



## ON SITE EMERGENCY PLAN

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#### TABLE OF CONTENTS

1.0 PURPOSE

2.0 SCOPE

3.0 OBJECTIVE

4.0 GENERAL

- 4.1 TASK AND RESPONSIBILITIES
- 4.2 INCIDENT COMMANDER
- 4.3 ADMINSTRATIVE MANAGER/PLANNING
- 4.4 INCIDENT COORDINATOR
- 4.5 STAFF AND EMPLOYEES

5.0 GENERAL EMERGENCY PROCEDURES



## ON SITE EMERGENCY PLAN

### **1.0 PURPOSE**

The purpose of this section is provided emergency plan for orderly evacuation of employee in the event of any emergency arising out of the events mentioned in the section 3.0.

### **2.0 SCOPE**

Emergency plan is shall be communicated to all staff and employees of ..... This is not covering any unforeseen incidents/events where the mentioned program is not enough to cover the risk.

### **3.0 OBJECTIVE**

The main objective of emergency plan is to minimize to risk to men and machinery and rapidly control and contain the damage to minimum and reduce recurrences.

The emergency can be of below mentioned but not limited to:

- ✓ Fire and explosion
- ✓ Spillage of toxic chemicals & acid.
- ✓ Total and serious power failure.
- ✓ Serious accident situation causing fatality or multiple injuries to human life.
- ✓ Natural calamities i.e., flood, earthquake, cyclone.
- ✓ Medical emergencies like food poisoning, water poisoning etc.

### **4.0 TASK AND RESPONSIBILITIES**

#### **4.1 Incident commander – (Project In- Charge)**

In the event of emergency IC shall be responsible for all decision made during emergency. He shall activate all departments and other important services for taking necessary action and helps as mentioned but not limited to:

- ✓ Medical services
- ✓ Fire services
- ✓ Electrical services
- ✓ Civil services
- ✓ Transport services



## ON SITE EMERGENCY PLAN

He shall inform top management to ensure smooth coordination of emergency activities and ensure that;  
All works immediately stopped.  
All vehicles pulled to the side of the road.  
All machine and other sources of ignition is shut down.

### **4.2 Administrative Manager**

He shall be incident commander. The administrative manager shall maintain and coordinate communications during emergency and arrange for medical treatment of the victim. He shall mobilize additional manpower and arrange for other resources as necessary from time to time.

### **4.3 Incident coordinator (HSE Officer)**

The incident coordinator shall assume the key role in the emergency. He shall inform the injuries and damage to incident commander. If required he will coordinate with Administrative Manager for towns fire services, safety and medical department.

His duty shall also include,

- ✓ Directing emergency personnel and requirements.
- ✓ Coordinating off the area of damage.
- ✓ Ensure clearing of all emergencies exists to the assembly area.
- ✓ Ensure that all employees are familiar with location of alarm system, elevators, extinguishers and evacuation routes.

### **4.4 ALL STAFF & EMPLOYEES**

In case of emergencies as mentioned the staff and employees of **V R Construction**. at the ..... Site shall wait for the instructions from the respective section in charges. They shall not try to act on their own or shall provoke others to do anything, which may cause potential harm or mislead others.

When asked to evacuate the employees must proceed to the assembly area outside the office building & report to the in charge of the head count.

All staffs & employees shall remain in their assembly area until they are notified to evacuate after all clear signal.

### **4.5 DRILLS**

Emergency and evacuation drill shall be conducted at least once in a Three months/or as site requirement. It is imperative; that all persons are fully aware that at no time shall they put themselves at risk. In the event of fire; contaminant is sought without personal injury.

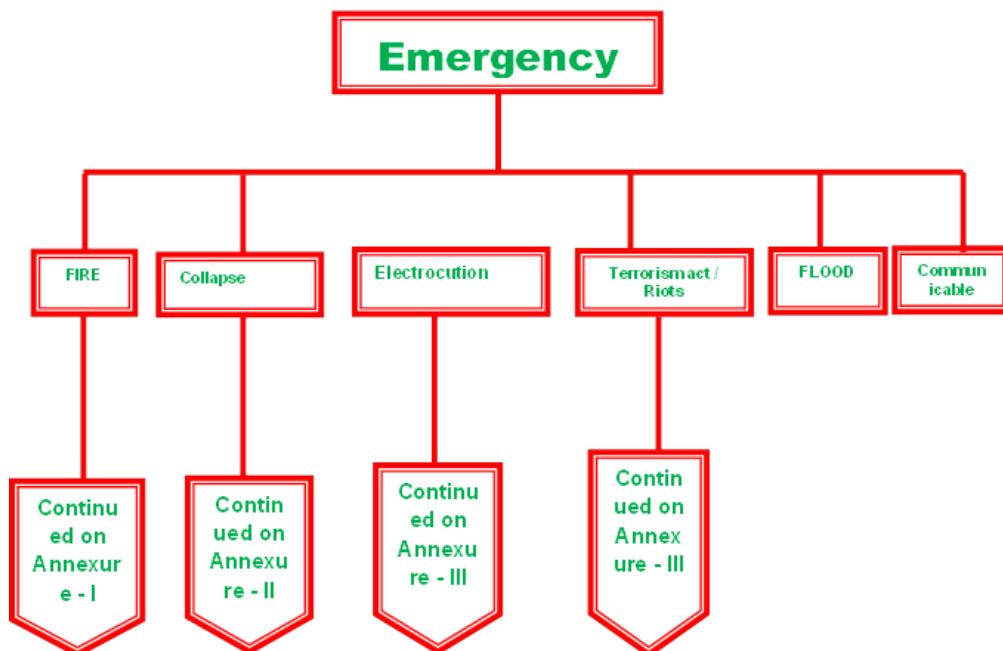


## ON SITE EMERGENCY PLAN

### Emergency Situation:

The "Emergency" specified in this plan will refer to occurrence of one or more the following events:-

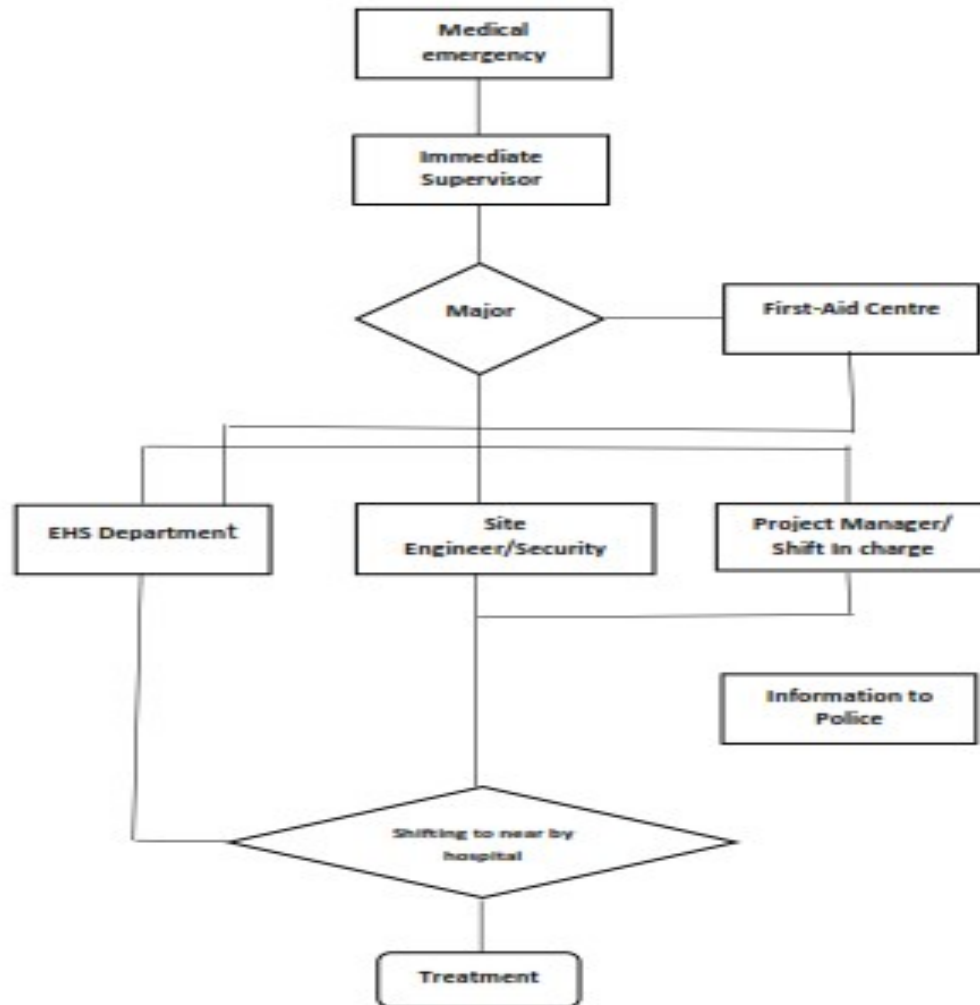
1. Fire in the site office / building under construction / Material storage area / diesel storage area / gas cylinder storage/ fire in vehicle
2. Collapse of structure / scaffold / collapse of earth / toppling of vehicle / collision of vehicle causing injury to the workmen
3. Major injury / electrocution / fallen unconscious
4. Earth quake
5. Flood / cyclone
6. Unrest / Military aggression / Air raid / Riot, etc.
7. Outbreak of communicable disease





## ON SITE EMERGENCY PLAN

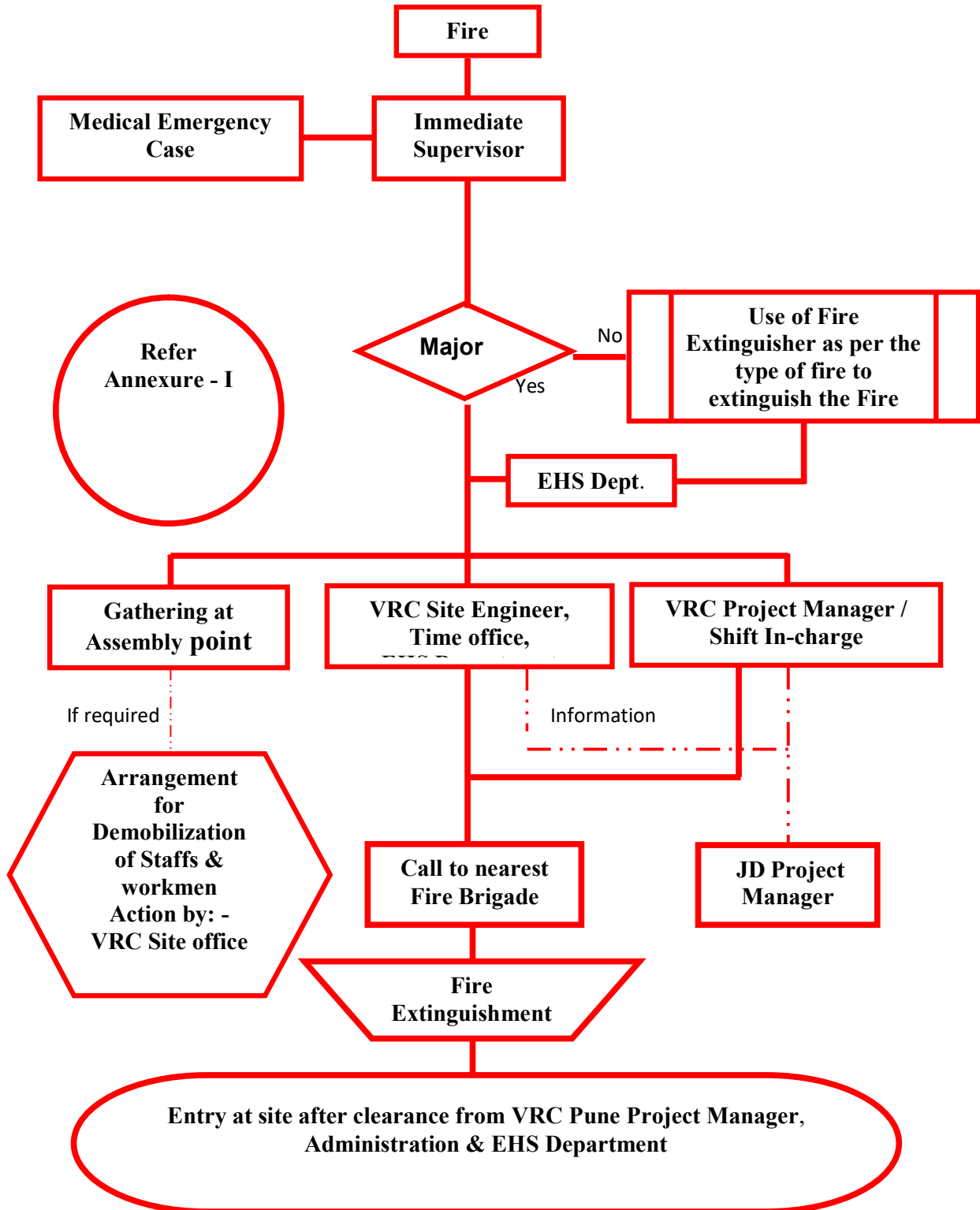
### Annexure -1





# ON SITE EMERGENCY PLAN

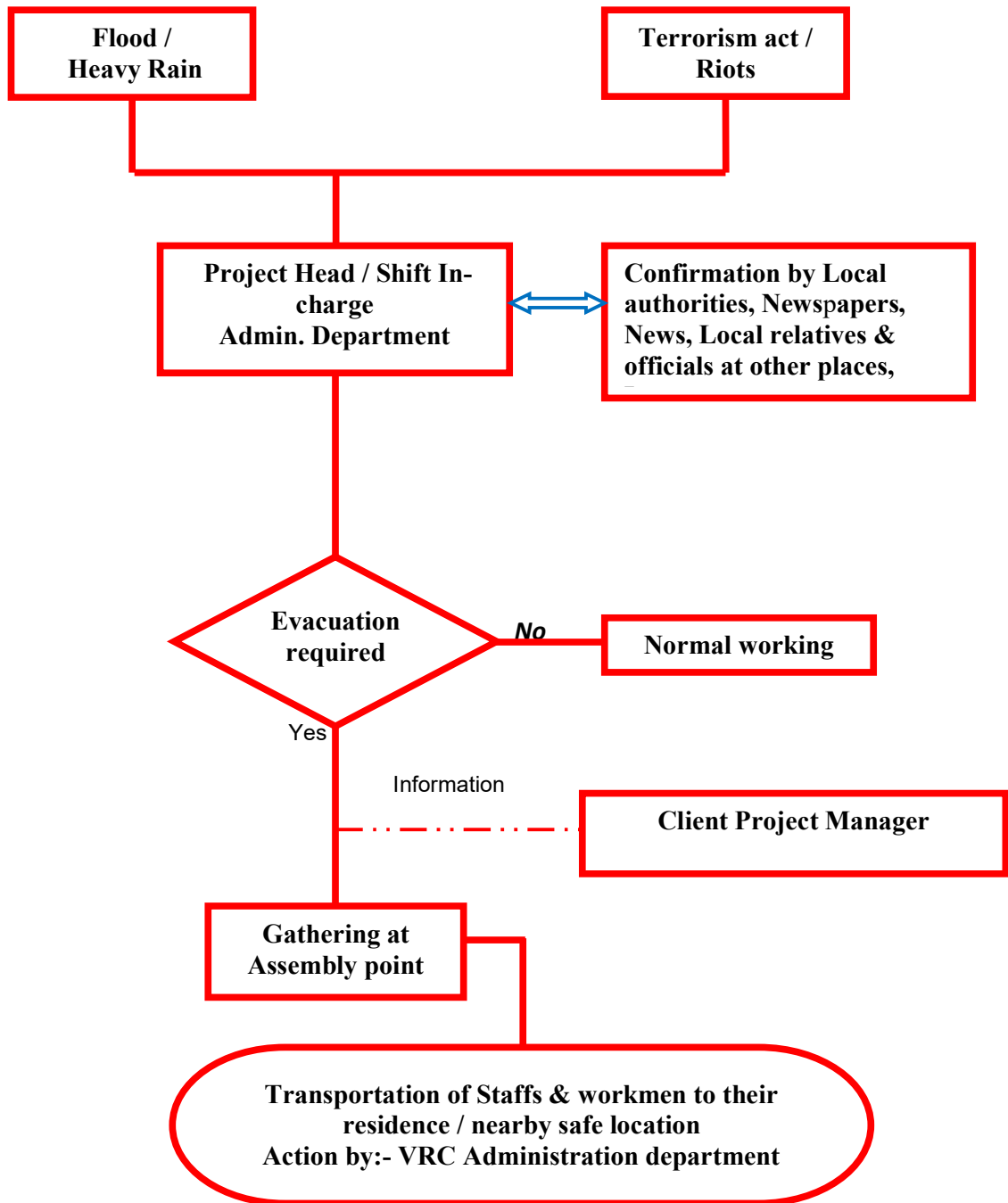
## Annexure – II





## ON SITE EMERGENCY PLAN

### Annexure- III





## ON SITE EMERGENCY PLAN

### **5.0 GENERAL EMERGENCY PROCEDURES**

Where specific procedures may not have been established, judgment shall be used in determining the best course of action. Follow the guidelines below for assistance.

All emergencies are to be handled by the highest-ranking person present, to be assisted by who may be available.

The ranking person shall delegate responsibility for making emergency phone calls.

The emergency phone numbers are to be placed at the reception.

The need of the ambulance or other emergency equipment shall be determined by the highest-ranking person present, or by any medical personal present, except where a catastrophic event has occurred. In the event of catastrophic occurrences, any body may call for an ambulance.

In all instances, the top management shall be notified immediately by phone  
FIRE PROCEDURE.

General fire protection procedures described in this section apply to any location. Emergency procedures to be used in the event of a fire include the following.

- ✓ Make a safe attempt to extinguish .Do not endanger your life.
- ✓ At the same time, notify the Admin.manager/fire department.
- ✓ Have an employee meet at the entrance of the building to direct them location of the fire.
- ✓ Keep all spectators and non-essential employees away from the fire.
- ✓ If explosives –type materials are involved, immediately evacuate all personnel.
- ✓ Make no comments. Refer all inquires to the Officer HSE.

Security guard forces will be instructed in the use of fire first –response equipment and will be thoroughly familiar with plans for summoning local units to fight fire after working hours, on Saturdays, Sundays, and holidays.





## ON SITE EMERGENCY PLAN

### ACCIDENTS INVOLVING SERIOUS INJURY

- ✓ Barricade the area/do not disturb/distort the accident scene.
- ✓ Provide for necessary first aid to the victim if necessary.
- ✓ Call ambulance, or have first available person call nearest hospital service, and advise of complete situation.
- ✓ Remove and /or keep back all non-essential personnel.
- ✓ Provide assistance to rescues personnel as requested.
- ✓ Make no comments. Refer all inquires top Manager.
- ✓ Allow no picture to be taken, except upon approval of the HSE Officer.
- ✓ Make full investigation, and report per the requirements of safety management systems.

### PROPERTY DAMAGE ACCIDENTS

- ✓ Notify the Officer HSE at first availability. The Officer HSE should immediately notify or arrange notification to the management.
- ✓ Protect against further damage whenever possible.
- ✓ Where the possibility of fire, electrical injury, or explosion exists, take additional measures as necessary to protect.
- ✓ Keep all spectators and essential employees back and /or away from the area.
- ✓ Make no comments. Refer all inquires to Officer HSE.
- ✓ To the extent possible, allow no on-site pictures to be taken, except upon approval of the Officer HSE.

### PUBLIC DEMONSTRATION

- ✓ Notify the Officer HSE who will notify appropriate authorities.
- ✓ Remove all employees from the demonstration area.
- ✓ Do not allow any verbal or physical con-frontations, except for personnel protection.
- ✓ If the conditions becomes worse and no supervisory personnel are present, employees are to remain in the office and await further instruction.



## ON SITE EMERGENCY PLAN

### BOMB THREATS

When a bomb threat is received for the first time

- ✓ The office and site shall be evacuated immediately.
- ✓ Evacuation will make of all personnel in the office and site.
- ✓ A count should be made to assure that all are present and accounted.
- ✓ Local police, fire or bomb disposal. Do not allow anyone except authorized personnel to re-enter the area.
- ✓ If it is necessary to stop or detour traffic away from the affected area, utilize local police or flagman.
- ✓ The appropriate authorities will make a search of premises. No supervisory personnel or other employees are to be involved with search.
- ✓ Notify any affected business or residents who may be endangered.
- ✓ Appoint one person (generally the ranking person present) as the spokesperson.
- ✓ Allow no photograph on site.
- ✓ Make no comments
- ✓ Notify the top management immediately.
- ✓ Assist the authorities with information and in every other way possible, without placing any JLPL employee in any danger.

If a suspicious article is found, do not touch it. Have the appropriate authorities handle the situations from the point.

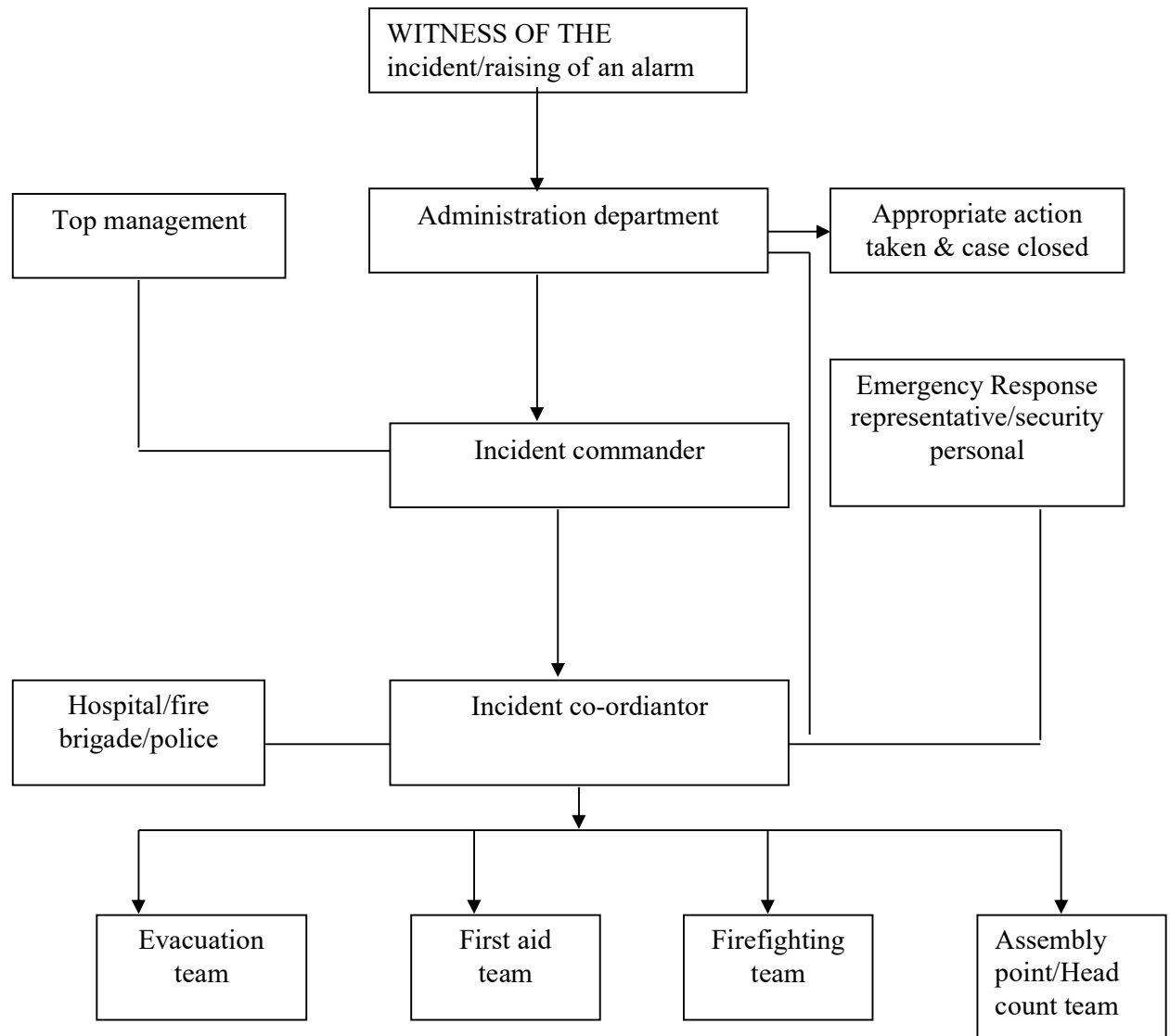
If no bomb is found and a second threat is made shortly after the first one, the premises should be evacuated again and searched again by the appropriate authorities. If a third threat occurs under circumstances which make the threat appear to be a continuation of the same pattern of false claims, careful evaluation of the circumstances is to be made by the company senior management is consultation with appropriate law enforcement authorities.

If a threat occurs after a substantial period of time has elapsed since the previous threat, or if for any reason the threat seems to be unrelated to the earlier threats, the above procedures should be followed as indicated for the initial threat.



## ON SITE EMERGENCY PLAN

### INCIDENT REPORTING PROTOCOL / EMERGENCY REPORTING FLOW CHART





## ON SITE EMERGENCY PLAN

### Emergency Contact Numbers

SR NO	NAME	DESIGNATION	CONTACT NO.
1.		Project Manager	
2.		Manager-EHS	
3.		HR & Admin	
4.		Site Engineer	
5.		Ass. Safety Officer	

### Client Team

	NAME	DESIGNATION	CONTACT NO.
1.		Project Manager	
2.		EHS Head	
3.		Planning	

### Local Important Numbers

S N	Description	Address	Contact No
1	Police Station		
2	Fire Brigade		
3	Ambulance		
4	First Aid Office		
5	Hospital		
6	Blood Bank		



## ON SITE EMERGENCY PLAN

### **EMERGENCY RESPONSE TEAM**

**Incident commander: - 1) (Deputy Project Manager).**



**Incident coordinator: - 1) (Manager-EHS)**



**Evacuation team: 1) (site engg.)  
2) (Ass.Safety Officer)**



**First Aid Team: - (First-Aider)**



**Firefighting Team: -**

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