

No: 17/2017

Date: 6 November 2017

## **AIRPORT EMERGENCY SERVICE**

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# **FIRE PREVENTION CIRCULAR**

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To all staff working in Cargo Agent Building “D”

### **CARGO AGENT BUILDING “D” FIRE EVACUATION DRILL**

Changi Airport Group (Singapore) Pte Ltd would be conducting an annual fire evacuation drill on **15<sup>th</sup> November 2017 (Wednesday), 1000 hrs** at Cargo Agent Building “D”. 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 **13<sup>th</sup> November 2017 (Monday), 1500hrs at CAB E Meeting Room #05-11**. Please send a representative from each department to attend this briefing.

2 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.

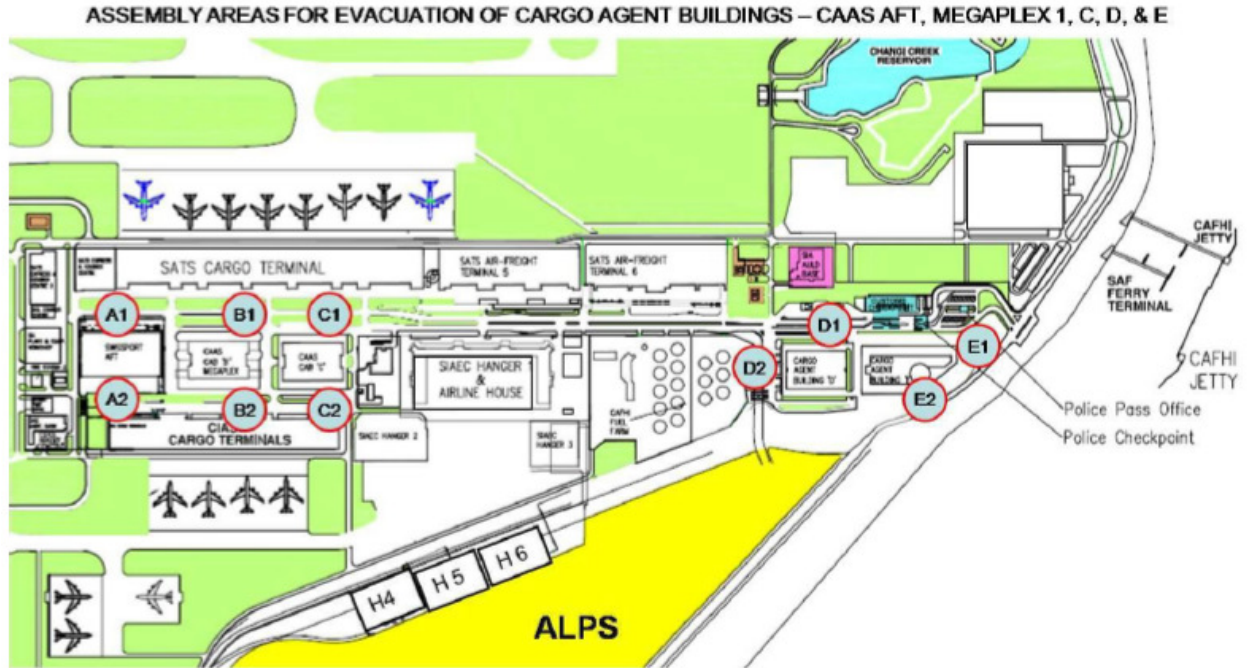
3 Please note this annual fire evacuation drill is a statutory requirement under the Fire Safety Act. For further clarification on the drill, please contact AES Fire Prevention Section at 65412535 or via email at shahrir.idham.sawal@changiairport.com

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 Area after a headcount has been conducted.

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

SHAHIR IDHAM BIN MOHAMAD SAWAL  
for HEAD, FIRE PREVENTION  
AIRPORT EMERGENCY SERVICE

## Assembly Areas at Cargo Agent Buildings



### CAC ASSEMBLY AREAS

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

Name of Occupants / Staff	Evacuation Status (for official use during emergency)		
	Present	Absent	Remark

Submitted by: \_\_\_\_\_