

No : 20/2013  
Date : 17 Oct 2013



## AIRPORT EMERGENCY SERVICE

---

# FIRE SAFETY CIRCULAR

---

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

### **CAB 'C' FIRE EVACUATION DRILL ON 24 OCT 2013**

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual Fire Evacuation Exercise on **24 Oct 2013 (Thursday)**, at about 1000hrs at CAB 'C'. 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 **22 Oct 2013 (Tuesday)** from 1500hrs to 1600hrs at **Megaplex 1 Meeting Room # 05-06**. Please send a representative from each department to attend this briefing.

2. To avoid unnecessary confusion, fire evacuation exercise announcements will be broadcasted via the Public Announcement (PA) system before, during and after the exercise. Upon hearing instructions to evacuate over the PA system, all participants shall evacuate immediately in an orderly manner, guided by their fire wardens using the shortest possible routes and proceed to the designated assembly areas.

4. Attached are the assembly areas to be used for this exercise (Annex A – Assembly Areas at CAB 'C') 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. The annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. In the fire safety interest of your staff, we strongly encourage all non-essential staff and those without any medical conditions to participate in this exercise. Please disseminate the contents of this circular to all staff concerned. For clarifications on the exercise, please contact AES FSU at 65412535 or [fire.safety@changiairport.com](mailto:fire.safety@changiairport.com).

WONG KIA HAN  
for SUPERINTENDENT, FIRE SAFETY  
AIRPORT EMERGENCY SERVICE

## Annex A – Assembly Areas at CAB ‘C’



### CAC ASSEMBLY AREAS

C1: Carpark between CAB C and SATS airfreight terminal

C2: Carpark between CAB C and CIAS airfreight terminal

**Annex B – Floor Register ( CAB ‘C’)**

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 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: \_\_\_\_\_