

No : 02 / 2018
Date : 01 April 2018



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Airport Staff working at Terminal 3 Basement 1 offices and Level 3 MindChamps

Terminal 3 Fire Evacuation Drill Basement 1 Offices and MindChamps

The Airport Emergency Service (AES) would be conducting a Fire Evacuation Drill on **26 April 2018 between 1000-1100 LT** for all staff working at Changi Airport Terminal 3 Basement 1 offices and MindChamps (See Annex 2). 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 drill. Upon hearing the instructions for evacuation over the PA system, all participants shall immediately evacuate in an orderly manner and proceed to the designated South Assembly Area (South Coach Stand) and North Assembly Area (Behind Crowne Plaza).

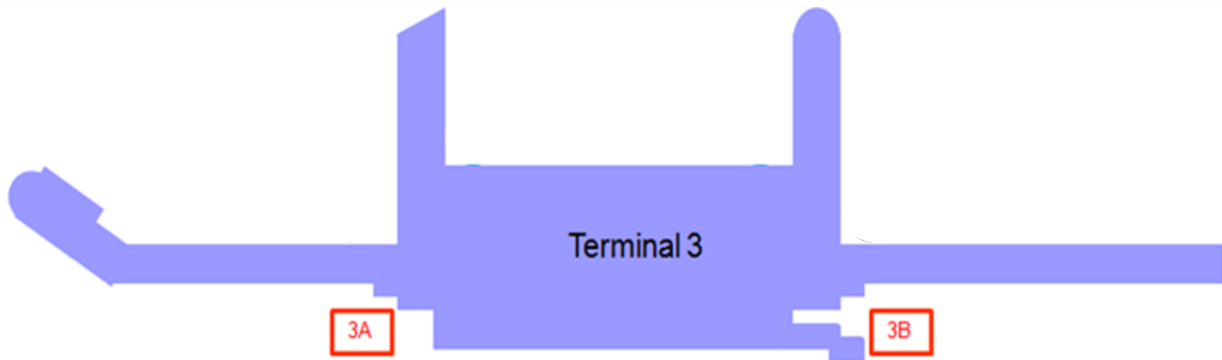
3 Appointed Fire Wardens and Assistant Fire Wardens shall update their respective office floor registers (See Annex 3). Hard copies of the floor registers shall be submitted to the AES officers stationed at the assembly areas. Participants will be dismissed once everyone has been accounted for.

5 A fire warden briefing is scheduled on **19 April 2018 from 1000-1100 LT at Terminal 2 Kallang Meeting Room (Level 4- CAG Reception)** 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 drill 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 HEAD, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

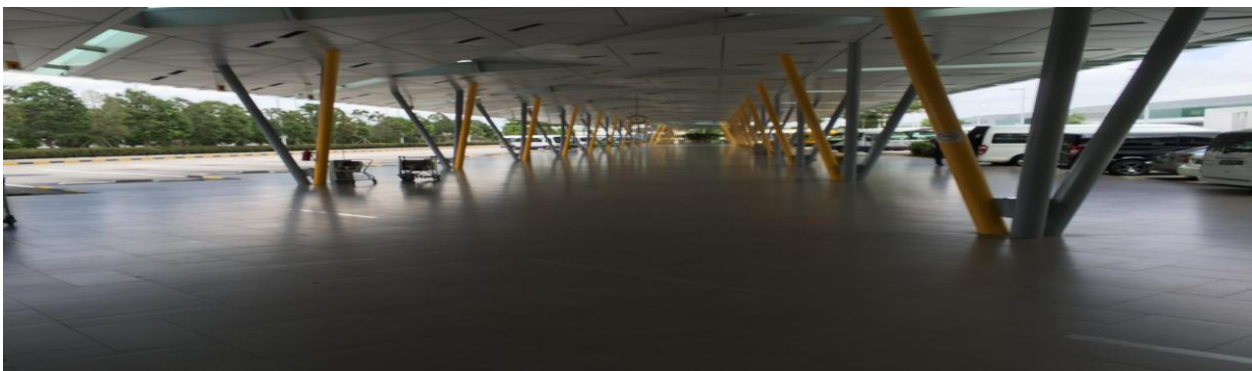
TERMINAL 3 EVACUATION ASSEMBLY AREAS



For North Assembly Area (AA3B)- Crowne Plaza



For South Assembly Area (AA3A)- South Coach Stand



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| TERMINAL 3 OFFICE TENANTS |
|----------------------------------|

| S/NO | TENANTS | UNIT NO | ASSEMBLY AREA |
|------|--|------------------|-------------------|
| 1 | BEUMER GROUP SINGAPORE PTE LTD | B1-01 | SOUTH COACH STAND |
| 2 | SINGAPORE AIRLINES LTD | B1-02 | SOUTH COACH STAND |
| 3 | DNATA SINGAPORE PTE LTD | B1-03 | SOUTH COACH STAND |
| 4 | JET AIRWAYS (INDIA) LIMITED | B1-04 | SOUTH COACH STAND |
| 5 | SCOOT TIGERAIR PTE. LTD. | B1-05 | SOUTH COACH STAND |
| 6 | SHANGHAI GLORY INTERNATIONAL | B1-05A | SOUTH COACH STAND |
| 7 | SCOOT TIGERAIR PTE. LTD. | B1-06 | SOUTH COACH STAND |
| 8 | QATAR AIRWAYS | B1-09/10 | SOUTH COACH STAND |
| 9 | NAFA SYSTEM SERVICES PTE LTD | B1-12 | SOUTH COACH STAND |
| 10 | SAUDI ARABIAN AIRLINES | B1-13 | SOUTH COACH STAND |
| 11 | EVA AIRWAYS CORPORATION | B1-14 | SOUTH COACH STAND |
| 12 | SCOOT TIGERAIR PTE. LTD. | B1-16 / 17 / 17A | SOUTH COACH STAND |
| 13 | WOLERO PTE LTD | B1-18 | SOUTH COACH STAND |
| 14 | SHIMIZU CORPORATION | B1-19 | SOUTH COACH STAND |
| 15 | PRINCE'S LANDSCAPE AND CONSTRUCTION. | B1-20 | SOUTH COACH STAND |
| 16 | CHINA EASTERN AIRLINES CO LTD | B1-21 | SOUTH COACH STAND |
| 17 | P T GARUDA INDONESIA | B1-22 / 23 | SOUTH COACH STAND |
| 18 | AVON SERVICES PRIVATE LIMITED | B1-24 | SOUTH COACH STAND |
| 19 | AIR NEW ZEALAND LIMITED SINGAPORE BRANCH | B1-25 | SOUTH COACH STAND |
| 20 | DFASS SINGAPORE PTE LTD | B1-26 | SOUTH COACH STAND |

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|----|---|--------------------|-------------------|
| 21 | SCOOT TIGERAIR PTE. LTD. | B1-27 | SOUTH COACH STAND |
| 22 | LAGARDERE TRAVEL RETAIL SINGAPORE PTE. LTD. | B1-28 / 29 | SOUTH COACH STAND |
| 23 | SCOOT TIGERAIR PTE. LTD. | B1-30 | SOUTH COACH STAND |
| 24 | LAGARDERE TRAVEL RETAIL SINGAPORE PTE. LTD. | B1-31 | SOUTH COACH STAND |
| 25 | SCOOT TIGERAIR PTE. LTD. | B1-32/32A/33/34 | SOUTH COACH STAND |
| 26 | DFASS SINGAPORE PTE LTD | B1-35 | SOUTH COACH STAND |
| 27 | ASIANA AIRLINES | B1-36 | SOUTH COACH STAND |
| 28 | WOLERO PTE LTD | B1-36A | SOUTH COACH STAND |
| 29 | SINGAPORE AIRLINES LTD | B1-37 | CROWNE PLAZA |
| 30 | SATS LTD | B1-38 / 39 | CROWNE PLAZA |
| 31 | SMARTE CARTE SINGAPORE PTE. LTD. | B1-43 | CROWNE PLAZA |
| 32 | JEWEL CHANGI AIRPORT DEVT PTE LTD | B1-44 /45/46/47/48 | CROWNE PLAZA |
| 33 | P-SERV PTE LTD | B1-49 / 50 | CROWNE PLAZA |
| 34 | CHINA AIRLINES LTD | B1- 51 | CROWNE PLAZA |
| 35 | WOH HUP-OBAYASHI JOINT VENTURE | B1-53/54/55/56 | CROWNE PLAZA |
| 36 | FAULT MANAGEMENT CENTRE | - | CROWNE PLAZA |
| 37 | GO / CS | B1-MN-03 | CROWNE PLAZA |
| 38 | Terminal 3 EDG | - | CROWNE PLAZA |

TO: Changi Airport Group
Airport Emergency Service
P O Box 168
Singapore Changi Airport
Singapore 918146

Annex 3

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 |
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Submitted by: _____
Name & Designation

Signature & Date: _____