

<b>BOROSIL</b> renewables	<b>BOROSIL RENEWABLES LIMITED</b>	DOC. NO: L2/014A ISSUE NO. / DATE: 02 / 12.02.2020
	<b>PROCEDURE FOR EMERGENCY PLANNING</b>	REV. NO: 01 REV. DATE: --01.07.2023

# Environmental Emergency Preparedness and Response

## 1.0 Purpose

This procedure describes the preparedness and response procedures for potential accidents and emergency situations that give rise to significant environmental impacts.

## 2.0 Scope

This procedure applies to manufacturing and supply of sheet glass including Annealed, Tempered and AR Coated Solar Glass, Figured / Patterned Glass of BOROSIL RENEWABLES LTD for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fires, explosions.
- Rainstorms, typhoon or other unexpected weather conditions.
- Major chemical spillage or leakage.
- Accidents as a result of equipment failure

## 3.0 Reference Documents

Section 8.2 EMS Clause

L2-001 Procedure for Control of Documents

L2-002 Procedure for Control of Records

## 4.0 Definitions

EMR – Environmental Management Representative

## 5.0 Responsibility

### 5.1 Environmental Management Representative

The EMR shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

### 5.2 Function / Departmental Manager

The Function / Departmental Manager shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures. The Function

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/ Departmental Manager shall arrange appropriate drills at various department / area and ensure that the requirements of the emergency procedures are communicated to all staff and are implemented. In case of emergency situations in the facility, the Function / Departmental Manager shall be informed and review the accident reports and remediation works taken by responsible staff.

### 5.3 Emergency Team

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMR and/or Function / Departmental Manager.

### 5.4 Staff of BOROSIL RENEWABLES LTD

All staff shall be familiar with the emergency procedures and follow them in case of accidents or emergency situations.

## 6.0 Procedure

- 6.1 The EMR and Function / Departmental Managers shall identify dangers, take proactive steps to prevent emergency incidents, and complete tasks in preparation for emergencies.
- 6.2 The EMR shall coordinate the preparation and maintenance of an Emergency Response Plan that contains all emergency procedures.
- 6.3 The EMR shall ensure the Function / Departmental Managers prepare an Emergency Response Plan relevant to their activities.
- 6.4 The Function / Departmental Managers shall familiarize and train their staff and Emergency Team members on the procedures described in the **L20014\_Emergency Preparedness & Response**. The Function / Departmental Manager and involved staff shall identify the root causes and any preventive actions, report the accident by completing an **Accident Report** after each accident or emergency situation and submit the completed form to the EMR to review.
- 6.5 The Function / Departmental Manager shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report for the EMR to review.
- 6.6 The EMR together with Function / Departmental Managers shall review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary.
- 6.7 The EMR shall maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

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## 7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Mock Drill Report (HSE / L4 / 012)	EMR	3 years
Accident Report (HSE / L4 / 014)	EMR	3 years

Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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