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|  | <b>EMERGENCY RESPONSE PROCEDURES</b> | Doc No: QHSE<br>DOCS-OSHMS-Feb-23<br>Rev.: 00<br>Issue Date: 00-00-2023 |
|   | Procedure for Fire or Explosions     |   |

# EMERGENCY RESPONSE PROCEDURES FOR FIRE OR EXPLOSION

|              | TITLE | SIGNATURE |
|--------------|-------|-----------|
| Prepared by: |       |           |
| Approved by: |       |           |



**EMERGENCY RESPONSE PROCEDURES**


**Procedure for Fire or Explosions**

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**Document Revision History**


The revision and issue numbers done on this document with a description of changes shall be recorded on the “Document Revision History” specified on the cover page of this procedure. It is the responsibility of the HSE Officer to update these details, whenever changes and revisions are made to this document.

| Revision No | Issue Date | Description of Changes | Pages | By |
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|---|--------------------------------------|---|
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## Table of Contents

|  |   |
|--|---|
| 1. PURPOSE   | 4 |
| 2. SCOPE   | 4 |
| 3. RESPONSIBILITIES                                | 4 |
| 3.1. EHS Committee                                 | 4 |
| 3.2. EHS Officer                                   | 4 |
| 4. FIRE OR EXPLOSURE EMERGENCY RESPONSE PROCEDURES | 4 |
| 4.1. Types of fire                                 | 5 |
| 4.2. Types of extinguishers                        | 5 |
| 4.3. Procedural steps                              | 5 |
| 5. TRAINING  | 6 |
| 6. PLAN AMENDMENTS                                 | 7 |

|   |                                      |   |
|---|--------------------------------------|---|
|  | <b>EMERGENCY RESPONSE PROCEDURES</b> | Doc No: QHSE<br>DOCS-OSHMS-Feb-23<br>Rev.: 00<br>Issue Date: 00-00-2023 |
|   | Procedure for Fire or Explosions     |   |

## 1. PURPOSE

This plan outlines the details of response actions that must be followed to minimize potential EHS risks to client, employees, contractors, clinic patients, visitors, the general public, environment, and to the campus facilities whenever there is imminent or actual emergency.

## 2. SCOPE

This procedure applies to all General International's facilities and operations.


## 3. RESPONSIBILITIES

### 3.1. EHS Committee

- Ensures that this plan is fully developed, implemented, and approved by the Chief Operating Officer.
- Provides training to all employees for their roles in all emergency plans.
- Ensures that the necessary drills shall be conducted annually to measure the effectiveness of this emergency response procedure.

### 3.2. EHS Officer

- Determines the appropriate emergency response procedures specific to the nature of each emergency and local regulations. At the conclusion of the emergency, the EHS Officer must ensure that the appropriate notifications shall be made.
- Utilizes the required resources to carry out the measures set forth in this plan.
- If the EHS Officer is not available, an alternate must assume the role with all the responsibilities and authority of the primary emergency coordinator.
- Appraises the work environment conditions to establish the extent of exposure of stakeholders (if any), and the neighboring community to EHS hazards resulting from the emergency.
- Identifies the injured and confirms the hospitalization status.
- Reports serious accidents/ incidents to the Chief Operating Officer who will in turn request HR to notify the families of injured person as soon as possible after identification and disposition is known by telephone or in person in case of fatal accident.

|   |   |   |
|---|---|---|
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- Starts investigation with the help of EHS Coordinators and submits report of serious injury to the Chief Operating Officer within 24 hours.

#### 4. FIRE OR EXPLOSURE EMERGENCY RESPONSE PROCEDURES


Fire or explosion may occur from overheating, leakage, spillage of flammable chemicals, gases exposed to excessive heat, an open flame, or electric sparks. Be careful when working with flammable or explosive chemicals and avoid heat or electric sparks nearby. Safely operate electric equipment and any source of heat to prevent fire or explosion.

##### 4.1. Types of fire

|         |  |
|---------|--|
| CLASS A | Class an Ordinary combustible solids such as paper, wood, clothes.   |
| CLASS B | Flammable liquids such as gasoline, petroleum oil and paint and flammable gases such propane, methane and butane |
| CLASS C | Electrical equipment such as appliances, motors  |
| CLASS D | Combustible metals such as sodium, aluminum and potassium.   |
| CLASS K | Cooling oil and greases such as animal or vegetable fats.  |


##### 4.2. Types of extinguishers

|                 |   |
|-----------------|---|
| Water and Foam: | For Class A fires only. Not suitable for class B or C fires. Water and foam extinguish fire by reducing the heat and the foam helps to separate oxygen from the objects.            |
| Carbon Dioxide: | For Class B and C fires. Not effective for Class A fire. Carbon dioxide extinguishes fire by separating oxygen from the object and removing heat.                                   |
| Dry Chemical:   | Multipurpose dry chemical works for Class A, B and C and ordinary dry chemicals works for Class B and C only. Dry chemical extinguishes fire by interrupting the chemical reaction. |
| Wet Chemical:   | For Class K fire only. Wet chemical extinguishes fire by removing heat and separating oxygen from fuel elements.  |
| Clean agent:    | For Class B and C. Clean extinguishers used halon or halocarbon agents to interrupt the chemical reactions.   |
| Dry Power:      | For Class D only. Dry power takes away heat and separates oxygen to extinguish fire.  |

|   |                                      |   |
|---|--------------------------------------|---|
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|   | Procedure for Fire or Explosions     |   |

#### 4.3. Procedural steps

- In case of a fire involving an individual's clothing, do not run since it might accelerate the fire. Stop, drop onto the ground with hands covering the face, and roll to extinguish the fire. If possible, use the safety shower to extinguish the fire.
- In case of a lab fire or explosion, ensure your safety first and call emergency responders immediately for help.
- Evacuate the building safely and pull fire alarms or notify nearby people, if possible.
- Do not use elevators. Use stairs and locate the nearest exit.
- If possible, shut down the electric power before evacuating.
- Use a wet towel to cover the mouth and nose, if there is heavy smoke.
- If it is safe to bring the situation under control without endangering life, environment or health, then use of fire extinguisher, shut off a leaking valve, use of sand to form dike or use of spill kit may be enough. This shall be done by competent personnel like fire marshal.
- Inform and Notify the Environmental Health and Safety (EHS) Officer / ER Team and ask for instructions.
- If situation cannot be brought under control as described above, immediately leave the affected area and notify the Fire Station Tel: 999 (Response time to arrive at site is between 10-15 minutes)
- Rush to the nearest assembly point. Use designated escape routes.
- Arrange for someone to meet the Emergency Response Agencies like Police/ Ambulance, and provide them with information and appropriate assistance when they arrive at site. (Free access to site must be provided to these agencies.)
- In case of major incident requiring campus-wide evacuation, the fire alarm siren will be sounded repeatedly for 5 minutes. EHS Officer will be dispatched to the assembly point and will establish a COMMAND POST there to further inform and/or direct students, employees, visitors, and contractors to safe areas.
- For the entire duration of emergency, any of the EHS and Emergency team members will be responsible to make or receive telephone calls. The assembly point will become the command center that should be manned by at least one person in this type of emergency.
- During and after the emergency, unauthorized personnel to the site will be restricted. However, personnel from the Emergency Response Agencies will be provided unobstructed access to the site.
- The Fire Marshals will ensure that all personnel have evacuated the site/building, headcount has been taken and missing students, employees, contractors, and/or their guests accounted for. They will ensure that employees stay within the assembly area. They will give the headcount information to the EHS Team and coordinate with them all

|   |   |   |
|---|---|---|
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necessary actions. They will give the “ALL CLEAR” signal and allow students, employees, contractors, and visitors to re-enter the site/building.

## 5. TRAINING

This plan can only be effective if facility employees are adequately trained in its implementation. Training on the general provisions of this plan shall be conducted for all employees within one month of first hire and annually thereafter.

### **This training will include:**

- A. Recognition of EHS hazards that may result in an emergency
- B. The location of fire alarms and how to activate them
- C. What different alarms sound like
- D. How to communicate emergency situations to other employees and students
- E. Initial defensive emergency response procedures
- F. Evacuation procedures

Additional function-specific training shall be given to students and employees that may be involved in emergency response activities. Pre-planned drills of the emergency evacuation procedure will be conducted at least annually on every shift to ensure the effectiveness of emergency response plan. The EHS Officer shall maintain the mock drill report.

## 6. PLAN AMENDMENTS

The information and procedures specified in this plan will be reviewed on an annual basis and up-dated whenever modifications are necessary as defined below. Whenever amendments are made, copies of the revised plan or the modified section(s) must be promptly distributed to all affected students and employees.

### **Amendments must be made whenever:**

1. The plan fails in an emergency or during drills
2. There are changes in the facility operations, layout, equipment, hazardous materials inventory, or other factors affecting emergency response efforts
3. There is a change in response personnel
4. There are changes in regulatory requirements