

## AIRPORT EMERGENCY SERVICE

## FIRE PREVENTION CIRCULAR

To All Staff working in Block 1, 2, 3, 4 & 5 of Airport Maintenance Centre

## AIRPORT MAINTENANCE CENTRE (AMC) FIRE EVACUATION EXERCISE

Changi Airport Group (Singapore) Pte Ltd will be conducting fire evacuation exercise on <u>3<sup>rd</sup> August 2017 (Thursday), 1100 hrs</u> at Block 1, 2, 3, 4 & 5 of AMC (Inclusion of Vehicle Workshop). In the event of inclement weather, the drill will be held between 1530-1630 hrs.

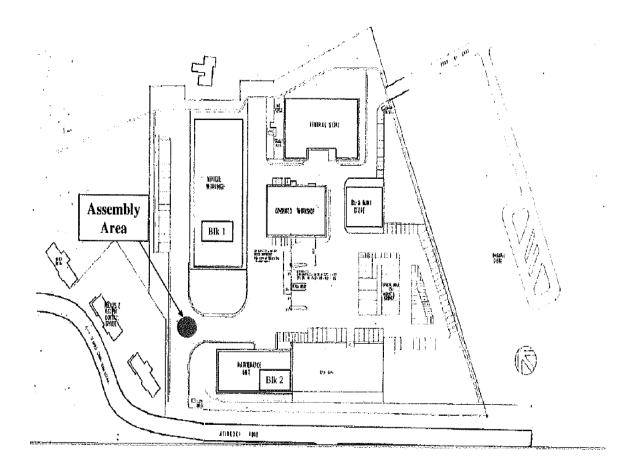
2. All tenants are advised to evacuate the premises upon hearing the fire alarm activation at 1100 hrs and proceed to the Assembly Area as shown in Annex A. Fire Wardens are to account for all their staff and record in the floor register as shown in Annex B. The completed floor register will be returned to the AES Officers at the Assembly Area.

3. Please note this fire evacuation exercise is a statutory requirement under the Fire Safety Act. For clarifications on the exercise, please contact AES Fire Prevention Section at 65412535 or via e-mail at <u>muhd.zarirnaziz.roslee@changiairport.com</u>

4. Please disseminate the content of this circular to all staff concerned.

5. Thank you.

MUHD ZARIRNAZIZ BIN ROSLEE for SUPERINTENDENT, FIRE PREVENTION AIRPORT EMERGENCY SERVICE



Assembly Area: Open Space in Between Block 1 & Block 2

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

## **FLOOR REGISTER**

Tenant / Company Name: \_\_\_\_\_

Floor Level: \_\_\_\_\_ Unit/Room No: \_\_\_\_\_ Unit/Room No: \_\_\_\_\_

Telephone & Fax No. \_\_\_\_\_/\_\_\_\_

Name of Fire Warden & Contact No: \_\_\_\_\_

Name of Assistant Fire Warden & Contact No:\_\_\_\_\_

Name of Occupants / Staff		vacuation Sta al use during	n Status ring emergency)	
	Present	Absent	Remark	

Submitted by: \_\_\_\_\_

Name & Designation

Signature & Date: \_\_\_\_\_