

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.

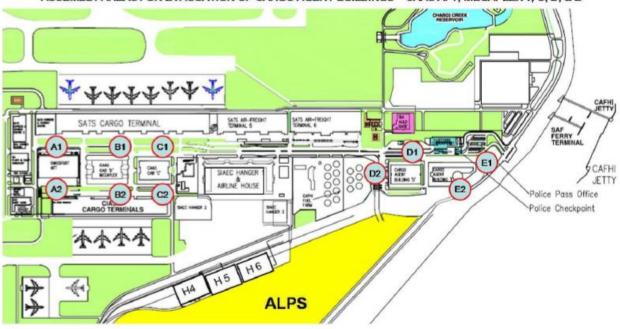
4 Please note this annual fire evacuation drill is a statutory requirement under the Fire Safety Act. For further clarification on the drill, please contact AES Fire Prevention Section at 65412535 or via email at <u>chen.ziwei@changiairport.com</u> 5 Attached are the Assembly Areas to be used for this 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

#### Annex 1

## Assembly Areas at Cargo Agent Buildings



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 infront of CAB D main entrance
- 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 Fire Warden & Contact No:\_\_\_\_\_

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

Name of Occupants / Staff	Evacuation Status (for official use during en		mergency)
	Present	Absent	Remark
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Submitted by: