



Utility & Fire Systems (I) Pvt. Ltd.

EMERGENCY RESPONSE PLAN

PROJECT: CHLORIDE METALS LIMITED

MIDC, SUPA PAERNER, AHMEDNAGAR

REV. NO	DATE	PREPARED BY	APPROVED BY
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INTRODUCTION

Emergency Response Plan (ERP)

The ERP outlines the basic preparedness steps needed to handle the anticipated emergencies at the work site although ERPs are not meant to be all inclusive; they should provide appropriate guidance on what to do in an emergency. Anticipating emergencies and planning the response can greatly lessen extent of injuries and limit equipment, material and property damage.

In view of the potential hazards involved in Construction, it is essential to evolve a emergency plan so that if situation demands, personnel at **SUFS Projects** can effectively make use of the available resources to minimize the human suffering and property damage when unforeseen circumstances may lead to a major emergency at construction site.

The plan out lines the course of action to be taken by various persons (employees) during emergency.

DEFINITION OF EMERGENCY

Any emergency is a situation created by an occurrence that may cause serious injuries, loss of life or extensive damage to plant and property. To tackle such major situations effectively, out side agencies may be required to be called. Emergencies may result due to natural or un-natural causes.

OBJECTIVE:

The objective of this document which will establish, implement and maintain a procedure to identify the potential for emergency situations and respond to such situations to protect and safeguard its employees, contract workers, visitors, tangible and intangible assets from the natural disasters as well as manmade disasters and to comply with requirements of Health, Safety and Environmental standard. Measures:

Measures, which need to be taken during emergencies, may/shall require the co-ordination of activities of many departments/services and may also require out side resources. These emergency measures include:

1. Passing of information to all concerned,
2. Warning and advising the persons, who are likely to be affected,
3. Mobilizing and gearing up of site resources,
4. Calling up of outside agencies,
5. Initiating and organizing evacuation of such persons,
6. Collecting latest status, other information and requirements, and
7. Co-ordination between various agencies.

SCOPE:

This procedure encompasses all activities and processes at the site and work place. The procedure applies to the actions of all employees at the Company India, as well as the services and products provided by vendors and contractors while operating on site. The well

being of visitors to the facility are considered yet their role would be limited to co-operating with evacuation plans.

Emergency at SUFS Project Sites:

1. Work Place Emergency (Identification)

A work place emergency is an unforeseen situation that threatens the employees, customers or the public, disrupts or shuts down the operations or physical process or environmental damage.

Emergencies and disasters can strike anyone, anytime, and anywhere. Evacuation of the workforce is probable when least expected. The response plan has been designed to mitigate the impact and get operations back on stream as soon as possible. The best way to protect our self, our workers, and our business is to expect the unexpected and develop a well-thought out emergency action plan to guide us when immediate action is necessary.

2. Possible Emergencies

- Fire
- Collapse of Structures / Lifting Appliances Procedure:
- Chemical spills
- Explosions
- Workplace Incidents / violence resulting in bodily harm / trauma
- Terrorist threats / acts
- Natural Calamities – Flood / Earth Quake / Storm

Location of Project site:

Sai Utility & Fire Systems (I) Pvt.Ltd – CML SAI – Site Office Area

Construction site layout plan:

Construction site layout plan is given below indicating:

- 1.Site office (Emergency controll center),
- 2.Stores,
- 3.Material Storage Area
- 4.Fire extinguishers,
- 5.Main entrances / exit.

Emergency assembly point – As per Office Emergency layout plan.



Emergency Control Center:

The Emergency Control Center is located at Project Manager's Office.

Following items are available at the control center:

- 1 Site layout plan,
- 2 List of essential telephone numbers,
- 3 List of key persons with their addresses and telephone numbers,
- 4 List of employees at construction site, Sai Utility and sub-contractor.
- 5 Copy of emergency plan,
- 6 Torches.

Communication System:

Wireless System at Site. (Mention if mobile phone at site)

Site Ambulance.	108/ 7506133942
Police- Supa MIDC	
Fire Station Supa	
Onkar Hospital Supa	9850391717/8459236757
Sai Utility & Fire System (I) Pvt Ltd	
Project manager (SUFS)	+91 9637791903
Site Engineer (SUFS)	+91 9665350062
HSE Manager (SUFS)	+91 9370793712
HSE Officer (SUFS)	+91 7410158281
PMC- Emergency Contact Details	
Project Manager (JLL)	
Project Engineer (JLL)	
HSE Engineer (JLL)	

Client	

In case of failure of telephone line, Messenger compromising of watchman / office boy and other personnel will be put in to action.

Key Personnel:

List of key personnel who will be required to deal with the emergencies, along with their names, designation, residential address and telephone numbers are given in annexure II.

List of (applicable) Government Authorities :

- **Police Station:**
- **Near Fire Brigade:**
- **Hospitals:**
- **Ambulance Services:**
- **Private Ambulances:**
- **Emergency Organisation:**

The Emergency Organisational structure and the responsibilities of various Key Personnel are given here under:

Emergency Evacuation Calling list

Evacuation lay outs are established with the legend of “you are here” at all areas and evacuation routes are marked very clearly. Emergency exits are labelled and hanging lights are installed wherever necessary. Assembly points are marked and labelled accordingly. Emergency calling list detailed are prepared and established in each facility and other personal contact numbers are available with Security and Safety boards.

ERP Team & Responsibility-SUFSIPL Office ERT

The following team will work as Rescue team when emergency will occur on site

List of ERT Members



SL NO	NAME	DESIGNATION	CONTACT NUMBER
EMERGENCY MANAGER			
1	Mr. Nagesh Basutkar	Site In-Charge	+91 9096900894
EMERGENCY CONTROLLER			
1	Mr. Rakesh Patil	Site Engineer	+91 8408880020
EMERGENCY COORDINATOR			
1	Mr. Vikas Shrivastav	Project Engineer	+91 9860885480
EVACUATION TEAM			
1	Mr. Roshan Shirsath	Office Administration	+91 8408880019
2	Mr. Mohammad Bodale	Purchase Engineer	+91 9552848467
3	Mr. Vishnu Marne	Project Engineer	
FIRST AID TEAM			
1	Mr. Vikas Shrivastav	HSE- First Aider	+91 9370793712
FIRE FIGHTING TEAM			
1	Mr. Nilesh Lahane	Project Engineer	+91 9860885480
2	Mr. Milind Dhutadmal	Design Engineer	+91 8605916160
HEAD COUNT			
1	Mr. Manoj Mishra	Site Supervisor	+91 9370694653

Site Emergency Vehicles

Sr. No	Name of Driver	Vehicle No.	Contact No
1			

Emergency Manager :

The Project-in-charge (PM) or in his absence the Planning Manager / Sr. Engineer will retain overall responsibility. His duties shall be:-

1. To assess the magnitude of the emergency and decide if employees need to be evacuated from their work places.
2. To maintain a continuous review of possible development and assess in consultation with Incident controller and Key Personnel, as to whether shutting of all the operations or evacuation of persons is required.
3. To liaise with required emergency services ie. fire brigade, hospitals, police and govt./state/local authorities.
4. To ensure that casualties if any are receiving adequate attention.
5. To control rehabilitation of affected areas after the emergency is over.

Emergency Controller:

The Project Manager or in his absence the Sr. Construction/or/HSE Engineer will act as Incident Controller. On hearing of an emergency he will rush to the scene of occurrence and take overall charge and report to Site Controller. On arrival he will assess the scale of emergency and decide if major emergency exist or is likely and inform to emergency coordinator accordingly.

He will :-

- 1 Direct the shutting down operations and evacuation of the affected areas and areas likely to be adversely effected by the emergency with the priorities for safety of personnel, minimize damage to plant, property & environment and minimize loss of materials.
- 2 Ensure that all Key Personnel and outside help is called in.
- 3 Provide advise & information to emergency team when they arrive.
- 4 Ensure all non-essential workers/staff of the areas affected are evacuated to the appropriate assembly point and the areas are searched for casualties.
- 5 Ensure continuous contact is established with emergency control center.
- 6 Report on all significant developments to the communication officer.
- 7 have regard to the need for preservation of evidence so as to facilitate any enquiry into the causes and circumstances which caused or escalated the emergency.

Emergency Coordinator :

HSE-Officer or in his absence Site Engineer will act as Emergency coordinator. He will on hearing the alarm, proceed to Control Center and maintain communication with the Emergency controller. He will:

- 1 From the information received, advise the Site Controller of the situation, recommending (if necessary) evacuation of staff from assembly points.
- 2 Maintain a log of the incident.
- 3 Provide advice to Site Controller & Emergency Controller from the information received.

Fire Fighting Team / Emergency Control Team:

Sub-contractors all safety committee members will be responsible for fire fighting. On hearing the fire alarm the team members shall reach the site of fire immediately. The leader of the team will advise on fire fighting operations. He will also inform the Emergency coordinator, Emergency Controller and Site Controller that incident has occurred in such and such area (exact location). He will arrange to evacuate the incident area and further cordon the area and stand by to direct the emergency services. If told of a major fire the team leader shall inform the Emergency Controller and stand-by to receive further messages.

Outside Normal Working Hours of the Project the trained fire fighting crew members and their leader are responsible for fire fighting and rescue. On hearing the alarm they shall proceed to the place of incident. At the site, all the members will respond to the advice and information given by the Site-in-Charge.

List of Trained Fire Fighter at the Site:

1	Mr. Raju Prajapati	+91
2	Mr.	+91

SUFS- HSE Team Members:

The area in which the incident has taken place will report to Incident Controller and provide assistance as required. They will decide which members of their staff they will require at the scene.

Site –Electrical Eng.

He will report to the scene of the incident and close down the services as requested by the Emergency Controller.

First-Aid Team:

The administration officer shall keep the list of the First-Aid Team on duty. All team members shall report to the Emergency Controller / Shift-in-Charge on hearing of the alarm. The emergency vehicle / ambulance driver, if safe to do so, shall collect the vehicle / ambulance and park nearest to the scene of incident. should it become necessary for the vehicle / ambulance to leave the site, the first aider shall inform the Incident Controller / Shift-in-Charge that the vehicle / ambulance is leaving the site, giving the name of the patient and destination i.e. Hospital or Doctor's Clinic and request the Incident Controller / shift-in-Charge to inform Hospital or Doctor's Clinic advising them about the casualties reaching there.

EMERGENCY PROCEDURE:

Warning Procedure:

In case of emergency the site Siren / Emergency vehicle horn will be blown thrice in a consecutive cycle by the Security Officer at the Main Entrance of the Project Site.

After controlling emergency the site Siren/ Emergency vehicle horn will be blown continuously for one minute to indicate that the Emergency is Over.

Evacuation Procedure:

On hearing the alarm:

- 1 Stop the work.
- 2 Disconnect all electrical equipment if any.
- 3 Leave the area quickly but calmly, without running, moving in opposite direction to that from the incident unless you have specific emergency responsibility designated.
- 4 Re-assemble at the Assembly Point so that checks are carried out to ensure that everybody has evacuated.
- 5 If you are trapped or can not leave the area, inform the nearest personnel in your vicinity of your presence by shouting or visual signals.

NOTE: During an Emergency Visitors who may not be familiar with the Emergency exited at site must be informed of the requirement, Guide them to evacuate to the Assembly Point.

Mock Drills

The purpose of the mock drill is to understand how the people will respond in case of an emergency also teach them to how it should be. Mock drills are conducted by the HSE coordinators according to the frequency (At least twice in a year) and reports are prepared. Lessons learnt from each mock drill are recorded at the report and communicated to all at the safety briefing.

Periodic Inspections

Periodic inspections of safety equipment's are essential in a preparedness planning. Fire extinguishers are inspected by HSE coordinators monthly. Any defaulted system or device will be replaced /repaired immediately.

➤ Fire:

If you find the fire

- On hearing the alarm: Shout "fire, fire" to alert persons around
- When the fire alarm sounds, evacuate the building immediately, using the nearest exit., if no other alternative use the exit through a ground floor window, but watch for broken glass
- Reach the Assembly Point
- Give the head count.
- Call emergency number

Note: Do not use the elevator for evacuation

- Do not let the fire get between you and the exit.
- Avoid breathing smoke or fire gases.
- Use the proper fire extinguisher. Do not use water on an electrical fire.
 - Pull the pin.
 - Aim the nozzle at the base of the fire.
 - Squeeze the handle.
 - Sweep from side to side.
- Leave the area if the fire increases in intensity.
- Remove Gas Cylinder's / Inflammable material if any from fire area, if without risk.
- If extinguishing is not possible, withdraw from the area and communicate to Site Controller for fire brigade help.

➤ **Collapse of Structures / Lifting Appliances Procedure:**

- Alert people in the area of immediate need of evacuate.
- Disconnect the power supply
- Cordon off the area.
- Before approach to casualty for rescue, ensure unstable /hanging components above your pathway are in stable condition from further collapse and it is safe to proceed for rescue.
- Search for trapped or injured people.
- Seek for emergency first aid , arrange for stretcher
- Stabilize the incident and provide life safety.
- After preliminary required first aid , rush the casualty to an identified hospital near by
- In case of fatal or likely to be fatal , inform local police, H.O. (President , Corporate HSE Head , Regional Head & Regional HSE Coordinator)
- Conserve property

➤ **Chemical Spills:**

- Restrict further access to the area
- Stop the source of Spill, If possible
- Use appropriate substances to spread the spills (Spill kit, sand, saw dust etc)
- Evacuate the building if it is not controllable
- Gathered in assembly point
- Call emergency number

Note: Dispose of the spill-clean-up materials as hazardous waste.

➤ **Explosions:**

- Evacuate if safe and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs - do not use the elevators.
- Make call
- Inform the nearest police station

Workplace Incidents / Violence Resulting in Bodily Harm / Trauma:

Wounds:

To stop bleeding:

- Call First Aid respondent.
- Follow the general precautions, including wearing gloves, if available.
- Apply direct pressure to the wound, if necessary, to stop bleeding.
- Protect the wound from contamination by covering it with a sterile dressing.
- Keep the victims from going into shock by laying them down to make them comfortable (not too hot or cold) and elevating their feet. If the victim has a head wound, don't elevate their feet.

Heart Attacks:

If a person has the following symptoms:

- Call First Aid respondent or call for Medical assistance.
- Prolonged, oppressive pain or unusual discomfort in the centre of the chest behind the breastbone
- Pain radiating to the shoulder, arm, neck, or jaw
- Pain or discomfort accompanied by sweating, nausea, vomiting, and shortness of breath
- Symptoms sometimes subside and then return
- Make the individual as comfortable as is possible (loosen tie or tight-fitting clothes, seat them or have them lie down – whichever makes them feel better)

Fainting:

If an individual feels faint:

- Seat the individual.
- Call First Aid respondent or call for medical assistance.
- Have them lower their head between their knees to increase blood flow to the head.
- If the individual actually faints, position them on their back with head turned to one side.
- If the individual regains consciousness, keep them quiet and lying down for at least fifteen minutes or until medical help arrives.

Electric Shock:

Shock can be fatal.

In the event shock sets in, symptoms might include pale, cold skin, rapid pulse, quick shallow breathing, and weakness.

- Lay the victim face up on a blanket or coat if possible, and raise the feet above the head unless they are fractured. If the person is bleeding from the mouth or vomiting, tilt their head to the side to avoid fluids going in to the lungs and airways. If you are unsure of injuries keep the person lying flat.
- Call First Aid respondent as per the or call for medical assistance

- Loosen tight clothing, braces, belts jewellery...etc to avoid constrictions of the waist, neck and chest.
- Keep victim comfortable and warm enough to be able to maintain their own body heat. If possible, remove wet clothing and place blankets beneath the victim.
- Place victim on his/her side if they are unconscious.

Cardiopulmonary Resuscitation (CPR):

If the victim stops breathing, apply mouth-to-mouth resuscitation only if you are trained and certified to do so:

Note: Do not perform CPR unless you can do so without harming yourself or the recipient.

Always check for an Airway, Breathing, and Chest movement (ABC) before starting CPR

In the event the person stops breathing:

- Instruct a bystander to call for help for the medical assistance.
- Utilize universal precautions (use breathing mask and protective gloves), if possible, to minimize yours and the victim's exposure to potentially infectious agents.
- Lay the person on their back.
- Place one hand on the person's forehead, the other under their neck as you tilt the person's head back. Grasp their chin, and pull the lower jaw up so that it juts out, opening the airway.
- Pinch the person's nostrils closed and cover their mouth with yours or a breathing mask.
- Give two slow breaths while watching the victim's chest rise when air passes through their open airway. If the chest fails to rise, check for obstruction in the person's mouth, readjust head tilt and repeat breaths.
- Give one breath every five seconds, removing your mouth each time to allow air to escape through the person's mouth.
- To administer CPR to an infant, place your mouth over the child's nose and mouth and blow gently. Give one breath about every three seconds, removing your mouth each time to allow air to escape.

If unable to ventilate the victim, reposition the head and try again. If still unable, perform the procedure as described under Choking. Resume mouth-to-mouth resuscitation until the individual begins breathing on their own.

➤ **Terrorist threats / acts:**

- Call Senior Supervisor Security Department. -
- Evacuate building in accordance with the established emergency evacuation plan
- Gather in Assembly point and take head count

➤ **Natural Calamities – Flood / Earth Quake / Storm:**

An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by the **Regional Team**. Emergency guidelines, which track the extremes of an environmental occurrence, are included in this section for the following:

A. Earthquake

B. Flood

In each case, the guiding principles for emergency planning are protection of life first, and then preservation of property, including restoration to normal activities. If it becomes necessary for **Company Regional Team** to respond to an environmental problem, then the concerned staff may rely on one of the following contingency responses

A. EARTHQUAKES

Earthquakes strike with little or no warning. Earthquakes range in intensity from slight tremors to great shocks and may last from seconds to minutes. Aftershocks can be felt over a period of several days. Severe quakes usually destroy power, telephone lines, gas, sewer and water mains. Land slide or dam raptures also often occur after earthquakes. Proper planning helps in minimizing the confusion that could prevail.

- **The team will initiate following steps:**

Establish a command point with the senior most person taking charge.

Assign duties to people, search for missing staff members if any and personnel injured to be given first aid or evacuated to the nearest hospital.

Supply available communication devices and torches.

Keep first – aid supplies on hand for use by trained staff members.

Ensure that proper food and water is available for the people working.

- **Following is recommended during an earthquake:**

-Individuals to stay indoors and find shelter under heavy pieces of furniture.

-Brace themselves in doorways or move into a corner and protect the head and neck, the best possible way.

-Stay near the centre of the building and away from the glass windows, skylight and doors. Do not run through or near the building, where there is danger from falling debris.

If the individuals are outside the building, they should be advised to stay clear of the building, overhead electrical lines and go to the open space.

If the individuals are indoors, exit the building after the earthquake stops and stay out of the damaged building that could collapse with aftershocks.

Project department to evaluate whether the building is safe for re occupying.

B. FLOODS

Flooding is a fairly slow process except in the case of flash flooding from thunderstorms, coastal storms or from dam failures. Water damage can be prevented by flood proofing buildings constructing barriers sand bagging or installing pumps. Most of our warehouses and build at a height higher than the ground level. But still in case of any danger to our warehouses / hubs / offices due to flooding, a checklist to assist in minimizing the damages is given below.

Flood checklist-

Move the furniture and equipment's to higher floors.

Immediately move the Consignment on the floors or the first rack to the higher racks.

Ensure sewers and drains are clear and in working condition.

Protect computers and other electrical equipment's by moving them to higher floors, where possible.

Establish an offsite location for emergency management and business continuity and recovery as required.

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