

1.0 Purpose

This procedure describes the preparedness and response procedures for potential accidents and emergency situations giving rise to significant environmental impacts.

2.0 Scope

This procedure applies to **plating activities** of **SEEC** for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fires, explosions;
- Rainstorms, typhoon or other unexpected weather conditions;
- Major chemical spillage or leakage;
- Accidents as a result of equipment failure

3.0 Reference Documents

Section 4.4.7, EMS Manual

EP-04 Control of Documents

EP-08 Control of Records

4.0 Definitions

- EMR – Environmental Management Representative
FAD – **Finance and Administration Department**

5.0 Responsibility**5.1 Environmental Management Representative**

The EMR shall review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

5.2 Function / Departmental Manager

The Function / Departmental Manager shall prepare an **Emergency Response Plan** to minimise the likelihood of accidents and emergency situations. The Function / Departmental Manager shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures. The Function / Departmental Manager shall arrange appropriate drills at various department / area and ensure that the requirements of the emergency procedures are communicated to all staff and are implemented. In case of emergency situations in the facility, the Function / Departmental Manager shall be informed and review the accident reports and remediation works taken by responsible staff.

5.3 Emergency Team

When emergency incidents occur, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMR and/or Departmental Manager.

5.4 Staff of **SEEC**

All staff shall be familiarized with the emergency procedures and follow them in case of accidents or emergency situations.

6.0 Procedure

6.1 The EMR, EMS Committee, and Departmental Manager shall identify dangers, taking proactive steps to prevent emergency incidents, and completing tasks in preparation

for emergencies.

- 6.2 The EMR shall coordinate the preparation and maintenance of the Emergency Response Plan (Appendix 1) that contains all emergency procedures.
- 6.3 Departmental Managers may prepare their own Emergency Response Plans relevant to their activities and inform such plans to the EMR for compilation.
- 6.4 The Departmental Managers shall familiarise and train their staff and Emergency Team members on the procedures described in the Emergency Response Plan. This shall be accomplished in accordance with EP-03 Training Procedure.
- 6.5 The Departmental Manager and involved staff shall identify the root causes and any preventive actions and report the accident by completing an Accident Report (Appendix 3) after each accident or emergency situation and submit the completed form to the EMR to review.
- 6.6 The Departmental Manager shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report (Appendix 2) for the EMR to review.
- 6.7 The EMR together with Departmental Managers shall review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary.
- 6.8 The EMR shall maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Emergency Response Plan (EG-EP05-01)	EMR	3 years
Emergency Drill Report (EF- EP05-01)	EMR	3 years
Accident Report (EF-EP05-02)	EMR	3 years

8.0 Appendix

Appendix 1 : **Emergency Response Plan (EG-EP05-01)**

Appendix 2 : Emergency Drill Report (EF-EP05-01)

Appendix 3 : Accident Report (EF-EP05-02)

1.0 FIRE (火警)

If you discover a fire, you should immediately report to the emergency contact persons stated above. (e.g. emergency team, departmental manager or local fire services department, etc)

一旦發生火警，立即報告以上緊急聯絡人員。

1.1 Emergency Telephone Number For Reporting A Fire (聯絡電話)

Fire Services Department-Emergency Hotline (Tel: 119 in PRC and 999 in HK)

消防部門熱線電話。

1.2 Procedure For Fire Fighting (滅火)

Try to extinguish the fire by using the fire fighting equipment ONLY IF IT IS A SMALL FIRE.

用消防器具滅火（只適用於小火）。

Turn off the main power supply before trying to put out the electric fire. Do not use water.

撲滅電氣性火災時先切斷電源，切勿用水。

1.3 For Evacuation (逃生)

Raise the alarm by smashing the glass cover of the nearest break-glass alarm unit.

打碎最近的報警器外殼玻璃，報警。

Keep calm. Turn off all electrical apparatus except lights.

保持鎮定，關閉電燈以外的所有電器用品。

If possible, close doors around the fire area to stop it from spreading.

可以的話，關閉火源周圍的門窗，防止擴散。

Leave the Building immediately. Follow the evacuation queue.

迅速離開現場，跟隨撤離隊伍。

In case of the power supply failure or breakdown of air emission device or large amount of highly concentrated gas emissions, get down on your hands and knees and crawl to the nearest exit by counting the number of door. By getting close to the floor, you will be able to avoid the deadly carbon monoxide in the smoke. If possible, hold onto your nose with a wet towel or handkerchief. This helps to filter your breath.

當發生電力故障或破壞排放空氣污染物的裝置或排放大量高濃度的氣體時，請默數門牌，爬行至緊急出口，盡量貼近地面，可防止一氧化碳攝入，最好有濕毛巾或手帕捂住口鼻，可以過濾空氣。

Be aware of the hot exit door and watch out for the thick smoke in the staircase. If the staircase is free from smoke, walk down (don't run) to the street by following the directional signs and handrails.

留意緊急出口的方位，觀察樓梯口的煙霧濃度，則循標記所示沿樓梯而下到街上（不要跑）。

Be alert and concentrate on the said procedure for survival.

請遵照以上逃生步驟撤離。

Gather at the designated assembly point.

最終在指定位置集合。

1.4 Responsibilities Of Emergency Contact Person During Evacuation (逃生時，聯絡人的責任)

Check if the nearest fire exits staircase is safe and direct his colleagues to the alternative fire exit if necessary.

在可能的情況下，查看最近的緊急出口是否安全並引導其他人撤離。

Organise orderly evacuation and show his colleagues the way to the assembly point. Make sure all colleagues, guests, visitors and customers have evacuated.

組織所有的同事，客人來訪人員和客戶有序地全部撤離並到集合點匯集。

Special attention should be given to the disabled.

對行動不便人士給予特別幫助。

Check attendance at the designated assembly point.

集合點有相關人員管理。

Report to the Fireman or Police any missing persons.

如有人員失蹤，立即報告消防員或警察。

1.5 Preventative Measures Against Fire (預防措施)

Do not overload electric sockets with adapters. Use fused plugs wherever possible.

不要過載使用電線插座，盡量使用帶保險絲的插頭。

Do not store excessive fire hazardous goods.

不要存放過多的危險易燃物品。

Do not wedge or keep open fire exit doors.

安全出口的大門不要鎖上或常開。

Keep all corridors, stairs and exit routes free from obstacles.

保證走廊、樓梯和撤離通道暢通。

Ensure that discarded cigarette are extinguished before leaving.

離開時檢查煙頭是否完全熄滅。

Get familiarised the operation of fighting equipment.

知道滅火器具的運用用。

Be familiar with the fire escape routes.

熟悉撤離通道。

Participate the fire drill. (at least once a year)

參加消防演習。(每年至少一次)

2.0 Spillage of Hazardous Materials (危險品)

Ensure that any spillage of chemical should apply sand / sawdust to absorb the spilled chemical, in order to control the spilled area. To wear protective clothing and appropriate equipment to handle any chemical spillage situation.

如有化學物品洩漏，應立刻用吸附物(如沙等)控制洩漏情況。並應該使用保護衣物及合適的設備來清理化學廢物。

After cleaning, any used absorbent (e.g. sand / sawdust) should be treated as chemical waste material.

清理後，所有用過的吸附物(如沙等)，應當化學廢物處理。

Record the occurrence of chemical spillage in the accident report, in order to discuss the preventive action for future.

應把任何化學物品洩漏事項，填寫在意外報告書中，以便商討其預防方法。

Arrange at least once a year of chemical spillage drill.

每年至少舉行一次化學物品洩漏演習。

Date of Emergency Drill	
Type of Emergency Drill	<input checked="" type="checkbox"/> Fires, explosions; <input type="checkbox"/> Chemical Spillage or leakage; <input type="checkbox"/> Accidents as a result of equipment failure
Department / Section	
Starting Time	
Completion Time	
Number of participants (name list attached)	
Participation Rate	
Name of Fire Officer	
Suggestion Items	
Action Plan	

Prepared by : _____

Date : _____

Departmental Manager

Date of the Accident : _____ **Time :** _____

Location : _____

Type of Accident : _____

Detailed Description of the Accident :

Responses / Corrective Actions :

Possible Causes(s) of the Accident:

Suggested Preventive Measures:

Submitted by:		Position:	
Signature:		Date:	

Reviewed by : _____ **Date :** _____