

No : 15 / 2015
Date : 19 October 2015



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in Terminal 3 Airside Offices (Aircraft Bay A10 to Aircraft Bay A14)

Terminal 3 Airside Offices Fire Evacuation Drill 2015

Changi Airport Group (S) Pte Ltd would be conducting a Fire Evacuation Exercise on **13 November 2015 between 1000-1100LT** for selected staff working at Changi Airport Terminal 3 Airside Offices from A10 To A14. In the event of inclement weather, the drill would be postponed to **1500-1600LT**.

2 To avoid unnecessary confusion, a fire evacuation exercise announcement 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 using the shortest possible routes and proceed to the designated assembly area A12.

3 **Assembly Area Bay A12** 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) or fax (65457072) them by **6 November 2015**. Hard copies of the floor registers shall be submitted to the AES officers stationed at the assembly areas. Participants will be dismissed once everyone has been accounted for.

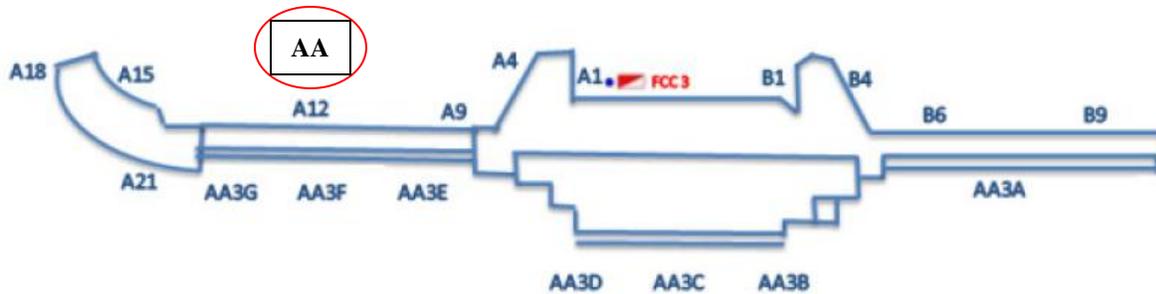
4 A fire warden briefing is scheduled on **06 November 2015 from 1000- 1100LT at Terminal 3 CAG Terminal Management Centre Meeting Room 2** to brief all fire wardens on the exercise objectives, scenario, timeline, evacuation procedures, escape routes, assembly areas and their roles in the evacuation.

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 and for clarifications on the exercise, please contact AES FPS at 65412535 or at mohd.yunos.nor@changiairport.com.

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

TERMINAL 3 AIRSIDE ASSEMBLY AREAS

Appendix C – Assembly Areas & Escape Routes



Airside Assembly Areas	
North	A1, A4, A9, A12, A15, A18, A21
South	B1, B4, B6, B9

