REVISION HISTORY

Revision	Date	Change
00	January 01, 2022	Created
01	January 01, 2023	➢Reformatting the whole document. ➢Précised Clause numbers. ➢Update Staff Contact Details ➢Update Client Contact Details. ➢Records added for reference.
02	January 01,2024	Reviewed
03	January 01,2025	Names and Contacts Reviewed

Emergency Response Plan

1 PURPOSE:

1.1 The purpose of this document is to Plan and Prepare for Emergency Response to Incidents that mitigates the Consequences and enables normal operations to be resumed.

2 SCOPE:

2.1 These emergency procedure guidelines apply to all business and operations of HGGC and all operated transport vehicles within **M/S HAJI GUL GROUP OF COMPANIES**.

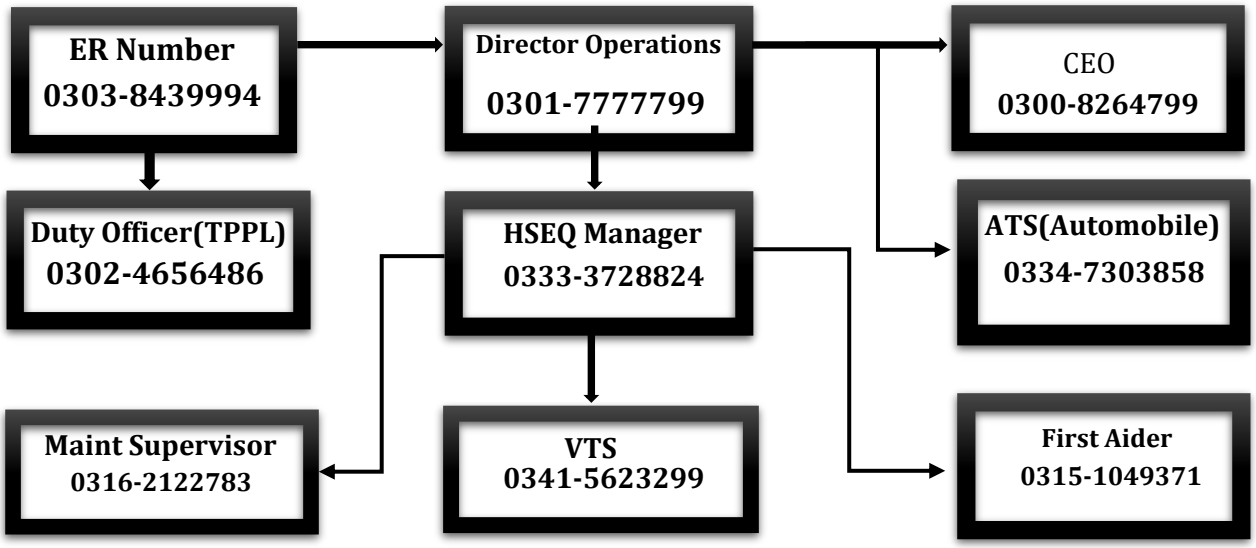
3 DEFINITIONS:

3.1 **ALARP:** As Low as Reasonably Practicable"
3.2 **TPPL:** "Total Parco Pakistan Limited"
3.3 **ER:** "Emergency Response"
3.4 **CORRECTIVE ACTION OR CONTROL:** "Immediate action taken to control the risk.
3.5 FIRST AID: "Initial treatment for injury"
3.6 **INCIDENT:** "Any unplanned event resulting in, or having a potential for injury, damage, or other loss."
3.7 **ROOT CAUSE:** "The most basic cause(s) that resulted in any incident/accident."

4 RESPONSIBILITIES:

4.1 HSEQ Manager shall be responsible to activate this plan.
4.2 HSEQ Manager shall record and maintain relevant documents.

5. EMERGENCY ORGANOGRAM:



6 BUSINESS EMERGENCY SCENARIOS:

Eight emergency response scenarios are formulated to address and enable response teams to manage emergencies arising from road transport operations. Emergency response scenarios are linked with the road transport hazard register and provide effective control in the mitigation of hazards to ALARP (As Low as Reasonably Practicable).
Following are the emergency events that can happen in the activities of HGGC works.

6.1 Product Spillage
6.2 Fire
6.3 Medical Emergency
6.4 Vehicle Collison/Rollover
6.5 Vehicle Break down e.g., Mechanical breakdown
6.6 Vehicle Brake Failure
6.7 Hijacking/Terrorism Attack
6.8 On Route law & order situation

6.1 PRODUCT SPILLAGE

DRIVER Duty
• Park the vehicle at a safe site • Inform the company emergency response coordinator and client emergency number. • Inform the local area fire brigade • Turn off the electrical system by operating the engine master switch, and shut down the engine. • Try to control spill with the help of available resources, e.g., a Spill Kit, Soap, also can get help from other tank lorry drivers (moving on the same road) • Ensure there is no source of ignition nearby • Cordon-off/brigade the area • Properly place the safety cone up to 50m from the vehicle • Try to keep people away from the incident area.
Emergency Response (ER) Coordinator Duty
• Immediately Inform HSEQ Manager & Client e.g.,PGL. • Take the statement of the driver or 1st person on the accident/incident. • Arrange essential resources, company ERP Team with emergency response tools e.g. Hose, Half cut drum, sand, F.E, etc. • Coordinate with local administration, e.g. Police, Ambulance. • Coordinate with other supporting squads e.g. Product retrieval team (ATS). • Log incident in the prescribed form. • Contact product disposal company. •
• Dispose-off the product and clean the site.

- Support ER team in every aspect
- Arrange support from a nearby contractor base.
- Make a continuous connection with the on-site team and record every single piece of information as much as possible.
- Inform/update client management and company management via telephone.
- Assist ER team in dealing with an emergency.
- Investigate incidents and find immediate and root causes.
- Develop a detailed report of the incident and send it to the client.
- Review and update available procedures as per incident findings.

CEO Duty

- Continuously getting updates from the emergency response team, operates from the frontline to provide oversight, advice, and support.
- Secure the company's reputation.
- Involvement in the investigation.

6.2 FIRE

DRIVER Duty

- If possible, move the truck to a safe area.
- Try to extinguish the fire with available F.E., if the fire has not spread too much.
- If fails to extinguish the fire with F.E, move out from the scene.
- Inform the local area fire brigade.
- Immediately inform the ERP coordinator and client emergency number.
- Cordon-off/brigade the area.
- Properly place the safety cone up to 50m from the vehicle.
- Try to keep people away from fire.

Emergency Response (ER) Coordinator Duty

- Immediately Inform HSEQ Manager & Client e.g. TOTAL PARCO.
- Contact driver/second driver for current fire situation.
- Contact Area Police, Fire brigade, and Ambulance for immediate action.
- Move immediately to nearby available resources to assist drivers in such an emergency.
- Inform updated situation the company and client Management.
- Once the fire is put off, arrange a product retrieval company (ATS), for product transfer from the burning tanker.
- Arrange an empty truck of same capacity for transferring product from burn tanker.
- Once the product is transferred, arrange a crane to transfer burn truck from the incident site.
- Inform client to send someone for product retrieved quantity by doing the dips, and also to send samples for product quality.
- If product quality results are found off-spec, the product shall be sent to approved company for incineration.
- ER coordinator shall log incidents in the prescribed form.
- Dispose-off products and clean the site.

HSEQ Manager Duty

- Support ER team in every aspect
- Make a continuous connection with the on-site team and record every single piece of information as much as possible
- Inform top management via telephone
- Assist ER team in dealing with emergency
- Inform client to send the insurance rep for loss calculation.
- Develop a detailed report of the incident and send it to the client.
- Review and update available procedures as per incident findings.

CEO Duty

- Continuously getting updates from emergency response team, operates from the frontline to provide oversight, advice, and support.
- Secure company's reputation.
- Involvement in an investigation.

6.3 MEDICAL EMERGENCY PLAN

DRIVER Duty

- In case of small medical emergency e.g. small cuts, or burns, provide first aid service with the help of a first aid kit, which is available in the vehicle
- In case of any serious injury, call the nearest hospital or ambulance
- Do not leave the injured person unattended
- Inform supervisor as soon as possible

Emergency Response (ER) Coordinator Duty

- Inform HSEQ manager & Client e.g. TOTAL PARCO
- Arrange essential resources regarding the emergency, e.g. ambulance
- Log incident in the prescribed form

HSEQ Manager Duty

- Support ER team in every aspect
- Make a continuous connection with the on-site team and record every single piece of information as much as possible
- Inform top management via telephone
- Assist ER team in dealing with emergency
- Investigate incidents and find immediate and root causes.
- Report the incident to the client
- Review and update available procedures as per incident findings.

CEO Duty

- Operates from the frontline to provide oversight, advice, and support
- Involvement in an investigation.
- Secure company's reputation

6.4 VEHICLE COLLISION/ROLLOVER

DRIVER Duty
• If there is any injury, treat it first. • Inform local area fire brigade and ambulance. • Immediately Inform ERP supervisor and client emergency number. • If any spill is observed, try to control the spill with the help of available resources, e.g. Spill Kit, Soap. • Turn off electrical system by operating engine master switch, and shut down the engine. • Ensure there is no source of ignition nearby. • Do not leave the vehicle unattended. • Cordon-off/brigade the area. • Properly place safety cone up to 50m from vehicle. • Try to keep people away from incident area.
Emergency Response (ER) Coordinator Duty
• Immediately inform HSEQ Manager & Client e.g. TOTAL PARCO • Contact driver/second driver for current situation. • Contact Area Police, Fire brigade, and Ambulance for immediate action. • Move immediately nearby available resources to assist drivers in such an emergency. • Inform updated situation the company and client Management. • Arrange empty truck of same capacity for transferring product from rolled-over tanker. • Once the product is transferred, arrange a crane to move truck onto the road. • Inform client to send someone for product retrieved quantity by doing the dips, and also to send samples for product quality. • ER coordinator shall log incidents in the prescribed form. • Dispose-off contaminated sand and clean the site.
HSEQ Manager Duty
• Support ER team in every aspect. • Make a continuous connection with the on-site team and record every single piece of information as much as possible. • Inform client and company management via telephone. • Assist ER team in dealing with emergencies. • Investigate incidents and find immediate root cause(s) for corrective action. • Develop detailed reports of the incident and send them to the client. • Review and update available procedures as per incident findings.
CEO Duty
• Continuously getting updates from emergency response team, operates from the frontline to provide oversight, advice, and support. • Secure company's reputation. • Involvement in investigation.

6.5 VEHICLE BREAK DOWN E.G. MECHANICAL BREAKDOWN

DRIVER Duty
• Park the vehicle at a safe site • Inform local area fire brigade • Cordon-off/brigade the area • Inform ERP supervisor • Properly place safety cone up to 50m from vehicle • Do not leave the vehicle unattended
Emergency Response (ER) Coordinator Duty
• Inform HSEQ Manager & Client e.g. TOTAL PARCO. • Move nearby maintenance team to incident site for immediate action. • Inform ATS for rectification of the fault or movement of truck with the help of tow truck. • Log incident in the prescribed form.
HSEQ Manager Duty
• Support ER team in every aspect. • Make a continuous connection with the on-site team and record every single piece of information as much as possible. • Inform Company and client management via telephone. • Assist ER team in dealing with emergency • Investigate incidents and find immediate and root causes. • Develop detailed reports of the incident and send them to the client. • Review and update available procedures as per incident findings.
CEO Duty
• Get the updates from HSEQ Manager on the maintenance activities. • Provide monetary assistance. • Secure the company's reputation

6.6 VEHICLE/TANKER BRAKE FAILURE

DRIVER Duty
• Slowly and carefully park the vehicle at a safe site. • Immediately inform the issue to ERP coordinator. • Cordon-off/brigade the area. • Properly place safety cone up to 50m from vehicle • Do not leave the vehicle unattended.
Emergency Response (ER) Coordinator Duty

- Inform HSEQ Manager & Client e.g. TOTAL PARCO.
- Move nearby maintenance team to incident site for immediate action.
- Inform ATS as per need.
- For major maintenance, send empty truck (if filled with the product) for transfer of product from the faulty truck.
- Inform client to witness the product quantity and allow the truck to decant the product at nearby client retail station.
- Once the product is transferred from the faulty truck, advise. Maintenance team to start maintenance on the faulty truck.
- Log incident in the prescribed form.

HSEQ Manager Duty

- Support ER team in every aspect.
- Make a continuous connection with the on-site team and record every single piece of information as much as possible.
- Inform Company and client management via telephone.
- Assist ER team in dealing with emergency
- Investigate incidents and find immediate and root causes.
- Develop detailed reports of the incident and send them to the client.
- Review and update available procedures as per incident findings.

CEO Duty

- Get the updates from HSEQ Manager on the maintenance activities.
- Provide monetary assistance.
- Secure the company's reputation

6.7 HIJACKING/TERRORISM ATTACK

DRIVER Duty

- In case of a hijack, do not resist
- In case of a Terrorism attack, e.g. bomb threat, save your own life.
- Move out from the scene to a safe place and inform ERP coordinator.

Emergency Response (ER) Coordinator Duty

- Immediately inform HSEQ & Client Manager e.g. TOTAL PARCO.
- Get the complete info from the driver.
- Calm down the driver and advise him to stay at a safe place and take some drinks.
- Coordinate with local administration, e.g. Police
- Coordinate with Tracking company for incidents and tracking of trucks.
- Update current situation to HSEQ Manager for onward action.
- Log incident in the prescribed form

HSEQ Manager Duty

- Support ER team in every aspect.
- Inform company and client management via telephone.
- Assist ER team in dealing with emergency
- Get updates from tracking companies and update law enforcement agencies.
- Arrange nearby resources to move to the incident place.
- Investigate incidents and find immediate and root causes.
- Develop detailed reports of the incident and send them to the client.
- Review and update available procedures as per incident findings.

CEO Duty

- Get the updates from HSEQ Manager on the maintenance activities.
- Provide monetary assistance.
- Secure company's reputation

6.8 ON ROUTE LAW & ORDER SITUATION

DRIVER Duty

- Park the vehicle at a safe site.
- Inform ERP coordinator of the current situation.
- Get help from nearby Police to move the truck from the disturbed area.
- If the mob is approaching the truck, inform them that truck is full of gasoline which can harm you all if ignited.
- Try to restrict mob to come near the truck.
- Talk politely with a mob, no furious.
- Update the situation to ERP coordinator.

Emergency Response (ER) Coordinator Duty

- Immediately inform HSEQ & Client Manager e.g. TOTAL PARCO.
- Get the complete info from the driver.
- Calm down the driver and advise him to stay at a safe place and take some drinks.
- Coordinate with local administration, e.g. Police
- Update current situation to HSEQ Manager for onward action.
- Log incident in the prescribed form

HSEQ Manager Duty

- Support ER team in every aspect.
- Inform company and client management via telephone.
- Assist ER team in dealing with emergency
- Get updates from tracking companies and update law enforcement agencies.
- Arrange nearby resources to move to the incident place.
- Develop detailed reports of the incident and send them to the client.
- Review and update available procedures as per incident findings.

CEO Duty

- Get the updates from HSEQ Manager on the maintenance activities.
- Provide monetary assistance.
- Secure the company's reputation

7. EMERGENCY BACKUP CENTERS

Trakker Control Room is a 24/7 backup center, which monitors the movement of all fleet trucks around the clock.

Trakker Control Room	0340 1806205

8. STAFF CONTACT NUMBERS

S. No.	Staff	Designation	Location	Contact No.
1.	Shad Ahmed	Chairman	KHI	0300-8264799
2.	Rao Sagheer	CEO	KHI	0300-2012966
3.	Usman	DO	KHI	0301-7777799
4.	Rao Tauseef	DO	KHI	0301-8277666
5.	Salman	GM	KHI	0300-4511999
6.	Amir maqbool butt	HSSE Manager	KHI	0333-3728824
7.	M Umar Shah	HSSE Assistant	KHI	0315-1049371
8.	Rashid Mehmood	Finance Manager	KHI	0332-3162286
9.	Hakim Wali	Finance Manager	KHI	0303-8439994
10.	Said Ghulam	VTS Officer	KHI	0341-5623299
11.	Muneer	Maintenance Supervisor	KHI	0316-2122783
12.	Hakim Ullah	Monitor Driver	KHI	0303-8439994
13.	Qismat SAAD	Safety Executive	KHI	0302-8177499
14.	Shaheen Khan	Loading In charge	KHI	0300-5666995
15.	Hamza	In charge mid country Base	MHKT	0345-8818273

9. CLIENT CONTACT DETAILS

Sr #	NAME	DESIGNATION	LOCATION	OMC NAME	CONTACT NUMBER
1.	HASSAN NASRULLAH	VP OPERATION	Lahore, HO	TPPL	0300-8481609
2.	Nawed Tanwir Abbasi	VP HSSEQ	Lahore, HO	TPPL	0333-2329540
3.	M.Zaman	Manager Transportation & Distribution	Lahore, HO	TPPL	0325-5366330
4.	Inam ur Rehman	Transport Safety Manager	Lahore,HO	TPPL	0325-5366344
5.	Zeeshan Siddiqui	Transport Lead (South)	Karachi,HO	TPPL	0303-4440175
6.	Wajahat Khan	Regional Manager Transport (South)	KMR DEPOT	TPPL	0300-8298761
7.	ABDUL WAHEED	Regional Manager Transport (Central)	MACHIKE DEPOT	TPPL	0300-8450139

8.	Muhammad Abid	Terminal Manager	Shikarpur Depot	TPPL	0345-0037017
9.	Islam Dad	Transport Lead (North)	Lahore,HO	TPPL	0300-6371748
10.	Muhammad Kamran	Terminal Manager	Daulatpur Depot	TPPL	0345-2098480
11.	Maqsood Anwer Awan	Terminal Manager	Sahiwal Depot	TPPL	0333-4026520
12.	Adil Anwer Abbasi	Regional Manager Transport(Mid Country)	Mehmood Kot DEPOT	TPPL	0300-9684006
13.	Ashiq Hussain	Terminal Manager	Tarojabba Depot	TPPL	0333-5280614

10. REPORTING CLASSIFICATION:

Incident Class	Severity	Description
Class C	Rating 1	• People: Non-injurious • Asset: 0 Rs. damage to assets • Environment: No effect • Community: No effect
Class B	Rating 2,3	• People: Medical treatment case • Asset: up to 100,000 Rs. damage • Environment: Minor spill on site • Community: Local public concern
Class A	Rating 4,5	• People: Fatality • Asset: up to 10,000,000 Rs. damage • Environment: Spill around 100m sq. • Community: Involvement/Mobilization of government, community, NGO, and Industry

11. EMERGENCY LOG SHEET:

Emergency Log Sheet

Date: _____

Incident Description: _____

Location: _____

Client:_____

S.No.	Date	Time	Action Details	Location	Informed by	Informed to	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

12. LIST OF AVAILABLE EMERGENCY RESOURCES / EQUIPMENT:

12.1 Equipment for an Event of Crash

- Towing ropes
- First Aid Box
- Tool Box
- PPE's
- Generator & lighting arrangements
- Spare Battery

12.2 Equipment for an Event of Oil Spill

- PPE's
- Safety cones/cordon-off strips
- Sand
- Spill kit

12.3 Equipment for an Event of Fire

- PPE's
- Firefighting cylinders

13. LOCAL ADMINISTRATION CONTACT DETAIL (CITY WISE):

Karachi		
Emergency Department	**Location**	**Contact No.**
Police Stations	Jackson SHO Jackson Airport Baldia Cantt Railway Clifton Darakhsan Defense Frere Clifton Gizri Gulistan-e-Johar Landhi Korangi MalirCantt S.I.T.E	99263025-6 021-32854222 021-34571420 021-32574422/32562322 021-39206072 99250567-68 021-39203433 021-39205665 35380732 021-39218006 021-35042322 021-35064774, 35065555 021-39217431 021-3256222, 322573322
Police Emergency	Karachi	15
CPLC	Karachi	021-3568222
Fire Brigade	Fire Brigade Emergency Chief Fire Officer KPT Chief Fire Officer KMC Central Fire Station KPT Station KMR Saddar Fire Station Orangi	16 021-32413968 021-37773252 021-39215007-9215008 99263034-5/99238985 99215095-97 021-36651222-36650515

	Sohrab Goth	021-36365353
Bomb Disposal	Disposal Squad Civil Defense Civil Defense	021-39212646-39212655 021-32416626 021-32412222-32415111
Ambulance	Edhi Head Office Edhi Emergency Edhi Ambulance St. John Ambulance Red Cresent Cheepa Ambulance	021-32413232-32413158 021-32310066-32310077-115 115 32250500/32250600 021-37213259-35833973-35836281 111-111-134
Hospitals	Abbasi Shaheed Civil Hospital Jinnah Hospital NICVD	021-36617942-9 99215960 99201300/99201327 021-9201286, 3201271-5
Blood Bank	Fatmid Pak Red Rrescent	021-37215282-37217960 021-37213259-35833973-35836281
Crime Control		134
Airports	Jinnah International Airport	99071284

Quetta

Police Stations	Saryab, City	081-892033 081-9201250
Police Emergency		081-115,9202555,920 2777
CPLC		111-222-345
Fire Brigade		081-841 118
Bomb Disposal	Civil Defense	081-9203513
Ambulance	Edhi Emergency	081-830832&081-830861
Hospitals	Civil Hospital Christian Hospital	081-9202017 081-842697
Blood Bank	Fatmid	081-2831921
Crime Control		134
Airports	Quetta Airport	081-2880028

Shikarpur

Police Stations	Khan Pur DPO Shikarpur	0726-57114, 0726-920105/920103 0726-521989
Police Emergency		15
CPLC		111-222-345
Fire Brigade	Shikarpur	0726-920248 – 16
Bomb Disposal	Civil Defense	0726-920305
Ambulance	Edhi Head Office	115
Hospitals	Civil Hospital	0726-920027 -28, 0726-571010
Blood Bank	Fatmid	3-2225284
Crime Control		134
Airports	Sukker Airport	071-5631039

Machike

Police Stations	DPO Sheikhupura Security Incharge (DPO Office) SHO Sadar Police Station	056-9200107, 0300-7000124 0300-4626283 056-9200126, 0301-4018978
Police Emergency	15	
Fire Brigade	Civil Defense	056-9200048
Bomb Disposal	Bomb Disposal	056-9200048 042-35120516
Gatti		
Police Emergency	15	
DCO	041-9200205	
DPO	041-9200234	
RPO	041-9200620	
Fire Brigade	16 & 0092 41-9210205	
Bomb Disposal	Disposal Squad Civil Defence	0092 41-9200456-7 0092 41-9200707
Ambulance	Edhi Head Office Edhi Ambulance Red Cresent	0092 041- 2647111 115 0092 41-9200375, 0092 41-9200594
Hospitals	Faisal Hospital Allied Hospital Civil hospital PARCO Dr. Javed Iqbal	0092 41-8719677, 0092 41-8719678 0092 41-9210095, 0092 41 9210098 041-9200132-38 0321-7812138
Blood Bank		
Crime Control		134
Airports	Faisalabad Airport	0092 41-9201592-94
Vehari		
Police Emergency		15, 1122
Fire Brigade	Fire Brigade	0673361200, 1122
Bomb Disposal	Disposal Squad Civil Defence	0673363287 0673363287
Ambulance	Edhi Ambulance	115
Hospitals	DHQ Hospital	3362200
Chaklala		
Police Stations	SSP Police SSP (RWP) SSP(RWP SSP (ISB)	119, 051-9280333, 051-9270621 051-9273600 051-91081911
Police Emergency		15
Fire Brigade	Fire Brigade	1122, 051-5770565, 051-4453698
Bomb Disposal		15, 051-9270697
Ambulance	Edhi Ambulance,	115, 051-5533333, 4423319
Hospitals	DHQ District HQ PIMS, Islamabad Cantonment General Hospital Saddar	051-5556311, 051-9270907-10, 051-5506074, 051-5555523, 1122 051-9261170-10

	Rawalpindi Rawalpindi General Hospital Hearts International / MH Military Hospital	051-9270907 051-9290301 051-56134993
Civil Defense	Yaldaram Security	051-2272211, 051-2272213, 0333-5698883
Airport	Islamabad Airport	051-5590449, 051- 5592652
Mehmoodkot		
Police Stations	Muzaffargarh	0322 8887891
Police Emergency		15
Fire Brigade.	Dist Emergency Officer Muzaffargarh Multan Fire Brigade	066-9200100 061-1122,9200706
Bomb Disposal	DO-MZF Shakaib Ahmed Senior Inspector Arshad	0333-7644363 0300-6362849
Local Ambulance/ Parco	Dist Emergency Officer Dr.Irshad-ul-Haq. MZF Fire) PARCO Senior Fire Officer. Qamarul Hasan I/C PARCO Ambulance Dr. Abubakar Edhi	066-9200100 0301-7402801 066-2290990 115
Hospitals	Rural health center 066-2290789 Ahmad Medicare Dr. Qadeer Rasheeda Memorial Dr. Sajid	066-2290301 066-2290707
Blood Bank	Available at DHQ Muzaffar Garh	0669200226, 0669200235
Crime Control	134	
Airports	Multan Airport	0614511198
Tarru Jabba		
Police Stations	DSP	0923-5290253, 0923-5290223
Police Emergency	091-9213333,	
Fire Brigade	Fire Brigade. Peshawar City Peshawar Saddar Nowshera Civil Defence	091-9212534, 9212638, 1122 091-2566666 16 0923-9220090 091-9212534
Bomb Disposal	Bomb Disposal	9212222, 9213222
Ambulance	Edhi	091-2563641
Hospitals	CMH Peshawar CMH Nowshera Lady Reading Hospital Kyber Hospital Peshawar Civil Hospital Phubbi Edhi Ambulance	091-2216168-70 09239220174,686151 091-9211430-49 091-9216340-47 0923-528171 091-2214575
Blood Bank	Kyber Hospital Peshawar	091-9216340-47

Airports	Peshawar Airport	091 – 9211255
Local OMC's	PSO	091-2964038
Crane Services	Laal Mohammad & Sons	0300-5997393, 0300-5999461

All the above-mentioned contact details are to be revised annually.

14. EMERGENCY TEAM REPLACEMENT

EMERGENCY TEAM REPLACEMENT		
ER Position	**Designation**	**Replacement**
Emergency In-charge	CEO	HSEQ Manager
Emergency Supervisor	HSEQ Manager	Operation Manager
Emergency coordinator	Operation Manager	Operation Supervisor
Emergency Reported	Operation Supervisor	HSEQ Manager

15. EMERGENCY RESPONSE RESPONSIBILITIES (Base):

RESPONSIBILITIES	1st Responsibility	2nd level Responsibility
Sounding the fire alarm/informing the staff	Guards and everyone	HSEQ supervisor
Firefighting team members	VTS Rep.	Monitor Driver
Establish the control room	VTS Rep.	VTS Rep.
Informing all managers	Monitor Driver	Office attendant
Informing Emergency Services i.e. Fire brigade, Ambulance, Hospital, etc.	HSEQ manager	Operation manager
Emergency Evacuation	GM (Operations)	HSEQ manager
Ensuring evacuation of personnel	HSEQ manager	Operation manager
Ensuring evacuation of personal vehicles	Guard	Monitor driver
Ensuring evacuation of TL	Monitor driver	Other drivers at base
Isolating electrical power	HSEQ manager	Maintenance manager
Securing important documents/cash	All members	Office attendant
Rescue Team members:	HSEQ supervisor	Available Drivers
Backup Team members	VTS Rep.	Available Drivers
First Aid	Monitor driver	HSEQ manager
Spill Control	HSEQ manager	Operation manager
Tank lorry recovery	Monitor driver	Available Drivers

16 RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	NMPI Reporting Form	HGGC/HSEQ/FM002	1 Year
2	NMPI Analysis	HGGC/HSEQ/LOG02	1 Year
3	Corrective Action Form	HGGC/HSEQ/FM006	1 Year
4	Accident Incident Initial Report	HGGC/HSEQ/FM003	1 Year
5	Emergency Log Sheet	HGGC/HSEQ/LOG03	1 Year

Prepared by:			
Designation	**Department**	**Date**	**Signature**
Manager (Operations)	**Operations**	**Jan 01st, 2022**	

Reviewed by:			
Designation	**Department**	**Date**	**Signature**
Manager (HSEQ)	**HSEQ**	**Jan 01st, 2025**	

Approved by:			
Designation	**Department**	**Date**	**Signature**
CEO	**All**	**Jan 01st, 2025**	