WELCOME TO THE CHEMPARK LEVERKUSEN SITE

Safety instructions

Please read through these safety instructions before entering the CHEMPARK site, and comply with it while you are there! Thank you!

1. TRAFFIC REGULATIONS

The German Road Traffic Regulations apply at CHEMPARK, along with specific CHEMPARK traffic rules.

- Top speed: 30 km/h
- Seat belts must be worn.

- Right before left
- Rail traffic has right of way.
- Pay particular attention to special-purpose vehicles and rail vehicles.
- While driving a vehicle, drivers must not make telephone calls or send data. The use of hands-free systems is permitted.

Traffic accidents must be reported to the Safety and Security Control Center.
Cell phone emergency number: 0175-30-99399

2. GENERAL RULES OF CONDUCT

No smoking

- Smoking is not permitted anywhere at the CHEMPARK site, including inside vehicles.
- Signs indicate any exceptions to the smoking ban.
- You must not enter or remain at the CHEMPARK site while under the influence of alcohol or narcotics.

No alcohol or narcotics

- Alcohol and narcotics are prohibited at the CHEMPARK site.
- You must not bring alcohol or narcotics onto the site or consume them.
- Use of cameras, cell phones and other devices to take pictures or videos is strictly prohibited at CHEMPARK. If it is important for you to take or receive photographs, please speak to your contact in the plant in question or to a Security Management employee.
3. WHAT TO DO IN THE EVENT OF AN EMERGENCY OR AN ACCIDENT

• In the event of a medical emergency, accident, fire, environmental pollution, traffic accident or damage resulting from other risks, inform the CHEMPARK Safety & Security Control Center immediately. Stay at the site of the incident. If necessary, brief the emergency services.

   Cell phone emergency number: 0175-30-99399

   Please save this number on your cell phone before you start work.

• Plants where there are particular risks are also equipped with emergency telephones.

3.1. WHAT TO DO WHEN AN INTERNAL ALARM SOUNDS

What is an internal alarm?
When an internal alarm sounds the source of danger is an event/accident inside a building.

What do you hear?
An internal alarm is a wailing sound: whee – whee – whee – whee

a) You are inside the building. What should you do?
• Stay calm.
• Safely stop what you are doing.
• Close all the doors and windows.
• Leave the building using the signposted evacuation routes.
• Use the stairs, do not use elevators.

b) You are outdoors. What should you do?
• Stay calm.
• Safely stop what you are doing and move away from the building by a safe route.
• Follow the instructions of the fire department, Security Management and plant employees.
• Only re-enter the building when the all-clear has been given by loudspeaker announcement.

You can find full alarm regulations at the entrances to the building. Construction sites have their own alarm regulations.
3.2. WHAT TO DO WHEN AN EXTERNAL ALARM SOUNDS

**What is an external alarm?**
When an external alarm sounds the source of danger is an *event/accident outside a building*.

**What do you hear?**
An external alarm is a hooter sound: *toot – toot – toot – toot*

**a) You are inside a building. What should you do?**
- Stay calm.
- Safely stop what you are doing.
- Close all the doors and windows.
- Report immediately to the nearest meeting point in the building, where you will receive further information.
- Even if there is no meeting point, stay in the building.
- Use the stairs, do not use elevators.
  - Listen to announcements made over the loudspeaker.
  - Follow the instructions of the fire department, Security Management and plant employees.
  - Do not leave the building until the all-clear has been given by loudspeaker announcement.

**b) You are outdoors. What should you do?**
- Stay calm.
- Safely stop what you are doing.
- Go immediately into the nearest closed building and report to the meeting point inside the building, where you will receive further information.
- Even if there is no meeting point, stay in the building.
  - Follow the instructions of the fire department, Security Management and plant employees.
  - Do not leave the building until the all-clear has been given by loudspeaker announcement.
  - Pay attention to cordoned off areas.

**c) You are in a car. What should you do?**
- Stay calm.
- Close all doors and windows.
- Switch off the air conditioning.
- Pay attention to warning systems and road blocks.
- Drive away by a safe route.
- Pay attention to cordoned off areas.

3.3. PROCEDURE IN THE EVENT OF BLOCK ALARM

**What is a block alarm?**
When a block alarm sounds the source of danger is an *incident/accident in a block with heightened safety regulations*.

**What do you hear?**
When there is a block alarm, you will hear announcements over the loudspeakers.

**What do you see?**
Special visual signaling systems light up.

**a) You are in a building or open area of the block. What should you do?**
- Stay calm.
- Pay attention to the visual signals and follow the instructions in the announcements.
- Pay attention to cordoned off areas.

**b) You are at the CHEMPARK site outside the block. What should you do?**
- Stay calm.
- Move away from the block by a safe route.
- Pay attention to cordoned off areas.

3.4. CONDUCT AT THE SCENE OF AN INCIDENT/DANGER AREA

- Do not cross or remove barriers.
- The closures also apply to unofficial and surreptitious routes.
- Keep a safe distance from the scene of the incident.
- Report any observations that may be important to the emergency services.
- Do not enter the scene of the incident without the express permission of the emergency services.
- Follow the instructions of the emergency services.
- Do not hinder the work of emergency services by provoking unnecessary discussions.

4. CONDUCT IN THE PLANT
(for external employees)

- You must sign in before starting work. The plant reporting offices are signposted.
- You can only start work after registration, safety instruction and work clearance.
- Sign out again when you have finished your work.
- You must not operate, alter or remove any plant equipment without permission.
# The Key Rescue and Information Signs at CHEMPARK

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency telephone</td>
<td>Do not use elevators in a fire</td>
</tr>
<tr>
<td>Fire alarm phone</td>
<td>No smoking</td>
</tr>
<tr>
<td>Assembly point (outdoors)</td>
<td>No smoking or alcohol or narcotics</td>
</tr>
<tr>
<td>Meeting point (in building)</td>
<td>Speed limit 30 km/h</td>
</tr>
<tr>
<td>Area under video surveillance</td>
<td>Potentially explosive area</td>
</tr>
<tr>
<td></td>
<td>Authorized access only</td>
</tr>
<tr>
<td></td>
<td>Rail traffic has right of way.</td>
</tr>
</tbody>
</table>

Please note: Failure to comply with the CHEMPARK rules of conduct and emergency regulations can lead to disciplinary action.

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**FOR YOUR NOTES:**

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EMERGENCY – FIRE – ACCIDENT – TRAFFIC ACCIDENT

CELL PHONE EMERGENCY NUMBER 0175-30-99399

Safety instructions for individuals at the CHEMPARK Leverkusen site, Page 4 of 5

(As of: 01.09.2015)
CONFIRMATION OF RECEIPT

CHEMPARK ID card number: 

Company: 

First name Surname: 

I hereby confirm that I have received these safety instructions and have fully understood them before entering the CHEMPARK site for the first time.

Date: 
Signature: 

(As of: 01.09.2015)