

**FIRE SAFETY ACT  
(CHAPTER 109A, SECTION 61 (1))**

**FIRE SAFETY  
(FIRE EMERGENCY PLAN)  
REGULATIONS**

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**DUTIES AND RESPONSIBILITIES OF  
OWNER OR OCCUPIER OF  
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[8th April 1994]

**PART I**

**PRELIMINARY**

**Citation**

**1.** These Regulations may be cited as the Fire Safety (Fire Emergency Plan) Regulations.

**Definitions**

- 2.** In these Regulations, unless the context otherwise requires —
- “designated premises” means any premises or class of premises which has been designated by the Minister under section 21 (1) of the Act;

“Fire Command Centre” means a room within any premises which is specifically designated for the purpose of command and control of operations in the event of fire or other emergencies and fitted with the necessary equipment;

“Fire Emergency Plan”, in relation to a designated premises, means a plan which contains information on the types of fire safety measures that are provided for in the designated premises and includes the floor layout plans of and evacuation procedures for the premises.

## PART II

### DUTIES AND RESPONSIBILITIES OF OWNER OR OCCUPIER OF DESIGNATED PREMISES

#### **Duties of owner or occupier of designated premises**

3. The owner or occupier of designated premises shall —
  - (a) within 6 months from the time the premises are designated or fall within the class of premises designated by the Minister under section 21 (1) of the Act, prepare a Fire Emergency Plan for the premises;
  - (b) ensure that the Fire Emergency Plan for the premises is prepared in accordance with such guidelines as may be issued by the Commissioner for that category of premises;
  - (c) form a Fire Safety Committee from among the occupants in the premises to assist him to plan, organise and conduct fire safety programmes including fire evacuation drills in the premises;
  - (d) ensure that the Fire Emergency Plan prepared for the premises is reviewed at intervals not exceeding 12 months or at such other intervals as may be directed by the Commissioner under regulation 4;

- (e) ensure that up to date records relating to reviews of the Fire Emergency Plan, conduct of fire evacuation drills and fire safety programmes are kept and maintained at all times;
- (f) ensure that records specified in paragraph (e) and a copy of the Fire Emergency Plan are kept at the Fire Command Centre or such other place where they can be easily available to the Commissioner at all times;
- (g) designate one or more places within or outside the premises which is capable of accommodating all the occupants of the premises and which poses the least danger to the occupants of the premises in the event of fire to be used as an assembly area; and
- (h) notify the Commissioner in writing of the completion of the Fire Emergency Plan within 14 days.

**Powers of Commissioner****4.** The Commissioner may from time to time —

- (a) issue guidelines prescribing the contents of a Fire Emergency Plan for a designated premises;
- (b) issue written directions to the owner or occupier of a designated premises requiring him to implement such fire safety programmes for the occupants which are in his view necessary to ensure the safety of the occupants;
- (c) require the owner or occupier of a designated premises to review the Fire Emergency Plan for the premises at such other intervals as he may think fit;
- (d) require the owner or occupier of a designated premises to maintain any other records of activities relating to fire safety which are or have been carried out by the owner or occupier; and
- (e) require the owner or occupier of a designated premises to provide him with a copy of the Fire Emergency Plan and such other records relating to the Fire Emergency Plan which have been kept by the owner or occupier as he may require.

**Penalty**

**5.** Any person who contravenes any provision of these Regulations shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 6 months or to both.

[G.N. No. S 168/94]

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