No : 05/2015

Date: 06 May 2015



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All Staff working in Megaplex 1

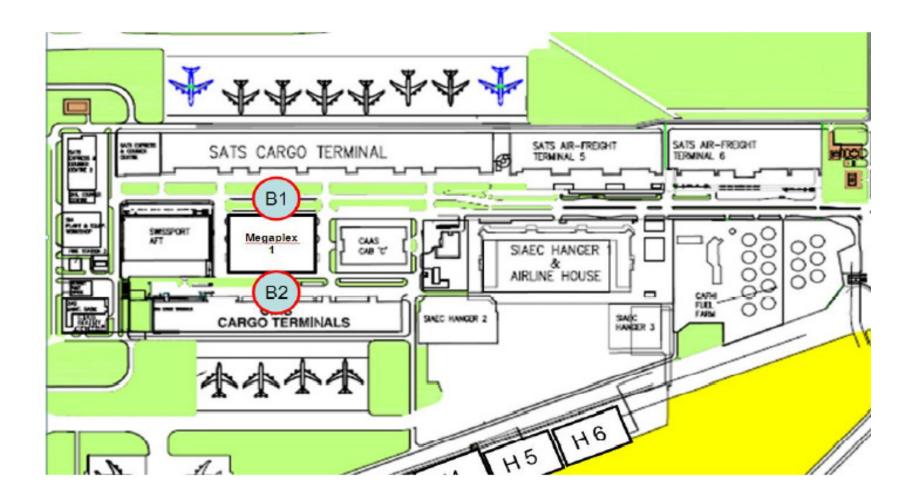
Megaplex 1 Fire Evacuation Exercise

Changi Airport Group (Singapore) Pte Ltd will be conducting a Fire Evacuation Exercise on 28 May 2015 (Thursday), 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 May 2015 (Wednesday) 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. Please note this annual fire evacuation exercise is a statutory requirement under the Fire Safety Act. For further clarification on the exercise, please contact AES Fire Prevention Section 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 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.

SHER AKBAR KHAN for DEPUTY SUPERINTENDENT, FIRE PREVENTION 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 (Megaplex 1)

TO: Changi Airport Group Airport Emergency Service P O Box 168 Singapore Changi Airport Singapore 918146

FLOOR REGISTER

Tenant / Company Name:			<u>-</u>	
Floor Level: Uni	t/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:				
N 00 1 101 00				
Name of Occupants / Staff		Evacuation Status (for official use during emergency)		
	Present	Absent	Remark	
Cubmitted by				
Submitted by:	Name & Designation			
Signature & Date:	Tianic & Designation	~		