No : 20/2014

Date: 24 November 2014



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Staff working in CAB "E"

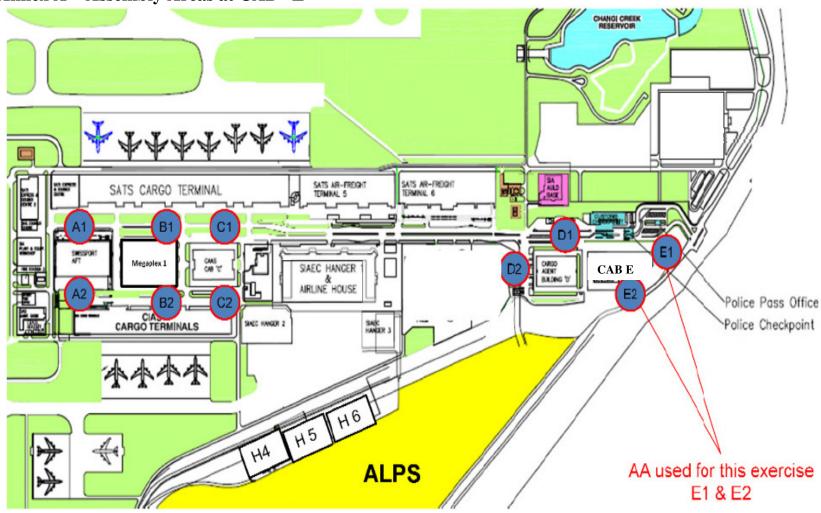
CAB "E" Fire Evacuation Drill

Changi Airport Group (Singapore) Pte Ltd will be conducting a Fire Evacuation Exercise on 10 December 2014 (Wednesday), 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 09 December 2014 (Tuesday) from 1500hrs to 1600hrs at CAB "E" Meeting Room # 05-11.

- 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 this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For further clarification on the exercise, please contact AES Fire Prevention Section at 65412535 or at fire.safety@changiairport.com.
- 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.

WONG KIA HAN for DEPUTY SUPERINTENDENT, FIRE PREVENTION AIRPORT EMERGENCY SERVICE

Annex A – Assembly Areas at CAB "E"



E1: Open carpark 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: Unit/Room (Please use a separate form for each level)	n No:			
Telephone & Fax No/				
Name of Fire Warden & Contact No:				
Name of Assistant Fire Warden & Contact No:				
Name of Occupants / Stoff	T.	vacuation Sta	tua	
Name of Occupants / Staff		(for official use during emergency)		
	Present		Remark	
Submitted by:				
Signature & Date:	Name & Designa	tion		