

**SOP: 4.0 EMERGENCY PREPAREDNESS/ ACTION PROCEDURES**

**EMERGENCY PREPAREDNESS/ACTION PROCEDURES**

**Scope:** The Onsite and Offsite Emergency plan for the Organisation.

**Responsibility:** SHE and SR

**Procedure**

Workplaces need a plan for emergencies that can have a wider impact. Special procedures are needed for emergencies such as serious injuries, explosion, flood, poisoning, electrocution, fire, release of radioactivity and chemical spills.

Quick and effective action may help to ease the situation and reduce the consequences. However, in emergencies people are more likely to respond reliably if they:

- are well trained and competent
- take part in regular and realistic practice
- have clearly agreed, recorded and rehearsed plans, actions and responsibilities

Where you share your workplace with another person's, you should consider whether your emergency plans and procedures should be coordinated.

1. Consider what might happen and how the alarm will be raised. Don't forget night and shift working, weekends and times when the premises are closed, eg holidays.
2. Plan what to do, including how to call the emergency services. Help them by clearly marking your premises from the road. Consider drawing up a simple plan showing the location of hazardous items.
3. If you have 6 tonnes or more of dangerous substances, you must notify the fire and rescue service and put-up warning signs.
4. Decide where to go to reach a place of safety or to get rescue equipment. You must provide suitable forms of emergency lighting.
5. You must make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked
6. Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)
7. Decide which other key people you need, such as a nominated incident controller, someone who is able to provide technical and other site-specific information if necessary, or first-aiders.

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8. Plan essential actions such as emergency plant shutdown, isolation or making processes safe. Clearly identify important items like shut-off valves and electrical isolators etc
9. You must train everyone in emergency procedures. Don't forget the needs of people with disabilities and vulnerable workers
10. Work should not resume after an emergency if a serious danger remains. If you have any doubts ask for assistance from the emergency services.
11. The In-charge with the help of SHE identifies the Potential Emergency Situations and Accidents.
12. In the case of fire accident, Earthquake, Bomb threat, flood the action procedure includes constitution of teams and the responsibilities assigned to each team are given below.

**A) Team Constitution cum responsibility**

SL. NO	Team	Responsibility
1.	Team Leader cum Coordinator.  In-charge	Commanding, Coordinating and Controlling all activities, To assess the type & extent of fire. To inform fire services, Hospital and top Management as required.
2.	Emergency Control Personal Assistant and Fire Fighting Trained Employees	To clear off the area, To extinguish the fire
3.	Rescue cum First Aid  GHI and  First Aid Trained employees	To ensure the safety of the affected people  To provide First Aid to them.

**B) Assembling**

The employees in the area of fire are responsible to activate the fire alarm, raise the voice alarm fire, and to inform the In-charge and Fire Department inform fire department directly based on the intensity of emergency.

- a) All the teams should assemble in the designated area at the front portico near office and stand team wise.
- b) The team leaders should direct the teams for carrying out various activities.

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**C) Emergency Control**

1. One or two team members should cordon off the area to prevent onlookers from entering.
2. Instruct and direct people, other than the teams responsible to clear the area.
3. After assessing the type of fire, select the right type of fire extinguisher as below.
4. Activate the Fire extinguisher and extinguish the fire.

TYPE OF FIRE	TYPE OF EXTINGUISHER
Electrical, Diesel	Class BC Type
Cotton	Class A Type
Electrical, Diesel and Cotton	Class ABC Type

**D) Rescue and First Aid**

1. Throw thick cotton/gunny cloth over the affected person if his/her clothes are still burning and roll him on the floor to extinguish the fire.
2. Pour plenty of water over the affected person.
3. Help the affected persons to reach the Doctor / nearest Hospital.

**Communication Team**

- Assess the type and extent of Fire.
- Inform Fire service immediately.
- Inform the nearest doctor immediately.
- Inform the ESI Hospital for necessary treatments and benefits. Simultaneously inform the CEO.
- The plans are periodically verified by way of conducting mock drill once in six months in the unit.
- When there is an Emergency situation / Accident the workers in the area are responsible for reporting it to the supervisor and the Emergency response teams.
- After the occurrence of any Emergency situations/ accidents, the causes shall be analyzed and corrective action shall be taken.
- SHE maintains the mock drill records.
- The plans are periodically verified by the way of conducting mock drill once in six months.

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**II Other Emergencies like: Fall, Oil Spillage and Electrical Shocks etc.  
Procedure**

1. To give first aid on the floor immediately by the trained first aid persons.
2. To inform the departmental head and security
3. Based on the seriousness of the accident arrange for the transfer of the victim to the nearest hospital under the guidance of trained first aid personnel.
4. To arrange for ESIC support to the victim
5. To analyse the cause of the accident and take preventive and corrective action for future occurrence.

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