



**NORTH-WEST POWER  
GENERATION  
COMPANY LIMITED  
EMERGENCY PREPAREDNESS PLAN**

DOC No: EPP-01  
EFFECTIVE DATE: 25.07.2022  
REVISION NO: 01  
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To establish a systematic plan for effective management of an accident / incident situation and to minimize environmental impacts and losses to people & property, this

Emergency Preparedness Plan describes the emergency preparedness of

**Corporate Office, NORTH WEST POWER GENERATION CO LTD (NWPGL),**

is applicable to deal with various types of emergency situations, which could occur within the office premises.

This Emergency Preparedness Plan defines the function and responsibilities of all concerned, managerial, operational & supporting services, department personnel for effective management of On-site-emergency.

**Name of Chief Executive Officer** : **Engr. A. M. Khurshedul Alam**

**Address** : **North-West Power Generation Company Ltd.  
(An Enterprise of Bangladesh Power Development Board)  
UTC Building, (Level- 3 & 4),  
8, Panthapath, Karwan Bazar, Dhaka-1215.**

**Contact Numbers** :

- **Call: 48122117**
- **Call: 48122118**
- **Email: info@nwpgcl.gov.bd**
- **Fax: 48121506**
- **Website: www.nwpgcl.gov.bd**

**Process & Products** : **Power Generation**

**Operational Since** : **November, 2008**

	Name	Designation	Signature
Reviewed by	Mashuda Parvin	CMR (ISO implementation Committee) & Manager (EHS)	
Approved by	Md. Abdus Samad	Convener (ISO implementation Committee) & Executive Director (Engineering)	



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## RESPONSIBILITIES

- ✓ **Lift Lobby** is the Emergency Control Centre, equipped with First Aid box, office map and other details like Emergency phone no. etc
- ✓ On occurrence of any emergency, the CEO shall act as the **Main Controller**.  
**Note:** In absence of CEO, GM(HR) shall act as the Main Controller.
- ✓ The GM(HR) is the **Incident Controller** and he shall also arrange for necessary help and look after Internal and External Communication.
- ✓ The respective Head of the Departments / Area In Charges (of the affected area) shall act as the **Site Controller**.

The structure and responsibilities of various personnel for emergency preparedness and response are given below.

### Main Controller

The CEO shall act as Main Controller during On-site emergency. He will assess the magnitude of situation and decide regarding declaration of emergency. He will guide all concerned personnel for effective management of situation.

### Incident Controller

The GM (HR) shall take charge as Incident Controller. He will keep the Main Controller informed of the latest situation and direct all operations within the affected area with following priorities.

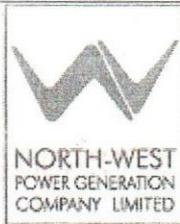
- A) Safety of Personnel and Damage to Environment.
- B) Minimization to damage of property, and loss of material.

He will also arrange the rescue operation and evacuation job. Till the arrival of the Main Controller, he shall direct the shutdown and other activities needed at site including declaration of emergency as required. He shall communicate with internal personnel and external agencies and arrange the rescue operation.

### Site Controller

The concerned Head of the Department(s) / Area In Charge(s) shall act as Site Controller. He will report to the Main Controller and Incident Controller and co-ordinate with Security personnel for relief and rescue operation.

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### HR Department

- To update EMERGENCY PREPAREDNESS PLAN as per requirement.
- To ensure that Emergency Control Centre is well equipped with Personal Protective Equipments, company's maps etc. They also have to check up periodically the worthiness of the equipments kept in Emergency control Centre.
- To assist all emergency teams for arranging well in advance the materials required by them during emergency.
- To arrange mock drill of Emergency team activities in consultation with CEO and GM (HR), and report about its effectiveness to them.
- To ensure that all protection and warning systems installed for safety are working alright.

### Executive Director (Finance)

He shall keep an Emergency fund for the contingency situation beside the normal cash. He, on direction of the Main Controller, shall release cash and keep records.

### Security Personnel

They shall communicate & coordinate with incident controller and site controller for relief & rescue operation. At least one of them should be present at the main gate for controlling in coming & out going persons and vehicles. One should take charge of the head count in the designated ASSEMBLY AREA during emergency and tally with the number of persons present inside the premises; If any discrepancy is noticed, he shall inform the Security In charge. Other security personnel shall participate in fire fighting. If required, the Security Incharge shall inform the incident controller about the occurrence of emergency.

### Environmental Cell

In case any Emergency has occurred due to the malfunctioning of the Pollution Control Facilities, the members shall immediately look into the matter and direct the stoppage of the processes.

### Fire Fighters

Fire fighters have been nominated. On direction of site controller, the Fire Fighters shall mitigate the effect of fire using appropriate media & attend to the injured persons if any. The list of Fire Fighters who have received specialized training are provided in this EPP.

### All Employees

Any employee, on spotting any accident / emergency, shall immediately intimate the respective Area In Charge/ Concerned HOD's by the means available – verbally, telephone; the fire fighters present in the department shall take respective charges as detailed above. Others shall stop the

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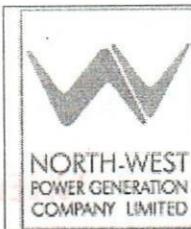
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operation, and safely evacuate along with others to the Assembly Area for head counting or for further directions. They shall also help all visitors and contractors present in their area for evacuation. No panic or rumor shall be created by them. The injured person(s) shall be immediately sent for Medical Aid and specialized help, as may be needed.

### Visitors

All visitors shall stop all the meetings/works and co-ordinate with the departmental personnel and proceed towards the Assembly area. They should present their identity to the Security person in the assembly area and wait till further instructions are given.

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### POTENTIAL EMERGENCIES

The potential Environmental Emergencies based on the Aspect Impact Analysis are:

- Fire due to any reason

The potential OHS Emergencies based on the Hazard Identification & Risk Assessment are:

- Any physical injury and / or sickness to any personnel resulting out of electric shock, moving parts, exposure to chemicals / gases, fall from height, food poisoning, drowning.

### FIRE FIGHTING ARRANGEMENTS

A complete network of fire fighting equipments like extinguishers, hydrant accessories have been installed within the office premises. The Type & Number of equipments and their locations within the premises are given in the format below.

#### 1. FIRE EXTINGUISHERS

(A) The total quantity and types of Fire Extinguishers available in the office:

26 Fire extinguishers in total ; 7 of them CO<sub>2</sub> type, 19 are of Dry Powder type.

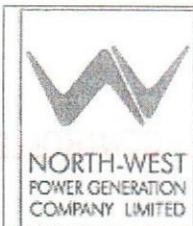
#### 2. FIRE HYDRANT

(A) There are 4 Fire Hydrant for four Unit (per unit 1 hydrant); located at the Emergency Exit Way.

#### 3. SMOKE DETECTORS

(A) Total 76 smoke detectors are being used in Head Office.

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**INSTRUCTIONS FOR FIRE PREVENTION & FIRE FIGHTING**

1. Identify all the activities / location where there is a potential for fire and / or explosion.
2. Do not keep any flammable material near the potential hazardous area and electrical points.
3. Ensure that nobody smokes inside the identified fire prone areas; the whole plant is a No Smoking Area,
4. Do not allow any spillage or leakage in working Area; in case any spillage is noticed, immediately wipe off with cloth. Throw the cloth in the designated bin
5. Make sure that non-compatible materials are not kept together; if required, refer the Material Safety Data Sheet.
6. Ensure availability of adequate number(s) of appropriate type Fire Extinguishers in the fire prone places.
7. Do not allow accumulation of wastes, dry leaves in fire prone areas as they are also a potential fire hazard.
8. Compressed Gas Cylinders shall not be stored near sources of heat or under direct sunlight; they shall also be chained / secured.
9. Never overload electrical points and connect equipments / appliances to correct Socket – check for the Ampere rating also.
10. Keep yourself informed about the type of fire and extinguisher to be used
11. Participate actively in the periodic Mock Drills to ensure emergency preparedness.
12. Never block the fire exits.
13. Portable / First Aid Fire Extinguishers are to be mounted at a comfortable height for easy access and usage.
14. At least once in every month, check whether sufficient water is reserved in central water reservoir for using hydrant in case of fire. Keep the records.
15. At least once in every three months, monitor whether all smoke detectors are active and keep records.

**ELECTRIC SHOCK/ FALL FROM HEIGHT**

Immediately call the Doctor at site so that he may start the CPR on the patient and make plans to shift the patient to the nearest hospital at the earliest.

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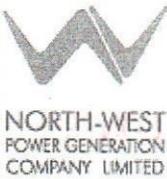
### LIFT MAINTENANCE

Maintenance & servicing (if required) of office lift is regularly carried out by building maintenance authority. All necessary documents regarding lift maintenance are submitted to HR & Admin Division by building maintenance authority at least once in every month.

### SELECTED PERSONNEL FOR EMERGENCY

<b>Fire Fighting Team</b>	01. Shahin Ahmed (Office Supporting Staff) 02. Md. Shamim Shek (Office Supporting Staff) 03. Md. Bodrul Alam (Office Supporting Staff) 04. Kazi Sumon (Office Supporting Staff) 05. Md. Sumon Munsu (Office Supporting Staff) 06. Md. Habibur Rahman (Office Supporting Staff)
<b>Rescue Team</b>	01. Md Monir Hossain, Executive Engineer, (P&D) 02. Md. Ishtakimul Haque, SDE, Payra 3600 MW LNG-to-Power Project. 03. Dewan Mizanur Rahman, DM (Admin) 04. M. Ijaz Ahmed Saadi, SDE (P&D) 05. Muhammad Selim (Office Supporting Staff) 06. Syed Saiful Islam (Office Supporting Staff)
<b>First Aider Team</b>	01. Rashedul Islam, Account Assistant <b><u>02. Nabila Parvin, Office Assistant</u></b> 03. Fatema Ummul Khair, Computer Operator

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	04. M. Nafiul Islam, Computer Operator
<b>Evacuation/Head Counting Team</b>	01. Azra Jabin, Manager (Admin) 02. Mashuda Parvin, Manager-In-Charge (Environment) 03. Md. Ishtakimul Haque, SDE 04. Dewan Mizanur Rahman, Deputy Manager (Admin) <b>05. <u>S. M. Jahid Anwar, JAM (EHS)</u></b>

### ALARM SYSTEM

In case of emergency, the main / incident controller shall declare emergency. The evacuation, head count and other necessary arrangements will be performed under the guidance of Incident Controller. Alarm (sirens) will be raised by the Security personnel after receiving instructions from main / incident controller.

The Alarm for various emergency situations will be through verbal communication/shouting.

Besides, to alert other people during the emergency, people have been instructed to run to various departments to make everybody alert.

### ASSEMBLY AREA

On declaration of emergency and/or sounding of emergency alarm, all employees, workers, visitors, contractors shall assemble in designated assembly area - head count by the Security. The Assembly Area has been identified by a Display Board.

### EMERGENCY CONTROL CENTRE

The Lift Lobby has been designated as the Emergency Control Centre. It is manned for 24 hours. In case any briefing is to be given to the press and media regarding the emergency, the same shall be given by GM (HR).

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### TRANSPORT ARRANGEMENTS

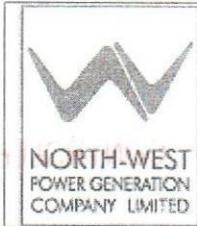
Whenever necessary, Ambulance / Cars are made available to transport affected people if any, to outside facilities such as Hospitals or Nursing Homes. This is co-ordinated by the HOD in coordination with GM (HR).

### LIASONING

The various internal and external contacts for liaising during emergency are given below. Any employee or Security personnel can interact with the internal contacts, but under no circumstances, shall contact the external facilities, which is the sole authority of the Unit Head.

S.N.	Name / Description	Address & Contact No.	Remarks
1.	CEO	<u>2222 46208</u>	Main Controller
2.	GM (HR)	<u>2222 46802</u>	Incident Controller
3.	Building Maintenance Team	UTC Building, (Level-1) 8, Panthapath, Kawran Bazar, Dhaka-1215.	For Maintenance Purpose
4.	Police Station	<u>24/7 Contact: 100</u> <u>Tejgaon Thana (OC):</u> <u>01320-040802</u>	For Civil Aid
5.	Fire Service No.	<u>2233 55555</u>	For Fire Fighting
6.	Emergency No.	<u>999</u>	
7.	Govt. Hospital	Dhaka Medical College Hospital: <u>02-55165001</u>	For treatment and medicines

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### TRAINING AND AWARENESS

Regular training is given to employees about various potential emergency situations and their roles & responsibilities during any such scenario. Identified personnel are also trained in Fire Fighting.

### MOCK DRILLS

Mock-drills are carried out at least once in Six Months to check the effectiveness of the emergency response as per the Emergency Preparedness Plan. In case of any deviation from the procedure described in this Emergency Plan, the Plan shall be revised adequately.

### FIRST AID

First aid boxes are available at Lit Lobby. GM (HR) will be responsibility to ensure that contents are regularly checked and replaced as necessary. The contents are as per the requirements of the Factories Act.

### MAINTENANCE AND REPAIR WORK

Servicing, filling testing & controlling of the complete fire fighting system (extinguishers and hydrant) is regularly maintained according to good engineering practices and records are maintained by the GM (HR).

### POST-EMERGENCY SITUATION

Fire will be extinguished using the appropriate type of fire extinguisher.

In case of emergencies involving human injury and / or ill-ness, the concerned person(s) shall be sent for appropriate medical treatment.

Besides, a meeting of the Management Review Committee shall be convened to analyze the actions taken and loss encountered, suggesting / incorporating any corrective and preventive mechanisms and for modifying the Emergency Preparedness Plan. If required, the Environmental Aspect Impact Analysis, OHS Hazard Identification & Risk Assessment shall also be reviewed and updated. Further training shall also be provided to the personnel based on identified needs.

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### FIRST AID

First-aid is the immediate care given to the victim of an accident or sudden illness before the arrival of a qualified expert. The purpose of First-aid is to preserve life, assist recovery, prevent aggravation and minimize complications at a later date with the help of such material as may be available.

#### **Artificial Respiration**

- ✓ Mouth to Mouth: This is appropriate and effective technique for emergency artificial respiration.
- ✓ Keep the head slightly backward and open the jaw.
- ✓ Seal the casualty's nose to prevent escape of air by pinching with thumb and index finger.
- ✓ Take a deep breath, open your mouth widely, place it over the victim's mouth and make a tight seal.
- ✓ Quickly blow the full breath into the mouth of victim.
- ✓ Remove your mouth from the victim and allow him to exhale passively.
- ✓ Repeat the procedure 12 to 15 times per minute, till medical aid is arranged.
- ✓ Arrange immediate medical aid.

#### **CAUTIONARY NOTE**

- ✓ Do not give mouth to mouth resuscitation during CPR in the presence of toxins such as cyanide, hydrogen sulphide, corrosives and organo-phosphates. Ventilate the casualty by using a face mask or bag/valve/mask assembly.
- ✓ Avoid mouth to mouth resuscitation if there is possibility of transmission of infection between the victim and the rescuer, such as HIV, Hepatitis-B, Tuberculosis, Shigellosis, Meningococcal meningitis, Herpes simplex virus and Salmonella. Use an interposition airway device which must function effectively in both its resuscitation and protective roles, and be immediately available at all times.

#### **Control of Bleeding**

- ✓ Apply direct pressure by thumb or finger.
- ✓ Apply dressing – gauze pad and bandage.
- ✓ Apply indirect pressure on pressure points.
- ✓ Apply tourniquet.
- ✓ Remove the injured to the hospital.

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### Fractures

Signs of Fracture: Pain, Tenderness, Swelling, Loss of Power, Deformity

- ✓ Do not move the injured unless the life is endangered from other causes.
- ✓ Deal with the hemorrhage and breathing difficulties. Immobilize the fracture by using suitable splints.
- ✓ Immobilization should include one joint above and one joint below the fracture.
- ✓ Remove the injured to the hospital.

### Burns

- ✓ Pour running cold water on the affected part.
- ✓ Do not apply ointments or oils or any other substance.
- ✓ Cover the wound with sterilized cloth.
- ✓ Give artificial respiration, if needed.
- ✓ Prevent shock.
- ✓ Arrange immediate medical aid.

### Shock

- ✓ Lay the patient on his back.
- ✓ Stop bleeding, if any.
- ✓ Relieve pain by supporting the injured part.
- ✓ Keep the patient comfortable.
- ✓ Do not cause sweating.
- ✓ Fluids may be given by mouth in small amounts, if the patient is conscious.
- ✓ Reassure the patient.
- ✓ Arrange immediate medical aid.

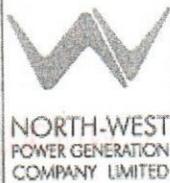
### Wounds

- ✓ Stop the bleeding, if any.
- ✓ Avoid touching the wounds.
- ✓ Cover the wound with sterilized cloth.
- ✓ Arrange immediate medical aid.

### Eye Injuries

- ✓ Removal of foreign body should not be attempted.
- ✓ Do not apply oil or ointment.
- ✓ Apply sterile pad and loose bandage.

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- ✓ Send the patient to the hospital.

### **Abdominal Wounds**

- ✓ No time should be lost in sending the patient to the hospital.
- ✓ Keep the patient flat on his back.
- ✓ Give nothing by mouth.
- ✓ Maintain warmth.
- ✓ If intestines protrude from the wound, do not attempt to touch or replace them.
- ✓ Apply sterile dressing and binder on the wound.
- ✓ Provide immediate transportation to the hospital.

### **Backbone Fracture**

- ✓ Fracture of backbone may lead to paralysis of limbs. Hence, victim should be handled with great care.
- ✓ Transport on a rigid frame, which may be improvised by using available board.
- ✓ The rigid frame is to be placed on a stretcher for transportation.
- ✓ Immediate hospitalization is needed.

### **Heat Stroke**

- ✓ Make the patient lie down.
- ✓ Remove all clothing except the underwear.
- ✓ Keep the patient under the fan.
- ✓ Pour cold water on the body repeatedly.
- ✓ Wash the head thoroughly with cold water and dry it with towel.
- ✓ Record body temperature falls up to 38°C stop pouring water.
- ✓ Give plenty of cold water with a pinch of common salt in each glass of water to drink.
- ✓ Send the patient to the hospital.

### **Bleeding Nose**

- ✓ Make the patient sit on a Chair with head downward.
- ✓ Pinch the nose with fingers and thumb.
- ✓ Apply ice or cold compression.
- ✓ Do not plug the nostrils.
- ✓ Do not put water or any medicine through the nostrils.
- ✓ Send for medical aid immediately.

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### Foreign Body in the Nose

- ✓ Do not try to remove the solid object.
- ✓ Ask the patient to breathe through mouth.
- ✓ Send the patient to the hospital.

### Bleeding Ear

- ✓ Lay the patient with the head slightly raised.
- ✓ Incline the head to the affected side and apply a dry dressing over the ear with loose bandage.
- ✓ Do not plug the ear.
- ✓ Apply pressure in front of the ear.
- ✓ Send for medical aid immediately.

### Foreign Body in the Ear

- ✓ Solid – Do not try to remove, scratch or probe it.
- ✓ Insects – Put a few drops of water in the ear and turn the head so that affected ear points upwards.
- ✓ Keep the head in that position for 5 minutes, and then turn the head downwards so that the water flows out.
- ✓ Arrange immediate medical aid.

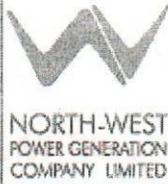
### Snake Bite

- ✓ Reassure the patient.
- ✓ Do not allow the person to run or walk.
- ✓ Apply a ligature above the wound (in between the heart and the wound) if the bite is in the leg or hand.
- ✓ Wash the wound with potassium permanganate solution or with soap and water.
- ✓ Allow free bleeding.
- ✓ Never suck the blood from the wound.
- ✓ Treat for shock.
- ✓ Arrange immediate hospitalization, by transporting the patient in a lying down position.

### Dog Bite

- ✓ Clean the wound immediately with water.
- ✓ Then wash with antiseptic soap and water.
- ✓ Do not try to stop bleeding.

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- ✓ Do not cover the wound.
- ✓ Send the patient to hospital for treatment.

**Insect Bite**

- ✓ The sting bite should be pulled out.
- ✓ Apply cold compression.
- ✓ Apply vinegar diluted with water.
- ✓ Soda-bicarbonate paste should be applied at the site.
- ✓ Prevent shock.
- ✓ Send for medical aid immediately.

**Chemical Burns of the Eyes**

- ✓ Immediate washing of the eye with clean water at least for fifteen minute or longer.
- ✓ Apply sterile dressing over the eye.
- ✓ Neutralizing agents or ointments should not be used.
- ✓ Send the patient to the hospital.

**Suffocation**

- ✓ Remove the patient from the source.
- ✓ Clean the airways.
- ✓ Restore breathing by artificial respiration.
- ✓ Send the patient to the hospital.

**Electric Shock / Injuries**

- ✓ Do not touch the casualty while he is still in contact with electricity.
- ✓ Switch off the current at once.
- ✓ Do not attempt first aid until the contact has been broken.
- ✓ Make the air passage clear and clean.
- ✓ Restore breathing Artificial respiration and external cardiac massage, if needed.
- ✓ Call for immediate medical aid.
- ✓ Send the patient to the hospital.

**Unconsciousness**

- ✓ Make the patient lie down on his belly with head turned to one side.
- ✓ Check breathing and pulse.
- ✓ Loosen tight clothing.
- ✓ Clean the air-way.

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Approved by	Md. Abdus Samad	Convener (ISO implementation Committee) & Executive Director (Engineering)	



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- ✓ Give artificial respiration and external Cardiac Massage, if needed.
- ✓ Transport the patient to the hospital.

**Food Poisoning**

- ✓ Find the nature of the poison.
- ✓ Inform HR & Admin Dept.
- ✓ Send the patient immediately to the hospital.

**EARTHQUAKE - BASIC DO'S AND DON'TS**

Take cover under a desk, table, or other large and stable piece of furniture. Hold on to it.  
Or, stand in a doorway and brace yourself.

Stay away from windows, heavy furniture, appliances, mirrors, pictures, and anything else that could fall and hurt you.

If you are driving when an earthquake happens, stop the car if it's safe. Stay inside your car until the earthquake stops, and don't drive near bridges or tunnels. Try not to stop by power lines, light posts, signs, or trees. These could fall and hurt you.

Stay alert for falling objects. Most people get injured by falling objects during an earthquake, not by the shaking itself.

Do not use lifts. There might be a power outage due to the earthquake, and you could get stuck in the lift.

***After the earthquake stops, here's what you should do:***

- ✓ Check yourself and others for injuries. Call **GM (HR) on PABX 201** if you or someone else needs medical assistance.
- ✓ Stay away from damaged buildings and areas. You could get hurt by broken glass and falling objects.

**TERRORIST ATTACK, BOMB EXPLOSION - BASIC DO'S AND DON'TS**

- ✓ Do what you're told. If a fire fighter, police officer, or other official tells you to do something, just do it. Their specific instructions should take precedence over general guidelines such as this one.
- ✓ If you're warned of an explosion, duck and cover. Get away from windows and behind something solid. Then curl up to protect your face and eyes.
- ✓ If you're outside and you hear an explosion, or if you see people choking or collapsing, cover your nose and mouth. The big danger with most toxic substances is

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inhaling them. Even thin fabrics - a handkerchief, scarf, or shirt - will reduce your chance of inhaling radioactive particles, many chemical and biological agents, and the choking dust that ordinary bombs produce.

- ✓ Get inside. Find an intact, sturdy building and go in it.
- ✓ If you're inside and the problem is outside, close up. Closing doors and windows - and turning off air conditioners - will make most modern buildings reasonably airtight. That will keep most toxic substances from drifting in. If the windows are broken (say, by an explosion) or your part of the building is otherwise leaky, find an intact room to shelter in.
- ✓ Move away from windows. Just in case there's a second explosion, or a release of highly penetrating (gamma) radiation, you want to be behind a nice, solid wall.
- ✓ If you're inside and the problem is inside, get out. Because modern buildings are fairly airtight, a dangerous substance released inside one will stay dangerously concentrated. If people inside the building are choking and collapsing, it's time to leave and head for another, safer shelter.

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