



# Effective Evacuation Procedures

# About YHC (Yishun Health Campus)

Yishun Health is a network of medical institutions and health facilities of the National Healthcare Group in the north of Singapore. It comprises Admiralty Medical Centre, Khoo Teck Puat Hospital and Yishun Community Hospital. It also includes extensions such as Wellness Kampung.

With innovation in our corporate DNA and an international award winning Global Workplace Healthcare programme for our staff, there are many valued opportunities for you to grow with us. Take up one of these roles to redefine care with us, the Yishun Health way!



Khoo Teck Puat Hospital



Yishun Community Hospital



The National Fire and Civil Emergency Preparedness Council (NFEC), with the support of the Singapore Civil Defence Force (SCDF), conducted a Mass Fire Evacuation Drill (MFED) at Yishun Health campus on 26 September 2018.



The annual Mass Fire Evacuation Drill (MFED) is a month-long campaign to promote fire safety and emergency preparedness in public premises. This is also the first time a hospital is practising in the MFED and it served as a good opportunity to highlight the importance of fire safety awareness in healthcare institutions.



At the closing ceremony, our Yishun Health team received Certificates of Participation from Mr. Alan Loh, Chairman of NFEC (3<sup>rd</sup> from Left), for our participation in the Mass Fire Evacuation Drill (MFED) 2018.

Mr Donald Wai, Director of Hospital Planning and Infrastructure, (2<sup>nd</sup> from Right), Yishun Health said, “Fire safety cannot be taken for granted”. Regular fire evacuation drills and simulation exercises will help strengthen Yishun Health’s operational readiness, and allow us to evaluate our safety competencies and identify areas to improve. We thank SCDF “for their strong, partnerships as we continue to equip our staff with the latest knowledge and skills to provide a safe environment for our patients to recover in”.

# Mass Fire Evacuation Drill in Yishun Health Campus 2018



The exercise involved more than 1,000 people involving of Yishun Health staff, Company Emergency Response Team (CERT) members and SCDF volunteers who helped with the evacuation. The drill also tested the response of emergency responders and the evacuation procedures for patients, staff and visitors.

# Action to be Taken in the Event of an Out break of Fire

The person who discovers the fire shall apply **R.A.C.E.**:

- **R**emove all persons in danger, especially those immediately threatened by fire or when patient is near to the fire.
- **A**ctivate the nearest manual break glass point and call Fire Command Centre and provide the following information:
  - Exact location of fire;
  - Extent of fire;
  - Type of fire
- **C**ontain the fire (e.g. fire extinguisher or hose reel).
- **E**vacuate if fire is out of control.

*\*If the fire is escalating and there's a risk to the responder, he/she will have to close the door to the fire to contain it and evacuate from the fire floor.\**

# Procedure in the Event of Fire

On hearing of first alarm:

- The fire warden shall check the fire alarm sub-panel and conduct a physical check to determine whether the alarm originates from his/her location.
- If the fire is not in own area, the fire warden shall ensure that ward/department stand by for further public announcement.
- If fire occur in own area, staff will execute (R.A.C.E.) and simultaneously fire warden shall immediately order evacuation.
- Once evacuation is declared, the affected storey would be evacuated immediately to the designate assembly area.
- Staff will guide visitors/vendors to evacuate
  - **DO NOT use the lifts.**
  - **DO NOT re-enter** the building unless instructed otherwise with (SCDF) officer in attendance.



# Procedure in the Event of Fire

## Site Main Controller (SMC) / Fire Safety Manager (FSM)

When the fire alarm bell is triggered, immediate actions are:-

- Both Singapore Civil Defence Force (SCDF) and Decam company have to be notified of fire.
- Proceed to the “Fire Command Centre” (FCC), ascertain the location of the fire from the main alarm panel and ensure that the (CERT) has been mobilised to respond to the alarm.
- Ensure the first alarm bell ring and public announcement has been made on all floors.
- Check that the Fire wardens have been deployed to the fire floor to investigate the cause of the alarm and report status.
- To have in possession a walkie talkie for transmission of instructions to Site Incident Controller (SIC).
- Standby in (FCC) to receive status report from the Fire Warden or Site Incident Controller (SIC) on the fire floor and assess the need to declare partial or total evacuation of the premises.

## Site Incident Controller (SIC)

When the fire alarm bell is triggered, immediate actions are:-

- Upon receiving the alarm signal, he shall immediately report to (FCC) to confirm the fire.
- If mitigation were to be carried out, proper PPE must be donned by (CERT) members beforehand.
- Advise facility personnel and (CERT) on any special procedures to follow.
- Assign CERT to carry out the duties and report site situation to (SMC).
- If the fire is under control, carry out investigation into cause of fire.
- If the fire is out of control, size up incident situation and direct rescue operations if necessary.
- To ensure the evacuation procedure is being carried out accordingly.
- Report the condition of the fire and number of persons trapped inside the fire area, if any, to the (SCDF) officer upon their arrival at the fire floor.
- Accountable for the (CERT) members safety at on-site.

# Company Emergency Response Team (CERT)

- On hearing the first stage alarm:
  - (CERT) will report to (FCC) to ascertain the location of the fire from the main alarm panel.
  - Once fire is declared, CERT members don up full Personal Protective Equipment (PPE), bring fire extinguisher and spare walkie-talkie to fire warden at fire scene.
  - CERT to handle the fire fighting (prevent fire from escalate to other area) and mitigate the fire until SCDF arrive.
  - Assist affected ward(s) in rescue and evacuation.
- In the event of a fire, attempt to extinguish or control the fire without taking personal risk before the arrival of (SCDF).

# Evacuation

- The term evacuation is applied to the movement of patients and staff in a fire emergency.
- This does not necessarily mean the emptying of the building.
- Adequately, it meant the removal of patients and staff from an area endangered by the fire to an area of refuge.
- It may mean moving them to a temporary area of safety until removal from the building is accomplished if necessary.
- The Site Main Controller is authorised to issue orders to the degree of evacuation that is necessary until the arrival of the SCDF/SPF who will then assume full control of fire related responsibilities.

## Procedure in Case of Evacuation (Unique to hospital setting conducting phased evacuation)

- Upon confirmation of a fire situation, the evacuation announcement shall be made via the public address (PA) system.
- The second continuous fire alarm will ring on all floors for total evacuation or on the affected zone (particular affected tower) for partial evacuation.
- The area to be evacuated shall be determined depending on the location of fire.
- Evacuation may also be partial involving moving from one floor to another or, one lateral section or wing to another.
- The evacuation announcement shall be made on the relevant floor(s) to notify the respective ward in such circumstances.
- The rest of the floors will be evacuated in subsequent phases, depending on the situation.
- If horizontal evacuation is not possible, then vertical evacuation shall be activated.

## Critical Care Patient Units

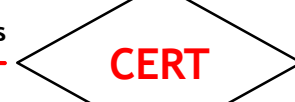
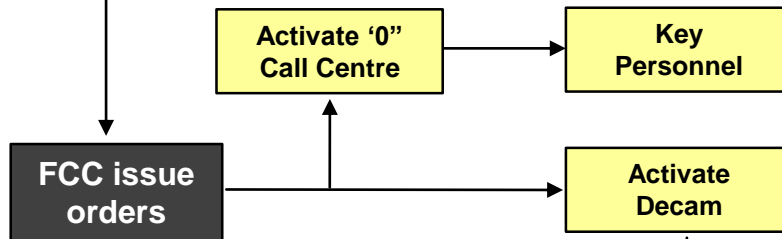
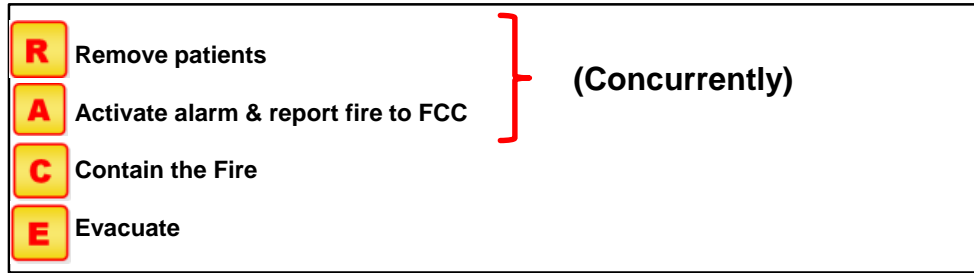
Categorize as specialized care of patients whose conditions are life threatening and who require comprehensive care and constant monitoring as follows:

- Intensive Care Unit
- Medical Operating Theater
- Day Surgery Centre
- Endoscopy

## Shutting of Oxygen Supply at Critical Care Patient Units During Fire Emergency

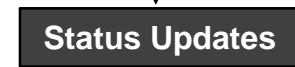
- If the fire involves equipment connected to an oxygen station outlet, the zone valve supplying that station should be closed.
- All patients receiving oxygen through the same zone valve should be supplied with individual oxygen cylinders.
- In the case of the fire involving apparatus supplied by a cylinder of oxygen, the cylinder valve should be closed, if possible, without personal injury.

# Triggers for Evacuation during a Fire Incident



5 mins

13 mins



**Decision Makers**  
(No. 1 Being the most senior)

1. SCDF (Incident Manager)
2. Yishun Health CEO (e.g. CEO/COO)
3. Site Main Controller (SMC)
4. Site Incident Controller (SIC)
5. Nursing Officer/ Most Senior Staff On Duty

\*In the absence of the Incident Manager and Yishun Health Senior leaders, the most senior staff in the affected area will assume overall command until the next line of command arrives

**Remarks**  
Upon incident confirmation, the following parties response time are as follows:

1. CERT: 5 mins
2. SCDF: 13 mins

- Fire Command Centre (FCC)
- Singapore Civil Defence Force (SCDF)
- Company Emergency Response Team (CERT)

# Fire Safety - Joint Evacuation Night Drills with SCDF on 19/10/2018



SCDF and CERT members were setting up the dry riser hoses.



SCDF and CERT members rescued the (dummy) patient.



SCDF members carrying the (dummy) patient on a stretcher.



SCDF updated the master movement chart .



# Hospital Fire Safety Programme

## Fire Safety E-Quiz

It is important for all of us to familiarise ourselves with fire prevention and safety tips. Take the quiz today!



Joint Fire Drill Exercise With SCDF



DARTS Lift Entrapment Drill



Regular Inspection



Accredited Training Organisations through engagement with the Community Emergency Preparedness Programme



# Fire Safety - Other Control Measures

- ▶ Avoid using hand-held and/or open flammable items such as matches, lighters, aroma candles and candle lights. Sale of lighters are not permitted in Yishun Health retail outlets.
- ▶ Charging of battery-operated or electrically powered devices are allowed only at work area in staff's presence, or in the presence of other staff.
- ▶ No charging of Personal Mobility Aid (PMA) in the wards. Charging, if required, should be carried out away from main building. Avoid admitting patients with PMA .
- ▶ Regular briefings to update fire wardens on their roles and responsibilities.
- ▶ Fire Wardens will conduct monthly checks of the following in their areas:
  - Electrical equipment
  - Fire fighting equipment
  - Fire escape routes
  - Flammable materials
  - Exit/Fire doors
  - Oxygen gas cylinders



# Conclusion

- A workplace fire may be an experience you don't want to have. In addition to possible injuries and loss of lives, the outbreak of a fire can lead to job losses. Rebuilding a workplace after a fire is very expensive and many companies can't afford to do it. Don't let a fire threaten you, your co-workers and your job. Work safely to prevent fires, and know what to do if one occurs.



**Thank You**

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is plain white.