



# HSE Emergency Preparedness and Response Management Procedure

## Document No.: CLADDING-HSE-EE-18

### 1 Purpose

To standardize the Health, Safety and Environment (HSE) emergency management work of the Company, establish a scientific, effective and rapid emergency preparedness and response mechanism, effectively identify emergency risks (including work safety, environmental, natural disaster, and public health incidents) in business scenarios such as warehousing, logistics and transportation, and equipment maintenance, prevent and reduce personnel injuries, property losses and environmental impacts caused by emergencies. In compliance with the *Law of the People's Republic of China on Work Safety*, *Law of the People's Republic of China on Emergency Response*, *Regulations on Emergency Response to Work Safety Accidents*, *Measures for the Management of Emergency Plans for Work Safety Accidents*, as well as emergency management requirements of Cladding Technology Shanxi Co., Ltd, this procedure is formulated to ensure the safety of the Company's production and operation and the life and health of employees.

### 2 Scope of Application

This procedure applies to all departments of the Company (Quality, Safety and Environmental Protection Department, Logistics and Transportation Department, Warehousing Center, Equipment Management Department, Administration Department, Human Resources Department, all business departments) and all personnel (regular employees, dispatched workers, interns), covering the following scopes:

#### 2.1 Types of Emergencies

- Work Safety Accidents: Fire, explosion, leakage of hazardous chemicals (rust inhibitors, cleaning agents), mechanical injury, electric shock, fall from height, object strike;
- Environmental Pollution Incidents: Soil/water pollution caused by hazardous chemical leakage, excessive emission of fire fumes, pollution caused by leakage of warehoused materials;
- Natural Disasters: Earthquake, flood, typhoon, heavy rain (affecting warehousing flood prevention and transportation safety);

- Public Health Incidents: Collective heatstroke of employees, food poisoning (canteen), outbreak of infectious diseases (e.g., influenza);
- Other Emergencies: Elevator entrapment, road blockage (affecting emergency rescue), supplier material falling accidents.

## **2.2 Business Scenarios**

- Warehousing operation areas, logistics and transportation areas, equipment maintenance areas, office and auxiliary areas (canteen, power distribution room);
- Stakeholder collaboration scenarios: Carrier transportation, supplier delivery, outsourced equipment maintenance.

## **3 Terms and Definitions**

### **3.1 Emergency Response Plan**

A guiding document formulated in advance by the Company to respond to emergencies, including risk analysis, organizational structure, disposal procedures, emergency materials, etc. It is divided into four levels: comprehensive emergency plan, specialized emergency plan, on-site disposal plan, and emergency disposal card for key posts.

### **3.2 Emergency Preparedness**

Preparatory work conducted to respond to emergencies, including plan formulation, organization establishment, material reserve, training and drills, monitoring and early warning, which serves as the foundation for emergency response.

### **3.3 Emergency Response**

The process in which the Company activates the emergency plan, organizes emergency teams, deploys emergency materials, and conducts personnel rescue, hazard source control, and situation control after an emergency occurs. It is divided into three levels (Level 1, Level 2, Level 3) based on the response level.

### **3.4 Emergency Recovery**

Subsequent work carried out after the disposal of an emergency, including on-site cleaning, loss assessment, accident investigation, and plan optimization, aiming to restore the normal production and operation order.

### **3.5 Emergency Materials**

Equipment, appliances, medicines, etc., used for emergency disposal, such as fire extinguishers, first-aid kits, absorbent cotton, gas masks, communication equipment.

### **3.6 Emergency Drill**

An activity that verifies the feasibility of emergency plans, the capability of emergency teams, and the effectiveness of materials by simulating emergency scenarios, including tabletop exercises, specialized drills, and comprehensive drills.

### **3.7 Early Warning Level**

Warning levels classified according to the probability of occurrence and severity of impact of emergencies, divided into four levels: Red (extremely severe), Orange (severe), Yellow (relatively severe), and Blue (general).

### **3.8 Response Level**

Emergency disposal levels activated according to the severity of emergencies, divided into three levels: Level 1 (major incident), Level 2 (significant incident), Level 3 (general incident).

## **4 Responsibility Assignment**

### **4.1 Company Emergency Leadership Group (Newly Added)**

- Composition: Group Leader (Company's top management), Deputy Group Leaders (Management Representative, leaders in charge of production/safety), Members (Heads of all departments);
- Responsibilities:
  - a. Approve the Company's *Comprehensive Emergency Plan* and major emergency management decisions (e.g., emergency resource investment, activation of response for major incidents);
  - b. Ensure the investment of resources (funds, materials, personnel training) required for emergency management;
  - c. Serve as the emergency commander-in-chief when major emergencies (Level 1 response) occur, and coordinate internal and external rescue efforts;
  - d. Approve the emergency incident loss assessment report and emergency summary improvement plan.

### **4.2 Emergency Office (Newly Added, Located in Quality, Safety and Environmental Protection Department)**

- Responsibilities:
  - a. Be responsible for daily emergency management work: take the lead in formulating/revising this procedure and the emergency plan system, and establish emergency management archives (plans, drill records, material ledgers);
  - b. Organize hazard identification and risk assessment, update the risk list regularly, and determine key prevention areas;

c. Coordinate the deployment of emergency resources: overall manage the procurement, storage and maintenance of emergency materials, and establish an emergency contact network (internal and external);

d. Organize emergency training and drills: formulate annual training/drill plans, conduct hierarchical training, evaluate drill effects and promote improvement;

e. Be responsible for monitoring, early warning and information aggregation: collect early warning information (e.g., meteorological, road conditions), receive emergency incident reports, and report to the Emergency Leadership Group.

### 4.3 Specialized Emergency Teams (Newly Added)

Team Name	Composition (Selected from Various Departments)	Core Responsibilities
On-site Disposal Team	Employees from Logistics and Transportation Department / Warehousing Center / Equipment Management Department	On-site hazard source control (leakage plugging, fire extinguishing), equipment shutdown
Medical Rescue Team	Employees from Administration Department (including first-aiders), Human Resources Department	First aid for the injured (hemostasis, CPR), coordination of hospital transportation, psychological counseling
Alert and Evacuation Team	Security personnel from Administration Department, safety officers of all departments	On-site alert (setting up warning lines), personnel evacuation (guiding to safe areas), headcount checking
Logistics Support Team	Employees from Administration Department, Procurement Department	Supply of emergency materials (e.g., delivering absorbent cotton, fire extinguishers), catering support for rescue personnel

Environmental Monitoring Team	Employees from Quality, Safety and Environmental Protection Department, Warehousing Center	Monitoring of environmental indicators (e.g., hazardous chemical leakage concentration, soil/water pollution), assessment of environmental impacts
Information Release Team	Employees from Administration Department (publicity post), Quality, Safety and Environmental Protection Department	Collecting incident progress information, releasing notifications internally, connecting with external media (if necessary)

#### 4.4 All Departments / Units (Detailed)

- Quality, Safety and Environmental Protection Department: Takes the lead in formulating emergency plans, conducting risk assessment and organizing drills, and participates in on-site disposal (environmental monitoring);
- Logistics and Transportation Department: Responsible for emergency management in the transportation field (traffic accidents, hazardous chemical leakage), establishes a transportation emergency team, equips vehicles with emergency materials (warning triangles, first-aid kits), and participates in the On-site Disposal Team;
- Warehousing Center: Responsible for emergency management in the warehousing field (fire, hazardous chemical leakage), equips warehousing emergency materials (fire extinguishers, absorbent cotton), and participates in the On-site Disposal Team / Alert and Evacuation Team;
- Equipment Management Department: Responsible for emergency management in equipment maintenance (mechanical injury, electric shock), equips with insulating tools and fire blankets, and participates in the On-site Disposal Team;
- Administration Department: Responsible for emergency management in office areas/canteens (fire, public health incidents), equips with first-aid kits and elevator emergency equipment, and establishes the Medical Rescue Team / Alert and Evacuation Team / Logistics Support Team;
- Human Resources Department: Cooperates in conducting emergency training (incorporated into new employee induction training), is responsible for the placement of the injured, work-related injury identification and psychological counseling, and participates in the Medical Rescue Team;
- Procurement Department: Responsible for the procurement of emergency materials (in accordance with the plan of the Emergency Office), ensures the timeliness of material supply, and participates in the Logistics Support Team.

## 4.5 All Employees

- Learn this procedure and emergency plans, and master post emergency skills (alarm methods, evacuation routes, initial disposal);
- Participate in emergency training and drills, be familiar with the location and usage of emergency materials, and support the work of specialized emergency teams;
- When an emergency occurs, conduct self-rescue and mutual rescue in accordance with the principle of "prioritize saving lives before controlling hazards", and report to the Emergency Office or department head at the first time;
- During the emergency recovery stage, cooperate in accident investigation, implement improvement measures, and strengthen emergency awareness.

## 5 Work Procedures

### 5.1 Emergency Preparedness

#### 5.1.1 Hazard Identification and Risk Assessment (Newly Added)

1. Identification Frequency: The Emergency Office takes the lead, with the cooperation of all departments, to conduct a comprehensive identification once a year; specialized identification shall be completed within 15 days when new posts, processes or materials are added;
2. Identification Content:
  - Work Safety Category: Storage quantity/leakage risk of hazardous chemicals in warehouses, safety performance of transportation vehicles, integrity of equipment protection devices;
  - Environmental Category: Diffusion range of hazardous chemical leakage, affected area of fire fumes, threat of heavy rain to warehouse flood prevention;
  - Natural Disaster Category: Impact of earthquakes on building structures, damage of typhoons to open-air materials;
  - Public Health Category: Food hygiene risks in canteens, risk of infectious disease transmission in employee-intensive areas;
3. Risk Assessment: Adopt the "risk matrix method" to assess the severity of consequences (personnel casualties/property losses/environmental impacts) and occurrence probability, determine key prevention areas (e.g., hazardous chemical warehouses, highway sections for transportation), form the *Company Emergency Risk List*, and submit it to the Emergency Leadership Group for approval.

#### 5.1.2 Emergency Plan Management (Integrated and Optimized)

1. Composition of the Plan System:

Plan Level	Coverage Scope	Content Requirements	Revision Cycle
Comprehensive Emergency Plan	All emergencies of the Company	Clarify emergency policy, organizational structure, response process, resource guarantee	Once every 3 years
Specialized Emergency Plan	Specific incident types (e.g., hazardous chemical leakage, fire, public health incident)	Refine risk analysis, specialized disposal process, external linkage mechanism	Once every 2 years
On-site Disposal Plan	Specific scenarios (e.g., hazardous chemical leakage in warehouses, transportation rear-end collision)	Operation steps, post division, material usage instructions	Once every 1 year
Emergency Disposal Card for Key Posts	Key posts (e.g., hazardous chemical warehouse keepers, drivers)	Alarm phone number, 3-5 steps of initial disposal, evacuation route map	Once every 1 year

#### 1. Formulation and Approval:

- The Emergency Office organizes the formulation of plans, solicits opinions from departments/external experts, and submits them to the Emergency Leadership Group for approval;
- Major specialized emergency plans (e.g., hazardous chemical leakage) shall be filed with the local emergency management department in accordance with regulations, with electronic versions uploaded to the Company's intranet and paper versions distributed to all departments and key posts.

### 5.1.3 Emergency Facility and Equipment Management (Integrated and Optimized)

#### 1. Equipping Requirements (Combined with Appendix B):

Material Category	Material Name	Equipping Standard	Storage Location	Manager
Fire-Fighting Category	Dry Powder Fire Extinguisher (4kg), Fire Hose, Fire Blanket	1 fire extinguisher per 50 m <sup>2</sup> ; additional fire hoses in warehousing/equipment areas	Corridors of all areas, near hazardous chemical warehouses	Department safety officers
Medical Category	First-Aid Kit (including band-aids, tourniquets, povidone-iodine), AED	1 first-aid kit per department; 1 AED each in office area/warehousing area	Department offices, reception desk of Warehousing Center	Administration Department specialists
Leakage Disposal Category	Absorbent Cotton (50kg/bale), Neutralizer, Chemical-Resistant Clothing	1 set per 100 m <sup>2</sup> in hazardous chemical storage areas; 1 small package of absorbent cotton per transportation vehicle	Near hazardous chemical warehouses, trunk of transportation vehicles	Warehousing keepers / drivers
Communication Category	Walkie-Talkie, Emergency Phone	1 walkie-talkie per emergency team member; emergency phones in key areas	Emergency Office, Warehousing Control Room	Emergency Office specialists
Personal Protection Category	Gas Mask, Reflective Vest, Insulated Gloves	1 set per emergency team member; 2 reflective vests per transportation vehicle	Emergency material warehouse, transportation vehicles	Emergency Office specialists

#### 1. Management Requirements:

- Establish the *Emergency Material Ledger* (Appendix B), recording the material name, specification, quantity, validity period, and storage location;
- All departments shall inspect the emergency materials in their respective jurisdictions monthly (e.g., fire extinguisher pressure, validity of first-aid medicines), fill out the

*Emergency Facility Inspection Record* (Appendix F), and replace unqualified materials within 24 hours;

- The Emergency Office shall conduct random inspections on material management quarterly to ensure "consistency between records and physical items, and good condition for use".

### 5.1.4 Emergency Team Construction (Integrated and Optimized)

#### 1. Team Composition:

- Full-time Personnel: 2 employees from Quality, Safety and Environmental Protection Department (emergency coordination), 2 employees from Administration Department (first-aiders);
- Part-time Personnel: 1-2 employees with good health and strong sense of responsibility are selected from each department to form specialized emergency teams (20-30 people in total);
- External Support: Local fire brigades, hospitals, hazardous chemical disposal units, meteorological departments (sign linkage agreements);

#### 2. Competence Requirements:

- Professional Skills: Members of the Medical Rescue Team shall hold first-aid certificates (e.g., CPR certificate); members of the On-site Disposal Team shall master leakage plugging/fire extinguishing skills;
- Training Requirements: Conduct professional skills training (e.g., chemical-resistant clothing wearing, AED use) once every six months, and invite external experts to give lectures (e.g., hazardous chemical disposal) once a year;
- Readiness Maintenance: When there is a personnel change in the emergency team, train the replacement personnel within 3 days to ensure the team is always on standby.

### 5.1.5 Emergency Training and Drills (Integrated and Optimized)

#### 1. Emergency Training (Combined with Appendix E):

Training Object	Training Content	Training Frequency	Training Method	Assessment Method
All Employees	Basic emergency knowledge (alarm, evacuation), content of post disposal cards	Once a year	Centralized lectures, video learning	Written test (pass rate ≥ 90%)

Specialized Emergency Teams	Professional skills (first aid, plugging, monitoring), plan process	Once every six months	Practical training, simulation drills	Practical assessment (pass rate 100%)
Emergency Leadership Group	Command decision-making, resource deployment, external coordination	Once a year	Thematic seminars, tabletop exercises	Case analysis assessment
New Employees / Interns	Post emergency risks, basic self-rescue skills	Within 1 week after onboarding	Mentorship, on-site explanation	Practical test

◦ The Human Resources Department shall archive the *Emergency Training Record* (Appendix G), including attendance sheets, courseware, and assessment results; those who fail shall retake the exam until they pass.

#### 1. Emergency Drills (Combined with Appendix D):

Drill Type	Coverage Scenario	Frequency	Participants	Evaluation Indicators
Tabletop Exercise	Hazardous chemical leakage, typhoon flood prevention	Once a quarter	Emergency Leadership Group, heads of specialized teams	Decision-making efficiency, process familiarity
Specialized Drill	Warehouse fire, transportation traffic accident	Once every six months	Corresponding departments + specialized emergency teams	Response time ( $\leq 10$ minutes), disposal effectiveness
Comprehensive Drill	Multi-scenario linkage (e.g., fire + personnel injury +	Once a year	All employees + external unit observers	Coordination degree, external

	environmental leakage)			linkage efficiency
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◦ Drill Process:

i . Preparation: The Emergency Office formulates a drill plan (clarifying scenarios, time, personnel, evaluation standards), notifies participants, and prepares materials;

ii . Implementation: Simulate incidents according to the plan (e.g., simulate hazardous chemical leakage in warehouses), activate the corresponding response level, and the specialized team conducts disposal;

iii . Evaluation: Hold an evaluation meeting within 24 hours after the drill, fill out the *Emergency Drill Evaluation Report* (Appendix G), and analyze deficiencies (e.g., poor communication, slow material retrieval);

iv . Improvement: Formulate improvement measures for problems (e.g., add walkie-talkies, optimize material location), and verify the rectification effect within 1 month.

## 5.2 Monitoring and Early Warning (Newly Added Module)

### 5.2.1 Monitoring Requirements

1. Monitoring Content:

◦ Hazard Source Monitoring: Real-time monitoring of liquid level/pressure of hazardous chemical storage tanks in warehouses, GPS positioning and overspeed alarm of transportation vehicles, regular inspection of equipment operation temperature/vibration;

◦ Environmental Monitoring: Gas concentration monitoring in hazardous chemical storage areas (install alarms), monthly testing of air quality in office areas/canteens;

◦ External Early Warning: Meteorological department (typhoon, heavy rain warning), transportation department (road blockage/accident warning), health department (infectious disease warning);

2. Monitoring Responsibilities:

◦ All departments are responsible for monitoring in their respective jurisdictions (e.g., Warehousing Center monitors hazardous chemical storage tanks, Logistics and Transportation Department monitors vehicles);

◦ The Emergency Office aggregates monitoring information, updates the *Daily Emergency Monitoring Report* daily, and reports abnormal situations to the Emergency Leadership Group within 1 hour.

### 5.2.2 Early Warning Classification and Release

1. Early Warning Classification:

Early Warning Level	Judgment Criteria	Example Scenarios
Red	Incident is highly likely to occur, with extremely severe consequences	Red typhoon warning (affecting open-air warehouse materials), high risk of large-scale hazardous chemical leakage
Orange	Incident is likely to occur, with severe consequences	Orange heavy rain warning (possible waterlogging in warehouses), road icing warning for transportation routes
Yellow	Incident has a tendency to occur, with relatively severe consequences	Yellow strong wind warning (affecting high-altitude operations), local road blockage
Blue	Incident has low possibility of occurrence, with general consequences	Blue light rain warning, slight abnormality of individual equipment

#### 1. Early Warning Release:

- After confirming the accuracy of early warning information, the Emergency Office shall release it within 15 minutes in the following ways:
  - i . Red/Orange Warning: Intranet announcement + SMS notification (all employees) + Emergency Leadership Group meeting;
  - ii . Yellow/Blue Warning: Department notifications + bulletin board posting;
- The release content shall include the early warning level, affected scope, and prevention measures (e.g., stop open-air operations and transfer hazardous chemicals during Red Warning).

### 5.2.3 Early Warning Response Measures

- Red Warning: The Emergency Leadership Group shall be on duty, specialized emergency teams shall be assembled and on standby, and key materials (e.g., waterproof sandbags) shall be deployed in advance;
- Orange Warning: All departments shall stop high-risk operations (e.g., transportation, high-altitude maintenance) and inspect emergency materials;

- Yellow/Blue Warning: Strengthen monitoring frequency, employees shall take personal protection, and be ready to activate emergency response at any time.

## 5.3 Emergency Response

### 5.3.1 Information Reporting (Integrated and Optimized)

#### 1. Reporting Requirements:

- First-Time Reporting: After discovering an incident, on-site personnel shall call the Emergency Office (24-hour duty) within 5 minutes and report to the department head simultaneously;
- Complete Reporting Content: Clearly state the incident time, location, type (e.g., "hazardous chemical leakage in Area A of Warehousing Center"), casualty situation, measures taken, reporter and contact information (see Appendix C for example);
- Continuous Reporting: When the situation changes (e.g., leakage expansion, new casualties), update the report every 30 minutes until the incident is controlled;

#### 2. Reporting Process:

- After receiving the report, the Emergency Office shall verify the information within 10 minutes and report according to the severity of the incident:
  - i . General Incident (Level 3 Response): Report to the Management Representative;
  - ii . Significant Incident (Level 2 Response): Report to the Deputy Leader of the Emergency Leadership Group;
  - iii . Major Incident (Level 1 Response): Report to the Leader of the Emergency Leadership Group + local emergency management department.

### 5.3.2 Response Classification and Activation (Newly Added)

Response Level	Corresponding Incident Type	Judgment Criteria	Activating Entity	Disposal Requirements
Level 1 Response	Major Incident	Severe injury/death of personnel, direct loss > 500,000 RMB, severe environmental pollution	Emergency Leadership Group (Leader)	Activate the <i>Comprehensive Emergency Plan</i> , request external support (fire, hospital), fully block the site

Level 2 Response	Significant Incident	1-2 people slightly injured, direct loss 100,000-500,000 RMB, local environmental impact	Emergency Leadership Group (Deputy Leader)	Activate the <i>Specialized Emergency Plan</i> , dispatch all members of specialized emergency teams, restrict entry of unrelated personnel
Level 3 Response	General Incident	No personnel casualties, direct loss ≤ 100,000 RMB, no environmental impact	Corresponding department head + Emergency Office	Activate the <i>On-site Disposal Plan</i> , dispose by on-site employees + part-time emergency personnel

### 5.3.3 Emergency Disposal (Integrated and Optimized)

#### 1. General Disposal Principles:

- Prioritize saving lives before controlling hazards: Give priority to evacuating injured/trapped personnel, then dispose of hazard sources (e.g., close valves, extinguish fires);
- Prioritize key areas before general areas: Give priority to protecting key areas such as hazardous chemical warehouses/power distribution rooms, then handle secondary areas;
- Prioritize preventing expansion before cleaning: First control the expansion of the situation (e.g., set up cofferdams to prevent leakage diffusion), then conduct on-site cleaning;

#### 2. Classified Disposal Processes:

- Hazardous Chemical Leakage (Warehousing/Transportation):
  - i . The Alert and Evacuation Team sets up a warning area (no entry within 50 meters of the leakage point) and evacuates personnel downwind;
  - ii . The On-site Disposal Team wears chemical-resistant clothing/gas masks, plugs the leakage port with rubber plugs, and absorbs leaked liquid with absorbent cotton;
  - iii. The Environmental Monitoring Team monitors the leakage concentration in real time, evaluates the diffusion range, and uses neutralizers if necessary;
  - iv . The Logistics Support Team delivers emergency materials, and the Medical Rescue Team stands by (preparing antidotes);
- Fire (Warehousing/Office):

- i . The On-site Disposal Team uses corresponding fire extinguishers to put out fires (dry powder for electrical fires, foam for oil fires);
- ii . The Alert and Evacuation Team guides personnel to escape in a low posture (to prevent smoke inhalation), counts heads at the assembly point, and reports casualties;
- iii. After the fire department arrives, cooperate to guide the fire location and material storage (e.g., hazardous chemical location);
- Public Health Incident (Food Poisoning):
  - i . The Medical Rescue Team sends patients to the hospital and retains remaining food (for testing);
  - ii . The Administration Department blocks the involved area in the canteen and cooperates with the health department in the investigation;
  - iii. The Information Release Team releases incident progress to avoid panic and reminds employees to pay attention to food hygiene;
- Natural Disaster (Typhoon/Heavy Rain):
  - i . The On-site Disposal Team reinforces open-air materials and transfers hazardous chemicals in low-lying areas;
  - ii . The Alert and Evacuation Team closes doors and windows, prohibits personnel from going out, and inspects drainage systems;
  - iii. The Logistics Support Team prepares flood prevention materials (sandbags, water pumps), and the Medical Rescue Team stands by (responding to traumas).

### **5.3.4 Emergency Escalation (Newly Added)**

1. The Emergency Office shall immediately report to the Emergency Leadership Group and activate emergency escalation when the following situations occur:
  - The situation exceeds the Company's disposal capacity (e.g., uncontrollable large fire, leakage spreading outside the factory);
  - External professional support is needed (e.g., large-scale hazardous chemical leakage requiring professional disposal units, severely injured personnel requiring Grade 3A hospital treatment);
  - Surrounding areas are affected (e.g., leakage polluting surrounding water bodies, fire fumes affecting residential areas);
2. Emergency Escalation Disposal:
  - The Emergency Leadership Group contacts external units (e.g., dial 119/120/122) and provides detailed location and incident information;
  - The specialized emergency team cooperates with external rescue (e.g., guiding fire trucks, providing on-site drawings);

- The Information Release Team reports the incident progress to government departments in accordance with regulations to avoid information omissions.

### **5.3.5 Emergency Termination**

The Emergency Leadership Group shall decide to terminate the emergency response when the following conditions are met:

1. The incident is under control: Hazard sources have been eliminated (e.g., leakage plugged, fire extinguished), with no secondary/derivative risks;
2. Personnel rescue is completed: The injured have been sent to the hospital, no trapped personnel remain, and evacuated personnel have been properly placed;
3. Environmental safety is ensured: Pollutants have been cleaned up, and monitoring indicators have returned to normal (e.g., air quality, water concentration);
4. Order is controllable: The site has basic conditions for resuming production, with no social stability risks.

## **5.4 Post-Incident Disposal (Newly Added Module)**

### **5.4.1 On-Site Recovery**

#### **1. Cleaning Requirements:**

- Corresponding departments are responsible for on-site cleaning (e.g., Warehousing Center cleans damaged materials, Equipment Management Department removes faulty equipment);
- Environmental cleaning shall comply with environmental protection requirements (e.g., hazardous chemical pollutants shall be disposed of by qualified units, and random discharge is prohibited);
- The Administration Department cooperates in cleaning office areas/canteens and repairs damaged facilities (e.g., replacing burned lighting, repairing elevators);

#### **2. Order Recovery:**

- The Emergency Office organizes on-site safety assessment, and approves the resumption of production (e.g., Warehousing Center resumes material handling) after confirming no risks;
- The Human Resources Department assists injured employees in adjusting posts (e.g., arranging severely injured employees to logistics posts) and organizes psychological counseling (inviting experts to conduct 1-2 consultation sessions).

### **5.4.2 Loss Assessment**

#### **1. Assessment Content:**

- Personnel Casualties: Number of slightly/severely injured personnel, medical expenses, work absence losses;

- Property Losses: Value of damaged equipment/materials, maintenance costs, production suspension losses;
- Environmental Impacts: Pollution treatment costs, ecological restoration costs;

## 2. Assessment Process:

- The Emergency Office takes the lead, and jointly with Finance, Administration and business departments, completes the assessment within 7 days after the incident termination;
- Formulate the *Emergency Incident Loss Assessment Report*, submit it to the Emergency Leadership Group for approval, and report major incidents to government departments in accordance with regulations.

### 5.4.3 Emergency Summary

#### 1. Summary Content:

- Incident Causes: Direct causes (e.g., improper operation, equipment failure), indirect causes (e.g., insufficient training, management loopholes);
- Emergency Disposal Evaluation: Response time, material effectiveness, team capability, external linkage efficiency;
- Experience and Lessons: Successful practices (e.g., timely evacuation), existing problems (e.g., poor communication);

#### 2. Improvement Measures:

- Formulate rectification plans for problems (e.g., add walkie-talkies, strengthen operation training), and clarify responsible departments and completion deadlines;
- The Emergency Office tracks the implementation of rectification, verifies the effect within 1 month, and revises the emergency plan if necessary;
- Hold a company-wide briefing to share incident lessons, strengthen emergency awareness, and avoid recurrence of similar incidents.

## 6 Supporting Documents

- *Law of the People's Republic of China on Work Safety*
- *Law of the People's Republic of China on Emergency Response*
- *Regulations on Emergency Response to Work Safety Accidents* (State Council Decree No. 708)
- *Measures for the Management of Emergency Plans for Work Safety Accidents* (Order No. 2 of the Ministry of Emergency Management)
- *Measures for the Management of Emergency Plans for Emergencies* (Guobanfa [2013] No. 101)
- *Regulations on the Safety Management of Hazardous Chemicals*



No						Period	Location		
1	Fire-Fighting Category	Dry Powder Fire Extinguisher	4kg	Unit	50	2027.12	Corridors of all areas	Department Safety Officers	
2	Medical Category	First-Aid Kit	Standard Type	Set	10	2026.6	Department Offices	Administration Department Specialists	Includes tourniquet, povidone-iodine
3	Leakage Disposal Category	Absorbent Cotton	50kg/bale	Bale	10	2028.3	Near Hazardous Chemical Warehouses	Warehousing Keepers	
4	Communication Category	Walkie-Talkie	Handheld Type	Unit	20	Long-term	Emergency Office	Emergency Office Specialists	Includes charging dock
5	Personal Protection Category	Gas Mask	Half-mask Type	Set	15	2027.9	Emergency Material Warehouse	Emergency Office Specialists	

## Appendix C: Emergency Incident Report Record (Newly Added)

Reporting Time	Reporter	Department	Incident Information	Measures Taken	Recipient	Reporting Status
2026.8.10 10:00	Zhang San	Warehousing Center	Location: Hazardous Chemical Warehouse in Area A; Type: Rust Inhibitor Leakage (approximately 10L); No Casualties	1. Set up warning area; 2. Closed storage tank valve; 3. Prepared absorbent cotton	Li Si (Emergency Office)	Reported to Management Representative at 10:05 (Level 2 Response)
2026.8.10 10:30	Zhang San	Warehousing Center	Leakage controlled, no diffusion; Environmental monitoring normal	Cleaning up absorbent cotton	Li Si (Emergency Office)	Reported to Deputy Leader of Emergency Leadership Group at 10:35

## Appendix D: Example of Emergency Drill Plan Form (Newly Added)

Drill Time	Drill Type	Drill Scenario	Participating Departments	Drill Objectives	Evaluation Indicators	Person in Charge
2025.3.15	Specialized Drill	Hazardous Chemical Leakage in Warehouse	Warehousing Center, Specialized Emergency Teams	Verify leakage plugging capability and personnel evacuation efficiency	Response time ≤ 10 minutes, 100% plugging success rate	Wang Wu

2025.6.20	Specialized Drill	Transportation Vehicle Rear-end Collision (Diesel Leakage)	Logistics and Transportation Department, Specialized Emergency Teams	Verify on-site alert and leakage disposal capability	Timely warning area setup, standardized use of absorbent cotton	Zhao Liu
2025.9.30	Comprehensive Drill	Warehouse Fire + Personnel Injury + Environmental Leakage	All Employees + External Fire/Hospital	Verify multi-scenario coordination and external linkage efficiency	Coordination degree $\geq 90\%$ , external arrival time $\leq 15$ minutes	Sun Qi

## Appendix E: Emergency Training Content Matrix (Newly Added)

Training Object	Training Content	Training Frequency	Training Method	Assessment Method	Responsible Department
All Employees	Alarm process, evacuation route, initial fire extinguishing	Once a year	Centralized lectures, video learning	Written test (full score 100, $\geq 90$ to pass)	Human Resources Department
Medical Rescue Team	CPR operation, hemostasis and bandaging, psychological counseling	Once every six months	Practical training, simulated first aid	Practical assessment (100% pass rate)	Administration Department
On-site Disposal	Leakage plugging, fire extinguishing,	Once every six	Practical training,	Practical assessment	Quality, Safety and Environmental

Team	equipment shutdown	months	simulated disposal	(100% pass rate)	Protection Department
Emergency Leadership Group	Command decision-making, resource deployment, external coordination	Once a year	Tabletop exercises, case analysis	Decision-making efficiency evaluation	Quality, Safety and Environmental Protection Department

## Appendix F: Emergency Facility Inspection Record (Newly Added)

Inspection Date	Inspecting Department	Inspection Location	Facility Name	Specification/Model	Inspection Result ( <input type="checkbox"/> Intact <input type="checkbox"/> Damaged <input type="checkbox"/> Expired)	Handling Measures	Inspector	Reviewer
2025.5.10	Warehousing Center	Near Hazardous Chemical Warehouse	Fire Extinguisher	4kg Dry Powder	<input type="checkbox"/> Intact	None	Zhang San	Li Si
2025.5.10	Administration Department	Office Reception Desk	First-Aid Kit	Standard Type	<input type="checkbox"/> Intact (1 bottle of povidone-iodine expired)	Replaced expired povidone-iodine on the same day	Wang Wu	Zhao Liu

2025.5.10	Logistics and Transportation Department	Fleet Office	Walkie-Talkie	Handheld Type	<input type="checkbox"/> Intact (2 units with low battery)	Charged on the same day	Sun Qi	Zhou Ba
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## Appendix G: Emergency Drill Evaluation Report (Adjusted from Original Appendix B)

Drill Name	Specialized Drill for Hazardous Chemical Leakage in Warehousing Center	Drill Date	2025.3.15
Drill Scenario	Approximately 15L of rust inhibitor leaked from the storage tank in Area A of the warehouse, and 1 employee suffered slight contact discomfort	Number of Participants	25 people (15 from Warehousing Center, 10 from specialized teams)
Drill Organizing Departments	Emergency Office, Warehousing Center	Evaluators	Qian Jiu, Wu Shi
Drill Highlights	1. On-site Disposal Team arrived within 5 minutes and plugged the leakage in a timely manner; 2. Environmental Monitoring Team followed up in real time with accurate data; 3. Medical Rescue Team quickly disposed of the		

	uncomfortable employee		
Existing Problems	1. Communication: 2 walkie-talkies had weak signals (in warehouse corners); 2. Materials: It took 7 minutes to retrieve absorbent cotton (standard ≤ 5 minutes); 3. Employees: 3 employees did not wear masks during evacuation		
Improvement Measures	1. Communication: Install signal boosters in warehouse corners by May; 2. Materials: Move absorbent cotton to areas with leakage risks; 3. Training: Conduct special training on evacuation protection within June		
Drill Conclusion	Generally qualified (goal achievement rate 88%); improvement measures shall be implemented by June 30 and verified in the next drill	Approver	Deputy Leader of Emergency Leadership Group: Zheng Shi Yi

## Appendix H: Emergency Incident Alarm and Investigation Report (Adjusted from Original Appendix C)

### 1. Alarm Record

Alarm Time	2025.7.20 14:30	Alarm Receiver	Emergency Office: Wang Shi Er
Reporter	Logistics and Transportation Department: Li Shi San	Phone Number	
Incident Information	Location: XX Section of XX Expressway (Company Transportation Fleet); Type: Oil Tanker Rear-end Collision, Approximately 50L of Diesel Leaked, Driver Slightly Injured on the Forehead		
Measures Taken	1. Set up warning triangles; 2. Transferred the driver to the roadside; 3. Contacted Traffic Police 122		
Notification Status	1. Notified Manager of Logistics and Transportation Department at 14:32; 2. Reported to Deputy Leader of Emergency Leadership Group at 14:35 (activated Level 2 Response)		

## 2. Investigation Report

Incident Name	Rear-end Collision and Leakage Incident of Oil Tanker in Logistics and	Investigation Time	
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	Transportation Department		
Incident Process	At 14:25 on July 20, 2025, Driver Li Shi San drove an oil tanker (License Plate: Jing AXXXX) transporting diesel. Due to the sudden braking of the vehicle in front, a rear-end collision occurred, causing damage to the tank opening and leakage. The driver suffered slight injuries.		
Direct Cause	The driver failed to maintain a safe distance ( $\leq 50$ meters), exceeded the speed limit by 10km/h, and failed to brake in time for emergency.		
Indirect Causes	1. Logistics and Transportation Department did not conduct special training on high-speed driving in summer; 2. Vehicle inspection did not cover tank opening seals (aging not detected).		
Responsibility Determination	1. Driver Li Shi San: Primary responsibility (violating operating procedures); 2. Safety Administrator of Logistics and Transportation Department: Secondary		

	responsibility (inadequate training/inspection).		
Rectification Measures	1. Conduct safety education for the driver + deduct performance points; 2. Complete high-speed driving training for all employees by the end of August; 3. Add tank opening seal inspection to vehicle inspection (once a month).		
Loss Assessment	Direct Loss: Vehicle Maintenance 12,000 RMB + Diesel Loss 3,000 RMB = 15,000 RMB; No Indirect Loss		
Report Approval	Person in Charge of Emergency Office: Wang Shi Er (July 25); Leader of Emergency Leadership Group: Liu Shi Wu (July 26)		

## 8 Supplementary Provisions

**8.1 This procedure shall be interpreted by the Company's Emergency Office (Quality, Safety and Environmental Protection Department).**

**8.2 This procedure shall come into force on the date of issuance. In case of any inconsistency between the existing emergency management regulations and this procedure, this procedure shall prevail.**

**8.3 This procedure shall be reviewed once a year, or revised in a timely manner according to updates to national laws and regulations, changes in the Company's business (e.g., newly added hazardous chemical categories), and rectification requirements for emergency incidents.**

**8.4 For matters not covered in this procedure, refer to the *HSE Emergency Management Specifications* and relevant laws and regulations.**