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# Emergency Preparedness And Response

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**ISO 9001 : 2015**  
**ISO 14001 : 2015**  
**BS OHSAS 18001 : 2007**  
**ISO 22000:2018**

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<b>Emergency Preparedness And Response</b>		
Document No. : IMS 14.1		Revision No. & Date : 0 / NA
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## Emergency Preparedness And Response

Document No. : IMS 14.2	Revision No. & Date : 0 / NA
Title : Revision Sheet of Plan	Page No. : 1 Of 1

Element No.	0.1	0.2	IMS 14.1	IMS 14.2	IMS 14.3	IMS 14.4
Revision No	0	0	0	0	0	0

Element No.	IMS 14.5	IMS 14.6	IMS 14.7	IMS 14.8	IMS 14.9	IMS 14.10
Revision No	0	0	0	0	0	0

IMS 14.2 Rev. No.	Element No.	Description Of Change	Rev No. Of Element	Reference (DCRN /NCR) And Effective Date
0	All IMSP	Original Issue	0	---

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Document No. : IMS 14.3	Revision No. & Date : 0 / NA
Title : Identified Emergency Situations	Page No. : 1 Of 1

OHS & Food Safety Committee has identified following abnormal situations as 'Emergency Situations'

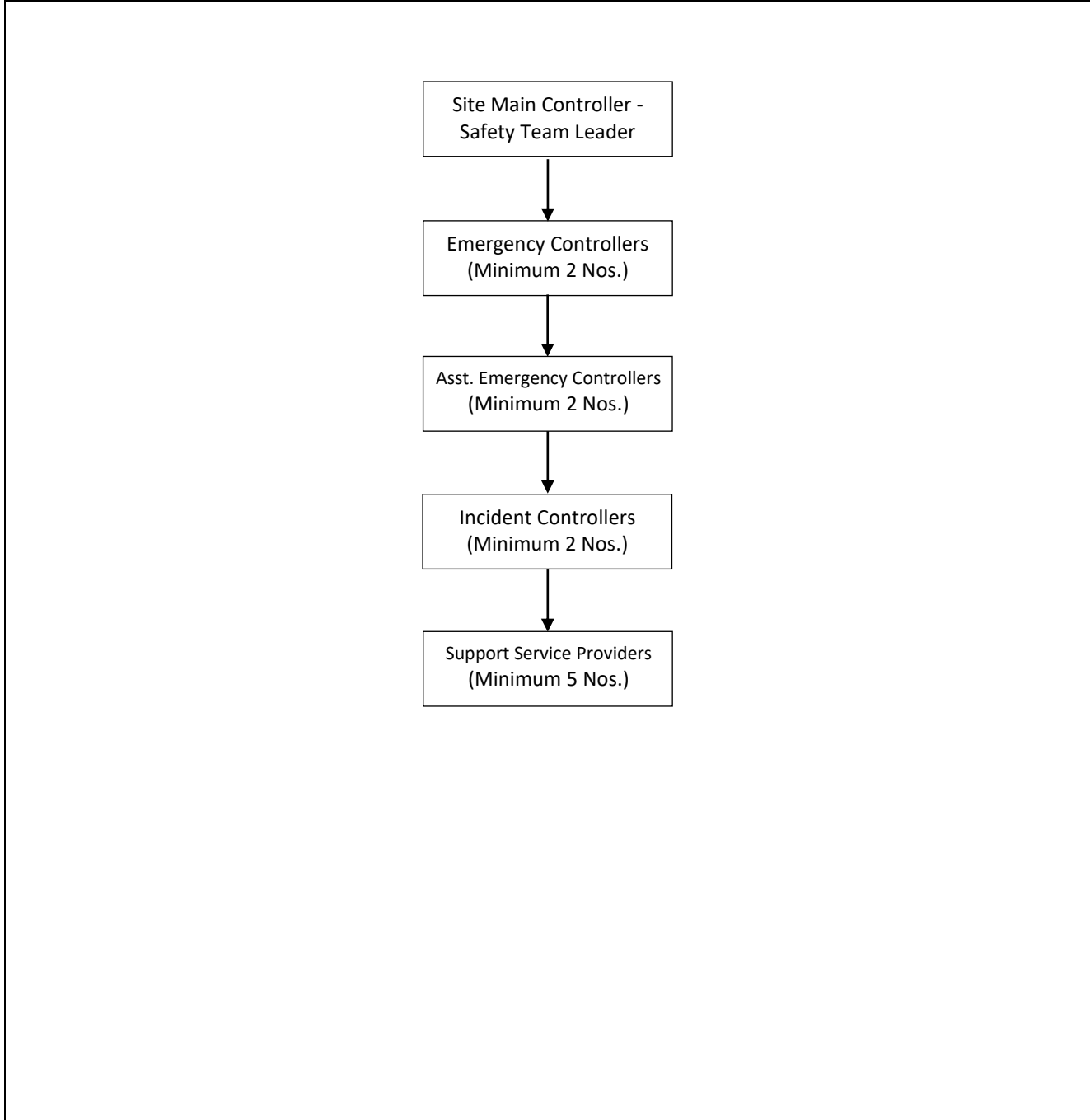
1. Fire within factory premises
2. Dust cyclone in surrounding area
3. Workplace accidents
4. Bursting or leakage of LPG Cylinder
5. Bursting or leakage in LPG / CNG Pipe line
6. Sewage backup from moderate to large extent
7. Electric shock cause of inadequate earthing connection / maintenance
8. Large scale accidental oil spillage
9. Explosion of Battery within factory premises
10. Fall of ceiling or partial roof or plaster from ceiling (Production / Inspection / FG Storage area)
11. Natural disasters - Flood / Earthquake / Tornado / Heavy Lightening / Tsunami (causing damage to infrastructure)
12. Insect or Pest attack, bioterrorism
13. Public health emergencies (e.g. spreading air borne viral disease)
14. Environmental accidents within surrounding area (e.g. gas leakage on large scale)
15. Interruption of essential services such as water, electricity for longer time
16. Vehicle accident during transit carrying food packaging products

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Document No. : IMS 14.5	Revision No. & Date : 0 / NA
Title : Emergency Action Team Hierarchy	Page No. : 1 Of 1

Following Hierarchy has been developed based on our Requirement as well as Experience



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Title : Emergency Action Team Responsibilities	Page No. : 1 Of 1

Followings are respective designation wise team's Responsibilities

**A. Site Main Controller - Safety Team Leader**

1. Determination of potential emergency situations and ensure adequate controls
2. Plan and organize necessary training and mock drill in order to improve safety team's speed & ability
3. Take overall responsibilities for managing emergency situations and offer necessary direction to team
4. Continual review of cause of emergency situation / incident / accident - implement preventive action

**B. Emergency Controllers + Asst. Emergency Controllers**

1. Provide fact information regarding emergency situation / accident / incident to Main Site Controller
2. Follow Site Controller's order and evacuate all peoples from the emergency / accident area
3. Inform Police / Fire Brigade / Ambulance authority upon getting instruction from Main Site Controller
4. Ensure that people are not becoming panic in emergency situations / after occurrence of accident
5. When it is necessary, use fire extinguishers in controlled manner
6. When it become necessary, arrange large amount of water from neighbouring units or municipality
7. Keep all the gates open for easy flow of all kinds of transport and avoid any kind of rush at the gate
8. Remove all quality affected material (RM / FG) from situation / accident / incident area to safer place
9. Most importantly - Follow situational instructions received from Site Main Controller

**C. Incident Controller**

1. Provide fact information regarding emergency situation / accident / incident to Emergency Controller
2. Follow Emergency Controller's order and evacuate all peoples from the emergency / accident area
3. Ensure that people are not becoming panic in emergency situations / after occurrence of accident
4. Arrange and provide drinking water, fresh air, first facilities if needed so
5. Help physically challenged people to make quicker movement under such circumstances
6. Keep all the gates open for easy flow of all kinds of transport and avoid any kind of rush at the gate
7. Most importantly - Follow situational instructions received from Site Main Controller

**D. Support Service Providers**

1. Provide fact information regarding emergency situation / accident / incident to Emergency Controller
2. Follow Emergency Controller's order and evacuate all peoples from the emergency / accident area
3. When instructed by Site Main Controller water and food etc. for disaster team
4. Ensure that breathing apparatus, torches and proper lighting arrangement is made
5. Arrange adequate work force for assistance.
6. 6. Assist external services in directing them to the areas of incident and providing any help and assistance to them on their arrival
7. Most importantly - Follow situational instructions received from Site Main Controller

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Document No. : IMS 14.07	Revision No. & Date : 0 / NA
Title : Types of Alarms and Alerts	Page No. : 1 Of 1

Followings methods have been adapted by Safety Team for communicating with entire task force

Alarm or Alert for purpose	Method Applied	Authority with
1. Fire inside or outside factory	Fire Siren to start for 1 min	Site Controller
2. Emergency evacuation started	Fire Siren to start for 5 min	Site Controller
3. Accident inside factory	Accident Siren to Start for 1 Min	Site Controller
4. Prolong power fail	Not required	Not Applicable

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Title : Response to Emergency Situations	Page No. : 1 Of 6

Following actions have been determined as Planned Response to Emergency Situation

**A. Fire within factory premises**

1. Whenever a person sees a fire should loudly and continuously shout “Fire! Fire! Fire!” till he is noticed by nearest people at the work area.
2. Subsequently contact Emergency Action Team Member and bring incidence of fire to their notice.
3. Upon getting such information, team member shall immediately contact Site Main Controller.
4. Other person around such incidence shall establish contact with other safety team members as well as Security Personnel so that they can blow Fire Alarm Siren in order to inform rest all work force.
5. When fire alarm siren is blown off, all person shall understand notice about fire and be ready for evacuation procedure (as necessary).
6. Upon getting information, all safety team members shall reach at place of fire incidence and adhere to core responsibilities as define in this plan.
7. In the meanwhile, trained fire fighter from safety team shall use fire extinguishers if fire is extinguishable with considerable effort. Trained fire fighter shall refer extinguisher chart before use.
8. If fire is out of control and our team is not capable to extinguish it, Site Main Controller shall take charge of the location of fire and proceed with further necessary actions.
9. Site Main Controller shall start proactively instructing entire safety team.
10. If necessary, Site Main Controller shall order for complete evacuation procedure as defined in this plan and also make sure that the evacuation is happening under control.
11. Fire brigade should be called on immediate basis. In case, any minor / major injury is reported cause of fire, ambulance should also be called off on immediate basis and injured person be treated too.
12. Emergency Controllers, Asst. Emergency Controllers, Incident Controllers and Support Service Providers shall also make sure that remaining work force is not getting panic cause of fire.
13. When instructed by Site Main Controller for complete evacuation, Emergency Controllers, Asst. Emergency Controllers, Incident Controllers shall adhere to core responsibilities as define in this plan.
14. All task force shall gather at assembly point and maintain peace at same place.
15. Admin In-charge shall contact them and start head count, and make sure that person attended duty on given day have gathered at assembly point. In case, any person found missing during head count, shall inform Safety Team and initiate search procedure till missing person is reported safe.
16. Security personnel shall make sure that there is no obstruction in the path way right from entry gate to the location of fire and fire brigade vehicle could move without wasting any time.
17. Upon successful extinguishing the fire, Main Site Controller in presence of entire safety team shall evaluate condition of the site where fire was busted.
18. During evaluation, if any product(s) found affected cause of fire should immediately be segregated from other unaffected products in order to prevent further processing and food hazard. Such products may be additionally handled with extra care as per procedure for NC Product Control.
19. Upon completion of review, Site Main Controller shall determine root cause behind fire, determine applicable controls and implement it in order to prevent recurrence.

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**B. Sewer backup from moderate to large extent**

1. Persons working on production shop floor or nearby sewage areas should observe symptoms of sewer back up.
2. In such cases, sewer water also carries solid waste along with it.
3. Bring this fact to the notice of Food Safety Team and Site Main Controller as well.
4. Food Safety Team or Site Main Controller shall ensure following actions.
5. Quickly close of all doors near sewer in order to prevent bad odour coming inside.
6. Stop using taps, toilets, bathrooms, wash basin connected to the sewage outlet.
7. Call plumber and get the sewer pipe repaired / replaced as necessary.
8. Wipe out total amount of sewer water and clean floor area wherever it had flowed.
9. If possible, cover same area with cotton rags in order to clean it.
1. Further use floor cleaner and wipe of entire floor once again.

**C. Large Scale Accidental Oil Spillage**

1. As per our requirement, we normally purchase oil drums with maximum storage capacity of 210 Ltr.
2. So, possibility exist of oil spillage to maximum capacity of 210 Ltr.
3. In case, oil spillage has just begun in presence of person working in surrounding area, should try to prevent further leakage from drum / container with the help of applying cotton rag or cloths etc.
4. In case, preventing such leakage is not possible immediately with considerable efforts, person shall try to locate secondary containment pan / tray and collect oil coming out from drum or container.
5. In case, none of above action is immediately possible, person shall shout loudly Oil Spill ... Oil Spill so that other person could try to cotton rag or cloths or secondary containment pan / tray.
6. Before they prevent further, it is quite possible that considerable amount of oil already flowed over the floor and spread around. If so, more nos. of cotton rag to be collected and placed all over.
7. Collect oil-wet cotton rags and try to squeeze optimum amount of oil from it, collect it in container.
8. Once primary oil collection task is over, Support Service Providers from Safety Team shall collect dirty oil, dirty cotton rags and scrap cloth from floor and discard it as per procedure.
9. Further, with the help of detergent and brush - clean entire floor area affected cause of oil spillage.
10. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
11. Commence production and other supporting processes after normalization of the situation.

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**D. Explosion of Battery within Factory Premises**

1. Battery under use / no use can explode any time cause of inadequate maintenance or for any unknown reason.
2. In case of such explosion, sound would be considerable quite louder.
3. Two possibilities exist in such case - a) Person working around b) No person working around
4. In case any person is working around (during explosion), he / she might get hurt.
5. Upon hearing louder noise of blast, whoever notices it first shall make sure that no person is hurt.
6. When it is observed that someone is hurt, person noticing the accident should shout loudly **Help! ... Help! ... Help!** In order to let other persons understand about the accident / mishap.
7. Someone from the group shall also inform Safety Team and Site Main Controller about the accident.
8. Site Main Controller and available Safety Team Members shall attend injured person first and locate him / her in safe place where he / she could get fresh air. Organize a glass of water immediately.
9. Depending upon the severity of the injury, organize Doctor / Ambulance / Personal Car immediately.
10. Ensure that adequate treatment has begun in order to cure person survived during mishap.
11. Support Service Providers from Safety Team shall collect all broken / shattered pieces of battery from floor and discard it as per procedure.
12. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
13. Commence production and other supporting processes after normalization of the situation.

**E. Fall of ceiling or partial roof or plaster from ceiling (Production / Inspection / FG Storage area)**

1. Ceiling or partial roof or plaster from ceiling can fall down any time for any unknown reason.
2. In case of such incident, sound would be considerable quite louder.
3. Two possibilities exist in such case - a) Person working beneath b) No person working beneath.
4. In case any person is working beneath (at same area), he / she might get hurt.
5. Upon hearing louder noise of fall, whoever notices it first shall make sure that no person is hurt.
6. When it is observed that someone is hurt, person noticing the accident should shout loudly **Help! ... Help! ... Help!** In order to let other persons understand about the accident / mishap.
7. Someone from the group shall also inform Safety Team and Site Main Controller about the incident.
8. Site Main Controller and available Safety Team Members shall attend injured person first and locate him / her in safe place where he / she could get fresh air. Organize a glass of water immediately.
9. Depending upon the severity of the injury, organize Doctor / Ambulance / Personal Car immediately.
10. Ensure that adequate treatment has begun in order to cure person survived during mishap.
11. Support Service Providers from Safety Team shall collect all broken / shattered pieces of ceiling or partial roof or plaster from floor and discard it as per procedure.
12. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
13. Commence production and other supporting processes after normalization of the situation.

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**F. Natural disasters - Flood / Tornado / Hurricane / Cyclone / Heavy Lightening / Tsunami**

1. At the moment, we do not have any provision of evacuation under circumstances as mentioned thereunder Natural Disasters.
2. Under such circumstances, Safety Committee and Top Management has already deployed policy that persons working under control of Zenith Tins Pvt. Ltd. shall not leave Zenith premises and seek shelter within factory premises in order to be on safer side.
3. In all above circumstances it is quite possible that we would observe symptoms before such mishaps. Therefore, implementation of precautionary actions can be initiated.
4. In all above circumstances, Safety Team shall stop operations of machines as deemed necessary.
5. Inform all available task force and remain alert all the time. Gather at most safe place in factory.
6. Collect emergency lights and torches in hand.
7. Quickly close of all windows, doors and vents in order to prevent outside flow of dust and water.
8. Wait for situation till it normalize. Review overall status and ensure that condition is safer to stepping outside the factory premises.
9. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
10. Commence production and other supporting processes after normalization of the situation.

**G. Earthquake**

1. At the moment, we could follow routine evacuation procedure in case of only one natural disaster, i.e. Earthquake. In case of Earthquake, siren is blown off indicating emergency evacuation.
2. In case of Earthquake, Safety Team shall stop operations of machines as deemed necessary.
3. Under such circumstances, Safety Committee has already deployed policy that persons working under control of Zenith Tins Pvt. Ltd. shall gather at assembly point designated near entry gate.
4. Quickly Emergency Controllers, Asst. Emergency Controllers, incident Controllers and Support Service Providers shall start evacuation procedure and take entire task force out of the factory building.
5. Wait for situation till it normalize. Review overall status and ensure that condition is safer to stepping inside the factory.
6. Before entering, in case any damage to building is observed, Site Main Controller shall conclude decision for entry.
7. When deemed necessary, Site Main Controller shall deny entry to any person in order to prevent further mishap to his / her life.
8. It is advisable to repair the building and make it safer before entry and commencing production.
9. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
10. Commence production and other supporting processes after normalization of the situation.

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**H. Insect or Pest attack, Bioterrorism**

1. Persons working on production shop floor nearby doors and window areas should observe symptoms of insect or pest attack. Bioterrorism cannot be identified easily.
2. In case, such attack is noticed, person should inform Safety Committee and Site Main Controller.
3. Quickly close of all windows, doors and vents.
4. Cover gaps in window panes, doors and vents by applying card boards, plastic sheet as possible.
5. Cover all WIP stock of raw, packing material as well as semi and finished products.
6. Use appropriate insect repellent spray and apply sufficient quantity at windows, doors area.
7. Maintain this control till attack is completely reduced.
8. Segregate all raw materials, processing aids, semi-finished and finished products from its present place and make sure that they have not affected cause of such attack.
9. In case of bioterrorism, swab test is necessary in order to ensure that products are not affected.
10. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
11. Commence production and other supporting processes after normalization of the situation.

**I. Public Health Emergencies**

1. Such type of emergency situation rise cause of air borne severe / critical viral infection.
2. Its symptoms could be identified only when multiple person get affected cause of same reason, e.g. red rashes on body, unbearable itching, soar throat, soar nose, soar eye, itching in eyes and so on.
3. When identified such symptoms, Safety Team and Site Main Controller shall take quick action.
4. Establish contact with registered Doctor, and if necessary, with the Hospital for calling ambulance.
5. Request affected person to release their in-hand task and be present in our own clinic or travel to hospital in ambulance.
6. Doctor shall attend all affected person and commence necessary treatment in order to prevent further spread over of the same disease.
7. Safety team shall not allow affected person to resume duty until Doctor ensure that they have been completely cured from identified disease.
8. Safety Team shall immediately separate all raw materials and products (being handled by affected persons and carry out swab test, and send it to the test laboratory for determining results).
9. Such lots shall be maintained under quarantine area and its use shall also be prevented.
10. Upon receipt of test result, Safety Team and Site Main Controller shall conclude applicable actions.
11. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
12. Commence repair action till swab test result of affected products found satisfactory for its use.

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**J. Environmental accidents within surrounding area (e.g. gas leakage on large scale)**

1. At the moment, we could follow routine evacuation procedure in case of such environmental accident. In case of gas leakage, siren is blown off indicating emergency evacuation.
2. In case of such accident, Safety Team shall stop operations of machines as deemed necessary.
3. Under such circumstances, Safety Committee has already deployed policy that persons working under control of Zenith Tins Pvt. Ltd. shall gather at assembly point designated near entry gate.
4. Quickly Emergency Controllers, Asst. Emergency Controllers, incident Controllers and Support Service Providers shall start evacuation procedure and take entire task force out of the factory building.
5. In case, intensity of leaked gas is more than usual, it might have adverse impact on health of our task force. When it is observed that there is no possibility of situation coming under control, Site Main Controller shall conclude decision on immediate basis and take away entire team away from factory.
6. While doing so, Support Service Providers and Security Guards shall lock factory in right manner.
7. During entire mishap, if any person found affected because of gas, Safety Team shall attend the person and proceed for medical support as necessary.
8. Safety Team shall review and assess condition around factory premises at regular intervals.
9. Commence production and other supporting processes after normalization of the situation.

**K. Interruption of essential services such as water, electricity for longer time**

1. In case of such incidence, obtain information from service providing authority about normalization of the service in due time. Inform team members about information received.
2. In case, any important process / operation remained under progress (while electricity went off), and it is not advisable to keep machine / process idle for longer time, switch on to DG power and complete running process and then switch off the machine.
3. Safety Team shall ensure that uncontrolled use of water is prevented throughout the factory.
4. When deemed necessary, start using safety stock of water in order to maintain factory premises, latrine, urinals and toilets clean.
5. If any raw materials, processing aids, semi-finished and finished products found affected, should be handled as per procedure for NC Product Control.
6. Commence production and other supporting processes after normalization of the situation.

**L. Vehicle accident during transit carrying food packaging products**

1. Site Main Controller shall receive information about such accident and attend the location in time.
2. In case, any injury to vehicle driver or helper is reported, Site Main Controller shall make adequate provision in order to provide them medical assistance in due time.
3. As necessary, Site Main Controller shall evaluate, assess complete situation and note down findings.
4. Where practically possible, Site Main Controller shall organize adequate resources to collect products in transit, and bring back the lot to our factory premises. Subsequently shall also make QC provision.
5. Inform customer about such accident and make necessary provision to deliver separate lot.
6. If any finished products found affected, should be handled as per procedure for NC Product Control.
7. When any product is repaired, it should again undergo inspection as per Quality Plan till it is accepted

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Title : Information Sharing Provision	Page No. : 1 Of 1

**Methodology applied for Information Sharing**

1. Top Management has fully authorized Site Main Controller to information sharing aspect in case of any sort of Emergency Situation.
2. Since all emergency situations are unforeseen, at this stage it is not easily possible to determine and elaborate necessity for information sharing.
3. Therefore, it is advisable to conclude decisions from time to time and depending upon gravity of the situation, Safety Team proceed for sharing necessary information, internally as well as externally.
4. Let it be any emergency situation, once situation return at normalcy level, Safety Team shall refer attendance roaster as well as visitor roaster and make sure that head count is correct.
5. When head count differs from nos. recorded in attendance roaster and visitor roaster, Safety Team shall immediately commence search operation till missing person is found.
6. In worst situation, if missing person is not found, Site Main Controller immediately inform local Police Station and request them to attend the case and assist them to fullest extent.
7. This information is maintained inhouse only.
8. Let it be any emergency situation, Site Main Controller maintain log of complete happenings in all possible and logical way and make its use during training on subject 'Emergency Preparedness and Response'.

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