



Purpose

This document outlines the standard operating procedures (SOP) for security officers to follow in the event of a fire emergency. These procedures aim to ensure the safety of all personnel, visitors, and property while facilitating an effective response.

1. Immediate Response:

1.1 Upon Discovery of Fire or Smoke:

- Activate the nearest fire alarm call-point immediately.
- Notify the Fire Command Centre (FCC)/Guard House without delay.
- Provide specific details, including:
 - Location of the fire or smoke.
 - Nature and extent of the fire (if known).
 - Presence of any individuals in danger.
- Ensure personal safety and avoid taking unnecessary risks.

1.2 If Fire Alarm Activates (Real):

- Proceed to the reported location to assess the situation if safe to do so.
- Coordinate with MA/Command Centre to ascertain severity of situation.
- Call DECAM within 2 minutes of activation to prevent any unnecessary deployment of SCDF.
- Upon verification, call DECAM to update severity. If severe, activate SCDF to site. If not severe, SCDF not required.
- If not severe, coordinate with site's fire-fighting team to put out fire.

1.3 If Fire Alarm Activates (False):

- Proceed to the reported location to assess the situation if safe to do so.
- Coordinate with MA/Command Centre to ascertain whether there is an actual threat.
- Call DECAM within 2 minutes of activation to prevent any unnecessary deployment of SCDF.
- Upon verification (of false alarm), call DECAM to update.



- Contact site's fire protection contractor and update about the false alarm.

2. Notification Procedures:

2.1 Internal Notification:

- Notify the MA/Command Centre immediately.
- Provide real-time updates on the situation as it develops.

2.2 External Notification:

- Call DECAMS/SCDF using the designated emergency number.
- Provide clear and concise information, including:
 - Address and specific location of the fire.
 - Type of fire (if known).
 - Any known hazards, such as chemical storage areas.

3. Evacuation Procedures:

3.1 Initiating an Evacuation:

- Evacuation can only be initiated by MA or authorities. Should it be initiated, Security Officers to follow the following steps;
- Break the nearest call point to sound the alarm to alert occupants in the building.
- Use a loud hailer to provide clear and calm instructions on evacuation routes and assembly points.
- Prioritize individuals requiring assistance, including those with disabilities.
- Security Officer to be stationed at the main entrance to assist with access control, crowd control and traffic control.

3.2 Evacuation Routes and Assembly Points:

- Direct occupants to predetermined evacuation routes and assembly points.
- Ensure routes are free of obstructions and hazards.
- Prevent re-entry into the building until cleared by fire officials.

3.3 Post-Evacuation Actions:

- Conduct headcounts at assembly points to ensure everyone is accounted for.



- Report missing individuals to fire officials immediately.

4. Fire Suppression Efforts:

4.1 Using Fire Extinguishers:

- Only attempt to extinguish small, manageable fires if trained to do so.
- Follow the PASS method:
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the handle.
 - Sweep side to side.
- Evacuate immediately if the fire grows or conditions become unsafe.

4.2 Fire Containment:

- Close doors behind you to help contain the fire and limit smoke spread.
- Do not lock doors.

5. Coordination with Fire Officials:

5.1 Upon Arrival of SCDF:

- Brief SCDF on the situation, including:
 - Location and size of the fire.
 - Potential hazards (e.g., flammable materials, gas lines).
 - Missing persons or areas not yet evacuated.
- Provide access to building plans and keys if required.

5.2 During Firefighting Efforts:

- Follow instructions from fire officials.
- Assist with crowd control and maintaining clear access routes for emergency responders.

6. Communication and Documentation:

6.1 Maintaining Communication:



- Keep communication lines open with supervisors, staff, and emergency services.
- Provide regular updates on the situation.

6.2 Documenting the Incident:

- Complete an incident report detailing:
 - Time and nature of the fire.
 - Actions taken.
 - Information provided to fire officials.
 - Outcome of the emergency.

7. Post-Incident Actions:

7.1 Debriefing:

- Participate in a post-incident debrief to review response actions and identify areas for improvement.

7.2 Counseling and Support:

- Provide access to counseling services for affected individuals.

7.3 Review and Update Procedures:

- Evaluate the effectiveness of the SOP and make updates as necessary.



Appendix A: Fire Emergency Checklist

1. Fire Discovery:

- Location of fire:

- Type of fire (if known):

2. Notification Details:

- Time of alarm activation:

- Emergency services contacted:

3. Evacuation Information:

- Evacuation routes used:

- Assembly point location:

- Missing individuals reported: