

Emergency Preparedness and Response Plan

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- **Types of emergencies and determining their likelihood – How to Prioritize**
- **Emergency Action Plans and the minimum requirements**
- **Training Requirements**

KEY POINTS

EMERGENCIES CAN AFFECT ANY WORKPLACE AT ANYTIME

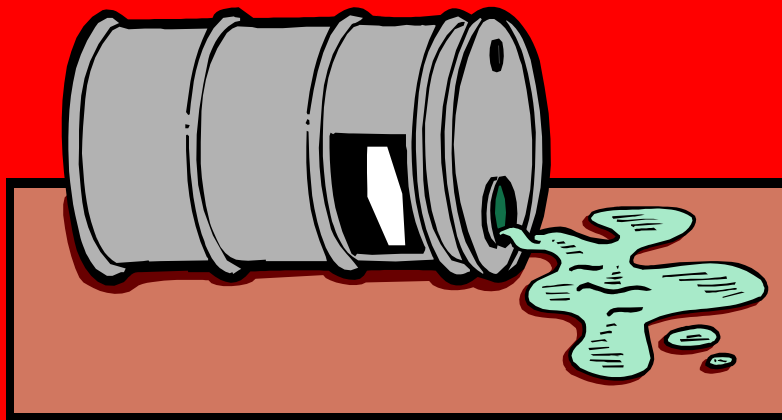


WHAT IS A WORKPLACE EMERGENCY?

A workplace emergency is an unforeseen situation that threatens employees and/or other people in and around the workplace.



HOW LIKELY MIGHT AN EMERGENCY OCCUR AT YOUR WORKPLACE?



EMERGENCIES MAY INCLUDE THE FOLLOWING:

- **Fires**
- **Explosions**
- **Chemical spills
or leaks**
- **Floods**
- **Workplace violence**
- **Civil disturbance**
- **Terrorism**

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HOW DO WE BEST PROTECT OURSELVES?

We should be prepared to
respond to any emergency
BEFORE it happens!

Do You Know What To Do If...

- A fire breaks out in your plant?
- A Hazardous Gas Leakage in your area?
- There is a toxic chemical leak?

WHAT IS AN EMERGENCY ACTION PLAN?

An Emergency Action Plan is a written document which describes how emergencies should be reported and responded to so that harm to employees and property can be minimized.

AN EMERGENCY ACTION PLAN SHOULD INCLUDE

- Procedures for reporting a fire or other emergency
- Procedures for evacuation - including exit route assignments, reporting areas and accounting for all employees after evacuation
- Procedures for the safety of any employees who remain to operate critical plant operations before they evacuate

AN EMERGENCY PLAN SHOULD ALSO INCLUDE:

- The types of evacuation to be used in emergency circumstances
- Procedures to be followed by any employees performing rescue or medical duties
- The name of the individual(s) or job positions which can be contacted by employees who need more information or explanation of their duties

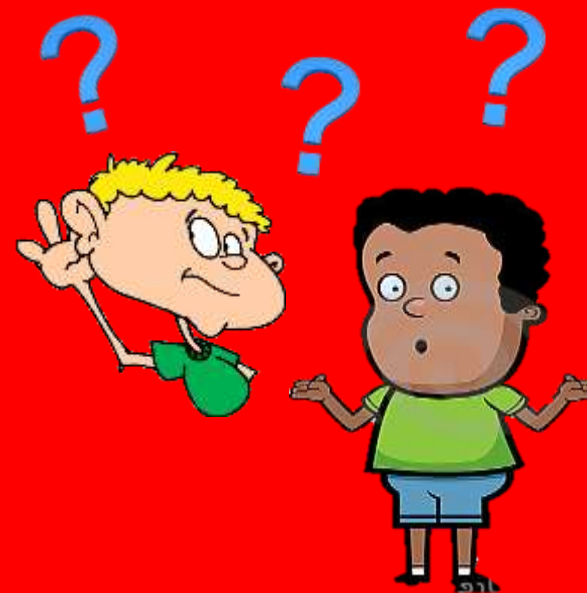
UNDER WHAT CONDITIONS SHOULD THE EMPLOYEES BE EVACUATED?

Whenever the authorized person in the plant thinks that the employees may be in a dangerous situation if they remain inside the building.



EMERGENCY ALARM SYSTEMS

A distinctive signal for each purpose shall be used.



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GENERAL EMPLOYEE TRAINING SHOULD INCLUDE:

- Individual roles and responsibilities
- Notification, warning and communication procedures
- Emergency response procedures
- Emergency shutdown procedures
- Evacuation, shelter and accountability procedures
- Location and use of common emergency equipment
- Means for locating family members in an emergency

HOW OFTEN DO EMPLOYEES NEED TO BE TRAINED?

- When they are initially hired
- When responsibilities change
- When the plan is changed -
 - Changes to the layout or design of the facility
 - New equipment, process or materials



COORDINATING WITH YOUR COMMUNITY

It can be very helpful to coordinate and share your emergency plan with local emergency responders such as the fire department or other outside responders.



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*Thank
You!*

QUESTIONS?