Standard Operating Procedure in the event of Oxygen Detector Alarm Activation

1. Purpose

1.1. To safeguard staff and occupants in the event of a gas detector alarm activation.

1.2. To inform staff and occupants what to do in such a situation.

2. Scope

2.1. To ensure that staff and occupants are familiar with checking and re-setting the alarm.

3. Responsibility

3.1. This SOP applies to all occupants in the event of a gas alarm.

3.2. It is the responsibility of all staff and occupants to learn and know how to react when the alarm is activated.

4. Procedure

4.1. When Alarm sounded, go to the oxygen detector panel located along the corridor of the lab.

4.2. Press **ACK button** to silence the buzzer.

4.3. Check which panel activates the alarm, Panel X or Panel Y. Besides the alarm, there will be a red indicator light on the panel.

4.4. Locate the *CH* for the affected location.

4.5. Refer to the Plan Layout located near the Safety Notice Board for the affected location.

4.6. WARNING:

4.6.1 Exercise caution when you go to the affected location.

4.6.2 Ventilate the affected area fully (by keeping the door open and/or activating the 'RED' purge button before proceeding with any rectification work for suspected gas leak or any source that could contribute to abnormal oxygen level.

4.7. Possible scenarios:

4.7.1 'AL3' alarm light activated

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Either i) turn off or remove any source that contributes to High oxygen level

Or   ii) it could be a false alarm.

4.7.2   'AL2', 'AL1' alarm light activated

Either i) turn off or remove any source that contributes to Low oxygen level

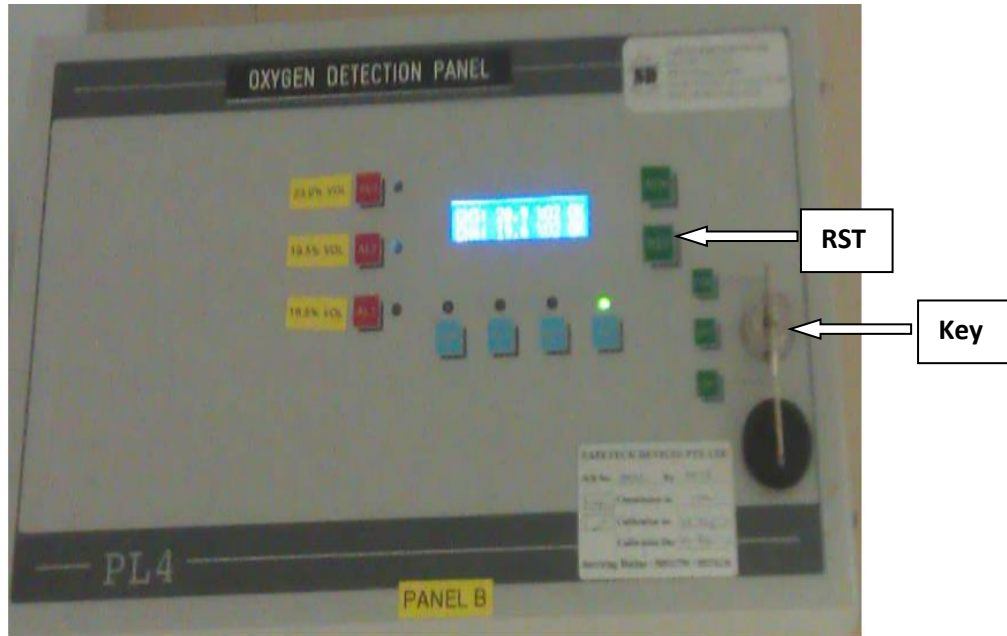Or   ii) it could be a false alarm.

4.7.3   'FLT' indicator light activated

- System requires servicing

4.8.   Return to the detector panel and check that the status of the display is *OK* and that the oxygen level has normalized.

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4.9   Turn the key switch to *OFF* position, press *RST* button to reset the control panel and turn the key switch back to *ON* position.

4.10   Inform the lab staff of the incident.

5   Emergency Contact List After Office Hours
Dr Lee Jingyi: 9771 7185 (mobile)
Ms Per Poh Geok: 9172 9160 (mobile)
Mr Adam Tan: 9685 5585 (mobile)
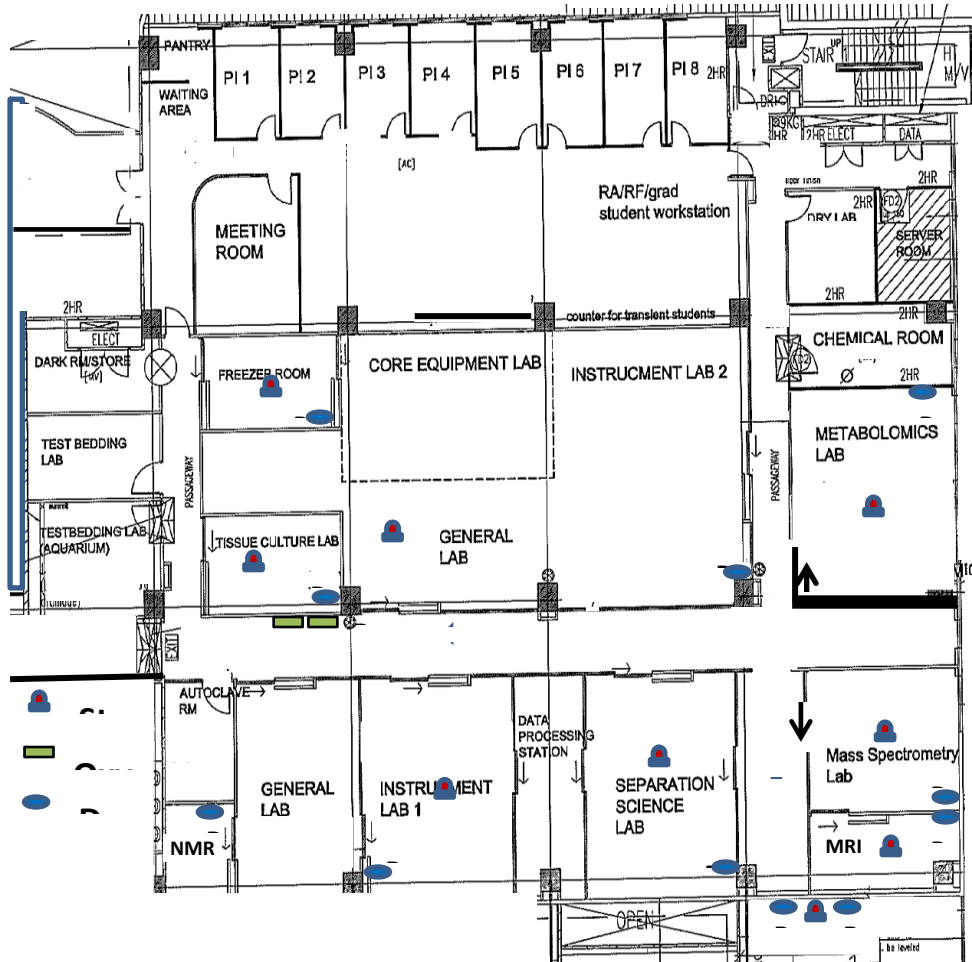Ms Choong Hui Xin: 9841 1216 (mobile)
Ms Siah Ke Yee: 9101 3886 (mobile)

If the lab staff is uncontactable, please call Safetech Technical Support at 6745 5455.

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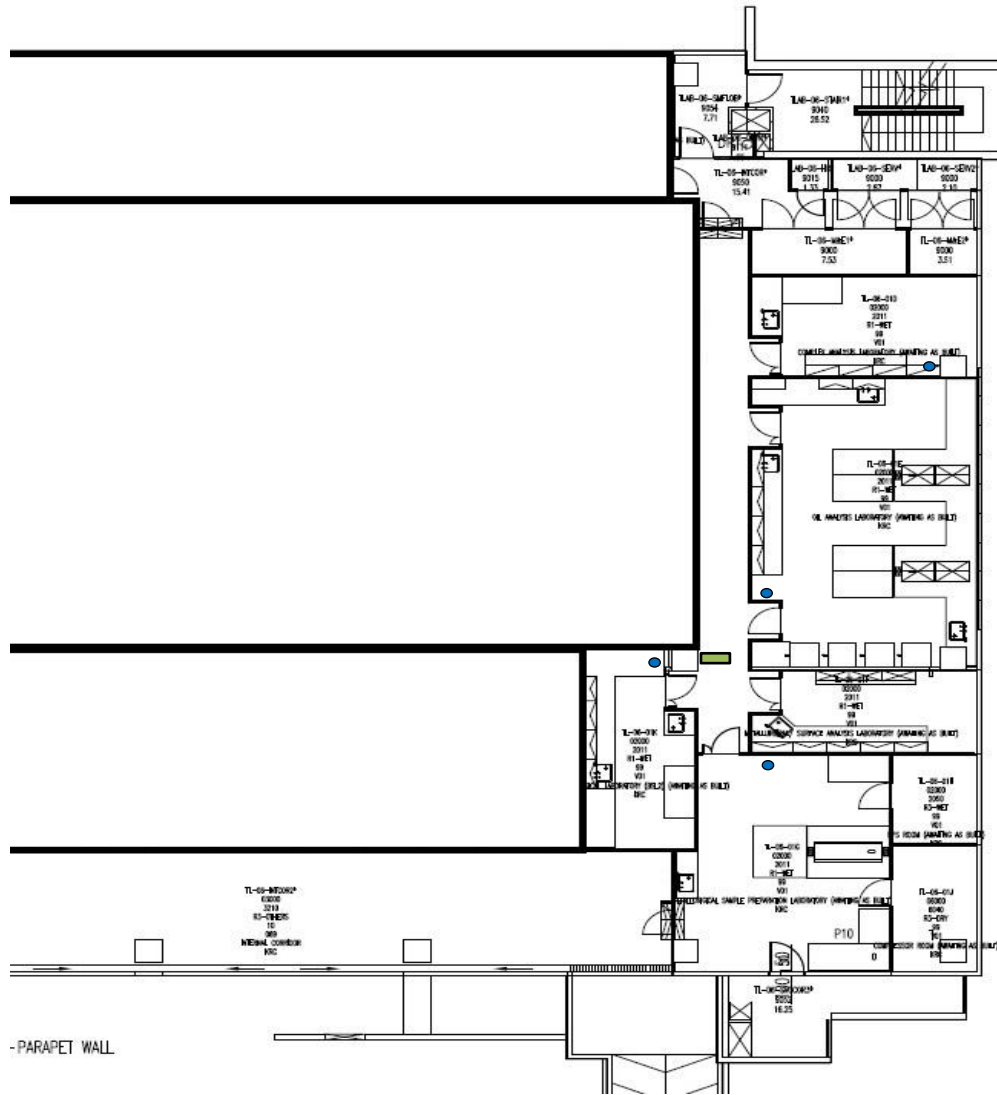**Standard Operating Procedure in the event of Oxygen Detector Alarm Activation**

6   References

Location of Oxygen Detectors in NERI Lab (#02-03)

Standard Operating Procedure in the event of Oxygen Detector Alarm Activation

Location of Oxygen Detectors in NERI Lab (#06-01)

Standard Operating Procedure in the event of Oxygen Detector Alarm Activation

Location of Oxygen Detectors in NERI Lab (#08-03)