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BASIC EMPLOYEE DIRECTIVE FOR THE AREA OF EMERGENCY AND CRISIS PREPAREDNESS, premises of the Kralupy nad Vltavou chemical production facilities
(prepared pursuant to Paragraph (3), Section 24 of Act No. 224/2015 Coll.)

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1 Purpose

In compliance with the valid IMS policy and corresponding documentation, the regulation informs the company employees about the main risk sources, which could cause an accident, and about preventive measures, equipment and forces. It also specifies obligations of the employees, which should ensure their desirable conduct and fulfilment of the measures in the area of emergency and crisis preparedness. The directive represents an instrument for fulfilling the obligations of the employer specified by Act No. 224/2015 Coll. and Act No. 239/2000 Coll.

2 Scope of validity

The document is valid for the following designated companies / branches:

UNIPETROL RPA, s.r.o. BENZINA, odštěpný

POLYMER INSTITUTE BRNO, odštěpný závod

This version replaces Directive 405, "Basic employee directive for the area of emergency and crisis preparedness", issue 3, from 01. 07. 2016.

3 Terms, definitions and abbreviations

Company	- UNIPETROL RPA, s.r.o. – Kralupy Refinery Unit
Unit	- compact area of a part of the company area, demarcated by roads or fencing of the premises.
Hazardous substance	- a selected chemical substance that, on its own or in combination with another substance, has one or more hazardous characteristics pursuant to the act on chemical substances, that could, based on these characteristics and its quantity, endanger or damage the health or lives of people, living organisms, or the environment or property. Based on Act No. 254/2001 Coll., on Water and on Amending Some Acts (the Water Act), dangerous substances also include harmful substances.
Equipment defect	- termination of the ability of a device/system (SW, HW) to fulfil its required function for any reason (or due to any error) and to any degree. It means that the given device enters a defect state as a result of the defect (phenomenon). It can be complete or partial. Defects in technological operations can occur even without any direct damages on health, production means or material. Device/system defects include random as well as systematic defects.
Emergency plan	- documented sequence of individual items (operations, activities) that lead to a liquidation of occurred accidents and a limitation of their consequences.
Serious accident	- extraordinary, partially or completely uncontrollable, timely and spatially restricted event, especially a hazardous substance leak, fire or explosion, which occurred or occurrence of which is imminent in relation to the use of the given object, leading to a serious endangering of or serious consequences for the health or lives of people and animals, the environment or properties, and which involves one or more hazardous substances.

Crisis management body	- a crisis management body is a management, support and executive component, organized with the specified structure and with defines activities and rights. The main crisis management body is the company crisis staff, while the support body is the company crisis centre
Act No. 224/2015 Coll.	- on Prevention of Serious Accidents Caused by Selected Hazardous Chemical Substances or Chemical Mixtures and on an Amendment to Act No. 634/2004 Coll., on Administrative Fees, as amended, (Act on Prevention of Serious Accidents).
Act No. 239/2006 Coll.	- on the Integrated Rescue System and Amendments to Certain Acts
Accident zone	- unit/area, at which the accident occurs and at which it is expected that lives could be endangers by the effects (impact) of the accident.
Zone of emergency measures	- other identified (declared) units/areas in the direction of the spreading effects (impacts) of the accident, at which persons could become unable and incapable to adopt protective measures and/or at which they could be exposed to serous or irrecoverable impacts of the accident on their health.
Company area	- Premises of the Kralupy chemical production facilities
OHS	- Occupational health and safety
DMDS	- Dimethyl disulfide
DS	- Company control room
EMS	- Environmental management system
ETBE	- Ethyl <i>tert</i> -butyl ether
HSMS	- OHS, PZH and FP safety management system
HZS SK	- Fire rescue unit of the Central Bohemian Region
HZSp	- Company fire rescue unit of SYNTHOS Kralupy, a.s.
IDP	- insulation respirator
IMS	- Integrated management system
KOPIS	- Regional operation and information centre
MTBE	- Methyl <i>tert</i> -butyl ether
OPBK	- Department of procedural safety and crisis planning
OS	- Operation centre
OZIP	- Environmental protection department (EKO unit)
FP	- fire protection
PZH	- serious accident prevention
UBEZ	- Safety division
VZ	- Intervention commander
ZJ	- Area protection intervention unit

4 Basic directive for the area of emergency and crisis preparedness

4.1 Basic risk sources

4.1.1 Description of the company area

The company area represents a large production premises with a high concentration of chemical and energy equipment, which contain hazardous substances. An extensive railroad and road transportation of these substances takes place on the company area as well as at its surroundings. A part of the hazardous substances on the company area is also stored at the facilities of other external entities. Pursuant to Act No. 224/2015 Coll., risk sources are represented by processing, production, storage and transport of hazardous substances and by their handling. Most of these substances on the company premises are present in a liquid or gaseous form. When the corresponding regulations and procedures are not complied with, they can cause serious accidents. Consequences of such serious accidents can include a fire, explosion or leaks of hazardous substances, which can, in turn, lead to damages of or threats to the lives and health of people, the environment or properties. In order to ensure safety on the entire company area, it is thus especially important that all employees (persons) comply with all the specified regulations, standards, procedures and instructions and that the compliance is overseen by the corresponding managerial employees and control bodies.

4.1.2 Most important hazardous substances on the company area

The following table includes the selected most important and most dangerous hazardous substances that are stored on the company premises:

Hazard category pursuant to Directive (EC) No. 1272/2008	Substance name*
H2 ACUTE TOXICITY - category 2, all exposure paths - category 3, inhalation exposure path	Hydrogen sulphide, hydrogen sulphide gas
P2 FLAMMABLE GASES 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 - flammable liquids, category 2 or 3, kept at temperatures above their boiling point, or - other liquids with a flash point ≤ 60 °C, kept at temperatures above their boiling point	Crude oil, isomerate, pentane, gasoline
P5c FLAMMABLE LIQUIDS, category 2 or 3, not falling under articles P5a and P5b	ETBE, MTBE, ethanol, bioethanol, methanol
P8 OXIDIZING LIQUIDS AND SOLID SUBSTANCES, oxidizing liquids, category 1, 2 pr 3, or oxidizing solid substances, category 1, 2 or 3	Sodium persulfate
E1 Hazardous for aquatic environments 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 for aquatic environments in	Nemo, Kerostat, SBA, Verva DK, LCBA 500 L, Lubrizol

Hazard category pursuant to Directive (EC) No. 1272/2008	Substance name*
category chronic 2	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, Perchlorethylen, Nalco 7359, EC1010B, 3D trasar DT222, EC 3036A, aircraft kerosine, motor diesel, gas oil, light heating oil, heavy heating oil

* The stated hazardous substances can have one or more hazardous characteristics. For the purpose of this directive, their assignments were determined based on the requirements of Act No. 224/2015 Coll.

4.2 Possible accident consequences

4.2.1 Leaks of flammable gases and vapours

Leaks of flammable gases and vapours can result in:

- upon immediate initiation of a cloud of flammable gases and vapours at the leak location (or of pressurized hydrogen in the case of self-ignition);
 - fires and subsequent burning of people, property damages, destructions (collapses) of metal structures by heat, filling areas with smoke,
 - explosions, upon which people and properties can additionally be endangered by the corresponding shock wave and flying debris,
- spreading of the cloud formed by flammable gases or vapours in the direction of the wind on the company area and outside of it; when such a cloud becomes initiated on its way (in the extent of the upper and lower explosiveness limits of their mixtures with the air), the consequences can be identical to the consequences stated in the previous point.

4.2.2 Flammable liquid leaks

Leaks of flammable liquids can result in:

- upon immediate initiation, fires of the given spill and subsequent burning of people, property damages, destructions (collapses) of metal structures by heat, filling areas with smoke,
- discharge of the given flammable liquid and, upon its evaporation, forming of a cloud of flammable vapours spreading in the direction of the wind and, in the case of subsequent initiation, explosion, fire and subsequent burning of people or their injuries caused by the corresponding shock wave and flying debris, property damages by heat, shock wave or flying debris, filling areas with smoke.

4.2.3 Leaks of toxic gases and vapours

Leaks of toxic gases and vapours can result in:

- increased concentration of the given hazardous substance in the air, exceeding the permitted limit, in spreading of the toxic cloud of gases and vapours (without initiation) in the direction of the wind on the company area or its surroundings, and in subsequent poisoning (or irritation or burning of mucous membranes) of people at the area exposed to the harmful concentration (for example, upon hydrogen sulphide or ammonia leaks, even from the sources of other companies located on the premises of the Kralupy nad Vltavou chemical production facilities).
- upon initiation of their mixture with the air, in an explosion and fire, when the substance in question is also a flammable gas or vapour. (Initiation consequences are identical to those stated in Article 4.2.1,

for example, as a result of leaks of carbon monoxide, hydrogen sulphide or ammonia, even from the sources of other companies located on the premises of the Kralupy nad Vltavou chemical production facilities).

4.2.4 Leaks of toxic liquids

When toxic liquids and substances that can be harmful to the environment leak, they can penetrate to sewerage systems and watercourses, thus contaminating surface water; when such liquids and substances penetrate to rock environments, these environments can become contaminated and groundwater can thus become contaminated as well.

4.2.5 Leaks of suffocant substances

Leaks of suffocant substances can result in:

- in the gaseous phase, the air is forced out of the leak area and the present people subsequently suffocate,
- in the liquid phase, affected people incur frostbites, intensive evaporation occurs, gaseous cloud spreads and the consequences are identical to those that occur in the gaseous phase.

4.2.6 Leaks of caustic substances

Leaks of caustic liquids can result in:

- staining and burning of the affected persons,
- endangering of sewerage systems, watercourses and/or rock environments, and subsequent contamination of surface or underground water and/or soil,
- disruptions of metal (structural) materials,
- when, for example, sodium hydroxide comes into contact with organic substances, they can ignite and fires can occur with the corresponding consequences - see Article 4.2.1.

4.2.7 Explosions of flammable dusts mixed with the air

When flammable dusts mixed with the air explode, it can result in:

- equipment destruction,
- injuries of people caused by flying debris or a shock wave,
- subsequent fire with consequences identical to those stated in Article 4.2.1.

4.3 Preventive safety measures and emergency and crisis preparedness

4.3.1 Directive base

4.3.1.1 Operation regulations and handling rules are prepared for a safe and correct operation of technological equipment that contains hazardous substances by the given operation personnel. These regulations and rules include concrete emergency instructions for solving crisis and emergency situations of the operated equipment.

4.3.1.2 The fire alarm regulation and Directive 432 specify the reporting, recording and investigating manner related to the occurrence of serious accidents.

4.3.1.3 In compliance with Directive 430, a two-level internal emergency planning system is in place in the company for solving arisen accidents and limiting their consequences. To liquidate accidents, consequences of which do not cross the boundaries of the given production facility or maximally intervene in the adjoining production facilities, Plan 008 for solving emergency and crisis situations at UNIPETROL RPA, s.r.o. – Kralupy Refinery Unit, is in place.

To liquidate serious accidents, consequences of which affect multiple production units or spread across the company area boundaries and endanger the surroundings, the Company internal

emergency plan has been prepared for the management and intervention units pursuant to Act No. 224/2015 Coll. In accordance with the above stated act, the plan is submitted to the Regional Authorities of the Central Bohemian Region and HZS SK.

Furthermore, the Crisis preparedness plan (Directive 430/1) is also prepared. It summarizes the basic procedures for solving crisis situations in relation to the endangered business activities (securing substitute production, restoration of the original production to its original or better condition).

- 4.3.1.4 Directive 401 establishes a system for securing medical services, treatment and transport of people injured as a result of their work and accidents to appropriate medical facilities.

4.3.2 Organizational accident liquidation perspective

- 4.3.2.1 An accident reporting office (central control room) is designated in Plan 008 for the Kralupy Refinery Unit. To organize accident liquidations, the position of a shift manager is established for every shift. The person in that position should be the manager of the given accident measures. Organizational accident liquidation procedures, including individual activities, tasks and obligations of the shift manager, are described in Plan 008.

- 4.3.2.2 At the company level, the liquidation proceedings of serious accidents are managed in compliance with Directive 430 by the established Company crisis team in cooperation with the given intervention units and company control room. The tasks and obligations of individual entities are stated in the Internal emergency plan and, if applicable, in the Crisis preparedness plan.

- 4.3.2.3 A plant fire rescue unit (HZSp), managed by the given intervention commander, is secured in a contractual manner for the initial liquidation of every accident and for limiting its impacts. When needed, HZSp asks other intervention units, such as HZS SK, ZJ and, for environmental accidents, OZIP (EKO unit), for cooperation. When liquidating accidents, the given intervention commander is in contact with OS HZSP. OS HZSp is in contact with KOPIS HZS SK, Company crisis staff and company control room, which fulfils the role of a crisis centre. **OS HZSp is also the accident reporting office for the entire company area.** When liquidating accidents occurred due to traffic accidents when transporting hazardous substances, the intervention commander can also use services of the shift manager, who is a specialist for hazardous substances. When necessary, the shift manager can send an employee who is suitable for the given hazardous product to the accident location.

4.4 Protection intervention equipment (devices) and forces

4.4.1 Securing technological equipment

- 4.4.1.1 Individual technological devices are furnished by the appropriate safety devices based on the given type, quantity and character of the hazardous substances in them. They particularly include:
- control systems for safe device shutdowns (and, if applicable, for putting them back into operation),
 - blocking systems of individual functions of the given devices, machines, and measuring and regulation technologies,
 - remotely controlled fast-closing valves,
 - safety valves, membranes and flaps
 - concrete sheathing or other protection of hazardous substance reservoirs,
 - catchment and emergency reservoirs with the appropriate pumping technology,
 - field burners,

- camera systems,
- backups of the power and control electric systems, technologies and other devices.

4.4.1.2 From the perspective of fire protection, the production facilities and technological equipment are equipped with appropriate fire extinguishing means. They particularly include:

- stable and semi-stable fire extinguishers,
- portable and mobile fire extinguishers,
- firewater feeding devices (above-ground and underground hydrants, fire discharge stands and filling locations, water tanks, hydrant systems),
- water sprinkling and cooling systems of building and technological structures,
- water and steam screens,
- heat and smoke exhaust equipment,
- electric fire signalling systems,
- inert gas and steam distribution lines.

4.4.2 Equipment for the protection of the environment

To ensure protection of the environment at the company and its surroundings, the following equipment is particularly available:

- separated systems of the unified, sewage and industrial sewerage systems,
- wastewater treatment plants (mechanical, chemical and biological),
- waste liquidation management system,
- scumboards, suction and pressure vehicles and diggers, containers and their carriers,
- sorption equipment at the production facilities,
- water quality monitoring system,
- air pollution monitoring system.

4.4.3 Means for informing and protecting employees

To protect employees and other persons on the company area, the following means are especially installed and organized for accident situations:

- unit marking using two-digit numbers (in the company area information system), marking of individual buildings and other production and nonproduction structures (signs on the building/structure sheathing) by four-digit numbers with a possible slash, where the first two numbers are identical to the corresponding unit number,
- marking of intersections of the main routes using information signs,
- medical first aid means (first aid kits, stretchers, etc.),
- breathing technology (masks with proper filters, insulation respirators, resuscitation devices, etc.),
- warning and notification systems (radio, sirens),
- hazardous substance leak detection systems,
- devices for monitoring meteorological situation (wind sleeves, etc.),
- communication means (phones, faxes, radio stations),
- transport and extrication technology,

- company are fencing and security service,
- Should no evacuation of people outside of the company area be ordered, the gathering place location for administering first aid will be determined based on the VZ decision upon agreement with ZZS SK. The inflatable HZSp tents can be used as mobile stations for first aid administration.
- evacuation locations (pursuant to Plan 006, Fire evacuation plan of ČESKÁ RAFINÉRSKÁ, a.s.),

4.4.4 Intervention forces (units)

To liquidate occurred accidents and to limit their consequences on the company area, the following forces are designated, organized and permanently prepared:

- HZSp – nonstop standby, i.e. 24 hours a day, equipped for all intervention types,
- first aid administration - continuously (i.e. 24 hours a day) secured by HZSp,
- intervention unit and security unit – provided continuously on a contractual basis by an external security agency, 24 hours a day,
- control room of SYNTHOS Kralupy, a.s.
- company control room,
- OZIP (EKO unit),
- preventive fire patrols at the worksites with at least three employees, where activities with an increased or high fire hazard are conducted.

4.5 Obligations and conduct of employees in the area of PZH

4.5.1 Serious accident prevention

When it comes to the prevention of serious accidents, all company employees are obliged to conduct their activities in a way that they do not cause any operation accidents, device defects or leaks of hazardous substances to the environment. They must know the number of the unit where they are or where they conduct their activities. Moreover, they must also know the marking of the routes that surround the unit in question.

Procedure for operation accidents

Should an operation accident occur, including a leak of a hazardous substance to the environment, the employees are particularly obliged:

- A. to immediately inform a superior employee (foreman, manager) about such an event in accordance with the fire alarm regulation (emergency instructions or plans). Should the superior employee not be available, they are obliged to notify DS/DZ. In the case of a fire, explosion or leak of a hazardous substance to the environment, they must first call HZSP at 150 or 112, from a mobile phone: 315 711 500; 315 711 120, in the case of an injury or damaged health, they must call HZSp for administering first aid at 155 or 112, from a mobile phone: 315 711 550, 315 711 120. All employees must proceed in accordance with the emergency plans, emergency instructions or instructions issued by superior employees. When the observer is a random person, he/she must report the event to HZSp at 150 or 112, from a mobile phone: 315 711 500; 315 711 120, and act fast, calmly and deliberately,
- B. upon announcing the alarm by the means of a siren, i.e.

For extraordinary events, when it is necessary to ensure safety of people who become endangered, it is necessary to inform all employees by the means of emergency sirens.

The premises of the Kralupy nad Vltavou chemical production facilities (ACHVK) are equipped with a sound system of emergency sirens. Broadcasts of the reported information are organized by SYNTHOS Kralupy, a.s. The emergency sirens on the premises and the company radio (speakers at the worksites) provide the following information:

Level 1 – using receivers at the production facilities or phones, the dispatcher **announces:**

ATTENTION, ATTENTION, LEVEL 1 ACCIDENT

followed by the information, which production units are affected.

End: using receivers at the production facilities or phones, the dispatcher **announces:**

ATTENTION, ATTENTION, END OF THE LEVEL 1 ACCIDENT

Level 2 – the dispatcher activates the complex alarm siren (permanent tone, 140 s) and, using alarm sirens and radio, announces: twice in a row

ATTENTION, ATTENTION, LEVEL 2 ACCIDENT

followed by the information, which area the announcement applies to.

End: using receivers at the production facilities, alarm sirens and radio, the dispatcher **announces:**

ATTENTION, ATTENTION, END OF THE LEVEL 2 ACCIDENT

Level 3 – the dispatcher activates the complex alarm siren (permanent tone, 140 s) and, using alarm sirens and radio, announces: three times in a row

ATTENTION, ATTENTION, LEVEL 3 ACCIDENT

followed by the information about the area of the complex the announcement applies to and the expected direction of the leak out of the complex.

End: using receivers at the production facilities, alarm sirens and radio, the dispatcher **announces:**

ATTENTION, ATTENTION, END OF THE LEVEL 3 ACCIDENT

(The above-stated announcements related to individual accident levels are based on the Internal emergency plan of UNIPETROL RPA, s.r.o., and on Plan 008 for solving emergency and crisis situations at UNIPETROL RPA, s.r.o. – Kralupy Refinery Unit).

When an alarm is announced by the siren, the employees are obliged:

- observe the warning signal and instructions and suspend work,
- do not smoke, extinguish all open fires, turn electric appliances off,
- should the instructions from the sirens be difficult to understand, move to the closest emergency circuit receiver of the company radio in the building and wait for and listen to further announcements (declaration of the given accident zone and zone of accident measures) and instructions related to the event from the company control room; you must immediately follow the issued instructions,
- notify coworkers and other nearby persons about the announced alarm,
- put the airways protection equipment (IDP or protective mask with the appropriate filter) in the standby position upon request,
- monitor meteorological situation, and especially wind direction (wind sleeves, smoke, steam, etc.), and predict the leak direction; leave the endangered area in the shortest possible way if necessary or upon receiving such an instruction, i.e. perpendicularly to the wind direction

and using airways protection (IDP, escape mask, protective masks with the appropriate filter, handkerchief soaked in water or a piece of fabric over your nose and mouth in the case of an ammonia leak),

- when an instruction to leave the endangered area is issued, leave the area as soon as possible in accordance with the evacuation plan and proceed to the safe area designated in advance,
 - should it not be possible or suitable to leave the area, locate a hiding place in the corner of a room inside of the building, outside of the reach of broken window glass; close the windows and doors and, if necessary, seal them with a fabric; turn the air-conditioning system off,
 - if possible, briefly report your emergency station to your superior,
 - do not overload the phone lines - make phone calls only if necessary,
 - observe the instructions of your superior, intervention units, security units or company control room, issued via the company radio,
- C. when administering help to the employees affected by the given equipment accident, observe the first aid principles, while taking care of your own safety; to ensure this safety, use the designated as well as other available protection equipment,
- D. provide truthful information and testimonies when the event causes are being investigated, and cooperate in the investigation.

4.5.2 Basic rules of conduct when an alarm is activated

The basic rules of conduct upon an alarm activation using a siren are specified in Appendix A.

4.5.3 Obligations of the employees/drivers

- 4.5.3.1 Employees are obliged to know the characteristics of the hazardous substances that they handle and that can endanger them. Moreover, they are also obliged to know the safe handling principles and emergency procedures in the case of their leaks out of the given equipment.
- 4.5.3.2 Employees are obliged to participate in emergency training and practices of the fire alarms and evacuations within the frame of their respective units or upon request of the company bodies that organize the emergency practices at the company or regional level.
- 4.5.3.3 All company employees are obliged to know their tasks and activities specified by Plan 008.
- 4.5.3.4 All production facility/unit employees are obliged to know the evacuation locations inside of the company area designated for their respective production facility/unit.
- 4.5.3.5 Employees who do not participate in the accident liquidation process are strictly forbidden to enter the accident zone and zone of adopted measures. Furthermore, they are not allowed to conduct any activities in these areas declared by the emergency information system.
- 4.5.3.6 Drivers who hear the siren while driving are obliged to stop their vehicles as close to the right edge of the road as possible, to turn the engine off, to listen to the given acoustic message and to observe the stated instructions. Should the accident include a leak of a flammable/explosive or toxic gas and should the vehicle be in the accident zone or zone of preventive measures, the driver is obliged to leave the vehicle keys on the driver's seat and leave the vehicle, walking away perpendicularly to the wind direction. In the case of any other accident, the drivers are obliged to immediately drive their vehicles away from the accident location.

4.6 Inspection

Apart from the corresponding managerial employees, UBEZ employees have also the right to inspect compliance with the stipulations of this regulation. Moreover, employees of the security agency who provide protection and guarding of the premises have the right to conduct inspections pursuant to articles 4.5.3.5 and **Chyba! Nenalezen zdroj odkazů..**







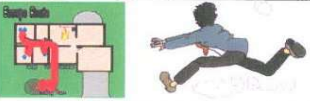




5 Responsibility

All company employees are responsible for fulfilling the obligations stated in Article 4.5.

6 List of related documents

Act No. 350/2011 Coll.	- on Chemical Substances and Chemical Mixtures and on Amending Some Acts (the Chemical Act)
Act No. 224/2015 Coll.	- on Prevention of Serious Accidents Caused by Selected Hazardous Chemical Substances or Chemical Mixtures and on an Amendment to Act No. 634/2004 Coll., on Administrative Fees, as amended, (Act on Prevention of Serious Accidents)
Act No. 239/2000 Coll.	- on the Integrated Rescue System and Amendments to Certain Acts
Act No. 254/2001 Coll.	- on Water and Amendment to Some Acts (the Water Act)
Plan 008	- Plan for solving emergency and crisis situations at UNIPETROL RPA, s.r.o. – Kralupy Refinery Unit
Directive 401	- Basic regulation in the area of OHS
Directive 430	- Crisis management and accident prevention
Directive 430/1	- Crisis preparedness plan
Directive 432	- Extraordinary event
Directive 433	- Transport of dangerous goods
Directive 821	- Internal documentation
Internal emergency plan	
IMS policy	

Appendix A Basic rules of conduct upon an alarm activation using a siren - ten commandments

 <h3>When the siren sounds</h3>	
	1. Realize where you are performing the work or where you are located (block no. and neighboring road).
	2. Listen to the additional verbal information and obey the instructions issued.
	3. Refrain from smoking, put away sources of open fire, turn off electrical appliances.
	4. Inform your colleagues or persons near you.
	5. Use all the prescribed and available personal protective aids.
	6. Perform the necessary technological actions to safeguard the technology and/or execute the evacuation/hiding.
	7. Report your whereabouts to your supervisor; other than that, do not uselessly utilize the phone lines.
	8. Stop the motor vehicle on the rightmost side of the road, turn off the engine and listen to the audible message. If you are in the accident zone or in the zone of emergency response measures: <ul style="list-style-type: none"> in case of an accident involving a leak of flammable/explosive or toxic gas, leave the keys on the driver's seat and walk away from the vehicle perpendicular to the wind direction. in case of other types of accidents, leave immediately the endangered area by the car in the direction away from the accident.
	9. Provide help and assistance to employees impacted by the accident according to the first aid principles, mind your own safety and use defined and other available protective aids.
	10. Do not enter nor otherwise approach the announced accident zone and emergency response measures zone, unless you take part in dealing with the accident.