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AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Airport Staff and Tenants

FIRE SAFETY TIPS ON THE SAFE USE OF ELECTRICAL EQUIPMENT, APPLIANCES, CORDS AND PLUGS

Recently, the Airport Emergency Service (AES) attended to a number of reports of burning smell cases related to various types of faulty electrical equipment. Left unchecked, faulty electrical equipment may lead to an electrical fire. An electrical fire is defined as a fire that involves some type of electrical failure or malfunction as a factor contributing to ignition. To lower the risk of an electrical fire in your premises, the following are fire safety tips on the safe use of electrical equipment, appliances, plugs and cords. (See also Annex A)

- i) Only use electrical equipment that has the label of a recognized testing laboratory.
- ii) Replace cracked or damaged electrical plugs and cords. If you have older cords with cloth covering, check for and replace frayed cords.
- iii) Avoid pinching electrical cords against walls or furniture or running them under carpets or across doorways or expose them in areas where they may be susceptible to physical damage.
- iv) If an appliance is malfunctioning, unplug it if it is safe to do so. If necessary, cut off power by turning off the circuit breaker.
- v) Only plug one heat-producing appliance such as a coffee maker or toaster into a power outlet at a time.
- vi) Never plug major appliances such as refrigerators, freezers, coffee pots and microwave ovens into an extension cord or expansion plug.

- vii) Extension cords and expansion plugs must be plugged directly into the power source without adaptors and should not be used or connected together.
- viii) Use extension cords and expansion plugs for temporary wiring only and consider having additional circuits or outlets added by a qualified electrician.
- ix) Work on the electrical distribution network or equipment should only be conducted by someone qualified as an electrician. Call a qualified electrician or landlord if you have:
 - a) Recurring problems with blowing fuses or tripping circuit breakers;
 - b) A tingling feeling when you touch an electrical appliance;
 - c) Discolored or warm wall outlets;
 - d) A burning smell or rubbery odor coming from an appliance;
 - e) Flickering lights;
 - f) Sparks from an outlet.

2 For further clarifications, you may contact the Airport Emergency Service Fire Safety Unit (AES FSU) at 65412535 or at **fire.safety@changiairport.com**.

NAZRI BAMADHAJ
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

Annex A

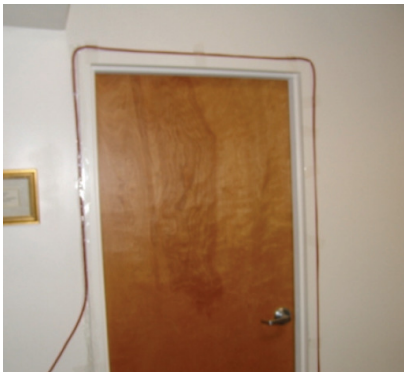
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