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UNIPETROL RPA, s.r.o. (excluding branches)

BASIC EMPLOYEE DIRECTIVE FOR THE AREA OF EMERGENCY AND CRISIS PREPAREDNESS, Chempark Záluží Litvínov area

(prepared pursuant to Paragraph (3), Section 24 of Act No. 224/2015 Coll.)

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List of changes

Change number	Page number		Subject changed	Valid from	Approved by (position, signature)
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2					
3					
4					
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7					
8					
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10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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

Table of contents

1 Purpose

In compliance with the valid IMS policy and corresponding documentation, it 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.
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 Act No. 350/2011 Coll., on Chemical Substances and Chemical Mixtures, 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.
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. 239/2000 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	-	Chempark Záluží Litvínov
OHS	-	Occupational health and safety
DS	-	Company control room
DZ	-	Plant control room (JESL control room)
EMS	-	Environmental management system
HSMS	-	OHS, PZH and FP safety management system
HZSP	-	Company fire rescue unit of UNIPETROL RPA, s.r.o.
HZS ÚK	-	Fire rescue unit of the Ústí nad Labem Region
IDP	-	Insulation respirator
IMS	-	Integrated management system (QMS+EMS+HSMS)
ESU	-	Energy services unit
KOPIS	-	Regional operation and information centre
OPBK	-	Department of procedural safety and crisis planning
OS HZSP	-	Operation centre of the company fire rescue unit
OZIP	-	Environmental protection department (EKO unit)
FP	-	Fire protection
PZH	-	Serious accident prevention
QMS	-	Quality management system
UBEZ	-	Safety division
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 and 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 Chempark Záluží Litvínov premises.

Hazard category pursuant to Directive (EC) No. 1272/2008	Substance name*
H1 ACUTE TOXICITY category 1, all exposure paths	Water containing hydrogen cyanide (hydrogen cyanide water)
H2 ACUTE TOXICITY - category 2, all exposure paths - category 3, inhalation exposure paths	Catalyst Cr^{6+}, Catalyst ZN 203 S 226 VS 228 M, Ammonia, Methanol, Catal. ZN 203S, Chromocene in toluene 8%
P2 FLAMMABLE GASES Flammable gases, category 1 or 2	LPG, Propylene, Propane, Ethane, Ethylene, C_3 fraction, C_4 fraction, C_5 fraction, Acidic (hydrogen sulphide) gas, Heating gas, High-pressure degas, Isobutane, Butene, Carbon monoxide, Natural gas, Synthesis gas
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	C_5 fraction, Reformate, Primary gasoline, Gasolines, Crude oil, Hexene, Isopentane, Pentane, Isomerate, Alkylate, Reformate, Catalyst in hexane (MT 2510, MT2110, MT 4510), Granulation gasoline – NAPPAR 6
P5c FLAMMABLE LIQUIDS, category 2 or 3, not falling under articles P5a and P5b	Bentol, Benzene, Drewcor 2170, Bioethanol, Ethyl tert-butyl ether, Chimstat D
P6b Spontaneously reacting substances and mixtures and organic peroxides of type C, D, E or F	2,5-dimethyl-2,5-di(terc-butylperoxy)-hexane (Peroxan,Trigonox 101,Luperox 101,DHBP)
P7 SELF-IGNITING liquids and solid substances, category 1	THA 50% (tri-n-hexylaluminium), TEAL
E1 Hazardous for aquatic environments in category acute 1 or chronic 1	Naphthalene concentrate, Atmospheric residue, Cracking hydrocarbons, Dimethyl disulfide, Black/Medium/vacuum distillate, Hydrocarbon mixture, Ammonia water 25%, Light cycle oil, Sodium hypochlorite (NaClO), catalyst Actisorb S 2 (G-72D), catalyst UT 2000, Katalco 32-4, Catalyst ShiftMax 217, Catalyst ICI (Katalco) 83 – 3x/83-3A, BHT, ActiSorb S2, KF 770 (HRPO) - Albemarle
E2 Hazardous for aquatic environments in category chronic 2	C_9 fraction, BTX, C_{10} fraction, GO (gas oil + light and heavy GO), PHO (pyrolysis heating oil), Extra light heating oil, JET A1, Motor diesel, Kerosine, Hexane, Mineral oil from unit 22, Separated oil from EJ, Catalyst INCAT MT-2510, Perchlorethylen, Additives (AFTON X – 16854, BMN 3030, Cetan Improver, Dodiflow 5251, DPP 14, Lubrizol 9041 F)

* 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 ammonia leaks),
- 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. (The consequences of an initiation are identical to those stated in Article 4.2.1 during, for example, leaks of carbon monoxide, hydrogen sulphide or ammonia).

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 nitric acid 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 Equipment that contains hazardous substances is subjected to consequence analyses of possible emergency situations recorded in the form of emergency equipment cards, which are used for informing and training employees and for preparing emergency training of the production facilities.

4.3.1.4 In compliance with Directive 430, a two-level 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, individual production facility/unit emergency plans are prepared. They include emergency cards of individual adjoining intervention sectors for operation of the affected equipment and intervention units (and equipment emergency cards, if applicable), and corresponding production facility plan. For these purposes, Plan 009, i.e. Plan for solving emergency and crisis situations at UNIPETROL RPA, s.r.o. – Litvínov Refinery Unit, has been prepared.

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 Ústí nad Labem Region and HZS ÚK.

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).

4.3.1.5 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 The corresponding production facility/unit emergency plan or Plan 009 specifies one (or more) accident reporting office (usually a specified control room) within the frame of each production unit. To organize accident liquidation, the positions of a manager of emergency measures and emergency service dispatcher are designated for every shift. Their main tasks and obligations are stated in the corresponding production facility/unit emergency plan.

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, company control room and, if applicable, plant control room (JESL). The tasks and obligations of individual entities are stated in the Company 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 established by the company for the initial liquidation of every accident and for limiting its impacts. When needed, HZSP asks other intervention units, such as HZS ÚK, ZJ and, for environmental accidents, OZIP (EKO unit) and Energy service units, for cooperation. When liquidating accidents, the given intervention commander is in contact with OS HZSP. OS HZSP is in contact with KOPIS HZS ÚK, 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 specified specialists for the hazardous substances, arrival and collection of whom is organized by the company control room upon request pursuant to Directive 433.

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 and industrial sewerage systems,
- wastewater treatment plants (mechanical 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 (firs aid kits, stretchers, etc.),
- breathing technology (masks with proper filters, insulation respirators, resuscitation devices, MSA AUER motion SCOUT alarm systems, etc.),
- warning and notification systems (illuminated signs, radio, sirens),
- hazardous substance leak detection systems,
- devices for monitoring meteorological situation (wind sleeves, anemometers, etc.),
- communication means (phones, faxes, radio stations),
- transport and extrication technology,
- company are fencing and security service,
- gathering places for the injured (unless specified otherwise by the intervention commander), which are: shelter at st. 2624 – for the Agro unit (old plant), shelter at st. 7221 underground – for the Petrochemical unit,
- evacuation locations (pursuant to the given production facility/unit emergency plans),
- evacuation locations outside of the company area (see the prepared Company evacuation plan), which are:
  - Evacuation location north – parking lot in front of gate no. 15 (northern slope),
  - Evacuation location east – parking lot in front of gate no. 5 (Minerva),
  - Evacuation location south – parking lot in front of gate no. 11 (in front of st. 4835).

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,
- plant control room,
- company control room,
- water management division (EKO unit),
- 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: 476 161 500; 476 161 120, 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: 476 161 550, 476 161 120. 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: 476 161 500; 476 161 120, and act fast, calmly and deliberately,
B. upon announcing the alarm by the means of a siren, i.e.
    1. **Emergency situation** - oscillating tone for 15 seconds, followed by the following verbal notification, repeated three times: FLAMMABLE GAS LEAK or TOXIC GAS LEAK or FIRE ON THE PREMISES (apart from the signals).
    2. **Termination of the emergency situation** – gong sound, followed by the following verbal information, repeated three times: END OF THE EMERGENCY SITUATION.
    3. **Test of the sound system** – uninterrupted tone for 15 seconds, followed by the following verbal information, repeated three times: SIREN TEST).

Upon announcing Point 1. Emergency situation:

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

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 production facility/unit employees are obliged to know their tasks and activities designated by the corresponding production facility/unit emergency plan.

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 All employees are obliged to know the designated evacuation locations outside of the company area (Company evacuation plan).

4.5.3.7 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 drive 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 driver is obliged to immediately drive his/her vehicle 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 4.5.3.7.

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
Plan 009	-	Plan for solving emergency and crisis situations at UNIPETROL RPA, s.r.o. – Litvínov 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		Company internal emergency plan, Chempark Záluží Litvínov premises
Policy		Integrated management system policy

Note: Directive 430/1 includes sensitive (protected) information and it is individually accessible to a specifically designated group of users.

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

 **When the siren sounds**	
	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: • 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.