

No: 22/2016

Date: 02 December 2016

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

Assembly Area 2C (T2 Coach Stand)



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



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: _____