# EMERGENCY ACTION PLAN

**ANY ONE NOTICING EMERGENCY SITUATION LIKE FIRE, EXPLOSION, FALL DOWN, SPILLAGE ETC - MUST OBSERVE**

**DO's**
- Attract the nearby person/employee by shouting “FIRE – FIRE – FIRE or HELP-HELP”
- 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 (In Night Shift) about the Incident.

**DON'Ts**
- Do not be panicky.
- Do not run - walk fast.

## INCIDENT CONTROLLER MUST:

**DO's**

A. IF FIRE/OTHER INCIDENTS ARE CONTROLLABLE

<table>
<thead>
<tr>
<th>Approach the emergency site immediately.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess the situation.</td>
</tr>
<tr>
<td>Inform Security Officer, tell - NAME, TYPE OF INCIDENT, ACTION TAKEN, HELP NEEDED and Order Security Officer/Guard to inform all KEY persons.</td>
</tr>
<tr>
<td>Take lead in controlling emergency until such time concerned Section Manager takes over the charge.</td>
</tr>
</tbody>
</table>

**DON'TS**
- Do not be panicky.
- Do not lose temperament.