No : 22/2012

Date : 17 December 2012



## **AIRPORT EMERGENCY SERVICE**

# FIRE SAFETY CIRCULAR

To All Staff working in Cargo Agents Building 'E' (CAB 'E')

### CAB 'E' FIRE EVACUATION DRILL ON 27 DECEMBER 2012

Changi Airport Group (Singapore) Pte Ltd will be conducting a Fire Evacuation Exercise on 27 December 2012, 1000hrs at CAB '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 <u>20 December 2012 (Thursday)</u> from 1500hrs to 1600hrs at <u>CAB E Meeting Room # 05-11</u>.

2. A pre-recorded announcement on the fire evacuation exercise will be broadcasted via the Public Announcement (PA) system to avoid panic and confusion for all.

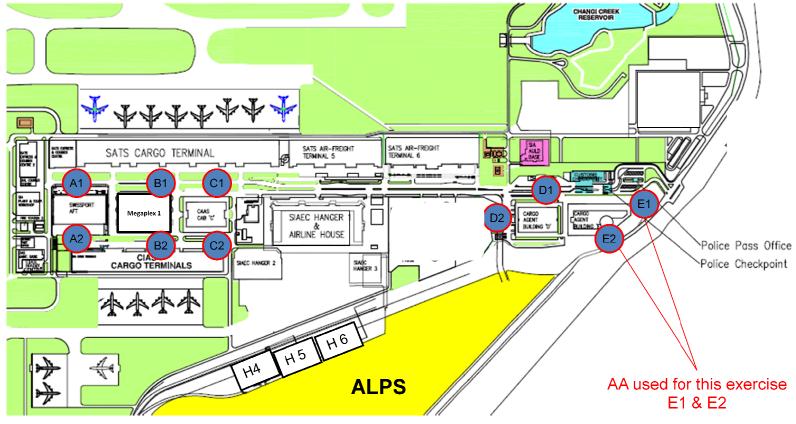
3. Please note that this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For further clarification on the exercise, please contact AES FSU at 65412535 or at <u>fire.safety@changiairport.com</u>.

4. Attached are the assembly areas to be used for this exercise (Annex A – Assembly Areas at CAB E) and the floor register (Annex B). Appointed fire wardens / assistant fire warden shall update their floor registers (Annex B) 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.

NG KENG LYE for SUPERINTENDENT, FIRE SAFETY AIRPORT EMERGENCY SERVICE

#### Annex A – Assembly Areas at CAB 'E'



#### 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
- D1: Carpark fronting CAC custom checkpoint
- E1: Open carpark north of CAB E

- C2: Carpark between CAB C and CIAS airfreight terminal
- D2: Open space infront of CAB D main entrance
- E2: Roadway Outside CAB E main entrance

E1: Open car park north of CAB E

E2: Roadway outside CAB E main entrance

#### Annex B – Floor Register

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

#### **FLOOR REGISTER**

Tenant / Company Name:	
Floor Level:(Please use a separate form for each level)	Unit/Room No:
Telephone & Fax No	/
Name of Fire Warden & Contact No:	

Name of Assistant Fire Warden & Contact No:\_\_\_\_\_

Name of Occupants / Staff		tus emergency)	
	Present	Absent	Remark

Submitted by: \_\_\_\_\_\_ Name & Designation

Signature & Date: \_\_\_\_\_