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ORLEN Unipetrol RPA s.r.o. (without branches)

BASIC REGULATION FOR EMPLOYEES IN THE FIELD OF EMERGENCY AND CRISIS PREPAREDNESS, Chemical production premises in Kralupy nad Vltavou

(processed in the sense of Section 24(3) of Act No. 224/2015 Coll.)

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List of changes

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Notice: The change management of this document is carried out according to Directive 821.

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1 Purpose

The Directive in conformity with the Integrated Management System policy and the corresponding documentation informs the company's employees and the employees of other organizations (contractors) about the basic sources of risks that could cause an accident, about preventive measures, means and forces, and establishes the duties of employees to ensure their desired behaviour and the fulfilment of measures in the area of accident and emergency preparedness. The Directive fulfils the employer's obligations imposed by Act No. 224/2015 Coll. and Act No. 239/2000 Coll.

2 Scope of Validity

The document shall apply to the following designated companies/branches:

☒ ORLEN Unipetrol RPA s.r.o. ☐ BENZINA, odštěpný závod

☐ POLYMER INSTITUTE BRNO, odštěpný závod

The issue replaces Directive 405/1 “Basic regulation for employees in the field of emergency and crisis preparedness Chemical production premises in Kralupy nad Vltavou”, 1st issue dated 29th October 2020

This document shall be binding for all employees of the above stated company and also for employees of other organizations (contractors).

The availability of the directive is ensured for employees of other organizations (contractors) via the Internet: https://www.unipetrolrpa.cz/en/ServicesandChempark/ChemparkZaluzi/BindingRegulationsandInformation/Pages/default.aspx

3 Terms, Definitions and Abbreviations

Company	-	ORLEN Unipetrol RPA s.r.o. Kralupy Refinery unit
Block	-	a complete area of part of the company's territory, defined by roads or fencing of the area.
Emergency incident	-	an emergency incident is the harmful action of forces and phenomena caused by human activity, natural influences, as well as accidents that pose a threat to life, health, property or the environment and require the execution of rescue and liquidation works.
Hazardous substance	-	a selected chemical substance which, alone or in a mixture with another substance, exhibits one or more of the hazardous properties classified under Act no. 350/2011 Coll., on chemical substances and mixtures and which, on the basis of those properties and quantities, could endanger or damage the health or life of persons, living organisms, the environment or property.
Device failure	-	termination of the ability of the device/system (SW, HW) to perform the required function for any reason (errors) and to any degree. This means that after a fault (phenomenon) the device is in a faulty condition, which can be complete or partial. A malfunction in a technological facility can occur even without direct damage to health, production means or material. Equipment/system failure includes both random and systematic failures.
Production facility	-	a separate production unit (master section)
Major accident	-	partially or completely uncontrollable, time and area-limited emergency incident, in particular a serious leakage of a hazardous substance, fire or explosion which has occurred or is imminent in connection with the operation of a facility, leading to serious danger or serious impact to human and animal life and health, the environment or property and involving one or more hazardous substances.

Crisis management body	-	a crisis management body is a management, support and executive component organized in a specified structure with defined activities and powers. (The basic body of crisis management is the company's Crisis Staff and the supporting body is the company's Crisis Management Centre.).
Act No. 224/2015 Coll.	-	on the prevention of serious accidents caused by selected hazardous chemical substances or chemical mixtures and on the amendment of Act No. 634/2004 Coll., on administrative fees, as amended, (Act on the prevention of serious accidents).
Act No. 239/2000 Coll.	-	on the Integrated Rescue System and amendments to certain acts
Accident zone	-	the block/area in which the accident occurred and in which the lives of persons are expected to be seriously threatened by the effects (impacts) of the accident.
Emergency measures zone	-	other identified (announced) blocks/areas in the direction of propagation of the effects (impacts) of the accident, in which persons may be rendered incapable and incapable of taking protective measures and/or exposed to serious or irreversible effects of the accident on their health.
Company premises	-	Chemical production premises in Kralupy nad Vltavou
OSH	-	Occupational safety and health
DMDS	-	Dimethyl disulfide
FESO Dispatch centre	-	Dispatch centre of Fire and Emergency Services operations of SYNTHOS Kralupy a.s.
ETBE	-	Ethyl *tert*-butyl ether
CFRS	-	Corporate Fire Rescue Service of SYNTHOS Kralupy a.s.
FRS CBR	-	Fire Rescue Service of Central Bohemia region
IBA	-	Isolating breathing apparatus
KRRU	-	Kralupy Refinery Unit
ROIC	-	Regional Operations and Information Centre
MTBE	-	Methyl *tert*-butyl ether
CFRS OC	-	The company's Fire and Rescue Service Operations Centre
DE	-	Department of Environment (ECO Unit)
FP	-	Fire protection
PMA	-	Prevention of major accidents
RU	-	Premises protection response unit

4 Basic regulation for employees in the field of accident and emergency preparedness

4.1 Basic risk sources

4.1.1 Description of the company premises

The company premises are large production premises with a high concentration of chemical and energy facilities in which hazardous substances are present. Extensive rail and road transport of these substances also takes place on the company premises and in its surroundings. Part of the hazardous substances are present on the company's premises in the facilities of other external entities as well. The sources of risk in the sense of Act No. 224/2015 Coll. include the processing, production, storage and transportation of hazardous substances and their handling. These substances are found in the company premises mainly in liquid or gaseous form, and their dangerous nature lies in the ability to cause a serious accident in the event of non-compliance with regulations and procedures. The consequence of such a serious accident can be a fire, explosion or leakage of dangerous substances, which can lead to damage or danger to the life and health of people and the environment or damage to property. Therefore, compliance with all regulations, standards, procedures and instructions by all employees (persons) and control of their compliance by senior employees and control authorities is therefore particularly important for safety throughout the company premises.

4.1.2 The most significant hazardous substances in the company premises

The table shows the selected most important and most serious hazardous substances that are located in the company premises.

Hazard category in accordance with Regulation (EC) No. 1272/2008	Substance name*
H2 ACUTE TOXICITY - category 2, all routes of exposure - category 3, inhalation route of exposure	Hydrogen sulfide, hydrogen sulfide gas
P2 FLAMMABLE GASSES Flammable gases, category 1 or 2	Raffinate II, propylene, heating gas, natural gas, hydrogen, propane, butane, propane-butane,
P4 OXIDIZING GASES, category 1	Oxygen
P5a FLAMMABLE LIQUIDS - flammable liquids, category 1, or - category 2 or 3 flammable liquids maintained at temperatures above their boiling point or - other liquids with a flash point ≤ 60 °C, maintained at a temperature above their boiling point	Crude oil, isomerate, pentane, gasoline
P5c FLAMMABLE LIQUIDS, category 2 or 3, not covered by items P5a and P5b	ETBE, MTBE, ethanol, bioethanol, methanol
P8 OXIDIZING LIQUIDS AND SOLIDS, oxidizing liquids, category 1, 2 or 3, or oxidizing solids, category 1, 2 or 3	Sodium peroxodisulfate

Hazard category in accordance with Regulation (EC) No. 1272/2008	Substance name*
E1 Hazardous to aquatic environment in category acute 1 or chronic 1	Sodium hypochlorite, BHT, N-108, PuriStar R3-12, KF 757, HR-806 S, DC 2118, DMDS EVOLUTION EZ, HR 626, KF 758, Nalco 7330, DMDS, Pathfinder EC 1020A, EC 1201A, Nalco 73100, Nalco EC3031A, Light Cycle Oil,
E2 Hazardous to aquatic environment in category chronic 2	Nemo, Kerostat, SBA, Verva DK, LCBA 500 L, Lubrizol 9041, Dyeguard Red, OMV GPP08, Keroflux 3614, Keroflux 5691, DPP 14, Chimec 3235 C, Chimec 5430, Chimec 5437, CHIMEC Sulfa Free 873 ND, Lubrizol 9041, KF-542, HM 848, HMC 868, HR-841 S, HR-845 S, Kerostat 8168 ND, Stadis (R) 450, RESOLV™ EC2472A, Resolv EC8073A, Thermoflo 7018E, Thermoflo 7R630E, Orchidex AFFF, Perchlorethylene, Nalco 7359 , EC1010B, 3D tracer DT222, EC 3036A, aviation kerosene, diesel fuel, gas oil, light fuel oil, heavy fuel oil

** The listed hazardous substances may have one or more hazardous properties. For the purposes of this directive, their inclusion was determined based on the requirement of Act No. 224/2015 Coll.*

4.1.3 Selected sources of major accident risks

Information on selected sources of serious accident risks for the Company's premises is available to the company's employees in the processed safety documentation - Safety report, Internal emergency plan or in presentation located on the company Intranet or website intended for the employees of other organizations (contractors).

4.2 Possible accident consequences

4.2.1 Release of flammable gases and vapours

In the event of a release of flammable gases and vapours, the following may occur:

- upon immediate initiation of a cloud of flammable gases and vapours at the point of release (or pressurized hydrogen in the case of self-ignition);
    - a fire and subsequent burns incurred by employees and other persons, damage to property, destruction (collapse) of metal structures by heat, smoke in the room,
    - an explosion, during which persons and property are additionally threatened by a pressure wave and flying debris,
- the progress of a cloud of flammable gases or vapours in the direction of the wind into or outside the company premises, in case of possible initiation on the way (within the range of the upper and lower explosive limit of their mixture with air), the same consequences as the previous point are possible.

4.2.2 Flammable liquid leak

In the event of a flammable liquid leak, the following may occur:

- in the case of immediate initiation of a puddle of the leaked substance, a fire and subsequent burns incurred by employees and other persons, damage to property, destruction (collapse) of metal structures by heat, smoke in the area,
- escape of a flammable liquid and, when it evaporates, the formation of a cloud of flammable vapours moving in the direction of the wind, in the event of subsequent initiation, there will be an explosion, fire and subsequent burning of persons or their injury due to a pressure wave and flying debris, damage to property due to heat, a pressure wave or flying debris, fumigation of the area.

4.2.3 Release of toxic gases and vapours

In the event of a release of toxic gases and vapours, the following may occur:

- increase of the concentration of a hazardous substance in the air above the permitted limit, spreading of a toxic cloud of gases and vapours (without initiation) downwind into the company premises or its surroundings and

subsequent poisoning (or irritation or corrosion of the mucous membranes) of people in the area of the injurious concentration (e.g. in the event of ammonia leak),
- upon initiation of their mixtures with air, there may be an explosion and fire, if flammable gases and vapours are involved. (The consequences of initiation are the same as in Art. 4.2.1 e.g. during a leak of carbon monoxide, hydrogen sulphide or ammonia).

4.2.4 Leakage of toxic liquids

In the event of a leak of toxic liquids and substances dangerous to the environment, these may penetrate into sewers and watercourses and thus contaminate surface water, in the event of a leak into the rock environment it can be contaminated, resulting in subsequent contamination of groundwater.

4.2.5 Asphyxiant leakage

In the event of a leak of asphyxiant substances, the following may occur:

- in a gaseous state, these displace air from the escape area and subsequently suffocate the persons present,
- in a liquid state these lead to frostbite in affected persons, to intense evaporation, the spread of a gas cloud and the same consequences as in the gaseous state.

4.2.6 Leakage of corrosive liquids

In the event of a corrosive liquid leak, the following may occur:

- staining of the affected persons with resulting chemical burns,
- endangering of sewers, watercourses, and/or the rock environment and subsequent contamination of surface or underground waters, and/or soil,
- damage to metal (structural) materials,
- when nitric acid comes into contact with organic substances, it may ignite them and cause a subsequent fire with consequences, see Art. 4.2.1.

4.2.7 Explosion of combustible dust mixed with air

In the event of an explosion of combustible dusts in a mixture with air, the following may occur:

- destruction of the facility (destruction),
- persons injured by flying debris or a pressure wave,
- subsequent fire with consequences as in Art. 4.2.1.

4.3 Preventive security measures and emergency and crisis preparedness

4.3.1 Regulation base

4.3.1.1 For the safe and proper operation of technological equipment containing hazardous substances, appropriate operating regulations and handling rules are drawn up for the operating staff, containing specific emergency instructions for dealing with crisis and emergency situations of the equipment being operated.

4.3.1.2 The fire alarm directive and directive 432 “Emergency incidents” establish a method of reporting, recording and investigating the causes of serious accidents.

4.3.1.3 In conformity with directive 430 “Crisis management and accident prevention”, a two-stage emergency planning system has been implemented in the company to deal with accidents and mitigate their consequences. Plan 001 “Emergency plans for production plants” for dealing with emergency incidents is drawn up to deal with accidents, the consequences of which do not exceed the boundaries of the production facility or affect the neighbouring production facilities of the same company at most.

To deal with the liquidation of serious accidents, the consequences of which affect several production units or exceed the boundaries of the company premises and threaten the surroundings, Company internal emergency plan has been drawn up in conformity with Act No. 224/2015 Coll. for management and response teams It is submitted to the Regional Office of the Central Bohemia Region and the FRS CBR.

Furthermore, the Crisis Preparedness Plan (directive 430/1 “Crisis Preparedness Plan”) is drawn up, which summarizes the basic procedures for solving crisis situations in connection with threats to business activities (ensuring replacement production, ensuring restoration to the original or higher state).

4.3.1.4 Directive 401 “Basic regulation in the field of occupational health and safety” establishes a system for ensuring occupational medical services, treatment and transport of persons injured as a result of occupational accidents and failures to medical facilities.

4.3.2 Organizational security of accident liquidation

4.3.2.1 For the organization of the liquidation of the accident, the functions of the Emergency Response Team Manager and the Emergency Measure Manager are established at the production units, whose tasks and duties are listed in plan 001 “Emergency plans of production plants”. Depending on the type and extent of the emergency incident, Plan 001 also lists other eventual emergency team members. Plan 001 also lists the basic activities of the operational staff.

4.3.2.2 At the company level, the organization of the liquidation of a serious accident is managed in accordance with directive 430 “Crisis management and accident prevention”, by the company's appointed Crisis Staff in cooperation with the emergency units and the company's dispatch centre. The tasks and obligations of individual entities are listed in the company's Internal Emergency Plan, or in the Crisis Preparedness Plan.

4.3.2.3 For the initial liquidation of every emergency incident and to mitigate their effects, the company has established a company fire rescue team, managed during the event by the response commander. If necessary, the CFRS calls for the cooperation of other response teams, such as the FRS CBR, RU and, in the case of ecological accidents, the DE (ECO unit). During the liquidation of the accident, the response commander is in contact with the FESO Dispatch. The FESO dispatch centre is connected with the KOPIS FRS CBR and the company's Crisis Staff (or the 2nd level Emergency Team). **FESO dispatch centre also serves as an accident reporting room for the entire company premises.** In the event of dealing with the liquidation of an emergency incident that has occurred as a result of a traffic accident during the transport of a dangerous substance, the response commander can additionally call upon the designated specialist for dangerous substances. In KRRU, the Shift manager serves as the specialist under Directive 433 “Transportation of dangerous goods”. If the need arises, the shift manager can send a designated employee - a specialist in the given dangerous substance - to the scene of the accident.

4.4 Protective response means (equipment) and teams

4.4.1 Ensuring the safety of technological devices

4.4.1.1 Individual technological facilities shall be equipped with appropriate safety devices, depending on the type, amount and hazardous nature of the substances contained therein. These especially include:

- control systems for safely decommissioning the equipment (or putting it back into operation),
- systems blocking the functions of the facility, machines, measuring and control technology,
- remote-controlled quick-sealing fittings,
- safety fittings, membranes and flaps
- concrete cladding or other protection of storage tanks holding dangerous substances,
- containment and emergency sumps with appropriate pumping technology,
- field burners,
- surveillance camera systems,
- backup of supply (power) and controlling electrical systems of technologies and other devices.

4.4.1.2 As far as the facility fire protection is concerned, production premises and technological facilities are equipped with adequate fire-fighting equipment. This especially involves:

- fixed and semi-fixed fire extinguishing equipment,
- portable and mobile fire extinguishers,
- fire water supply equipment (above-ground and underground hydrants, fire outlet stands and filling points, water tanks, hydrant systems),
- water sprinkling and cooling systems of building and technological structures,
- water and steam barriers,
- heat and smoke extraction equipment,

- electronic fire signalling,
- distribution pipes of inert gases and steam.

4.4.2 Environmental protection means

In particular, the following means are available to ensure environmental protection in the company and its surroundings:

- separate unified, sewage and industrial sewer systems,
- waste water treatment plants (mechanical, chemical and biological),
- waste disposal management system,
- floating barrages, suction and pressure trucks and excavators, containers and their carriers,
- sorbents in production facilities,
- water quality monitoring system,
- air pollutant monitoring system.

4.4.3 Means of protection and informing of employees

In order to protect employees and other persons in the company premises, in the event of an accident, the following means are installed and organized in particular:

- designation of blocks with a two-digit number (In the premises information system), designation of buildings and other production and non-production structures (plates on the façade of buildings/structures) with four-digit numbers with possible underlining, where the first two digits in the building number are the same as the block number,
- marking of the intersections of basic roads with information signs,
- equipping workplaces with medical equipment for first aid (first aid kits, stretchers, etc.),
- respiratory equipment (masks with appropriate filters, autonomous breathing apparatuses, resuscitation apparatuses, etc.),
- warning and notification systems (radio, sirens),
- hazardous substance leakage detection systems,
- equipment for monitoring the weather situation (wind muffs, etc.),
- means of communication (telephones, faxes, radio stations),
- transport and rescue equipment,
- fences and security guards patrolling the company premises,
- if the evacuation of people outside the company premises is not ordered, the location of the assembly point for the provision of first aid will be determined based on the decision of the response commander in agreement with the Emergency medical services of Central Bohemia Region. CFRS inflatable tents can be used as mobile first aid stations,
- evacuation places (according to plan 006 “Fire evacuation plan - Operations and constructions of KRRU”),

4.4.4 Response teams (units)

The following forces are established, organized and permanently prepared to eliminate accidents and mitigate their effect on the company premises:

- CFRS – 24/7 emergency service, equipped for all types of responses,
- first aid service – provided by the CFRS 24/7,
- emergency response unit and security guard unit - provided under contract by an external security agency, 24/7,
- Dispatch centre of FESO of SYNTHOS Kralupy a.s.
- company control centre,
- DE (ECO unit),
- preventive fire patrols at workplaces with at least three employees where activities with an increased or high fire risk are carried out.

4.5 Duties and behaviour of employees within the framework of PMA

4.5.1 Prevention of major accidents

In the field of prevention before the occurrence of a serious accident, every employee of the company is obliged to behave in such a way as not to cause an operational accident (accident), equipment failure or release of dangerous substances into the environment, they must know the block number in the place where they are located or perform their activities , and must know the designation of the streets that surround this block.

Procedure in the event of an operational accident:

In the event of an operational accident (accident), including the release of a hazardous substance into the environment, the following obligations are set for employees in particular to ensure desirable behaviour:

A. immediately report the event to a superior (foreman, manager) in conformity with the fire alarm directive (emergency instructions or plans). In the event of unavailability of a superior, report the event to the shift manager, in the event of a fire, explosion or release of a hazardous substance into the environment, report the event first to FESO dispatch centre on phone number 150 or 112; when using a mobile phone, call: 315 711 500, in the event of an injury or damage to health, call the CFRS for first aid on phone number 155 or 112; when using a mobile phone, call: 315 711 550. All employees must follow emergency plans, emergency instructions or their superior's instructions. If there is a random observer, they have to report the event to FESO dispatch centre on phone number 150 or 112; when using a mobile phone, call: 315 711 500; and act quickly, calmly and prudently,

B. when the alarm has been announced by the siren, i.e.

In the event of an emergency, when it is necessary to ensure the safety of people in a dangerous area, it is necessary to inform all employees using emergency sirens.

The Chemical production premises in Kralupy nad Vltavou (CHPPK) uses an emergency siren system. Transmission of reported information is provided by the FESO Dispatch centre of SYNTHOS Kralupy a.s. The emergency sirens in the premises and the premises radio (speakers at workplaces) provide the following information:

Stage 1 – the dispatcher uses production loudspeakers or telephones to **announce**:

ATTENTION, ATTENTION, STAGE 1 ACCIDENT

and adds information which production unit is involved.

End: the dispatcher uses production loudspeakers or telephones to **announce**:

ATTENTION, ATTENTION, STAGE 1 ACCIDENT HAS ENDED

Stage 2 – the dispatcher starts the area alarm siren (permanent tone 140 s) and uses the alarm sirens and the radio to **announce**: **2 times in a row**

ATTENTION, ATTENTION, STAGE 2 ACCIDENT

and adds information which part of the premises is involved.

End: the dispatcher uses production loudspeakers, alarm sirens and radio to **announce**:

ATTENTION, ATTENTION, STAGE 2 ACCIDENT HAS ENDED

Stage 3 – the dispatcher starts the area alarm siren (permanent tone 140 s) and uses the alarm sirens and the radio to **announce**: **3 times in a row**

ATTENTION, ATTENTION, STAGE 3 ACCIDENT

and adds information which part of the premises is involved and what is the expected direction of escape outside the premises.

End: the dispatcher uses production loudspeakers, alarm sirens and radio to **announce**:

ATTENTION, ATTENTION, STAGE 3 ACCIDENT HAS ENDED

(The announcement above relating to the individual levels of the accident is based on the Internal Emergency Plan of ORLEN Unipetrol RPA s.r.o. and from the document plan 001 “Emergency plans for production plants“ for dealing with emergency incidents).

Once the alarm has been announced with the siren, employees are obliged to:

- obey the warning signal and instructions and stop working,
- do not smoke, extinguish sources of open flame, switch off electrical appliances,
- in the event of reduced intelligibility of the instructions from the sirens, the employee must go to the nearest receiver of the corporate emergency radio circuit in the building, wait and listen to additional information (declaration of the emergency zone and emergency measures zone) and instructions from the control room operator of cockpit 3 or SYNTHOS Kralupy a.s. dispatch centre dealing with the event, and immediately obey the instructions on the desired conduct,
- inform fellow employees or people in the vicinity about the alarm,
- when prompted, put the means of respiratory protection (IDP or protective mask with the appropriate filter) into the standby position,
- monitor the weather situation, especially the direction of the wind (wind muffs, smoke, steam, etc.) and estimate the direction of the escape, if the need arises or if they are commanded to leave the endangered area in the shortest direction, i.e. perpendicular to the direction of the wind and using respiratory protection (IDP, escape mask, protective masks with the appropriate filter, in the event of ammonia leak, a handkerchief or cloth soaked in water over the nose and mouth can be used as an emergency),
- after the announcement of the command to leave the endangered area, leave it as soon as possible following the evacuation plan and gather in pre-defined safe areas,
- if leaving the area is not possible or appropriate, then in order to hide in the building, they must seek shelter in the corner of the room, out of the reach of shards of window glass, close the windows and doors and seal them with fabric if necessary, and turn off the air conditioning,
- if possible, briefly report their emergency location to their superior,
- make calls in necessary cases only in order not to overload the telephone lines,
- follow the instructions of the superior, response teams, law enforcement forces or the instructions of FESO Dispatch centre of SYNTHOS Kralupy a.s. issued via the company radio,

C. when providing assistance to employees affected by a facility accident, the employee must follow the principles of first aid, while minding their own safety and using designated and other available protective equipment to ensure it,

D. provide truthful information and witness statements during the investigation of the causes of the event and cooperate in the investigation upon request.

4.5.2 Basic rules of conduct when an alarm is sounded

The basic rules of conduct when an alarm is announced by sirens state Appendix A.

4.5.3 Obligations of employees/drivers

4.5.3.1 Employees are required to know the properties of hazardous substances which they are handling or which may endanger him, together with the principles of their safe handling and emergency procedures in the event of their release outside the facility.

4.5.3.2 Employees are obliged to participate in emergency drills, fire alarm drills or evacuation drills within their production plant or in joint emergency drills at company or regional level at the request of company authorities.

4.5.3.3 Every company employee is required to know their tasks and actions determined by plan 001 “Emergency plans for production plants”.

4.5.3.4 Every production plant employee is obliged to know the designated evacuation points inside the premises allocated to their production plant.

4.5.3.5 Employees who do not participate in dealing with the accident are strictly prohibited from entering the accident zone and the emergency measures zone or from performing any activity in the areas announced by the emergency information system.

4.5.3.6 The driver of a motor vehicle who hears the sound of a siren while driving is obliged to stop the vehicle as close as possible to the right edge of the road, turn off the engine and listen to the sound message and follow the given instructions. If there is an accident involving a flammable/explosive or toxic gas release and the vehicle is in the accident zone or the emergency measures zone, the driver is required to leave the vehicle keys in the driver's seat and exit the vehicle on foot perpendicular to the wind direction. In all other cases of an accident, they are obliged to leave the place without delay by driving the vehicle away from the accident site.

4.6 Inspection

In addition to the relevant senior employees, employees of the Security Department are authorized to check compliance with the provisions of this Directive. Other persons authorized to check compliance with articles 4.5.3.5 and 4.5.3.6 include employees of the security agency ensuring the protection and security of the premises.

5 Responsibility

Every employee of the company is responsible for the fulfilment of the obligations specified in Art. 4.5.

6 List of Related Documents

Act No. 350/2011 Coll.	–	on chemical substances and mixtures, including implementing regulations (Chemical Act)
Act No. 224/2015 Coll.	–	on the prevention of serious accidents caused by selected hazardous chemical substances or chemical mixtures and on the amendment of Act No. 634/2004 Coll., on administrative fees, as amended, (Act on the prevention of serious accidents)
Act No. 239/2000 Coll.	–	on the Integrated Rescue System and amendments to certain acts
Plan 001	–	Production plant emergency plan
Directive 401	–	Basic Regulation in the Field of OSH
Directive 430	–	Crisis Management and Emergency Prevention
Directive 430/1	–	Crisis Preparedness Plan
Directive 432	–	Emergency incidents
Directive 433	–	Transport of Dangerous Goods
Directive 821	–	Internal documentation
Internal emergency plan		Company internal emergency plan - Kralupy premises
Policy		Integrated management system policy

Comment: Directive 430/1 contains sensitive (protected) information and is individually accessible to a specially designated set of users.

Appendix A Basic rules of conduct when an alarm is announced by sirens - ten commandments

HAVARIJNÍ DESATERO

Stručný průvodce krizovou situací pro případ, že nastane havárie a je nutné se evakuovat

1. Uvědom si, kde vykonáváš práci nebo kde se nacházíš (číslo bloku a sousední komunikace).

2. Vyslechni doplňující slovní informace a uposlechni vydané pokyny.

3. Nekuř, uhas zdroje otevřeného ohně, vypni elektrické spotřebiče.

4. Informuj své spoluzaměstnance či osoby ve tvé blízkosti.

5. Použij veškerou předepsanou a dostupnou osobní ochranu.

6. Proveď nutné technologické manipulace k zabezpečení technologie a/nebo proveď evakuaci/ukrytí.

7. Ohlas své stanoviště svému nadřízenému jinak nezatěžuj zbytečně telefonní linky.

8. Zastav motorové vozidlo co nejblíže k pravému okraji vozovky, vypni motor a vyslechni si zvukovou zprávu. Jsi-li v zóně havárie nebo v zóně havarijních opatření:
   - Při havárii s únikem hořlavého/výbušného nebo toxického plynu nech klíčky od vozidla na sedadle řidiče. Opusť vozidlo a ohrožený prostor kolmo na směr větru
   - Při ostatních haváriích bez otálení opusť ohrožený prostor odjezdem vozidla směrem od místa havárie.

9. Poskytuj pomoc postiženým zaměstnancům vlivem havárie dle zásad první pomoc, dbej na vlastní bezpečnost a využívej určených a jiných dostupných ochranných prostředků.

10. Nevstupuj, nevjížděj ani se nijak nepřibližuj k vyhlášené zóně havárie a zóně havarijních opatření nepodílíš-li se na likvidaci havárie.

TEN COMMANDMENTS FOR EMERGENCY SITUATIONS

A brief guide to an emergency situation in case an accident occurs and you need to evacuate

1 Be aware of your whereabouts (block number and neighbouring road).	7 Announce your location to your superior, otherwise don't burden the phone lines unnecessarily.
2 Listen for additional verbal information and obey the instructions given.	8 Stop the motor vehicle as close to the right edge of the road as possible, turn off the engine and listen to the audio announcement. If you are in an accident zone or an emergency response zone: • In the event of an accident involving a flammable/explosive or toxic gas leak, leave the vehicle keys on the driver's seat. Leave the vehicle and the danger area perpendicular to the direction of the wind. • In the event of other accidents, leave the endangered area without delay by driving the vehicle away from the accident site.
3 Do not smoke, extinguish sources of open flame, switch off all electrical appliances,	
4 Inform your co-workers or people in your vicinity.	
5 Use all prescribed and available personal protection.	9 Provide assistance to employees disabled as a result of the accident according to the principles of first aid, pay attention to your own safety and use the designated and other available protective equipment.
6 Perform the necessary technological handling to secure the technology and/or perform an evacuation/hiding.	10 Do not enter, drive into or approach the declared accident zone and the emergency action zone unless you are participating in the liquidation of the accident.