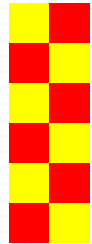




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Amendment to the Fire Safety Act pertaining to Emergency Preparedness (EP)

measures

&

Updates to FSMs

25 May 2021



Scope

- 01** Overview of amendment of Fire Safety Act (FSA) pertaining to Emergency Preparedness (EP) measures
- 02** Emergency Preparedness (EP) measures
- 03** Updates to FSMs



Amendment to the Fire Safety Act (FSA)

- With the enactment of the amended FSA and SLs on **14 September 2020**, categories of premises such as schools, religious premises, workers' dormitories etc will be required to implement Emergency Preparedness (EP) measures
- SCDF has issued notices to the affected premises regarding this amendment and the steps required to implement the EP measures



29 September 2020

Our Ref: EP/01/20

Dear Sir/Madam,

**[AMENDMENT TO THE FIRE SAFETY ACT]
EMERGENCY PREPAREDNESS REQUIREMENTS FOR DESIGNATED PREMISES**

The Fire Safety Act (FSA) sets out the laws related to fire safety, such as the regulatory requirements and the responsibilities of relevant parties, including industry professionals and building owners. Under the FSA, buildings with certain features are required to have in place Emergency Preparedness (EP) measures.¹ The EP measures serve to ensure a high level of readiness amongst building occupants to respond to fire outbreaks, and evacuate in the event of a fire emergency, thereby minimising potential casualties.

2 As part of the recent amendments to the FSA, which was brought into effect on 14 September 2020, we have expanded the categories of buildings required to put in place EP measures, to include those deemed to be of higher fire safety risk. Publicly-accessible buildings and industrial buildings that meet a minimum size or occupant load, and buildings used as hospitals, nursing homes, disability homes and schools will now be required to implement EP measures.

3 This letter serves to update you that under the revised FSA, your premises is required to have in place the following EP requirements:

- Fire Certificate (FC)
- Emergency Response Plan (ERP)
- Fire Safety Manager (FSM)

¹ The EP requirements include having a Fire Certificate (FC), maintaining an Emergency Response Plan (ERP), appointing a Fire Safety Manager (FSM) to manage overall fire safety, and maintaining a Company Emergency Response Team (CERT) as first responders.



Amendment to the Fire Safety Act (FSA)

- Importance of the amendments
 - ✓ The categories of buildings affected by the amendment are assessed to be of high fire safety risks such as having occupants with limited mobility and high density of occupants.
 - ✓ Categories of premises includes:
 - a. Religious premises
 - b. Training institutions e.g. schools
 - c. Healthcare institutions e.g. nursing homes
 - d. Warehouses
 - e. Data centres
 - f. Service centres
 - g. Workers' dormitories

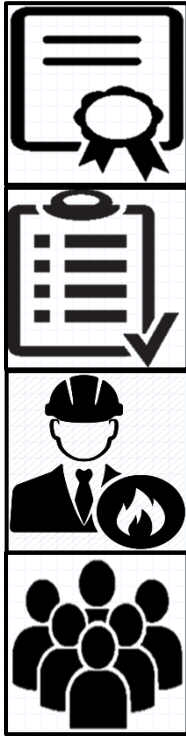


Amendment to the Fire Safety Act (FSA)

- These EP measures help to ensure a high level of readiness amongst building occupants to respond and evacuate in the event of a fire emergency, minimizing potential fatalities and casualties
- FSMs and building owners play a key role in ensuring that EP measures are maintained
- Newly affected premises are given a period of one year (till 13 September 2021) to implement the required EP measures



Emergency Preparedness (EP measures)



- **Fire Certificate (FC)**
 - ✓ Ensure maintenance of fire protection systems
- **Emergency Response Plan (ERP)**
 - ✓ Contingency plan for fire and related emergencies
- **Fire Safety Manager (FSM)**
 - ✓ Ensure compliance with fire safety requirements in ERP
 - ✓ Conduct regular checks to remove fire hazards
 - ✓ Conduct fire drills for occupants twice a year
- **Company Emergency Response Team (CERT)**
 - ✓ Assist owner/occupier to carry out duties in ERP
 - ✓ Conduct initial fire-fighting (incipient fire) before SCDF arrival
 - ✓ Provide assistance as may be required by SCDF



Emergency Preparedness (EP) measures – Fire Certificate

1. Fire Certificate (FC)

- The FC scheme ensures that fire protection systems are properly maintained at the premises
- A Professional Engineer (PE) checks and certifies that the fire protection systems of the building are in working condition
- Upon successful application and approval, SCDF will issue the premises with a Fire Certificate
- Renewal of FC has to be done on an annual basis



Emergency Preparedness (EP) measures – Emergency Response Plan

2. Emergency Response Plan

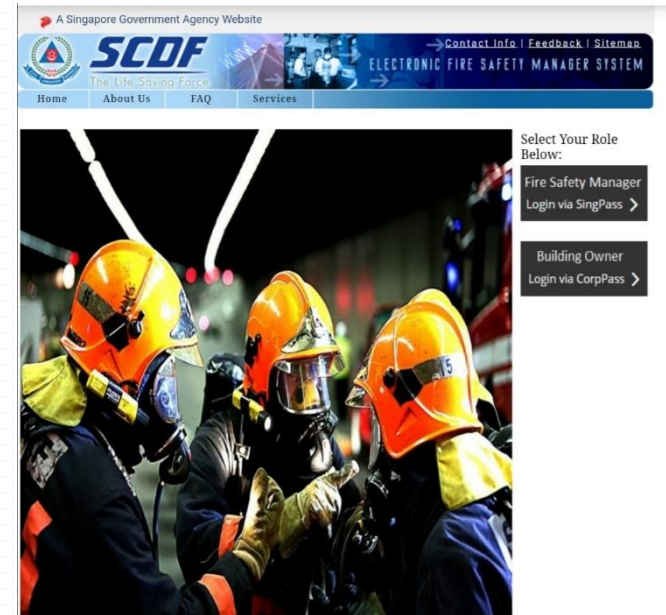
- A plan which contains information on the types of fire safety measures that are provided for in the premises
- The plan includes
 - ✓ Floor layout plans of the building
 - ✓ Actions to take in the event of fire and related emergencies and evacuation procedures for the premises
 - ✓ Arson Prevention Plan
- The plan has to be reviewed and updated at intervals of not more than 12 months
- The ERP should be placed at the Fire Command Centre or any suitable place that can be readily retrieved especially during a fire



Emergency Preparedness (EP) measures – Fire Safety Manager

3. Fire Safety Manager (FSM)

- FSMs, together with building owners form an integral component in ensuring that fire safety management of premises are addressed adequately
- FSMs' duties and responsibilities are governed by the Fire Safety (Fire Safety Manager) Regulations



Emergency Preparedness (EP) measures – Fire Safety Manager

General duties of Fire Safety Manager (Note: To refer to FSM Regulations for the full list of duties)

- Supervise the maintenance of all fire safety works in the premises
- Conduct daily checks and remove any fire hazards
- Conduct fire evacuation drills at least twice a year
- Supervise the operations of Fire Command Centre (FCC)
- Prepare Annual Fire Safety Report
- Ensure that all occupants are familiar with the means of escape located within the premises
- Train, coordinate and supervise the Company Emergency Response Team for the premises
- Notify SCDF immediately upon the occurrence of any fire incident in the premises



Emergency Preparedness (EP) measures – CERT

4. Company Emergency Response Team (CERT)

- CERTs are to mitigate and control an emergency during the initial stage of an incident, prior to SCDF's arrival
- They are a group of individuals at the premises who are trained and equipped with essential lifesaving skills such as basic fire fighting, first aid and CPR-AED



Site Main
Controller



Site Incident
Controller



Emergency Response
Team Members



Anybody can be a CERT member,
regardless of age or gender.

Summary

Multi-pronged approach towards fire safety

- Good fire safety practices need to be inculcated in building owners and occupants
- The introduction of EP measures to premises such as religious premises and workers' dormitories serves to:
 - ✓ Enhance fire safety standards in these premises
 - ✓ Increase fire safety awareness amongst occupants
- FSMs and building owners play a crucial role in ensuring a fire safe environment within the premises



Ensure Life Safety



Facilitate Property Protection



Facilitate Fire-fighting Operations

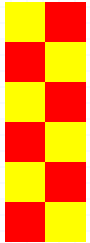




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Updates to FSMs



Updates to FSMs

- 01** Limited Fire Drill
- 02** Annual Fire Safety Report
- 03** Locking of exits at shopping malls
- 04** Installation of SafeEntry turnstiles



1. Limited Fire Drill

- Key objectives of Limited Fire Drill

1. Validate building's Emergency Response Plan (ERP)

To validate the building's ERP, taking into account the Safe Management Measures that have been implemented e.g. placement of removable barriers at exits



2. Ensure high level of readiness

To ensure a high level of readiness, especially amongst the Fire Safety Committee, during an emergency

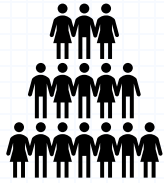


IMPORTANT!

Physical fire drills is **NOT** to be implemented now. Further announcement will be made for its implementation



Important components of Limited Fire Drill



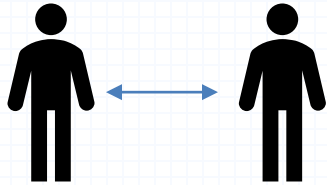
No. of participants capped at 50 pax (including FSM and Fire Safety Committee)

- In line with current national guidelines that allow workplaces to carry out work-related events within a cap of 50 persons



Train-as-operate approach

- Using a realistic scenario e.g. incipient rubbish bin fire that will only necessitate a partial evacuation of the building to limit the no. of pax involved



Compliance to prevailing SMMs

- To maintain 1-metre safe distance at Assembly Area; to wear facemask at all times; no inter-mingling between groups



As FSMs....what should I do?



Before

During

After

- **Conduct a Table-Top Exercise** with relevant personnel i.e. Fire Safety Committee to run through the process and discuss the necessary preparatory works
- **Prepare the appropriate alert & evacuation messages** to inform members of public to use the nearest exits by removing barriers
- **Preparation of Safe Management Measures** e.g. marking out 1-metre safe distancing at Assembly Area
- **Notice of Limited Fire Drill to building occupants** to provide prior notice and assurance that the Limited Fire Drill will be conducted in compliance with prevailing SMMs



As FSMs....what should I do?

Before

During

After

- Upon **activation of fire alarm**, FSMs are to initiate partial evacuation of the premises by announcing the appropriate alert and evacuation message
- Any **barriers placed at exit points should be removed** to facilitate evacuation
- At the Assembly Area, fire wardens and/or Safe Management Officers (“SMOs”) are to ensure that participants **adhere to SMMs**



As FSMs....what should I do?

Before

During

After

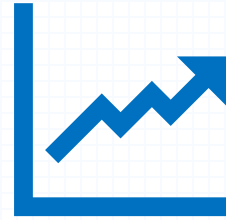


- FSMs are required to **disseminate a notice/memo** to the rest of the building occupants regarding **proper evacuation procedures during an emergency including the use of the nearest exits for evacuation**
- The conduct of one Limited Fire Drill will be clocked as **one Fire Drill for the year**



Important reminder

- In view of the recent spikes in community cases, the Limited Fire Drill should **NOT** be implemented
- SCDF will continue to monitor the COVID-19 situation and provide an update at an appropriate timing, in line with the national stance on COVID-19 measures
- Continue Table-Top Exercises (TTXs) to ensure relevant stakeholders remain ready and prepared for any emergency



2. Annual Fire Safety Report

- It is an important document that details the **various fire safety management measures** that **FSMs and building owners have implemented** in order to maintain fire safety
- Updated version of the report includes provision of Emergency Preparedness (EP) measures such as **validity of Fire Certificate**

ANNUAL FIRE SAFETY REPORT

Note:

- Fire Safety Managers (FSMs) and Building Owner are advised to periodically update and review the Annual Fire Safety Report. This report should include up-to-date information of fire safety within the premises and rectification measures taken to ensure a fire-safe environment.

1. BUILDING INFORMATION

Name of Building			
Address			
No. of storeys		Gross Floor Area (GFA)	
Occupant Load (OL)			

2. BUILDING OWNER

Name of Building Owner			
Contact No		Email address	

3. PROVISION OF EMERGENCY PREPAREDNESS (EP) MEASURES

1	Updated Emergency Response Plan (ERP)	Yes/No* *delete appropriately	Date of updated ERP:	
2	Validity of Fire Certificate (FC)	DD/MM/YY to DD/MM/YY Eg 15/06/20 to 14/06/21		
3	Name of appointed FSM			
	Contact No		Email address	



2. Annual Fire Safety Report

- Updated version of report can be found in SCDF website
- FSMs are required to complete the Annual Fire Safety Report (with building owners' acknowledgement) and extend a copy to SCDF via **SCDF_FSM@scdf.gov.sg**

ANNUAL FIRE SAFETY REPORT

Note:

1. Fire Safety Managers (FSMs) and Building Owner are advised to periodically update and review the Annual Fire Safety Report. This report should include up-to-date information of fire safety within the premises and rectification measures taken to ensure a fire-safe environment.

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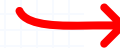
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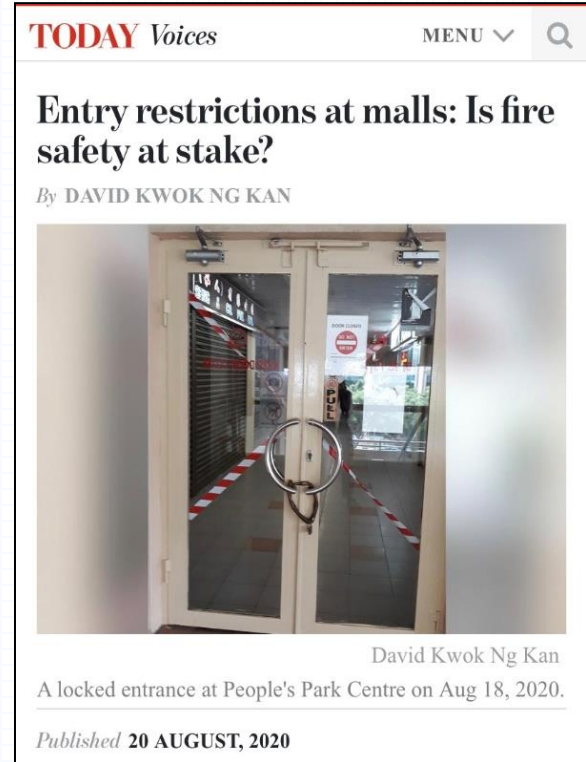
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		Eg 15/06/20 to 14/06/21	
3	Name of appointed FSM		
	Contact No	Email address	



3. Locking of exits at shopping malls

- As mall management abide by the COVID-19 safe management measures e.g. limiting number of entrances/exits, it must not be done at the expense of fire safety
- Buildings must still comply with fire safety requirements to enable quick and safe evacuation during a fire



Example of locked exits that impede evacuation

3. Locking of exits at shopping malls

- SCDF has sent out 4 notifications emails/memo to FSMs and building owners throughout 2020 to remind on the following fire safety management measures:
 - ✓ No locking or chaining up of exits
 - ✓ Placement of signage
 - ✓ Public Announcement message
- SCDF will continue to conduct enforcement checks in buildings to ensure compliance to these measures



4. Installation of SafeEntry turnstiles in premises

To track the movement of people in and out of a building, some premises have installed SafeEntry turnstiles

Why is it a concern?

- The installation of such turnstiles may cause an obstruction to occupants' escape especially along designated escape routes/exits



As FSMs, how does this affect me?

- The installation of such turnstiles will constitute as fire safety works under Section 24(1) of the Fire Safety Act
- Under Section 7(1)(b) of the FSM Regulations, FSMs are to “supervise the maintenance of all fire safety works in the premises.”



Example of Automated SafeEntry turnstile



4. Installation of SafeEntry turnstiles in premises

What should I do next?

- Should FSMs come across such installations in their premises or have plans to install such turnstiles, please advise building owners to engage a Qualified Person (QP) to prepare the plans of the fire safety works and submit to SCDF for approval
- Upon completion of the said works, building owners are to apply and obtain Fire Safety Certificate
- For further queries, please email your queries to SCDF_QP_Consultant@scdf.gov.sg



For any other feedback related to
FSM Matters, please email them to
SCDF_FSM@scdf.gov.sg



Thank you

