



ONSITE EMERGENCY PREPAREDNESS PLAN

ON SITE EMERGENCY PREPAREDNESS PLAN



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LIST OF ANNEXURES

- A. Brief description of the process**
- B. Telephone numbers of Police, Fire Brigade, Hospitals & other outside Emergency Services**
- C. Telephone numbers & addresses of Key Personnel**
- D. List of Fire and Rescue Squad Members**
- E. Information on Fire hydrant System**
- F. First aid medical facilities.**
- G. Emergency organization Chart**
- H. Emergency Exit Plan**



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CHAPTER 1

PREFACE

- 1.1 This On-site Emergency Plan is made for the
- 1.2 The wind farm has a total area of about acres. .
- 1.3 The installed capacity of wind farm is MW and equipped to carry out various processes & operations for power generation. The sites in wind farm are provided with necessary Fire extinguishers. In addition to this adequate First Aid Boxes and emergency exit have been provided.
- 1.4 Considering the types of operations carried out and the nature, extent of hazards existing, the management of M/s. thought it necessary to have some system of tackling an emergency.
- 1.5 The formulation of this document is an outcome of the above thought process.



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CHAPTER 2

PREAMBLE

In spite of various preventive and precautionary measures taken in the wind farm , the possibility of a mishap cannot be totally ruled out. Hence, the need to prepare a Contingency Plan for dealing with incidences which may still occur and are likely to affect **LIFE and** / or **PROPERTY**, both within the Wind Turbine / Wind Farm and in the immediate neighborhood.

Such an emergency could be the result of malfunction of the Equipment or non-observance of operating instructions. It could, at times, be the consequence of acts outside the control of office management like severe storm, earthquake, flooding, or deliberate acts of arson or sabotage.

A **Major Emergency** in the site is one that may cause serious injury or loss of life and damage to the property.

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

1. **EMERGENCY:**

An Emergency is a situation, which may lead to or cause large-scale damage or destruction of life, property or environment within or out side the office. Such an unexpected situation may be too difficult to handle for the normal work force within the site.

2. **NATURE OF EMERGENCY:**



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The emergency specified in the **OEP** refers to occurrence of one or more of the following events: -

- a. Fire/Explosion.
- b. Major accident such as structural or building collapse,
- c. Natural calamities like storm, flood, earthquake, etc.,
- d. Sabotage act of terrorism, civil commotion, air raid etc.

3. **PROCESS DESCRIPTION:**

A brief description of the Process is given in 'Annexure A'.

4. **IDENTIFICATION OF HAZARD:**

- **Fire / Explosion**
- **Injury / Trauma**
- **High Angle Rescue / Confined Space Rescue**
- **Breakdown / Collapse / Collision**
- **Environmental Spill**
- **Site Evacuation**

5. **OBJECTIVES OF THE PLAN:**

- To control the emergency, localise 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 office 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.

6. **EMERGENCY CONTROL CENTRE:**

For the purpose of handling emergency, the following Emergency Control Centres has been identified.

- During normal working hours – Site Office

All communications to and from will originate at this **CONTROL CENTRE**. The Emergency Control Center will have the following: -

- a) A copy of ON-SITE EMERGENCY PLAN.
- b) List of important telephone numbers such as Police, Fire Brigade, Hospitals, and other outside Emergency Services, etc. (Refer Annexure B).



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- c) List of key Personnel with addresses and telephone numbers. (Refer Annexure C).
- d) List of Fire and Rescue Squad Members (Refer Annexure D).
- e) Emergency exit plan (Refer Annexure I)
- f) List of Fire Extinguisher. (Refer Annexure F).
- g) First Aid box.(refer Annexure G)

7. ASSEMBLY POINTS

In case of an EMERGENCY the employees should assemble near the defined Assembly Points, as indicated below: -

- **Fire Fighters** – Site Office
- **First Aiders** - Safety Assembly Point
- **Others** – Safety Assembly Point

8. TRAINING AND EDUCATION:

Experience with on site – emergency planning has proved the need of training and rehearsal. Major emergency procedure should be laid down clearly and convincingly to everyone on site particularly Key Personnel and Essential workers. It is obvious that in house or outdoor training is essential. The duties and responsibilities of each person and the emergency procedure to be followed by him should be very clear.

All O & M personnel shall be trained in Working at Height and Confined Space rescue procedures to assist coworkers who are injured or are in dangerous situations and are unable to utilize the self-rescue procedures. Any such training will occur prior to the commencement of the Operation & Maintenance Phase.

Seminar/refresher guidance On Site Emergency Plan.

Seminar: Seminar is conducted in house. Site controller will explain the plan to all associated concerned employees. Expert from outside explain the plan to all associated concerned employees. Thus everyone is conspicuous about his role in the Emergency Plan.



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10. MOCK REHEARSAL:

- Inform all the employees about mock drill.
- Fix the date for mock drill.
- Observers will not be involved in the exercise. They will monitor the Mock drill.
- Emergency procedure will be followed as mentioned in the OEP.
- Observer will note down the activities with respect to the time.

11. UPDATING THE PLAN:

As and when required the On Site Emergency Management plan will be updated. After each drill the plan will be thoroughly reviewed to take account of shortcoming and accordingly plan will be updated.



CHAPTER - 3

EMERGENCY ORGANISATION

Responsibility will be automatically delegated in absence of concern person/s in following manner.

SITE CONTROLLER:

- Site Incharge

INCIDENT CONTROLLER:

- Safety Co-Ordinator

ADVISORY COMMITTEE:

- Electrical Maintenance Engineers / Technician
- Mechanical Maintenance Engineers / Technician

COMMUNICATION COMMITTEE:

- Site Incharge
- Sub-site Incharge



CHAPTER - 4

KEY PERSONNEL & THEIR RESPONSIBILITIES

Key Personnel's Responsibility during normal working hours :-

1. Site Controller:

He will retain overall responsibility for the Wind Farm and its personnel. As soon as he is informed of the emergency he shall proceed to the spot and meet the Safety Co-ordinator. His duties shall be:

- i) Assess the magnitude of the situation and decide if staff needs to be evacuated from their assembly points.
- ii) Exercise direct operational control over areas other than those affected.
- iii) Maintain a continuous review of possible development and assess in consultation with Incident Controller and other Key personnel as to whether evacuation of the office or any section of the office and evacuation of persons is required.
- iv) Liaison with Senior Officials of Police, Fire Brigade, Directorate of Industrial Safety, provide advice on possible effects on areas outside the factory premises.
- v) Control rehabilitation of affected areas on discontinuation of emergency.



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- vi) Issue authorised statements to news media, and ensure that evidence is preserved for inquiries to be conducted by statutory authorities.

2. **Incident Controller:**

On hearing of an emergency he will rush to the scene of the occurrence and take overall charge and report to Site Controller. On arrival he will assess the scale of emergency and decide if major emergency exists or is likely and instruct the site personnel accordingly.

- (1) Direct all operations within the affected areas with the priorities for safety of personnel minimise damage to the office, property and minimise loss of materials. Call the local fire brigade and inform about the fire accident, if necessary.
- (2) Pending arrival of Site Controller, assume the duties of his post and, in particular.
- (3) In case of fire, the Site Incident Controller will advise the staff to evacuate the location of the incident and to assemble at their assembly points. T
- (4) (a) Direct the evacuation of office and areas likely to be adversely affected by the emergency.

(b) Ensure that all Key personnel and outside help (firefighting team, etc.,) are called in.
- (5) Provide advice and information to the Fire squad & Security and the local fire service as and when they arrive.
- (6) Ensure that all non-essential workers/staff of the areas affected are evacuated to the appropriate assembly points, and the areas are searched for casualties.



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- (7) In the event of failure of electric supply and internal telephones, set up communication point and establish contact with Emergency Control Centre.
- (8) Report on all significant developments to the HR Manager & Safety Department at Head Office.
- (9) Have regard to the need for preservation of evidence so as to facilitate any inquiry into the causes and circumstances, which caused or escalated the emergency.

3. Communication Committee:

Site Incharge along with Sub-site Incharge will be involved in the communication committee. They will act as a liason officer and will be responsible for the following,

- (1) To ensure that casualties receive adequate attention, to arrange additional help if required and information relatives.
- (2) To control movements into the office and ensuring that alternative transport is available when need arises.
- (3) When emergency is prolonged, arrange for the relief of personnel and organise refreshments / catering facility.
- (4) From information received, advise the Site Controller of the situation, recommending (if necessary) evacuation of staff from assembly points.
- (5) Recruit suitable staff to act as runners between the Incident Controller and himself if the telephone and other system of communication fails due to whatsoever reasons.
- (6) Maintain prior agreed inventory in the control centre.
- (7) In case of prolonged emergency involving risk to outside areas by wind-blown materials, contact local Meteorological Office to receive early notification of changes in weather conditions.



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4. First-aid Teams:

Members of first-aid Teams will report to the Incident Controller on hearing of the emergency. First aider shall inform the incident controller that the victim is leaving the office, giving the name of the patient and destination i.e. hospital or doctor's room and request the Incident Controller to inform the destination (hospital, etc.) advising them about the casualties reaching there.

5. Fire Squad Personnel:

The Fire fighting Squad under the command of the Safety Coordinator shall be responsible for fire fighting and rescue. On hearing the emergency, they shall proceed to the place of incident. The men at gate shall find out the location of the emergency and proceed to the site of the occurrence. At the site, all the squad members will respond to the advice and information given by the Incident Controller. On arrival of the local fire brigade, they will also assist in fire-fighting work with the advice of the Incident Controller.



CHAPTER - 5

EMERGENCY ACTION PLAN

ANY ONE NOTICING EMERGENCY SITUATION LIKE FIRE, EXPLOSION, ETC. MUST

DO's

- Attract the nearby person/employee by shouting "FIRE – FIRE – FIRE. " Thee, Thee Thee.. in Tamil
- Seek help from the persons working nearby.
- Try to control the incident at its initial stage with available means/sources quickly.
- Inform Site Controller and Incident Controller.

DON'Ts

- Do not panic.
- Do not run – Walk fast.

INCIDENT CONTROLLER MUST

DO's

A. IF FIRE / OTHER INCIDENTS ARE CONTROLLABLE

- Approach the emergency site immediately.
- Assess the situation.
- Inform Safety Coordinator, and Order Reception to inform all KEY persons.
- Take lead in controlling emergency

DON'TS

- Do not panic.



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- Do not lose temperament.

B. IF FIRE/OTHR INCIDENTS ARE NOT CONTROLLABLE

In Addition to Above (A)

- Inform Admin / Security to 'ALERT'.
- Organize Fire fighting / rescue team members to control the Incident.
- Take stock of situation in affected area.
- Call Fire Brigade if situation demands.
- Evacuate affected area.
- Organize head count of the plant.

SECURITY

DO's

- Do not allow any person to come inside the office.
- Do not entertain any outside call except for emergency purpose.
- Do not allow visitors to move around..
- Inform Main Site Controller about Government visitors, if any.

DON'Ts

- Do not entertain any outside call except for emergency purpose.
- Do not allow visitor to move around, from reception.

INCIDENT CONTROLLER

DO's

- Approach emergency site as early as possible.
- Take stock of situation.
- Interact with all concerned departments as the situation demands.
- Keep Main Site Controller informed about the latest emergency situation on continuous basis.

SITE CONTROLLER

DO's



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- Will approach emergency site immediately / Assess the situation.
- Consult Incident Controller.
- Consult advising Committee Members.
- Instruct Main Incident Controller.
- Communicate to higher ups and Govt. authorities, if required.

DON'Ts

- Do not instruct to declare as ALL CLEAR , unless the situation is fully under control.
- Don't evacuate the entire office unless the situation demands.

FIRE FIGHTING SQUAD

DO's

- Inform fellow employees/Officers.
- Report to Fire Squad Assembly point.
- Find out emergency location.
- Approach emergency site immediately.
- Take quick action as per the instructions from Incident controller.
- Bring emergency under control as early as possible.

DON'Ts

- Do not leave process/equipment in **UNSAFE CONDITION**.
- Do not leave emergency site unless **CLEARANCE** is announced.
- Do not use improper fire extinguisher.
- Do not be panicky.



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FIRST AID TEAM

DO's

- Report to assembly point .
- Get in touch with security about location and type of emergency.
- Approach emergency site quickly with First Aid box.
- Get in touch with incident controller.
- Follow instructions of Incident controller.
- Render first aid to the injured, hospitalize, if required.
- Accompany him to hospital and assist Doctor / Nurse.
- Search for missing person in that area, if required.
- Help in head count.

ALL GENERAL EMPLOYEES EXCEPT THOSE WHO ARE IN EMERGENCY

DO's

- Be alert and be available if required.
- Wait for further instructions.
- Approach respective safe assembling points route.
- Help in taking roll call.
- Start the work again after setting instruction from Incident controller.

DON'Ts

- Do not be panicky. Do not run.
- Do not approach emergency site unless asked for.
- Do not engage telephone except for emergency purpose. Keep lines free.



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TECHNICAL TEAM:

DO's

- Be available in Department at respective location for any help.
- Approach emergency site with required with equipments and should work on instructions of Incident controller.
- Help Incident Controller to provide technical assistance.
- Isolate lines, process equipments, if required by Incident Controller.
- Provide emergency equipments like Fire Extinguisher, Hoses, etc., if asked by Incident Controller.
- Provide stop gap arrangements as per the requirement of Incident Controller.
- Carry out electrical isolation of area as per instructions from Incident Controller.

ADVISORY COMMITTEE

DO's

- Approach emergency site as early as possible.
- Render advise to Main Incident Controller and Main Site Controller to control emergency.

COMMUNICATION COMMITTEE –

DO's

- Consult Main Site Controller
- Give necessary instructions to security / Telephone Operator.
- Give instruction to Security to control crowd.
- Look after injured, communicate with the family members, if situation demands.
- Arrange transportation, if required.

DON'Ts

- Do not communicate to any one or brief press without permission of Main Site Controller.



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GENERAL INTRUCTIONS

DO'S

- Evacuate the spot as per evacuation route without running and panicky and assembles at respective safe Assembly Points.

DON'Ts

- Do not use telephone except for emergency purpose.
- Do not allow unauthorized person to approach emergency site.



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ANNEXURE 'B'

TELEPHONE NUMBERS OF POLICE, FIRE BRIGADE, HOSPITALS, AND OTHER OUTSIDE EMERGENCY SERVICES

POLICE – 100	
.....Police Station.	
.....Police Station	
FIRE SERVICE – 101	
..... Fire Station	
..... Fire Station	04258-220226
HOSPITALS	
AMBULANCE – 108	
.....Govt. Hospital	04252-223065
.....Govt. Hospital	04258-220226
BLOOD BANK	



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ANNEXURE 'C'

TELEPHONE NUMBERS OF KEY PERSONNEL

LIST OF KEY PERSONS

S.No.	Name		Tel. No.
1.		Site Coordinator	
2.		Incident Controller	
3.		Safety Coordinator	



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ANNEXURE 'D'

LIST OF FIRE AND RESCUE SQUAD MEMBERS

FIRE FIGHTING SQUAD	FIRST AIDER(RESCUE SQUAD)



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ANNEXURE 'E'

EMERGENCY CONTROL SYSTEM - FIRE

- On detection of fire, The fire extinguishers are used to put out the fire.
- Fire squad personnel are trained in using these fire extinguishers.
- The fire extinguishers are periodically checked for fitness of use and records will be maintained in the site.



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ANNEXURE 'F'

FIRST AID MEDICAL FACILITIES.

The company has provided "First –AID" box at Respective site Office Following are the contents of First aid.

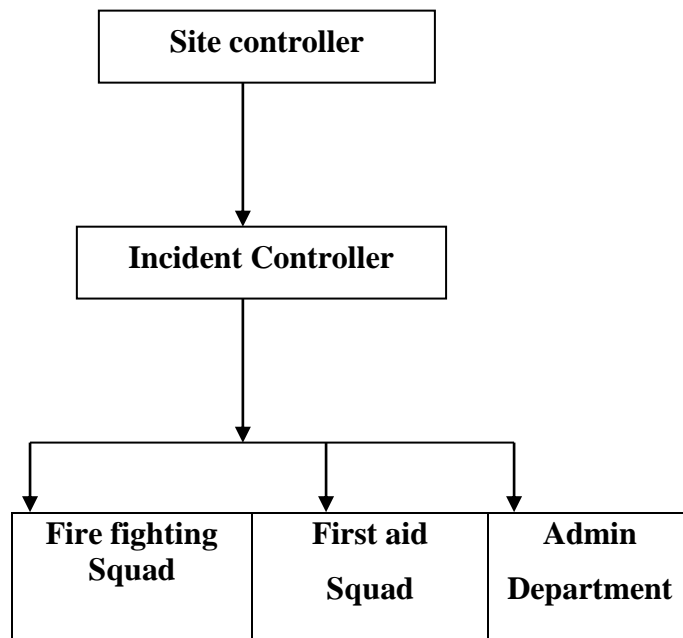
S.No	Description of the Medicine
1	Burn Heal
2	Bandage
3	Crystal Violet Paint BPC
4	Niluculf
5	Iodine Tincture
6	Scissor
7	Savlon
8	Handglove
9	Gensin Eye Drop
10	Omnigel
11	Elastic Bandage
12	EYE Pad
13	Cotton Crepe Bandage
14	Bandage set
15	Wound Cleansing Wipes
16	Cetrimide
17	Ear Buds
18	First Aid Dressing
19	Tri Angular Bandage
20	Gauze Swab
21	Burn Dressing
22	Absorbent Cotton
22	Absorbent Cotton
23	Hydrogen Peroxide



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ANNEXURE 'G'

EMERGENCY ORGANIZATION CHART





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ANNEXURE 'H'

EMERGENCY EXIT PLAN

