

No : 04/2012
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AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To all tenants at Changi Airfreight Centre,

FIRE SAFETY GUIDELINES FOR PREMISES AT CHANGI AIRFREIGHT CENTRE

It is imperative that clear fire safety guidelines are drawn up and adhered to at Changi Airfreight Centre's warehouses so as to ensure that the highest fire safety standards are achieved and maintained at all times. This is to reduce the likelihood of a fire occurring in these places to the lowest possible level. Even if a fire does occur, it should be confined and the prescribed fire protection systems in place shall be maintained to prevent fires from spreading and further endangering life and property.

2 During the fire safety surveys and bi-monthly joint inspections by Changi Airport Group, the inspecting officer(s) will highlight any non-conformance to the tenant. Depending on the type and nature of non-conformance, tenants are usually asked to rectify the non-conformance immediately if possible. For those deficiencies or shortcomings that require more time to rectify, tenants are given 30 days to comply.

3 Below are some fire safety guidelines with reference to premises at Changi Airfreight Centre:

- i) Ensure that all the fire extinguishers in the premises are checked & serviced at least once annually by trained persons of an approved organization and authorised by the relevant authority with a label attached to each extinguisher as proof;
- ii) All fire hose reel / dry riser cabinet shall be clear of obstruction at all times to ensure unobstructed access to the firefighting equipment in the event of a fire outbreak;
- iii) A clear space of 1 metre should be maintained between the ceiling and the items stacked on metal racks. This is to ensure that the sprinklers will effectively discharge water to extinguish a fire;

- iv) Exit signs installed shall be lighted at all times;
- v) Exit doors shall not be locked or obstructed when the premises are occupied. If an exit door needs to be locked for security reasons, then it shall be linked to the fire alarm system with an electromagnetic device (the device will unlock upon activation of the fire alarm system to allow occupants to evacuate the premises) or using a one-way locking mechanism. This is to ensure occupants are not prevented from evacuating in the event of an emergency;
- vi) Smoking in the building premises is strictly prohibited as it may result in an unintended fire incident. Financial penalties or premature termination of tenancy agreement may be effected on tenants who are found guilty of negligence. (Refer to Annex A for the fire damages caused by a drop light at Cargo Agents Building 'C' on 12/01/2012.);
- vii) No storage of combustible and flammable materials e.g. pallets, packing materials and flammable liquids outside the warehouse or in the common areas. Unclaimed items in these areas will be removed by personnel engaged by Changi Airport Group;
- viii) Maximum allowable flammable liquid storage in the warehouse in proper storage facilities is 150 litres for diesel and 20 litres for petrol respectively. Tenants shall seek prior consultation with SCDF before submitting for AES' approval for their storage;
- ix) Tenants are required to appoint a fire warden and an assistant fire warden for each office/warehouse. The appointed fire wardens and assistant fire wardens are required to attend at least 1 fire safety training session per year conducted by Airport Emergency Service, Fire Safety Unit (AES FSU);
- x) Tenants of Megaplex 1 are to be aware and educate their respective truck drivers on the ceiling height restrictions at Megaplex 1. Truck drivers are to adhere to the entry points of Megaplex 1 to avoid unnecessary disruptions and possible damage to structures and sprinklers (Refer to Annex B). Please be advised that with effect from 1 May 2012, the height limit at Dolly Access Entrance shall be reduced from 4.5 metres to 4.0 metres. Any sprinkler activation due to negligence will result in financial penalties of \$350 (before GST) per AES vehicle per hour being imposed on tenants;

4 Tenants are urged to follow the fire safety guidelines to ensure high level of fire safety standards are maintained in Changi Airport. For more information, please contact the Airport Emergency Service, Fire Safety Unit (AES FSU) at 65412535 or refer to fire safety manual at <http://www.changiairportgroup.com/cag/html/our-services/airport-emergency-services/fire-safety>.

NG KENG LYE
2 STAFF OFFICER, FIRE SAFETY
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

LIM JIAN HONG
MANAGER
AIRPORT OPERATIONS

Damages in a resultant of a drop light at an office in Cargo Agents Building 'C'



Ashes of papers were found on the office floor and severe water damage in office due to sprinkler discharge



A chair was found burnt



The fire burnt through a portion of the carpet flooring

REVISED HEIGHT RESTRICTIONS AT MEGAPLEX 1

Truck entry point at Megaplex 1



Dolly entry point at Megaplex 1 (Height limit for this access will be reduced to 4.0 metres with effect from 1 May 2012)

