

No : 13/2012  
Date : 03 September 2012



## AIRPORT EMERGENCY SERVICE

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# FIRE SAFETY CIRCULAR

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To All Staff working in Terminal 3 Basement 1

### Terminal 3 Basement 1 Fire Evacuation Exercise

The Changi Airport Group (S) Pte Ltd will be conducting a Fire Evacuation Exercise on 28 September 2012 between 1000-1100 hrs for selected staff working at Changi Airport Terminal 3 Basement 1. 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.

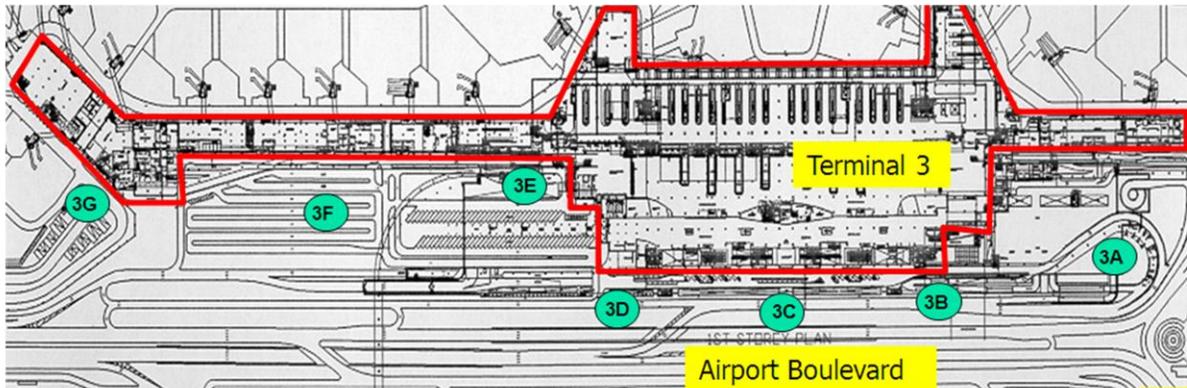
3 Assembly areas AA 3A and AA 3E shall be used for this exercise (See Annex 1). A Fire Warden and an Assistant Fire Warden shall be appointed for all premises and they shall update their office floor registers (See Annex 2) and email ([fire.safety@changiairport.com](mailto:fire.safety@changiairport.com)) or fax (65457072) them by 14 September 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 24 September 2012 from 1400-1600hrs at Terminal 3 CAG Fault Management Centre Meeting Room 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](mailto:fire.safety@changiairport.com).

NAZRI BAMADHAJ  
for SUPERINTENDENT, FIRE SAFETY  
AIRPORT EMERGENCY SERVICE

# Terminal 3 Landside Assembly area



AA 3A	Open Space Next to T3 Roadway
AA 3B, 3C, 3D	Main Building North, Central & South (Opposite Arrival Hall)
AA 3E	T3 Coach Stand
AA 3F	Open Space Near to Vehicular Ramp to Basement
AA 3G	Open Space Next to PMS Station 'A' South

