

No : 19/2013
Date : 14 August 2013



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To all Staff and Tenants at T2 North Finger Pier

TERMINAL 2 NORTH FINGER PIER FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire evacuation exercise on **30 August 2013** from 1000hrs to 1100hrs at T2 North Finger Pier. The evacuation exercise will only involve airport staff and tenants located at T2 North Finger Pier offices (Level 3 & 4 landside). In the event of inclement weather, the drill will be postponed to 1500hrs to 1600hrs. A fire warden briefing and a table top exercise will be held on **21 August 2013** from 1500hrs to 1600hrs at T2 North Finger Pier, unit no. #047-009 (refer to Appendix C), to brief all fire wardens on the exercise objectives, scenario, and their roles during the evacuation.

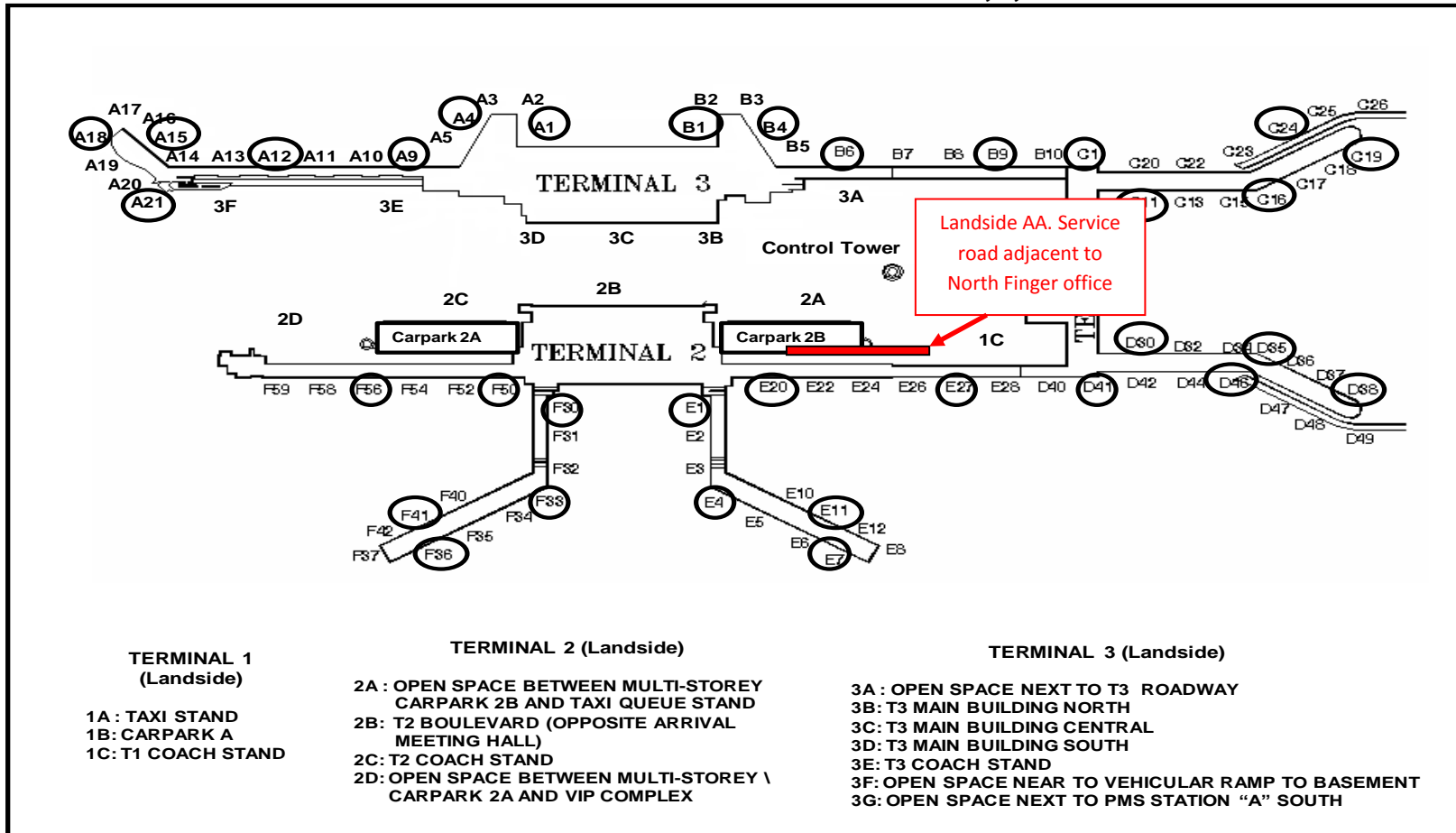
2 To avoid unnecessary confusion, fire evacuation exercise announcements will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing instructions to evacuate over the PA system, all participants shall evacuate immediately in an orderly manner, guided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

3. 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 fire.safety@changiairport.com.

NG KENG LYE
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

ASSEMBLY AREA FOR T2 NORTH FINGER OFFICE EVACUATION DRILL

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

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: _____

