

No: 22/2016

Date: 02 December 2016

## AIRPORT EMERGENCY SERVICE

# FIRE PREVENTION CIRCULAR

To All Staff working in Terminal 2 Main Building South Finger Office

#### **TERMINAL 2 FIRE EVACUATION DRILL-MAIN BUILDING SOUTH FINGER OFFICE**

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on <u>28<sup>th</sup> December 2016 (Wednesday), 1445LT</u> at T2 Main Building South Finger Office. A table top exercise and fire warden briefing is scheduled on <u>20<sup>th</sup> December 2016</u> (<u>Tuesday</u>), <u>1500LT</u>. 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.

3 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.khalifah.selamat@changiairport.com

4 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.

MUHAMMAD KHALIFAH BIN SELAMAT for SUPERINTENDENT, FIRE PREVENTION AIRPORT EMERGENCY SERVICE

#### Assembly Area 2C (T2 Coach Stand)



Assembly Area 2D (Open Space Between Multi-Storey Carpark 2A and VIP Complex)



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: