


CALENDER OF EVENTS – 2017

| Events | January | February | March | April | May | June | July | August | September | October | November | December |
|---|--|-----------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------------------------|
| Fire Mock Drill by SDF Bldgs. | G&J III | SDF IV | SEEPZ++ Tower II | SDF II | SDF VI | SDF VII | G&J I | G&J II | SDF I | SDF III | SDF V | SEEPZ++ Tower I & Multistoried Bldg. |
| Fire Fighting Drill every month by All Units/Bldgs. | All Units | All Units | All Units | All Units | All Units | All Units | All Units | All Units | All Units | All Units | All Units | All Units |
| Six Monthly Certificate by CEOs | Once in Six months i.e. end of the June of every year and end of December of every year. | | | | | | | | | | | |
| Monthly meeting by SDF EMC* | All SDF buildings. | | | | | | | | | | | |
| Report by Sector EMC** | | | | | | | | | | | | |
| Food Inspector's Inspection Report of all Canteens | Once in Six months i.e. end of the June of every year and end of December of every year. | | | | | | | | | | | |
| Disaster Management Review by DC, SEEPZ | | | | | | | | | | | | |

Note: Fire Mock Drill will be undertaken by SDF Committee in their building/SDF. This Mock Drill will be witnessed by members of SEEPZ Committee. A written record of such drills shall be kept for three years and shall be readily available for Fire Brigade inspection. SDF Committee members are requested to liaise with Fire Brigade for Fire Fighting training in respect of their Unit/Building. 1) All SDFs/Buildings to conduct monthly meeting with all the Units and forward the minutes of meeting to the Development Commissioner with a copy to the Disaster Management Cell and Chairman of the respective Sector EMC. 2) Sector EMC to conduct meeting of their respective building as on required basis and report any anomalies to SEEPZ EMC for corrective action.



(V.D. Nare),
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SEEPZ-SEZ.