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CIRCULAR

OBSERVATION OF MOCK DRILL CONDUCTED AT SDF 7 ON 04 APRIL 14

The following points were observed during the conduct of Mock Drill at SDF 7 on 04 April 14.

- A) Emergency Exits (within the unit) and staircases at places were blocked due to dumping of company material/scrap.
- B) Cars were parked on the Fire tender movement space.
- C) Companies are using common space to dump their stores.
- D) Assembly area selection needs more deliberation and reccee. It should be permanently marked unit wise and people must be aware of the location.
- E) Laying tables & chairs in common corridor ,this obstructed the escape routes.
- F) No internal communication net work. Hence no coordination among the units and SDF committee members during evacuation.
- G) Terraces were locked.
- H) Dress code for SDF committee members, Fire Fighting Teams, Rescue team and First aid team was not implemented.
- I) Fire command station was not established.
- J) Fire Safety Plan was not found.
- K) Grounding of Lifts not carried out.
- L) Electric fire alarm non functional.
- M) No sign at lift landings. eg "IN CASE OF FIRE, USE STAIRS UNLESS INSTRUCTED OTHER WISE"
- N) No floor numbering sign.
- O) Fire fighting equipment in common area not maintained. Fire hydrant not working.
- P) Damaged flooring in the basement and on exit routes.

It is requested that all the units to go through the 'FIRE MOCK DRILL GUIDELINES' which has been placed in the official Web-Site of SEEPZ-SEZ on 08 APRIL 14 for strict compliance in the subsequent Mock -Drills

It is further stated that as of now YASHADA is conducting Mock Drill as initial hand holding thereafter Zonal committees Members will undertake Mock Drills in their Sector and witnessed by member of SEEPZ committee. Thus all Sector Committee Members and units are requested to witness Mock Drill in their Sector.


Cdr. Surinder Singh

Co-Ordinator Disaster Management Plan

08 April 14

All Units of SEEPZ-SEZ