



Ref: MECPL/2022-23/192

TO WHOM SO EVER IT MAY CONCERN

Dear Sir,

We are here to declare that our employees, including contract labour, are aware of the emergency response procedure. We provide training on emergency response procedures on a regular basis.

For Mahalakshmi Engineering & Construction Pvt. Ltd.

Authorised Signatory



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Emergency Preparedness & Response Plan

Project Name: Construction of Affordable Housing Project.

	Prepared By	Reviewed By	Reviewed By	Approved By	Approved By
Name	Mr.AZIM SHAIKH	Mr. Abhijit Singh Thakur	Mr. Amit Mishra	Mr.Samir Bhosale	Mr. Indrajeet More
Designation	MECPL Safety Officer	PM	Billing	GM	MD
Date :					
Sign:					

1. Identification of emergencies

Onsite Emergency Plan:

The main objectives of the emergency response plan are:

- Preserving the life, property and environment from the consequence of emergencies arising within the site.
- Systematic coordination of emergency control action to arrest escalation of emergency, to evacuate personnel within or outside the site wherever necessary and to rehabilitate them.
- Restoring normalcy in site operation with minimum loss of time.

List of Emergency

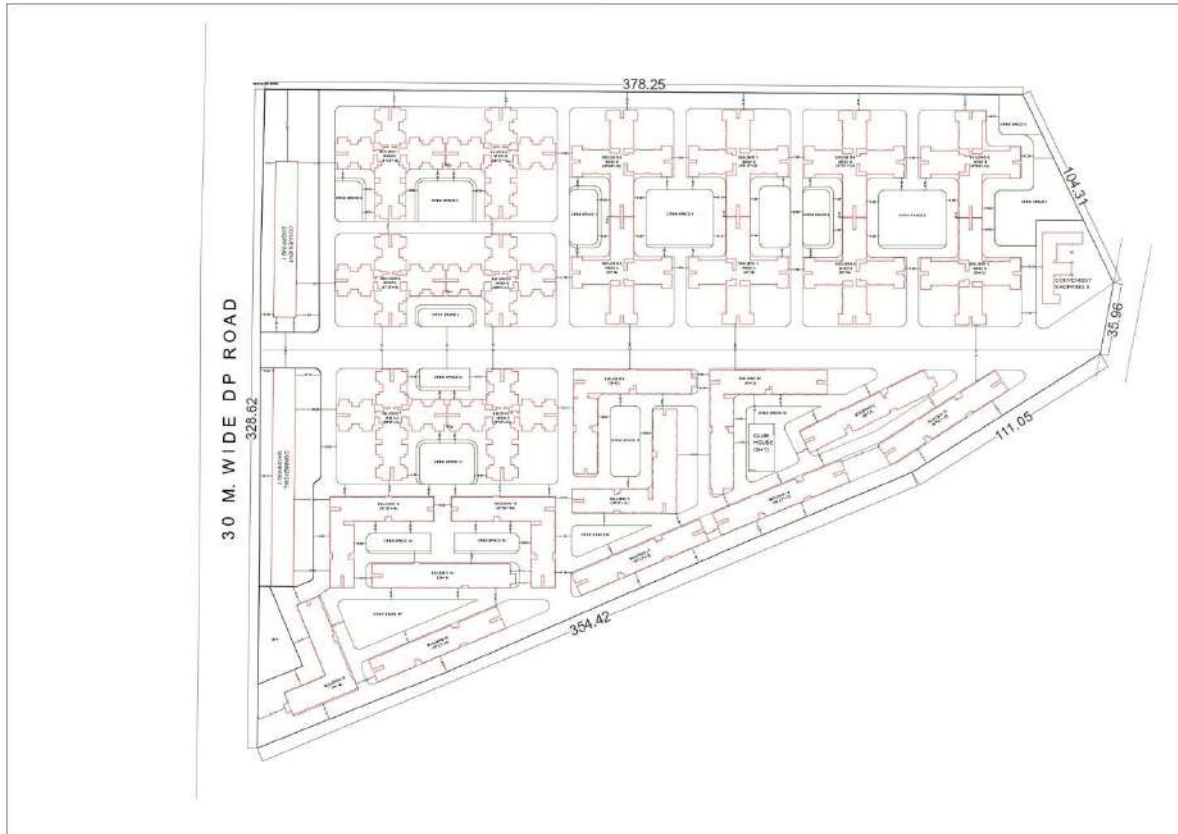
- Fire and explosion
- Falling from height
- Medical emergency – Electrocutation, Heatstroke, Corona.
- Collapse of lifting appliances and transport equipment
- Collapse of buildings, slab, sheds or structures etc.
- Gas leakage or spillage of dangerous goods or chemicals
- Bomb threat, Criminal or Terrorist attack
- Drowning of workers, lightning
- Landslides getting workers buried, floor and other natural calamities.
- Earthquake

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- Flood/Cyclone

2. Project layout – Construction of Affordable Housing Project.



3. Emergency response team & roles and responsibilities.

Site emergency response team will be structured as follows:

- Chief Emergency Controller
- Emergency Coordinator
- Evacuation Team
- Communication Team
- Fire Fighting Team
- First Aid Team
- Head Count Team

Chief Emergency Controller – Mahalakshmi Engineering & Construction Pvt Ltd. Project Manager shall act as Chief Emergency Controller he is responsible for activation the emergency siren assuming overall command during the emergency situation.

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- **Emergency Coordinator**–Mahalakshmi Engineering & Construction Pvt. Ltd HSE head shall act as Emergency Controller, on hearing of an emergency he will rush to the scene of occurrence and after understanding the incident details report to chief emergency controller of his plan of action. On arrival he will assess the scale of emergency and decide whether a major emergency exists or is likely and inform the communication controller accordingly.

Evacuation Team – Site Sr. Engineer is the head of evacuation team and other team members from safety & other staff & contractor’s key person will be involved.

Communication Team – HSE team of Mahalakshmi Engineering & Construction Pvt. Ltd is the head of communication team.

Fire Fighting Team – Competent security in-charge is the head of fire team and other team members from site security and contractor safety Team.

First Aid Team –Certified First aider is the head of First Aid Team and other team members are site ambulance driver, store staff & contractor’ safety steward.7

Head Count Team – Site admin in-charge is the head of Admin Team and other team members will from admin/store department.

3.1 Emergency response team and external agency service

Sr. No	Role	Name	Designation	Contact number
1	Chief Emergency Controller (Project manager)	Mr. Abhijit Singh Thakur	ProjectManager	9096119989/ 9422984892
2	Emergency Coordinator (safety Officer)	Mr. Azim Shaikh	MECPLSafety Officer	7796895781
3	Head Count Team	Mr. Pankaj Kshisagar	Site admin in-Charge	9975132405
4	Evacuation Team	Mr. Amol Mudgal	Sr. Engineer	8208079371
5	Fire Fighting team member	Mr.Kolanthavel	Sr.Engineer	9597123007
6	First aider	Mr. Azim Shaikh	Safety Officer.	7796895781

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7	Communication Team	Mr. Pankaj Khirsagar	Site Admin in-Charge	9975132405
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External agency services

Sr.No.	Services	Name of agency	Contact number/name/Email
1	Fire	Savarkar Maidan	02172740368
2	Medical	Gangamai Hospital	9765999855
3	Police	Salgar Vasti-Solapur	02172744661
4	Local Electricity board (if required)	MSEB- Aditya Nagar.	02172749872
5	Snake Catcher	Praveen Jeure (Solapur)	9921857225

3.2 Roles and responsibility

ERT Team Roles & Responsibility	
ERT CHIEF	<ol style="list-style-type: none">1.As the project head, he is responsible for activation the emergency plan assuming overall command during the emergency situation.2.Immediately arrange for an informal on spot meeting of the members preferably at site to take stock of the situation and initiate necessary measures3.Take on spot decision on the procedure to be adopted based on the type and extent of the emergency4.Inform onsite Safety Officer about the incident.5.Analyse the situation and determine if rescue services from relevant government departments are necessary.6.Conduct a review of the accident site with onsite Safety Officer after resolving the accident and determine if it is safe to resume the construction work.7.Instruct team member to release the accident site to allow staff to go back to the construction site under a safe situation.
EVACUATION TEAM	<ol style="list-style-type: none">1 After getting site evacuation instructions from ERT Chief they will ensure entire site evacuation in safe manner.2 Assist in evacuating all workers and staff to assembly point3 Ensure evacuation path is clear for exit.4 Conduct head-count in the Emergency Assembly Point5 Report any missing person to the Safety Officer/ERT Chief6 Time to time reporting to ERT chief.
FIRE FIGHTING TEAM	<ol style="list-style-type: none">7 Identify fire intensity and communicate with external fire rescue team if necessary.8 Make available all required fire fighting equipment's for extinguish fire.

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	<p>9 Assist in evacuating all workers & staff from site.</p> <p>10 Lead external rescue team to the scene, to assist Fire Services Department personnel to rescue trapped people if required</p>
COMMUNICATION TEAM	<p>11 Notify relevant government departments / organisations if necessary</p> <p>12 Report the incident to relevant parties if required</p> <p>13 Communication with media, if required</p> <p>14 Insurance & claim settlement, if applicable</p>
FIRST AID TEAM	<p>15 Communication with nearby hospital for further medical assistance.</p> <p>16 Assist in checking casualty, provide first aid treatment and Contractor to hospital, if required</p> <p>17 Make available sufficient Nos. of ambulance.</p> <p>18 Reporting of all injured persons details to safety officer & ERT chief.</p>

1.3 Emergency control center –

FIRST AIDBox –Mahalakshmi Engineering & Construction Pvt. Ltd

DETAILS

1. First Aid Leaflet	1	copy
2. Sterilised Finger Dressings	6	Nos
3. Sterilised Hand or Foot Dressings	12	Nos
4. Sterilised Body or Large Dressings	20	Nos
5. Sterilised Burn Dressings Small	5	Nos
6. Sterilised Cotton Wool (25gms)	4	Nos
7. Cetavolon (28 gms)	2	Nos
8. Eye Pad	6	Nos
9. Adhesive Plaster (2.5cms×5M)	2	Nos
10. Assorted Roller Bandage	1	Nos
25 cms × 5.5M	10	Nos
5 cms × 5.5M	10	Nos
7.5 cms × 5.5M	10	Nos
11. Triangular Bandages	12	Nos
12. Safety Pins (10 Nos)	1	Set
13. Scissors Ordinary, 12.7 cms (Both sides sharp)	1	Pair
14. Liquid Antiseptic 110 ml	1	
15. Cotton wool for padding	24	gms
16. Eye ointment of Sulphacetamide Preparation (<i>Patent Drug</i>)	1	bottle
17. Loose woven gauze (28" × 8")	1	pkt

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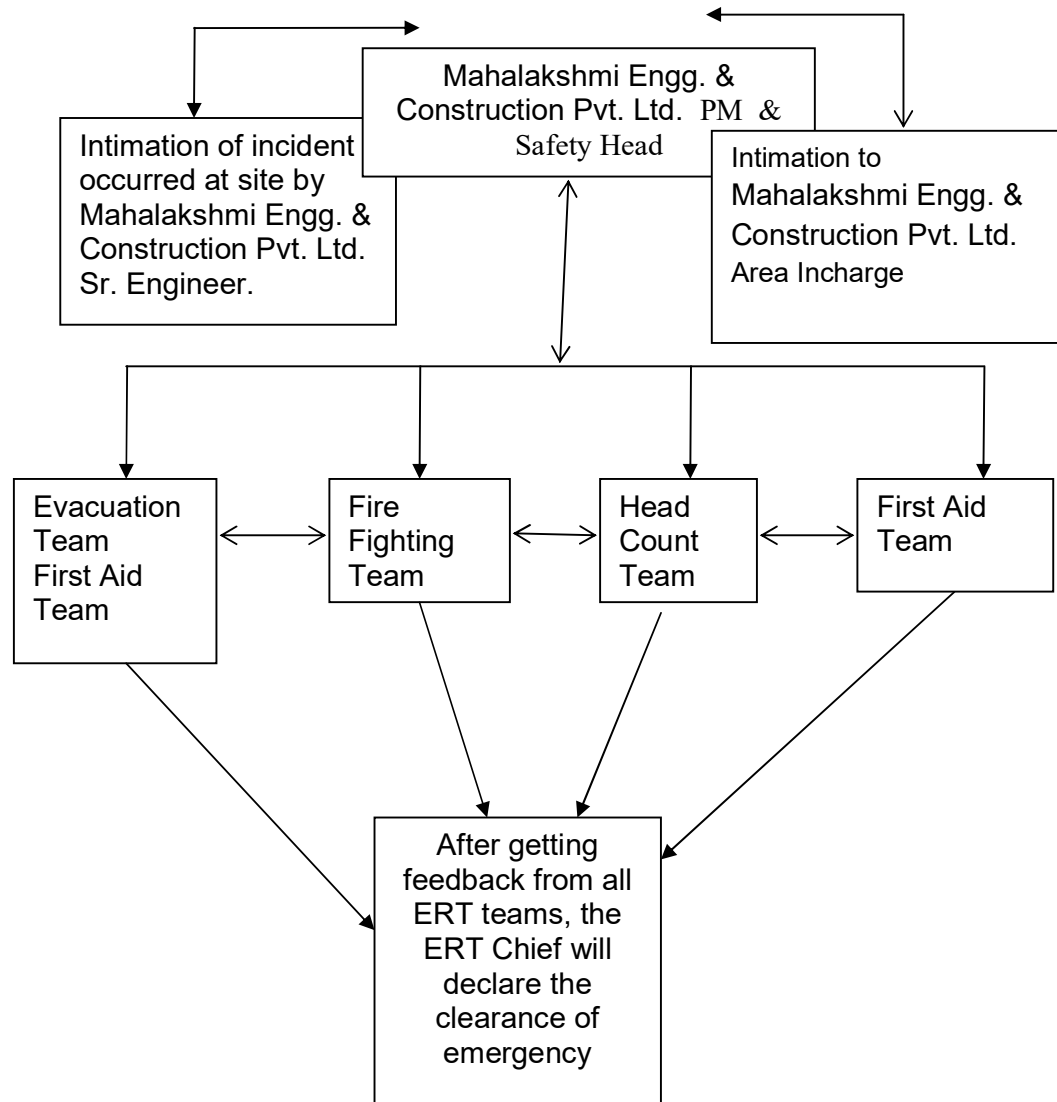
in a compressed pack		
18. Aspirin (325mg)	12	tabs
19. Tear off Scribbling Pad (4"× 6") with a pencil in a plastic cover	1	nos
20. Adhesive Dressing Strips	10	Nos
21. Field Dressings of Modified Army pattern	3	Nos
22. Record Card in a plastic cover	1	No
23. Torch, medium size, without cells	1	No
24. Hand gloves (<i>disposable</i>)	5	Pairs
25. Eye wash bottle	1	Nos
26. Eye Drops	1	Nos.
27. Snake bite lancet	1	Nos
28. Kidney tray	1	Nos
29. Torniquet.	1	Nos

4. Emergency response action

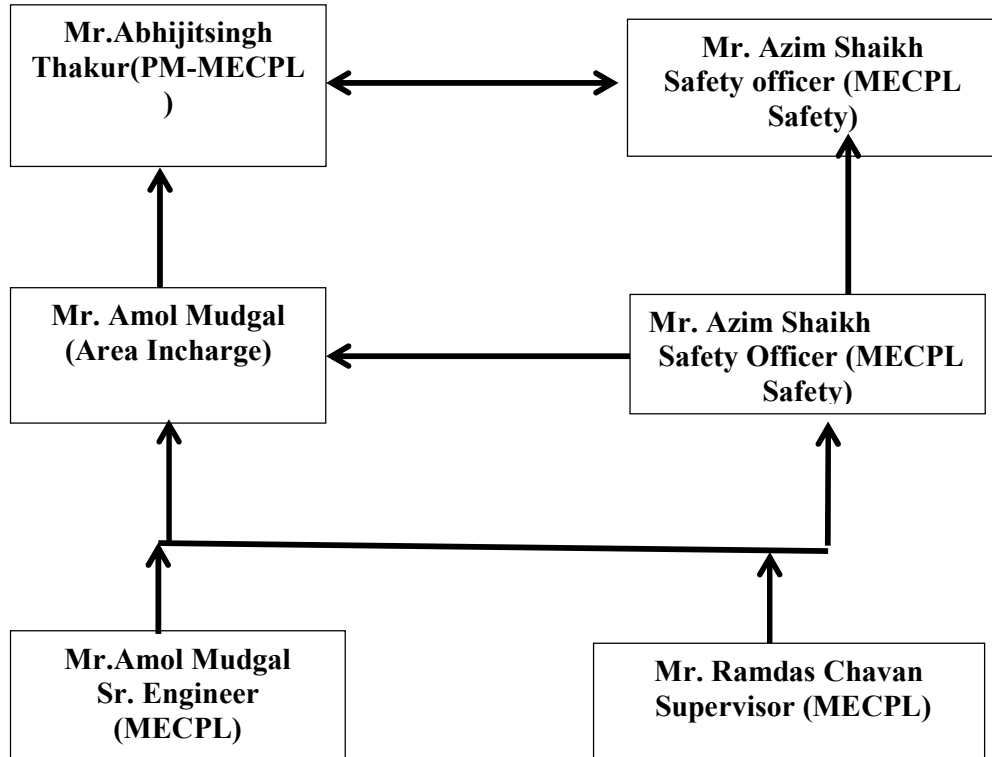
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Emergency Communication Flow Chart



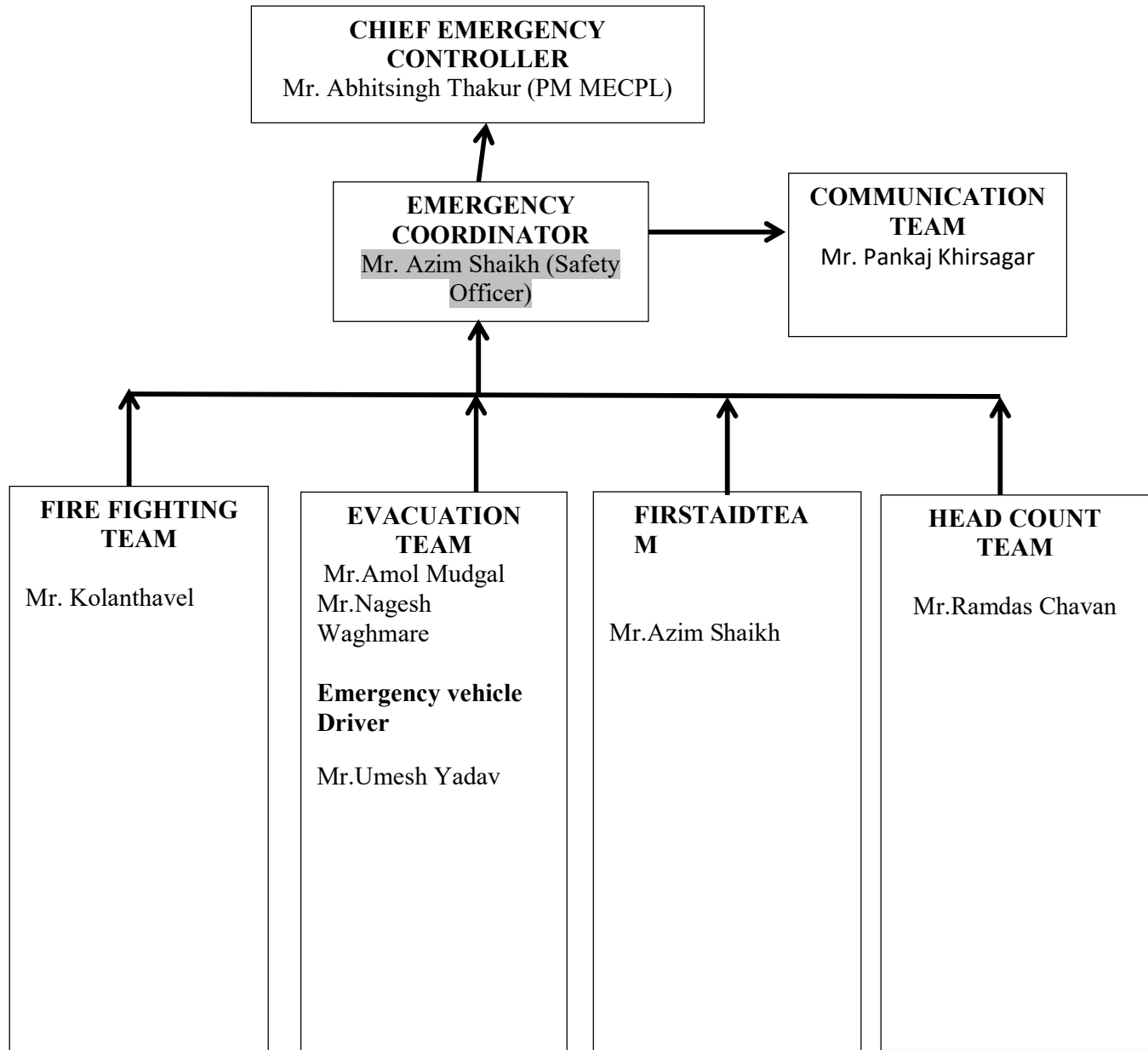
Emergency Communication Chart



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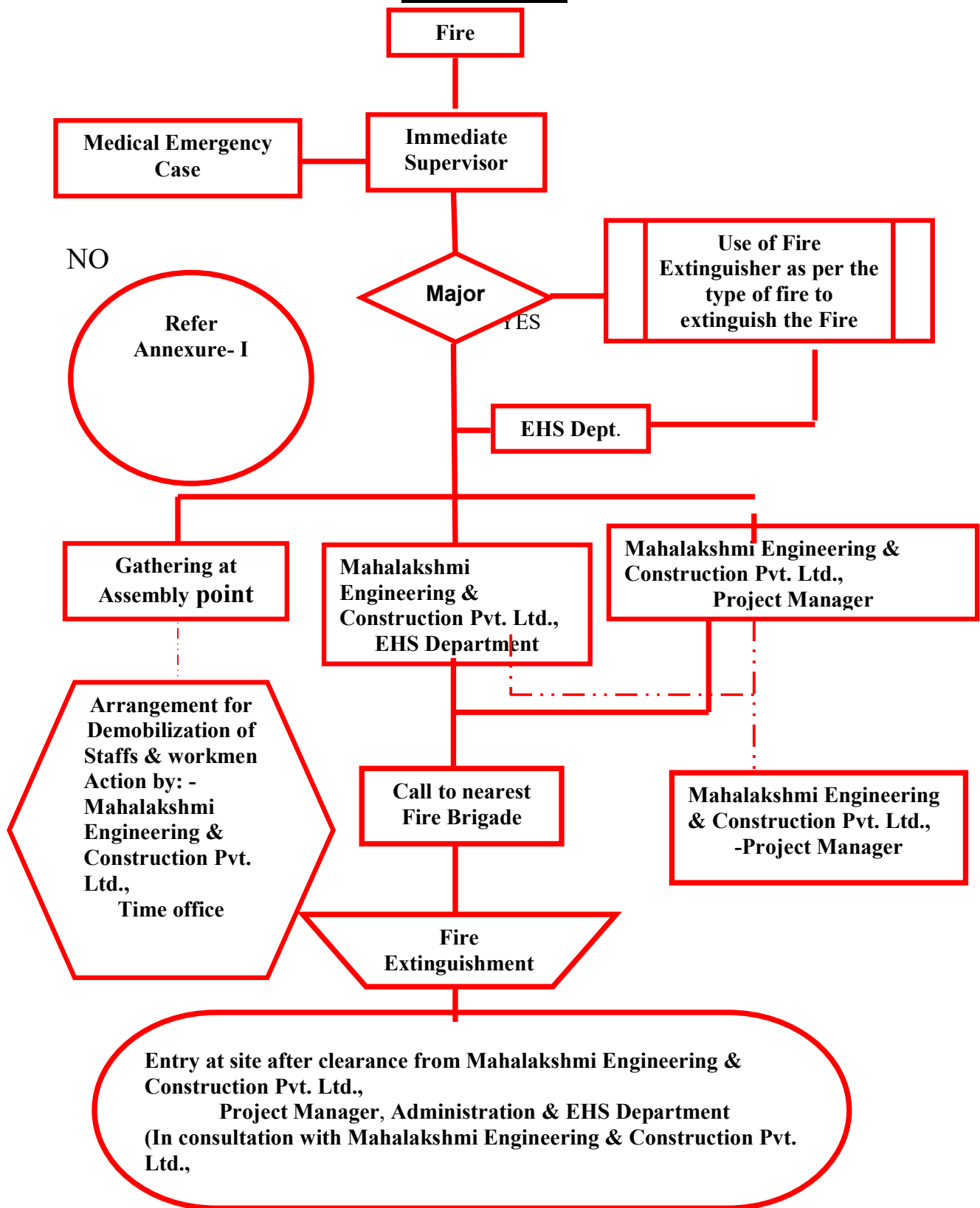
STRUCTURE OF EMERGENCY RESPONSE TEAM (ERT)



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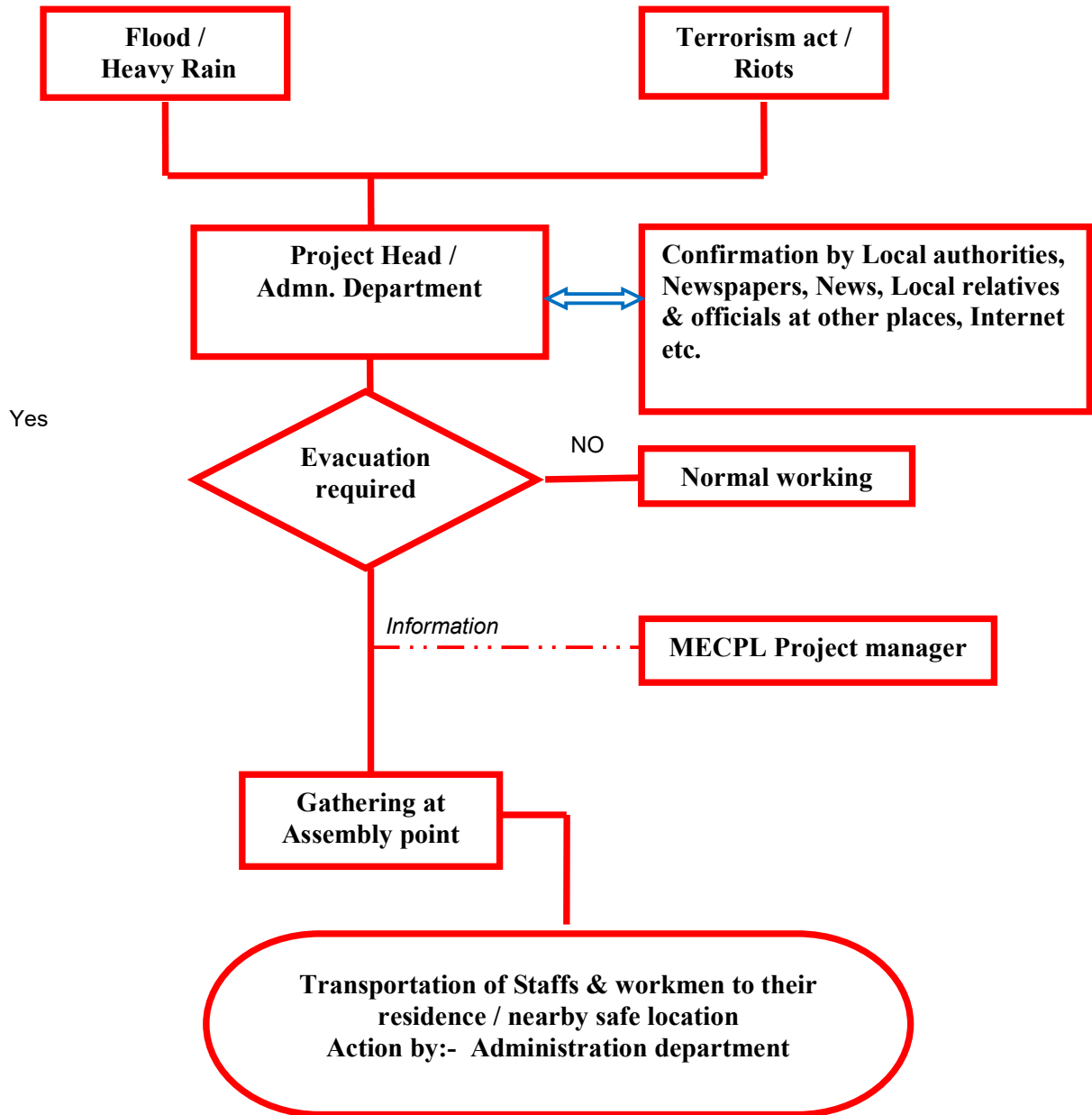
Annexure – I



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Annexure– II



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Emergency Contact Numbers

SR NO	NAME	DESIGNATION	CONTACT NO.
1	Mr.Samir Bhosale	ProjectHead	9991753139
2	Mr.Azim Shaikh	SafetyOfficer	7796895781
3	Mr. Amol Mudgal	SiteEngineer	8208079371
4	PoliceStation	Policestation (Salgar Vasti)	02172744661/100
5	FireDept.	FireBrigadestation, SavarkarMaidan)	02172740368
6	Security	Rahman Pathan	7559442265

Local Important Numbers

S N	Description	Address	Contact No
1	Police Station	Salgar Vastipolice station	100/ 0217-2744661
2	Fire Brigade	Savarkar Maidan	101 / 02172740368
3	Ambulance	Gangamai Hospital	7770007070
4	Nearest Hospital	Gangamai Hospital	9765999855
5	Nearest Blood Bank	Damini Blood Centra	0217-2722106
6	MSEB	Aditya Nagar	0217-2749872
7		Snake Catcher	9921857225

5. Emergency Mock drill

Mock drills shall be carried out quarterly so as to ensure continued familiarity of the personnel with the emergency procedure and to check if the infrastructure provided for emergency management is in a good shape.

Mock drill plan- Ref. Document No.MECPL/HSE/ERP/0

Mock drill observation report- Ref. Document No.MECPL/HSE/ERP/0

Do's & Don'ts during emergency

Do's

- Evacuate the work area immediately when you hear the alarm
- Walk rapidly – don't run.
- Don't panic others!
- Go to your assembly area/point and check in with the person responsible
- Know where first aid kits are located.

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- Know where to call for emergency medical help
- Act quickly in an emergency, but remain calm and keep victim still.

Don'ts

- Don't go back for your Personal belongings
- Don't move an injured person unless he is in immediate danger
- Don't touch a person who has been electrocuted until you are certain the power is off.

6. Trainings

Training for Emergency Management

Training of employees related to emergency response shall consist of and address the following.

- Function and elements of emergency action plan
- Type of potential emergency
- Notification, warning, and communications procedures
- Evacuation , shelter,
- Location and use of common emergency equipment
- Any other special hazards on site such as flammable materials, toxic
- Chemicals. Radioactive sources.

7. Review and Update

Project emergency preparedness and response plan will be reviewed and updated in case,

- Following a mock drill or actual emergency event, whether the arrangements have proven inefficient or impracticable?
- At least in six months.
- Any other major change which has an impact on emergency preparedness and response plan.



JOB SPECIFIC TRAINING RECORD

Name of Project: MHDL Solapur.

Name of Contractor: MECPL staff.

Points to be discussed: Fire Training.

Date: 5/3/2023.

SN	Name of worker	Designation	Signature
1	Rammuna. Sutar.	Driver.	Damuel
2	Mahboob. Shah.	Driver.	Mahboob
3	R.M. Pathan.	officer. Society.	R. Pathan
4	Ajeento. mandal.	Forman.	Ajeento
5	Mahesh. Gaikwad.	Helper.	Gaikwad
6	Mahmaad. Ali	Helper.	Ali
7	Raju. Sabde.	Helper.	RAJU
8	Vikram.	Fitter	Vikram Singh
9			
10			

MECPL Safety Officer

MECPL Project Manager





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