



Basic Emergency Response Guidelines

Introduction:

In developing an Emergency Response Plan for your operation in accordance with the *Health Safety and Reclamation Code for Mines in British Columbia* (HSRC) some basic factors must be considered. This guide, although not all-inclusive, is designed to assist the Mine Manager in developing a workable plan for an operation. Although operations may be similar, each operation is unique, and may have a different plan in place to accommodate the site, the type of operation, the personnel, the level of training available, transportation, climate, and equipment available on site.

The plan once completed must be filed with the Chief Inspector as per the HSRC.

Components of the Plan:

I: Mine/Operation Information:

The following list identifies basic information that should be in the plan as it applies to a mining operation:

Note: A Mine is a place as defined under the Mines Act R.S.B.C. c 1996 (updated to July 16, 2002). Sites where mechanical disturbance of ground and/or exploration drilling occur and any place defined as a mine by the Chief Inspector are included in this definition.

- Name of the Mine and the company with a mailing address and contact telephone numbers; (fax and e-mail if applicable)
- Name of the Mine Manager as appointed under the Mines Act
- Mine number and permit number
- Type of operation, ie: underground, surface, quarry, exploration, sand and gravel, placer.
- Location of the property (UTM or Latitude/Longitude).
- Number of employees on site, including management and contractors.
- Accurate mine plans showing and identifying areas should be maintained on site and made available to responding teams, personnel, or agencies.

II: Hazard Analysis of Operation:

This section should identify all potential emergencies that could occur on the site. These emergencies may be broadly broken into five basic types. Each operation may choose to include more detail; others may break the five types into fewer or more than five types.

1. Fire/Explosion
2. Injury to workers
3. Environmental
4. Climate
5. Equipment failure

III: Emergency Equipment

In this section, list the emergency equipment available on site to deal with identified potential emergencies/hazard. Also include other sources of equipment that may be necessary. Some examples are

- Fire pumps and extinguishers
- First Aid supplies
- Forest fire fighting supplies
- Rescue equipment (e.g. stretcher that can be fitted in helicopter or vehicle)
- Equipment that can be assigned to an emergency task (e.g. a dozer or excavator used to build roads and trails can be pressed into service to dam or dyke a flood).
- Industrial ambulance or emergency transport vehicle.
- Outside sources of specific equipment

IV: Trained Personnel

In this section list the availability on site of trained personnel capable of dealing with the identified potential emergencies/hazards.

- Contact information for on site First Aid
- Identify other sources of trained personnel (i.e. back-up teams, other agencies such as local fire department, local search and rescue, and provincial ambulance)

V: Implementation of the Plan and Incident Command

Clearly define how persons involved in an emergency are to access and implement the plan: (*Preplan basic response guidelines based on hazard assessment*)

- First steps, including who to call and how to call, and when to call
- Identify who will be responsible for implementing the emergency plan.
- Identify who will be in charge of conducting the emergency operation.
- Define all communication systems to be used (i.e. two-way radio, cell phone, satellite phone).
- Assign tasks by function and how the function will be filled. Examples include:

- call-outs and communication with other access road users including logging companies
- arranging assistance from other agencies or operations
- required notification (e.g. Mines Inspectors (Health and Safety), Provincial Emergency Plan personnel, etc.
- Include an Emergency Notification and Mobilization Chart.

VI: Directions to Site:

Provide clear written directions to the site; include maps that can be used for navigation. This is particularly important in remote areas. If using a radio controlled logging road, include radio frequencies and call-out procedures.

For exploration sites, marshalling points should be established. Coordinates of such points should be provided, and helicopter landings areas should be identified or established

- Clearly define how these directions will be communicated to those who may not be familiar with the area or roads and are called in to assist.
- Identify who has been given copies of the directions in advance.
- On long road transport of injured workers, identify and mark on the map possible transfer sites for Provincial Ambulance.

VII: Contact Lists:

Set a stand alone page with all contact information for all agencies listed, in addition to Company contacts. The following is not all inclusive

- Mine Manager
- Corporate Head Office
- First Aid, phone, or radio channel
- Emergency personnel
- Outside agencies (Federal, Provincial, or Local Government contacts)
- Equipment suppliers
- Transport companies, including air service (float plane or helicopter)
- Back-up rescue team if applicable

VIII: Training

Include a provision for training all persons on site in the application of the plan:

IX: Records:

Supplementary to the plan are all the records associated with it. Therefore, the following records should be maintained on site.

- Training
- Equipment checks
- Implementation if applicable.
- Incident debriefing if applicable.

Conclusion:

This guide is not all inclusive, and must be adapted to each site according to the risk assessment. It is imperative that the Mine Manager update the plan as may be required, from time to time due to changes in personnel, equipment, mine plan changes, or locations. It is also good practice to test the emergency preparedness plan with all affected persons. In some cases, evacuation drills are required, and **if the site requires the evacuation drill, the evacuation procedure must be posted and communicated to all affected personnel.**

References:

Mines Act. http://www.qp.gov.bc.ca/statreg/stat/M/96293_01.htm

Health, Safety and Reclamation Code for Mines in British Columbia.
<http://www.em.gov.bc.ca/Subwebs/mining/Healsafe/mxready/mxcode01.htm>