

No : 14/2017  
Date : 06<sup>th</sup> September 2017



## AIRPORT EMERGENCY SERVICE

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# FIRE PREVENTION CIRCULAR

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To All Staff Working in Cargo Agent Building “E”

### CARGO AGENT BUILDING “E” FIRE EVACUATION DRILL

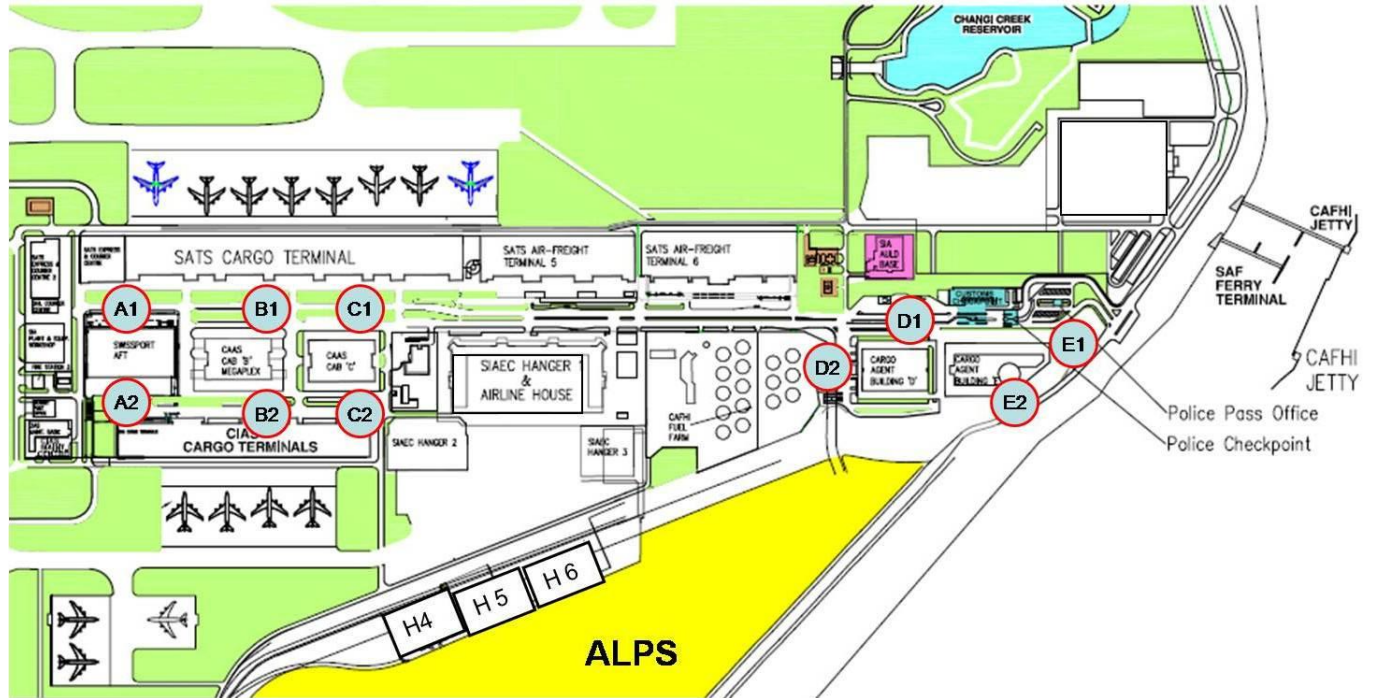
Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation drill on **19<sup>th</sup> September 2017 (Tuesday), 1100hrs** at Cargo Agent Building “E”. In the event of inclement weather, the drill will be held between 1530-1630 hrs. A fire warden briefing is scheduled on 18<sup>th</sup> September 2017 (Monday), 1500 hrs at CAB 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 any panic and confusion.
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 [muhd.zarirnaziz.roslee@changiairport.com](mailto:muhd.zarirnaziz.roslee@changiairport.com)
4. 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 Areas after a headcount has been conducted.
5. Please disseminate the content of this circular to all staff concerned.
6. Thank you.

MUHD ZARIRNAZIZ BIN ROSLEE  
for SUPERINTENDENT, FIRE PREVENTION  
AIRPORT EMERGENCY SERVICE

**Assembly Areas at Cargo Agent Building “E”**

**ASSEMBLY AREAS FOR EVACUATION OF CARGO AGENT BUILDINGS – CAAS AFT, MEGAPLEX 1, C, D, & E**



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