

No: 04/18

Date: 24 April 2018

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.

No.	Building	Date	Timing
1	CAB E	15 May 2018	1000Hrs to 1100Hrs
2	CAB D	15 May 2018	1100Hrs to 1200Hrs

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.

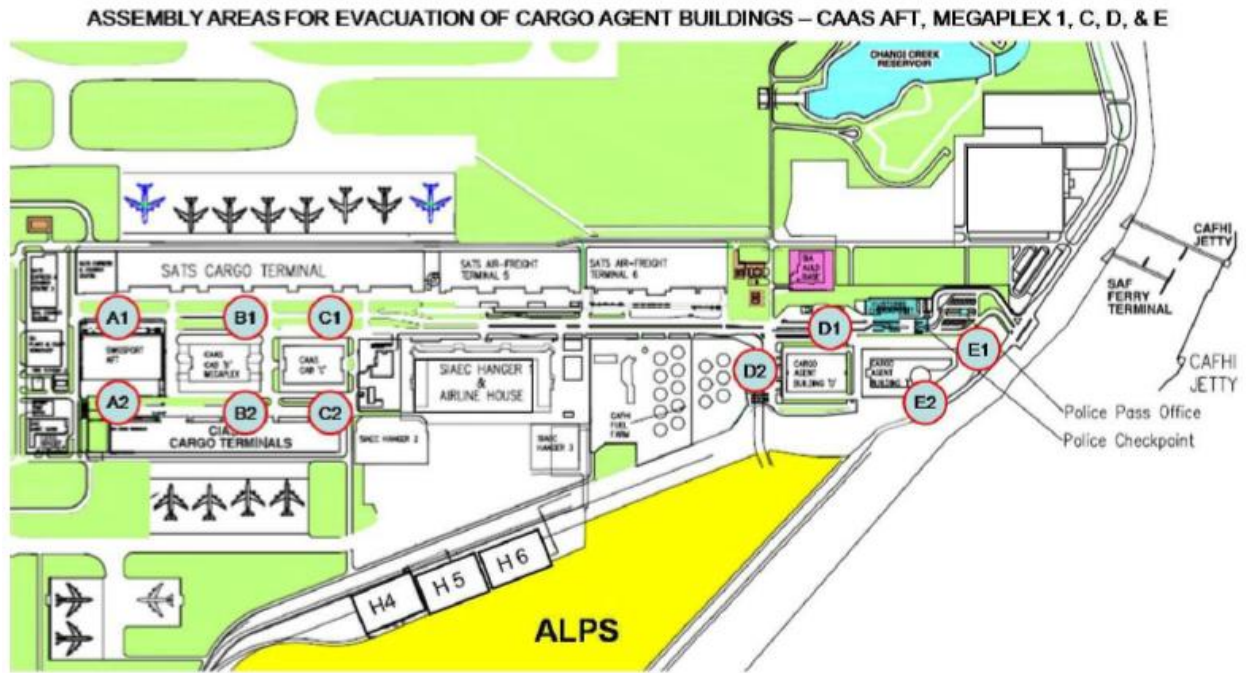
4 Please note this annual fire evacuation drill is a statutory requirement under the Fire Safety Act. For further clarification on the drill, please contact AES Fire Prevention Section at 65412535 or via email at chen.ziwei@changiairport.com

5 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.

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

CHEN ZIWEI
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: _____