

No : 04/2013  
Date : 21 March 2013



## AIRPORT EMERGENCY SERVICE

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# FIRE SAFETY CIRCULAR

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To all airside staff

### **T1 BAGGAGE HANDLING SYSTEM FIRE EVACUATION EXERCISE**

The Airport Emergency Service (AES) will be conducting a fire evacuation exercise on 28 March 2013 from 1430 hrs to 1600 hrs at T1 Baggage Handling System (BHS) for staff working at the T1 BHS.

2 To avoid panic and confusion, announcement of the Fire Evacuation Exercise will be broadcasted via loudhailer by AES staff. The assembly area assigned for this exercise is shown in Appendix A. Participating agencies are also required to update the floor register in Appendix B and return it to the AES Officer at the Assembly Area during the exercise.

3 A fire wardens briefing session will be held on **25 March 2013, 1600hrs at T2, Level 3, CAG Meeting Room A** to brief all fire wardens / exercise participants on the exercise objectives, scenario, roles & responsibilities and safety concerns during the evacuation.

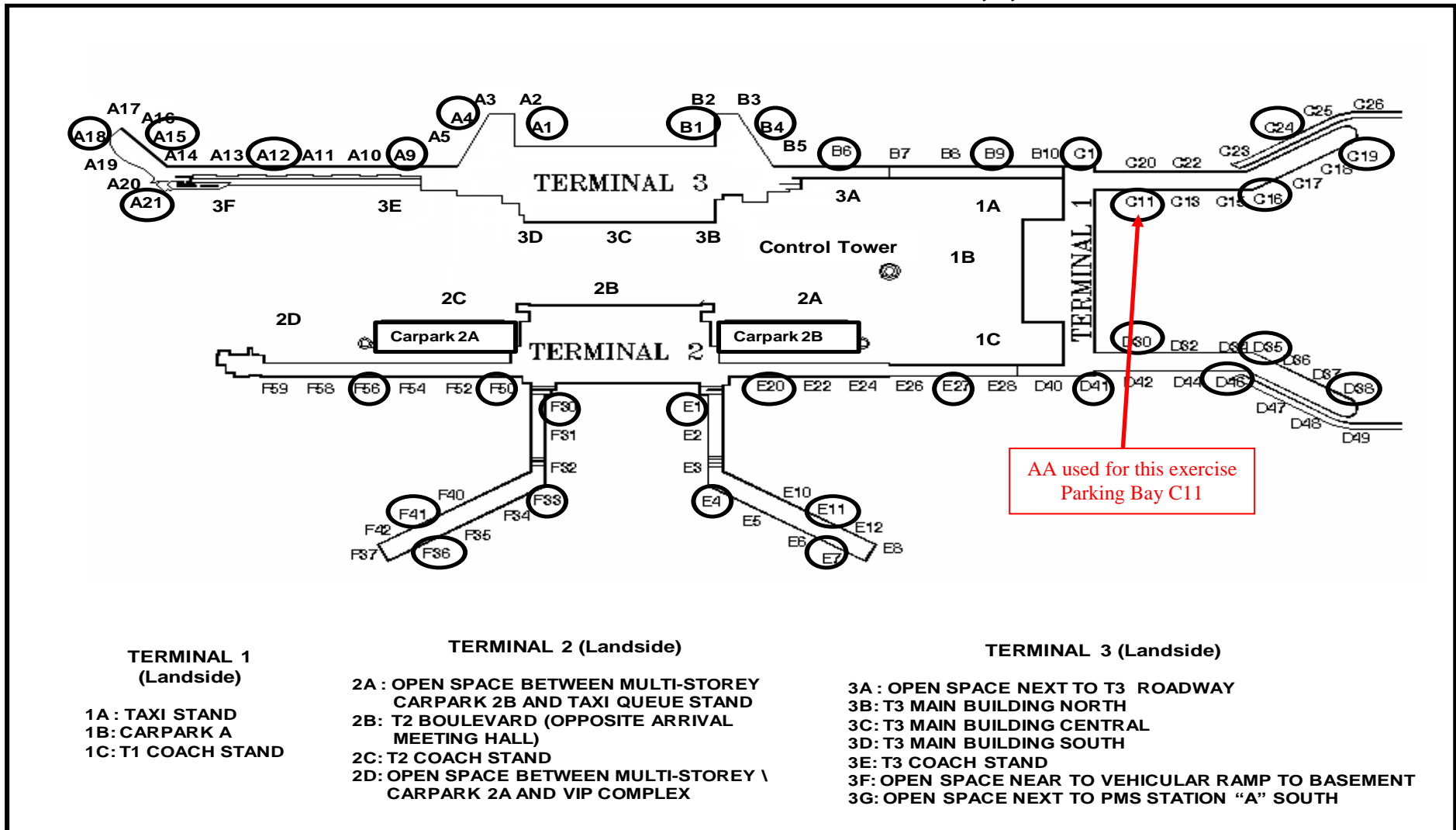
4 Please note that this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act and please disseminate the contents of this circular to all staff concerned.

5 For clarification on the exercise, please contact AES FSU at 65412535 or at [fire.safety@changiairport.com](mailto:fire.safety@changiairport.com). For more information about evacuation procedures, you may refer to the Changi Airport Fire Safety Manual at <http://www.changiairportgroup.com/cag/html/our-services/airport-emergency-services/fire-safety/>

JEREMY MAK  
for SUPERINTENDENT, FIRE SAFETY  
AIRPORT EMERGENCY SERVICE

# Appendix A

## ASSEMBLY AREAS FOR EVACUATION OF TERMINALS 1,2,3 & CONTROL TOWER



TO: Changi Airport Group  
 Airport Emergency Service  
 P O Box 168  
 Singapore Changi Airport  
 Singapore 918146

**FLOOR REGISTER FOR BAGGAGE HANDLING SYSTEM TERMINAL 1**

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: \_\_\_\_\_