

No : 14 / 2016
Date : 17 August 2016



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in Terminal 3 Level 1 Shop Tenants and Basement 1 Offices

Terminal 3 Level 1 Shop Tenants and Basement 1 Offices Fire Evacuation Drill 2016

Changi Airport Group (S) Pte Ltd would be conducting a Fire Evacuation Exercise on **7 September 2016 between 1000-1100LT** for staff working at Changi Airport Terminal 3 Level 1 Shop Tenants and Basement 1 Offices. In the event of inclement weather, the drill would be postponed to 1500-1600LT.

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 immediately evacuate in an orderly manner using the shortest possible routes and proceed to the designated North assembly area (Behind Crowne Plaza) and South assembly area (South Coach Stand).

3 Appointed Fire Wardens and Assistant Fire Wardens shall update their respective office floor registers (See Annex 2). 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.

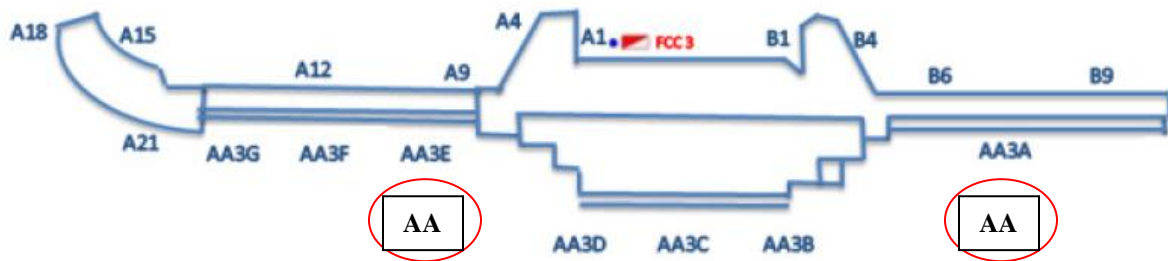
4 A fire warden briefing is scheduled on **30 August 2016 from 1000-1100 LT at Terminal 2 AES HQ Spring Meeting Room** to brief all fire wardens on the exercise objectives, scenario, timeline, evacuation procedures, escape routes, assembly areas and their roles in the evacuation. Kindly send your appointed fire warden for the fire warden briefing.

5 Please note that this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. In the interest of your staff, we strongly encourage all staff and those without any medical conditions to participate in this exercise. Please disseminate the content 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

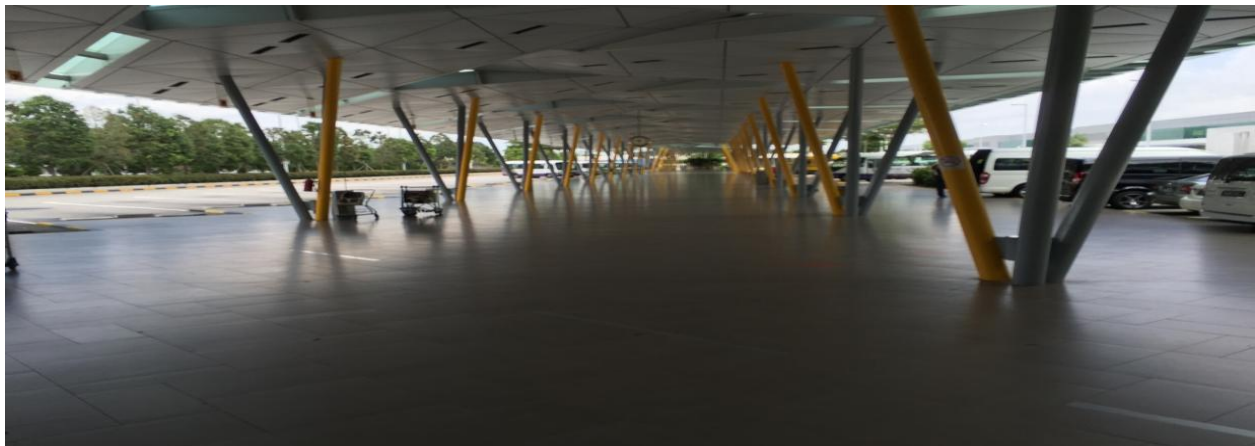
Appendix C – Assembly Areas & Escape Routes



For North Assembly Area (AA3A)- Crowne Plaza



For South Assembly Area (AA3E)- South Coach Stand



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: _____