

ONSITE EMERGENCY PLAN

Objective :

- Preserving the life, property and environment from the consequence of emergencies arising within the premises.
- Systematically co-ordinate an emergency control action to shut down the Plants safely, to arrest escalation of emergency, to safeguard the personnel within the premises wherever necessary and to rehabilitate them, if required and also to protect the plant and surrounding properties.
- Restoring normalcy in the plant operation with minimum loss of time.

Emergency Procedures :

The sequence in an emergency procedure is to raise the alarm, mobilization of response action, clean up and restoration. The alarm will start the response. The action groups will activate the response at the individual level. The emergency control centre takes over command of the situation immediately.

As the first step, it ascertains the nature and depth of the emergency by gathering information from key personnel and also be referring its data book.

Second step is decision making. It will either decide to attack the emergency or contain and control it. Also it may avail external help from identified response groups and co-ordinate the overall work. The response actions will be generalized as to fight the hazard or contain and control it, treat casualties, rescue the affected and evacuate people – first from the affected area and then the area likely to be affected and so on.

Third step is clean up and salvage operation. Finally, restoration i.e. bringing back the normal environment and rehabilitating the plant.

Emergency Communication :

IREL has formulated a code for declaring and calling off emergency. But at Vellanathuruthu Mining Site, Emergency declaring and calling off is only by mobile phone communication.

Emergency Control Centre :

It is the local point from where the operations to control emergencies are directed and coordinated. Mines Manager is the Works Main Controller and his office is the emergency control center of Vellanathuruthu Mining Area. The emergency control centre maintains a book containing complete information of the Vellanathuruthu Mining Area and process details. Copy of fire emergency plan. Copy of Safety manual: Telephone directories of Karunagapally and Kollam, Details of nearby hospitals, industries, police station, fire station etc. List of all key personnel with their addresses and contact telephone numbers; Plant layout; Emergency power supply; Information on surrounding industries, Outside response group available locally as well as State or National level. The medical department along with ambulance and staff are to be kept in alert.

Assembly Point :

Area behind weigh bridge is selected as the Assembly Point (1). During emergency people have to assemble at this point based on the instructions and remain there till lifting of emergency.

Area on the south of Spiral Plant is selected as the Assembly point (2).

Controlling Emergency :

HEAD is the Works Main Controller (WMC) and HOD (Mining) is the Works Incident Controller (WIC) respectively. In their absence, DGM (Mining) acts as MWC and Mines Manager acts as the WIC. During shifts, shift-in-charge will act as WIC and hold the charge of WMC till the identified WMC arrives at site.

ACTION GUIDELINES

Duties and responsibilities of different personnel during emergency

First Observer of Emergency

- He should not get panic. He shall dial 9447360268 / 9995111750.
- He should alert the people in the area and inform superiors.
- He should tackle the fire with suitable fire extinguisher available near by.
- He should see that the fire does not spread.

All Persons in the Affected Area

- Supervisors present in the shift will inform the Shift-in-charge
- Employees will attend to work as assigned by the Shift-in-charge

Shift-in-Charge :

- Ascertain whether the following information has been passed on to the fire station.

Location of fire

Nature of fire

Extent of fire

- Inform ambulance (9846742303) and arrange for first-aid if any casualty is there. Inform Medical Officer as needed.
- Rush to the scene of emergency after informing Plant Manager.
- Ascertain whether any person is trapped inside and arrange for rescue.
- Tackle the fire with suitable fire extinguisher available near by.
- Inform DTO (Electrical) (9447860350) and make sure power in fire involved space / machinery / equipment being immediately switched 'OFF' if required.
- Execute all the jobs to control the emergency such as isolation, diversion of process to other stream, arrange for removal of combustible materials from the scene of the emergency.
- Shutdown process of plant, if necessary.

HEAD (Works Main Controller)

He is the Chairman of the crisis management group and is the final authority of all matters related to emergency control.

- On receiving the message about fire incident proceed to ECC.
- Assess the situation quickly and decide if emergency is to be declared. If so advise WIC accordingly.
- Ensure information is received by external agencies like fire brigade, police etc.
- Organise for liaison with concerned government authorities.
- Organise help from KMML which is the nearby major industry having sufficient infra structural facility for fire fighting.
- Decide if evacuation of plant personnel from the premises is necessary and direct WIC accordingly.
- Organise accounting of personnel at Assembly Point.
- Ensure that casualties are getting adequate help and inform their relatives if necessary
- Decide on termination of emergency and advice WIC accordingly.

HOD (Mining)

- On getting information about the incident proceed to affected site immediately and act as **Works Incident Controller**.
- Check whether WMC received information regarding emergency.
- Appraise the situation and assess the risk.
- Initiate emergency procedure such as calling in and directing various teams.
- During an emergency ensure that only trained personnel remain at site of the fire accident and guide others to evacuate the area, to avoid unnecessary crowd, which can cause interruption in controlling the emergency.
- Seek help and guidance from Safety Officer, Security Officer on their arrival at the scene of fire.
- Take measures for preserving all records and information for subsequent enquiries.
- Keep WMC informed periodically about the progress made.
- Review manpower requirement from time to time during emergency and consider deployment of persons from one team to another, if necessary.
- Give 'All Clear' signal when directed by WMC to terminate the emergency.
- Prepare detailed report.

Deputy General Manager (HRM)

- Maintain liaison between Unit Head, Press and public regarding the emergency.
- Arrange transport services and shelters.
- Take responsibility of law and order and maintain liaison with security officer and police.
- Co-ordinate with district administrative authorities in case of extreme emergency.

In the absence of DGM (HRM), Chief Manager (HRM) will assume all the responsibilities of DGM (HRM).

Security Officer

- Ensure that intimation is passed on to all the key personnel.
- Instruct the security personnel to allow only key persons, fire brigade, ambulance and other aid to control emergency to enter the plant.
- Assist fire brigade and guide them for fire fighting.
- Collect the attendance sheets of regular employees, contract employees, casual workers and visitor's register to reconcile with head count of persons at the Assembly Point.
- Collect the work permits issued on the day from all departments to identify possible locations of deployment of laborers for the purpose of recounting any missing contract employees.
- After the emergency is over, post one security guard at the scene of fire to check possible re-ignition.

In the absence of Security Officer, the senior security guard will assume all the responsibilities of the security officer.

Fire Officer

- Proceed to site quickly.
- Assist WIC in controlling and fighting fire
- Once the situation is under control and fire is put out ensure that all extinguishers used in fire fighting are refilled and all used equipment for fire fighting are restored in their original place.

Safety Officer

- Proceed to site quickly
- Assess the requirement of personnel protective equipment and arrange according to the need
- Assist WIC in controlling emergency
- After the emergency is over, check the condition of all PPEs used, clean/replace and restore the equipment at their original place.

Medical Officer

- Assumes the responsibility of providing medical assistance and treatment during the emergency.
- Provides ambulance service and medical facilities.
- Also arrange medical facilities from outside hospitals.

Telephone Operator

- Immediately after receiving the message about fire incident, pass on the information to Unit Head and other key personnel.
- Do not allow the line to be engaged for unnecessary calls

Team Leaders

- On hearing the emergency information, assemble the members of their team at Assembly point (2) and establish contact with WMC who would be available at the ECC.
- Carry out the functions allotted to their team as indicated in the plan, under the guidance of WIC/WMC

Team Members

- On hearing the emergency information, report to the team leader at Assembly point (2) after informing reporting officer.
- Under the guidance of team leader, carry out the functions allotted to the team.

Shift in Charge

- On hearing emergency information, alert the employees and visitors, if any, in your area and ask them to stand by for further instructions. Do not permit them to move out of your area.
- Await direction from WMC over telephone or PA system regarding emergency shut down of your section / plant or regarding evacuation.
- If evacuation is announced by any means, or pending announcement of evacuation, if you observe spread of fire so as to affect persons in your section / plant, direct and guide them to the Assembly point.
- Permit members of emergency team to report to their respective team leaders.