

Directorate of Industrial Safety and Health, Nagpur



[Onsite-Emergency Preparedness & Response Plan]

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Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	1 of 18

Onsite-Emergency Preparedness & Response Plan



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Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	2 of 18

Onsite-Emergency Preparedness & Response Plan



Locations

Office of

Additronal Director
Directorate of Industrial Safety and Health
6th Floor, Udyog Bhavan
Civil Lines
Nagpur – 4400001

Head Office

Directorate of Industrial Safety and Health
Kamgar Bhawan, 5th Floor, E - block
Opposite Reserve Bank Of India ,
Bandra-Kurla Complex,
Bandra (E), Mumbai-400 051.

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	3 of 18

Onsite-Emergency Preparedness & Response Plan



Amendment Records

Sr. No	Title	Current Documents No	Revision No/ Issue No & Revision Date	Page No's in which Amendment/Changes Made	Replaces Document No & Date	Amendments /Changes made

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	4 of 18

Onsite-Emergency Preparedness & Response Plan**Index**

No	Title	Revision No.	Revision Date	Page No
1	Cover Page	0	31.07.2018	
2	Authorization	0	31.07.2018	
3	Location	0	31.07.2018	
4	Amendments Records	0	31.07.2018	
5	Index	0	31.07.2018	
6	Distribution List	0	31.07.2018	
7	Introduction	0	31.07.2018	
8	Anticipated Emergency Situations	0	31.07.2018	
9	Preparedness & Response	0	31.07.2018	
10	Reporting of Incidence	0	31.07.2018	
11	Mock Drill	0	31.07.2018	
12	Important Contact Numbers	0	31.07.2018	

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	5 of 18

Onsite-Emergency Preparedness & Response Plan**Distribution List**

No	Copy Holder	No	Copy Holder
Mumbai Office, Nagpur Office,			
1	Director DISH - Mumbai office		
2	Additional Director - Nagpur Office		
3	Deputy Director – Nagpur Office		
4	Deputy Director – Nagpur Office		
5	Deputy Director – Nagpur Office		
6	Office copy		
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10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	6 of 18

Onsite-Emergency Preparedness & Response Plan



Introduction

Accidents can occur in any office and at site in spite of the best effort to prevent them.

The severity of accidents could be ranging from minor to catastrophic resulting in proportionate degree of 'Loss'. All such accidents are therefore to be unwanted.

It is necessary to have an action plan prepared in anticipation of an emergency to prevent losses and to restore the normalcy at the earliest.

This plan aims at controlling the emergency and mitigating its adverse effects.

Objective of EPRP:

- To identify the potential emergency situations.
- To determine resources to handle such situations and minimize loss.
- To define the response to such situations.
- To define how and when the mock drills shall be carried out.

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	7 of 18

Onsite-Emergency Preparedness & Response Plan



Anticipated Emergency Situations

Types of Emergency Situations:

Classification	Description
A	Accidents
B	Fire
C	Toxic or Explosive Release (Terrorist attack)
D	Public Unrest
E	Natural Calamities

Accidents:

Accidents are situations where loss is caused to human beings, equipment or property and some sort of cognizable external help is required to handle it. It could be even an isolated incident of someone falling down and causing injury.

Fire / Explosion:

Fires can be associated with three basic factors namely combustible material, oxygen and heat. Explosion may occur in in case of any explosive kept deliberately.

Toxic or Explosive Release:

Toxic materials either in solid, liquid or gaseous form is sometimes released due to terrorist attack

Public Unrest:

Public unrest means any problem created by public / workers wilful damage of material or person.

Natural Calamities:

Floods, earth quacks, lightning are typical of natural calamities that can cause loss.

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	8 of 18

Onsite-Emergency Preparedness & Response Plan



Anticipated Emergency Situations

Severity of Emergency Situations:

Classification	Description
1	Minor
2	Major
3	Severe
4	Catastrophic

Minor:

Minor emergencies could be due to accidents where a single individual, an equipment or property is involved. It could also be a minor fire. However in all these cases internal or external help and preliminary level of coordination is required in the post-accident situation. Other persons working in the surrounding areas can continue to perform their regular duties.

Major:

Major emergencies could be due to accidents (including death) where multiple individuals could be involved or the damage to equipment, property is extensive. In all these cases cognizable internal or external help and significant level of coordination is required in the post-accident situation. There is some disruption in the working or other areas as well.

Severe:

In this case the loss to people (including death), property or equipment is extensive. Severe accidents require extensive quantum of resources and high degree of coordination. Work in several sections or areas are affected.

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	9 of 18

Onsite-Emergency Preparedness & Response Plan



Anticipated Emergency Situations

Catastrophic:

The loss is colossal and resources requirement plus their coordination is also of very high level. The persons working in the premises need to be evacuated to safer places.

Potential Emergency Situations

Potential emergency situations in our premises are identified as given below considering the activities carried out in different sections.

Type of emergency situations	Minor (1)	Major (2)	Severe (3)	Catastrophic (4)
Accidents (A)	A1	A2		
Fire (B)	B1	B2		
Toxic or Explosive Release (C)	C1			
Public Unrest (D)	D1		D3	
Natural Calamities (E)				E4

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	10 of 18

Onsite-Emergency Preparedness & Response Plan



Anticipated Emergency Situations

Accidents

Nos.	Nature of Work	Nature of Accident	Rating
1	Office working	Person falling from a height	A1 or A2
		Material Falling over human beings	A1 or A2
		Accident with a machine	A1
		Electric shock	A2
		Damage to the property	A1

Fire

Sr. No	Nature of Work	Nature of Accident	Rating
1	Improper Cable Insulation or worn out cable insulation	Fire due to improper insulation	B1

Public Unrest:-

Sr. No.	Nature of Work	Nature of Accident	Rating
1	Labour attack	During Accident enquiry or during discussion with workers at office	D3
2	Unrest in surrounding villages	During Accident enquiry	D3
3	Civil commotion	Injury or death to human being	D3

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	11 of 18

Onsite-Emergency Preparedness & Response Plan

Anticipated Emergency Situations



Natural Calamities

Sr. No.	Nature of Work	Nature of Accident	Rating
1	Thunder storms & cyclone	Injury or death to human being	E4
2	Floods due to due to heavy rain	Work place getting flooded due to heavy rains	E4
3	Earthquake	Damage to people or property due to earth quakes	E4
4	Thunder lighting	Damage to property or employees due to thunder lighting	E4

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	12 of 18

Onsite-Emergency Preparedness & Response Plan**Preparedness & Response**

Controller	Definition	Name of Controller
Site Emergency Controller	Ultimate in charge or overall in charge under whose guidance major emergency is tackled.	Additional Director
Incident Controller (IC)	In charge of affected site where major fire or emergency has occurred.	Deputy Director
Shut down Controller	Person to help for shutdown various machines at the time of emergency	Office maintenance person
Transport & Security Controller	Person who help to provide transport arrangement or under whom transport arrangement is there	Office Security

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	13 of 18

Onsite-Emergency Preparedness & Response Plan



Preparedness & Response

Emergency Control Center:

In case of emergency, people will evacuate their working place and gather at a location is emergency control point which is located at Security Gate Head counting is done at this point and further information is given to all the employees for further action.


Coordination

Preparedness to handle emergencies involves a high degree of coordination of different activities that are to be performed during these emergencies. Various controllers with defined responsibilities have been appointed to carryout different activities to establish the coordination.

Emergency Controllers

No	Role	Name of the Controller	Alternative
1	Site Emergency Controller	Additional Director	Deputy Director 1
2	Incident Controller	Deputy Director 1	Deputy Director 2
3	Shut down Controller	Office maintenance person	Deputy Director 1
4	Transport & Security Controller	Office Security	Deputy Director 1

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	14 of 18

Onsite-Emergency Preparedness & Response Plan	
Preparedness & Response	

**Important Telephone Numbers:
Hospitals:**

No	Nagpur Office	Hospitals	Contact No.
1		Mure Memorials Hospital Maharajbagh Road, Sitabuildi, Nagpur.	0712-2522370
2		Wockhear Hospital Shankar Nagar, Nagpur.	0712-6624444
3		Saxena Orthopadic Civil Lines, Nagpur	0712-2436729

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	15 of 18


Onsite-Emergency Preparedness & Response Plan**Preparedness & Response****Fire**

No	Nagpur office	Fire Stations	Contact No.
1		Gupta House, Civil Lines, Nagpur	0712-2557861
2		Ganjipeth, Nagpur	0712-2760906
3		Civil lines, Nagpur.	0712-2567777
4		Cotton Market, Nagpur.	0712-2720373
5		Lakadganj, Nagpur.	0712-2760860
6		Narendra Nagar, Nagpur.	0712-2784381

Assembly Points are:

No	Division	Assembly Points
1	Udyog Bhavan Civil Lines office	Assembly Point No.1 - Parking Area

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	16 of 18

Onsite-Emergency Preparedness & Response Plan	
Preparedness & Response	

Mock drill:

Conducting mock drills and reviewing the outcome performance to identify scope for improvement

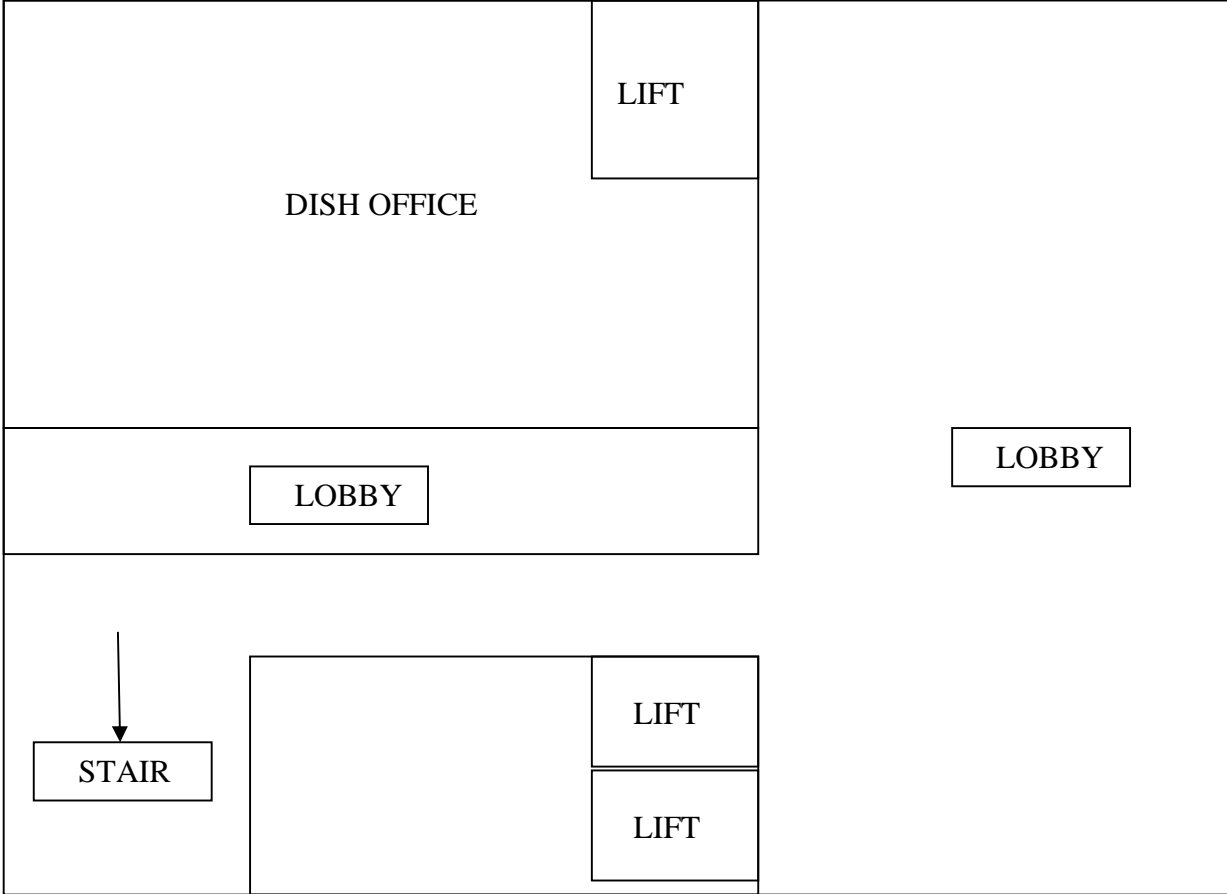
Mock drills are being conducted once in six month with the purpose of familiarizing the key persons and all employees in emergency preparedness. Mock drills are conducted at different times (Office / non office hours) to know the emergency response and review the plan accordingly. Any shortcoming observed in the drill will be discussed and necessary action will be taken. These will be recorded in mock drill report format

The site controller appoints an observer and explains to him the whole process of mock drills. After declaration of an emergency situation the observer notes down the actions of concerned people during the emergency and also makes a note of the time required by different personnel to attain to various emergency actions.

Based on the observation report of the observer the site controller reviews the mock drills and suggests any changes if required. The records of the mock drills are maintained by the site controller with a copy of the same with the Director.

Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	17 of 18

Office Building Layout



Document No :	DISH/NGP/OSEP	Revision No : 00	Date: 31.07.2018
Prepared By :	Deputy Director	Issued By :	Additional Director
Approved By :	Director	Page No :	18 of 18