

## **TEMPORARY / DRAFT - STANDARD OF PROCEDURE IN EMERGENCY OF FIRE**

### **1. FIRE CREW**

Emergency Response Team.

The following members will form the fire team and to attend to any fire outbreak.

- a. Front Office
- b. Maintenance
- c. Security
- d. Housekeeping

### **2. ACTION TO BE TAKEN ON HEARING A FIRE ALARM.**

2.1 Stop all work instantly

2.2 Ensure safety of workplace before leaving, e.g close all drawers and cabinets, switch off all electrical appliances and door.

2.3 Go out of your workplace via doors/staircase nearest to you.

2.4 Inform tenants or help visitors out the premises safely.

2.5 Go to the nearest Assembly Point.

**NOTE: IF YOU HAVE ALREADY EXIT THE BLOCK, DO NOT RE-ENTER TO SAVE ANY OF YOUR BELONGINGS. IT IS NOT SAFE TO DO SO.**

### **3. ACTION TO BE TAKEN IN THE EVENT OF FIRE.**

3.1 Immediate response : Activate warning siren and shout Fire! Fire! Fire!

3.2 Go near the area of fire to rescue anyone trapped inside with extreme precaution. You will be exposed to smoke or toxic vapor inhalation.

3.3 Your safety is your priority.

3.4 Do not try to fight the fire on your own.

3.5 If you have no fire fighting experience, close the door and leave.

3.6 Inform the Fire Brigade immediately. Call 999 / 994

3.7 If you are trapped in a smoke filled room area, crawl on the floor and find your way out/face down.

3.8 If you have exited the building, do not attempt to return again.

3.9 If fire is minimal, switch off all electrical appliances but leave the lights on.