



**Consolidated Construction Consortium Ltd.**

PROCEDURE NO. : **CSP- 4.4.7**

**PROCEDURE FOR  
EMERGENCY PREPAREDNESS  
AND RESPONSE**

REV.NO. 0

DATE: 16-04-2008

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**PROCEDURE FOR EMERGENCY PREPAREDNESS AND RESPONSE**

0	16-04-2008	First issue
REV. NO.	DATE	BRIEF RECORD OF REVISIONS

PREPARED BY : HEAD - HSE

SIGNATURE

NAME

: S N NARAYANAN

APPROVED BY : DIRECTOR (OPERATIONS)

SIGNATURE

NAME

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**PROCEDURE FOR  
EMERGENCY PREPAREDNESS  
AND RESPONSE****1.0 OBJECTIVE**

To identify potential emergency situations/incidents and plan for preventing & mitigating likely impact/injury associated with them.

**2.0 SCOPE**

This procedure covers all activities performed at project sites and Offices.

**3.0 RESPONSIBILITY**

As defined in the procedure.

**4.0 PROCEDURE**

4.1 PM/SE/SS to identify emergencies and prepare emergency preparedness and response plans based on the need of technical/ political/ social and work environment prevailing at sites.

4.2 SE/SS to make arrangements for display of these identified plans at important locations in site.

4.3 SE/SS to train/ create awareness among all people working at site through training/safety talks/mock drills with respect to above plans.

4.4 Training and Mock Drills

4.4.1 PM/SE to identify the training needs and provide the training required to the site personnel for handling effectively any emergency situations.

4.4.2 PM/SE to review the effectiveness of such training through mock drills or any other suitable means / methods and continue to monitor the effectiveness at periodic intervals with respect to awareness and preparedness of the concerned agencies / personnel to meet the emergency

4.4.3 Test the efficacy of the plan and for evolving possible improvement / alternatives to the existing one.

4.4.4 PM/SE to record the response during the mock drill and review for improving the emergency preparedness.



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- 4.5 PM/SE to identify the aspects/hazards associated with emergency situations and evaluate their impact/risk level and to prepare OCPs for minimizing / preventing the chances of emergency situations happening at site. Control procedure shall include safety interlocks wherever required, regular preventive maintenance, monitoring of the personnel working in those areas.
- 4.6 PM/SE to consider emergency situations arising out of occupational health and safety related issues as a result of epidemics etc., and prepare emergency preparedness and response plans accordingly.
- 4.7 SE/SS to make arrangements for display of Contact details for emergencies at site (format no. [CSF-007](#)). The in-charge responsible to display the emergency contact details and emergency outlets (Exits) in the Offices.
- 4.8 PM/SE office / I/Cs to provide and maintain sufficient first-aid boxes with necessary contents and specify the locations in format [CSF-008](#).
- 4.9 PM/SE office / I/Cs to provide and maintain adequate fire extinguishing equipment as per requirement and specify the locations in format [CSF-009](#).
- 4.10 A sample 'emergency preparedness and response' plan for
- ✓ Fire & Explosion
  - ✓ Earthquake
  - ✓ Lightning, Storm & Floods
  - ✓ Bomb Threat
- is detailed in Annexure-1.
- 4.11 These plans shall be reviewed by PM/SE/Head-HSE at least once in a year for adequacy and effectiveness.



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**ANNEXURE - 1**

**FIRE & EXPLOSION**

In case you notice a fire do the following:

- a) Rush to the spot and take charge of the rescue and control work.
- b) Be concerned about your own safety and that of others
- c) Shout, "Fire Fire", raise an alarm and call for help from colleagues.
- d) If the fire is small, attempt it to extinguish by using the nearest fire extinguishers available, without undue personal risk.
- e) At the same time, inform fire station and PM/SE. While reporting state:
  - i. Your name
  - ii. What happened
  - iii. Location of incident
- f) Instruct security staff to cordon off the affected area and guide the Fire Brigade personnel to the exact location of the fire and render all possible assistance to them.
- g) Keep all spectators and non-essential employees away from the fire.
- h) If required, switch off the electrical supply, taking adequate care.
- i) Try to remove flammable/ dangerous materials lying in the vicinity without endangering yourself.
- j) If explosive type materials are involved immediately evacuate all personnel.
- k) Count number of people involved and organize rescue of any trapped personnel with the help of the fire brigade.
- l) Make no comments. Refer all inquiries to the company project manager.

**EARTHQUAKE**

If you are inside the office building when an earthquake occurs:

- a) Stay under cover until the shaking stops.
- b) Stay away from windows, large panels of glass, ceiling tiles, file cabinets, book cases, heavy furniture, electrical equipment and appliances.
- c) Crawl under a desk or sturdy table and hold onto it. If it moves, move with it.
- d) Watch out for falling plaster or ceiling tiles.

If you are outside in the construction field :

- a) Move to a clear area away from unbalanced/ unsupported/ partly erected structure/ equipments/ buildings and electrical wires and poles that may fall.
- b) Stay clear of falling objects and find a place to duck, cover and hold on.
- c) Stay near an interior wall and protect your head with your arm.
- d) Do not try to leave until the shaking is over.

**LIGHTNING, STORM & FLOODS**

In case of any lightning, storm and floods:

- a) All employees to leave the work areas and take shelter under strong (RCC) roof.
- b) In case of heavy rain and indication of floods, people should take shelter only in top floors of the buildings.
- c) People should not stay by the side of weak walls, loose structures, trees, electric poles, metal objects etc.
- d) People should try to carry drinking water, food stuff available, protective clothing, battery powered radio, first aid kit etc., to safe locations where they are going to take shelter.
- e) Follow the instructions given by local authorities over radios/TVs/Public announcements.
- f) Avoid using any electrical appliances and disconnect power supply to electrical appliances.
- g) Avoid using telephone, in case of lightning.



## **BOMB THREATS**

When a bomb threat is received for the first time:

- a) Local police, fire or bomb disposal authorities will be immediately notified.
- b) The project or office shall be evacuated immediately.
- c) Evacuation will be made of all personnel on the project or in the office.
- d) A personnel count should be made to ensure that all are present and accounted for.
- e) Do not allow anyone except authorized personnel to reenter the area.
- f) If necessary to stop or detour traffic away from the affected area, utilize local police or flag man.
- g) A search of the premises will be made by the appropriate authorities. No company supervisory personnel or other employees shall be involved in the search.
- h) Notify other business people or residents who may be endangered by the threat.
- i) Appoint one person as the company spokes person.
- j) Allow no photograph on site.
- k) Make no comments.
- l) Notify the company's local office immediately.
- m) Assist the authorities with information and in every other possible ways to anyone without danger.
- n) If a suspicious article is found do not touch it. Inform the appropriate authorities to handle the situation.

Enter the premises only after careful evaluation of the circumstances, (to be made by the company's senior management in consultation with appropriate law enforcement authorities) and permission of local management.