

DEPARTMENT OF LABOUR & EMPLOYMENT,

SHIMLA, HIMACHAL PRADESH

Guidelines for the Preparation of an On-Site Emergency Plan

Introduction:

As per the provision of Section 41(B) (4) of the Factories Act, 1948, every occupier of a factory shall, with the approval of the Chief Inspector of Factories draw up an On-site Emergency Plan and detailed disaster control measures for his factory and make known to the workers employed therein and to the general public living in the vicinity of the factory the safety measures required to be taken in the event of an accident taking place.

Major accident may cause emergency and it may lead to disaster, which may cause heavy damage to plant, injury to persons and create adverse effect on the environment. Emergency situation may arise all of sudden and create havoc and cause extensive damage to the property, environment and harm to human beings. Therefore, such situations and risks should be thought, visualized and assessed in advance and it should be planned beforehand to tackle them immediately and control them within the shortest time.

What is an emergency?

A major emergency can be defined as an accident/incident that has potential to cause serious injuries or loss of life. It may cause extensive damage to property, serious disruption both in production and working of the factory and may cause adverse effect on the environment.

On-Site Emergency

Emergency planning is an integral part of the overall loss control programme and is essential for factories. The same is important for effective management of an accident to minimize the losses to the people and property, both in and around the facility. The important aspect in emergency management is to prevent emergency by technical and organizational measures and minimize accidents and losses. Emergency planning demonstrates the organizational commitment to the safety of employees and increases our organization's safety awareness.

On Site Emergency Plan explains the code of conduct of all personnel in the plant along with the actions to be carried out in case of an Emergency. This plan gives the guidelines for employees, contractors, transporters, etc. It not only defines responsibilities but also informs about prompt rescue operations, evacuations, rehabilitation, co-ordination and communication.

If an accident/incident takes place in a factory, and its effects are confined to the factory premises only, involving only the persons working in the factory and the property inside the factory, it may be called an on-site emergency

Objective

- To control the emergency, localize it and if possible eliminate it.
- To avoid confusion, panic and to handle the emergency with clear cut actions.
- To minimize loss of life and property to the plant as well as to the neighborhood.
- To make head count and carry out rescue operations.
- To treat the injured persons.
- To preserve records and to take steps to prevent recurrence.
- To restore normalcy.

Every factory carrying out hazardous process shall prepare an emergency plan incorporating details of action to be taken in case of any major accident/disaster occurring inside the factory. The plan should cover all types of major accident/occurrences and the identified risk in the plant. Mock drills on the plan should be carried out periodically to make the plan foolproof and persons are made fully aware and are prepared to handle any kind of incident in the plant.

On-Site Emergency plan should contain as per following checklist:-

1. PREFACE

2. PREAMBLE

- a) Emergency
- b) Nature of Emergency
- c) Manufacturing process
- d) Identification of Hazardous Area
- e) Objectives of the Plan
- f) Emergency Control Centre
- g) Assembly Points
- h) Codification of Sirens
- i) Training & Education
- j) Mock drill
- k) Updating the plan

3. KEY PERSONNEL AND THEIR RESPONSIBILITIES

- a) Site controller
- b) Incident controller
- c) Personnel/Administrative Manager
- d) Security Officer

- e) Departmental Heads
- f) First Aid team
- g) Factory Fire Squad Personnel
- h) Emergency Organization Chart

4. EMERGENCY ACTION PLAN

5. CONSENTS/LICENCES OBTAINED

- a) NOC obtained from Chief Fire Officer
- b) NOC obtained from HPSPCB
- c) Petroleum & Explosive Organization
- d) Any other consent/licence obtained from statutory authorities

6. SITE & EVACUATION PLAN

7. LIST OF ANNEXURES

- a) Brief description of the manufacturing process
- b) Telephone number of Police, Fire Brigade, Hospitals & other outside
Emergency Services
- c) Telephone numbers & address of Key personnel
- d) Telephone number of Mutual Aid Response Group members
- e) List of Fire and Rescue Squad Members
- f) Information on Fire Hydrant System
- g) List of Fire Extinguishers
- h) List of personnel Protective Equipments
- i) First aid medical facilities
- j) List of Hazardous Chemicals

ANNEXURE 'A'
BRIEF DESCRIPTION OF THE MANUFACTURING PROCESS

ANNEXURE 'B'
**TELEPHONE NUMBER OF POLICE, FIRE BRIGADE, HOSPITALS
AND OTHER OUTSIDE EMERGENCY SERVICES**

SR. NO.	IMPORTANT DEPARTMENT	CONTACT NUMBER
1	FIRE BRIGADE	
2	HOSPITALS	
3	SAFETY OFFICER	
4	BOILER INSPECTOR	
5	POLICE DEPARTMENT	
6	DIRECTOR	
7	GRAM PANCHAYAT OFFICE	

ANNEXURE 'C'
TELEPHONE NUMBERS AND ADDRESS OF KEY PERSONNEL

NAME	CONTACT NUMBER

ANNEXURE 'D'
MUTUAL AID RESPONSE GROUP

NAME	COMPANY	CONTACT NUMBER

ANNEXURE 'E'
LIST OF FIRE AND RESCUE SQUAD MEMBERS

FIRE FIGHTING SQUAD	FIRST AIDER (RESCUE SQUAD)

ANNEXURE 'F'
EMERGENCY CONTROL SYSTEM FIRE HYDRANT SYSTEM

ANNEXURE 'G'
FIRE EXTINGUISHER

SR. NO.	TYPE OF EXTINGUISHER	TOTAL NO'S.

ANNEXURE 'H'
LIST OF PERSONAL PROTECTIVE EQUIPMENT

SR. NO.	NAME OF ITEM	NO'S.

ANNEXURE 'I'
FIRST AID MEDICAL FACILITIES

SR. NO.	NAME OF ITEM	NO'S.

ANNEXURE 'J'
LIST OF HAZARDOUS CHEMICALS

SR. NO.	NAME OF CHEMICAL	QUANTITY