

Emergency Evacuation Plan @ Commercial Establishments - Template

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To establish a system for

- dealing with emergency situations
- to minimize loss to human health and
- potential environment impact.

Scope

Any of the following disaster leading to emergency situation, which means, any significant, non-routine situation which endangers the personnel, property, other interested parties or surrounding environment.

- Major Fire / Explosion
- Major collapse of an equipment / building
- Accidents related with Electricity
- Bomb threat
- Trespass of Terrorist/unwanted persons / criminal activity, etc.

Preparedness plan

- ✓ Key Person & Emergency Response Team (ERT) for emergency evacuation plan
- ✓ Emergency evacuation plan i.e, In case of emergency what the employees have to do
- ✓ Role & Details of Key person & ERT
- ✓ Important Phone numbers
- ✓ Prevention & Mitigation Process
 - Prevention & Mitigation of Personal Injury
 - Prevention & Mitigation of Fire.
- ✓ Safeguarding employees from third party intruder

Key Person & ERT :

Key Person : HR / Administration / Facility

ERT Members	
1. . 2. . 3. . 4. .	<ul style="list-style-type: none">• Alert employees• Initiate Mitigation actions• If announced, evacuation of employees
5. . 6. .	<ul style="list-style-type: none">• Safe guard of properties
7. . 8. .	<ul style="list-style-type: none">• Utilities & Main electricity supply control
9. . 10. .	<ul style="list-style-type: none">• Evacuation monitoring
11. . 12. .	<ul style="list-style-type: none">• Bay wise/department-wise queue formation and Head count @ safe assembly point
Team Members	<ul style="list-style-type: none">• Support ERT in operation of evacuation & mitigation

Roles during Emergencies:

Role of First Person noticing Emergency

- ✓ Stop all activity and alert immediate supervisor/reporting Manager
- ✓ Communicate the same to Human Resources /CEO

Role of Key person

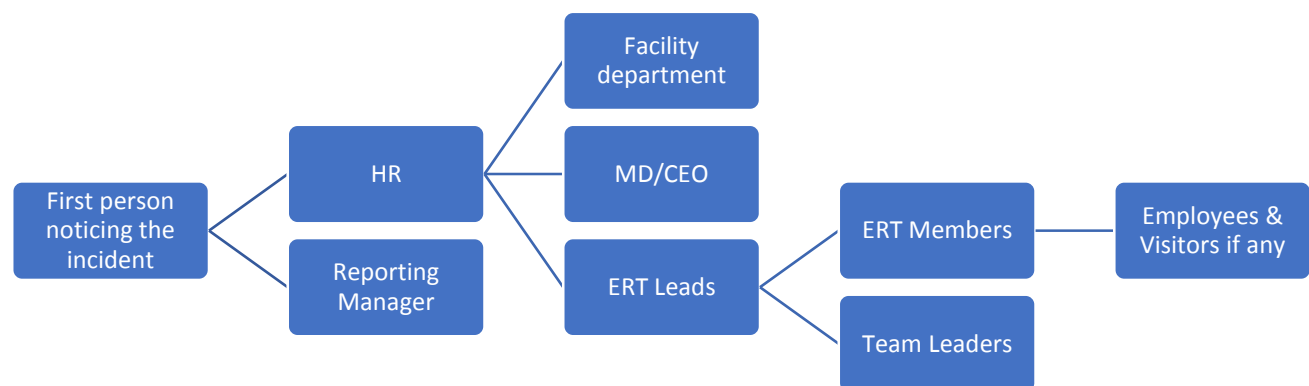
- ❖ Shall assess the situation and inform Maintenance
- ❖ Emergency Evacuation, if required
- ❖ Report to Managing Director
- ❖ If there are any casualties arrange to evacuate the same
- ❖ He shall arrange for site isolation of the area with the help of available personnel.
- ❖ He shall assess the situation whether to declare the emergency or not.
- ❖ Shall keep list of all important internal & external phones available. And keep the board free for essential calls
- ❖ Shall not disclose any information to unauthorized personnel's
- ❖ Headcount with the help of attendance registers.
- ❖ Assume overall administrative charge & co-ordinate Fire Fighting operations
- ❖ He shall be responsible for providing information to external agencies & different authorities in the company

- ❖ He shall also co-ordinate in investigating the accident & Mitigate appropriate action to control damage likely to be caused to environment.
- ❖ In case of fire:
 - He shall also ensure that the fire load in that area is minimized
 - Ensure that the firefighting area is free of all unwanted personnel.
- ❖ In case of building collapse/Equipment damage
 - Shall ascertain that there are no casualties, and shall arrange to evacuate if any.
 - Shall ensure that the equipment/ area is electrically isolated / is cordoned off
- ❖ In case of Major Accident
 - Shall ensure that the casualty is accompanied by a responsible person until arrival of the ambulance.
 - Site controller shall ascertain the state of casualty and ensure that no evidence is tampered with at the site.

Role of ERT

- ❖ Stop all operations
- ❖ Close all the gates and ensure that no persons present at the affected area.
- ❖ Housekeeping personnel or immediate available personnel, to switch off main power supply
- ❖ During emergency situations, Evacuate all personnel from the place to safe assembly point
- ❖ In case of fire:
 - Remove all flammable materials nearby affected area
 - Ensure fire does not spread.
- ❖ Responsible for control of the Incident & co-ordinate all shut down, rescue, first aid, safe evacuation of non-essential workmen
- ❖ Responsible for coordinating all activities at assembly point
- ❖ Taking head count at the Assembly point

Communication Flow chart & important contact numbers:



1	Police	100
2	Fire	103
3	Ambulance	108
4	Police Station	
5	Facility / Maintenance Personnel 1 Personnel 2	
6	Nearby Hospital	
7	MD / CEO	
8	HR Representative	
9	ERT Member 1 ERT Member 2 ERT Member 3 ERT Member 4 ERT Member 5 ERT Member 6 ERT Member 7 ERT Member 8 ERT Member 9 ERT Member 10	

Do's by Employees:

- Report any untoward emergency situations
- Adhere to ERT members instructions
- If required assist ERT
- Be quiet, do not panic

Don't's by Employees:

- Not to do anything other than the above

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