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## AIRPORT EMERGENCY SERVICE

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# FIRE PREVENTION CIRCULAR

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To All Airport Staff

### **PREVENTING PORTABLE POWER BANK FIRES**

This circular serves to inform all persons using portable power banks to adhere to the following:

- a. Do not leave the portable power bank unattended when charging;
  - b. Allow heat dissipation. The portable power bank will generate heat when charging. Always charge in a well-ventilated area. Do not cover or conceal the power bank when charging;
  - c. Avoid overcharging. Follow manufacturers' instruction for charging. Avoid charging an already full-charged power bank. Do not leave power banks to charge overnight. These may lead to overheating or fires;
  - d. Check for damage or deformities. Visually examine the portable power bank for signs of mechanical damage or deformities as these are usually signs that the battery is damaged or bloated. Refrain from charging such power banks as it may lead to overheating or fires.
- 2 AES strongly encourages all airport staff to store the AES hotline number 6541 2525 and to contact us immediately in the event of a fire.
- 3 For further clarifications, you may contact the Fire Prevention Section (FPS) of the Airport Emergency Service at 6541 2535 or e-mail to: [fire.safety@changiairport.com](mailto:fire.safety@changiairport.com).

A handwritten signature in black ink, appearing to read "Addison Low".

ADDISON LOW  
Head, Fire Prevention Section  
Airport Emergency Service