

Document Authorization:

	Name	Date	Signature
Owner	Yanming Gong	18Aug2025	
Operation Management	Baozhong Zhao	18Aug2025	
Quality Assurance	Xibo Li	18Aug2025	

Changes from previous version:

Section	Summary of Changes	Change Control Number
7.2	updated floor plan	
7.3	updated route	

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1. PURPOSE

The purpose of this document is to describe the procedure in case of emergency on site.

2. SCOPE

This SOP applies to the emergency response of the Synoligo site.

3. INTERNAL REFERENCES

Document ID	Title

4. EXTERNAL REFERENCES

Document ID	Title

5. RESPONSIBILITIES

Job Function and/or Department	Responsibility
All Personnel	It is the responsibility of all employees who generate regulated waste to comply with this procedure.

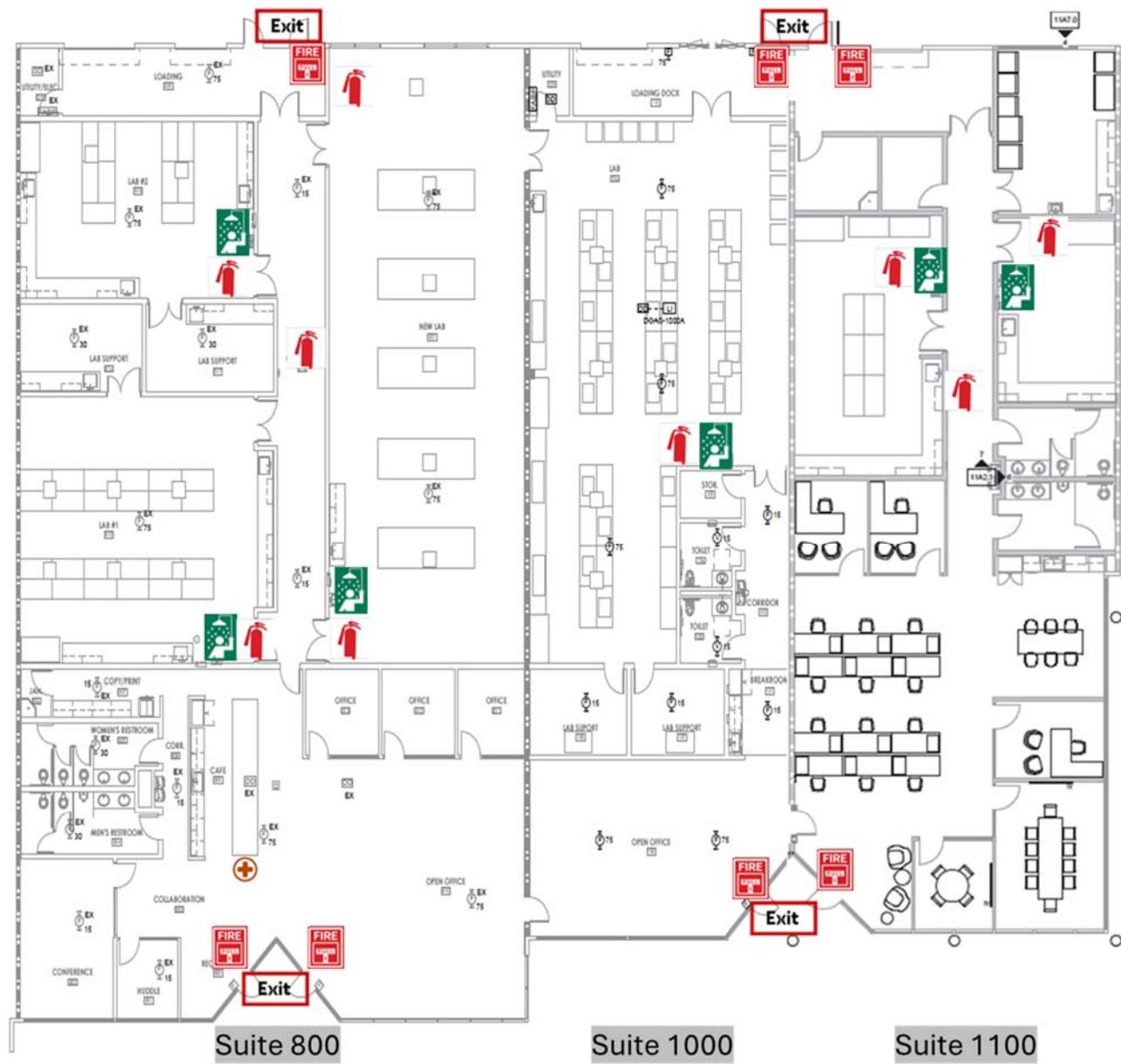
6. DEFINITION

Term	Definition
EH&S	Environmental Health and Safety
Emergency coordinator	Individual authorized to commit resources during an emergency and lead employees during evacuation. At least three people are needed to act as Primary, Secondary and Tertiary emergency coordinator respectively.
Fire alarm	Red horns/strobe units and red pull stations. Building wide alarm including tenants and unoccupied areas. If the fire alarm is actuated evacuation should be started.
Spill	When a substance breaches its primary container due to human, equipment, or process errors

7. PROCEDURE**7.1. Introduction**

- 7.1.1. Facility name: Synoligo Biotechnologies, Inc.
- 7.1.2. Facility physical address: 101 Southcenter Court, Suite 800, Morrisville, NC 27560
- 7.1.3. Facility town and county: Morrisville, Wake
- 7.1.4. Facility phone: 919-650-1014
- 7.1.5. EPA identification number: NCR000181628
- 7.1.6. NAICS code: 541714
- 7.1.7. Landlord: SBP Office Owner GP, LLC
- 7.1.8. Landlord management office: 951 Aviation Parkway, Suite 1400, Morrisville, NC 27560
- 7.1.9. Landlord customer service number: 919-460-1107
- 7.1.10. Landlord property manager: Stephanie Mesnard, email: southportcustomerservice@trinity-partners.com

7.2. Facility floor plan



7.3. Evacuation route



7.4. Evacuation procedure

7.4.1. The meeting area is shown as the green rectangle on the satellite map in 7.3.

7.4.2. If the fire alarm is activated, immediately proceed to the meeting area.

7.4.2.1. Emergency coordinators – Primary EC reports outside to administer roll-call. Secondary and Tertiary EC perform a building sweep to ensure all personnel including visitors have evacuated. If an employee is missing, notify senior management right away.

7.4.2.2. Employees – find Emergency Coordinators and remain onsite until further instruction from the Emergency Coordinators.

7.4.3. In the event of a release causing an evacuation, the Emergency Coordinator will determine whether specific areas require evacuating or whether a building wide evacuation is required.

7.4.3.1. If a building evacuation is required, 911 must be called immediately.

7.4.3.2. If local evacuation is required, personnel are not allowed to enter areas until instructed by the Emergency

Coordinator.

7.4.3.3. The Emergency Coordinator will activate the fire alarm to notify employees of an evacuation

7.4.3.4. Emergency Coordinators will indicate when re-entry to the building is allowed.

7.5. Release of Hazardous Materials (Spill Response)

7.5.1. When a hazardous material has spilled, immediately evacuate the area and notify Emergency Coordinator.

7.5.2. Emergency Coordinator will determine whether Spill Response Team is needed and delegate remediation.