



 UTS	FIRE DRILL IN UTS CAMPUS	Doc. No:	UTS/MFS/P12
		Revision No:	03
		Date:	27/09/24
		Page No:	1 / 4

Prepared by:  Name: Osman Bin Kadir Position: Senior Executive, Maintenance Facilities & Security	Approved by:  Name: Lau Hwi Sung Position: Manager, Maintenance Facilities & Security
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	25/07/18	Establishment	00	Manager, MFS
2	08/08/22	Review the whole contents	01	Manager, MFS
3	01/06/24	Review the whole contents	02	Manager, MFS
4	27/09/24	1. Revise the objective 4. change abbreviation for SOP & MFSD 6. simplify the process of flow chart 7. revise description based on new process of flow chart - Review process flow chart & description for Step 3, Step 5 and Step 10. - 8.0 Records	03	Manager, MFS

 UTS	FIRE DRILL IN UTS CAMPUS	Doc. No:	UTS/MFS/P12
		Revision No:	03
		Date:	27/09/24
		Page No:	2 / 4

1.0 OBJECTIVE

This SOP aims to establish clear guidelines and protocols for efficiently executing fire drills, promoting awareness, and enhancing the campus community's ability to respond effectively in the event of an actual fire emergency.

2.0 SCOPE

This scope is applicable to all staff, student, and visitor in University of Technology Sarawak.

3.0 REFERENCES

Emergency Response Plan

4.0 DEFINITION / ABBREVIATIONS

UTS	: University of Technology Sarawak
SOP	: Standard Operating Procedure
ERP	: Emergency Response Plan
MFSD	: Maintenance, Facilities and Security Department
HOD	: Head of Department
SE	: Senior Executive
MCP	: Manual Call Point

5.0 RESPONSIBILITY

- 5.1 The HOD of MFSD is responsible to ensure that SOP is adhered to.
- 5.2 The Senior Executive of MFSD is responsible to follow and adhere to this SOP.
- 5.3 Dean and HOP to follow and adhere to this SOP.
- 5.4 Staff, students and visitors to follow and adhere to this SOP.
- 5.5 Security personnel to follow and adhere to this SOP.

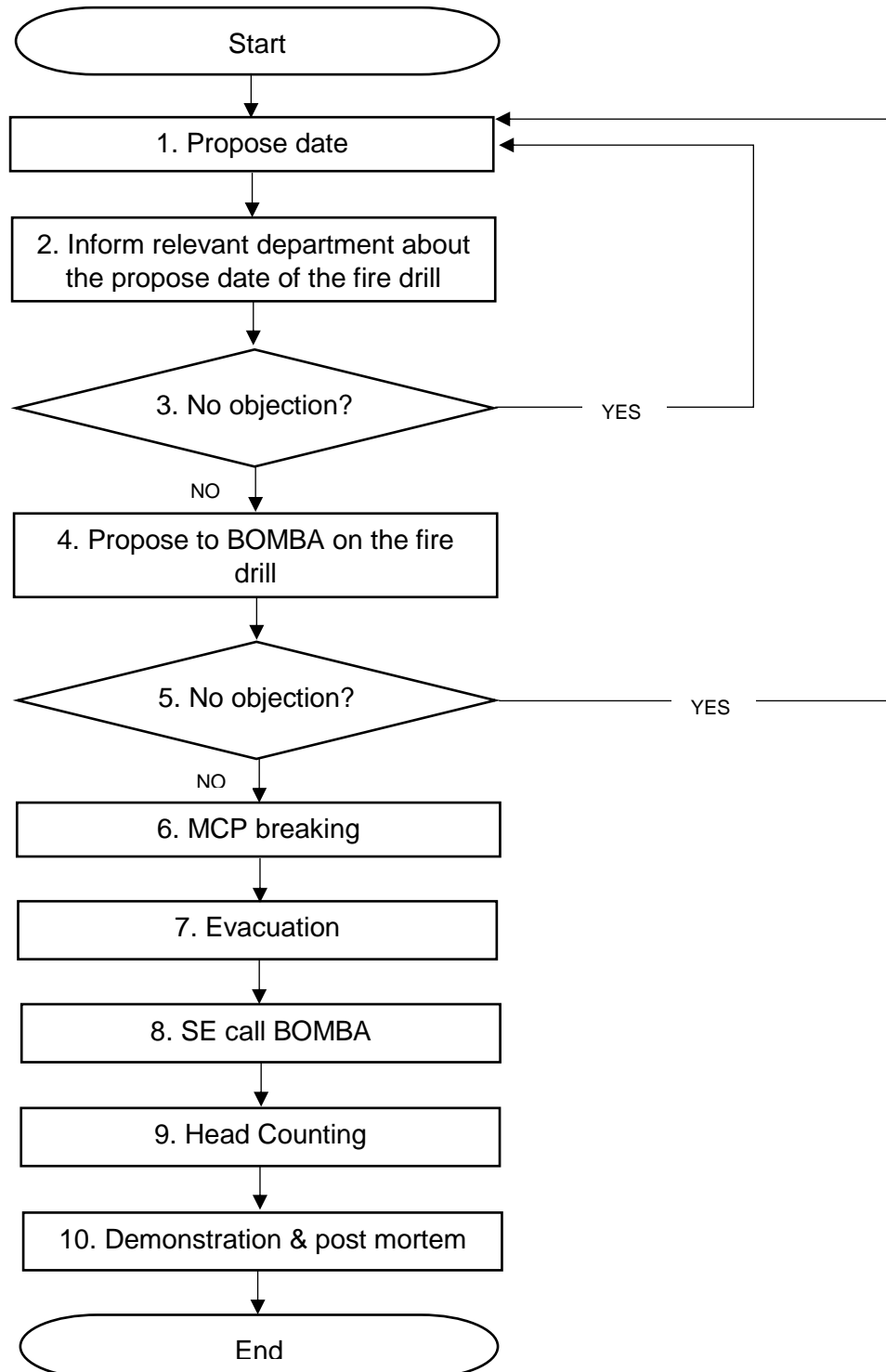


UTS

FIRE DRILL IN UTS CAMPUS

Doc. No:	UTS/MFS/P12
Revision No:	03
Date:	27/09/24
Page No:	3 / 4

6.0 PROCEDURE



 UTS	FIRE DRILL IN UTS CAMPUS	Doc. No:	UTS/MFS/P12
		Revision No:	03
		Date:	27/09/24
		Page No:	4 / 4

7.0 DESCRIPTION

No	Description	Person in Charge	Document
1.	Discuss and propose date for fire drill with the safety committee.	Safety committee & SE of MFSD	NIL
2.	Notify all relevant person (Dean/HOD/Director) in the building about the proposed date of the fire drill.	SE of MFSD	NIL
3.	Verify if there are any objections from the department (Dean/HOD/Director). If YES, return to step 1.	Dean/HOD/Director	NIL
4.	If NO, propose to BOMBA on the fire drill date by issuing a letter.	SE of MFSD	Proposal Letter
5.	Verify if there are any objections from BOMBA. If YES, return to step 1.	BOMBA	NIL
6.	If NO, proceed to step 6 by initiate the fire drill by breaking the MCP.	Technician	NIL
7.	Conduct the evacuation as planned. Fire wardens immediately evacuate and lead all their staff and personnel to the designated Emergency Assembly Point. Assembly Point 1 : Nearby Surau Parking Assembly Point 2 : Nearby Block 5 Parking Assembly Point 3 : Nearby Maintenance Office Parking Assembly Point 4 : Hostel	Fire Warden or Assistant Fire Warden	NIL
8.	The SE will call Fire Department (BOMBA) Tel No:999	SE of MFSD	NIL
9.	At Emergency Assembly Point, Fire Wardens assist in checking that everyone has arrived safely (head counting) and report to BOMBA.	Fire Warden or Assistant Fire Drill	NIL
10.	10.1 Demonstration handling of fire extinguisher and post mortem by Fire fighter (BOMBA). 10.2 Staff practices to handle fire extinguisher properly and their name will be recorded in Fire Drill Report.	Fire fighter (BOMBA) & all staffs/students	Fire Drill Report

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Fire Drill Report	Maintenance Office/Executive	1 year