

5. Training and Drills

- Contract employees are required to participate in regular emergency drills and training sessions.

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.

6. 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 and improvements.

Your Sincerely



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