

PESS FIRE EVACUATION PLAN

1 OBJECTIVES

The objectives of the fire evacuation plan are:

- To establish a systematic and orderly evacuation during an emergency
- To safeguard human lives and the Institute's properties

2 EMERGENCY TELEPHONE NUMBER

To report a fire, please call NIE Security (67903999) or Fire Command Centre (67903000).

3 PESS FIRE WARDENS

Zone of Responsibility	Fire Wardens	Escape Route to Assembly Area
NIE5, level 3 Between staircases PE1 & PE2 – Rooms 03 to 40	Ashley Lee Jing Pei Yow Chea Nuan	Staircase PE-1 PE-2
NIE5, Level 2 Between staircases PE1 & PE2 – Rooms 01 to RR07	Erny Noorman Tan Kim Lye	Staircase PE-1 PE-2
NIE5, Level 2 Between staircases PE2 & PE4 – Rooms 11 to 07	Julisa Binte Sulaiman	Staircase PE-2, PE-3 PE-4
NIE5, Basement 1 Between staircases PE1 & PE2 - NIE5-B1-T1 (toilet 1) to Squash Courts Area	Ng Yew Cheo	Staircase PE-1 PE-2

Zone of Responsibility	Fire Wardens	Escape Route to Assembly Area
NIE5, Basement 1 Between staircases PE2 & PE9 - From NIE5-B1-T8(male changing room) to Sports Hall	Muhammad Farihin Fawwaz Bin Abu Talib Mohd Khair	Staircase PE-2, PE-3 PE-4, PE-9
NIE5, Basement 3 From staircase PE1 to Bio-Mechanics Lab (5-B3-01)	Ong Lee Choo Judy	Staircase PE-1 Auto-shutter door

4 ROLES AND RESPONSIBILITIES OF FIRE WARDENS

During Emergency

- Upon the sounding of the 2nd stage alarm, Fire Evacuation Wardens are to instruct all personnel in their zone to evacuate and proceed to the designated assembly area.
- (Ensure that those pregnant, disabled or elderly are given particular attention during evacuation)
- To check all offices, meeting rooms, pantries, washrooms to ensure that everyone has evacuated
- To leave immediately to assembly area after ascertaining that all occupants in the zone have evacuated
- To report to PESS coordinators (Samantha/Chea Nuan) at Car Park 5

Other Duties

- To update regularly the floor register, i.e., the names of staff located in the zone(s) under their responsibility
- To acquaint any new staff in your zone with the emergency procedures, escape routes and assembly area

5 ROLES AND RESPONSIBILITIES OF PESS

Roll-Call

- At the assembly area, PESS will do a roll-call to account for its staff. PESS will have a signage indicating "PESS". Samantha and Serene will mark attendance for PESS staff.

- Should there be a need to use loud hailer (approach the building coordinator for it)
- Upon completion of roll-call, to handover the dept staff list to the building coordinator – Irfan from DED. For missing person report to nearby Security, DED Staff or call FCC at ext. 3000

6 ROLES AND RESPONSIBILITIES FOR ACADEMIC STAFF WITH CLASSES- IN-SESSION DURING AN EMERGENCY

- Note: always bring along the class list whenever you have a class
- During an evacuation, to lead the class to the assembly area and gather at the signage - “Others”
- Do a roll-call of the class at the assembly area, and handover the completed class list to the building coordinator present
- Should there be a need to use loud hailer (approach the building coordinator for it)

7 FIRE SAFETY EQUIPMENT

All PESS venues including general office, laboratories and sports facilities are equipped with the following fire safety equipment:

- Dry powder fire extinguishers that are suitable for flammable liquids, gases and electrical fires. Custodian and maintenance of these fire extinguishers lies with DED.
- Emergency fire telephone
- Emergency door release break glass

8 FIRE EXTINGUISHERS *

To use the fire extinguishers, apply P.A.S.S

P -Pull out the safety device of the fire extinguisher.

A - Aim the nozzle at the base of the fire.

S -Squeeze the top lever of the fire extinguisher.

S -Sweep the discharge over the entire area of the fire

* adapted from NSSE's Safety Operating Procedures (Version: Draft 7)
Section 6.4

9 EVACUATION PROCEDURES

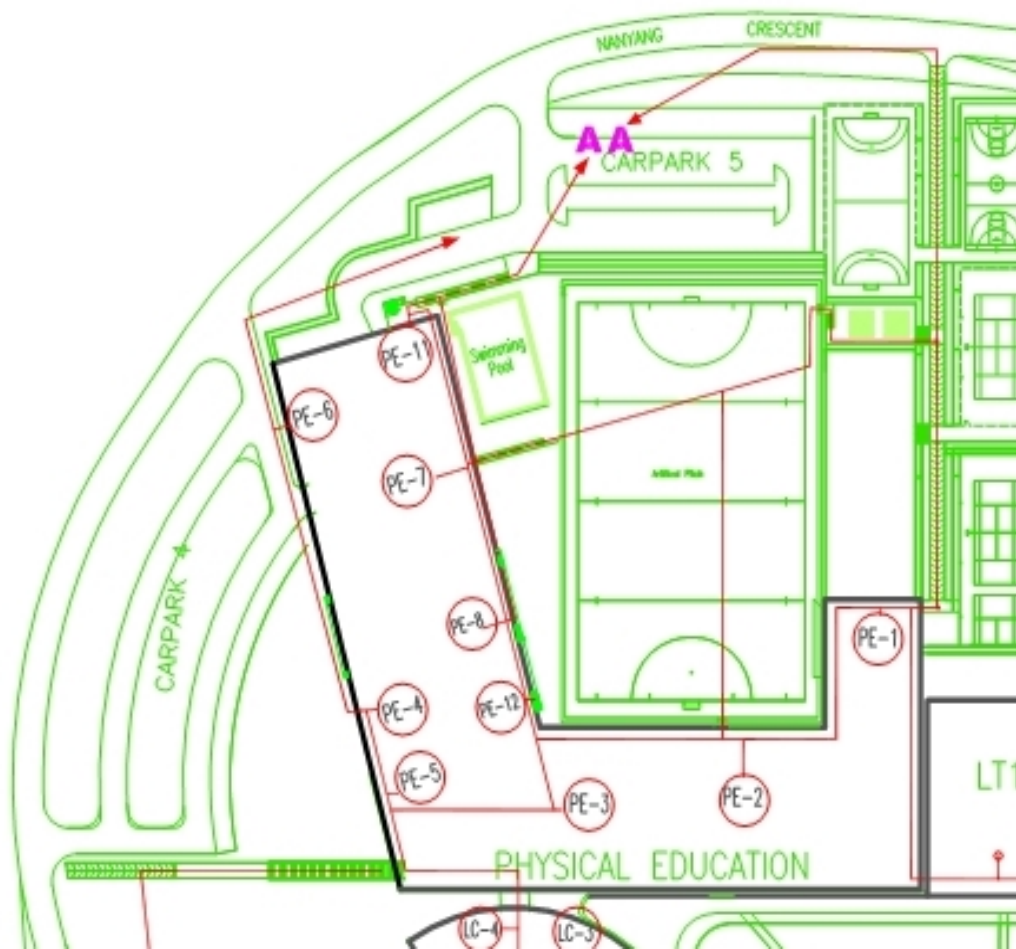
Sounding of Alarm

When the 1st stage alarm is activated

- Remain calm and alert
- Wait for further instructions through the Public Address System (PA System)
- If it is a false alarm, there will be a message via the PA system to inform occupants that it is a false alarm
- If there is an outbreak of fire, the 2nd stage alarm, a continuous ringing, will sound in the affected building(s),
- Listen to the announcement via the PA system for all floors to commence evacuation
- All students are to follow the instructions of Fire Evacuation Wardens and leave by staircases in an orderly manner to the assembly area

10 ASSEMBLY AREA

The assembly area of PE block is at carpark 5. Picture below shows the Fire Escape Staircases to the assembly area



Information adapted from NIE CRISIS RESPONSE PLAN FOR STUDENT TEACHERS

<http://teachers.nie.edu.sg/portal/page/portal/TeacherPortal/ContentDetails?paramMainTab=6¶mNodes=648>

Location of Staircases in PESS

Staircase No	Location
PE-1	Biomechanics Lab
PE-2	Lift lobby near Canteen (where SOA mural was)
PE-3	Level B1, beside Facilities Office
PE-4	Level B1, opposite Gymnasium/beside Motor Behavioural Lab
PE-5	Beside LT11 at end of Blk 5
PE-6	Inside gymnasium (at the back of gymnasium)
PE-7	Lift lobby beside MPH
PE-8	Opposite MPH leading down to hockey pitch
PE-9	End of corridor outside MPH

(Updated Oct 2018)