 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 1 of 30
	Emergency Preparedness & Response Plan		
	<b>Doc. No-</b> EMOS/EMH/HSE/P01 Dtd 11.10.2021	<b>Rev:</b> 03	

**Objective:**

To establish and maintain a procedure for Emergency Preparedness & Response Plan.

**Scope:**

This procedure is to promote Industrial Safety by identifying the potential for and response to Accident & Emergency situations and for Preventing and Mitigating the Impacts and risks that are associated with them.

**Responsibility:**

The responsibility of implementing this procedure is ERT Team and Safety officer.

**1. Preamble**

In spite of various preventive and precautionary measures taken in the plant, the possibility of a mishap cannot be totally ruled out. Hence, the need to prepare a Contingency Plan for dealing with incidences which may still occur and are likely to affect life and / or Property , both within the plant and in the immediate neighborhood.

Such an emergency could be the result of malfunction of the Plant & Equipment or non-observance of operating instructions. It could, at times, be the consequence of acts outside the control of plant management like severe storm, earthquake, flooding, or deliberate acts of arson or sabotage.


A Major emergency in the plant is one that may cause serious injury or loss of life and damage to the property.

This Emergency Preparedness Plan explains the code of conduct of all personnel in the plant along with the actions to be carried out in case of an emergency. This plan gives the guidelines for employees, contractors, transporters, etc. It not only defines responsibilities but also informs about prompt rescue operations, evacuations, rehabilitation, co-ordination, and communication.

**2. Objectives**

The primary objective of the emergency procedure is to safeguard the life of the people in the factory and the plant itself. Another objective is to familiarize all employees with the organizational setup to combat any emergency likely to arise. The Emergency Preparedness Plan is also to develop a permanent infrastructure of trained personnel and suitable facilities to meet probable eventualities which may affect the safety of the people, plant, and/or environment.

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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 2 of 30
	Emergency Preparedness & Response Plan		
	<b>Doc. No-</b> EMOS/EMH/HSE/P01 Dtd 11.10.2021	<b>Rev:</b> 03	

The overall objectives of the ' Emergency Preparedness Plan 'are:

- To control the emergency, localize it & if possible eliminate quickly.
- To avoid confusion / panic & handle the emergency with clear-cut actions.
- To control and contain incidents.
- To safeguard employees and people in vicinity.
- To minimize loss of life & property as well as adjacent environment.
- To alert the neighborhood.
- To safeguard non-affected areas.
- To arrange head - count and rescue operations.
- To preserve the records.
- To restore the normalcy.
- To investigate and take necessary steps to prevent the recurrence.
- To ensure safety before personnel re-enter and resume the work.

### 3. Emergency

- An emergency is a situation, which may lead to or cause large-scale damage or destruction to life or property or environment within or outside the factory. Sometimes the Emergency results into uncontrollable situations and leads towards disaster. Such an unexpected severe situation may be too great for the normal workforce in the area within the plant. In any industry, an emergency can arise at any moment and this depends on the type of
  - Structure
  - Raw Materials
  - Machines / Plant
  - Nearby Industries etc.

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**4. Nature or type of emergency**

The emergency can be specified in one or more of the followings:

1. Fire / Explosion
2. Spillage of oil or Paint, Thinner Hazardous Chemicals, Flammable liquid Diesel etc,
3. Electrical Shock Hazard
4. Accident Fall From Height (Major)
5. Accidents-Transport
6. Natural calamities such as storm, wind, flood, earthquakes, etc.
7. Structure Collapse
8. Gas Leakage
9. Medical Emergency like Snake Bite
10. Electric Fire and Electric shock
11. Water and Food poisoning
12. Rupture / Bursting of Pressure vessels / Gas Cylinder
13. STP overflow
14. Covide-19

Sr.No.	Emergency	Source	Effect
1	Fire / Explosion	Electrical Panels, Flammable oil storage tanks metal drum, Compressors, coolants, paints, etc  Fire in flammable material storage due to spillage / leakage.	Small fires, complete equipment loss, complete Area burn out. Air pollution Soil pollution. Dangers to Human beings

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2	Spillage of oil or Paint, Thinner Hazardous Chemicals flammable liquids Diesel.etc	Collapse of drums, Punctured in carboys or container Hydraulic oil , Coolant, etc	Fire Burns Soil pollution, air pollution Injury by slippage,  Hazardous chemical ingestion into the bloodstream
3	Electric Shock and Electric Fire	Electrical panels, Power Distribution Board, DG Set, Overhead Crane, Voltage stabilizer, Machine Operated by electricity, etc.Electric short circuit, heating etc	Burns, suffocation,  Serious injury/deaths
4	Fall From Height accident Accidents – Factory (Major)	Fall from height & Falling of Heavy Materials, Dies, Bins or other Heavy objects.  Working at elevated heights and Fall	Fractures, Serious injury/deaths
5	Accidents-Transport	Accidents due to the transportation of man & material	Death or Injury to Body
6	Natural calamities such as storm, earthquakes, etc.	Nature	Structural collapse, Serious injury / deaths
7	Structure collapse	Office building, & Any Wall or a part Of Factory building.	Serious injury, Major Fracture, deaths
8	Gas cylinder Leakage (acetylene, oxygen, Corgon)	Fire & explosion Hazard	Serious injury / deaths

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9	Medical Emergency like snake bite	Envenoming can cause severe paralysis	Serious injury / deaths
10	Electric Fire and Electric shock	Electric short circuit, heating etc.	Serious injury / deaths
11	Water Poisoning	Health Hazard Cleaning of coolers and overhead tanks. Covering of water storage tank.	Poisoning, deaths
13	STP Overflow	Non functioning of STP and ETP  Spillage of untreated water on the ground	Land Contamination
14	Covide -19	Health Hazard	Serious health issue / deaths  Masks & Social Distancing 2mtr.disinfectants, hand sanitisers, soap solutions  <b>follow Standard Operating Procedure Considering COVID-19 Pandemic</b> EMOS/GRP/HURE/P10 Rev 00

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## 5. Emergency Situations Preparedness-

According to type of emergency

### Type 1- Fire & Explosion Emergency

Type	Potential Causes	Preparedness	Control / Checkpoints
1	<b>Storage of Paint &amp; Thinner.</b>  Fire / Explosion hazard due to unsafe condition	<ul style="list-style-type: none"> <li>• Away from heat &amp; Spark generation places.</li> <li>• Safety officer ensure that there is no fire catching activity like smoking, welding or burning in the vicinity.</li> <li>• Conducts periodic fire drills &amp; condition of Fire extinguishers.</li> </ul>	<ul style="list-style-type: none"> <li>• Flameproof fitting of storage area.</li> <li>• MSDS of Chemicals</li> <li>• MSDS Instruction for handling of hazardous chemicals</li> <li>• Periodic &amp; Preventive maintenance check</li> </ul>
2	<b>Operation &amp; Maintenance of DG Set.</b> Fire / Explosion due to malfunctioning of safety devices & Overloading.	<ul style="list-style-type: none"> <li>• Isolated area.</li> <li>• Functioning of relays.</li> <li>• Entry restricted for Authorized persons only</li> <li>• Provision of foam type fire extinguishers near transformer yard.</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic &amp; Preventive maintenance check.</li> </ul>
3	<b>Compressor – Air Receivers</b>	<ul style="list-style-type: none"> <li>• Periodic checking of air receiver (Ultra sonic test for wall thickness)</li> <li>• Safety relief valve</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection of Air Receiver.</li> <li>• Periodic &amp; Preventive maintenance check.</li> </ul>

### Mitigation & Response Actions:

1. Person noticing the fire/explosion should try to extinguish it if he/she/they trained.
2. If he/she/they are unable to do so, immediately notify the people in the surrounding area and inform the security. He/she/they shall provide the following information.
  - A. Location
  - B. Type of emergency
  - C. Extent of emergency
  - D. Current situation to security

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3. Inform to first aid trained person to render assistance to the affected personnel.
4. Shifting affected personnel to the hospital for further treatment.

**Type 2 Spillage of Oil or Paint Thinner Hazardous Chemical**

Type	Potential Causes	Preparedness	Control / Checkpoints
3	Spillage of Hazardous chemical during handling.	<ul style="list-style-type: none"> <li>• Work instructions &amp; PPE</li> <li>• On Job Training</li> </ul>	<ul style="list-style-type: none"> <li>• MSDS</li> <li>• Check Points / Inspections.</li> </ul>
4	<p><b>STP</b></p> <p>Overflow of sewage / effluent</p> <p>Breakdown of STP</p>	<ul style="list-style-type: none"> <li>• Overflow of piping from aeration tank is connected to underground collection tank</li> <li>• Each time one standby motor is available in running condition</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic &amp; Preventive maintenance check</li> </ul>

**Mitigation & Response Actions:**

- Stop spillage of chemical if controllable or call for help.
- In case of leakage, shutdown the system or sub system.
- Isolation of faulty tanks and leaking circuits.

Refer the MSDS for Spillage handling procedure

**Type 3 - Accident Fall From Height (Major)**

Type	Potential Causes	Preparedness	Control / Checkpoints
2	<p><b>Daily routine work / Maintenance work, Civil work, Machine installation work.</b></p> <ul style="list-style-type: none"> <li>• Accident with the rotating part.</li> <li>• Electrical shock.</li> <li>• Person falling from height.</li> <li>• Material falling over human being.</li> <li>• Non-adherence to the</li> </ul>	<ul style="list-style-type: none"> <li>• Training on safety practices</li> <li>• Availability of Emergency services.</li> <li>• Trained First aiders</li> <li>• Emergency contact numbers.</li> <li>• Trained drivers</li> <li>• Routine PM and calibration.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid kit availability &amp; maintained in appropriate locations.</li> <li>• Safety work permits procedure.</li> </ul>

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	road safety rules while driving- Injury or fatal road accident.		
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**Mitigation & Response Actions:**

- The trained first aiders are available at accident spot will give the preliminary first aid. If the accident is of serious nature, engineer will immediately rush to spot & call for ambulance.
- The person first noticing the accident, first of all inform the security / HR / Safety to send the ambulance on the accident spot.

**Type 4- Electrical Shock Hazard**

**Electrical Shock**

Electrical shock is a dangerous condition associated with the flow of current through a person's body as a result of direct contact with the exposed electrical conductor or circuit parts.

**Electrocution:**

Electrocution is injury caused by electric shock

**Common electrical hazards Involved:**

1. Use of Damaged Cords
2. Overloading a receptacle or extension cord can quickly cause a problem
3. Think about the environment in which you will be using electrical equipment. Wet and damp locations add hazards to the job
4. Improper use of plug-ins cause electrical hazards
5. Insure all three prong plugs have the grounding pin intact and never remove the ground pin.
6. Damaged plugs and receptacles are visual indicators of electrical hazards
7. live wiring or faulty electrical equipment

**Prevention Plan:**

Always be sure to inspect your hand tool cords and their plugs prior to beginning any job.

Following are examples of damage:

- Missing, corroded, bent, or damaged plug prongs
- Frayed, worn, burned, or missing insulation
- Exposed conductors
- Damaged or cracked cases/moldings
- Burns or scorch marks

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- Loose or poor connections

**Mitigation & Response Actions:**

- Safe Electrical Practices, common safe electrical practices that should be followed at all times.
- Use electrical rubber hangloves, arc flash suit
- Proper grounding practices (Ensure ground pin is intact!)
- Use ELCB / MCB
- Examine electrical cords to check for signs of wear, nicks, fraying or cracking. If damaged cut off both ends and discard OR
- Tag “Do Not Use” and have a qualified electrician make the appropriate repair.
- WET LOCATION/HANDS elevates RISK!
- Use double insulated or “insulated case” portable electric hand tools.
- DO NOT unplug by pulling on the cord!
- DO NOT SPLICE or TAP portable cords or wiring as in the picture below (jacket must be continuous and not damaged).

**Type 5- Medical Emergency Snake Bite**

Type	Potential Causes	Preparedness	Control / Checkpoints
4	Snakebite due to unauthorized movement at boundary	<ul style="list-style-type: none"> <li>• Cutting of grass near company compound area.</li> <li>• Worn the gumboots safety shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring by Security person.</li> </ul>
	Burn injury due to improper handling of hot surface.	<ul style="list-style-type: none"> <li>• Use of PPEs like hand gloves and hand sleeves.</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of required PPE’s.</li> </ul>

**Mitigation & Response Actions:**

**First Aid Measures**

In case of Snakebite:-

Act quickly. Do not allow the person to run. Apply a ligature above to the wound (In between the heart and wound) if the bite is in the leg or hand. Wash the wound with Potassium Permanganate solution or with soap or water. Cut the wound with knife or a sharp instrument and allow free bleeding. Never suck the blood from the wound. Reassure the patient and immediately hospitalize.

In case of Burn Injury: -

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- \* Place the part under running cold water.
- \* Cover the wound with several layers of sterilized cloth.
- \* Render artificial respiration if needed.
- \* Prevent or treat shock.
- \* Provide immediate medical attention.

### **Type 7- Water and Food Poisoning**

Type	Potential Causes	Preparedness	Control / Checkpoints
5	Contaminated / Infested groceries, vegetables & other eatables	<ul style="list-style-type: none"> <li>• Buy the fresh vegetables daily.</li> <li>• No storage of vegetable more than 2 days.</li> <li>• Cleaning of vegetables before preparation.</li> <li>• Disposal of food waste in vermin compost pit.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily inspection of storage condition and quantity of raw vegetable by canteen committee.</li> </ul>
	Contamination of drinking water	<ul style="list-style-type: none"> <li>• Treated water used by filtration system.</li> <li>• Cleaning of coolers and overhead tanks.</li> <li>• Covering of water storage tank.</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Drinking water testing.</li> <li>• Overhead tank cleaning schedule.</li> </ul>
	Malfunction of Ro plant	<ul style="list-style-type: none"> <li>• Preventive maintenance of Ro plant</li> </ul>	PM schedule
	Unhygienic storage, cooking, handling & serve the food	<ul style="list-style-type: none"> <li>• Pest control is carried out.</li> <li>• Cleaning of cooking utensils.</li> <li>• Cooking apron is provided.</li> <li>• Personal hygiene for the service provider.</li> <li>• Food is not served after 6 hrs. Of preparation.</li> <li>• Fly proofing area.</li> </ul>	Storage condition of commodities.
	Lack of personal hygiene	<ul style="list-style-type: none"> <li>• Yearly Medical Checkup of employees.</li> <li>• Use of head caps &amp; hand gloves.</li> </ul>	Medical Checkup of canteen employees
	Unhygienic cleaning of utensils	<ul style="list-style-type: none"> <li>• Cleaning of utensils with washing powder.</li> <li>• Storage of utensils in the dry &amp; hygienic place.</li> </ul>	Canteen audit.

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### Type 8- Natural Calamities

Type	Potential Causes	Preparedness	Control / Checkpoints
6	<b>Earth quake-</b> Seismic zone area  F	<ul style="list-style-type: none"> <li>• Make employees aware about actions during earth quake i.e. DROP, COVER &amp; HOLD ON.</li> <li>• Drop under sturdy desk or table, hold on, and protect your eyes by pressing your face against your arm.</li> <li>• Evacuate the building area.</li> <li>• Building earth quake resistant structures</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate the awareness</li> </ul>
	<b>Flooding</b>  due to heavy rain fall	<ul style="list-style-type: none"> <li>• No blockage of drains due to dumping of garbage and debris.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Housekeeping of storm water line.</li> </ul>

### 6. Emergency Management

During the emergency situation it is generally seen that chaos and confusion rules over leading to more damage. In Emergency Management just like normal operations there are Managers, Engineers, Supervisors, and Operators etc., who are assigned specific Tasks to run the business, similarly, during emergency also there are persons with Specific duties. These persons are known as 'Key Personnel'. Names, address etc. of all Key Personnel.


### 7. Key Personnel

Based on organization chart and the capabilities due to experience, key personnel are assigned the specific work. The main key persons are,

- Incident Controller.
- Site Controller.
- Liaison Officer
- Security In charge

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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 12 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

## 8. Emergency Guidelines:

When an emergency occurs, the person who observes it should inform about the emergency giving the details of the occurrence, through telephone or by any other means to the Incident Controller /Site controller. Anyone who gets the message, he confirms the message and immediately reports to the Emergency Control Centre and alert the factory personnel through the wailing siren as per alarm code (Ref. Annexure-2). Emergency location and assembly point will be declared from the Emergency Control Centre.

## 9. Roles & Responsibility Of Emergency core Team.


### 9.1. Incident Controller

- As soon as emergency message is received he will proceed to the site to get the correct picture and then to the emergency control center to take the charge of all activities pertaining to the emergency. He will consult the Site Controller for the speedy control over the situation by making arrangement for raising the alarm.
- He is confirming the emergency and declaring accordingly.  
Till the emergency is called off, he will remain in Emergency Control Centre, so that his availability is known to all.
- The Site Controller, Liaison Officer and all team leaders will be in contact with him during the emergency for communication and co-ordination.
- He is the final authority in this operation. Any decision about fire fighting,
- Rescue operations, calling the outside agencies for help, welfare, liaison etc. will be taken by him.
- He will make an arrangement for Civil Work, Engineering Work, Electrical Shutdown etc.
- After normal working hours and on weekly-off and holidays, the shift-in-charge or security in-charge whoever present will act as a Incident Controller and carry out the necessary activities till the nominated Incident Controller or Site Controller reaches to the site.

### 9.2. Site controller

After getting the information about emergency he will rush to the site E.C.C. & take the charge of site. In case of fire, explosion, toxic release etc. the area will be cordoned off and he will:

Controlled Copy Stamp In Blue	
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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 13 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

- Arrange for rescue operations.
- Arrange for maintenance of law and order.
- If necessary arrange for extra people for help.
- Guide for fire fighting and other emergency control operations.
- Arrange control over the entry / exit of people, vehicle etc.
- Arrange for necessary Personal Protective Equipment
- If necessary arrange help from external agencies, in consultation with Incident controller.
- Arrange for transport.
- Maintain the records of incidence and activities pertaining to emergency.
- In case of failure of power/ telephone services, arrange for messenger for communication purpose.


### 9.3. Liaison Manager

- Any information about the emergency to internal / external agencies will be given by the Liaison Manager only. No other person is supposed to talk to anyone about the emergency. This is required to avoid the confusion as well as spreading of the rumors and going wrong information to outside. He will carry out the following activities:
- Maintain liaison with the press, government agencies and the neighborhood regarding the emergency as per the instructions from Incident controller.
- Take all the steps required for the welfare activities, such as provision of tea, coffee, snacks and emergency first aid treatment.
- Disclose all the necessary information in the plant and outside so as to avoid the rumors and confusion.
- Arrange for the head count at assembly point.
- Arrange for the hospital accommodations.

### 9.4. Security In-charge

- After getting information from Incident controller / Site controller activate the siren.
- Control traffic at gate.
- Arrange a guard at gate to inform incoming essential personnel of the nature of emergency.

Controlled Copy Stamp In Blue	
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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 14 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

- Prevent unauthorized entry.
- Depute guard to control traffic and block roads at the scene of emergency.
- Inform about location of emergency to mutual aid/ city fire brigade.

#### 9.5. Telephone Operator

- On hearing the Emergency Alarm he / she will be in contact with Incident Controller / Site Controller for further instructions.
- On advice of Incident Controller / Site Controller, he / she will contact the external agencies for necessary help.
- Telephone Operator will follow the instructions only from Incident Controller or Site Controller.
- Telephone Operator will keep the board free for urgent communication and not allow anyone to use the telephone for private purpose.

#### 9.6. Emergency Response Team (ERT) Leader

- Arrange the fire fighting , First aider team, Rescue team & Engineering team to the emergency spot by the co-ordination with Site Controller
- Arrange the necessary equipment for above ERT team.
- Assistance to the Site controller for mitigation of emergency situations.
- Guide ERT team with coordination with Site Controller.


#### A. Role of Fire Fighting Team.

This team is responsible for alarming and cautioning others. The members will rush to the site with firefighting equipment to extinguish the fire. If necessary, the area will be evacuated.

#### The firefighting team will:

- Alarm the people in the vicinity by sounding 'Fire' 'Fire' 'Fire'
- Stop operations.
- Take necessary fire fighting equipment to fire spot like Fire extinguishers.
- Fight the fire/emergency

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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 15 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

**B. Role First Aider Team**

- Proceed to the place of incidence with first aid box and render all assistance
- Treat the injured person
- Arrangement to move the victim to the ambulance vehicle.

**C. Role of Rescue operation Team**

The team members fight with the emergency under the instructions of the leader.

The rescue team will ensure that:

- The emergency does not spread.
- The head count is taken under the guidance of Liaison Officer and if necessary start the search operation for missing person/s.
- Every member of the team uses the required Personal Protective Equipment while operation is going on.
- First aid is arranged and records are maintained.
- Additional fire fighting equipment's for the fire fighting team.
- Smooth rescue operation.


**D. Engineering Team**

The team ensures the safety of the people and unaffected area. The necessary arrangements temporarily required during emergency i.e. first aid, water - tea, snacks etc. will be provided by this team. The leader will mobilize his team with necessary tools to handle an emergency. The team members will control the vehicular movement and guide the external agencies.

**Engineering team will ensure that:s**

- Main power supply line is cut-off.
- With the help of other people emergency is controlled.
- Area is cordon off.
- Safety of the remaining part of the plant.

Controlled Copy Stamp In Blue	
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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 16 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

- Mobilization of necessary tools, equipment to handle any repair work.
- Undertaking of maintenance and repair.

#### **E. Role of Communication Team**

##### **E1) Manager Human Resource**

He is responsible for external agency communication.

- Proceed to control center & take orders of incident controller.
- Arrange mutual aid / City Fire brigade as requested by Incident controller.
- Inform Police if advised by Incident controller
- Inform neighboring factories.
- Requisition cars, buses and ambulances as required.

##### **E2) Telephone Operator**

Role of telephone operator will play by security from ECC. He is responsible for external agency communication.

- Give information to the key personnel incident or site controller if they are not aware about incident.
- Await further instructions from site controller / incident controller and keep telephone free from incoming calls.
- Inform others Inform others as directed by Incident controller.

#### **9.7. DO'S AND DONT'S**


- **EMPLOYEES, VISITORS, CONTRACTORS,**

After hearing the alarm they will follow the following steps:

- Give attention to all instructions
- Stop the work & will not panic.
- Switch off the electrical supply of machine...
- Evacuate the area without panic if asked.
- Do not wait for personal belongings.

Controlled Copy Stamp In Blue	
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 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 17 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

- Assemble at Assembly Point.
- Do not go to the emergency site.
- Do not communicate with external agencies unless instructed by Incident Controller / Site Controller
- Do not spread rumors.
- Do not engage communication systems.

### 10. Emergency Control Center (E.C.C.)

For the purpose of handling emergency, Emergency Control Centre is very much essential. In factory, Security Office at the Main Entrance Gate is declared as Emergency Control Centers. All activities pertaining to the emergency will be carried out from any one of the E.C.C. and accordingly declared for the information of all employees at the time of emergency.

The Emergency Control Center is equipped with:

- A copy of Emergency preparedness Plan.
- Plant Lay-out indicating storages of hazardous material and firefighting equipment and first aid box locations.
- Material Safety Data Sheet of all chemicals handled in the premises.
- List of all employees with addresses, telephone numbers, contact person and if possible blood group.
- List of important telephone numbers such as Directorate of Industrial Safety & Health, Police, Fire Brigade, Hospitals, Maharashtra Pollution Control Board, and M.S.E.B. etc.
- Facility of Direct Telephone Line.
- Equipment such as Torch, Emergency light, Rope, and necessary Personal Protective Equipment, whistle, hand operated siren, megaphone Public Address system etc.

### 11. Assembly Point

During emergency it is likely that entire plant gets affected and all the employees have to be evacuated. The area is fixed as an assembly points. In case of emergency, assembly point is decided considering the wind direction, which is indicated by the wind socks and informed accordingly section wise assembly points are specified in the following table.

Controlled Copy Stamp In Blue	
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<b>Sr. No.</b>	<b>Assembly Point</b>
1.	In front of Reception Office
2	RO Plant Near

During emergency key persons i.e. all team members will assemble at Emergency Control Center and other employees, visitors and contract employees will be assembled at respective Assembly Points. Employee's attendance sheet, visitors register and contractors register will be made available at assembly point for head count. The rescue team leader will carry out the head count under the guidance of Liaison Officer, and if necessary will start the search/ rescue operation for the missing person/s.

## 12. Wind Socks

Windssocks have been installed at the conspicuous location i.e. on canteen building. Wind sock helps to indicate wind direction. In case of toxic release, fire the employees should run along the wind direction & not against to avoid the breathing of contaminated air.

## 13. Emergency Procedure

### **Declare the Emergency:-**

- In case of Fire / Explosion / Release of Gases or any other Emergency, any person noticing it, will inform to the Site Controller.
- If Inform to security he will pass message to the Incident Controller / Site Controller.
- After confirming the severity of the incident, emergency will be declared by either of them, who are present at the site.
- The Emergency will be declared by raising the alarm.
- As soon as alarm is heard, the team members will rush to the Emergency Control Centre & others will assemble at Assembly Point.

**Codification of Emergency Siren:-**

SR.	SIRENS	INDICATES	AUTHORITY
1.	Short Siren	Normal Factory Siren	Security
2.	In case of Long continuous Siren	On Site Emergency (Alert)	Incident Controller Site Controller

**NOTE:**

- 1) Emergency siren to be sounded only if required
- 2) No emergency organization member will leave the emergency spot unless ALL CLEAR siren blown.

**14. Emergency Report**

Incident Controller will assess the situation and then declare the emergency is over.


Till then all the team leaders and team members will adhere to the task.

Even after the emergency is over, the teams will be available at site for at least half an hour.

After the emergency is over team leader will prepare a report and submit to the Incident Controller within 24 hours of the occurrence.

Incident Controller, Liaison Officer & site controller will conduct the investigation of the emergency jointly.

Based on this report, information and investigation, a final report will be prepared by the Incident Controller and submitted to the concerned authorities within 48 hours of the occurrence.

 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 20 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 04	

### 15. Training

The employees will be informed about 'Emergency preparedness Plan' in details, with the help of training programs. For the success of this plan not only training will be organized but mock drill also will be organized periodically. Mock drill will help to understand the role to be played by everyone during the emergency.

### 16. Mock Drill Procedure

The success of the "on-site emergency plan" is very much dependent on planned and unplanned mock drills. Mock drills helps employees to be familiarize with their roles, and prove the current accuracy of the onsite Emergency Plan.

Following is the procedure for conducting a Mock drill.

- Inform all the employees about mock drill procedures.
- Fix the date at time for mock drill.
- Mock drill will be monitored by observer/s not involved in the exercise.
- Emergency alarm will be raised.
- After hearing the alarm required Emergency Procedure will be followed.
- All clear signals will be given after emergency is over.
- Observer/s will note down the activities with respect to the time.
- Lacunas observed in the system will be studied carefully.
- Records of mock drill will be maintained.

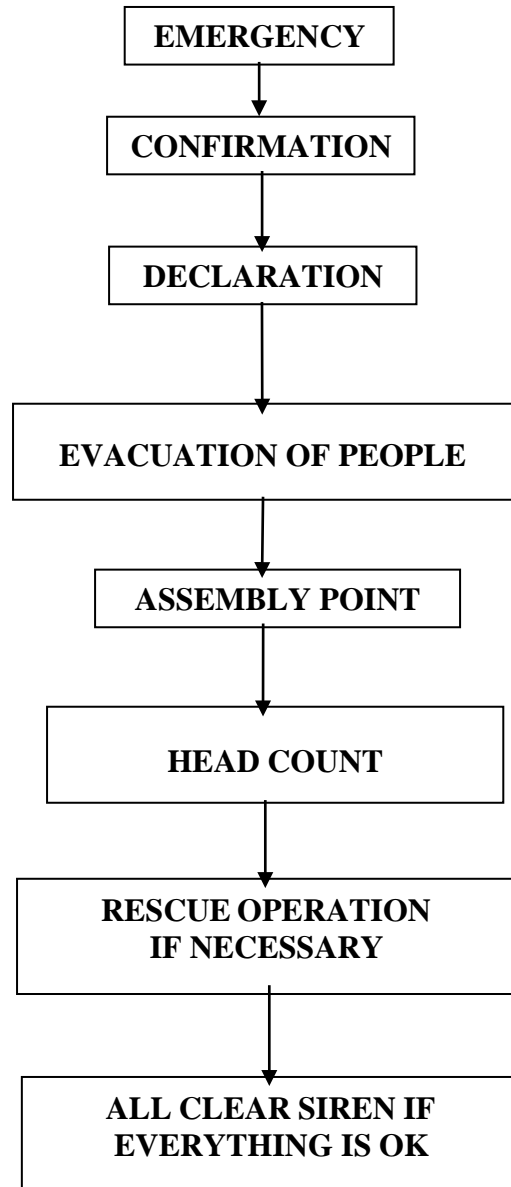
After each drill the plan will be thoroughly reviewed to take account of omission or Shortcomings and studied for the improvement.

**Mock drills are conducted for training the personnel twice a year**

### 17. Updating The Plan

As and when required this 'Emergency Preparedness Plan' will be updated and informed to all. If necessary, after each drill the plan will be thoroughly reviewed to take account of shortcomings.

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**18. Evacuation Flow Chart**

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**19. List of Annexure**

1. Hazardous Material and Hazardous Locations
2. Facilities Available
3. List of Fire Fighters Team
4. List of First Aiders Team
5. List of Emergency Response Team
6. Emergency Management Chart
7. Emergency Reporting Guidelines for Individuals
8. Important Telephone Numbers

**ANNEXURE-1****Hazardous Locations, Hazardous Materials & Hazard**

<b>Sr. No.</b>	<b>Location</b>	<b>Material / Cause</b>	<b>Possible hazards</b>
1.	Chemical Storage Area	Paint & Thinner	Fire & Explosion
2.	Electrical Installations	Short Circuit	Fire
3.	DG Set	Short Circuit	Fire / Explosion
4.	Stores	Storage of combustible material	Fire
5.	Anywhere in Premises	Structure collapsing	Serious injury / deaths
6.	Anywhere in Premises	Earthquake	Serious injury / deaths
7.	Anywhere in Premises	Flood	Serious injury / deaths
8.	Pressure Plant	Air Receiver	Explosion of Air Receiver
9.	Canteen	Food	Food Poisoning

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**ANNEXURE – 2**

**FACILITIES AVAILABLE TO HANDLE EMERGENCIES**

Fire Protection Facilities:

- Portable Fire Extinguishers & sand buckets have been provided in the plant. A well trained team undergoing fire fighting drills, functions for Onsite Emergency Plan.
- Fire fighting equipment's after its use are checked and replaced a once and kept ready.
- The fire fighting drill is to be carried out periodically. The performance of fire extinguishers is regularly checked and all fire appliances are maintained as per the prescribed provisions.
- Fire Extinguishers & Sand Buckets have been strategically placed in the factory to deal with Fire Emergency.
- The following staff is trained in fire fighting and other emergency handling.
- Security staff distributed over two shifts.
- Workman distributed over two shifts.

**Details of the facilities:**

- **Water Reservoirs:**

Water reservoir is available with 1,00,000 liters capacity.

- **Fire Extinguishers:**

To fight the fires in their incipient stage we have provided a different types of fire extinguishers at different places and their total number are as under:

Total 155 nos. of Fire Extinguishers are available in factory premises.

Sr.No	TYPE OF FIRE EXTINGUISHERS	QTY
1	Type – ABC	109
2	Clean Agent	2
3	CO2 TYPE	30
4	M.FOAM TYPE	08
5	DGP TYPE	06
	<b>TOTAL NO. OF FIRE EXTINGUISHERS</b>	<b>155</b>

- **Fire Emergency Equipment:**

Utmost care is taken by providing variety of fire extinguisher required for different classes of fire. These fire extinguishers are maintained and inspected regularly.

- **Fire Hydrant System**

Sr.No	Description Of Equipment's	QTY
1	Fire Hydrant System	4 Nos
2	Fire Hydrant Points	4 Nos
3	Fire Hose Reel Drum	4 Nos
4	Short branch	4 Nos
5	RRL Hose pipe	8 Nos
6	Booster Pump – 3 H.P. Electrical Operated	1 Nos

- **Fire Alarm System:**

There is well equipped siren system installed at appropriate places for use in case of such emergencies. The purpose of alarm system is to mobilize the works force expeditiously to cope with emergencies, which cannot be controlled by the operating staff.

Sr.No	Description Of Equipment's	QTY
1	Addressable Fire Alarm Panel	1 Nos
2	Smoke Detectors	77 Nos
3	Heat Detectors	5 Nos
4	Manual Call Points	11 Nos
5	Fire Alarm Hooters	9 Nos
6	Conversion Fire Alarm Panel	1 Nos
7	Conversion Manual Call Points	6 Nos
8	Conversion Sounder	1 Nos

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**ANNEXURE 3**

**List of Fire Fighters**

<b>Sr. No</b>	<b>Name</b>	<b>Department</b>	<b>Contact details</b>
1	R G Singh	Production	9764519348
2	Nitin Beleakar	Production	9766322685
3	Mahesh Yadav	Production	9665063665
4	Vijay Pandey	Production	9860369688
5	K R.Keswad	Production	9673990879
6	M D Farakte	Production	9960673842
7	Ankush D. Farakate	Production	8855918950
8	B A Sawant	Production	9765408763
9	Amol Pathare	HR & Admin	9765554108
10	Hitendra Mahajan	E&C	8888845834
11	Yuvraj Parte	Maintenance	9922589755
12	Nitin Patil	Maintenance	7083725151
13	Namdeo Yajre	Maintenance	8390954285
14	Pramod Gaikwad	Maintenance	9657755948
15	Gautam Kalasur	OP	8888845810
16	Bजारंग Patil	Quality	9175984029
17	Sagar Tipugade	Quality	8698092746
18	Sanjay Gote	Quality	9665377603
19	Dinesh Singh	Security	9762136985
20	Yogesh Sonawane	Desigen	9822797214
21	Nitin Patil	Stores	9665701212
22	Santosh Patil	Stores	8806926090
23	Vikram Shinde	Stores	9766347254
24	Sanjay Warudkar	Safety Officer	8888 857270
25	Pankaj Pandhare	HR	7447447894

**ANNEXURE 4****List of First Aiders**

<b>Sr. No.</b>	<b>Name</b>	<b>Department</b>	<b>Contact No.</b>
1.	Nitin Beleakar	Production	9766322685
2.	Mahesh Yadav	Production	9665063665
3.	Shivashankar Gudagi	Production	9028980342
4.	Keswad K R.	Production	9673990879
5.	M. D. Farakte	Production	9960673842
6.	B. A. Sawant	Production	9765408763
7.	R.G. Singh	Production	9922542738
8.	Pragati Kate	Production	8208339548
9.	Vijay Pandey	Production	9860369688
10.	Vikram Adhikrao Shinde	Accounts	9765554108
11.	Nitin Sutar	Accounts	9765813494
12.	Amol Pathare	Admin	7722090077
13.	Shweta Vasagadekar	HR	7722084846
14.	M. M. Hussain	HR	8459713108
15.	Amol Pathare	Admin	7722090077
16.	Vikram Adhikrao Shinde	Accounts	9765554108
17.	Bajarang Patil	QA	Bajarang Patil
18.	Pramod Gayakwad	Maintenance	9657755948
19.	Namdeo Yajre	Maintenance	8390954285
20.	Nitin Patil	Maintenance	9657875461
21.	Yuvraj Parte	Maintenance	9922589755

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22.	Dinesh Singh	Security	9762136985
23	Sandeep Ladgekar	Security	9049946368
24	Umesh shigavan	Stores	7030779101
25	Vikram Shinde	Stores	9766347254
26	Sanjay Warudkar	Safety	8956529464
27	Indrajit Mohite	Purchase	Purchase
28	Shubham Bhandarkar	NPD	8149433027
29	Datta Shendage	Design	9657184422
30	Sharad Khot	Design	9881701367
31.	Abhishek Darwatkar	IT	9307967718

### **ANNEXURE 5**

#### **List of Emergency Response Team**

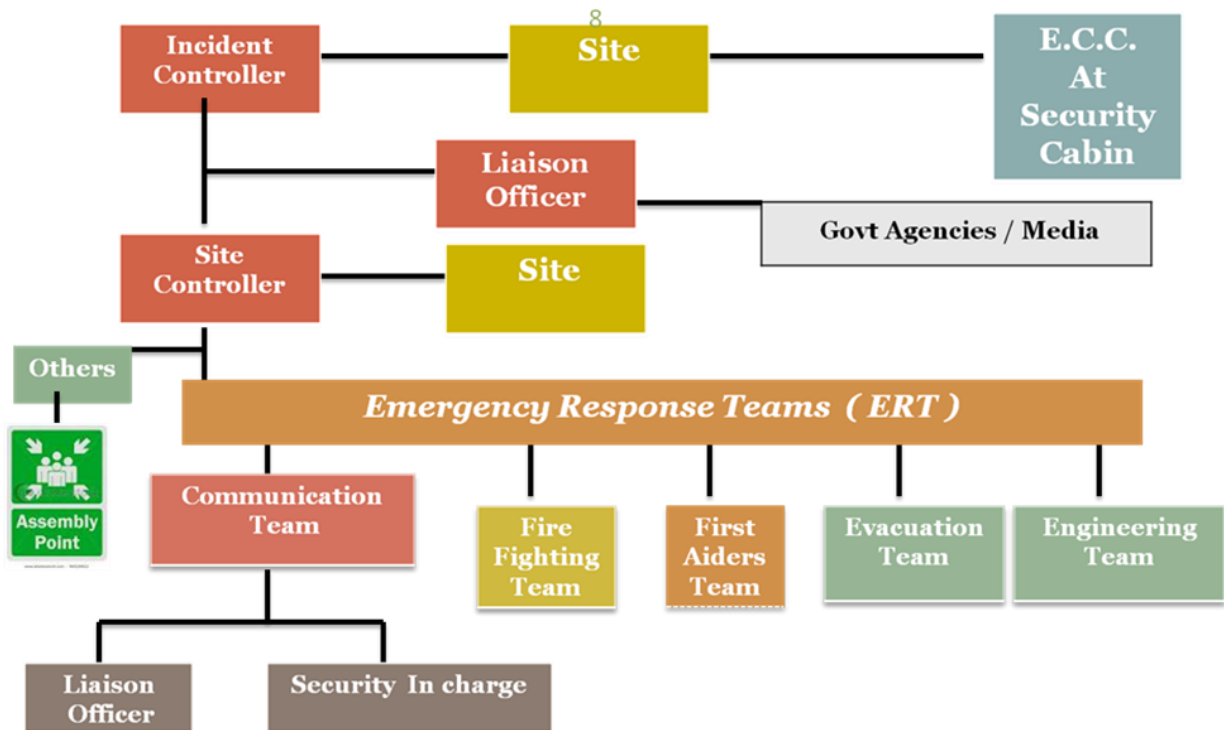
<b>Sr. No.</b>	<b>Name</b>	<b>Department</b>	<b>Contact No.</b>
1	Amol Pathare	Admin	9765554108
2	Gautam Kalasur	HR	8888845810
3	Umesh Shigvan	Store	7030779101
4	Kiran Murumkar	Q.A. & Systems	9921846545
5	Nishikant Waykar	Design	9175933049
6	Vikram Shinde	Stores	9766347254
7	Bharat Sawant	Production	7722037374
8	Mahesh Yadeo	Production	9665063665

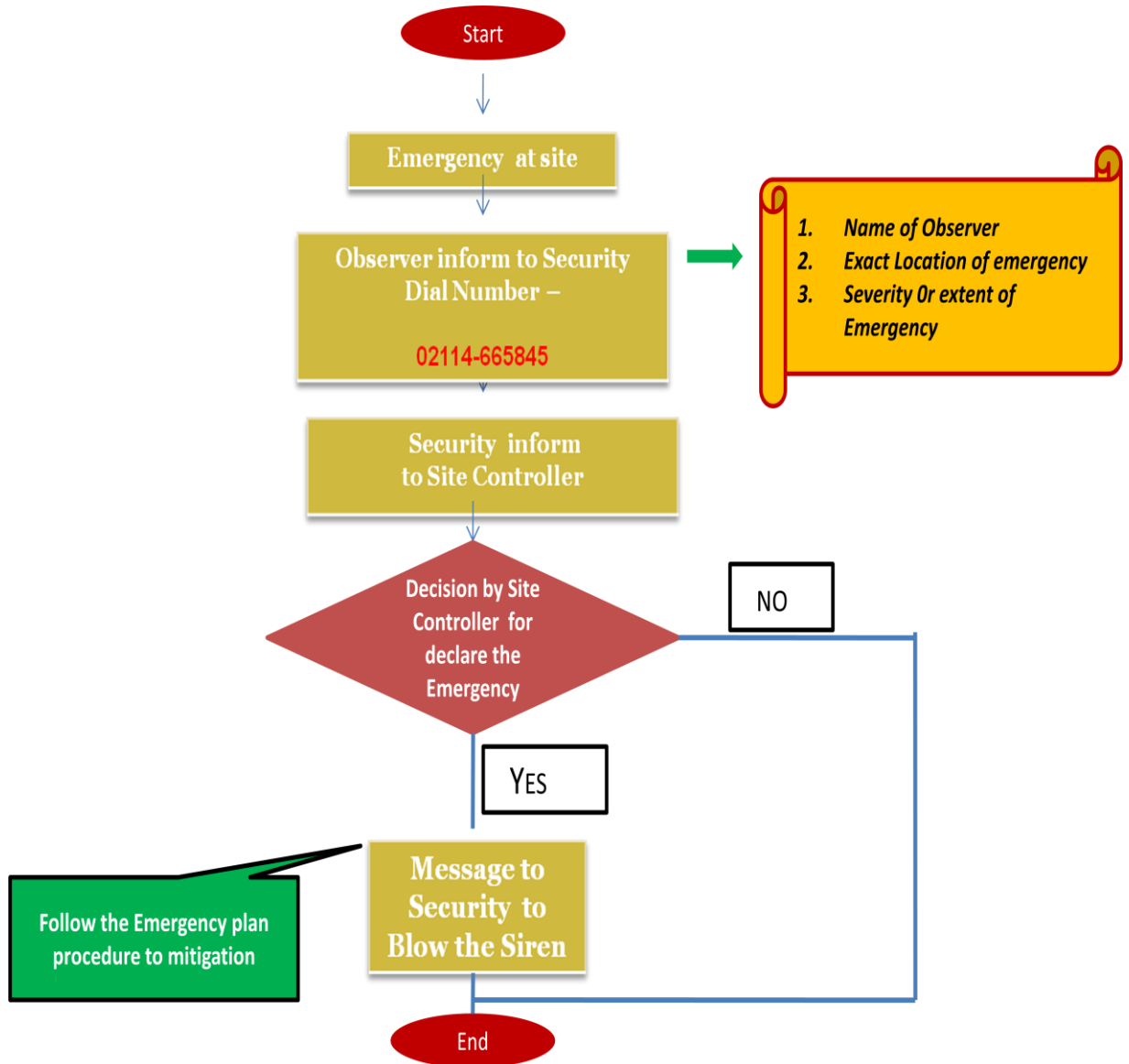
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9	Pramod Gayakwad	Maintenance	9657755948
10	Santosh Patil	Store	8806926090
11	Bajrang Patil	Quality	8698092746
12	M.D.Farakate	Production	9960673842
13	Sndeeep patil	Store	9764851473
14	Dattaray Veerkar	Production	9730286927
15	R.G. Singh	Production	9764519348
16	Dinesh Singh	Security	9762136985
17	K.R.Keswad	Production	9673990879
18	Sanjay Warudkar	Safety	8956529464

**ANNEXURE 6**

**Emergency Management Chart**



**ANNEXURE 6****Emergency Reporting Guideline****(For Individuals)**


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**ANNEXURE 8**

**IMPORTANT TELEPHONE NUMBERS  
(EXTERNAL COMMUNICATION)**

<b>HOSPITAL &amp; AMBULANCE</b>	
Ambulance Control Room	108
Ambulance (Shraddha Hospital )	8855999776 / 9096545417
Shraddha Hospital	020-22922187
Shreekrupa Hospital	8421688868
<b>FIRE BRIGADE CENTRE</b>	
Fire control room	101
Fire rigade Hinjewadi	020-22933101
<b>POLICE STATION</b>	
Police control room	100
Police Station (Pirangut )	020-22923833
Police Station (Paud)	020-22943133

 <b>ElectroMech</b>	<b>ElectroMech Material Handling Systems (I) Pvt. Ltd</b>		Page 31 of 30
	Emergency Preparedness Plan		
	<b>Doc. No-</b> EMOS/EMH/IMS/P01 Dtd 11.10.2021	<b>Rev:</b> 03	

**References:**

**Record of Change:**

Change No.	Description	Change Date	Approved By
1	ETP, STP overflow, Fall from height, Gas Leakage, Structure collapse, Covid-19	11.10.20221	Ajit Bhosale
2	List of Fire Fighters	29.04.2022	Ajit Bhosale
3	List of First Aider	24.09.2022	Ajit Bhosale
4	Emergency Response Team	03.01.2022	Ajit Bhosale
5	List of Fire Fighters	05.01.2024	Ajit Bhosale
6	List of First Aider	05.01.2024	Ajit Bhosale
7	Emergency Response Team	05.01.2024	Ajit Bhosale

Prepared By (Name):	Sanjay Warudkar	Approved By (Name):	Ajit Bhosale
Designation	Safety Officer	Designation	Head QA & Systems

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