To all Staff and Tenants at T2 North Finger Pier

**TERMINAL 2 NORTH FINGER PIER FIRE EVACUATION DRILL**

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire evacuation exercise on **30 August 2013** from 1000hrs to 1100hrs at T2 North Finger Pier. The evacuation exercise will only involve airport staff and tenants located at T2 North Finger Pier offices (Level 3 & 4 landside). In the event of inclement weather, the drill will be postponed to 1500hrs to 1600hrs. A fire warden briefing and a table top exercise will be held on **21 August 2013** from 1500hrs to 1600hrs at T2 North Finger Pier, unit no. #047-009 (refer to Appendix C), to brief all fire wardens on the exercise objectives, scenario, and their roles during the evacuation.

2. To avoid unnecessary confusion, fire evacuation exercise announcements will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing instructions to evacuate over the PA system, all participants shall evacuate immediately in an orderly manner, guided by their fire wardens using the shortest possible routes and proceed to the designated assembly areas. The assembly areas assigned for this exercise are shown in Appendix A. Participating fire wardens are required to update the floor register in Appendix B and return it to the AES Officer at the Assembly Area during the exercise.

3. The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. In the fire safety interest of your staff, we strongly encourage all non-essential staff and those without any medical conditions to participate in this exercise. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact AES FSU at 65412535 or fire.safety@changiairport.com.

NG KENG LYE
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE
ASSEMBLY AREA FOR T2 NORTH FINGER OFFICE EVACUATION DRILL

ASSEMBLY AREAS FOR EVACUATION OF TERMINALS 1, 2, 3 & CONTROL TOWER

TERMINAL 1 (Landside)
1A: TAXI STAND
1B: CARPARK A
1C: T1 COACH STAND

TERMINAL 2 (Landside)
2A: OPEN SPACE BETWEEN MULTI-STOREY CARPARK 2B AND TAXI QUEUE STAND
2B: T2 BOULEVARD (OPPOSITE ARRIVAL MEETING HALL)
2C: T2 COACH STAND
2D: OPEN SPACE BETWEEN MULTI-STOREY CARPARK 2A AND VIP COMPLEX

TERMINAL 3 (Landside)
3A: OPEN SPACE NEXT TO T3 ROADWAY
3B: T3 MAIN BUILDING NORTH
3C: T3 MAIN BUILDING CENTRAL
3D: T3 MAIN BUILDING SOUTH
3E: T3 COACH STAND
3F: OPEN SPACE NEAR TO VEHICULAR RAMP TO BASEMENT
3G: OPEN SPACE NEXT TO PMS STATION “A” SOUTH

Control Tower
TERMINAL 2 (Landside)
2A: OPEN SPACE BETWEEN MULTI-STOREY CARPARK 2B AND TAXI QUEUE STAND
2B: T2 BOULEVARD (OPPOSITE ARRIVAL MEETING HALL)
2C: T2 COACH STAND
2D: OPEN SPACE BETWEEN MULTI-STOREY CARPARK 2A AND VIP COMPLEX

Landside AA. Service road adjacent to North Finger office
TO: Changi Airport Group  
    Airport Emergency Service  
    P O Box 168  
    Singapore Changi Airport  
    Singapore 918146

FLOOR REGISTER

Tenant / Company Name: ________________________________________________

Floor Level: _______________ Unit/Room No: ____________________________
(Please use a separate form for each level)

Telephone & Fax No. ___________________________/________________________

Name of Fire Warden & Contact No: ________________________________

Name of Assistant Fire Warden & Contact No: ____________________________

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<tr>
<th>Name of Occupants / Staff</th>
<th>Evacuation Status (for official use during emergency)</th>
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Submitted by: ____________________________ Name & Designation

Signature & Date: ________________________
3rd link bridge, connecting to Car Park 2B