

No : 07/2017
Date : 10 August 2017



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in Megaplex 1

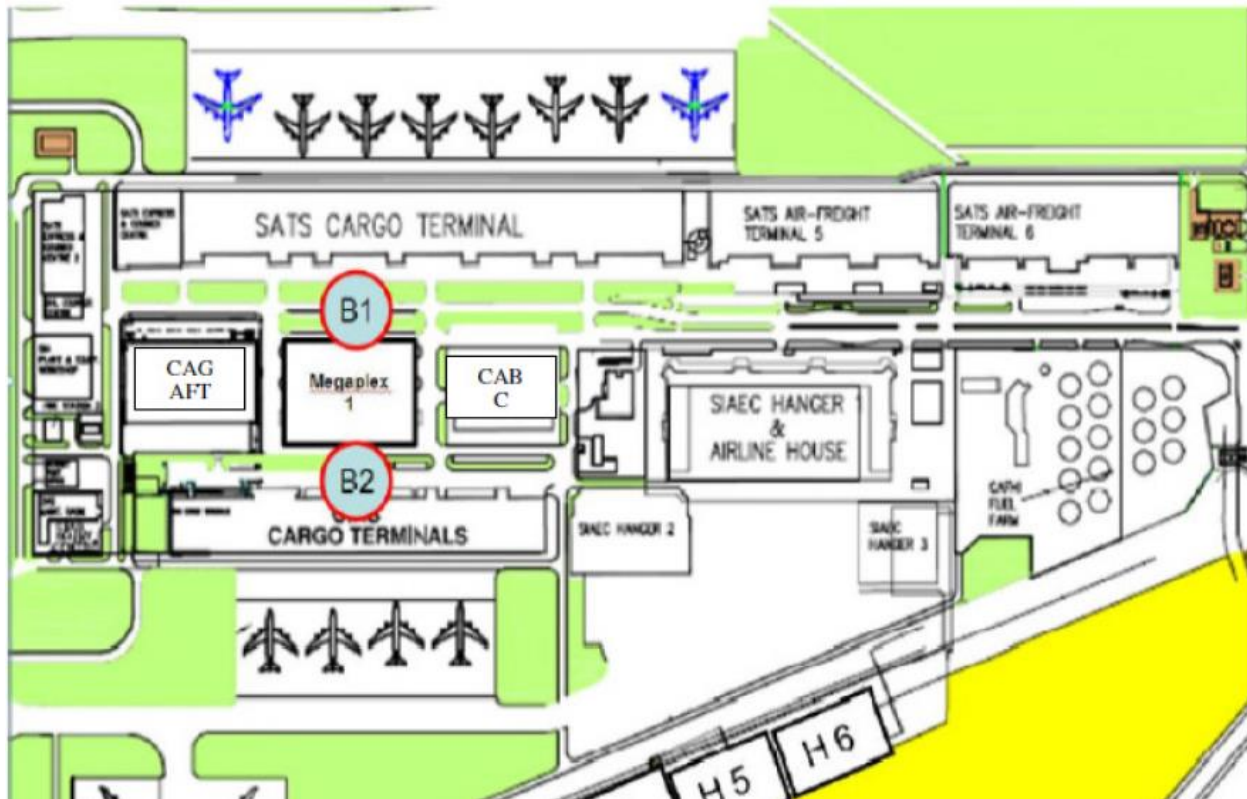
MEGAPLEX 1 FIRE EVACUATION EXERCISE

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation exercise on **24th 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 21st 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
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: _____