

2014

GENERAL GUIDELINES FOR EMERGENCY RESPONSE PLAN

For (Company's Name) at (Company's Address)

This emergency response plan is developed by (Company's Name) and is to be handed over to SCDF responders in times of emergencies

(Name of Author)
(Appointment)
(Date of Issue)



SINGAPORE CIVIL DEFENCE FORCE



GUIDELINES FOR EMERGENCY RESPONSE PLAN (ERP)

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TABLE OF RECORDS OF EMERGENCY EXERCISES CONDUCTED

S/N	Date of Exercise	Name and Appointment of Conducting Personnel	Signature of Conducting Personnel	Comments
01	01012014	Mr Tan Tee Siong		

Note:

Emergency Exercise shall be conducted at least once a year to validate this emergency response plan.

EMERGENCY RESPONSE PLAN

1 AIM

The aim of this emergency response plan is to detail the various measures and operational actions that need to be undertaken by the company in the event of any fire or other emergencies such as Hazmat that occur within the installation in order to minimize injury to personnel and damage to property.

2 SITUATION

This section contains the company's background information which includes its nature of business, location, neighbours and its inherent risks and hazards.

2.1 INTRODUCTION

To state the ownership and management of the installation. Give a write-up of the **nature of business, products and methods** of the installation's activities and the other various companies involved (if any) in the operation such as supplying raw material, etc.

Eg: ABC's plant is owned and managed by XYZ company

(Multi National Company – consist of UK, US and Dutch).

The main business of the plant is to produce chlorine gas for supplying to consumers all over the island of Singapore.

MNE company (local company) supplied all the raw materials.

2.2 AREA OF OPERATIONS

2.2.1 LOCATION OF PREMISES AND ITS MAIN ACCESS ROAD

To state the address of the installation and list all the possible entrances to the installation from the main access roads. Indicate the entrances on the site plan (to be inserted as **Annex A**). Surrounding lands should be included in the site plan.

Eg: ABC Pte Ltd located at No: 12 Ubi Ave 4. The main access to ABC Pte Ltd is from Ubi Ave 4.

2.2.2 GENERAL DESCRIPTION OF THE SURROUNDINGS AND NEIGHBORING PREMISES

To identify, describe and provide the contact numbers of the neighboring occupancies surrounding the installation.

The surrounding and neighbouring companies are as follow:

- a) Ubi One - Industrial Building*
- b) Toppan - Printing Company*

2.2.3 LAYOUT OF PREMISES

To provide a brief description of the layout of the site (such as the location of the admin block, process plants, tank farm, storage warehouse, etc) with the aid of a schematic layout plan (to be inserted as **Annex B**).

To describe the location, quantity stored and the storage conditions of petroleum, flammable materials (P&FM) and hazardous materials (Hazmat) at site (to be inserted as **Annex C**). Location(s) of the the P&FM and Hazmat must be indicated clearly on the layout plan(s).

To provide a summary table of the processes, operations and other activities such as hot works carried out within the process areas. State the duration of each of the processes and operations (24 hours daily or only normal office works, etc)

Note:

The Safety Data Sheet (SDS) of the hazardous materials used / stored at the premises need not be included in this ERP. However company must ensure that the SDS be located in an easily accessible area and that they must be handed to the SCDF responders in times of emergencies.

2.3 SPECIAL HAZARD AND RISK ASSESSMENT

To state the main hazards (flammable, toxic chemicals, hazardous agents etc) and the Safety / Emergency Control Measures which are in place to handle the hazards.

(to be inserted as **Annex D** as Premises Emergency Data)

Eg. Releases from XXXX Handling

(1) Hazards

The two principal potential hazards following a release of XXXXX are evaporation of the volatile liquid leading to the formation of a flammable vapour cloud in the atmosphere, and radiation from an ignited pool fire. Ignition of the cloud might also lead to a vapour cloud explosion.

If XXXXX were spilled onto open, flat ground, it would spread out to form a shallow pool. If the releases were not stopped, the pool would continue to spread until it reached an equilibrium size where the spill rate was equal to the

evaporation rate (for unignited releases) or burning rate (for ignited releases)

(2) Emergency / Mitigation Measures

XXXXX vapour is 1.5 times heavier than air at room temperature and the vapour produced as XXXXX vaporises from the liquid at its normal boiling point is even heavier. Therefore, it will tend to spread along the ground assisted by the visible fog of condensed water vapour created. Ignitable mixtures extend beyond the visible area. Such escape can be controlled by water spray. Water should be applied to fire-exposed tanks and cool surrounding risks. Eliminate all sources of ignition if possible and the flow of gas should be stopped.

(3) Safety Control Measures:

- a. XXXXX gas leak detectors installed to detect gas leaks.*
- b. Automatic water spray system with heat detectors installed to activate and drench the tanks when the temperature is high.*
- c. Daily monitoring by shift personnel for leakage*

3 EXECUTION

This section highlights all main credible scenarios (such as fire or Hazmat incident) and the necessary actions to be taken by the company during emergency.

3.1 CONCEPT OF OPERATIONS

The emergency operation to be conducted in phases is as follows:

Phase	Actions
I	To notify SCDF and SPF immediately for all emergency, fire or mass casualty (10 or more casualties) incidents. To notify other related agencies (NEA, MOM, etc) and surrounding companies if necessary.

II	a	Company personnel to conduct evacuation operations.
	b	Company personnel to initiate emergency actions to mitigate or contain the emergency and coordinate with SCDF personnel upon SCDF's arrival.
III		To clean up / decontaminate and resume normal operations.

Note:

Phase II (a) and (b) should be conducted simultaneously or as directed by the Site Main Controller / Site Incident Controller or Fire Safety Manager.

3.2 EMERGENCY ACTIONS TO BE TAKEN

3.2.1 (PHASE I) PROCEDURE TO NOTIFY SCDF, SPF. TO NOTIFY OTHER RELATED AGENCIES AND SURROUNDING COMPANIES

To describe the Standard Operating Procedures (SOP) adopted to notify SCDF and SPF in the event of an emergency (**includes incidents such as fire / non-fire & mass casualties**) discovered during and after office hours.

Eg: During office hour, any occurrence of incident resulting in an emergency alarm, the shift supervisor on duty will activate in house emergency response procedure. The site incident controller (SIC) / FSM will be notified and he will inform SCDF Control Room by telephone after initial assessment of the situation. The SIC / FSM will be the liaison officer with SCDF ground commander. He will provide information and necessary assistance to SCDF ground commander. He will provide information and necessary assistance to SCDF ground

commander.

To describe the notification procedures to related agencies (E.g. NEA, MOM, etc) and surrounding companies depending on the nature of the emergency.

To provide the contact numbers of the neighbouring companies within a given radius (depending on risk and inventory type), whereby in the event of any incident with probability of escalation beyond the boundaries of the installation, the company will have to inform its neighbours.

State the working population during operations hours including Sunday and Public Holidays.

3.2.2 (PHASE II a) PROCEDURE FOR EMERGENCY EVACUATION

To describe the Emergency Evacuation Plan and the signal/message to occupants to proceed for evacuation from the premises.

To indicate clearly the locations of all control points (CERT Reporting Point, Evacuation Assembly Area, First Aid Point, etc). On the layout plan, explain the purpose of each control point. To also indicate also the evacuation routes on the layout map.

To identify and describe the tasks of key appointment holders for evacuation (CERT members, FSM, fire wardens, security personnel, etc) and describe the communication protocols to update any unaccounted personnel.

To consider and include measures devised to facilitate the evacuation of Persons with Disability (PWDs) in the premises.

3.2.3 (PHASE II b) EMERGENCY ACTIONS TO MITIGATE OR CONTAIN THE EMERGENCY

3.2.3.1 Emergency Shutdown Procedure

To describe briefly the emergency shutdown procedures for various process and equipment (such as the gas leakage, loss of containment storage tank etc) during an emergency.

To describe briefly the estimated duration for the whole emergency shutdown procedures to be completed during an emergency.

3.2.3.2 Fire Fighting, Hazmat Monitoring, Containment and Rescue Procedures

To describe the fire fighting, hazmat containment and monitoring (from spill, leak, vapour release, etc), rescue and any other procedures which will be carried out to mitigate the incident.

To tabulate the information (Type, quantity, general function/purpose and location) of the portable/deployable fire fighting, hazmat containment/monitoring and rescue equipment (e.g. fire hoses, fire nozzles, fire engine, foam concentrate, spillage kit, portable gas detectors, harness, ropes, etc) and fixed fire safety provision (e.g. fire hydrant, fixed monitor, etc) that are available in the installation.

3.2.3.3 Procedure to Implement In-Place Protection (IPP)

The signal for IPP will be broadcast over radio or TV after the sounding of important message signal through the Public Warning System. The authorities may also conduct a door-to-door notification.

To describe, upon receiving advice from the authorities to initiate IPP, the communication means to signal to occupants to proceed with IPP.

To identify on floor plans, rooms allocated for IPP and the equipment available in the rooms set aside for IPP. Describe the roles of the coordinators and fire wardens to assist in setting up of IPP.

To highlight the mechanical ventilation systems that needs to be isolated in the event of implementing IPP.

Refer to guidelines:-

http://www.scdf.gov.sg/content/scdf_internet/en/community-and-volunteers/community-preparedness/community-programmes/cd-emergency-handbook.html

3.2.4 (PHASE III) TO CLEAN UP / DECONTAMINATE AND RESUME NORMAL OPERATIONS.

3.2.4.1 Clean up Operations

To describe the clean-up procedures that will be carried out by the company at the recovery stage.

To provide the information (Name, Address, Contact Person and number, type of the clean up actions to be taken) if external clean-up contractors are employed.

3.2.4.2 Other Emergency Plans

To describe any other premises-specific emergency measures such as Arson Prevention Plan and etc. (**Annex E**)

To describe the Standard Operating Procedures (SOP) adopted and the tasks of key appointment holders in the event of an emergency.

3.3 GROUPING AND TASKS

To state the role and responsibilities of various groups for example, the Site Main Controller (SMC), Site Incident Controller (SIC), Company Emergency Response Team (CERT) members, Fire Safety Manager (FSM), Fire Wardens and Security Personnel, etc. (To be inserted in **Annex F**) and their respective Grouping & Tasks (To be inserted in **Annex G**)

3.4 KEY PERSONNEL EMERGENCY CONTACT NUMBERS

To include the contact numbers of Key appointment holders (eg, CERT personnel) during office and after office hours. Individual hand phone or home contact number should be listed to ensure the key personnel can be contactable at all time.

4 SERVICE SUPPORT

This section describes the facilities and equipment that are available to assist the company in mitigating an emergency.

4.1 FIXED INSTALLATIONS

4.1.1 FIRE / HAZMAT PROTECTION FACILITIES

4.1.1.1 Detection System

To give a description of the fixed detection

system such as smoke, fire fighting monitoring and gas detection, leakage detection system, etc available at the installation. Indicate the location of detection system on the layout plan.

4.1.1.2 Extinguishment System

To give a description of the fixed extinguishing systems (such as sprinkler system, drencher system, hydrant, carbon dioxide and foam system) available at the installation. Indicate the location and quantities (if any) of the various extinguishment system on the layout plan.

4.1.2 SAFETY AND FIRST AID EQUIPMENT

To tabulate the information (type, purpose, quantity and location) of the safety and first aid equipment such as breathing apparatus, resuscitators, stretcher, first aid box, etc.

4.1.3 OTHER PROTECTION AND GENERAL EQUIPMENT

To tabulate information (name, quantity and location) of any other protection and general equipment used in the installation.

5 COMMAND AND SIGNAL

This section describes the command and communication structure of the company during an emergency.

5.1 COMMAND STRUCTURE

5.1.1 INCIDENT ORGANISATION CHART

To show the incident organisation chart. Describe the roles and responsibilities of the key personnel in the incident organisation chart.

To provide enhanced incident organisation chart should the incident / situation escalate.

To provide CERT Structure (**Annex H**)

5.1.2 LOCATION AND COMPONENT OF COMMAND CENTRE

To indicate the location of the command centre on the layout plan.

6 PLAN REVIEW & MAINTENANCE

This section details the plan review process. The plan review is to be conducted on an annual basis.

6.1 COMMUNICATION OF PLAN

To describe how the employees and various stakeholders within the premise are made aware of various parts of this plan that they are involved in.

6.2 TABLE TOP EXERCISE

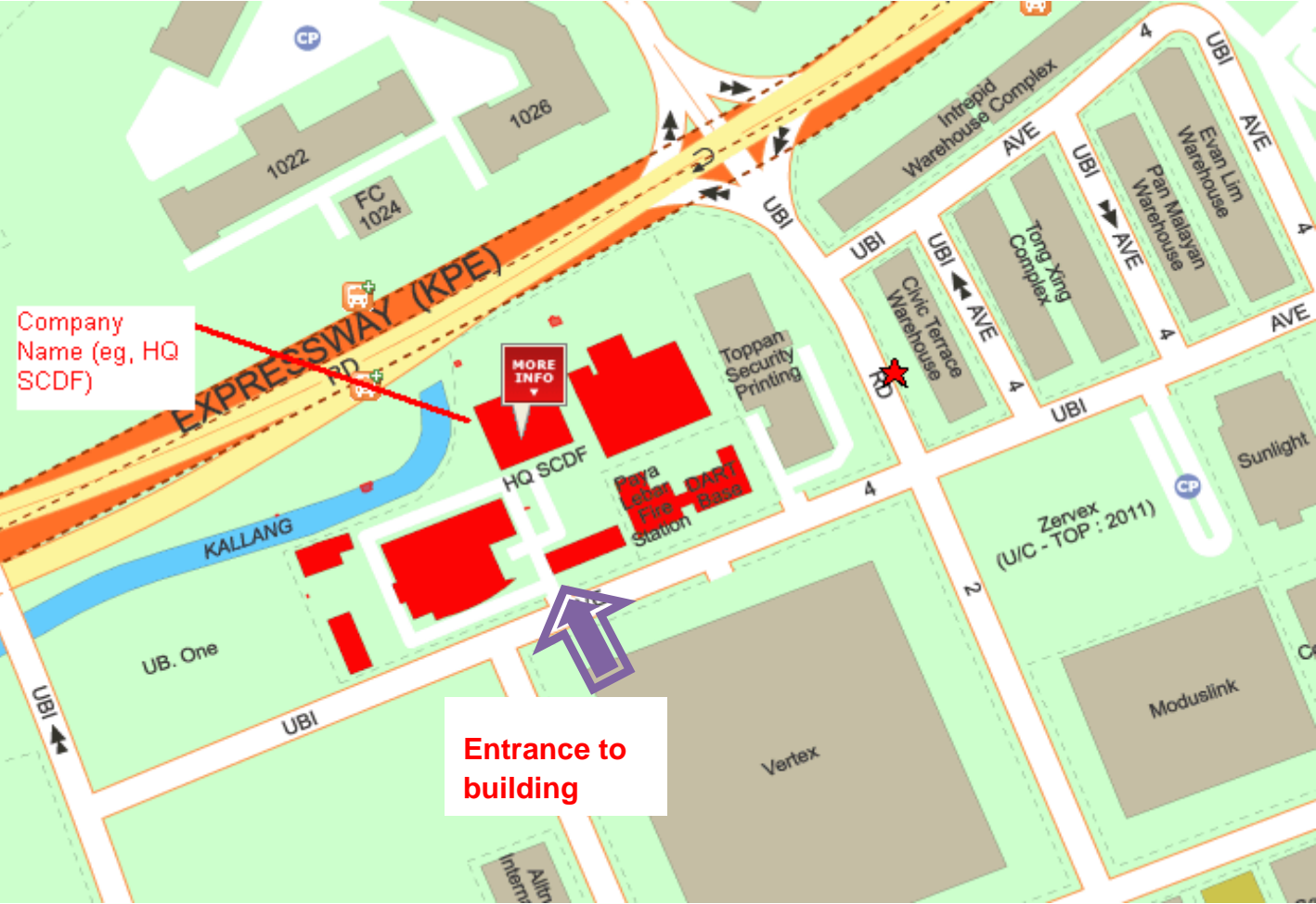
To tabulate key findings from the conduct of table top exercise for future reference and improvement.

6.3 CONDUCT OF EMERGENCY DRILL

To tabulate key findings from the conduct of yearly emergency drill for future reference and improvement.

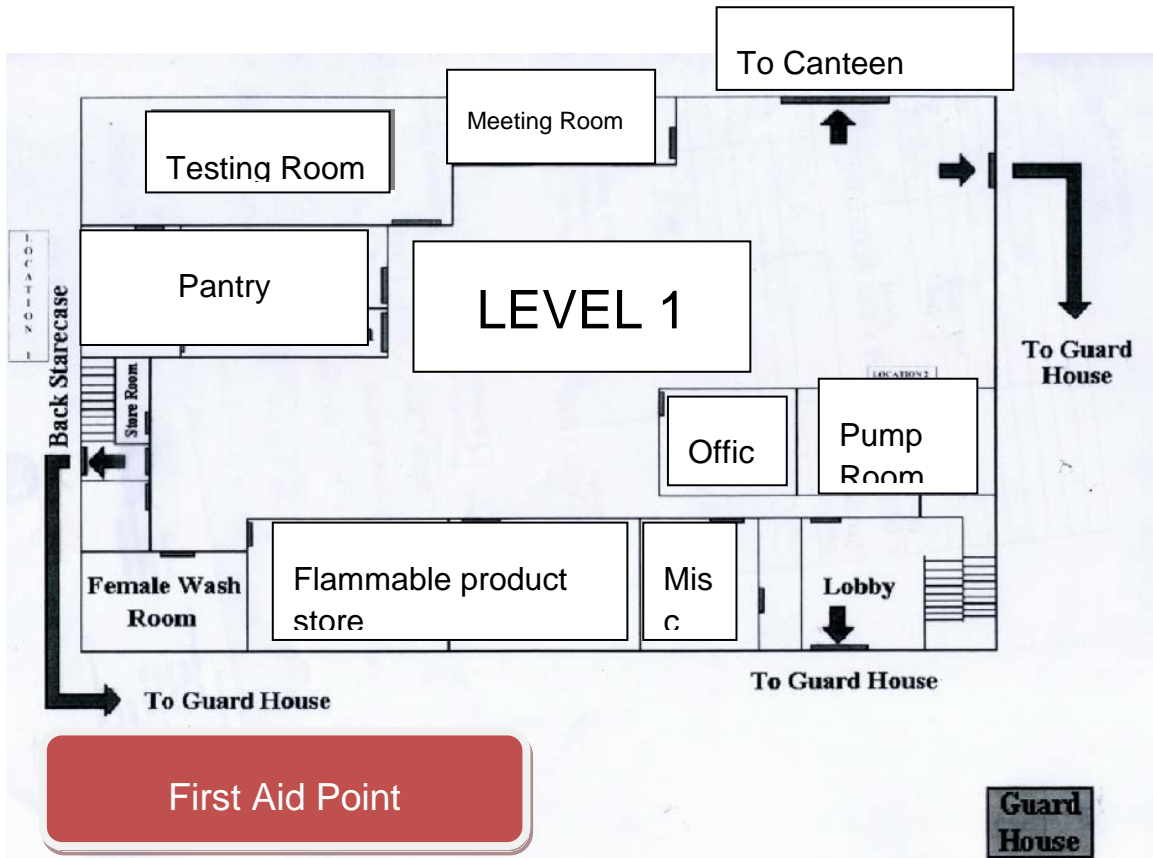
6.4 REVIEW OF HAZARD RISK ASSESSMENT

To tabulate key findings from the regular review of Hazard / Risk assessment for future reference and improvement. Gaps in the current plan should be identified and addressed.



COMPANY SITE PLAN

ANNEX B



COMPANY LAYOUT PLAN

- Emergency Assembly Area
- PUB Hydrant
- Rising main
- Fire Lift
- Fire escape staircase

Inventory of Petroleum & Flammable Materials (P&FM) / Hazardous Substances

Type of P& FM / Hazardous Chemicals & Agents	UN Class / Globally Harmonised System	Physical Form	Location Stored	Unit Capacity of Packaging / Container (Metric Tonnes / Kg)	Total No. of Packaging / Container	Maximum Qty Stored On-site (Metric Tonnes / Kg)
Eg: Diesel	1202	Liquid	Beside guard house	5000 MT (Ltrs)	2 Units	10000 MT (Ltrs)

PREMISES EMERGENCY DATA

Reference No: _____

Name of Premises: _____

Address of Premises: _____ (S) _____

Date of Last Survey: _____ Conducted By: _____

1. THREAT ASSESSMENT

HRI Class: HFLP ISP TICP FMP BAP RAP Non-HRI

Risks present: Sensitive Installations Flammable Materials TICs

Biological Agents Radiological Agents (Tick where applicable)

Abbreviations:

- 1. HFLP = High Fire Load Premises
- 2. ISP = Important & Sensitive Premises
- 3. TICP = Toxic Industrial Chemical Premises
- 4. FMP = Flammable material Premises
- 5. BAP = Biological Agent Premises
- 6. RAP = Radiological Agent Premises
- 7. TIC = Toxic Industrial Chemical

2. OCCUPANCY LOAD

Location (eg. Blk 1, Main Building etc)	Peak Hrs (eg. 0800hrs-1700hrs)	No. of Occupants (Peak Hrs)	Non-Peak Hrs (eg. 1700hrs-0800hrs)	No. of Occupants (Non-Peak Hrs)
Total Premises Occupancy				

3. OCCUPANCY USAGE & KEY ACTIVITIES

Block / Tower	Level	Usage & Key Activities

4. KEY PERSONNEL CONTACT DIRECTORY

Name	Designation	Emergency Appointment	Tel No. (Day)	Tel No. (Night)	H/P No.

5. IN-HOUSE ERT RESOURCES

S/No	Manpower	Capabilities

S/No	Equipment	Quantity

S/No	Appliances	Capabilities

6. FIRE RISKS

Location	Description	Contents & Quantity	UN No. & Hazchem Code	Key Protection Systems

7. FIRE PROTECTION SYSTEMS

A FIRE COMMAND CENTRE

Location	PA/Intercom System	Main Alarm Panel in FCC

B FIRE ALARM SYSTEM

S/No.	Locations of Main Alarm Panel	Locations of Sub-Alarm Panels

C EMERGENCY RESPONSE PLAN (ERP)

S/No.	Location of ERP	Assembly Area	No. of Fire Wardens

D FIRE SUPPRESSION SYSTEMS

S/No	Detector Type	Availability	Location
1	Sprinkler	Yes / No	
2	CO / Halon / Fm200 System	Yes / No	
3	Pump Room	Yes / No	
4	Water Tank	Yes / No	
5	Other systems	Yes / No	

E RISING MAINS

Dry Risers			
S/No	Location of Inlet	Inlet No.	Floor Served
1			
2			
3			
Wet Risers			
1			

F FIRE LIFTS / STAIRCASES

S/No	Lift No.	Staircase No.	Location	Floor served
1				
2				
3				
4				
5				

G OTHER LIFTS / STAIRCASES

S/No	Lift No.	Staircase No.	Location	Floor served
1				
2				
3				
4				

8. TIC RISKS – STATE NA IF NOT APPLICABLE

Location	Description	Contents & Quantity	Protection System

9. MITIGATION & CONTAINMENT SYSTEMS – STATE NA IF NOT APPLICABLE

S/No	Mitigation & Containment System	Location	Remarks

10. BIOLOGICAL AGENTS – STATE NA IF NOT APPLICABLE

Location	Description	Contents & Quantity	Protection System

11. BIOLOGICAL PROTECTION SYSTEMS – STATE NA IF NOT APPLICABLE

S/No	Biological Protection	Location	Remarks

12. RADIOACTIVE AGENTS – STATE NA IF NOT APPLICABLE

S/No	Radiological Protection	Location	Remarks

13. RADIOLOGICAL PROTECTION SYSTEMS – STATE NA IF NOT APPLICABLE

Location	Description	Half-Life	Protection System

14. SENSITIVE INSTALLATIONS – STATE NA IF NOT APPLICABLE

Location	Description	Occupancy	Usage

15. ADJACENT BUILDINGS / INSTALLATIONS

Name of Installation	Risk Type	PED Reference No.
	<input type="checkbox"/> Sensitive Installations <input type="checkbox"/> Flammable Materials <input type="checkbox"/> TIC <input type="checkbox"/> BA <input type="checkbox"/> RA	

**FOR INSERTION OF OTHER PREMISES-SPECIFIC EMERGENCY PLANS
AND STANDARD OPERATING PROCEDURES**

E.g.

1) ARSON PREVENTION PLAN*

An Arson Prevention Plan should include information such as: Arson Risk Assessment, Fire Safety Management Procedures, Risk Reduction Measures, Implementation Plan and etc.

* Refer to guidelines:-

http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/emergency-response-plan1.html

ROLES AND RESPONSIBILITIES OF CERT

SITE MAIN CONTROLLER (SMC)

The SMC shall be a senior member of the installation management. He / She is the person who is the overall in-charge of the emergency response operations in the installation and liaises with senior officials of government agencies such as SCDF, SPF, NEA, etc. Under circumstances whereby the SMC is unable to leave the plant, he/she may appoint another suitable representative to link up with the Incident Manager at TACT HQ.

THE KEY RESPONSIBILITIES OF THE SMC INCLUDES:

- (a) Coordinate the activities of external emergency organizations and work closely with the Incident Manager at TACT HQ during consequence management;
- (b) Provide TACT HQ with the following information:
 - i) Site Layout Map;
 - ii) Building plan;
 - iii) Company Emergency Response Plan;
 - iv) Company's hazmat inventory and location of hazmat inventory;
 - v) Overall workers population;
 - vi) Incident resources available at site;
- (c) Provide the Incident Manager with the necessary information and decisions to any actions that concerns the company SOPs and policies;
- (d) Authorize the shutdown of operations in the installation;
- (e) Authorize the release of information to the media and government agencies; and
- (f) Assist the Incident Manager in determining the termination of the emergency and authorizing re-entry upon complete recovery.

SITE INCIDENT CONTROLLER (SIC)

The SIC shall be a senior member of the installation supervisory staff. He / She is the overall in-charge of the actual ground response operations. The SIC is to provide assistance and information to SCDF ground commander during operation.

THE KEY RESPONSIBILITIES OF SIC INCLUDES:

- (a) Establishing the on-site Emergency Response Team;
- (b) Sizing up incident situation and recommending response strategy and tactical plan;
- (c) Determining incident control zones;
- (d) Setting up field incident command post;
- (e) Commanding and directing emergency response team;
- (f) Ensuring emergency responders safety and monitor personnel fatigue and stress;
- (g) Deploying emergency equipment and appliances;
- (h) Directing rescue operations if necessary;
- (i) Maintaining constant communication with SMC and the emergency responders;
- (j) Working closely with SCDF ground officer;
- (k) Ensuring proper decontamination of the equipment and responders; and
- (l) Coordinating recovery activities.

RESPONSE TEAM (RT)

The RT consists of personnel trained in basic emergency response actions such as fire fighting, HazMat mitigation and other supporting activities such as security, evacuation, first aid etc.

THE KEY RESPONSIBILITIES OF RT INCLUDES:

- (a) Conduct basic emergency response actions such as fire fighting and HazMat mitigation under the command of SIC;
- (b) Assists in emergency notification of neighboring premises and conduct public protective actions under the command of SIC;
- (c) Accounting for personnel inside and outside of the hazard risk zone under the command of SIC / SMC and assist SIC / SMC to ensure on the smooth and orderly evacuation of all company's employees by guiding them to designated Evacuees Assembly Area (EAA);
- (d) Implementing In-Place protection (IPP) within the workplace under the command of SIC;
- (e) First Aid personnel should perform basic first aid on any casualty;
- (f) Security wardens should secure the company's premises and facilitate rapid movement of SCDF responders upon their arrival.

OTHER APPOINTMENT HOLDERS**FIRE SAFETY MANGER (FSM) / ASSISTANT FIRE SAFETY MANGER****THE KEY RESPONSIBILITIES OF FSM / ASSISTANT FSM INCLUDES:**

- (a) Ensure at all times that fire safety requirements contained in the Emergency Response Plan are complied with;
- (b) Supervise the maintenance of all fire safety works in the premises;
- (c) Ensure at all times that the occupant load of any part of any building does not exceed the capacity prescribed under the Fire Code;
- (d) Conduct daily checks within the premises and remove or cause to be removed any fire hazard that is found within the premises;
- (e) Prepare an Emergency Response Plan for the premises and conduct fire drills for the occupants annually as may be stipulated FIRE SAFETY (FIRE SAFETY MANAGERS) REGULATIONS;
- (f) Ensure that all occupants are familiar with the means of escape located within the premises;
- (g) Prepare fire safety guidebooks for the occupants of the premises;
- (h) Train the occupants in the premises in first aid, fire fighting and evacuation in the event of fire;
- (i) Co-ordinate and supervise the occupants within the premises in fire fighting and in evacuation in the event of fire or other emergencies;
- (j) Supervise the operation of the Fire Command Centre in the event of fire or other emergencies;
- (k) Conduct at least 2 Table-Top Exercises within the premises each year and to evaluate, together with the Fire Safety Committee, the effectiveness of the Emergency Response Plan for the premises;
- (l) Notify the SCDF immediately upon the occurrence of any fire or other emergencies and fire related mass casualty incident in the premises.

FIRE WARDENS / ASSISTANT FIRE WARDENS**THE KEY RESPONSIBILITIES OF FIRE WARDENS / ASSISTANT FIRE WARDENS INCLUDES:**

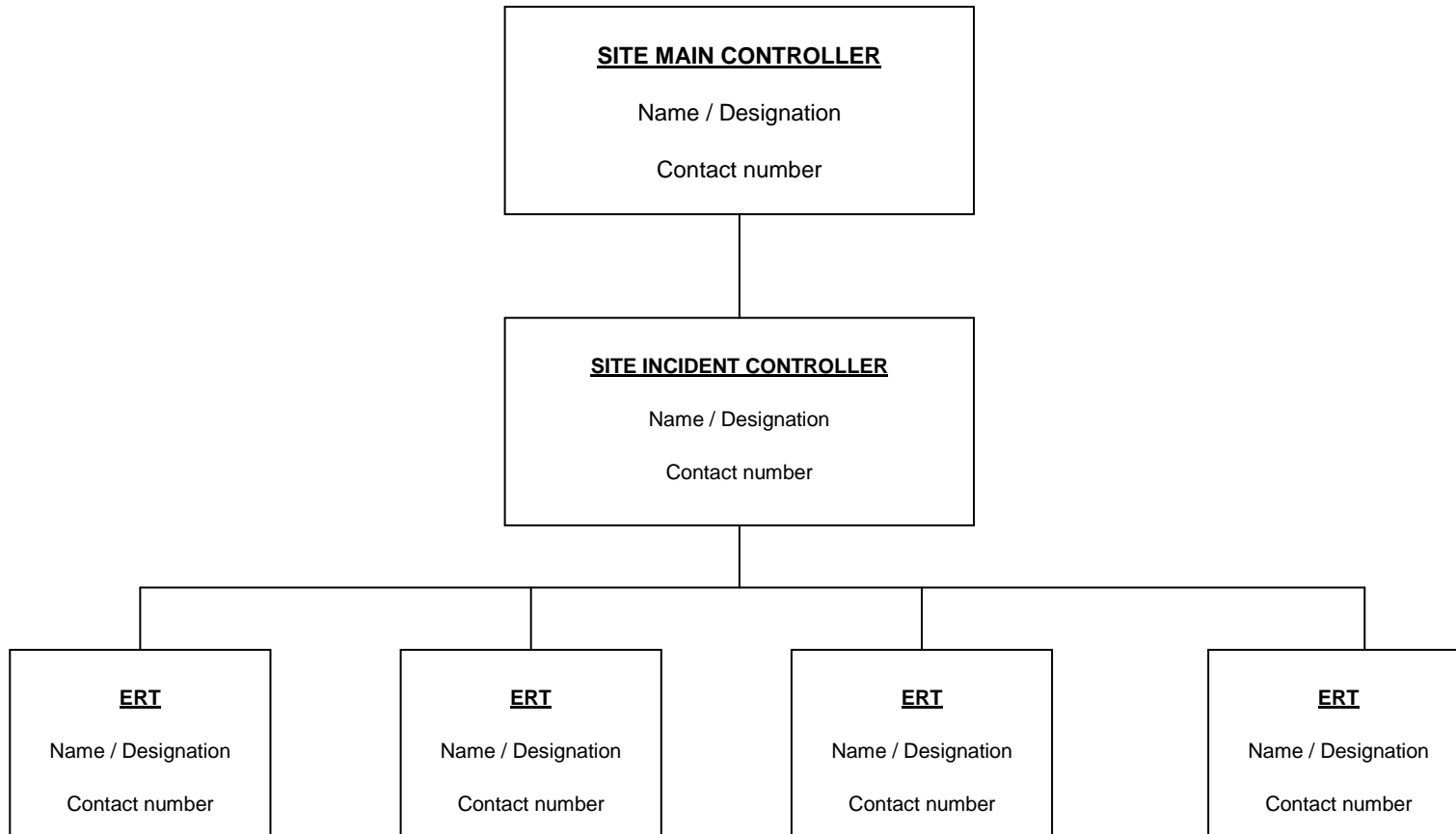
- (a) Acquaint any new employee with the Emergency Response Plan including his specific role (if any) during an emergency;
- (b) Be familiar with the Emergency Response Plan and means of escape of the building;
- (c) Be familiar with the operation of the fire alarm system and use of first aid and firefighting equipment.

Detailed Grouping and Tasks

S/NO	GROUPING	GENERAL TASKS	PHASE	DETAILED TASKS	REMARKS
1	Site Main Controller	Eg: Overall In-charge of emergency response operations & liaise with government agencies.	I	Carry out initial Response & call SCDF / SPF	
			II		
			III		
2	Site Incident Controller	Eg: Overall In-charge of actual ground response operations.	I	Activate on-site CERT	
			II		
			III		
3	Emergency Response Team	Eg: Responsible for fire fighting, rescue & first aid.	I	Conduct basic emergency response such as fire fighting, Hazmat mitigation, containment, rescue & first aid.	
			II		
			III		

4	Fire Safety Manager	Eg: Overall In-charge of Evacuation procedure & liaise with SMC	I	Carry out initial Evacuation Procedure	
			II		
			III		
5	Fire Wardens		I		
			II		
			III		
6	Other Appointment holders		I		
			II		
			III		

Sample CERT structure (1 SMC, 1 SIC and at least 4 ERT members)



LAST UPDATED ON 20 MAR 2014