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 July 2013 (Wednesday), 1000hrs at Megaplex 1. In the event of inclement weather, the drill will be held between 1500-1600 hrs. A tabletop exercise and fire warden briefing is scheduled on 12 July 2013 (Friday) from 1500hrs to 1600hrs at Megaplex 1 Meeting Room # 05-06.

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

3. This 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.

4. Attached are the assembly areas to be used for this exercise (Annex A – Assembly Areas at Megaplex 1) 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. Please disseminate the content of this circular to all staff concerned.

NG KENG LYE
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE
Annex A – Assembly Areas at Megaplex 1

CAC ASSEMBLY AREAS

B1: Open space at the western side of Megaplex 1

B2: Open space at the eastern side of Megaplex 1
Annex B – Floor Register

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: ________________________________

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<tr>
<th>Name of Occupants / Staff</th>
<th>Evacuation Status (for official use during emergency)</th>
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Submitted by: __________________________ Name & Designation

Signature: ____________________________