

No : 10 / 2015  
Date : 17 August 2015



## AIRPORT EMERGENCY SERVICE

---

# FIRE PREVENTION CIRCULAR

---

To All Staff working in Terminal 3 Basement 1

### Terminal 3 Basement 1 Fire Evacuation Drill 2015

Changi Airport Group (S) Pte Ltd would be conducting a Fire Evacuation Exercise on **14 September 2015 between 1000-1100LT** for selected staff working at Changi Airport Terminal 3 Basement 1. In the event of inclement weather, the drill will be postponed to later timings.

2 To avoid unnecessary confusion, fire evacuation exercise announcements would 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. All participants shall proceed to the designated assembly areas using the shortest possible routes.

3 Assembly areas (AA) 3A and 3E shall be used for this exercise (please refer to Annex 1). Fire Warden and Assistant Fire Warden appointed for each unit shall update their office floor registers (See Annex 2) and email ([mohd.yunos.nor@changiairport.com](mailto:mohd.yunos.nor@changiairport.com)) or fax (65457072) them by **24 August 2015**. Hard copies of the floor registers shall be submitted to the AES officers stationed at the assembly areas. Participants would be dismissed once everyone is accounted for.

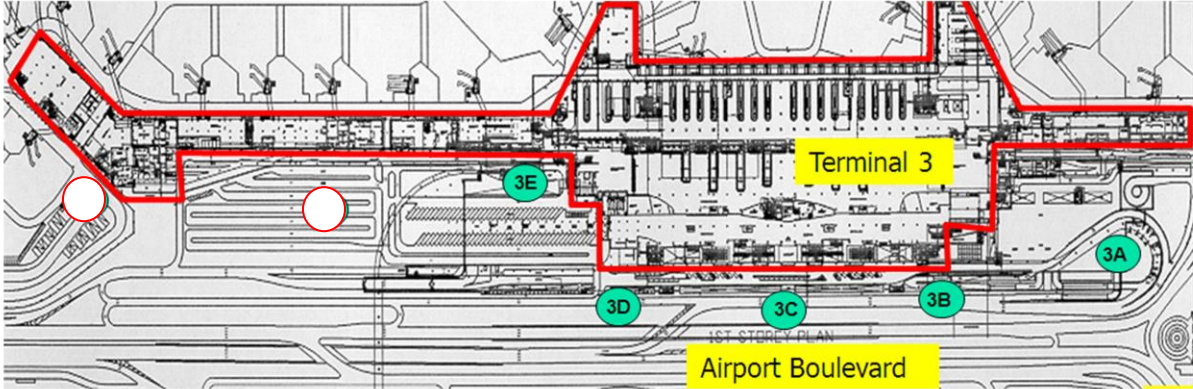
4 A pre-evacuation exercise meeting and fire warden briefing is scheduled on **3 September 2015 from 1500-1600LT at Terminal 3 CAG Terminal Management Centre Meeting Room**. This meeting would brief all fire wardens on the exercise details and their roles in the evacuation.

5 Please note that this 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 FPS at 65412535 or at [mohd.yunos.nor@changiairport.com](mailto:mohd.yunos.nor@changiairport.com).

MOHAMED YUNOS BIN MOHD NOR  
for DEPUTY SUPERINTENDENT, FIRE PREVENTION  
AIRPORT EMERGENCY SERVICE

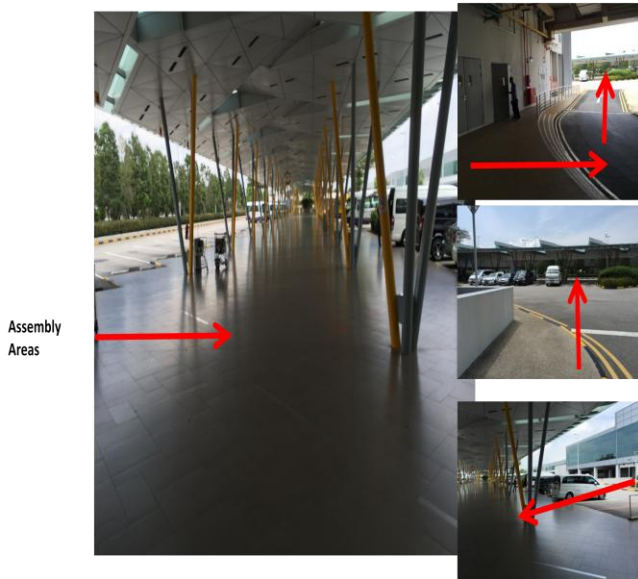
Annex 1

# Terminal 3 Landside Assembly area



AA 3A	Open Space Next to T3 Roadway
AA 3B, 3C, 3D	Main Building North, Central & South (Opposite Arrival Hall)
AA 3E	T3 Coach Stand
AA 3F	Open Space Near to Vehicular Ramp to Basement
AA 3G	Open Space Next to PMS Station 'A' South

## Assembly Area (South) Coach Stand



## Terminal 3 Crowne Plaza Hotel - Assembly Area (North)



