

No: 04/2016

Date: 20 April 2016

## **AIRPORT EMERGENCY SERVICE**

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# **FIRE PREVENTION CIRCULAR**

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To All Staff working in Terminal 2 Main Building North Office

### **TERMINAL 2 FIRE EVACUATION DRILL-MAIN BUILDING NORTH OFFICE**

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on **12<sup>th</sup> May 2016 (Thursday), 1000LT** at T2 Main Building North Office. A table top exercise and fire warden briefing is scheduled on **09<sup>th</sup> May 2016 (Monday), 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.zarirnaziz.roslee@changiairport.com](mailto:muhd.zarirnaziz.roslee@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.

ZARIRNAZIZ BIN ROSLEE  
for SUPERINTENDENT, FIRE PREVENTION  
AIRPORT EMERGENCY SERVICE

**Assembly Area 2B (T2 Arrival Taxi Stand, Exit Door Opp. Swensens)**



**Assembly Area 2E (Open Staff Car Park Lot North)**



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: \_\_\_\_\_