Date: 24 November 2008

Subject: SPMS Building - Fire Alarm Standard Operating Procedure (Important to Note)

Dear SPMS Staff and Students,

When fire alarm triggers, a PA announcement ("investigation of alarm...") will be broadcasted. Staff/Students shall remain calm while the alarm is under investigation. The PA will be silenced and reset if the alarm is found to be a false alarm. However, if a fire is confirmed to be in the building, fire alarm will be re-activated and PA announcement ("to evacuate...") will be broadcasted. Staff/Students shall immediately evacuate from the building through the fire exits (follow the ‘EXIT’ sign and DO NOT use lifts) to the Assembly Area (as shown below). This procedure is consistent during or after office hours. Should there be any query or doubt on the alarm status, users can contact Fault Reporting Centre, FRC @ 67904777 which is 24 hours in service.

By School of Physical and Mathematical Sciences, NTU

Sent on behalf of Office of Facilities Planning & Management, NTU