Emergency Situation			
Date & Time		**Prepared By**	
Project Name		**Location**	
Incident Description			

Tick (✔) the actions that have been taken.

S/#	Action	Responsible Person	Status
1	Evacuation of the area and help to special people.	Emer. Response Team	
2	Firefighting on early stage with onsite available firefighting equipment.	Firefighting Team	
3	Inform the security about the incident.	Emer. Response Team	
4	Inform the emergency services about the incident and request for help.	Emer. Response Team	
5	Lockdown the building in case of violation on worksite.	Emer. Response Team	
6	Inform the police and law enforcement agencies about incident	Emer. Response Team	
7	Transportation arrangements for injured people.	Ops. Manager/ Site Manager	
8	Ensure emergency situation has been countered, alert others.	Site Manager/ Ops. Manager/ HSE Manager	
9	To prevent reoccurrence, take corrective actions on preventive basis.	HSE Manager	
10	**others**		

Resources Required	1. Communication 2. Firefighting equipment 3. First aid & Stretcher 4. Eyewash & Emergency shower 5. Transportation

Reviewed & Approved By	
Name	
Designation	
Date:	