



Civil Defence, Maharashtra **(Mumbai)**

Advisory for Corporate Offices In View of a War-like Situation

Issued by: Civil Defence, Maharashtra, Mumbai.

To ensure employee safety and secure business continuity, corporate offices are advised to adopt the following preparedness and response measures during a war-like scenario or heightened national security alert.

1. Official Communication & Updates:-

- Designate a Crisis Response Lead or Emergency Coordinator within the organization.
- Rely only on verified government channels (Home Ministry, BMC, Civil Defence) for updates.
- Avoid sharing unverified alerts or rumours via internal communication platforms/Whatsapp group.

2. Emergency Planning & Employee Readiness:-

- Conduct a briefing with all staff on emergency protocols.
- Share an internal safety advisory covering:
 - Evacuation procedures
 - Shelter-in-place steps
 - Emergency contacts
- Prepare a floor-wise emergency response team (Security, First Aid, IT, Admin).

3. Operational Adjustments:-

- Ensure secure backups of critical business data.
- Avoid scheduling large gatherings, client visits, or non-essential travel.

4. Office Infrastructure Readiness:-

- Identify safe zones within the office (interior rooms, basements).
- Stock an office emergency kit with:
 - First aid, drinking water, flashlights, batteries, emergency contact lists
- Ensure backup power systems are functional.

5. During Alerts or Air Raid Sirens:-

- Immediately guide employees to designated shelter zones.
- Turn off all lights, equipment, and blinds; ensure blackout compliance if instructed.
- Avoid using elevators during alerts.
- Maintain calm; use internal communication to coordinate.

6. Access Control & Security:-

- Restrict building access to essential personnel only.
- Inform all visitors, vendors, and facility staff of protocols in place.
- Maintain close coordination with building management and local law enforcement.

7. Post-Alert or Post-Drill Protocol:-

- Resume operations only after official “all clear” confirmation.
- Conduct a quick headcount and system check.
- Share a short debrief with employees and update SOPs as needed.

8. Employee Well-being & Support:-

- Provide psychological support or counselling services if needed.
- Ensure open communication channels for employees to raise concerns.
- Encourage a calm, responsible, and cooperative office environment.

9. Emergency Contact Numbers:-

- Disaster Management Helpline: 1916 / 1070
- Mumbai Police: 100 / 112
- Mumbai Fire Brigade: 101, 23085992
- Ambulance: 108
- Women Helpline: 103
- Child Helpline: 1098
- Forest: 1926
- Gas Leakage (LPG): 1906
- BEST Power (City): 8828830288, 9930901193
- Adani Energy (Western Suburbs & Some Parts of Eastern Suburbs: 5054911, 50547225
- MSEB (Eastern Suburbs): 9930269398
- Tata Power (Chembur): 67175369
- Railway Protection Force: 182

10. Corporate Message to All Employees:-

Your safety comes first. Please follow instructions, stay alert, and support each other. The organization is actively monitoring developments and will act in alignment with government directives.

Stay calm. Stay prepared. Stay connected.

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