

**Appendix A6**  
**Emergency Response Plan**



**WESTMORELAND COAL COMPANY – *Obed Mountain Mine***

Subject:	POLICY NO:OMM-500	PAGE 1 OF 21
<b><i>Emergency Response Procedures</i></b>	EFFECTIVE DATE: <b>April 13, 2016</b>	DATE OF REVISION: <b>April 13, 2016</b>
APPROVED BY:  <b><i>Kari McDonald</i></b>	ISSUED BY:  <b><i>Don Guest</i></b>	

---

# **EMERGENCY RESPONSE PROCEDURES**

---

<b>SECTION</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE #</b>
	Crisis Management Team	3
	Crisis Communication Control Centre Locations	3
<b>A.</b>	<b>Responsibilities</b>	<b>3</b>
	1. First Person on Scene	4
	2. Area Supervisor	4
	3. Senior Supervisor	5
	4. Emergency Response Team	6
	5. The ERT Team Captain	6
	6. Emergency Response Team Members	7
	7. First Aid Attendants	7
<b>B.</b>	<b>Notification Procedures</b>	<b>8</b>
	1. 911	8
	2. Activating Stars Air Ambulance	8
	3. Management	11
	4. Family	11
<b>C</b>	<b>General Fire Response</b>	<b>12</b>
	1. Fire Fighting Equipment	12
	2. Discovery of Fire	12
	3. Fire Extinguished	13
	4. False Alarms	13
<b>D.</b>	<b>Evacuation for the Preparation Plant</b>	<b>13</b>
	1. Reasons for Evacuation of the Preparation Plant	13
	2. Procedure for Evacuation of the Preparation Plant	14
<b>E.</b>	<b>Emergency Evacuation for the Maintenance, Light Duty, Machine Shops, Warehouse and Office Complex</b>	<b>14</b>
	1. Procedure	14
	2. Responsibilities of Maintenance Supervisor	14
<b>F.</b>	<b>Mine Operations Evacuation Procedure</b>	<b>15</b>
	1. Procedure in the Event of an Incident Which Requires that the Pit be Evacuated	15
<b>G.</b>	<b>Fuelling Station Emergency Response Procedure</b>	<b>15</b>
<b>H.</b>	<b>Explosive Storage Area Emergency Response Procedure</b>	<b>15</b>
	1. In case of Grass Fire	15
	2. In Case of a Fire in or Near the Orica Canada Inc. Truck (Formerly Bulk Explosives)	16

<b>SECTION</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE #</b>
<b>J.</b>	<b>Emergency Response for Spill Containment</b>	<b>16</b>
	1. Spill Organization	16
	2. Spill Response Plan	17
	3. Control Points	17
	4. Disposal or Recovered Spill and Containment Debris	18
<b>K.</b>	<b>Employees Required to Have Standard First Aid and CPR</b>	<b>18</b>

<b>L.</b>	<b>First Aid Room Requirements</b>	<b>18</b>
1	Location of First Aid Room and Requirements	18
<b>M.</b>	<b>Use of an Emergency Response Vehicle</b>	<b>19</b>
<b>Appendices</b>		
Appendix 1.	<b>Emergency Phone Numbers</b>	<b>21</b>

### Incident Management Team

Operations Manager	Don Guest
Environment	Amber Schram
Maintenance Supervisor	Dave Bradford
Purchasing Department	Paul Pelley
Mine Foreman	Danny Yopek

### Incident Communication Control Center Locations

Requirement	Location	Responsibility
Crisis Management Center <i>Back up Location</i>	Senior Supervisor's Office	Don Guest
Control Center	Shop Lunch Room	Area Supervisor
Briefing Area For Emergency Response Team	Shop Lunch Room	Don Guest
Primary First Aid	First Aid Station	Danny Yopek
Secondary First Aid	Mine Rescue Training Room	Danny Yopek
Rest Area	Mine Rescue Training Room	TBD
Food and Beverage Center	Shop Lunch Room	TBD
Communication Center	Shop Lunch Room	TBD
Morgue	Light Duty Shop	Don Guest
Outside Communication	Shop Lunch Room	TBD

**A. RESPONSIBILITIES**

1. **FIRST PERSON ON THE SCENE** noticing an accident or coming upon the scene of the accident will notify the Area Supervisor 211 by best means possible (Radio, phone, etc.) and:

- Call “**Code One**” on the radio to alert employees that radio silence is required due to an emergency.
- Notify Supervisor:
  - What happened.
  - Where it has happened.
  - Who is involved.
  - What the injuries are, assistance required.
- Keep the area secure until the arrival of the Area Supervisor. Do not let anyone near the scene except the Emergency Response Personnel and First Aid Attendants. Remove unnecessary personnel and rope/ribbon off area

2. **AREA SUPERVISOR** upon notification of an emergency will:

- Declare that an emergency is in progress on all channels by calling “**Code One**” on the radio to alert employees that radio silence is required due to an emergency. At this point radio silence is required with the exception of incident communication.
- Call the Senior Pit Supervisor (211) to notify him/her if not already notified of the incident and whether the Emergency Response Team (ERT) &/or equipment is required. Personnel on site are trained as First Responders, full ERT is dispatched from the Coal Valley Mine by calling 780-794-8187 – Coal Valley Mine Dispatch. CVM and Obed have a Mutual Aid Agreement to respond to emergency situations.
- Upon arrival at the scene, the Area Supervisor will relieve the on scene person and take control of the emergency.
- Is responsible for the overall emergency until the Emergency Response Team has arrived at the incident scene.
- Ensure that he/she and his/her crew knows where the muster area is located in the event of an emergency:

	<b>Muster Location</b>
Maintenance Shop	Parking Lot between Admin building and main shop
Administrative Building	Parking Lot between Admin building and main shop
Pit	Determined by pit supervisor at time of emergency
Plant	Outside Lab in Parking Lot

- Delegate someone to lead Edson or Hinton Ambulance to accident scene, and all other duties related to incident control.
- Ensure that all of his/her crews are present and accounted for in the event of an emergency or evacuation.
- If required appoint personnel to assist the Emergency Response Team .

- Who have emergency response members in their crews will arrange for transportation to the emergency scene.
- Be prepared to help if requested.
- Know the location of main breakers to turn off power and valves to shut off fuel, gas and oil flow in their areas in the event of a fire.
- Act as the coordinator between the Emergency Response Team Captain and the Pit Supervisor.
- Be responsible for maintaining current plans, drawings and records of personnel on the site at the time of the emergency.
- In the event of an Electrical Emergency, the Electrical Contractor must be called. The Electrical Supervisor or his designate will be the only contact with our Power Supplier, who will switch the power off or on as required.

**Note:** The Area Supervisor will brief the Emergency Response Team captain and will turn over control of the emergency treatment and/or rescue. The Area Supervisor will maintain control of the area, equipment, and their crews. He/she will release employees to the Emergency Responses Team as required. This does not relieve the Area Supervisor of his responsibility. Once the scene has been secured, the Incident Investigation Procedure will be followed.

**NOTE:** If evacuation from the Mine Site is required, all employee's and contractors will go to the Main Security Gate and will be transported to Emerson Creek Road via buses or company vehicles.

**3. SENIOR SUPERVISOR** upon notification of an incident on the site has the responsibility to:

- Maintain Radio Silence. **(Code One)**
- Dispatch the Emergency Response Team.
- Provide the emergency response personnel with transportation to the Fire Hall or incident location.
- Call for additional emergency assistance at the discretion of the Emergency Response Team Captain.
  - **See Notification Procedures** page 8.
- Contact the Senior Safety Supervisor if casualty is being transported to hospital or if assistance is required.
- Contact the Department Manager if required.
  - **See Notification Procedures** page 8.
- Maintain lines of communication between the Area Supervisor and the Emergency Responses Team Captain.
- If required, contact offsite Emergency Responses Team members to come to site to help with the incident **(Listed at the end of this document & posted in Foreman's Offices)**.

4. **EMERGENCY RESPONSE TEAM** will be called upon when required to respond to:

- Care of injured persons.
- Extrication of trapped persons.
- Fires.
- Emergencies when requested by a Supervisor.
- Must designate a Captain to take control of the situation.

**NOTE:**

As with any emergency, the Emergency Response Team relies heavily on cooperation; Pit Mechanics, Electricians, Operators, etc. for transportation for themselves and their equipment.

5. **THE EMERGENCY RESPONSE TEAM CAPTAIN** is responsible to:

- Ensure the overall safety of the Emergency Response Team and the incident scene.
- Direct all rescue operations, keeping in mind the crew safety and protection of lives must come first.
- Coordinate all rescue operations, keeping in mind the resources of people and equipment available to him/her.
- Isolate & Secured all areas until investigations are complete.
- Keep the Area Supervisor informed as to activities and requirements.
- Stay in control of the scene until relieved of duties by equal or higher command.
- Supervise the clean up of all response equipment and restore it to working condition immediately after an emergency.
- Maintain such mental and physical condition as is necessary to carry out all rescue operations which may be required.
- Know the location of all breaker panels and fuel valves on the mine site. The Area Supervisor will assist.
- Attend debriefing once the site is safe and secure.
- To ensure that all of his/her ERT members are present and accounted for at all times.
- Nominate a designate who will assume all of the Captain's responsibilities in absence if he/she has to leave the incident site.

6. **EMERGENCY RESPONSE TEAM MEMBERS** are responsible to:

- Follow directions given by the Captain or designate.
- Work together with the team keeping safety their first priority.
- Only use equipment he/she is trained and competent in using.
- Know the location of muster areas of all buildings and remote locations of mustard area on the mine site.
- Only enter a secured area with permission from the Captain and with the use of the Proper Personal Protective Equipment.



- Once the incident has been thoroughly investigated, ensure that incident scene is rehabbed; all emergency response vehicles have been cleaned, re-fueled, re-stocked, and returned the Fire Hall.
- To be familiar with the location and operation of all ERT Units and supplies.

## **7. FIRST AID ATTENDANTS WILL:**

- When called upon, assess the patient's conditions, provide treatment, and secure the patient for transportation to medical aid, if required.
- Under no circumstances leave the casualty unattended unless the injured person has been thoroughly examined and found to be in satisfactory condition.
- Note that if the injuries are more severe or shock is prominent, they shall not leave the patient unattended at any time. He/she may ask another Standard First Aider to monitor conditions.
- Check and record vitals signs, respiration, and pulse as required. If the attendant has training, blood pressure should also be monitored as required.
- Advise the ERT Captain of the casualty's condition and ask for further assistance if required.
- Understand that the ERT Captain will decide if the casualty needs to be taken to medical aid by Ambulance or by other means provided.
- Note that the ambulance driver must communicate with the Senior Supervisor on the status of casualty and approximate time of return to site & complete Ambulance Log book.
- Must complete all forms as required including patients conditions Forms – diagnosis, vital signs, etc.

**Note: The ERT Captain may call upon supervisors or other trained employees to assist.**

## **B. NOTIFICATION PROCEDURES**

### **1. 911**

- Please tell the telephone operator that you are at Obed Mountain Mine, which is located In either situation please tell the operator that you are located at Obed Mountain Mine, Rural address 23311 HWY 16 West. The Driving directions are approximately 16kms up Obed Mountain Road off of highway 16, 37 km east of Hinton  
(LSD 09-15-53-24-W5)

- **Ambulance**

- If an employee needs to be transported to hospital please call 911 and arrange to meet enroute on the Highway to either Hinton.

- Give the name, approximate age and sex of the casualty along with the type of injury.
- **Police / Fire Department**
  - If there is a major emergency requiring police involvement and/or assistance from Hinton Fire Department, 780-865-6020, 780-865-6021 or by calling 911.
- **After the Ambulance has left the mine site**
  - After the ambulance has left the mine site call one of the following persons in order of priority. They must meet the casualty at the Hinton Hospital to remain with the Casualty until he/she has been released from the hospital.
    1. Senior Supervisor - Don Guest
    2. Maintenance Supervisor – Dave Bradford

## **2. ACTIVATING STARS AIR AMBULANCE**

- Activating STARS air ambulance \* **NOTE** Stars Air Ambulance will normally send Hinton EMS to the scene first because they can arrive on scene faster with Advanced Life Support and to access the incident. Hinton EMS will make the call of using their service, a local helicopter service to transport the casualty to Hinton, a fixed wing aircraft to transport the casualty to Edmonton or if Stars is needed for the incident.

### **Indications for STARS**

- Air transportation should be considered when emergency care personnel have evaluated individual circumstances and found:

#### *General Criteria:*

- The patient requires critical care life support (invasive procedures, specific equipment, etc.) during transport that is not available locally.
  - The patient's clinical condition requires that the time spent out of the hospital (in transport) be as short as possible.
  - The potential for delays which may be associated with ground transport including road obstacles and traffic is likely to worsen the patient's clinical status.
- The patient fell from a height of greater than 20 feet.
  - The patient experienced a penetrating injury anywhere on the body.
  - The patient experienced a scalping or de-gloving injury.
  - The patient experienced a severe hemorrhage. Included are those patients with a systolic B/P of less than 90 mmHg after initial volume resuscitation and those requiring ongoing blood transfusions to maintain a stable blood pressure.

- The patient experienced burns greater than 15% total body surface area, or major burns of the face, hands, feet or perineum, and patients with an airway or inhalation injury. Remember, the Burn Center will accept a patient from a scene response.
- The patient experienced, or had great potential to experience, injury to the spinal cord, spinal column, or neuralgic deficit.
- The patient suffered injuries to the face or neck which may result in an unstable or potentially unstable airway and may require invasive procedures (Endotracheal intubation, Nasotracheal intubation, cricothyroidotomy) to stabilize airway.
- Lengthy extrication of the patient from the accident site and the severity of the patient's injury require delivery of a critical care team to the accident site.
- If you are unsure if STARS should be activated, you can call and talk to the trauma doctor or nurse and they will assist you in determining if assistance is required.

### **Activating the system**

- By calling 1-888-888-4567 or #4567 on a cell phone will put you in contact with STARS. **The STARS registration number is 13865**
- Requests for standbys can be made when the potential need for STARS exists. Putting the team on standby allows us to place the aircraft in a state of readiness. The use of standby request is strongly encouraged. When requesting STARS, the following information should be given to the communication specialist:

### **WHEN ACTIVATING STARS ... BE PREPARED TO COMMUNICATE THE FOLLOWING:**

- 1) Who are you: Give the service, unit #, and level of medical training.
- 2) Call back number or frequency.
- 3) Location of occurrence: Use highways numbers and distance to closest town, legal land description - LSD (12 of 14-53-24-W5) or global positioning system (GPS) coordinates
- 4) Nature of incident: Mechanism of injury or type of illness.
- 5) Pertinent weather conditions: Wind, visibility, freezing rain, etc.

## **IF CONSULTING WITH A FLIGHT PHYSICIAN ...BE PREPARED TO COMMUNICATE ADDITIONAL INFORMATION WHEN APPLICABLE:**

- Mechanism of injury (what happened)
  - Type of illness
  - Pertinent medical history – SAMPLE (Symptoms, Allergies, Medical History, Last meal, Events leading up to incident.
  - Number of patients Requiring air evacuation.
  - Patient condition - Level of Consciousness
  - Treatment given - What treatment has been given and how has the patient responded.
  - If prevailing weather is a marginal at the scene we ask that you call, and a decision will be made based on a judgment of the pilot on duty.
- 
- **Landing Zone Preparation**
    - The most important thing that ground personnel can do is to provide a safe landing zone. A landing zone (L.Z.) should allow the aircraft to make a safe approach and departure from the scene.
    - The landing surface should be flat and firm; and free of debris that would blow up into the rotor system.
    - The Landing Zone touchdown area should be at least 30m x 30m and if possible 60m x 60m to include a safety zone. The touchdown area should be clear of obstructions such as vehicles, trees, poles, and wires. It must also be free of stumps, brush, posts, and large rocks. The Safety zone surrounding the touchdown area must be kept clear of people.
    - Wires in particular are hard to see from the air. Whenever possible an emergency vehicle should be parked under wire spans with its lights flashing.
    - During night operations, the landing zone should be lit with flares or vehicle lights. Major obstructions may be marked with flares or spot lights.
    - When marking the Landing Zones the following are possible examples:
      - Two vehicles with headlights on low beam crossed at center of intended L.Z.
      - Flares may be used, however, please remember that the aircraft generates intense rotor wash and can blow flares into unwanted areas causing fires.
      - Special lighting if available
      - Fluorescent spray paint marked in an "X"
      - Marking such as police/fire barrier tape, flag tape, etc. should not be utilized. They can present a hazard to the aircraft if they become dislodged upon landing or take off are blown into the rotary system.

- **Ground Operations**
  - When STARS approaches, one person should help guide the helicopter into a safe landing. That person must wear eye protection. He should stand with his back to the wind and with his arms raised over his head.
  - As STARS turns into the wind and begins descent, the ground guide should remain in position as long as possible. The ground guide should be far enough from the touchdown area that they can maintain eye contact with the pilot.
  - The landing surface should be flat and firm; and free of debris that would blow up into the rotor system.
  - Once STARS has landed, do not approach the helicopter. The crew will approach you when it is safe to do so or they may indicate via hand signals that you should approach.
  - Once the patient is packaged and ready to load, allow the crew to select two or three personnel to assist loading. When approaching or departing the helicopter, always be aware of the tail rotor and always follow the crews' direction for your safety.
  - Please ensure that Air Medical Crew attaches return tags to all equipment. If possible, make a list of all your equipment being used.

### 3. MANAGEMENT

- The **Supervisor** will notify the **Sr. Mine Supervisor** of the incident. Depending on the severity of the incident they will decide whether they will attend hospital or send a designate.
- The **Sr. Mine Supervisor** must be informed of all emergencies on the mine site and is responsible to notify the **VP of operations**.
  - The **Sr. Mine Supervisor** will be responsible for maintaining current plans, drawings and records of personnel on site at the time of the emergency.

### 4. FAMILY

- Notification of family and friends will only be done if authorized by the injured employee; if possible, otherwise their emergency contact will be contacted.

#### **NOTE:**

No information shall be given to offsite sources except by the direction of the General Manager or his designate. All phones and radios are to be silenced and monitored.

## C. GENERAL FIRE RESPONSE

### 1. FIRE FIGHTING EQUIPMENT

- All mobile equipment is equipped with 20 lb hand portable ABC dry chemical fire extinguishers.
- Hose stations are located throughout the Preparations Plant, Maintenance Shop, and the Load-out area.
- Automatic sprinkler systems are located throughout the Maintenance Shop, Preparation Plant, and Load-out.
- Dragline is equipped with Inergen protection in the tub and house areas as well as a water system when connected to a water truck. Also has manifold CO-@ system (1000 lb bottles manifold, 2 each).
- There are four 150 lb wheeled dry chemical extinguishers available to be transported where required. 150 lb. wheeled portable extinguishers on site. Two in the Dragline, three in the main shop,
- There is a 1080 GPM International fire truck at the fire hall. This unit is equipped with approximately high volume hose, nozzles, wrenches, suction hose and other fire fighting apparatus. The truck carries 500 gallons of water, along with foam. It also has a hydrant hook up with self loading abilities, drafting, and water truck hook ups.

#### **NOTE:**

The Fire Truck is under the control of the Emergency Response Team when called out.

### 2. DISCOVERY OF FIRE

- When a fire is discovered, if trained, attempt to extinguish or control the fire with available portable extinguishers and control the fire by activating the fire suppression system.
- As long as the fire is under control, continue to fight it.
- If the fire is extinguished, the employee will report the incident to his/her Area Supervisor who will then complete an incident report.
- If the fire occurs on a piece of equipment or in an area where equipment / machinery is operating turn off the engine.
- If the fire cannot be extinguished or controlled, the employee will contact the Area Supervisor or Dispatch who will have the Emergency Response Team and or 911 deployed to the area.
- Under no circumstances will anyone jeopardize their safety to fight a fire.
- **No one should enter a smoke filled room or area without adequate respiratory protection.** All users of respiratory protection equipment must have adequate instruction on its use and limitations.
- Supervisor shall ensure that their employees are familiar with this procedure and know what must take place for the safety of themselves and others.

### **3. FIRE EXTINGUISHED**

- Once the fire has been extinguished, the area shall be roped off pending further investigation.
- The ERT is responsible to ensure that all firefighting equipment used is returned to readiness state.
- Reports will be completed and forwarded to the appropriate departments.

### **4. FALSE ALARMS**

- If the fire alarm sounds and no fire is immediately visible, a search of the area shall be conducted by the Area Supervisor or his/her designates.
- If no fire is found, the false alarm will be announced to all concerned.
- If a fire is found, follow the Fire Response Procedure for that area.
- Check for water leaks from the sprinkler system in area of alarm

## **D. EVACUATION PROCEDURE FOR THE PREPARATION PLANT**

### **1. REASONS FOR EVACUATION OF THE PREPARATION PLANT or any part there of are as follows:**

- Major Fire
- Bomb Threat
- Major Structural Damage
- Toxic or flammable gas leak
- Major electrical malfunction

### **2. PROCEDURE**

- Announcement of evacuation will be by the Plant Area Supervisor or Control Room Operator or by an audible alarm (3-10 second blasts on the evacuation alarm) on the public address system and the plant radio followed by a verbal confirmation of the area to be evacuated, repeated three times using the following process:
  - This is "(Persons Name)"
  - "All persons please evacuate the Process Plant and gather in front of the muster station on the SW corner of the plant.
- All persons please evacuate the Process Plant and gather in front of the Laboratory building.
- Everyone in the entire Plant Complex will exit the building via the ground floor door nearest the stairway and will congregate in front of the Plant Dry.
- The Supervisors will conduct a head count to find out if anyone is missing.

**E. EMERGENCY EVACUATION PROCEDURE FOR MAINTENANCE, LIGHT DUTY, MACHINE SHOPS, WAREHOUSE**

**1. PROCEDURE**

- In the case of emergency, contact Dave Bradford, Maintenance Supervisor to activate the alarm system.
- This will sound the siren and the buzzer on each level of the Shop
- All personnel in the Maintenance shops, Warehouse will then leave by the nearest exit, closing all doors behind them.
- The designated area for all personnel to gather at the muster point located between Main office and Maintenance shop.
- Supervisors & Managers will conduct a head count to find out if anyone is missing.
- If there is a concern, Emergency Response Personnel will be expected to report to the Fire Hall following the head count.

**2. RESPONSIBILITIES OF THE MAINTENANCE SUPERVISOR (or Pit Supervisor in the absence of the Maintenance Supervisor)**

- The Maintenance Supervisor will check with all other departments for the head count results, to ensure that everyone is accounted for.
- If there is someone unaccounted for the Maintenance Supervisor will initiate a search.
- If the reason the alarm was set off is undetermined, the Maintenance Supervisor will proceed to check out the buildings.
- No one is allowed to re-enter the building until the Maintenance Supervisor has re-set the alarm and given notification the building had been checked and cleared.
- All Managers & Senior Supervisors shall ensure that their employees are familiar with this procedure and know what must take place for the safety of themselves and others.

**F. MINE OPERATIONS EVACUATION PROCEDURE**

**1. PROCEDURE IN THE EVENT OF AN INCIDENT WHICH REQUIRES THAT THE PIT BE EVACUATED**

- The Area Supervisor will arrange to have all personnel muster at the location of the Area Supervisor.
- If further evacuation is required, the Area Supervisor will arrange transportation for all personnel to be transported to the Shop Complex.

**G. FUELLING STATION EMERGENCY RESPONSE PROCEDURE**

- If possible, without jeopardizing personal safety, attempt to close off valves from the storage tanks to the equipment so that fuel is not being fed to the fire.
- **BE AWARE OF POSSIBLE EXPLOSION.**



## H. WASTE STORAGE AREA EMERGENCY RESPONSE PROCEDURE

### 1. IN CASE OF FIRE

- The waste storage area contains numerous hazardous materials and products. In the event that a fire is discovered in this area, contact the Area Supervisor and give him the location and the extent of the fire so ERT can be deployed

## I. EMERGENCY RESPONSE FOR SPILL CONTAINMENT

### 1. SPILL ORGANIZATION

- Emergency Response Teams have received training in how to deal with certain types of spills. Early containment and cleanup by the ERT will keep the problems as small as possible.
- Types of spills are:
  - Land Spills
  - Water Spills
  - Winter Spills

### 2. SPILL RESPONSE PLAN

- Emergency Response Teams have received training in how to deal with certain types of spills. Early containment and cleanup by the ERT will keep the problems as small as possible.
- Also refer to Standard Policy and Procedure Environmental Reporting.
- **No one should physically handle an unknown substance if they are not sure what it is. You may be subjecting yourself to toxic gases, corrosive materials, etc.**

#### 1. **Communication**

- The person discovering the spill will report it immediately to the Senior Supervisor. The Area Supervisor will make a determination as to whether or not to mobilize the ERT. If the ERT is mobilized, they will transport their equipment to the site and deal with the spill.
- The Area Supervisor must contact Environmental Department as directed by the Department Manager and report the extent of the spill.

### **3. CONTROL POINTS**

- Land Spills.
  - Containment will be done as quickly as possible. A dike or berm will be placed as close to the spill site as possible.
- Water Spills.
  - Containment will be done by proceeding to the nearest uncontaminated pond and containing the spill as near to the inlet as possible.
- Winter Spills.
  - Containment in this instance will be done by dike or if oil has managed to get into a water course, then proceed to the nearest uncontaminated pond by slotting the ice, contain the spill as near the inlet as possible.
- Safety.
  - Specialized Safety equipment is available to all ERT personnel and is expected to be used as required. There is no excuse not to be fully protected from both the contaminants and injury.

### **4. DISPOSAL OF RECOVERED SPILL AND CONTAINMENT DEBRIS**

- All liquid contaminants will be placed in storage tanks and/or 205 liter drums and stored on site at the waste storage area for future disposal.
- Solids that are contained will be transported to the waste storage site for stockpiling and disposal.
- All debris will be placed in metal drums and stored at the waste storage site for future disposal.

### **J. EMPLOYEES REQUIRED TO HAVE STANDARD FIRST AID & CPR**

- All Supervisors
- All Employees

### **K. FIRST AID ROOM AND REQUIREMENTS**

#### **1. Location of First Aid Rooms and Requirements**

Will be equipped with the following:

- A certified AED.
- Oxygen therapy.

### **L. USE OF AN EMERGENCY RESPONSE VEHICLE**

- The Emergency Response Vehicle is to be used only in cases of emergency for Obed Mountain Mine employees. If an injured person can safely be transported by other means, do so.
- If there is an emergency off site that does not involve employees, the Emergency Response Vehicle will only be used if requested by RCMP or the Coal Valley Mine as per the Mutual Aid Agreement.

- The Emergency Response Vehicle is to be driven with care and attention at all times. All posted speed limits and traffic control devices are to be observed and obeyed, regardless of lights and siren. The First Aid Attendant is in charge of the Emergency Response Vehicle and his requests regarding vehicle speed, use of siren, etc. must be followed.
- All emergency lights will be used when proceeding to an accident scene and when transporting casualties. The siren must be used with discretion. It is only to be used when proceeding through a congested area or when the right of way over another vehicle is essential.
- Area Supervisor must be notified whenever the Emergency Response Vehicles have left their designated area. Area Supervisor will email out a notification when Rescue Vehicle has left site and returned to site.
- Emergency Response Personnel, First Aid Attendants and Drivers are responsible for ensuring that the Emergency Response Vehicle has been return ready for duty, fueled, water, response equipment has been returned, and unit is ready for next call. If there are any mechanical issues with the Emergency Response vehicle, that requires immediate attention, the vehicle will be taken to Light Duty Bay for repairs.

#### **M. USE OF AN EMERGENCY RESPONSE VEHICLE**

##### **1. IN CASE OF CONTACT WITH GAS LINE**

- Call “**Radio Silence**” on the radio to alert employees that radio silence is required due to an emergency.
- Alert the Area Supervisor of the incident. Clearly report what has happened, where the incident is, number of employees involved, and any injuries.
- Area Supervisor will activate the Emergency Response Team. The supervisors who have ERT members on their crews will arrange to have them respond to the incident.
- Contact Area Supervisor and ask them to contact Atco Gas and notify them of a gas leak on site.
  - Area Supervisor will call (780) 420-5585 or (800) 511-3447. Talk to employee and relay the information we have about incident.
- Begin evacuation of the area affected by the gas leak.
- Supervisor or designate shall go to nearest gas shut off marked on map and shut off the gas supply to the line.

- Treat any and all injuries arising from the incident. If employees require medical aid contact Area supervisor and notify him employee is enroute to hospital. If injuries are severe consider rendezvous with ambulance or STARS.
- Once Emergency response team has isolated the leak and cleared all affected areas the senior supervisor should begin the investigation.
- Once it is safe employees can return to their areas and return to work.

## **2. IN CASE OF CONTACT WITH ELECTRICAL**

- Call “**Radio Silence**” on the radio to alert employees that radio silence is required due to an emergency.
- Alert the Area Supervisor of the incident. Clearly report what has happened, where the incident is, number of employees involved, and any injuries.
- Area Supervisor will activate the Emergency Response Team. The supervisors who have ERT members on their crews will arrange to have them respond to the incident.
- In the event of an Electrical Emergency, the Electrician must be called. The Electrician or his designate will be the only contact with our power supplier, who will switch the power off or on as required.
- An electrician will be needed to isolate or disconnect power to the incident as needed.
- **NO ONE** will approach the incident until it is verified that the power has been shut off.
- Treat any and all injuries arising from the incident. If employees require medical aid contact Area supervisor and notify him employee is enroute to hospital. If injuries are severe consider rendezvous with ambulance or STARS.
- Once Emergency response team has dealt with the electrical incident and all employees are safe and out of danger the senior supervisor should begin the investigation.
- **ALWAYS FOLLOW LOCKOUT PROCEDURE IN REGARDS TO POTENTIAL ENERGY HAZARDS!**

## APPENDIX 1

### **EMERGENCY TELEPHONE NUMBERS**

CALL **911** FOR HINTON AMBULANCE, POLICE INVOLVEMENT, OR HINTON FIRE DEPARTMENT

#### **COAL VALLEY DISPATCH (TO CONTACT COAL VALLEY EMERGENCY RESPONSE TEAM):**

1-780-794-8187

#### **HOSPITALS**

EDSON	780-723-3331
HINTON	780-865-3333

#### **MEDICAL CENTRES**

EDSON MEDICAL CLINIC	780-723-3351
HINTON MEDICAL CLINIC	780-865-3338
Dr. G WATSON (Optometrist)	780-865-3915

<b><u>POISON CONTROL CENTRE</u></b>	1-800-332-1414
IF BUSY CALL	1-403-944-1414

#### **ATCO GAS**

Emergency Line	780-420-5585
Toll Free	800-511-3447

#### **STARS (HELICOPTER)**

1-888-888-4567  
LOCATION #13865

#### **FIRE**

CALL – 911 HINTON FIRE DEPARTMENT  
HINTON FIRE CENTRE 780-865-6020, 780-865-6021  
DUTY OFFICER 780-723-8506

**FOREST FIRES** – 310-3473 (310-FIRE)

**ENVIRONMENTAL COMPLAINT/EMERGENCY** – 1-800-222-6514

**DANGEROUS GOODS INCIDENTS** – 1-800-272-9600

**OIL AND GAS FIELD EMERGENCIES** – Call Collect – 780-460-3800

***We are concerned with your safety and well-being.***

***TAKE TIME TO BE SAFE.***