

No : 01/2012  
Date : 08 February 2012



## AIRPORT EMERGENCY SERVICE

---

# FIRE SAFETY CIRCULAR

---

To All Staff working in Megaplex 1

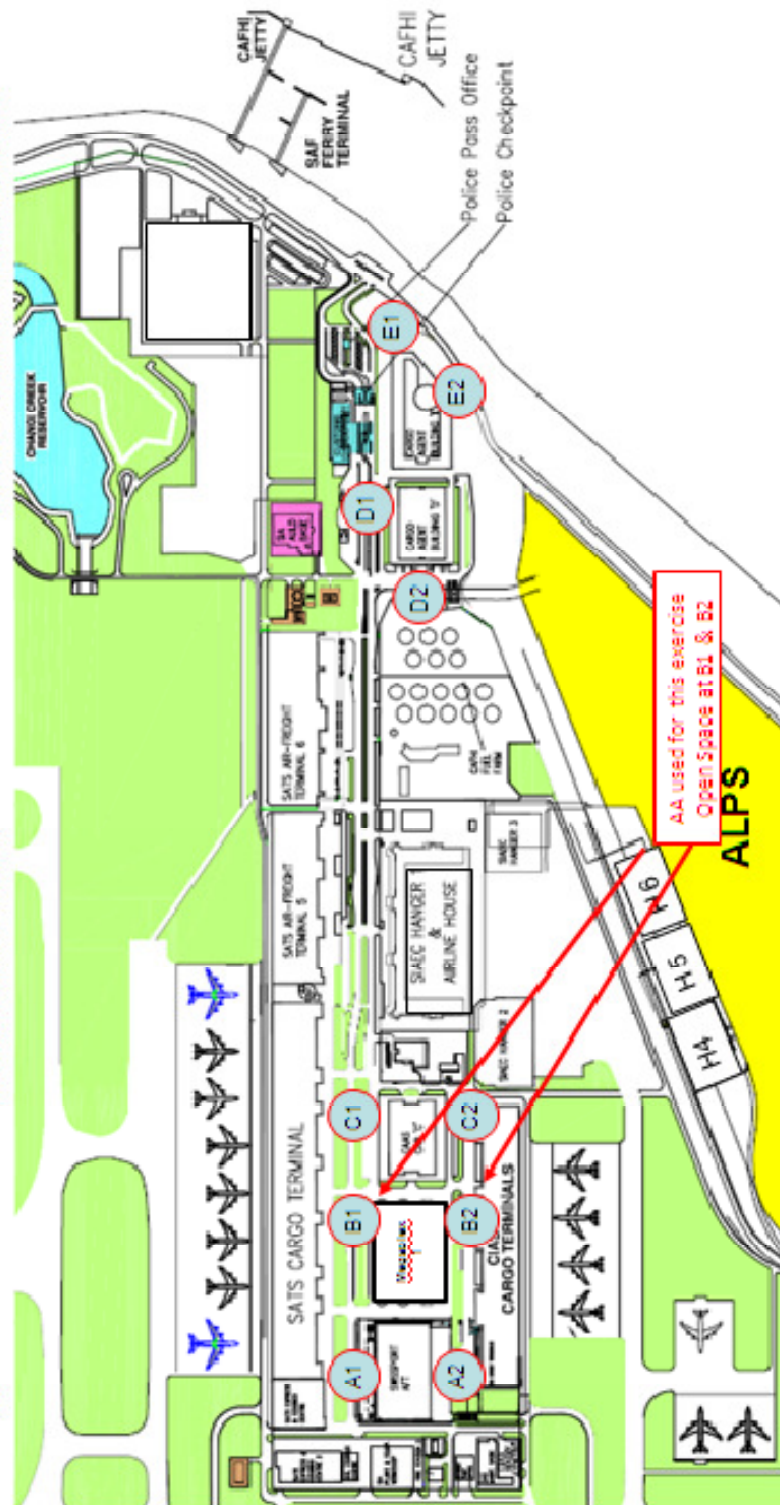
### **Megaplex 1 Fire Evacuation Drill**

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](mailto: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

ASSEMBLY AREAS FOR EVACUATION OF CARGO AGENT BUILDINGS – CAAS AFT, MEGAPLEX 1, C, D, & E



CAC ASSEMBLY AREAS

- A1: Carpark at the western side of the AFT
- B1: Open space at the western side of Megaplex 1
- C1: Carpark between CAB C and SATS airfreight terminal
- D1: Carpark fronting CAC custom checkpoint
- E1: Open carpark north of CAB E
- A2: Dolley parking area – eastern side of AFT
- B2: Open space at the eastern side of Megaplex 1
- C2: Carpark between CAB C and CIAS airfreight terminal
- D2: Open space in front of CAB D main entrance
- E2: Roadway Outside CAB E main entrance

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<br>(for official use during emergency) |        |        |
|---------------------------|--|--------|--------|
|                           | Present  | Absent | Remark |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |
|                           |  |        |        |

Submitted by: \_\_\_\_\_  
Name & Designation

Signature & Date: \_\_\_\_\_