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**INDIAN FARMERS FERTILISER CO-OPERATIVE LIMITED
PHULPUR UNIT**

**ON-SITE EMERGENCY ACTION PLAN
AND
ROLE OF KEY PERSONNEL & ESSENTIAL STAFF**

DISASTER MANAGEMENT: QUICK REFERENCE GUIDE

Emergency contact- 0532-228-2222

ON HEARING THE EMERGENCY SIREN

Evacuation Procedures

- Non-essential personnel are required to follow the designated safe evacuation route.
- All Sectional heads must reach to their sections and all the HODs must reach the emergency control room to assist the Main Incident controller and instruct sectional heads to handle the emergency effectively.

Emergency Siren Code

- The emergency siren will sound in a pattern of **long-short-long-short-long-short-long-short-long-short** 30-15-30-15-30 for 2 minutes.
- The "All Clear" signal is indicated by a continuous siren lasting for 3 minutes.
- Routine testing of the siren will occur on the **1st day of every month at 11:00 hrs.**

ACTION ON EMERGENCY SIREN

ASSEMBLY POINTS & ECC

- 1) P&A Building
- 2) Helipad
- 3) F&S Building
- 4) NFP Truck Loading Area
- 5) Cordet

EMERGENCY CONTROL CENTER

Besides Fire & Safety Building (Main)

Bagging General Control Room (Alternative)

ASSEMBLY POINTS & ECC

KEY POINTS

Following priorities are to be remembered while directing all operations.

- ✓ **Safety of the personnel**
- ✓ **Minimum damage to plant, property and environment.**
- ✓ **Minimum loss of material**
- ✓ Advice firefighting, rescue and other emergency services.
- ✓ Direct the search of casualties.
- ✓ Evacuate nonessential workers to assembly points.
- ✓ Briefs Main emergency controller about the developments.
- ✓ Preserves evidence for subsequent enquiry in to the cause of emergency
- ✓ Direct evacuation of the plant and areas likely to be affected by the emergency.
- ✓ Takes technical decision to control the incident and decides to continue or stop the process plant.
- ✓ Ensures that the Main Emergency controller is informed.

KEY POINTS

CLASSIFICATION OF EMERGENCY

Emergencies are classified into three distinct levels based on their severity and potential impact:

Level 1:

This level of emergency is manageable within the plant premises and can be controlled using internal resources. Potential causes of a Level 1 emergency include:

- A small fire within the plant.
- A brief release of toxic gases for a short duration.
- The collapse or failure of small equipment.

Level 2:

This level involves emergencies that, while more significant, can still be contained within the factory premises. Potential causes of a Level 2 emergency include:

- A large fire within the factory premises.
- A medium-scale expansion or escalation of an incident.
- A heavy, short-duration leakage of toxic gas.

Level 3:

This level represents a major emergency that involves the release of large quantities of toxic or flammable gases, leading to widespread consequences. Such incidents can have a significant impact beyond the plant boundaries. Potential causes of a Level 3 emergency include:

- An explosion in a high-pressure vessel containing toxic or flammable materials.
- A prolonged heavy leakage of toxic substances from pipelines or storage tanks, causing toxic or flammable gases to spread beyond the factory premises and affect the surrounding area.

CLASSIFICATION OF EMERGENCY

Main Incident Controller

- **Incident Response and Control:** Upon receipt of information from site incident controller & assessing the due inputs provided regarding the escalating situation provided approval for declaration of On site emergency & rushes to ECC.
- **Emergency Control Rooms:** The main Emergency Control Centre is located at Fire & Safety. The General Shift Office, situated on the ground floor of the B&MH (P-1) Plant, has been identified as the alternate emergency control room and will be utilized for handling major emergencies as and when required.
- **Assessment of the Situation:** The main incident controller will assess the incident based on information provided by the Site Incident Controller and determine whether to go for level-3 emergency.
- **Level-3 Emergency:** The off-site emergency plan for District Allahabad will be activated.
- **Call for Key Personnel:** The Main Incident controller will ensure that all key personnel are notified and called into action.
- **Emergency Response Priorities:** The Main Incident controller will direct all emergency operations within the affected area, prioritizing the following:
 - Personnel Safety
 - Environment, Property, and Plant Safety
 - Minimization of Production Loss
- **Plant Shutdown:** In consultation with the Site Incident Controller and key personnel, the Main Incident controller will direct a safe shutdown of plants, if deemed necessary.
- **Evacuation of Non-Essential Personnel:** The Main Incident controller will ensure that all non-essential workers, visitors, and contractors are evacuated from the plant.
- **Evacuation of Nearby Population:** If required, arrangements will be made to evacuate the surrounding population.
- **Casualty Search and Hospitalisation:** The Main Incident controller will ensure with CSO for the search for any casualties within the affected area and HOD (Medical) will arrange for the hospitalization of victim.
- **Coordination with External Agencies:** The Main Incident controller will ensure that the DGM (P&A) liaises with external agencies, such as the police, District Magistrate, district emergency authorities, and the ADF (Allahabad). The Unit Head will provide details on the potential effects of the incident on areas outside the factory and request necessary assistance & also ensures head count availability & evacuation vehicles availability for affected areas.
- **Railway Station Notification:** The Main Incident controller will ensure that the HOS (Traffic) inform the Station Master at Phulpur Railway Station about the ongoing emergency.
- **Emergency Documentation:** The Main Incident controller will ensure that the emergency is accurately documented in the Schedule - 6 format for up-to-date records, if required.

MAIN INCIDENT CONTROLLER (UNIT HEAD)

FIRST RESPONDER

The Shift-In-Charge of the affected plant possesses first-hand knowledge of the incident and is immediately responsible for initiating the necessary actions including safe shut down of plant. In the event of a sudden escalation of the situation, the first responder has the authority to notify the Fire & Safety team to activate the emergency siren and take appropriate action to mitigate the hazards and shall inform to Sectional head and departmental Head regarding the incident.

The Shift- in-charge shall act as Site Incident Controller till Sectional Head / Departmental Head reach at site and take the charge.

Immediate Actions:

1. **Notify Shift Fire Supervisor:** The Shift-In-Charge must immediately contact the Shift Fire Supervisor at telephone number 2222 to report the incident and request assistance.
2. **Inform Senior Officials:** The Shift-In-Charge is responsible for informing the concerned senior official(s) about the incident, providing them with relevant details regarding the situation.

In the event that the situation escalates beyond the control of the available manpower:

1. **Implement Emergency Control Measures:** Until senior officials arrive on-site, the Shift-In-Charge must take immediate control of the situation by considering factors such as wind direction and any potential hazards, in order to mitigate the risk to personnel and equipment. This includes safe shut down of Plant, implementing temporary control measures, such as isolating certain areas, adjusting ventilation systems, or deploying fire suppression methods, based on the specifics of the incident.
2. **Notify Shift-In-Charge of Bagging Area:** The Shift-In-Charge of the affected plant must promptly inform the Shift-In-Charge of the Bagging Area at extension numbers 2562 or 2563, providing them with details of the emergency and requesting additional support as necessary and advising to convey the message all across the plant.

3. **Implement Emergency Control Measures:** Until senior officials arrive on-site, the Shift-In-Charge must take immediate control of the situation by considering factors such as wind direction and any potential hazards, in order to mitigate the risk to personnel and equipment. This includes safe shut down of Plant, implementing temporary control measures, such as isolating certain areas, adjusting ventilation systems, or deploying fire suppression methods, based on the specifics of the incident.
4. **Request Reinforcements:** The Shift Incharge will call for reinforcement from all concerned plant personnel at the township.
5. **Ensure Sectional Heads Report:** The Shift Incharge will ensure that all sectional heads report to their respective plants and await instructions from the incident controller.
6. **Supervise Emergency Activities:** The Shift Incharge will direct all emergency activities as outlined in the responsibilities mentioned above.

ROLE OF FIRST RESPONDER
(INCIDENT SITE SHIFT INCHARGE)

Role of Site Incident Controller

Upon reaching the site, the Sectional / Departmental head of incident site will take charge from the first responder, assess the severity of the situation, and perform the following actions:

- **Declare a Major Emergency:** In consultation with the main incident controller, the Shift Incharge will declare a major emergency and inform the F&S control room to activate the emergency siren.
- **Direct Emergency Control Activities:** In coordination with the main emergency controller, the Shift Incharge will oversee emergency control efforts and ensure a safe plant shutdown, as necessary, while keeping the main emergency controller informed.
- **Request Reinforcements:** The Shift Incharge will call for reinforcement from all concerned plant personnel at the township.
- **Ensure Sectional Heads Report:** The Shift Incharge will ensure that all sectional heads report to their respective plants and await instructions from the incident controller.
- **Supervise Emergency Activities:** The Shift Incharge will direct all emergency activities as outlined in the responsibilities mentioned above.
- **Emergency Response Priorities:** The Site Incident Controller will direct all emergency operations within the affected area, prioritizing the following:
 - Personnel Safety
 - Environment, Property, and Plant Safety
 - Minimization of Production Loss
- **Plant Shutdown:** Site Incident controller will direct a safe shutdown of plants, if deemed necessary.
- **Evacuation of Non-Essential Personnel:** The Site Incident controller will ensure that all non-essential workers, visitors, and contractors are evacuated from the plant.

ROLE OF SITE INCIDENT CONTROLLER

SHIFT IN CHARGE (FIRE & SAFETY)

A. CONTROL ROOM IN CHARGE

- ✓ Quickly communicates with the fire crew, providing them with the exact location and nature of the emergency.
- ✓ Describes the type of emergency (e.g., fire, chemical leak, gas explosion) to ensure the crew understands the specific threat they will be responding to.
- ✓ Ensures that the crew is fully prepared to handle the situation and is equipped with the appropriate gear and tools.
- ✓ Informs HOS (F&S), Mgr./Dy. Mgr. (F&S)/Sr. Officer (F&S)/Officer (F&S)
- ✓ Ensures that the pressure in the Fire Hydrant system is maintained
- ✓ Attends to Telephones.
- ✓ Keep the fire Station store open and ensures supplies to the incident site.
- ✓ On receipt of information from Main incident controller, blow the "Emergency Siren".

B. SR. OFFICER (F&S)/OFFICER (F&S)

- ✓ On arrival at site, assumes the charge of firefighting activities.
- ✓ On assessing the severity of the incident, reports to the Site Incident Controller.
- ✓ Informs HOS (F&S) about the requirement of additional Fire Tenders. Extinguishing media, firefighting equipment and reinforcement.
- ✓ Organises the rescue activities.

C. ROLE OF HOS (F&S) / MANAGER/DY. MANAGER (F&S)

- ✓ Assess the scene of emergency, reinforce manpower, replenish equipment/extinguishing media.
- ✓ Mobilize personal protective equipment and other safety appliances.
- ✓ Keep in constant touch with the Main Incident controller and Key Personnel. In case of requirement informs Main Incident controller for mobilization of Prayagraj Fire brigade for assistance.

D. FIRE CREW MEMBERS

- ✓ On hearing Fire alarm/ emergency siren they shall immediately proceed to the scene of emergency and work as per the direction of Shift-in-Charge

FIRE AND SAFETY SERVICES

1. Upon hearing the emergency siren, shift incharge shall contact Fire and Safety Control Room/ Bagging Plant Shift Incharge to know the actual incident site and the severity of situation.
2. Shift incharge shall contact the respective Sectional Head / Departmental head and brief about the situation.
3. Shift incharge shall initiate action as per instruction of HOS, HOD.
4. Shift Incharge shall make ready the life saving equipment provided.
5. Shift Incharge shall take help of F&S Section, if required.

ROLE OF SHIFT INCHARGE OTHER THAN INCIDENT SITE

**ROLE OF SHIFT INCHARGE (B&MH) &
SHIFT IN CHARGE(POWER PLANT)**

Role of Shift In charge (B&MH)

Upon receiving information from the affected plant, the following actions are initiated:

1. Inform all the concerned agencies.
2. In case of an emergency at the B&MH plant or it is affected with the emergency of other plant, the Shift In charge (Power) plant assumes the role of Shift In charge (B&MH).

Here's the rephrased version with a table format:

Agency/Name	Intercom Number
Security Shift In charge	2156/2161
Shift Pharmacist/Paramedic	2185/2186
HOD - Production	2047
HOD - Maintenance	2060
HOD - Technical	2040
HOD - NFP	2084
HOD - Electrical	2039
HOS - Traffic	2066
HOD - P&A	2024
HOD - Offsites	2067
Chief Security Officer	2161
Public Relations Officer	2124
Ammonia 1 C/R	2404/2402
Ammonia 2 C/R	2445/2442
Urea 1 C/R	2504/2502
Urea 2 C/R	2535/2532
DM Plant C/R	2902/2903
Power Plant C/R	2954/2952
Ammonia Storage C/R	2932/2933
KTI Control Room	2922
NFP Control Room	3152/3150

SHIFT-IN-CHARGE (B&MH) /SHIFT IN CHARGE (POWER)

HOD (Production)

- Upon receiving emergency information, quickly arrives at the incident site to assess the situation.
- Briefs the Main Incident Controller with relevant updates and details.
- Recommends measures to stabilize operations and ensure safety.
- Coordinates with other departments to assess the impact on production and operations.
- Directs production teams to implement emergency protocols and assist as needed.
- Evaluates the need for temporary shutdown or adjustments and makes necessary decisions.
- Monitors and adjusts the production recovery plan to resume normal operations.

ROLE OF HOD (PRODUCTION)

HOD (Maintenance):

- Upon receiving emergency information, arrives promptly at the incident site.
- Coordinates engineering services, including Mechanical, Electrical, Instrumentation, and Automotive Equipment (e.g., cranes, heavy vehicles, lifting machinery, NDT services).
- Assesses equipment damage and prioritizes repairs.
- Mobilizes maintenance teams to address urgent issues.
- Ensures safety protocols are followed during repairs.
- Directs use of backup equipment to minimize downtime.
- Communicates progress and updates to the Main Incident Controller.
- Supervises shutdown or decommissioning of damaged equipment.

ROLE OF (HOD) MAINTENANCE

HOD (Technical):

- Immediately proceeds to the incident site, assesses the situation, and reports to the Main Emergency Controller.
- Advises the Main Controller on fulfilling statutory obligations based on the incident.
- Notifies relevant authorities (e.g., CCE Nagpur, Boiler Inspector, Electrical Inspector, State Pollution Control Board) if specific hazards like petroleum storage, gas cylinders, boilers, or pollution are involved.
- Manages assembly points and coordinates with P&IR to ensure all personnel are accounted for.

ROLES FOR HOD (TECHNICAL)

HOD(Utilities)

- On receipt of information from Shift in charge (bagging) / power plant contact the concerned Sectional Head and provide necessary inputs and reaches incident site.
- Takes critical decisions after assessing the situation either for isolation or safe shutdown procedures.
- In case the situation escalated and On-site emergency is declared, he immediately rushes to ECC.

ROLE OF HOD(UTILITIES)

Personnel & Administration Department

Head of Department (P&A)

- Immediately proceeds to the emergency control room and contacts the Main Incident controller.
- Manages assembly points and tracks personnel & Arrange buses or vehicles to evacuate the non-essential staff.
- Informs the neighbouring village Pradhan about the incident and alerts them about any potential consequences.
- Ensures a telephone operator is arranged to relay messages from the Main Incident controller.
- Assists at assembly points to conduct headcounts of personnel.
- Organises canteen services for tea, snacks, and food as needed
- Maintains contact with local authorities and fire services for assistance.
- Ensures statutory obligations are met by informing the District Magistrate, Police, and ADF (Allahabad).
- Ensures round-the-clock availability of personnel at hospitals to attend to affected individuals.
- Prepares and maintains records of affected personnel, including local and permanent addresses.
- Manage press and media, ensure accurate information is to be shared, thereby preventing the spread of misleading reports and rumours.
- Organizes a jeep with a public address system to warn the public, as directed by the Main Incident controller.

PERSONNEL & ADMINISTRATION DEPARTMENT

Medical Services

Role of First Aid Pharmacist (2185/2186):

Upon receiving information from the Shift-in-Charge (F&S) or Shift-in-Charge (B&MH), the First Aid Pharmacist contacts the Head of Department (M&HS) and prepares for an immediate emergency response. The following steps are then taken:

1. Rushes to the scene of the incident.
2. Notifies the HOD (Medical & Health Services) via intercom at 2018.
3. Informs the staff nurse at the IFFCO Township Hospital via intercom at 2195/2196.
4. Administers first aid for gas exposure or other injuries as required.

Role of Head of Department (M&HS):

Upon receiving the incident report, the Head of Department (M&HS) assigns a medical officer to the site to assess the severity of injuries, determine the appropriate course of action, and initiate necessary treatments. The following steps are then implemented:

1. Instructs staff to ensure that all required medical supplies and equipment are ready for immediate use.
2. Alerts doctors at the Phulpur and Prayagraj hospitals to prepare for receiving serious injury cases.
3. Maintains continuous communication with the Main Incident controller to stay updated on the situation.
4. Makes arrangements for medical assistance at other nearby hospitals, if required.
5. Mobilizes additional medical support, as needed, to handle the scale of the emergency.

ROLE OF MEDICAL SERVICES

SECURITY SERVICES

Upon receiving information from the Shift-In-Charge (B&MH) or Shift-In-Charge (F&S), the Chief Security Officer will take the following actions:

- **Alert Essential Personnel:** Notifies key staff members about the location of the fire or gas leak at the plant.
- **Assign Security Personnel:** Deploys security staff to manage access points, monitor gates, and control traffic near the fire or gas leak site.
- **Gate Control:** Ensure that the entry has been closed for normal gate passholders and unauthorised persons, except for essential services and mutual aid services. Material gate entries will also be closed. The Out Gate, Nano Gate, and Railway Gate shall be opened and managed for the evacuation of non-essential staff and visitors in the plant.
- **Secure the Area:** Establishes a perimeter around the incident site to prevent unauthorized individuals, including the public, from entering the danger zone.
- **Deploy Quick Response Team:** Mobilizes the Quick Response Team, which includes emergency personnel, to support the Fire & Safety team under the direction of the Senior Officer (F&S).
- **Mobilize Additional Security:** Coordinates additional security forces to control restricted areas and manage posts and gates effectively.
- **Direct Emergency Vehicles:** Guides ambulances and emergency vehicles to the incident site, taking into account traffic and road conditions.
- **Coordinate with sectional heads of effected areas and facilitate the evacuation of non-essential staff and visitors if any.**
- **Support Casualty Transport:** Helps in transporting injured individuals to the first aid post for medical attention.
- **Assist in Search Operations:** Provides support in locating any missing persons at the incident site.

SECURITY SERVICES

HOS (Laboratory):

- Upon receiving information, reports to the Main Emergency Controller.
- Arranges for atmospheric and effluent sample testing as directed by the Main Emergency Controller.
- Coordinates with the Main Emergency Controller to provide timely data and updates.
- Assists in analyzing sample results and advises on the next steps.

HOS (Traffic):

- Follows instructions from the Main Emergency Controller to suspend rail traffic movement.
- Coordinates with relevant departments to ensure the safe halting and diversion of trains.
- Monitors the status of rail traffic and communicates updates to the Main Emergency Controller.
- Ensures that emergency response teams have safe access to affected areas.

HOS (EPC)

- Monitor the quality of storm water and air.
- Brief the Main incident controller as per observations.
- Restrict the outflow of contaminated storm water.

ROLES FOR HOS (TRAFFIC), HOS (LABORATORY),**HOS (EPC)**

HOS (Electrical):

- Heads to the emergency control room and contacts the Main Incident controller.
- Coordinates efforts to ensure a continuous power supply from UPSEB.
- Mobilizes personnel for emergency electrical tasks and directs them for additional lighting or isolating the electrical supply as needed.

HSD (Instrumentation):

- Mobilizes personnel for emergency instrumentation tasks as required.
- Ensures immediate repair or calibration of instrumentation systems.
- Coordinates with other departments to minimize operational impact.
- In case the situation escalated, and On-site emergency is declared , he immediately rushes to ECC.

HOS (Inspection):

- Arranges for NDT (Non-Destructive Testing) services based on the situation.
- Coordinates inspection teams to assess equipment integrity.
- Ensures timely completion of inspections to support repairs or safety measures
- In case the situation escalated, and On-site emergency is declared , he immediately rushes to ECC]

ROLE OF HOS(ELECTRICAL), HOS (INSTRUMENTATION),
HOS (INSPECTION)

CONCERNED SECTIONAL HEAD

- Upon receiving emergency information, quickly arrives at the incident site to assess the situation.
- Briefs the Main Incident Controller with relevant updates and details.
- Recommends measures to stabilize operations and ensure safety.
- Coordinates with other departments to assess the impact on production and operations.
- Directs production teams to implement emergency protocols and assist as needed.
- Evaluates the need for temporary shutdown or adjustments and makes necessary decisions.
- Monitors and adjusts the production recovery plan to resume normal operations.

CONCERNED SECTIONAL HEAD