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Emergency situations

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1. Purpose

This organization standard defines the procedures of solving emergency situations which may occur at the ŠKODA AUTO plant (hereinafter referred to as „the company”) and its close vicinity, and may affect the lives and health of employees, damage company assets or threaten or affect the environment.

2. Scope of Validity

This organization standard is valid in the company and modifies procedures for all company departments as well as the procedures that must be enforced at or applied to the conditions of a business partner.

3. Basic Concepts/Abbreviations

3.1 Basic Abbreviations

| | |
|-----|-----------------------------|
| EAP | Emergency alert plan |
| ES | Emergency situation |
| FB | Fire brigade |
| IES | Integrated emergency system |
| SG | Security guard |

3.2 Basic concepts

Integrated emergency system A system of links, regular co-operation and coordination of safety and security team, government and administration bodies as well as natural and legal entities on performing joint safety and removal work and preparation for emergency situations. The IES is formed by the Czech fire brigade, Police of the Czech Republic, health emergency service and fire protection units included in the regional overall coverage plan.

Integrated SG/FB dispatching Restricted area located in C21 that conducts a non-stop service. Its main task is to look after the safety of the company’s human and material resources in all its areas.

Emergency committee A company management working group formed to deal with emergency and crisis situations that arise either on company premises or in its vicinity and could affect its smooth operation. Members of the Emergency committee are specified at the Employee portal ([Informace/Ochrana závodu/Krizové řízení a mimořádné události](#) – only cz).

| | |
|-------------------------------|---|
| Emergency situation | Harmful influence of forces and phenomena instigated by human activities or nature and disasters threatening the life, health, assets or environment and requiring safety and removal operations to be performed. |
| Production recovery team | A special team intended to ensure continuation or renewal of production activities in connection with the occurrence of an ES. |
| Technical means | Technical means - electronic hooters, outdoor electroacoustic alarms and indoor notification and emergency system. |
| Types of emergency situations | Emergency situations of defined in advance that could negatively affect company operations. |
| ZO management | ZO manager, including coordinators of the individual coordination groups of the ZO departments, depending on the type and scope of ES. |

3.3 Types of emergency situations

| Name | Signature |
|---------------------------------|--|
| Multiple accident | Emergency situation caused by the failure of the human factor, technology or negative effects of natural influences, possibly a combination of both factors. These usually include accidents or disasters, in which machines, buildings, technological units, human health or life are destroyed or damaged, or the company assets are extensively damaged ecologically or economically. |
| Flood, natural disaster | Temporary elevation of water stream surface or surface waters, during which the water floods areas outside the water stream bed, killing or hurting people or threatening company assets. |
| Fire | Undesirable fire, in which people are killed or hurt, or material assets of the company are damaged. Undesirable fire, in which people, material or environment were directly threatened is also considered fire. |
| Fatal or serious work injury | Involves health damage to or death of an employee, if these occurred independently of their will by short-term, sudden and violent effects of external influences when fulfilling work tasks or in a direct connection with them. |
| Terrorist attack | Use of conventional, chemical and biological weapons and explosives against persons or company assets with the purpose of threatening them, coercion or obtaining ransom money. |
| Threat by planting an explosive | A threat of an explosive being planted on company premises conveyed usually via phone with the intention to intimidate or exert pressure. |
| Production shutdown | Result of an energetic, logistic or personnel failure that could cause major economic loss suffered by the company. |
| Ecological disaster | An emergency situation resulting in a threat or damage to the environment caused by harmful substances, e.g. leakage of harmful substances into the environment, air, sewage system or surface or underground water. |

4. Competencies

| Activity | Responsibility |
|--|-------------------------------|
| Immediate alert of the occurrence of an ES to the FB/SG dispatching | Employee |
| Taking measures to prevent the ES from spreading, under the condition that the life and health of the employee taking the action are not threatened | |
| Taking measures reducing the effects of the ES, supposing that the life and health of the employee taking the action are not threatened | |
| Passing information on the ES to co-workers who may be affected by it | |
| Depending on the situation and characteristic of the threat, evacuating them self from the space threatened by the effects of the ES | |
| Giving information about the ES to the manager | |
| Following the instructions and orders of the units taking the action | |
| Upon request, co-operating with units taking the action | |
| Determining the cause of the ES as part of their competency | |
| Defining corrective measures | |
| Deciding on summoning the committee, continuing operation with regard to the ES | |
| Generating and sending an ES protocol, if this has the characteristics of an ecological disaster | OU affected by the ES |
| Processing and sending the ES protocol | Integrated BS/HZS dispatching |
| Receiving alerts of the occurrence of ES | |
| Depending on the information acquired from the person reporting the ES, making a decision on the deployment of appropriate forces and tools to deal with the ES | |
| Activating units taking the action, including the provision of information from the person reporting the ES, especially on the type and scope of the ES and location data | |
| By deploying forces and tools, determining situation in the location of the ES | |
| Information to the ZO management on the occurrence of the ES | |
| Depending on the decision of ZO sending information SMS to the key company employees stated on the list of persons to be alerted upon an occurrence of an ES | |
| Distributing information email message | ZO management |
| Based on the information from the FB/SG dispatching, making an assessment of the characteristics and scope of the ES | |
| Taking the decision to send information SMS to key company employees stated on the list of persons to be alerted upon the occurrence of an ES (conducted by the SG/FB dispatching) | |
| Deciding on summoning the emergency committee and possibly working groups | |
| As part of dealing with the ES, participation on the decision-making process | Emergency committee |
| Accepting decisions to manage the ES | |
| Deciding on performing general alert and passing information to the employees using technical means | |
| In relation to the ES, deciding on evacuating employees | |
| As part of sorting out the ES, working together with state administration and autonomy bodies, in particular in the area of distributing information | |
| If necessary, securing the help of basic units of the Czech IES | |

5. Procedure

5.1. Determining and reporting the occurrence of an ES

Primary intervention upon the occurrence of an ES is performed by the employee in order to take the measures necessary to reduce the effects of the ES, provided that their life or health is not in danger. Immediately after that, or if it is not in their power to influence the ES in any way, they immediately report the occurrence of the ES to the integrated SG/FB dispatching, see Supplement 2. Primary information of the reporting party must contain the following data:

- what happened, possibly also the scope of the ES;
- in which location exactly the ES occurred (building, description of the location, e.g. co-ordinates)
- name of the person calling in, phone number.

5.2 Taking professional intervention

By accepting the information on the occurrence of an ES from the person reporting the ES, the intervention as such begins, in which competent forces and appropriate means are deployed depending on the type and scope of the ES. Activities of the units deployed in the location of the ES are conducted based on and in accordance with the related documentation specified in section 6. The action is supervised by the fire brigade head officer who co-ordinates the rescue and removal tasks. If the FB is not participating on the management of the ES, the intervention is supervised by an employee (e.g. shift supervisor for the respective shift), specified in advance by the respective OU manager.

5.3 Forwarding information on the occurrence of an ES to the ZO management

As soon as the unit intervening in the location of the ES acquires more exact information on the character and type of the ES, they communicate them through communication media radio connections in independent radio networks, mobile phones) to the integrated SG/FB dispatching. The dispatcher on service transfers primary information about the occurrence of an ES in an SMS and on the phone to the ZO management.

5.4 Forwarding information on the occurrence of an ES to other areas

Based on the report of the ES, ZO management evaluates all available information on the character and range of the ES and decides whether primary information on the occurrence of an ES is to be provided to the management of other areas stated on the Employee portal under „List of people to be informed by the SG in the case of an occurrence of ES” and „List of people to be informed by the FB in the case of an occurrence of ES”. This information is sent through the integrated SG/FB dispatching in an SMS.

5.5 Providing detailed information to other areas

If the ES is of such nature that the ZO management decides to send primary information in an SMS to other areas, the integrated SG/FB dispatching sends information in an e-mail to the representatives of other areas listed at the Employee portal under „List of people to be informed by the SG in the case of an occurrence of ES” and „List of people to be informed by the FB in the case of an occurrence of ES”. The information e-mail is sent usually after the ES has finished, therefore a detailed report on the ES should be included about its development and consequences, possibly a photo documentation from the location of the ES should be included. If the ES lasts over a longer span of time, an „Information e-mail” based on the decision of the ZO management is sent. The message should contain all important and currently available information about the ES.

5.6 Other activities

If the ES has a nature and scope that require activating the company Emergency committee in order to manage it, ZO management decides on its summoning. The Emergency committee is summoned either through the integrated SG/FB dispatching or the person authorized by the ZO management to do so.

If the ES has the nature of an ecological disaster, the „Emergency situation protocol” must be generated.

If, due to the nature of the ES, the employees' health or company assets were damaged or production had to be shut down, the affected OU shall ensure that a damage protocol is generated and sent.

6. Related documents

6.1 Laws

Act no. 133/ 1985 Coll., on fire protection, as amended
Act no.239/2000 Coll., on integrated emergency system and change to some acts
Act no. 240/2000 Coll., on crisis management and change to some acts
Act no. 254 / 2001 Coll., on waters (water act), as amended
Act no. 76/2002 Coll., on integrated prevention, on integrated pollution register and change to some acts (act on integrated prevention)
Act no. 201/2012 Coll., on air protection
Integrated permission for „Bodywork paint shop at the Mladá Boleslav plant“
Integrated permission for „Foundries at the Mladá Boleslav plant“

6.2 Group documentation

N/A

6.3 Group documentation

[711/3 Damages](#)
[842/10 Flood protection](#)
[ON.1.017 Air protection](#)
[ON.1.035 Protecting the environment and working environment](#)
[ON.1.038 Protective measures](#)
[ON.1.050 Fire protection regulations](#)
[MP.1.303 Industrial accidents and occupational diseases](#)
ŠKODA AUTO Mladá Boleslav crisis alert plan
List of people to be informed by the SG in the case of an occurrence of ES ([Zaměstnanecký portál/Informace/ Ochrana závodu/ Krizové řízení a mimořádné události](#) – only cz)
List of people to be informed by the FB in the case of an occurrence of ES ([Zaměstnanecký portál/Informace/ Ochrana závodu/ Krizové řízení a mimořádné události](#) – only cz)
ŠKODA AUTO emergency plan, MB plant
ŠkoEnergó emergency plan
Local emergency plan dealing with deterioration of or threat to the quality of waters
Company trauma plan
ŠKODA AUTO a.s. crisis alert plan – Kvasiny
ŠKODA AUTO a.s. crisis alert plan – DQ gearbox Vrchlabí

7. Records

Report on FB intervention
Emergency situation protocol, reg.no. 1608
Protocol of damage caused by an employee, reg. no. 8007
Protocol of damage caused by a third party/external company, reg.no. 8011
Protocol of damage – other, reg. no. 8012

8. Supplements

Supplement 1: [Process description of Managing emergency situation](#)
Supplement 2: List of ŠKODA AUTO emergency lines
Supplement 3: General rules of operational control at the location of an ES

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Supplement 2: List of ŠKODA AUTO emergency lines

| Location | Security guard | Fire brigade |
|----------------|----------------|--------------|
| Mladá Boleslav | 12 316 | 13 000 |
| Kvasiny | 52 222 | |
| Vrchlabí | 65 861 | 444, 65 444 |

Note:

- 1) other company buildings located outside the main plant at Mladá Boleslav (PTG, AC, PS Kosmonosy, Bondy, Sales - overseas, Agrarian school, Česana, INA, ŠPC Řepov and the Uhelnice Testing track) use the integrated SG/FB dispatching in the main plant to report an ES (12 316, 13 000)
- 2) Company buildings located in the capital city (Prague representation, BB Centre - Filadelfie a.s., ŠkoFIN representation and Hall Office Park) use the Czech Integrated emergency system lines or the integrated European line 112 to report an ES

| Fire brigade | Medical emergency | Police of the Czech Republic |
|--------------|-------------------|------------------------------|
| 150 | 155 | 158 |
| 112 | | |

Supplement 3: General rules of operational control at the location of an ES

At the location of the ES:

- all operations are controlled by the intervention supervisor
- he/she is entitled to prohibit or restrict entrance of persons to the location and order persons whose presence is not necessary at the location to leave, order an evacuation of persons, possibly also decide on other restrictions to protect life, health, property and environment

Supervisor or the intervention:

- prior to the arrival of the FB: employee appointed by the respective OU manager in advance (e.g. shift supervisor)
- after the arrival of the FB: head of the FB intervention
- if the FB does not participate on managing the ES, it is supervised by the employee defined by the respective OU manager

| Responsibility matrix | |
|---|--------------------------------|
| Control of safety and removal operations at the ES location | Intervention supervisor |
| Evacuation of employees from buildings at the location of the ES as instructed by the intervention supervisor | OU manager, Managing employees |
| Managing the operation of technological facilities as instructed by the intervention supervisor | OU manager, Managing employees |
| Informing other areas about the ES | Integrated SG/FB dispatching |
| Organization of the Committee for production renewal in relation to the ES | OU manager, Managing employees |

| Decision-making competencies | |
|--|-------------------------|
| Decision on the manner of deployment of forces and means at the location of the intervention | Intervention supervisor |
| Decision on the evacuation of employees from buildings at the location of the ES | Intervention supervisor |
| Decision on the mode of technological devices | Intervention supervisor |
| Decision on informing other company areas about the ES | ZO management |

Information flow about the ES is ensured exclusively by the integrated SG/FB dispatching.