

DUODECILLION TOOL ROOM PVT. LTD.

TO

Date:18-10-23

Endurance complete solution

EMERGENCY RESPONSE PROCEDURE

Emergency Response Procedure has been designed to ensure the safety of all staff and visitors to the Office in the case of fire or other emergency situations.

It is essential that persons within the Office are familiar with the procedures to be adopted in the case of any emergency.

Emergency Procedures are centered on action initiated by Building Security until the arrival of the Emergency Services.

1. Emergency Control Organization (ECO) Personnel - Responsibilities

1.1 Chief Warden

Position Description

The Chief Warden is required to respond to any emergency situation, determine what emergency procedures should be implemented, and assume control until the Emergency Services arrives.

The Chief Warden is responsible for the overall management of the incident until the arrival of the appropriate Emergency Service, and remains the principle point of liaison between the facility and the Emergency Services throughout the incident.

The Chief Warden is a member of Building Security staff.

Duties

On becoming aware of an emergency, the Chief Warden will: –

- Ascertain the nature of the emergency and determine appropriate action
- Ensure appropriate Emergency Service has been notified
- Ensure Floor / Area Wardens (Sub-Output Manager or Nominee) are advised of situation
- Initiate evacuation/control of entry as required
- Record evacuation progress information and any actions taken in incident log
- Brief Emergency Services upon arrival and thereafter act on their Instructions

Branch Office –

Workshop –

DUODECILLION TOOL ROOM PVT. LTD.
Plot No. WP-193, Engg. Industrial estate
Sanand-II, Gujarat, India – 382170
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On hearing the fire alarm sound, or on being advised of an emergency incident, the Chief Warden will: –

- Determine the location of the alarm
- Assess the nature and extent fire or emergency
- Search the area indicated on the FIP to locate cause of the false alarm
- Ensure control room officer actions EWIS procedures located in the Control Room.
- Ensure the appropriate Emergency Service has been called
- Meet the Fire Service on arrival and inform them of the situation if they have been notified

1.2 Floor Warden

Position Description

The Floor Warden directs and controls emergency procedures as directed by the Chief Warden. They have the authority to evacuate their area of responsibility if they consider there is any danger to occupants.

Prerequisites

The Floor Warden should have undergone instruction relative to the roles and responsibilities of the ECO, and have good knowledge of the layout of their area, particularly dedicated fire exits. The Floor Warden should know the locations of, and be able to operate, manual call points, fire extinguishers, and hose reels.

Duties

In the event of an emergency, the Floor Warden must: -

- When the order is given to "Evacuate Immediately" Floor Wardens shall proceed to their nominated level and advise Security via their nearest Emergency Warning Intercommunication System (EWIS) that they are in position to ensure the area has been cleared of all persons. The Floor Wardens must identify their level.
- Conduct a thorough search of the area to ensure all occupants have been accounted for (special attention should be given to checking rest rooms, toilets, staff rooms, store rooms, etc.)
- Note any room with a locked door
- Evacuate the area and assist mobility-impaired persons,
- Report to Security via the nearest EWIS telephone on completion of required activities and then proceed to the designated Assembly Area

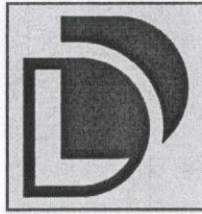
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1.3 First Aid Officer

Job Description

The First Aid Officer is responsible for providing primary care to any personnel suffering from injuries prior to the arrival of the appropriate Emergency Service. The First Aid Officer is therefore required to undergo training to enable them to provide this care. The First Aid Officer should have a thorough knowledge of the roles and responsibilities of the ECO.

Duties

On becoming aware of an emergency, the First Aid Officer must:-

- Obtain an Emergency First Aid Kit which is situated in the Office's tea room and report to the Floor Warden
- Attend to any injured personnel
- Carry out duties as requested by the Chief Warden or Floor Warden

1.4 Staff

All staff should ensure that they: -

- Have a thorough knowledge of internal emergency procedures
- Know the roles and functions of ECO personnel
- During any emergency incident, follow any and all instructions given by ECO personnel
- Act in such a manner so as not to compromise the safety of themselves and others

In the event of an emergency in your section, you must: -

- Raise the alarm, **phone X40444**
- Notify the Floor Warden

In the event of an emergency in an area adjoining yours, you must: -

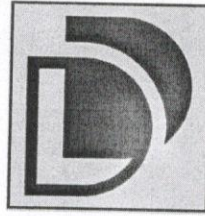
- Assist in the evacuation of occupants from the affected area

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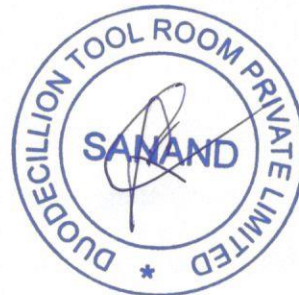


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<u>EMERGENCY SITUTAION</u>	<u>EMERGENCY NO</u>
FIRE STATION	7600018555,760001955
SIA OFFICE	7600026555,999801032
AMBULANCE	108
POLICE	100, 6359626418
HOSPITAL	9909941307
GIDC HELPLINE	9879110463,9879110475

Let us know if there any additional information required,

Regards,



Duodecillion tool room Pvt Ltd

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