

No : 17/2013  
Date : 05 July 2013



## AIRPORT EMERGENCY SERVICE

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# FIRE SAFETY CIRCULAR

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To All Staff working in Megaplex 1

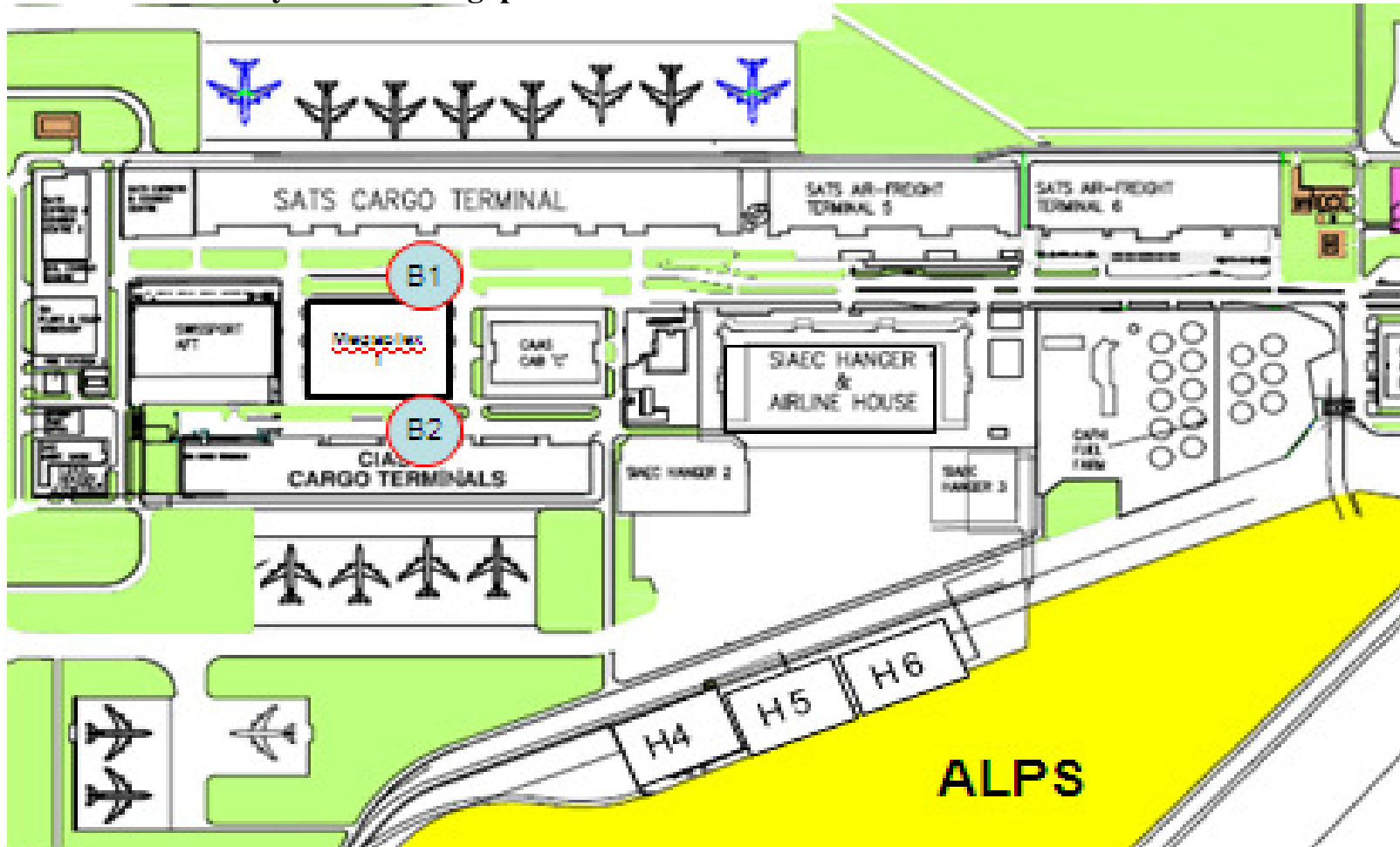
### **Megaplex 1 Fire Evacuation Drill**

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 table top 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](mailto: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: \_\_\_\_\_

Name of Occupants / Staff	Evacuation Status (for official use during emergency)		
	Present	Absent	Remark

Submitted by: \_\_\_\_\_

Name & Designation

Signature: \_\_\_\_\_