

No: 19/2017

Date: 28 November 2017

## AIRPORT EMERGENCY SERVICE

# FIRE PREVENTION CIRCULAR

To All Airport Staff working in Terminal 1 Main Building

#### **TERMINAL 1 FIRE EVACUATION DRILL-MAIN BUILDING LEVEL 3 & 4**

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on <u>7<sup>th</sup> December 2017 (Thursday), 1000 LT</u> at T1 Main Building. A table top exercise and fire warden briefing is scheduled on <u>04<sup>th</sup> December 2017 (Monday), 1000LT at</u> <u>the Broadway (Level 3 CAG Office)</u>. All fire wardens attendance are compulsory.

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 65412535/65412696 or via email at ismail.rafiqy.musni@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.

ISMAIL RAFIQIY BIN MOHD MUSNI for HEAD, FIRE PREVENTION AIRPORT EMERGENCY SERVICE

#### Assembly Area 1b (T1 Level 2 Coach Stand)



Annex 1

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	cupants / Staff Evacuation Status (for official use during		mergency)
	Present	Absent	Remark

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