

No : 11/2013
Date : 20 May 2013



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To all Staff and Tenants at T1 South East Pier

TERMINAL 1 SOUTH EAST PIER FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire drill on **30 May 2013** from **10am to 11am** at T1 South East Pier. This exercise will only involve airport staff and tenants residing at the T1 South East Pier, Level 3. In the event of inclement weather, the drill will be held between 3pm to 4pm.

- 2 To avoid unnecessary confusion, announcements will be broadcasted via the Public Announcement (PA) system before, during and after the fire drill. 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 area assigned for this exercise is 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 fire drill. Participants will be dismissed by the AES officer once everyone has been accounted for.
- 4 A fire wardens briefing session will be held on **23 May 2013 from 2.30pm – 4.00pm at T2 CAG Meeting Room 2 (located at Level 4, next to CAG Auditorium)** 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 staff 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.

NG KENG LYE
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

ASSEMBLY AREA FOR T1 SOUTHWEST PIER EVACUATION DRILL



