

Emergency Response Plan

1. Emergency notification and contacts

Person in charge

Phone number: xxx

Email: xxx

2. Personnel responsibility and roles

Personnel:

Person in charge – coordination and reporting

Other staffs

- Divert notification to Person in charge

- Contact Science Park office

3. Emergency exit/evacuation routes

Follow the guidance of emergency exit/evacuation routes posted in each work building including emergency exits, primary and secondary evacuation routes, locations of fire extinguishers, fire alarm pull stations' location, and assembly points.

4. Protocols for the safe removal, transport and treatment of injured/contaminated personnel.

The R&D work involved in xxx company won't cause any contamination or injure to any personnel. In case of medical emergency and need to treat/transport any personnel immediately, call the ambulance (999)

5. Consideration of emergencies that may take place within and outside of regular working hours.

Hong Kong telephone no serves as the 24-hour contact coordinator

6. Emergency access procedures;

Please follow the guidance of emergency access procedures in the working area posted by Science Park.

7. Emergency response kit and equipment available in the containment zone;

First Aid kit should be identified in shared bench area

8. Directions for proper use of the emergency kit, equipment and training.

Training to be provided by Hong Kong telephone no of Company Name

9. Emergency actions for various emergencies including spillage of chemicals, biological agents, fire and other potential emerging situations in laboratory

Notify the Emergency Coordinator Person in charge.

Deal with the spill in accordance with the instructions described in the MSDS. Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.). Spills must be handled in a safe manner, while wearing the proper gloves.

If the spillage is large, notify the Emergency Coordinator Person in charge, secure the area and alert other site personnel. Evacuate building as necessary

10. Coordination with facility management Office and the lab Facility Management Office and their contact.

Contact (852) 2639-8008