

No : 11 / 2017  
Date : 04 September 2017



## AIRPORT EMERGENCY SERVICE

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# FIRE PREVENTION CIRCULAR

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To All Airport Staff working in Terminal 3 (Shop and Office Tenancy)

### **Terminal 3 Fire Evacuation Drill and Fire Safety Walk-about for All Shop Tenants and Offices**

Changi Airport Group (S) Pte Ltd would be conducting a Fire Evacuation Exercise on **11 October 2017 between 1000-1100LT** for all staff working at Changi Airport Terminal 3 (**See Annex 2- Fire Evacuation Drill will only be applicable to Terminal 3 Landside Tenants**). 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 South Assembly Area (South Coach Stand) and North Assembly Area (Behind Crowne Plaza).

3 Appointed Fire Wardens and Assistant Fire Wardens shall update their respective office floor registers (See Annex 4). 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 Safety Walk-About would be conducted for all (See Annex 3) Terminal 3 Departure Transit Shop Tenants between 1130-1300LT.** Appointed Fire Wardens and Assistance Fire Wardens are to assemble at Terminal 3 Staff Entrance between **1145 till 1200LT.**

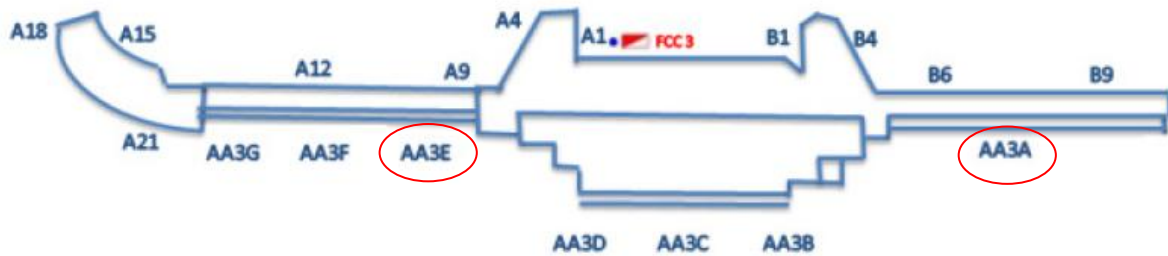
5 A fire warden briefing is scheduled on **4 October 2017 from 1000-1100 LT at Terminal 2 Auditorium (Level 4)** to brief all fire wardens on the exercise objectives, scenario, timeline, evacuation procedures, escape routes, assembly areas and their roles in the evacuation. Kindly send your appointed fire warden for the fire warden briefing.

6 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](mailto:mohd.yunos.nor@changiairport.com).

MOHAMED YUNOS BIN MOHD NOR  
for SUPERINTENDENT, FIRE PREVENTION

# TERMINAL 3 ASSEMBLY AREAS

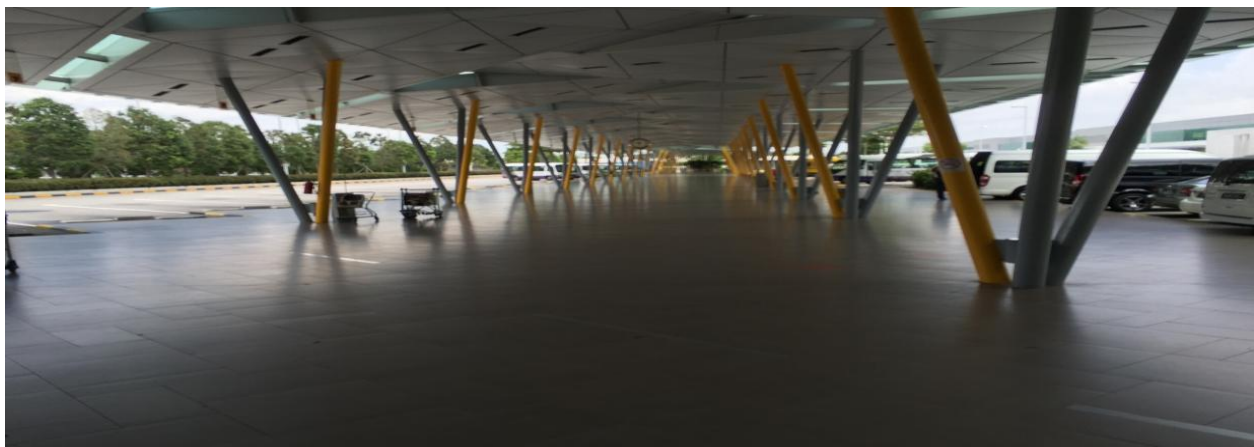
## Appendix C – Assembly Areas & Escape Routes



**For North Assembly Area (AA3A)- Crowne Plaza**



**For South Assembly Area (AA3E)- South Coach Stand**



**TERMINAL 3 SHOP TENANTS AND OFFICES  
(1000LT TILL 1100LT)**

<b>SOUTH ASSEMBLY AREA (SOUTH COACH STAND)</b>		
<b>S/NO</b>	<b>LEVELS</b>	<b>NAME OF TENANTS</b>
1	4	XIN WANG HONG CAFE
2	4	BIKANERVALA
3	3	GURNEY DRIVE
4	3	ITACHO SUSHI
5	3	PARADISE DYNASTY
6	3	THAI EXPRESS
7	3	THE PLANET TRAVELER
8	3	DIAN XIAO ER
9	3	MINDCHAMPS PRESCHOOL
10	2	O'COFFEE CLUB
11	2	SK JEWELLERY
12	2	SO CHOCOLATE
13	2	BENGAWAN SOLO
14	2	STARBUCKS RESERVE
15	2	OLD TOWN COFFEE
16	2	FRAGRANCE
17	2	TIMES TRAVEL
18	2	PREMIUM JAPAN FARMERS MARKET
19	2	WATSONS
20	2	DURIAN MPIRE
21	2	TAI CHONG KOK
22	1	MACDONALDS
23	1	CHEERS
24	1	HAVEN LOUNGE BY JET QUAY
25	1	HELLO KITTY ORCHID GARDEN
26	1	HEAVENLY WANG
27	1	PRESTO DRYCLEANING
28	1	LIHO
29	B1	NAFA SYSTEM
30	B1	SAUDI ARABIAN AIRLINES
31	B1	EVA AIRWAYS CORP
32	B1	SCOOT/TIGER AIR
33	B1	SHIMIZU CORP
34	B1	PRINCE LANDSCAPE & CONSTRUCTION
35	B1	CHINA EASTERN AIRLINES
36	B1	GARUDA INDONESIA
37	B1	AIR NEW ZEALAND

38	B1	DFASS (SINGAPORE) PTE LTD
39	B1	LAGARDERE SERVICES (SINGAPORE)
40	B1	ASIANA AIRLINES
41	B1	DNATA SINGAPORE
42	B1	JET AIRWAYS (INDIA) LTD
43	B1	VIETNAM AIRLINES
44	B1	SHANGHAI GLORY INTERNATIONAL
45	B1	BEUMER GROUP SINGAPORE
46	B2	4FINGERS CRISPY CHICKEN
47	B2	KOPITIAM
48	B2	YA KUN FAMILY CAFÉ & BREAD PAPA'S
49	B2	EU YAN SANG
50	B2	RAMEN CHAMPION
51	B2	WANG YANG
52	B2	STARHUB
53	B2	TERMINAL 3 CAG FACILITIES MANAGEMENT
54	B2	RAMKY CLEANING SERVICES

**NORTH (CROWNE PLAZA) ASSEMBLY AREA**

1	B1	SINGAPORE AIRLINES LTD
2	B1	SATS LTD
3	B1	WOLERO PTE LTD
4	B1	T3 MECHANICAL ENGINEERING
5	B1	JEWEL CHANGI DEVT PTE LTD
6	B1	P-SERV PTE LTD
7	B1	TERMINAL 3 FAULT MANAGEMENT CENTRE
8	B1	AIRSIDE CONCESSION DIVISION
9	B2	KOI EXPRESS
10	B2	JOLLIBEAN
11	B2	TEDDY & ME BY SINGKIDS
12	B2	Kidztime!
13	B2	Subway
14	B2	Poh Kim DVD
15	B2	Pastamania
16	B2	Aoy's Thai Noodles Bar
17	B2	Starbucks Coffee
18	B2	Curry Times
19	B2	Cocoa & Co
21	B2	Gadget Hub
22	B2	Jon Louis
23	B2	Umeya
24	B2	Vintage 1968 by Purple Attic
25	B2	Mini Toons

26	B2	Zone X
27	B2	Watsons
28	B2	Better Vision
29	B2	Helen
30	B2	E-Gadget
31	B2	The Little Shop
32	B2	Etoz
33	B2	Yishion
34	B2	SZAN
35	B2	Peniwarn
36	B2	Giordano
37	B2	The Blues
38	B2	Sunglass Hut
39	B2	Samsonite
40	B2	Fairprice Finest
41	B2	Milk & Honey - Artisan Yogurt & Dessert Bar
42	B2	BATA

**TERMINAL 3 FIRE SAFETY WALKABOUT  
DEPARTURE TRANSIT TENANTS  
(1130LT till 1300LT)**

<b>S/No</b>	<b>Levels</b>	<b>Name of Tenants</b>
<b>Group 1 Tenants (Guide By AES FIRE SAFETY MANAGER)</b>		
1	DEPARTURE TRANSIT TENANT	WATSONS PHARMACY
2	DEPARTURE TRANSIT TENANT	DFS
3	DEPARTURE TRANSIT TENANT	TWG Tea
4	DEPARTURE TRANSIT TENANT	Fragrance
5	DEPARTURE TRANSIT TENANT	Discover Singapore
6	DEPARTURE TRANSIT TENANT	Sony
7	DEPARTURE TRANSIT TENANT	Electronics
8	DEPARTURE TRANSIT TENANT	Hudson's Coffee
9	DEPARTURE TRANSIT TENANT	Pret Manger
10	DEPARTURE TRANSIT TENANT	The Kitchen by Wolfgang Puck
11	DEPARTURE TRANSIT TENANT	Relay
12	DEPARTURE TRANSIT TENANT	Cocoa & Co.
13	DEPARTURE TRANSIT TENANT	Monoyono
14	DEPARTURE TRANSIT TENANT	Fashion Avenue
15	DEPARTURE TRANSIT TENANT	Cosmetic & Perfumes
16	DEPARTURE TRANSIT TENANT	Kaboom
17	DEPARTURE TRANSIT TENANT	Victoria Secret
18	DEPARTURE TRANSIT TENANT	Bonia Natural
19	DEPARTURE TRANSIT TENANT	Istudio
20	DEPARTURE TRANSIT TENANT	Charles & Keith
<b>Group 2 Tenants (Guide By AES FIRE SAFETY MANAGER)</b>		
21	DEPARTURE TRANSIT TENANT	Tumi
22	DEPARTURE TRANSIT TENANT	Maison de Chronus
23	DEPARTURE TRANSIT TENANT	Luvenus
24	DEPARTURE TRANSIT TENANT	Giordano
25	DEPARTURE TRANSIT TENANT	Adidas
26	DEPARTURE TRANSIT TENANT	Tommy Hilfiger
27	DEPARTURE TRANSIT TENANT	Swarovski
28	DEPARTURE TRANSIT TENANT	UOB (MC)
29	DEPARTURE TRANSIT TENANT	Travellex (MC)
30	DEPARTURE TRANSIT TENANT	The Cocoa Trees
31	DEPARTURE TRANSIT TENANT	TWG Tea
32	DEPARTURE TRANSIT TENANT	Kate Spade
33	DEPARTURE TRANSIT TENANT	Maison de Chronus
34	DEPARTURE TRANSIT TENANT	Samsung

35	DEPARTURE TRANSIT TENANT	Pandora
36	DEPARTURE TRANSIT TENANT	Sunglass Hut
37	DEPARTURE TRANSIT TENANT	Montblanc
38	DEPARTURE TRANSIT TENANT	Ermenegildo Zegna
39	DEPARTURE TRANSIT TENANT	Tiffany & Co
40	DEPARTURE TRANSIT TENANT	Burberry
<b>Group 3 Tenants (Guide By AES FIRE SAFETY MANAGER)</b>		
41	DEPARTURE TRANSIT TENANT	Gucci
42	DEPARTURE TRANSIT TENANT	Prada
43	DEPARTURE TRANSIT TENANT	Longchamp
44	DEPARTURE TRANSIT TENANT	Rolex
45	DEPARTURE TRANSIT TENANT	Electronics
46	DEPARTURE TRANSIT TENANT	Watsons
47	DEPARTURE TRANSIT TENANT	The Coffee bean & Tea Leaf
48	DEPARTURE TRANSIT TENANT	Lenu Noodles
49	DEPARTURE TRANSIT TENANT	Killiney
50	DEPARTURE TRANSIT TENANT	Tiptop
51	DEPARTURE TRANSIT TENANT	Ippudo Express
52	DEPARTURE TRANSIT TENANT	HK Sheng Kee Dessert
53	DEPARTURE TRANSIT TENANT	Dunkin Donuts
54	DEPARTURE TRANSIT TENANT	Be Relex
55	DEPARTURE TRANSIT TENANT	Times Travel
56	DEPARTURE TRANSIT TENANT	Carlsberg Sport Bar
57	DEPARTURE TRANSIT TENANT	Saint Laurent
58	DEPARTURE TRANSIT TENANT	Hermes
59	DEPARTURE TRANSIT TENANT	Bottega Veneta
60	DEPARTURE TRANSIT TENANT	Zara
61	DEPARTURE TRANSIT TENANT	Discover Singapore
62	DEPARTURE TRANSIT TENANT	Fragrance Kiosk
63	DEPARTURE TRANSIT TENANT	SilverKris Lounge
64	DEPARTURE TRANSIT TENANT	SATS Premier Lounge
65	DEPARTURE TRANSIT TENANT	DBS Treasures
66	DEPARTURE TRANSIT TENANT	Singapore Food Street
67	DEPARTURE TRANSIT TENANT	Burger King

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: \_\_\_\_\_



