

No : 12/2015
Date : 5 October 2015



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in CAB "D"

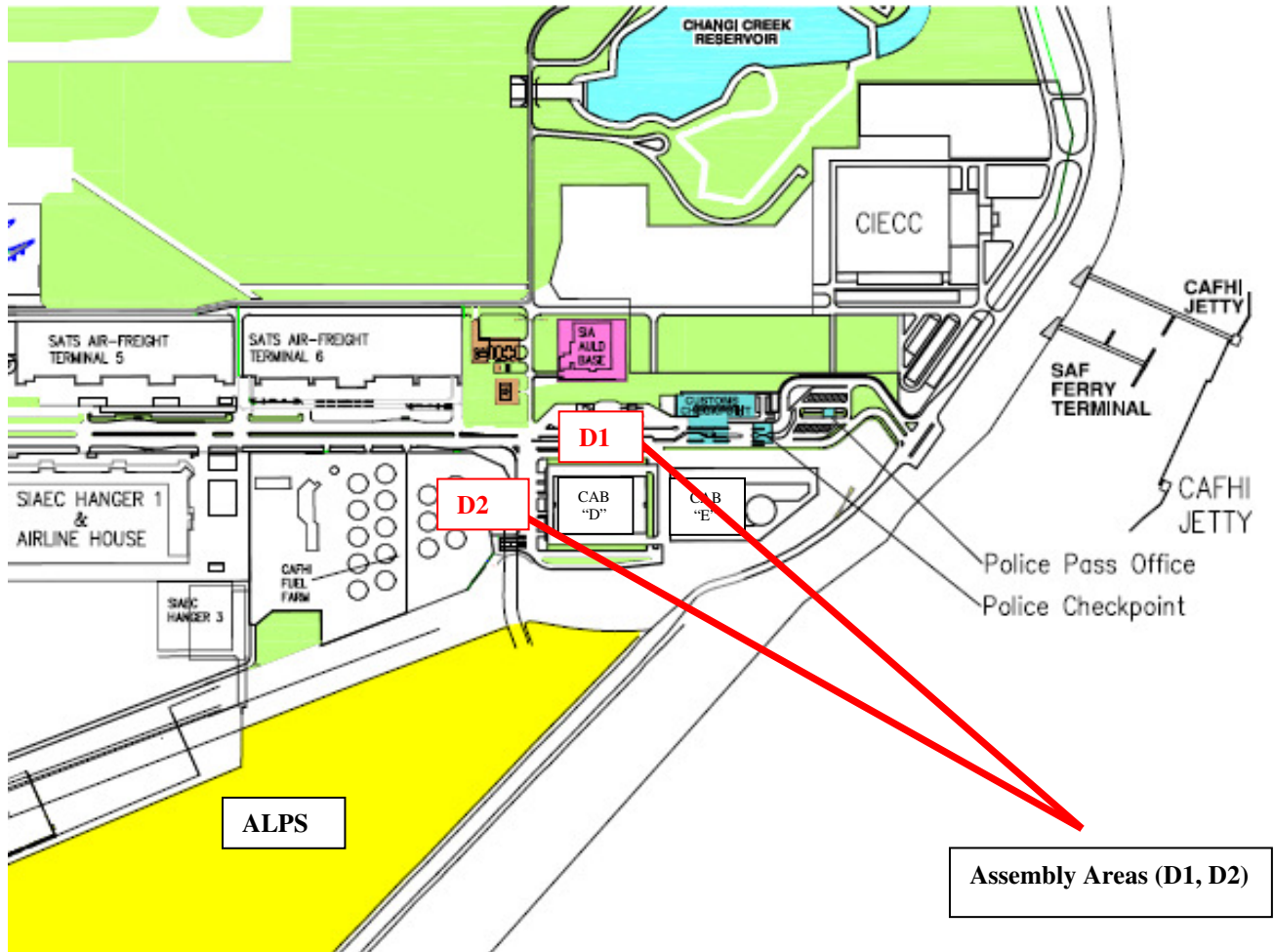
CARGO AGENT BUILDING "D" FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation drill on **22 October 2015 (Thursday), 1100hrs** at Cargo Agent Building "D". In the event of inclement weather, the drill will be held between 1530-1630 hrs. A table top exercise and fire warden briefing is scheduled on 21 October 2015 (Wednesday), 1500 hrs at Cargo Agent Building "E" Meeting Room #05-11. Please send a representative from each department to attend this briefing.

2. A pre-recorded announcement on the fire evacuation drill will be broadcasted via the Public Announcement (PA) system to avoid panic and confusion for all.
3. 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 e-mail at fire.safety@changiairport.com.
4. Attached are the Assembly Areas to be used for this upcoming drill (Annex 1). Appointed fire warden / assistant fire warden shall update their floor registers (Annex 2) 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.
6. Thank you.

SHER AKBAR KHAN
for DEPUTY SUPERINTENDENT, FIRE PREVENTION
AIRPORT EMERGENCY SERVICE

Annex 1



D1: Carpark fronting CAC custom checkpoint

D2: Open space in-front of CAB D main entrance

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

Annex 2

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: _____
 Name & Designation

Signature & Date: _____