





# SOP – EPRP Management

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## Emergency Preparedness & Response Plan

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## 1. Introduction

This document describes the guidelines for management of emergency situations arising during the activities performed across the project sites. This document is aligned with the requirements of ISO 45001:2018.

## 2. Scope

This SOP is mandatory and applicable to Serentica Renewables projects & offices locations. Projects include long-term & short-term project sites under construction and asset sites under operations & maintenance.



### 3. Abbreviations

SR: Serentica Renewables

CES: Critical Emergency Situations

EPRP: Emergency Preparedness & Response Plan

ERT: Emergency Response Team

HSE: Health, Safety and Environment

HIRA: Hazard Identification and Risk Assessment

PPE: Personal Protective Equipment

OCP: Operational Control Procedure

PPE: Personal Protective Equipment



## 4. Definitions

**Emergency:** An emergency is an unplanned situation which poses an immediate risk to health, life, property or environment. It could be defined as a situation which is a threat to the people and the surrounding.

**Emergency Response Management:** deals with measures to prevent and control situation in emergencies and take appropriate action to mitigate without affecting outside public or environment.

**Emergency Preparedness and Response Plan:** A formalised document that sets out the responses and procedures to each potential incident or emergency situation that has been identified

**Incident:** An event or chain of events which caused or could have caused injury, illness, loss of assets or potential or actual damage to relationships or reputation.

**On-Site Emergency:** Emergency inside the site boundaries which demands the stoppage of all activities and total or partial evacuation.

**Off-Site Emergency:** Emergency which spills outside the site boundaries and affects neighbouring areas and general public.

**Offices:** Offices means all the permanent as well as temporary office set-up located at headquarters, registered office, regional office, projects office etc.

**Projects:** Projects means all the long term as well as short term under-construction projects as well as those which are under operations and maintenance phase.

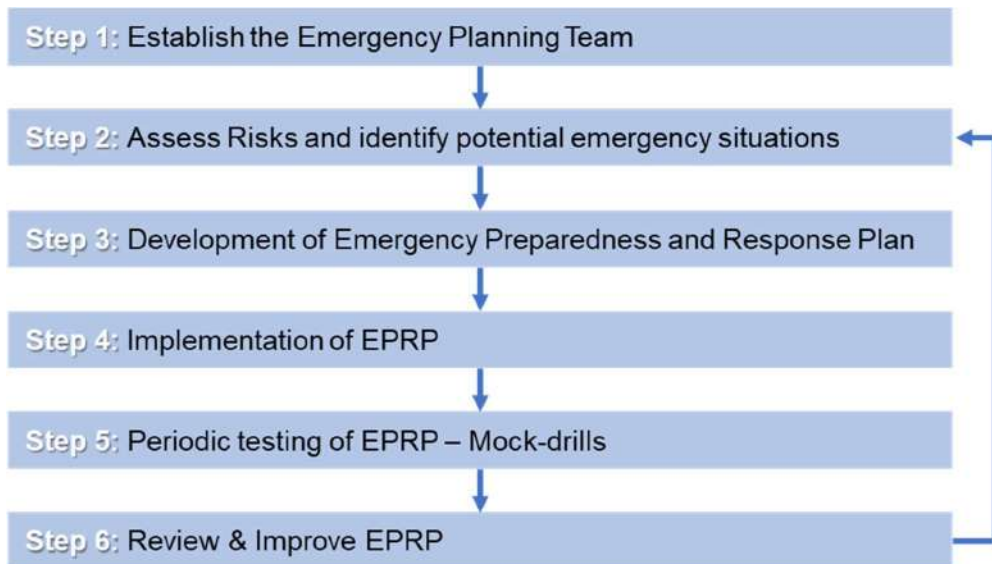
**Spill:** Uncontrolled release of a liquid or solid from a container, drum, pipe or tank.



## 5. EPRP Management

The SOP for emergency preparedness and response management includes developing an Emergency Preparedness and Response Plan (EPRP) taking into consideration the context of the organisation.

Project will follow the procedural requirements listed in this document with regards to EPRP management. They will ensure that emergency planning is conducted for all foreseen potential emergency scenarios which may occur in routine and non-routine activities carried out under its control and the steps are followed as mentioned below:



## 5.1. Establish the Emergency Planning Team

Each Project shall constitute an Emergency Planning Team consisting of competent personnel from different departments for identification of potential & foreseeable emergency scenarios / situations both on-site and off-site emergencies.

## 5.2. Identify Potential Emergency Situations

**Critical Emergency Situations (CES) list** (For reference but not limited to)

#	CES	List
1	<b>Disaster Emergency</b>	<ol style="list-style-type: none"> <li>1. Fire / Explosion Emergency</li> <li>2. Forest Fire</li> <li>3. Earthquake</li> <li>4. Severe Weather/Cyclone</li> <li>5. Flood Emergency</li> <li>6. Landslide Emergency</li> </ol>
2	<b>Civil Disorder</b>	<ol style="list-style-type: none"> <li>1. Violent/ Bomb Threat</li> <li>2. Terrorist Attack</li> <li>3. Mob Attack/Villagers Unrest (During Row / After Accident)</li> <li>4. Riots</li> <li>5. Abduction/Hostage Situation/Kidnapping</li> </ol>
3	<b>Wildlife Emergency</b>	<ol style="list-style-type: none"> <li>1. Wildlife Attack – Tiger, Bear, Elephant, Lion, Panther etc</li> <li>2. Snake Bite</li> <li>3. Insect Bites (e.g. Honeybee)</li> </ol>
4	<b>Medical Emergency</b>	<ol style="list-style-type: none"> <li>1. Pandemic, Epidemics, Outbreak of Infectious Disease</li> <li>2. Food Poisoning in Site</li> <li>3. Heat Stroke / Hyperthermia while working in Summer</li> <li>4. Hypothermia while working in Hilly Areas</li> <li>5. Major injury or Lost time injury</li> <li>6. Personal Health related Medical Emergency</li> </ol>
5	<b>Electrical &amp; Chemical Emergency</b>	<ol style="list-style-type: none"> <li>1. Electrocution in Site</li> <li>2. Major Power Failure in Site</li> <li>3. Chemical / Oil Spill Emergency</li> </ol>
6	<b>Work Emergency (On-site &amp; Off-site)</b>	<ol style="list-style-type: none"> <li>1. Fall from Height leading to Multiple Fatality or Major Injury</li> <li>2. Structural Collapse of WTG / MMS</li> <li>3. Structural Collapse of Building/Roof</li> <li>4. Collapse of Crane or Failure of Lifting Tools and Tackles</li> <li>5. Toppling of Crane/Vehicle on Road</li> <li>6. Road Incident involving employees and/or public</li> <li>7. External or Off-site Emergency</li> </ol>



### 5.3. Development of Emergency Preparedness and Response Plan

Emergency Preparedness and Response Plans shall be developed, documented, and implemented at all the project locations.

Typical Contents of an EPRP shall include but not limited to: -

- The procedures in place for identification, notification and escalation of incidents and emergencies situations
- Specific emergency response procedures to be undertaken, including how best to prevent / mitigate illnesses and injuries arising from emergency situations
- Clearly defined management structures, roles and responsibilities for handling emergency situations including required communication and training to be given in advance for each role
- The resource requirements, including equipment, human and financial, and how and from where these will be provided
- Evacuation and assembly procedures (e.g. assembly points, incident rooms/command centres, medical stations)
- Arrangements for provision of emergency medical treatment and, if necessary, medical evacuation
- The communication plan and communication systems in place including provision for a call centre, the notification of fatalities to the closest relative/family member, and to handle the government representatives and Media.
- Necessary information i.e. site layout, location of emergency response equipment, contact details of emergency service providers (hospital, fire brigade and ambulance)





## 5.4. Implementation of EPRP

- 5.4.1 Communication:** Emergency Preparedness and Response Plans shall be made easily accessible & communicated to all relevant stakeholders in a clear and timely manner.
- 5.4.2 Roles and Responsibilities:** The roles and responsibility of all personnel involved in the implementation of EPRP shall be clearly defined, documented and communicated to ensure adequate resourcing for the implementation of EPRP. Emergency Response Team (ERT) shall be defined and may include employee (Project Manager, HSE Manager, Admin Manager, Security Manager & other nominated employees from different department), contractors, emergency services, etc. and shall be trained in delivering their roles and responsibility, first aid, firefighting, and evacuation methods.
- 5.4.3 Resources & Equipment:** The identified resources and equipment shall be maintained and tested on a regular basis and their adequacy shall be reviewed periodically to ensure operations in emergency situations. The following resources & equipment shall be considered as necessary and made available in adequate numbers and stored where it is readily available during emergency:
- Trained and competent emergency response team
  - Equipment like fire-extinguishers, first aid box, necessary Personal Protective Equipment (PPE), emergency lights and other materials including communication system, etc
  - Adequate alarms and warning devices to alert employees and workers in emergency
  - Public announcement system to alert neighbours and communities in emergency
  - Medical services, including personnel trained in first aid, and medical equipment that is appropriate to the type of operation
  - Emergency services support e.g. ambulance, emergency vehicle, hospital tie up, etc.
- 5.4.4 Necessary Emergency information:** This shall be provided, communicated to the relevant stake holders and displayed at prominent places across the workplace. This information shall include site layout, location of emergency response equipment, contact details of emergency service providers (hospital, fire brigade & ambulance), emergency assembly point, emergency contact Numbers, emergency exit routes, etc.



- 5.4.5 Assembly Point:** A safe and appropriate assembly point shall be identified and marked for assembly during emergency. Access to assembly point/emergency exit shall be clearly marked and identified to provide safe access during an emergency.
- 5.4.6 Trainings:** Employees, contractors, workers, visitors and external stakeholders shall be trained in and understand the Emergency Preparedness and Response Plans, their roles and responsibilities, and the use of emergency response resources. The exact training needs shall be identified based on the requirements, their roles and responsibilities in EPRP, and capabilities of the individual(s) concerned.
- 5.4.7 Emergency Reporting:** An emergency reporting protocol shall be made for all the project sites which include following steps as a minimum -
- The Project shall ensure that the location specific safety plan includes a procedure for the notification of emergencies to all the key personnel. The Facility Admin Manager shall ensure that the personnel at office are notified in case of emergency.
  - The Project Managers shall ensure this procedure is readily available at their respective sites & offices and the relevant personnel are trained against all the requirements of this procedure.
  - In the event of an actual emergency occurrence at site, the Project Manager shall notify to the emergency services, local administration, site staff and Head office.
  - No site or office staff shall make any press statement or issue public bulletin. This shall be done by the person designated by the company.



## 5.5. Periodic testing of EPRP – Mock Drills

Mock Drills shall be carried out at regular intervals to ensure continued familiarity of the personnel with the emergency procedure and to check if the hardware infrastructure provided for emergency management is in good condition.

With a view to test the efficacy / effectiveness of the Emergency Plan, it will be helpful if the plan is tested during a pre-planned mock exercise. Such an exercise will help in reinforcing confidence on the level of preparedness to meet any contingency, identify weaknesses during the implementation so that the plan could be revised / updated

## 5.6. Review and Improve EPRP

All Emergency Preparedness and Response Plans shall be reviewed and updated periodically, at least on an annual basis, to ensure they remain appropriate and relevant. The EPRP shall be reviewed during the following conditions:

- Identification of new emergency
- Deficiencies recorded in mock drill
- Change in site or office layout
- Regulatory changes

Lessons learned during mock drills and actual emergency situations / incidents shall be documented, and any gaps in planning and implementation shall be addressed in revised versions of the Emergency Preparedness and Response Plans. Lessons learned shall be shared across the company where appropriate.



## 6. Roles & Responsibility

The key roles and responsibilities related to this management standard are as follows:

- **Project Head & QHSE Head:** shall ensure preparation of project specific EPRP & monitor the compliance on a regular basis to assess the support required by the site, evaluate them and make necessary arrangement to smoothen the implementation.
- **Project Manager:** shall be solely responsible for effective implementation of the EPRP SOP at project and office sites respectively. He shall provide resource, plan and monitor for effective implantation and ensure that all reports to Head-office are being sent in time. He shall be responsible for closure of mock drill observations and audit observations.
- **HSE lead:** shall approve the EPRP for the project & monitor effectiveness of the implementation of EPRP framework at sites, arrange for audits and training and will report to management with the status of implementation.
- **Project HSE Lead:** shall assist in developing the site specific EPRP with relevant stakeholders and ensure periodic testing of EPRP through conducting mock-drills and trainings.
- **Employees & Workers:** shall be responsible for assisting in emergency response activities as directed by the supervisor or emergency response team leader. They shall complete required training and demonstrate an understanding of this standard. Anybody seeing an incident &/or abnormal situation shall report to his supervisor or site emergency response team leader



## 7. Audit, Assessment and Compliance

The Compliance for the implementation of this Management Standard shall be verified during periodic audits and reviews.

Assessment of EPRP performance shall be done through a standardized assessment methodology on a periodic interval.



## 8. References

- a. ISO 45001:2018
- b. ISO 14001:2015
- c. QHSE Policy

