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**Guidelines for enterprises to develop emergency response
plan for work place accidents**

生产经营单位生产安全事故 应急预案编制导则

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Guidelines for enterprises to develop emergency response plan for work place accidents

1 Scope

This Standard specifies the preparation procedures, system composition, main contents of comprehensive emergency response plans, special emergency response plans, on-site disposal plans and attachment information of production and operation units' production safety accident emergency response plans.

This Standard applies to the preparation of production safety accident emergency response plans (hereinafter referred to as emergency response plans) for production and operation units. For the preparation of emergency response plans for nuclear power plants, other social organizations and units, this Standard can be used as a reference.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

AQ/T 9007, *Fundamental specification for emergency exercises of work safety accidents*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1 emergency response plan

An emergency preparedness plan developed in advance for possible accidents in order to minimize the damage caused by the accidents.

3.2 emergency response

Emergency actions taken in accordance with emergency response plans in response to accidents or incidents.

3.3 emergency exercise

According to the possible accident scenarios, emergency activities carried out

same industry at home and abroad;

- f) Emergency response plans of local governments and surrounding enterprises and units.

4.4 Risk assessment

Conduct a production safety accident risk assessment. Write an assessment report (see Annex A for the preparation outline). The content includes but is not limited to:

- a) Identify the dangerous and harmful factors in the production and operation units. Determine the types of production safety accidents that may occur;
- b) Analyze the possibility, harmful consequences and impact range of various types of accidents;
- c) Evaluate and determine the risk level of the corresponding accident category.

4.5 Emergency resource survey

Comprehensively investigate and objectively analyze the emergency resources that can be requested for assistance by the unit, surrounding units, and government departments. Write an emergency resource investigation report (see Annex B for the outline). The content includes but is not limited to:

- a) Emergency teams, equipment, materials and places that can be mobilized by the unit;
- b) Monitoring, surveillance and alarm measures that can be taken for the production process and existing risks;
- c) Emergency resources that can be provided by superior units, local governments and surrounding enterprises;
- d) Medical, fire, professional rescue agencies and other social emergency rescue forces that can be coordinated and used.

4.6 Preparation of emergency response plans

4.6.1 The preparation of emergency response plans shall follow the principles of people-oriented, law-abiding, practical and effective. It shall focus on emergency response. It shall reflect the characteristics of self-rescue, mutual rescue and early response. It shall ensure clear responsibilities, standardized procedures and scientific measures. It shall be as simple, graphical and process-oriented as possible. For the format and requirements of emergency response plan preparation, please refer to Annex C.

4.6.2 The preparation of emergency response plans includes but is not limited to the

following:

- a) Based on the accident risk assessment and emergency resource survey results, combined with the unit's organizational management system, production scale and disposal characteristics, reasonably establish the unit's emergency response plan system;
- b) Combined with the organizational management system and departmental business function division, scientifically set the unit's emergency organization and division of responsibilities;
- c) Based on the possible degree of harm and regional scope of the accident, combined with the emergency disposal authority and capabilities, clearly define the unit's response classification standards. Formulate emergency disposal measures at the corresponding level;
- d) According to relevant regulations and requirements, determine the contents of accident information reporting, response classification and initiation, transfer of command authority, and warning evacuation. Implement the connection with the emergency response plans of relevant departments and units.

4.7 Desktop simulation

In accordance with the division of responsibilities and emergency response procedures specified in the emergency response plan, combined with relevant experience and lessons, relevant departments and their personnel can conduct desktop exercises to simulate the process of responding to production safety accidents. Analyze and discuss step by step and form records. Test the feasibility of the emergency response plan. Further improve the emergency response plan. For relevant requirements of desktop exercises, see AQ/T 9007.

4.8 Emergency response plan review

4.8.1 Review format

After the emergency response plan is prepared, the production and operation unit shall organize a review or demonstration in accordance with the relevant provisions of laws and regulations. Participants in the emergency response plan review may include experts in production safety and emergency management who have on-site handling experience. The emergency response plan demonstration can be carried out through deduction.

4.8.2 Review content

The contents of emergency response plan review mainly include: the comprehensiveness of risk assessment and emergency resource investigation, the pertinence of emergency response plan system design, the rationality of emergency

management system, production scale and the characteristics of possible accidents. Pay attention to the connection with other types of emergency response plans.

5.2 Comprehensive emergency response plan

The comprehensive emergency response plan is a comprehensive work plan formulated by production and operation units to deal with various production safety accidents. It is the general outline of the overall work procedures, measures and emergency response plan system for the unit to deal with production safety accidents.

5.3 Special emergency response plan

A special emergency response plan is a special work plan formulated by a production and operation unit to deal with one or more types of production safety accidents, or to prevent production safety accidents at important production facilities, major hazardous sources, and major activities.

When the emergency organization and emergency response procedures in the special emergency response plan are similar to those in the comprehensive emergency response plan, the special emergency response plan may not be prepared. The corresponding emergency response measures shall be incorporated into the comprehensive emergency response plan.

5.4 On-site disposal plan

The on-site disposal plan is an emergency disposal measure formulated by the production and operation unit for specific places, devices or facilities according to different types of production safety accidents. The on-site disposal plan focuses on the description of accident risks, emergency work responsibilities, emergency disposal measures and precautions. It shall reflect the characteristics of self-rescue and mutual rescue, information reporting and early disposal.

Production and operation units with single accident risks and low danger levels may only prepare on-site disposal plans.

6 Contents of the comprehensive emergency response plan

6.1 General

6.1.1 Scope of application

Describe the scope of application of the emergency response plan.

6.1.2 Response classification

The emergency response to accidents shall be graded according to the degree of harm caused by the accident, the scope of impact, and the ability of the production and

operation unit to control the situation. The basic principles of graded response shall be clarified. The response classification does not have to follow the accident classification.

6.2 Emergency organization and responsibilities

Clarify the emergency organization form (with diagrams) and the emergency response responsibilities of the constituent units (departments). The emergency organization can set up corresponding working groups. The specific composition, division of responsibilities and action tasks of each group shall be attached in the form of a work plan.

6.3 Emergency response

6.3.1 Information reporting

6.3.1.1 Information receipt

Clarify the emergency duty telephone number, accident information reception, internal reporting procedures, methods and responsible persons; the process, content, time limit and responsible persons for reporting accident information to the superior competent department and superior unit; as well as the method, procedure and responsible persons for reporting accident information to relevant departments or units outside the unit.

6.3.1.2 Information processing and analysis

6.3.1.2.1 Clarify the procedures and methods for initiating response. Based on the nature, severity, scope of impact and controllability of the accident, combined with the conditions for clear response classification, the emergency leadership team can make a decision to initiate the response and announce it, or automatically initiate the response based on whether the accident information meets the conditions for initiating the response.

6.3.1.2.2 If the conditions for initiating a response are not met, the emergency leadership team may make a decision to initiate an early warning, make response preparations, and track developments in real time.

6.3.1.2.3 After the response is initiated, attention shall be paid to tracking the development of the situation, scientifically analyzing the disposal needs, and adjusting the response level in a timely manner to avoid insufficient or excessive response.

6.3.2 Early warning

6.3.2.1 Early warning activation

Clarify the channels, methods and contents for issuing early warning information.

6.3.2.2 Response preparation

emergency rescue teams, and contractual emergency rescue teams.

6.5.3 Material and equipment support

Clarify the type, quantity, performance, storage location, transportation and use conditions, update and replenishment time limit, management responsible person and contact information of the unit's emergency materials and equipment. Establish a ledger.

6.5.4 Other guarantees

Other relevant support measures (such as energy support, funding support, transportation support, public security support, technical support, medical support and logistics support) shall be determined according to the needs of emergency work.

NOTE: The relevant contents of 6.5.1~6.5.4 shall be reflected in the appendix of the emergency response plan as much as possible.

7 Contents of the special emergency response plan

7.1 Scope of application

Explain the scope of application of the special emergency response plan and its relationship with the comprehensive emergency response plan.

7.2 Emergency organization and responsibilities

Clarify the emergency organization form (with diagrams) and the emergency response responsibilities of the constituent units (departments), the emergency organization and the specific responsibilities of each member unit or personnel. The emergency organization can set up corresponding emergency working groups. The specific composition, division of responsibilities and action tasks of each group are recommended as an attachment in the form of a work plan.

7.3 Response initiation

Clarify the procedural work after the response is initiated, including the convening of emergency meetings, information reporting, resource coordination, information disclosure, logistics and financial support.

7.4 Disposal measures

In view of the possible accident risks, degree of harm and scope of impact, clarify the guiding principles for emergency response and formulate corresponding emergency response measures.

7.5 Emergency support

Clarify the content of protection according to the needs of emergency work.

NOTE: The special emergency response plan includes but is not limited to the contents of 7.1~ 7.4.

8 On-site disposal plan content

8.1 Accident risk description

Briefly describe the results of the accident risk assessment (can be listed in the appendix in a tabular form).

8.2 Emergency work responsibilities

Clearly define the division of labor and responsibilities of emergency organizations.

8.3 Emergency disposal

Including but not limited to the following:

- a) Emergency response procedures. According to the possible accidents and on-site conditions, clearly define the procedures for accident alarm, initiation of various emergency measures, guidance of emergency rescue personnel, accident expansion and connection with the emergency response plan of the production and operation unit.
- b) On-site emergency response measures. Formulate clear emergency response measures for possible accidents in terms of personnel rescue, process operation, accident control, firefighting, and on-site recovery.
- c) Specify the person responsible for reporting the incident, the alarm number, the contact information and personnel of the superior management department and relevant emergency rescue units, the basic requirements and contents of the accident report.

8.4 Notes

It includes aspects such as personnel protection, self-rescue and mutual rescue, equipment use, and on-site safety.

9 Appendix

9.1 Overview of production and operation units

Briefly describe the unit's address, number of employees, affiliations, main raw materials, main products, output, as well as key positions, key areas, major surrounding hazards, important facilities, targets, locations and surrounding layout.

9.2 Results of risk assessment

Briefly describe the results of the unit's risk assessment.

9.3 Plan system and connection

Briefly describe the composition and classification of the unit's emergency response plan system. Clarify the connection relationship with the local government and its relevant departments, and other relevant units' emergency response plans (diagrams can be used).

9.4 List or inventory of emergency supplies and equipment

List the names, models, performance, quantities, storage locations, transportation and use conditions, management personnel and contact numbers of the main materials and equipment involved in the emergency response plan.

9.5 Contact information of relevant emergency departments, institutions or personnel

List the departments, institutions or individuals that need to be contacted during emergency work and their various contact methods.

9.6 Formatting text

List formatted texts such as information receipt, plan activation, and information release.

9.7 Key routes, signs and drawings

Including but not limited to:

- a) Alarm system distribution and coverage;
- b) Important protection targets, risk lists and distribution maps;
- c) Location of emergency command center (on-site command center) and rescue team action routes;
- d) Evacuation routes, assembly points, warning ranges, and identification of important locations;
- e) Drawings of relevant floor plans and emergency resource distribution;
- f) Geographic location map of production and operation units, surrounding relationship map, and nearby traffic map;
- g) Map of the impact range that may be caused by accident risks;
- h) Geographic location map and route map of nearby hospitals.

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