 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: ONSITE EMERGENCY PLAN				

1.0 PURPOSE:

To establish and implement a procedure for onsite emergency plan

2.0 SCOPE:

This Standard Operating Procedure is applicable to all employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:.

3.1 EHS Department


3.1.1 Is the responsibility to provide onsite emergency plan

4.0 DEFINITIONS: NIL

5.0 PROCEDURE :


- 5.1 **Schedule :** On site emergency plan mock drill conducting once in two months (± 7 Days)
- 5.2 After noticing the fire the person who noticed the fire shouts fire –fire –fire and send a person to inform the shift in-charge or production executive. He reaches the spot he will inform the emergency control center. The security room is the emergency control center.
- 5.3 After hearing the shouts fire-fire all the employees need to quickly evacuate to the assembly point near to the QA room.
- 5.4 On hearing the emergency situation the incident controller rushes to the scene and take overall charge and report to site controller. He will keep in constant touch with site controller for advice on further appropriate action.
- 5.5 On getting the information of emergency in the plant .Site controller assume the charge of emergency control center and take overall control of the situation he assess the situation in Consultation with incident controller and other key personal as to whether shutting down the Plant or any section of the plant or bring the batches to safe position.
- 5.6 On hearing the emergency ringing bell the emergency controller, incident controller, EHS officer, engineer in-charge and electrician are reaching the spot and start the meager Emergency procedure

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- 5.7 Hearing the Emergency situation fire pump attendants will immediately proceed to pump and operate. They will have in traction with EHS officer. And emergency team start the emergency procedure.
- 5.8 Emergency controller was handle the police, press, mutual aid, inspector of factories, district collector, fire and security, transport departments. And he is in constant touch with site controller and incident controller. Receive reports from nominated person from assembly point and passes on the absentee information to the incident controller. Ensure that casualties receive adequate attention at medical center and arrange required additional help and inform relatives of the injured.
- 5.9 EHS officer will make sure that all EHS appliances are made available to emergency team, participate in rescue operation, co-ordinate to transfer the injured person to medical center and arrange the first aid. He is also contact with emergency controller and incident controller.
- 5.10 Engineer in-charge and electrician will isolating power supply, ensure water supply and functioning of telephones. He will report the incident controller at the incident site and close down the services as directed by the incident controller.
- 5.11 Fire and security officer take control over the fireman, trained plant personal and security staff and arrange required fire fighting facilities to the emergency site. He is also contact with site controller, emergency controller and incident controller. Arrange to control the traffic at the gate and incident area. He will maintain law and order in the area; if necessary seek the help of police.
- 5.12 Shift in-charge will act as in-charge site controller in night time .the moment he receives the information about the emergency and co-ordinates all other agencies through telephone. He will arrange for shutdown of the process/plant, if needed. He will take all preventive measures to stop spread of fire by closing all the valves carrying inflammable material effectively utilize the fire fighting devices and arrange for evacuation. After the arrival of plant emergency team, He will hand-over the charge to the site controller and help the team.

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5.13 Site controller declares conclusion of emergency in consultation with incident controller.

After completion of emergency, EHS Executive prepares the investigation report.

5.14 EHS department conduct the mock drill for onsite emergency plan once in Two months (± 7 Days)

5.15 List of Emergency rescue team members were prepared and maintained separately and will be updated as per requirement.

6.0 FORMATS / ANNEXURE(S): NIL

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity and add Annexure -09.	---
02		1. SOP format changed in line with QA-SOP-001-05	CCF/GEN/17017

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