

No: 15/2017

Date: 6 November 2017

## AIRPORT EMERGENCY SERVICE

# FIRE PREVENTION CIRCULAR

To all staff working in Megaplex 1

#### MEGAPLEX 1 FIRE EVACUATION DRILL

Changi Airport Group (Singapore) Pte Ltd will be conducting an annual fire evacuation drill on <u>14<sup>th</sup> November 2017 (Tuesday)</u>, <u>1000 hrs</u> at Megaplex 1. In the event of inclement weather, the drill will be held between 1530hrs – 1630hrs. A table top exercise and fire warden briefing is scheduled on <u>13<sup>th</sup> November 2017 (Monday)</u>, <u>1000hrs at Megaplex 1 Meeting</u> <u>Room #05-06</u>. Please send a representative from each department to attend this briefing.

2 A pre-recorded announcements on the fire evacuation drill will be broadcast via the Public Announcement (PA) system to inform everybody about the fire evacuation drill.

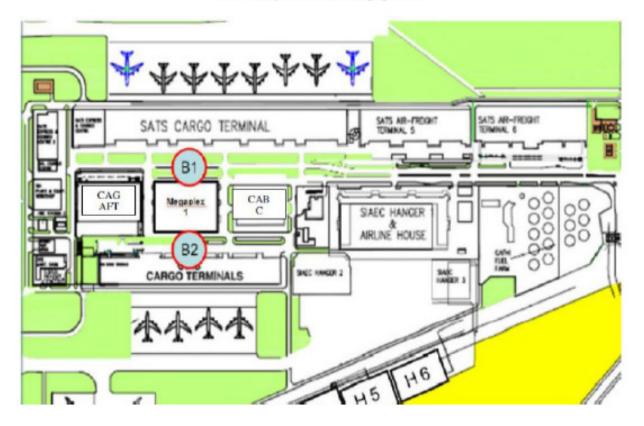
3 Please note this annual fire evacuation drill is a statutory requirement under the Fire Safety Act. For further clarification on the drill, please contact AES Fire Prevention Section at 65412535 or via email at shahrir.idham.sawal@changiairport.com

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. Thank you.

SHAHRIR IDHAM BIN MOHAMAD SAWAL for HEAD, 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 (Singapore) Pte Ltd Airport Emergency Service P O Box 1 Singapore Changi Airport Singapore 918141 Fax No. 65457072

### **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: