

No : 07/2017  
Date : 10 August 2017



## AIRPORT EMERGENCY SERVICE

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# FIRE PREVENTION CIRCULAR

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To All Staff working in Megaplex 1

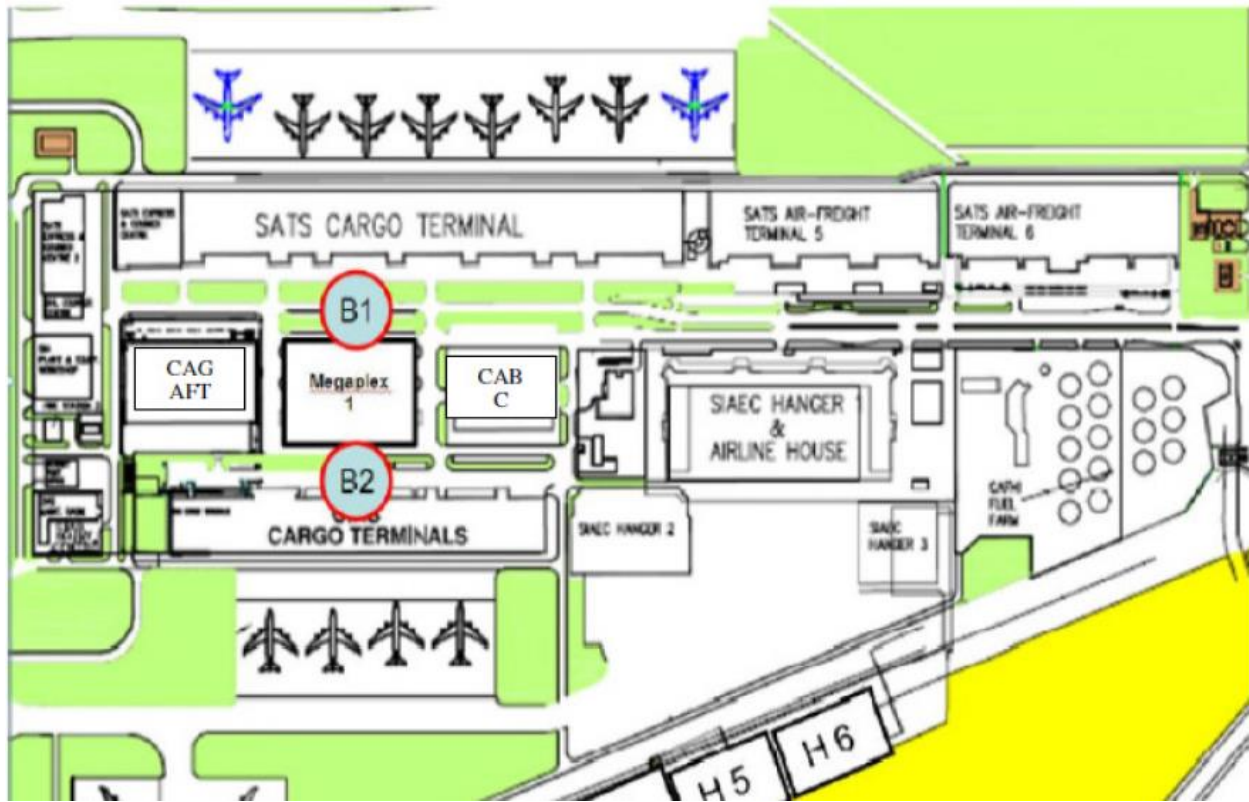
### MEGAPLEX 1 FIRE EVACUATION EXERCISE

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation exercise on **24<sup>th</sup> August 2017 (Thursday), 1000 hrs** at Megaplex 1. In the event of inclement weather, the drill will be held between 1530-1630 hrs. A table-top exercise and fire warden briefing will be conducted on 21<sup>st</sup> August 2017 (Monday), 1500 hrs at Megaplex 1 Meeting Room #05-06. 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 any panic and confusion.
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 email at [muhd.zarirnaziz.roslee@changiairport.com](mailto:muhd.zarirnaziz.roslee@changiairport.com)
4. 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.
5. Please disseminate the content of this circular to all staff concerned.
6. Thank you.

MUHD ZARIRNAZIZ BIN ROSLEE  
for SUPERINTENDENT, FIRE PREVENTION  
AIRPORT EMERGENCY SERVICE

**Assembly Areas at Megaplex 1**



Assembly Areas

B1: Roadway between Megaplex 1 & SATS Cargo Terminal

B2: Roadway between Megaplex 1 & Dnata Cargo Terminal

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

**Annex B**

**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: \_\_\_\_\_