

**BROCHURE NO. 3**

## ONE DAY EVACUATION DRILL



**NATIONAL SAFETY COUNCIL**

Plot No.98A, Institutional Area, Sector 15,  
CBD Belapur, Navi Mumbai – 400 614  
Phone : 022 – 2757 9924, Fax : 022 – 2757 7351

### ENROLMENT FORM

#### **One Day Evacuation Drill**

At company premises  
Write the probable date(s) of Field Visit

**(From 1<sup>st</sup> April 2024 to 30<sup>th</sup> April 2024)**

Name & Address of Organisation

.....  
.....  
.....

NSC Membership No.

Phone No.

Email Id:

Enclosed D.D./Cheque

No.....dtd.....

for Rs..... in favour of “National  
Safety Council, Mumbai”

For outstation cheques, bank clearance  
charges should be added as shown below:-

#### Amount of cheque

Rs.30,000/- (Plus 18% GST)  
(for each Evacuation Drill)

**LAST DATE OF ENROLMENT**

**10<sup>th</sup> April 2024**

## PERSPECTIVE

The purpose of conducting an emergency evacuation drill is to assist personnel to know their roles and responsibilities in an emergency situation in accordance with the emergency plans, procedures and to test the workforce response to an emergency.

Evacuation drills are essential to make sure your workforce is aware of the necessary steps to safely evacuate the premises.

### Objective:

The main objectives of the Emergency Evacuation Drill is:

- To ensure fast, organized and smooth evacuation of employees from the workplace during emergencies.
- To train emergency team members to perform their duties effectively.
- To test the working conditions and effectiveness of all fire and emergency equipments at the workplace.
- Evaluating effectiveness of evacuation procedures and determining necessary changes to improve performance.
- The following methodology will be adopted to complete the evacuation drill successfully:
  - i. Initial briefing on drill requirement
  - ii. Mock drill
  - iii. Observations
  - iv. Debriefing meeting.

## ORGANISATION

The One day evacuation drill is applicable for industries including Small and Medium Scale industries, Research Institutes, Hotels, Malls, Hospitals, Warehouses, High-rise Buildings, Port / Dock, etc.

### EXPERT

Expert from National Safety Council, Industry, Government Bodies and Fire Protection Engineers.

### DATES & TIME

One evacuation drill (for one scenario/ one day) will be conducted as per mutually convenient dates between **1<sup>st</sup> April 2024 to 30<sup>th</sup> April 2024**. Companies/Installations are required to send request for dates.

The enrolment for one day Evacuation drill will be on “**First-Come-First-Served**” basis for any particular date.

### FACILITIES TO BE PROVIDED DURING FIELD VISIT

- Coordinators & observers for conducting evacuation drill.
- Relevant documents such as company evacuation plan, Emergency plan, etc. should be provided by company.

### METHODOLOGY

- Send email with payment details to [traininginplant@nsc.org.in](mailto:traininginplant@nsc.org.in)
- After fixing the mutually convenient date for field visit arrange the transport for one expert.

**REPORT-** Report will be submitted with observations within two to three weeks after the field visit.

**FEES: Rs.30,000/-** (Plus 18% GST) (for each evacuation drill assignment - **With Full Advance Payment**)

The fees will cover expenses for carrying out Evacuation drill exercise and a report with observations. Fees once paid **will not be refunded or adjusted**.

Facilities to be provided by the company, free of charge (**Not included in the Fee**) as below:-

**a) For Outstation assignment:**

- i) To & fro air tickets to your nearest airport for expert(s) to be arranged by the company.
- ii) Transport for the expert(s) between the airport and the company's guest house/plant.
- iii) Lodging & Boarding in a decent hotel / company's Guest House.

**b) For Evacuation Drill in and around Mumbai:**

- i) Local transport arrangement for expert(s)
- ii) Arrangement of lunch/tea/ snacks etc.

## NSC SERVICES in FSW 2024

- 1) **One Day Checklist Audit – Fire Safety**
- 2) **One Day Checklist Audit – Electrical Safety**
- 3) **One Day Inplant Awareness Program on- Fire Safety**
- 4) **One Day Inplant Awareness Program on –Electrical Safety**
- 5) **One Day Evacuation Drill**

**Rs 30,000 /-**(Plus 18% GST) **for each service**

## **PAYMENT MODE (Cheque / D.D. / NEFT)**

Request for Evacuation Drill (Fire Services Week 2024) accompanied by a crossed Cheque / Demand Draft drawn in favor of “National Safety Council, Mumbai” in the enrolment form should be sent to:

The Director General,  
**National Safety Council,**  
98-A, Sector 15, CBD, Belapur,  
Navi Mumbai – 400 614,

Phone : (022) 2757 9924 / 2752 2891,

Fax : (022) 2757 7351,

Email: [traininginplant@nsc.org.in](mailto:traininginplant@nsc.org.in)

Web Site: <https://nsc.org.in>

NSC will also accept payment by electronic transfer. Relevant particulars are as follows :

Name of the Bank	Bank of India
Address of the Bank	Plot No. 11, Sector - 11,CBD Belapur, Navi Mumbai – 400 614
Bank Account Number	011620100005233
Bank Branch MICR Code	400013106
Bank Branch IFSC Code	BKID0000116
NSC's Income Tax PAN	AAATN3069N
NSC's GST Number	27AAATN3069N1Z4

**Note: Send advance payment details to the following emails.**

**For further assistance, you may kindly contact on 022-27522862/2864 or email to [traininginplant@nsc.org.in](mailto:traininginplant@nsc.org.in)**

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