No: 01/2017

Date: 24 February 2017

AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All CAG Staff working in Terminal 2 Main Building Office

TERMINAL 2 FIRE EVACUATION DRILL-MAIN BUILDING (CAG OFFICE)

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on **10th March 2017 (Friday), 0945LT** at T2 Main Building. A table top exercise and fire warden briefing is scheduled on **01st March 2017 (Wednesday), 1600LT at the Auditorium**. All fire wardens attendance are compulsory.
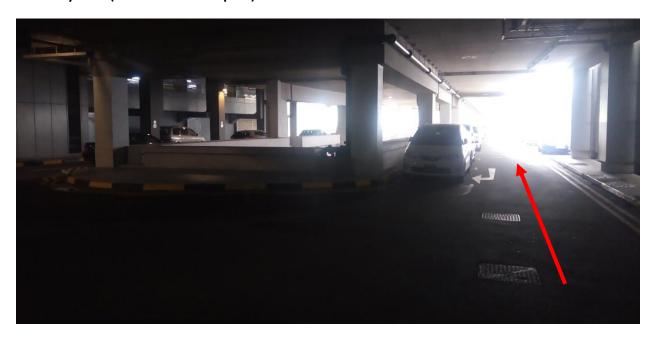
2   Pre-recorded announcements would be broadcasted in selected zones via the Public Announcement (PA) system to inform everybody about the fire evacuation drill.

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 65412535/66034315 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 (T2 North Staff Carpark)

Airside Assembly Area (Parking Stand F30 & F50)

Parking Stand F50

Parking Stand F30

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: _____