

HR Emergency Response Procedures

DeepShield Systems, Inc.

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1. Purpose and Scope

1. This document establishes standardized emergency response procedures for human resources-related incidents at DeepShield Systems, Inc. ("Company") and applies to all employees, contractors, and temporary workers at all Company locations.
2. These procedures are designed to protect employee safety, maintain business continuity, and ensure compliance with applicable laws and regulations during HR-related emergencies.

2. Definitions

1. "HR Emergency" means any sudden, urgent situation requiring immediate HR intervention, including but not limited to:
 - a) Workplace violence or threats
 - b) Severe employee misconduct
 - c) Mass casualty events
 - d) Critical security breaches affecting personnel
 - e) Immediate termination situations involving security risks
 - f) Workplace accidents requiring immediate response
 - g) Employee mental health crises
2. "Emergency Response Team" or "ERT" means the designated group of individuals responsible for implementing these procedures, consisting of:
 - a) Chief Human Resources Officer
 - b) Security Director
 - c) Legal Counsel
 - d) Facilities Manager
 - e) Department Head of affected unit

3. Emergency Response Protocol

1. Initial Assessment

- a) Any employee witnessing or becoming aware of an HR emergency shall immediately notify their supervisor and HR department
- b) HR shall assess the situation within 15 minutes and determine response level
- c) Response levels are classified as:
 - Level 1: Routine (Standard HR response)
 - Level 2: Urgent (ERT activation required)
 - Level 3: Critical (Executive team notification required)

2. ERT Activation

- a) For Level 2 or 3 emergencies, HR shall activate the ERT via emergency notification system
- b) ERT members must acknowledge notification within 10 minutes
- c) Primary and backup ERT members shall be designated for 24/7 coverage

4. Specific Response Procedures

1. Workplace Violence

- a) Immediate notification to Security and local law enforcement
- b) Facility lockdown procedures implementation
- c) Employee evacuation if necessary
- d) Documentation of all witness statements within 24 hours
- e) Preservation of security footage and access logs

2. Critical Security Breaches

- a) Immediate system access termination procedures
- b) Coordination with IT Security team
- c) Physical access deactivation
- d) Documentation of breach timeline and scope
- e) Notification to affected employees and departments

3. Employee Mental Health Crisis

- a) Engagement of on-call mental health professional

- b) Secure affected area and remove potential hazards
- c) Implementation of communication blackout if necessary
- d) Coordination with employee assistance program
- e) Family notification procedures

5. Documentation Requirements

1. All HR emergencies require the following documentation:
 - a) Incident Report Form (Form HR-ERP-101)
 - b) Timeline of events and responses
 - c) Witness statements and evidence collection
 - d) Action items and follow-up requirements
 - e) After-action review and recommendations
2. Documentation must be completed within 24 hours and stored in secure HR systems with restricted access.

6. Communication Protocols

1. Internal Communications
 - a) Use of emergency notification system for all Level 2 and 3 events
 - b) Mandatory acknowledgment tracking
 - c) Secure communication channels for sensitive information
 - d) Regular status updates to affected departments
2. External Communications
 - a) All external communications must be approved by Legal and PR
 - b) Designated spokesperson assignments
 - c) Media response protocols
 - d) Regulatory reporting requirements

7. Post-Incident Procedures

1. After-Action Review
 - a) Mandatory review within 72 hours of incident resolution

- b) Documentation of lessons learned
- c) Procedure update recommendations
- d) Training requirement identification

2. Follow-up Actions

- a) Employee support services coordination
- b) Policy and procedure updates
- c) Training program modifications
- d) Security enhancement implementation

8. Compliance and Training

- 1. All employees must complete annual emergency response training
- 2. ERT members require quarterly refresher training
- 3. Procedures must be reviewed and updated annually
- 4. Compliance with OSHA and state safety regulations

9. Authority and Amendments

- 1. These procedures are authorized by the Board of Directors
- 2. Amendments require approval from Legal and Executive Leadership
- 3. Emergency temporary modifications may be authorized by CHRO

Approval and Implementation

APPROVED AND ADOPTED by DeepShield Systems, Inc.

By:

Robert Kessler

Chief Financial Officer

Date: January 15, 2024

By:

Head of Human Resources

Date: January 15, 2024