



**STANDARD OPERATING PROCEDURE**

**Title:** Emergency Preparedness and Response

<b>SOP No.:</b>		<b>Department:</b>	EHS	
		<b>Effective Date:</b>		
<b>Revision No.:</b>		<b>Revision Date:</b>		
<b>Supersede Revision No.:</b>		<b>Page No.:</b>	1 of 2	

**1.0 OBJECTIVE:**

To establish a system for dealing with emergency situations to minimize hazards to human health and environment.

**2.0 SCOPE:**

This procedure is applicable to any fire, explosion or other disaster leading to emergency situations, which means, any significant, non-routine situation which endangers the personnel, property, other interested parties or surrounding environment.

**3.0 RESPONSIBILITY:**

Officer / Executive – EHS

**4.0 ACCOUNTABILITY:**

Head – EHS

**5.0 ABBREVIATIONS:**

CGM      Core Group Members  
EMS      Environmental Management System  
ISO      International Organization for Standardization  
Ltd.      Limited  
MR      Management representative  
No.      Number  
SOP      Standard Operating Procedure

**6.0 PROCEDURE:**

- 6.1** Identify potential accident condition and emergency situations for the activities in different departments in consultation with concerned Core Group Members.
- 6.2** Make all concerned personnel aware of the aspects & conditions that may lead to emergency situations.
- 6.3** Discuss the situations with concerned activity incharge and prepare Emergency Plan for the emergency preparedness and response to such situations clearly identify responsibilities.
- 6.4** While preparing Disaster Management Plan, consider providing and mitigating the environmental impact associated with the activity.
- 6.5** Train the personnel in dealing with emergency situations as per emergency plan.
- 6.6** Carry out periodic Mock Drills of accident or emergency situations, where practicable, and keep records.
- 6.7** Interact with areas of activity and related external agencies as per details given in Onsite Emergency Plan.



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**6.8** Review the records for deviation/non compliance with the planned action/ response effectiveness and advise concerned activities accordingly.

**6.9** In case of occurrence of an accident or emergency situation, review the emergency preparedness and response plan for its effectiveness, if necessary, revise the plan and inform MR for putting up in the Management Review Committee.

**6.10** Review the implementation of emergency preparedness and response plan and in case it is not implemented, decide the corrective action(s) in consultation with CGM.

**7.0 ANNEXURES:**  
Not Applicable

**ENCLOSURE:** SOP Training Record.

**8.0 DISTRIBUTION:**

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Master Copy Quality Assurance

**9.0 REFERENCES:**

ISO 14001:2004 Environmental Management System.

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By