AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To all staff working in Cargo Agent Building “E” & “D”

CARGO AGENT BUILDING “E” & “D” FIRE EVACUATION DRILL

1. AES will be conducting upcoming annual fire evacuation drill for Cargo Agent Building E and D, please see below table for the scheduled date and time for the respective fire evacuation drills.

<table>
<thead>
<tr>
<th>No.</th>
<th>Building</th>
<th>Date</th>
<th>Timing</th>
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<tbody>
<tr>
<td>1</td>
<td>CAB E</td>
<td>15 May 2018</td>
<td>1000Hrs to 1100Hrs</td>
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<tr>
<td>2</td>
<td>CAB D</td>
<td>15 May 2018</td>
<td>1100Hrs to 1200Hrs</td>
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2. In the event of inclement weather, the drill will be held between 1530hrs – 1630hrs. A table top exercise and fire warden briefing is scheduled on 14 May 2018 (Monday), 1000hrs at CAB E Meeting Room #05-11. Please send a representative from each department to attend this briefing.

3. A pre-recorded announcements on the fire evacuation drill will be broadcast via the Public Announcement (PA) system to inform everybody about the fire evacuation drill.

4. 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 or via email at chen.ziwei@changiairport.com
Attached are the Assembly Areas to be used for this upcoming drill (Annex 1). Appointed Fire Wardens / Assistant Fire Wardens shall update their floor register (Annex 2) and return the hard copies to AES Officers at the Assembly Area after a headcount has been conducted.

Please disseminate the content of this circular to all staff concerned. Thank you.

CHEN ZIWEI
for HEAD, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE
Annex 1

Assembly Areas at Cargo Agent Buildings

CAC ASSEMBLY AREAS

A1: Carpark at the western side of the AFT
B1: Open space at the western side of Megaplex 1
C1: Carpark between CAB C and SATS airfreight terminal
D1: Carpark fronting CAC custom checkpoint
E1: Open carpark north of CAB E
A2: Dolly parking area – eastern side of AFT
B2: Open space at the eastern side of Megaplex 1
C2: Carpark between CAB C and CIAS airfreight terminal
D2: Open space in front of CAB D main entrance
E2: roadway outside CAB E main entrance
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:_______________________

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<thead>
<tr>
<th>Name of Occupants / Staff</th>
<th>Evacuation Status (for official use during emergency)</th>
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<tbody>
<tr>
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<td>Present</td>
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Submitted by: ____________________________________________________