



Zerem Electrical Services Ltd

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Issue Date: 01.04.2026
Issue No: 01
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Onsite Emergency Plan

(As per the ISO 14001:2015 & ISO 45001:2018)

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EMERGENCIES IDENTIFIED

An industrial emergencies can be defined as an “occurrence of such magnitude so as to create a situation in which normal pattern of life within an industry / installation is suddenly disrupted, adversely affecting not only the environment, personnel and property within the installation but also in its vicinity.”

- **Such an occurrence may result in on-site implications like:**
- Fire and / or explosion, Electric shock, Falling from height, Collapse of the Building structure, Gas leakages, Heart Attack, Faint, Brain Haemorrhage
- Leakage of flammable / combustible material.
- Food Poisoning
- **Incidents having off-site implications can be:**
- Natural calamity like earthquake, Landslides, cyclone, Flood, Cloudburst etc.
- Air raids
- Crashing of aircrafts or flying objects.
- pillage of Hazardous chemicals
- **Other incidents which can also result in a disaster are :**
- Agitation / forced entry by external group of people.
- Sabotage / Bomb threats

An important aspect of the emergency is its unforeseen nature. Thus, by definition itself, a emergency is impossible to control completely. However, occurrence of events, which lead to a disaster, may be minimized through proper technology and engineering practices.

EMERGENCY LOCATION:

INSIDE OFFICE

EMERGENCY TYPE:

FIRE

SR. NO.

ACTIVITY

RESPONSIBILITY

ACTION PLAN



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01. Initial Response

1a	Response to emergency	Observer/Smoke Detector Alarm	At first sight of fire rush to ABC fire extinguisher location and Shout "Fire" and ask for help.
1b	Isolation of emergency area	Security	Cut off the main power supply switch and inform to fire fighting team.
1c	Immediate Action	1. All	Stop All Activities immediately and ask all employees to come out from shop floor.
		2. All	Squad formation for Firefighting team, First Aid team& PR/Coordination Team.

02. Coordination and Decision

2a	Coordination with Support Agencies & internal communication	Coordination Team.	If fire confirmed: Ensure information passed on to Safety Manager and Operations and Inform at phone no. 1. Director: NAME 2. Fire Brigade: 3. Local Hospital: 4. Local Police Station-Gurgaon police: 5. Main Security gate in case of fire & first aid: 6. Admin person: 7. Ambulance number: 8. Safety Officer:
2b	Coordination and decision	Coordination Team	Immediately Message to Director: Name (Contact No.)
			Ensure Head Count and flash message by mobile and SMS/verbally to all team leaders for head count status
2b	Coordination and decision	Coordination Team	Coordinate with neighborhood office with fire warden on phone or in person
2c	Emergency Site Coordination	Fire Fighting Team, Coordination Team,	First to assess situation with and Act accordingly

Sr. No.	Activity	Responsibility	Action Plan
02. Coordination and Decision			



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2d	Coordination with various team for decision making for action plan	Coordination Team	1. To take position at main road to provide access for Fire tender and Ambulance. 2. Take position at main road passage for fire Vehicles / Ambulances 3. Take position in front of building, ensure passage for fire vehicles/ambulances 4. Assist fire vehicles, ambulance into position 5. Direct Security Officer/ supervisor and guards to control crowd
2e	Event Recording	Coordination team	Keep Log of all events along with time during the emergency and immediately after emergency, including time of emergency, head count, time of communication including from various mobile numbers, arrival of various outside people, fire brigade, ambulance, Police etc. If possible use digital camera, mobile phones to capture situation to be used suitably for various purpose.

03 Fire Fighting

3a	Fire Safety Team	Fire Safety team leader	1. Guide the fire squad 2. Direct fire extinguisher action 3. Direct Hose Reel Action to ensure to reach the fire point 4. Prevent fire from spreading 5. Direct and receive information from Coordination team and evacuation team 6. Take all necessary actions to extinguish/control fire while ensuring safety of people 7. Withdraw and Evacuate in time
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SR. NO.	ACTIVITY	RESPONSIBILITY	ACTION PLAN
04 Safety of People			
4a	Ensure Safety of People	Coordination team	1. To keep the escape root open and clear 2. Assist occupants in evacuation & direct them to Assembly area 3. To save and move victims if any from the scene of fire to safer place and provide stretcher, first aid, if required transfer the victims to the nearest hospital 4. Keep a tab on head count at fire spot during the fire and all people after fire.
4b	To control	First Aid Team Leader	Maintain close coordination with rescue team and keep first aid ready for any eventuality



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	manage first aid		
4c	Assembly Point	Coordination team	After fire is announced Extinguished, all will assemble at assembly point and do the head counting.

05 Equipment Preparedness

5a	Emergency equipment, System	Chief Security Officer	Fire Extinguishers I. Water II. CO2 III. ABC IV. Water Hydrant Type:
5b	Testing of Emergency System	Coordination Team	i. Alarm: - Once in Week ii. Fire Extinguishers: Weekly iii. Refilling - when required iv. Hose Reel: weakly

06 Training of People

6a	Training Procedure to employees	Coordination Team	1. Mock Drill once in year with all employees 2. Actual fire conditions are simulated during the training 3. Training on operation and use of fire extinguisher
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07 Earthquake			
7a	Evacuation of people during Emergency Rescue system & control	Admin team	1. Declaration of Emergency Siren by security team. 2. First person shall be evacuating from the shop floor. 3. All electrical power supply shall be disconnecting first. 4. Rescue team, & site supervisor shall count down the person in safe assembly area. 5. Security & Admin team shall coordinate the local hospital. 6. First Aid control by first aiders.
8. Food Poisoning			
8a	Emergency control	Admin	1. In case of food poisoning food served must be stopped. 2. Rescue the effected people sent to the nearest first aid room & nearest hospital 3. Liaison must be done with the nearest hospital. 4. More ambulance should be available in plant premises.



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5. Inform to the Management for the same

9. Post Emergency

9a	Event log	Coordination team	Prepare detailed log of the activities and verify the facts.
9b	Support Agencies	Coordination team	Fire Brigade offices, Local Electricity Office, Hospitals, Insurance companies etc.
9c	Investigate Cause of fire	Coordination team	Make an investigation team and carry out investigation.