

No : 03 / 2016

Date : 14 April 2016



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in Terminal 1, South West-Wing Office Building

Terminal 1 Office Building Fire Evacuation Drill 2016

Changi Airport Group (S) Pte Ltd would be conducting a Fire Evacuation Exercise on **22 April 2016 between 1000-1100LT** for selected staff working at Changi Airport Terminal 1 South West-Wing Office Building. In the event of inclement weather, the drill would be postponed to later timing, from **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, Terminal 1 Taxi Stand.

3 **Assembly Area T1 Taxi Stand** shall be used for this exercise (please refer to Annex 1). Fire Wardens and Assistant Fire Wardens appointed for each unit shall update their office floor registers (See Annex 2) and submit to the AES officers stationed at the assembly areas. Participants will be dismissed once everyone has been accounted for and debriefed.

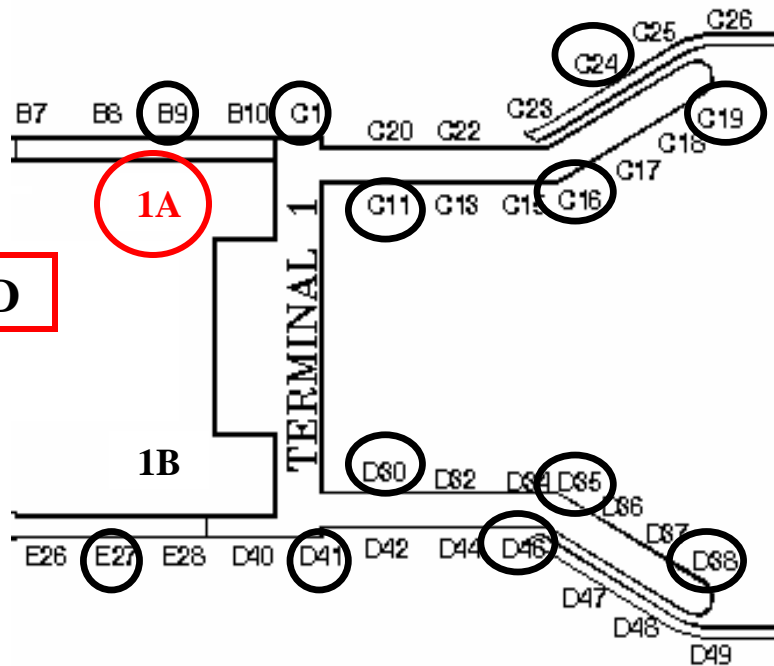
4 Fire warden briefing would be conducted on **15 and 18 April 2016** from 1000-1100LT at AES HQ located at Terminal 2, Level 3 Unit no. #036-102, Meeting Room Spring. The session would brief all fire wardens on the exercise objectives, scenario, timeline, evacuation procedures, escape routes, assembly 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 email afiq.sharhan.shariff@changiairport.com.

MUHAMMAD AFIQ SHARHAN BIN SHARIFF
for DEPUTY SUPERINTENDENT, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

TERMINAL 1 ASSEMBLY AREAS

T1 TAXI STAND



LANDSIDE ASSEMBLY AREA (AA)	
1A	Taxi Stand
1B	Coach Stand

AIRSIDE ASSEMBLY AREA (AA)
C1, C11, C16, C19, C24, D30, D35, D38, D41, D46

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: _____