2 / L21*

b. **Car Park Lifts** will be returned (homed) to the designated floor – L1 / L2*

c. **End-of-trip Lift** will be returned (homed) to the designated floor – L1 / B1*.

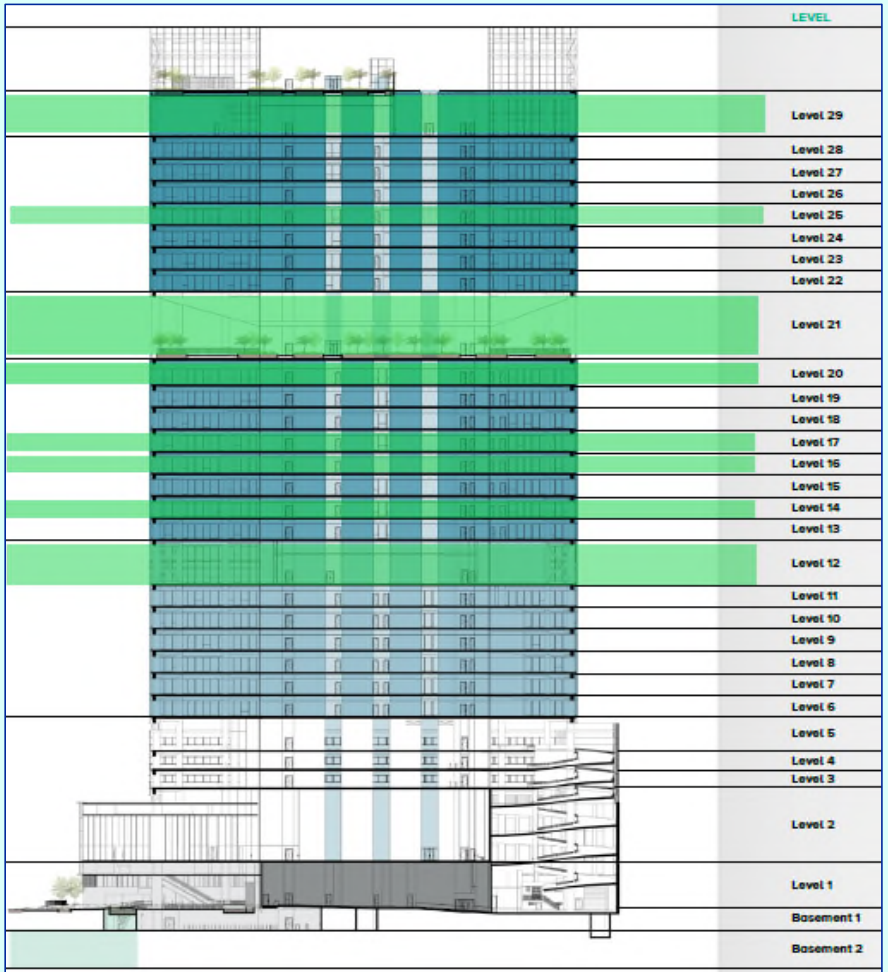
d. **Fire Lifts** will be returned (homed) to the designated floor – L1 / L2*.

e. Only Fire Lift can be manually operated by the fire-fighters/emergency response team via fireman switch at Fireman Lift Lobby.

f. The capacity of the emergency power supply is able to cater the needs to operate the fire lift during emergency.

*alternate homing

Re-entry floors at CapitaSky



- For transfer of staircases in the event if the evacuated staircase is down.
- Location of re-entry floors:

1. Level 12
2. Level 14
3. Level 16
4. Level 17
5. Level 20
6. Level 21
7. Level 25
8. Level 29

Utilizing Technology In Taking Fire Drill Attendance

CapitaLand INVESTMENT

Elevate and Reward Workspace Experience

Contactless Access
Enrol for Facial Recognition or generate secure dynamic QR code convenient access.

Visitor Invitation
Enhance visitors experience by sending a QR for direct access

Book Spaces
Find the perfect space for corporate functions and recreational activities.

Fire Drill Features

Primary **Safety Check**
Check-In Safely at your Assembly Area

Secondary **Fire Warden**
Allows authrorised Fire Wardens to take attendance digitally



Link to CapitaStar
Link your profile with CapitaStar to redeem attractive lifestyle, retail and F&B deals, & gain STAR$.

Join Events
Signup for Events catering to Tenants of Commercial & Business Parks

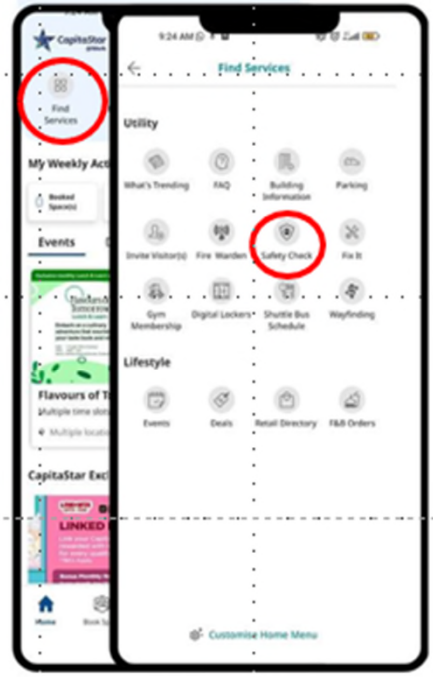
Deals
View and redeem exclusive deals from CapitaStar@Work as Members

Bulletin
Network with like-minded community at exclusive events and activities.

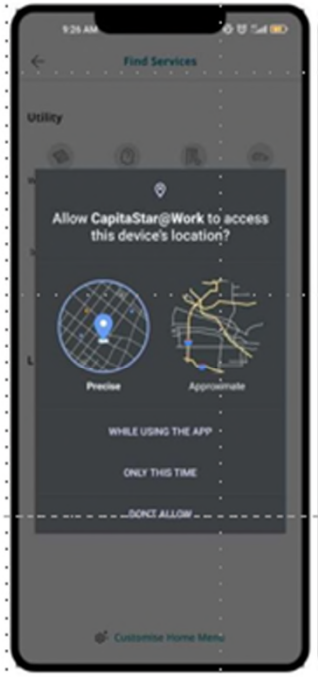
Tenant Technology Services
Customisable app skin, features, and access control integration for tenants

Primary Method: Safety Check for Fire Drill

Prior to Assembly Area



Step 1:
Launch the 'Safety Check' features in the app by clicking Find Services > Safety Check



Step 2:
Enable Location Settings as well as GPS. Once your location is triangulated, you should see your building at the top of the list with your approximated location to the building

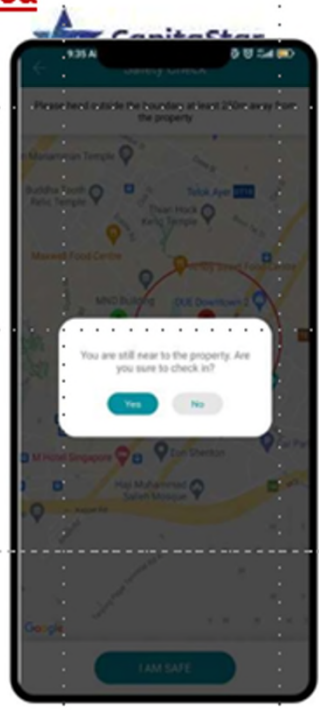




Step 3:
You will see your location in **blue.**
Your Fire evacuation location may be in **Green** (if any) If you do not see your fire evacuation location, follow the instructions on the ground to proceed to the evacuation area.
Building will be shown in **red.**

At Assembly Area



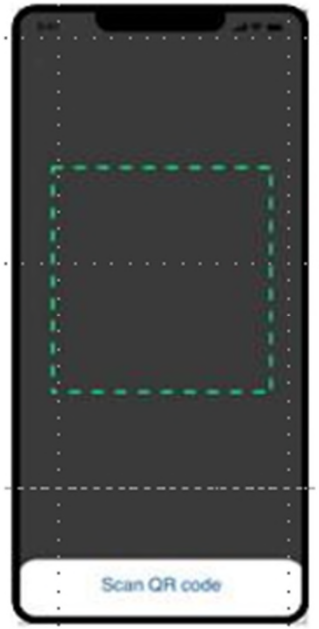


Step 4:
Only when you are at the Assembly Area(AA), select **'I Am Safe'** and you will see a notification.
Show this check-in safely message to the Fire Warden.
If your GPS is not working well, you may face an additional pop up. Select **"Yes"** to check in as well.

Secondary Method: QR Scanning for Fire Drill



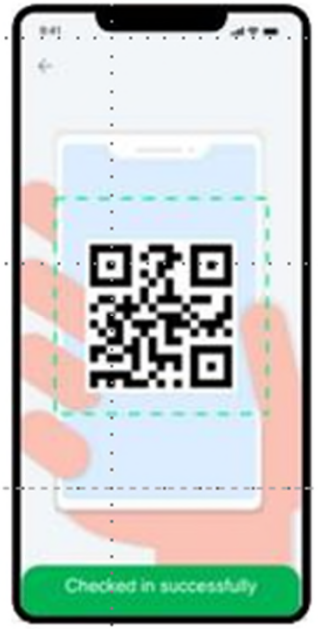
Step 1:
Launch the 'Fire Warden' features in the app by clicking Find Services > Fire Warden



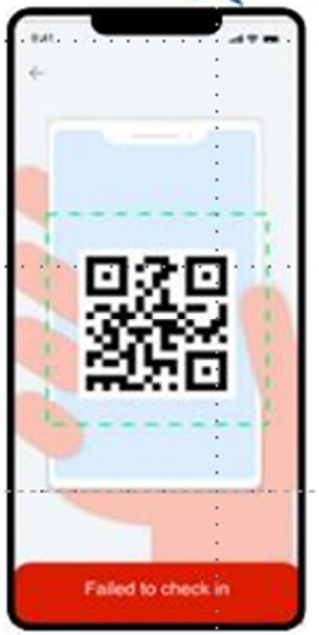
Step 2:
When Fire Warden tap the fire drill icon, it will display the QR scanner.



Fire Warden Scans Employee QR Code*. (Please refer to slide 37 for help to trigger QR code)



If the employee is successfully checked in, it will display 'Checked in successfully'

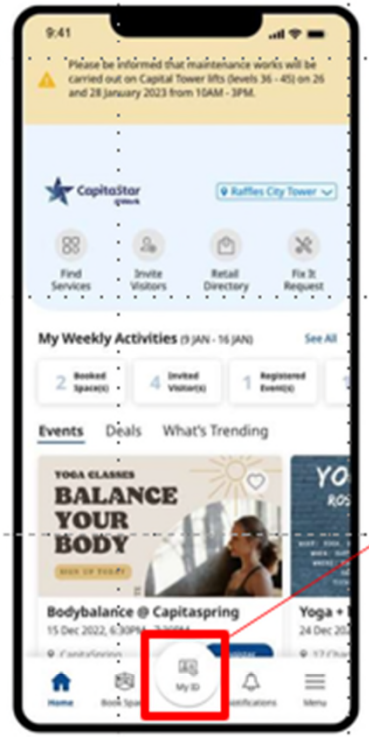


If the employee is already checked in, it will display 'I am already checked in'.

If it is an invalid QR code, it will display 'Failed to check-in'.

Fire Warden Scanning

* Participants should download the QR code ahead of the Fire Drill



Click on the 'My ID' icon



Profile QR will be displayed. This QR will be scanned by Fire Warden to check in the registrant.



Please angle your screen to facilitate scanning (Image for reference for the tilt angle)

For those employees without the Safety Check icon on their application, or who have issues with GPS, please open your CapitaStar@Work 'MyID' QR Code to be scanned by the fire warden for Fire Drill.

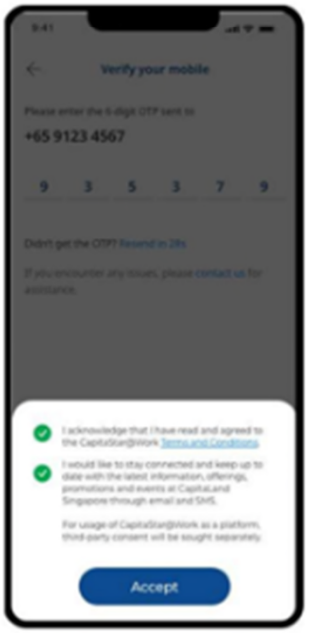
Sign Up – Detailed Procedures



Download CapitaStar@Work from Apple App Store or Google Play. Enter your Country Code and mobile number. Authenticate your mobile number via SMS OTP and accept T&Cs



Verify SMS OTP



Accept the Terms and Conditions of the application

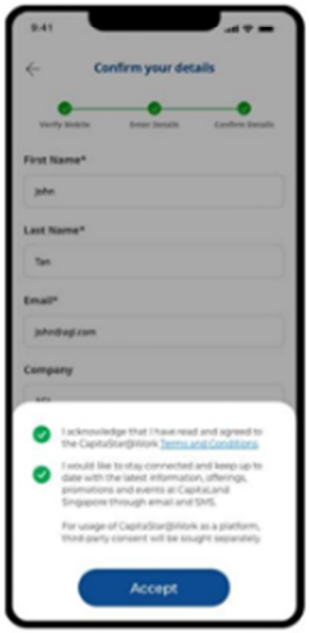


Enter your issued Verification Code, if any.
If not, select "I do not have a verification code"



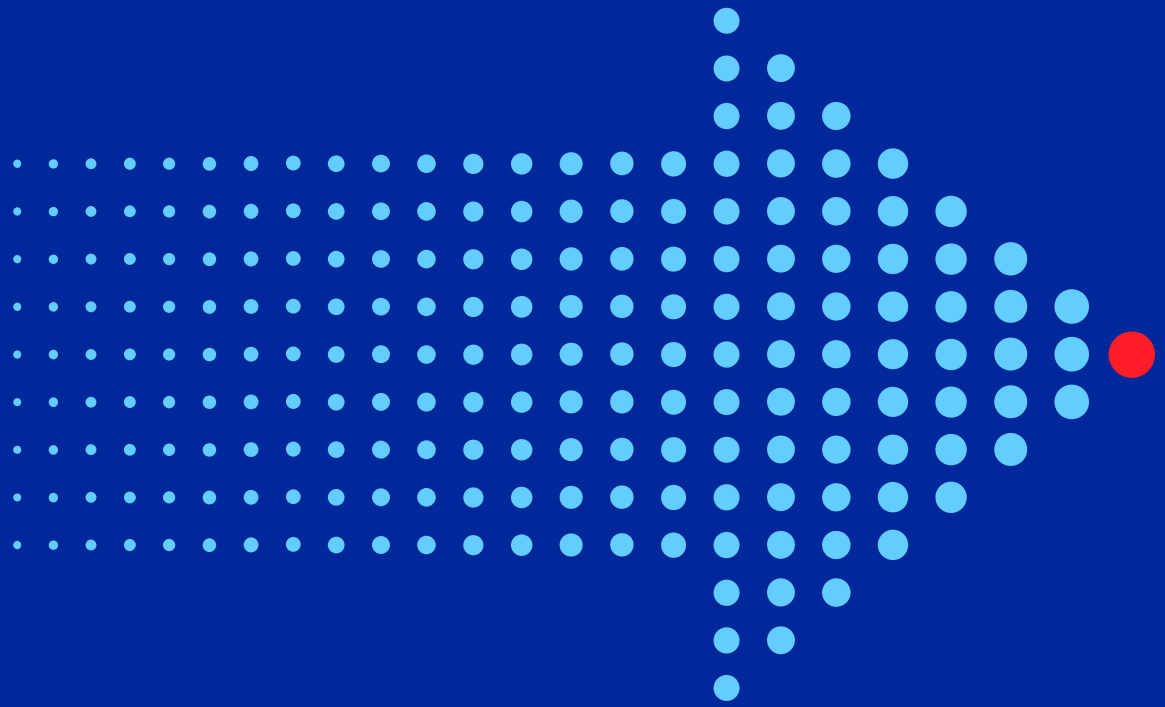
Your Account will be populated with
verification code activated, otherwise fill up the information.

Click Confirm to proceed



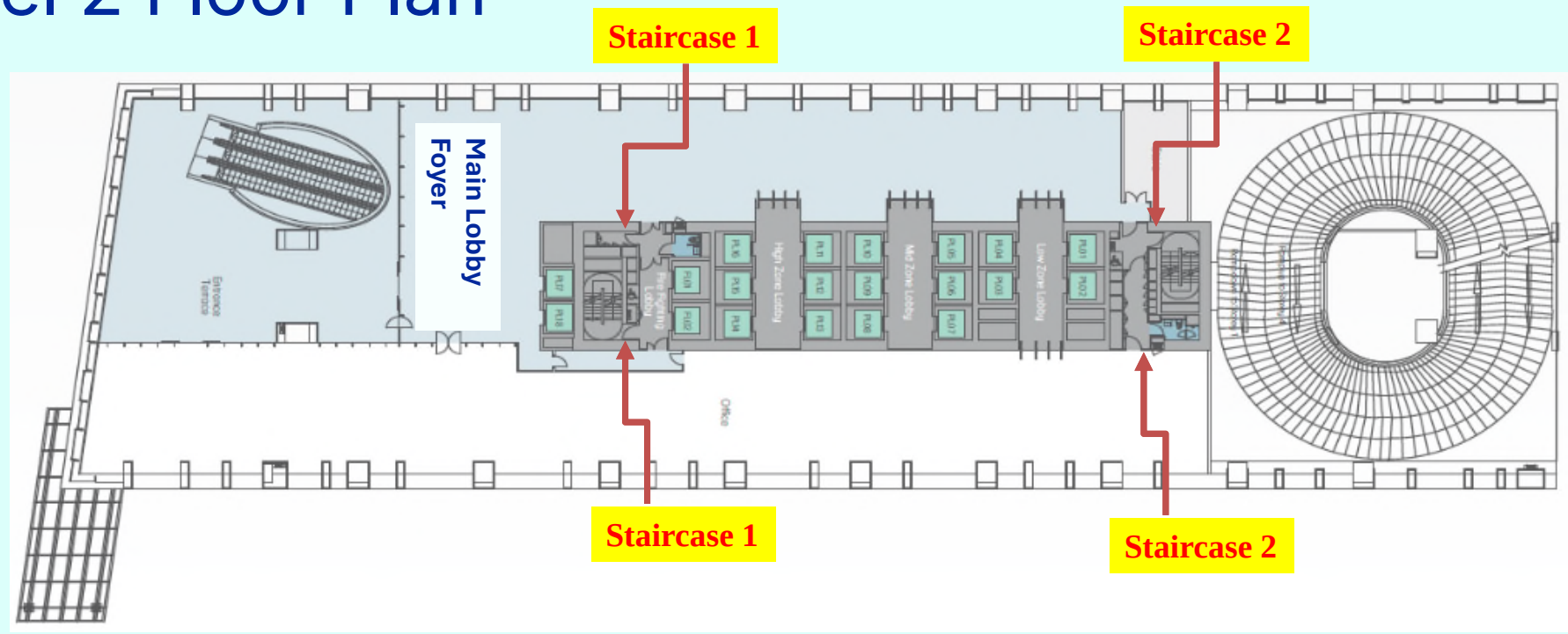
Accept the Terms and Conditions of the application

Evacuation Routes and Assembly Area



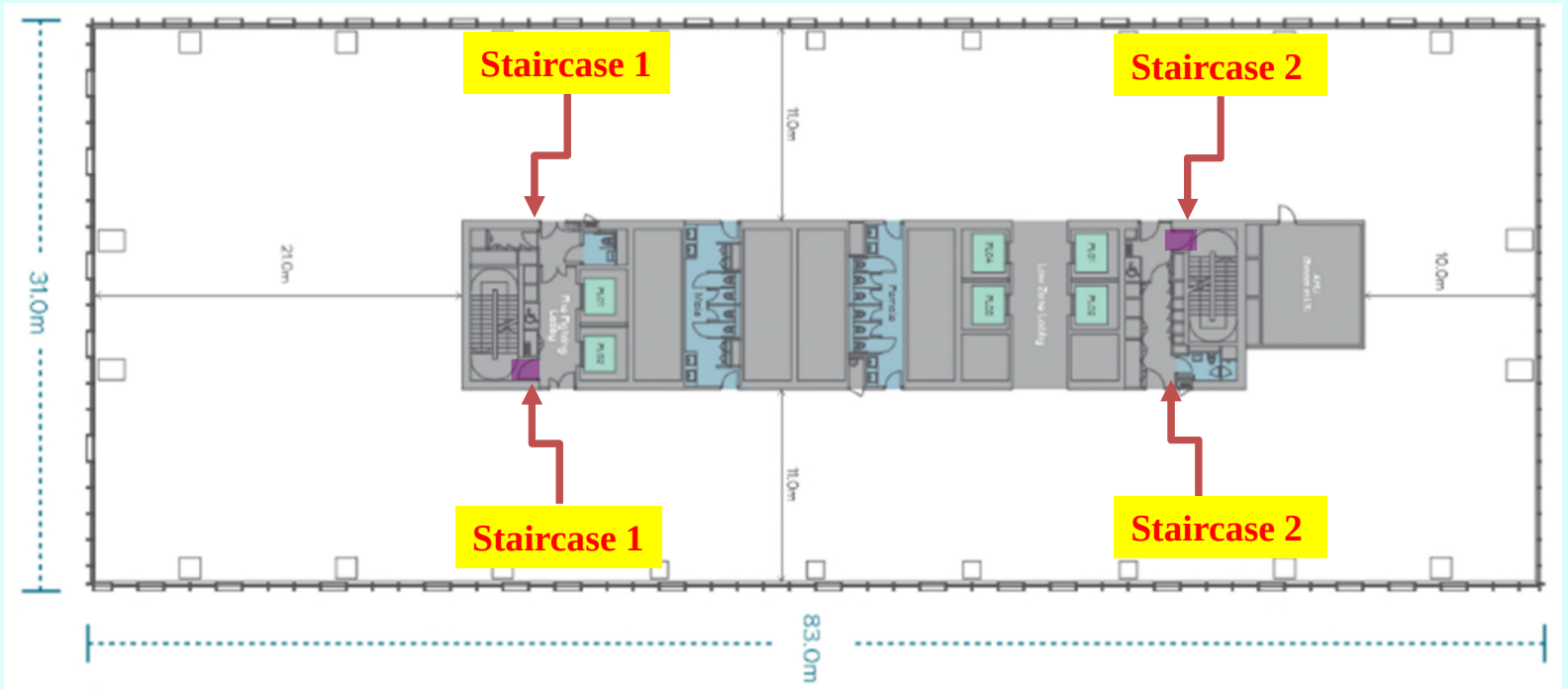
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Level 2 Floor Plan



Typical Low Zone Layout (Low Zone – L6 to L11)

Robinson Road



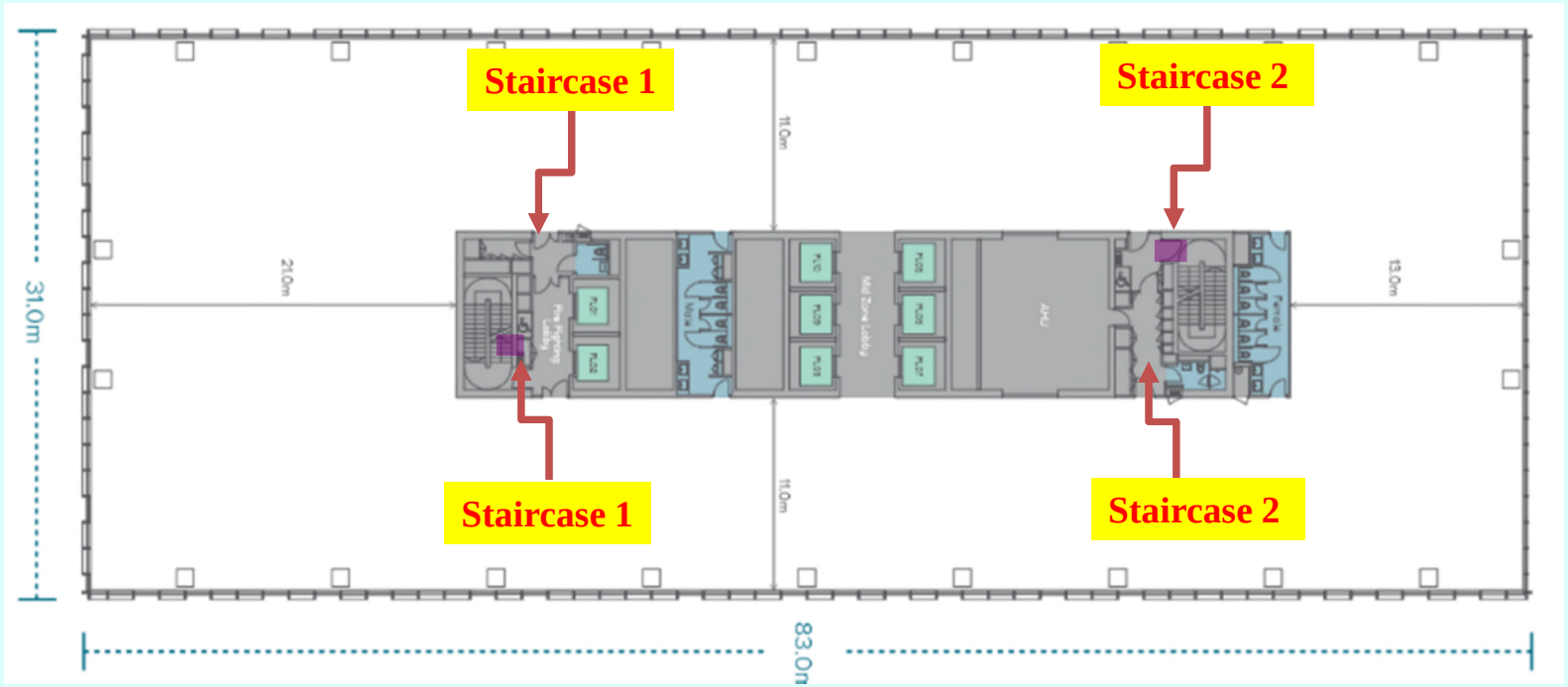
Maxwell Road

77 Robinson Road

Maxwell Link

Typical Mid Zone Layout (Mid Zone – L13 to L20)

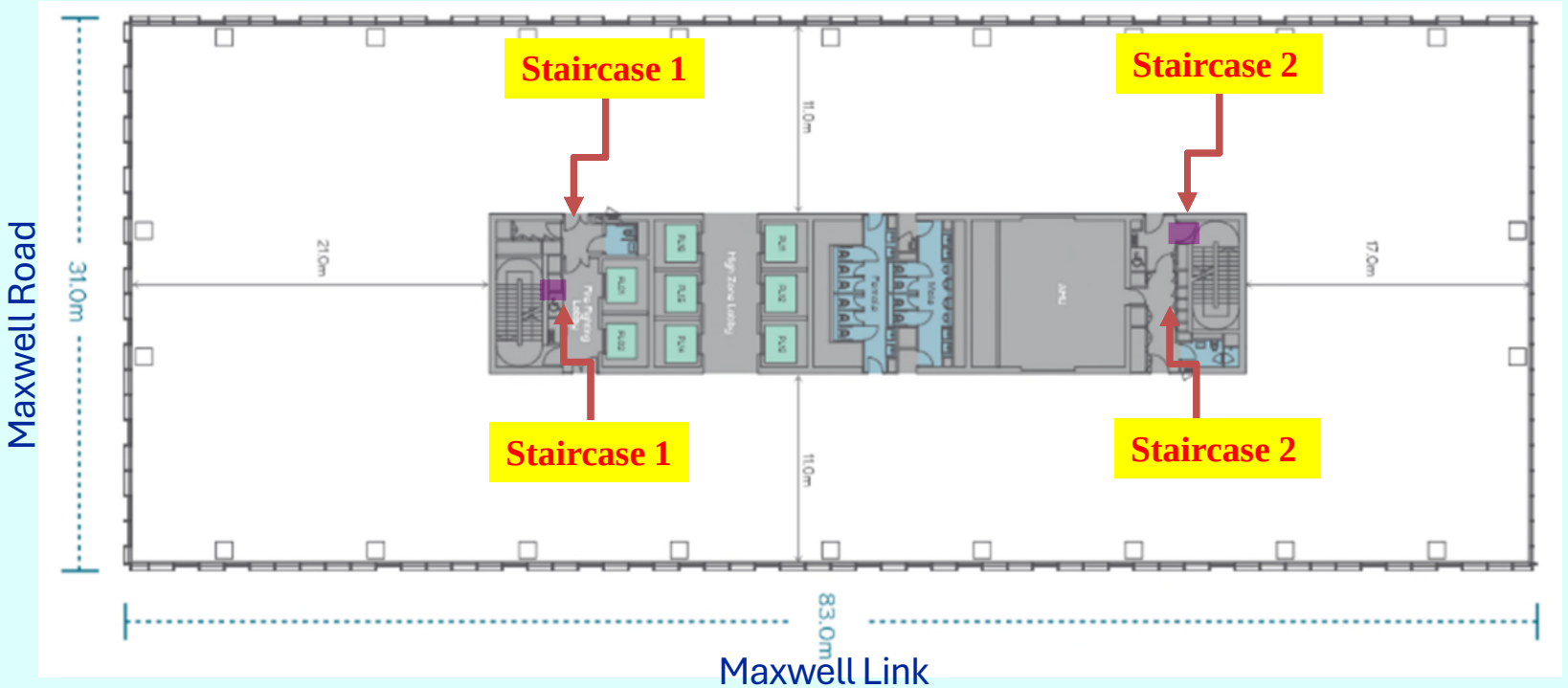
Robinson Road



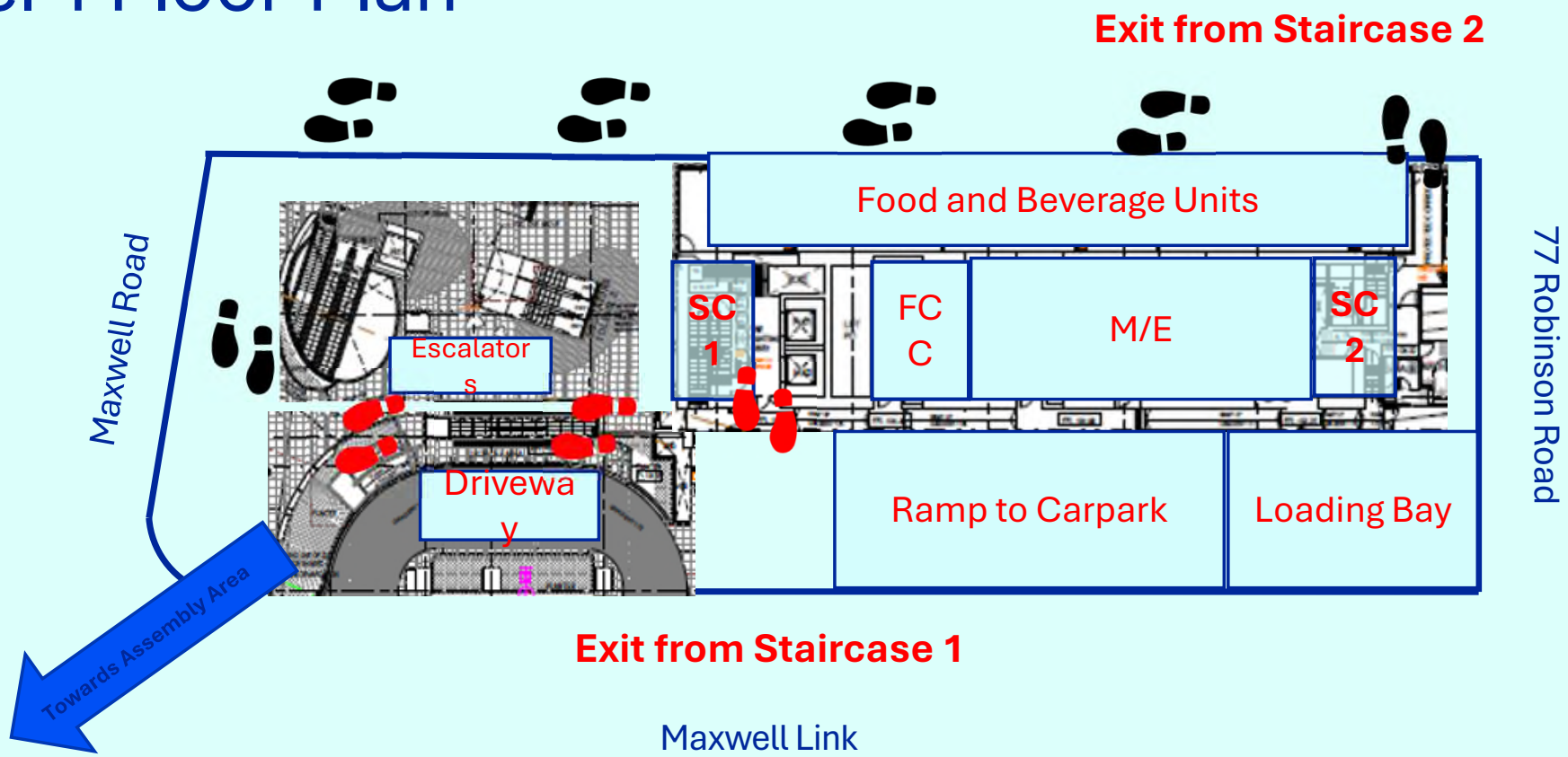
Maxwell Link

Typical High Zone Layout (High Zone – L21 to L30)

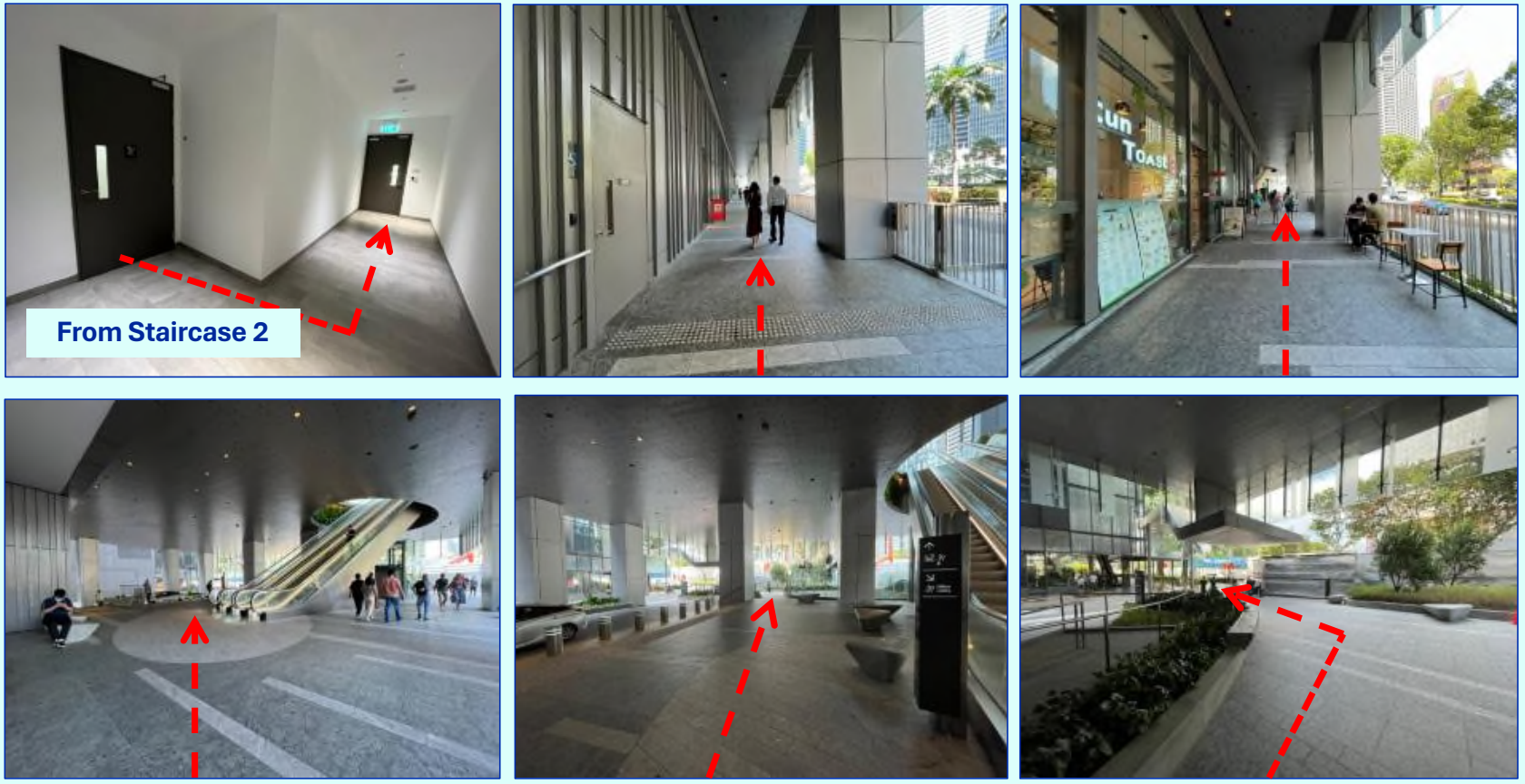
Robinson Road



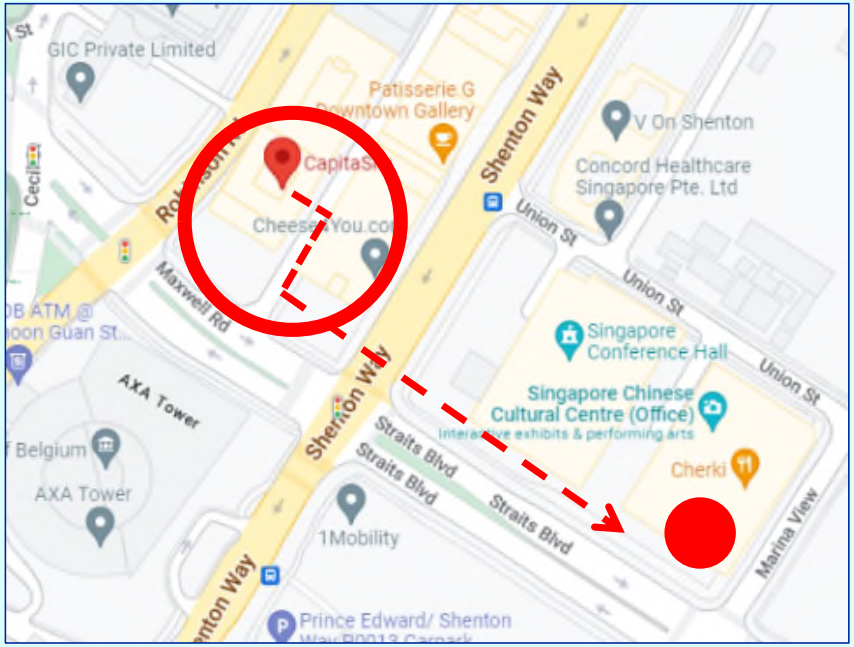
Level 1 Floor Plan



Route to Assembly Area

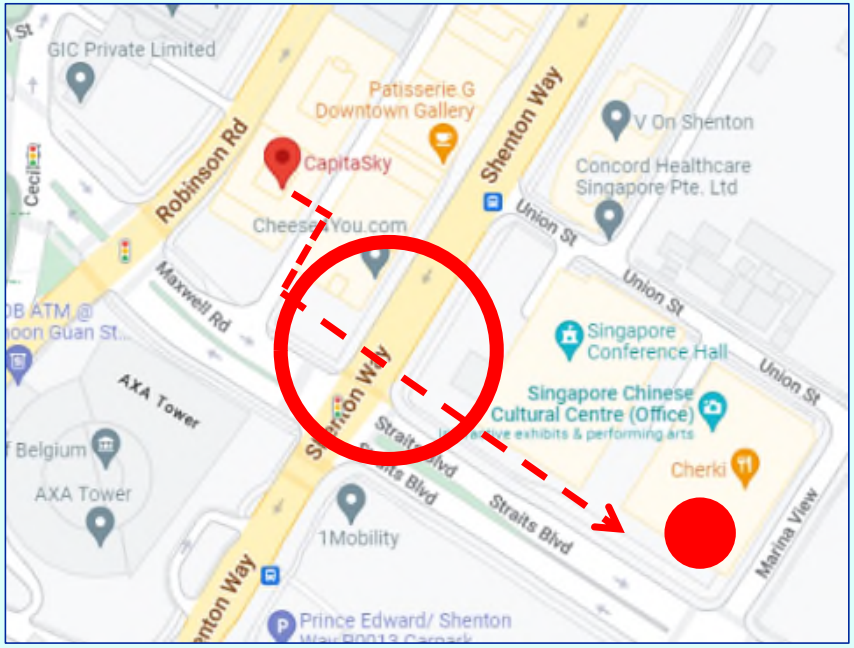


Route to Assembly Area



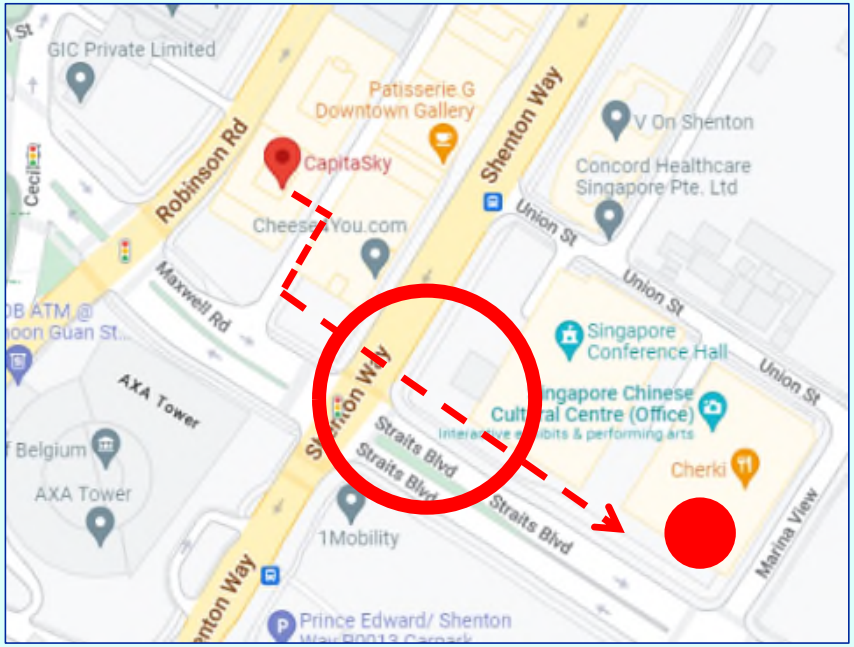


Route to Assembly Area



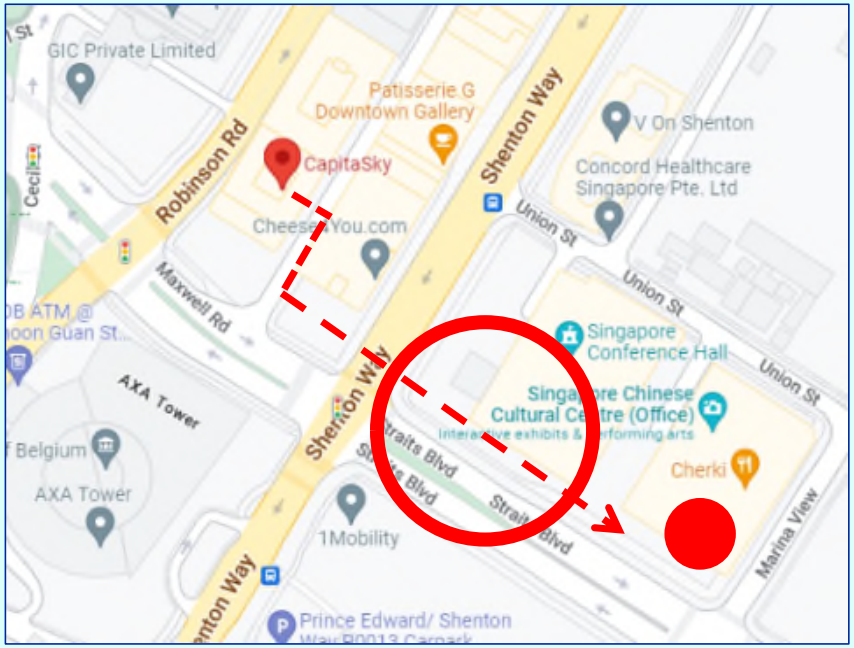


Route to Assembly Area



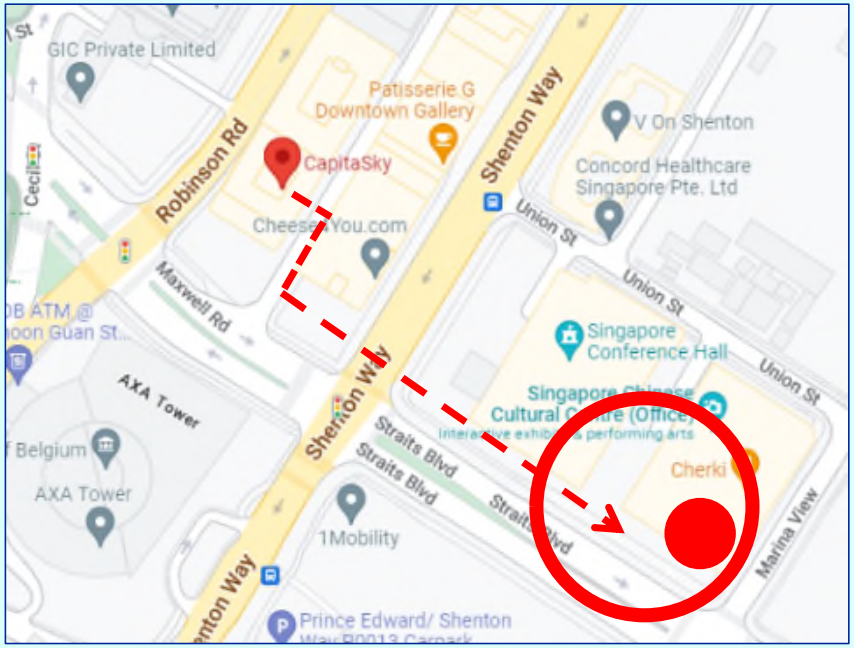


Route to Assembly Area





Route to Assembly Area





Assembly Area (Singapore Chinese Cultural Centre)

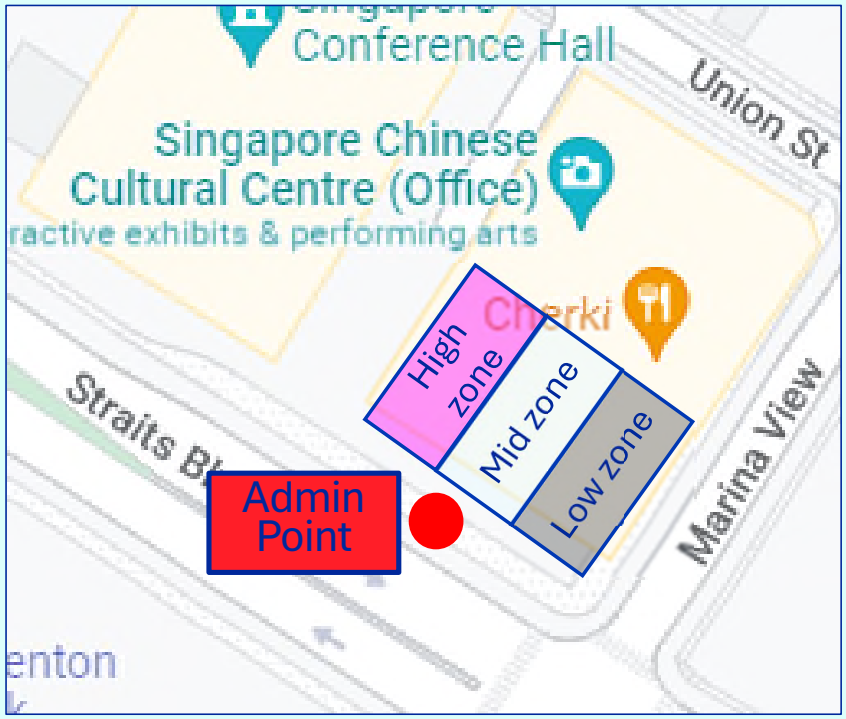


Building Site Plan



Assembly Area External walkway along Straits Boulevard outside Singapore Chinese Cultural Centre

Assembly Area (Singapore Chinese Cultural Centre)



Tabletop Exercise

Go to

www.menti.com

Enter the code

2997 3555

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Tabletop Exercise

Tabletop Exercise (1)

Scenario: On a working day, the fire alarm bell rang. The 1st alarm was activated. Shortly after, Public Announcement (PA) message (Text 1 – Under Investigation) was played through the speakers.

Question: What should you do if you are at your desk?

Answer:
Step 1: Stay calm.

Step 2: Ask the occupants not to panic and stand by for further instruction.

Step 3: Look around and see if there is any sign of smoke. Check the Sub Fire Alarm Panel located at the Fire Fighting Lobby to see if there is any indication of fire alert.

Step 4: Standby the pre-prepared floor register forms. Note down the absentees, if any.

Tabletop Exercise (2)

Scenario: The ERT (Emergency Response Team) from the Building Management has verified and confirmed that there is a fire at **Level 15**, and it is spreading. They have updated the FSM. FSM proceed to trigger the 2nd alarm for evacuation.

Question: What should you do next?

Answer:
Step 1: Evacuation announcement will be made for **Level 13 to 17**. Fire wardens of these floors to commence evacuation once the evacuation announcement has been made. Guide the occupants to the nearest staircase. Bring along the floor register forms and pen.

Step 2: Last fire warden shall ensure all staff have evacuated from the floor.

Step 3: Remaining floors to standby for further evacuation announcement.

Tabletop Exercise (2) cont.

Scenario: The ERT (Emergency Response Team) from the Building Management has verified and confirmed that there is a fire at **Level 15**, and it is spreading. They have updated the FSM. FSM proceed to trigger the 2nd alarm for evacuation.

Question: What should you do next?

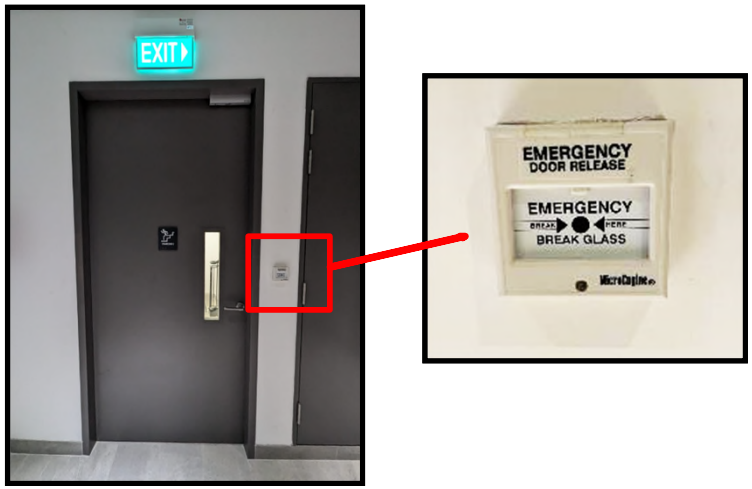
Step 4: The rest of the floor will be evacuated in subsequent phases, depending on the fire situation.

Notwithstanding the above, a total evacuation of the building may be called for in an extreme case.

Tabletop Exercise (3)

Scenario: Fire alarm has been activated. The evacuation announcement was made. Upon reaching the nearest staircase, you are unable to open the staircase door.

Question: What should you do?



Answer:

Step 1: Stay calm.

Step 2: Break the break glass for the EM-lock to release the door.

Tabletop Exercise (4)

Scenario: You managed to open the door but realized there is smoke in the staircase.

Question: What should you do?

Answer:

Step 1: Stay calm.

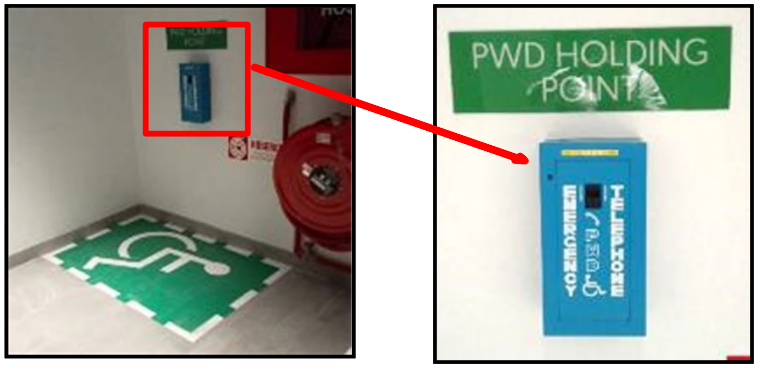
Step 2: Proceed to the other nearest staircase.

Tabletop Exercise (5)

Scenario: There is a colleague who is wheelchair-bound.

Question: There is a fire in the building and the evacuation announcement has been made. What should you do?

Answer:



Step 1: Stay calm.

Step 2: Inform the Fire Wardens.

Step 3: Assist the wheel-chair bound colleague to the nearest PWD (Person With Disability) at Fire Fighting Lobby and Smoke Stop Lobby and contact the Fire Command Centre (FCC) using the PWD phone intercom. Wait for assistance to arrive.

Tabletop Exercise (6)

Scenario: A small fire break out near your workstation.

Question: What should you do if you are at your desk?

Answer:

Step 1: Stay calm.

Step 2: Alert your fire warden and colleagues near the area that there is a fire

Step 2: Break the nearest Manual Call Point to activate the fire alarm.

Step 3: Grab the nearest fire extinguisher and put out the incipient fire immediately from a safe distance WITHOUT endangering yourself and others.

Tabletop Exercise (6) Cont.

Scenario: The fire is now out of control

Question: What should you do?

Answer:

Step 1: Stay calm.

Step 2: Ask the occupants not to panic and evacuate the affected floor immediately by using the nearest staircase.

Step 3: Inform Fire Warden/CERT members on the location of the fire.

Step 4: Proceed to Assembly Area located outside Singapore Chinese Cultural Centre.

Tabletop Exercise (7)

Scenario: Many evacuees are at level 1 at the same time.

Question: What should you do upon reaching level 1?
What should you do when you are at the assembly area?

Answer:

Step 1: Guide the occupants to the assembly area located outside Singapore Chinese Cultural Centre immediately. Do not crowd around at the main lobby or L1.

Step 2: Account for the attendance. Call and locate the missing occupant, if any.

Step 3: Finalize the attendance after all occupants are account for and inform Building Management staff on site.

Step 4: Do not attempt to return to the building. Wait for further instruction from Building Management.

Tabletop Exercise (8)

Scenario: Building Management has collated all attendance. Instruction given by FSM that the building is safe to return.

Question: What should you do next?

Answer:

Step 1: Inform the occupants. Leave the Assembly Area safely.

Step 2: Return to the building in an orderly manner. Anticipate large crowds who will enter into the building and take the lifts all different zones. Be patient.

Learning Points & Conclusion

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Learning Points & Conclusion

What to do during an emergency?

Always stay calm

Responding **calmly** but **quickly** is very important in an emergency. A few minutes of panic can make a very big difference. Therefore, staying calm and reacting in the right way is extremely important.

Everyone is responsible for preventing fires in the workplace – employers and employees, you and I alike.

It is possible to **reduce** the threat of fire to people and property by teaching everyone to work together to **prevent fires with fire safety training**. With training, possible **injuries and loss of lives can be prevented.**









Q&A

Thank You

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