SAFEPRO™
TRAINING – CONSULTING – SOLUTIONS

REF: SP/REPORT/BFF-MD/IRIS BUSINESS-NAVI MUMBAI/2023 DATED: 26 SEP 2023

IRIS BUSINESS SERVICES LTD.
T-231, Tower 2, 3rd Floor, International
Infotech Park, Vashi, Navi Mumbai – 400703

SUB: COMPLETION REPORT ON TRAINING ON BASIC FIRE PREVENTION / FIGHTING & EMERGENCY PREPAREDNESS RESPONSE /EVACUATION MOCK DRILL CONDUCTED ON 26TH SEP 2023

Sir,

1. This is to certify that trainings in respect of **"Basic Fire Prevention / Fighting & Emergency Preparedness Response / Evacuation Mock Drill"** were conducted in your esteemed organization on **26th Sep 2023** at the venue mentioned above.

2. **Following points covered during the training –**

a) Basic Fire Prevention / Fighting: Understanding different fire situations in the premises, Role of employees during fire emergency, Fire Prevention Techniques, Use Of Fire Alarm System, Fire Chemistry, Handling Portable Firefighting Extinguishers & MSDS of relevant chemicals / solvents.

b) Emergency Preparedness Response / Evacuation Mock Drill: The Onsite Emergency Action Plan of the facility / building was discussed with the ERT members. ERT members were also briefed about their responsibilities during emergency situation. To understand whole plan, a mock drill was conducted creating a mock situation of fire in the premises. During mock drill all the employees were evacuated from the facility to a safe assembly point located back side of the Tower –II building. Response of ERT members & Employees was observed at various locations in the facility. All the ERT members and employees were briefed about the safe procedures during fire emergency. Practical firefighting demonstration with Fire Extinguishers was conducted at the end of the session.

3. The list of the participants present during the trainings & events with observations of the mock drill are attached as **Annexure – "A" & "B"** to this letter.

4. All the participants attending have successfully completed the designed course.

Your's Truly

For, SAFEPRO
Centre For Training & consultancy

SAFEPRO CENTRE FOR TRAINING & CONSULTANCY PUNE

GHANSHYAM KALWANI
Director & Lead Instructor
PGDFS, Lead Auditor –OHSAS
Maharashtra Govt. Certified First Aid Instructor
Ex- Indian Navy

FLAT NO. 101 / 203, 01ST & 02ND FLOOR, AMENITY BUILDING, SHREE SIDDHIVINAYAK SANKALP
HSG. SOCIETY PHASE – I, UNDRI - WADAICHIWADI ROAD, UNDRI, PUNE- 411060
MOB: 90288 42071, 7620958101 / 7620058103
WEBSITE: www.indiamart.com/safepro-industrial , www.firstaidtrainingpune.com
EMAIL: safepro.ctc@gmail.com , sales.safepro@gmail.com

ANNEXURE – "A"

LIST OF THE PARTICIPANTS FOR THE TRAININGS ON BASIC FIRE PREVENTION / FIGHTING & EMERGENCY PREPREDNESS RESPONSE / EVACUATION MOCK DRILL CONDUCTED ON 26TH SEP 2023

SL.NO.	NAME OF THE PARTICIPANT
1	RAJIT KUMAR SAHU
2	POOJA PATIL
3	FABIAN FERNANDES
4	SAIKIRAN ROWLO
5	SIDDHI DORAGE
6	RAMESH KONE
7	MANISH YADAV
8	JERIGAN GRACIAS
9	NISHANT GUPTA
10	NILESH MOHITE
11	NIKITHA NAIR
12	KAINA MISTRY
13	REEMA GHATVISAVE

SAFEPRO
PUNE
CENTRE FOR TRAINING & CONSULTANCY

FLAT NO. 101 / 203, 01ST & 02ND FLOOR, AMENITY BUILDING, SHREE SIDDHIVINAYAK SANKALP
HSG. SOCIETY PHASE – I, UNDRI - WADAICHIWADI ROAD, UNDRI, PUNE- 411060
MOB: 90288 42071, 7620958101 / 7620058103
WEBSITE: www.indiamart.com/safepro-industrial , www.firstaidtrainingpune.com
EMAIL: safepro.ctc@gmail.com , sales.safepro@gmail.com

ANNEXURE – "B"

EVENTS AND OBSERVATIONS NOTED DURING EVACUATION MOCK DRILL CONDUCTED ON 26TH SEP 2023

A) EVENTS

- Evacuation Mock Drill was started by creating an alert using whistle and by shouting around 17.50 PM considering a fire situation in the premises.
- On hearing sound of whistle and shouting, all the employees started evacuating the premises immediately.
- ERT members of the facility consisting of fire team, first aid team, rescue team and evacuation team also came into action and started controlling situation.
- Mr. Sujit (Site Controller) & Ms. Reema (Incident Controller) started taking stock of the situation & took initiative to get the ERT members on the job.
- Firefighting team consisting of Mr. Rajit & Ms. Nikita were assumed to be reached the spot of the fire with available ABC & CO2 fire extinguishers and started fighting with fire.
- First aid team consisting of Mr. Sai Kiran & Ms. Siddhi were standby to help in case of any casualty happens.
- The evacuation team consisting of Mr. Manish & Ms. Kaina **(At Production Floor)**, Mr. Nishant **(At Lift Lobby)**, Mr. Ramesh **(At Kitchen Lobby),** Mr. Fablan **(At Back Side Stair Case Gr. Floor)** & Ms. Pooja **(At Assembly Point)** helped the employees to evacuate safely and reach the assembly point located back side of the building on ground floor. All the employees were evacuated from the backside staircase so that they all know the alternate staircase for evacuation in case of an emergency.
- All the employees reached the assembly point on ground floor safely at around 18.00 PM. Total time taken for the full evacuation was 10 minutes.
- The team of International Infotech Park & Fire brigade was also assumed to be informed about the fire emergency timely.
- Fire was assumed to be brought under control effectively by trained ERT members.
- Ms. Pooja took the head count at assembly point and total head count found 79 including 01 visitor.
- Employees were briefed about safe procedures during fire emergency at the assembly point.
- Drill was terminated after the briefing at around 18.30 PM.
- Live Firefighting demonstration with all types of available fire extinguishers conducted after the mock drill.

SAFEPRO PUNE CENTRE FOR TRAINING & CONSULTANCY

B) OBSERVATIONS

What Went Right (WWR)

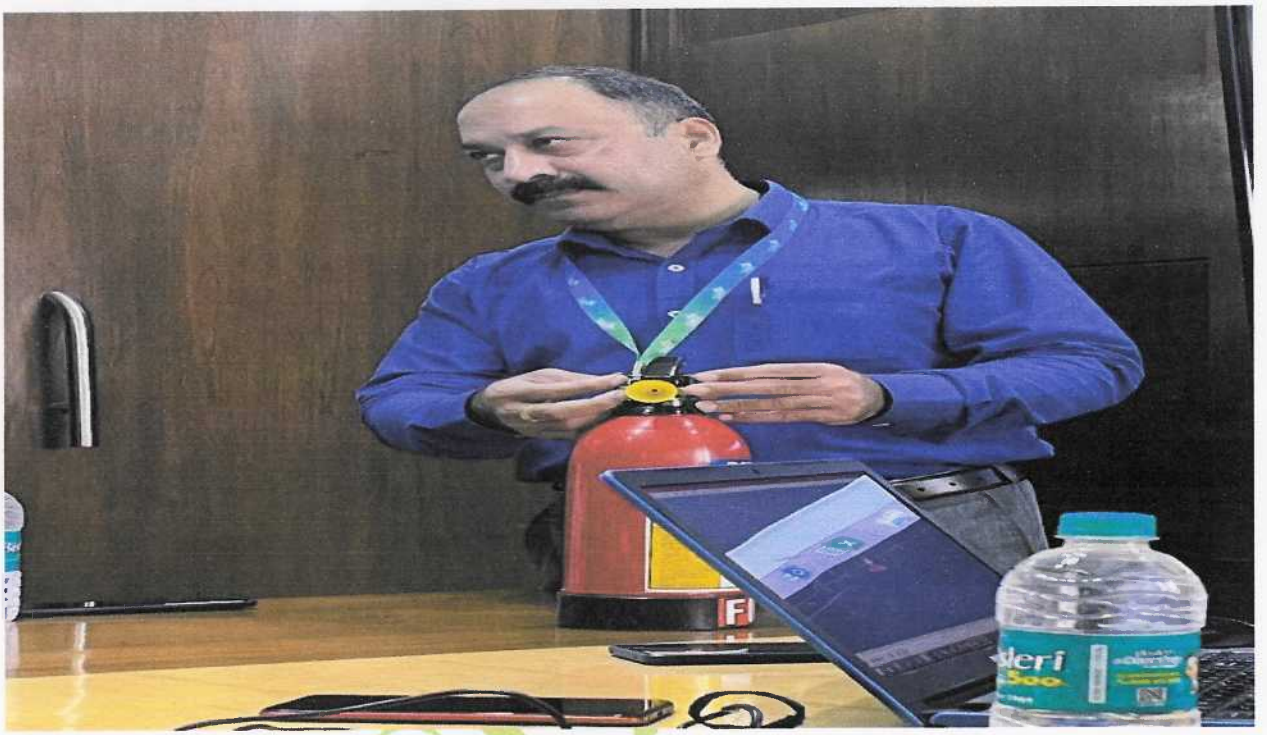
- Standalone Smoke Detectors of the facility are operational.
- Evacuation team was very prompt in their respective area.
- Emergency exit doors are well maintained.
- Stair case is free from any obstacle.
- Evacuation routes are marked properly using sign boards.
- All employees assembled safely at assembly point.
- Commitment of management towards safety of the employees / property.

What Went Wrong (WWW)

- Lot of items are stored in the UPS room which needs to be cleared considering a fire hazard.
- Proper SOP needs to be set up for getting a proper headcount during emergency situations.
- Though the stand alone smoke detectors are in working condition, However it is recommended to have a Smoke detection and fire alarm system in place.
- Extinguishers are required to be maintained properly as during a firefighting demonstration one extinguisher found leaking.
- Few employees took lot of time to evacuate and they were not serious about the drill.

EVENTS CAPTURED DURING THE ENTIRE EVENT

MR. KALWANI DEMONSTRATING FIRE EXTINGUIHER IN THE CLASSROOM

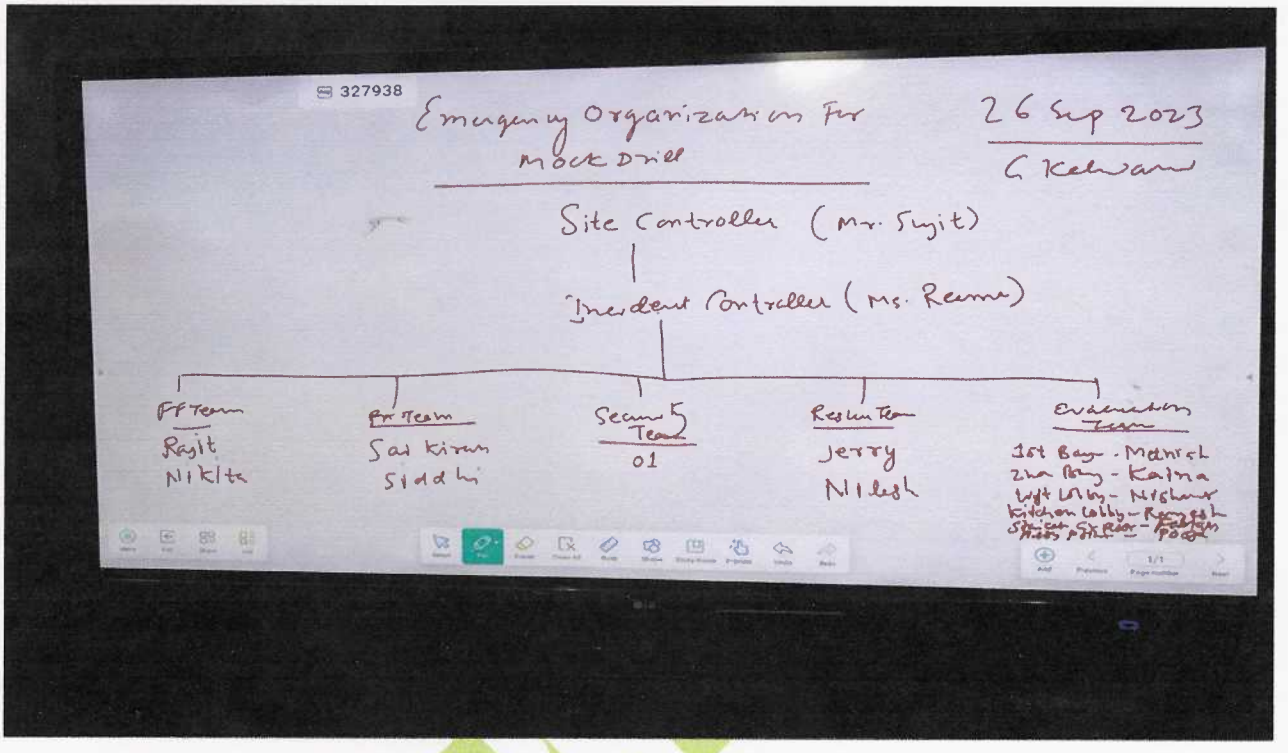


EMPYOYEES ASSEMBLED AT ASSEMBLY POINT



FLAT NO. 101 / 203, 01ST & 02ND FLOOR, AMENITY BUILDING, SHREE SIDDHIVINAYAK SANKALP
HSG. SOCIETY PHASE – I, UNDRI - WADAICHIWADI ROAD, UNDRI, PUNE- 411060
MOB: 90288 42071, 7620958101 / 7620058103
WEBSITE: www.indiamart.com/safepro-industrial , www.firstaidtrainingpune.com
EMAIL: safepro.ctc@gmail.com , sales.safepro@gmail.com

EMERGENCY ORGANIZATION PLANNING SHEET FOR MOCK DRILL



FIRE FIGHTING DEMONSTRATION CONDUCTED USING FIRE EXTINGUISHERS



FLAT NO. 101 / 203, 01ST & 02ND FLOOR, AMENITY BUILDING, SHREE SIDDHIVINAYAK SANKALP
HSG. SOCIETY PHASE – I, UNDRI - WADAICHIWADI ROAD, UNDRI, PUNE- 411060
MOB: 90288 42071, 7620958101 / 7620058103
WEBSITE: www.indiamart.com/safepro-industrial , www.firstaidtrainingpune.com
EMAIL: safepro.ctc@gmail.com , sales.safepro@gmail.com

SAFEPRO CENTRE FOR TRAINING & CONSULTANCY PUNE

GROUP PHOTO OF ALL ERT MEMBERS



SAFEPRO CENTRE FOR TRAINING & CONSULTANCY PUNE

FLAT NO. 101 / 203, 01ST & 02ND FLOOR, AMENITY BUILDING, SHREE SIDDHIVINAYAK SANKALP HSG. SOCIETY PHASE – I, UNDRI - WADAICHIWADI ROAD, UNDRI, PUNE- 411060
MOB: 90288 42071, 7620958101 / 7620058103
WEBSITE: www.indiamart.com/safepro-industrial , www.firstaidtrainingpune.com
EMAIL: safepro.ctc@gmail.com , sales.safepro@gmail.com