

No: 04/2016

Date: 20 April 2016

## AIRPORT EMERGENCY SERVICE

# FIRE PREVENTION CIRCULAR

To All Staff working in Terminal 2 Main Building North Office

#### TERMINAL 2 FIRE EVACUATION DRILL-MAIN BUILDING NORTH OFFICE

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on 12<sup>th</sup> May 2016 (Thursday), 1000LT at T2 Main Building North Office. A table top exercise and fire warden briefing is scheduled on 09<sup>th</sup> May 2016 (Monday), 1500LT. Please send a representative from each department to attend this briefing.

- 2 Pre-recorded announcements would be broadcasted in selected zones via the Public Announcement (PA) system to inform everybody about the fire evacuation drill.
- Please note this annual fire evacuation drill is a statutory requirement under the Fire Safety Act. For further clarification on the drill, please contact AES Fire Prevention Section at 65412535/66034315 or via email at muhd.zarirnaziz.roslee@changiairport.com
- Attached are the Assembly Areas to be used for this upcoming drill (Annex 1). During the exercise, after accounting for all staff, appointed Fire Wardens / Fire Assistants shall return the updated floor registers (Annex 2) to AES Officers at the Assembly Areas.

ZARIRNAZIZ BIN ROSLEE for SUPERINTENDENT, FIRE PREVENTION AIRPORT EMERGENCY SERVICE

## Assembly Area 2B (T2 Arrival Taxi Stand, Exit Door Opp. Swensens)



Assembly Area 2E (Open Staff Car Park Lot North)



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: