



No. ADM/DM/ME-NDMA/314/2018/ 504

Date:-29/09/2026

CIRCULAR

Subject: Conduct of site-specific Mock Drill/Exercise by all major industries/industrial units in Dadra & Nagar Haveli- reg.

The Dadra & Nagar Haveli District Disaster Management Authority (DNHDDMA) is responsible for strengthening preparedness and response mechanisms against various types of disasters and emergencies within the district. Dadra & Nagar Haveli is an important industrial area with a large number of industrial units engaged in manufacturing, processing, storage and handling of chemicals, petroleum products, gases, hazardous substances and other industrial materials. The nature of hazards varies from industry to industry depending upon the products manufactured, chemicals stored/handled, processes involved and associated risks.

Accordingly, in exercise of the powers under the Disaster Management Act, 2005 and in keeping with the provisions of the MSIHC Rules, 1989 relating to the On-Site Emergency Plan, all major industries/industrial units in Dadra & Nagar Haveli are hereby directed to conduct a site-specific mock drill based on the hazard profile of their respective units and in accordance with their approved On-Site Emergency Plan, applicable statutory safety requirements and emergency response procedures, on or before 03.11.2026.

Each unit shall design the drill around the most credible emergency scenario relevant to its operations, such as:

- Chemical leakage/spillage;
- Toxic/flammable gas release;
- Fire and explosion, including fire in warehouses/finished-goods and packing-material storage and fire arising from electrical overload or external ignition sources during the festive season;
- Storage tank failure/rupture;
- Reactor/process vessel failure;
- Hazardous chemical transportation/handling incident;
- LPG/flammable liquid emergency;
- Structural or equipment failure; or
- Any other emergency identified in the industry's risk assessment and Emergency Plan.

The drill shall test, at a minimum, the following aspects:

- (i) Activation of the industry's Emergency/On-Site Emergency Plan;
- (ii) Alarm and emergency communication system;
- (iii) Evacuation of workers and assembly procedures;

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- (iv) Emergency shutdown/isolation procedures;
- (v) Fire-fighting and first-response arrangements, including serviceability of hydrants, pumps, extinguishers, alarms and detectors;
- (vi) Use of PPE, SCBA and other emergency equipment, wherever applicable;
- (vii) First aid, casualty management and medical response;
- (viii) Search and rescue arrangements;
- (ix) Communication with Fire & Emergency Services, Police, Health Department and District Administration;
- (x) Coordination with mutual-aid industries, where applicable;
- (xi) Incident reporting and escalation mechanism;
- (xii) Overall Incident Response System and command-and-control arrangements;
- (xiii) Emergency response readiness during holiday/night/reduced-manpower shifts, including availability of trained emergency team members, awareness of contract/temporary workers and updated emergency contact lists; and
- (xiv) Access and movement of emergency vehicles inside the premises and on approach roads, including under festive-season traffic conditions.

The following shall be observed while conducting the drill:

- (a) The purpose of the exercise is preparedness and capacity building rather than merely demonstrating response arrangements. The scenario must be realistic and relevant to the actual operations of the unit, and the drill must test the effectiveness of its emergency response system, reflecting as far as practicable festive-season conditions such as reduced manpower and higher stock levels.
- (b) The Occupier shall nominate a Drill Director/Emergency Coordinator and internal observers, and shall indicate in the schedule any support required from external agencies.
- (c) The drill shall be coordinated with the DNH District Disaster Management Authority (DNHDDMA), including Fire & Emergency Services, Police, Health Department and mutual-aid industries.
- (d) Neighboring units and nearby habitations, where likely to be affected, shall be informed in advance, and all announcements during the drill shall clearly state that it is a mock drill, so as to avoid panic.
- (e) The drill shall be conducted safely, by simulation, without any actual release of hazardous material. Adequate safety and medical stand-by arrangements shall be made for participants.
- (f) A time-stamped log of events, attendance sheets and photographs/video of the drill shall be maintained and enclosed with the report.

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The industries shall also carry out pre-festival safety checks and record their status in the Mock Drill Report, including:

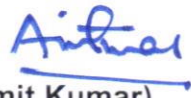
- (a) Serviceability of fire-fighting systems, alarms, gas detectors and emergency equipment;
- (b) Inspection of electrical installations and loading;

- (c) Strict prohibition of fireworks/crackers, open flames and unauthorised hot work in premises and storage areas;
- (d) Housekeeping and control of combustible material;
- (e) Updated emergency contact lists and a duty-officer/emergency team roster for the holiday period; and
- (f) Safe stock levels and storage of hazardous chemicals.

Each unit shall submit a Mock Drill Report in the format, containing the scenario, date/time, participating agencies/personnel, response actions, observations, shortcomings and corrective measures, together with the enclosures indicated therein. Gaps/deficiencies observed shall be listed and an Action Taken/Corrective Action Report shall be submitted, showing closure of critical gaps. Submissions shall be made to the office of the DNHDDMA, 4th Floor, "A" Wing, District Secretariat, Silvassa,

The concerned departments, including Fire & Emergency Services, Police Department, Health Department, Labour, District Disaster Management Authority and other relevant departments/agencies, may monitor or participate in the drills as appropriate to the nature and scale of the emergency. The DDMA may nominate observers and shall maintain a consolidated record of the drills conducted and review the major gaps identified for further preparedness measures.

Non-compliance with these directions may attract action under the provisions of the Disaster Management Act, 2005 and other applicable laws.


(Amit Kumar)
Resident Deputy Collector(S)
Dadra and Nagar Haveli,
Silvassa

To,

The Occupier/Plant Head of all major industrial units in Dadra & Nagar Haveli (through Industries Department/Industry Associations and e-mail, as per distribution list).

Copy to (for information and necessary action):

- 1) Collector & District Magistrate/Chairperson, DNHDDMA, Silvassa.
- 2) Superintendent of Police, Dadra & Nagar Haveli.
- 3) Special Secretary – Industries, DNH&DD (For wide circulation)
- 4) Chief Fire Officer, Fire & Emergency Services, Dadra & Nagar Haveli.
- 5) Medical Superintendent, Dadra & Nagar Haveli.
- 6) All Industry Associations (for wide circulation).

PART C – Sequence of Events (Time-stamped Log)

No.	Event/Action	Time (hh:mm)	Remarks (responsible person, delay, if any)
1	Incident detected/reported		
2	Alarm/siren raised		
3	Emergency Plan activated		
4	Emergency team mobilised at site		
5	Emergency shutdown/isolation initiated		
6	Fire-fighting/first response started		
7	Fire & Emergency Services/Police/Health informed		
8	External agencies reached the site		
9	Evacuation completed and head-count done at assembly points		
10	Casualties rescued/first aid given/shifted to hospital		
11	Mutual-aid/neighboring units informed		
12	Situation controlled and 'All clear' declared		

Additional events may be recorded on a separate sheet and enclosed.

PART D – Participation

Category	Number participated	Names/designations of key persons	Remarks
Employees/emergency team members			
Contract/temporary workers			
Internal observers			
Fire & Emergency Services			
Police			
Health Department/ambulance/hospital			
Mutual-aid industries			

PART E – Assessment of Aspects Tested

Rating: S – Satisfactory; N – Needs improvement; D – Deficient; NT – Not tested.

No.	Aspect tested	Observations	Rating (S/N/D/NT)
1	Activation of the Emergency/On-Site Emergency Plan		
2	Alarm and emergency communication system		
3	Evacuation of workers and assembly procedures		
4	Emergency shutdown/isolation procedures		

No.	Aspect tested	Observations	Rating (S/N/D/NT)
5	Fire-fighting and first-response arrangements (including hydrants, pumps, extinguishers, alarms, detectors)		
6	Use of PPE, SCBA and other emergency equipment		
7	First aid, casualty management and medical response		
8	Search and rescue arrangements		
9	Communication with Fire & Emergency Services, Police, Health Department and District Administration		
10	Coordination with mutual-aid industries		
11	Incident reporting and escalation mechanism		
12	Overall Incident Response System and command-and-control		
13	Response readiness during holiday/night/reduced-manpower shifts		
14	Access and movement of emergency vehicles inside premises and on approach roads		

PART F – Gaps/Deficiencies Observed and Corrective Action Proposed

No.	Gap/deficiency observed	Category*	Severity**	Corrective action proposed	Responsible person	Target date
1						
2						
3						

Proposed Mock Drill Schedule

(To be submitted within three days of issue of the circular)

Name of the industry/unit	
Address/location of the unit (Plot/Survey No., Area)	
Nature of industry/main products	
Major hazardous chemicals/materials handled	
Phase (I / II) as per Para 5 of the circular	
Proposed date of drill	
Proposed start time and expected duration	
Shift in which the drill will be conducted	
Proposed scenario (with reference to the unit's risk assessment/Emergency Plan)	
Support required from external agencies (Fire, Police, Health, mutual-aid, other)	
Name and mobile no. of Drill Director/Emergency Coordinator	
24x7 emergency contact no. of the unit	

Date: _____

Signature of Occupier/Plant Head: _____

Name & designation: _____

Seal of the unit

MOCK DRILL REPORT

(To be submitted within seven days of the drill and in any case by 03.11.11)

PART A – Unit Details

Name of the industry/unit	
Address/location	
Nature of industry/main products	
Name and designation of Occupier/Plant Head	
Approved On-Site Emergency Plan – date of approval/last revision	
Total workforce (employees / contract workers) and shift strength	
Name and mobile no. of Emergency Coordinator	
24x7 emergency contact no. of the unit	

Hazardous chemicals/materials handled (principal ones):

No.	Name of chemical/material	Maximum quantity stored (MT/KL)	Storage location/mode	Hazard (toxic/flammable/reactive/other)
1				
2				
3				

PART B – Drill Details

Date of drill	
Start time / end time / total duration	
Shift during which conducted (general/night/holiday-strength)	
Nature of drill (announced to staff / partly announced / unannounced)	
Scenario selected (brief description)	
Basis of selection (risk assessment/Emergency Plan reference)	
Location within the plant and chemical/material involved	
Assumed credible worst-case quantity/extent of release	
Prevailing weather (wind direction and speed, if relevant)	
Drill Director/Emergency Coordinator (name and designation)	
Neighboring units/habitation informed in advance (Yes/No; details)	

PART G – Pre-Festival Safety Checks (Diwali 2026)

No.	Check	Done (Yes/No)	Remarks/date
1	Fire-fighting systems, alarms, gas detectors and emergency equipment checked and serviceable		
2	Electrical installations and loading inspected		
3	Notice issued prohibiting fireworks/crackers, open flames and unauthorised hot work in premises and storage areas		
4	Housekeeping done and combustible material controlled		
5	Emergency contact lists updated and displayed		
6	Duty-officer/emergency team roster prepared for the holiday period		
7	Stock levels and storage of hazardous chemicals reviewed and found safe		

PART H – Overall Assessment and Lessons Learnt

Overall assessment of preparedness (including whether the objectives of the drill were met):
Amendments required in the On-Site Emergency Plan/procedures/training as a result of the drill:

PART I – Enclosures

1. Drill scenario note.
2. Time-stamped log of events, attendance sheets (employees, contract workers, external agencies).
3. Photographs/video of the drill.
4. Observers' remarks, if any.
5. Copy of the updated emergency contact list of the unit.

For official use – Remarks of observer(s) from DNHDDMA, Fire & Emergency Services/Police/Health

Name & designation of observer	Remarks	Signature & date

Seal of the unit