

Environmental emergency preparedness and response
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1.0 Purpose

The purpose of this procedure is to establish a system for handling emergencies arising out of fire or others.

2.0 Scope

Activities, operations and services including maintenance that is associated with the respective locations, which can lead to emergencies at KSPH&IDCL.

3.0 Associated and reference documents

- a) ISO 14001:2004 clause 4.4.7
- b) IMSP 25 – Environmental nonconformity and corrective and preventive action

4.0 Responsibility

Sl. No.	Activity	Responsibility	
		Primary	Secondary
1	Develop / revise Emergency response procedures (EPRP)	MR	Respective site In-charge Officers
2	Review / Approve EPRP	MR	-
3	Communicate EPRP to functional heads	MR	Respective site In-charge officers / coordinators
4	Communicate EPRP to employees	Respective site In charges.	Respective site In charges / coordinators.
5	Impart training on EPRP	MR	Respective site In charges / coordinators.
6	Evaluate EPRP effectiveness	MR	Respective site In charges / coordinators.
7	Responding to emergencies	Designated personnel / team (Location specific)	Respective site In charges / coordinators.

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5.0 Definitions

ON-SITE EMERGENCY - Any emergency situation arising out of the plant's equipment / utilities which can be controlled inside the KSPH&IDCL premises (boundary) without using outside help, and which does not affect the public or the residents nearby is called ON-SITE Emergency.

OFF-SITE EMERGENCY - Any emergency situation arising out of plant's equipment / utilities, which can be **controlled** inside the KSPH&IDCL premises (boundary) **using the outside help**, and which may affect the public or the residents nearby is called OFF-SITE Emergency.

OTHER EMERGENCIES - Emergency situations arising out of spill of fuel, chemicals, lube oil; emergency caused due to flood and other natural calamities which will affect the safety and health of the employees and contractors who are working in KSPH&IDCL premises, and has an effect on environment are categorized as other emergencies.

Emergency Response: actions taken by personnel outside the immediate work area to address an incident.

6.0 Procedure

6.1 General

6.1.1 Potential environmental incidents and emergencies likely to occur at the facility shall be identified during aspect-impact analysis Once in a year, coordinators shall review this and identify if there are newly identified emergency response and planning requirements; it shall be informed to the MR for updating the emergency response procedures.

6.1.2 Roles and responsibilities for communications within the facility and for obtaining outside support shall be displayed at appropriate locations i.e., following informative posters shall be displayed:

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- a) List of First aiders
- b) Emergency contact phone numbers of key personnel
- c) Nearest police station number
- d) Police control room phone number
- e) FIRE and Emergency services phone number & nearest hospital number

6.1.3 All emergency response activities are to be conducted within boundaries of training levels, appropriate procedures, and governmental regulations.

6.1.4 MR and Officers-in-charge of sites / Coordinators shall be the designated emergency response coordinators.

6.2 On-site emergency

6.2.1 Any person who notices or suspects a fire within KSPH&IDCL premises shall telephonically inform the MR / Site In charge / Coordinators.

6.2.2 Designated fire wardens shall attend to all on-site emergencies that affects reasonably less area; generally they cause less harm / loss, and which does not affect the public or the residents nearby.

6.2.3 Following information and guidance shall be used for the selection of fire extinguisher:

Classification of Fire

Fires can be classified into four categories

Class A fire: Fire due to combustible materials such as wood, paper, textiles etc

Fire Extinguisher: Water (Cooling effect)

Class B fire: Fire due to flammable liquids like oils, solvents, petroleum products, varnishes and paints etc.,

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Fire extinguishers: Foam, Carbon dioxide, and Dry Chemical Powder (DCP), (blanketing effect)

Class C Fire: Fire involving gaseous substances under pressure where it is necessary to dilute the burning gas at a very fast rate with an inert gas or powder

Fire Extinguishers: Carbon dioxide, Dry Chemical Powder (DCP)

Class D fires: Fire involving metals like Magnesium, Aluminium, Zinc, Potassium etc., where the burning metal is reactive to water and which require special extinguishing media or techniques. Sand buckets are suitable in most cases. Dry powder extinguishers are also suitable in some cases if special type of powder is used.

Important:

- Do not use DCP on electrical panels, electronic gadgets like PCs, servers etc., as the dust will spoil the equipment and render it beyond repair.
- Use CO2 extinguishers only to put out panel fires

Non-Electrical Fires

In case of non-electrical fires, such as Insulation and oil fires, electrically isolate the individual equipment first and put out the fire by using foam, DCP or Co₂ extinguishers. Water may be used to fight the fire, but only after isolating the equipment electrically.

6.2.4 Testing the Plan

The veracity of the plan has to be checked at least once in a year. MR shall plan for this and conduct the mock-drill by declaring the emergency. The actions specified in 6.2.1 to 6.2.3 should be mock tried by posting some observers at critical places and the feedback from the observers to be obtained and any improvement suggested if found fit should be incorporated. Record of this shall be maintained.

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6.3 OFF-SITE EMERGENCY:

Any emergency situation arising out of plant's equipment / utilities, which can be **controlled** inside the KSPH&IDCL premises (boundary) **using the outside help**, and which may affect the public or the residents nearby is called OFF-SITE Emergency.

6.3.1 Any person who notices or suspect a fire within KSPH&IDCL premises, shall telephonically inform the MR / Site In-charge / Coordinators and/or fire warden.

6.3.2 Safety Executive, with prior information to the location head shall follow the following steps.

- Call the fire brigade, or Give the operator your telephone number and ask for "fire brigade"; When the fire brigade replies, give the following information clearly and concisely:- "We have a fire at" _____ (tell location and address, contact person name and phone number)
- Do not replace the receiver until the address has been repeated by the fire brigade

6.3.3 Coordinators shall ensure that "Fire evacuation procedure" is displayed at appropriate locations.

6.3.4 Coordinators / Security staff shall head count at assembly point and ensure that all personnel have come out of the building.

6.3.5 Coordinators shall ensure that necessary medical help is given to the affected people.

6.4 OTHER EMERGENCIES:

Other than the main two emergencies namely On-Site and Off-Site, it is anticipated to have emergencies like bomb threat, emergency due to natural calamity etc. In such cases EMS

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Coordinators should contact the police department and seek their guidance for initiating further action.

6.5 Emergency response reporting

EMS Coordinators of concerned location shall make a report on the nature of emergency encountered, response details, and suggestions/recommendations for improving response measures. This report shall be submitted to the MR at HO for initiating corrective and preventive actions as appropriate.

6.6 Fire evacuation procedure – General

On learning about fire incidence:

- 1) Leave the building at once, quickly and calmly by the nearest available escape route. Do not stop to collect personal belongings.
- 2) If you suspect there is a fire on the other side of the door; do not open it, seek another means of escape. When leaving the building, ensure all fire doors on your route are closed.
- 3) When clear of the building, proceed to the assembly area.
- 4) Under no circumstances should you attempt to re-enter the building until told to do so by a member of management

7.0 Records

Sl. No	Name of the Record	Custodian	Retention Period
1	Mock drill reports (as per appendix 1)	M.R	3 years
2	Emergency response reports	M.R	3 years

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Appendix 1: Mock drill report (Template)

ON-SITE EMERGENCY – EMERGENCY PREPAREDNESS

MOCK DRILL REPORT AND EVALUATION

Date: _____

Location:

Type of Emergency / Incident:

Any other relevant information related to conduct of mock drill:

Details of key personnel who were involved in the emergency response mock drill:

Sl. No	Description of Responsibility	Name of the personnel	Remarks
1	Incident Controller		
2	Communication Coordinator		
3	Fire and Rescue Coordinators		
4	Medical Coordinator		
5	Observers		

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Events:

Instruction: While providing information related to events, use YES, NO, N/A (Not Applicable), N/R (Not Required), NONE, or descriptive text as appropriate; give full mark when the answer to an element is N/A and N/R.

Sl. No.	Events	Time	Mock Point	Evaluation Mark	Remarks
A	COMMUNICATION		10		
1	Mode of call: Telephone: Any other:				
2	Name of the caller:				
3	Announcement on PA (Public Address) system:				
4	Siren sounded:				
5	Communication to Fire Station:				
B	RESPONSE TIME		10		
1	To reach at Safe assembly point: a) Senior management staff: b) Other staff:				
2	Arrival of Ambulance:				
3	Arrival of FIRE Services (External Agency)				
4	Arrival of Fire Wardens (Internal Resources):				
5	Communication with external agencies for help:				
C	ACTION BY STAFF		10		
1	Electrical Isolation required:				
2	Equipment isolation required:				
3	Water spray/ extinguisher / foam used:				

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Sl. No.	Events	Time	Mock Point	Evaluation Mark	Remarks
D	FIRE & RESCUE COORDINATORS		10		
1	Proper approach:				
2	Extinguisher, hose, spray operations:				
3	Help sought by the operating staff (in extinguishing the fire):				
4	Monitoring and Evacuation of people by the coordinators; ensuring no persons left out within building, especially in the vicinity affected area:				
E	ASSEMBLY POINT		10		
1	All persons (not required for emergency response) are to assemble at Assembly Point:				
2	Counting of persons:				
3	Reporting to Incident Controller:				
F	MEDICAL		10		
1	Ambulance Report:				
2	Other action:				

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G	USE OF PPE		10		
1	Breathing Apparatus Set: Fire Suit: Safety Kit: Other tools:				
Sl. No.	Events	Time	Mock Point	Evaluation Mark	Remarks
H	TRANSPORT		10		
1	Number of vehicles reported at site – that were not required for responding to emergency:				
2	Number of vehicles reported at site – that were required for responding to emergency – for transporting people to safe place:				
I	MUTUAL AID RESPONSE		10		
1	Call time: Help extended:				
J	OTHER OBSERVATIONS		10		
1	Speed of work: Confidence in work: Knowledge of area: Panic situation:				
		Total Marks	100		

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Conclusion and recommendations:

Name & Signature of the Observer:

_____ **End of Appendix 1** _____

Approved by: Managing Director:
