

No : 03/2014
Date : 17 March 2014



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Staff working in Megaplex 1

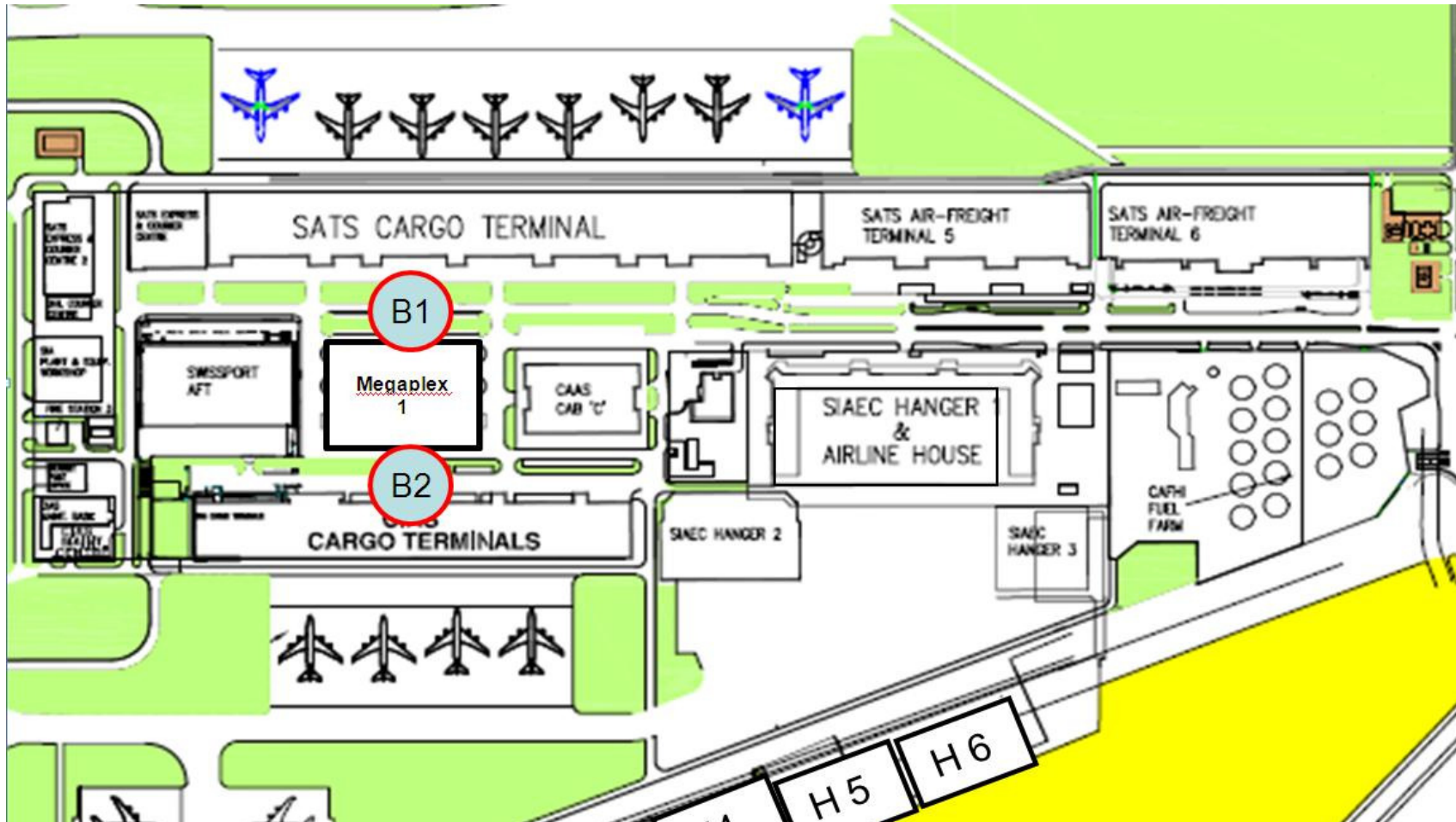
Megaplex 1 Fire Evacuation Drill

Changi Airport Group (Singapore) Pte Ltd will be conducting a Fire Evacuation Exercise on **28 March 2014, 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 27 March 2014 (Thursday) from 1500hrs to 1600hrs at Megaplex 1 Meeting Room # 04-06.

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. 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.
4. Attached are the assembly areas to be used for this exercise (Annex A – Assembly Areas at Megaplex) 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.

WONG KIA HAN
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

Annex A – Assembly Areas at Megaplex 1



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 & Date: _____