



# PHARMA DEVILS

HR DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Title:** Action Plan during Emergency

|                                |  |                        |        |  |
|--------------------------------|--|------------------------|--------|--|
| <b>SOP No.:</b>                |  | <b>Department:</b>     | HR     |  |
|                                |  | <b>Effective Date:</b> |        |  |
| <b>Revision No.:</b>           |  | <b>Revision Date:</b>  |        |  |
| <b>Supersede Revision No.:</b> |  | <b>Page No.:</b>       | 1 of 8 |  |

### 1.0 OBJECTIVE:

To lay down a procedure for Action Plan during Emergency.

### 2.0 SCOPE:

This SOP is applicable for action to be taken incase of Emergency in all areas at .....

### 3.0 RESPONSIBILITY:

Officer / Executive of Concerned Department

### 4.0 ACCOUNTABILITY:

Head of Concerned Department

### 5.0 ABBREVIATIONS:

|      |                               |
|------|-------------------------------|
| SOP  | Standard Operating Procedure  |
| QA   | Quality Assurance             |
| No.  | Number                        |
| Ltd. | Limited                       |
| LI   | Liquid Injection              |
| DPI  | Dry Powder Injection          |
| GD   | Government District           |
| HR   | Human Resources               |
| EHS  | Environmental Health & Safety |

### 6.0 PROCEDURE:

**6.1** In the following conditions emergency shall be announced:

- Fire
- Building Collapses
- Strikes
- Epidemics
- Rioting
- Major fatal accidents
- Natural Calamity

**6.2** To meet the emergencies mentioned in 5.1 an Emergency Team shall be comprises of EHS officer / Executive, Security Staff, Senior Staff from production. Initially training shall be given to team for meeting emergency.

**6.3** The name of Emergency Team shall be mentioned in **Annexure-I**, Titled **“Emergency Team”**.



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| <b>Supersede Revision No.:</b> |  | <b>Page No.:</b>       | 2 of 8 |  |

- 6.4 Security shall buzzed the alarm at short intervals of time to declare an emergency.
- 6.5 All Head of Department shall be alert during alarm buzzing.
- 6.6 The workers and the staff shall be immediately assembled at '**Emergency Assembled Area**' through emergency door provided.
- 6.7 The Emergency response team (shown in **Annexure-V**) shall find the exact location of occurrence.
- 6.8 The power shall be immediately switched off to prevent short circuit and fire.
- 6.9 Injured persons shall be shifted for treatment to hospital such as Government District (GD) Hospital Haridwar.
- 6.10 In case of fire, hosepipe shall connect to fire extinguishers and water shall be sprinkled in affected areas.
- 6.11 Automatic pumps shall be used to build the pressure in the water tanks.
- 6.12 In case of power failure generators shall be operated.
- 6.13 The local Fire Brigade, Police and Ambulance shall be informed on telephone, if required. Contact numbers shall be mentioned in **Annexure-II**, Titled "**List of Contact Numbers in case of Emergency**".
- 6.14 Security Personnel shall be placed near the emergency area to control the crowd and prevent unauthorized entry.
- 6.15 In case of emergency female staff shall be evacuated first.
- 6.16 Staff should not panic during Emergency.
- 6.17 Incase of emergency staff should rush out site without changing the factory gowning.
- 6.18 Instructions for use of Emergency Door are given in **Annexure-III**, Titled "**Instructions for use of Emergency Door**".
- 6.19 Record the Emergency Doors details in **Annexure-IV**, Titled "**Details of Emergency Doors**".



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| <b>Supersede Revision No.:</b> |  | <b>Page No.:</b>       | 3 of 8 |  |

### 7.0 ANNEXURES:

| ANNEXURE No. | TITLE OF ANNEXURE                            | FORMAT No. |
|--------------|--|------------|
| Annexure-I   | Emergency Team                               |            |
| Annexure-II  | List of Contact Numbers in case of Emergency |            |
| Annexure-III | Instructions for use of Emergency Door       |            |
| Annexure-IV  | Details of Emergency Doors                   |            |
| Annexure-V   | Emergency Response Chart                     |            |

### 8.0 DISTRIBUTION:

- Controlled Copy No.01                      Head HR
- Controlled Copy No.02                      Head Production
- Controlled Copy No.03                      Head Quality Control
- Controlled Copy No.04                      Head Engineering
- Controlled Copy No.05                      Head Warehouse
- Master Copy                                      Quality Assurance Department

### 9.0 REFERENCES:

Not Applicable

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

| Revision No. | Details of Changes | Reason for Change | Effective Date | Updated By |
|--------------|--------------------|-------------------|----------------|------------|
| 00           | New SOP            | New SOP           |                |            |







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| <b>Supersede Revision No.:</b> |  | <b>Page No.:</b>       | 6 of 8 |  |



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## INSTRUCTIONS FOR USE OF EMERGENCY DOOR

1. In case of Emergency use Emergency Door.
2. Emergency Door key is available in the box near the Emergency Door.
3. Use small Harmer for opening the key box, provided near the Emergency Door.
4. In case of Emergency use Harmer to break the glass of Emergency Key Box and take out the key of Emergency Door and open the Emergency Door.
5. In case of emergency open the Emergency Door & Exit, gather in Emergency Assembling Area.



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| <b>Supersede Revision No.:</b> |  | <b>Page No.:</b>       | 7 of 8 |  |

### ANNEXURE-IV



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## DETAILS OF EMERGENCY DOORS

**Frequency:** Monthly

| S.No. | Location | Outside Opening | Doors | Keys | Locks |
|-------|----------|-----------------|-------|------|-------|
|       |          |                 |       |      |       |
|       |          |                 |       |      |       |
|       |          |                 |       |      |       |
|       |          |                 |       |      |       |
|       |          |                 |       |      |       |
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**Checked By:**



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| Supersede Revision No.: |  | Page No.:       | 8 of 8 |  |

### ANNEXURE-V



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## EMERGENCY RESPONSE CHART

ADMINISTRATION

COMMANDER

Reporting to the committee member on different issues

Evacuators

Collector

Fire Fighting Team

Medical Team

Staff

Worker

Worker

Worker

|                    | Team (Day Shift) |  | Team (Night Shift) |  |
|--------------------|------------------|--|--------------------|--|
| Commander          |                  |  |                    |  |
| Evacuator          |                  |  |                    |  |
| Collector          |                  |  |                    |  |
| Fire Fighting Team |                  |  |                    |  |
|                    |                  |  |                    |  |
|                    |                  |  |                    |  |
| Medical Team       |                  |  |                    |  |

Prepared By:  
Sign & Date

Checked By:  
Sign & Date