

No : 17/2016  
Date : 17 October 2016



## AIRPORT EMERGENCY SERVICE

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# FIRE PREVENTION CIRCULAR

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To All Staff working in CAB "D"

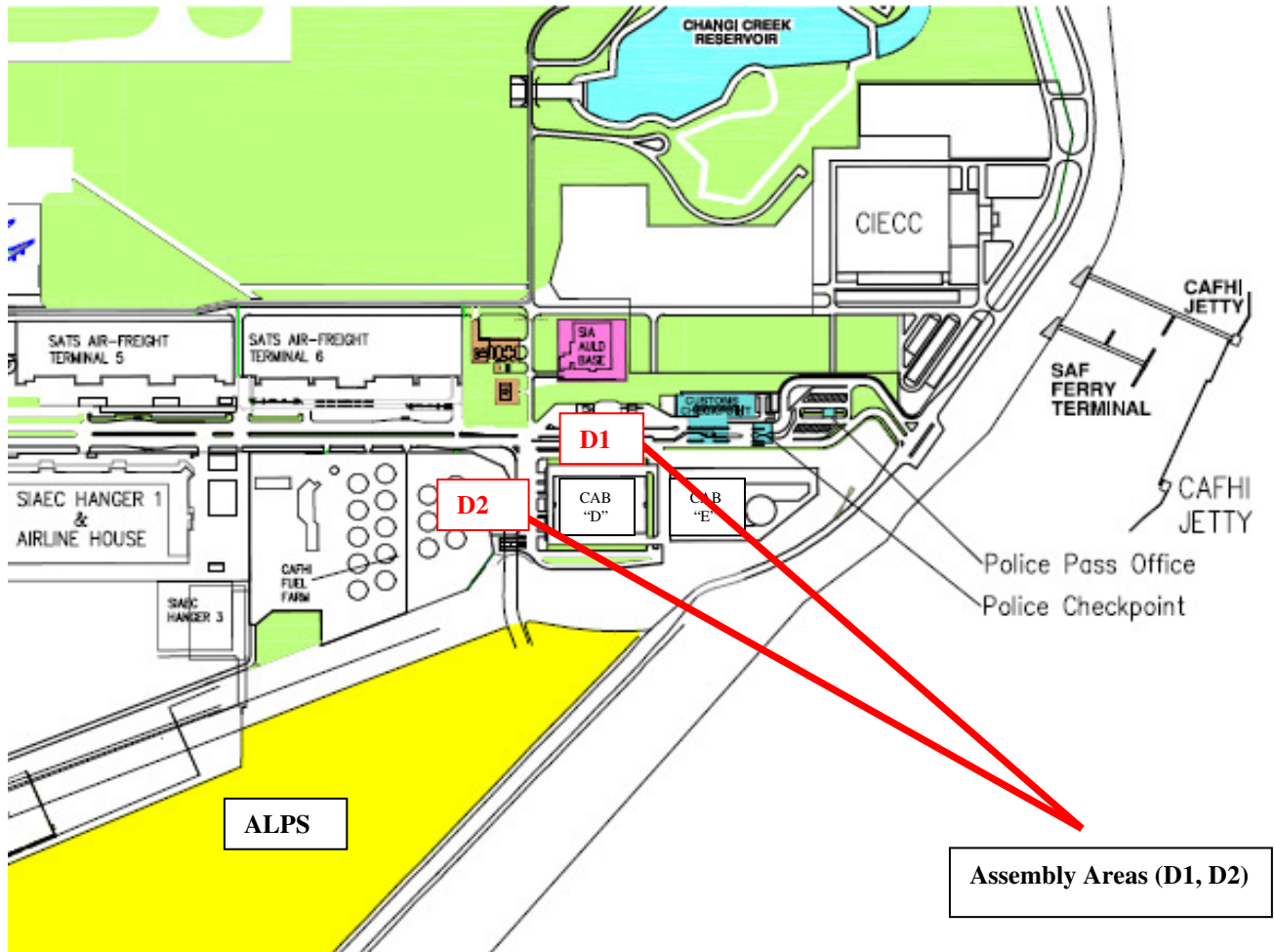
### CARGO AGENT BUILDING "D" FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation drill on **11 November 2016 (Friday), 1100hrs** at Cargo Agent Building "D". In the event of inclement weather, the drill will be held between 1530-1630 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](mailto:fire.safety@changiairport.com).
4. Attached are the Assembly Areas to be used for this upcoming drill (Annex 1). Appointed fire warden / assistant fire warden shall update their floor registers (Annex 2) and return the hard copies to AES Officers at the assembly areas during the exercise 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**



**D1: Carpark fronting CAC custom checkpoint**

**D2: Open space in-front of CAB D main entrance**

TO: Changi Airport Group  
Airport Emergency Service  
P O Box 168  
Singapore Changi Airport  
Singapore 918146

Annex 2

**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: \_\_\_\_\_

