

No: 03/2018

Date: 16 April 2018

AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To Airport Staff Working in Terminal 4

TERMINAL 4 FIRE EVACUATION DRILL ON 9th MAY 2018

Changi Airport Group (Singapore) Pte Ltd will be conducting a Fire Evacuation Drill on **9th May 2018 (Wednesday), 1100 LT at Terminal 4 (Landside)**. This will only affect participating airport staff located at landside terminal building. A table top exercise and fire warden briefing will be conducted on **7th May 2018 (Monday), 1030 LT at Terminal 4 Conference room**.

2. Pre-recorded announcement on the fire evacuation exercise will be broadcasted via the Public Announcement (PA) system to avoid any panic and confusion.
3. Please note this fire evacuation exercise is a statutory requirement under the Fire Safety Act. For further clarification on the drill, please contact AES Fire Prevention Section at 65412535 or via email at Muzhafar.Maarof@changiairport.com
4. Attached are the Assembly Areas to be used for this upcoming exercise (**Annex 1**). Appointed Fire Wardens / Assistant Fire Wardens shall update their floor register (**Annex 2**) and return the hard copies to AES Officers **at the Assembly Areas** after a headcount has been conducted.
5. Please disseminate the content of this circular to all staff concerned.
6. Thank you.

MUZHAFAR BIN MAAROF
for HEAD, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

**TERMINAL 4 LANDSIDE AFFECTED TENANTS
(ARRIVAL & DEPARTURE)**

ASSEMBLY AREA – COACH STAND

S/NO	LEVELS	NAME OF TENANTS
1	#02-201	SUSHI GOSHIN BY AKASHI
2	#02-202	ANDES BY ASTONS
3	#02-203	LONDON FAT DUCK
4	#02-204	MCDONALD'S
5	#02-205	FOOD EMPORIUM
6	#01-01	RAFFLES MEDICAL GROUP
7	#01-04	MA MUM
8	#01-05	PARIS BAGUETTE
9	#01-08	LIHO
10	#01-09	CHEERS
11	#01-10	OLD STREET BAK KUT TEH
12	#02-04	STARBUCKS
13	#02-07	WATSONS
14	#02-08	E-GADGET MINI
15	#02-10	KABOOM
16	#02-11	BAKERY CUISINE
17	#02-12	BEE CHENG HIANG
18	#02-13	O' COFFEE CLUB XPRESS
19	#01-K11	CHANGI RECOMMENDS
20	#01-K1	CHANGI RECOMMENDS

21	#01-K2	WORLDWIDE CITY SIGHTSEEING
22	#01-K3	CHANGI MEET AND GREET
23	#01-K4	STARHUB
24	#01-K12	AVIS BUDGET
25	#02-K7	CHANGI RECOMMENDS

TERMINAL 4 LANDSIDE NORTH OFFICE

ASSEMBLY AREA – COACH STAND

S/NO	LEVELS	NAME OF TENANTS
1	02-251/253	CERTIS CISCO AVIATION SECURITY PTE. LTD
2	02-255	CERTIS CISCO AVIATION SECURITY PTE. LTD
3	02-258	MORPHO CARDS (SG) PTE. LTD
4	02-260	COMMERCIAL INDUSTRIAL SUPPLIES & SERVICES PTE. LTD
5	02-263	SMITECH ENGINEERING PTE. LTD
6	02-264	SCHNEIDER ELECTRIC SG PTE. LTD
7	02-265	SCHINDLER LIFTS (SG) PTE. LTD
8	02-266	O'CONNER'S SINGAPORE PTE. LTD
9	02-267/268	800 SUPER WASTE MNGT PTE. LTD
10	2M-2033	CAG OFFICE
11	2M-2047	CAG FMC

Landside Assembly Area (T4 Coach Stand)



Public Assembly Area (T4 Coach Stand)



TO: Changi Airport Group (Singapore) Pte Ltd
Airport Emergency Service
P O Box 1
Singapore Changi Airport
Singapore 918141
Fax No. 65457072

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: _____