

28th Oct 2015

Our Ref: MCST/10-01/01

All Subsidiary Proprietors (SP) / First Mortgagees / Tenants MCST No. 4136
AZ @ Paya Lebar,
140 Paya Lebar Road
Singapore 409015

Dear Sir / Madam,

## RE: 2<sup>nd</sup> FIRE DRILL EVACUATION EXERCISE ON 18<sup>th</sup> DECEMBER @ 3PM AZ @ PAYA LEBAR

As a mandatory requirement by Singapore Civil Defense Force for all building in Singapore to have fire drill evacuation exercise twice a year to achieve work safe environment for all.

We have scheduled the  $2^{nd}$  FIRE DRILL EVACUATION EXERCISE on  $18^{th}$  December 2015 Friday @ 3pm and planned to have two (2) volunteer Fire Warden representing each floor from level 1 ~ 10 for the exercise.

Attached please find copy of the Fire Warden FORM for your completion, if you would like to be volunteered to represent your unit for the exercise. Briefing session will be conducted by our Fire Safety Manager (FSM) for the Fire Wardens before the exercise.

We look forward to have a successful 2<sup>nd</sup> Fire Drill Evacuation exercise at AZ Building soon!

Thank you.

Yours faithfully,

COLLIERS INTERNATIONAL CONSULTANCY AND VALUATION PTE LTD

Managing Agents

Cheow Ming Chuang Building Manager

Cc. FSM – James Chor Notice Board

## **Unit No:**

## **ROLE OF FIRE WARDEN**

- Acquaint any new employee with the Emergency Response Plan including his specific role (if any) during an emergency.
- Be familiar with the Emergency Response Plan and means of escape of the building.
- Be familiar with the operation of the fire alarm system and the use of first aid fire-fighting equipment.
- Maintain and update a floor register
- Liaise and coordinate with each other.

## **APPOINTMENT OF FIRE WARDEN**

Unit No	<u>Name</u>	Contact No:
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