

No : 11/2012
Date : 24 August 2012



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Staff working in Terminal 2 Basement

Terminal 2 Basement Fire Evacuation Exercise

The Changi Airport Group (S) Pte Ltd will be conducting a Fire Evacuation Exercise on 14 September 2012 between 1000-1100 hrs for selected staff working at Changi Airport Terminal 2 Basement. In the event of inclement weather, the drill will be held between 1500-1600 hrs.

2 To avoid unnecessary confusion, a fire evacuation exercise announcement will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing the instructions for evacuation over the PA system, all participants shall evacuate immediately in an orderly manner as guided by their fire wardens using the shortest possible routes and proceed to the designated assembly areas.

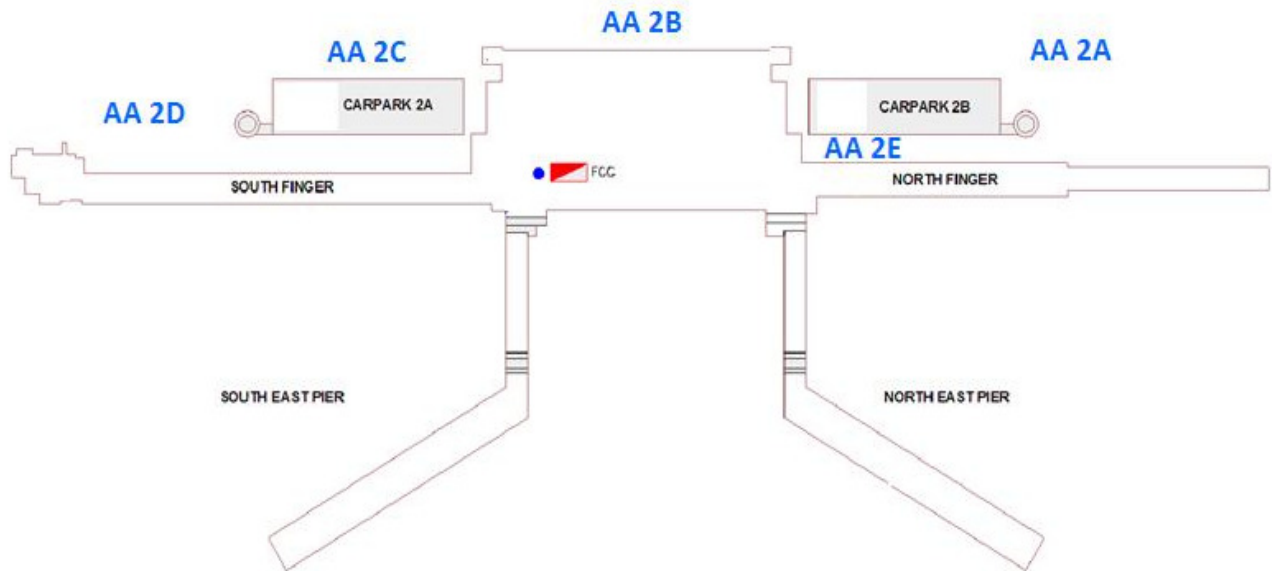
3 Assembly areas AA 2B, AA 2C and AA 2E shall be used for this exercise (See Annex 1). A Fire Warden and an Assistant Fire Warden shall be appointed for all premises and they shall update their office floor registers (See Annex 2) and email (fire.safety@changiairport.com) or fax (65457072) them by 31 August 2012. Hard copies of the floor registers shall also be submitted to the AES Officers at the assembly areas during the exercise after a headcount has been conducted. Participants will be dismissed by the AES officer once everyone has been accounted for.

4 A pre evacuation exercise meeting and fire warden briefing is scheduled on 4 September 2012 from 1400-1600hrs at Terminal 2 CAG Meeting Room 1 to brief all fire wardens on the exercise objectives, scenario, timeline, evacuation procedures, escape routes, assembly areas and their roles in the evacuation.

5 Please note that this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act but 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 and for clarifications on the exercise, please contact AES FSU at 65412535 or at fire.safety@changiairport.com.

NAZRI BAMADHAJ
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

Terminal 2 Landside Assembly Areas



AA 2A	Open Space Between multi-Storey Carpark 2B and taxi Queue Stand
AA 2B	T2 Boulevard (Opposite Arrival Meeting Hall)
AA 2C	T2 Coach Stand
AA 2D	Open Space Between Multi-Storey Carpark 2A and VIP Complex
AA 2E	Open North Staff Carpark Lot

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: _____

Name of Occupants / Staff	Evacuation Status (for official use during emergency)		
	Present	Absent	Remark

Submitted by: _____
 Name & Designation

Signature & Date: _____