

Business Continuity and Disaster Management Plan

The purpose of this plan is to allow for Continuity of Business Operations at all facilities of The Supreme Industries Limited in the event of an emergency. The plan provides adequate information on preventing and limiting the consequence of incidents and handling the emergency situation. These procedures are aimed primarily at serving as guidance for the Emergency Response Teams at plant level who are responsible for managing the employees to safety during times of crisis.

A workplace Emergency is a situation that threatens the workers, customers or the public disrupts and shut down the operations or causes the physical damage or Environmental damage.

Type of Emergencies

The emergency will normally manifest itself in following basic forms

- Climate Risks (Global Warming /Sea Level Increase/Ozone Depletion /Heat Waves/Flood/Hurricane/Tornado/Biodiversity Loss/ Soil Erosion /Land Degradation Etc.)
- Water stress risks
- Fire
- Explosion / transformer (spill & release of hazardous material)
- Natural disaster (earth quake, flood)
- Arson & Sabotage

Objective of the plan

To allow for continuity of operations by minimizing the effects of emergencies on people, property and environment in the organization. We endeavor to:

- Protect organizational assets and employees from damage caused due to emergency situations
- Implement procedures to minimize economic losses from disruptions to business operations
- Identify critical operations and resume them at the earliest possible in case of any emergency
- Prepare an action plan for recovery of operations and identify key individuals to facilitate implementation of the plan
- Provide cleaner atmosphere at workplace
- Conserve all natural resources
- Provide safe working condition
- Reduce risk by introducing better management practices.

The Supreme Industries Limited

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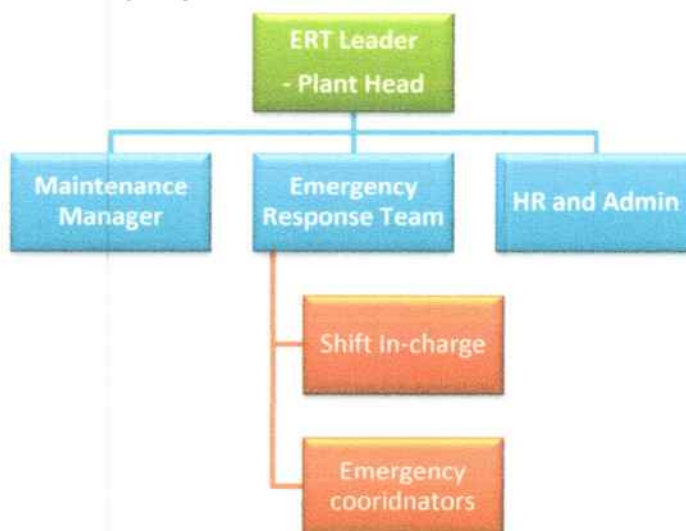
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Emergency response team

The Supreme Industries Limited has identified an emergency response team to enable effective management of emergency situations

Emergency Response Team (ERT)



Emergency responsibilities

Key Personnel of the organization and the responsibilities assigned to them in case of an Emergency.

Key Personnel (Emergency)	Responsibility
ERT Leader – Plant Head	To mobilize external / internal resources and to instruct maintenance Manager, HR and Admin
Maintenance Manager	To plan and make mobilization with HSE and Electrician
HR and Admin	To make arrangements for the emergency response and evacuation along with coordinating with the external agencies
Shift in-charge	To bring the incidence to the notice of the ERT leader
Emergency coordinators	To support in carrying out responsibilities such as firefighting, rescue, rehabilitation, transport and provide essential and support services

Plant head		
Manager HR, Communication head	Engg head	Admin
<ul style="list-style-type: none">-Control room incharge- Internal communication- External communication- Fire station-Controller of explosives- Factory inspector- Insurance authority- Electrical department- Local administration	<ul style="list-style-type: none">- Switch of electrical system- Arrangement of water- Remove flammable material- Arrange fire fighting equipment	<ul style="list-style-type: none">- Welfare and security- Law and order- Assembly head count- Hospital Coordination- Arrangement of stretcher- Ambulance- Transportation- Coordinate with all teams

Fire-fighting team will be headed by engg/personnel head who will be supported by fire-fighting team members.

NOTE:- During ON Time Working Hours Engg head/personnel head will lead for Emergency Situation & in OFF working Hours Shift In charge and Security officer will act as an Incident controller as per the organogram.

Emergency communication

Immediately after the emergency event, key personnel are notified and ERT team implements business recovery operations as per the business continuity and disaster risk management plan



Emergency preparedness plan

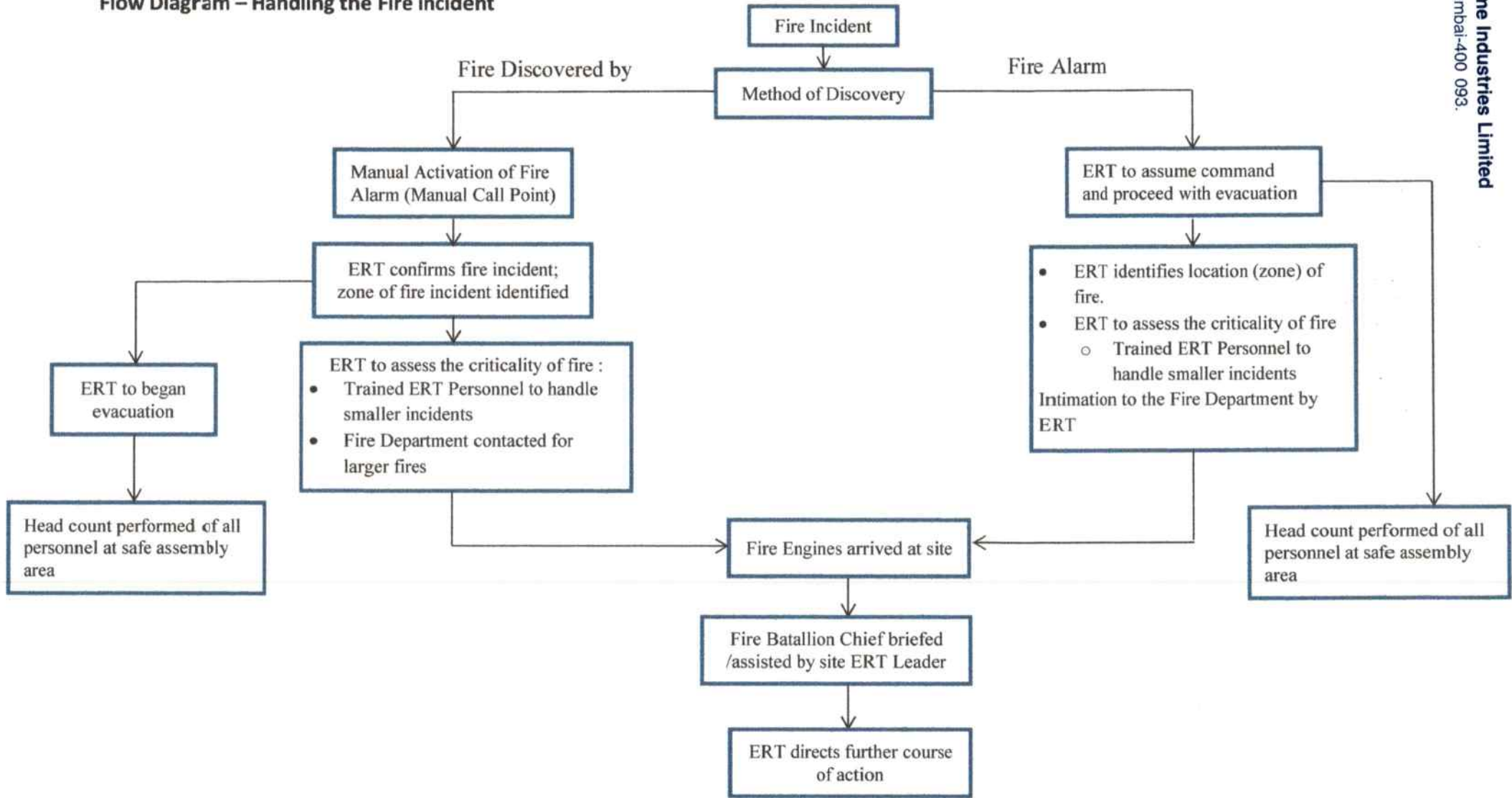
Emergency action plan for fire

All facilities are equipped with the following:

- Fire Suppression system - all plants equipped with the Fire suppression system as well as fire detection system per the NBC norms
- Fire hydrant system
- Fire Jockey Pump / Main Electrical pump / Fire diesel engine
- Draw out valve /Two way, four valve /Hose reel/ Fire extinguishers/sand buckets/water monitor.
- First Aid Boxes.
- Fire Alarm System.
- Fire Sprinkler System in Raw Material and Finished Good Storage area
- Personnel protective equipment



Flow Diagram – Handling the Fire incident



Emergency action plan for earthquake

- ERT personnel to use hooter alarm in case of earthquake.
- ERT personnel to ensure employees drop to the floor and take shelter under a heavy piece of furniture against an inside wall away from glass windows until shaking stops.
- Evacuate immediately when shaking stops to prevent injury/damage due to after-shocks.

Emergency action plan flood and cyclones

- ERT personnel to monitor the situation/weather forecasts and recommend appropriate preventive measures
- Take preventive actions as per IMD advisory
- Move all portable equipment to a certain height
- Operators to be trained to properly cover equipment with protective plastic covers as required

Post-Disaster management

- Provide medical assistance to injured. Do not move seriously injured persons unless they're in immediate danger of further injury.
- Inform the necessary emergency services like fire brigade & medical services.
- Shut off all power and check for obvious structural damage.
- Check for any resulting hazards such as fires, exposed/arcing electrical components/wires, leaking sewage, broken water pipes, dangling fixtures/furnishings.
- Begin search and rescue operation, if required.
- Be prepared for aftershocks, which can cause additional damage.
- ERT shall ensure people do not leave for home or re-enter the facility without being instructed to do so.
- In case of visible serious damage, arrangements to be made with a professional structural engineer to inspect offices and buildings following the disaster in order to determine whether or not it is safe to re-enter or continue to operate within.

This plan shall be reviewed annually or earlier as warranted for its suitability and updated as necessary

For The Supreme Industries Limited


(S.J. Taparua)
Executive Director
Date: -28.04.2023