



PROCEDURE MANUAL

Rev. No. 00

Date: 01-01-2021

Doc. No.: EMSP-12

Page 1 of 3

EMERGENCY PREPAREDNESS & RESPONSE

Clause No. 8.2

1.0 OBJECTIVE:

To establish and maintain procedure for Emergency preparedness and Response

2.0 SCOPE:

This procedure is to promote Industrial Safety by identifying potential for Emergency situations and for Preventing and Mitigating the Impacts that are associated with them.

3.0 Responsibility:

The responsibility of implementing this procedure lies with HR officer/ERT.

4.0 Procedure:

Industrial Safety

ERT impart safety awareness to all employees through in-house training as per the need identified by HOD's. To reinforce the training, the safety instructions/OCP has been prepared and displayed at relevant places. The instructions give information on Safe working methods in all the sections.

Emergency:

ERT prepare an "Emergency Preparedness and Response Plan", (EPRP) which briefly describes the action to be taken by the employee's during identified emergency situation. Corrective & Preventive action in respect of industrial safety is taken on the recommendations of the departments of factory Inspectorate.

Inspection of Electrical Installation is organized as per the statutory requirements and records are maintained as per procedure for Identification of Legal & other requirements.

Entry of unauthorized persons is restricted in Hazardous Materials storage areas. Fire Extinguishers are provided at appropriate locations and are tested periodically.

In case of Fire, communication on use of safety equipment (Fire extinguisher, First Aid box) is given by the user along with the incident details to ERT who organizes for refilling / changing the equipment and keep the record about refilling.

Prepared By

Approved By



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Page 2 of 3

EMERGENCY PREPAREDNESS & RESPONSE

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Caution boards are displayed like

- NO SMOKING
- DANGER
- NO ENTRY FOR UNAUTHORIZED PERSON, etc.

The ERT will maintain the list of waste generated across the plant that includes both Hazardous and non-Hazardous waste. The respective department head will also maintain the material safety data sheets for the chemicals. MSDS is pasted in the relevant areas where required. Hazardous wastes are stored in separate bins / drums and the labeling of the drums is done as per the prescribed format. The inventory of the hazardous waste at the facility is maintained in Form - 3 and annual returns are filed to MPCB in Form - 4. The hazardous waste is disposed off as recommended by MPCB.

Stores department will select vendor for Hazardous waste disposal based on the criteria defined as per rules, ensuring proper handling and disposal of hazardous waste

Basis for selection is -

- Authorization from Pollution Control Board for handling, storage and disposal of hazardous waste under Hazardous waste (Management & Handling) Rules 1989
- Market reputation in disposal of waste in eco-friendly manner
- Competitive quotation; and
- Infra-structural facilities

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

The Emergency plan forms the guideline for declaring / deciding.

- Emergency situations
- The authorized person
- Duties of individuals and departments

The plan refers to evacuation plan, which describes the plan for evacuation of the emergency area and gathering point. ERT organizes emergency drills once in year and records the observations in the format. ERT/ and System Coordinator will Review the On Site Emergency Plan, after the occurrence of incidents or Emergency Situation and decide the possible changes needed in the Emergency Plans. ERT arranges to modify the documents, in view of the above change in Emergency Plan.

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Doc. No.: EMSP-12

Page 3 of 3

EMERGENCY PREPAREDNESS & RESPONSE

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CROSS REFERENCE:

DOCUMENTS/ RECORDS

SI.N o.	TITLE OF DOCUMENTS/RECORDS	DOCUMENTS/RECORDS /FORMAT No.
1.	Onsite Emergency Plan/ manual	EHS/PLN/01
2.	Emergency Drill Plan	EHS / F / 11
3.	Emergency drill report	EHS / F / 12

Prepared By *[Signature]*

Approved By *[Signature]*



Procedure Manual

Rev No.00

Date: 14-01-2023

Doc. No.03

Emergency preparedness and response

Fire

If you see smoke or flames:

Use CARE:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire Team
- **Evacuate** or extinguish

Use a Fire Extinguisher only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire Team.
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail


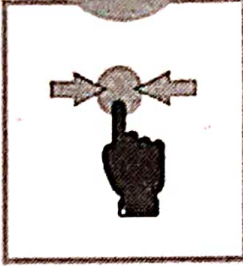


- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s), and evacuate immediately.

In case of fire - Follow R.A.C.E procedure:

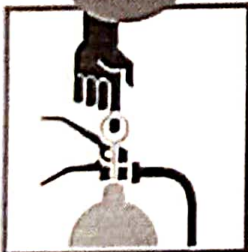

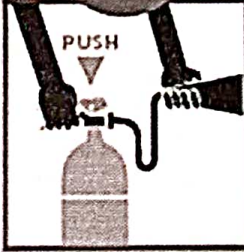

- 1. Rescue** persons from immediate danger and close door.
 - Move all students, visitors and staff to a safe area behind closed fire doors.
- 2. Activate** the nearest alarm to alert facility.
 - Alarm locations are shown on Evacuation/Floor Plan tab of this procedure as red dots.
- 3. Contain** the fire.
 - Confine the spread of smoke and heat by closing doors and windows.
 - If door is hot, leave it closed.
 - If door is not hot and it is safe to do so, extinguish fire.
- 4. Extinguish** the fire if it is safe to do so, or **Evacuate** the area if unable to safely extinguish fire.
 1. Locate portable fire extinguisher available in the area.
 2. Use the P.A.S.S. procedure when using the extinguisher:
 - i. **P**ull the pin.
 - ii. **A**im the nozzle.
 - iii. **S**queeze the handle.
 - iv. **S**weep side to side at the base of the fire.

FIRE SAFETY

Action in the event of **FIRE**

			
REMOVE ANY PERSON IN IMMEDIATE DANGER	ALARM ALERT OTHERS BY ACTIVATING/RAISING ALARMS	CONTAIN THE EMERGENCY BY CLOSING DOORS AND WINDOWS (WHERE SAFE TO DO SO)	EVACUATE THE AREA/BUILDING (EXTINGUISH IF YOU'RE TRAINED AND IT'S SAFE TO DO SO)

EXTINGUISH FIRE - only when safe to do so

			
PULL THE PIN	AIM AT THE BASE OF FIRE	SQUEEZE HANDLE	SWEEP SIDE TO SIDE

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Report The Team and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Render first-aid or CPR only if you have been trained

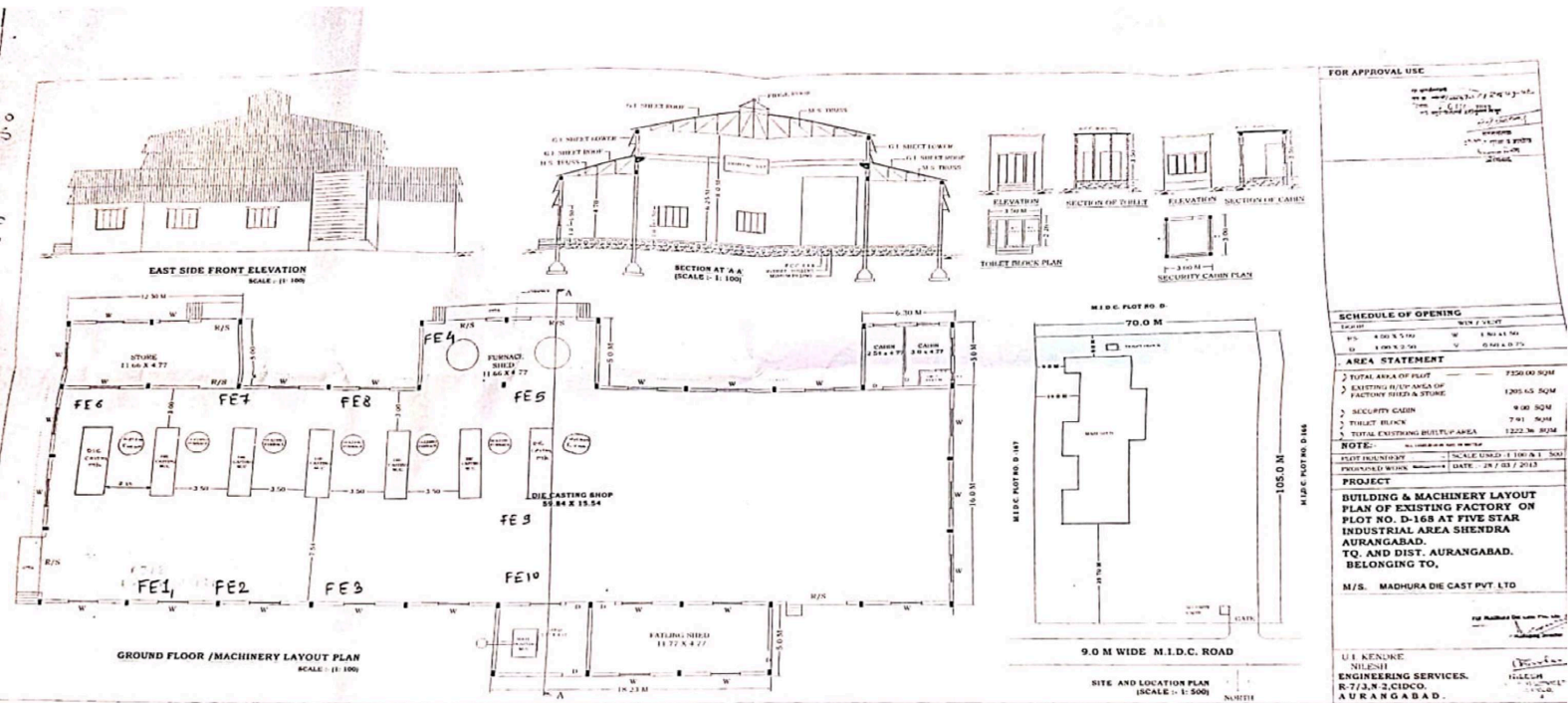


Prepared By

Approved By



Plant layout – Fire Fighting Arrangements



FOR APPROVAL USE		
<p>APPROVED FOR THE PROVISION OF FIRE FIGHTING ARRANGEMENTS FOR THE EXISTING BUILDING AT PLOT NO. D-168 AT FIVE STAR INDUSTRIAL AREA SHENDRA AURANGABAD, TQ. AND DIST. AURANGABAD, BELONGING TO, M/S. MADHURA DIE CAST PVT. LTD.</p>		
<p>SCHEDULE OF OPENING</p> <p>Scale: 1:100</p>		
NO.	AREA (SQ.M)	
1	4.00 x 5.00	
2	4.00 x 3.50	
3	0.50 x 4.00	
4	0.50 x 3.50	
<p>AREA STATEMENT</p>		
1	TOTAL AREA OF PLOT	7250.00 SQ.M
2	EXISTING BUILT UP AREA OF FACTORY SHEDS & STORE	1205.65 SQ.M
3	SECURITY CASIN	9.00 SQ.M
4	THREAT RESISTANCE	7.41 SQ.M
5	TOTAL EXISTING BUILT UP AREA	1222.06 SQ.M
<p>NOTE:</p> <p>1. ALL DIMENSIONS ARE IN METERS.</p> <p>2. SCALE: 1:100 & 1:500.</p> <p>3. PREPARED BY: UJ. KENWHE (DATE: 28.7.2013)</p>		
<p>PROJECT</p> <p>BUILDING & MACHINERY LAYOUT PLAN OF EXISTING FACTORY ON PLOT NO. D-168 AT FIVE STAR INDUSTRIAL AREA SHENDRA AURANGABAD, TQ. AND DIST. AURANGABAD, BELONGING TO,</p> <p>M/S. MADHURA DIE CAST PVT. LTD.</p>		
<p>UJ. KENWHE NILESH ENGINEERING SERVICES. B-71, N. 2, CIDCO, AURANGABAD.</p>		



Fire Fighting Arrangements Summary

S.No	Type of Hydrant	Location	Filled Date	Renewal Date
1	ABC Type	In front of M/c no 01	14.12.2022.	13.12.2023
2	ABC Type	In front of M/c no 02	14.12.2022.	13.12.2023
3	ABC Type	In front of M/c no 03	14.12.2022.	13.12.2023
4	ABC Type	In front of HMT M/c	14.12.2022.	13.12.2023
5	ABC Type	At entrance of PDC shop	14.12.2022.	13.12.2023
6	ABC Type	Behind M/c 01	14.12.2022.	13.12.2023
7	ABC Type	Behind M/c 02	14.12.2022.	13.12.2023
8	ABC Type	Behind M/c 03	14.12.2022.	13.12.2023
9	ABC Type	Near to panel area	14.12.2022.	13.12.2023
10	ABC Type	Near to Melting Furnace	14.12.2022.	13.12.2023



Fire Response team

Updated
14.01.2023

Rahul Patil Team Facilitator	<ol style="list-style-type: none">1. Facilitate team in terms of requirements, training, arrangements.2. Create Environment in plant for the better fire fighting system.
Jitendra Barhate Team Co.ordinator	<ol style="list-style-type: none">1. Coordinate with team for emergency evacuation, response team.2. Training , control, emergency response with teams.
FIRE RESPONSE TEAM	Amol Patil (Production)
	Ganesh+ Sachin (QC, Store, Tool)
	Bharat Shikare (Dispatch, QC)
	Mahajan (Security)
FIRE EVACUATION TEAM	Jagdish Pawar (Production)
	Narayan Chavan (Dispatch, Finish)
	Dashrat Terse (Store, Tool, QC)
Pramod More Time Keeper & Controller	<p>In case of emergency keep the time record and counts of members to protect over all team.</p>

Qualification:
Should be trained on fire fighting equipments handling .
Should know about the location and types of fire fighting equipments.
Should be physically talented for the emergency response actions.
Should know about emergency contact no's and actions in case of emergency.

R&R:
In case of emergency should act as quick as possible to safe guard the members.
Should protect self and team by appropriate actions by technically.
Should act fast in controlling situation in case of emergency.

Should know the each corner and ways of plant.
Should know the working teams and emergency evacuation path & plans.

In case of emergency evacuate team members to the safe zone area.
Should act as fast in supporting team members / fire response team in controlling emergency situation.
Should provide details to time keeper on evacuation details.

Madhura Die Cast Pvt. Ltd.

TRAINING ATTENDANCE SHEET

Topic: Training on How to use fire extinguisher

Faculty: Gurnesh Bamsode 10A

FM/QS/18

Date: 15/01/2023

Total Hrs: - 30 min

REV.NO: 00/04/14

Sr.	Employees Name	Signature	Remark
1	Amol Patil.	Amol	
2	Devidus Paygaram	Devidus	
3	Sandu Patil	Sandu	
4	Bharate .A.	Bharate	
5	Rahul maddan.	Rahul	
6	Ajay Bhawle	Ajay	
7	Bhavesh .s.k.	Bhavesh	
8	Sachin Somvarshi		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Signature of Faculty:

Gurnesh Bamsode

Total Number of Participants	Duration of Program	Total Man hours	Total Cumulative Man Hours
09	30 min	4 Hr 30 min	4 Hr 30 min