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**1. Purpose:**

To react smoothly and systematically without any chaos or panic against any emergency/incident with the aim to save life and property in the **Packages Convertors Limited**, Lahore Walton Site premises from loss or damage.

**2. Definition of Emergency.** It is the situation where life and property are in danger of loss or damage. This plan is applicable to the following emergencies that can occur at Packages Limited:

- Fires/Explosion
- Chemical leakages/spills/Oil Spills
- Hazardous / Toxic Gas Release
- Natural disaster Earthquake, Flood, Hurricanes, Storms, Tornadoes etc.

**3. Scope:**

This procedure is applicable to every department, division and business units on Walton Site.

**4. Responsibilities:**

The overall responsibility lies with **EHS Team Lead – PCL & PREPL** supported by Departmental Heads/BUM's/Country Security Manager under the Leadership of HOP. Central EHS Team will be overall responsible for implementation of ERP Plan. **EHS Team Lead – PCL & PREPL** and Departmental (EHS Rep) will be responsible for emergency preparedness that includes the availability of resources, training of concerned staff, monitoring and maintenance of emergency equipment's and conduction of drills.


**5. Emergency Mock drill:**

Will be carried out monthly and record will be kept by **Central EHS department**

**6. Emergency Response Measures:**

**6.1 Preventive Measures**

- Emergency scenarios and training drills
- Risk Assessments of all routes in and non-routine activities.
- Staff trainings at all levels
- Efficient and controlled plant operation
- Preventive maintenance procedures (calibration and inspection of equipment's and instruments)

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- Implementation of **PCL** General safety rules
- Implementation of EHS management systems
- Work Permit System.

## 6.2 Response Measures

Fire Hydrant System

FAS - detection systems.


Fire Suppression systems

Fire Fighting Equipment i.e: Fire Extinguishers, fire alarm system, fire blankets, Hydrants & monitors, Eye washers, Hose reels, are installed in all buildings, plant areas and other offices.

Emergency Handling Capability: **Packages Convertors Limited** maintains a dedicated emergency response squad equipped with fire tender along with all required emergency handling accessories. Fire water network mains coupled with hydrants are encircling the whole premises. A jockey pump maintains the network pressure at 100psi (7 Bar) in normal conditions. A fire diesel engine & electric driven pumps are also installed to maintain the fire network pressure at 7 Bar during the firefighting. A fire water reservoir capacity of approx. 100,000 USG firefighting is also located inside facility. Likewise, an overhead tank of capacity 12000 USG and a Chest of capacity 2,64,000 USG is also available with the Old Hydrant system.

## 7. Emergency Escape Procedures

- Emergency Escape route layout are posted throughout the facility. A layout of the facility clearly marked with escape routes is posted in each department. Copy of the layout is available in all areas. It should be updated and ensured everywhere likewise in case of any change in layout.
- If the alarm sounds or if a supervisor orders the evacuation of the building or plant, remain calm, walk to the nearest exit, and leave the building or plant immediately. After leaving the building or plant, proceed to the nearest muster station/assembly area marked. Do not leave the area. Do not return into the building or plant. Follow your supervisor's instruction.
- As there are plant processes which would require continued operation during an emergency, all employees are expected to leave the plant immediately when an evacuation order is announced expect the members of departmental Emergency Response team that will do the respective roles.
- No one will perform rescue, medical or firefighting duties unless properly trained to do so.


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## 8. Emergency Communication


- Centrally controlled emergency communication system (Control room) is available in **Packages Convertors Limited**.
- Fire brake glass, smoke and heat detection systems are installed in plants, other areas, and buildings for emergency alert.
- Anyone in **Packages convertors Limited** can alert for Emergency by using the following preferred means of reporting available:
  - Fire brake glass – that will lead to sounding a Fire Alarm.
  - Emergency Phone No 444/0300-8475615.
  - EHS Team Lead – PCL & PREPL # 0301-8625529.**
 (Among all, '444' should be the most preferred option)
- Persons to report the emergency shall speak clearly and mentioned his name, location & nature of incident to Control room operator.
- Notification of an emergency or of an evacuation is communicated to the employees via Fire hooters that will be activated by the ERP team/shift of that department. In case of emergency evacuation at factory level, two main hooters, one behind **Central EHS department** and one at workshop will be activated by Control Room Operator.

Departmental ERP Team comprising of trained experts will perform the following roles:

- Fire Fighting
- First Aid / Rescue
- Salvage
- Isolation
- Team Lead


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Sr. No.	ACTIVITIES	RESPONSIBILITY
<b>9</b>	<b><u>Declaring the Emergency.</u></b> Emergency will be declared in case of any of the above defined situation and when it is understood that it is beyond the control of those present there.	Shift In-charge, Shift Engineer or next senior person of the department will be authorized to declare the emergency.
<b>9.1</b>	Intimation to Control Room on Ext. <b>444</b> and Exchange Operator # 9 or <b>Direct line available 24x7 (0300-8475615)</b>	Shift In-charge, Shift Engineer or next senior person of the department will be authorized to declare the emergency.
<b>9.2</b>	<b><u>Shut Down.</u></b> Immediate actions on Shutdown of the Plant/Machine/Equipment etc. by applying emergency switches or any other method whichever is available, depends upon the nature of Emergency to be made as per Direction of Emergency – Shift Team Leader of the Department.	Shift In-charge, Shift Engineer or next senior person of the department
<b>9.3</b>	<p>After receiving the intimation from the departments, Control room will intimate Fire/Security Inspector on shift, Assistant Manager Fire, <b>EHS Team Lead – PCL &amp; PREPL</b> and Country Security Manager, so that Fire Tender and Ambulance can rush to the incident spot.</p> <p>Factory wide siren will be operated in case of emergency evacuation on large scale.</p> <p>Fire Staff Residing in Quarter and Control room of Packages Mall to be informed as well to ensure them ready as a Backup.</p> <p>Intimation to Fire/security staff residing in Packages quarters and Packages Mall staff for additional help if required upon instructions from Assistant Manager Fire or on Shift Fire / Security Inspector.</p>	Control Room Operator
<b>9.4</b>	Inform Electrical Department to cut off electrical supply of the affected area if needed.	Shift In-charge, Shift Engineer or next senior person of the department


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<b>9.5</b>	<p>External help will be called for as soon as it is felt that internal arrangements for firefighting are not sufficiently effective and falling short of meeting the threat properly. This will be done after the instructions from Assistant Manager Fire or on shift Fire / Security Inspector.</p> <p>External Fire stations are:</p> <p> Cantt Board: 042- 99220400  Central Fire Station: 16, 042-99211280– 81  PAF: 042-99220188 Ext: 2221  Allama Iqbal Town: 042-99230418,  042-99230483  Rescue service: 1122  Police Factory Area: 042-35810498  Civil Defense: 042-37352828  Provincial Rescue Officer: 042-37323364  Thoker Niaz Office: 042-99238730  Bomb disposal squad: 042-99212111 </p> <p>Arrangement for quick movement in and out of external aid by timely informing the Gate office.</p>	Control Room Operator
<b>9.6</b>	<p><u>Evacuation</u>. All persons will evacuate the effected Building / Area except those who have been trained Emergency Response team members.</p> <p>In every emergency the scene must be secured (cordon off the area) in order to carry out the investigation.</p>	<p>Dept. ERP Team, Shift In-charge, Shift Engineer or next senior person of the department</p> <p>Fire/ Security Inspector/Fire Fighter</p>
<b>9.7</b>	<p>After Evacuation from affected building / area will assemble outside the department in the defined <u>Assembly Area</u> by using Emergency Exits.</p>	<p>Dept. ERP Team, Shift In-charge, Shift Engineer or next senior person of the department</p>

<b>9.8</b>	<p>Till the time Fire / Security Teams comes to the affected area the departmental trained ERP staff will try to control the emergency with the help readily available Fire Hose pipe, fire extinguishers and sand etc.</p>	<p>Dept. ERP Team, Shift In-charge, Shift Engineer or next senior person of the department</p>
<b>9.9</b>	<p>The ERP team member or senior person among the evacuees will conduct the Head Count and will inform the authorized person.</p>	<p>Dept. ERP Team, Shift In-charge, Shift Engineer or next senior person of the department /SHEQ</p>


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10	<p><u>Action of Emergency Team.</u></p> <p><b><u>In Case of Fire/Explosion:</u></b></p> <p><b>Fire Truck.</b> After receiving the information from Control Room, Fire Truck (FAW &amp; RIV) will rush to the affected area and will be parked near the emergency area at safe place/distance.</p> <p>Fire hydrant pump room operations will be taken care of during emergency.</p> <p><b><u>Ambulance.</u></b> Ambulance will reach at the place of emergency simultaneously along with Fire tender after getting information from Control Room Operator.</p> <p><b><u>Assistant Manager Fire.</u></b> Will control Fire Fighting Operation. In case he is not available Fire Inspector of that particular shift will control all activities. In case the situation become out of control, then Assistant Manager Fire or Fire Inspector / Security Inspector will contact Civil Defense / Central fire brigades / Rescue 1122 etc. or other assistance through Control room. Control room will also co-ordinate with Main gate staff for co-ordination.</p> <p><b><u>Fire Inspector.</u></b> Will control the Fire Fighting Trucks, Operation of Hydrants and Placing of hose Pipes / Nozzles through available Fire team.</p> <p><b><u>Water Aid &amp; PPE's:</u></b> Departmental SHEQ / ERP and shift Incharge will provide the due support to central fire/Security team wrf to the provision of adequate infrastructure required to deal with the Emergency.</p>	<p>Fire Driver</p> <p><b>HVAC Team</b> / Fire Inspector/Fire Fighter</p> <p>Control Room Operator/ Ambulance Driver</p> <p>Assistant Manager Fire, Control Room Operator, Security and Fire Inspector.</p> <p>Fire Inspector.</p> <p>Dept. ERP Team, Shift In-charge, Shift Engineer or next senior person of the department /SHEQ</p>
	<p><b><u>Security Inspector:</u></b> He will call the additional trained Security Guards of the area to form part of firefighting team. He will ensure that Security aspect is not compromised at any time during an emergency.</p>	Security Inspector
	<p><b><u>First Aid.</u></b> First Aid Boxes will be taken out and kept ready for the use if required.</p>	Dept. ERP Team, Shift In-charge, Shift Engineer or next senior person of the department /SHEQ
	<p><b><u>ERP Protection.</u></b> Computer Room, ERP Deptt / Backup Cartridge replacement</p>	Systems Analyst / Network Assistant
	Computer Room /Automatic Backup Start at early in the morning	Systems Analyst / Network Assistant
	Computer Room /Collection of Latest Backup Cartridges	Manager ERP
	Respective person's Home	Manager / Network admin

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	/ Moving Latest Backup away from Packages Premises	
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<b>11</b>	<b><u>Earthquake Protection.</u></b> All Departments will leave the buildings and assemble in the designated assembly areas but stay away from any building, wall, pole or tower.	<b>EHS Team Lead – PCL &amp; PREPL</b> , Shift In-charge, Shift Engineer or next senior person of the department will be authorized to declare the emergency.
	<b><u>Action Plan in Case of Earthquake</u></b>  Check the hazards & identify safe places  <b>During an Earthquake:</b>  Immediately seek a safe location such as in a doorway beneath a table or desk or along an interior wall away from windows or hazardous objects.	All Individuals / In-charge Shift/SHEQ
	Cover the back of your head and your eyes to minimize injury from flying debris.	All Individuals
	Do not take elevators during an earthquake.	
	If outdoors, stay in open areas away from buildings, power lines, trees and other potential hazards.	
	If driving, stop quickly but safely and stay in the vehicle. Do not stop near power lines or other potentially dangerous locations.	
	Stay calm and brace yourself to keep your balance, sitting if possible.	
	<b><u>After an Earthquake:</u></b>  Be prepared for aftershocks, which may be stronger than the initial jolt.	All Individuals
	Attend injuries immediately and call emergency assistance if necessary.	ERP Team, Ambulance / Paramedic
	Check for structural damage but do not enter a building that shows damage or has visible cracks in the walls or foundation	ERP Team, In-charge Civil/SHEQ
	Wear shoes at all times to avoid stepping on broken glass.	All Individuals
	Turn off gas, electricity, and water if damage is suspected or if advised to do so by authorities. Don't turn on lights or lighter.	ERP Team, Incharge Electrical/Mechanical/SHEQ
	Keep phone lines clear for emergency use.	


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	Be patient. It may take hours or days to restore all services depending on the severity of the quake.	
	Proper Counting will be done and will shout the name of those missing from outside the building. Recount on the arrival missing persons.	ERP Team In-charge Shift/SHEQ
	Inspect foundations for the cracks or other danger and examine walls, doors, windows and floor to make sure that building is not in danger of collapsing. Re-enter in the building to resume work only after waiting for few minutes (10 mins at least) after the tremors are over. Look for the fire hazard which may occur in case of broken electric wires and broken gas lines.	ERP Team / In-charge Shift/SHEQ
<b>12</b>	<p><b>Flooding</b> is an overflowing of water onto land that is normally dry. It can happen during heavy rains.</p> <p><u>Flood Protection.</u> Drowning is the least possibility in this area. Efforts will however be made to protect machinery from going under water by using sandbags to the entry points of the buildings.</p> <p><b><u>Action Plan in Case of Flood</u></b></p> <p><b><u>Before:</u></b> Plan and practice evacuation route. Teach members how and when to turn off gas and electricity.</p>	<b>EHS Team Lead – PCL &amp; PREPL</b> , In-charge Shift/ Shift staff / Security /Civil Dept./SHEQ.
	<p><b><u>During:</u></b></p> <p>Avoid areas subject to sudden flooding.</p> <p>Do not attempt to cross a stream where water is above your knees. When in doubt, don't try it.</p>	
	Do not try to drive over a flooded road. The water can be much deeper than it appears, and you could be stranded or trapped.	
	During flooding climb to high places & stay there.	
	Stay away from drains and ditches.	All Individuals




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	If told to leave, do so immediately.	
	Get update emergency information related situation.	
	<b>After:</b>  Don't return back to the areas until the authorities express it is safe to do so.	
	Inspect foundations for the cracks or other danger & examine walls, doors window & floors to make sure that building is not in danger of collapsing.	In-charge Civil/SHEQ
	Watch-out the animals especially poisonous snakes that may have come into your buildings with flood water.	
	Look out for the fire hazard.	
	Pump out flooded basements gradually (1/3 amount of water / day) to avoid structural damage.	In-charge Civil/SHEQ
	Report broken gas, electrical and water lines immediately.	
	Do not handle electrical equipment in wet areas.	
	Do not sightsee. Your presence could impede relief efforts as well as endanger yourself.	
	Do not eat fresh food that has come in contact with flood waters.	
	Boil drinking water before using.	
13	<b><u>Chemical or Other spillage:</u></b>  <b><u>Before:</u></b> All workers of area must be trained about the chemical risks and the action to be taken in emergency. Proper placing of material. Sturdy and properly designed shelves of materials with lips. Containers stores by hazard class. Regular inspection of integrity of containers. Potentially hazard chemicals and materials should be clearly identified and properly placed. Availability of PPE,s Availability of chemical spillage control kits.	<b>EHS Team Lead – PCL &amp; PREPL, In-charge Chemicals Store</b>

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	<p><b>Action Plan in Case of Chemical Spillage</b></p> <p><b><u>After:</u></b></p> <p>First, don't panic.</p> <p>Contact responsible person within your facility.</p> <p>ELIMINATE all ignition sources (no smoking flares, sparks or flames in immediate area).</p> <p>All equipment used when handling the product must be grounded.</p> <p>Do not touch or walk-through spilled material in case of Small Spill.</p> <p>Flush area with flooding quantities of water in case of Large Spill</p> <p>Wet down with water and dike for later disposal.</p> <p>If you come into contact with a chemical/Other spill in your workplace, first try to determine whether it is a low hazard or high hazard spill. If you suspect the spill is small or low hazard, you should still take specific steps to ensure your safety and the safety of others.</p>	Shift In-charge, Shift Engineer or next senior person of the Department
	Before handling insure right PPE, s e.g. eye protection, protective gloves and overcoat.	
	Alert everyone in the area of the spill and evacuate to a safe location.	
	If there is time, try to ventilate the area. If you have access to windows, open them completely.	
	If there is a chemical fume hood in the area of the spill, open the face of the hood completely to begin the ventilation process.	In-charge HVAC/SHEQ
	Secure the area of chemical spill so no unauthorized personnel can come into contact with spill.	Dept. SHEQ
	Notify the appropriate personnel or officials immediately and try to secure the area of the chemical spill so no unauthorized personnel can come into contact with the spill.	

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	Never touch the chemical spill without protective clothing and gloves, even if you do not perceive immediate danger. It is good to wear two set of gloves one as the primary barrier and the second as secondary barrier.	
	Barricade or isolate the area of the spill.	
	<p>If substance is volatile and can produce airborne dust, close doors and increase ventilation to prevent the spread of dust and vapors to the other area.</p> <p>Neutralize acids and basis by using citric acid and sodium bicarbonate if possible.</p> <p>Control the spread of liquid by using absorbent material such as Vermiculite, cat litter or spill pillows.</p> <p>Collect and place the clean-up residues by using plastic bags.</p> <p>Labeling and dispose of waste in proper manners.</p> <p>De-contaminate the area and affected equipment's by ventilating spill area and creating negative pressure in that area.</p> <p>Flammable liquids are best to remove by using spill pillows or pads.</p> <p>All absorbent material should be placed in heavy duty poly bags which are then sealed, labeled and disposed.</p>	In-charge Chemicals Store Shift In-charge, Shift Engineer or next senior person of the Department/SHEQ
	Before resuming work, make sure that the spill area has been adequately ventilated.	
<b>14</b>	<p><b>Gas Leakage</b></p> <p><b><u>Before:</u></b></p> <p>Employees Trainings. Update the Emergency Plan of the departments. Review of employee's responsibilities in an emergency. Review of locations and the use of emergency equipment's. Review the properties of natural gas. Review of location of system map. What to do and not to do when there is a strong gas odor.</p> <p><b>Action Plan in Case of Gas Leakage</b> First, don't panic and calm the situation. Do not spend undue time assessing the release.</p>	<p><b>EHS Team Lead – PCL &amp; PREPL</b>, Plant In charge /Fire Fighting Officer/EHS staff/ In-charge Chemicals Store Shift In-charge, Shift Engineer or next senior person of the Department</p>

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	<p>Stop all jobs immediately. (Barricading the area) around effected area All essential &amp; non-essential staff to evacuate the areas in distress crosses the wind direction. This can be done with the help of Windssocks installed.</p> <p>People working in confined spaces to be assisted to the open air. Close off roads to traffic around the distress area.</p> <p>Activate fire spray monitors around leak points.</p> <p>Where appropriate shutdown furnaces, which might cause ignition.</p> <p>Shutdown air compressors and other diesel engines in the patch of the gas cloud.</p> <p>Depressurized equipment involved in a safe manner.</p> <p>Only fully equipped staff will be enter/ working in effected area.</p> <p>Response teams, having been informed of the location and nature of the emergency, will put on full protective equipment and will approach from upwind. All vapors' clouds will expand. In cases where the leak has been suppressed the cloud might follow a distinct path, depending on its location (inside/outside process area), the wind strength and direction and the nature of the vapors/gas.</p> <p>Personnel involved in dispersing the cloud by means of water sprays must take strategic position to keep the vapors away from critical areas such as ignition sources.</p>	
	Clear the area immediately, providing assistance to those with special needs.	In-charge Shift/SHEQ
	Notify others to leave other areas in close proximity to the location.	In-charge Shift/SHEQ
	Report to your department's designated gathering point, a safe distance away from the affected area.	In-charge Shift/SHEQ
	<p>If known, identify emergency shutoff devices before exiting the affected area.</p> <p>Leaks inside a facility or building receives a priority one</p>	In-charge Shift/SHEQ
	If release occurs indoors, close doors and windows and turn off HVAC systems.	In-charge Shift/HVAC/ EHS
	Do not use elevators.	
	Move to a safe distance away from the gas leak area.	

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	Re-routing traffic.	
	Set-up communication and co-ordinate the operation.	
	<p>Do not smoke or use a cigarette lighter anywhere near the area of the gas leak.</p> <p><b><u>After:</u></b></p> <p>Evaluate the situation.</p> <p>Conduct a leak survey and pressure testing of pipelines.</p> <p>Perform meters and regular checks.</p> <p>Question person on spot.</p> <p>Record weather conditions.</p> <p>Select samples of failed equipment for the purpose of determining the cause of the failure and for minimizing the possibility of re-occurrence.</p>	In-charge Shift/SHEQ

Hurricanes, Tornados and Storms: Packages Ltd lies in the region where the possibility of this calamity is not likely. However, following precautions are to be taken as an ERP:

<b>15</b>	Action Plan in Case of Storms, Hurricanes, etc	<b>EHS Team Lead – PCL &amp; PREPL</b> , Shift In-charge, Shift Engineer or next senior person of the Department/EHS Dept.
During Storm:	<p>Stay in your safe room, away from doors and windows.</p> <p>Use flashlights, not candles, for lighting.</p> <p>Lie on the floor under a table or another sturdy object.</p>	
	Turn off utilities i.e. Energized cable lines, Gas, Steam lines etc.	Incharge Utilities/SHEQ
	<p>Remain in your shelter if the storm suddenly eases. You may be in the eye of the storm. Its passage will be brief and when winds resume, they will come from the opposite direction and quickly return to full force.</p> <p>If you must flee at the last minute, seek a well-structured building with several stories. If possible, go to the second or third floors to avoid flooding, but avoid higher floors where wind pressure will be greater</p>	
	Remain inside until Central team give the "all clear"	

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After Storm:	Check for damage to the buildings. Use caution signs. Beware of downed power lines. If possible, make repairs to minimize further damage but keep records and receipts	
	Avoid smoking when walking in damaged areas as gas lines could be leaking. Never go outside the protection of your home or shelter before there is confirmation that the storm has passed the area.	

### **15.1 Packages Fire Tender Movement Protocols during Emergency:**

The Fire Tender cannot leave Walton Lahore site at any point in time because it's the only mobile firefighting and extinguishing mode available for high-risk areas at our premises. DIC, Business Unit flexible Packaging, Central Stores and diesel Power plant are the critical areas, that may require ample quantity of foam, which is available in our fire tender (Foam - 500 liters and 200 liters) that can be taken to remote areas in factory, with help of tender.


Sr	Area Name	Status
01	Packages Convertor Limited Factory	Fire tender support along with Fire Team
02	Packages Mall ( <b>PREPL</b> )	Fire tender support along with Fire Team
03	DIC	Fire tender support along with Fire Team
04	<b>Day Care Center &amp; Nestle Head Office Walton site</b>	<b>Fire tender support along with Fire Team</b>
05	Oxy Pack	Subject to Crisis Committee Direction
06	BSPL and Omya Pack site	Fire tender support is not possible.

## **16. Training and Skill Development**

To ensure that the plan is properly followed during facility emergencies trainings on emergency preparedness and response shall be provided to employees. The objectives of the training program shall be as follows:

- To ensure that personnel are knowledgeable of their roles and responsibilities concerning the ERP plan.
- To ensure that personnel are knowledgeable of the plan's procedures to affect a safe response to facility emergency situations.
- To ensure that personnel are knowledgeable of the evacuation procedures to affect a safe and expedient evacuation of the appropriate areas of the facility during the emergency situation.

### **16.1 Training Program**

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Facility personnel will receive training in the plan appropriate to the level of their expected involvement. The specific lesson plans and training topics are to be maintained by the EHS.

## **16.2 Training frequency**

Packages Convertors Limited Employees will receive training on emergency plan as and when required. Refresher training will be carried out as per plan.

In case of inter departmental and sectional transfer the employee shall be given training on their responsibilities and actions as defined in the plan for their new work area after intimation to EHS prior. All employees will be trained whenever the plan is changed.

## **16.3 Training levels**

Packages Convertors Limited Employees will receive training in the general plan procedures and specific departmental procedures related to the plan. Training will cover evacuation procedures, incident discovery, notifications, Basic firefighting, fire extinguishers and first aid.

All supervisors will receive additional training, for the safety of personnel, visitors, and the protection of facility assets.

All emergency response team members receive specialized training for the response to and handling of emergency situations that could occur at the facility.

HSE dept will develop the ERP training modules and arrange the trainings for different levels.


## **16.4 Plan Drills and Exercises**

To ensure that the plan meets current conditions and that all involved individuals respond properly, the plan is tested at least once a year.

## **16.5 Frequency of Drills/Exercise**

The Fire plan is exercised at least monthly in various departments during the scenario-based drills carried out in different operational areas and annual live fire practices are carried out and monthly hooter testing. Specific areas evaluated during the monthly exercise include the following:

- Evacuation and accountability of personnel
- Handling of the injured or casualties.
- Proper functioning of alarm system
- Response time of emergency response personnel to emergency situation.
- Adherence to the plan procedures.
- Working of Emergency Response Equipment's
- Exercise Documentation, Evaluation & Review etc.

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Remaining drills are to be carried out at least once a year section wise.

All drills and exercises of the plan will be documented, indicating the results of the exercise and any problems that were encountered, along with recommendations and suggestions for continual improvements.

The Departmental EHS/Central EHS whoever of the two choses to be observer will fill an emergency response drill evaluation form and will present to **EHS Team Lead – PCL & PREPL** meeting for review.

## **17. Roles, Responsibility and Authority**

### **17.1 Fire Engine Control Room Operator**

After receiving Emergency call on phone / walkie talkie or **FAS (Fire Alarm System)** resulting in indication in Control Room - Repeater Panel, Control Room Operator) will take the following actions.

- In case of phone call/walkie talkie take precise information e.g.
- Name & dept of informer
- Location of & nature of incident
- Location of incident
- Nature of incident e.g. fire, gas leakage etc.

After receiving the intimation from the departments, Control room will intimate Fire/Security Inspector on shift, Assistant Manager Fire, **EHS Team Lead – PCL & PREPL** and Country Security Manager. Immediately instruct Fire / Security Inspectors to move Central ERP team & equipment to the incident site.

Call Rescue 1122 and other fire brigade with approval of **HOD (EHS/Security)** for assistance if required.

### **17.2 Shift I/C (ERP Team Lead)**


- Immediately activate the main hooter for emergency evacuation and urgently moves shift ERP team to the incident site & use required equipment at the incident site.
- Ensure the isolation of electricity and other fuels supply.
- Starts firefighting and cooling of adjacent areas.
- Coordination with Central EHS / Fire/Security Team.
- Ensure the availability of firefighting resources to his team.
- Keep liaison with operation and ERP team for any guidance.

### **17.3 Fire Inspector**

Fire Inspector (of the shift) will be the incident commander at the site and responsible for overall supervision of ERP team in handling the emergency.

- Ensure the availability of required resources.
- Keep monitoring the behavior of the scenario and advise his team accordingly.



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- Coordinate with for calling of 1122 and other fire brigade through Control Room.
- Ensure Isolation of the Electrical Supply through concerned shift Incharge.
- Ensure Isolation of the Gas Supply through concerned shift Incharge.
- Ensure Isolation of the HFO/Diesel Supply through concerned shift Incharge.
- Ensure the required fire network pressure is available.
- Evacuation of the People from the incident site through dept. ERP Team.
- Minimize the risk of separation of fire by using of cooling.
- Placement of other fire brigade vehicles.
- Replacement of Fire fighters.
- Prevent re-ignition of spilled fuel.
- After handling fire Emergency Fire/Security Inspector will ensure the hooter clearance.
- Arrange the trainings for ERP staff.

#### **17.4 Security Inspector:**


- Activate the security emergency procedure at gate and other areas through control room.
- Ensure traffic flow inside & outside site.
- Barricading the incident site.
- Restrict the moment of unconcerned in the incident area
- Transportation of back up squad residing at quarters at the incident site.
- Guidance to the external emergency vehicles to the incident site.
- Main gate & Emergency gate operation
- Liaison at main gate for reception of external emergency agencies and coordination with Internal Fire Team
- Coordination with Social Security regarding shifting of injured through ambulance.
- Establish a telephone communication capability to allow employees and visitors to notify relatives/friends of their whereabouts and status.
- Establish a telephone response line for incoming questions from employee and visitor relatives concerning site activities. Security will be assigned this task.

#### **17.5 Electrical I/C**

- Ensure the availability of his or designee at the incident site.
- Isolation of electrical supplies if required
- Extra light arrangements at site.

#### **17.6 Operation/Area I/C**

- Immediate communication to the ERP as per procedure.

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- Initial Emergency Response.
- Evacuation of staff from incident site.
- Activation of emergency shutdown procedure

**17.7 Maintenance / Utility I/C**

- Ensure the presence of his or his designee at the incident site for all utility isolations.

**17.8 EHS Team Lead – PCL & PREPL**

Responsible for over implementation of ERP plan

Updating Man-Ex head/ IRM//CSM & HOP about emergency handling status.

**18. Reporting to Media and External Agencies**

Packages Ltd recognizes that it is essential to present accurate information to the news media concerning an emergency situation involving our facility. Following are the responsible authorities that communicate with external agencies.

CSM / IRM / HOP are the only authorized/designated individuals who shall speak with the media.