	EMERGENCY MOCK DRILL REPORT	Effective Date: 01 SEPT 2020
		Document Code: HSE-EP-F03
		Rev. No.00

Location :	Date	Time	Report No.
ELEMENT ENGINEERING LABORATORY	02.09.2026	11:00am	FD-007

Type of Mock Drill Conducted: Fire Mock drill

Scenario: Mock Drill for fire safety

No. of Employees Present:10

No. of Employee Evacuated:10

Evacuation Response Time:1min 10secs

DETAILED DESCRIPTION
A fire evacuation mock drill was conducted on 02.09.2026 at Element Engineering Lab to test the effectiveness of the building's fire alarm systems, evacuation procedures, and staff preparedness. The drill involved 10 participants across 1 floor.

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PHOTOGRAPHS



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	Name	Designation	Signature	Date
Prepared By	Sarath Nair	Sr.Quality Officer		02/09/26.
Approved By	Jithin.N	General manager		04/09/26

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This is a certificate awarded to

AYAZ AHMAD

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

EIOSH Private Limited

Signed on behalf of IOSH

Chief Executive

Course Organiser

(iosh)

Date: 11 April 2013

Cert No: 570447

nebosh

Health and safety practical application

A unit of the:
NEBOSH International General Certificate in Occupational Health and Safety
NEBOSH National General Certificate in Occupational Health and Safety

Ayaz Ahmed

achieved this unit on

14 August 2017

Sir Bill Callaghan
Chair

Teresa Budworth
Chief Executive

Master log certificate No: GC3/00389966/904416
SQA Ref: UE47 04

The National Examination Board in Occupational Safety and Health
Registered in England & Wales No. 2698100
A Charitable Company
Charity No. 1010444

nebosh

Management of international health and safety

A unit of the:
NEBOSH International General Certificate in Occupational Health and Safety
NEBOSH International Certificate in Construction Health and Safety
NEBOSH International Certificate in Fire Safety and Risk Management

Ayaz Ahmad

achieved this unit on

08 August 2018

Sir Bill Callaghan
Chair

Teresa Budworth
Chief Executive

Master log certificate No: IGC1/00389966/1003365
SQA Ref: UE48 04

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	EMERGENCY TASK FORCE	Effective Date:05 Aug 2025	
		Document Code: IMS-EP-F01	
		Rev. No.01	Ref #:00

S No.	Name	Position	Contact No.
1	Hammad Kayani	Managing Director	050 618 6250
2	Jithin Nazimdeen	General Manager	056 219 5603
3	Vilas R Nair	Lab Manager	056 502 5313
4	Salma Sohail	HR/Admin Manager	056 838 0488
5	Muhammad Sarwar	HOD Geotech Dept	050 337 3941
6	Sarath Nair	Sr.Quality Officer	052 993 0229
7	Sajesh Kumar	Lab Supervisor	052 993 0235
8	Aswin A K	Sr.Microbiologist	050 993 0233

ELEMENT ENGINEERING LABORATORY.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

EMERGENCY RESPONSE PROCEDURE

	NAME	SIGNATURE
PREPARED BY	M. RAMEEZ	
APPROVED BY	SALMA SOHAIL	

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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	05 Aug 2025	Original issue.	AUTHORIZED OFFICER

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1. PURPOSE

The purpose of this procedure is to furnish the guidelines for the people working at the organization office and site for developing their awareness and preparedness during emergencies and to react positively to minimize losses and recover in minimum time. This document provides necessary guidelines to develop specific ERP after looking at the hazards, assessing risks and then prioritizing them.

2. SCOPE

This standard procedure is applicable to ELEMENT ENGINEERING LABORATORY. office & other site area.

3. RESPONSIBILITIES

- **Employee** – Comply with emergency response.
- **Emergency Response Team** - Shall work under the instruction of the ERT Coordinator for the initial response to any emergency.
- **ERT Coordinator** - HSE Engineer or his alternate coordinating the Emergency Response Team to respond in the event of any emergency (Fire, Spill, Gas leakage / release, Personal Injury, Property Damage etc.).
- **ERT Team Leader** - Manage any emergency and external areas due to the emergency scenario within the ELEMENT ENGINEERING LABORATORY. proximity in coordination with the ERT Coordinator and the ER Team, the police, civil defense, hospital authority, fire brigade and/or Mutual Aids.

- **HSE Officer** - HSE Officer will assess the scale of emergency and issue the directions to the emergency response team (if declared and notified already) for mobilization. Ensure the consistency in communication with the team leader for instructions till the end of emergency. He will ask Operations Manager for mobilization of additional resources if required to adequately deal with the situation. Liaise with site supervision to withdraw the work permits. Ensure all escape routes and assembly areas are clearly marked by respective safety signs in the field as indicated on the emergency plan. Ensure arrangements for head counting in the assembly area. Identification and training of emergency team along with team leader is performed. Setting up the schedule for emergency and evacuation drills. Schedule of inspection for firefighting and other emergency equipment is set.

4. TERMS & DEFINITION

Item No.	Terms / Abbreviations	Definitions
1	Emergency	Is an unplanned event, which results or may result in injury to people, damage to property and I or environment. The

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		judgment of the scale of an emergency shall be decided by the Project Manager during the project execution.
2	Emergency Control Center	A location to control overall activities under the direction of the Project Manager or if during the weekend, initially by the HSE Engineer, the Security Officer / Watchmen and the Logistic Officer until the Project Manager arrives on site. The center will be established in the site office or if emergency occurs during the night, the Project Manager will designate a suitable building or premises.
3	Disaster	A disaster is an emergency, which poses a more serious threat to the safety of employees, environment or property and adjacent areas which cannot be brought under control using the resources and procedures for emergency response in place for the facility.
4	Incident	An event or chain of events which cause or could have caused injury, illness and / or damage (loss) to assets, environment and third parties. The word accident is used to denote an incident, which has caused injury, illness and / or damage, but the term also has implication of release or near release of a hazard.
5	Near-miss	An event or chain of events which could have caused injury, illness and / or damage (loss) to assets, the environment or third parties under different circumstance, but the actual consequence / outcome is not significant.
6	Major Accident	Major Accident is defined as an uncontrolled occurrence with severe or catastrophic consequences and that has a high potential for escalation (Le. loss of containment of flammable and / or toxic fluids leading to fire, explosion and or toxic injury). It doesn't include occupational accidents.

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7	ERP	Emergency Response Preparedness

5. PROCEDURE

5.1 Communication

Line of communication, chain of command and modes of communication are defined in order to get effective and timely response of concerned persons.

5.2 Information

MSDS will be the source of information on hazardous materials potential impact on the environment, and measures will be taken as instructed in the event of accidental releases.

5.3 Training

Training of workforce to develop awareness regarding probable emergency situations and their expected response to deal with emergencies and come out of such situation as quickly as possible.

Emergency evacuation routes and gathering area will be clearly defined and communicated to all. Boards shall be displayed at conspicuous locations to guide people during emergencies. Plant layout plan will be attached with ERP.

5.4 Emergency Drills

Emergency drills will be conducted regularly in order to assess the effectiveness of ERP and preparedness of workforce to handle emergencies and to make workforce realize their roles and responsibilities during emergencies.

5.5 Corrective Actions

Any discrepancy observed during emergency drills will be reported to site manager. Corrective actions will be taken and decisions made in HSE committee meeting. Recommendations for amendments in ERP will be given.

5.6 Revision Of ERP

ERP will be revised on a regular basis in order to incorporate any change in system and any recommendation from HSE committee. Revised copies of ERP will be circulated and provided where needed.

5.7 Mutual Aid

Other organizations in surrounding area can be contacted to know about their capacity and resources to meet emergencies. Agreements can be made with them to help each other at the time of need.

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Contact phone numbers and persons to be contacted must be included in ERP for current reference.

5.8 News Media Contact

Public relation officer or Manager Administration shall be responsible to communicate with media. No one else will be allowed to talk to media persons unless otherwise authorized.

5.9 Raising The Alarm and Plan Activation

Activate the alarm in case of emergency and inform the team leader.
Provide the following details:

- Location of the Incident
- Natures of incident e.g., fire, number of injuries, etc.
- Identify yourself giving your name and telephone number.

5.10 Emergency Communication

Communication is a critical factor in handling an emergency. To control the situation by the earliest possible action, any employee must be authorized to raise an emergency alarm.

Ambulance, medical staff, Fire team, Fire service, other emergency services shall be called if needed.

5.11 Action During Emergency

On hearing an alarm all personnel shall vacate the workplace. Before leaving, each person shall ensure that the area is as safe as possible by switching off welding machines, gas cylinders, running machines etc. Responsible persons shall take the lead to handle emergency before external help arrives. Site will be handed over to emergency team on their arrival on site.

All personnel shall muster at the declared assembly point. The designated members of the HSE team shall provide guidance and assistance to reach the assembly point.

Every supervisor shall ensure the following:

- All work is stopped at once.
- All equipment is shut down and put in a safe place.
- All men are evacuated to a pre-determined assembly point in an orderly manner.
- Advise security to open the main gate for emergency vehicles.
- A roll call is taken and every man is accounted for, awaiting further instructions
- keep the zone, affected by the emergency, clear and remove any vehicles that could cause a restriction to the emergency team.
- No one is permitted to return to work until notification has been received from operations or from the company representative that it is safe to do so.

5.12 Environmental Accident

Potential environmental accidents are spills, chocking of sewerage lines etc. In case of any environmental accident, call for help to inform ETF Leader. ETF Leader will secure

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the accident place with the help of ETF Team and if necessary, call the relevant external authorities.

5.13 Severe Weather

In case of heavy rain, dust storm, hurricanes etc. no one will leave the office until the weather condition becomes favorable. PRO will update ETF Leader about latest weather forecast by coordinating with the local weather department.

5.14 Robbery / Assault

During Robbery or assault:

- Cool and calm.
- Alert neighbors and authorities (only if you feel that you and your colleagues are at a low risk).
- Avoid quick or sudden movement.
- Do not offer resistance.
- Do not argue or shout at the robbers/dacoits during the episode.

5.15 Gas Leak Evacuation Procedure

Upon discovering or smelling an LPG gas leak from the cooking gas cylinders, the following actions should be taken immediately

- Inform the company site manager or representative.
- Operate the emergency siren to vacate the camp.
- Close the valve of the leaking gas cylinder.
- Remove the other nearby gas cylinders.
- Keep away any source of ignition.
- Ventilate area.
- Investigate the incident.

5.16 Road Traffic Accident

Irrespective of the location of the road traffic accident, the company employees or drivers must comply with the following rules and regulations.

- Do not move vehicle from the scene of accident until a clearance is obtained from the police traffic department.
- Inform the company Operations Manager.
- Inform Police.
- Inform Client C/R.
- Investigate accident.

5.17 Vehicle Crash Emergency Procedure

Irrespective of the location of the road traffic accident, the company employees or drivers must comply with the following rules and regulations:

- Don't move vehicle from the scene of accident until a clearance is obtained from the police traffic department.
- Inform the company site Manager.
- Inform Police.
- Inform client C/R

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- Investigation accident.

5.18 Spill, Leak, Or Failure at The Storage Facility, During Transport, Or Land Application

Following steps to be taken:

- Stop the source of the leak or spill. For example:
- Turn off all pumps/valves and clamp hoses or park tractor on hoses to stop the flow of manure.
- Assess the situation and make appropriate calls for people, equipment, and materials.
- Call Police office if spilled on public roads or its rights-of-way for traffic control.
- Clear the road and roadside of spilled material immediately.
- Contain the spill and prevent spillage from entering surface waters, tile intakes, or waterways.
- Use a skid loader or tractor with a blade to build dikes to contain or divert the spill or leak.
- Insert sleeves around tile intakes (or plug/cap intakes) and block down slope culverts.
- Use tillage implements to work up the ground ahead of the spill or use absorptive materials.

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