

HAZE RESPONSE CHECKLIST

ESSENTIALS

Background

In the recent annual Haze Outlook report released by the Singapore Institute of International Affairs, it has predicted a high risk of severe haze occurring within the Southeast Asian region (with a “red” rating for transboundary haze), resulting from the El Nino effect and associated factors such as weather, government policies and market conditions. Along with this report, the National Environment Agency (Singapore) has also issued an advisory warning of the risk of a severe haze. While the severity is not expected to be anywhere near 2015 (where the PSI reading crossed the 300 mark into the “hazardous” range), it is expected to be more intense and prolonged, extending into October¹.

Most organisations and the community would have experience adapting to previous haze seasons. Nonetheless, preparedness is not simply about “procuring more N95 masks or ventilation units”. The enclosed checklist provides a quick overview of what organisations should consider in the coming months.

(Please note that this checklist is a quick overview of readiness measures to adopt and not meant to be exhaustive. Readers are expected to carefully assess respective organisational requirements while complying with local regulations, internal safety and wellbeing policies. Infinity Continuity will not be liable for any outcome as a result of adhering to this checklist)

¹ “High risk of severe transboundary haze in 2023, public advised to be prepared: Singapore institute” – Tan Ming Chuan, Channel News Asia (22 June 2023)

Priority 1 – Exposure Identification

- 1. Identify all outdoor work and activities
- 2. Identify staff performing such activities
- 3. Identify staff who are pregnant and have known medical conditions (i.e., respiratory conditions)
- 4. Allocate N95/relevant PPE to this group as a priority
- 5. Staff engaged in extended and essential outdoor activities to be readily provided with protective eye wear, if needed

Priority 2 – Critical Information Review and Preparedness

- 1. Update contact details
- 2. Review current policies on healthcare benefits, leave entitlement and WICA details
- 3. Review work processes and staffing requirement
- 4. Review internal communication templates (i.e., staff)
- 5. Review external communication templates (i.e., suppliers and clients)
- 6. Review current filters or precipitators installed or required
- 7. Stock up required PPE
- 8. Review contingency plan(s)
- 9. Review Business Continuity Plan
- 10. Brief staff and identified stakeholders

Priority 3 – Plan(s) Validation and Communication

- 1. Validate continuity and contingency plan(s)
- 2. Conduct table-top exercise
- 3. Check supply chain readiness

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- 4.** Review list of alternate product and service providers
- 5.** Update contingency and continuity plans
- 6.** Communicate information and updates to staff and clients (example, intranet, client emails, etc.)

Other Factors of Consideration

- 1.** Criteria for activation of BCP (example, 24 hour versus 3 hour “spike” PSI readings)
- 2.** Criteria for activation of EOC or “Monitoring Post” (assuming on-site)
- 3.** Criteria for “Standing down”
- 4.** Recovery and restoration process

Next Steps

While most organisations have an idea of how to prepare for a haze scenario, not everyone in the organisation may have the time to perform or participate in a joint readiness review due to work priorities and (unfortunately) false perceptions on state of readiness.

Infinity Continuity can help bring the organisation up to speed in its preparedness measures for this scenario (and more). We have conducted customised “haze preparedness” workshops for organisations in previous years and developed validation exercises to gauge the organisation’s readiness state.

**Reach out to us at (65) 6679-6231
or EMAIL us today!**

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