



KVGGN SYNERGY PRIVATE LIMITED

MANAGEMENT PROCEDURE

FOR

EMERGENCY PREPAREDNESS

AND RESPONSE

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1. PURPOSE

The purpose of this procedure is to identify potential and actual situations that could cause an emergency and to prepare for preventing or minimizing the impact of the emergency.

2. SCOPE

This procedure shall be applicable to the KVGGN Synergy head office, project sites, and OMS, and shall be followed in emergency situations as identified.

3. RESPONSIBILITY AND AUTHORITY

3.1 The Head of QHSE shall be responsible for identifying emergency scenarios and ensuring the continuous update and preparation of all preventive measures for the head office (HO).

3.2 The Head of QHSE shall be responsible for regularly reviewing and verifying the effectiveness of emergency preparedness for the HO. Emergency response procedures will be assessed through mock drills.

3.3 The site manager in charge shall be responsible for implementing emergency preparedness for projects and OMS sites in accordance with the contractor's HSE plan/procedure.

4. REFERENCE

QHSE Manual

ISO 14001:2015

(Clause 8.2)

ISO 45001:2018

(Clause 8.2)

IFC Principle Standards

5. DEFINITIONS

| | |
|-------------|--|
| MR | Management Representative |
| IMS | Integrated Management System including Quality Management Systems (QMS), Environment Management Systems (EMS) and Occupational health and safety Management Systems (OH&S) |
| MD | Managing Director |
| PMS | performance management system |
| QHSE | Quality, Health, Safety & Environment |



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|-------------------|--|
| KVGGN | KVGGN Synergy Private Limited |
| O&M | Operation & Maintenance |
| PM | Project Manager |
| VH | Vertical Head |
| Emergency | A sudden, generally unexpected occurrence or set of circumstances requiring immediate action |
| EMC | Emergency management committee |
| Mock Drill | Planned arrangements for an emergency preparedness |

6. Procedure

6.1 General

6.1.1 The HOD – QHSE shall identify potential emergency scenarios, establish appropriate procedures, and prepare the necessary resources to effectively manage emergency situations, minimizing potential harm to people, the environment, and assets.

6.2 Emergency Situation

6.2.1 Emergency/Potential Emergency can be as follows:

- 1) Injury, fire, Electric short circuit
- 2) Earthquake, flood etc.
- 3) Civil unrest, Bomb Threats
- 4) Archeological findings
- 5) Snake Bite
- 6) Bear and Bear Dens.

6.3 Emergency Preparedness Plan

6.3.1 The Emergency Plan shall include the display of emergency contact numbers, such as the nearest police station, ambulance, fire brigade, nearest hospitals, blood bank, and government authorities (e.g., disaster management).

6.3.2 Signage for emergencies, including emergency exits/fire exits, fire extinguishers, fire hydrants, first aid stations, fire alarms, Personal Protective Equipment (PPE), hazardous/flammable materials, and assembly points, shall be displayed at relevant locations.

6.3.3 The method of communication (e.g., telephones, sirens/fire alarms, whistles, lamps/lights, public address systems, display boards, etc.) shall be clearly defined in the Emergency Response Plan.

6.3.4 Emergency teams shall be formed for each core group (Emergency Response Team) and sub-groups (e.g., firefighters, first aiders, utilities, evacuation teams, etc.).

6.3.5 Emergency vehicles shall be available in proper working condition to handle emergency situations. If an ambulance van is available, it shall be well-maintained and equipped.

6.3.6 All Emergency Response team members, employees, contractual employees, contractors, and sub-contractors shall be made aware of the Emergency Preparedness and Response Plan. Records of awareness training related to the plan shall be maintained.

6.3.7 A list of all emergency handling equipment shall be prepared. Preventive maintenance for all emergency handling equipment shall be conducted according to the defined schedule.

6.4 Emergency Decision making

6.4.1 The Project Head and QHSE shall make appropriate (life-saving) decisions during emergencies. In determining the response, the following priorities shall be considered:

- a) Preservation of health and life
- b) Protection of the environment
- c) Protection of property and assets
- d) Preservation of evidence

6.5 Emergency Response Option

6.5.1 The HOD QHSE may employ any of the following strategic actions as appropriate:

- a) Offensive action (e.g., active intervention).
- b) Defensive action (e.g., preventing escalation of the situation by protecting exposures).

6.5.2 The HOD QHSE may switch from one strategy to another as the situation demands but should avoid employing two strategies simultaneously.

6.5.3 The Emergency Management Committee (EMC) shall be formed by the HOD QHSE, taking into account all areas and the size of the office.

6.5.4 The roles and responsibilities of EMC members shall focus on mitigating the effects of emergency situations.

6.5.5 The following individuals shall be responsible for the activities outlined below:

- a) Admin Manager – Outside emergency services, security, and other coordination.
- b) Security Personnel – Communicating the emergency through the EMC/HOD QHSE.
- c) HR – Managing communication with the affected person’s family as required.

6.5.6 The emergency plan prepared by the contractor for each project/OMS site, according to the nature of hazards, locality, and climatic conditions, shall be followed.

6.6 Evacuation Team

6.6.1 The evacuation team shall consist of the same personnel as the Emergency Management Committee (EMC).

6.6.2 The roles and responsibilities of the evacuation team shall include ensuring the safe evacuation of personnel from the head office premises.

6.7 Emergency Level Criteria

6.7.1 Emergencies are categorized into two levels based on their severity and potential impact on KVGGN Synergy's operations:

- On-Site
- Off-Site

6.7.2 Once the emergency has been contained, the Project Head or HOD – QHSE shall conduct a briefing to ensure the resumption of normal operations.

6.7.3 On-Site emergencies can be managed immediately by KVGGN Synergy personnel or resources within the vicinity of the incident or accident.

Examples of potential On-Site emergencies include:

- a) Minor injury – No Lost Time Injury (LTI)
- b) Minor smoke/fire – Easily controlled
- c) Serious injury, fatality, fire, or spills with potential consequences
- d) Natural disasters, such as hurricanes, earthquakes, or floods
- e) Archeological discoveries, snake bites, or wildlife encounters
- f) Property or equipment damage that disrupts normal work operations
- g) Security concerns

Examples of potential Off-Site emergencies include:

- a) Property or equipment damage off-site that disrupts normal work operations
- b) Civil unrest, law and order issues, or security concerns (outside site)
- c) Vehicle accidents – Minor damage and/or injury

6.7.4 Depending on the severity of the emergency, as determined by the Project Head or Head of Department (HOD) – QHSE, additional personnel may be deployed to support the Emergency Management Committee (EMC).

6.8 Emergency Scenarios:

6.8.1 In case of fire:

If you discover a fire:

F - Find the fire, size, location etc. Shout “*FIRE- FIRE- FIRE*”.

I - Inform someone for help.

R - Restrict the fire to spread.

E - Extinguish the fire if you can (trained adequately).

- a) If anyone is trapped and unable to proceed to the assembly point, the evacuation team will provide assistance.
- b) Immediately contact the fire control office at 101 and activate the alarm.
- c) Exit your office, ensuring windows and doors are closed.
- d) Close any other office doors in the corridor as you pass through.
- e) If your building is equipped with a fire alarm, follow its instructions accordingly.
- f) Evacuate promptly and offer assistance to others.
- g) If the corridor or escape route is filled with smoke, crawl along the floor toward the nearest exit.
- h) Do not attempt to open exit doors that are hot; use alternate exit routes.
- i) Keep the evacuation plan in mind at all times.
- j) Remain calm.
- k) If you are unable to escape from your office, stay near a window, break the glass if necessary, and attract attention to alert people both inside and outside the building.

- l) Once outside the building, proceed directly to the assembly point.
- m) At the assembly point, account for your colleagues and notify the Emergency Management Committee (EMC) of any missing individuals.
- n) Assign a co-worker or helper to assist each disabled individual. Never use elevators during a fire emergency.
- o) During daily operations, ensure that stairwell doors are not locked at any time.

Use fire extinguishers as first aid firefighting. Fight the fire only if:

- a) The fire is small and confined to its area of origin.
- b) If you are trained in firefighting and familiar with firefighting equipment operation.
- c) The fire department/agency shall be notified for fire control.

NOTE: DO NOT USE LIFT IN CASE OF FIRE

6.8.2 In the event of an accident:

- a) Administer first aid if you are able, or notify the nearest certified first aider.
- b) Inform the administrator to contact an ambulance. If the incident occurs on a highway, refer to the toll slip/receipt for the emergency contact number.

6.8.3 In the event of an earthquake:

- a) Take shelter under a lintel, interior door frame, or sturdy furniture.
- b) Slowly exit the building using the stairs.
- c) Evacuate only after the tremor has subsided.

6.8.4 In the event of a flood:

- a) Stay informed through media outlets and news sources.
- b) Keep essential supplies, including medicine, food, and water, readily available.
- c) Seek refuge at the top of the building.
- d) If possible, evacuate the area.

6.8.5 Bomb Threat

- a) Remain calm and composed. Avoid panic. The initial hours may be chaotic and confusing.
- b) Evacuate all personnel and assemble at an open area away from the building.
- c) Restrict access to the building.
- d) A designated team (Evacuation Team), familiar with the area, should conduct a systematic search under the supervision of the nodal officer.
- e) Begin the search at the perimeter of the threatened area and move inward.
- f) If a suspicious object is found, immediately inform the police. Do not touch or handle the object.
- g) Avoid using mobile phones or radios near the suspicious object.

h) Do not re-enter the building until the all-clear signal is given by the Emergency Management Committee (EMC) members.

6.8.6 Civil Unrest

- a) Remain calm and think critically.
- b) Immediately leave the area and move to a safer location, such as a police station, residential area, shopping Centre, or another building. Avoid crowded places.
- c) If your vehicle is damaged, exit the vehicle and move to a safer location.
- d) Inform the person in charge of your office about your location and actions being taken.
- e) If you encounter trouble ahead on the road, turn your vehicle around immediately, return to your origin, or seek advice on an alternative route.
- f) If surrounded by agitators, avoid confrontation and remain calm.

6.8.7 Archaeological Chance Find Procedure

If you suspect that you have encountered archaeological materials, cease work in the area immediately and follow the procedure outlined below:

- All construction activity in the vicinity of the discovery must stop immediately.
- The location of the find must be documented, and all materials should be left in place.
- The Project Manager and the Archaeological Survey of India (ASI) will be contacted for further guidance.
- The potential significance of the found will be assessed, and mitigative options will be identified.
- If the remains are deemed significant and cannot be avoided, the Project Manager, in consultation with the ASI and other relevant stakeholders, will determine the appropriate course of action.
- In the case of human remains, if they are confirmed to be archaeological, the ASI and relevant stakeholders will provide guidance on how to proceed. Options may include avoidance or respectful removal and reburial. The local administration and/or police will also be notified of the found.

- If human remains are encountered and they are not archaeological, then the local Police will be contacted immediately.

6.8.8 Snake Bites: Emergency Response, First Aid and Prevention

As the nature of the occupation involves spending time outdoors, there is a potential risk of encountering snakes. To ensure the safety of yourself and others, it is important to be aware of the venomous snake species that may be present on the site. The following are some of the snakes you should be aware of:



Fatalities and severe injuries, including amputations, are primarily attributed to limited access to appropriate medical care. Snakes typically strike defensively when startled or provoked. Unlike a predatory strike during hunting, a defensive strike often results in the release of little to no venom, thereby reducing the risk of serious injury. A bite that involves no venom is referred to as a "dry strike." It is also important to **note that a snake may continue to bite for several hours after it has died.**

- Remain alert and aware of your surroundings at all times.
- If you encounter a snake, back away slowly and allow it to move away or carefully walk around it.
- Avoid provoking, handling, trapping, or attempting to kill any snake, regardless of its type.
- Steer clear of tall grass and areas with fallen leaves.
- Refrain from climbing on rocks or piles of wood.
- Be mindful that snakes are often more active at night and during warm weather.
- Wear boots and long pants when working outdoors, as some types of clothing and footwear may not provide adequate protection against bites.
- Use leather gloves when handling brush or debris.
- Make noise to alert snakes of your presence; they are likely to avoid humans if given sufficient warning.
- Exercise extra caution during droughts or natural disasters (e.g., hurricanes, fires, floods), as snakes may be displaced from their natural habitats and move into areas where they are not typically found, including residential homes.

Signs and Symptoms of a Snake Bite

The signs and symptoms of a snake bite can vary depending on the type of snake. Common indicators include:

- Single or double puncture marks at the wound site
- Redness and swelling around the bite area
- Intense pain at the site of the bite
- Nausea and vomiting
- Difficulty in breathing
- Blurred or disturbed vision
- Increased salivation and sweating

- Numbness or tingling in the face and/or limbs
- Paleness and a sensation of feeling cold, often indicating shock

It is crucial to seek immediate medical attention if you suspect a snake bite.

Snake Bite: What to Do

The key components of an effective response to a snake bite are reassurance, immobilization of the affected area, and prompt transportation to a medical facility. Immediate action should focus on:

- **Reassurance:** Keep the victim calm to help slow the spread of venom.
- **Immobilization:** Keep the affected limb as still as possible to prevent the venom from spreading more quickly.
- **Prompt Medical Attention:** Transport the victim to the nearest medical facility without delay for appropriate treatment, such as antivenom administration.

Timely and effective action can significantly improve the outcome following a snake bite.

Snake Bite: Immediate Actions

- **Move out of striking distance** to ensure safety.
- **Stay calm** to help prevent the spread of venom.
- **Call emergency medical services immediately;** do not wait for symptoms to appear.
- Be prepared to **describe the snake's colour and shape**, especially the head, to medical personnel for accurate identification.
- The victim should **assume a resting position**, ideally with the affected area kept **below heart level** to reduce venom flow.
- **Clean the wound** gently with soap and water using a damp cloth, if possible.
- **Cover the wound** with a clean, dry bandage or dressing.
- **Immobilize the affected limb** using a non-constricting splint to limit movement and reduce venom spread.
- **Loosen or remove tight clothing or jewelry** near the bite area in case of swelling.
- The victim may **drink water** to stay hydrated, but should **avoid caffeinated**

drinks or alcohol, as they can exacerbate symptoms.

Prompt, calm, and appropriate action can be critical for minimizing the effects of a snake bite.

Do Not:

- Do not attempt to catch the snake.
- Do not cut open the bite wound.
- Do not try to suck out the venom.
- Do not apply a tourniquet or ice to the affected area.
- Do not immerse the wound in water.

If you find yourself in a remote area without phone service or easy access to transportation, the victim should remain as still as possible to slow the spread of venom. It's important to manage fear and anxiety, as these can increase heart rate and blood pressure, which can worsen the effects of the venom. In most cases, the amount of venom injected is not lethal. Symptoms can typically be managed as they arise, but prompt medical attention should still be sought as soon as possible.

Treatment

The cornerstone of effective treatment is the **prompt transfer to a medical facility**. The affected individual should be treated by a **certified and qualified medical practitioner**.

Providing an accurate description of the snake, including its color, shape, and size, helps medical personnel determine the appropriate course of treatment. If the snake is known to be venomous or if symptoms of poisoning are present, **antivenom** (also known as antivenin) is typically administered intravenously. Antivenom is a biological product derived from animals that produces antibodies to neutralize the venom.

In addition to antivenom, the victim may receive treatment for other symptoms, such as **nausea, dizziness, numbness, and difficulty breathing or swallowing**. The victim will also be closely monitored for potential allergic reactions or complications that may arise during treatment.

6.8.9 Bear and Bear Dens

Black Bears: Behavior and Safety Guidelines

Black bears are generally shy and passive animals. They tend to avoid human interaction, particularly when they are not habituated to human presence. However,



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bears are intelligent and curious creatures, capable of finding ways to access unprotected food sources, such as containers, vehicles, and even buildings. They can remember the locations of food sources and are likely to return to them.

When bears repeatedly encounter food sources without negative experiences, they begin to associate humans with food, which can lead to habituation. Habituated bears lose their natural fear of humans and may become bolder in seeking out food. Unfortunately, this behavior often leads to bears being destroyed, as relocation efforts are costly and frequently unsuccessful.

It is important to understand that each bear is an individual, and its behavior can be influenced by several factors, such as the time of year, physical and mental condition, and past interactions with humans or other animals. However, there are common principles to bear behavior that should be respected for safety:

- **Personal space:** Bears, like all animals, have a personal space they will defend, which can vary between individuals.
- **Cubs:** Bears will aggressively defend their young if they feel threatened.
- **Food sources:** Bears are protective of anything they consider food and will defend it if necessary.

To ensure safety, always give bears plenty of space and allow them a safe retreat route. Bears should be treated with extreme caution and respect, as they have the potential to cause serious injury or even death to humans.

Bear Dens and Construction Activities

Active bear dens can be significantly impacted by construction projects, potentially leading to harmful outcomes for the bears. Direct mortality can occur if bears are in the den at the time of clearing activities. Bears displaced from their dens due to physical disruption face heightened mortality risks, particularly for cubs or pregnant females already under energetic stress. Additionally, sensory disturbances close to active dens may cause bears to abandon their dens, which increases the risk of mortality as they are forced to find new shelter once the denning period begins.

If a bear den is identified:

- **Immediately halt clearing activities** upon identifying a bear. If a female is separated from her cubs, she will typically return to retrieve them. Notify the Field Project Manager.
- **Establish a minimum 100-meter buffer** around the den site, as the bear is likely to attempt returning to the den.
- **Avoid clearing the buffered area** until the bear has left the area to reduce

disturbance and prevent potential harm.

Respecting bear dens and taking appropriate measures to minimize disruption can help mitigate the risks to both the bears and the project.

6.9 Escape Routes

6.9.1 Learn the Escape Route and Emergency Exit from Your Area

Never use an elevator (lift) as part of your escape route, as the power may shut down unexpectedly.

Pay close attention to emergency sirens and be prepared to respond accordingly.

6.10 Emergency Handling

6.10.1 The person who identifies the emergency must promptly inform the EMC members to assess the situation and take appropriate action.

6.10.2 Each contractor involved in the project is required to establish and implement their own emergency plan as needed.

6.11 Emergency Response

6.11.1 The emergency siren is configured to attract the attention of all employees at the Head Office (HO). Never assume the siren is a false alarm.

6.11.2 Proceed immediately to the designated assembly point once the alarm is activated.

6.11.3 If anyone is trapped and unable to reach the assembly point, EMC members should be contacted for assistance.

6.12 Emergency Communication

6.12.1 The identified emergency should be communicated through the Head of Department (HOD) – QHSE or EMC members.

6.13 Role of the Evacuation Team

The responsibilities of the evacuation team during an emergency are as follows:

- a) Restrict and barricade the affected area to prevent further exposure.
- b) Assist and guide individuals during the evacuation.
- c) Conduct a search and rescue operation to ensure no one is left behind or trapped inside the building.
- d) In case of fire, assess the size and nature of the fire, and attempt to extinguish it if safe to do so.
- e) Perform a headcount at the assembly point to ensure all personnel have been evacuated.



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6.14 Emergency Contact

6.14.1 Contact information for emergency personnel shall be maintained at the Head Office, Project/OMS sites, in the specific format which includes their names and contact numbers. These contact numbers will be displayed at appropriate locations to ensure all stakeholders are informed and aware.

6.15 Emergency Impact on the Community and Plan

Wind power and solar power plants do not emit pollutants or effluents that could directly impact the community in the event of an emergency.

Key emergencies with potential community impact include:

Fire incidents that could spread beyond the plant boundary (direct impact).

Traffic-related incidents during construction activities, which may have an indirect impact on the surrounding community.

These risks must be carefully managed to minimize any potential harm to the local community.

KVGGN Synergy will deploy security guards on a **24/7 basis** to monitor and maintain the security of the plant, including overseeing fire emergencies. During the construction phase, a **traffic management plan** will be implemented by the contractor to manage traffic and address emergency situations effectively.

Additionally, KVGGN Synergy may display **emergency contact numbers** in areas where the plant boundary intersects with the resident community. Alternatively, these contact numbers may be provided directly to the community, allowing them to communicate promptly in the event of any identified need.

7. DOCUMENTATION

All relevant documented information, including records of **Emergency Mock Drills**, shall be maintained and retained by the **Head of Department (HOD) - QHSE** at the Head Office (HO) and by the **Site Manager** or a nominated person at the site, as part of the **QHSE records**.
