AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To all Staff and Tenants at T1 South East Pier & T2 North Finger Pier

FIRE EVACUATION DRILL FOR TERMINAL 1 SOUTH EAST PIER & TERMINAL 2 NORTH FINGER PIER ON 17 DEC 2014

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire drill on 17 December 2014 from 10am to 11am at Terminal 1 South East Pier & Terminal 2 North Finger Pier. This exercise will only involve airport staff and tenants residing at the T1 South East Pier & 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 11 December 2014 from 1430hrs to 1600hrs at CAG Meeting Room A (located at Terminal 2, level 3, Airport Management Cluster Office, Unit #036-053) (refer to Appendix A). The briefing agenda includes sharing of the exercise objectives, fire drill scenario, and reinforcement on the roles of appointed fire wardens during the evacuation.

To avoid unnecessary confusion, announcements will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing the announcement for evacuation, all participants shall vacate their respective office immediately in an orderly manner with the guidance by the appointed fire wardens to the designated assembly areas. The assembly areas assigned for this exercise are shown in Appendixes B & C. Participated fire wardens are required to update the floor register in Appendix D and return it to the AES Officer at the Assembly Areas during the exercise.

The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For the safety interest of your staff, we strongly encourage all staff to participate in this exercise to familiarised them with the evacuation procedure. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact AES FPS at 65412535 or at fire.safety@changiairport.com.

NG KENG LYE
for DEPUTY SUPERINTENDENT, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

Enclosures:
Appendix A - Direction to CAG Meeting Room A for Fire Warden Briefing
Appendix B - Assembly Areas for T1 South East Pier Occupants
Appendix C - (Assembly Areas for T2 North Finger Pier Occupants
Appendix D - Floor Registry
Direction to CAG Meeting Room A for Fire Warden Briefing

CAG Meeting Room A
Located at Terminal 2 Level 3 (South)
Airport Management Cluster Office
(Unit 036-053)
ASSEMBLY AREA FOR T1 SOUTHEAST PIER OCCUPANTS

Assembly Area will be at T1 Coach Stand

TERMINAL 1
(Landside)

1A: TAXI STAND
1B: CARPARK A
1C: T1 COACH STAND
ASSEMBLY AREA FOR T2 NORTH FINGER PIER OCCUPANTS

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

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

TERMINAL 2 (Landside)
2A: OPEN SPACE BETWEEN MULTI-STOREY CAR PARK 2 AND TAXI QUEUE STAND
2B: T2 BOULEVARD (OPPOSITE ARRIVAL MEETING HALL)
2C: T2 COACH STAND
2D: OPEN SPACE BETWEEN MULTI-STOREY 1 CAR PARK 2A AND VIP COMPLEX

TERMINAL 3 (Landside)
3A: OPEN SPACE NEXT TO T2 ROADWAY
3B: T2 MAIN BUILDING NORTH
3C: T2 MAIN BUILDING CENTRAL
3D: T2 MAIN BUILDING SOUTH
3E: T3 COACH STAND
3F: OPEN SPACE NEAR TO VEHICULAR RAMP TO SUBLEVEL
3G: OPEN SPACE NEXT TO PMB STATION "A" SOUTH

Landside AA, Service road adjacent to North Finger office
Appendix D

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: __________________________