



Hengyi Industries Sdn Bhd
恒逸实业（文莱）有限公司

HYBN-T9-11-0034-2020-1

**No.2 Refinery Dept. Emergency Response
Management Rules**
炼油二部应急响应管理细则

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Preface 前言

This rule is written based on “HYBN-T3-06-0003-2018-1 Production scheduling management system”.

本细则依据《HYBN-T3-06-0003-2018-1 生产调度管理制度》制定。

This rule is effective as of June 23, 2020.

本细则从 2020 年 6 月 23 日起实施。

This rule is first published as of June 23, 2020, at the same time abolished “HYBN-T9-11-0028-2020-1_Refinery Zone 2 Department Contact Report Management Rules” in "5. Emergency Response Procedures" section.

本细则于 2020 年 6 月 23 日首次发布，同时删除《HYBN-T9-11-0028-2020-1_炼油二部联系汇报管理细则》中“5.应急响应程序”部分。

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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
	No.2 Refinery Dept. Emergency Response Management Rules 炼油二部应急响应管理细则				
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1 Purpose 目的

In order to fully implement the company's emergency management system, standardize the emergency management of the department, improve the emergency response speed and coordination level of emergencies, enhance the ability to comprehensively handle accidents (incidents), prevent and control the occurrence of secondary disasters, guarantee the safety of the employees and the public, minimize property damage, environmental damage and social impact, these rules are specially formulated.

为了全面贯彻落实公司应急管理制度，规范部门应急管理工作，提高突发事件的应急救援反应速度和协调水平，增强综合处置事故（事件）的能力，预防和控制次生灾害的发生，保障部门员工和公众的生命安全，最大限度地减少财产损失、环境破坏和社会影响，特制定本细则。

2 Scope of application 适用范围

2.1 These rules stipulate the responsibilities of the emergency response management, management content and requirements of Refinery Zone 2 Department

2.1 本细则规定了炼油二部应急响应管理的职责、管理内容及要求。

2.2 These rules apply to the emergency response management of Refinery zone 2 Department.

2.2 本细则适用于炼油二部应急响应管理。

3 Management responsibilities 管理职责

The technical profession is responsible for any rules amendment, supervised and check, while the teams are responsible for the implementation of these rules.

由工艺专业负责本细则的修订、监督检查，班组负责本细则的执行落实。

4 Institutional framework 组织机构

See attachment 1

见附件 1

5 Management content and requirements 管理内容及要求

5.1 Classification of Emergency Status 应急状态的分级

According to the nature of the accident (incident) and the degree of possible harm, accident (incident) emergency response is divided into 3 levels: level I (outside company level), level II (company level) and level III (operation department level).

根据事故（事件）的性质及可能危害程度，事故（事件）应急响应分为：I级（公司外级）、II级（公司级）、III级（运行部级）等三个级别。

5.2 Emergency Response Procedures 应急响应程序

5.2.1 Accident (incident) reports:

The first discoverer of an accident (incident) in this department should immediately report to the on-duty panel operator and the team leader, the team leader should organize personnel to immediately dispatch the personnel on duty and panel operator while organizing the accident handling, competent supervisor report. The unit supervisor shall report to the department leader in time.

事故（事件）报告：本部门事故（事件）第一发现人应立即汇报当班内操和班长，班长在组织事故处理的同时要组织人员立即向值班调度和装置主管人员、主管领导汇报。装置主管人员需及时汇报部门领导。

5.2.2 Accident (incident) reporting should be concise. The time when the accident (incident) occurred, location, unit location, types, loss, the initial disposal and other situations are explained clearly. When there is a fire, in case of casualties, the fire station and HSE Department should be notified in time.

事故（事件）汇报应简明扼要，把事故（事件）发生时间、地点、部位、类型、损失、初期处置等情况交代清楚，存在火情、人员伤亡情形的应及时通知消防站及 HSE 部。

5.2.3 The emergency response personnel in this department should report to the duty dispatcher in time after arriving at the scene. After the on-site emergency command was established, report to the on-site emergency command.

本部门参与应急处理人员到达现场后应及时向值班调度报到，成立现场应急指挥部后，向现场应急指挥部汇报。

5.3 Emergency Principle 应急原则

5.3.1 The general principle of emergency is to save lives, rescuing employees' lives as the first priority and as follows: rescue personnel first, rescue production facilities and protect the environment.

应急总的原则是救死扶伤，以抢救员工生命为第一位，要做到：先抢救人员，后抢救生产设施和保护环境。

5.3.2 After an accident (incident) occurs, in order to quickly take emergency actions and avoid or reduce losses, the following emergency handling principles are specifically implemented: Evacuate irrelevant personnel, protect themselves, and minimize casualties while ensuring safety; Quickly block the source of dangerous materials and prevent secondary accidents; Analyze the situation correctly on the spot, allocate the danger range and demand emergency decisions decisively and quickly; Quickly mobilize rescue forces and control developments; Analyze the risk gains and losses accurately, reduce casualties as much as possible and organize emergency rescue of materials and equipment; Maintain the communication smooth and keep up-to-date of the danger situation. Protect the accident scene under the above principles.

在事故（事件）发生后，为了迅速采取应急行动、避免或减少损失，具体执行以下应急处理原则：疏散无关人员，做好自我保护，在保证安全的前提下，最大限度减少人员伤亡；迅速阻断危险物源，防止二次事故；正确分析现场情况，划定危险范围，要求应急决策果断迅速；迅速调集救助力量，控制事态发展；正确分析风险损益，在尽可能减少人员伤亡的前提下，组织对物资设备的抢险；保持通讯畅通，随时掌握险情动态。在上述原则下保护事故现场。

5.4 Emergency Content 应急内容

5.4.1 After the departmental emergency (deputy) chief commander arrived at the emergency scene, the emergency scene command unit at the accident site is formed in the department, set up groups according to professional work division, command all department emergency rescue work, decide and implement the start of an emergency state, implementation, organize and eliminate.

部门应急（副）总指挥到达应急现场后，在部门组成事故现场应急指挥部，按专业分工成立各小组，指挥全部门的应急救援工作，决定和实施应急状态的起始、实施、组织和解除。

5.4.2 The deputy commander in charge of the emergency is responsible for issuing, the Emergency Response Command of the Federal Emergency Command, and timely report various accidents (incidents) to the relevant departments of higher authorities. At the same time, emergency devices should be notified in time according to the emergency situation to take emergency countermeasures.

应急副总指挥负责下达、落实应急指挥部的应急指令，并及时向上级有关部门通报各种事故（事件）信息。同时应根据应急状况及时通知事故现场相邻的装置采取应急对策。

5.4.3 The process technology team is responsible for the preparation of production emergency response plans, organization, implementation and inspection. If it involves the emergency of new installations. Responsible to contact relevant departments, and design and construction units to solve related problems.

工艺技术组负责生产应急处置方案的编制、组织、落实和检查。若涉及到新建装置应急，负责联系相关部门和设计施工单位解决存在的相关问题。

5.4.4 The equipment technical group is responsible for the preparation of equipment rescue plans, organization, implementation and inspection. Responsible for organizing emergency maintenance personnel and emergency operations.

设备技术组负责设备抢险方案的编制、组织、落实和检查。负责组织抢险施工力量和应急作

业。

5.4.5 The safety technology team is responsible for implementing safety, gas protection facilities and personal protective equipment, organize the evacuation and alert the personnel within the scope of the hazard. Responsible for organizing the rescue and transfer of injured people. Responsible for testing the toxic and hazardous substances in the on-site environment as part of the requirements, promptly report the inspection application to the departmental emergency command, and adjust the warning range according to the detection data. Responsible for inspection of the degree of damage of the on-site environment, confirm and report.

安全技术组负责落实应急所需的安全、气防设施和个人防护用具，组织危害范围内的人员疏散和警戒。负责组织受伤害人员的抢救、转运。负责提出现场环境中有毒有害物质的检测要求，及时向部门应急指挥部报告检测申请，根据检测数据调整警戒范围。负责现场环境的破坏程度的检查、确认和汇报。

5.4.6 General Statistics is responsible for personnel, vehicle, communication, and necessary logistic support such as emergency rescue. Responsible for the collection of information about injured people, confirm and report.

综合统计组负责人员、车辆、通讯、抢险等必要的后勤保障。负责受伤害人员相关信息的收集、确认和汇报。

5.4.7 The team leader is responsible for counting the staff, and organize the team to implement emergency response plans.

当班班长负责清点岗位人员，组织班组执行应急处置方案。

5.5 Elimination of Emergency Status 应急状态的解除

5.5.1 The emergency status can only be eliminated when the normal production order is restored, the danger is completely eliminated, personnel and property are out of danger.

只有危险完全消除，人员、财产脱险、正常生产秩序得以恢复时方可解除应急状态。

5.5.2 For the elimination of emergency status of class III accidents (incidents), it is issued by the departmental on-site emergency command; The elimination of emergency status of Class I and Class II accidents (incidents), issued by the dispatcher on duty.

对于Ⅲ级事故（事件）应急状态的解除，由部门现场应急指挥部发布；Ⅰ级和Ⅱ级事故（事件）应急状态的解除，由值班调度发布。

5.5.3 After the emergency operation is completed, the person in charge of the unit shall prepare the emergency response documentary in time with comprehensive evaluation of the entire process of emergency operations, analysis and conclusion, and as a basis for revising the emergency response plan.

应急行动结束后，装置主管人员应及时编写应急响应纪实，对应急行动全过程进行综合评价、分析和总结，并作为修订应急处置预案的依据。

6 Emergency contact sheet 应急联络单

See attachment 2

见附件 2

7 Supervision and assessment 监督与考核

7.1 The emergency response management rules shall be managed by the technical profession.

应急响应管理细则，由工艺专业归口管理。

7.2 Department leaders are responsible for supervision and inspection.

部门领导负责监督检查。

7.3 The assessment is based on "Refinery Zone 2 Department Performance Evaluation Rules".

考核依据《炼油二部绩效考核细则》。

8 Supplementary Rules 附则

8.1 The rules are managed by the No.2 Refinery Dept. For the unfinished matters, please refer to the company's professional management systems.

本细则由炼油二部归口管理，未尽事宜参照公司各专业管理制度等执行。

8.2 The preparation and approval of the version of these rules are shown in Table 1.

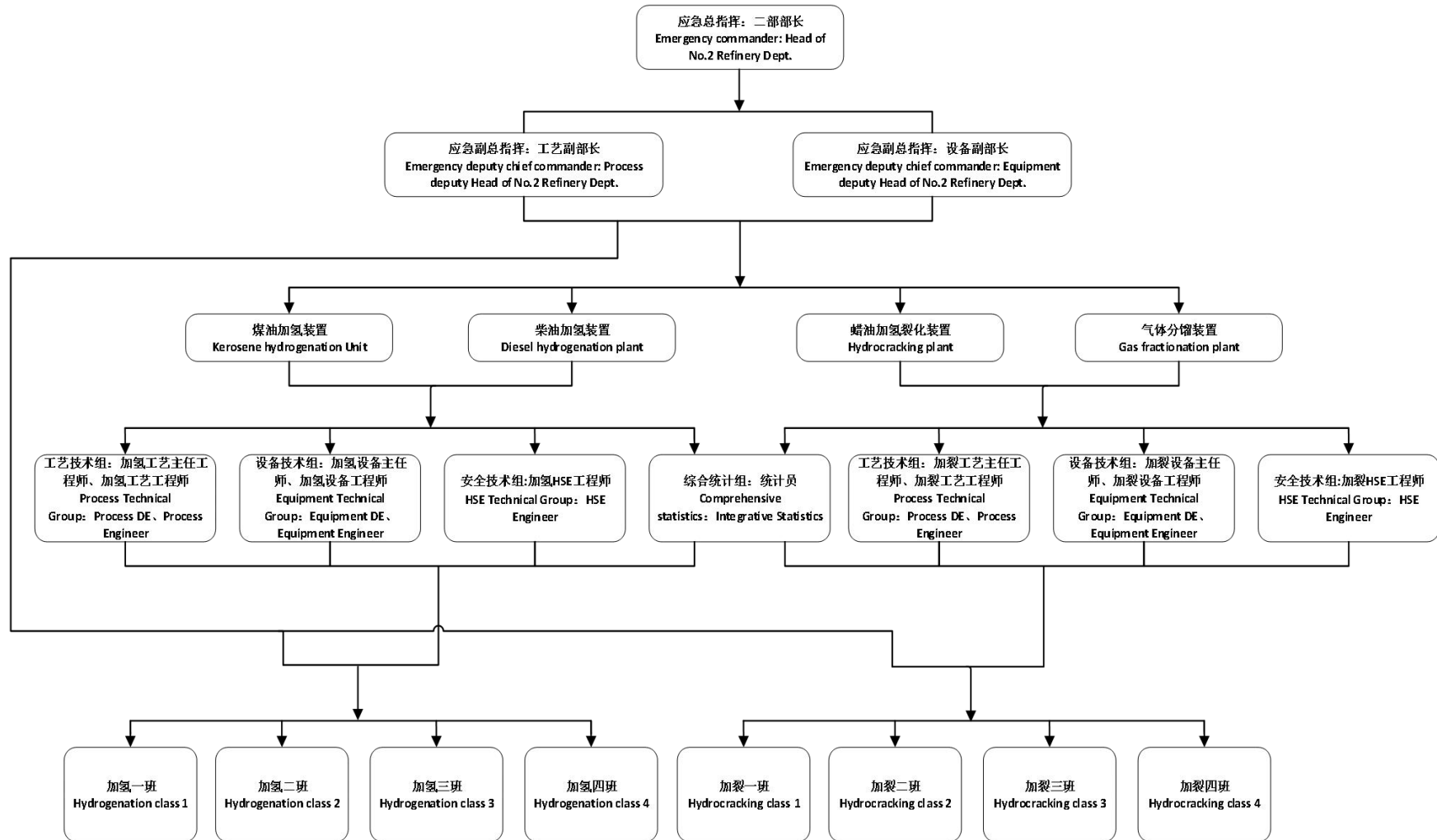
本细则版本编制和审批情况见表 1。

Table 1 Document version preparation and approval

表 1 文件版本编制和审批情况

1	/06/2020	Yang Shi Hai Miao Jian 杨仕海 苗健	Hai Cheng Zhao Ting Yun 海诚 赵挺云	Sun Jian Huai 孙建怀
Version 版本	Issued Date 颁布日期	Compiler 编制人	Reviewer 审核人	Approval 批准人

Attachment 1 Organization Chart of Emergency Response 附件 1 应急响应组织结构图



Attachment 2 Emergency Contact List 附件 2 应急联络单

Emergency contact sheet 应急联络单		
Name 姓名	Contact No. 行政电话	Contact No. 手机号码
Emergency chief 应急总指挥		
Sun Jian Huai 孙建怀	81100	8188651
Deputy Chief emergency officer 应急副总指挥		
Hai Cheng 海诚	81101	8317982
Zhao Tingyun 赵挺云	81102	8326379
KHT&DHT Technical group 煤、柴油加氢装置技术组		
Yang Shihai 杨仕海	81108	8202982
Deng Xingchao 邓星朝	81104	8271282
Li Wentao 李文涛	81106	8318509
Gao Junjie 高俊杰	81111	8135618
Mao Yiqing 毛奕清	81112	8182788
HC&GFC Technical group 加裂、气分装置技术组		
Yang Fan 杨帆	81109	8318726
Liu Shixu 柳世旭	---	8353545
Zhou Kai 周凯	81106	8310628
He Kun 何昆	81113	8158883
Integrated Statistics Section 综合统计组		
Zheng Yueling 郑跃玲	81114	8353521
External relation 外部联系		
Dispatcher on duty 值班调度	6	8170766
Company Total on duty 公司总值班	---	8388158
HSE Dept Emergency Management HSE 部应急管理	80808/80810	---
Maintenance Dispatcher 检修调度	82050	---
Power Dispatcher 电力调度	81851	---
Fire Alarm 火警	9995/9119/84019	8308119
Emergency No. 急救电话	9991/9120	---
Vehicle Service 车辆服务	---	8331122/8331133
Brunei Fire Alarm 文莱消防火警	---	995
Brunei First Aid No. 文莱急救电话	---	991