No : 03/2013

Date : 4 February 2013



## AIRPORT EMERGENCY SERVICE

# FIRE SAFETY CIRCULAR

To all Staff and Tenants at T2 South Finger Pier

## **TERMINAL 2 SOUTH FINGER PIER FIRE EVACUATION DRILL**

Changi Airport Group (Singapore) Pte Ltd will be conducting a fire evacuation exercise on <u>26 February 2012</u> from 10am to 11am at T2 South Finger Pier. This exercise will only involve airport staff and tenants located at T2 South Finger offices (Levels 1, 3 & 4, both landside & airside). In the event of inclement weather, the drill will be postponed to 3pm to 4pm.

2 To avoid unnecessary confusion, fire evacuation exercise announcements will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing instructions to evacuate over the PA system, all participants shall evacuate immediately in an orderly manner, guided by their fire wardens using the shortest possible routes and proceed to the designated assembly areas.

3. The assembly areas assigned for this exercise are shown in Appendix A. Participating fire wardens are required to update the floor register in Appendix B and return it to the AES Officer at the Assembly Area during the exercise. Participants will be dismissed by the AES officer once everyone has been accounted for.

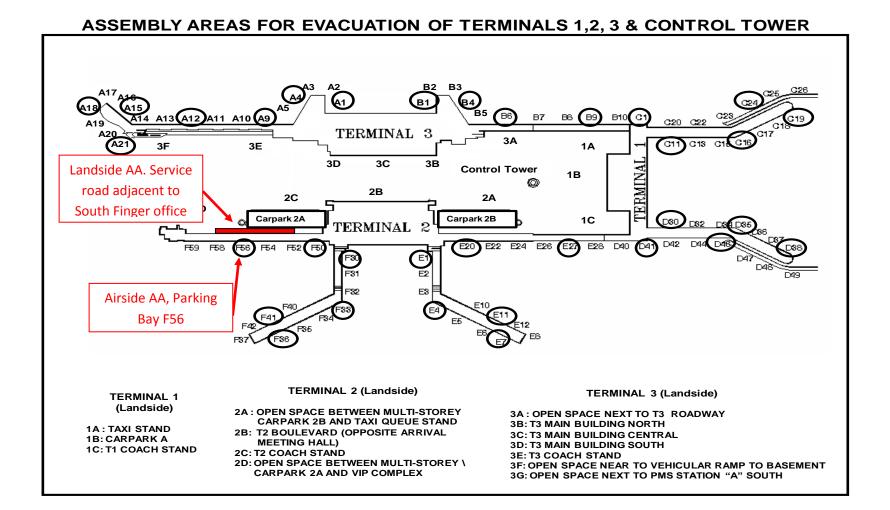
4. A fire warden briefing cum table top exercise will be held on <u>19 February 2013 from</u> <u>1500-1600hrs</u> at <u>T2 CAG Meeting Room 2</u>, Level 4, beside the Auditorium (refer to <u>Appendix C)</u>, to brief all fire wardens on the exercise objectives, scenario, and their roles during the evacuation.

5. The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. In the fire safety interest of your staff, we strongly encourage all non-essential staff and those without any medical conditions to participate in this exercise. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact AES FSU at 65412535 or fire.safety@changiairport.com.

NAZRI BAMADHAJ for SUPERINTENDENT, FIRE SAFETY AIRPORT EMERGENCY SERVICE

Appendix A

## ASSEMBLY AREA FOR T2 SOUTH FINGER OFFICE EVACUATION DRILL



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

#### FLOOR REGISTER

Tenant / Company Name:	
Floor Level:(Please use a separate form for each level)	Unit/Room No:
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: \_\_\_\_\_

### Appendix C

