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 28th December 2016 (Wednesday), 1445LT at T2 Main Building South Finger Office. A table top exercise and fire warden briefing is scheduled on 20th December 2016 (Tuesday), 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.

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
Annex 1

Assembly Area 2C (T2 Coach Stand)

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

<table>
<thead>
<tr>
<th>Name of Occupants / Staff</th>
<th>Evacuation Status (for official use during emergency)</th>
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<tbody>
<tr>
<td></td>
<td>Present</td>
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Submitted by: ____________________________________________________________