

No : 15/2016
Date : 25 August 2016



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in Block 1 & 2 of Airport Maintenance Centre

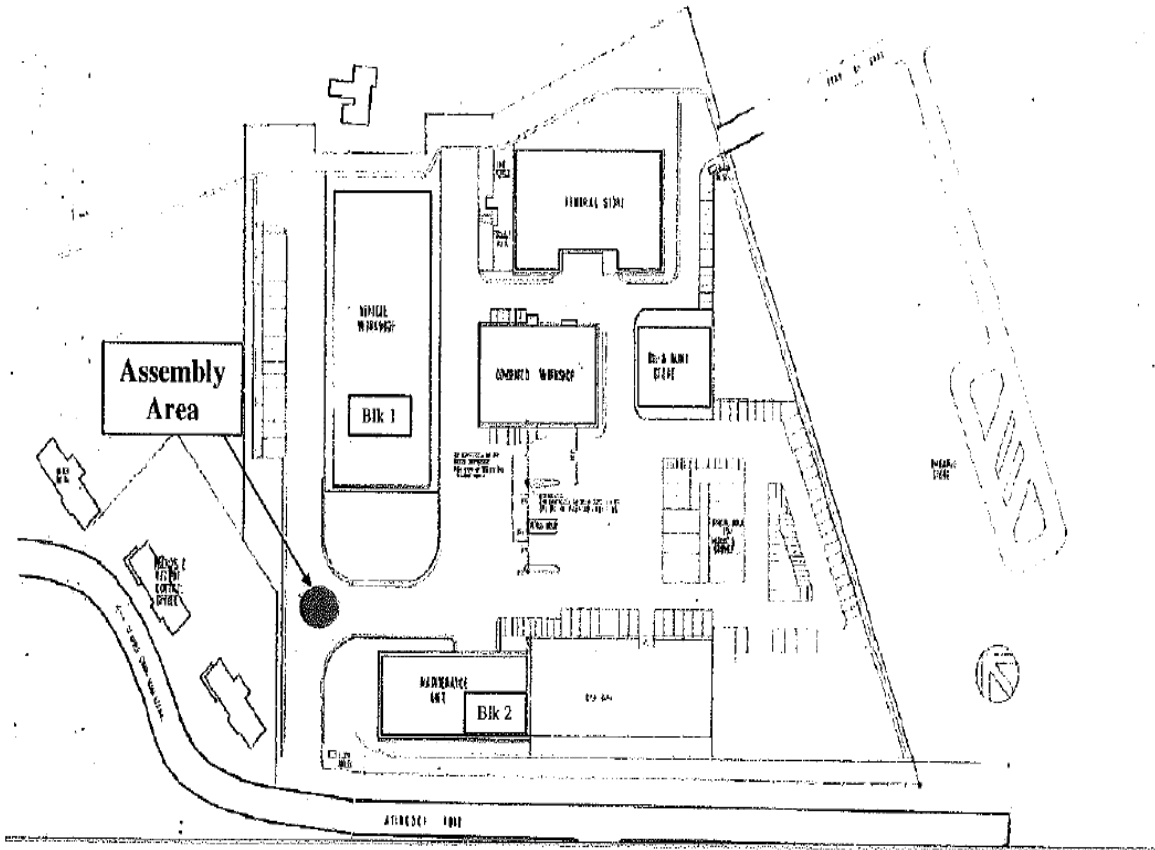
AIRPORT MAINTENANCE CENTRE (AMC) FIRE EVACUATION EXERCISE

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation exercise on **20th September 2016 (Tuesday), 1100 hrs** at Block 1 & 2 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 premise upon hearing the fire alarm activation at 1100 hrs and proceed to the Assembly Area as shown in Annex A and return the updated floor register as shown in Annex B to AES Officer at the Assembly Area.
3. Please note this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For further clarification on the exercise, please contact AES Fire Prevention Section at 65412535 or via e-mail at [sher.akbar.khan@changiairport.com](mailto:sheer.akbar.khan@changiairport.com).
4. Please disseminate the content of this circular to all staff concerned.
5. Thank you.

SHER AKBAR KHAN
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: _____
(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: _____
Name & Designation

Signature & Date: _____