

No: 19/2017

Date: 28 November 2017

AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Airport Staff working in Terminal 1 Main Building

TERMINAL 1 FIRE EVACUATION DRILL-MAIN BUILDING LEVEL 3 & 4

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on **7th December 2017 (Thursday), 1000 LT** at T1 Main Building. A table top exercise and fire warden briefing is scheduled on **04th December 2017 (Monday), 1000LT at the Broadway (Level 3 CAG Office)**. 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 65412535/65412696 or via email at ismail.rafiqy.musni@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.

ISMAIL RAFIQIY BIN MOHD MUSNI
for HEAD, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

Assembly Area 1b (T1 Level 2 Coach Stand)



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: _____