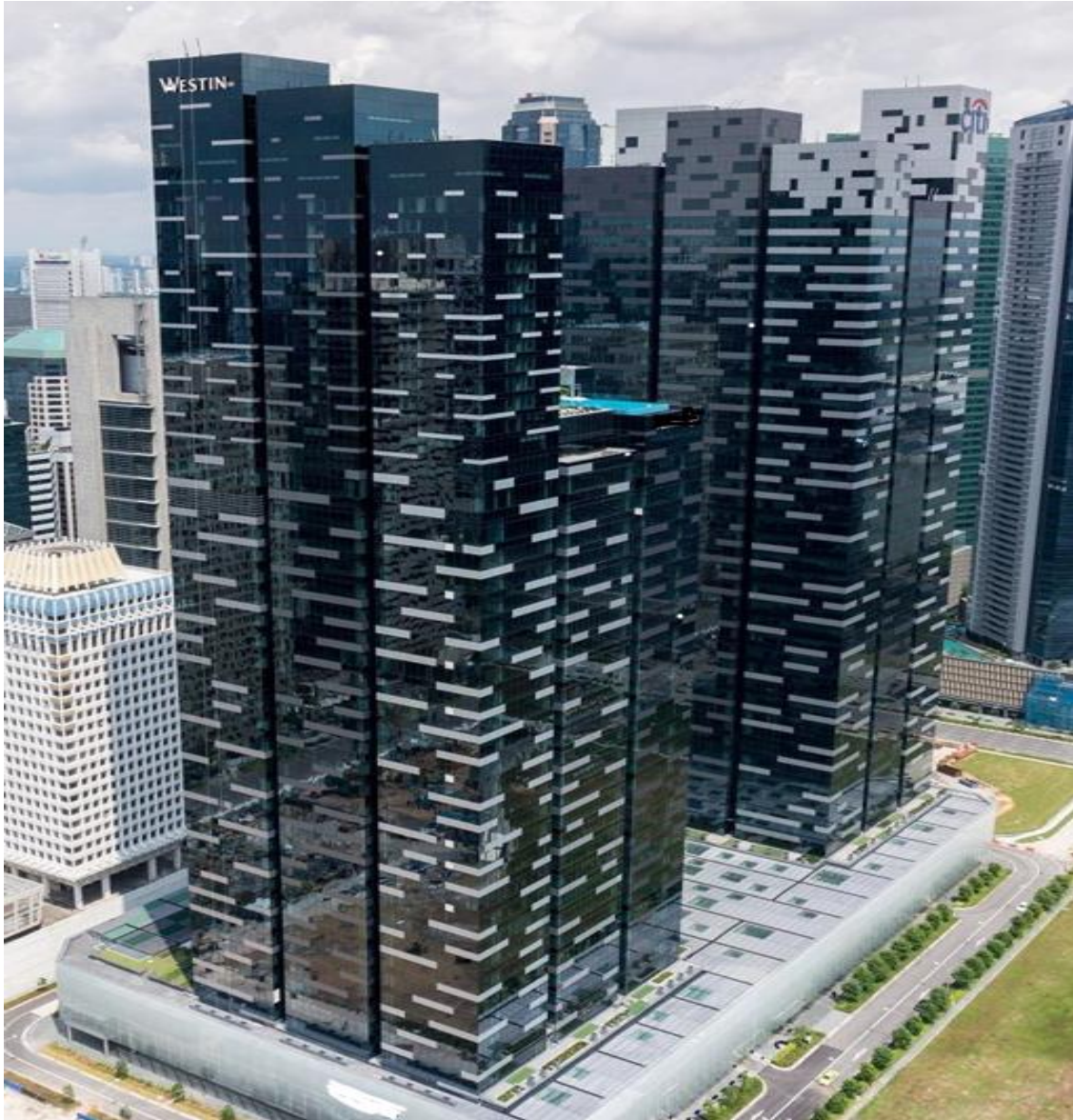


# FIRE EVACUATION PLAN



**ASIA SQUARE TOWER 2 (AST2)**  
**12 Marina View**  
**SINGAPORE 018961**

Revised on 14 Mar 2025

## AST 2 - FIRE EVACUATION PLAN

# AST2 FIRE EMERGENCY PLAN

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## AST 2 - FIRE EVACUATION PLAN

### 1. INTRODUCTION

#### **This plan may save your life – Read it carefully**

This book explains: -

- Fire Precautions,
- Fire Protection and Detection system,
- Emergency Procedures in the event of a fire, and
- Evacuation Procedures (How to escape in the case of fire).

The premises is equipped with a comprehensive fire safety system. Your understanding and co-operation in implementing this system is important. Please be fully familiar with the emergency procedures contained in this plan. Your life may depend on it.

## **AST 2 - FIRE EVACUATION PLAN**

### **2. OBJECTIVES**

- To safeguard human lives in the event of a fire,
- To establish a systematic and orderly evacuation procedure,
- To mount first aid fire fighting action to extinguish or contain a fire until arrival of the fire brigade,
- To instil a keen awareness in all occupants of the need to prevent an outbreak of fire by constant and habitual observation of basic fire precautions.

## AST 2 - FIRE EVACUATION PLAN

### 3. FORMATION OF COMMITTEE

Two committees shall be formed to achieve the above objectives. They are:

#### 1. Fire Safety Committee

The committee plans activities such as fire evacuation drills, fire safety education / training, fire exhibition, etc. to create fire safety awareness among the tenants of AST2.

The committee shall comprise the following:

Chairman	VP Commerical Ops
Secretary	Senior Fire Safety Manager
Committee Member	Centre Manager
Committee Member	Tenant Relation Specialist
Committee Member	Senior Property Executive
Committee Member	Senior Property Executive

#### 2. Fire Evacuation Committee

The committee is responsible for the systematic and orderly evacuation of evacuees including marshalling of fire fighting efforts. The committee shall comprise the following:

Co-ordinator	Chairman / Senior Fire Safety Manager
Assistant Co-ordinator	Managers/Operation Executives
Tenant Co-ordinator	Tenant Relation Specialist
Security Team	Officers (Agency)
Fire Fighting Team	Technical Crew / Officers (Agency)
Assembly Area Co-ordinator	Managers, Operation Executives
Public Enquiry Post-In-Charge	Tenant Relation Specialist
First Aid Centre In-Charge	Senior Officer (Agency)
PA Announcement	Concierge

## AST 2 - FIRE EVACUATION PLAN

### 4. FIRE PRECAUTIONS

The following fire precautions are the responsibility of everyone:

- a. On leaving your workplace, ensure that all electrical switches are off and all electrically operated equipment, e.g. calculators, computers, hot water dispensers, kettles, etc., are disconnected or switched off.
- b. Comply with NO Smoking rules at all times. Usually, there are designated safe locations outside and away from the building for smokers. Carelessly thrown cigarette butts are common causes of fire.
- c. Do NOT store any materials of an inflammable nature in the building.
- d. Switch off electrical supply and electrical equipment when not in use.
- e. Electrical wiring should be well insulated and maintained.
- f. Do NOT overload electrical outlets with too many extensions.
- g. Always have the proper firefighting equipment. Do NOT block or cover the firefighting equipment at any time.
- h. Do not make or adapt any electrical connections without clearance from the building management.
- i. Do NOT lock or block fire exits. Keep the passageway and exits free from obstruction at all times.
- j. Inform the building management of any obstruction of exits or stairways or anything that constitute a fire hazard.
- k. If you are working overtime especially after office hours, it is in your own interest to inform the building management in advance, and also before leaving the building inform the security officer in the Fire Command Center.
- l. Do NOT use the lifts when there is a fire.

## AST 2 - FIRE EVACUATION PLAN

### 5. FIRE SAFETY DO'S AND DON'T'S

**DO NOT** use cardboard boxes, wooden crates or other receptacles that are made of combustible material as makeshift rubbish bins in the building.



**DO** provide and use proper rubbish bins, preferably those made of non-combustible material like metal.

**DO NOT** accumulate unwanted items in your premises.



**DO** dispose of unwanted items at regular intervals to ensure good housekeeping in your premises.

**DO NOT** use corridors, walkways, or passageways that form parts of the emergency escape route around your premises for storage.



**DO** keep corridors, walkways and passageways free of obstructions.

**DO NOT** remove ceiling boards or use ceiling void (i.e. space above suspended ceiling) for storage.



**DO** ensure all ceiling boards are in place, not missing, or damaged and refrain from using ceiling voids for storage purpose.

**DO NOT** paint over smoke/ heat detectors and sprinkler heads or hang objects on them.



**DO** ensure the detectors and sprinkler heads are not painted over or obstructed with objects.

## AST 2 - FIRE EVACUATION PLAN

**DO NOT** stack up items to a height less than 0.5m from sprinkler heads.



**DO** ensure that there is clear headroom of 0.5m between stacked goods and sprinkler heads.

**DO NOT** use fragile containers to store flammable liquids or keep flammable substances in places where large amounts or heat will build up or near an ignition source.



**DO** store flammable liquids in proper, unbreakable containers and keep flammable substances in well-ventilated places and away from any ignition source.

**DO NOT** seal up ventilation openings or leave a non-working / inoperable ventilation fan unrepaired.



**DO** ensure ventilation openings are not sealed up and have defective ventilation fan repaired quickly.

**DO NOT** use candles or other naked flames for lighting purposes, especially during power failure.



**DO** make available battery-operated portable torches as a backup.

**DO NOT** smoke in “No Smoking” areas.

**DO** observe “No Smoking” rule strictly in your premises.



## AST 2 - FIRE EVACUATION PLAN

**DO NOT** leave electrical appliances or equipment to be energized when they are not in use, especially after office/ working hours.

**DO** switch off at the mains all electrical appliances or equipment that are not in use, especially after end of operations.



**DO NOT** obstruct the access to a fire hose reel or a fire extinguisher.

**DO** keep the hose reel cabinets and fire extinguishers free from any obstruction.



**DO NOT** overload the electrical circuit by drawing current from one power outlet to multiple electrical appliances or equipment simultaneously.

**DO** use the power outlet for one electrical appliance or equipment, whenever possible.



**DO NOT** use electrical closets or compartments that house dry riser inlets/ outlets, hose reels, telecom riser ducts etc. for storage

**DO** ensure that the closets and compartments are clean and free of obstructions at all times.



**DO NOT** wedge open any fire door.

**DO** ensure fire doors are kept closed but unlocked at all times

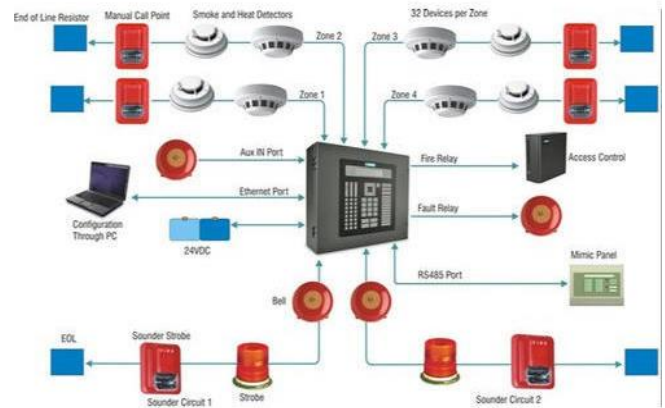


## AST 2 - FIRE EVACUATION PLAN

### 6. FIRE PROTECTION AND DETECTION SYSTEM

AST2 is equipped with the following fire protection system:

- i. Fire Alarm System
- ii. Sprinkler System
- iii. Hosereel System
- iv. Portable Fire Extinguisher
- v. Smoke Ventilation System
- vi. Fire Control Room
- vii. Pressurization Fans
- viii. Air-conditioning and Smoke System
- ix. Public Address System
- x. Fireman Intercom System
- xi. Decam (decentralized alarm monitoring) System



#### Fire Alarm System

This system consists of main fire alarm indication board, sub-indicator board, smoke detectors, breakglass and alarm bells.

Main fire indicator board – located at ground floor near entrance (in the Fire Command Centre).

Sub-indicator board – located at all floors near the staircase covering two floors.

Monitoring Panel located at other floors.

Smoke detectors – located in the electrical risers, electrical meter rooms, M&E rooms, lift lobbies, corridors.

The alarm can be activated by either: -

- Someone noticing a fire activating a breakglass or callpoint.
- Smoke from a fire and detected by the smoke detectors.
- Heat from a fire will cause the sprinkler heads to burst and release water under pressure to extinguisher the fire.



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## AST 2 - FIRE EVACUATION PLAN

Upon activation, the fire alarm bells will sound continuously throughout the building. The main fire indicator board will indicate the floor from which the fire is detected, and the sub-indicator board will indicate the location of the fire / smoke detected. Simultaneously, the following activations will also be effected: -

- A signal will be transmitted to the decentralized alarm monitoring via control room to standby to dispatch fire engine.
- Announcement will be made to keep occupants informed of the activation and the necessary actions to be taken.
- All sliding doors will automatically open.
- All security-controlled access doors will be released.
- All ventilation fans for smoke stop lobby and escape staircases will also automatically operate.
- All lifts will be brought to ground floor in sequence, the doors will then open automatically, and the lifts will remain there.

### Sprinkler System

The heat from the fire will cause the bulb to burst, releasing water under pressure to extinguish the fire. Once there is a discharge of water, the flow switch in the system will be triggered "ON" and signal to the main fire indicator and alarm will sound.

### Fire Hosereel System

The hosereels are located in a compartment marked 'Fire Hosereel' on every floor at strategic locations. They are connected to the main supply and intended for fighting incipient fire. To utilize them, the procedures are as follows: -

- Open the compartment door.
- Swing the hosereel outwards if necessary and make sure the valve is turn ON.
- Extend the hose to the vicinity of the fire.
- Hold the nozzle firmly and turn the nozzle valve continuously until water emits.
- Increase the pressure by turning the nozzle further.
- Direct water at the base of the fire and use a sweeping motion from side to side.



## AST 2 - FIRE EVACUATION PLAN

### Portable Fire Extinguisher

The fire extinguishers are located at M&E services rooms, car park, and common corridors and tenants' premises. The fire extinguishers discharge the gas and smother the fire and are intended for fighting incipient fire. To operate a fire extinguisher, remember the word **PASS**:

**P**ull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.



**A**im low. Point the extinguisher at the base of the fire.



**S**queeze the lever slowly and evenly.



**S**weep the nozzle from side-to-side.



## AST 2 - FIRE EVACUATION PLAN

When the fire is extinguished, remember to ventilate the area by opening windows and doors. Fire fighting requires extinguishers and hose-reels to be simultaneously brought to fire site. It is extremely dangerous to rely on extinguishers without hose-reel being present. If the fire cannot be put out by the fire extinguisher and hose-reel is not immediately available at the fire site, the fire may spread beyond control by the time hose-reel is brought out.

Generally, the following types of fires may be expected: -

- Fire involving wood, paper and material e.g. covering for chairs, etc. Fight fire with water from hose-reels.
- Fire involving volatile and flammable liquids, e.g. petrol, kerosene, lighter fuel, etc. Fight fire with portable Fire extinguishers (powder or Co2).

**Remember** – As far as possible bring fire extinguisher and hose-reel to the fire site simultaneously.

**Warning** – Do not use water for electrical fires as this may cause electrocution.

### Smoke Ventilation System

This system is linked to the fire alarm system. Upon activation, a signal will be sent to the main fire indicator board. The indicator board will then indicate the activation of the smoke curtain and extraction system.

The design objective of the smoke control system is to ensure that smoke free zone is maintained on all levels should a fire occur within the building and is designed in buildings having an atrium.

This system consists of the master smoke control panel, smoke curtains and motors, smoke detectors, power units with battery back-up, zone control panels, smoke extraction fan starter control panels and smoke extraction fans.

The smoke detectors are divided into zones accordingly to floor levels. When smoke is detected, the detector will send a signal to the master smoke control panel. The curtains as designated will then start to descend and extraction fans will start to operate. Simultaneously, the panel will also send a signal to the main fire indicator board and alarm start to sound. The following activations will also be effected: -

## AST 2 - FIRE EVACUATION PLAN

- Signal will be transmitted to the monitoring centre to standby for dispatching of fire engine.
- Announcement will be made to keep occupants informed of the activation and the necessary actions to be taken.
- All sliding exits doors will automatically open.
- All security-controlled access doors will be free.
- All pressurization/ventilation fans for smoke stop lobby and escape staircases will automatically start up.
- All lifts will be brought to the ground floor in sequence with the door remaining open. The lift will remain at the ground floor till the fire signal is restored.



### DECAMS System

The word DECAM refers to Decentralized Alarm Monitoring Station. In the event of fire alarm activation, signal will be transmitted to the station via the main fire indicator board in the Fire Command Centre through a telephone line.

Upon receipt of the activation, the fire officer in the station will verify the signal received before activating and dispatching the fire engines. If the station does not receive any reply from the alarm site within 2 minutes, the fire engine will be dispatched automatically.

### Pressurization Fans

These electric motor driven fans are designed to keep smoke and noxious fumes out of the escape stairways. These fans are activated by the fire alarm system.

### Air-conditioning and Smoke System

The air-conditioning system as linked to the fire alarm system will be switched off automatically when smoke is detected. This is designed to prevent smoke from circulating to other areas through the air-conditioning system.

## AST 2 - FIRE EVACUATION PLAN

### Public Address System

This is a one-way communication system. Information and instructions will be broadcasted over the system to the speakers located at the tenants' premises, general common areas such as corridors, stairways, toilets; M&E services rooms, plant room and pump rooms. The speakers may be wall mounted or ceiling mounted.



### Firemen Intercom System

This is a two-way communication system. It is used by the fire department as a communication aid during fire condition. The master unit is located at the Fire Command Centre behind security counter and the slave units are located near the sub-indicator board at every floor.



## AST 2 - FIRE EVACUATION PLAN

### AST2 Fire Command Centre (FCC)

Initial emergency operations will be directed to the AST2 Fire Command Centre located near loading bay. It is manned 24hours by the AST2 officers and can be contacted at: -

**Telephone number: 6844 9901**

### **OTHER EMERGENCY NUMBERS (24 Hours)**

<b>Police Station</b>	<b>- 999</b>
<b>DECAM</b>	<b>- 6746 6337</b>
<b>Fire</b>	<b>- 995</b>
<b>Ripped Gas Leak</b>	<b>- 995</b>
<b>Ambulance</b>	<b>- 995</b>
<b>Ambulance for Non-Emergency</b>	<b>- 1777</b>
<b>Private Ambulance</b>	
• <b>AME</b>	<b>- 6247 7080</b>
• <b>ECON</b>	<b>- 6382 8888</b>
• <b>ER</b>	<b>- 6222 2995</b>
• <b>GREEN CRESCENT</b>	<b>- 6788 8911</b>
• <b>HENG GREF</b>	<b>- 6788 8911</b>
• <b>CIVIL AMBULANCE</b>	<b>- 6333 3000</b>

For a complete list of Private Ambulance please refer to the following link:

<https://www.moh.gov.sg/licensing-and-regulation/accredited-private-ambulance-operators>

## **AST 2 - FIRE EVACUATION PLAN**

### **7. FIRE SAFETY PERSONNEL AND FLOOR WARDENS**

The Building Management team will be responsible for:

- Formulating the Fire Emergency Plan.
- Arrange with respective tenant on each floor for the appointment of suitable persons as Fire Wardens/Assistant Fire Wardens/Fire Fighting Team/Floor Monitors.
- Organize, train and supervise all Fire Fighting Personnel.
- Conduct routine inspection and liaise with contractors for the efficient operation and maintenance of the fire fighting equipment and fire alarm/protection system.
- Conduct periodic fire evacuation drills.
- Organize a daily check for availability of Fire Wardens and Assistant Fire Wardens.
- Conduct periodic meetings with Floor Monitors to review existing arrangements if necessary.
- Ensure all occupants are supplied with a copy of the Fire Emergency Plan.
- The Management shall assign a qualified person as Senior Fire Safety Manager.

## AST 2 - FIRE EVACUATION PLAN

### 8. DUTIES AND RESPONSIBILITIES OF SENIOR FIRE SAFETY MANAGER AND FIRE WARDENS

#### Senior Fire Safety Manager

- Represent the Management of the building in respect of all fire safety matters.
- Establishment of a Fire Evacuation Committee.
- Training of the employees.
- Preparation, drafting and implementing the Fire Emergency Plan.
- Ensure that the approved Fire Emergency Plan is abided by all staff and occupants in the building.
- Record the dates/times of evacuation drills conducted for verification purposes if necessary, by the Fire department.
- Appoint one qualified person to perform his duty during his absence in the building.
- Responsible for forming and training of the fire fighting team within the building from amongst responsible and physically fit employees.
- Ensure that exit doors are kept closed and unlocked during business hours and half ways, corridors, lobbies and staircases are kept free of obstructions at all times.
- Ensure that fire extinguishers, hose reels, fire fighting / protection system are kept in good working conditions.
- Ensure that a Fire Operation Book is formulated and updated when necessary.

A qualified CERT team comprising 1 Site Incident Controller (SIC) and 4 Emergency Response members shall be formed for the initial incipient fire-fighting and first aid assistance before the arrival of Firemen from the Singapore Civil Defence Force. The firefighting team must : -

- Be familiar with the operation of the Fire Alarm System.
- Be familiar with the Fire Emergency Plan, locations of staircases and emergency exits.
- Be familiar with the location and use of first aid and fire fighting equipment.

#### Fire Wardens

A Fire Warden shall be appointed for each tenant / floor, with one assistant to assist and, in his / her absence, to be in charge as Fire Warden. They shall be identified by their Fire Warden arm band on their right arm.

Fire Wardens shall ensure that they and persons under their charge are thoroughly familiar with: -

- The Fire Emergency Plan.
- Location of all the fire escape stairways.
- Exits and emergency exits.
- Fire alarm system.

## AST 2 - FIRE EVACUATION PLAN

- Firefighting equipment.
- Evacuation procedures.
- Liaise and co-ordinate with each other.
- Acquaint new employees with Fire Emergency Plan in his specific role in the event of a fire emergency.
- All exits are kept unlocked and emergency exits, and stairways are clear of obstruction.
- That up to date checklist of all persons under their charge is kept for accounting and verifying before and after evacuation.
- That a designated telephone is selected for emergency use, the number of which shall be informed to the Fire Command Centre and kept updated.

Fire Wardens are responsible for the safety of all persons in their unit and for implementing the Fire Emergency Plan. All occupants in the building are expected to extend their full co-operation and support to the Fire Wardens / Floor Monitors.

### Assembly Area Coordinator

- Be familiar with the Fire Emergency Plan, location of staircases, exits and emergency exits of the building.
- Be familiar with the operations of fire alarm system and the use of first-aid firefighting equipment.
- Be familiar with the assembly area layout as shown in the Appendix 8.
- Appoint an assistant to be person in charge of Assembly areas.
- Appoint an assistant to be person in charge of Logistic Support Centre.
- Appoint an assistant to be person in charge of First Aid Centre.
- Liaise and coordinate with each centre and report any activity carried out to the Fire Command Centre.
- Set up necessary recording boards, tables and chairs at the Assembly areas, Logistic Centre, First Aid Centre.
- Report the status of the evacuees at the Assembly areas to the Fire Command Centre.

## AST 2 - FIRE EVACUATION PLAN

### 9. YOUR RESPONSIBILITY

It is in your interest to ensure you are thoroughly familiar with the Fire Emergency Plan and that you: -

- Know the location of all the exits, stairways and fire hose-reels and extinguishers.
- Know what to do in the event of a fire.
- Immediately raise the alarm at any sign of fire e.g. burning smell or smoke.
- Report any fire hazards, e.g. obstruction to exits or stairways to your Fire Wardens.

You are also encouraged to participate in the periodic fire drills.



## **AST 2 - FIRE EVACUATION PLAN**

### **10. ASSEMBLY AREAS**

It is necessary to organize assembly points to receive evacuees and ensure all persons are accounted for. Please refer to Appendix 8 on the location of the Assembly Area.

On arrival at the Assembly Area, Fire Wardens will physically check to ensure that all persons on their checklist are accounted for. They will report to Assembly Area Fire Warden reporting station with full information on their floor / unit and occupant status.

The personnel in the Emergency station will collate roll call checklist reports from Fire Wardens, report all missing persons to the fire officer from the Fire department, provide first aid if necessary, relay all floor and occupant status reports received from Fire Wardens to the Fire Command Centre.

A small team may also be set up at the Emergency station to deal with the press, inquiries and process information.

## AST 2 - FIRE EVACUATION PLAN

### 11. EMERGENCY PRODECURES

This is a 2-stage (with phase evacuation) fire alarm evacuation: -

- a. 1<sup>st</sup> stage alarm – The alarm will sound not less than one minute and followed by an alert announcement made via the Public Address System. This is the alert alarm.
- b. 2<sup>nd</sup> stage alarm (with phased evacuations) – Upon confirmation of a fire situation, the alarm will be activated to sound continuously in the whole building.

The fire floor with 2 floors above and 2 floors below will be evacuated first. Subsequently, phased evacuations will be announced to all higher floors followed by others lower floors accordingly depending on the situation.

**Evacuation should be carried out according to the instructions given via the Emergency speakers.**

#### Action during Fire Situation

- I. Person who discovers the fire shall immediately
  - Raise the alarm by activating the nearest fire alarm call point / break glass.
  - Take note to open the protective cover of MCP if any before breaking the glass.
  - Attempt to extinguish any incipient fire with the available firefighting equipment and without personal risk.
  - For Ev Charging stations at Level 5, activate the emergency main isolation shut-off swithes located near the EV charging station before attempting to extinguish fire.
  - If the fire is out of control, shut all doors of the room in which the fire is discovered and evacuate immediately by the nearest staircase. Do not attempt to jump out of the building. Help will be on the way very soon.



## **AST 2 - FIRE EVACUATION PLAN**

### **II. Senior Fire Safety Manager**

In the event of fire alarm activation shall: -

- Proceed immediately to the Fire Command Centre at Level 1.
- The alarm will continue to sound for 1 minute.
- An alert announcement will then be broadcast over the Public Address System (refer to Appendix 4, Text 1), this announcement will be made twice.
- One of the AST2 Officers manning the Fire Command Centre will check the main fire indicator board for the activated floor.
- An AST2 officer nearest to or/at the activated floor will proceed to check the fire sub-indicated board for the activated site.

## **AST 2 - FIRE EVACUATION PLAN**

### False Alarm Activation

- Upon confirmation of false alarm activation by the AST2 officer, SFSM or the authorized AST2 officer will inform the monitoring agency, DECAMS accordingly so that fire engine from the SCDF will not be deployed to the site.
- SFSM or the authorized AST2 officer will silence the alarm and carry out the announcement (refer to Appendix 4, Text 2) to keep the occupants informed of the false alarm, this announcement will be made twice.
- The alarm system and other activated services e.g. lifts, auto doors, pressurization fans, etc. will then be reset to normal.

### Real Fire Situation

- Upon confirmation of the situation, SFSM or authorized AST2 officer shall made the evacuation announcement (refer to Appendix 4, Text 3) twice via the Public Address System.
- SFSM or the authorized AST2 officer in the Fire Command Centre will activate the fire alarm to sound continuously on all floors. Occupants are advised to strictly follow the instructions given over the Public Address System.
- SFSM will ensure that the DECAMS/SCDF has been notified of the fire.
- SFSM will determine and declare as necessary and advise the Management accordingly whether evacuation is required. If no evacuation is required, the announcement (refer to Appendix 4, Text 4) will be made accordingly.
- SFSM will direct the evacuation and emergency fire operations until arrival of the officers from the SCDF.
- SFSM will ensure that the SCDF is informed of the fire situation and number of persons reported missing, if any.

## AST 2 - FIRE EVACUATION PLAN

### III. Fire Fighting Team

Upon hearing of the first fire alarm shall: -

- Ascertain the location of the fire from the main alarm and use the staircase to go to two levels below the FIRE floor and proceed to the FIRE floor via the staircases.
- A member of the team shall then ensure that all the lifts are homed to the ground level and await the arrival of the Fire officers from the SCDF.
- The fire fighting team shall comprise of one Leader, one Assistant Leader and two other members.

### IV. Fire Wardens

- Locate the fire (if not apparent, check the fire sub-indicator board).
- Inform the Fire Command Centre by fire intercom, giving his name and, company (department), floor, nature of fire and location.
- A Fire Command Post will be set up in the Building Fire Command Centre as soon as possible, to which all emergency operations will be transferred. The fire officers will also operate from this post.
- Attempt to extinguish the fire with portable fire extinguishers and hose-reels. Both must be simultaneously brought to the fire site if possible. Do not take personal risks.
- Direct Communication Team to standby at designated telephone. Do not permit anyone to call the Fire Command Centre or Fire Command Post for information as this will jammed the telephone lines and obstruct operations. Information will be relayed over the Public Address System.
- Direct Emergency Evacuation Teams to alert all persons on the floor to evacuate in an orderly manner, using the nearest exit unless otherwise directed. Check all toilets, offices, storerooms and other areas to ensure no one is left behind. When the floor is completely evacuated, Fire Wardens shall report accordingly to the Fire Command Centre / Fire Command Post by the designated telephone, after which they will evacuate their Communication Team and themselves. Upon Arrival at the Initial Assembly Area, they will confirm this information to the Emergency Station.

## AST 2 - FIRE EVACUATION PLAN

In the event of a situation requiring evacuation and there are no Fire Wardens available, other available staff should be directed to assume the role of Fire Wardens. Priority would be given to the evacuation for the two levels above and below the FIRE floor.

Fire Wardens on floors not affected shall standby for instruction to assemble for evacuation, if necessary.

All subsequent telephone communications will be to the Fire Command Centre, which will have taken over all emergency operations by this time.

### V. All Personnel

Upon hearing the fire alarm which shall continue sounding, all personnel shall lock important documents, files, cash, etc. and remain alert for instructions from Fire Wardens or the Public Address System. Do not make unnecessary telephone calls in order not to jam up the building's telephone exchange.

Upon hearing the evacuation announcement made over the Public Address System, which will be followed by the continuous resounding of fire alarm, all personnel guided by their respective Fire Wardens, should immediately evacuate by using the nearest staircase and assemble at the designated Assembly Area.

#### **Note:**

The hearing of the announcement for the evacuation over the Public Address system or the second fire alarm being sounded continuously will signal evacuation from the building in case of failure of one of the two modes. Notwithstanding the above, the Fire Wardens of that floor on fire shall instruct the occupants to effect immediate evacuation.

## AST 2 - FIRE EVACUATION PLAN

### 12. EVACUATING PROCEDURES

#### a. When evacuating:

- Do not panic but quickly walk down the staircases from the nearest exits. A controlled and orderly evacuation is essential in the interest of everyone.
- Do not return to collect personal belongings.
- Ensure all lobby and stairway doors are closed at all times, to keep the stairway smoke free for your evacuation.
- Do not re-enter the room or storey unless instructed to do so.
- Do not use LIFTS.

#### b. After evacuating:

- All personnel shall not disperse but stay in their assembly areas unless instructed otherwise by the Senior Fire Safety Manager.
- After the necessary verifications and documentations, evacuees shall then proceed to the Assembly Area.



### 13. CONCLUSIONS

This Fire Emergency Plan basically covers all the fire safety matters for this building and details the procedures for the occupants to take in the event of a fire. The aim of this plan is to provide the building occupants with the relevant information of the fire safety aspects of their building and to familiarize with the emergency procedures to enable them to evacuate their premises quickly and orderly in the event of fire. With the understanding of this plan, we would be able to reduce chaos and mishaps during then outbreak of a fire.

## **AST 2 - FIRE EVACUATION PLAN**

### **APPENDICES**

- APPENDIX 1      Functions of the Fire Safety Committee**
- APPENDIX 2      Duties & Responsibilities of the Fire Evacuation Committee**
- APPENDIX 3      Typical Floor Plan Escape Route**
- APPENDIX 4      Standard Announcements**
- APPENDIX 5      AST2 Floor Register**
- APPENDIX 6      AST2 Evacuation Status Record**
- APPENDIX 7      AST2 Evacuation Drill Record Sheet**
- APPENDIX 8      Assembly Area**

#### Functions of the Fire Safety Committee

- a. To plan and organize fire activities in the development, such as fire evacuation drills, safety exhibitions, fire safety activities and video shows, etc.
- b. To review and evaluate the various fire safety activities conducted in the building.
- c. To judge the standard of fire evacuation drill conducted in the development.
- d. To liaise closely with other related organizations, such as the Singapore Civil Defence Force (SCDF).
- e. To report any fire safety impediments in the development and recommend for necessary action.
- f. To monitor the progress made on all fire safety activities so as to ensure that such programmes are carried out as planned.
- g. To assist tenants and occupiers in any major disaster or emergency.

#### Duties & Responsibilities of the Fire Evacuation Committee

##### a. Co-ordinator / Assistant Co-ordinator

- a. Represent the Management of the development on all fire safety matters.
- b. Have the responsibility for:
  - Establishing a Fire Safety Committee and the Fire Evacuation Committee,
  - Training of the employees / occupants &
  - Preparing, drafting and implementing the Fire Emergency Plan.
- c. Ensure that the approved Fire Emergency Plan is adhered to by all staff in the development.
- d. Record the dates / times of Evacuation Drills conducted for verifications by the Singapore Civil Defence Force's officers.
- e. Appointment one person as Fire Safety Manager during the absent from the development.
- f. Responsible for the formation and training of a fire-fighting team within the building from amongst responsible and physically fit staff.
- g. Ensure that exit doors are kept closed and unlocked during business hours and that hallways, corridors, lobbies and staircases are kept free obstructions at all times.
- h. Ensure that fire extinguishers, hose reels, firefighting / protection system are kept in good working conditions.
- i. Ensure a fire Operation Book is formulated and updated as and when necessary.

##### b. Tenant Co-ordinator

- a. Acquaint tenant with the Fire Emergency Plan in his specific role during an emergency.
- b. Co-ordinates / liaise with tenants before and during a Fire Evacuation drill.
- c. Be familiar with the Fire Emergency Plan and means of escape in the development.
- d. Updating of Floor Register's list from Fire Wardens.

## **AST 2 - FIRE EVACUATION PLAN**

### **c. Security Team / First Aid Centre In-Charge**

- a. Ensure that the security personnel know their roles as described in this Fire Emergency Plan.
- b. Be familiar with the Fire Emergency Plan and the means of escape in the building.
- c. Provide First Aid for the injured.
- d. Be familiar with the message to be announced during the various emergency conditions.
- e. Secure and direct traffic during an Emergency.
- f. Be familiar with the locations and use of firefighting equipment.
- g. Be familiar with the operation of the Fire Alarm System.

### **d. Security Team / Fire Command Centre**

- a. Be familiar with the operation of the Fire Alarm System.
- b. Be familiar with the Fire Emergency Plan and the means of escape in the building.
- c. Be familiar with the location and use of the firefighting equipment.
- d. Be familiar with the shutting off of M&E services during an emergency.
- e. Know the building's code number, telephone number of DECAM and how to contact key personnel.

### **e. Assembly Area Co-ordinator**

- a. Be familiar with the Fire Emergency Plan and the means of escape in the building.
- b. Be familiar with the designated Assembly Area layout.
- c. Appointment an assistant to take charge of the Fire Wardens Reporting Centre.
- d. Appoint an assistant to take charge of the Logistic Support Centre.

## **AST 2 - FIRE EVACUATION PLAN**

- e. Appoint an assistant to take charge of the First Aid Centre.
- f. Liaise and co-ordinate with each centre and report any important activity carried out to the Fire Safety Manager at the Fire Command Centre.
- g. Set up the necessary recording boards, tables and chair at all the centres.
- h. Setup all indication signs and notices for the emergency evacuation routing to the assembly area and of the various centres for easy mobilization.

### **f. Assembly Area Co-ordinator**

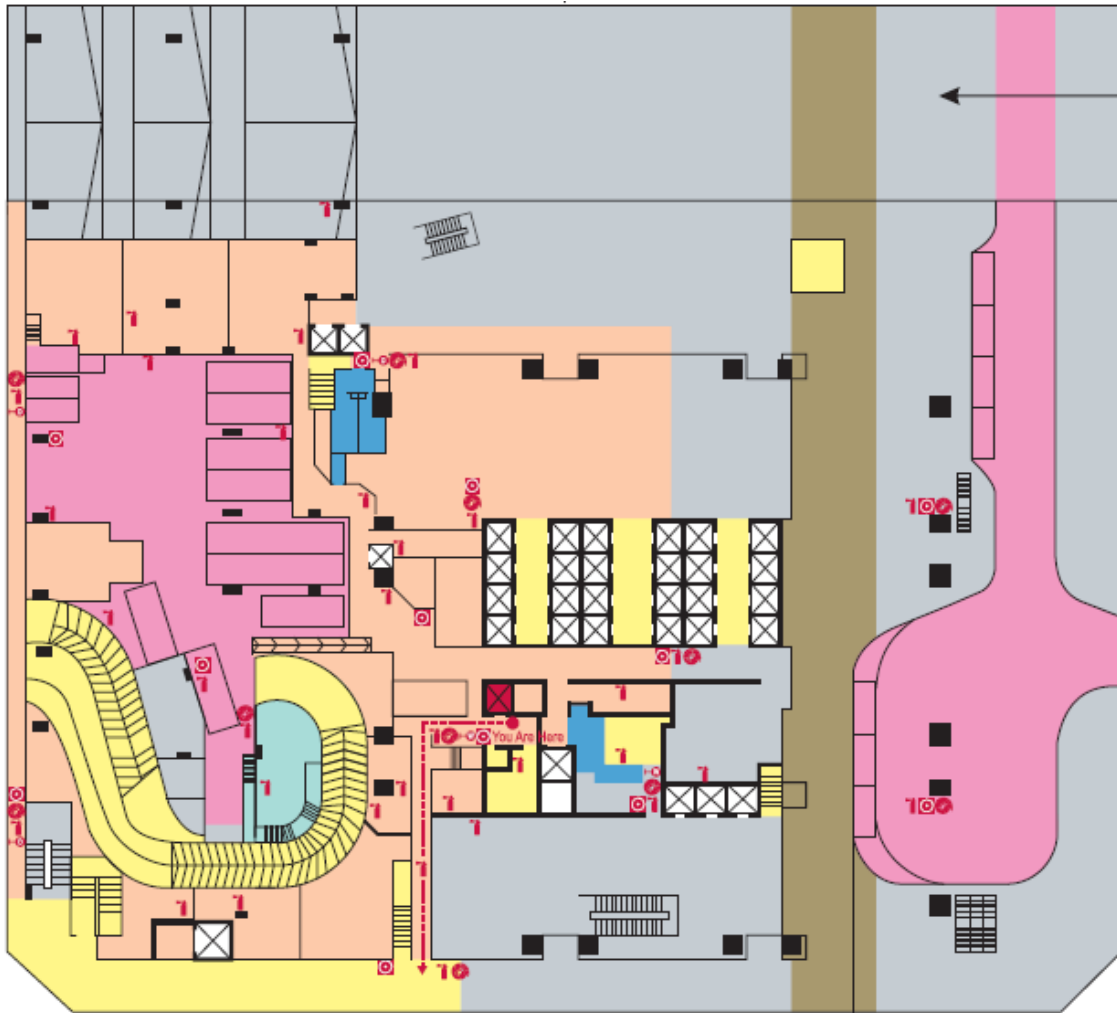
- a. Be familiar with the Fire Emergency Plan and the means of escape in the building.
- b. Provide liaison with the public for any enquiries.

### **g. PA Announcement**

- a. Be familiar with the use of the Public Announcement system and the standard announcements.

Floor Plans

First Storey Escape Route

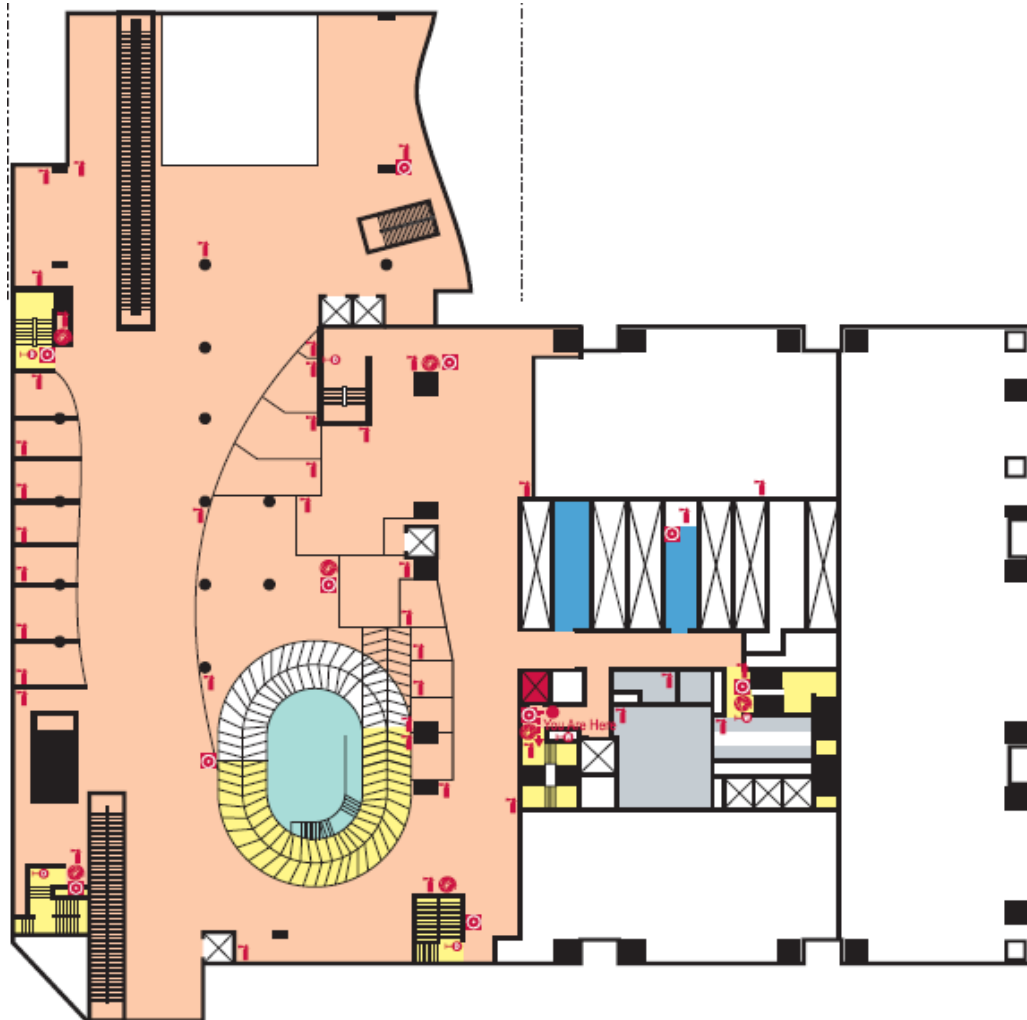


Legend

- |   |  |   |   |   |
|---|--|---|---|---|
|  Escape Staircase  |  Firemen Lift |   |   |   |
|  manual call point |  hose reel    |  mimic alarm panel |  fire extinguisher |  wet riser landing valve |

# AST 2 - FIRE EVACUATION PLAN

## First Storey Escape Route

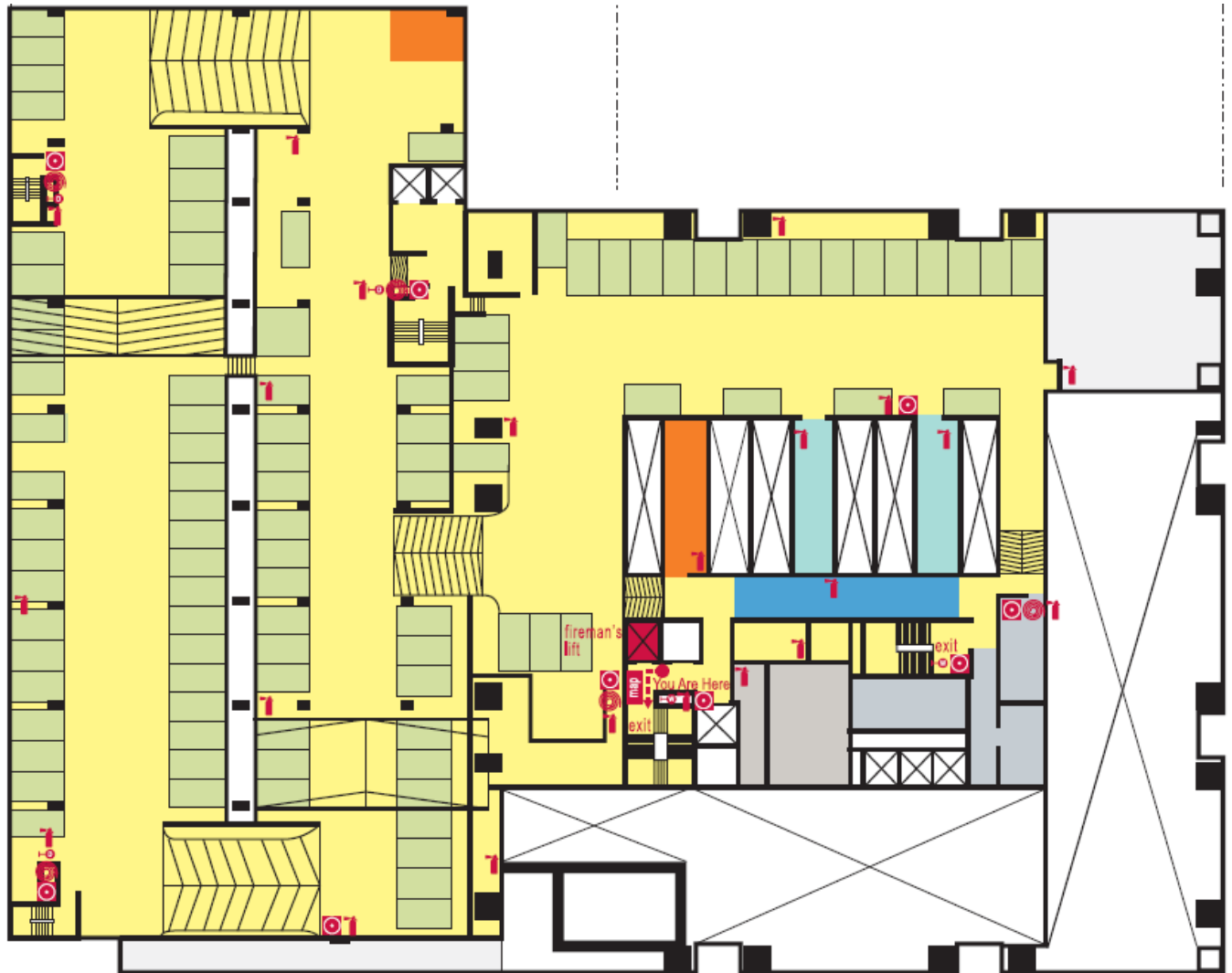


### Legend

- |   |  |   |   |   |
|---|--|---|---|---|
|  Escape Staircase  |  Firemen Lift |   |   |   |
|  manual call point |  hose reel    |  mimic alarm panel |  fire extinguisher |  wet riser landing valve |

# AST 2 - FIRE EVACUATION PLAN

## Second Storey Escape Route

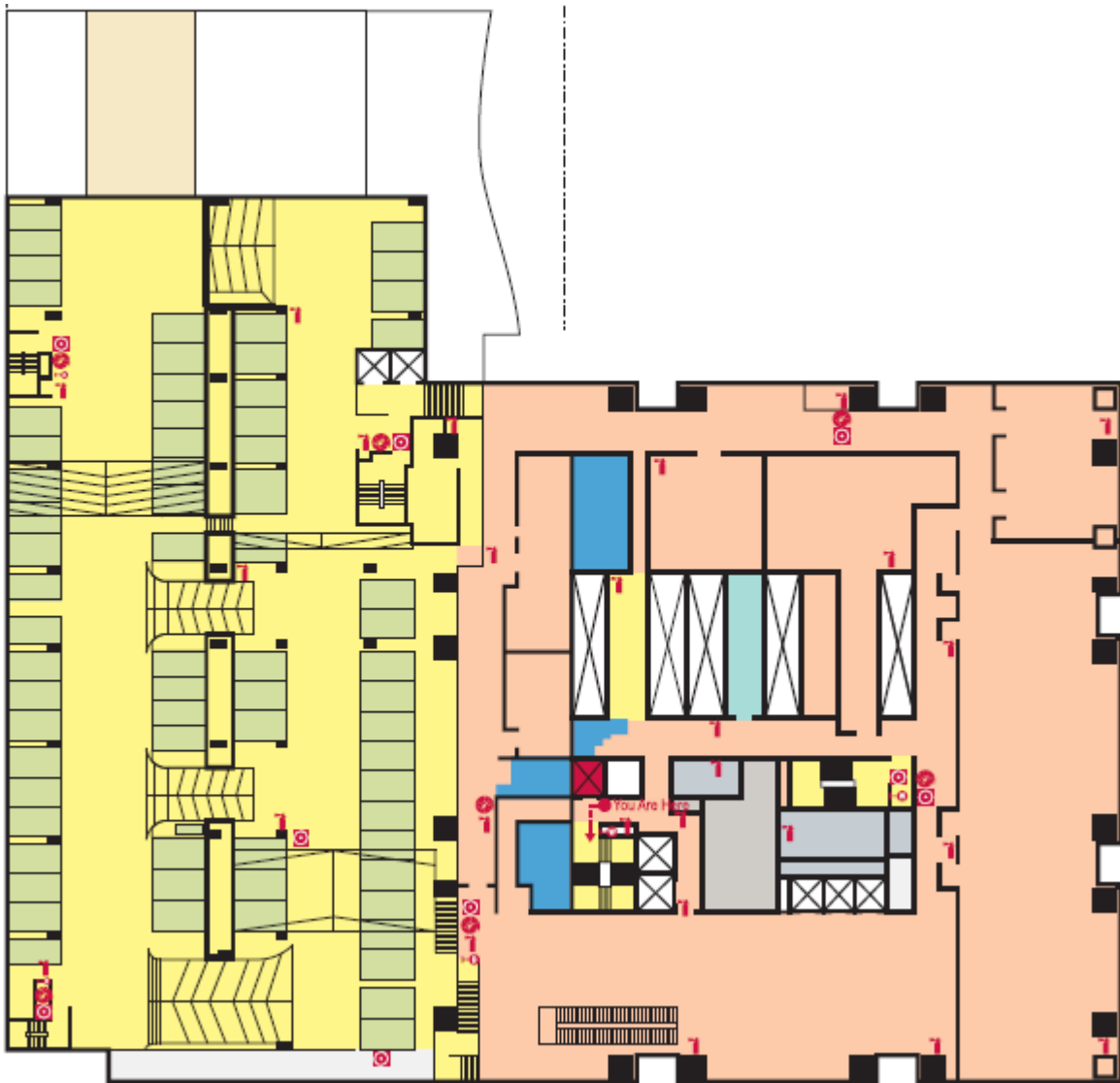


### Legend

- |   |   |  |
|---|---|--|
|  manual call point |  Escape Staircase          |  Firemen Lift      |
|  hose reel         |  map                       |  fire extinguisher |
|  mimic alarm panel |  wet riser landing valve |  |

# AST 2 - FIRE EVACUATION PLAN

## Third Storey Escape Route

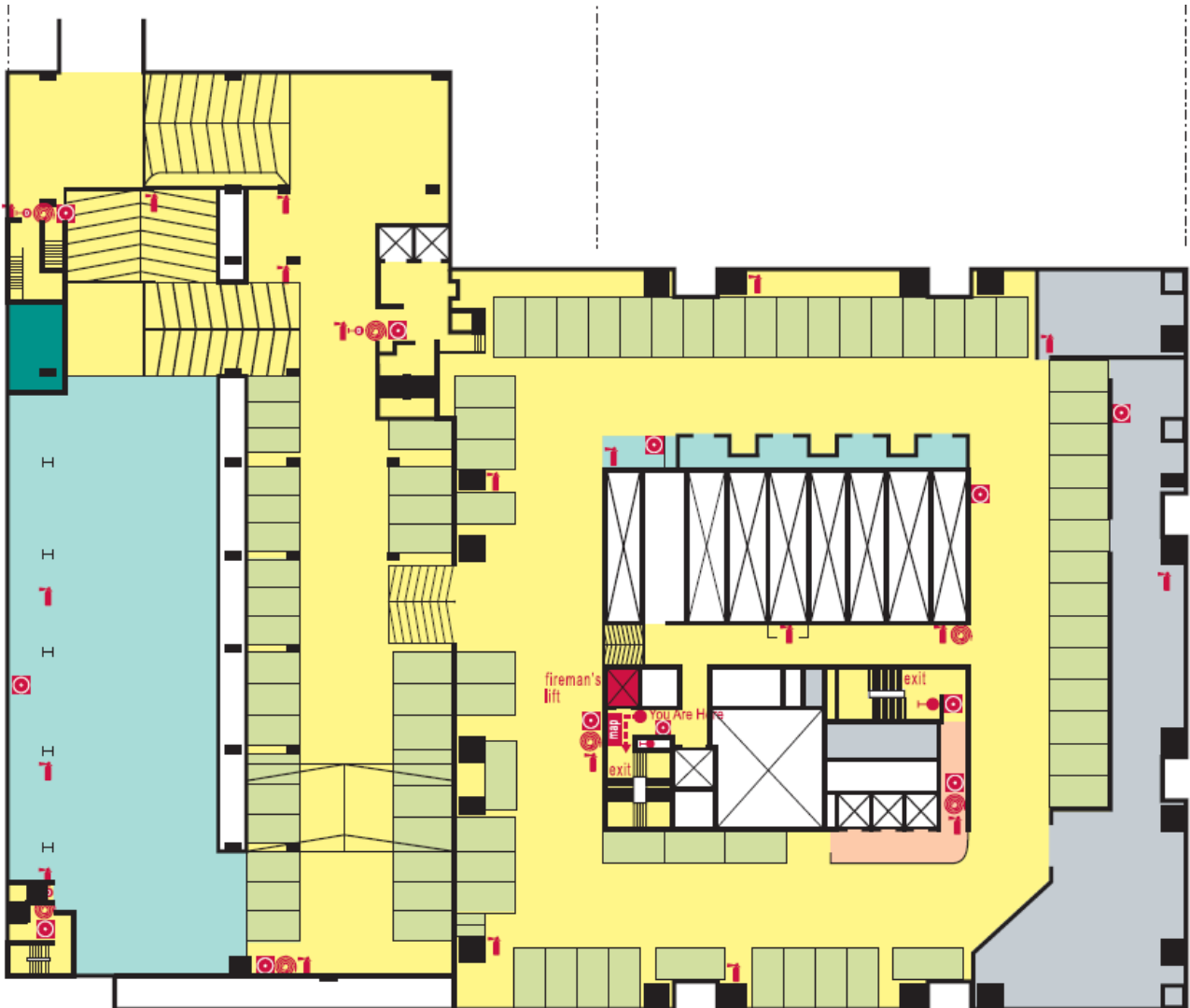


### Legend

- Escape Staircase
- Firemen Lift
- manual call point
- hose reel
- mimic alarm panel
- fire extinguisher
- wet riser landing valve

# AST 2 - FIRE EVACUATION PLAN

## Fourth Storey Escape Route

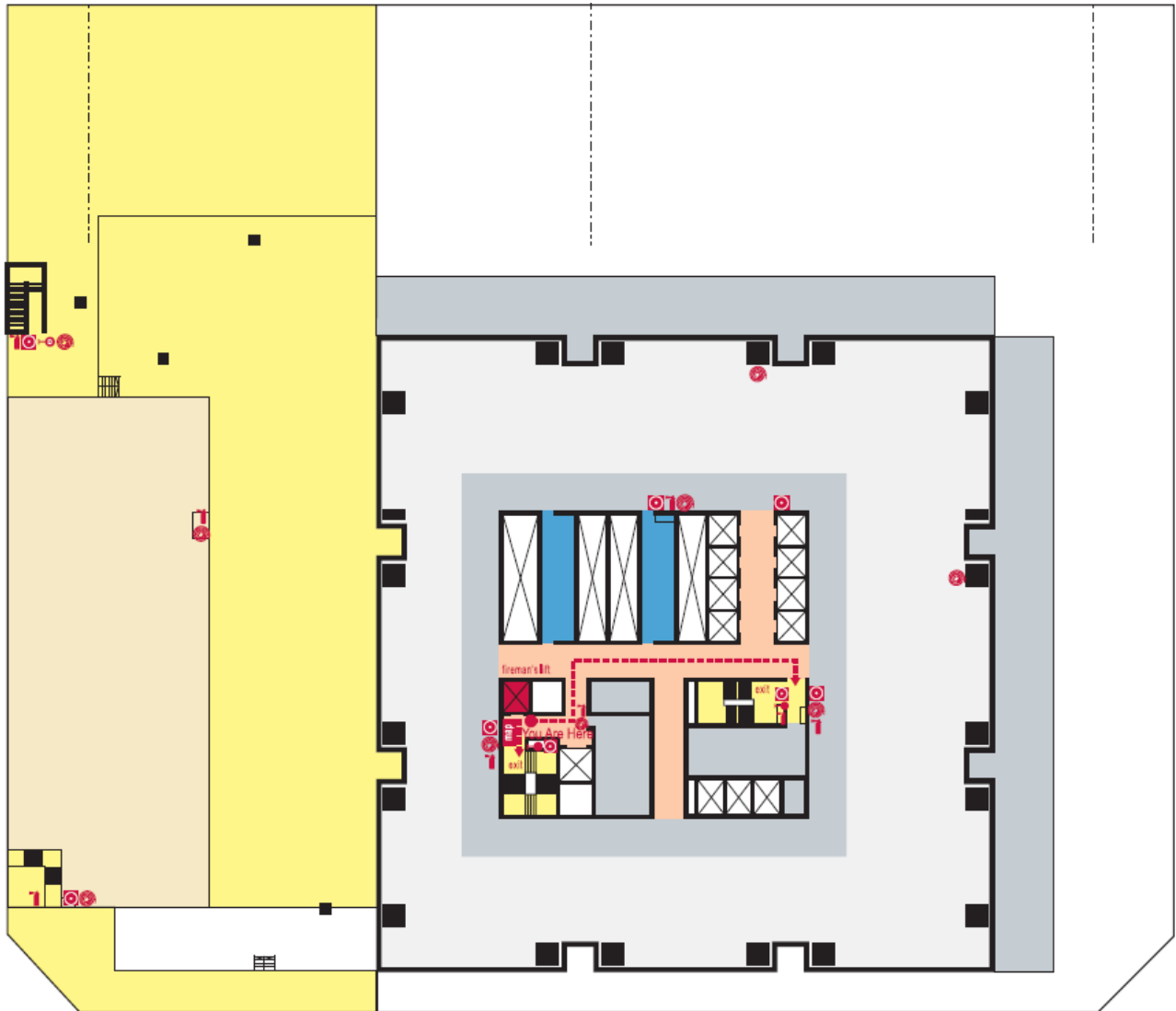


### Legend

- |   |  |   |   |   |
|---|--|---|---|---|
|  Escape Staircase  |  Firemen Lift |   |   |   |
|  manual call point |  hose reel    |  map |  fire extinguisher |  wet riser landing valve |

# AST 2 - FIRE EVACUATION PLAN

## Fifth Storey Escape Route

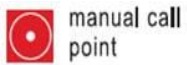


### Legend

Escape Staircase



Firemen Lift



manual call point



hose reel



mimic alarm panel



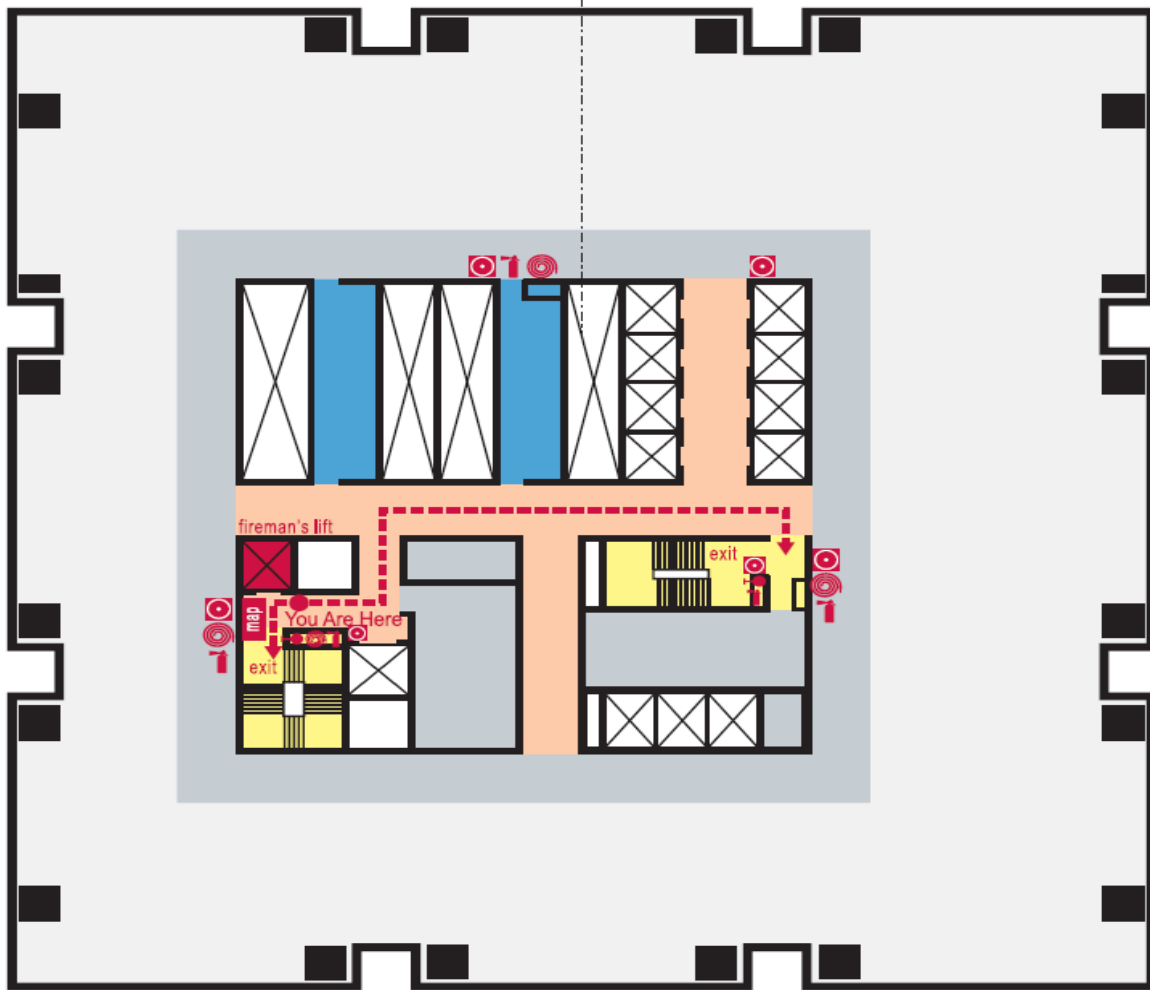
fire extinguisher




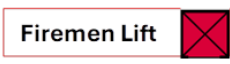




wet riser landing valve

# AST 2 - FIRE EVACUATION PLAN

## Sixth Storey Escape Route (LOW ZONE)

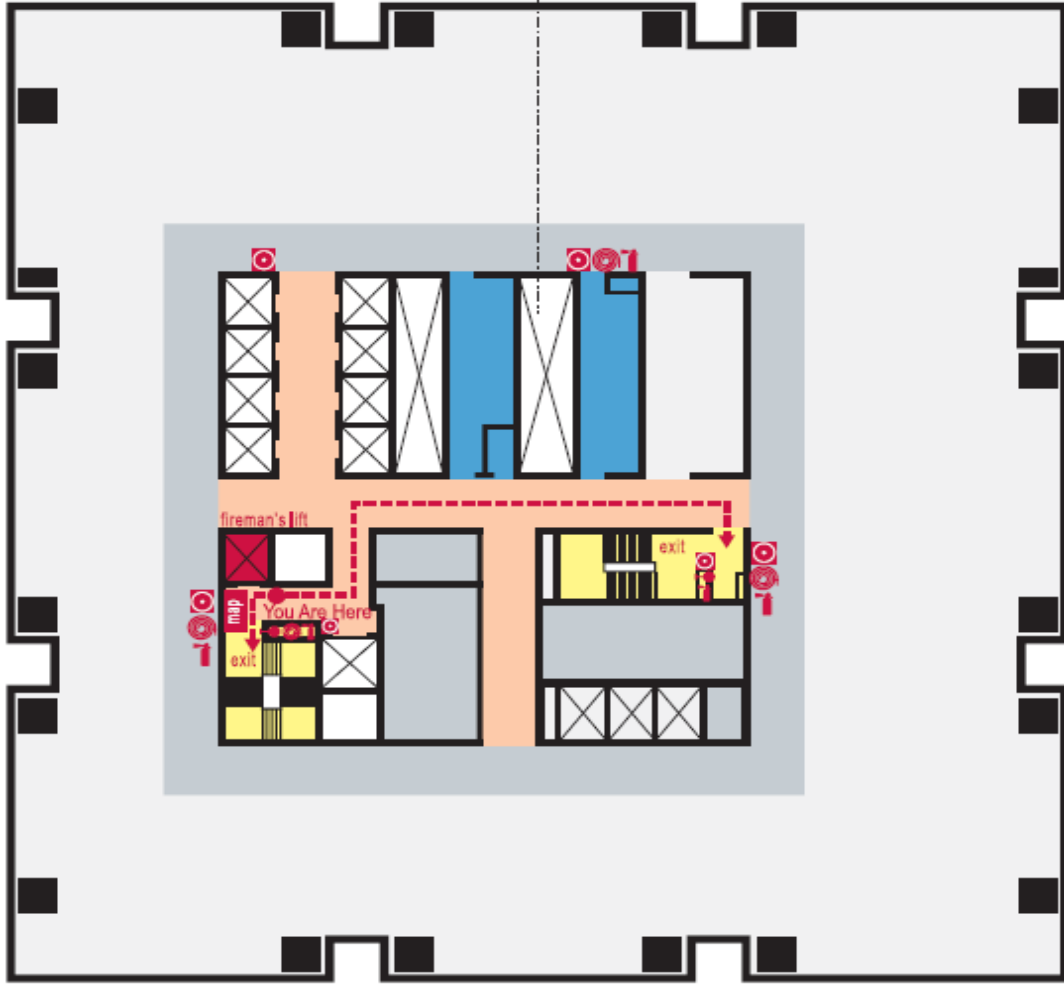


### Legend

- |   |  |   |                   |   |   |
|---|--|---|-------------------|---|---|
|  Escape Staircase  |  Firemen Lift |   |                   |   |   |
|  manual call point |  hose reel    |  map | mimic alarm panel |  fire extinguisher |  wet riser landing valve |

# AST 2 - FIRE EVACUATION PLAN

## 7<sup>th</sup> to 15<sup>th</sup> Storey Escape Route (LOW ZONE)

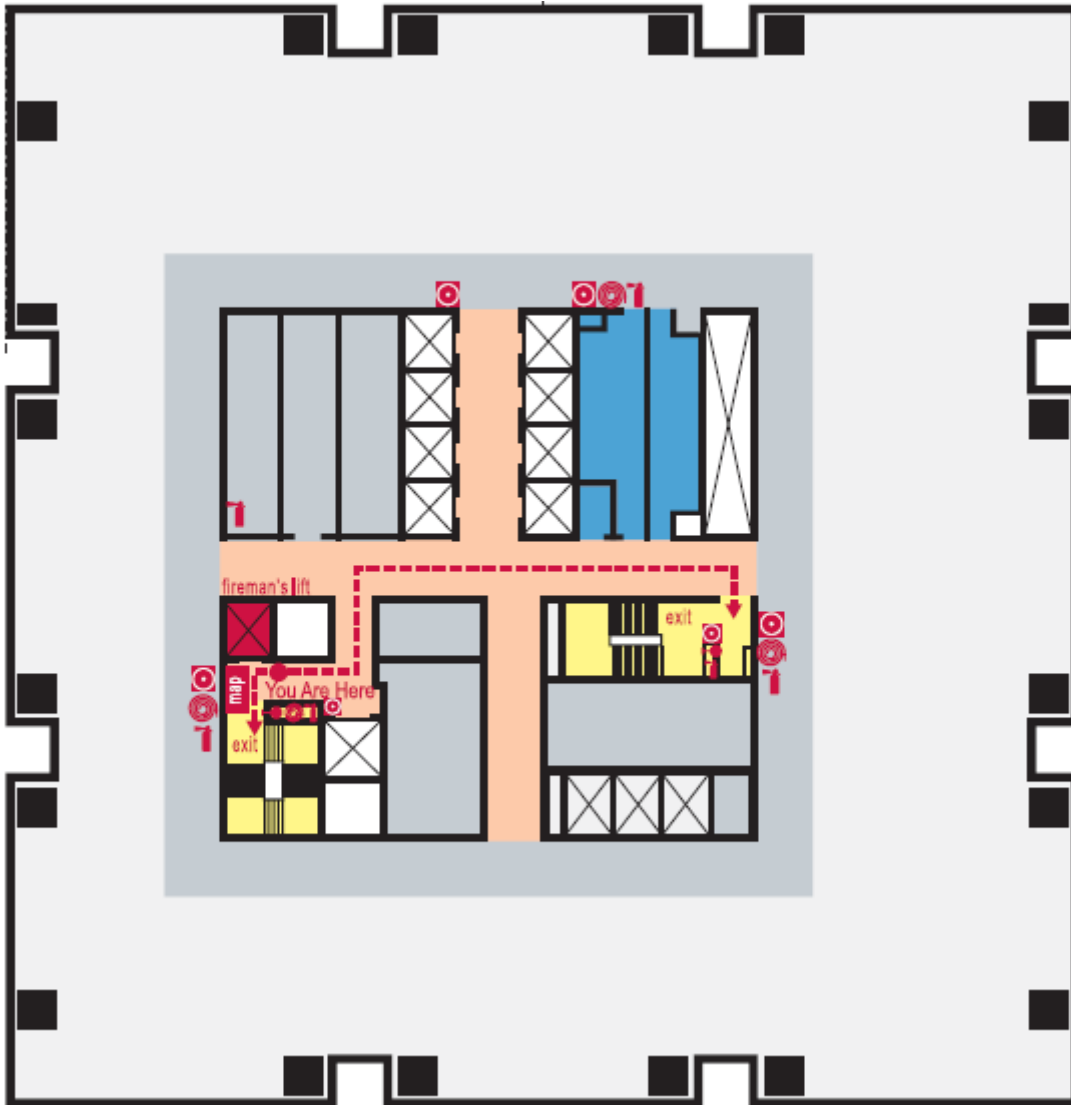


### Legend








- |   |   |   |   |   |
|---|---|---|---|---|
|  <b>Escape Staircase</b> |            |  <b>Firemen Lift</b> |   |   |
|  manual call point       |  hose reel |  map                 |  fire extinguisher |  wet riser landing valve |

# AST 2 - FIRE EVACUATION PLAN

## 16<sup>th</sup> to 23<sup>rd</sup> Storey Escape Route (MID ZONE)

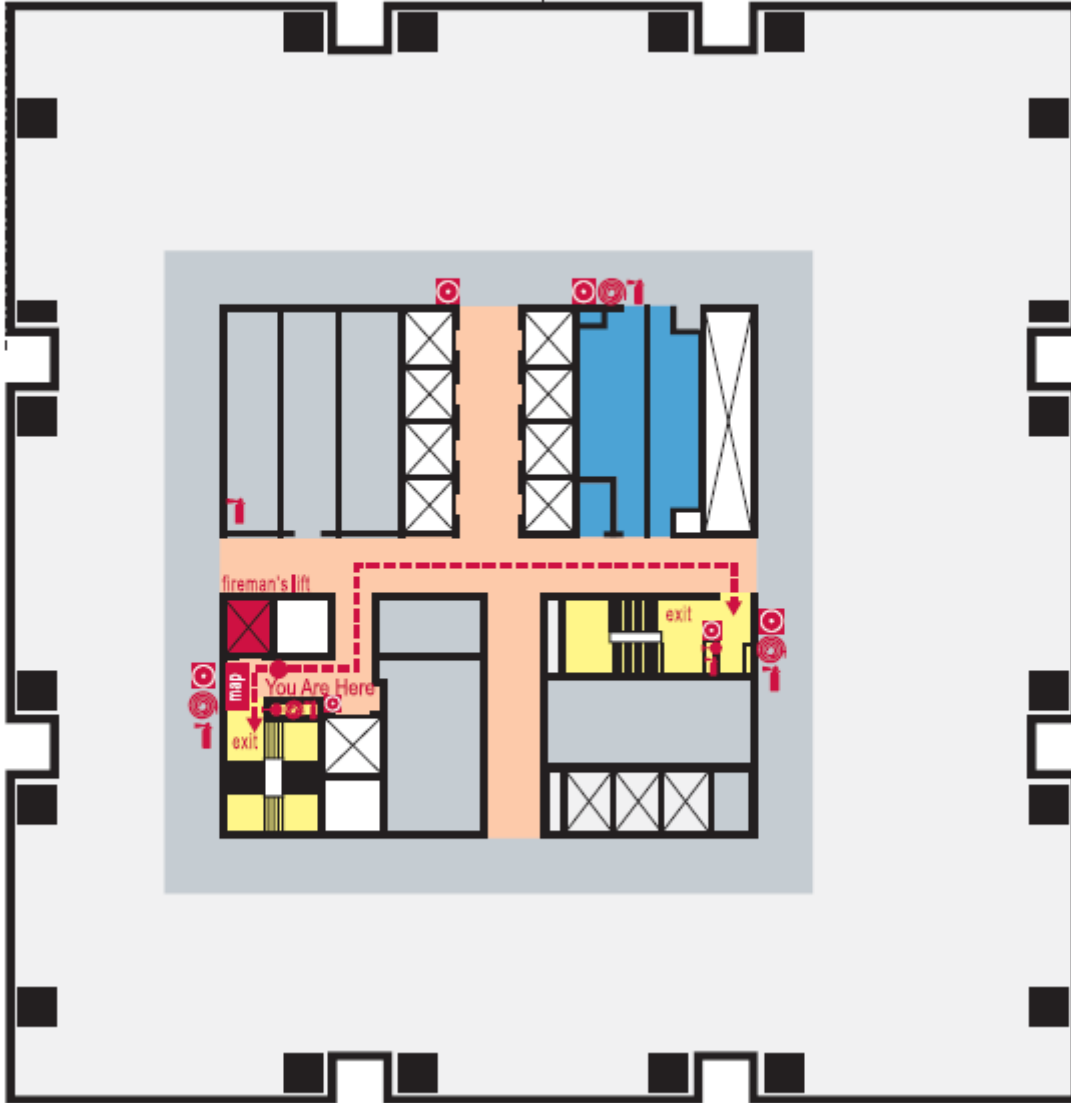


### Legend

- Escape Staircase 
- Firemen Lift 
-  manual call point
-  hose reel
-  mimic alarm panel
-  fire extinguisher
-  wet riser landing valve

# AST 2 - FIRE EVACUATION PLAN

## 24<sup>th</sup> to 31<sup>st</sup> Storey Escape Route (HIGH ZONE)

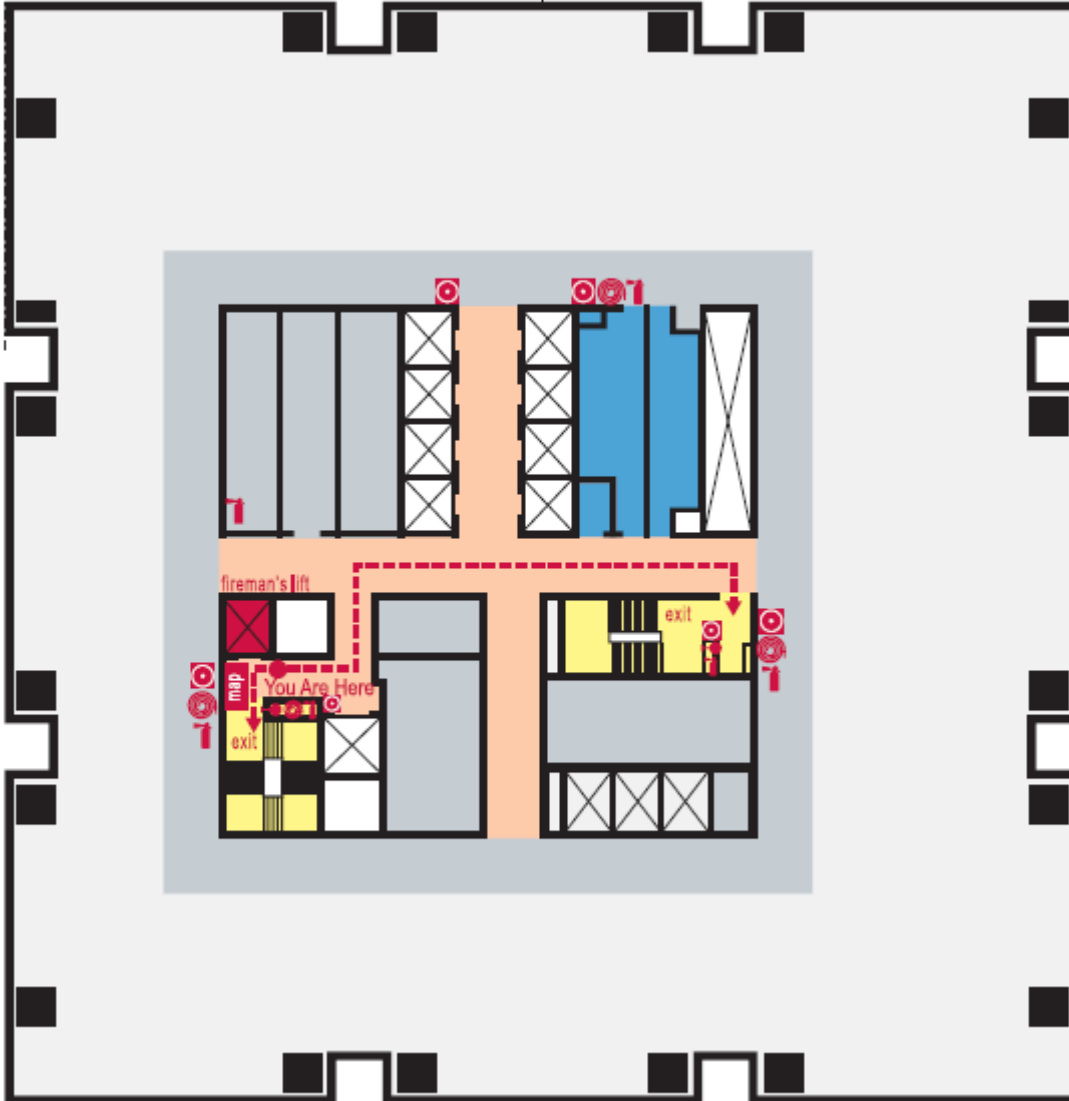


### Legend








- Escape Staircase
- Firemen Lift
- manual call point
- hose reel
- map
- mimic alarm panel
- fire extinguisher
- wet riser landing valve

# AST 2 - FIRE EVACUATION PLAN

## Rooftop



### Legend

- Escape Staircase 
- Firemen Lift 
-  manual call point
-  hose reel
-  mimic alarm panel
-  fire extinguisher
-  wet riser landing valve

## AST 2 - FIRE EVACUATION PLAN

### Appendix 4

#### STANDARD ANNOUNCEMENTS

<b>Public Announcement Messages</b>			
<b>S/N</b>	<b>Message Title</b>	<b>Message</b>	<b>Repetition</b>
1	Fire Alarm Activated	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 instructions.	2
2	In The Event of a Drill	Ladies and gentlemen, your attention, please. There is an emergency situation in the building. Please evacuate the building using the nearest exit staircase and follow the instructions of the Fire Wardens. DO NOT use the lifts.	2
3	False Alarm	Ladies and gentlemen, your attention, please. We have investigated the situation and found it to be a false alarm. Thank you for your attention and cooperation	2
4	Emergency Under Control	Ladies and gentlemen, your attention, please. The emergency situation in the building has been brought under control. You may resume all normal activity. Thank you for your attention and cooperation.”	2
5	In the Event of (Real Fire ) & need to evacuate from the building	Ladies and gentlemen, your attention, please. There is an emergency situation in the building. This is not a Drill . Please evacuate the building using the nearest exit staircase and follow the instructions of the Fire Wardens. DO NOT use the Lifts. This is not a Drill.  Broadcast live Message Manually: Please be informed that all exits can be use for evacuation.	Keep playing until manually reset

# AST 2 - FIRE EVACUATION PLAN

Appendix 5

## FLOOR REGISTER

Fire Warden / Assistant Fire Warden : \_\_\_\_\_

Floor Level : \_\_\_\_\_

Company Name : \_\_\_\_\_

S/N	Occupants			Evacuation status		
	UNIT NO.	NAME	CONTACT NUMBER	Evacuated to Assembly Area	Remained in the Building	Not in the Building
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						
<p><b>NOTE:</b> This roll-call and totalling must be done by the Fire Warden / Assistant Fire Warden at the Assembly Area.</p> <p><b>IMPORTANT:</b> The names must be updated as and when necessary.</p>						

Page \_\_\_ of \_\_\_

Revised on 14 Mar 2025

## AST 2 - FIRE EVACUATION PLAN

**Appendix 6**

### AST2 Evacuation Status Record

Level	Name of Fire Warden	Participants		Remarks
		A	B	
Level				
Level				
Level				
Level				
Level				
Level				
Level				
Level				
Level				

A - Actual no. of surveyed tenants  
 B - No. of tenants that actually participated

Overall Participation:  $(A/B) \times 100\% = \underline{\hspace{2cm}}\%$

**Revised on 14 Mar 2025**

**AST 2 - FIRE EVACUATION PLAN**

**Appendix 7**

<b>AST2 Evacuation Drill Record Sheet</b>					
Date of Drill	Time	Fire Floor	No of Participants	Evacuation Time	Signature of FSM

I, the undersigned, designated as co-ordinator of the fire drill held by Asia Square Tower 2 Pte Ltd in the premises of AST2, hereby certify that all the facts shown on the line herein above are correct and the drill was conducted in full compliance with the approved Fire Emergency Plan.

Name of Co-ordinator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assembly Area (A) Primary



# AST 2 - FIRE EVACUATION PLAN



Assembly Area (B) Altern

## Legend

Escape Staircase



Firemen Lift



## AST 2 - FIRE EVACUATION PLAN

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