

FIRE SAFETY STANDARDS FOR PLAYGROUP PROGRAMMES AND PROGRAMMES FOR YOUNG CHILDREN

All PA Operators (and its Deployed Staff) and PA Trainers must comply with all applicable laws and regulatory requirements. This Annex is issued to complement the applicable laws. In the event of any inconsistency between the applicable laws and this Annex, the applicable laws will prevail.

(A) Fire Emergency Precautionary Measures

- (1) A simple to understand fire evacuation sketch map and that shows the escape routes and the assembly points clearly, needs to be drawn up and displayed in a prominent place within the playgroup centre area(s). Whenever there is a structural change to the classrooms, the map should be updated. Operators/teaching staff (i.e. teachers) are to consult the Constituency Directors of the Constituency Office (CO) on the overall fire evacuation plan of the Community Centre/Club (CC) when drawing up and updating the evacuation map or the availability of any existing evacuation map for the playgroup centre that can be used. For Residents' Committee (RC)/Residents' Network (RN) centres, operators/teachers are to consult the RC/RN on any existing map or plan when drawing up and updating the evacuation sketch map.
- (2) An updated list of emergency phone numbers must be drawn up and displayed at a prominent place within the activity area and must include the following information:
 - Fire and Ambulance (995)
 - Non-Emergency Ambulance (1777)
 - Police (999)
 - Nearest Neighbourhood Police Post (NPP) and address
 - Nearest clinic and address
 - Nearest hospital and address
 - Playgroup Operator's main office
 - CO's office
- (3) All doors (front and back door) can be easily opened in times of emergency. They should not be locked when premise is occupied.
- (4) Keys for both window or window grilles are kept out of children but are made easily accessible to staff.
- (5) Passageways leading to emergency exits must be clear of obstructions at all times. Operator/teaching staff should also ensure that the common corridor serving classrooms should not be less than 1.5m wide.
- (6) Every playgroup centre with operation of 6 hours or less shall have a minimum of 1.88 square metres of useable floor space for each child enrolled. The useable floor space would include the indoor activity area and exclude the service areas.

- (7) Every class must have ready access to a fire extinguisher (or hose-reel), which must be functional. The indicator on the extinguisher should be in the green zone at all times and the servicing label should reflect a valid date. The fire extinguisher should not be accessible to children.
- (8) Regular check/test must be conducted for the following fire-fighting/essential services installed within the premises (whichever is applicable) to ensure their serviceability:
 - (a) Fire extinguisher;
 - (b) Hosereel;
 - (c) Emergency lighting and exit sign; and
 - (d) Fire alarm system
- (9) Emergency evacuation routes must be displayed at a prominent location of the playgroup centre. PA Operators and teachers must be fully aware of the fire evacuation map and procedures (including the specific roles of every staff). PA Operators/teachers must conduct a fire drill exercise once every six months. The teaching staff and caregivers in playgroups should also know how to use the fire-fighting equipment.
- (10) A detailed documentary proof of each fire drill conducted must be maintained by the PA Operator, and should include the date and time of the fire, the duration of the evacuation, the area where the fire started and attendance for the day. The fire evacuation drills are to take place at different times of the day and the 'fire' is to be started at different places when conducting the fire drills.

(B) Fire Evacuation Plan

- (1) Upon discovering a fire/hearing the fire alarm, the teaching staff and caregivers should immediately execute the following procedures:
 - (a) Instruct and guide the children to leave the premises via the routes as detailed in the fire evacuation sketch map. Check all rooms and toilets to ensure no one is left behind and assemble all the children at the safe Assembly (Holding) Area.
 - (c) Establish whether the fire is within control (small fire/incident fire), and whether it can be handled by own in-house personnel. If so, make an attempt to extinguish any small fire with the available fire-fighting equipment/fire extinguishers, without putting one's life at risk at all times.
 - (d) If the situation is found to be beyond control, shout "Fire, Fire" to attract public notice and immediately notify the Singapore Civil Defence Force (SCDF) at Tel: 995.
 - (e) Switch off electricity supply, if possible.

- (2) When calling 995, state the following details to the phone operator. Do not hang up the phone unless instructed by the 995 operator.
 - (a) Location of fire: XXX Community Centre/Club/RC/RN Centre at XXX(Address)
 - (b) Tel No.: 6_____
 - (3) Inform the RC/RN/CO.
 - (4) The teaching staff and caregivers must be familiar with the environment and the means of escape of the premises. They must ensure the orderliness of the children and to advise all to remain calm.
 - (5) Where possible, the teaching staff and caregivers must also bring along the Attendance Book and the necessary keys being kept in the keypress (which is removable) to the Assembly (Holding) Area.
 - (6) There should not be any attempt made by anyone to re-enter the classroom/ building after being directed to the Assembly (Holding) Area unless specifically told or instructed to do so by the SCDF Officer in attendance. They must comply with all instructions given, which would be in the best interest of everyone's safety.
 - (7) On reaching the Assembly (Holding) Area, the teaching staff and caregivers must conduct a roll call. All children should be accounted for.
 - (8) The teaching staff and caregivers should attempt to apply simple first-aid treatment to the injured until the ambulance arrives.
 - (9) The teaching staff and caregivers should wait for further instructions from the SCDF Officer or any other relevant government authority before returning to the classroom.
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