

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).

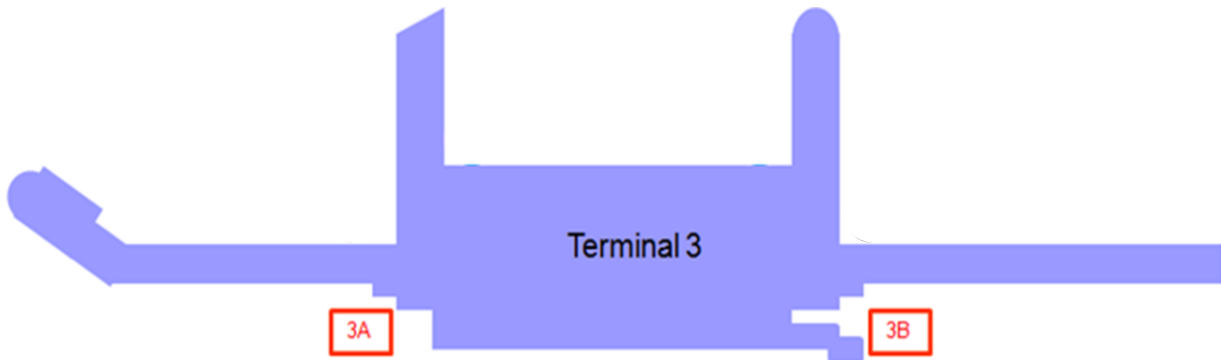
3 Appointed Fire Wardens and Assistant Fire Wardens shall update their respective office floor registers (See Annex 3). Hard copies of the floor registers shall be submitted to the AES officers stationed at the assembly areas. Participants will be dismissed once everyone has been accounted for.

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

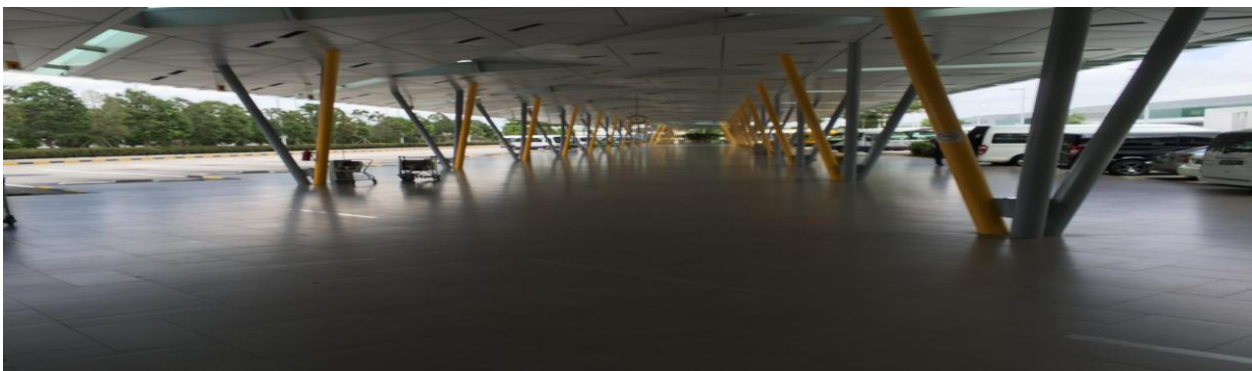
TERMINAL 3 EVACUATION ASSEMBLY AREAS



For North Assembly Area (AA3B)- Crowne Plaza



For South Assembly Area (AA3A)- South Coach Stand



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

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

Submitted by: _____
Name & Designation

Signature & Date: _____