



MEMORANDUM

To : RCBC Plaza Tenants **Date** : April 25, 2017
From : Property Management Office **Ref. No.** : PMO-AMM-2017-43
Subject : 2017 Annual Fire Drill – Schedule of Activities

The PMO Safety Committee in cooperation with the Makati City Bureau of Fire Protection has scheduled the 2017 Fire Drill for RCBC Plaza on the following dates:

Daytime Fire Drill – May 26th 2017, Friday

Nighttime Fire Drill – May 30th 2017, Tuesday

The purpose of the drill is to practice evacuating the building in a simulated emergency situation so that in case of an actual emergency, panic will be minimized and the building occupants will know how to respond.

In line with this, we have prepared the below schedule of activities leading to the actual Fire Drill until our post-drill assessment.

ACTIVITY	DATE	TIME	VENUE
BFP Fire Safety Refresher Seminar	May 19, Friday	2:00 p.m. – 3:30 p.m.	YIAS Case Room
Tenants' Briefing		3:30 p.m. – 4:30 p.m.	5 th Floor Tower II
Post-Daytime Fire Drill Meeting	May 26, Friday	1:30 p.m. – 3:30 p.m.	YIAS Case Room
Post-Nighttime Fire Drill Meeting	May 30, Monday	<i>Immediately after the drill</i>	Basement 5 Training Room

We would like to reiterate that apart from being an extremely beneficial exercise for everyone's safety, your compliance and participation in the Annual Fire Drill form part of the pre-requisites in acquiring your Fire Safety Inspection Certification.

We look forward to your active participation.

Prepared By:

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