|  | **EMERGENCY PREPAREDNESS & RESPONSE** |  |
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| 1. **OBJECTIVE**   The objective of this procedure is to furnish the guidelines for the people working at company offices and projects for developing their awareness and preparedness during emergencies and to react positively to minimize losses and recover in minimum time. This document provides necessary guidelines to develop project specific ERP after looking at the hazards, assessing risks and then prioritizing them. Contractors usually are supposed to follow the ERP of customer, however, ERP developed for any project must be in line with customer requirements.   1. **SCOPE**   This standard operating procedures is applicable to all project sites / establishments of the company.  .   1. **RESPONSIBILITIES**   It defines the responsibilities of key persons who will play vital role in handling emergency situation. This will ensure who will do what at the time of emergency without wasting time.  Key persons on projects are site manager, In-charge HSE, HSE staff, construction managers, personnel & administration manager, and medical staff.  Site manager (emergency tea0-0o099'm leader) is the senior most person in the team to handle emergencies and make important decisions in consultation with In-charge HSE.   1. **ABBREVIATIONS / DEFINITION**   PM: Project Manager  SM: Site Manager  HSE: Health Safety and Environment  ERP: Emergency Response Plan  Typical Medical, Fire/ Explosion, accidental leakages of poisonous / Emergencies: Combustible gases, accidental releases of combustible or other  hazardous substances, accidental leakages of fluid from pressurized vessel, Accident, Natural Disaster, Sabotage, Strikes, War, Epidemic  Resources: It defines the availability and allocation of internal resources whether human or material, to be utilized during emergency. Adequate emergency equipment must be made available and competent and trained persons must be assigned. Dedicated staff like fireman/ safety watchman/rescuers may be appointed assessing the situation or as required by the customer.  External like city fire stations and specialized emergency services are Resources: explored and contracts/agreements made with external parties to  seek support when needed. | | |

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| 1. **PROCEDURE**    1. **COMMUNICATION**   Line of communication, chain of command and modes of communication are defined in order to get effective and timely response of concerned persons.   * 1. **Information**   MSDS will be the source of information on hazardous material’s potential impact on the environment, and measures will be taken as instructed in the event of accidental releases.   * 1. **Training**      1. Training of workforce to develop awareness regarding probable emergency situations and their expected response to deal with emergencies and come out of such situation as quickly as possible.      2. Emergency evacuation routes and gathering area will be clearly defined and communicated to all. Boards shall be displayed at conspicuous locations to guide people during emergencies. Site layout plan will be attached with ERP.   2. **Emergency Drills**   Emergency drills will be conducted regularly in order to assess the effectiveness of ERP and preparedness of workforce to handle emergencies and to make workforce realize their roles and responsibilities during emergency.   * 1. **Corrective Actions**   Any discrepancy observed during emergency drills will be reported to site manager. Corrective actions will be taken and decisions made in HSE committee meeting. Recommendations for amendments in ERP will be given.   * 1. **Revision of ERP**   ERP will be revised on regular basis in order to incorporate any change in system and any recommendation from HSE committee. Revised copies of ERP will be circulated and provided where needed.   * 1. **Mutual Aid**      1. Other organizations in surrounding area can be contacted to know about their capacity and resources to meet emergencies. Agreements can be made with them to help each other at the time of need.      2. Contact phone numbers and persons to be contacted must be included in ERP for current reference.   **5.7 NEWS MEDIA CONTACT**  Public relation officer or manager Administration shall be responsible to communicate with media. No one else will be allowed to talk to media persons unless otherwise authorized. | | |

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| * 1. **In-charge HSE Role and Responsibilities**      1. In-charge HSE will assess the scale of emergency and issue the directions to the emergency response team (if declared and notified already) for mobilization.      2. Ensure the consistency in communication with the team leader for instructions till the end of emergency.      3. He will ask Site Manager for mobilisation of additional resources if required to adequately deal with the situation.      4. Liaise with site supervision to withdraw the work permits.      5. Ensure all escape routes and assembly areas are clearly marked by respective safety signs in the field as indicated on the site plan      6. Ensure arrangements for head counting in the assembly area.      7. Identification and training of emergency team along with team leader.      8. Setting up the schedule for emergency and evacuation drills.      9. Schedule of inspection for fire fighting and other emergency equipment.   2. **Raising the alarm and plan activation**      1. Activate the alarm in case of emergency and inform the team leader      2. Provide the following details:         + Location of the Incident         + Natures of incident e.g. fire, number of injuries, etc.         + Identify yourself giving your name and telephone number.   3. **Emergency Communication**      1. Communication is a critical factor in handling an emergency. To control the situation by the earliest possible action, any employee must be authorized to raise an emergency alarm.      2. Ambulance, medical staff, Fire team, Fire service, other emergency services shall be called if needed.   4. **Action during Emergency**      1. On hearing an alarm all personnel shall vacate the work place. Before leaving, each person shall ensure that the area is as safe as possible by switching off welding machines, gas cylinders, running machines etc. Responsible persons shall take the lead to handle emergency before external help arrives. Site will be handed over to emergency team on their arrival on site.      2. All personnel shall muster at the declared assembly point. The designated members of the HSE team shall provide guidance and assistance to reach the assembly point. | | |

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| * + 1. Every supervisor shall ensure the following:        - All work is stopped at once.        - All equipment is shut down and put in a safe place.        - All men are evacuated to a pre-determined assembly point in an orderly manner.        - Advise security to open the main gate for emergency vehicles.        - A roll call is taken and every man is accounted for, awaiting further instructions        - Keep the zone, affected by the emergency, clear and remove any vehicles that could cause a restriction to the emergency team        - No one is permitted to return to work until notification has been received from operations or from the company representative that it is safe to do so.   **6. RELATED DOCUMENTS:**  NIL  **WRITTEN BY:**  **INCHARGE HSE**  **AUTHORIZED BY:**  **HEAD QHSE** | | |

