

No : 19/2012

Date : 19 November 2012



## AIRPORT EMERGENCY SERVICE

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# FIRE SAFETY CIRCULAR

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To all Staff and Tenants at T1 Southwest Pier

### **TERMINAL 1 SOUTHWEST PIER FIRE EVACUATION DRILL**

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire evacuation exercise on **30 November 2012** from 10am to 11am at T1 Southwest Pier. This exercise will only involve airport staff and tenants located at the T1 South West Pier (level 1 & level 3, both landside & airside). In the event of inclement weather, the drill will be held between 3pm to 4pm.

2 To avoid unnecessary confusion, fire evacuation exercise announcements 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.

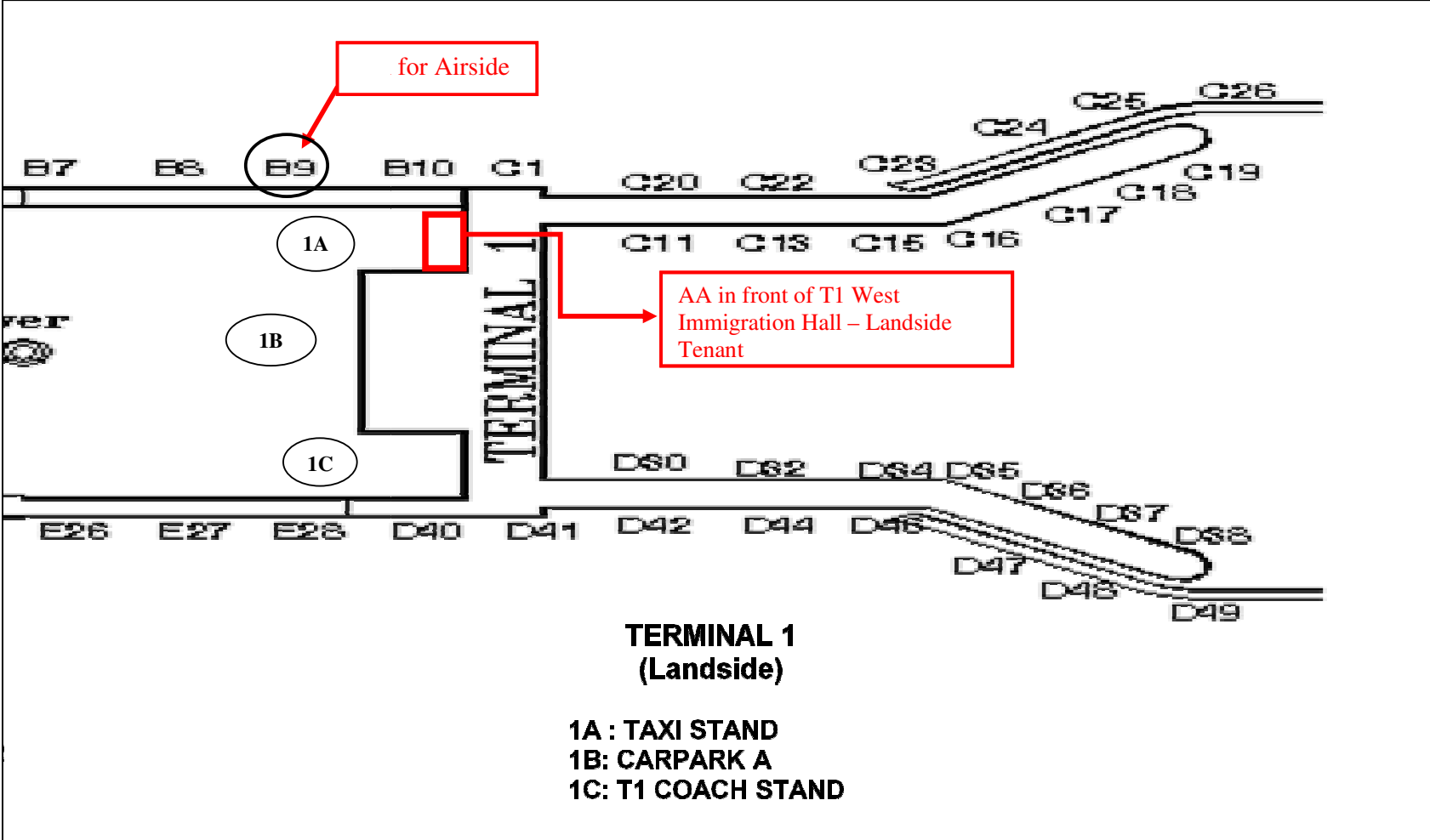
3. The assembly areas assigned for this exercise are shown in Appendix A. Participating fire wardens are required to update the floor register in Appendix B and return it to the AES Officer at the Assembly Area during the exercise. Participants will be dismissed by the AES officer once everyone has been accounted for.

4. A fire wardens briefing session will be held on **22 November 2012 from 1100-1200hrs at T1 Airport Operations (AO) office (Terminal 1 West, Basement 1, Unit #B11-22), Meeting room 1** to brief all fire wardens on the exercise objectives, scenario, and their roles during the evacuation.

5. The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. 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. For clarifications on the exercise, please contact AES FSU at 65412535 or at [fire.safety@changiairport.com](mailto:fire.safety@changiairport.com).

NG KENG LYE  
for SUPERINTENDENT, FIRE SAFETY  
AIRPORT EMERGENCY SERVICE

### ASSEMBLY AREA FOR T1 SOUTHWEST PIER EVACUATION DRILL



# Appendix B

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: \_\_\_\_\_