

ERL MAINTENANCE SUPPORT SDN BHD

(Company No. 498574-T)



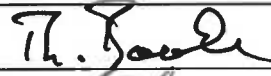



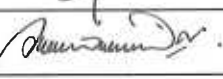










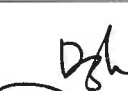
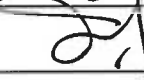

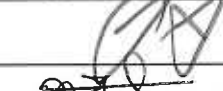
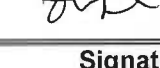
**SAFETY & SECURITY
DEPARTMENT**

**FIRE EVACUATION PLAN
KOMPLEKS REL UDARA**

Ref. No. G00.OMZ.M15400.DS.0009.E

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 2 of 10	Fire Evacuation Plan Kompleks Rel Udara

Release

Released:	Thomas Baake	Chief Executive Officer	19.11.19	
Checked:	Ham Mow Wai	Maintenance	6.11.19	
Checked:	James L Boudville	Operations	10.10.19	
Checked:	Darren Santa Maria	Performance Monitoring and Quality & Environment	29.10.2019	
Checked:	Suriani Farisa Md Isa	Human Resource	11.10.2019	
Checked:	Anthony Arokianathan	Wayside	07/11/2019	
Checked:	Jayarajah Savarimuthu	Rolling Stock & Engineering	6.11.19	
Checked:	Gan Lee Hong	Procurement	08.11.19	
Checked:	Aziz Hashim	Signalling	07/11/2019	
Checked:	Noel Devan Sawnthara Pandian	Electrification	15.11.2019	
Checked:	Norhandee Nordin	Drivers & Station	11.10.19	
Checked:	Omar Zakir	Operations Control Centre	11.10.19	
Checked:	Nauwalah Amat Mustakim	Finance	11.10.19	
Checked:	Abdul Halim Baharom	Infrastructure	12.11.19	
Checked:	Norazman Abu Hassan	Rolling Stock	14.10.19	
Checked:	Muhamad Dzulfaqar Yusoff	Project & Engineering	5/11/19	
Checked:	Raefendy Ismail	Material Management	12.11.19	
Checked:	David Thiagarajan	Documentation & Administration	10.10.19	
Checked:	Sukhbir Singh	Safety & Security	11/10/19	
Author:	Nur Izzati Nadia	Safety & Security	9/10/2019	
	Name	Dept.	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 3 of 10	Fire Evacuation Plan Kompleks Rel Udara

Change Record and Configuration Control

E	30 Sep 19	Revised – Whole Document	Nur Izzati Nadia
D	23 Jul 13	Revised – Scope, Fire Wardens & List of E-MAS Fire Wardens	Noor Faisal
C	22 Mar 06	Change On Annex 1 – New Fire Wardens Structure List	Sukhbir Singh
B	08 Sept 03	Change on Annex 1 (page 7) – Fire Warden Structure List	Sukhbir Singh
A	20 May 03	New	Sukhbir Singh
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMZ.M15400.DS.0009.E					
Issues To Consider	Checked <i>(Please mark X)</i>				Remarks
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Resources available?	YES	X	NO		Adequate
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	X	

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 4 of 10	Fire Evacuation Plan Kompleks Rel Udara

TABLE OF CONTENTS**Page**

1	Purpose	5
2	Scope.....	5
3	Procedure	5
4	Fire Prevention	5
4.1	Fire Response.....	5
4.2	Fire Marshal.....	6
4.3	Fire Wardens	6
4.4	Responsibilities of All Personnel	6
	Appendix.....	7
	Appendix 1 - KRU Fighting Equipment.....	8
	Appendix 2 - Fire Action Board.....	9
	Appendix 3 - Assembly Point (Open Parking Area)	10

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 5 of 10	Fire Evacuation Plan Kompleks Rel Udara

1 Purpose

The purpose of this procedure is to ensure that all E-MAS personnel working in the Kompleks Rel Udara (KRU) are aware on how to respond and evacuate in case of fire.

2 Scope

This procedure applies to all E-MAS personnel working in KRU. The special duties of Operation Control Center (OCC) are provided in the Procedure for OCC Ref No; G00.OMO.M15111.NA.1003.*. Access for this procedure is available in softcopy/hardcopy and can be retrieved in EDMS for all E-MAS personnel.

3 Procedure

Fire safety is a shared responsibility of each and every member of E-MAS personnel. The knowledge and awareness provided in this procedure will assist you to maintain a safe, fire-free environment at your workplace. Please follow the instructions listed in this procedure to protect yourself and others.

4 Fire Prevention

Good housekeeping and sensible fire precaution will reduce the likelihood of a fire occurring. Most fires can be prevented. The common causes include electrical equipment, which is either:

- faulty or misused
- smoking materials
- accumulation of combustible rubbish
- carelessness of people

Every personnel is encouraged to report any hazards to the suitable person such as their Supervisor, Manager or the Safety & Security Department.

4.1 Fire Response

Fire Marshal and Fire Wardens have been identified to ensure speedy and effective evacuation of all personnel in the KRU premises. These Fire Marshals and Fire Wardens have been well trained for their duties.

Fire Evacuation Plan has been placed at strategic locations in the buildings, as well as pictures of the Fire Wardens responsible for the relevant part of the buildings. Emergency doors are clearly marked, as well as the assembly point. The picture of assembly point is provided in Appendix 1.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 6 of 10	Fire Evacuation Plan Kompleks Rel Udara

4.2 Fire Marshal

Fire Marshal is responsible to organize fire fighting until BOMBA arrives. The primary duties of Fire Marshal are as follows:

- Report to the Head of Department Safety & Security.
- Keep an accurate, up-to-date list of all Fire Wardens responsible for respective areas.
- To ensure that all Fire Fighting Equipments are checked periodically and maintain an up-to date record. Fire Fighting Equipments available in KRU are provided in Appendix 2.

4.3 Fire Wardens

Fire Wardens are responsible for reporting the situation of the affected area in the event of a fire to the Fire Marshal. The primary duties of Fire Wardens are as follow:

- Upon hearing the fire alarm, proceed to the fire alarm panel to check the location of where the alarm triggered.
- Verify the fire alarm by immediately to the location where the fire alarm panel indicated.
- If confirm there is a fire, all personnel must be made aware of the fire and evacuate.
- Notify Operations Control Center (OCC) immediately by stating the correct and exact location of the fire.
- Take charge of the evacuation and ensure that everyone is directed to the assembly point.
- Although in most cases it will be impossible to take a roll-call, try to ascertain from the evacuees if anyone is known to be missing and their likely whereabouts.
- When all staffs are already at the assembly point, conduct a head count and report the result of the head count to the Fire Marshal.
- All staffs should be made aware to remain at the assembly point until further instructions are received from the Fire Marshal or BOMBA Commander.

NOTE

Fire Wardens are also responsible to evacuate visitors, trainees, contractors, sub-contractors and others at their designated appointed location.

4.4 Responsibilities of All Personnel

Make yourself familiar with the Evacuation Plans for your work area. In case of a fire:

- Remain calm and proceed to the evacuation area in an orderly manner. Do not rush, push or panic. Rely on planning and knowledge. Be cooperative with Fire Marshall and Fire Wardens.
- Assist disabled or injured people to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.
- Do not go back to retrieve belongings.
- If there is smoke, stay low to the ground, it would be easier to breath.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 7 of 10	Fire Evacuation Plan Kompleks Rel Udara

- Before opening the door, touch the door with the back of your hand. Do not open any door that is warm or hot. Be careful, warm or hot door indicated that the other side is on fire.
- Close all doors behind you to prevent fire from spreading. But make sure that you can reopen the door if you need to retreat.
- If in doubt of what to do in the event of a fire, refer to the Fire Action Board as provided in Appendix 3.

Appendix

- Appendix 1 – KRU Fire Fighting Equipment
- Appendix 2 – Fire Action Board
- Appendix 3 – Assembly Point (Open Parking Area)

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 8 of 10	Fire Evacuation Plan Kompleks Rel Udara

Appendix 1

KRU Fire Fighting Equipment

		
Fire Extinguisher (ABC)	Fire Extinguisher (CO2)	Fire Hose Reel
		
Fire Break Glass	Fire Hydrant	Hydrant Cabinet
		
Fire Alarm Bell	Smoke Detector	

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 9 of 10	Fire Evacuation Plan Kompleks Rel Udara

Appendix 2

Fire Action Board

FIRE ACTION

ANY PERSON DISCOVERING A FIRE

1. Sound the alarm
2. Dial **7640 / 7641** to call OCC
3. Attack the fire if possible using the provided appliance on hearing the fire alarm

4. Leave the building
5. Close all doors
6. Report to the assembly point



- **Do not take the risk**
- **Do not return to the building for any reason until authorized to do so**

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMZ.M15400.DS.0009	E	30 Sep 2019	Page 10 of 10	Fire Evacuation Plan Kompleks Rel Udara

Appendix 3

Assembly Point (Open Parking Area)

