

Emergency Evacuation Drills

A. Purpose

People's performance during an emergency is only as good their basic level of training. Therefore, practice is critical for effective performance in a real emergency. The purpose of this procedure is to outline how each individual including our Sub –contractors will practice for emergency situations.

B. Procedure

Evacuation drills will be conducted at least once per year at unexpected times and under varying conditions to simulate the unusual conditions that occur should a real evacuation be necessary. Prior to the conducting the drill, all employees should be trained on the evacuation procedure. A summary of the knowledge required is outlined on the "Evacuation Training Template" on the following page and Evacuation Observations Template to be separately filled.

1. Evacuation drills will be planned by the Safety In-charge at Amar Engineers in consultation with the Safety In-charge responsible for the site / area / building / workplace where our employees are placed.
2. Evacuation drills will involve all staff and visitors. Everyone must leave the building when the fire alarm sounds unless otherwise notified by the Supervisor that it is a test of the fire alarm system only.
3. The Floor Supervisor will record the time to evacuate and any observations and report to the Safety In-charge
4. Observations may be recorded on the "Evacuation Observers Template."
5. The Safety In-charge will report details of the evacuation drills to the Proprietor for any follow-up action and also to the Safety head at the Principal firm of our contract.
6. The final report will be placed in a file maintained by Safety In-charge.

It is the policy of our firm Amar Engineers to protect our most valuable asset, our employees. We are committed to provide our employees with the knowledge, hands-on training and equipment necessary for safe and healthy working conditions at all times.

Evacuation Training Template

	Employee	Floor Supervisor	Safety In-charge
Pre-Event Responsibilities	Know who your Floor Supervisor is.	Aware of Emergency Response Plan for area / building	Aware of Workplace Emergency Response Plan for building
	Inform Floor Supervisor of need for assistance to evacuate.	Know the alarms & warning systems for workplace	Know the alarms & warning systems for area/building
	Call 100 for Police or 101 for Fire or 108 for Ambulance	Know 2 -3 escape routes if possible; with overall understanding of area/floor plan of the workplace	Know 2 -3 escape routes if possible with overall understanding of area/floor plan of the workplace
	Exit building at the sound of the alarm using established routes.	Know where dangerous chemicals stored	Know where dangerous chemicals stored
	Avoid Escalators / Lifts during Fire Emergency	Avoid Escalators / Lifts during Fire Emergency	Avoid Escalators / Lifts during Fire Emergency
	Assist public exiting the building if you encounter them	Know of employees that require assistance in evacuating (like differently abled employees)	Maintain a list of employees requiring assistance evacuating
	Head to Assembly point Remain calm		
During Alarm Event	Exit building at sound of alarm using established routes	If warranted order evacuation of employees & visitors	Get First Aid Kit ; exit building
	Assist public exiting the building if you encounter them	Conduct a sweep of the floor or area you are responsible for	Meet with emergency responders to update when they arrive
	Head to Assembly point	Ensure all doors, including exit doors are closed, but NOT locked to halt fire's spread	Wait for Supervisors to inform you as to the status of their area
	Remain calm	Follow behind last person exiting from your area	Stay at scene & maintain link between Emergency Response Services and Supervisors
	Contact Supervisor and update him.	Contact Safety In-charge, Call Fire 101, Police 100 or Ambulance 108	Call Fire 101, Police 100 or Ambulance 108
Post-Event Responsibilities	Wait for ALL CLEAR message to be given by your Supervisor	Wait for ALL CLEAR to be given by Safety Incharge	Wait for ALL CLEAR to be given by Response Services / Fire Brigade Team.
	Return to your workplace once notice has been given	Inform employees from your area of the ALL CLEAR message	Inform Floor Supervisors of ALL CLEAR message
		Debrief event / incident within 5 hours meeting with Safety In-charge, Proprietor and HSE head of Principal firm where our employees are hired.	Debrief event / incident within 5 hours meeting with Proprietor and HSE head of Principal firm where our employees are hired.
		Revisit the Plan, update accordingly, and assess if additional training required and / or necessary within the month.	Revisit Emergency Response Plan and assess whether additional training required within a week.

Emergency Contact number

We are committed to resuming earliest possible working conditions to avoid breakdown in work chain and avoiding inconvenience to our customers. Hence, all such untoward incidents shall be duly recorded, investigation initiated and once clearance for safety is received from authorities, we shall immediately resume work. We at Akshay Engineers are available 24/7 for attending any type of emergency at 9375958015 and 9313688918.

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Partner

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