EXAMPLE

Emergency Response Plan (ERP)

**[Company Name] [Year] – [Project area]**

# SITE-SPECIFIC CONTACT INFORMATION

**Description of work plans:**

[Company and Department] will be carrying out a surface exploration diamond drill program in the [Project Area]. Drilling is planned for [X number] locations in the [Regional District] area. Near [location reference point, town, highway intersections, other nearby established projects etc]. **See attached Maps for planned drill locations.**

# Emergency Response: AMBULANCE/FIRE/POLICE: 911

**WTP UTM Coordinates:** [add information] – Exploration core shacks – project managers office

## [Regional] Phone Numbers

* **Hospital [add specific hospital name]: 204-XXX-XXX Ext. XXXX**

## [Company] Contact Numbers:

* Administrative Assistant: [First Name, Last Name], [204-XXX-XXXX]
* Director of Exploration: [First Name, Last Name], [204-XXX-XXXX]
* Chief Geoscientist: [First Name, Last Name], [204-XXX-XXXX]
* Exploration Coordinator: [First Name, Last Name], [204-XXX-XXXX]
* Project Managers – WTP: [First Name, Last Name], [204-XXX-XXXX]
* Environment Department (In Case of Spills): **204-XXX-XXXX**

**(Talk directly to someone, do not leave a message)**

* [Project Site] Security Officer: 204-XXX-XXXX (C)   
  **(This is only for security issues, if needing fire or ambulance call 911)**

## Contract Consultants (e.g.: drilling)

## Contact Numbers:

* Site Supervisor: [First Name, Last Name], [204-XXX-XXXX]
* Health & Safety Manager: [First Name, Last Name], [204-XXX-XXXX]
* Foreman: [First Name, Last Name], [204-XXX-XXXX]

## Contract Consultants (e.g. GIS, Exploration Services, Project Management etc.)

## Contact Number:

* Geology Project Manager: [First Name, Last Name], [204-XXX-XXXX]

## Government of Manitoba Contact Numbers:

#### Manitoba Wildfire Hotline: 1-800-782-0076

* **MB Conservation**: (204)-358-2521 (O); Conservation Officer: [First and Last Name], [204-XXX-XXXX]

#### Mines Inspectors:

* + [First and Last Name], [204-XXX-XXXX]
  + [First and Last Name], [204-XXX-XXXX]

**Purpose**

For the safety and health of all work site personnel, Project-specific Emergency Response Plan(s) must be in place.

An emergency is defined as a present or imminent event requiring prompt coordination of actions or special management of people or property to protect the health, safety, or welfare of people, or to limit damage to property and the environment.

### **Procedure**

Potential emergency situations need to be identified and an Emergency Plan developed for employees to follow if needed. Plans must take into consideration the type of incident and/or accident, the location, and consequences of the emergency.

# Emergency Response Procedures for Accidents

1. Assess the situation and ensure the safety of self and others.
2. Get help if necessary.
3. Stop or contain the problem if possible.
4. If required, contact an ambulance or Medivac immediately.
5. Provide first aid if required.
6. Report accident to supervisor (Director of Exploration, Foreman etc.) ASAP.
7. If a serious accident (requires hospitalization), notify authorities ASAP (e.g.: RCMP).
8. Complete any [*internal documentation or tracking system]* investigation form for all situations (within 24 hrs).

# Emergency Response for Personal Injury or Medical Emergency

In the event of a **MEDICAL EMERGENCY** or **PERSONAL INJURY**:

1. Perform a scene survey to ensure that there are no risks in the area, which will endanger you, coworkers, or any third party.
2. Provide first aid treatment as required to the injured person(s). The designated First Aid Responder should apply standard first aid procedures (without placing themselves at risk).
   1. Monitor breathing and circulation and control bleeding as necessary
   2. Stabilize injured extremities with splints
3. Notify immediate supervisor (see Incident Reporting Chart)
4. Evacuate injured person(s) if possible.

# Emergency Response Procedures for a Missing Person(s)/Lost

**Prior to heading out in the field, have a plan and make sure that other know where you are going and when to expect your return.**

1. Confirm that the person(s) has failed to check in at the pre-determined time.
2. Attempt to contact the missing person by radio, satellite phone or cell phone.
3. Contact the person’s supervisor and provide details as to where he/she was working, how late they are, if alone.
4. Do not endanger yourself during a rescue.
5. If you plan on starting a search inform your supervisor of your plans before heading out.
6. Always go with a second person, or team if possible.
7. Every search team should carry a first aid kit and communication equipment.
8. Go to where the person is most likely to be found (i.e., where his/her truck is parked).
9. If the missing person is not found right away, notify rescue authority and/or the local police in a timely fashion.
10. If working in the vicinity of a mine site, contact the mine emergency response team for assistance

## In the event you become lost or disoriented while conducting work in the field:

1. Contact your supervisor or check-in designate to provide details of your situation, provide a location (GPS coordinate if you have a GPS available, or drop a “pin” if in cellular range.
2. Remain calm and make yourself as visible as possible.
   1. Move to an open area.
   2. Use high-viz gear as a signal.
   3. Assist with the search by making your location as visible as possible by lighting a fire, using flares, or blowing a whistle.
3. Try to stay warm and dry, find/ make shelter from the elements and wait for help to arrive.

# Fire Preparedness and Response

In the event of a **FIRE:**

1. Survey the scene and note the following:
   1. Location of the fire (e.g.: near building or trailer)
   2. Which direction it is traveling
   3. At what speed it is traveling (e.g.: fast, slow)
   4. How large is the fire (e.g.: length, width, number of acres)
   5. What is burning (e.g.: building, oil, gas, trees, grass)
2. Use an appropriate fire extinguisher / fire-fighting equipment (shovels, pumps, buckets) to fight fire **only if you can do so without placing yourself at risk.**
3. Move flammable materials, wet down structures, and keep bystanders away **without placing yourself at significant risk.**
4. Call for Emergency Services: **911**
   1. Contact immediate supervisor (see Incident Reporting Chart)

#### If the fire is out of control, evacuate all persons to a safe location. Leave the area or the building.

1. Remember to conduct activities to minimize the risk of fire. Always ensure that there is a fire extinguisher close at hand when using transmitters and generators. **ALWAYS smoke in designated areas only and ensure that cigarettes are fully extinguished and placed in a designated receptacle.**

# Spill Preparedness and Response

**In the event of a** **hazardous substance or spill release:**

Immediately take the following measures to keep the spill from entering storm drains (in town surveys), spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

**General Spill Response Guidelines**

If an environmental spill occurs, the following steps must be taken:

#### The person discovering the spill must:

* 1. Assess the safety concerns of the situation;
  2. Stop and/or contain the material being released, if safe to do so;
  3. Warn others of any possible danger; and
  4. Report the release to the Area Supervisor.

#### The Area Supervisor must:

* 1. Identify the material released and potential source, if it is safe to do so;
  2. Secure the area if not already completed by the person discovering the release;
  3. Ensure that the appropriate emergency response teams have been contacted (e.g.: Plant Protection, fire department(s), etc.);
  4. Determine the approximate volume of material released and the size of the area contaminated;
  5. Contact on call Environment personnel directly at [**204-XXX-XXXX]**. This should be done day or night.
  6. Provide any information about the released material to the Environment Department; (**Note: You must talk directly with on call Environment personnel; voice mail messages are NOT sufficient**); and
  7. Initiate a report by creating a spill or release report in [internal documentation or tracking system].

#### The Environment Department must:

* 1. Notify the appropriate government agencies or other external groups and record the names, dates and times of individuals contacted;
  2. Collect samples of released material and/or the affected area (e.g.: soil, water, receiver, etc.), if necessary;
  3. Notify the appropriate [Company] management personnel and record the names, dates and times of the individuals contacted;
  4. Determine when it is safe to return control of the area of the spill to the operation;
  5. Conduct any ongoing monitoring that may be required;
  6. Assist with the investigation to determine the cause of the emergency, if requested;
  7. Assist with the determination of how to prevent reoccurrence, if requested; and
  8. Complete any necessary reporting requirements (e.g.: accident incident report and/or externally required reports).

**For further emergency response procedural information refer to *other company Injury/Incident Notification Protocol,* and/or Environmental Incident Response Plan if available [enter names of specific procedures/protocols here].**

# Emergency Response Procedures for an Aircraft Accident

1. Assess the situation and ensure the safety of self and others.
2. Upon confirmation of an aircraft accident contact the relevant government authorities as soon as possible.
3. If required, contact an ambulance, Medivac or equivalent immediately.
4. Provide first aid if required.
5. Report accident to supervisor (Project Geologist, Foreman etc.), to the air company concerned ASAP.
6. If a serious accident, notify relevant authorities in a timely fashion (e.g.: RCMP).
7. Complete an *Intelex* investigation form for all situations (within 24 hrs).

# Adverse Weather Preparedness and Response

## In the event of Adverse Weather (Extreme Cold, White-Out, Extreme Heat and Thunderstorms):

When going into the field:

#### Monitor the weather conditions daily. Where possible, plan to conduct field activities when the weather is forecasted to be favourable.

* 1. Provide details of day’s plans to supervisor:
     1. General location
     2. Contact information
     3. Expected return time
  2. Ensure you have emergency supplies on hand or in your field vehicle.
  3. Dress according to the weather conditions you may encounter.

#### If extreme cold weather conditions are met:

* 1. Be sure to cover hands, feet, face, and head.
  2. Keep moving when in the cold
  3. Take regular breaks in warm areas.
  4. Remain conscientious to the risk of hypothermia and frost bite.
  5. If you or your field partner begins to exhibit symptoms, seek shelter, and begin necessary treatment.

#### If white-out conditions are met and you become disoriented:

* 1. Shelter yourself from the cold conditions and **WAIT**. Do not wander from known areas.
  2. If white-out conditions are enduring, contact supervisor to inform them of the situation.

#### If Extreme heat conditions are met:

* 1. If possible, plan outdoor activities for mornings before the heat of the day
  2. Drink plenty of fluids and avoid caffeine
  3. Wear lightweight long-sleeved shirt and long pants with a broad brimmed hat to cover as much skin as possible (light coloured is best)
  4. Take regular breaks in shaded areas,
  5. Be conscientious of possibility of heat cramps, heat exhaustion and heat stroke,
     1. **Heat cramps**: muscle spasms, painful cramps, and excessive sweating: move to cool area, loosen clothing, and drink cool water or sports drink
     2. **Heat exhaustion**: heavy sweating, pale cool clammy skin, nausea/vomiting, headache, dizziness, etc., get to a cool area ASAP, sip water or sports drink and seek medical attention.
     3. **Heat stroke**: high body temperature, fast strong pulse, headache, dizziness, nausea/vomiting, and loss of consciousness, move to a cool area, get to medical attention ASAP

#### Thunderstorms:

#### Monitor the weather conditions and where possible, plan to conduct field activities when the weather is forecasted to be favourable.

* 1. In the event of a thunderstorm, take shelter immediately and move indoors asap
  2. Stay away from glass windows and doors
  3. If caught outside away from a shelter, stay away from tall objects (trees, poles, wires) ad take shelter in low-lying areas and avoid being the highest point in an open area.
  4. Stay away from the water
  5. Stay away from things that conduct electricity
  6. Be aware of flash floods

***Determine if an event is reportable***

**IF YOU ARE UNSURE TREAT IT LIKE IT IS REPORTABLE**

**Reportable Injuries:**

1. Loss of life to a person or an injury to a person that may reasonably be expected to cause or contribute to the person’s loss of life.
2. A fracture of the skull, spine, pelvis, arm, leg, hand or foot.
3. Amputation of an arm, leg, hand, foot, finger or toe.
4. Extensive second or third-degree burns.
5. Permanent or temporary loss of sight.
6. A serious internal hemorrhage.
7. An injury resulting from electrical contact.
8. An injury resulting in a person being rendered unconscious.
9. An injury caused directly or indirectly by an explosive.
10. Any other injury likely to cause permanent disability.

**Reportable incidents:**

1. An incident involving a hoist, sheave, hoisting rope, shaft conveyance, shaft, shaft timbering or headframe structure.
2. An inrush of water, slime or other wet material from old workings or otherwise.
3. A failure of an underground dam or bulkhead, as defined in section 16.1, MR 212/211 Operation of Mine Regulation.
4. A fire below ground or a fire above ground, if it endangers a worker or an entrance to the mine or causes the loss of or serious damage to a structure at the time.
5. An electrical equipment failure or incident that causes or threatens to cause injury to a person or damage to major equipment or property.
6. A premature or unexpected explosion or ignition of explosives.
7. A dangerous or careless act involving explosives that is required to be reported under subsection.
8. An unexpected explosion resulting from contact between molten material and water, or a deleterious substance as defined in section 10.1, MR 212/211 Operation of Mine Regulation.
9. An atmospheric condition that results in asphyxiation involving partial or total loss of bodily control.
10. An unusual gaseous condition in the workplace.
11. An unexpected or non-controlled subsidence of caving of the mine workings or a rockburst, being a natural and violent rupture of a volume of rock such that the release of energy can be detected as a distinct and abnormal seismic event.
12. An incident involving a crane.
13. An incident involving powered mobile equipment that results or could have resulted in an injury to persons or serios property damage.
14. An uncontrolled spill or escape of a hazardous substance or any other incident that requires reporting under The Dangerous Goods Handling and Transportation Act.
15. The collapse or structural failure of a building, structure, hoist, lift, temporary support system or excavation.
16. Failure of an air supplying respirator that places a worker at risk.
17. Loss of control of a remote-controlled piece of equipment or robot.
18. A near miss.

**Secure the scene: *It is important that the accident scene is preserved for investigation purposes.***

* This must be done by red taping/barricading off an area with appropriate tag and/or posting a guard.
* Nobody may enter the scene “except to the extent necessary to free a trapped person or to avoid the creation of an additional hazard (As per section 2.13 of Manitoba Regulation 212/2011).
* No person shall: Until authorized by a mine’s inspector, enter, alter, or move anything involved in or related to an incident or dangerous occurrence that is to be reported under Section 2.11 of Manitoba Regulation.

**This is a legal requirement,** and it is important for the Mines Inspector to be able to investigate an undisturbed incident / accident scene.

You may be directed by the mines inspector to take pictures and get statements from those involved at the time of the accident or incident. This will aid in a better investigation if the investigation is to happen at a future time.

**Make investigation arrangements:**

* The Mines Inspector may choose to investigate the scene or may decide to release the scene to the investigation team.
* Once the investigation is complete by the Mines Inspector (or designate), the accident / incident scene will remain secured until:
* The scene is released by the Mines Inspector
* The scene is released by the joint investigation team. It is important for the investigation team (once authorized by the Mines Inspector) to be able to investigate the undisturbed incident / accident scene.
* The scene is released by the area Manager/Superintendent

**NOTE:** The mines inspector may designate [Company] investigation team to conduct their investigation and report back before releasing the scene.

Figure 1. **[Map of the project area with the planned drilling location]**: The location of established mine sites and the exploration coreshack is also indicated on the map.

**INSERT MAP HERE**