

## EMERGENCY CONTACT NUMBERS

Internal Emergency Contact No.:

Fire Safety Director : \_\_\_\_\_

Deputy Fire Safety Director: \_\_\_\_\_

Police : 100 / \_\_\_\_\_ / \_\_\_\_\_

Nearest Police Station:

\_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

Bomb Disposal Squad: -080 \_\_\_\_\_ / \_\_\_\_\_

Ambulance : 102 / 108

Comprehensive Trauma- 1062

-Consortium {CTC} :

Heart Line :

1.Hospital : \_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

2.Hospital : \_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

3.Hospital : \_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

Blood Bank

1.Hospital : \_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

2.Hospital : \_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

3.Hospital : \_\_\_\_\_ -080 \_\_\_\_\_ / \_\_\_\_\_

Fire: 101 / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ : 080- \_\_\_\_\_

\_\_\_\_\_ : 080- \_\_\_\_\_

LPG Emergency (Only Gas Leakage) : \_\_\_\_\_ / \_\_\_\_\_

## Site Key Plan



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# USHA ARMOUR

## VISITORS GUIDELINES

### BASIC EMERGENCY & FACILITY RULES

Please familiarize yourself with the contents of this booklet prior to entering the facility.

Please keep booklet with you during your entire stay at the facility.

Visitors / Contractors please return this booklet to Security prior to leaving the facility.

### INCASE OF ANY EMERGENCY

Call Emergency Contact No. 77777 (From any office phone) and provide the following information

- Your name
- Nature of emergency
- Location of emergency

Trained Emergency Rescue Team will immediately attend to the situation. Need of outside agencies, such as Fire brigade, ambulance, etc. will be called as appropriate..

## GUIDE LINES FOR VISITORS / CONTRACTORS

- ❖ All visitors must report to the reception and register for issuance of a photo ID badge.
- ❖ Display your ID badge visibly around your neck at all times and do not lend your ID or assist someone in tailgating.
- ❖ Visitors/employees carrying luggage must check-in the same in the cloak room. Prior to check in, luggage will be subject to a security check.
- ❖ Any bag carried by an employee or visitor is liable to be physically searched and scanned before being allowed entry.
- ❖ Visitor's laptops must be tagged and registered at the reception. Visitors are not allowed to log on to Usha Armour network without prior approval of the IT security team.
- ❖ Smoking is prohibited inside the building premises and for further assistance check with security
- ❖ Please observe Safety notices / instructions at all times when in facility.
- ❖ Photography / videography inside and outside the facility is strictly prohibited.
- ❖ Parking allowed only in authorized parking zones.
- ❖ Speed limit for driving within the facility is 15 Kmph
- ❖ Carrying or working under the influence of Alcohol, drugs and any other harmful substances is prohibited in the facility.
- ❖ Hot works such as welding / grinding etc., permitted only against authorized hot work permits.
- ❖ If you observe an incident, which you believe to be potential Safety Hazard, please inform Internal Emergency Contact No.
- ❖ Keep all stairways, path ways and area around Fire extinguishers free from any materials / obstructions of any kind.
- ❖ Please walk, do not run in the facility.
- ❖ Avoid standing or stopping in front of the doors, they may open unexpectedly.
- ❖ Contract personnel should wear appropriate personnel protective equipments such as helmets, safety belts, safety shoes, safety goggles, ear muffs etc.,
- ❖ Chemicals supplied along with the M.S.D.S. will only be permitted inside the facility. Only approved chemicals permitted.

## IN CASE OF MEDICAL EMERGENCY

- Internal Emergency Contact No.
- If the injury has resulted from an accident and no further threat to life exists, do not move the injured person.
- Decide whether to render assistance on site, with the help of a trained first aider; OR Notify the Hospital with Ambulance Service Dial 102 /108  
\_\_\_\_\_ Hospital- 080- \_\_\_\_\_  
\_\_\_\_\_ Hospital- 080- \_\_\_\_\_  
\_\_\_\_\_ Hospital- 080- \_\_\_\_\_
- Notify the Fire Safety Director / Deputy Fire Safety Director of all actions taken.
- Render assistance as necessary.

## IN CASE OF FIRE IF YOU DISCOVER A FIRE

- Internal Emergency Contact No.
- Attend to persons in immediate danger, if safe to do so.
- Follow your Fire Warden / Deputy Fire Warden's instructions.
- Attempt to extinguish the Fire only if safe to do so.
- Close the door on the Fire if it cannot be controlled.
- Assemble near the Fire escape Staircase. DO NOT use lifts.
- Follow your Fire Warden / Deputy Fire Warden's directions to the Assembly Area if applicable.

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

## ON HEARING "FIRE ALARM"

(Alert signal )

- Collect your nearby personal belongings and wait at your desk. Your Fire Warden / Deputy Fire Warden will respond directly to the signal.
- Where possible, secure confidential material and shut down computers.
- Ask any visitors to standby.
- Cease inter floor movement.
- EVACUATE IMMEDIATELY if a threat to life exists.

### DO NOT USE LIFTS

{EMERGENCY EVACUATION PROCEDURE }

**Follow the instructions on Public Address System**

### Internal Emergency Contact No.

- Follow the directions of your Floor Fire Warden / Deputy Fire Warden.
- Evacuate via the Fire Escape Stairs; DO NOT use the lifts unless directed.
- Move through the staircase in an orderly fashion.
- Evacuate in pairs using left side of stairs keep right side free for fire fighters.
- Move to the Safe Assembly Point.....
- Disabled persons shall proceed to the Fire Escape Staircase on their respective floors where they will receive assistance from Floor Fire Warden / Deputy Fire Wardens.
- If the Floor Fire Warden / Deputy Fire Warden is not available, evacuate via the Fire Escape Stairs unless otherwise advised by the Fire Safety Director / Deputy Fire Safety Director.