

Emergency Action Plan

Personnel Names and Phone Numbers

Designated Responsible Official

GM HR VAMANI OVERSEAS

Name : Mr. Sameer Sharma

Phone :7290053260

Emergency Coordinator :

SAFETY OFFICER VAMANI OVERSEAS

Name :Mr. Mukesh Kumar

Phone :9811396380

Area Monitors

GM OPERATIONS VAMANI OVERSEAS

Name :Mr Parveen Sharma

Phone:9654408958

Area Production

FACTORY MGR PRODUCTION

Name :Mr. Vinay Kumar.

Phone:9711700645

Evacuation Routes

Evacuation route maps have been posted at every work place.

The following information is marked on evacuation maps:

- Emergency Exits
- Primary and Secondary evacuation routes
- Locations of fire extinguishers.
- Fire Alarm pull station's location
- Assembly points

Site personnel should know at least two evacuation routes.

Emergency Phone Numbers

Fire Department	: 101
Ambulance	: 102
Police	: 100
Security	: 9582219711
Earth Quack Cell	: (EXT. NO.) 202, 217
SAFETY OFFICER	: 9811396380
GM HR	: 7290053260

Utility Emergency Contact

Electricity	: Mr. Shiv Kumar (9654692092)
Water	: Mr. Surender (8860801355)
Company Number	: Security Main Gate (9582219711)
Factory Ext. No.	: 202, 217

Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Chemical Spill
- Severe Weather & Natural Disaster
- Extended Power Loss
- Waste & Pollution Incident

For Handling Medical Emergency

- Call on medical emergency phone numbers.
- Medical Room
- Ambulance
- Fire Safety Officer
- Security
- Provide the following information:
 - a. Nature of medical emergency.
 - b. Location of the emergency (building)
 - c. Your name and phone numbers from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in First aid to provide the required assistance prior to the arrival of the professional medical help:

Name : Ms. Rekha (Nurse)

Phone:8920001955.

Name : Mr. Mukesh Kumar (Safety Officer)

Phone:9811396380

- If personnel trained in first aid are not available,as a minimum,attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds(note:avoid contact with blood or other bodily fluids)
 - Clear the air passage using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the material safety data sheet(MSDS)also consult MSDS Trained official and wear appropriate personal protective equipment. Attempt first aid only if trained and qualified.

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the Safety Officer/Gate security/HR department by calling.
 1. Voice Communication (PA System)
 2. Phone Call
 3. Others

IN CASE OF FIRE:-

- Fire trained person should be notified and use fire fighting equipment.
- He should aware the wokers that the fire is small and is not spreading to other areas.
- Escaping the areas is possible by backing up to the nearest exit.
- The fire extinguisher should be in working condition and personnel should be trained to use it .

Upon being notified about the fire emergency , occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area(Near main Entrance Gate)
- Remain outside untill the componant authority (Designated official or designee) announces that it is safe to re-enter.

Designated Official, Emergency Coordinator or Supervisors must:

- Disconnect utilities and equipments unless doing so jeopardizes his/her safety
- Coordinate an orderly evacuation of professional.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the fire department peronnel with necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area / floor.
- Report any problems to the emergency coordinator at the assembly area.

Assistants to Physically Challenged:

- Assist all physically challanged employees in emergency evacuation.

Chemical Spill

The following are the locations of :

Spill Containment and Security Equipment : Store

Personal Protective Equipment (PPE) : Work place

MSDS : Displayed

When a Large Chemical Spill has Occured:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment(e.g. Pads, booms, absorbents powder, etc).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number,if required
- Call a local spill cleanup company or the fire department(if arrangement has been made) to perform a large chemical(e.g mercury) spill cleanup.

Severe Weather and Natural Disasters

Earthquack:

- Stay calm and await instruction from the emergency coordinator or the designated official.
- Keep away from overhead fixtures , windows, filing cabinets and electrical power.
- Assit people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated officials.

Waste & Pollution (ETP Sludge)

The following are the locations of :

Waste Containment and Security Equipment : Pit & Bags

Personal Protective Equipment(PPE) : Mask & Gloves

MSDS : Displayed

In case of sludge emergency handling:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment(e.g. Mask,Gloves, Shoes, etc).
- Do not attempt to clean the sludge waste unless trained to do so.
- Attend to injured personnel with first aid and call the medical emergency number,if required.