



**EMERGENCY FIRE RESPOND
PLAN AND PROCEDURE**

FOR

ENCOMAS SDN BHD
ENCOMAS HOUSE, 2478 JALAN PUMPONG,
05250 ALOR SETAR, KEDAH



FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

Encomas Sdn Bhd believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Signed:



(Managing Director)

Dato' Rick Cheng Wooi Seong DSDK., AMK.

Encomas Sdn Bhd

Date: 11 May 2019

FIRE/SMOKE

What People / Staff Should Do If They Discover a Fire:

- Raise the alarm by operating the nearest building fire alarm.
- Trained personnel to extinguish the fire only where appropriate.
- Evacuate to a safe place / designated assembly area.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure all staff and visitors are escorted out of the building.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

What People / Staff Should Do If They Hear the Fire Alarm:

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

Please familiarise yourself with the location of fire extinguisher (s) inside the building.

EMERGENCY EVACUATION

At all times during the emergency, stay calm, and follow the instructions below:

1. On hearing the **ALARM**, prepare to leave the building immediately – if safe to do so, secure confidential materials and valuables, collect personal belongings, shut down experiments, switch off computers, electrical appliances, equipment, machinery, etc.
2. Leave the building by the nearest and safest exit route.
3. Do not return to collect personal belongings.
4. Assist any person with a disability to leave the building, or to the nearest fire isolated stairwell or fire safe haven (for multi-storey buildings - do not attempt to carry people down stairs).
5. Walk quickly and calmly to the designated assembly area of your building or any safe area.
6. Remain at the assembly area (in groups) and only leave when instructed or safe to do so.
7. Do not re-enter the building until informed that it is safe to do so.
8. Do not enter a building still in alarm.
9. Do not wander around the building area and ask for permission if in need to go somewhere.
10. Stay alert with any instruction given by the manager or the authority.

PERSONAL INJURY

Personal Injury - Minor

1. Treat the injury using appropriate item available inside the First-Aid kit. If required, seek assistance from others.
2. Visit nearby clinic or health centre for proper medication and further treatment if required.

Personal Injury - Major

1. Assist the injured person carefully to a safe area.
2. Check the level of consciousness of the injured person. Do not attempt to treat the injury without proper knowledge or training.
3. Ring Emergency Line 999 and provide relevant information and description of the injured person. Follow the instructions given by the emergency personnel until assistance arrive.
4. Clear the path for the emergency personnel to attend the injured person.
5. Only assist the emergency personnel if required or instructed.

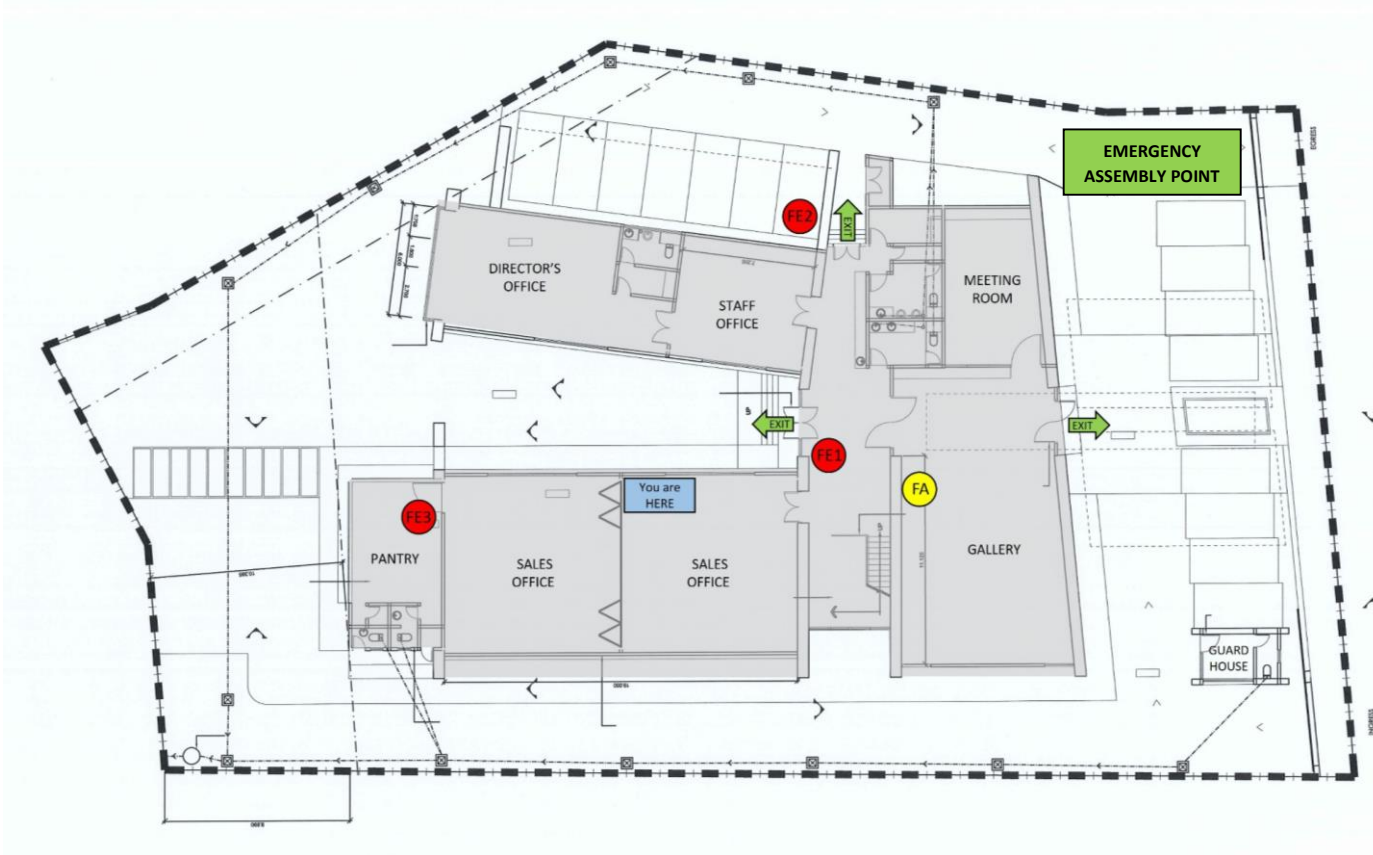
Please familiarise yourself with the location of first aid kit inside the building.

PRECAUTIONS

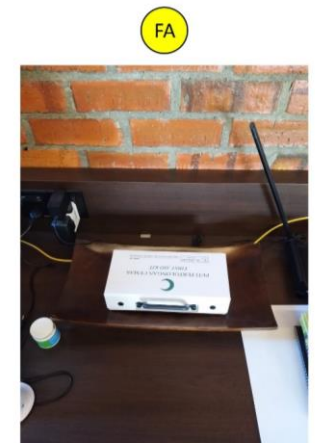
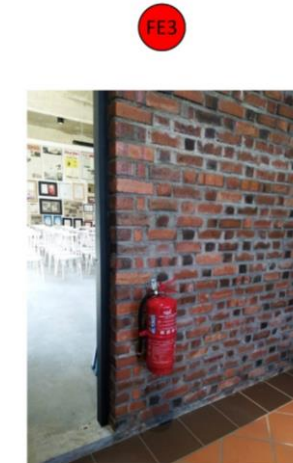
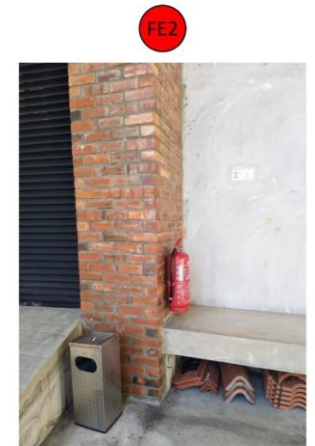
Employees **must**:

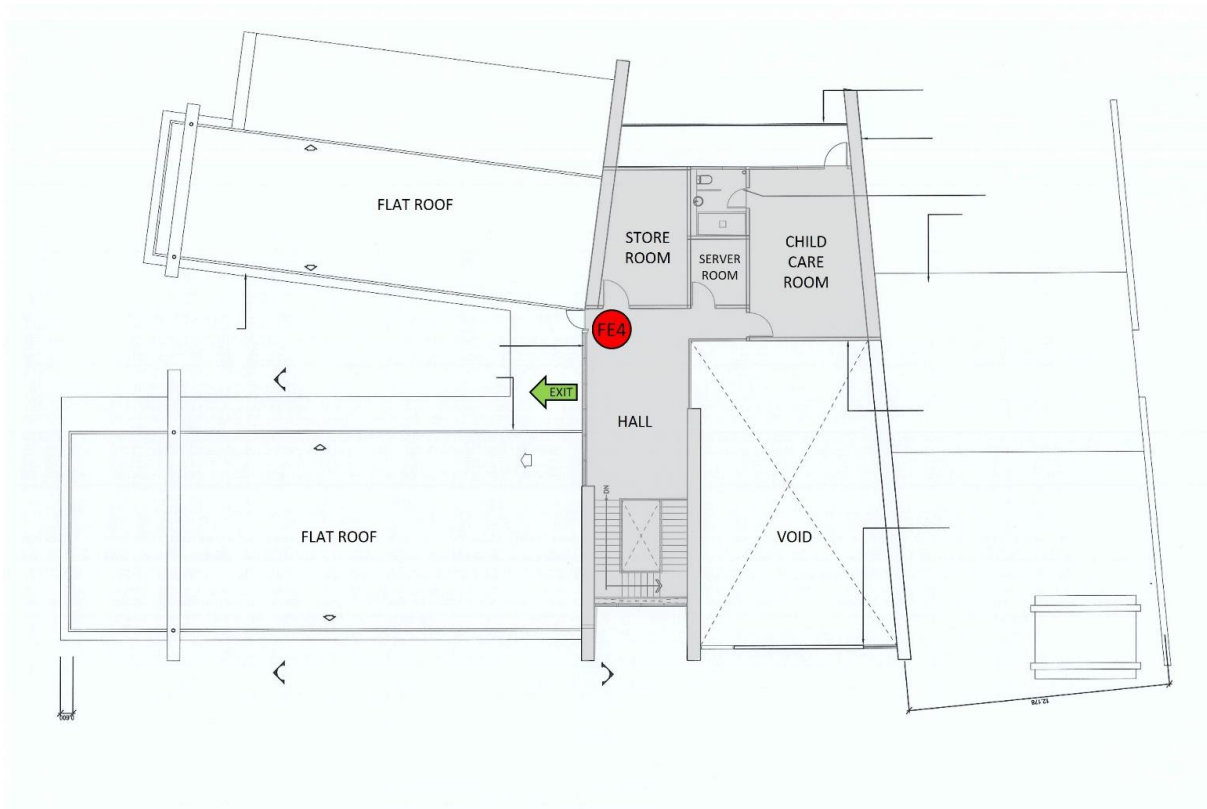
1. Ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
2. Know, and co-operate with, the responsible person of their workplace;
3. Report to their manager or supervisor about any concerns about fire safety;
4. Be familiar with all escape routes;
5. Not wedge fire doors open, nor block or obstruct them;
6. Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
7. Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and not attempt to extinguish a fire unless they have been specifically trained; and
8. Comply with the 'no smoking' legislation or ensure used cigarette are disposed correctly.

Please refer the following building plan for easy reference:



GROUND FLOOR PLAN





MEZZANINE FLOOR PLAN

