



USHA ARMOUR PVT. LTD.

"SUNDARI", #102, 4th A Main, 6th Cross, Bilekahalli,
N.S Palya, Bannerghatta Road, Bangalore - 560076

Ph: 080 - 40220555. Fax : 080 - 40220575

Email: safety@ushaarmour.com

BUILDING EMERGENCY PROCEDURES

(Keep Handy for Ready Reference)

For All Emergencies in your Area, notify
the Fire Safety Director / Deputy Fire Safety Director.

Dial..... (Internal). & (from Outside)

Name: Mr. Name: Mr.

In the event of the Fire Warden/ Deputy Fire Warden being unavailable call
the internal emergency service : Dial.....

Fire Service - 101 /

Police - 100/.....

Nearest Ambulance -,102/108

CTC No. 1062 / Heart Brigade. 1050/ 1051



If you discover a fire on your floor:

1. Internal Emergency Contact No
2. Attend to persons in immediate danger, if safe to do so.
3. Alert your Floor Fire Warden. If Fire Warden is not available, notify the FSD/DFSD via the nearest internal emergency phone.
4. Follow your Fire Warden's instructions.
5. Switch off all the electrical circuits in the area.
6. Attempt to extinguish the Fire only if safe to do so.
7. Close the door on the Fire if it cannot be controlled.
8. Assemble near the Fire escape Staircase. **DO NOT** use lifts.

In the event of a fire occurring outside normal hours, persons should be instructed to evacuate immediately, unless otherwise advised.

FIRE



Upon hearing the “BEEP... BEEP... BEEP” Alert Signal:

1. Collect your nearby personal belongings and wait at your desk. Your Fire Warden will respond directly to the signal.
2. Wait for further instructions through public address system / Fire warden.
3. Where possible, secure confidential material and shut down computers.
4. Ask any visitors to stand-by.
5. Cease inter floor movement.
6. **EVACUATE IMMEDIATELY** if a threat to life exists.

DO NOT USE LIFTS

ALERT SIGNAL



Upon hearing the “ Continuous Siren with announcement of Evacuation

1. Follow the directions of your Floor Fire Warden.
2. Evacuate via the Fire Escape Stairs, **DO NOT** use the lifts unless directed.
3. Move through the staircase in an orderly fashion.
4. Move to the Safe Assembly Point.
5. Disabled persons shall proceed to the Fire Escape Staircase on their respective floors where they will receive assistance from Floor Fire Wardens.
6. If the Floor Fire Warden is not available, evacuate via the Fire Escape Stairs unless otherwise advised by the FSD/DFSD

EVACUATE SIGNAL



If you receive a Bomb Threat

1. Tell your Floor Fire Warden. Do not create panic by telling other personnel. The Floor Fire Warden will notify the FSD/DFSD through Intercom(internal) &(from outside)
2. Complete the **Bomb Threat Checklist** (overleaf).
3. Your Floor Fire Warden will take any further action required.

If a suspected explosive device is found:

1. DO NOT TOUCH.
2. Clear the Area.
3. Notify the FSD/DFSD immediately.
4. Follow the directions given

Prevent all persons from entering the area where the device is located

**DO NOT HANG-UP THE PHONE
DO NOT DISCUSS
REPORT TO ERM**

BOMB THREAT



Bomb Threat Check List

Voice	Speech	Manner	Telephone	Background
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Calm	<input type="checkbox"/> Local	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Angry	<input type="checkbox"/> STD	<input type="checkbox"/> Talk
<input type="checkbox"/> Child	<input type="checkbox"/> distinct / Cultured	<input type="checkbox"/> Emotional	<input type="checkbox"/> Trunk	<input type="checkbox"/> Typing
<input type="checkbox"/> Unknown	<input type="checkbox"/> Obstructed	<input type="checkbox"/> Loud	<input type="checkbox"/> Public	<input type="checkbox"/> Children
	<input type="checkbox"/> Stammer	<input type="checkbox"/> Soft	<input type="checkbox"/> Private	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Nasal	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Mobile	<input type="checkbox"/> Machines
	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Harsh		<input type="checkbox"/> Aircraft
	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Intoxicated		<input type="checkbox"/> Trains
	<input type="checkbox"/> Other	<input type="checkbox"/> Other		<input type="checkbox"/> Other

Estimate:Age: (Years)Accent:

- Notify the FSD/DFSD.
 - To avoid panic, do not inform other persons.
- Follow all directions given by Floor Fire Warden.

IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND

- 1.Do not touch.
- 2.Clear the Area.
- 3.Notify the FSD/DFSD immediately.
- 4.Follow the directions given.
- 5.Prevent all persons from entering the area where the device is located.



In the event that a First Aid emergency Arises in your premises:

1. Internal Emergency Contact No.
2. If the injury has resulted from an accident and no further threat to life exists, do not move the injured person
3. Decide whether to render assistance on site, with the help of a trained first aider;

OR

Notify the Hospital with Ambulance Service, Dial 102, Nearest Hospital
.....Ph :

4. Notify the FSD / DFSD of all actions taken.
5. Render assistance as necessary.

FIRST AID



If a civil disturbance threatens the safety of staff or If you find a deranged person within the complex:

1. Notify your Floor Fire Warden. If the Fire Warden is unavailable, notify the FSD/DFSD via Intercom or telephone.
2. Act as directed by your Floor Fire Warden.
3. Secure confidential material if possible.
4. Evacuate immediately to Safe Assembly Point (.....) if a threat to life exists.

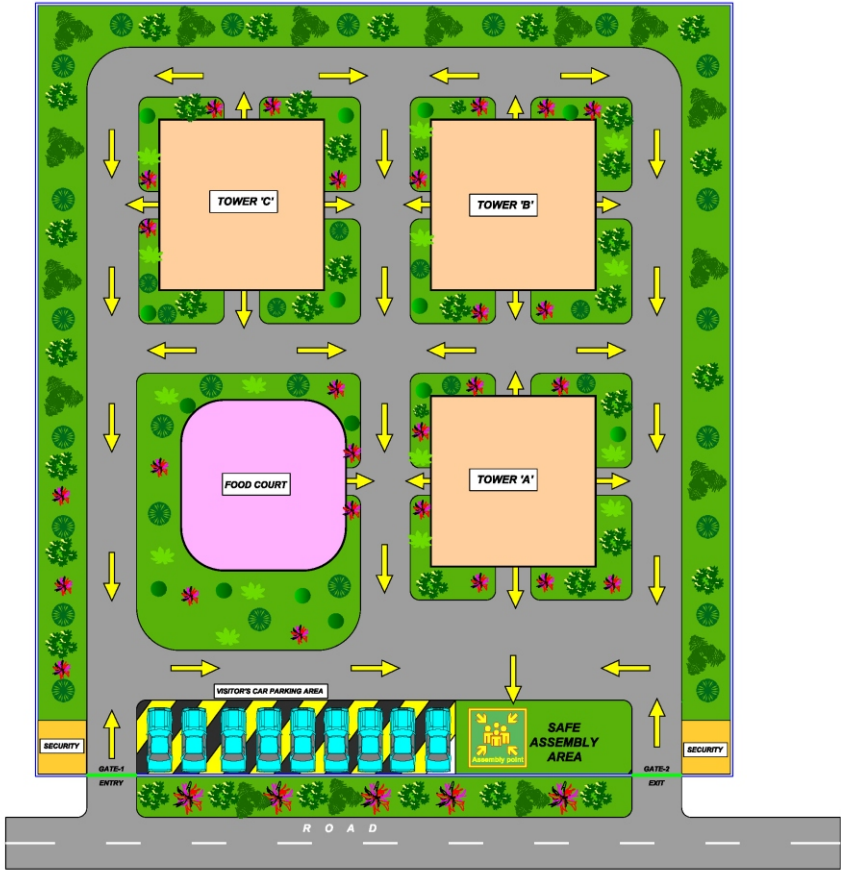
Remain at **Safe Assembly Point** and await further instructions from Fire Wardens.

Do not approach or confront individuals involved in the disturbance.

CIVIL DISTURBANCE



Key Plan



SAFE ASSEMBLY POINT



Contact Numbers of Emergency Management Team of your Company

Internal - _____ Direct Line - _____ (From Outside)



Police : 100

Nearest Police Station:.....

Ph:.....

D G 's Office :

Commissioner :

ACP :

Bomb Disposal Squad :



Fire : 101/

Nearest Fire Station:.....

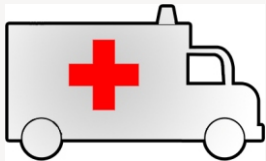
Ph:.....

LPG Emergency (Only Gas Leakage).....



Heart Line:

.....
.....
.....



Ambulance : 102

Nearest Hospital :

Hospital :

Road Accidents (CTC):

.....

EMERGENCY TELEPHONE



Contact Numbers of Emergency Management Team of your Company

Internal - _____ Direct Line - _____ (From Outside)



24Hr Pharmacy

.....
.....
.....
.....



BLOOD BANK

BLOOD BANK

Red Cross:.....

Lions:.....

Rotary.....

.....



EYE BANK

.....
.....
.....



Snake Catcher

.....
.....
.....

EMERGENCY TELEPHONE