



PIONEER INDUSTRIES LIMITED

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| STANDRAD OPERATING PROCEDURE | Document No.: PI/SOP/ERP/01 |
| Emergency Response Plan | Effective date : Ten days after last date of Signature |
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| Prepared by | Approved by | Authorized by |
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|  HR- Representative |  Utility Head |  Chief Operating Officer |
| Date: 5/12/19 | Date: 5th DEC 2019 | Date: 05-12-2019 |

RECORD OF REVISION: Issue No . 01 dated 06.04.15

REASON FOR ISSUE : General Updation

1 PURPOSE:

The purpose of this plan is to outline the plans and procedures to deal with incidents and emergency that may arise at Pioneer Industries Limited in order to help or minimize the effects and consequences of such events on people, the environment and business activities.

2 SCOPE:

This procedure applies to employees, visitors and contractors in Pioneer Industries Limited Pathankot, and details instructions for any emergency; identifying the Location and extent of emergency; evacuation of the plant and the duties of the Emergency Response Team personnel, and evaluation of safety due to emergency situation.

3 OBJECTIVES:

- 3.1 The "Emergency Response Plan" is prepared basically to cope with any emergency which could occur during operations, any time of the day or night or weekends. The success of this plan in accomplishing its purpose depends largely upon each individual carrying out his/her designated duties effectively and promptly. This document is reviewed quarterly for its effective implementation by the EHS Supervisor.



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3.2 The objectives of the plan are as mentioned below:-

- To control and contain incidents by systematic approach.
- To safeguard employees and people in the vicinity.
- To minimize damage to property and environment.
- To effect rescue and treatment of casualties.
- To secure the safe rehabilitation of affected areas and restore normalcy.
- To work out a plan with all provisions to handle emergencies and to provide emergency preparedness and the periodical rehearsal of the plan.
- To define and assess emergencies, including risk and environmental impact assessment.
- To inform authorized and mutual aid centers to come for help.
- To provide authoritative information to the public / news media.
- To ensure safety of the works before personnel re-enter and resume work.
- To conduct emergency evacuation exercise or mock drill on a frequency of half yearly respectively.

4 REFERENCE:

Safety Standard & Factory Act.

5 RESPONSIBILITY:

| Position | Key Responsibility |
|-----------------|--|
| Factory Manager | <ul style="list-style-type: none"> • Overall responsibility for the implementation of the Emergency Response plan at PIL Pathankot • Authorize the Emergency Response Plan (ERP) • Ensure that the Emergency Response Team (ERT) receives adequate training to be competent in implementing the site ERP. • Take charge of communications with the media community groups in the event of an emergency |



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| HR Manager | <ul style="list-style-type: none"> • Manage and take charge of the emergency situation and make all decision on cancellation of emergency and / or return to work and any business decision that may affect the operation during an emergency. • Advise Factory Manager and site management of ER activities or conditions affecting the site operations. • Evaluate the effectiveness of the ERP SOP and made any changes if required. • Ensure that any required notification of local authority as a result of a notifiable incident that occurs takes place. • Ensure that the local community is notified if actions in the community are required. |
| Emergency Response Team members | <ul style="list-style-type: none"> • Attend designated training as required • Know the appropriate Personnel Protective Equipment (PPE) to use • Know the risks associated with the hazards present on the site to determine the appropriate emergency response procedures to implement. It is the responsibility of those with specific roles within this SOP to be familiar with and carry out the functions assigned to them. • Know how to activate the site's emergency alarm system, emergency evacuation and participate in emergency response drills conducted on the site. • Provide immediate first aid to any injured persons • Know and understand appropriate decontamination and clean-up procedures required • Attend any de-briefing and / or investigation meetings |
| HOD's | <ul style="list-style-type: none"> • Accountable for ensuring the safety of their departmental individual and follow the ERP system effectively. • The Production and Engineering & Maint. I/C are responsible for the safe shut down of all the running equipments when emergency is declared. • The Engineering & Maintenance I/C is responsible to ensure effective Fire Hydrant System as and when required. • The HR I/C will have to assume the duties and responsibilities of Incident Controller during emergency, where as the Production I/C will assume the duties and responsibilities of Situation Controller. |



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6 DEFINITIONS

- 6.1 **Emergency Response Plan (ERP):** A comprehensive document / SOP, describing the operation's plans for responding to an emergency.
- 6.2 **Adverse event:** An inadequately controlled work-related event or combination of such events that results, or could have resulted, in harm or damage to: people; the environment; equipment; property.
- 6.3 **Emergency:** An incident that occurs on site that impacts severely on the company and drastically affects our operations in terms of:
- Death or serious injury inside the premises.
 - Major Fire Outbreak which is anticipated to grab the whole premises.
 - Natural disasters (e.g. floods, hurricanes, earthquakes);
 - Explosion
 - Chemical spill
 - Bomb / bomb threat / threatening phone call
 - Danger posed by neighboring industries

In any of the cases as mentioned above, emergency will be considered only when (after assessing) there is risk to the company reputation and drastically affects the operation.

- 6.4 **All Clear:** means the signal given at the completion of an evacuation (drill or real) which signifies that re-entry into the building / operations is allowed. This signal will be given by the Site Controller after properly assessing the site when emergency situation is being short-out. The all clear signal at the Site is given through the Emergency Siren.
- 6.5 **Main Fire Alarm Control Panel:** The panel that indicates from which point in the building the alarm has been raised.

Panel locations at Main entrance gate

- 6.6 **Incident Controller:** The individual who has authority to take decisions at the incident site to control / minimize the damage. He is responsible for guiding the ERP teams and communication with Site Controller.

At Site the HR I/C or the EHS Supervisor is designated as the Incident Controller.

- 6.7 **First Aid:** Facility for limited emergency treatment to injured or ill persons is available before professional medical care is made available. The polyclinic and hospital is around 10 km from the plant.
The site possesses a First Aid team .

- 6.8 **Situation Controller:** The individual who is responsible to control the situation and assist the Incident Controller to carry out any decision to control/minimize the damage.

At Site, the Production I/C is designated as the Situation Controller. During his absence, Production Shift Supervisor will act as and Situation Controller. In times of absent of Incident or Site Controller, the Production Shift Supervisor will act as Situation Controller.



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7 CATEGORY OF EMERGENCIES:

Major Emergency – This is likely to have an impact on a large geographical area perhaps involving the entire surroundings. Resources from central and state Govt. services may be required to control such emergency.

Minor Emergency – Which may cause material damage or injuries and likely to have an impact on the operation of the factory. This type of emergency may be controlled by using resources within the factory and immediate vicinity.

We are manufacturing Ethyl Alcohol, Wheat gluten, Maltodextrin and animal feed. During the course of activity following emergencies / EHS adverse events can arise

A. Minor

- i. Spillage of Acid / Caustic / HSD / Ethyl Alcohol.
- ii. Splashes of Hot water on Body/Face
- iii. Major Fracture during heavy weight lifting
- iv. Pandemic Flu
- v. Violence (Internal/External)
- vi. Sudden cases of ill health and injuries e.g. Heart/ Asthma Attack/Fracture.
- vii. Confined Space working
- viii. Husk Fire.
- ix. Breaking of HT/ LT Line.
- x. Inhalation of gas while fumigating godowns / opening.
- xi. Collapse of building/Structure

B. Major

- i Major fire / explosion
- ii Natural calamity e.g. Flood, earthquakes, lightening etc.
- iii - Leakage of Ammonia

PROCESS HAZARD ANALYSIS AND RISK MANAGEMENT PROGRAM

The site carries out risk assessment on a frequency basis. The risk assessment prioritizes the Physical, Chemical and Biological Hazards which may alarm for the declaration of emergency at the site.

Activity based on risk assessment is carried out at the entire site. The risks are identified and are studied for their severity and likelihood/probability. All the significant risks are reviewed and thereby planning for the emergency situation in the facility is done. Some of the significant potential accident scenarios are detailed below along with the trigger activities that are to be initiated.

- The bomb threat and terrorists attacks are covered in the TACCP.



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- In case of any incident is observed that might affect the product produced at the site, in terms of quality and which could lead to supply chain problem, then the said incident is to be assessed as per SOP, Product Incident.

8.1 POTENTIAL ACCIDENT SCENARIOS

Potential Accident Scenario

| | |
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| Burns due to exposure of chemical fumes or spillage of acids, alkalis | |
| Type of Incident | Exposure of chemical fumes or spillage of corrosive chemicals during Lab testing |
| Material | Acids & Bases |
| Main Hazards | Corrosive Chemical spills |
| Location | Lab section |
| Incident Scenario | Spillage of chemicals or breakage of chemical containing containers. |
| EMERGENCY RESPONSE PLAN: | |
| <ul style="list-style-type: none"> Identify the source and isolate Stop the operation Evacuate/Barricade the area Use face mask to avoid inhaling the fumes Contain the spill, if possible Separate the incompatibles nearby Neutralize or dilute as may be possible within the knowledge available about the chemical. Follow the MSDS. | |
| Medical emergency plan | |
| <ul style="list-style-type: none"> Isolate the victim from the area Wash with running tap water(Room temperature) Call the Shift-in-charge and inform the incident Transport the person to the admin block after administration of first aid. Inform the security to alert the ambulance Extent of the burn will be assessed by the first aid persons. First aid medication to be given, if possible. If the percentage of the burns is high, patient referred to polyclinic/hospital for medical management. The victim is accompanied by the HR person with the medical records. The concerned hospital/polyclinic is informed about the arrival of the victim | |



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8.2 Potential Accident Scenario

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|--|---|
| SPLASHING OF HOT WATER ON BODY AND FACE | |
| Type of Incident | Medical |
| Material | Human Body |
| Main Hazard | Burns and Bruises |
| Location | GMP area |
| Incident Scenario | Splashing of hot water on body and face while doing plant wet cleaning. |
| EMERGENCY RESPONSE PLAN: | |
| <ul style="list-style-type: none"> Isolate the victim from the area Wash with running tap water(Room temperature) Call Security/HR/Production Shift-In charge /EHS Supervisor (128/123/121/149/135) and inform the incident. Inform the security to alert the ambulance Extent of the burn will be assessed. First aid medication to be given, if possible. If the percentage of the burns is high, patient referred to polyclinic/hospital for medical management. The victim is accompanied by the HR person with the medical records. The concerned hospital / polyclinic are informed about the arrival of the victim and treatment is to be given as required. | |

8.3 Potential Accident Scenario

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|---|--|
| Major fracture or multiple injuries during drum , RM and FG shifting and dumping operations | |
| Type of Incident | Injury |
| Material | Bag/Drum lifting and dumping operation |
| Main Hazard | Fractures |
| Location | RM & FG |
| Incident Scenario | Falling of Lifter along with bag/drum |
| EMERGENCY RESPONSE PLAN: | |
| <ul style="list-style-type: none"> Switch of power supply Evacuate/Barricade the area Avoid crowding around the victim Assess the consciousness of the victim Call Security/HR / Production Shift-Incharge (128/123/121/) and inform the incident First aider's arrive Immobilize the fracture limb Inform the security to alert the ambulance First aid medication to be given The victim referred to hospital/polyclinic for medical management. The victim is accompanied by the HR person with the medical records. The concerned hospital/polyclinic is informed about the arrival of the victim | |



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8.4 Potential Accident Scenario

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| PANDEMIC FLU | |
| Type of Incident | Local Epidemic of the Flu |
| Material | Human Being – Employee & Families |
| Main Hazards | Sickness Absenteeism |
| Location | MLD Site |
| Incident Scenario | Flu spreading among employees leading to mass sickness absenteeism & Site Closure |
| EMERGENCY RESPONSE PLAN: | |
| <ol style="list-style-type: none"> 1. Pandemic BCP is to be drafted at the first information of the epidemic. 2. Security & Medical personnel provided with respirators 3. Regular surgical masks to be made mandatory use for all normal people in the site. 4. All employees/workmen to be screened at the gate for symptoms and features of common cold before allowing entrance into the site 5. All employees/workmen to be given official sick leave if they are suffering from features of common cold. 6. Influenza Vaccine to be administered to all employees and their families when they are normal or before they are affected by the disease at the announcement of the epidemic by the local Govt. Health authorities. | |

8.5 Potential Accident Scenario

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| VIOLENCE (INTERNAL or EXTERNAL) | |
| Type of Incident | Public riot, Organization threat, |
| Material | Equipments, building, human life |
| Main Hazards | Violence |
| Location | Onsite |
| Incident Scenario | Any other situation or sabotage that calls for emergency. |
| EMERGENCY RESPONSE PLAN: | |
| <ol style="list-style-type: none"> 1. INTERNAL <ul style="list-style-type: none"> ▪ Communicate the information to HR Incharge and Factory Manager, immediately through telephone or by sending the messenger. ▪ Take self protection and try to control the group till senior management team arrives to the location. ▪ If the situation is beyond control, inform the same and try to get the police protection. ▪ Co-ordinate with police officials, once they arrive to the factory. ▪ Place the available security guards near dangerous goods and chemicals to protect the same from damage. | |



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2. EXTERNAL

- Place more number of security guards near Security Gate.
- Close the gate and take the help of our employees to control the situation.
- Communicate the information to Manager HR Incharge and Factory Manager, immediately through telephone or by sending the messenger.
- If threat to the safety of all human life existing in the premises exists, then emergency is to be declared by the Site Controller / FM.
- On declaration of emergency, as per ERP the Site Controller keeps in liaison with the police authorities or government regulation to regain normalcy.

8.6 Potential Accident Scenario

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| PERSON HAVING HEART ATTACK, BREATHLESSNESS & EPILEPSY | |
| Type of Incident | HEART ATTACK , BREATHLESSNESS & EPILEPSY |
| Material | Human life |
| Main Hazards | Sickness |
| Location | Onsite |
| Incident Scenario | Threat to the life of the individual, which will impact his family. |

EMERGENCY RESPONSE PLAN:

- Move the person out into an open area immediately.
- Loosen all clothing to facilitate breathing.
- Call ambulance.
- Look for any anti-asthmatic medicines available with the patient.
- At medical centre oxygen must be administered immediately.
- Any other anti-asthmatic drug can be administered only after consultation with medical officer.
- Transfer the patient to a higher centre with oxygen administered in ambulance if asthma is not controlled.
- In case of epilepsy patient, try to restrict vigorous hands and legs movement to prevent self injury to patient, also try to keep all sharp instruments away from the patient's body in order to avoid injury to the patient.
- Never try to use local methods like smell of a shoe, onion etc.
- At medical centre the pharmacist must start oxygen to patient.
- Specific medicines for control/treatment of epilepsy can be started after consultation with medical officer.
- If the cause of epilepsy is due to head injury, management protocol for head injury patients must be initiated.
- If the cause of epilepsy is due to some chemical exposure, management protocol for chemical exposure must be started after stabilizing the patient.
- All cases of epilepsy must be referred to higher centre in ambulance accompanied by pharmacist.



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8.7 Potential Accident Scenario

Confined Space Working

In case the Stand-by workman finds that the person working in the confined space is not responding or he notices anything abnormal, he immediately rescue the person and puts him in fresh air. He immediately takes the help of other workmen for informing to the HR Incharge / Production Shift In charge. An arrangement to give First Aid is made by the HR/ Production Shift In charge and to shift him to the polyclinic.

8.8 Potential Accident Scenario

Husk Fire

In case of fire in husk yard, Shift Engg. should inform to the security deptt. at 128. After receiving the information Security Officer will come with the Fire Fighters. In the mean time the trained persons will try to fight the fire with the help of fire extinguishers. Firstly the fire fighters cordon off the area and will start to fight the fire. It is the responsibility of the Shift Engg. to give information to the pump man who so ever on duty to operate fire hydrant pumps.

8.9 Potential Accident Scenario

Breaking of HT/LT Line

In case there is any breakage of HT and LT line we are having complete safety system. With the help of ELCB the supply of breaking cable automatically cuts and indication will come in substation or in Turbine section. The electrical deptt. will immediately come into action trace the cable either overhead or underground and to make proper arrangement to insulate the cable

8.10 Potential Accident Scenario

Inhalation of gas while fumigating godowns / opening

All the godowns are being fumigated. Due precautions are to be taken while spraying as well as reopening the fumigated godowns. Serious accident may cause due to inhalation of gas. In case of any odour of the gas leave the area immediately if not possible wear self-contained breathing apparatus.

8.11 Potential Accident Scenario

Collapse of building / structure

In case there is a collapse of building / roof .HR Manger will come into action with the help of Civil Engg. and Managers. Area is to be cordoned off and utility deptt. will cut out the supply of steam, electricity, water immediately. Remove the debris with all EHS precautions. In case of any casualty immediately inform to Hr deptt. for arranging medical assistance.



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8.12 Potential Accident Scenario

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|-------------------|--|
| Type of Incident | Fire |
| Material | Manufacturing Plants Food & Distillery ,Workshop materials, spare parts etc. / Machineries / Chemicals / Motors / Raw and Packing materials including Finished goods / Files , Computers, AC's / Fans, files |
| Main Hazard | Fire |
| Location | Whole plant |
| Incident Scenario | Fire in the section because of electrical short circuit or other source |

EMERGENCY RESPONSE PLAN:

- Switch of power supply 1st.
- Evacuate/Barricade the area
- Remove the nearby flammable powder material
- Use the suitable type of extinguishers to put off small fires.
- In case of fire spreading to the other items/Uncontrollable fire; activate the fire alarm by manual call point and inform the security gate 1 (128) or Incident Controller (HR I/C or EHS Supervisor at 123 or 121 respectively) or Situation Controller (Production I/C or Production Shift I/C at 149 & 135).
- Declare emergency at the Site through emergency Siren by the Site Controller, only if the Situation carries a risk to the entire premises.
- Fire Fighting and Emergency Response Team arrives, when emergency is declared.
- Cool the surroundings area by hydrant water or if required use the appropriate type FE to mitigate fire.
- Provide appropriate first aid and emergency medical assistance.
- Notify other personnel and, where necessary, evacuate them from danger areas.
- Initiate appropriate decontamination and clean-up operations.
- Enable normal activities to resume as soon as feasible.
- Environmental Monitoring for All Clear Signal by Site Controller.



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8.13 Potential Accident Scenario

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|--|---|
| Type of Incident | Fire |
| Material | Leakage of Diesel /Rapture of diesel tank |
| Main Hazard | Fire |
| Location | DG Set Area |
| Incident Scenario | Fire in the section because of electrical short circuit or other source |
| <p>EMERGENCY RESPONSE PLAN:</p> <ul style="list-style-type: none"> Plug the leakage. Keep Foam type extinguisher ready or use Hydrant System, as required. Transfer the container to a safe place, as applicable. Absorb the spilled material on dry sand or clay. Contaminated sand or clay should be incinerated. Area should be evacuated immediately and cordoned off.. Personnel entering the area should make use of suitable personal protective equipment. Leaked quantity, collected in the pit, should pump to the suitable container or drums. Do not bring heat / flammable source nearby. Remove the tank from area and repair / replace the same as per need. Use foam nozzle in conjunction with fire hydrant system to put a foam blanket over the surface of the liquid, if needed. Cool adjacent area with water spray systems to limit the fire and damage. | |



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8.14 Potential Accident Scenario

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|---|---|
| Type of Incident | Fire |
| Material | Spillage Of Alcohol from Storage Tank |
| Main Hazard | Fire |
| Location | Alcohols Storage Area |
| Incident Scenario | Fire in the section because of electrical short circuit or other source |
| EMERGENCY RESPONSE PLAN: | |
| <ul style="list-style-type: none"> Plug the leakage. Keep Foam type extinguisher ready or use Hydrant System, as required. Transfer the container to a safe place, as applicable. Absorb the spilled material on dry sand or clay. Contaminated sand or clay should be incinerated. Area should be evacuated immediately and cordoned off.. Personnel entering the area should make use of suitable personal protective equipment. Leaked quantity, collected in the pit, should pump to the suitable container or drums. Do not bring heat / flammable source nearby. Remove the tank from Area and repair / replace the same as per need. Use foam nozzle in conjunction with fire hydrant system to put a foam blanket over the surface of the liquid, if needed. Cool adjacent area with water spray systems to limit the fire and damage. | |

8.15 Potential Accident Scenario

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|---|---|
| Type of Incident | Fire |
| Material | LPG Leakage in Canteen |
| Main Hazard | Fire |
| Location | Whole plant |
| Incident Scenario | Fire in the section because of electrical short circuit or other source |
| EMERGENCY RESPONSE PLAN: | |
| <ul style="list-style-type: none"> The affected area should be evacuated and cordoned-off immediately. If situation demands emergency should be declared. Check the wind direction and inform on the intercom (128/123) to the security, &, HR, Only the trained and experienced personnel approach the area using suitable personal protective equipment (PPE). Ensure that only the essential personnel are present in the affected area. Others should assemble at assembly point. Approach from the windward side so that the escaping gas/ vapor are carried downwind and you are not exposed to it. Rescue the trapped/ injured persons. Ask them to put the wet cloth on nose & mouth for evacuation.. Source of leakage should be traced out and the system to be isolated from other equipment. No such electrical equipments should be made switch on or off during that time. | |



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8.16 Potential Accident Scenario

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|---|----------------------------------|
| Natural disasters (e.g. floods, earthquakes) | |
| Type of Incident | Floods, earthquakes |
| Material | Equipments, building, human life |
| Main Hazards | Natural disasters |
| Location | Onsite |
| Incident Scenario | Floods, earthquakes |
| EMERGENCY RESPONSE PLAN: | |
| <p>Earthquake: The area is in seismic zone –IV, which is an earthquake prone area. The Punjab belt has a history of some major earthquakes but no loss recorded at the factory site due to earthquake related factors till now. India Seismic Zone map is attached</p> <ul style="list-style-type: none"> ➤ In case there are signals of a major earthquake, the below guidelines should be followed: <ul style="list-style-type: none"> • On getting the signals of earthquake, main gate security guard shall inform the Site controller / Incident Controller / Situation Controller and declare emergency and announce the nature of emergency through Public Address System or siren and order for evacuation of entire plant. • All concerned employees to stop the operations immediately and evacuate the areas and assemble at the announced assembly point. • Do not enter near old buildings & equipment. • The Maintenance person shall isolate the power supply & steam. Ensure emergency power supply is available for emergency systems. • In case of any eventuality arising due to earthquake like fire, structure collapse etc. the related emergency care shall be activated. • Operations can be restarted only after clearance by Site controller. <p>Floods: The area is prone to storms and floods during the rainy season; however the site has not been inundated in any of the floods which had happened.</p> <p>During floods, site controller to ensure proper health checking of the incoming workmen.</p> <ul style="list-style-type: none"> • Workmen coming to the work site to ensure that they are not walking close to the road edge to avoid falling in any open drains. • Site controller to ensure adequate first aid and medical supply at the site. • Stock situation and BCP is to be evoked if situation demands. On the evocation of BCP, FMEA to be drafted at the first information of floods and the MD to be kept informed. | |



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9. GENERAL GUIDE LINES TO BE FOLLOWED DURING EMERGENCY

9.1 When the fire is extinguished don't leave the place immediately, re- check the place thoroughly to prevent restart of the fire.

9.2 Used fire extinguishers to be sent for refilling and unused ones to be put back in the original location.

Solids

If Combustible materials like card board cartons are involved

- Use water type fire extinguisher.
- Use water from hose reel or Hydrant System.
- Direct the jet at the base of the fire.

Liquids

If flammable solvents like Diesel /Ethyl alcohol etc are involved.

- Try to close the source of leak.
- Use of foam / DCP type extinguishers is recommended.
- Cool the other containers by spraying water.
- Use AFFF Compound Along with the Hydrant System.

Gases

If flammable gases like LPG is involved.

- Close the valve / source of leak.
- Cool the cylinder with plenty of water.
- Remove combustible materials in and around the cylinder.
- Remove other cylinder to a safe area.

Electrical

If fire in electrical equipment / panels are involved.

- Switch off the power supply immediately.
- Try to disconnect the cable.
- Use the CO2 fire extinguisher to put out the fire.
- Do not use water or water type extinguishers on electrical fires.



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9.3 Properties of Hazardous Substances

| Name | Category |
|------------------------|--------------------------------|
| Sulfuric / Nitric Acid | : Corrosive / Irritant |
| Sodium Hydroxide | : Corrosive / Irritant |
| Hydrochloric acid | : Corrosive / Irritant |
| LPG Cylinders | : Highly Flammable & Explosive |
| ENA/Absolute Alcohol | : Highly Flammable & Explosive |

10 Hardware Safety Systems Available to Detect / Control / Mitigate Emergency

| S NO | DESCRIPTION | LOCATION | QTY |
|------|--|-------------------------|-----|
| | PUMPS | | |
| 1 | JOCKEY PUMP MAKE- KIRLOSKAR TYPE-DB-32/26, CAP-10.8 CUBIC MTR/HR, HEAD 70 MTR | | 1 |
| 2 | MAIN ELECTRICAL DRIVEN PUMP MAKE- KIRLOSKAR TYPE-DB-80/26, CAP-171 CUBIC MTR/HR, HEAD 70 MTR | | 1 |
| 3 | DIESEL ENGINE DRIVEN PUMP MAKE- KIRLOSKAR TYPE-CE-80/40, CAP-171 CUBIC MTR/HR, HEAD 70 MTR | | 1 |
| 4 | DIESEL ENGINE MAKE-KIRLOSKAR, TYPE-4R1040T, KW/HP-56/85, RPM-1800 | | 1 |
| 1 | 4-WAY INLET VALVE-1 | RAW WATER ST.TANK. | 1 |
| 2 | 4-WAY INLET VALVE-2 | FUMIGATION ROOM | 1 |
| | FOAM TYPE FIRE MONITORS | | |
| 1 | FOAM TYPE MONITOR NO-1 | MAIN STORE | 1 |
| 2 | FOAM TYPE MONITOR NO-2 | VWG GODOWN | 1 |
| 3 | FOAM TYPE MONITOR NO-3 | DISTILLERY GATE | 1 |
| 4 | FOAM TYPE MONITOR NO-4 | EXCISE IT ROOM | 1 |
| 5 | FOAM TYPE MONITOR NO-5 | EXCISE OFFICE BACK SIDE | 1 |



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| | | | |
|----|-------------------------------------|-----------------------|---|
| 6 | FOAM TYPE MONITOR NO-6 | FERMENTATION TOP | 1 |
| | HYDRANT VALVE/HOSE | | |
| 1 | RICE MILLING-1 | REAR SIDE | 1 |
| 2 | RICE MILLING-2 | RICE SILO REAR SIDE | 1 |
| 3 | MDP GODOWN | NEAR LG COOLING TOWER | 1 |
| 4 | CO2 GATE | ENTRANCE | 1 |
| 5 | 5-EFFECT EVAPORATERS | ROAD SIDE | 1 |
| 6 | CPU | LAGOON WALL SIDE | 1 |
| 7 | BOTTLING STORE | BUILDING SIDE | 1 |
| 8 | BOTTLING GODOWN | FRONT SIDE | 1 |
| 9 | TURBINE COOLING TOWER | SCRAP YARD SIDE | 1 |
| 10 | NEW FERMENTATION COOLING TOWER | NEAR PUMPS | 1 |
| 11 | BLENDING | MAIN ENTRANCE | 1 |
| 12 | CHILLING-1 | OUTSIDE | 1 |
| 13 | CHILLING-2 | REAR SIDE | 1 |
| 14 | HUSK YARD ENTRANCE | RIGHT SIDE | 1 |
| 15 | WET SECTION | NEAR PIT PUMP | 1 |
| 16 | D1, WITH HOSE REEL AND JET NOZZLE | EACH FLOOR | 9 |
| 17 | D2, WITH HOSE REEL AND JET NOZZLE | EACH FLOOR | 6 |
| 18 | DDGS, ALSO WITH HOSE REEL | EACH FLOOR | 5 |
| | FIRE ALARM | | |
| 1 | FIRE ALARM-1 | MAIN GATE | |
| 2 | FIRE ALARM-2 | MAIN STORE | |
| 3 | FIRE ALARM-3 | CHILLING PLANT | |
| 4 | FIRE ALARM-4 | 5-EFFECT EVAPORATER | |
| 5 | FIRE ALARM-5 | BLENDING ROOM | |
| | FIRE EXTINGUISHERS-ABC TYPE 5.0 KGS | | |
| 1 | SECURITY GATE | | 1 |
| 2 | CANTEEN | COOKING AREA | 2 |
| 3 | BIOGAS GENSET | | 5 |
| 4 | ELECTRICAL | MAIN ENTRANCE | 3 |
| 5 | IBL CONTROL ROOM | | 2 |
| 6 | CBL CONTROL ROOM | | 9 |
| 7 | RICE MILL | MAIN COLUMN | 2 |



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| | | | |
|--|--------------------------------|----------------------------------|---|
| 8 | MDP | PANEL ROOM | 2 |
| 9 | WET SECTION | MAIN ENTRANCE/PANELROOM/PLC ROOM | 3 |
| 10 | MAIN STORE | FIRST FLOOR | 7 |
| 11 | WORKSHOP | MAINENTRANCE | 1 |
| 12 | D1 | AT EVERY FLOOR | 9 |
| 13 | D2 | AT EVERY FLOOR | 9 |
| 14 | D1/D2 AFFF TYPE 50KH TROLLEY | GROUND FLOOR | 1 |
| 15 | DDGS PANEL ROOM | ELECTRICAL PANEL ROOM | 2 |
| 16 | BLENDING | MAIN ENTRY | 2 |
| 17 | BOTTLING | MAIN ENTRY/SIDE WALL | 4 |
| FIRE EXTINGUISHER CO2 TYPE 9.0KG/4.5 KG | | | |
| 1 | ELECTRICAL | MAIN ENTRY | 1 |
| 2 | CBL BOILER | CONTROL ROOM | 2 |
| 3 | MAIN STORE | FIRST FLOOR | 3 |
| 4 | COOLING TOWER PANEL ROOM | PANEL ROOM | 1 |
| 5 | 5-EFFECT EVAPORATER PANEL ROOM | PANEL ROOM | 1 |
| 6 | FERMENTTION | PANEL ROOM | 1 |
| SAND BUCKETS WITH STAND | | | |
| 1 | NEAR TRANSFORMERS | GENSET SIDE | 6 |
| 2 | TRAINNING ROOM | ROAD SIDE | 6 |
| 3 | MAIN STORE | OUSIDE | 6 |
| 5 | ELECTRICAL | MAIN ENTRY | 6 |
| 6 | SCRUBBER PLANT | COOLING TOWER | 4 |
| 7 | ETP | NEAR BT | 4 |
| 8 | BLENDING | MAIN ENTRY | 6 |
| 9 | DISTILLERY-1 | GROUND FLOOR | 4 |
| 10 | DISTILLERY-1 | 6TH FLOOR | 4 |
| 11 | Safety Shower & eye washer | Near Acid/caustic handling area | 3 |

10.1 Personal Protective Equipment:

- Hand gloves
- Safety shoes
- Safety helmets
- Goggles
- Safety belt.



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- Mask

10.2 Emergency arrangements:

- Intercom facility
- First aid
- Nearby hospital facility.
- Public address system
- Emergency Exit Doors at prominent locations.
- ERP SOP
- Fire Fighting System.

11 EMERGENCY MANAGEMENT STRUCTURE

11.1 Assembly Points:

At PIL there is only one assembly point which is located - Near main Entrance gate. The area of assembly point is marked as EMERGENCY ASSEMBLY POINT in a sign board.

In an emergency, the people are evacuated from the affected sections or the sections likely to be affected to these assembly points. At the assembly points, the “**Head Count**” of persons present on the day of emergency is taken by security personnel with the help of employee’s in-out register. The Head Count details are compiled by the IC. Evacuated plant personnel wait for further instruction, till cessation is declared by the Site controller.

11.2 Escape Routes:

Escape routes are those that allow reasonably safe passage of persons from the work areas to the assembly points. The routes are displayed at all prominent places with tags

General Emergency Procedure

A. Siren - Intermittent siren is blowing depends upon the type of Emergency.

B. EVACUATION

1. **SHUT DOWN - MAKE YOUR AREA SAFE** i.e. turn off electricity, machine etc.
2. **PROCEED VIA NEAREST EXIT TO ASSEMBLY POINT** except essential services
3. **ESCORT** all visitors out of the building and direct them to Assembly Point
4. **DO NOT LEAVE THE ASSEMBLY POINT UNTIL** the Incident Controller gives the “**ALL CLEAR**” message.





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Evacuation route has been marked with arrows for identification. In case of emergency after shutting down the area /equipment, all will rush to Assembly point i.e. **Near main entrance gate.**

11.3 Communicating the Emergency:

Following are the means of communicating the emergency:

- Intercom
- Messenger
- Public address system
- Siren having range of more than a 2 kilo meter

The siren and the public address system shall be utilized for communicating the declaration of emergency and evacuation of plant personnel. The announcing system and the siren push button fitted in the security gate is used to declare emergency at different five locations of site.

12 EMERGENCY MITIGATION PROCEDURES:

The emergency in the plant may be noticed by an employee on the shop floor or a security guard on his rounds or in fact by anyone else in the factory. During emergency, procedure envisaged at this factory, is followed as below.

- 12.1 The person noticing the emergency should first inform near by superior / HR / security / or production office as follows
- Through emergency contact number 128
 - Through intercom 128 / 123 / 149 / 135
 - By sending another employee or by self as mentioned above
 - By loudly shouting to attract attention of other employees
- 12.2 Security should inform to the Incident Controller (HR I/C,) / Situation Controller (Production I/C or Production Shift Supervisor) / Site Controller (Factory Manager) whoever is available in the factory.
- 12.3 When any operator/worker/employee sees a fire, he will activate the manual call point and at the same time informs his superior and thereby to the Shift Incharge. (The Shift I/C at the same time must also inform the Situation / Incident Controller of the situation.) Activating the manual call point will make all the operators, security and the entire plant staff alert and they all will assemble in the safe zone dedicated in each department.



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- 12.4 Meanwhile, the operator who has seen the fire will try to control the fire with fellow workers till Situation / Incident controller arrives at the spot, provided that he has a fair knowledge on Fire Safety and has attended the training programs on Fire Safety.
- 12.5 If Situation or Incident Controller feels that it's a localized emergency, then emergency siren will not be activated but communication will be given to the entire site through public address system. If the risk is for the entire site, then the Situation / Incident controller will communicate the Site Controller to declare emergency. The Site Controller after assessing the site and having discussion with the Situation and Incident Controller declares emergency at the site through emergency siren located at the security gate. As soon as the security personnel alert the emergency siren, all the employees will get assembled at the emergency assembly point.
- Prior declaration of emergency, the Site Controller must assess the severity. Depending on the severity he is right to declare emergency at the site.
- 12.6 **Declaration of Emergency**
- 12.7 The alarm is an indication to the employees of the plant that an emergency situation has arisen and evacuation or remaining at the location should be decided based on the instructions from public address system / emergency siren. If directed to evacuate, the employees should shut down the plant & equipment safely and move towards pre-designated safer area viz. Assembly Point.
- 12.8 In case of category I, II & III emergencies, the management of emergency will be entirely in the hands of the local team. In case of category IV, emergencies which are of "Off-Site", an Emergency Response Team shall be formed with the available trained employees and sent to the location or Site controller has to inform the District Emergency Authorities to send the relevant officers and employees, as required.
- 12.9 The emergency situation at the site is declared through the siren for 30 seconds, and ALL CLEAR messages are given by siren for 3 minutes after normalcy is regained. There is one no. of emergency siren –at main entrance security gate.
- 12.10 **Controlling the Emergency**
- 12.11 The emergency operations shall be controlled from the Emergency Control Center identified for the purpose.
- 12.12 The Situation Controller (SC) and Incident Controller (IC) mainly control the Emergency operations at the incident location along with the ERP team.
- 12.13 The ERP team reaches at the Emergency Assembly point, immediately after the declaration of Emergency at the Site with their required PPE. As per the instruction of the IC and SC, they start their activities like – people evacuation, extinguish fire, and provide first aid to the required. Normalcy (ALL CLEAR) will be declared only when the emergency submerge.



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- In case of emergency other than fire, activities as triggered against each emergency is to be carried out instead of extinguishing fire.

12.14 All the deputies shall be trained on their superior's responsibilities and assume the same immediately, in case of absence of superior's during the emergency declaration.

| Responsibility /Role | SC | SC Support team | IC | IC support team | Cont rol team | Shut down team | Fire fighting & rescue team | Medical team |
|--------------------------|----|-----------------|----|-----------------|---------------|----------------|-----------------------------|--------------|
| FM | | | | | | | | |
| HOD ('s) | | | | | | | | |
| HR/EHS Supervisor | | | | | | | | |
| Shift Incharge | | | | | | | | |
| Shift Sup | | | | | | | | |
| Operator | | | | | | | | |
| Security | | | | | | | | |
| First Aider's | | | | | | | | |
| ERP Members | | | | | | | | |

13 KEY PERSONNEL OF ERP.

The whole Emergency Response System is headed by three personnel, who are entirely responsible to declare emergency and regain normalcy at the site. They are:-

- | | |
|---|------------------------|
| Factory Manager (COO) as | - Site controller |
| HR & Admin In charge as | - Incident Controller |
| Production In charge / Shift In charge as | - Situation Controller |

Other than those, to fight Emergency situation certain other people are required which are considered as the key personnel. They are:

1. Security Guards
2. ERP team
3. Production I/C
4. Maintenance I/C
5. Accounts and Logistic I/C
6. QA I/C
7. HR I/C and EHS Supervisor.

The duties and responsibilities of the ERP team and the Key Personnel will be different depending on the category for which they are delegating. The duties and responsibilities of people in different category are discussed below.



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14 CONTROL AND DUTIES

14.1 **Who Can Declare Emergency at the Site:** Normally the Site Controller i.e. the Factory Manager can declare emergency at the site. But in case of his absence, the Incident Controller / Situation Controller are also authorized to declare emergency after prior assessing of the situation.

14.2 Duties of the Site Controller (Factory Manager /COO):

14.2.1 Generally the Factory manager assumes the duties and responsibilities of Site Controller. But during his absence, the Incident Controller or the Situation Controller will have to undertake his duties and responsibilities.

14.2.2 Immediately after knowing the emergency situation, he need to rush to the relevant area & assesses the situation.

14.2.3 Based on the advice of Situation Controller and Incident Controller, he assesses the situation and takes a decision to declare Emergency. He then declares Emergency and informs the Incident / Situation Controller and the Security Gate for the Emergency Siren and asks to take necessary action for emergency mitigation.

14.2.4 He remains in touch with the Situation Controller (Production Incharge) and the Emergency Response Team and ensures that all activities like evacuation, fire fighting etc. are happening as per the plan.

14.2.5 Discuss and liaison with the Local Authorities connected with Police, Fire Personnel, Health Inspectors and Inspector of Factories and informs them on the possible consequences and may even ask for assistance if required.

14.2.6 Generally he should control the entire system from the Emergency Control Center, but if situation demands he should virtually remain in incident site.

14.2.7 When situation becomes normal, he is responsible to declare normalcy at the site through ringing the Emergency Siren again.

14.3 Duties of the Incident Controller (HR In charge):

14.3.1 Immediately after knowing the emergency situation, he informs the Security and Site Controller and the Site Emergency Team Members.

14.3.2 Assesses the severity of emergency situation and decides whether emergency situation exists or the circumstances are leading to an emergency situation. He advises the Site



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controller and takes necessary steps to minimize loses caused to the Men and material at the site.

- 14.3.3 The Incident Controller performs the duties of the Site controller in his absence or till he arrives at the Site.
- 14.3.4 He along with the team members makes arrangements to move the persons working in the plant and orders to close the plant or any of its section, if necessary.
- 14.3.5 Secure safety of personnel (assistance from Fire Fighting & First Aid Team).
- 14.3.6 Move persons other than essential employees/emergency squad from the affected area to the Emergency Assembly Point.
- 14.3.7 Arrange to search the affected area and rescue the trapped personnel, if any.
- 14.3.8 Utilize Fire Fighting and First Aid Team in carrying out the respective functions to mitigate the emergency quickly.
- 14.3.9 Continuously keep in touch with the different teams, advice and guide them.
- 14.3.10 Ensure to keep the witnesses/ information required for the enquiry to be conducted on the consequences led to the emergency situation.
- 14.3.11 Arrange for additional help/ safety equipment to the various emergency teams, as required.
- 14.3.12 Inform the developments from time to time to the Site Controller.
- 14.3.13 Prepare detailed report on activities carried out during the operation, after cessation of the emergency.

14.4 Duties of Situation controller (Production Incharge)

- 14.4.1 Normally the Production I/C is designated as Situation Controller in ERP, but during his absence the Production Shift In charge or Supervisor will assume the duties and responsibilities of Situation Controller.
- 14.4.2 Immediately after knowing the emergency situation, he informs the Security and Site Controller and the Site Emergency Team Members.
- 14.4.3 He is responsible to control the situation with the help of the ERP team.
- 14.4.4 He should keep reporting to the Site Controller / Incident Controller all the activities that are carried out during emergency.



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- 14.4.5 Ensure to keep the witnesses/ information required for the enquiry to be conducted on the consequences led to the emergency situation.
- 14.4.6 He is thoroughly responsible to assist the incident controller and guide the ERP team by remaining present at the site along with the Incident Controller.
- 14.4.7 Moreover during night hours or in times of official off days, the Production Shift Incharge / Shift Supervisor will be acting as the Site Controller i.e. he is responsible to carry out the activities of the Factory Manager during those time.

14.5 Duties of the First Aider's:

- 14.5.1 Evacuate people as normal.
- 14.5.2 Remain in Assembly Area with all available first aids as soon as emergency is declared at the site.
- 14.5.3 Keep Incident Controller / Situation Controller informed of situation, i.e. type of casualty, personnel assisting with casualties.
- 14.5.4 Provide the required First Aid to the injured and support for the transportation of the casualties to hospital for further treatment is necessary.

14.6 Duties of Team Members:

- 14.6.1 On hearing the emergency siren, rush to the incident location with necessary PPE, fire fighting equipments.
- 14.6.2 Inform all other associated members nearby you.
- 14.6.3 Under the guidance of team leader, carry out the functions for which appointed.

14.7 Duties of Fire Fighting Team & Rescue Team:

- 14.7.1 The Fire Fighting Team acts as the Fire Fighter's as well as the rescuers.
- 14.7.2 As per the instruction of team leader, they should start evacuation and fire fighting operations suitably by using proper PPE and equipments.
- 14.7.3 The affected location should be isolated and the entry of any unauthorized person should be restricted.
- 14.7.4 Maintain supply of fire extinguishing media and equipments as necessary.
- 14.7.5 Rescue casualties and transport to outside the effected area.



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- 14.7.6 Guide the employees to reach the respective Assembly Point by using available Emergency Doors.
- 14.7.7 Search for the missing personnel (if found shortage found during role call).
- 14.7.8 Do not leave the place immediately after extinguishing the fire; re-check the place thoroughly to prevent restart of the fire.
- 14.7.9 In case of any life threaten situation, leave the place safely.

14.8 Duties of Employees other than KEY personnel

- 14.8.1 On hearing the fire alarm, contact the Shift Supervisor for necessary action.
- 14.8.2 But on hearing the emergency siren, rush to the assembly point with prior safe shut down of all the operation/equipment.
- 14.8.3 Inform/ Alert fellow employees in your section.
- 14.8.4 If you are an employee of unaffected area, be calm while closing down operations /Plant equipment in your work area and rush to the Emergency Assembly Point.
- 14.8.5 If you are present in an area, which is not your regular work place, inform the Shift Supervisor of that area about your presence and follow his advice.
- 14.8.6 If advice is pending from Shift Supervisor, if you hear any announcement, act according to such announcement especially in respect of evacuation and escape route.
- 14.8.7 If you do not get any directions from Shift Supervisor or through public address System and if you happen to get affected at any stage by the spreading smoke or fire, act as indicated below
- 14.8.8 In case you notice / smell of LPG or Smoke
- Position yourself upwind side of source of leak and leave the place in cross wind.
 - Direction and proceed to the assembly point located in your direction.
 - If you are in doubt, proceed to near by working area and get the advice from the employees.
- 14.8.9 As per the instruction of team leader, start evacuation and fire fighting operations suitably by using proper PPE and equipments if you are trained on those.
- 14.8.10 Isolate the effected location and don't permit unauthorized persons to reach the place of fire.



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- 14.8.11 Maintain supply of fire extinguishing media and equipments as necessary.
- 14.8.12 Rescue casualties and transport to outside the affected area.
- 14.8.13 Guide the employees to reach the respective Assembly Point by using available Emergency Doors.
- 14.8.14 Search for the missing personnel (if found shortage during role call).
- 14.8.15 Do not leave the place immediately after extinguishing the fire; re-check the place thoroughly to prevent restart of the fire.
- 14.8.16 In case of any life threaten situation, leave the place safely.

14.9 **Visitors and Contractor employees:** Any person visit the site for some purpose is considered as visitor other than the working personnel. They are provided with a leaflet describing the activities to be performed in times of emergency. The same is to be returned at security gate while leaving the site.

If incident is within your area of work

- 14.9.1 Do not get panic and do not try to operate any equipment, without the instructions.
- 14.9.2 Stop all work safely and report to the respective authority / In charge.
- 14.9.3 If you could not find any person, leave the place, assess the situation from others and follow the fellow employees and reach the assemble point.
- 14.9.4 Do not try to go out of the factory. Moving out of the plant is allowed only after restoring normalcy.

If incident is not within your area of your work,

- 14.9.5 Do not leave the place and wait for instructions either through public address system or area Incharge and do accordingly.
- 14.9.6 One template describing the activities to be performed in times of emergency is provided to all the visitors entering at the site.

14.10 **Contractor and their employees:** The employees which are appointed on contractual basis are termed as contractor employees. At PIL there are three groups of contractual employees.

1. Contractual Worker group having 45 nos.
2. Piece rate workmen 80 nos.

All the contractual employees are provided with in house training on ERP, emergency evacuation etc. as and when required and as scheduled.

If incident is within your area of your work,



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- 14.10.1 Do not get panic and do not try to operate any equipment, without the instructions.
- 14.10.2 Stop all your work safely and report to the respective authority / In charge.
- 14.10.3 If you could not find any person, leave the place, assess the situation from others and follow the fellow employees and reach the assembly point.
- 14.10.4 Do not try to go out of the factory. Moving out of the plant is allowed only after restoring normalcy.
- 14.10.5 Assist the role call members by taking a roll call of your workers at the assembly and inform the security immediately, if any person is missing.

If incident is not within your area of work

- 14.10.6 Do not leave the place and wait for instructions either through public address system or area Incharge and do accordingly

14.11 Others:

- 14.11.1 If the danger is not in your building and you are not trained in either first aid or fire fighting, wait for the instructions and do accordingly. (Overcrowding may endanger the building).
- 14.11.2 If danger exists in some corner of your building and you are not trained either in first aid or fire fighting, stop / close your machine / activity safely and reach the relevant assembly point.
- 14.11.3 If you trained in either first aid / fire fighting then provide the suitable assistance for First aid / Fire Fighting / Rescue from your end if possible
- 14.11.4 Stay there till all clear sirens is given.
- 14.11.5 The persons not connected to emergency situation i.e. contractor, outsiders shall move to a safer place i.e. assembly point and wait for further orders. All the personnel shall wait till they get "All Clear" message by hearing the emergency siren again for 30 seconds.

14.12 Details of Fire Fighting System available at site:

- 14.12.1 Fire Hydrant System
- 14.12.2 Fire Extinguishers
- 14.12.3 Emergency Siren
- 14.12.4 Sand Buckets



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- 14.12.5 PPE
- 14.12.6 Fire Fighting Tools etc.

14.13 If you are trained in Fire Fighting

- 14.13.1 Attempt to put out fire
- 14.13.2 While fighting fire, position yourself up-wind (opposite to the smoke direction) so that you will be protected from flame and radiant heat. Ensure your personal safety, while doing these emergency operations.

14.14 In case you are not trained in fire fighting

- 14.14.1 Do not attempt fire fighting.
- 14.14.2 Shout loudly to attract the other employees attention
- 14.14.3 Stand by for further instructions.

14.15 Use of First Aid Extinguishers, involving respective class of fire:

- 14.15.1 Water: Ordinary combustibles like packing material, cartons, shippers, paper, and gunny bag etc.
- 14.15.2 Foam : Flammable liquid fires.
- 14.15.3 DCP : Flammable liquids or gases.
- 14.15.4 CO2 : Electrical equipment, flammable liquids or gases.

14.16 Training and Education:

- 14.16.1 The EHS Supervisor will organize / conduct the training program on Emergency Response Plan to the required permanent employees and contract work men as applicable. He will also conduct drills or exercises to familiarize people with the Plan and evaluate the Plan's effectiveness.

15 Shut down activities

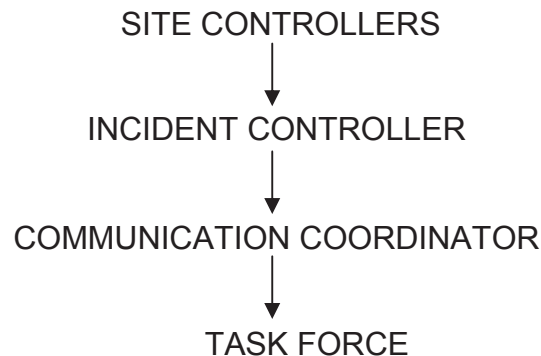
- 15.1 Shut down the unit/section of the factory as directed by the Shift In charge or as situation demands.



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ORGANIZATION CHART FOR ON-SITE EMERGENCY MANAGEMENT.



NOTES:

In case of the Incident, Controller being present on site, the standby personnel will report to him for directions.

All the other employees will assemble at the emergency assembly points.

ANY ONE NOTICING EMERGENCY SITUATION LIKE FIRE, EXPLOSION, GAS LEAKAGE ETC. MUST

DO's

Attract the nearby person/employee by shouting "**FIRE – FIRE – FIRE.**"

Seek help from the persons working nearby.

Try to control the incident at its initial stage with available means/sources quickly.

Inform Shift In-charge / Duty Officer about the Incident.

DON'Ts

Do not be panicky.

Do not run – Walk fast.



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INCIDENT CONTROLLER MUST

DO's

IF FIRE / OTHER INCIDENTS ARE CONTROLLABLE

Approach the emergency site immediately taking note of wind direction.

Assess the situation.

Inform Security Officer, Tell – NAME, TYPE OF INCIDENT, ACTION TAKEN, HELP NEEDED and Order Security Officer/Guard to inform all KEY persons.

Take lead in controlling emergency until such time concerned Section Manager takes over the charge.

DON'TS

Do not be panicky.

Do not lose temperament.

IF FIRE/OTHR INCIDENTS ARE NOT CONTROLLABLE

In Addition to Above (A)

Order to blow emergency `ALERT' Siren (30 second continuous).

Organize Fire fighting / rescue team members to control the Incident.

Take stock of situation if required shut down the plant / process in affected area.

Act as INCIDENT CONTROLLER till such time senior person takes charges as indicated in Emergency organization

NOTE: 1) Messenger will wait until such time Security Officer arrives. Also inform Telephone Operator.

SECURITY OFFICER / GUARD

DO's

Do not allow any vehicle to come inside the factory.

Do not entertain any outside call except for emergency purpose.

Do not allow visitors to move around.

Inform all key persons about location and type of emergency.

Follow this sequence – Inform concerned HOD/Section Head, Main Site Controller, Main Incident Controller & Safety Officer and other KEY persons.



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DON'Ts

- Do not entertain any outside call except for emergency purpose.
- Do not allow visitor to move around, from reception.

SECURITY GUARD

DO's

- Immediately report at Security Gate in shortest possible time.
- Follow instructions of Officer In-charge.
- Assist in controlling emergency.
- Assist in controlling contractors, vehicle movement and mob.
- Assist in cordoning off the area.
- Take note of wind direction while approaching emergency site.

DON'Ts

- Do not leave the site unless asked to do so.

EMERGENCY VEHICLE DRIVER

DO's

- Immediately start vehicle and reach rescue squad assembly point (near security gate).
- Rescue squad members to emergency site.
- Take vehicle near to emergency site as directed.
- Take note of wind direction.
- Reverse the emergency vehicle for quick transports of injured, if any.
- Keep vehicle engine running.
- Always be on Driver's seat of the vehicle.
- Take the injured to the hospital as directed.

DON'Ts

- Do not leave the vehicle.
- Do not take the vehicle very near to the site.



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INCIDENT CONTROLLER

DO's

Approach emergency site as early as possible taking note of wind direction.

Take stock of situation.

Interact with all concerned departments as the situation demands.

Keep Main Site Controller informed about the latest emergency situation on continuous basis.

SITE CONTROLLER

DO's

Will approach emergency site immediately / Assess the situation.

Communicate to higher ups and Govt. authorities, if required.

Decide upon need for evacuation and blow 'Disaster Siren'.

After getting satisfied with the situation, give instruction to blow ALL CLEAR Siren.

DON'Ts

Do not instruct to blow ALL CLEAR siren unless the situation is fully under control.

Don't evacuate the entire plant unless the situation demands.

FIRE FIGHTING SQUAD ON HEARING SIREN

DO's

Inform fellow employees/Officers.

Report to Fire Squad Assembly point.

Find out emergency location.

Approach emergency site immediately.

Take quick action as per the instructions from Incident controller.

Bring emergency under control as early as possible.

DON'Ts

Do not leave process/equipment in **UNSAFE CONDITION**.

Do not leave emergency site unless **ALL CLEAR** siren blown.

Do not use improper fire extinguisher.

Do not be panicky.



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RESCUE SQUAD

DO's

- Report to assembly point near Gate.
- Get in touch with security about location and type of emergency.
- Approach emergency site quickly with Breathing Apparatus set and First Aid box.
- Get in touch with incident controller.
- Follow instructions of Incident controller.
- Render first aid to the injured, hospitalize, if required.
- Accompany him to hospital and assist Doctor / Nurse.
- Search for missing person in that area, if required.

ALL GENERAL EMPLOYEES EXCEPT THOSE WHO ARE IN EMERGENCY ORGANIZATION ON HEARING SIREN

DO's

- Be alert and be available if required.
- Wait for further instructions.
- Bring down the process/plant/equipment in SAFE CONDITION in case of DISASTER siren as per instructions from Incident Controller.
- Approach respective safe assembling points route as taking note of wind direction.
- Help in taking roll call.
- After hearing ALL CLEAR, go back to the departments.
- Start the work again after setting instruction from Incident controller.

DON'Ts

- Do not be panicky. Do not run.
- Do not approach emergency site unless asked for.
- Do not engage telephone except for emergency purpose. Keep lines free.



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TECHNICAL TEAM: MAINTENANCE / SAFETY DEPARTMENT ON HEARING SIREN

DO's

- Be available in Engineering Department at respective location for any help.
- Approach emergency site with required tools and equipments and should work on instructions of Incident controller.
- Help Incident Controller to provide technical assistance.
- Isolate lines, process equipments, if required by Incident Controller.
- Provide emergency equipments like Fire Extinguisher, Hoses, etc., if asked by Incident Controller.
- Provide stopgap arrangements as per the requirement of Incident Controller.
- Carry out electrical isolation of area as per instructions from Incident Controller.

ADVISORY COMMITTEE (ALL DEPARTMENT HEADS)

DO's

- Approach emergency site as early as possible.
- Render advise to Main Incident Controller and Main Site Controller to control emergency.

COMMUNICATION COMMITTEE – (HR)

DO's

- Consult Main Site Controller
- Give necessary instructions to security / Telephone Operator.
- Give instruction to Security to control crowd.
- Look after injured, communicate with the family members, if situation demands.
- Arrange transportation, if required.

DON'Ts

- Do not communicate to any one or brief press without permission of Main Site Controller.



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GENERAL INSTRUCTIONS

DO'S

Stop work at height. / Stop all hot works.

Stop all vessel entry.

Take note of wind direction.

On hearing Disaster Siren evacuates as per evacuation route without running and panicky and assembles at respective safe Assembly Points.

DON'Ts

Do not use telephone except for emergency purpose.

Do not start work at height, vessel entry, hot work unless permit conditions are verified.

Do not allow unauthorized person to approach emergency site

16 CONTROL TEAM / EMERGENCY RESPONSE TEAM:

17 EMERGENCY CONTACT NUMBERS –

17.1 INTERNAL/RESIDENCE TELEPHONES OF KEY PERSONNEL

| Sl. No | Name | Intercom | Designation | Mobile |
|--------|-------------------|----------|------------------------|------------|
| 1 | 'Kamleshwar Bhatt | 103 | COO (Factory Manager) | 9915021804 |
| 2 | Pawan Sgahrma | - | Director | 9915021849 |
| 3 | Jagdarshan | 123 | HR -Representative | 8725001076 |
| 4 | Ramesh Sonania | 149 | DGM- Production. | 9915021833 |
| 5 | Rakesh Babu | 135 | Production I/C | 8725001060 |
| 6 | Security Gate | 128 | Security | 8725001071 |

Note:

The key personnel who get information first about emergency are responsible for communication above & down the line essential persons in their respective sections.



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16.2 FIRE STATIONS - Pathankot

| Sl.No | Description | Telephone No |
|-------|--------------|--------------|
| 1 | Mission Road | 2220420 |
| 2 | Model Town | 2220101 |

16.3 LIST OF HOSPITALS

| Sl.No | Description | Telephone No. |
|-------|----------------|---------------|
| 1. | Civil Hospital | 2224564 |
| 2. | SMO | 2220180 |
| 3. | ESI Hospital | 2228708 |

16.4 TELEPHONE NUMBERS OF AMBULANCE

| Sl. No | Description | Telephone No. |
|--------|----------------|---------------|
| 1. | Civil hospital | 2290459 |

17. General Evacuation Procedure

- 17.1 If the siren sounds continuously, you should get evacuated from the building via the nearest emergency exit and proceed to the assembly point.
- 17.2 On hearing the alarm, make your area safe. This may include switching off machinery, turning off lights or storing chemicals upright with lids on. If doing an activity will put you at risk, then do not carry out this task.
- 17.3 Remain in your section and await further instructions from your area Incharge for further confirmation. In case you have confirmed report of any emergency then please proceed as per the next step.
- 17.4 Evacuate the area using the nearest emergency exit point. This location will be marked with a sign "Emergency Exit" in bold RED color.
- 17.5 Proceed to the emergency assembly area and see your area Incharge or the situation Controller. Any visitors, contractors or casual staffs are to report to the security to be accounted for.
- 17.6 Remain in the assembly area until the site controller has given the **"All Clear"** to return to the building or to leave the site.



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YOUR SAFETY IS THE NUMBER ONE PRIORITY

18. GENERAL EVACUATION PROCEDURES

