

QUALIFICATION FILE – Micro Credentials

<Basics of Emergency Response and Evacuation Preparedness >

☐ Public ☒ Private

☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☒ Multi-skill (MS) ☒ Cross Sectoral (CS) ☒ Future Skills ☐ OEM

NCrF/NSQF Level: 3

Submitted By:

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Section 1: Basic Details

1.	Micro Credential-Qualification Name	Basics of Emergency Response and Evacuation Preparedness										
2.	Sector/s	Education, Training & Research;Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals and others.										
3.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NM-03-ET-04310-2025-V1-SSDF	4. NCrF/NSQF Level: 3									
5.	Brief Description of the Micro Credential	This Micro credential is designed to provide individuals with the necessary knowledge & skills to efficiently handle and address emergencies & evacuations in various situations at workplaces. The main objective is to provide a thorough understanding to effectively manage critical situations, ensuring the safety of individuals, records and assets during emergency situations.										
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <table><tr><th>S. No.</th><th>Academic/Skill Qualification (with specialization- if applicable)</th><th>Relevant Experience (with specialization- if applicable)</th></tr><tr><td>1</td><td>10th grade pass or equivalent</td><td>3</td></tr><tr><td>2</td><td>Previous relevant Qualification of NSQF Level 2.5</td><td>1.5</td></tr></table> b. Age:NA		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)	1	10th grade pass or equivalent	3	2	Previous relevant Qualification of NSQF Level 2.5	1.5
S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)										
1	10th grade pass or equivalent	3										
2	Previous relevant Qualification of NSQF Level 2.5	1.5										
7.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	0.25	8. Common Cost Norm Category (I/II/III) (wherever applicable): I									
9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training (wherever applicable)	NA										
10.	Expected Outcomes of the Micro Credential	Terminal learning outcomes are: Emergency situations, associated risks, strategies to mitigate risks and minimize losses.										

		• Immediate steps under emergency situations and emergency responses evacuations. • Evacuation and minimization of losses in terms of human life, injuries, documents or assets. • Equipments for emergencies, PPEs & first aid facilities • Communication channels & effective emergency protocols.												
11.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline Only ☐ Online Only ☐ Blended <table><tr><th>Training Delivery Mode</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>Total (Hours)</th></tr><tr><td>Classroom (offline)</td><td>4</td><td>3.5</td><td>7.5</td></tr><tr><td>Online</td><td>-</td><td>-</td><td>-</td></tr></table> (Refer Blended Learning Annexure for Details)	Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	4	3.5	7.5	Online	-	-	-
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)											
Classroom (offline)	4	3.5	7.5											
Online	-	-	-											
12.	Assessment Criteria	<table><tr><th>Theory (Marks)</th><th>Practical (Marks)</th><th>Project (Marks)</th><th>Viva (Marks)</th><th>Total (Marks)</th><th>Passing %age</th></tr><tr><td>50</td><td>50</td><td>-</td><td>-</td><td>100</td><td>50</td></tr></table>	Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age	50	50	-	-	100	50
Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age									
50	50	-	-	100	50									
13.	Is the Qualification Amenable to Persons with Disability	☒ Yes ☐ No If “Yes,” specify applicable type of Disability:												
14.	How participation of women will be encouraged?	Women will be encouraged to join												
15.	Other Indian Languages in which the Micro Credential will be implemented.	English and Hindi												
16.	Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:												

17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Anand Kumar Singh Email: aksingh@ssdfindia.org Contact No.: +91-8505955506 Website: www.ssdfindia.org	
18.	NSQC Approval Date: 08-05-2025	19. Validity Duration: 3 Years	20. Next Review Date: 08-05-2028

Section 2: Training Related

1.	Trainer's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	M. Tech/ B. Tech with 1 years' experience. Graduate in any discipline / Diploma in Engineering with 3 years' experience. ITI/12TH with 5 years' experience.
2.	Master Trainer's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	M. Tech/ B. Tech with 2 years' experience. Graduate in any discipline / Diploma in Engineering with 4 years' experience. ITI/12TH with 6 years' experience.
3.	Tools and Equipment Required for Training	☒ Yes ☐ No <i>(If "Yes," details to be provided in Annexure)</i>

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	M. Tech/ B. Tech with 1 years' experience. Graduate in any discipline / Diploma in Engineering with 3 years' experience. ITI/12TH with 5 years' experience.
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	M. Tech/ B. Tech Graduate in any discipline / Diploma in Engineering with 2 years' experience. ITI/12TH with 4 years' experience.

3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	M. Tech/ B. Tech with 2 years' experience. Graduate in any discipline / Diploma in Engineering with 4 years' experience. ITI/12TH with 6 years' experience.
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Mode: ☒ Online Only ☒ Offline Only ☐ Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No):No
2.	Number of Industry validation provided: 5
3.	Estimated number of people to be trained: 25,000

Section 5: Annexure Check List

Specify Annexure Number and Name.

1.	Annexure: NCrf/NSQF level justification based on NCrf Level/NSQF descriptors <i>(Mandatory)</i>	Yes
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2.	Annexure: Learning Outcomes and Assessment Criteria <i>(Mandatory)</i>	Yes
3.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Yes
4.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory – Except in case of online course)</i>	Yes
5.	Annexure: Blended Learning <i>(Mandatory in case selected mode of delivery is “Blended Learning”)</i>	No
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	● Familiarity with national and international emergency management frameworks, such as the Incident Command System (ICS) or the National Incident Management System (NIMS). ● Techniques for identifying and assessing potential hazards and risks. ● Developing and implementing comprehensive emergency response plans. ● Principles of managing an emergency incident effectively. ● Developing and maintaining evacuation plans. ● Conducting evacuation drills and training exercises.	At NSQF Level 4, Professional Theoretical Knowledge and Processes in Emergency Response and Evacuation Preparedness involve advanced understanding and application of emergency management frameworks, risk assessments, response planning, incident management, evacuation procedures, communication systems, and post-emergency recovery. Professionals are expected to demonstrate high-level competencies in managing complex emergency situations, coordinating with various stakeholders, and ensuring effective communication and resource management. This aligns with the NSQF Level 4 descriptor, emphasizing advanced skills, comprehensive knowledge, and the ability to handle	3

	• Understanding and implementing communication systems for emergencies. • Procedures for situations where evacuation is not possible. • Working with local emergency services and first responders. • Engaging with the community to enhance preparedness and response. • Managing resources effectively during an emergency. • Processes for post-emergency recovery and evaluation. • Maintaining accurate records and reports related to the emergency.	significant responsibilities in emergency preparedness and response.	
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Professional and Technical Skills/ Expertise/ Professional Knowledge	• Emergency Response Planning • Risk Assessment and Hazard Identification • Expertise in operating within an Incident Command System (ICS) or similar structure. • Evacuation Planning and Executio • Conducting Drills and Training • Emergency Communication • Shelter-in-Place Procedures • Coordination with Emergency Services • Resource Management & Post-Emergency Recovery	• At this level, professionals are expected to handle complex planning tasks and develop multifaceted strategies that require a deep understanding of emergency management principles and practices. • Requires advanced analytical skills to assess and prioritize risks effectively, integrating findings into comprehensive preparedness and response strategies. • Professionals must effectively manage and coordinate complex incidents, showing expertise in command operations and multi-faceted response management. • Requires expertise in creating and executing intricate evacuation plans, ensuring comprehensive coverage and effective implementation • Involves advanced capabilities in designing and conducting drills and training, ensuring thorough preparation and skill enhancement. • Requires advanced knowledge and skills to manage shelter-in-place scenarios, ensuring safety and effective communication. • Professionals must demonstrate high-level coordination skills and the	3
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		ability to integrate resources from various agencies	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	- Proficiency in developing and implementing emergency response and evacuation plans, conducting drills, and managing resources - Clear and concise communication, both verbal and written, to convey critical information during emergencies. - Ability to assess situations quickly, identify solutions, and make informed decisions under pressure. - Identifying and implementing new strategies, technologies, and practices to improve emergency response. - Leading teams, setting goals, and inspiring others to achieve high standards in emergency management. - Developing and executing strategic plans that align with organizational goals and enhance emergency response capabilities. - Crafting and implementing robust emergency response plans tailored to specific risks and scenarios. - Conducting thorough risk assessments and integrating findings into preparedness plans. - Managing incidents, coordinating response efforts, and leading teams during crises.	- Professionals demonstrate the ability to perform tasks independently, applying their knowledge to develop and implement emergency response plans and conduct drills with minimal supervision - Demonstrating initiative in improving emergency response strategies and taking responsibility for innovative approaches. - Applying strategic planning skills independently, ensuring preparedness and alignment with organizational goals. - Conducting risk assessments and developing mitigation strategies with a high level of responsibility and autonomy. - Demonstrating the ability to develop and execute plans independently, taking responsibility for ensuring comprehensive preparedness. - Applying advanced risk assessment skills independently, ensuring effective identification and mitigation of risks. - Managing incident response autonomously, demonstrating	3

		responsibility for coordinating efforts and leading teams.	
Broad Learning Outcomes/Core Skill	• Develop a thorough understanding of the principles and frameworks of emergency management, including the roles and responsibilities of different agencies and individuals. • Gain the ability to conduct detailed risk assessments and identify potential hazards in various environments • Proficiency in emergency management systems, risk assessment tools, and communication technologies. • Ability to analyze situations, make quick decisions, and develop effective solutions under pressure • Learn to create, implement, and evaluate comprehensive emergency response and evacuation plans. • Acquire the ability to lead and manage emergency incidents using established command and control systems. • Learn to work collaboratively with various emergency services and stakeholders to ensure a unified response.	The Broad Learning Outcomes/Core Skills in Emergency Response and Evacuation Preparedness align with the NSQF Level 4 descriptor by emphasizing the ability to perform tasks independently, apply knowledge of emergency management principles, conduct risk assessments, develop and implement plans, communicate effectively, and manage incidents with a degree of responsibility and autonomy. These outcomes ensure that individuals are prepared to handle emergencies with competence and confidence, demonstrating critical thinking, leadership, and effective communication, which are essential at this qualification level.	3
Responsibility	• Ensure all possible risks are documented, analyzed, and mitigated to prevent emergencies or minimize their impact. • Develop clear, actionable plans that outline roles, responsibilities,	The responsibilities in Emergency Response and Evacuation Preparedness at NCrf/NSQF Level 4 include conducting risk assessments, developing and implementing emergency plans, effective communication, coordinating with emergency services, leading incident	3

	procedures, and resources needed during an emergency. • Ensure that all personnel are trained, drills are conducted regularly, and feedback is used to improve readiness • Foster relationships with external partners to ensure coordinated and efficient response efforts. • Take charge of the incident command system, making critical decisions and coordinating resources effectively. • Ensure that evacuation routes are well-marked, drills are conducted, and shelters are prepared and managed during emergencies. • Oversee the restoration of normal operations, provide support to affected individuals, and conduct post-incident analysis to improve future responses. • Maintain up-to-date knowledge of legal requirements and ensure all plans and actions adhere to these standards.	management, managing evacuations and shelters, overseeing post-emergency recovery, ensuring legal compliance, documenting activities, and fostering continuous improvement. These responsibilities require a high level of autonomy, accountability, leadership, and a commitment to continuous learning, aligning with the core competencies expected at NSQF Level 4.	
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Annexure: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
1.	PC-1: Recognize and classify emergency situations, considering factors such as their characteristics, seriousness, and immediate potential impact.	5	5	-	-
2.	PC-2: Assess the potential outcomes of emergencies, with a focus on possible injury, damage, and effects.	5	5	-	-
3.	PC-3: Understand the specific risks associated with the working condition & industries and plan emergency communications and response accordingly.	5	5	-	-
4.	PC-4: Workout emergency arrangements, PPEs, medical assistance and communication protocols.	5	5	-	-
5.	PC-5: Execute emergency response procedures, evacuation procedures, marking of routes, identification of assembly areas & correct utilization of emergency equipment, and effective coordination.	5	5	-	-
6.	PC-6: Implement training on emergency drills for emergency situations and responses including fire, natural disasters; industrial accidents; Hazardous Material (HAZMAT) incidents and threat from enemy action etc.	5	5	-	-
7.	PC-7 Analyze responses following emergencies to enhance protocols, with focus on improving efficiency, communication effectiveness, and overall capability to respond.	5	5	-	-
8.	PC-8: Analyse ability to adapt emergency response strategies based on evolving circumstances, demonstrating flexibility and agility in addressing various emergency scenarios.	5	5	-	-

9.	PC-9: Check readiness of emergency preparedness and availability of equipments & PPEs, evaluate the adequacy, accessibility, and proper utilization of personal protective equipment (PPE) during emergency.	5	5	-	-
10.	PC-10: Carry out reviews and audits of emergency response plans, lessons to continuously enhance and optimize emergency protocol. Comply with regulations & guidelines on emergency responses.	5	5	-	-
Total Marks		50	50	-	-

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches are assigned to the assessment agencies for conducting the assessment on SIP/Portal or email.
- Assessment agencies send the assessment confirmation to VTP/TC looping Awarding Body(AB)
- Assessment agency deploys the ToA certified Assessor for executing the assessment.
- AB ensures the assessment process & records.

2. Testing Environment:

- Check the assessment location, date, and time.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the AA/Subject Matter Experts (SME) are verified by the other SME.
- Questions are mapped to the specified assessment criteria.
- Assessor will be ToA certified & trainer will be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location.
- Method for assessment documentation, archiving, and access
- Soft/Hard copies of the documents are stored.

On the Job:

1. The candidate works for all modules.
2. The candidate must score 50% in assessment to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills, understanding needs & requirements.
 - Report prepared by trainees during OJT.
4. Assessment of task ensure that the candidate can perform all tasks of the job role required:

Annexure: Tools and Equipment

List of Tools and Equipment

Batch Size: 30

S.No	Tools/Equipment Name	Specifications	Quantity for specified Batch size
•	Safety goggles	Nos	2
•	Full face shield	Nos	1
•	Leather gloves	Nos	2
•	Puncture resistant gloves	Nos	2
•	Chemical resistant gloves	Nos	2
•	Electrically insulated latex gloves	Nos	2
•	Safety helmets/hard hats	Nos	2
•	Ear plugs	Nos	2

•	Safety shoes	Nos	2
•	Safety gumboots	Nos	2
•	High visibility jackets	Nos	2
•	N95 masks	Nos	2
•	Double filter half face mask	Nos	2
•	Double filter full face mask	Nos	2
•	SCBA – Self-contained breathing apparatus	Nos	1
•	Safety harness	Nos	1
•	Lanyard	Nos	1
•	Fall arrestor	Nos	1
•	CO2 Fire extinguisher	Nos	1
•	Dry Chemical Powder Fire extinguisher	Nos	1
•	Fire hydrant system	Nos	1
•	Multiple gas detector	Nos	1
•	TDS Meter	Nos	1

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. Black/White board

2. Marker
3. Projector
4. Computer with relevant software

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Shapoorji Pallonji and Co. Pvt Ltd	Mr. Nitin Bansal	Manager QAQC	SP Centre, 41/44, Minoo Desai Marg, Colaba, Mumbai - 400005 Maharashtra, India Tel: +91-22-67490000	8130090463	nitin.bansal@shapoorji.com	-
2	Tata Advanced Systems	Asheesh Singhal	Deputy Manager	Plot no.C-01, 401, 4th Floor, World Trade Tower Sector sixteen, Noida Uttar Pradesh-201301 India Tel +91 120 4847450 -7555 I Fax 91 11 43602735	7290014317	apkumar@taadadvancedsystems.com	-
3	SIMPLEX Infrastructures Limited	Tarak Bhaumik	General Manager (HR&Admin)	Simplex House 27, Shakespeare Sarani, Kolkata-700 017	-	-	-

				Tel: (91 33) 23011600 Fax: (91 33) 2283 5966 / 65			
4	TECHNOCULTURE Building Center Pvt Ltd	Anurag Tiwari	Manager	Konark Shree Apartment, RBI Road, 301/302, Brajkishore Path, Ali Nagar Colony, Salimpur Ahra, Dujra Diara, Patna, Bihar 800001	9006506 858	vastu.skills@gmail.com	-
5	Urja Building Services Consultants Pvt Ltd	Sheetal Bhilkar	Managing Director	648,649, Laxmi Plaza, Laxmi Industrial Estate, Suresh Nagar, Andheri West, Mumbai, Maharashtra 400053	9819819 212	sheetalbhilkar@urjagroup.in	-

Annexure: Training Details

Training Projections:

Year	Estimated Training # Total Candidates		Estimated Training # of Women		Estimated Training # People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	800	800	120	120	250	250
2025	1400	1400	200	200	450	450

2026	1400	1400	200	100	450	450
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Data to be provided year-wise for the next 3 years.

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities based on their main economic function, product, service, or technology.