

College of Computing and Data Science – Emergency Response Plan (ERP)

Updated By: Jeric Ho	Approved By: Quah Mien Yong (Senior Administrator)	
Date of Review: 01 Jul 2025	Next Review Date: 30 Jun 2027	Version No: 1.7

Table of Records of Emergency Plan Revision

S/No.	Version	Date Of Approval	Approved by	Remarks
01	V1.0	7 Apr 2015	A/P Hui Siu Cheung	Refer to Version History
02	V1.1	7 Apr 2016	Ms Joy Tan	
03	V1.2	22 June 2017	Ms Joy Tan	
04	V1.3	26 Oct 2018	Mr Quah Mien Yong	
05	V1.4	12 Nov 2020	Mr Quah Mien Yong	
06	V1.5	25 Oct 2022	Mr Quah Mien Yong	
07	V1.6	23 May 2024	Mr Quah Mien Yong	
08	V1.7	1 Jul 2025	Mr Quah Mien Yong	

Note

The Chair/ Head of Department shall endorse and communicate the Emergency Response Plan to all Faculty/ Staff in the School/ Department/ Centre.

1. INTRODUCTION

This document outlines the emergency response plan for the College of Computing and Data Science (CCDS), located in N4 Building — a sprinkler-protected facility — in the event of a fire.

2. APPOINTMENT OF EMERGENCY RESPONSE TEAM

#	Name of Staff	Role	Appointment Till
1	Jeric Ho Yew Kee (IC) Ker Shen Hui (2IC)	Liaison Officer (LO) (2LO)	31 Dec 2027
2	Chia Khoon Guan (IC) <u>Fire Fighters (FF)</u> <ul style="list-style-type: none"> Chng Kee Wah, Jeffrey Suzie Foo-Tan Joo Hiang Toh Leong Teck (2nd I/C) 	Emergency Response Team	31 Dec 2027
3	Zulkiffle Bin Kashno (IC) + List of Fire Wardens (FW) (Refer to Appendix 1)	Emergency Coordination Team	31 Dec 2027
4	<ul style="list-style-type: none"> Zulkiffle Bin Kashno Junie Leong Yin Yoke Tham Yiep Soon 	Occupational First Aiders (OFA)	<u>License Expiry Date:</u> 29 Nov 2026 29 Nov 2026 11 Jul 2027

3. EMERGENCY INFORMATION

Figure 3a - Evacuation Routes and Locations of Fire Safety Equipment for N4, Level 2 (Eq. N4-02b)

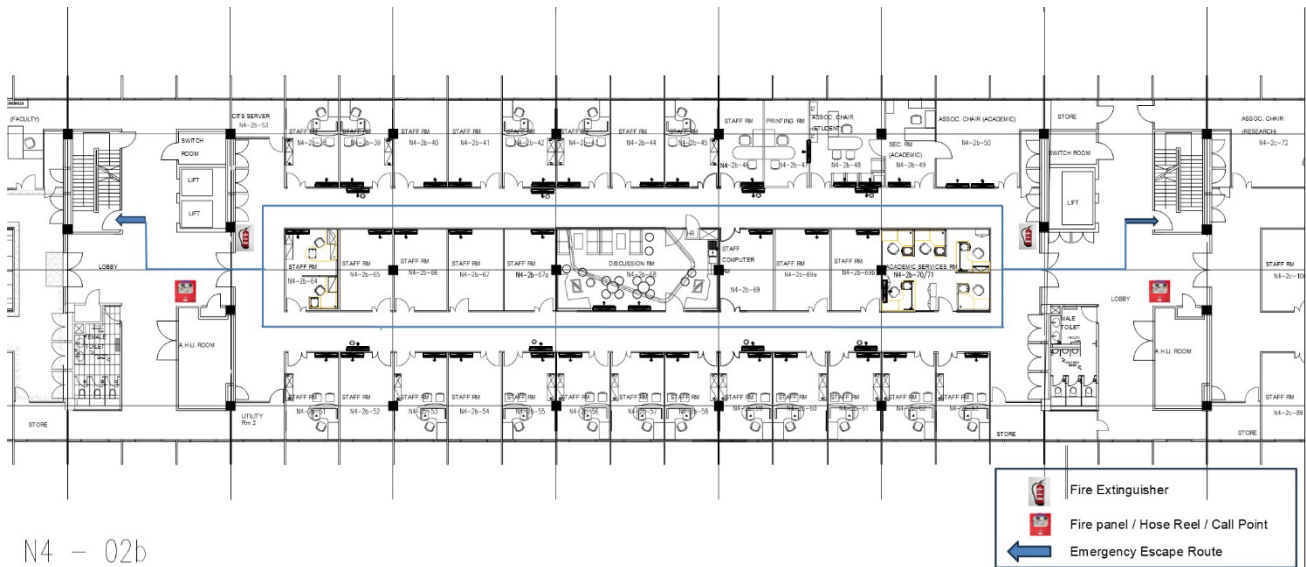
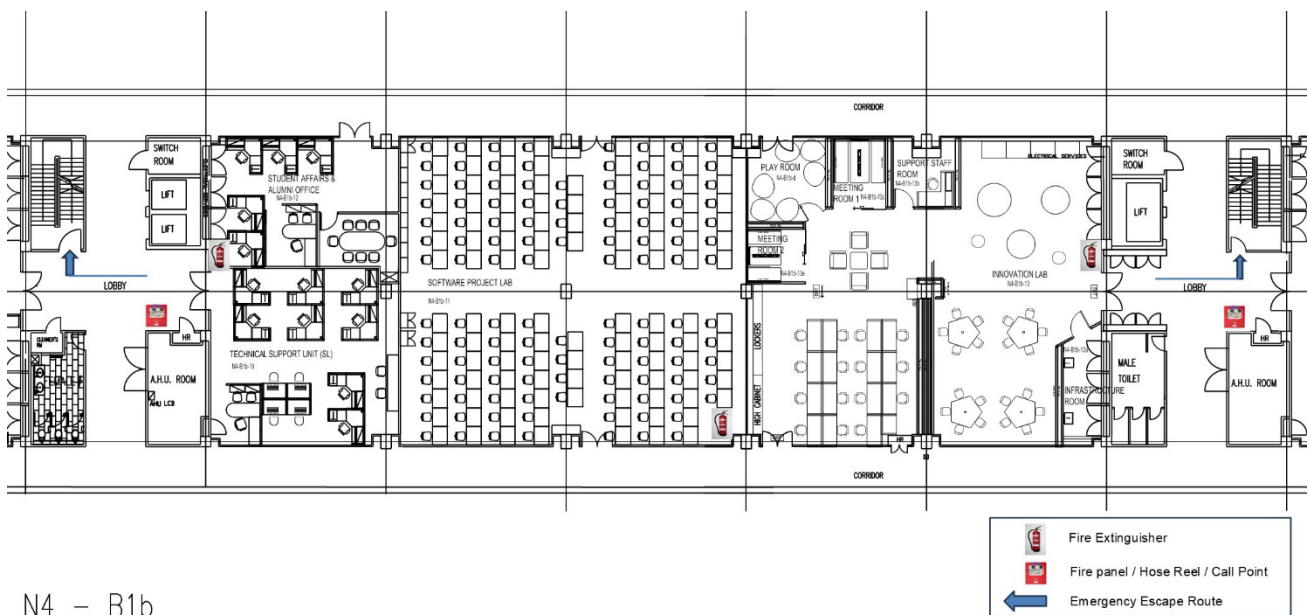


Figure 3b - Evacuation Routes and Locations of Fire Safety Equipment for other levels of N4 (Eq. N4-B1b)





3.1. DETAILS OF FIRE SAFETY EQUIPMENT (FSE)

#	Item	Location	Unit in-charge	Inspection	Staff Trained
1	Fire Extinguishers	Within the labs/ centres/ offices	ODFM	Annually by ODFM	All staff
2	Hose Reel	Along the corridors of each level	ODFM	Bi-Annually	FF
3	Fire Alarm	Along the corridors of each level	ODFM	Monthly	FW
4	Fire Alarm Panel	2 panels per level, 1 each between Sections A & B and B & C	ODFM	Monthly	FW

Note: See location examples in 3. Emergency Information - Figure 3a and 3b

3.2. LOCATION OF FIRE SAFETY AND FIRST AID EQUIPMENT

No.	Location Inside Office/ Lab	Description	Photo
1	Near to the Exit Door	Standard First Aid Box	
2	Near to the Exit Door	Fire Extinguisher (2.5Kg ABC Dry Chemical)	

4. ASSEMBLY AREAS

The primary fire assembly area for the College of Computing and Data Science is at the car park area between N3.1 & N3.2 in front of the School of Mechanical and Aerospace Engineering (MAE) Block N3. The secondary assembly area is the ground floor of the Academic Building North (ABN).

Figure 4a - Assembly Area(s)

1. Primary Assembly Area: **Carpark in between N3.1 and N3.2**
2. Secondary Assembly Area (wet weather): **Academic Building North (ABN), Ground Floor**

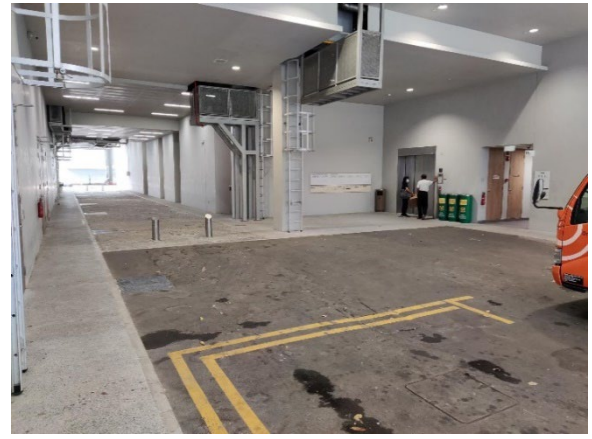


Fig 4a

Figure 4b - Primary Assembly Area



Figure 4c - Secondary Assembly Area



5. NEAREST AED LOCATIONS

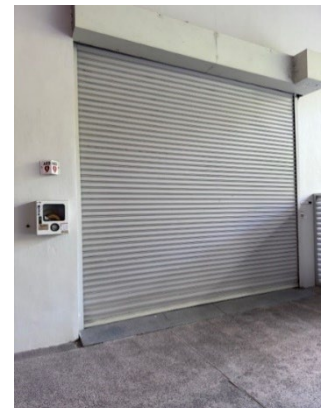
The nearest AEDs for College of Computing and Data Science are found at N4 Level 2, B2C and B4B as shown below.



N4 Level 2, outside
CCDS Foyer/
Undergraduate Programmes
Office



N4 B2C, outside
Security & Privacy
Research Lab (SPRL)



N4 B4B

6. PROCEDURE FOR FIRE EVACUATION

1. When the first alarm activates (for approximately 1 to 3 minutes)				
Liaison Officer	Emergency Response Team (Fire Fighter)	Emergency Coordination Team (Fire Warden)	Occupational First Aider	Staff/Students
<p>Ensure Fire Warden check fire sub-alarm panel located at firemen lift lobby/ Smoke Stop lobby.</p> <p><i>Note: Evacuate the building if there is any sign of immediate danger before the second alarm is activated. Contact 67905200 (NTU) to update such situation during the evacuation.</i></p>	Put on emergency identification.	<p>Tell occupants to remain calm.</p> <p>Put on emergency identification, collect whistle and turn on torchlight on phone.</p> <p>Check office area and fire sub-alarm panel for red indicative light to show the fire zone.</p>	Retrieve the first aid box and get ready to attend to the injured, if any.	<p>Get ready to evacuate.</p> <p>Occupants may proceed for evacuation if immediate danger is detected.</p>
2. Second alarm activated followed by evacuation announcement				
Liaison Officer	Emergency Response Team (Fire Fighter)	Emergency Coordination Team (Fire Warden)	Occupational First Aider	Staff/Students
Stay connected with all emergency personnel to ensure that they execute their roles and responsibilities accordingly.	Awaits all evacuation status from Fire Warden at a predetermined location. This location shall be at a safe place and where evacuation status can be quickly obtained from all Fire Wardens.	<p>Check areas (including toilet, pantry and training room) and evacuate everyone in an orderly manner.</p> <p>Bring the occupants to the assembly area via a safe emergency exit.</p>	Attend to the injured, if any or assist the injured to assembly area if needed.	Follow instructions from Fire Warden and proceed to the assembly area.

3. At the assembly area

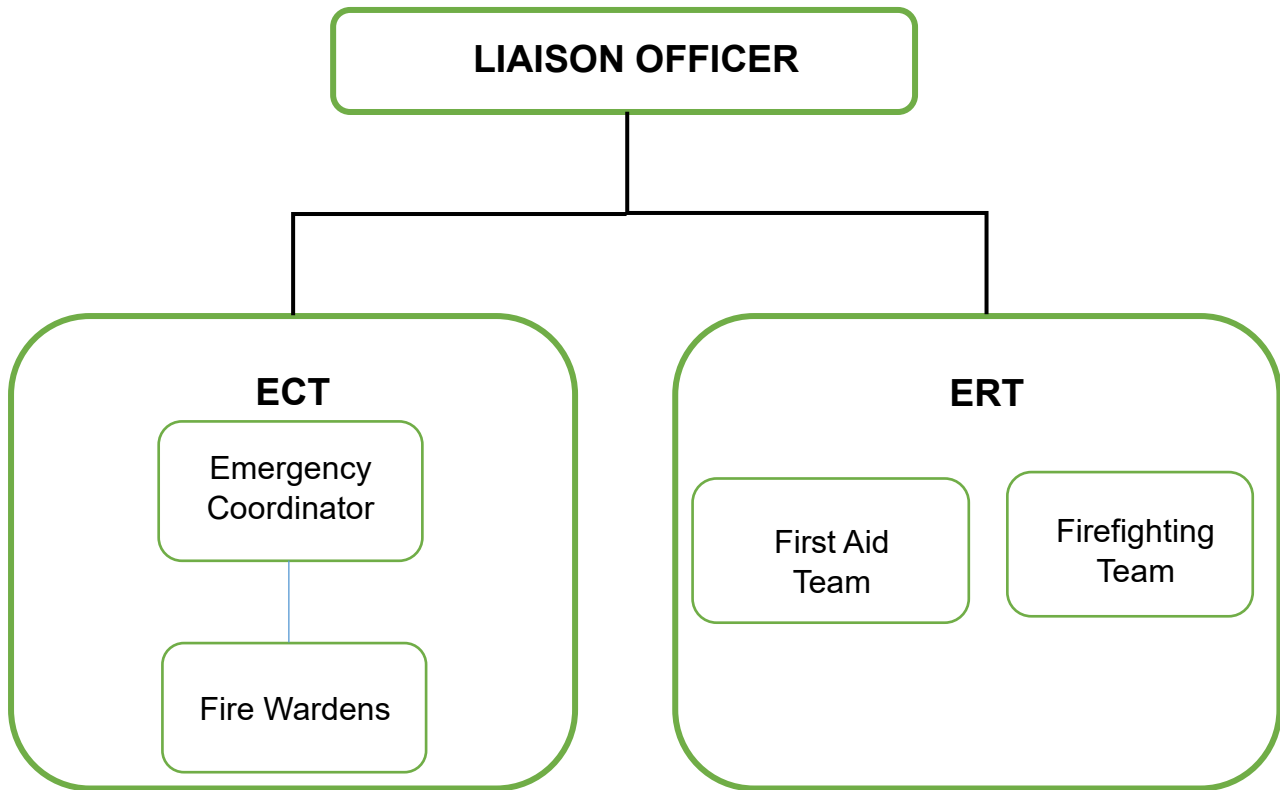
Liaison Officer	Emergency Response Team (Fire Fighter)	Emergency Coordination Team (Fire Warden)	Occupational First Aider	Staff/Students
<p>Control his / her people at the assembly area.</p> <p>Report evacuation status to the University Fire Safety Manager (UFSM) once updated by Emergency Response Coordinator.</p> <p>Awaits the arrival of the responding crew from Police or SCDF (if any). Co-operate and take instructions from the UFSM, Police or SCDF regarding the situation.</p>	<p>Inform Liaison Officer if there is missing person and update the evacuation status.</p>	<p>Report evacuation status to either Emergency Response Coordinator or Liaison Officer if Emergency Response Coordinator is not present.</p>	<p>Update Liaison Officer on status of the injured person, if any.</p>	<p>Gather at assembly area.</p>
<p>Return to premise after the emergency has been mitigated or investigated. This is usually confirmed by UFSM or SCDF.</p>				
<p><u>After Office Hours:</u></p> <p>If you spot a fire, please raise the alarm by activating the fire alarm manual call point. Call SCDF at 995 and NTU Emergency at 6790 5200. Provide your basic details, name, location and situation of the fire. Simultaneously, leave the premise and proceed for the assembly area immediately.</p> <p>If the alarm activates, calmly leave the premise and proceed to the assembly area immediately on the second alarm or upon the announcement of the evacuation message.</p>				

7. IMPORTANT EMERGENCY CONTACTABLE NUMBERS

S/No.	Name of Organization	Phone Number
1	Singapore Civil Defence Force for Fire and Emergency	995
2	Singapore Police Force	999
3	Non-Emergency Ambulance Service	1777
4	NTU Emergency Number/ Campus Security	6790 5200
5	Fullerton Healthcare Group @ Gethin-Jones, NTU	6793 6828
6	Ng Teng Fong General Hospital	6716 2000
7	CCDS General Office	6790 6184

APPENDIX 1

College of Computing and Data Science Emergency Response Organization Structure



List of Fire Wardens

CCDS FIRE WARDENS			
Level	Section A	Section B	Section C
Level 2	Joey Ng	Irene Soh	Tang Yi Yong
Level 1	Victor Ng Yong Xiang	Tan Lay Choo	Tay Siew Eng
Level B1	Kesavan	Eng Hui Fang	Ng-Siom Siew Ling
Level B2	Chan Jun Hao	Jeremiah Chua	Tan Suan Hai
Level B3	Wan Chee Heng	Christina Lee	Goh Tong Hai

Version History

The table below provides a summary of key changes made to this document. Detailed updates are highlighted in yellow within the main content.

Revision	Section	Details of Change	Document Author	Effective Date	Approved By
1.0	N.A.	Initial Release	Lam Hoy Kong	7 Apr 2015	A/P Hui Siu Cheung
1.1	Whole Document	Change of School Name	Lam Hoy Kong	7 Apr 2016	Ms Joy Tan
1.2	2 7	Added 2 nd IC and list of FWs. Additional FF and OFAs and contact details Added info on OFA license expiry date. Updated training records and appointment validity	Lam Hoy Kong	22 Jun 2017	Ms Joy Tan
1.3	2 7 Appendix 1, Fig 1a	Change of appointees Change of appointees training record Change of fire warden in charge of level	Tay Su Yi Evenlina	26 Oct 2018	Mr Quah Mien Yong
1.4	2 and 6 7 Appendix 1, Fig 1a/ 1b	Updated Liaison Officer and 2 nd IC's details Updated training records Updated names of fire wardens for Level 2 Added new map to include ABN & ARC	Zarina Banu	12 Nov 2020	Mr Quah Mien Yong
1.5	2 7 Appendix 1, Fig 1a/ 1c	Updated ECT 2IC's and OFA's details Updated appointees' training records Updated name of fire wardens Updated Secondary AA (wet weather): ABN, Ground Floor	Zarina Banu	25 Oct 2022	Mr Quah Mien Yong
1.6	Whole Document 2 5 6 Appendix 1	Change of Entity's Name (from SCSE to CCDS); new template Updated Liaison Officer, ECT and First Aiders' details Added nearest AED locations Updated Procedure for Fire Evacuation Updated Org Structure and FWs for Levels B2 and B3	Jeric Ho	23 May 2024	Mr Quah Mien Yong
1.7	2 3 7 Appendix 1	Updated Liaison Officer 2 nd IC, appointment validity and First Aiders' OFA license expiry date Updated layout for Evacuation routes Updated CCDS General Office contact number Updated FWs for Levels 2, 1, B2 and B3	Jeric Ho	1 Jul 2025	Mr Quah Mien Yong

Note: Emergency Plan should be endorsed and approved by the Department's Senior Management.