



CapitaGreen

Fire Warden Emergency and In Place Protection Briefing 2021

INTRODUCTION

CapitaGreen Fire Emergency Plan (FEP)



FIRE EMERGENCY PLAN (FEP)

- Fire Emergency Plan (FEP) is a document that details the procedures to be adopted during an emergency.
- The plan is reviewed annually by the Fire Safety Manager (FSM) or as and when SCDF introduce new measures.
- The plan is available to all Tenants and Fire Wardens are encouraged to be familiar with the FEP.

Objectives of FEP

To **safeguard human lives** in the event of fire.

To **establish a systematic & orderly evacuation plan.**



DUTIES AND RESPONSIBILITIES OF FIRE WARDENS



General roles & responsibilities

- Acquaint **new employees** with the Fire Emergency Plan (FEP) including his/her specific role (if any) during an emergency.
- Be **familiar** with the Fire Protection System, Fire Aid, Fire Fighting Equipment and Means of Escape of the building.
- **Maintain and update** a floor register as per format in the FEP.
- **Ensure** all staff leave the office immediately once announcement for evacuation is made.

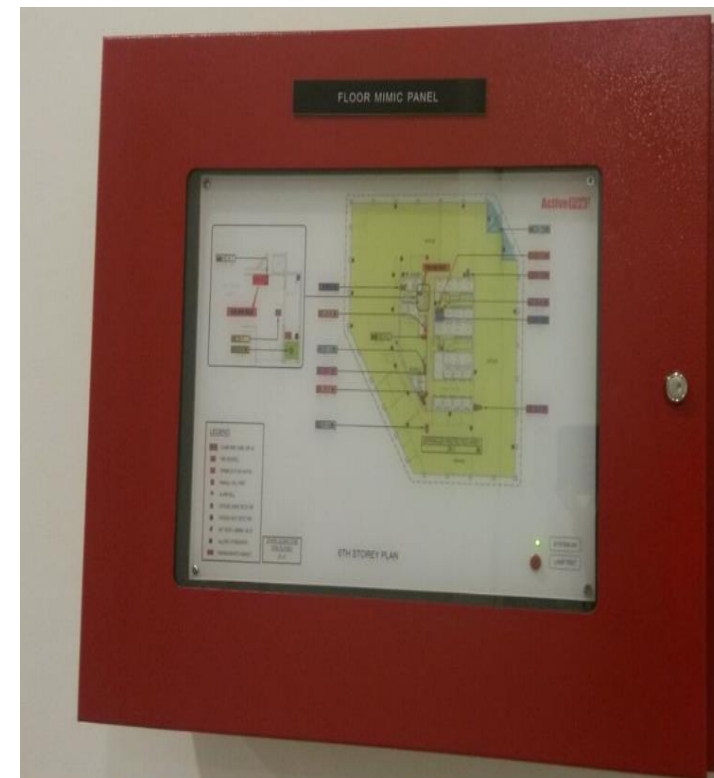


During FIRE ALARM activation

On hearing the 1st stage alarm

- **Check** the fire alarm mimic-panel located at Fire Fighting Lobby and conduct physical check to determine whether the alarm originates from their floor.
- If the fire is **not** on his floor : Ensure that his floor is **prepared** for evacuation and **await** instructions
- If the fire is **on** his floor: Immediately inform Fire Command Centre (FCC) by using **the Emergency Fire Telephone**

When reporting to FCC, identifying themselves first followed by reporting the location of the fire. Effect evacuation on his floor.



EVACUATION STRATEGY

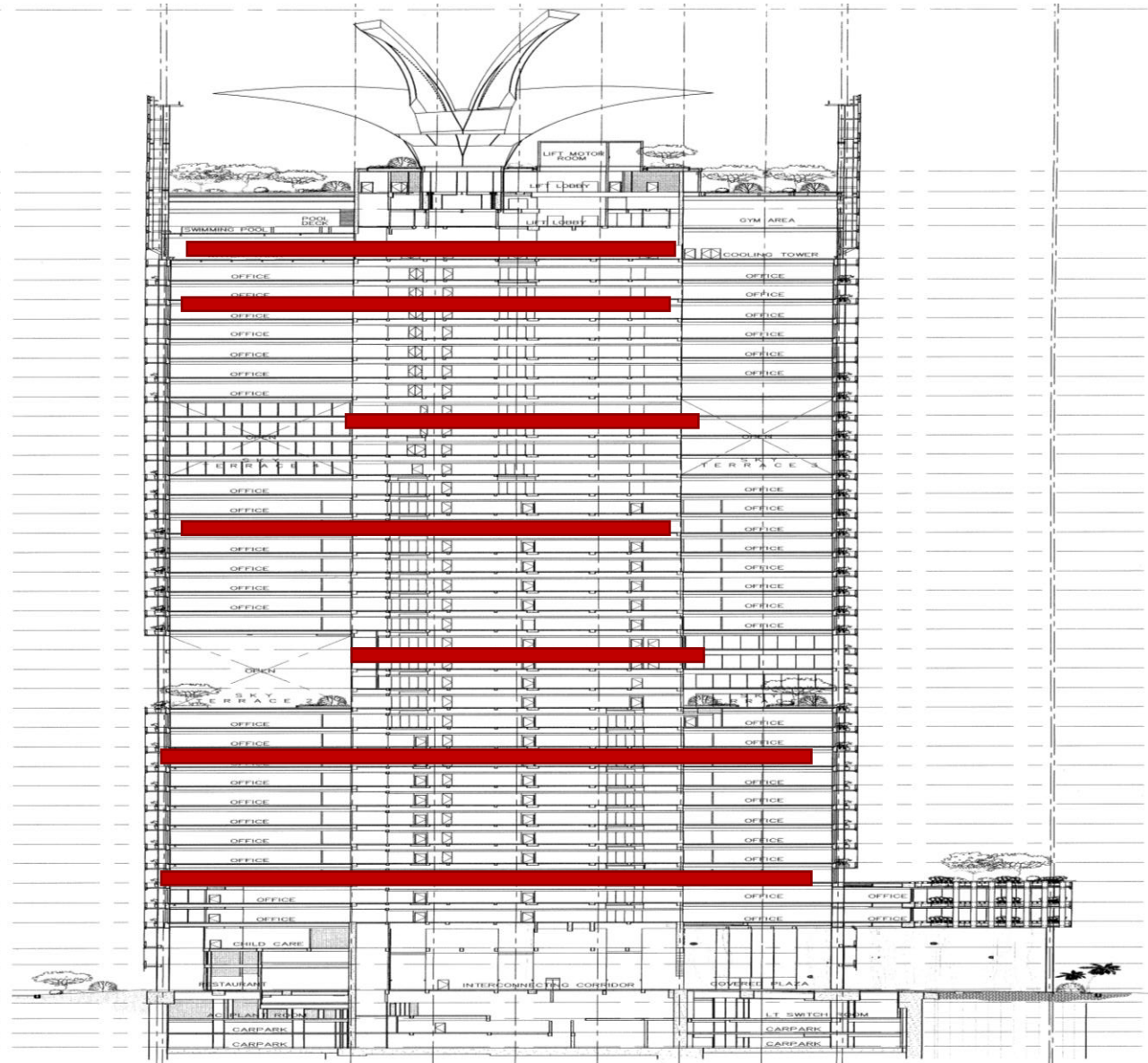
- Evacuation **only** via staircase
- Phased evacuation for a high-rise building
- Occupants on the fire floor, **two floors above the fire floor and two floors below the fire floor are evacuated first** before occupants from other floors are evacuated
- Once the **fire wardens** on the evacuating floors have reported “all clear” to the Fire Command Centre through their respective Emergency Fire Telephone, the **second phase** of evacuation then commences. This would include **all the floors above the fire floor**.
- In the **third and final phase**, the **floors below the fire floor will be evacuated**. (Note: with the exception of the first phase which would only involve 5 floors, evacuation of the rest of the phases should, as a rule of thumb, not involve more than 20 floors at any one time.)
- Total **building evacuation** strategy if the entire building is under threat (in real scenario).



Operation of Fire Lift and Passenger Lifts in an emergency

- Passenger lifts and fire lift will be returned to the designated floor (usually ground floor).
- Only fire lift can be manually operated by the fire-fighters via the fireman switch.
- The capacity of emergency power supply is able to cater the needs to operate the fire lift during power failure mode.

Re-entry floors at CapitaGreen



- For transfer of staircases in the event if the evacuated staircase is down.
- Location of re-entry floors
 - Level 3
 - Level 9
 - Level 15
 - Level 21
 - Level 27
 - Level 33
 - Level 37

Fire Protection System and Fire Fighting Equipment at CapitaGreen



Fire Call Point



Floor Mimic Panel



Fire Sprinkler
(Concealed)



Emergency
Telephone System



Fire Alarm Panel

Fire Protection System and Fire Fighting Equipment at CapitaGreen



Fire Hose Reel



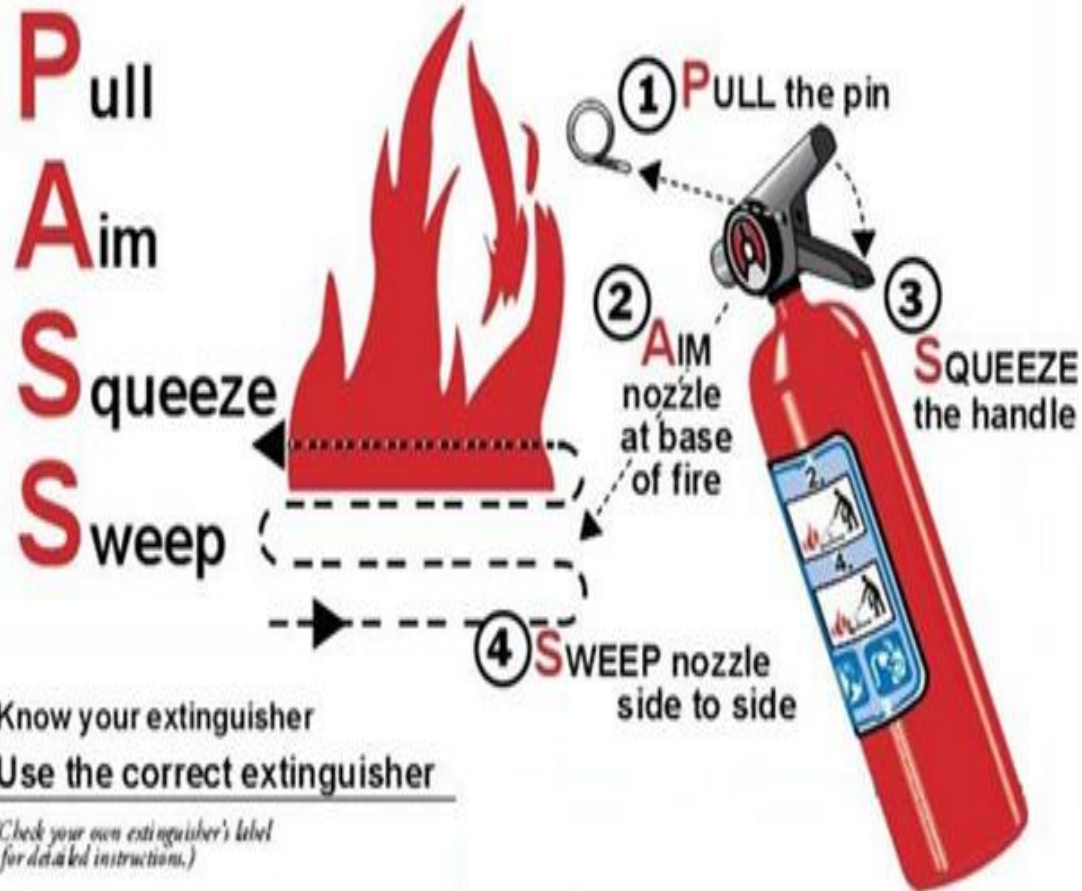
Wet Riser



Dry Powder Fire Extinguisher

Fire Extinguisher

To operate an extinguisher:



KNOW YOUR FIRE EXTINGUISHER				
CHOOSING THE RIGHT EXTINGUISHER CAN PREVENT PROPERTY DAMAGE AND SAVE LIVES				
Extinguisher Type →				
Type of Fire ↓	Water	Foam	CO ₂	Dry Chemical
A Paper, Wood & Plastic 	✓	✓	✗	✓
B Flammable & Combustible Liquids 	✗	✓	✓	✓
C Electrical Equipment 	✗	✗	✓	✓

Fire Hose Reel

How to Use a Fire Hose Reel?



P – **PULL** and swing out the hose reel drum

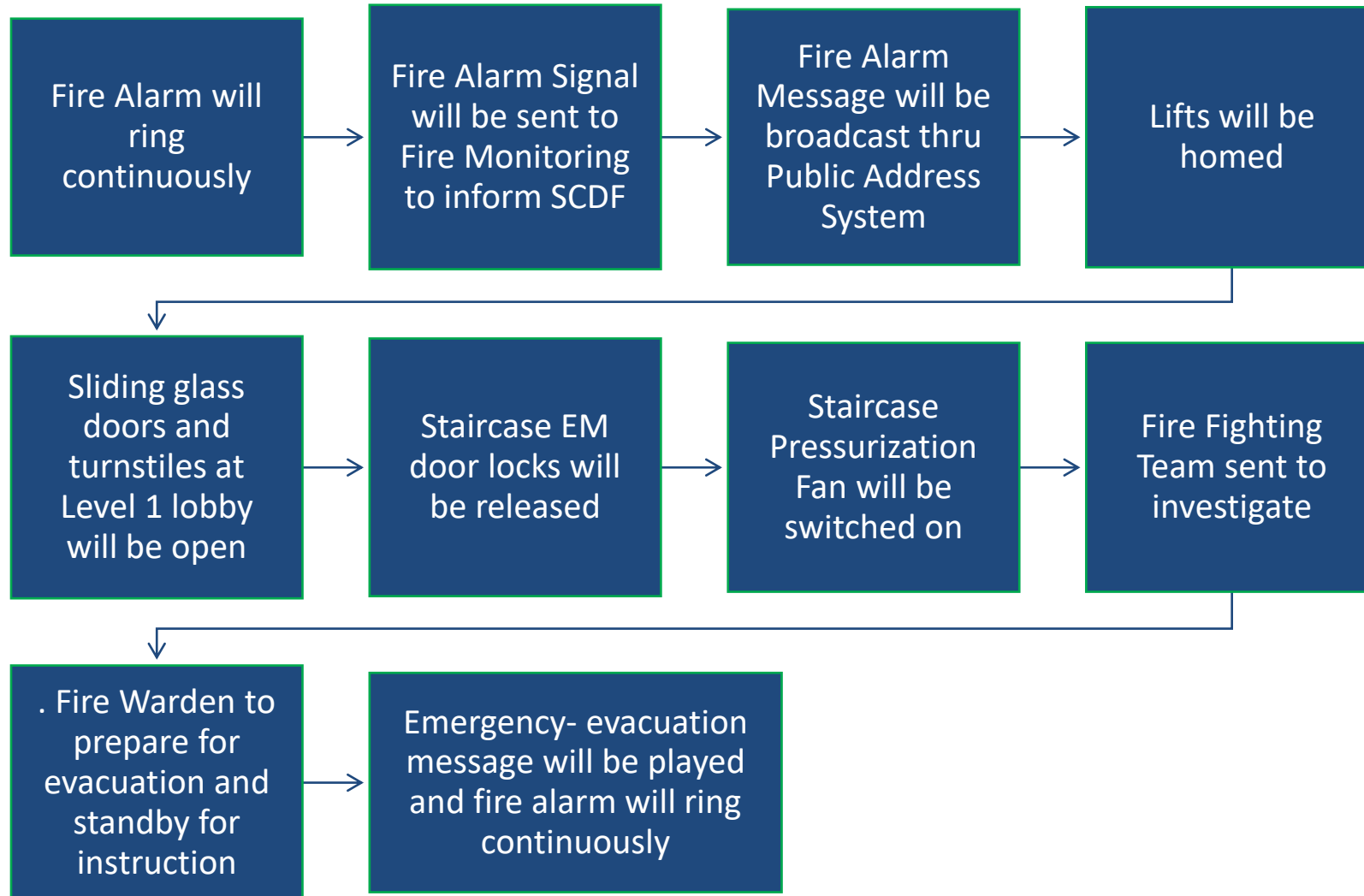
O – **OPEN** control valve

R – **ROLL** out the hose

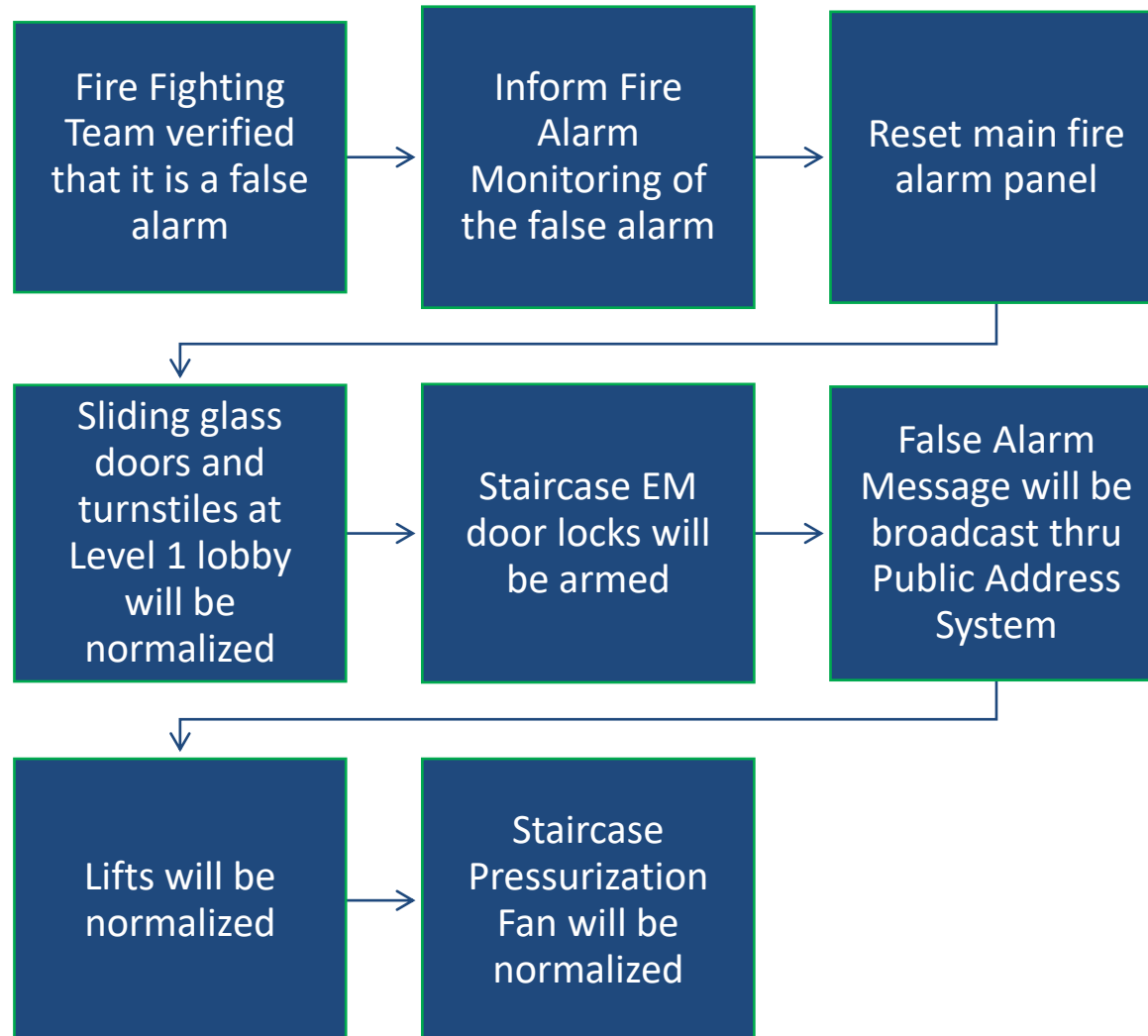
T – **TURN ON** the nozzle

S – **SPRAY** water over fire

Summary of events during fire alarm activation



Summary of events during false alarm activation



Fire Evacuation Sequence

Activation of Fire Alarm

- There will be a continuous ringing of the alarm bell for not less than 1 minute followed by the 1st PA announcement.

1st PA Announcement

“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 at your speakers for further instructions. Thank You”.



Fire Evacuation Sequence

- **Fire Fighting Team** will be activated to investigate and attempt to put off the fire.
- In the event if fire is **beyond control**, Fire Fighting Team will report situation to Fire Command Centre (FCC).
- FCC will initiate evacuation by making **2nd PA announcement** followed by **continuous ringing of alarm bell**.

2nd PA Announcement

“Ladies and gentlemen, your attention please.

The fire is located at [Floor Level]. If you are on [Level aaa, bbb, ccc, ddd and eee], please evacuate immediately in an orderly manner and proceed to Assembly Area. For the rest, please wait for further instructions.”

3rd PA Announcement

“Ladies and gentlemen, your attention please. Floors from [xxx to yyy], please evacuate immediately and proceed to Assembly Area. For the rest, please wait for further instructions.”



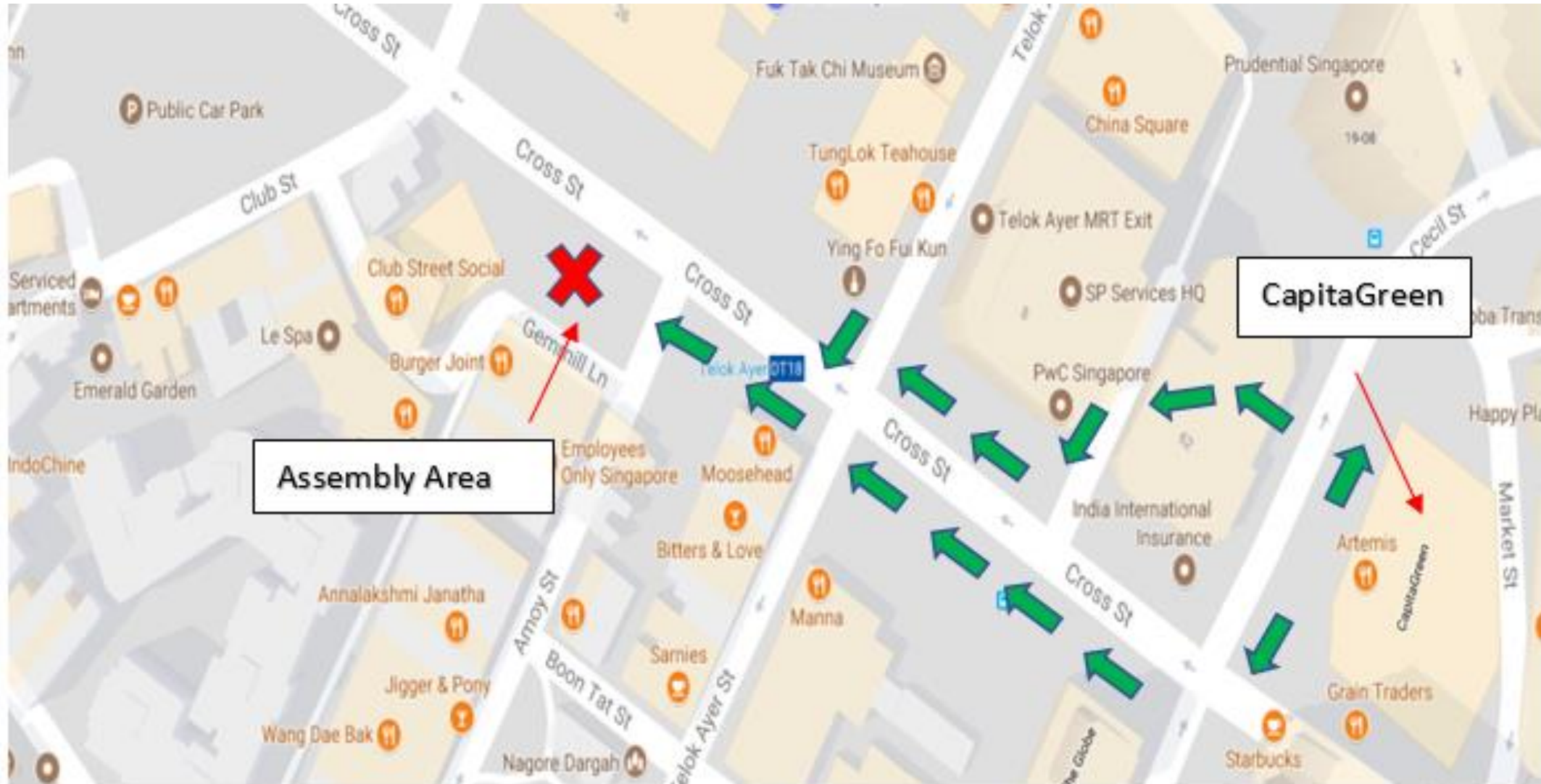
Fire Evacuation Sequence

- Occupants to evacuate in an orderly manner using the nearest fire escapes
- Occupants to assemble at the Assembly Area
- Fire Warden to conduct roll call and take attendance on floor register.
- Fire Warden to submit evacuation status report & floor register to Reporting Centre.
- Building will be declared safe upon obtaining clearance from SCDF or relevant authorities.

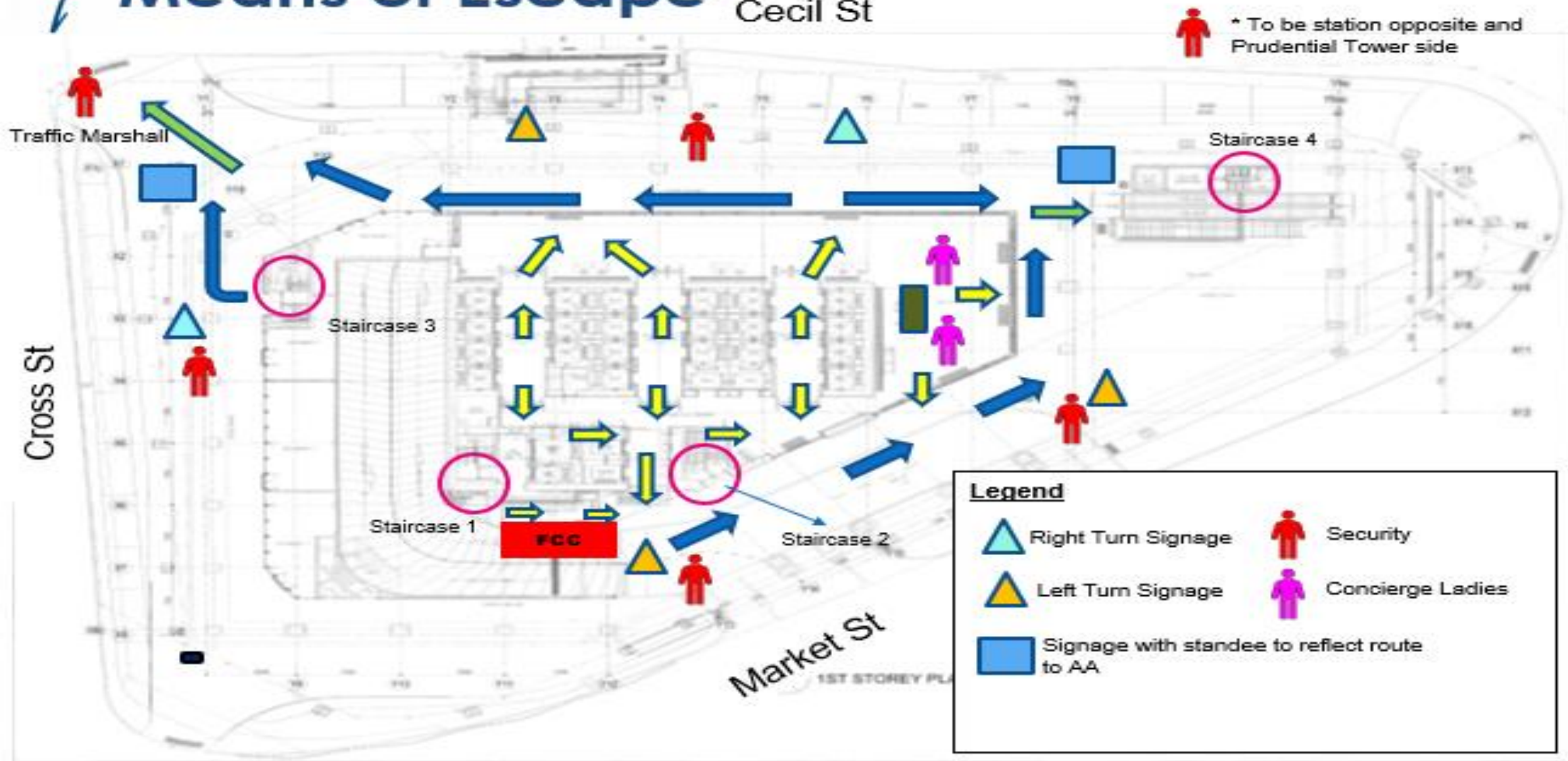


Assembly Area

Open space next to Telok Ayer Station








Means of Escape Cecil St

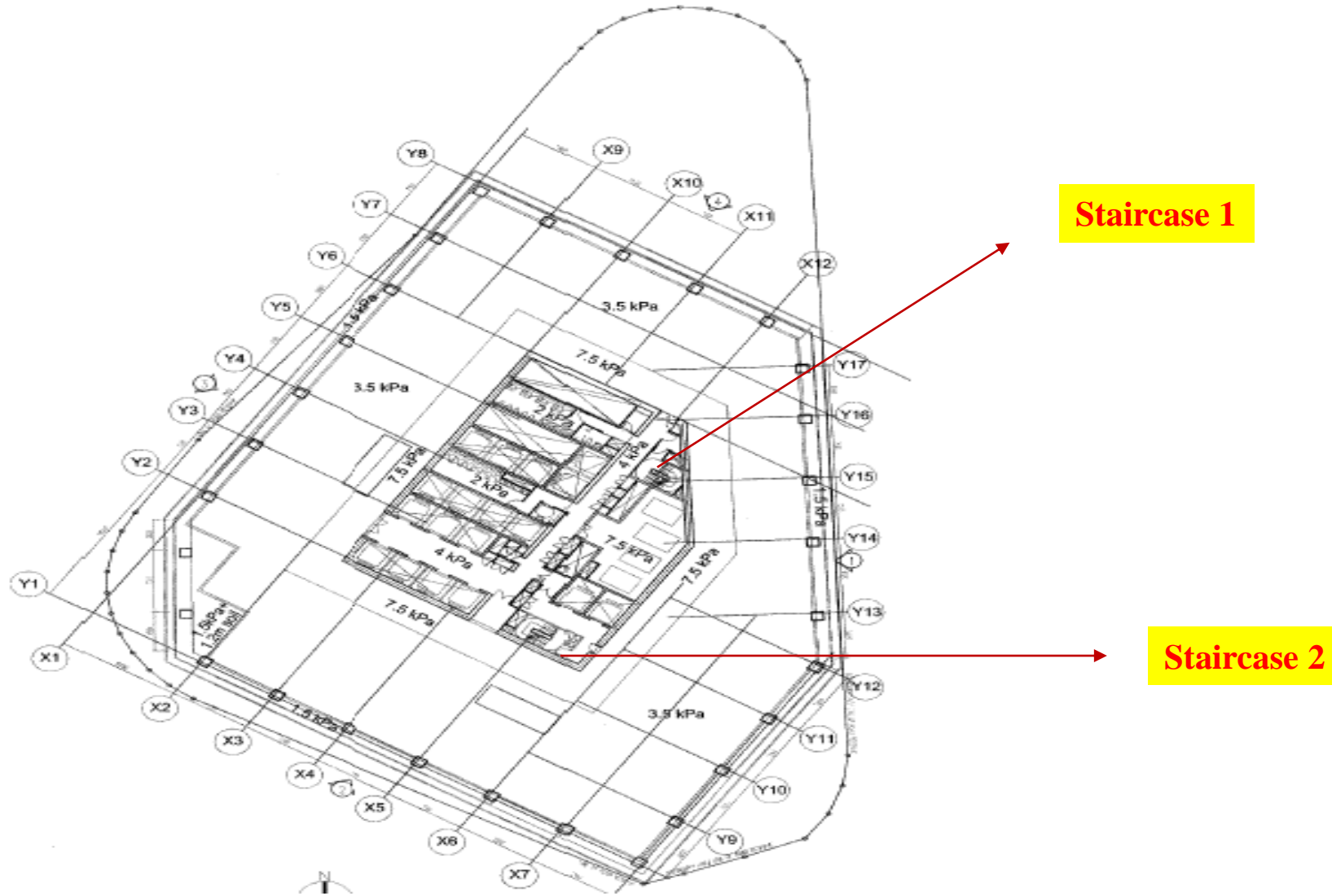


* To be station opposite and Prudential Tower side

Legend

	Right Turn Signage		Security
	Left Turn Signage		Concierge Ladies
	Signage with standee to reflect route to AA		

Means of Escape





In Place Protection (IPP)



Content

- Objective
- Develop an IPP Plan
 1. Form an IPP Team
 2. Select an IPP room
 3. Prepare an IPP kit
- IPP Activation and Procedure
- Duties and Responsibilities

Objective of In-Place Protection



Objective of In Place Protection

The purpose of the In-Place Protection (“IPP”) is:

- To **safeguard human lives** in the event of a hazardous release (i.e. terrorist attacks/industrial incidents) into the atmosphere.
- To ensure **prompt raising of the alarm to initiate IPP** and marshalling of efforts in carrying out the IPP procedure of **sealing the rooms**.
- To **establish duties and responsibilities** of individuals involved so as to ensure systematic and orderly implementation of the plan.

Develop an IPP Plan



Develop an IPP Plan



Formation of IPP Team

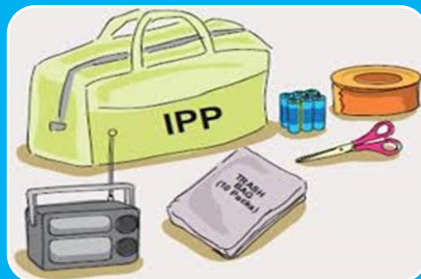
For Typical Office: IPP Warden / Assistant Warden and Front Desk Staff

For Building Management: CERT Team and Security Officer



Selection a IPP room

- Room with minimal windows, vents and doors
- The room should be large enough to provide at least 1.6m² per person (including visitors)



Preparation of IPP Kit

- Plastic Sheets
- Masking Tape
- Broadcasting Device
- Scissors
- Ladder

Optional items include:

- ✓ Torchlight with fresh supply of batteries
- ✓ Bottled drinking water

IPP Activation & Procedure

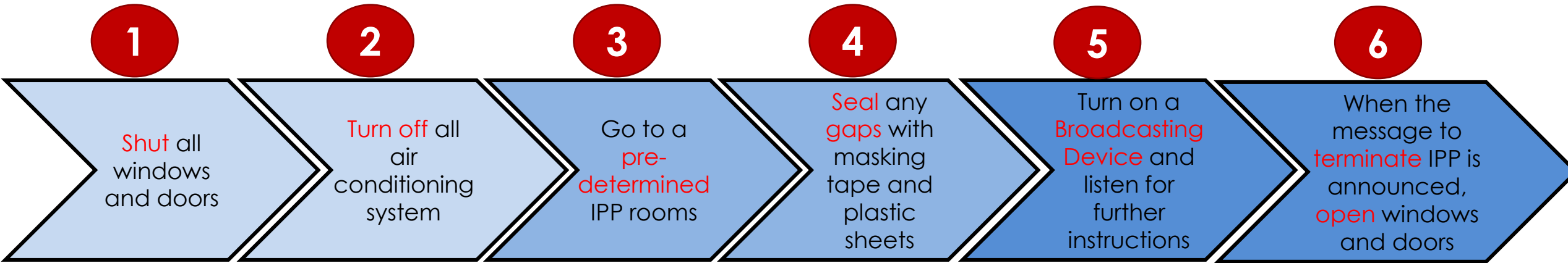


IPP Activation and Procedure

Activation of IPP



The Basic Procedure are:



- 1. Windows
- 2. Doors
- 3. Vents

IPP Activation and Procedure (Cont.)



BEFORE



AFTER

IPP Activation and Procedure (Cont.)



Good Example



Bad Example



Duties & Responsibilities



Duties and Responsibilities

Building Management

- Upon receiving instructions from Authorities on Emergency, make an **announcement** through the Public Address System to announce the implementation of IPP.
- **Switch off all air ventilation** to reduce the infiltration of hazardous air from the outside.
- **Stop all lifts** operation to prevent piston effect.
- **Switch off the pressurized system** to prevent auto activation of fire alarm.

Occupants

- Upon hearing the instruction to execute IPP, occupants shall **lock** important files etc. and remain alert.
- All occupants/visitors should **not leave the building** once IPP has been activated.

IPP Wardens

- **Check** all areas within the office or guestrooms and **alert everyone** under his charge.
- Ensure that the disabled, children, pregnant women, etc. if present are given particular attention.
- Conduct a roll call of the staff present using the floor register.

CERT Team

- **Close all** the main doors, side doors, exit doors.
- To start **sealing the doors and windows in IPP room with IPP kit** only when IPP Warden gives the instruction after conducting roll call.
- **No person should allow to leave** the area once the doors is sealed with plastic sheet.

Duties and Responsibilities

Authorities

PWS to announce implementation of IPP

Activation of IPP

Building Management

Make an announcement on the implementation of IPP

Switch off the following:

1. Air Ventilation
2. Lifts
3. Pressurized System

Ensure all building doors are closed

Response

Tenant's IPP Team

Ensure everyone is alerted and render assistance to disabled, children, pregnant women, etc to the IPP Room

Conduct a roll call of the staff present using the floor register

Seal the doors and windows in IPP room with IPP kit upon instruction given by the IPP Warden

Occupants

Lock important documents and proceed to IPP Room

Ensure no person leave the IPP room / building once the doors is sealed until termination

Post - Activation

Incident Report



Table Top Exercise



What to you do when you discover a fire?



When you discover a fire

- A** – **Raise** the Alarm by activating the nearest Manual Break glass / Call Point
- C** – **Call** Telephone No. 6908 8087 to report the location, extent of fire.
- E** – **Extinguish** the fire using the fire extinguisher or hose reel without personal risk.
- S** – **Shutdown** electrical system and close doors to contain fire.



Some DOs and DON'Ts in the event of a FIRE

DOs

- ✓ Do pick up pace and move to the escape staircase.
- ✓ Alert everyone by raising an alarm.
- ✓ Close the door to stop the spread of smoke and fire.

DON'Ts

- ☒ Use the lift.
- ☒ Panic
- ☒ Turn back to take your belonging.
- ☒ Make phone enquires about whether it is a real fire
- ☒ Carry anything with you during an evacuation (i.e bicycle)





Thank you

