



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Handling Emergency Situations	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

2.0 OBJECTIVE

The objective of this SOP is to describe a procedure for handling emergency situations and fire emergency situation from the factory premises.

3.0 SCOPE:

This SOP is applicable for handling emergency situations and fire emergency situation from the factory premises at

4.0 RESPONSIBILITY:

4.1 The Officer/Designee – Personnel shall be.

- 4.1.1 Responsible for adhering to standard practice as per SOP.
- 4.1.2 Responsible for overall verification of procedure.
- 4.1.3 Responsible for verification of record.

4.2 All the employees/department heads/Assistant Security Officer/Security Supervisor shall be.

- 4.2.1 Responsible for following procedure as per SOP.
- 4.2.2 Responsible for maintaining of record.

5.0 ACCOUNTABILITY:

Head - Human Resources

6.0 PROCEDURE:

- 6.1 Whenever any accident, medical emergency arises, give first aid treatment which is available at the respective section.
- 6.2 Inform HR department about the accident and also to the in-house doctor available in the centre.
- 6.3 Depending on the severity of the incident, HR will take the affected person to nearest hospital
- 6.4 In case of fire or reporting of short circuit of electricity, the same shall be reported to security gate immediately at following numbers.



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Emergency numbers: Internal

Fire station:

Chief Medical Officer:.....

Factory doctor no.:.....

6.5 Security persons, who are trained on the fire emergency will take the necessary actions If required they will call the fire service at “101”.

6.6 All the formalities including insurance/claims, information to statutory authorities shall be carried out by HR department.

7.0 ANNEXURES:

Nil

8.0 References (S)

In House

9.0 Glossary

SOP: Standard Operating procedure