

HIGH STREET CENTRE

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 608

31 January 2025

TO: ALL SUBSIDIARY PROPRIETORS/OCCUPIERS
1 North Bridge Road
High Street Centre
Singapore 179094

Dear Sir / Madam,

EMERGENCY FIRE EVACUATION EXERCISE

Please be informed that the mandatory Fire Emergency Evacuation Exercise for High Street Centre will be held on:

SATURDAY, 8TH FEBRUARY 2025 BETWEEN 9.30 AM TO 12.00 NOON.

Appended is the sequence of events that will take place on the day:

- 1) Short burst of 1st alarm for 30 seconds – be prepared to evacuate;
- 2) 2nd continuous alarm – please evacuate the building in a calm and orderly manner via the nearest staircase. Lifts will cease to operate;
- 3) To assemble at the loading/unloading bay at 1st level, which for the purpose of this exercise, shall be known as the Assembly Area. Kindly group yourselves in your individual company/unit;
- 4) Submit the attached "Fire Drill Floor Register" to the Fire Safety Manager (FSM), Mr Christopher Chia after taking attendance of those present;
- 5) To remain at the assembly area until FSM releases all back to your premises.

During the period, there will be intermittent disruptions to the lifts as well as the central air-conditioning systems. Your kind understanding is appreciated.

All Owners/Tenants are encouraged to participate in this exercise. It is in your own interest to understand and know what you should do in the event of a Fire. It is also paramount that we will be able to take the attendance of occupants so that the Civil Defence Officers will be able to carry out they job effectively in a real emergency situation.

Hence, we appeal for your utmost co-operation in assisting the Management Corporation meet the required standards of a successful evacuation exercise.


IMPORTANT points to note:

- 1) All offices have to appoint your own individual Fire Warden. The Fire Warden shall be responsible to fill out the Fire Drill Floor Register attached in advance, and to submit to the FSM at the Assembly Area during the exercise.
- 2) As Singapore Civil Defence Force (SCDF) officers may attend the Fire Drill, all owners/tenants **MUST ENSURE THAT ALL ENCROACHMENTS (EG BOXES, RACKS, CHAIRS, TABLES, GOODS ETC) ONTO THE COMMON CORRIDORS/AREAS.** All articles and personal belongings placed on the common area may be construed as obstruction of fire escape routes and could face **PENALTIES INCLUDING A FINE.**
- 3) The Management must stress that you have been advised against encroachments, if any, of the common corridors/areas and your refusal to cooperate shall be at your own peril as this notice shall serve as a written warning. **You shall be solely responsible to indemnify and keep indemnified the Management against any penalties or fines that may be imposed on the Management Corporation arising from your encroachments, if any.**

We look forward to your understanding and co-operation in the above, so as to make High Street Centre a safe environment for one at all.

Thank you.

Yours faithfully,
For and on behalf of
The Management Corporation Strata Title Plan No. 608



Alan Tan
Complex Manager
High Street Centre
Corporate Real Estate Management Services Pte Ltd

HIGH STREET CENTRE

Fire Drill Floor Register

Unit No _____ Company Name: _____

S/No	Name of Staff	Present (√)	Absent (A) / Leave (L)	Remarks

Fire Warden Name : _____ Signature : _____

Date : _____ Time : _____

(Name of Staff to be completed in advance before the exercise. Attendance should only be taken on the actual day and time of the exercise at the assembly area)