

MASTER COPY

For Restricted Circulation only



SHAKAMBHARI ISPAT & POWER LTD.
(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Emergency Preparedness

Page No. 1 of 5

SOP No.

Version No.

Effective Date

Next review date

SIPL/QAS/024

00

07.07.2026

06.07.2028

1.0 PURPOSE

- 1.1 To provide a mechanism for preparing for potential emergency situations. The objectives of this plan are:
- 1.1.1 To protect employees and community and to bring normalcy within the shortest possible time.
 - 1.1.2 To safeguard people in the premises and minimize damage to property and environment.
 - 1.1.3 To initially contain and ultimately bring the incident under control.

2.0 SCOPE

- 2.1 This SOP applies to all departments of SIPL.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

- 3.1.1 In-house

3.2 Attachments: Nil

4.0 RESPONSIBILITY

- 4.1 Unit Head, MR & HR.

5.0 DISTRIBUTION

- 5.1 Quality Control
- 5.2 Production
- 5.3 Warehouse
- 5.4 Admin & HR

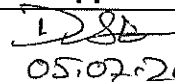
6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 **Emergency:** An "emergency" is a situation that is likely to endanger the safety of personnel or cause damage to the assets of the corporation. Potential emergencies are fire, leakage of gas, heavy spillage of oil / ink / solvents, and natural calamities like earthquake, landslides etc. Besides this, there is a possibility of minor accidents such as suffocation, electrical shock / electrocution, falls from height and minor cuts / bruises / fractures etc.

6.2 Abbreviations

- 6.2.1 Nil

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026



SHAKAMBHARI
GROUP
SteelWithin

SHAKAMBHARI ISPAT & POWER LTD.
(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Emergency Preparedness

Page No. 2 of 5

SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/024	00	07.07.2026	06.07.2028

7.0 PROCEDURE

7.1 In consideration of the various activities and the materials / equipment used therein, it is expected that an emergency situation can occur in the SIPL establishment due to the occurrence of:

- 7.1.1 Fire
- 7.1.2 Medical emergency
- 7.1.3 Earthquake
- 7.1.4 Landslide
- 7.1.5 Civil disturbance

7.2 Life Safety Within Plant

- 7.2.1 **Evacuation:** Quick and safe evacuation is to be ensured in case of any emergency situation.
- 7.2.2 **Exit Routes:** All exit routes have been indicated with the help of "EXIT" signs at all exit points. Everyone within the plant should familiarize themselves with the nearest exit route from his / her workplace.
- 7.2.3 **Emergency Alarm System:** In case evacuation is required, the same shall be informed over the Emergency Alarm System.
- 7.2.4 **Assembly Area and Head Count Procedure:** All people will gather away from the building and will assemble at the designated place for head count. The total manpower present is available through the Attendance Register available at the gate and cross-checked with HR. The plant area contains electrical appliances, plastic materials, ink, solvents and paper items which are prone to risk of fire in the building.

7.3 Prevention

7.3.1 Fire

- 7.3.1.1 The entire premises is a NO SMOKING ZONE.
- 7.3.1.2 All motors / lights used in the area of ink storage and its consumption are flameproof.
- 7.3.1.3 Important equipment has built-in safety features related to electrostatic charge.
- 7.3.1.4 Electrostatic discharge plates are installed at every entrance (change rooms).
- 7.3.1.5 Training and awareness on safety at every operation is provided periodically.
- 7.3.1.6 Periodic mock drills are conducted to check the effectiveness of emergency preparedness.

7.3.2 Spillage of Solvent / Ink / Oil

- 7.3.2.1 The trolleys and floors have been constructed so as to eliminate spillage during transportation.
- 7.3.2.2 In case of leakages during storage of the chemicals, suitable dyke walls / secondary containments are provided to prevent the spillage reaching the ground.

Prepared By:	Checked By:	Approved By:
<i>Calu</i> 05.07.2026	<i>MS</i> 05.07.2026	<i>D&D</i> 05.07.2026

SHAKAMBHARI
GROUP

SteelWithin

SHAKAMBHARI ISPAT & POWER LTD.

(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Emergency Preparedness

Page No. 3 of 5

SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/024	00	07.07.2026	06.07.2028

7.3.3 Explosion in Solvent Storage Area

7.3.3.1 The solvents stored in drums are stored in open shade. This ensures that the solvents do not reach LEL (Lower Explosive Limit). Moreover, the threshold quantity of solvents is much less than the limits specified in the Manufacture, Storage & Import of Hazardous Chemicals Rules.

7.3.3.2 Warning signs are placed.

7.4 In Case of Fire**7.4.1 Actions to be initiated by Security Staff**

7.4.1.1 Identify the location and immediately raise the fire alarm / siren.

7.4.1.2 In case of fire on electrical equipment, cut the energy supply / isolate the equipment / area.

7.4.1.3 Inform the Plant Head, Head Production and Head QA / QC.

7.4.1.4 In case of major fire, inform the local fire brigade.

7.4.1.5 Call for assistance and fight the fire with the fire extinguishing equipment provided.

7.4.2 Actions to be taken by other staff members

7.4.2.1 In the event of fire, report immediately to the Security Room and raise the fire alarm.

7.4.2.2 Call for assistance and attack the fire with appropriate fire-fighting equipment provided.

7.4.3 On hearing the Fire Alarm

7.4.3.1 Listen to the sound on the alarm system or contact the Security Room for information about the incident.

7.4.3.2 Leave the premises and report immediately to the designated assembly area outside the building.

7.4.3.3 Do not use lifts in case of fire; use the staircase. In case your room is smoke-logged, tie a wet handkerchief on your face covering your nose.

7.4.3.4 Lie down and crawl to the nearest exit point. Smoke always rises in an upward direction due to lighter density; the area below your knee will have lesser smoke.

7.4.3.5 If your colleagues are there, take them along and move in twos.

7.4.3.6 Assist in fighting the fire with the help of fire extinguishers.

7.4.3.7 HR persons will do the head count and will inform the fire-fighting team in case any person is found missing.

7.4.3.8 An emergency vehicle will be used to shift an injured person to hospital if required.

7.4.3.9 A first-aid box shall be kept by the HR department in a designated place.

Prepared By:	Checked By:	Approved By:
<i>Devi</i> 05.07.2026	<i>MS</i> 05.07.2026	<i>DSB</i> 05.07.2026



SHAKAMBHARI
GROUP
SteelWithin

SHAKAMBHARI ISPAT & POWER LTD.
(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Emergency Preparedness

Page No. 4 of 5

SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/024	00	07.07.2026	06.07.2028

7.5 In Case of Burn Injury

7.5.1 First Aid Team: A list of trained persons on first aid is available in the HR department.

7.5.2 Burn Injury Due to Fire & Action to be Taken for Any Burn Injury:

7.5.2.1 Any fire creates a highly dangerous atmosphere, i.e. low oxygen, and may be contaminated by carbon monoxide and toxic fumes.

7.5.2.2 Try to extinguish the fire from the casualty.

7.5.2.3 Douse the burn with plenty of cold water for at least ten minutes to stop the burning and relieve the pain.

7.5.2.4 Call the doctor / admit the injured person to the nearest hospital if required.

7.6 In Case of Electrocutation

7.6.1 Burns may occur when electricity passes through the body. Much of the visible damage occurs at the point of entry and exit of the current. An electric shock can cause cardiac arrest.

7.6.2 Action to be Taken in Case of Electric Shock

7.6.2.1 Make sure that contact with the electrical source is broken.

7.6.2.2 Pour plenty of continuous cold water on burns to dissipate the heat.

7.6.2.3 Check the person's eyes, breathing and pulse.

7.6.2.4 If either has stopped or seems dangerously slow or shallow, initiate mouth-to-mouth resuscitation immediately.

7.7 Earthquake

7.7.1 Action to be Taken in Case of an Earthquake

7.7.1.1 Do not panic. Try to take shelter at a corner or under a working table.

7.7.1.2 Watch for falling plaster, bricks, lighting fixtures and other objects.

7.7.1.3 Stay away from glass windows.

7.7.1.4 Switch off the power supply to avoid electrocution due to falling electrical fixtures.

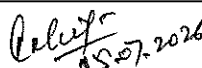
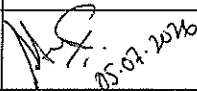
7.7.1.5 Do not rush outside in a hurry without analyzing the situation.

7.7.1.6 All employees will gather at the designated assembly point outside the building.

7.7.1.7 The HR department will do the head count.

7.7.1.8 A first-aid box shall be kept near the assembly point, and call the emergency van to rush casualties, if any, to a nearby hospital.

7.7.1.9 After taking consent from the police, the emergency management team will declare normalcy. All employees will return to the work area.

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026



SHAKAMBHARI ISPAT & POWER LTD.
(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Emergency Preparedness			Page No. 5 of 5
SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/024	00	07.07.2026	06.07.2028

7.8 Contingency Plan

S. No.	Nature of Emergency	Existing Contingency Plan	Contingency Plan in case of failure
1.	Fire	Smoke detectors are installed in all areas. A portable fire-fighting system is installed and fire-trained maintenance staff are available.	A mobile phone unit may be used in case of a big fire and assistance from Mogra Fire Services may be called.
2.	Earthquake	Regular mock drills are to be done; no use of lift; vacate the building through the fire exit / staircase.	Use the fire exit door. The Disaster Management Plan is to be followed.
3.	Civil Disturbance	The HR department may ensure the normalization of the situation with the help of police.	Support the local administration if required.
4.	Medical Emergency	A first-aid box is available at different locations. Extend first aid to the injured and then shift to hospital.	In case of a medical emergency, a doctor from listed hospitals may be called or the injured may be shifted to hospitals.
5.	Electric Shock / Burn Injury	Cut off the electric supply and extinguish the fire if the cloth of the injured has caught fire, then extend first aid (CPR) to the victim.	The injured personnel is immediately shifted to hospital.
6.	Theft / sabotage / unauthorized entry in plant	Security guards or anyone who spots the person shall inform the security in-charge and take action. If required, police help may also be taken.	Nowadays security cameras are installed at all the locations and actions shall be taken as above.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	07.07.2026	CC No.	NA
Details of revision: New SOP					

Prepared By:	Checked By:	Approved By:
<i>[Signature]</i> 05.07.2026	<i>[Signature]</i> 05.07.2026	<i>[Signature]</i> 05.07.2026