

No : 16/2016
Date : 17 October 2016



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in CAB "E"

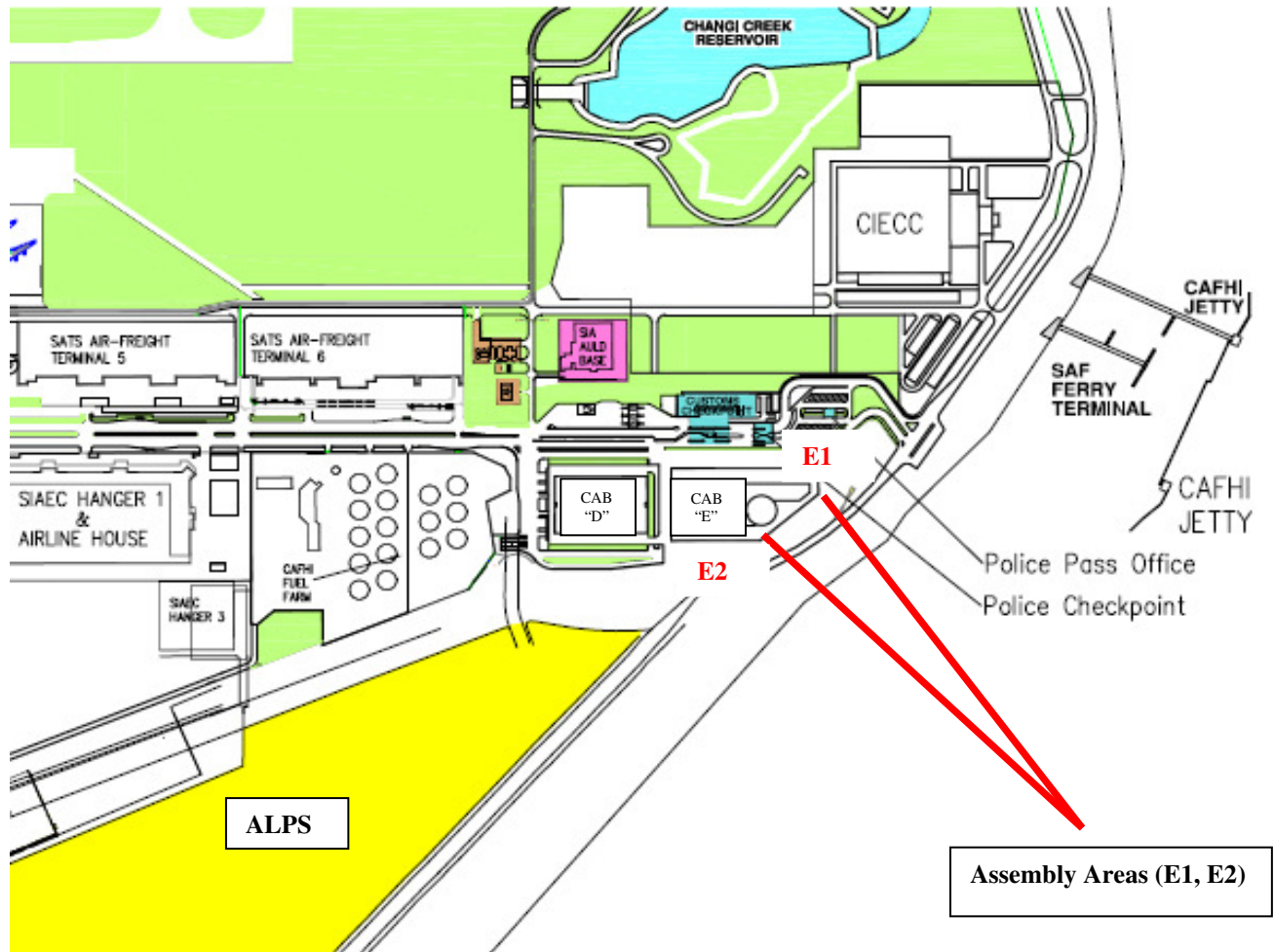
CARGO AGENT BUILDING "E" FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation drill on **11 November 2016 (Friday), 1000hrs** at Cargo Agent Building "E". In the event of inclement weather, the drill will be held between 1500-1600 hrs. A table top exercise and fire warden briefing is scheduled on 10 November 2016 (Thursday), 1500 hrs at Cargo Agent Building "E" Meeting Room #05-11. Please send a representative from each department to attend this briefing.

2. A pre-recorded announcement on the fire evacuation drill will be broadcasted via the Public Announcement (PA) system to avoid panic and confusion for all.
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 or via e-mail at fire.safety@changiairport.com.
4. Attached are the Assembly Areas to be used for this upcoming drill (Annex 1). Appointed fire warden(s) of each respective department shall proceed to the Assembly Area and update the floor register (Annex 2) and return the hard copy to AES Officers at the Assembly Area during the drill after a headcount has been conducted.
5. Please disseminate the content of this circular to all staff concerned.
6. Thank you.

SHER AKBAR KHAN
for SUPERINTENDENT, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

Annex 1



E1: Open Car-park North of CAB E

E2: Roadway Out-side CAB "E" Main Entrance

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: _____