



**STANDARD OPERATING PROCEDURE**

**TITLE:** Mock Drill

<b>SOP No.:</b>		<b>Department:</b>	EHS	
		<b>Effective Date:</b>		
<b>Revision No.:</b>		<b>Revision Date:</b>		
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**1.0 OBJECTIVE:**

To lay down a procedure for Mock Drill in the event of Emergency such as Fire & Earthquake.

**2.0 SCOPE:**

This SOP is applicable for Mock Drill in the event of Fire & Earthquake at .....

**3.0 RESPONSIBILITY:**

Safety Officer

**4.0 ACCOUNTABILITY:**

Head-Personnel & Administration

**5.0 ABBREVIATIONS:**

SOP Standard Operating Procedure  
Ltd. Limited  
No. Number  
EHS Environment, Health and Safety  
FEW First Eye Witness  
OHC Occupational Health Clinic  
CPR Cardio Pulmonary Resuscitation  
MO Medical Officer  
PPE Personal Protective Equipments

**6.0 PROCEDURE:**

**6.1** Select an incident that might if not controlled lead to an Emergency.

**6.2 Select a First Eye Witness (FEW):** Who is supposed to see the incident which may be a small fire, toxic release etc.

**6.3** The FEW shouts to alert all concerned on the incident.

**6.4 Select Observers:** To monitor emergency handling and recording time and activities at incident site, Assembly points, Occupational Health Clinic (OHC), Mock Victim rescue, Cardio Pulmonary Resuscitation etc.

**6.5 Select two Mock Victims:** Lie down at incident site with assumed Toxic gas inhalation or burn injuries.

**6.6 Select a Trained Operator / Fitter / Plant Supervisor:** Capable of acting to stop the incident by First Aid, Fire fighting, closing isolation valve etc.

**6.7** Select Rescue team.

**6.8** The incident control fails and Emergency sets in.



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**6.9 Fire Brigade Called:** Observers note the arrival time of firemen and action taken to control emergency.

**6.10 Rescue Team Initiates Rescue of Mock Victims:** Their timings of wearing Personal Protective Equipments (PPE), rescue facilities and actual rescue and checking conditions of victims and CPR and their removal to OHC noted by observers.

**6.11** At OHC Mock treatment for the Mock victims if done by the Medical Officer (MO) / Firstaider,

**6.12** Emergency siren sounded.

**6.13** Site main controller Informed.

**6.14** Key personnel take up their roles.

**6.15** Essential personnel take up tasks.

**6.16** Non-essential employees move to safe Assembly points.

**6.17** Observers make head count.

**6.18** Security sends actual names of persons in the plant premises just before the Mock drill started.

**Site Main Controller :** On Rescue of Mock victims and controlling emergency, all members of Emergency team and observers report at Site Main Controllers office and report the actions taken and observers their observations and head counts. On tally of head counts between Security report of persons present and actual head counts made by observers at various places, the Site main Controller declares all clear and all clear siren sounded.

**6.18.1** All employees proceed back to their respective work sites.

**6.18.2** The Emergency Team and observers assemble for Mock drill performance review meeting: Mock drill performance is reviewed.

**6.19 Duration of Mock Drill:** About 30 Minutes Review about 30 Minutes.

**6.20 Frequency:** Once in a year for the whole plant once in a month for the Fire Fighting Squad.

**7.0 ANNEXURES:**

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Mock Drill Training Record	



# PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

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### 8.0 DISTRIBUTION:

- Controlled Copy No. 01                      Head Environment, Health & Safety
- 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	Introduction of New SOP		

