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## AIRPORT EMERGENCY SERVICE

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## FIRE SAFETY CIRCULAR

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To Warehouse Tenants

### **GUIDELINES FOR WAREHOUSES**

The primary objective of fire safety check for warehouses is to ensure that the highest fire safety standards are achieved and maintained at all times so that the likelihood of a fire occurring in these places is reduced to the lowest possible level. Even if a fire does occur, it should be confined and the prescribed fire protection system in place shall be able to prevent it from spreading and further endangering life and property.

2 During these checks, the inspecting officer will highlight any non-conformance to the tenant. Depending on the type and nature of non-conformance, tenants are usually asked to rectify the non-conformance on the spot if possible. For those deficiencies or shortcomings that require more time to rectify, tenants are given 30 days to comply.

3 Below are some guidelines found in warehouses:

- i) Please ensure that all the fire extinguishers in the premises are checked & serviced at least once annually by trained persons of an approved organization authorized by the relevant authority and a label is attached to each extinguisher as proof.
- ii) The area near the fire hose reel cabinet shall be clear of obstruction at all times to ensure unobstructed access to the fire fighting equipment in the event of a fire outbreak;
- iii) A clear space of 1 meter should be maintained between the ceiling and the items stacked on metal racks. This is to ensure that the sprinklers will effectively discharge water to extinguish a fire;
- iv) Exit signs have to be installed and lighted at all times even during emergencies conforming to the installation and Maintenance of Emergency lighting and power supply systems in the buildings;

- v) Exit door shall not be locked or obstructed when the premises are occupied. If an exit door needs to be locked for security reasons, then it shall be linked to the fire alarm system such that the electromagnetic device will unlock upon activation of the fire alarm system to allow occupants to evacuate the premises. This is to ensure occupants are not prevented from evacuating in the event of an emergency;
- vi) Please re-paint the fire escape route lines / demarcation lines. These lines served as a guide for staff to evacuate the premises in the event of a power failure or during an emergency;
- vii) A "No Smoking" sign shall be prominently displayed in the warehouse;
- viii) No storage of combustible materials e.g. pallets, packing materials; and flammable liquids outside the warehouse or in the common areas. Unclaimed items in these areas will be removed by CAAS;
- ix) Maximum allowable flammable liquid storage in the warehouse in air tight container is 200 litres for diesel and 20 litres for petrol.

4 Fire wardens of each warehouse are to assist in enforcing these guidelines to upkeep fire safety in Changi Airport. For more information, please contact the Airport Emergency Service Fire Safety and Standards Unit (AES FSSU) at 65412535.

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