AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Staff working in Megaplex 1

Megaplex 1 Fire Evacuation Drill

Changi Airport Group (Singapore) Pte Ltd will be conducting a Fire Evacuation Exercise on 17 February 2012, 10 a.m. at Megaplex 1. A pre-evacuation exercise / fire warden briefing is scheduled on 14 Feb 2012 (Tue) from 1500hrs to 1600hrs at Megaplex 1 Meeting Room # 05-06.

2. In an effort to avoid panic and confusion for all, a pre-recorded announcement on the fire evacuation exercise will be broadcasted via the Public Announcement (PA) system.

3. Please disseminate the content of this circular to all staff concerned.

4. Please note that this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For further clarification on the exercise, please contact AES FSU at 65412535 or at fire.safety@changiairport.com.

5. Attached are the assembly areas to be used for this exercise (Annex 1) and the floor register (Annex 2). Appointed fire wardens shall update their floor registers (Annex 2) and return them to AES Officer at the assembly areas during the exercise.

NG KENG LYE
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE
Annex 1
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: ________________________________