

# CAPITASPRING FIRE EMERGENCY PLAN 2021



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# CAPITASPRING FIRE EMERGENCY PLAN

## 1. INTRODUCTION

The Fire Emergency Plan briefly explains the fire protection systems operating in CapitaSpring, and the procedure to be adopted by tenants to assist in the evacuation of the building in the event of an outbreak of fire.

CapitaSpring is a 280-metre integrated development with 51 Stories. It comprises of retail shops, service residences, hawker stalls and office premises which adopted a two-stage alarm and phase evacuation in an emergency evacuation.

### 1.1 OBJECTIVES

The objectives of this/her Fire Emergency Plan are:

- (a) To ensure the safety of human lives in the event of fire
- (b) To establish a systematic and orderly evacuation plan
- (c) To ensure prompt raising of the fire alarm and marshalling of first-aid and fire fighting efforts in the event of fire.

### 1.2 FORMATION OF COMMITTEES

The following Committees shall be formed to achieve the above objectives. They are:

- (a) Fire Safety Committee
- (b) Fire Evacuation Committee

#### 1.2.1. Fire Safety Committee

This committee plans activities such as fire evacuation drills, fire safety training, fire safety exhibition, etc to enhance the awareness among the tenants of CapitaSpring. The committee shall comprise the following persons:

- Chairman - Building Manager
- Secretary - Senior Fire Safety Manager
- Committee Members - Centre Management Representatives
- Tenant's Representatives
- Security Agency Representatives

#### 1.2.2 Fire Evacuation Committee

The committee is responsible for the executing the systematic and orderly evacuation plan, including marshalling of first-aid and fire fighting efforts in the event of an outbreak of fire.

The committee shall comprise the following persons:

- i. Co-Ordinator - Senior FSM
- ii. Asst. Co-Ordinator - Property Management Manager
- iii. Fire Wardens - Tenant's Representatives
- iv. Security Officers - Building Security Agency
- v. Fire Fighting Team - Security Officers / Technicians
- vi. Assembly Area Co-Ordinator - OM/SE/E/ST/T/SO\*
- vii. Control Room Operator - Security Officers
- viii. Fire Command Centre - Security Co-ordinator

\*OM – Operation Manager, SE – Senior Executive, E – Executive, ST – Senior Technician, T – Technician, SO – Senior Officer

### 1.3 FIRE ALARM SYSTEM

The fire alarm system may be raised by:

#### 1.3.1 Break Glass Alarm System

##### MANUAL CALL POINT



Smash the "Break-glass Call points with an object which will cause the release of the contact button hence ringing the alarm bells throughout the building.

#### 1.3.2 Automatic Smoke Detector System

##### SMOKE DETECTOR



When there is a smoke-filled atmosphere, the smoke detector will be activated, and the alarm bells will ring throughout the building.

## HEAT DETECTOR



When there is a sufficient heat in the atmosphere, the heat detector will be activated, and the alarm bells will ring throughout the building.

### 1.3.3 Automatic Sprinkler System



When there is fire and sufficient heat is generated, the sprinkler bulb or element will burst, and water will gush out to extinguish the fire. At the same time, the alarm will ring throughout the building through the activation of the sprinkler flow switch.

## 1.4 FIRE ALARM ACTIVATION

### i. 1st Stage Alarm

This is an alert signal. Continuous activation of alarm bell will last less than 1 minute, followed by the emergency announcement via the Public Address System. Simultaneously, an audio and visual signal will be registered at:

- The floor sub-panel to indicate the floor zone of the activation.
- The Main Alarm Panel at the Fire Command Centre (FCC) to indicate the activated floor.
- The Fire Alarm Monitoring Control Centre (DECAM).
- The Singapore Civil Defence Force (SCDF) Headquarters - Communication & Control Centre.

### ii. 2<sup>nd</sup> Stage Alarm

This is the signal to commence evacuation. Upon confirmation of a fire situation, the evacuation announcement shall be made via the Public-Address System in phases beginning with the:

- The "fire" floor
- Two floors above the "fire" floor
- Two floors below the "fire" floor

The rest of the floor will be evacuated on subsequent phases, depending on the fire situation. Notwithstanding the above, a total evacuation of the building may be described in an extreme

case.

## **2. ACTION TO BE TAKEN IN THE EVENT OF AN OUTBREAK OF FIRE**

### **2.1 Informant**

The person who discovers the fire shall immediately:



- a. **Raise the alarm at the nearest fire alarm from the break glass manual call-point.**



- b. **Attempt to extinguish any incipient fire with the available first-aid fire fighting equipment such as hosereels and fire extinguisher but always maintain your own safety without any personnel risk.**

### **2.2 ALL STAFF, GUEST/VISITORS**

#### **2.2.1 First Stage Alarm**

- a. Upon hearing the fire alarm bell and public announcement, all staff shall lock up important documents, cash, shut down equipment, etc, and remain alert for instruction from their Fire Wardens, Assistant Fire Wardens and Public-Address System. Do not attempt to make unnecessary telephone calls to verify the nature of the alarm.

### **2.2.2 Evacuation**

- a. All staff guided by their respective Fire Wardens should immediately evacuate by using the nearest exit and proceed to the Assembly Area as instructed.
- b. When the evacuation is declared, all occupants should guide guest/visitor/customer on their respective floor to evacuate immediately in an orderly manner.
- c. When evacuating, do not panic but quickly walk down the staircase from the nearest Exit and proceed to the Assembly Area. Do not use the Lifts.

### **2.2.3 Assembly Area**

- a. The Assembly Area is located at the open field near Empress Lawn. (See Appendix I)
- b. All staff must be available for a roll call to be conducted by the Fire Wardens of the respective floor at the Assembly Area.
- c. All staff/guests/customers/visitors shall not re-enter the building unless instructed by the Singapore Civil Defence Force (SCDF) officer in attendance.
- d. Lifts are strictly not to be used as they are programmed to be grounded and cease operation, upon activation of fire alarm.
- e. After evacuation, all employees shall not disperse but remain at the Assembly Area unless instructed otherwise by the Assembly Area Co-ordinator.

## **2.3 CO-ORDINATOR / ASSISTANT CO-ORDINATOR**

### **2.3.1 In the event of Fire: -**

- a. Ensure that the Central Fire Alarm Monitoring Station (DECAM) is notified of the fire.
- b. Proceed to the Fire Command Centre (FCC) at Storey 1, ascertain the location of fire from the Main panel and ensure that the Fire Fighting Team has been mobilized to respond to the fire alarm.
- c. Ensure that the fire alarm has been isolated after the ringing of bell for not less than a minute. Ensure that the first alert announcement has been made on all the floors. (See Appendix III -Text I)
- d. Ensure that the fire warden of the fire floor has been instructed to investigate the cause of the fire alarm and report status to the Fire Command Centre via the Firemen's Intercom.
- e. Standby to receive status of situation report and assess the need to declare total evacuation of the premises.
- f. If the fire fighting team reports of the fire is under control or it's a false alarm: -  
  
Instruct the Security Co-ordinator to make an announcement through the Public Address System. (See Appendix III - Text 2 and 3)
- g. If it deems necessary for a total evacuation due to fire beyond control: -

Instruct the Security Co-ordinator to ring the fire alarm bell and make announcement to evacuate the building immediately. (See Appendix III - Text 5 on "Select Call" to the required fire floors only).

- h. Ensure that the building evacuation status is monitored closely at the Assembly Area through reports obtained from the Fire Wardens (as per format in Appendix IV)
- i. Report the condition of the fire and number of persons missing, if any, to the Singapore Civil Defence Force officer upon their arrival at the Fire Command Centre.
- j. Ensure that the Fire Operation Book and the necessary keys are readily available at the Fire Command Centre.

*Note: In the event of a fire situation which requires evacuation and there is no Fire Warden available, any available staff should be directed to assume the role of a Fire Warden.*

## **2.4 FIRE WARDEN / ASSISTANT FIRE WARDEN**

### **2.4.1 On hearing the first stage alarm: -**

- a. All Fire Wardens and the assistants shall check their respective floor Fire Alarm Sub-panel to confirm of the alarm activation and conduct physical check if it occurred at their floor.
- b. If it is not than the Fire warden and the assistant shall ensure that his/her storey is prepared for evacuation when and as instructed by the Co-Ordinator through the Public Addressing (PA) System.
- c. If fire is confirmed on his/her storey, the Fire Warden and the assistant shall activate evacuation on his/her storey and report to the Fire Command Centre (FCC) through the Firemen Intercom stating his/her/her name and nature of fire and location.

On hearing the evacuation announcement over the PA System and/or the Second stage fire alarm being sounded continuously: -

- d. Check all offices and alert all staff on his/her storey to evacuate in an orderly manner using the nearest exits available.
- e. Ensure that the disabled, children, pregnant women etc (if any) are given attention during the evacuation.
- f. Report to the Fire Command Centre (FCC) via the Emergency Telephone System on the evacuation status. Leave the building after ascertaining that all the occupants of the floor left the premises and complied with his/her/her order.
- g. On the assembly area, the Fire Wardens and the assistants shall conduct a roll call of the staff present and report the evacuation status, in persons to the Assembly Area Reporting Centre.
- h. The Fire Wardens shall complete the Tenant's Floor Register Form (Appendix V) and submit to the Assembly Area Co-ordinator.



## **2.5 CONTROL ROOM OPERATORS (FCC)**

### **2.5.1 On hear the first stage alarm:**

- a. Immediately notify Central Fire Alarm Monitoring Station (DECAM) of the fire alarm activation and state the following:
  - 1) CODE NO.
  - 2) PASSWORD
  - 3) BUILDING'S NAME
  - 4) YOUR IDENTITY/ CONTACT NUMBER

The caller shall ensure the address is repeated by the operator of the Central Fire Alarm Monitoring Station (DECAM).

## **2.6 SECURITY OFFICERS/ MANAGEMENT STAFF**

### **2.6.1 The Security Officers/ Management staff who are not manning the Fire or Security Command Centre will ensure the following during evacuation: -**

- a. To position at the ground floor staircase exits and other designated location as deployed to guide the evacuees to the Assembly Area.
- b. All Main, Side and Car Park Entrance including exits to the building are adequately manned to prevent unauthorized entry and intensify patrolling.
- c. Security Officer will direct the Singapore Civil Defence Force officers to the Fire Command Centre upon their arrival.
- d. Security Officer are also detailed to direct traffic to facilitate the movement of the evacuees.

## **2.7 FIRE FIGHTING TEAM**

### **2.7.1 On hearing the fire alarm: -**

- a. Ascertain the location of the fire from the main alarm panel and use the fire lift to go to two storey below the 'Fire' floor and proceed to the 'Fire' floor via the staircase.
- b. A member of the team will then bring the fire lift down to Storey 1 and wait for the arrival of the Singapore Civil Defence Force.
- c. In the event of a fire, attempt to extinguish the fire or control must be taken without any personnel risk to the Fire Fighting Team or any member of the tenants or management.
- d. Report status of fire to the Co-ordinator at the Fire Command Centre whether situation under control, false alarm or evacuation are required.
- e. The Fire Fighting Team shall comprise of Team Leader and team members.

## **2.8 ASSEMBLY AREA CO-ORDINATOR**

2.8.2 Upon hearing the fire alarm bell and announcement: -

- a. Proceed to the Fire Command Centre and prepare the necessary equipment needed at the Assembly Area.
- b. Brief all the assistants on their roles and responsibilities.
- c. Proceed to the designated Assembly Area and co-ordinate in setting up the followings: -
  - i) Fire Wardens/ Assistant Fire Wardens Reporting Centre.
  - ii) Logistic Support & First Aid Centre.

## **2.9 BUILDING MANAGER**

- a. Property Management Manager - Mr Goh Wee Kiat
- b. Senior Fire Safety Manager (Operations Manager) - Mr Lim Jen Huat

## **3.0 FIRE OCCURING AFTER OFFICE HOUR**

In the event of an outbreak of fire, Security Officers on duty will:

- 3.1 Confirm with Central Fire Alarm Monitoring Station (DECAM) of the fire and notify the following persons: -
  - a. Senior Fire Safety Manager
  - b. Property Management Manager
  - c. Security Manager
  - d. Operations Manager / Technical Executive
- 3.2 Make the necessary announcement through the Public-Address System.
- 3.3 Proceed to fight the fire from a safe distance with the available fire fighting equipment and attempt to extinguish or control the fire with safety in mind and without personnel risk.

## **4.0 DUTIES AND RESPONSIBILITIES**

### **4.1 Co-ordinator / Assistant co-ordinator**

- a. Represent the Management of the building in respect of all fire safety matters.
- b. Have the full responsibilities for: -
  - i) Establishment of a Fire Evacuation / Safety Committee.
  - ii) Training of employees.
  - iii) Preparation, drafting and implementing of the Fire Emergency Plan.
- c. Ensure that the approved Fire Emergency Plan is abide by the staff of the building.
- d. Records the dates and times of Evacuation Drill conducted for verification by the Singapore Civil Defence Force officers.
- e. Appoint one person as Co-Ordinator during his/her absence from the building.

- f. Responsible for the training of the Fire Fighting team within the building from amongst the employees.
- g. Ensure that all exit doors are kept closed and unlocked during operation hours and hallways, corridors, lobbies and staircases are kept free from obstruction at all time.
- h. Ensure that the fire extinguishers, hosereels, fire fighting / protection system are kept in working condition.
- i. Ensure that the Fire Emergency Plan is formulated and updated as and when necessary.

#### **4.2 Fire Warden / Assistant Fire Warden (Tenant's Representative)**

- a. Acquaint any new employees with the Fire Emergency Plan in his/her specific role (if any) during an emergency.
- a. Be familiar with the Fire Emergency Plan and means of escape of their respective floors.
- b. Be familiar with the operation of the fire alarm system and use of fire fighting equipment within their office.
- c. Importantly liaise, co-ordinate and co-operate with the in-house staff.
- d. Maintain and update the Floor Register.

#### **4.3 Security Officer**

- a. Be familiar with the Fire Emergency Plan and means of escape in the building.
- b. Ensure that the security personnel know their roles as described in the Fire Emergency Plan.
- c. Know the building's code number, telephone number of Central Fire Alarm Monitoring Station (DECAM) and contacting of Emergency Response Team personnel.
- d. Be familiar with the messages to be announced under various emergency conditions.
- e. Be familiar with the location and use of fire-fighting equipment.

#### **4.4 Fire Fighting Team**

- a. Be familiar with the operation of the Fire Alarm System.
- b. Be familiar with the Fire Emergency Plan, location of Staircases and Emergency Exit.
- c. Be familiar with the location and use of the fire fighting equipment.

#### **4.5 Security Control Operator (FCC)**

- a. Be fully cognizant of the Fire Emergency Plan and telephone number of the SCDF.

- b. Be familiar with the message to be announced under the various phases of evacuation
- c. Ensure that all the Main Entrances and Exits of the building are unlocked and are adequately manned to prohibit unauthorized entry.
- d. Assigned one of the Security Officers to direct the SCDF to the Fire Command Centre (FCC).
- e. Ensure that all the Security and Tenant Service Centre (TSC) personnel are detailed to direct traffic to facilitate the movements of the evacuees to the Assembly Area.

#### **4.6 Assembly Area Co-Ordinator**

- a. Be familiar with the Fire Emergency Plan and means of escape of the building.
- b. Be familiar with the designated Assembly Area layout as planned in Appendix I
- c. Appoint an assistant to be person-in-charge of Logistic Support and First Aid Centre.
- d. Set-up necessary recording boards, tables and chair at the Assembly Area Reporting Centre.
- e. Set-up indication sign of the various centers for easy mobilisation by the Fire Wardens/ Assistant Fire Wardens.

#### **4.7 Isolation of Fire Alarm Personnel**

Be fully cognizant of the Fire Emergency Plan, location and operation of the Fire Alarm System.

#### **4.8 Floor Evacuation Status Recording Personnel / Fire Command Centre Operator**

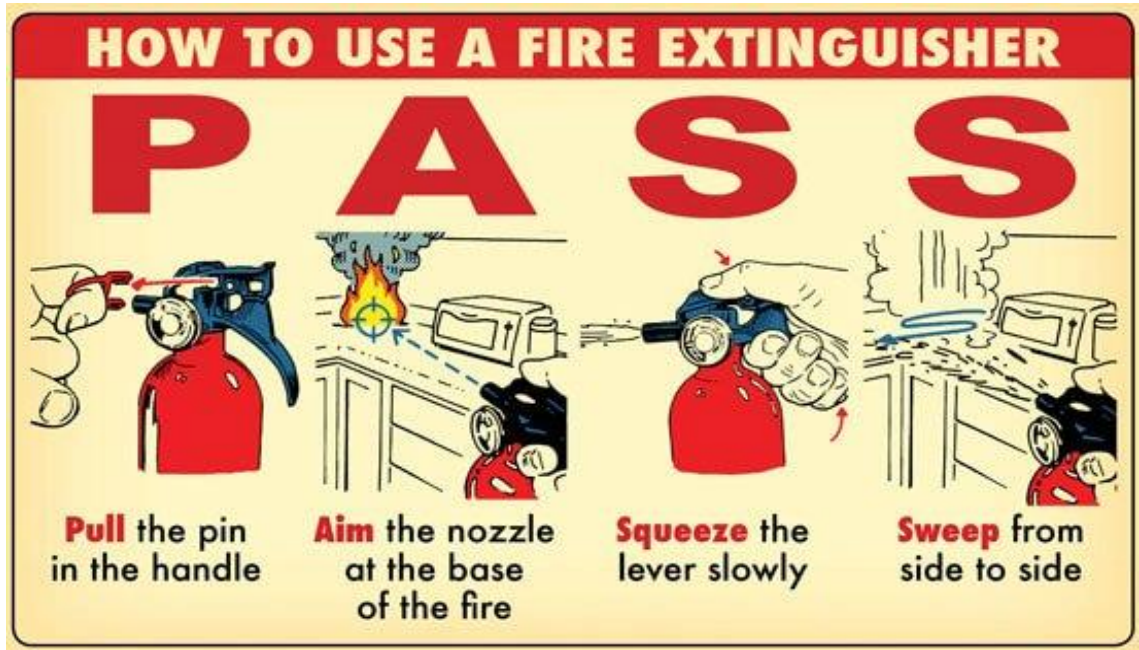
- a. Be familiar with the procedures of the Fire Emergency Plan.
- b. Be familiar with the location of the Assembly Area.

#### **4.9 Fire Evacuation Drill**

- a. Fire Evacuation Drill to be conducted twice a year.
- b. All persons shall participate in the drill.
- c. The Singapore Civil Defence Force should be informed of the date and time of the fire drill.

5.0 GENERAL

5.1 HOW TO USE THE FIRE EXTINGUISHER/ FIRE HOSEREEL



Note: When using fire extinguisher, pay attention to the direction of the wind. Always extinguish with the direction of the wind.

5.2 HOW TO USE THE HOSEREEL



**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

### 5.3 IF YOU DISCOVER A FIRE

- a. Get everyone out of the room where the fire is and close the door to stop the spread of smoke and fire.
- b. See that everyone gets out of the office. Plan a safe escape route for your staff now, even if you never have to use them.
- c. Activate the nearest Break-glass Call Point by smashing the glass to ensure that the whole building is aware of the existence of fire and to report immediately to the Fire Command Centre via the telephone Tel. No: **6983 5116** or the **Firemen Intercom located at the Fire/Service Lobby**.
- d. Summon the Singapore Civil Defence Force by calling **995**. Ensure that your staff knows the above number.
- e. You can try to extinguish the fire but only if you can do so without endangering yourself or others.

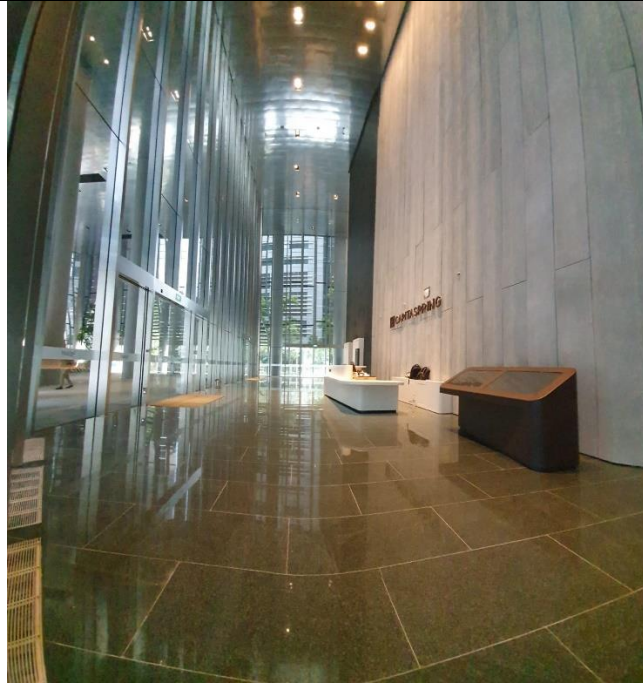
### 5.4 SPECIAL FIRE SAFETY MEASURES DURING COVID-19

As part of the COVID-19 safety measures that were implemented, the 3-side entrance at the main lobby are closed during normal situation.

Automated doors will be open upon Fire Alarm activation.

Public Announcement message to be made to inform members of public to evacuate using the nearest emergency exits.

Level 1 Main Entrance



Level 1 Side Entrances



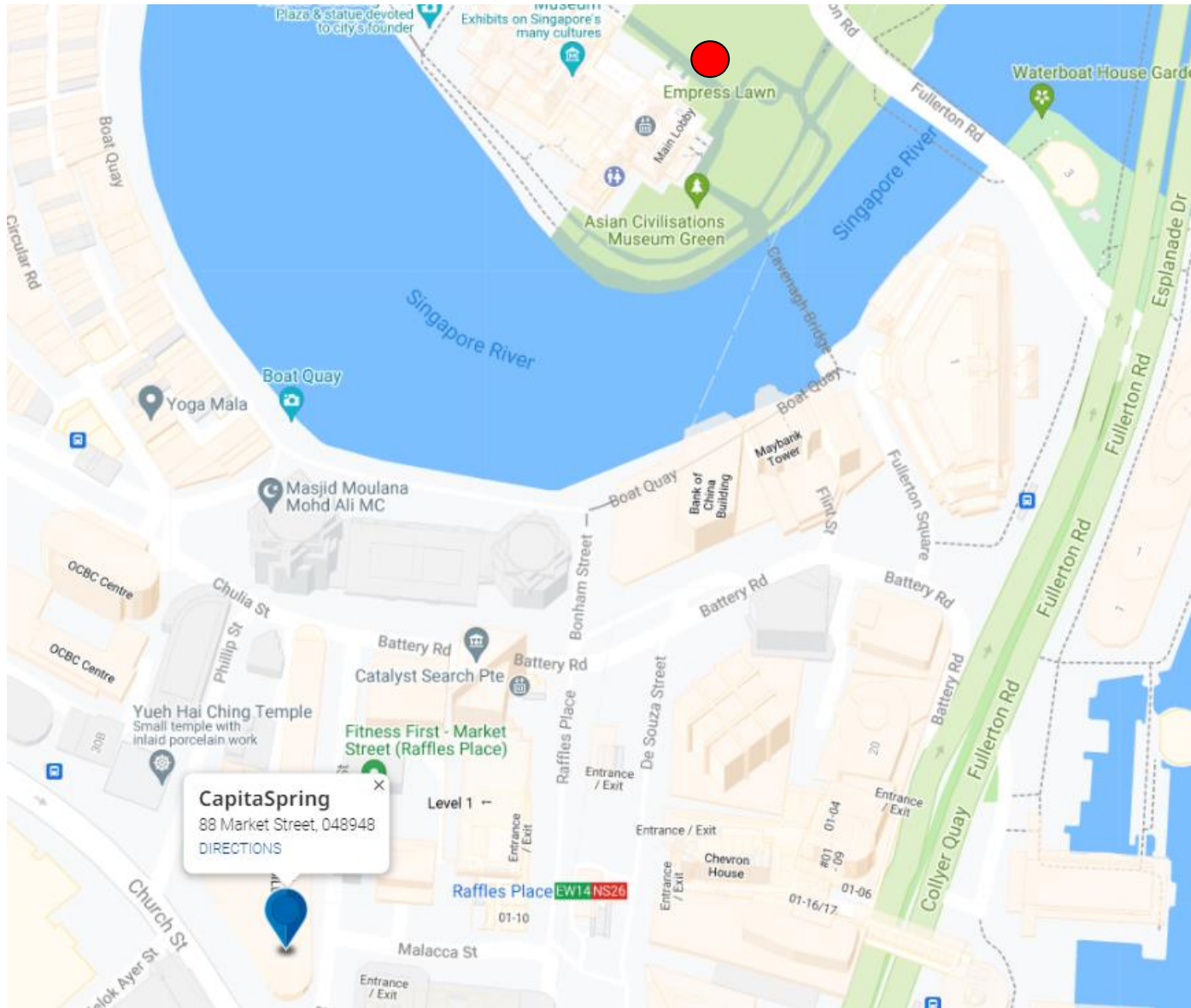
Level 2 Drop-off Point





Appendix I - Site Plan of Assembly Point for CapitaSpring

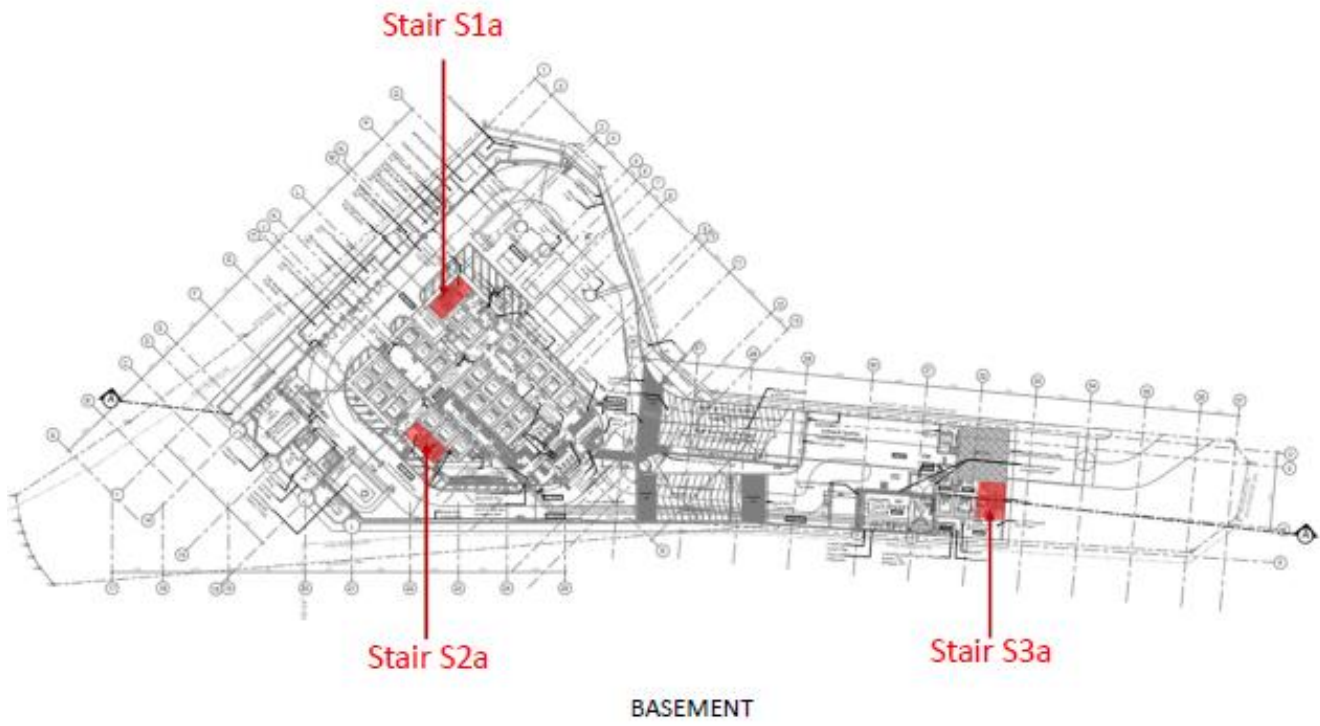
**● Assembly Point**

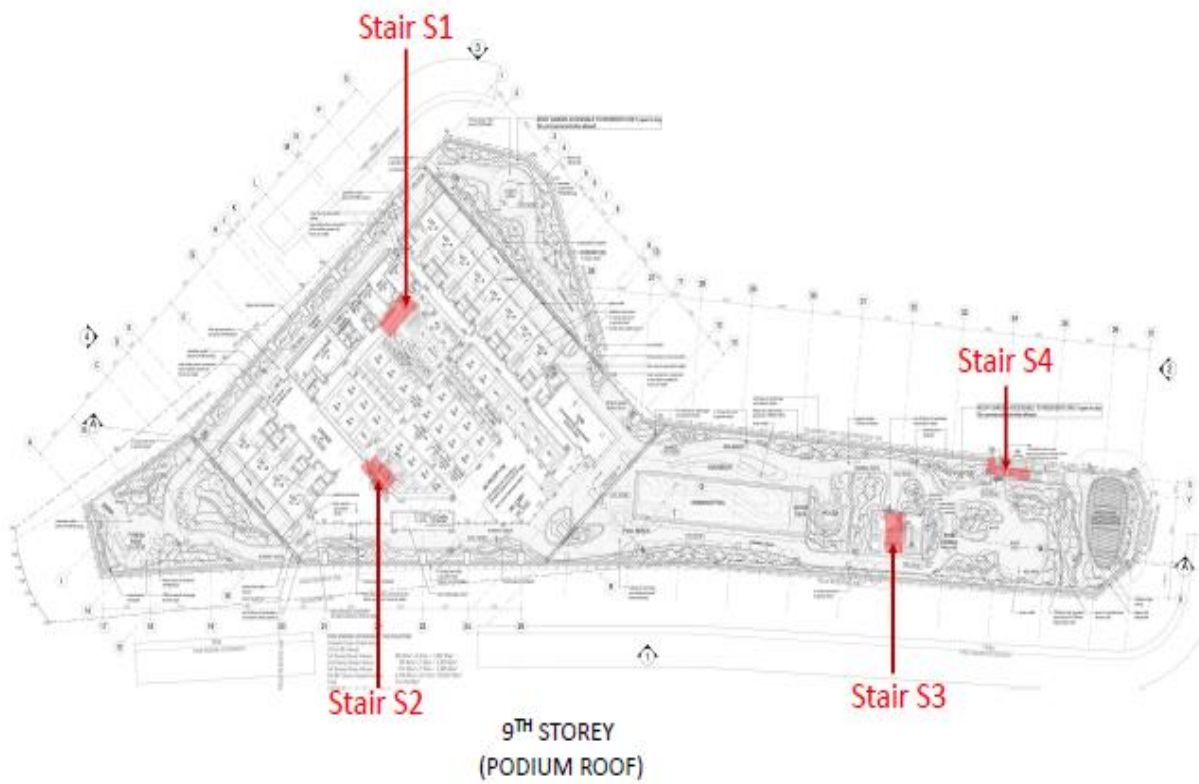
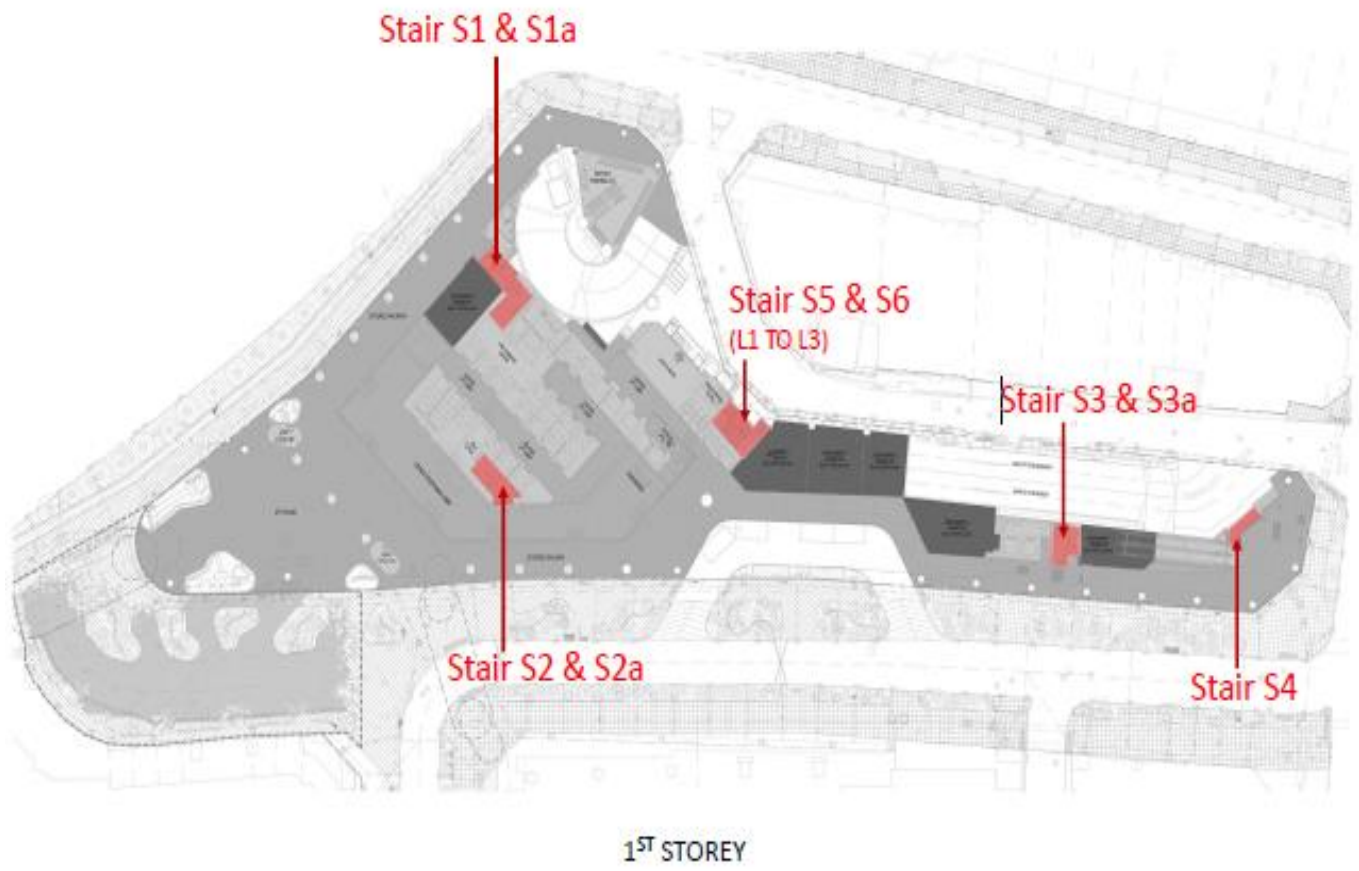


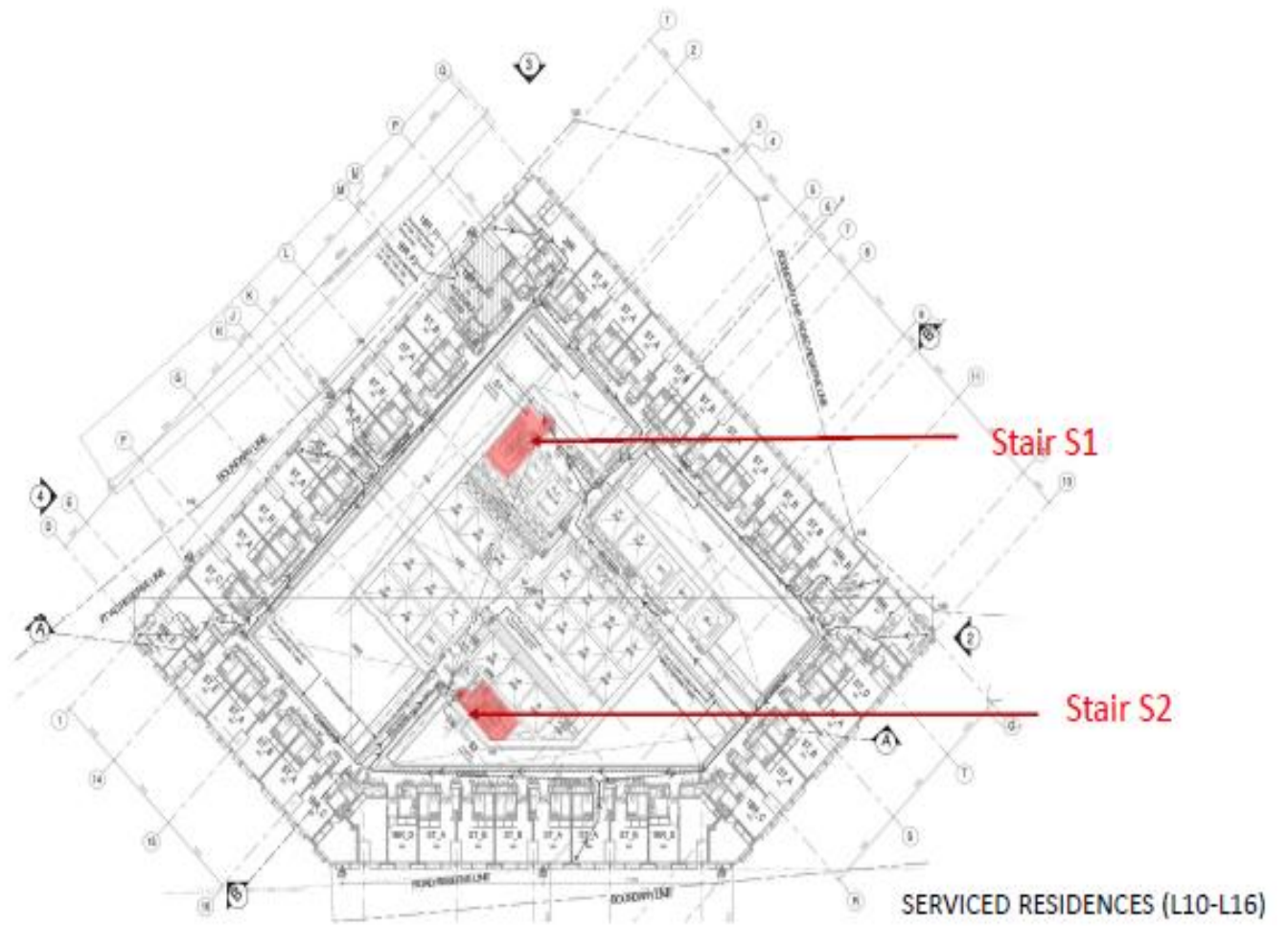
**Empress Lawn**

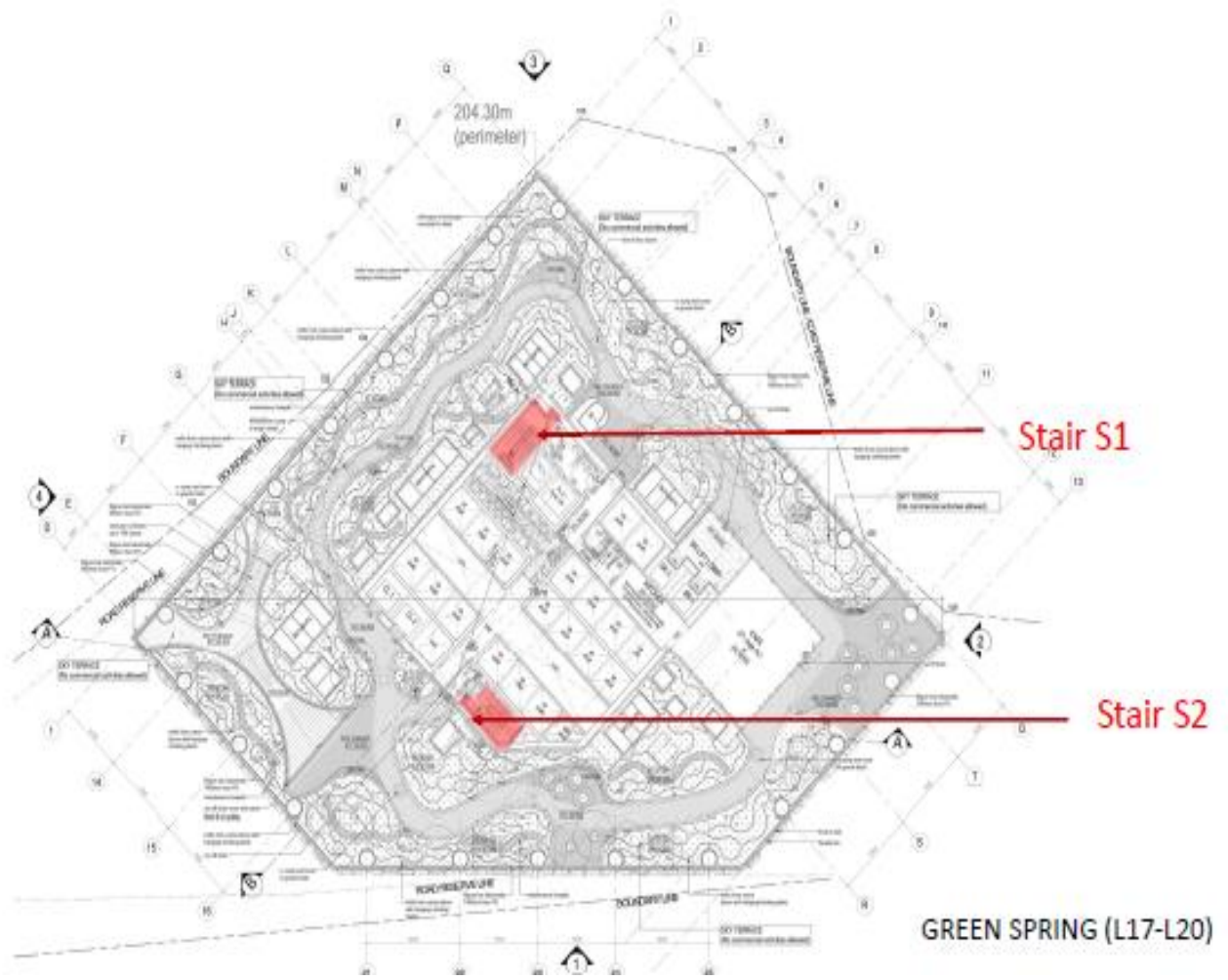


Typical Floor Plans (Escape Route)

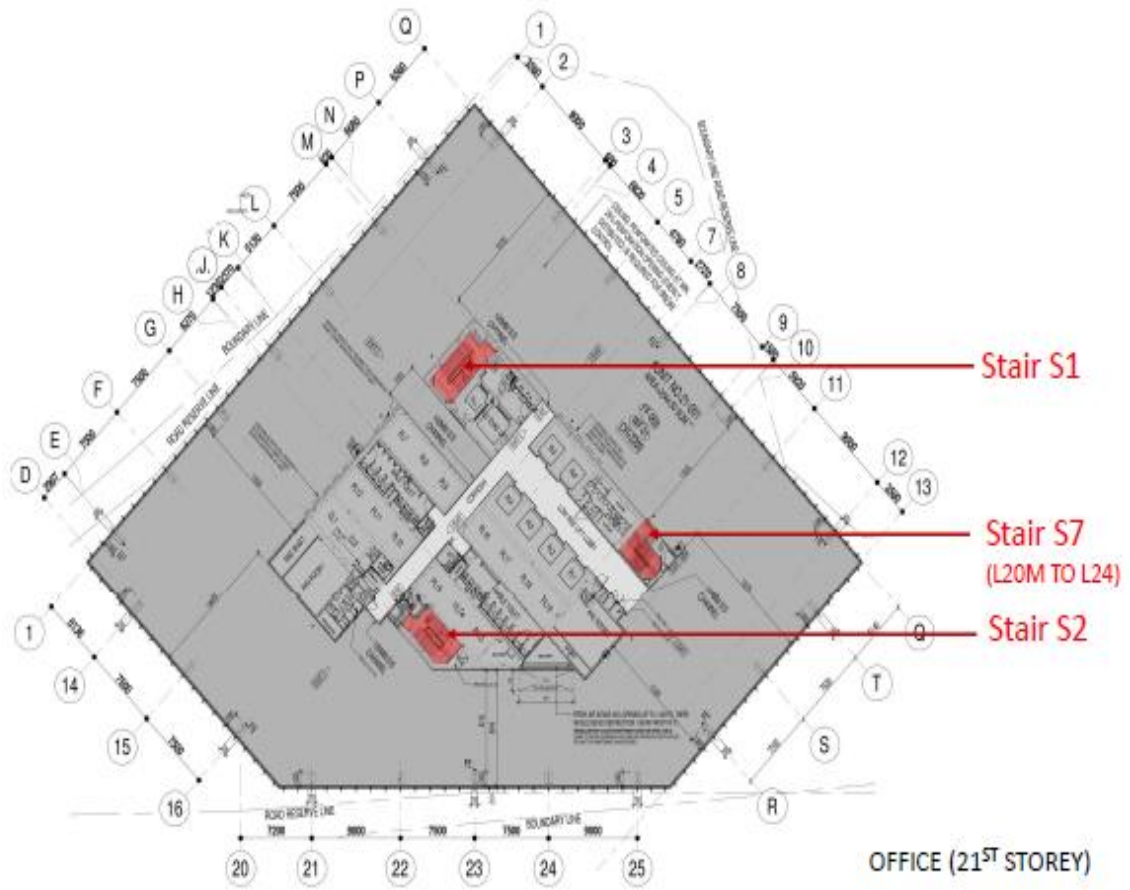




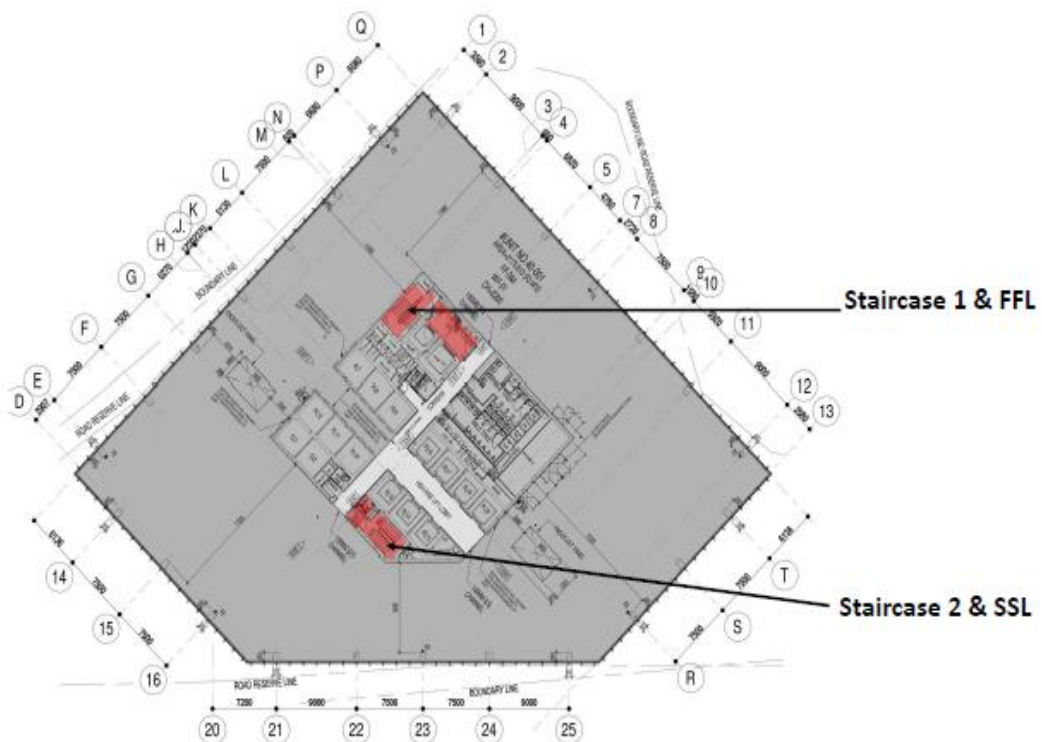


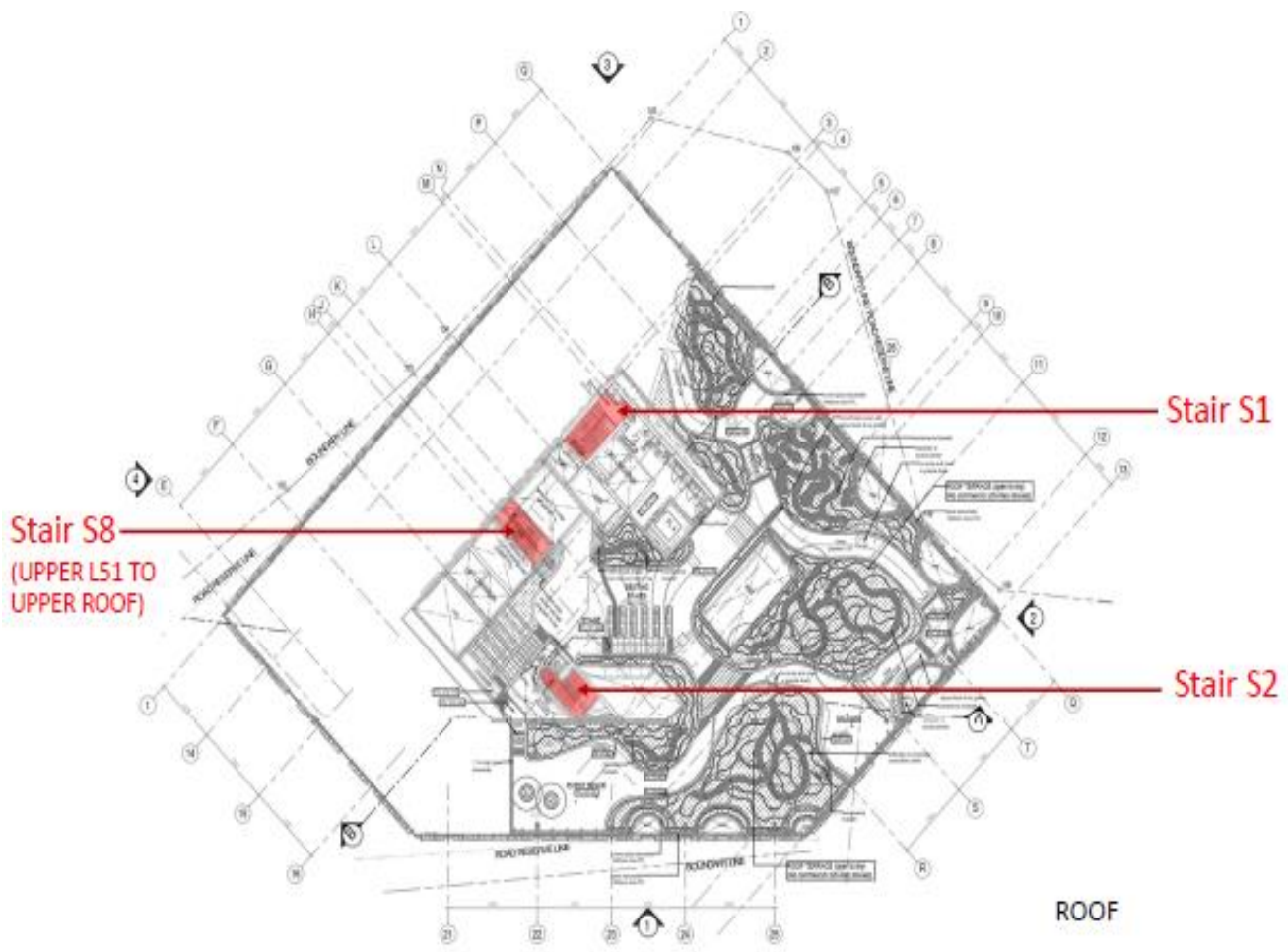


GREEN SPRING (L17-L20)



## Typical Office floor L21 to L49







## FIRE SAFETY CHECKLIST

1. <b>GENERAL</b>	Yes	No
a. Do you know how to activate the fire alarm?	----	---
b. Do you know where the location of first-aid and fire-fighting equipment?	----	---
c. Can you reach your first-aid and fire-fighting equipment easily during an emergency?	----	---
d. Do you know how to use the first-aid / fire-fighting equipment?	----	---
e. Do you know your fire escape route?	----	---
f. Are your escape routes unlocked and free from obstruction?	----	---
g. Do you know where are the exit staircases leading to?	----	---
h. Are you able to guide the occupants out of safety in a fire emergency?	----	---
i. Do you know where to assemble for a roll call after evacuating from your workplace?	----	---
j. Are you familiar with the fire evacuation procedures?	----	---

## CAPITASPRING – Standard Announcements

### Announcement Messages (PA Systems)

1	In the event of activation of the fire alarm in the building	<p>“Ladies and gentlemen, your attention, please</p> <p>The fire alarm has been activated in the building.</p> <p>We are investigating the situation.</p> <p>Please remain calm and standby for further instructions.”</p>	
2	In the event of a drill	<p>Ladies and gentlemen, your attention, please.</p> <p>There is an emergency situation in the building.</p> <p>Please evacuate the building using the nearest exit staircase and follow the instructions of the Fire Wardens.</p> <p>DO NOT use the lifts.</p>	
3	In the event of a false fire alarm	<p>“Ladies and gentlemen, your attention, please.</p> <p>We have investigated the situation and found it to be a false alarm.</p> <p>Thank you for your attention and cooperation.”</p>	
4	In the event that evacuation is not required (after emergency in the building is under control)	<p>“Ladies and gentlemen, your attention, please</p> <p>The emergency situation in the building has been brought under control.</p> <p>You may resume all normal activity.</p> <p>Thank you for your attention and cooperation.”</p>	
5	In the event of a (real) need to evacuate from the building	<p>Ladies and gentlemen, your attention, please.</p> <p>There is an emergency situation in the building.</p> <p><b>This is not a drill.</b></p> <p>Please evacuate the building using the nearest exit staircase and follow the instructions of the Fire Wardens.</p> <p>DO NOT use the lifts. <b>This is not a drill.</b></p>	
6	In the event where the exact fire location has been detected	<p>“Ladies and gentlemen, your attention, please</p> <p>A fire has occurred at ____.</p> <p>This is not a drill.</p> <p>Please evacuate the building using the nearest exit staircase and follow the instructions of the Fire Wardens, and proceed to the assembly area.</p> <p>DO NOT use the lifts. This is not a drill”</p>	
7	In the event that evacuation is not required because outside is not safe (terrorist attack is outside)	<p>“Ladies and gentlemen, your attention please.</p> <p>There is an emergency situation outside the building.</p> <p>Please remain in the building and follow the instructions of the Fire Wardens.</p> <p>Please remain calm and standby for further instructions.</p>	In this case, announcement to be made to notify occupants NOT to leave the building.



**CAPITASPRING / DDMMYYYY  
TENANT'S FLOOR REGISTER**

**TENANT/COMPANY:**

**UNIT NO.:**

**FIRE WARDEN:**

**ASSISTANT FIRE WARDEN:**

**TOTAL OCCUPANTS:**

S/No.	NAME OF EMPLOYEES	EVACUATION STATUS		
		PRESENT	ABSENT	MISSING
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
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