



SOP- 06



Emergency Response Plan

1.0 PURPOSE

The purpose of this plan is to ensure the safe evacuation of all staff and contractors from the workshop/office during an emergency. This plan will be implemented in the case of natural disasters, labor unrest, chemical or gas release, fire or injury.

2.0 OBJECTIVES

The objectives of ERP is to describe the site emergency preparedness/response, the resources available and response actions applicable to deal with various types of emergencies that could occur at the installation with the response organization structure being deployed in the shortest possible time during an emergency. Thus, the objectives of Emergency Management Plan can be summarized as:

- ❖ Rapid control and containment of the hazardous situation,
- ❖ Effective rehabilitation of the affected persons and prevention of damage to property.



FIRE

EVACUATE BUILDING



SEVERE WEATHER

MOVE TO A SAFE LOCATION



URGENT SITUATION

CONTACT EMERGENCY SERVICES



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In order to effectively achieve the objectives of emergency planning, the critical elements that form the backbone of the ERP are:

- Reliable and early detection of an emergency and careful planning.
- The command, co-ordination, and response organization structure along with efficient trained personnel.
- The availability of resources for handling emergencies.
- Appropriate emergency response actions and proper training of Staff.
- Effective notification and communication facilities.
- Prompt rescue and medical aid to affected persons and communication to civil authorities for rushing in help from outside.
- Regular review and updating of the ERP.

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3.0 INTRODUCTION

Emergency / Disaster planning is an integral part of the overall loss-control Program and is essential for any construction company to plan and execute such plans. This is important for effective management of an accident / incident to minimize losses to people & property, both in and around the site. Emergency planning process also brings to light the deficiencies such as lack of resources necessary for effective emergency response. Emergency planning also demonstrates the organization's commitment to the safety of employees, work place and increases the organization's safety awareness. The format and contents of the Emergency Response Plan (ERP) have been developed taking into consideration the regulatory guidelines, other applicable documents and accepted industry good practice principles formulated as a result of lessons learned in actual emergencies requiring extensive emergency response.

This Plan outlines the general procedures followed for all emergency situations and incidents that could occur as a result of Project construction or operations by natural causes, equipment failure or by human errors in the Central Workshop.



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4.0 INFORMATION ON THE PRELIMINARY HAZARD ANALYSIS

Sr.	Area	Emergency Situation
1.	Failure of material handling equipment	Loosing Balance, tilting over, striking of boom, fall of object from crane on people in that area
2.	Fire due to electrical short circuiting, fire in wooden planks	Loss of life
3.	Fall of a shuttering over person- Fall of material or collapse of the shuttering material	Loss of life/Injury
4.	Leakage / Explosion in gas cylinders	Fire & Explosion
5.	Electrocution due to contact with live underground cables in absence of Index Plan	3 rd degree burn to excavating employees
6.	Fall of a person from height during De- shuttering/ shuttering, ducting or any height related operation	Fatality/ Permanent disability
7.	Bursting of Gas cylinder while gas cutting /welding operation,	Fatality as well fire in that area
8.	Fall of person, fall of vehicles and equipments, fall of material inside the pit due to absence of access control, barricading, unskilled-workers.	Fatality, multiple injuries

**SOP- 06****Emergency Response Plan****5.0 RESPONSIBILITY**

Responsibility for establishing and maintaining a state of Central Workshop Emergency belongs to Workshop in charge/Chief Engineer Main Workshop Controller (who is present and heading the Workshop that time). He is responsible for maintaining distribution control of the plan, and for ensuring that the plan and implementing applicable procedures are reviewed once in two years and as and when required.

Workshop Safety Representative/Workshop In-charge is responsible for ensuring the adequacy of the conduct of drills, as outlined in the ERP and to ensure that adequate emergency response capabilities are maintained in accordance with the plan.

6.0 SCOPE AND APPLICABILITY

To be used by all members of the Project Management Team, Supervisors and Contractor/Subcontractors personnel who have a duty of care to protect and assist all members of the workforce in the event of any emergency situation. This procedure and guidance covers where applicable, accommodation camps in addition to activity enlist. It is not expected that any person put himself or other persons at risk to contain an emergency situation.



7.0 EMERGENCY CONTROL CENTER (ECC)

For the purpose of handling emergency, one Emergency control center has been identified. All communications to and from will originate at this CONTROL CENTER.

The Emergency Control Center will have the following:

a)	A copy of EMERGENCY RESPONSE PLAN
b)	List of important telephone numbers such as Police, Fire brigade, Hospitals, Ambulance and key personnel.
c)	Address and Telephone numbers of the Labor Commissioner, District Magistrate and officer in charge of local police station.
d)	Plant Layout indicating storage of hazardous materials, MSDS, location of firefighting system, entrances/exits, roads, approach to surrounding industries/offices.
e)	List of employees.
f)	Torches.
g)	The required PPE for emergency.
i)	One vehicle will be on standby for emergency duties.

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8.0 ONSITE EMERGENCY DECLARING PROCEDURE

Any person on noticing an emergency shall inform the Main Workshop controller by telephone/ walkie-talkie (or any other communication provided at site) and give the following details.

- Name of the person giving the information.
- Exact location of emergency.
- Nature of emergency.
- He shall also inform the site coordinator. Then as per the situation the workshop coordinator will mobilize the other ERP Team members.

The Main workshop controller after assessing the situation will declare an emergency and accordingly direct the welfare and public relations coordinator to inform the clients, concerned government authorities, fire brigade, ambulance, as the case may be. Also for any other external help if required. The welfare and public relations coordinator will act as per the instructions of Main site controller.



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9.0 GENERAL RULES:

1. While informing about emergency, indicate the location of emergency, nature of emergency, nearby extension number and give your name.
2. As a team member, report to your team leader and give attention to all instructions.
3. In the absence of team leader, the alternate shall take charge
4. Only qualified first Aider shall render first aid
5. Do not communicate with external agencies, unless instructed by Main Workshop controller or workshop coordinator.
6. Do not spread unauthorized or exaggerated information to others
7. Do not approach the emergency site as a spectator
8. On hearing the emergency siren the employees of the particular location who have been asked to evacuate the area shall move out of the area without panic, and assemble near the specified Assembly point



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10.0 DRILL AND EXERCISES

Drills and exercises constitute the basic component of disaster management. They both refer to a re-enactment, under the assumption of a mock scenario, of the implementation of the response actions to be taken during an emergency. Exercises are more comprehensive, and are aimed at testing the whole response organizations, including communication with, and the intervention of, on-site and off-site response organizations.

The objectives of drills and exercises are to:

- To review the company /site emergency management procedure.
- To test the effectiveness of communication with various Emergency response teams.
- Provide hands-on experience with the procedures to be implemented during an emergency.
- To test the response time of Emergency teams.
- To test the response time of company fire fighters.
- To evaluate adequacy of existing resources & to identify additional resources required.
- To improve co-ordination amongst the emergency response teams.
- To identify the further training requirements.
- Rectify the situation.

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11.0 EMERGENCY RESPONSE ACTIONS

Workshop Emergency plan deals with the actual actions that should be implemented by personnel in the various functions during the emergency.

The mock drill will be conducted on monthly basis as a planned or unplanned exercise the mock drill records will be filled in and to be sent to Manager Safety to review. All mock drill has to be conducted in front of appointed nominee from Manager Safety.

12.0 ACCIDENT/INCIDENT RECOVERY PLAN

Once the emergency situation is over, the effort should be directed towards bringing back the site to the normal situation. The trauma due to accident shall be minimized by prompt action at the site by the site emergency controller. The following are usually the major concerns always with the people:

- Accident psychological factors.
- These factors shall be removed with committed effort in proper root cause analysis, educating the persons and changes in the design to prevent such accidents in future.

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13. CLASSIFICATION OF EMERGENCIES

Area emergency (Level 1)

This a small emergency which is only applicable to a small area and is brought under control within a few minutes.

Works emergency (Level 2)

This is any emergency, which cannot be brought under control within a few minutes, or an emergency where two or more areas are affected.

Emergency (Level 3)

This is an emergency, which affects **ANG** and surrounding factories.

Transfer of Command (TOC)

The receiver must ensure that he / she is briefed on the following:

- Incident condition (spill fire / product release number of patients etc)
- Incident action plan
- Progress towards completion of tactical objectives
- Safety considerations
- Deployment and assignment of staff
- Need for extra resources