

DECEMBER 2022 | VOL. 49

CAPITAL PLACE NEWSLETTER

The Official Newsletter of Capital Place Jakarta

"IT'S BEGINNING TO LOOK A LOT LIKE CHRISTMAS

"It's beginning to look a lot like Christmas. Toys in every store but the prettiest sight to see is the holly that will be on your own front door."
Michael Buble.



Capital Place brought Santa's Toy Factory all the way from the North Pole and we are inviting you to make someone's Christmas special by becoming a Capital Place Secret Santa.

This year, our Secret Santa donation will be given to Yayasan Pendidikan Dwituna Rawinala, a home and educational institute for kids with disabilities.

An adaptive art tools or sensory integration tools and story books in Braille are a few gift ideas that you can give to these special kids. But any other gift of your choice would also be appreciated.

Let's do a **#GoodCauseSantaClaus** by sharing your blessing through Capital Place Concierge up until 14 December 2022 by leaving your gift with the Concierge.





JOIN

Capital Place Christmas Celebration

December 15, 11:30 am

Capital Place Lobby



Carol with colleagues and dance with the kids of Yayasan Rawinala, as we share the end of year spirit.

ALSO, GRAB YOURSELF A GINGERBREAD COOKIES



CAPITAL PLACE BLOOD DONATION DAY

Update from Kartika Puspitasari - Commercial Property Manager



Blood donation refers to a practice where people donate their blood to help other people with their health problems. Blood is one of the most essential fluids that helps in the smooth functioning of our body. If the body loses blood in excessive amounts, people can get deadly diseases and even die.



After 2 years of absence, Capital Place was finally able to hold our Blood Donor Day. In collaboration with Palang Merah Indonesia and Medika Plaza, the Blood Donation Event was held in Komunal on 17 November 2022. We are pleased to inform you that we had 197 participants, donating 147 blood bags.

Our sincerest gratitude for your donation.





INTERNATIONAL DAY OF
PERSONS WITH
DISABILITIES
• DECEMBER 03 •

CHOOSE
empathy

Proud to support those with disabilities



WHAT TO DO DURING AN EARTHQUAKE

Drop



Cover



Hold on



Calm Down



Try to stay as calm as possible

Inside



Stay away from furniture, windows and lamps

Outside



Stay away from building, walls and power poles

While driving



If you are driving stop in a safe place, turn on the hazard lights and stay inside the vehicle

While at crowded place



If you are in crowded place protect your head with your arms or take cover under seats and tables

While on wheelchair



If you use a wheelchair, put the brakes on in a safe place and protect your head with your arms

A reminder from Nino Rizky Aditya - Chief HSE

We refer to the recent earthquake that occurred near Jakarta, here is a reminder of how "Drop, Cover, and Hold On", can save lives and reduce your risk of death or injury during earthquakes.

IF YOU ARE INSIDE, STAY INSIDE

- DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary;
- COVER your head and neck (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands;
- HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around;
- Move away from windows and outside walls;
- Stay in the building until there are announcement from Building Management to evacuate.
- **DO NOT rush into emergency stairs unless there is instruction to evacuate;**
- DO NOT use the elevators.

IF YOU ARE OUTSIDE, STAY OUTSIDE

- If you are in the open area, stay there, cover your head and neck until the shaking stops;
- Move away from the building, utility wires, sinkholes, and fuel and gas lines. The greatest danger from falling debris is just outside doorways and close to outer walls of buildings;
- The area near the outside walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. Stay away from this danger zone;
- If you're DRIVING, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake

IF YOU ARE TRAPPED

- Stay Calm! Try to get the rescuers attention by tapping on hard or metal parts of the structure. Doing so may increase your chances of being rescued.



OUR CONDOLENCES FOR CIANJUR

CAPITAL PLACE Management express our deepest sympathy and sincerest condolences to people in Cianjur over the loss of life and large-scale destruction wrought by the earthquake on 21 November 2022.

Submit your donation through:

<https://solusipeduli.org/campaign/peduligempacianjur/>

SAFETY TIPS DURING HOLIDAYS

A Reminder from Building Management



Clean and tidy up your desk before leaving the office



Save important documents in a safe folder and don't forget to back up to avoid losing these files



Lock all your desk drawers & double check before leaving the office



Don't keep your valuables in drawers



Turn off and unplug all your work electrical equipment



Coordinate with engineering team & security officers about which parts need special attention (example: electrical panels, servers, BAS, etc.)



Always remember important telephone numbers that can be contacted in case of an emergency



For employees who are not on holiday, make sure they know where & how to use a light fire extinguisher



Safeguard flammable materials, and ensure that electrical equipment is turned off (dispenser, microwave, etc.)



Make sure that team members who are not on holiday, understand the emergency SOPs