

OFFICE OF THE DEVELOPMENT COMMISSIONER, SEEPZ-SEZ

MINISTRY OF COMMERCE & INDUSTRIES,

ANDHERI (E), MUMBAI – 400 096.

F.No. SEEPZ-SEZ/SEC/DM/183/08-09/Vol III

Dt. 6.11.2013

To

The Managing Director/CEO

Sir

Subject: Disaster Management Plan Implementation Programme: DM Act 2005.

Under the provisions of section 36, 37 & 41 of DM Act 2005, SEEPZ-SEZ Authority has developed Disaster Management Plan for Andheri, SEEPZ-SEZ. The DM Plan has already been forwarded to all units along with a copy of DM Act 2005. It is mandatory on all units and establishments located in SEEPZ-SEZ complex to abide with the guidelines mentioned in the plan and forward necessary reports and returns as mentioned in the plan to HQ, Andheri SEEPZ-SEZ. For non compliance of the instructions the units can be penalized under section 51 & 58 of DM Act 2005.

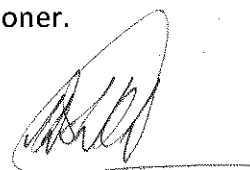
The implementation plan has commenced from May 2013. In this regards you were required to forward a certificate in the format enclosed along with Circular 29/2013-14 dt. 07.05.2013. It is seen that the same has not been submitted by you. It is once again reiterated that the certificate in the enclosed format 'A' should reach HQ SEEPZ-SEZ by 15 Nov 2013.

The following activities have been conducted in Disaster management Plan so far.

- Formation of SDF/ Building and sector level committees. The details were already informed.
- All committee members were briefed by the consultancy agency regarding concept of the implementation programmer and also spelt out their roles and responsibilities pertaining to DM.
- All committee members during the meeting agreed to appoint 2 X Security Staff for individual SDF/ Building on the basis of operational control under SEEPZ-SEZ Security Officer and administrative control under SDF/ Building Committee. This activity should be completed on priority.
- The training schedule for the month of November 2013 and December 2013 is enclosed herewith. Encl: 'B'. All units should ensure maximum attendance for such programmes.

It is once again reiterated that Non Compliance of above directions shall be viewed under various sections of DM Act 2005.

This issues with the approval of Development Commissioner.



(Ajay Deshmukh)
Disaster Management Officer
SEEPZ-SEZ, MUMBAI.

A

417

Certificate to be Rendered by Head of Each Unit

Name of the Unit: -----

Location: ----- Floor, Building No -----, SDF No ----- Sector No -----

The following is hereby certified:-

1. The above mentioned unit has carried out structural preventive measures at regular intervals and no threat of fire now exists within the unit/ building premises:-
 - (a) All machines and gadgets have been inspected, tested and maintained at weekly periodicity.
 - (b) There is no electricity overload. The max allowable load is ----- Watts and the actual load used at the peak of working is ----- watts.
 - (c) The electric junction boxes have been inspected and the wires are found to be neatly laid out, not frayed and there is no risk of sparking.
 - (d) The air conditioners are functioning without sparking.
 - (e) There is no trash dumped in the electrical distribution boxes/ rooms.
 - (f) There is no trash (packing material/ papers/ wood) stored in common areas outside the unit or even within the unit premises and the trash is being cleared daily through waste disposal system.
 - (g) All gaseous inflammable material cylinders (filled and empty) are stored in metallic cabinets and outside the unit area in places that are safe and pre-sanctioned by the SEEPZ-SEZ EMC.
 - (h) All employees have been instructed not to use common areas for smoking or throwing trash, particularly in the areas of staircases, toilets and passages.
 2. The unit has placed ----- smoke detectors and ----- heat detectors for early warning and these are functional. The unit has ----- Fire extinguishers of DCP category of ----- capacity and ----- Fire extinguishers of CO2 category of ----- capacity.
 3. The unit is safe from the viewpoint of fire incidence. The undersigned takes full responsibility on behalf of the unit for any episode of fire that may occur till the signing of the next certificate, after which the fresh certificate will be considered.
 4. The Security Committee of the Unit has inspected the entire building structure/ part occupied by the unit for structural strength. The structures are intact and all fitments are in order and pose no danger in case of Earthquake, Cyclone or Precipitation.
- OR
5. The Building structure inspection shows the following problems that need to be looked into immediately:-
 - (a)

U15

- (b)
- (c)
- (d)

6. The unit holds ----- First aid kits and these have been inspected regularly and are serviceable.
7. The unit has ----- persons who are trained in rescue, first aid and evacuation drills and fire fighting.

Date:

Signature of the Head of the Unit -----
(Name and Address:)

'B'

Date : 28 October 2013

To,
Shri. Ajay Deshmukh
DMO
SEEPZ SEZ,
Andheri, Mumbai

Subject : Andheri SEEPZ SEZ Project

YASHADA has proposed following activity for the month of November & December 2013 for Andheri Seepz Project.

Sr. No.	Date	Activity	Subject	Faculty
1	12 th November 2013	Committee Meeting	SDF/Building level	Col. V. N. Supanekar
2	14 th November, 2013	Committee Meeting	SDF/Building level	Shri. Sudhir Rathod
3	15 th November, 2013	Minutes of Meetings	Minutes to be forward to SEEPZ Head Quarter & YASHADA	Shri. Yadav
4	18 th November 2013	Evacuation Plans	Evacuation Plans Units to forward to seepz Head Quarter & YASHADA	Shri. Yadav
5	19 th November, 2013	Mock Drill	11.00am - A sector 03.00pm - B sector	Shri. Sudhir Rathod
6	21 st November, 2013	Mock Drill	11.00am - C sector 03.00pm - D sector	Col. V. N. Supanekar
7	26 th November, 2013	Mock Drill	11.00am - E sector 03.00pm - F sector	Shri. YADAV
8	04 th December, 2013	Training	First Aid 2 Training Progm.	Shri. Yadav Dr. Keskar
9	06 th December 2013	Training	Search & Rescue	Shri. Sudhir Rathod
10	12 th December 2013	Training	Security Training	Col. V. N. Supanekar
11	19 th December 2013	Preparation	Evacuation Plan	Shri. Sudhir Rathod
12	24 th December 2013	Preparation	Evacuation Plan	Col. V. N. Suapenkar

Note: Mock Drills at Sr. No. 5 & 6 & 7 shall be planned in one of the SDF/Building in that sector. Other SDF/ Building should send representatives to witness the same.


Col. V. N. Supanekar
Director, CDM, YASHADA