Appendix 1

Template on Emergency Response Plan for SHARP Category 1

Title : ATMRI Emergency Response Plan (ERP)		
Updated By: Kevin Cheong		Approved By: Prof Lye Sun Woh (Safety Committee Chairman)
Date of Review: 11 April 2022	Next Review Date: 11 April 2024	Version No. : 1.04

Table of Records of Emergency Plan Revision				
S/No.	**Version**	**Date Of Approval**	**Approved by**	**Remarks**
01	V1.0	7 Nov 2019	Prof Lye Sun Woh	
02	V1.01	5 Feb 2020	Prof Lye Sun Woh	Replaced Gui May Ling with Tan Kailun as Fire Warden.
03	V1.02	12 Nov 2020	Prof Lye Sun Woh	Restructured Emergency Team
04	V1.03	23 Dec 2020	Prof Lye Sun Woh	Removed Yuvaraj Rajanickam.
05	V1.04	11 Apr 2022	Prof Lye Sun Woh	Restructured Emergency Team

Note

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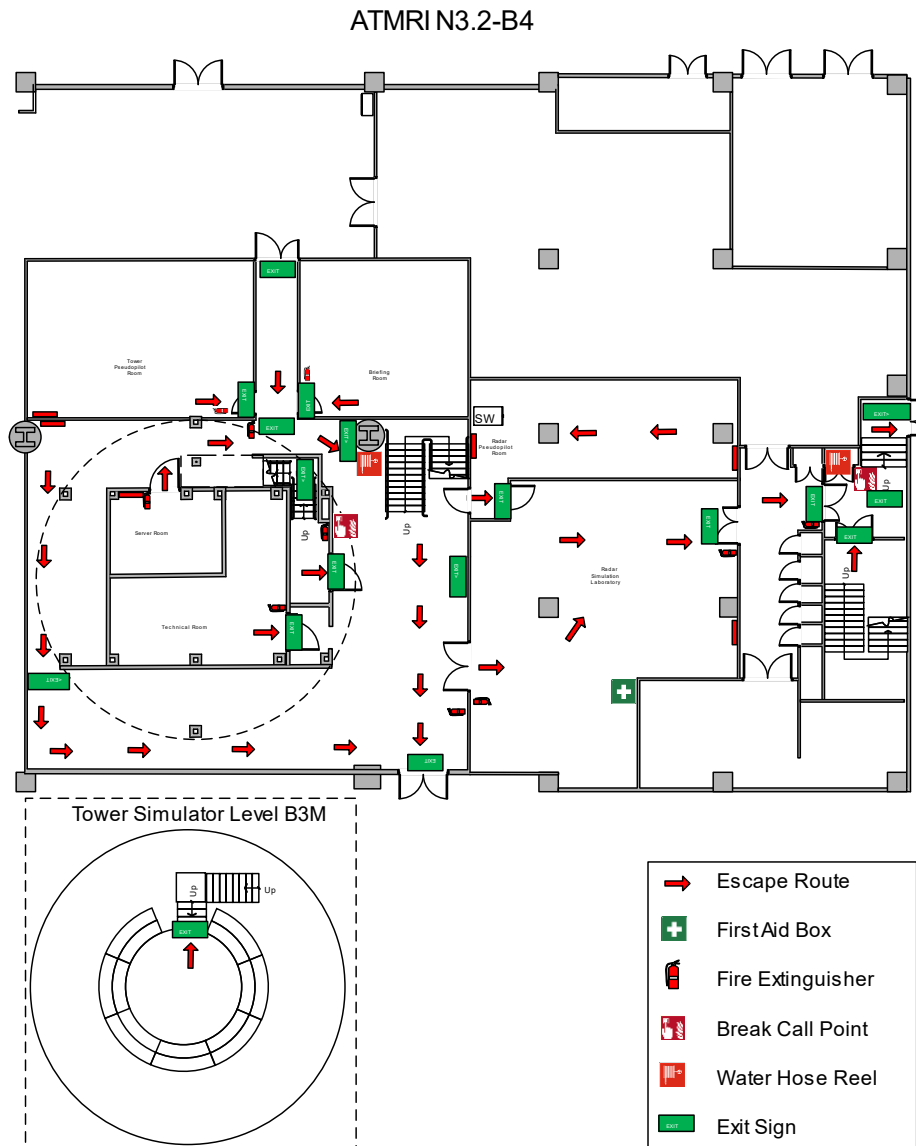
1. Introduction

This document details the plan necessary for ATMRI (located at N3.2-B3m-06,07,08,09,10, N3.2-B4-07,08,11a/b/c/d/e) which is a Sprinkler building to execute emergency response when **there is a fire**.
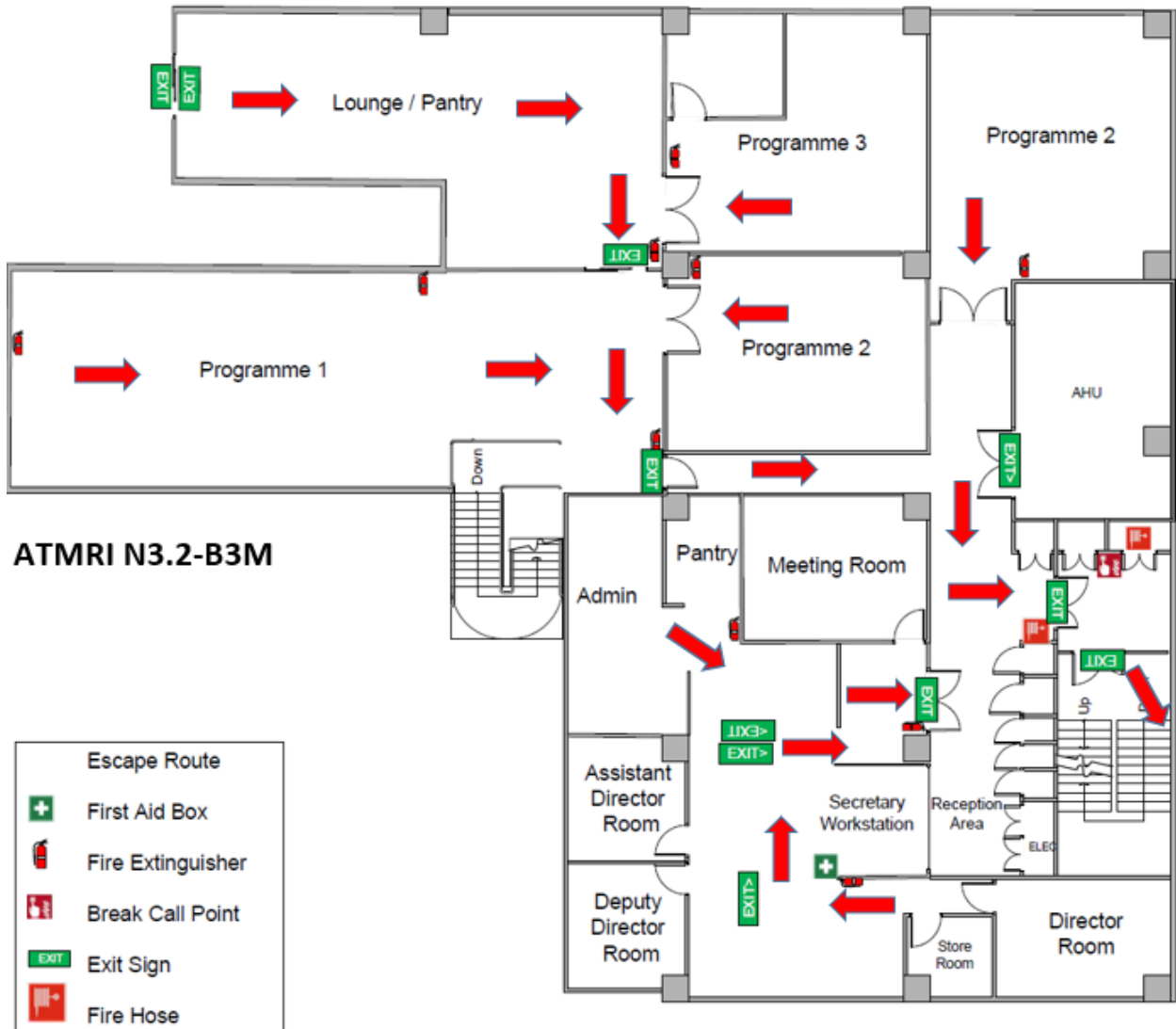
2. Appointment for Emergency Team

S/No.	Name of Staff	Role	Appointment Till
1	Ng Suan	Liaison Officer (LO)	Until next review
2	Kevin Cheong	Emergency Coordinator (EC)	Until next review
3	Nora Ali	B3m Fire Warden (FW)	Until next review
4	Noorhayati Bte Supari	B3m Fire Warden (FW)	Until next review
5	Dennis Ng Kia Liang	B4 Fire Warden (FW)	Until next review
6	Sunny Boey Kooi Cheang	First Aider (FA)	First Aid Licence Expiry Date: 26 Jan 2024 Contact: 98210665

3. Emergency Information

The evacuation routes, the locations of the fire alarm panels and information about the emergency items in ATMRI are indicated in the following layout maps.

ATMRI N3.2-B4

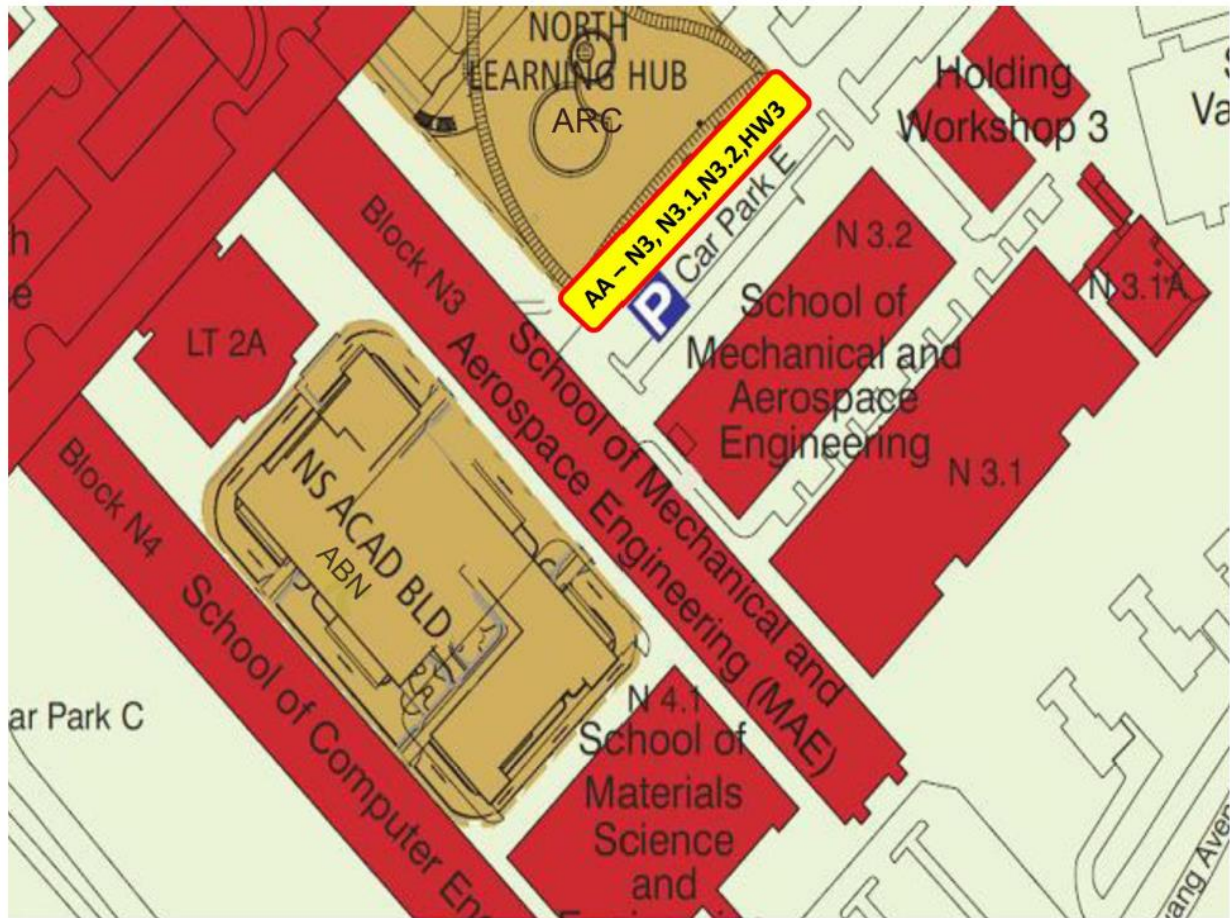### Tower Simulator Level B3M

→	Escape Route
First Aid Box	First Aid Box
Fire Extinguisher	Fire Extinguisher
Break Call Point	Break Call Point
Water Hose Reel	Water Hose Reel
Exit Sign	Exit Sign

ATMRI N3.2-B3M

Escape Route

- First Aid Box
- Fire Extinguisher
- Break Call Point
- EXIT Exit Sign
- Fire Hose

Remarks:
Nearest AEDs:
- **AED-B75 at N3.2-B4 near to Firemen Lift Lobby**
- **N3-B4 near Cargo Lift Lobby**

4. Assembly Area

The emergency assembly area for ATMRI is The ARC along North Spine Carpark E.

SOP 36.1

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Printed copies of this document may not be up to date. Please refer to the NTU OHSE website for the latest version.

5. Procedure for Fire Evacuation

1. When the first alarm activates (for approximately 1 to 3 minute)					
Liaison Officer	Emergency Coordinator	Fire Warden	PWD/ PWD Custodian	Occupational First Aider	Occupants
Ensure Fire Warden check fire sub-alarm panel located at firemen lift lobby/ Smoke Stop lobby. *Note: Evacuate the building if there is any sign of immediate danger before the second alarm is activated. Contact 67905200 (NTU) or 67903999 (NIE) to update such situation during the evacuation.*	Put on emergency identification.	Tell occupants to remain calm. Put on emergency identification, collect whistle and turn on torchlight on phone. Check office area and fire sub-alarm panel for red indicative light to show the fire zone.	PWD to hold on to his/her mobile phone. Both PWD and PWD Custodian should try to contact each other, get ready for evacuation;	Retrieve the first aid box and get ready to attend to the injured, if any.	Get ready to evacuate. Occupants may proceed for evacuation if immediate danger is detected.
2. Second alarm activated followed by evacuation announcement made					
Liaison Officer	Emergency Coordinator	Fire Warden	PWD/ PWD Custodian	First Aider	Occupants

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.	Check areas (including toilet, pantry and training room) and evacuate everyone in an orderly manner Bring the occupants to the assembly area via a safe emergency exit.	Move (if possible) to the PWD Holding Point or Assembly Area or Locations away from the building. Contact 6790 5200 for assistance	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 assembly area					
Liaison Officer	Emergency Coordinator	Fire Warden	PWD/ PWD Custodian	First Aider	Occupants
Control his/her people at the assembly area. Report evacuation status to the University Fire Safety Manager (UFSM) once updated by Emergency Coordinator. 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.	Inform Liaison Officer if there is missing person and update the evacuation status.	Report evacuation status to either Emergency Coordinator or Liaison Officer if Emergency Coordinator is not present.	Inform Fire Warden/ Emergency Coordinator / Liaison Officer to report your evacuation status	Update Liaison Officer on status of the injured person, if any.	Gather at assembly area.
Return to premise after the emergency has been mitigated or investigated. This is usually confirmed by UFSM or SCDF.					

After Office Hours:
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 or NIE Emergency at 6790 3999. Provide your basic details, name, location and situation of the fire. Simultaneously, leave the premise and proceed for the assembly area immediately.

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.

6. PWDs Evacuation

ATMRI has no PWD evacuation requirement. We will appoint custodians to assist in the evacuation and update the list below when situation arises:

S/N	Name of Custodian	Area of Coverage	Name of PWD	PWD Work Location
		ATMRI, Level B3M		

During an emergency, the custodians are to assist PWDs to evacuate to the following Holding Points and call the NTU emergency number for further assistance.

Holding Point	Locations of the Holding Point
	N3.2-B3M, Lift Lobby

7. Important Emergency Contactable Numbers

S/No.	Name of Organization	Phone Numbers
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