



Department of Inspection for Factories and Establishments  
Ministry of Labour and Employment



# Emergency Preparedness



Every factory has to make the necessary preparation for an emergency before it happens. Despite all the actions taken to prevent fire and accidents, things can go wrong: a worker might get injured, a fire might occur, etc. Proper emergency preparedness can prevent casualties, worsening of health conditions and property damage as well as the legal and financial consequences.

Emergency infrastructure is needed (e.g. alarms, first aid kits, emergency lights etc). But that is not all: Safety must always be put first! This means that the evacuation of the workforce must not be stopped or delayed when an alarm rings.

## Emergency Procedure/Plan

- First, review the risks related to natural elements, external factors and other hazards (e.g. earthquake, cyclone, landslide, flood, gas release, etc.). Focus on the elements which are high or medium risk, and develop corresponding sections in the emergency procedure. Risk of fire and accidents can never be completely excluded, so corresponding sections should be developed in all cases.

- One reason the emergency procedure distinguishes between fire, earthquake and flood scenarios is that different reactions are needed depending on the hazard (evacuation / stay in the building etc).
- The emergency procedure needs to define roles and responsibilities of key personnel. It must include information about firefighting equipment, an accident procedure, a list of emergency phone numbers (e.g. ambulance, hospital etc), a machine shutdown procedure, the name of the emergency coordinator, details about the alarm system as well as the system to keep track of the number of persons present in the factory.

### Evacuation



- Define escape routes. Appoint and train one evacuation team.
- Train the workforce on evacuation and conduct evacuation drills regularly.
- Ensure your emergency exits comply with the requirements of the legislation in terms of number of exits, signs, lights, width and material. Make sure the exits are not locked or obstructed during working hours. They must lead to a safe assembly point outside the building.

### First Aid

- Appoint and train a first aid team.
- Provide first aid boxes (clearly identified, easily accessible, content as required by legislation).
- Set up a first aid room (compulsory in factories with 300 and more workers) with legally required medical staff and equipment.
- A company with 5,000 workers or more must set up their own health center.



### Daily Weekly Check

- Conduct regular checks to ensure that the emergency infrastructure is in place and functioning (e.g. check the alarm system, emergency lights, content of first aid box, etc.).

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