

No : 08/2014
Date : 23 May 2014



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To all Staff and Tenants at T2 South East Finger Pier

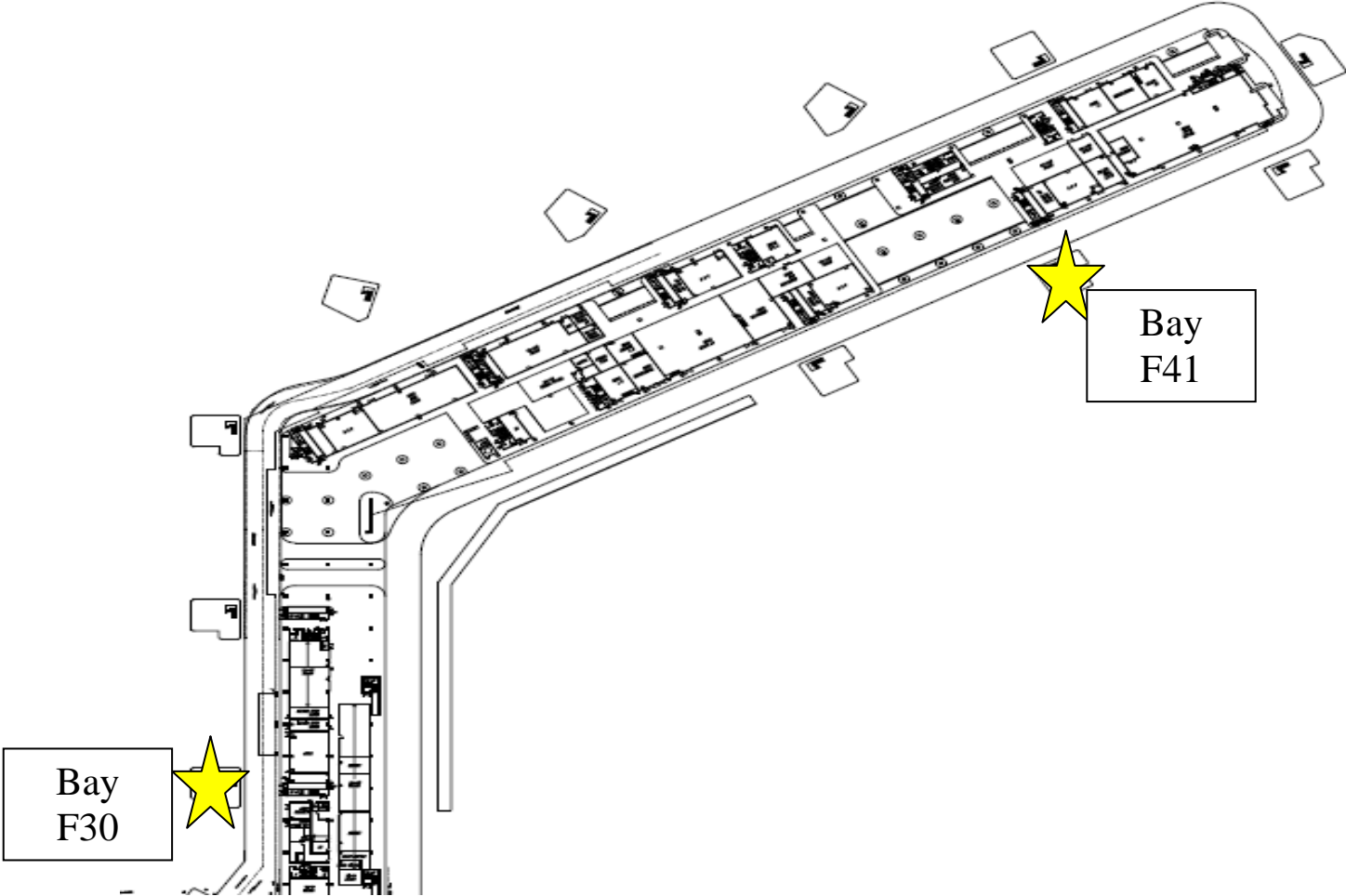
TERMINAL 2 SOUTH EAST FINGER PIER APRON FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire drill on **5 June 2014** from **1000hrs to 1100hrs** at **T2 South East Finger Pier**. In the event of inclement weather, the drill will be postponed to 1500hrs to 1600hrs. This fire drill is only applicable to airport staff and tenants residing at **Apron Area Level 1 of South East Finger Pier Apron office**.

2. Announcements will be broadcasted via the Public Announcement (PA) system before, during and after the fire drill to avoid confusion. Upon hearing the instructions for evacuation over the PA system, all participants, guided by their fire wardens, shall evacuate immediately in an orderly manner, using the shortest possible routes to the designated assembly areas.
3. The assembly areas assigned for this exercise are shown in Annex A. Participating fire wardens are required to update the floor register in Annex 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 warden briefing session will be held on **28 May 2014 from 1500hrs – 1600hrs at T2 CAG Airside Management Office, Meeting Room 1 (beside bay F50)** 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 interest of fire safety, we strongly encourage all affected staff to participate in this exercise. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact AES Fire Prevention Section (FPS) at 65412535 or at fire.safety@changiairport.com.

WONG KIA HAN
for Dy SUPERINTENDANT, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

**ASSEMBLY AREA FOR T2 SOUTH EAST FINGER PIER
FIRE EVACUATION DRILL**



ANNEX 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: _____