



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

MaCEA Bldg., Washington SyCip Park, Legazpi St., Legazpi Village, Makati City
Tel. Nos.: 81-62232 • 813-2446 • 810-3054 • Fax: 810-3194 • E-mail: macea@macea.com.ph

August 13, 2018

MEMORANDUM CIRCULAR 2018-08-13

TO : ALL PROPERTY MANAGERS

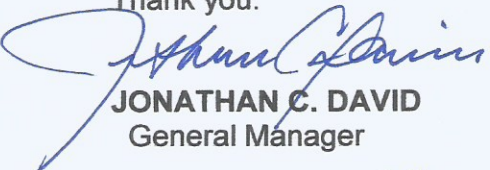
RE : MAKATI CITY- WIDE EARTHQUAKE & EVALUATION DRILL ON AUGUST 16, 2018

We enjoin you to participate in the Makati City-wide Earthquake and Evacuation Drill on **August 16, 2018, Friday at 2:00pm.** We shall implement the **DUCK, COVER & HOLD** and after 1 minute, evacuate towards your designated areas per your previous drills. In this regard, we are counting on your support by joining in this undertaking.

This drill is in line with our goal of strengthening our response to emergencies brought about by various incidents and in compliance with the Makati City and the Barangays emergency drill programs.

May we again request you to please submit the number of persons inside your building and the number of those who will participate. We will submit this data to the assigned evaluators in compliance with **Incident Command System (ICS)**. Please fill out the portion below and return/e-mail to us not later than August 15, 2018.

Thank you.


JONATHAN C. DAVID
General Manager

ANC
***please cut & return/email to MACEA ***

Name of Building : _____

Building population: _____

of Participants : _____
Please check:

Will Participate ()

Will Not Participate ()