

Emergency Response Procedure for Contract Employees

Purpose: To ensure the safety of all contract employees during emergencies and provide clear guidelines for action.

Scope: This procedure applies to all contract employees on site.

1. Emergency Types

- Fire
- Medical emergency
- Severe weather
- Chemical spill
- Active shooter

2. Immediate Actions

- Stay Calm: Assess the situation without panic.
- Alert Others: Notify nearby colleagues about the emergency.

3. Contact Emergency Services

- Dial the local emergency number fire -02135203500/510,
- ambulance 9860504001/9225070768
- Police station 02135249333
- Provide clear information about the situation, including the location and nature of theemergency.

4. Follow Established Protocols

- Fire: Evacuate the building using the nearest exit and gather at the designated assemblypoint.
- Medical Emergency: Provide basic first aid if trained, and wait for professional assistance.
- Severe Weather: Move to a secure area, away from windows.
- Chemical Spill: Follow Material Safety Data Sheets (MSDS) and evacuate if necessary.
- Active Shooter: Find a safe location, barricade if possible, and stay quiet until help arrives.

5. Post-Emergency Procedure

- Account for All Employees: Check attendance at the assembly point.
- Report to Supervisor: Communicate any injuries or concerns to your supervisor.
- Participate in Debriefing: Attend any post-incident meetings to discuss the response andimprovements.



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5. Training and Drills

Contract employees are required to participate in regular emergency drills and trainingsessions.

6. Emergency Contacts

Keep a list of emergency contacts readily available (e.g., supervisor, emergency services).

5. Standard Operating Procedures (SOP)SOP 1:

Fire Evacuation

- · Upon fire alarm activation, cease all activities.
- · Proceed to the nearest exit calmly.
- Gather at the designated assembly point and account for all personnel.

SOP 2: Medical Emergency Response

- · Call for help if necessary.
- · Administer first aid as trained.
- Do not move the injured unless they are in immediate danger.

SOP 3: Severe Weather Protocol

- Monitor weather updates.
- · Move to the designated shelter area when severe weather is imminent.

SOP 4: Chemical Spill Response

- Alert others in the vicinity.
- Evacuate and seal off the area.
- · Contact the emergency response team and provide details.

SOP 5: Active Shooter Response

- Lock and barricade doors if possible.
- Turn off lights and stay quiet.
- Follow instructions from law enforcement when they arrive.

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