1. PURPOSE AND SCOPE

To identify the potential emergency situations and to establish the system for responding, preventing, and mitigating these emergencies.

2. APPLICABILITY

This procedure applies to Sterling & Wilson Projects and Operation & Maintenance

3. RESPONSIBILITY:

HSE dept., Admin Dept., Project Team

4. DEFINITIONS

4.1 **Emergency:** An event or situation which could endanger the life and health of people and living organisms, affect the state of facilities and infrastructure, cause chaos and destruction

4.2 **Evacuation:** Immediate and rapid (emergency) leaving of a building or a plant/location section due to an incident (e. g. fire, chemical leak, emission of smoke or gas in a building).

4.3 **Mock Evacuation Drill:** An activity conducted to check the preparedness for facing real emergency situations.

5. DESCRIPTION OF PROCEDURE:

5.1 Identification of Emergency Situations

An emergency could be defined as a situation which has the potential to cause a serious impact on humans and the environment.

5.2 Type of Possible Emergencies

1. Gas Leakage
2. Fire & Explosion
3. Collapse of structure & Appliances
4. Fall from Height
5. Electric Shock
6. Food Poisoning
7. Natural Calamities (Earthquake & Flood)
8. Snake Bite & Scorpions Bite or Stings
9. Heat Stroke
10. Environmental emergencies (Oil / Chemical spills)
11. Pandemic

5.3 Emergency Preparedness and Response Plan

- For each type of emergency scenario identified detailed preparedness & response plan has to be prepared at the site & offices
- A detailed Emergency Preparedness Plan is prepared including the following details

SW/HSE/P09 Rev01 Issued Date: 05.06.2023	UNCONTROLLED WHEN COPIED	Page 1 of 5

- Site / Office information
- Emergency organization
- Hazards while working at the site
- Potential emergencies in these areas
- Mitigation plans for the identified emergency situations
- Internal and External Communication plan
- First Aid process
- Operation of Ambulance
- Evacuation plan
- Emergency Assembly Points
- List of persons who will be acting as Central Authority during emergency situations.
- Emergency control teams and their responsibilities in case of emergency
- Training for the teams
- Training for employees working in these areas
- List of emergency phone numbers (Fire Brigade, Police, Hospital etc.)
- Frequency of Mock drill

5.4   Emergency Response Team:

5.4.1   Emergency Response Team is a trained set of personnel who is responsible for handling emergency situations. The details of those particular employees are made known to all so that in case of an emergency they can contact them and get assistance or guidance from the trained team

5.4.2   Training on emergency response measures is conducted on the ERT members. The training on safety and first aid is given to employees the record of same is available in HR & Admin Department for the office and the project team will record for the site.

5.5   Training on Emergency Preparedness:

Employees are made aware of the "Emergency Situations and Preparedness Plan". They are informed about the consequences of the accidents and how to react in case of Emergency.

5.6   Mock drills

5.6.1   It is conducted once in three months for the project site and once a year for the office to make employees aware of how to respond in case of emergency situations.

5.6.2   This is recorded in the Mock drill report format and the effectiveness of Mock drills is analyzed in HSE Committee Meeting. A mock Drill plan for Emergency situations is maintained by RMR.

Input	Process	Output	Responsibility
Identification of potential emergencies at sites and offices Types of Emergencies: 1. Gas Leakage 2. Fire & Explosion 3. Collapse of structure & Appliances 4. Fall from Height 5. Electric Shock 6. Food Poisoning 7. Natural Calamities (Earthquake & Flood) 8. Snake Bite & Scorpions Bite or Stings 9. Heat Stroke 10. Environmental emergencies (Oil / Chemical spills) 11. Pandemic			
	Formation of emergency response team at sites and office locations	List of ERT team members	Project Manager/ Admin Head
	Training of emergency response team	Training records	Project Manager / Site HSE
	Training for all employees	Training records	Project Manager / Site HSE
	Prepare Emergency Preparedness and response plan • For each type of emergency scenario identified detailed preparedness & response plan has to be prepared at the site & offices A detailed Emergency Preparedness Plan is prepared including the following details	EPRP Plan	Project Manager / Site HSE/ Admin Head

	- Site / Office information - Emergency organization - Hazards while working at the site - Potential emergencies in these areas - Mitigation plans for the identified emergency situations - Internal and External Communication plan - First Aid process - Operation of Ambulance - Evacuation plan - Emergency Assembly Points - List of persons who will be acting as Central Authority during emergency situations. - Emergency control teams and their responsibilities in case of emergency - Training for the teams - Training for employees working in these areas - List of emergency phone numbers (Fire Brigade, Police, Hospital etc.) - Frequency of Mock drill		
	Scheduling Mock drill	Mock Drill Plan	Project Manager / Site HSE
	Conducting Mock drills (Quarterly for sites and Yearly at office locations)	Mock Drill Record	Project Manager / Site HSE/ Admin Head
Observations made during the mock drills	Review the EPRP	Revise EPRP	Project Manager / Site HSE/ Admin Head

6. **DOCUMENTS AND RECORDS:**

S. No.	Doc No.	Title
1	Site Specific	Emergency Response Procedure
2	SW/HSE/F412	Mock Drill Plan
3	SW/HSE/F413	Mock Drill Report