

No: 05/18

Date: 24th April 2018

## AIRPORT EMERGENCY SERVICE

## FIRE PREVENTION CIRCULAR

To all staff working in Cargo Agent Building "C" & Megaplex 1

#### CARGO AGENT BUILDING "C" & MEGAPLEX 1 FIRE EVACUATION DRILL

1 AES will be conducting upcoming annual fire evacuation drill for Cargo Agent Building C and Megaplex 1, please see below table for the scheduled date and time for the respective fire evacuation drills.

No.	Building	Date	Timing	
1	CAB C	17 <sup>th</sup> May 2018	1000Hrs to 1100Hrs	
2	MEGAPLEX 1	17 <sup>th</sup> May 2018	1100Hrs to 1200Hrs	

- 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 16<sup>th</sup> May 2018 (Wednesday), 1000hrs at Megaplex 1 Meeting Room #05-06. 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 <a href="mailto:chen.ziwei@changiairport.com">chen.ziwei@changiairport.com</a>

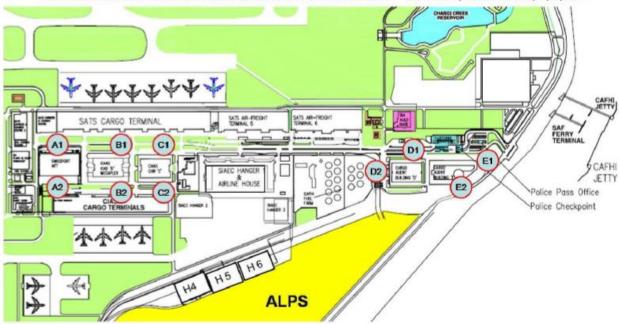
- Attached are the Assembly Areas to be used for this upcoming drill (Annex 1). Appointed Fire Wardens / Assistant Fire Wardens shall update their floor register (Annex 2) and return the hard copies to AES Officers at the Assembly Area after a headcount has been conducted.
- 6 Please disseminate the 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 CABC 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 fo					
Telephone & Fax No	•	_			
Name of Fire Warden & C					
Name of Assistant Fire Wa					
Name of Occur	ants / Staff	Evacuation	Status		
Name of Occupants / Staff		(for official use during emergency)			
		Present	Absent		

Submitted by: