

# SAFETY MEMO

**TO: ALL AIROD AEROSPACE TECHNOLOGY STAFFS**

**DATE: 13/06/2022**

**REFERENCE: AAe/SMS/SM/04/2022**

**SUBJECT: AAe HANGAR 77 MOCK-UP FIRE DRILL EXERCISE ON 16 JUNE 2022.**

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## INTRODUCTION:

As part of SMS planned safety program, a mock-up fire drill will be conducted on **16<sup>th</sup> of June 2022 at 1100hrs** before an actual fire drill exercise commence, which will be announced on a later date. The purpose of the drill is to practice exiting the building “in a simulated emergency situation” so that if an emergency arises in the future, panic will be minimized and each personnel know how to respond.

## ACTION

1. There are a few points you should remember during the mock-up fire drill:

Everyone must exit the building immediately and gather at Assembly point area B located in front of Hangar 77 when the alarm sounds:

- a) Only gather essential item as you leave the area.
- b) Shut any open windows and close each door but don't lock as you go through.
- c) Inform others of there is a need to leave AAe facility to ensure headcount tally to attendance.

2. Supervisors and persons with information about the cause of the emergency shall proceed to trigger the fire alarm and contact NADI security while evacuating to designate assembly point area.

3. All others must exit the building and gather at the assembly point area to allow the safe arrival of emergency response vehicles.

This mock-up fire drill intends to evaluate existing effectiveness of evacuation procedures and determining necessary changes or adjustments to procedures before the actual fire drill exercise. Practicing these procedures prior to the actual fire drill exercise should help you remember the steps for a smooth emergency evacuation drill.

Thank you for your cooperation and participation.



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