

No : 21/2014
Date : 04 November 2014



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To all Staff and Tenants at T1 South East Pier & T2 North Finger Pier

FIRE EVACUATION DRILL FOR TERMINAL 1 SOUTH EAST PIER & TERMINAL 2 NORTH FINGER PIER ON 17 DEC 2014

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire drill on **17 December 2014** from **10am to 11am** at Terminal 1 South East Pier & Terminal 2 North Finger Pier. This exercise will only involve airport staff and tenants residing at the T1 South East Pier & T2 North Finger Pier offices (level 3 & 4 landside). In the event of inclement weather, the drill will be postponed to 1500hrs to 1600hrs. A fire warden briefing and a table top exercise will be held on 11 December 2014 from 1430hrs to 1600hrs at **CAG Meeting Room A (located at Terminal 2, level 3, Airport Management Cluster Office, Unit #036-053)** (refer to Appendix A). The briefing agenda includes sharing of the exercise objectives, fire drill scenario, and reinforcement on the roles of appointed fire wardens during the evacuation.

2 To avoid unnecessary confusion, announcements will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing the announcement for evacuation, all participants shall vacate their respective office immediately in an orderly manner with the guidance by the appointed fire wardens to the designated assembly areas. The assembly areas assigned for this exercise are shown in Appendixes B & C. Participated fire wardens are required to update the floor register in Appendix D and return it to the AES Officer at the Assembly Areas during the exercise.

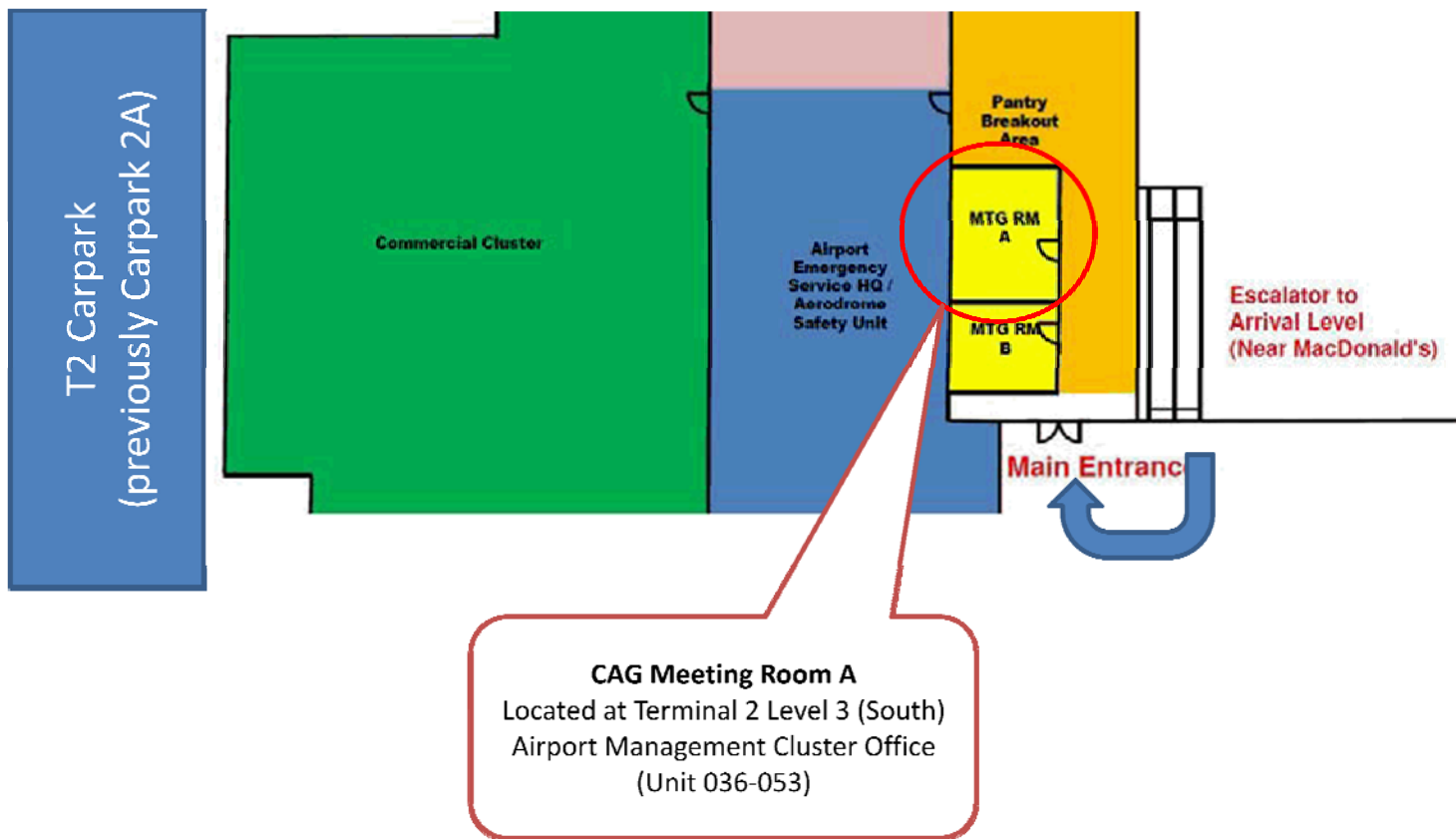
3 The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For the safety interest of your staff, we strongly encourage all staff to participate in this exercise to familiarised them with the evacuation procedure. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact AES FPS at 65412535 or at fire.safety@changiairport.com.

NG KENG LYE
for DEPUTY SUPERINTENDENT, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

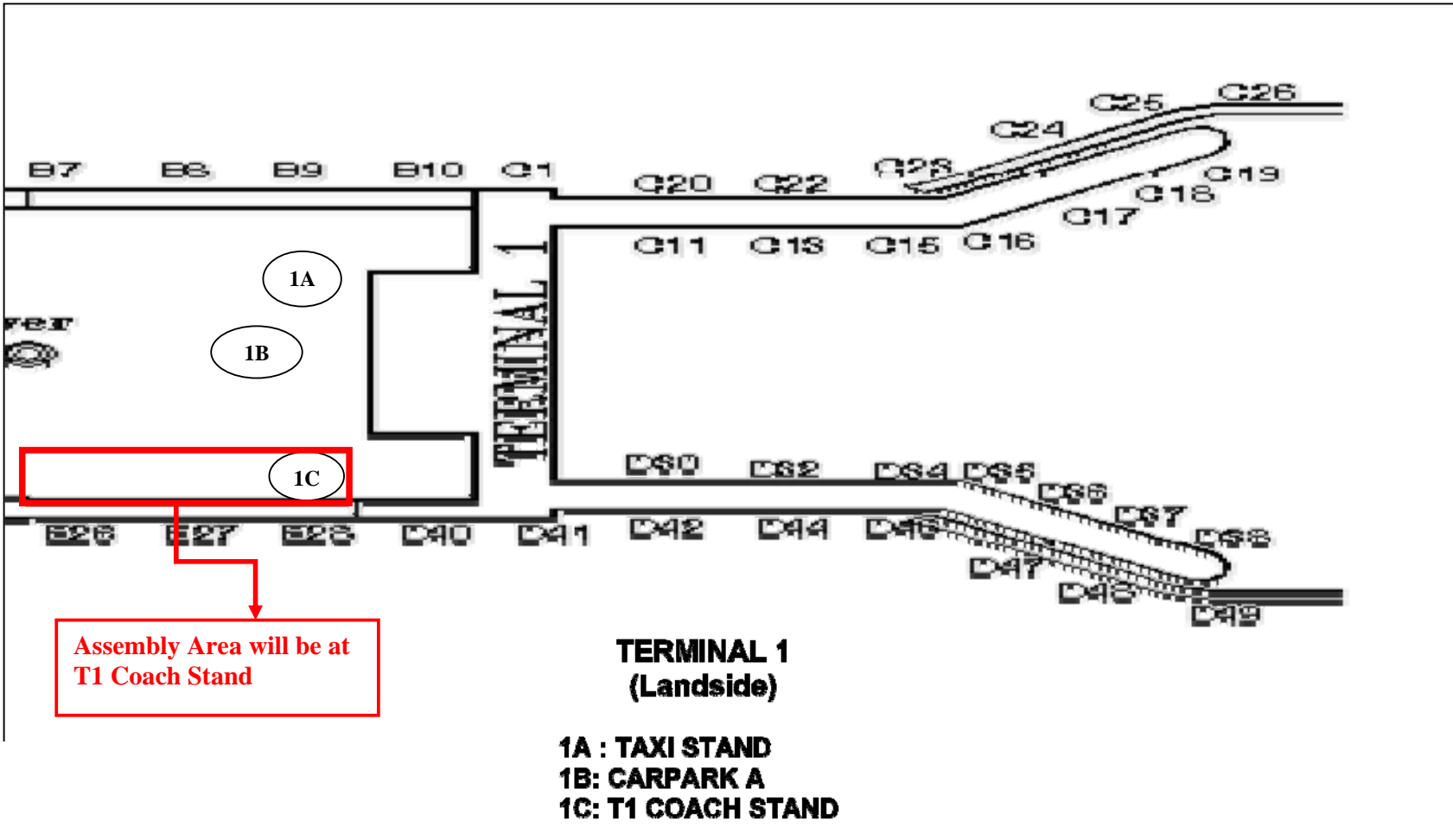
Enclosures:

- Appendix A - Direction to CAG Meeting Room A for Fire Warden Briefing
- Appendix B - Assembly Areas for T1 South East Pier Occupants
- Appendix C - (Assembly Areas for T2 North Finger Pier Occupants
- Appendix D - Floor Registry

Direction to CAG Meeting Room A for Fire Warden Briefing

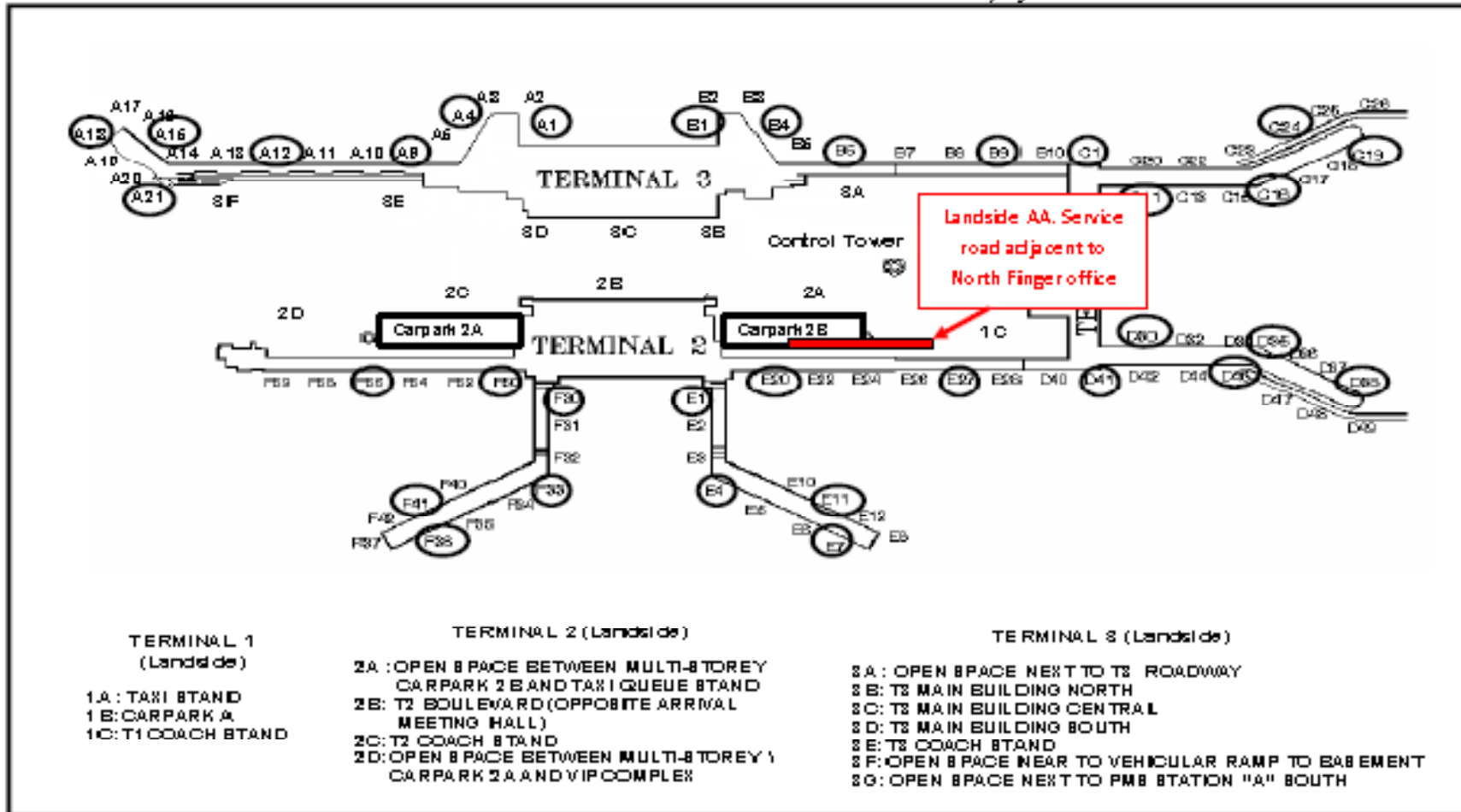


ASSEMBLY AREA FOR T1 SOUTHEAST PIER OCCUPANTS



ASSEMBLY AREA FOR T2 NORTH FINGER PIER OCCUPANTS

ASSEMBLY AREAS FOR EVACUATION OF TERMINALS 1, 2, 3 & CONTROL TOWER



Appendix D

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: _____