

# **ONSITE EMERGENCY CONTROL PLAN**

**FOR**

**OFFICE OF –**

**Deputy Director , Industrial Safety and Health ,  
E-hall ,Third floor . Old B.J. Market ,Jalgaon, Nashik Region**

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**( July 2018)**

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# 1. PREFACE

The enclosed On Site Emergency Plan is prepared for Office of Deputy Director, Industrial Safety & Health, Jalgaon, Nashik Region , Maharashtra , Third Floor, E-hall , Old B.J. Market , Jalgaon -425001.

Office is located in the premises of Bhikamchand Jain Market, Jalgaon on rental basis and under the control of Labour Ministry, Maharashtra State.

Office is located at Third Floor of the building and is about 2 kms. from Jalgaon railway station.

Office is occupied by 1 officer and 1 office staff during 10:30 hrs. to 17:45 hrs. in general shift. Apart from office personnel, about 2 -3 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes.

The main objective of the office is to ensure Safety, Health and Welfare of the workers in the factory, by effective enforcement of the provisions of the Factories Act and Rules made there under. However, residual risk cannot be eliminated totally and in case there is any deviation in safe practices and possibility of emergency situations, which can cause loss of life and property. Office is committed to ensure effective preplanned timely actions to avoid lives and potential loss.

## 2. OFFICE PROFILE

### A) About the office :

The main objective of the Directorate of Industrial Safety and Health is to ensure Safety, Health and Welfare of the workers in the factory, by effective enforcement of the provisions of the Factories Act and Rules made there under.

It is also to ensure the protection of right of workers and to redress their grievances. The department has objective of preventing not only the major industrial accidents, but also prevent the accidents causing permanent or partial disablement.

Another important objective of the department is to create awareness about safety amongst the management and workers by arranging seminars, workshops, training programs in co-ordination with the other social partners and industries associations. It is also to promote the concept of Mutual Aid Response Group (MARG). Office believe that workers hands are Nation's asset which they don't want to lose in any case. The department aims at Zero Accident.

### B) Disposal of the waste :

The disposal of the waste (combustible material like paper waste etc.) is done through waste collection system of Jalgaon Municipal Corporation authority by pick up vehicles every day.

C) **MAN POWER** – The office is occupied by 1 officer and 1 office staff during 1030 hrs. to 1745 hrs. in general shift. Apart from office personnel, about 2-3 visitors maximum are generally present during office timing/visiting hours for their official work related to statutes.

D) The enclosed On Site Emergency Plan is prepared for Office of Deputy Director, Industrial Safety & Health, Jalgaon ,Nashik Region , Maharashtra , Third Floor, E-hall , Old B.J. Market , Jalgaon -425001.

**E) NAMES OF PERSONS RESPONSIBLE WITH THEIR PHONE NUMBERS**

<b>Sr. No.</b>	<b>Name of the Person</b>	<b>Code</b>	<b>Mobile</b>	<b>Landline</b>
1	Mr. K.T.Zope	0257	9665748586	2229689
2	Miss. Purnima Patil	0257	--	2229689

### **3. ONSITE EMERGENCY CONTROL PLAN (OECP)**

#### **PREAMBLE**

In spite of various preventive and precautionary measures taken, 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 PROPERTY both within the plant and in the immediate neighborhood.

Such an emergency could be the result of malfunction of work discipline or non observance of operating instructions. It could, at times, be the consequence of acts outside the control of human like severe storm, flooding, or deliberate acts of arson or sabotage.

This Onsite Emergency Control Plan (OECP) explains the code of conduct of all personnel in the plant along with the actions to be taken in the event of an Emergency. This plan gives the guidelines for employees and others. It not only defines responsibilities but also informs about prompt rescue operations, evacuations, rehabilitation, co-ordination and communication.

#### **EMERGENCY :**

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

## **NATURE OF EMERGENCY :**

The emergency specified in the OECP refer to occurrence of one or more of the following event

- a) Fire,
- b) Major Accident such as structural or building collapse,
- c) Natural calamities like storm, flood, earth quake, Sabotage, act of terrorism, civil commotion, air raid etc.

## **OBJECTIVES :**

The objective of the major emergency procedure should be to make maximum use of the combined resources of the works and the outside services to

- effect the rescue and treatment of casualties;
- safeguard other people;
- minimise damage to property and the environment;
- initially contain and ultimately bring the incident under control;
- identify any dead and provide for the needs of relatives;
- provide authoritative information to news media;
- secure the safe rehabilitation of affected areas;
- preserve relevant records of equipment by the subsequent enquiry into the cause and circumstances of the emergency.

## 4. ELEMENTS OF PLANNING

A) Name and address of the person furnishing the information

Mr.K,T,Zope, Dy. Director (additional charge),  
Industrial Safety & Health, Jalgaon , Nashik Region  
Office – 0257-2229689

Key Personnel of the organization and responsibilities assigned to them in case of an emergency.

**1. Site Controller / Incident Controller :** The Site controller or his nominated deputy will assume overall responsibility for the site and its personnel as well as incident controller. His duties are to :

- i) Assess the magnitude of the situation and decide if staff need to be evacuated from their assembly points to identified safer places:
- ii) Exercise direct operational control over areas other than those affected;
- iii) Undertake a continuous review of possible developments and assess in consultation with office personnel for evacuation if required ;
- iv) Liaise with senior officials of Police, Fire Brigade, Medical, local authorities and provide advice on possible effects on areas inside and outside the office.
- v) Look after rehabilitation of affected persons on discontinuation of emergency :
- vi) Issue authorized statements to news media and ensure that evidence is preserved for enquiries to be conducted by the statutory authorities.
- vii). Direct all operations to stop within the affected area taking into consideration priorities for safety of personnel, minimize damage to the plant, property and environment and minimize loss of materials;



- viii. Ensure that all non-essential persons of the areas affected are evacuated to the assembly point and the areas are searched for casualties.
- ix. Set up communication points and establish contact with Emergency Control Centre in the event of failure of electric supply and internal telephones;
- x. Have regard to the need to preserve the evidence so as to facilitate any enquiry into the cause and circumstances which caused or escalated the emergency.

**Mr. K.T.Zope, Deputy Director, ISH is the Site Controller/Incident controller.**

**3. Office clerk :** He /She will also work as Liaison Officer and will be stationed at the main entrance during the emergency. He/she will, under the direction of the Site Controller, handle Police, Press and other enquiries, receive reports from roll - call leaders from assembly points and pass on the absentee information to the Incident Controller. His/Her responsibilities shall be :

- i. To ensure that casualties receive adequate attention/to arrange additional help if required and inform relatives;
- ii. To control traffic movements and ensure that alternative transport is available when need arises; and
- iii. When emergency is prolonged, arrange for the relief of personnel and organize refreshments/ catering facility.

**The responsibility lies with Miss. Purnima Patil, Office Clerk.**

## **5. INFRASTRUCTURE**

**EMERGENCY CONTROL CENTRE :** Emergency Control Centre is set up at Site / Incident Controller office. The Control Centre is the focal point in case of an emergency from where the operations to handle the emergency are directed and coordinated. It will control site activities and furnished with external and internal telephone connections, list of essential telephone numbers list of key persons and their addresses.

**ASSEMBLY POINT :** Assembly point is set up farthest from the location of likely hazardous events, (near main gate) where persons from office area and visitors would assemble in case of emergency. Up-to-date list of pre-designated employees of various departments (Shift-wise) must be available at these points so that roll call could be taken. Pre-designated persons would take charge of these points and mark presence as the people come into it. Sign board is required to be displayed at this location for visual control.

**COMMUNICATION SYSTEM :** Since office set up is small, all such communication is done verbally or through cell phones/landlines.

An adequate number of external and internal telephone connections are installed.

## **6. OUTSIDE ORGANIZATIONS IF INVOLVED IN ASSISTING DURING ON-SITE EMERGENCY :**

## **TYPES OF ACCIDENT & RESPONSIBILITY ASSIGNED**

In case of emergency stated above, outside agencies will required to be called for carrying their respective roll.

**Fire Brigade** - For rescue & salvage operation

**Police** - A) to communicate the correct information to other agencies & media. B) traffic & mob control by cordoning off the area, c) to take charge and give information to relatives of casualties.

**Hospitals & Doctors** – emergency medical treatment of affected persons.

**Technical** – a) to give necessary technical assistance to service agencies

b) to investigate the cause of accident

**Transporters** -- a) transportation of casualties & properties.

Neighboring residential area/buildings.

### **Details of liaison arrangement between the organization.**

All the organization involved in assisting during an emergency were contacted and apprised of the details about the occupation; likely emergency incidents; steps taken to avoid / reduce risk mitigation methods, resources availability etc. They are informed about their role in case of above emergencies. The details are as follows --

**Collector Office, Jalgaon**       :(0257)2220400

**Police**

<b>Sr. No.</b>	<b>Name of Police Station</b>	<b>Tel No.</b>
1	Superintendent of Police	(0257)2220411
2	Police Head Quarter, Jalgaon	(0257)2220413
3	Police	100

### **Fire Brigade Station**

1	Jalgaon Fire Brigade	
2	Fire	101

### **Ambulance Services**

<b>Sr.No.</b>	<b>Agency</b>	<b>Phone Number</b>
1	Kantabai & Bhavrlal Jain Foundation, Jain Hills, Jalgaon	(0257 )2260033
2	Jain Irrigation Systems Ltd. Bambhori. Jalgaon	(0257) 2258011
3	Civil Hospital , Jalgaon	(0257)2226642/2226643
4	District Medicine society	(0257)2229221/2234048
5	Bosch Chassis India ltd. Jalgaon	(0257)2238284
6	Ganpati Superspeciality Hospital	(0257-)2227257 / 2217722
07	Keshav Smruti Pratishtan, Jalgaon	(0257)-2234590
08	Supreme Industries Ltd. Gadegaon	(0257)-3050601

### **Hospitals**

<b>Sr.No</b>	<b>Hospital Name</b>	<b>Specialty</b>	<b>Phone No.</b>
1	Civil Hospital ,	General	0257-2226641 / 2226642

	Jalgaon		
2	Municipal Hospital ,Jalgaon	General	(0257)2233362/2227280/2 239704
3	Nahata Hospital , Jalgaon	Orthopedic	0257-2235713 / 2235715
4	Indo American Superspeciality Hospital, Jalgaon	Superspecialit y	0257-2224777 / 2228739
5	OM Critical Care Hospital, Jalgaon	Critical Care	0257-2234541 / 2235453
6	Sahayog Critical Care Centre, Jalgaon	Critical Care	0257-2236201
7	Ganpati Hospital, Jalgaon	Superspecialit y	0257-2227257 / 2217722 Cardiac Emergency Helpline – 9860991673/74
8	Sushrut Burncare hospital, Ring road ,Jalgaon	Burn care	(0257) 2240100

### Blood Bank

Sr.No.	Blood Bank	Phone Number
1	Indian Red Cross Society, Jalgaon	(0257) 2226233
2	Golwalkar Blood Bank, Jalgaon	(0257) 2234590
3	Dr.Toke Blood Bank, Jalgaon	(0257) 2237485/2225517
4	Godavari Blood Bank, Sakegaon ,Jalgaon	(0257)3058500/3058530

## 7. DETAILS ABOUT THE SITE

**a) Location of dangerous substances :**

No hazardous substances storage is present in this area.

**b) Seat of key person :**

Except security staff, the seat of key persons is located on third floor in office building.

**c) Emergency control centre :**

The Emergency Control Centre is the place from which the operations to handle the emergency are directed and co-ordinated. It will be attended by the Site/Incident Controller.

Each Emergency Control Centre therefore should contain :

- a) an adequate number of external telephones.
- b) an adequate number of internal telephones;
- c) following are the resources;
  - i. sources of water for fire fighting
  - ii. assembly point
  - iii. vehicle parking;
- e) note-pads, pens, pencils to record all messages received and sent by whatever means;
- g) nominal roll of employees or access to this information

**Assembly point :**

The area of assembly point has been set at farthest from the location of likely emergencies, where persons can assemble in case of emergency (Near main gate of the office building). Though it is identified near the gate, the same is required to be displayed by providing sign board.

### **Fire Fighting Equipments :**

The fire hydrant and sprinkler installation in office building is not installed but adequate water storage is available in the building . The same would help in combating the emergency instantly till outside help is arrived. It is recommended to complete the same immediately to maintain emergency preparedness.

Also it is necessary to provide portable fire extinguishers in the office area to take care against the primary fire incidences.

Similarly fire fighting training may be imparted to the employees present in the office including mock drills periodically to ascertain preparedness.

### **Water storage :**

About 20 KL water storage is in overhead tanks is available.

### **Emergency escape facility :**

Four stair cases are provided to the office building. Either could be used to rush to assembly point in case of emergency.

## **8. LIKELY DANGERS TO THE OFFICE AND THE EXTENT OF EFFECTS**

- **Fire :**

Combustible material like office stationary, old record, wooden furniture etc. may cause localized fire if ignited. Exposure will be to limited area if attacked instantly.

- **Natural calamities :**

Calamities like earth quack, thunder storm etc. may cause damage to the building for which emergency evacuation may help in preventing human loses.



## 9. PROCEDURE FOR CONDUCTING MOCK DRILL

The success of this plan is very much dependent on planned and unplanned mock drills. Mock drill should be carried out regularly, which helps to familiarize employees with their roles and prove the current accuracy of details of the OECP.

### **Procedure for mock drills :**

- a) Inform all the employees about importance and procedure of mock drill and the signal to be given.
- b) Fix the date and location of the emergency for mock drills without knowledge of the employees.
- c) Mock drills will be monitored by observers (who will be one of the Senior Officers or officer from outside organization) not involved in the exercise.
- d) Raise the alarm for Emergency.
- e) After hearing the siren site controller with required number of employees will move to emergency site to combat emergency.
- f) He will depute persons for calling the fire Brigade.
- g) Rescue/evacuation team should work in co-ordination with emergency team.
- h) Office clerk will be responsible for head count.
- i) Site/Incident Controller will address system about drills to the employees assembled at Assembly Point.
- j) All clear signal should be given once situation is under control and safe to occupy.