No : 03/2014

Date: 17 March 2014



### AIRPORT EMERGENCY SERVICE

## FIRE SAFETY CIRCULAR

To All Staff working in Megaplex 1

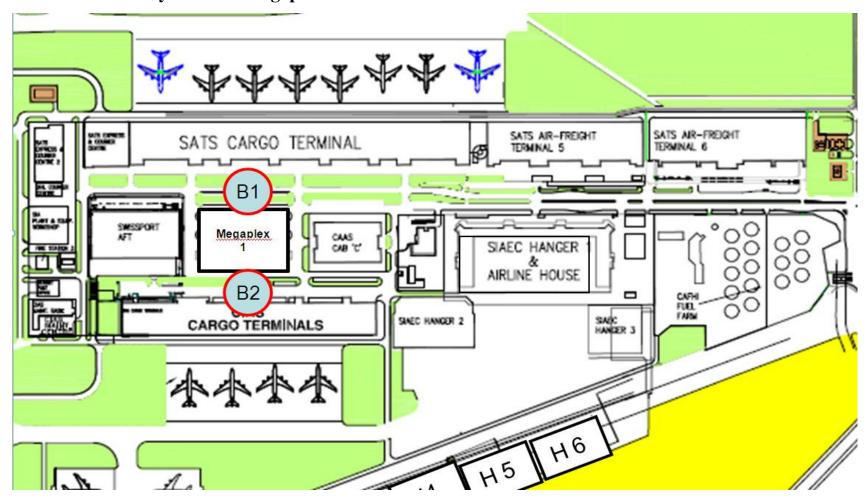
#### **Megaplex 1 Fire Evacuation Drill**

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 (Please use a separate form for each level)	n No:			
Telephone & Fax No/				
Name of Fire Warden & Contact No:				
Name of Assistant Fire Warden & Contact No:				
Name of Occupants / Stoff	T.	vacuation Sta	tua	
Name of Occupants / Staff		(for official use during emergency)		
	Present		Remark	
Submitted by:				
Signature & Date:	Name & Designa	tion		