

Appendix 31

Meadowbank and Whale Tail Emergency Response Plan Version 17



MEADOWBANK COMPLEX GOLD PROJECT

Emergency Response Plan

Prepared by:
Agnico Eagle Mines Limited – Meadowbank complex Division

Version 17
October 2021



Emergency Response Plan

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EXECUTIVE SUMMARY

The Emergency Response Plan (ERP) is activated when an operations-related emergency, accident or malfunction occurs, or if such an incident is foreseeable. The ERP outlines potential emergency scenarios, initial actions for emergencies and the internal and external resources available including personnel, emergency response equipment and communication systems.

The ERP will be reviewed and updated as required, but on a minimum basis of at least once per year or following its implementation.



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IMPLEMENTATION SCHEDULE

This Plan will be immediately implemented.

DISTRIBUTION LIST

AEM – Linked to Intelex Documents on AEM Intranet system:

Updated Hard copies are available only in Emergency Control rooms.

Any other hard copy SHOULD NOT BE CONSIDERED

AEM – Meadowbank / Amaruq
Emergency Control Rooms



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DOCUMENT CONTROL

Version	Date (YMD)	Section	Page	Revision
1	08/10/31	Appendix A		Revision to include East Dike design modifications
2	09/11/16	All Sections		Confirmation of specific details and procedures Account for as-built designs and emergency preparedness for dike failure scenarios
3	12/01/31	All Sections		Review of all the documents
4	12/07/27	All Sections		Review of all documents
5	13/05/21	All Sections		Review of all documents – logo change – Duty cards
6	13/08/09	All Sections		Added appendixes at back
7	13/09/05	All Sections		Updated information on Dykes, Storm Water
8	14/07-23	All Sections		Revised procedure for calling a Code 1 using radios
9	14/11-10	All sections		General Revision and compliance with International Cyanide Management Code
10	16-08-24	All sections		General Revision and compliance with RMMS
11	17-01-05	All sections		General Revision in accordance with Intalex nomenclature and its new links Emergency Telecom plan link added. (Section 3) Vessel Contingency Plan link added. (4.8.1)
12	18-01-03	All sections		General Revision Amaruq Road Construction Emergencies (4.13) deleted
13	2019-01-09	All sections	ALL	Major modifications to include Amaruq mining site and Underground operations
14	2020-01-20	All sections	ALL	General revision The contact lists have been change quit a lot with the Sepura radio and the Emergency calls communication flow chart. Plus the second control room for MBK is located in the air traffic controller building
15	2020-06-17	2.25	P.29	A specification was added to explain how Meadowbank Complex emergency control group is dealing with an emergency as ONE team to cover all sites and not by site specific.
16	2021-03-01	All Appendix revision	ALL	Some wording here and there to match AMQ reality plus request all dept. involve updating their procedures, plan and protocols as appendix
17	2021-10-26	New Check list & Appendix O	P. 226	Addition of the Water Tailings new check list and Water Tailing EPP_ERP V1 As an Appendix



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LIST OF APPENDICES

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- Appendix C:** Emergency Response Plan for DYNO Nobel Emulsion Plant
- Appendix D:** Oil Pollution Emergency Response Plan
- Appendix E:** Nolinor ERP Plan (Note: accessible only on Intalex under Plans – Emergency Response)
- Appendix F:** Baker Lake Facilities O M Manual Appendix
- Appendix G:** Desgagnes Vessel Contingency Plan
- Appendix H:** Baker Lake Bulk Fuel Storage Facility Enviro. Perfo. Monitoring Plan Ver. 2
- Appendix I:** Meadowbank Transportation Management Plan AWP/AR
- Appendix J:** Emergency calls communication flowchart
- Appendix K:** **Section left Blank**
- Appendix L:** **To be review**
- Appendix M:** Spill Contingency Plan
- Appendix N:** Meadowbank Crisis Management Plan
- Appendix O:** Water Tailing EPP_ERP



PURPOSE AND SCOPE OF THE EMERGENCY RESPONSE PLAN

The purpose of this Emergency Response Plan (ERP) is to provide a consolidated source of information for employees, contractors, and site visitors to respond quickly and efficiently to any foreseeable emergency that would likely occur at the Meadowbank project site. The Meadowbank project site is including the Amaruq mining deposit located at 70 km. northwest of Meadowbank. This ERP forms a component of the Environmental Management System (EMS) for the Project. As such, it is a working document that will be reviewed and updated on a regular basis as mine development, construction and operations proceed according to the guide lines mention in the Emergency plans program document. **MBK-HSS-EMR-EMERGENCY PLANS PROGRAM**

This ERP addresses gold mining, processing, transportation and related activities at the Meadowbank site as well as possible emergency scenarios that may occur at the Amaruq mine deposit, along the Amaruq production road or off-site along the All Weather Access Road or at the Baker Lake Marshalling Facility, as well as at the Meadowbank mine site.

Guiding the development of this document has been the principle that an effective ERP must provide:

- A clear chain of command for safety and health activities;
- Well-defined corporate expectations regarding safety and health;
- Comprehensive hazard prevention and control methods; and
- Record-keeping requirements to track program progress.

AEM will ensure that all employees, contractors and site visitors fully understand and comply with all legislated safety standards, and the policies and procedures outlined in the ERP.

A risk assessment has identified the following scenarios that pose the greatest potential threat to Meadowbank mining complex. This plan provides the framework and guidelines for Meadowbank to respond to any incident, whether or not it is listed below:

- Surface emergency.
- Underground emergency.
- Serious injury or Mass Casualty Incident.
- Medical Evacuation (Medevac)
- Pressure vessel emergency.
- Spill response.
- Water and ice emergency.
- Aircraft emergency.
- Vehicle Accident on the roads



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This ERP will be reviewed twice a year, or more frequently as required, to ensure compliance with applicable legislation, to evaluate its effectiveness and to continually improve the procedures. All employees, contractors and site visitors are encouraged to offer suggestions for ways to eliminate potential hazards and improve work procedures.

1.1 AEM'S POLICY STATEMENT

AEM is committed to protecting the health and safety of all its workers and the environment, and to adhering to all legislated safety standards. The necessary resources will be available to respond quickly and efficiently to all emergencies to prevent injury to, or degradation of, the health of individuals or the environment. In implementing this emergency response policy, AEM will set preparedness targets and report its progress on a regular basis.

To this end:

All relevant safety and emergency response laws and regulations will be incorporated into the ERP as minimum standards.

Senior management is responsible for making funds and other resources available, including hiring and training qualified personnel, to ensure the successful implementation of the ERP in the event of an emergency.

All supervisors are responsible for ensuring that their employees are aware of, and trained in, the proper emergency response procedures and that procedures and contact information are posted in all work areas. Supervisors are also responsible for ensuring that all employees follow safe work methods and all related regulations to prevent emergencies from occurring, and that they are provided with the proper tools to do so, including Personal Protective Equipment (PPE).

An emergency response team including a mine rescue team and coordination center are established both at the Meadowbank site and at the Amaruq deposit. The ERP will be tested on a periodic basis to ensure its effectiveness.

1.2 POLICY WITH RESPECT TO CONTRACTORS AND VISITORS

Every person working at or visiting the Meadowbank complex site receives an orientation upon arrival and as such is apprised of, and required to follow the ERP policies and procedures set forth in this manual. For a list of responsibilities, see Section 2.

Major contractors, such as those for mining and hauling, are required to have their own H&S services. This is verified by AEM management prior to engagement of the contractor.

1.3 ENVIRONMENTAL POLICY

AEM is committed to achieving a high standard of environmental care in conducting its mineral exploration activities. AEM's Environmental Policy includes:

- 1.4.1 Compliance with all applicable legislation including laws, regulations, and standards. Where laws do not exist, appropriate standards will be applied to minimize environmental impacts resulting from exploration activities.



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- 1.4.2 Open communication with government, the community, and employees on environmental issues.
- 1.4.3 Development and adherence to management systems that adequately identify, monitor, and control environmental risks associated with AEM's exploration activities.
- 1.4.4 Assurance that the employees are aware of their responsibilities and comply with AEM's Environmental Policy and field guide.

It is the policy of AEM to protect the environment, public health and safety, and natural resources by conducting operations in an environmentally sound manner while pursuing continuous improvement of our environmental performance.



Organizational Responsibility

This section details the roles and responsibilities of all parties involved in emergency response planning and implementation at the Meadowbank complex mine site.

The General Manager is responsible for implementing and maintaining the ERP. In addition, the General Manager's responsibilities are to:

- Act as a spokesperson on behalf of AEM with the public, media, and government agencies, as required;
- Prepare and submit any formal reports (within the required time frame) to regulators and AEM management detailing the occurrence of an emergency; this includes submitting an incident reporting form;
- Ensure that the all departments have the means (financial and otherwise) to ensure that all required resources are made available, or provided from off- site if required;
- Work with the Health & Safety and Training Department to evaluate what training is required by all staff, ensure that all staff are given appropriate training, and ensure that all staff are retrained as needed;
- Ensure that the Human Resources Superintendent has the means (financial and otherwise) to ensure that all employees' training requirements are current;
- Ensure that inspections of emergency response training practices and emergency response equipment are carried out;
- Ensure that emergency response exercises are conducted annually,
- Ensure that the results of the regular inspections are used to improve emergency response practices, and improve relevant plans accordingly;
- Complete an annual detailed review of the ERP with the management team and the Joint Health and Safety Committee with particular emphasis on the objectives and methods of the plan, and the job descriptions of all positions named within;
- Ensure that updates to new emergency communications information (new phone numbers, changes in reporting structure, etc.) are distributed as soon as the new information becomes available;



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2.1 EMERGENCY CONTROL GROUP – ON SITE MANAGEMENT TEAM

No single department can handle an emergency situation alone. Everyone must work together to manage the emergency and coordinate the effective use of all available resources.

The Emergency Control Group structure lends support, fosters efficiency and provides additional knowledge during an emergency response situation.

The **CONTROL OFFICER**, (Mine Manager or Designate) maintains the overall coordination and direction of the Emergency and ensures the continued safety of all employees and the public.

However, the Superintendent or designate of the Area affected by the emergency, will be designated as the **RESCUE ACTION DIRECTOR** and take the lead with the development of the overall emergency response plan.

Global Roles and responsibilities for: The Control Officer, the Rescue Action Director, the Log Recorder and the Personnel Accountability Officer are described in the "General Duty Cards" located P.18 and followings of this document.

The remainder of the Emergency Control Group will be given specific tasks to perform that will assist with the management and coordination of the emergency response plan.

Specific checklists to various potential Emergency situations can be found further in this document.

Priorities

At all-time from the establishment of the Emergency Control Group for a specific situation, the priorities will be as following.:

- 1- **CASUALTIES**
- 2- **ENVIRONMENT**
- 3- **MITIGATION**
- 4- **REHABILITATION**
- 5- **INVESTIGATION**



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Roles & Responsibilities of the Emergency Control Group (See General Duty Cards p.18)

2.2 Control Officer (General Manager or designate)

- The General Manager (GM) or designate assumes the role of **Control Officer** and oversees the rescue and recovery operations.
- The Control Officer works with the Control Group to determine a plan of action to minimize endangerment to life and facilities.
- The Control Officer will take charge for overseeing and approving the overall emergency strategy. There is only one Control Officer for both sites at all time. However, should the General Manager or designate be physically working from one of the two possible locations, there will be a "Site Responsible" for the site being temporarily left without a General Manager.
- Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.
- As rescue and recovery operations progress, the Control Officer might be required to authorize some major decisions such as reversing the ventilation or setting rescue and recovery priorities.

Immediate duties of the Control Officer include:

- Consult with the Site Responsible if the Emergency occurred on the site under the Site Responsible authority.
- Consult with the Incident Commander the status of emergency.
- Initiate the Emergency Response Plan and appoint the Emergency Response Group to report to proper Emergency Response Room.
- Refer to the Control Officer Duty Card.



2.3 Rescue Action Director (RAD)

- **The Control Officer appoints the Rescue Action Director.** Ideally, the RAD is a member of the Control Group who is responsible for the area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area should perform this role. For example, for an underground emergency, the Underground Supervisor would be appointed Rescue Action Director. The RAD will report to the Emergency Control Room.

Immediate duties of the Rescue Action Director include:

- Ensure the evacuation procedures have been activated, if required;
- Ensure that there are sufficient rescue members available to respond to the emergency;
- Ensure that the Rescue team has back-up support, a standby team;
- Ensure that Rescue team has refreshments and nourishment (if the emergency requires several hours to resolve);
- Assess the size and severity of the emergency and the likely consequences. Establish response priorities;
- Maintain communication with the Incident commander
- Advise the Control Officer of the rescue team's activities, regarding the rescue and recovery operations.
- Appoint sufficient personnel, equipment and outside services. Utilize the members of the Emergency Control Group to organize these resources.
- Advise the Control Officer when the emergency situation is under control and give the "All Clear".
- Participate in emergency investigation.
- Coordinate an orderly return to normal operating conditions.
- Arrange for a debriefing session, and utilize the services of all involved in resolving the emergency.
- Assist to write the final report.
- Please refer to the RAD Duty card on page 20



2.4 Log Recorders in Emergency Control Room and Emergency Response Room (Engineering Superintendent or Designate):

- **The Log Recorder is appointed by the Control Officer** to record all events in chronological order from the start to the termination of the incident.
- These persons can be the Engineering Superintendent or Designate).
- In the event that an Emergency Response is initiated, there will be a need to have two Log Recorders (Emergency Control Room and Emergency Response Room).
- The log is intended to be a systematic record of the events from the start of the emergency through all phases to termination, and will be used in the preparation of the final report. It is important that the log be legible and that all information is recorded.
- Information needed to be recorded is found on the "Duty Card" 'page 22.

2.5 Personnel Accountability Officer (Geology Superintendent or designate):

- 2.5.1 **The Personnel Accountability Officer is appointed by the Control Group.** The purpose of this position is to control the activities of personnel in affected areas.
- 2.5.2 These persons can be the Geology Superintendent or Designate.
- 2.5.3 The Accountability Officer is required to contact the occupied Muster Stations by using proper radio channel (Muster channel) to ensure that there is a Supervisor or designate in charge of that specific muster station and give him/her 20 minutes to achieve the head count.
- 2.5.4 The Accountability Officer will also give instruction to the Muster Station Supervisor to designate a specific guard for every door of the muster station to avoid people already registered to leave the Muster Station.
- 2.5.5 The Accountability Officer will need to record the time the muster station was called, who is in-charge of the muster station, and any other instructions that have been given.
- 2.5.6 The Accountability Officer needs to open the **FLO System** on his/her laptop in order to cross reference the names, once they receive the lists from the Muster Stations. (Additional persons may need to be assigned to assist with the cross reference, in order to complete the head count in a timely manner).
- 2.5.7 Refer to the Personnel Accountability Officer Duty Card page 23



2.6 Switchboard Operator (IT Superintendent or designate):

The Switchboard Operator is appointed by the Control Officer and must be stationed in a location close to the Emergency Control Room. The responsibilities of the Switchboard Operator include:

- Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- Receive all incoming calls and keep an accurate log of those calls (name of caller, time of call, message).
- Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other Agnico-Eagle sites, and AEM regional and head offices.
- Ensure that any information received is passed to the Control Group.
- Information needed to be recorded is found on the "Duty Card".

2.7 Communications Officer (Human Resources Superintendent or designate):

The Control Officer appoints the Communications Officer, Human Resources Superintendent or designate. The Communications Officer is responsible for contacting the relevant agencies after the initial information regarding the emergency has been verified by the Control Group. These agencies might include, but are not limited to:

- WSCC (follow the contact procedures in Appendix A).
- RCMP if needed.

Other duties and responsibilities include:

- Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- Ensure notification of next of kin. This task should involve two people.
- Obtain details from next of kin when identification of bodies is required.
- Attend when bodies are identified and assist police in the recovery of personal effects.
- Arrange financial or other assistance for dependents as required.
- As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- Arrange for additional staff from camp to cover 24-hour service if required.



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- Where local community members are involved, arrange for assistance from their home community for translation if needed.
- Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer
- Make arrangements for outside counselling services to come to the mine site if required.

2.7.1 Refer to the Communication Officer Duty Card

2.8 Incident Commander:

The Incident Commander is appointed by, and is under the direction of the Control Group. This person should be the most experienced member of the team **for surface emergencies**. He or she is responsible for directing the Emergency Response Team during the response.

Main Duties for surface Emergencies:

- Maintain contact with the Control Group.
- Obtain details of the emergency from Dispatcher:
- Nature of the emergency.
- Location of the emergency.
- Number and location of persons accounted for.
- Any personnel missing.
- Ensure that emergency response personnel have the appropriate equipment for the task.
- Carry out instructions from the Control Group.
- Dispatch available ERT personnel to the incident scene as required.
- Maintain contact with ERT personnel using either radio or phone system.
- Update the Control Group with progress reports.
- Ensure that the incident scene has been secured at the completion of the operation so that the investigation can begin.
- *The Incident Commander should refer to Appendix K and the consult the appropriate checklist*



2.9 Mine Rescue Coordinator:

- The Coordinator works under the direction of the Control Group to direct the Mine Rescue Team in response and recovery operations.

Duties include for Underground Emergencies:

Nature and location of the emergency.

Information from the scene of the incident, such as visibility; status and location of fresh air base, refuge stations, standby teams, communications, ventilation, mine rescue equipment, firefighting equipment and hydrants, tools and supplies, first-aid equipment and stretcher; installations such as air, water, and electricity.

Time constraints.

Number and location of persons accounted for.

Persons missing, location, and trained persons available to assist.

Action taken so far.

Route of travel.

Intentions and plans for the mission.

- Ensure that Mine Rescue personnel have the appropriate equipment for the task.
- Carry out instructions from the Control Group.
- Dispatch Mine Rescue personnel to the incident scene as required.
- Maintain contact with the Mine Rescue Team using either radio or phone system.
- Update the Control Group with progress reports.
- Ensure that the incident scene has been secured at the completion of the operation so that the investigation can begin.
- *The Coordinator should refer to SECTION 5 and consult the appropriate checklist.*



2.10 Emergency Response / Mine Rescue Teams

- The **ERT / Mine Rescue Team** Members must report to the proper Emergency Response Room (Fire hall in MBK and Emergency Response room in AMQ) when summoned for a “Code 1” emergency;
- ERT / Mine Rescue Team Members will be given instructions on the emergency by the Incident Commander or the Coordinator;
- ERT / Mine Rescue Team Members will follow instructions from the Incident Commander or the Coordinator and will not put the Team at risk;
- The ERT / Mine Rescue Team Captain will maintain radio contact with the Incident Commander or the Coordinator throughout the emergency:

The Emergency Response Team responds to the following situations:

- Traumatic medical emergencies.
- Structural and vehicle fires.
- Bush/Tundra fires, and other surface fires.
- Back-up for Mine Rescue Team if required.
- Providing additional support to the medical staff if required.
- On-site aircraft emergencies.
- Vehicle accidents and extrications.
- Spill response.
- Water and ice emergencies.
- Others as required.

The Mine Rescue Team responds to the following situations:

- Underground fire.
- Underground medical emergencies.
- Underground vehicle accidents.
- Fall of ground where injuries are involved.
- Contaminated-air response.
- Retrieval of bodies.
- Back-up for Emergency Response Team as required.



2.11 Mine Site Medical Personnel.

Upon notification of an emergency, the medical staff must report to the medical clinic.

The duties and responsibilities of the medical staff include:

- Prepare to accept multiple casualties.
- Attend the incident scene if requested by the Control Group.
- Contact the Control Group if additional help is required for making phone calls, recording medical treatment, etc.
- Ensure that medical forms and emergency phone numbers are available for recording information and arranging for medevac if required.
- Notify AEM's Medical Director if a doctor's expertise is required.
- Ensure that an ambulance has been arranged, if required.
- Prepare first-aid facilities and any additional accommodations that might be required to receive and treat casualties.
- Be prepared to accept casualties suffering from smoke inhalation.
- Prepare emergency responder kits, if required, to be sent to an incident scene.
- Notify the Control Officer if other first-aid responders need to be called out.
- Confirm arrangements with the Control Group for supplies, etc.
- Follow the procedure for emergency medical evacuations.
- Maintain a log of all actions taken.

2.12 Safety Department

The role of the Safety Department is to assure that the evacuation procedure is activated, if required, and that trained rescue teams, technicians, and all special equipment are quickly and continuously available. Other responsibilities of the Safety Department include:

- Account for department personnel.
- Verify through Security that all onsite emergency personnel have been contacted and assist to coordinate the call-out of rescue teams.
- Ensure that first-aid and emergency response vehicles can operate. For example, can vehicles be used safely on the existing road conditions?



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- Provide assistance to the Control Officer as well as Emergency Response Team and Mine Rescue Team leaders
- Ensure that the rescue teams are outfitted with the appropriate personal protective equipment (PPE).
- Assist the Incident Commander, and Rescue Action Director with scheduling of rescue teams and technicians.
- Maintain a log of all actions taken.
- After the incident, ensure that the scene is left undisturbed, initiate an investigation, and prepare a report.

2.13 Engineering / Geology Officer

The Engineering/Geology Officer is appointed by the Control Officer. This person must be able to provide information on several disciplines, including ventilation, ground control, surveying, geology, and plant infrastructure.

The duties and responsibilities of the Engineering/Geology Officer include:

- Provide technical advice to the Control Officer and Rescue Action Director.
- Ensure that maps and plans are maintained up to date and available for the Control Room and Emergency Response Room.
- Advise the Control Group when damage to surface buildings or underground structures, including ground control, exceeds safety limits.
- Maintain a log of all actions taken.
- Account for department personnel.

2.14 Material Management

The Materials Management Officer or designate reports to the Control Officer and, with the Warehouse Department, is in charge of materials management in an emergency. Duties include:

- Report to the warehouse to distribute tools and supplies as requested by rescue and recovery teams (for example, hand tools).
- Inform suppliers of emergency materials needed and arrange for shipment to the site if required.
- Coordinate sourcing of material and equipment required for handling materials.
- Inform suppliers if transporters are involved in the emergency.
- Maintain a log of all actions taken.



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- Account for department personnel.

2.15 Energy and Infrastructure **Mechanical** Team Leader

The E&I Team Leader or designate works under the direction of the Control Group. Duties and responsibilities include:

- Account for department personnel.
- Refill the stench gas system as required.
- Ensure that a mechanic does a pre-op check of required equipment.
- Ensure that additional vehicles, pumps, etc. have been serviced and fueled, as directed by the Control Group.
- Be prepared to provide any necessary tools and supplies, as required.
- Ensure that the foam generator is operable, in underground and airport emergencies and structural fires.
- Replace stench gas containers after use.
- Maintain a log of all actions taken.

2.16 Energy and Infrastructure **Electrical** Team Leader

The Electrical Team Leader or designate works under the direction of the Control Group. Duties and responsibilities include:

- Account for department personnel.
- Ensure that there is an adequate supply of miners cap lamps in underground and night rescues.
- Isolate electrical services and ensure appropriate compliance with lockout procedures, as required, at the request of the Control Group.
- Ensure that the sufficient emergency generators are functional.
- Ensure that an adequate number of electricians has been notified.
- Ensure that a representative from Instrumentation is available to the Control Group.
- Maintain a log of all actions taken.
- Return electrical services to regular operating mode after the emergency, upon approval from the Control Officer.



2.17 Sustainability Officer (Environmental Superintendent / Designate):

The Environmental Officer is appointed by the Control Group. Duties and responsibilities include:

- Account for department personnel.
- Ensure that any environmental impacts are minimized.
- Undertake post-incident monitoring if required, and ensure appropriate remediation actions.
- Ensure that all relevant statutory reports and notifications are completed.



2.18 Health and Safety Superintendent / Designate Duties:

- Ensure that all Management respond to the emergency and meet in the emergency control room;
- He will oversee all activities that require Security or Nursing. He will arrange for Medevac transport, if required;
- Will assist with getting a “head count” for the Official in-charge;
- Assist with obtaining outside help if required:

2.19 Security Department:

- In any emergency situation, the Security Department provides control of the site:

Security Officers allow access to authorized personnel only.

A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

A Security Officer can assess the emergency, decide whether additional security officers are needed, and relay this request to the Control Group.



2.20 GENERAL Duty Cards.

*** These "Duty cards" are intended to help assuming roles.

However, each individual role and responsibility are not limited to the following pages, they are combined with the complete Checklists developed for every specific Emergency Situation. **(SEE SECTION 5)**

CONTROL OFFICER

Name: _____

Date: _____

Time assumed Role: _____

- ☐ Ensure that the Control Group has been contacted.
- ☐ Ensure that the Information Technology personnel put in place all communication controls systems (Phones restricted) as described in [MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank](#).
- ☐ Ensure that emergency response and support personnel have been contacted by the Dispatcher and that the pager announcement has been made twice.
- ☐ Record the times at which Dispatcher made the initial announcement and second announcement:
- ☐ Appoint a Rescue Action Director. Name: _____
- ☐ Ensure that a Coordinator has been designated. Name: _____
- ☐ Appoint a Log Recorder (Engineering dept.) to record all telephone calls, instructions given, times, and sequence of events. Name: _____
- ☐ Designate a Communications Officer (Human Resources). Name: _____
- ☐ Designate a Personnel Accountability Officer (Geology) and an assistant to obtain a list of personnel on site. Names: _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Ensure that the Communications Officer has made outside contacts accordingly to the Meadowbank Crisis Management Plan (CMP).

Once the emergency is over:

- ☐ Initiate the Emergency Stand down.
- ☐ Follow up with HR Designate on any victim or surviving member's concerns.
- ☐ Hold a de-briefing with Personnel prior to them exiting the site
- ☐ Gather any information for Corporate HQ and Regulatory Agencies (Mines Inspector)



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If the incident meets the definition of a crisis as defined in the Meadowbank Crisis Management Plan (section 1.0), the Control Officer must:

- ☐ Determine the proper Level of the crisis and advise Corporate accordingly with the Meadowbank's Crisis Management Plan.
- ☐ Assign the Communications Officer to work with the Corporate Crisis Teams to develop a media release.
- ☐ Be prepared to refer to the Crisis Management plan or the Emergency Response Plan in the event of serious deterioration of the Emergency situation.

*** Write notes on reverse side and return this Card to Scribe after the Incident Debriefing for compilation purposes**

Signature: _____

Date: _____



RESCUE ACTION DIRECTOR (RAD)

Name: _____

Date: _____

Time assumed Role: _____

Develop a plan of action, taking into account:

- ☐ Who is being affected by the incident?
- ☐ What areas is the incident affecting?
- ☐ What type of response is best suited to the situation?

Ensure that the Emergency Response Plan is functioning:

- ☐ ERT/Mine Rescue has been notified to carry out their assigned tasks.
- ☐ Department heads are available nearby to give direction to gather materials, employees, equipment, etc.
- ☐ Ensure that non-essential employees remain outside of the Control Room until their assistance is required.
- ☐ If needed, ask Engineering to reproduce drawings as needed by the Coordinator and Control Group.
- ☐ Ensure that sufficient ERT/Mine Rescue personnel have assembled and are preparing their equipment.
- ☐ Once you have sufficient information to develop a plan of rescue and recovery, call the Emergency Response Room and ask the Coordinator to come to the Control Room.
- ☐ Consult with department heads.
- ☐ Issue written instructions to the Coordinator and keep a copy for the Log Recorder.
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.



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- ☐ Arrange for all reports to be presented at specific intervals to the Control Group.
- ☐ Ensure that procedures, employees, and equipment are in place to ensure prompt dispatch of requested personnel, materials, and equipment into the affected area.
- ☐ Monitor progress and adjust the plan as required.

*** Write notes on reverse side and return this Card to Scribe after the Incident Debriefing for compilation purposes**

Signature: _____

Date: _____



LOG RECORDER

Name: _____

Date: _____

Time assumed Role: _____

- The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start to the termination of the incident.
- Make sure your writing is legible, many people will have to read the log.
- You can use the sample Emergency Response Log in the Emergency Response Plan.

☐ Record the following:

- ☐ The date and time the incident was reported, who reported it, and the message.
- ☐ All subsequent developments as they occur, including times, names, and locations.
- ☐ The arrival and departure of senior officials and visitors.
- ☐ All conferences held and all decisions made.
- ☐ All incoming and outgoing calls, including their times, and to whom the calls were made.
- ☐ Instructions given to officials during the rescue operation and other activities.
- ☐ Any other items you are instructed to record.

☐ Ensure that the Control Officer reads and initials each page of the log.

☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Safety Department.

*** Write personal notes on reverse side if needed and put this card with log sheets after the Incident Debriefing for compilation purposes.**

Signature: _____

Date: _____



Personnel Accountability Officer

Name: _____

Date: _____

Time assumed Role: _____

- ☐ Ensure that a second person has been assigned to assist with the recordkeeping.
- ☐ Ensure your laptop is connected to the FLO system and then use the "People on site" (Emergency) red button.
- ☐ Call Muster Stations of the affected areas and make sure there is a Supervisor in charge for each Muster or Refuge station. By radio: Channel 1 or "Muster" channel
- ☐ Make a record of the locations of persons who are tagged in musters, and provide two copies to the Control Group.
- ☐ Instruct all persons to remain in the designated area in case they are required to help.
 - ☐ If persons have mine rescue training, instruct them to go to the Emergency Response Room.
 - ☐ If any persons have suffered from smoke inhalation or other injury, direct them to see the medical personnel.

*** Write personal notes on reverse side if needed and put this card with log sheets after the Incident Debriefing for compilation purposes.**

Signature: _____

Date: _____



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2.21 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE:

The Occupational Health and Safety Committee are responsible for:

- Review the emergency response plan on an annual basis.
- Assist with any investigation resulting from the emergency.

2.22 ALL EMPLOYEES:

All employees are responsible for:

- Reporting to the nearest Muster Station when a fire alarm is sounded;
- Employees reporting to the Muster Station need to assemble at the placard that has their department name.
- Employee's must be quiet and await the "head count" and stay put in the Muster Station at all time.
- Reporting any emergency by using the proper available mean of communication (phone or radio), to describe the type, the location, and nature the emergency, including possible injuries, trapped personnel, and the presence of any chemical or explosive hazards.

SUPERVISOR:

The Supervisor is responsible for:

2.22.1 Ensuring the "Code 1" call in, is accurate and that all the pertinent information is available for the Control Officer. (providing details regarding the type, the location, and the nature of the emergency, including possible hazardous materials involved and health and safety concerns);

2.22.2 Ensure all workers on his shift are accounted for.

2.23 OTHER PERSONNEL:

Depending on the nature of the emergency (medical, electrical, mechanical, fire, etc.) other site personnel, including the Site Electrician, Site Mechanic, and others, may be called upon to play key roles.

2.24 EMERGENCY RESPONSE CONTACT INFORMATION – INTERNAL & EXTERNAL

AEM internal emergency response personnel, their duties, and phone numbers has been compiled in Table 2.1, Important external contacts such as regulatory agencies, health organizations and transportation companies providing evacuation support are listed in Table 2.2.



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2.24.1 : Internal Emergency Response Contact Information Chart

GENERAL MANAGER or Acting Manager	
Alexandre Cauchon	Radio: 460-5269
	Cell: 819-651-2216
Emergency counselor	
Philippe Beaudoin	Radio: 460-5128 Cell: 450-847-4214
	Ext: 6809
INCIDENT COMMANDER	
IC MBK	Radio:460-5150
IC AMQ	Radio:460-5138
Health & Safety	Radio: 460-5172
Information Technology	Radio: 460-5003
Security MBK	Radio: 460-5167
Security AMQ	Radio: 460-5169
Engineering	Radio: 460-5268
Geology	Radio: 460-5222 / 460-5224
Mining Dept.	Radio: 4605197
Environment	Radio: 4605120
Process Plant	Radio: 460-5273
Energy and Infrastructure MBK	Radio: 460-5274
Energy and Infrastructure AMQ	Radio; 460-5275
Human Resources	Radio: 460-5632
CAMP	Radio: 460-5127
Maintenance	Radio: 460-5170
Logistic and Warehouses	Radio: 460-5207
UG Claude	Radio: 460-5100
UG Clement	Radio: 460-5117

In order to reach the whole management team with one call at once reach mine dispatch to get the group paged

Every superintendent, when not at Amaruq or Meadowbank site, has the responsibility to designate someone that will become the official representative of the department and act accordingly in case of the Emergency Response Plan is activated.



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2.24.2 External Emergency Phone Numbers

Organization / Authority	Telephone Number	Fax Number
NT-NU 24-HOUR SPILL REPORT LINE	867.920.8130	867.873.6924
Nunavut Water Board	867.360.6338	867.360.6369
Environnement Canada, Environnemental Protection Branch	867.669.4700	867.873.8185
Environment Canada: 24-hour emergency pager monitored by Emergency and Enforcement	855-895-0739 867-920-8130	Same as NT-NU 24-hours spill
Manager Pollution Control & Air Quality Environmental Protection, Government of Nunavut	867.975.7748	867.975.5981
General Inquiry Department of Environment, Government of Nunavut	867.975.7700	
Indigenous and Northern Affairs Canada (INAC) – Water Resources Manager, Nunavut Regional Office	867.975.4550	867.975.4585
Indian and Northern Affairs Canada (INAC) – Manager, Land Administration, Nunavut Regional Office	867.975.4280	867.975.4286
Kivalliq Inuit Association – Reporting Line	867.645.2810 or 867.645.2800	
Department of Fisheries and Oceans (DFO) – Nunavut Regional Office	867.979.8000	867.979.8039
Workers Safety and Compensation Commission WSCC Emergency Senior Mines Inspector: Viktor Mubili Chief Inspector of Mines: Cary Ingram	800.661.0792 800.661.0792 867.920.3852 867.446.2977	
Health Services – Baker Lake	867.793.2816 867.793.2817	
Keewatin Air Ambulance (Medevac) 24h/7 – Rankin Inlet dispatch	867.645.4455	
Baffin Regional Hospital (Iqaluit)	867.979.7300	
Baker Lake RCMP	867.793.0123	
Baker Lake RCMP – emergency number	867.793.1111	
Cambridge Bay RCMP	867.983.1111	
Baker Lake SAO (Sheldon Doray)	867.793.2874	
Baker Lake Hamlet Office	867.793.2874	



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Baker Lake Fire Emergency	867.793.2900	
Baker Lake Radio Station	867.793.2962	
Baker Lake Airport	867.793.2564	
Poison & Drug information service (PADIS)	800-332-1414	
Search and rescue – Arctic Armed Forces	800.267.7270	
Rescue Coordination Centre Trenton	613.965.3870	
NAVCAN (Flight Information Center North Bay)	866.541.4109	
CANUTEC (Spill Support Information)	613.996.6666	
Charter Aircraft (for Evacuation)		
Keewatin Air Ambulance (Medevac) 24h/7 – Rankin Inlet dispatch	867.645.4455	
Calm Air	204.677.05360 1-800-839-2256	
Nolinor	450.476.0018 888.505.7025	
Canadian North	1-800-267-1247	
Helicopter Transport Services (HELI transport)	613.839.5868	
Nunavut Emergency Management – Rankin Inlet	1-867-645-6803	
Nunavut Emergency Management – Iqaluit	1-867-979-6262	



In addition we have a mutual agreement with other mining companies in the north to assist our site in case of a major emergency

MUTUAL AID ASSISTANCE

Diavik Diamond Mines Inc.

Call (867) 669-6500 Ext. 5903. Phone number is monitored by Security Control 24 Hours a day.

State that the call is a mutual aid request for the Chief Operating Officer (or Duty Manager on the weekend). Security will transfer the call to the requested Manager. He or She will contact the ERT Advisor to coordinate the requested mutual aid.

DDMI ERT Advisors: Richard Kretzschmar and Dave Arthur (867) 669-6500 ext. 5462

Agnico Eagle Mines Limited (Nunavut Operations):

Meliadine (819) 759-3555 ext. 460-3911

State that the call is a mutual aid request for the Mine Manager (or designate – Manager on Duty). Person will transfer the telephone call to the requested Mine Manager immediately and the ERT Coordinators contacted.

Meliadine ERT Coordinators are Dave Loder and Darren Wilcox Office phone number is (819) 759-3555 ext. 460-3113 or 460-2161

Hope Bay ERT Coordinators are Jeff Peterson or Ron Levasseur. Office Phone number is (867) 988-6882 ext. 103

Hope Bay

Call: (867) 988-6882 ext. 104 General Manager Eric Steinmetzer **or**
(867) 988-6882 ext. 138 Health and Safety Manager Doug Brown **or** Ken Cook

After Hours Please Call (867) 998-6882 ext. 150 Mill Control Room Operator.

State that the call is a mutual aid request for the Mine Manager or designate and leave a return number that can be called by the Manager.



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Deton'Cho / Nuna JV (Giant Mine Reclamation Project):

Call (867) 669-3702 or Cell (867) 446-2387. Mine Manager Joe Heimbach
Call (867) 669-3722 or Cell (867) 445-2884. Safety Coordinator Randy Thompson

State that the call is for a mutual aid request for the Mine Manager.
Mine Manager is Doug Hayes. Office (867) 669-3715, Cell (867) 444-0355
ERT Coordinator is Steve Millar, Office (867) 669-3717, Cell (867) 445-5620

De Beers Canada – Gahcho Kué:

Call (416) 645-1695 Ext. 6699. Phone number is monitored by Protective Services 24 Hours a day.

State that the call is a mutual aid request for the Mine Manager (or Duty Manager on the weekend).
Protective Services will transfer the call to the requested Manager. Protective Services will contact the Mine Manager/ERT Coordinator who will coordinate the requested mutual aid.

Gahcho Kué ERT Coordinators: Jon Gale and Richard Church (867) 679-5866

Arctic Canadian Diamond Corporation Ltd.:

Call (867) 880-4400 (2201). Both phone numbers are answered and monitored by ACDC Security Control 24 hours a day.

State that the call is a mutual aid request for the Mine Manager (or designate on the weekend). Security will transfer the telephone call to the requested Mine Manager immediately and the ERT team will be paged, or the ERT Coordinators contacted.



2.25 EMERGENCY CONTROL ROOM

During an emergency the Control Group should meet in a Control Room nearby so that they can more effectively manage the rescue and recovery operations.

Therefore, at the time of any emergency, all the management team and/or their designate must report to the **Meadowbank Emergency Control Room no 1 located in the Service Building 3rd floor board room.**

In the event that the Service Building is involved into the emergency situation or is considered at high risk at this moment, the Emergency Control group will report to the **air controller tower control room.**

The management personnel or designates that are working at the Amaruq mine deposit at the moment an emergency occurs will gather to the **Amaruq Emergency Control Room (conference room)** In the event that the Amaruq Main camp is involved into the emergency situation or is considered at high risk, **the maintenance shop lunch room** will be the option 2.

NOTE: To reflect the reality of the Meadowbank complex, since all emergency procedures, plans and flowcharts are all the same from one site to the other, all department responsible (management team) will respond at the site control room. From whichever site, they are at the moment of the emergency. Both sites will work as one team by audio and video conference, exactly like the daily meeting. The Meadowbank complex will be manage by only one **CONTROL OFFICER** and one **(RAD) Rescue action director.**

2.25.1 The minimum facilities that must be maintained in these locations at all times include:

- Access to appropriately programmed radios.
- Access to a computer, to obtain information that can help to manage the emergency (such as ventilation systems or gas monitors).
- Telephone.
- Hard copies of the Meadowbank Emergency Response Plan and of the Meadowbank Crisis Management Plan.
- Internal emergency contact telephone list.
- External emergency contact list.
- Whiteboard and markers.
- Stationery, pens, and other office supplies.
- Clock.
- Shutdown procedures for operations;



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- Locations of hazardous material storage areas;
- Locations of emergency and safety equipment;
- Locations of first aid stations and muster areas;
- Maps of communities and environmental maps;
- Information on location of other communications equipment, including portable sets;
- Information on emergency power;
- Contacts for other utilities;
- Materials Safety Data Sheets (MSDS);
- List of personnel with alternate skills for use in emergencies;
- Type and location of alarm systems;
- Accident report forms;
- Accident status board and log book;
- Notification lists, staff lists, contact lists, with regular and emergency telephone/pages numbers, etc.

2.25.2 The Emergency Response Counsellor is designated to make sure all these facilities are ready at all times.

Emergency operations will be directed out of one of the Emergency Control Rooms (ECR) from where the following will take place:

- Key decisions will be made and operations will be managed;
- Technical information to direct emergency activities will be provided;
- A communications center will be established for emergency operations and to communicate with other organizations;
- Resource procurement will be provided and resource use will be directed;
- Any damage will be assessed and long-range objectives and plans will be developed; and
- Information on the emergency will be stored and disseminated to all necessary internal and external parties.

2.26 EMERGENCY RESPONSE ROOM

The Emergency Response Room is the headquarters of the **Emergency Response Team** and the **Mine Rescue Team** during an emergency. It is equipped with all the equipment deemed necessary for any emergency.

In Meadowbank, this Room is known as the "Fire Hall" and in Amaruq, the "Emergency Response" room.



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2.27 TRAINING

The HR Superintendent is responsible for documenting, tracking, and updating all training activities. Record of training requirements and training attendance will be kept, tracked and updated for all employees by the HR Superintendent to ensure that retraining occurs as required.

For mine operations, AEM will ensure a sufficient number of trained ERT / Mine Rescue team members are on both AMQ and MBK sites at all times. All members of the ERT / Mine Rescue will be trained and familiar with emergency procedures. Emergency training will be conducted annually to ensure that a sufficient number of team members are available and that their training is up-to-date.

2.28 EMERGENCY RESPONSE EQUIPMENT

The Emergency Measures Counsellor will ensure that site drawings and equipment lists are readily available from concerned departments so that all this important information is easily accessible. This will include the following:

- Location and isolation points of energy sources;
- Location of emergency equipment (e.g., fire water pumps, fire extinguishers, monitors, self-contained breathing apparatus);
- Emergency procedures outlines, such as specialist firefighting, chemical neutralization;
- Availability of internal and external emergency medical support (e.g., hospitals, clinics, ambulances, medical supplies, personnel with medical or first aid training);
- Location of toxicity testing facilities (e.g., gas and water);
- Location of wind direction / speed indicators;
- Location of personal protective equipment and directions on its proper use; and
- Location of first aid stations and muster areas.

The Incident Commander, EMC, and Health and Safety Superintendent will know where, throughout the project site, all of this information is posted and where emergency equipment is stored. These individuals will also be trained in the proper use of emergency equipment.



Communication Systems

3 Communication systems

The primary basis for communication will be the phone system; back-up communication will be available via satellite phone. For on-site communication, hand-held radios will be mandatory for all employees working or travelling in remote areas from the main camp. Back-up power sources and replacement batteries for communications equipment will be available to provide continuous, uninterrupted operation either at fixed facilities or at emergency sites.

Key site personnel will be accessible at all times by either portable radios, radios in vehicles, or office radios. The Health Care Professional and Security personnel will carry a portable local phone and will be available at all times. Senior management personnel will rotate as "On-Call Managers" for after-hour emergencies. An accommodation list that highlights key personnel will be posted and updated as required.

Lists of employees trained in first aid, mine rescue, and Emergency Response will also be posted. Employees and contractors who will be on site for extended periods will be trained initially and then retrained annually. This training will include the locations and use of emergency equipment, terminology used, and who needs to be contacted immediately in the event of an emergency.

There is a document listing all telecommunications systems supported by the Department of Information Technology during an emergency and their location. It also uses procedures for certain equipment and procedure in the case of a request for closure of all telecommunications services with the outside.

The Meadowbank Emergency Telecom Plan can be found under APPENDIX "A"

The Emergency Communication Flowchart can be linked at APPENDIX "J"



EMERGENCY MEASURES

4 Emergency Measures

In the event of an emergency, the employee will have to follow the **EMERGENCY PROCEDURE**:

CODE 1 PROCEDURE

A Code 1 can be called by any person on site as long as they have access to a phone or a two-way radio to report an accident, serious incident or fire which requires the response of the Emergency Response / Mine Rescue Teams.

4.1.0 The procedure steps:

- Call **Code 1** over the phone by dialing 6911 or on the two-way radio on the mine operations channel, by saying: "**Code 1 Code 1 Code 1**" and identify the type of accident, or serious incident or fire.
- Give any information required by the dispatcher answering your **Code 1** call.
- Upon notification of the **Code 1**, the "MINE DISPATCHER" is the only person who will communicate with the person who initiated the Code 1.
- The "Dispatcher" will contact ERT/ Mine Rescue to notify them of the Code 1 emergency.
- The ERT / Mine Rescue will immediately respond to the Dispatcher request by reaching their designated proper Emergency Response room.
- The Incident Commander or ERT / Mine Rescue Team Captain will evaluate the call and announce if deemed necessary the cessation of work and activities in the affected area. This will be done on the appropriate work area radio channel.
- The Incident Commander or ERT / Mine Rescue Team Captain will dispatch the Emergency Response Team to the incident site, with the appropriate equipment for the situation.

Once the **Code 1** is called, Radio Silence on the mine operations channel must be observed until advised otherwise by the Incident Commander or ERT Team Captain.

The Incident Commander will determine the severity of the event and, if deemed necessary, will get in touch with the Acting General Manager in order to have the Emergency Response Plan activated, according to the:

NEW statement:

The management control group will be call According to the Emergency calls flow chart.



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4.1 FIRE

All major buildings in Meadowbank, Amaruq and Baker Lake facilities are equipped with a fire detection and audible fire warning system. All site operating personnel receive basic training in the use of fire extinguishers. This training is tracked by the HR Superintendent.

For any situation involving fires, the first action will be to extinguish the fire if it is safe to do so and then report the incident. If the person cannot safely put out the fire, it must be reported as quickly as possible. In the event of a fire alarm, all employees not directly involved with fighting the fire will report to the designated muster location. Employees will remain in this area until assigned other duties by the ERT or until given clearance that the emergency is over.

When an alarm occurs, the Emergency Response Team will be paged by the dispatcher, the Emergency Control Group will assemble and refer to the:

5.1 "Surface Emergencies" Checklists.

4.2 Muster Point

In the event that an evacuation is necessary, it is important that all affected personnel leave the emergency area and congregate at a pre-determined area or *Muster point* so that a head count can be taken if necessary to determine if there are any missing persons. Employees must remain at the muster point until the supervisor of the emergency area gives permission to return to work.

When an evacuation occurs, the Emergency Response Team will be paged by the dispatcher, the Emergency Control Group will assemble and refer to the:

5.1 "Surface Emergencies" Checklists.



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4.3 MEDICAL EMERGENCIES

- Emergency is initiated in Meadowbank or Amarug by using the Code 1 Procedure
- **Mine Dispatcher will** confirm location and details of incident and activate the **ERT / Medical** team:
For Meadowbank: A page call will be sent out to **medical personnel (4609222)** if required, the **ERT (4609989)** team members on site.
For Amarug: A call will be sent to **medical personnel (4605111)** what will, if required, call the ERT team **(4605998)**
- Incident Commander will be mobilized as to ensure that communications, transportation, and effective deployment of **ERT / Mine Rescue** resources are conducted. Depending on the gravity of the situation, It is possible that the Official In-Charge be notified immediately.
- As soon as steps have been implemented to properly attend to the casualties, the Incident Commander will notify the **Emergency Control Group** of the accident **if** the dispatch did not trigger their assistance already following the Emergency calls communication flow chart.
- According to the severity of the situation, the Incident Commander will advise the Acting manager or Site responsible that will decide if the Emergency Control Group will be notified and refer to the:

5.2 "Serious Injury / Mass Casualties" Checklists

4.4 MEDICAL EVACUATION PLAN

In the event of a patient needing a transfer to more advanced medical care, the **MEDICAL EVACUATION PLAN (MEDEVAC)** will be initiated. The medical staff will then initiate the Medical Evacuation Communication Pathway and proceed as soon as possible.

[Control Click here to link to the Medical Evacuation Communication Pathway procedure](#)



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4.5 AIRPLANE CRASH DISASTER

Emergency Response begins as soon as an air crash is identified or reported.

- When the Meadowbank Air Traffic Controller or Meadowbank Dispatcher is notified that an approaching aircraft is having difficulty, they will immediately notify the Incident Commander and the Emergency control group.
- In the event of reported air crash off-site the Meadowbank Air Traffic Controller or Meadowbank Dispatcher will notify the Incident Commander and General Manager or Designate.
- Emergency Response procedure will be initiated if required for response by ERT and as the ERP is deployed, the **5.4 "Aircraft Incident Emergency " Response checklists** will be then used.
- The ERT Team on scene will make a preliminary assessment and notify the Nursing staff of both Medical Clinics.
- If deemed necessary, the Nurse or Medic, with the ERT Team, shall establish triage, treatment, transportation, communication, and staging as per the:

[Control Click here to link to the MBK-HSS EMR-PLN Mass Casualty Management Plan.](#)

- The Incident Commander will direct all emergency response actions, and assess the need for additional resources keeping the Command Post updated as to all actions.
- The Incident Commander will instruct emergency response personnel to not move debris associated with the wreckage, i.e. Cargo, plane remnants, passenger belongings, unless there is imminent danger of items being destroyed, or unless they inhibit access to passenger rescue.
- The Coroner/RCMP is responsible for the identification, movement and/or removal of the fatality. Unauthorized personnel are not to move the dead without express approval of the Coroner/RCMP, except when there is a question of whether the person is deceased or if the body is in danger of being destroyed. In all cases involving the movement of a body, personnel moving the body shall make careful note of the location and condition of the body for the Coroner/RCMP.
- Upon notification of an air disaster, NAV Canada will be responsible for air traffic in proximity to the scene, with immediate regulatory control of airspace around the area.

4.6 Recovery:

- Recovery immediately follows emergency response. It involves direction from the General Manager or Designate.
- Maintaining access control to the scene.



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- Providing emergency social services (critical stress debriefing), for employees and rescue workers.
- Investigating the accident.
- Clean-up of the crash site.



4.7 PIPELINE BREAKAGE

- Pipelines will be used to transport tailings solids, reclaim water, freshwater, and domestic sewage on site. Pipeline breakage could lead to localized, short-term smothering of vegetation, the release of poor-quality water, and potentially exposure of mine personnel to infectious or toxic substances. In the event of a pipeline breakage, the following actions will be taken as required and when it is safe to do so:
- Shut off the feed to the pipeline if safe to do so;
- Call dispatcher in order to have Incident Commander notified of the breakage.
- A general response procedure for the handling of spilled domestic sewage (infectious substances) is provided in the Spill Contingency Plan (**Appendix M**).
- A specific response procedure for cyanide involved systems is provided in **Appendix B** of the Meadowbank Site Emergency Response Plan.

4.2 TOXIC GAS RELEASES

- In the event of a toxic gas release, the following actions will be taken:
- Immediately evacuate the area/building and call the MBK Emergency Dispatcher in order to have Incident Commander notified of the release.
- If possible and safety permits, turn off the source of the gas and ventilate (i.e., open windows/doors to outdoors) the area;
- Isolate the area and restrict access to ERT / Mine Rescue personnel only; and
- Evacuation of the process plant will be done accordingly to:

[Control + click here to link to MBK-MIL-PRO General Emergency Evacuation Procedure.](#)

- A general response procedure for the release of toxic gases is provided in the Spill Contingency Plan.
- Any further actions will be undertaken according to the “**5.3 Chemical Spill Response Emergencies Checklists**”



4.3 PRESSURE VESSEL EMERGENCIES

In the event of a pressure vessel emergency, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

There are four possible scenarios during a pressure vessel or fuel tank emergency.

- ❖ Fire or Explosion
- ❖ Spill or leak
- ❖ Rupture
- ❖ Upset

In case of an emergency involving a pressurized vessel, refer to:

"5.5 Pressure Vessel Emergencies" Checklists



4.4 DIKE FAILURE

- In the event of a dike failure, the following actions will be taken:
- Immediately evacuate the area and pit where failure could affect and notify the Incident Commander;
- Isolate the area and restrict access to ERT personnel only
- Use any material, heavy equipment and tools to make temporary or permanent repairs. All work to be conducted under RAD supervision.

A detailed Emergency Preparedness Plan (EPP) was developed to address the consequences of failure of any of the dikes on site. The procedure was developed by the Geotechnical Engineering team with the assistance of the dike designer and under the review of the EMC and the Safety Superintendent.

The EPP for the dewatering dikes and Tailings Storage Facility are available in the Operation, Maintenance and Surveillance Manual (OMS manual) for the Tailing Storage Facilities and the Dewatering Dikes. Background information and potential failure scenarios of the dewatering dikes and Tailings Storage Facility are provided in Appendix A.

In the event that the failure involves Tailings installations, refer to Appendix O

4.5 EMULSION PLANT

- A detailed Emergency Response Plan (ERP) was prepared by Dyno Nobel and addresses incidents and potential incidents involving the manufacturing, handling and storage of explosives and related products in Dyno Nobel Canada Inc.” magazines, emulsion plants and worksites at Meadowbank”.
- **The ERP for Dyno Nobel Emulsion plant is provided in Appendix C of the MBK ERP**

4.6 BAKER LAKE MARSHALLING FACILITY

- The Baker Lake Marshaling facilities is located 2 Km., east of the Hamlet of Baker Lake and is used for the interim storage of supplies, including hazardous materials, prior to being transported to the mine site. The fuel farm at the Facility is used for bulk storage of:

60,000,000 liters of fuel

1,900,000 liters of Jet “A” fuel.

Spill emergencies occurring at the Marshaling Facility will be handled according to the:

Spill Contingency Plan Refer to Appendix M.

- Or according to the “**5.3 Chemical Spill Response Emergencies Checklists**”

In case of any major disaster, that **is not involving chemical products**, the primary Emergency procedures will fall under the Hamlet of Baker Lake authorities’ responsibility. By-Law no 212 (Baker Lake Emergency Response Plan) has already been adopted by local authorities.



4.7 SEA VESSEL (SHIP OR BARGE) CONTINGENCY PLAN:

At any time, emergency situations can occur and without warning aboard vessels dock siding in Baker Lake. Crewmembers might require mutual assistance from Emergency Response crews in Baker Lake or Meadowbank.

Refer to **Appendix "G"** or the MBK ERP for procedures to be followed in order to respond effectively.

4.8 EMERGENCIES DEALING WITH REAGENTS

At Meadowbank mine site, mostly used in the process plant, we carry the following reagents:

- Cyanide (Sodium Cyanide)
- Copper Sulphite
- Lime (Calcium Oxide) (Quick Lime)
- Sodium Metabisulphite
- Caustic Soda (Sodium Hydroxide)
- Sulphur (Prill form)
- Nitric Acid
- Calcium Chloride (Dust Suppression)
- Flocculants
- Lead Nitrate
- Milsperse (Antiscalant)

At Amaruq mine site, no special reagents are used or stored in big quantity.

In the event of a chemical spill incident, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for. Every chemical spill Emergency situation will be taken in charge according to the:

5.3 Chemical Spill Response Emergencies chechlists that can be found in the SECTION 5 of this ERP plan.

More information can also be found in the **Appendix "B"** of this plan about some of the chemical reagents in use at Meadowbank.



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4.9 FATALITY OCCURRING ON SITE

- **INCIDENT SITE:**
- **Work or non-work related fatality:**
- **The 5.1 Surface Emergency Response checklists should be used**
 - Incident site must be kept barricaded off and guarded and undisturbed except for the purpose of preventing injury or relieve suffering, until appropriate personnel (RCMP), (Coroner), (Mines Inspector) have conducted their investigations and have released the scene.
 - Only the coroner or the medical director is eligible to declare that a person is officially deceased. Medical personnel at MBK should be the first to be put in contact with medical authorities for this purpose.
 - At all-time RCMP shall be notified of a fatality on site and all facilities should be supplied to their representatives in order to assist them for required investigation.
 - RCMP is the only communication channel that will be issued toward victim's relatives. They will make all arrangements in order to make sure that the relatives are aware of the situation.
 - All communications going out from MBK or AMQ will be under the Acting Manager's control as long as needed in order to avoid misunderstandings or confusion for every concerned.
 - If involving chemical, biological, radiological or nuclear agent, consult with the Incident Commander regarding the agent dispersed, dissemination method, level of PPE required, location, geographic complications (if any), and the number of person(s) involved.
 - Ensure that all person(s) involved have the proper level of PPE protection, training and knowledge to deal with the situation.
 - Notification of a work related fatality (or "reportable incident") shall be made to WSCC according to Mine Act and Regs. 16:02

At all time, the Acting Manager will decide to take over external communications from site accordingly with the Meadowbank Crisis Management Plan.

- **RECOVERY AND ON-SITE MORGUE:**
 - Gather all necessary information and document all findings.
 - Wear PPE until all bodies(s) are deemed free of contamination if necessary.
 - Establish a preliminary (holding) morgue. The remaining's should be kept at cool temperature and away from freezing. The Meadowbank front desk luggage bins reception dock section is designated as temporary morgue. There is actually no such temporary morgue in Amaruq so the MBK's installation will be used.
 - Depending on the situation, it might be possible that RCMP or Coroner will require the remaining's to be sent to their facilities for extensive investigation.
 - Gather all necessary information and document all findings.
 - According to the situation the site manager will take all actions in order to respectfully evacuate the remaining to the required destination.
 - If suspecting contamination, see the Decontamination section for decontamination procedures.
 - If needed, decontaminate affected bodies before they are removed from the incident site.



4.10 MISSING PERSON

- As soon as a worker is missing from his regular work (at beginning of shift or during the day) the supervisor will ensure that the worker's room, workplace, and public areas have been searched, in addition to checking with the Medical Clinic personnel.
- After this primary search, if the worker is still missing, the Meadowbank Security Officer (SO) or Incident Commander or Front desk attendant or medical staff must be advised.
- The procedure: **MBK-HSS-EMR-PRO Missing person** will be initiated

[Control + Click here to link to the document](#)

- If the worker/visitor is still missing, then the Emergency Response Plan will be put in place and managed according with the:

"5.1 Surface Emergency" Checklists

4.11 MASS CASUALTY EMERGENCIES

- By definition a Mass (Multiple) Casualty Incident (MCI) is any incident in which Emergency Service Resources, such as personnel and equipment, are overwhelmed by the Number and Severity of Casualties.
- In the make-up of our MCI Plan there are Two (2) sections. Both sections are generally working simultaneously. These sections are giving more details and can be found through the: **MBK-HSS-EMR-PLN Mass Casualty Management** plan:

[Control + Click here t
+ link to the document](#)

In instance, the Emergency Response Plan will be deployed and the:

"5.2 Serious Injury Checklists " will apply.



EMERGENCY RESPONSE CHECKLISTS

5 EMERGENCY RESPONSE CHECKLISTS

Surface Emergency Response Checklists

In the event of a general surface emergency, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

This procedure is for general surface emergencies only.

It covers the rescue of personnel, the recovery of equipment, and the minimizing of damage to the environment.

Emergency Control Room

The Emergency Control Room for the Control Group in **Meadowbank** is located in the Service building boardroom on 3rd floor. If access to that location is not possible, use a secondary Emergency Control Room is located in the air control building by the tarmac.

The Emergency Control Room in **Amaruq** is located in the Main Camp Conference room. If access to that location is not possible, use a secondary Emergency Control Room is located in the maintenance shop lunch room across the parking lot from the main camp.



Emergency Response Team (ERT)

The Emergency Response Team serves as the front-line response team during any surface emergency, such as fires, critical injuries, chemical spills, etc.

Incident Commander

The Incident Commander initially coordinates the activities of the Emergency Response Team from the Emergency Response room or the scene, as required.

Assembly Points

If an evacuation is necessary, all affected personnel must leave the emergency area and congregate at a predetermined area or assembly point, where a Supervisor will take a head count to determine whether anyone is missing.

If you hear an alarm, **immediately** exit the building safely and proceed to one of the following areas, depending on the location of the emergency.

Employees who left the building before the alarm sounded are still required to proceed to the designated assembly point, where a headcount will be taken.

Employees must remain at the assembly point until the Rescue Action Director gives permission to return to work, or until they are asked to help with emergency operations or otherwise contacted by authorized personnel. Obey all instructions given by the Incident Commander.



5.2 Control Officer

- **The Mine General Manager or designate assumes the role of Control Officer.**
- The Control Officer works with the Emergency Control Group to determine a plan of action to minimize endangerment to life and facilities.
- Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted if the situation dictates.
- ☐ Ensure that emergency response personnel have been contacted.
- ☐ Ensure that the Information Technology personnel put in place all communication controls systems (Phones restricted) as described in [MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank](#).
- ☐ Contact Dispatcher to verify that the pager announcement has been made twice.
- ☐ Record the times at which Security made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director to coordinate and direct the response activities.
Name: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. **Name:** _____
- ☐ Designate a Communications Officer. **Name:** _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Contact AEM Corporate office if the severity of the emergency dictates.

Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis, as defined in the **Meadowbank Crisis Management Plan**, the Control Officer must:

- ☐ Notify Corporate Emergency Response Group, accordingly with the Crisis Management Plan of the event.
- ☐ Assist to write a media release.
- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.



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- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighbouring communities and possibly the regional police or coroner.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



5.3 Rescue Action Director

- **The Control Officer appoints the Rescue Action Director.** Ideally, the RAD is a member of the Control Group who is responsible for the area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area could perform this role. For example, for a Process Plant emergency, the Process Plant Superintendent or designate would be appointed Rescue Action Director.
- The Rescue Action Director works with the Incident Commander to coordinate the activities of the Emergency Response Team.

Responsibilities include:

5.3.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

- ☐ Location of emergency: _____
- ☐ Nature of emergency: _____
- ☐ Confirm that there is a designated Log Recorder. _____
- ☐ Confirm that there is a designated Incident Commander. _____
- ☐ Tell the Emergency Response Team who the Control Group has appointed as Incident Commander.
- ☐ Ensure that the external phone system has been restricted, if so directed by the Control Officer.
- ☐ Designate someone to monitor incoming telephone calls at the external phone system.
Name: _____
- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.
- ☐ Are any personnel injured? _____
 - ☐ How many? _____
 - ☐ What is their condition? _____
 - ☐ What is their location? _____
- ☐ Are all people accounted for? _____
 - ☐ Has the log book been collected from Muster Stations? _____
 - ☐ How many are missing? _____



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- ☐ What was their last known location? _____

- ☐ Is it a fire? _____
 - ☐ Has the area been evacuated? _____
 - ☐ Does the electrical power need to be turned off? _____
 - ☐ Has the area been barricaded? _____
 - ☐ Are all required resources available (for example, water)? _____
- ☐ Is it a cyanide spill? _____
 - ☐ Has the area been secured? _____
 - ☐ Has the spill been contained to one area? _____
 - ☐ Is the source of the spill a broken pipe? _____
 - ☐ Is the source of the spill in the tailings management area? _____
- ☐ Is it a vehicle collision? _____
 - ☐ Location of accident: _____
 - ☐ Is there a fire involved? _____
 - ☐ Have there been any chemical or fuel spills? _____
 - ☐ Is the accident scene barricaded? _____
- ☐ Is it a chemical leak? _____
 - ☐ Type of chemical: _____
 - ☐ Volume: _____
 - ☐ Is it contained? _____
 - ☐ Has the area been barricaded? _____
 - ☐ Has the MSDS been reviewed? _____
- ☐ Is it a fuel storage fire? _____
 - ☐ Type of fuel: _____
 - ☐ Tank size: _____
 - ☐ Volume in tank: _____
 - ☐ Wind direction: _____
 - ☐ Has the area been barricaded? _____
 - ☐ Are all required resources available (for example: water, foam)? _____
- ☐ Is it a fire involving explosives? _____



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- ☐ Is it at the magazine? _____

- ☐ Does it involve explosives in transit? _____
- ☐ Location of the incident: _____
- ☐ Quantity of explosives: _____
- ☐ Type of explosives: _____
- ☐ Has a set distance perimeter been established around the scene? _____
- ☐ Have all personnel been informed of the need to evacuate to outside the perimeter?

- ☐ Has the Emergency Control Room been moved if required? _____
- ☐ Has airspace above the incident been restricted if required? _____
- ☐ Has the WSCC been notified? _____
- ☐ Is it an animal attack? _____
 - ☐ Location of attack: _____
 - ☐ Type of animal(s): _____
 - ☐ Do you know where the offending animal(s) are now? _____
- ☐ Is it a credible terrorist threat? _____
 - ☐ Has the area been evacuated? _____
 - ☐ Have the police been notified? _____
- ☐ Is it a major criminal act? _____
 - ☐ Have the police been notified? _____
 - ☐ Has all evidence been preserved? _____
- ☐ Is it missing personnel? _____
 - ☐ Number and identity of personnel: _____
 - ☐ Time overdue: _____
 - ☐ Last known whereabouts: _____
 - ☐ Last known route or destination: _____
 - ☐ Last contact: _____
 - ☐ Their intended ETA at destination: _____
 - ☐ Their mode of transport: _____
 - ☐ Clothing and provisions they carry: _____



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- ☐ Forms of communication they carry: _____

- ☐ Is it an epidemic or illness? _____
 - ☐ Type of illness: _____
 - ☐ Symptoms: _____
 - ☐ Location of ill people: _____
 - ☐ Do they require isolation into one bunkhouse? _____
 - ☐ Has the nursing staff been informed? _____
 - ☐ Has the Health Services in Baker Lake been contacted for support? _____
- ☐ Is it storm activity?
 - ☐ Location of storm-related incident: _____
 - ☐ Type of damage: _____
 - ☐ Is there equipment damage? _____
 - ☐ What is the condition of the mine openings? _____
- ☐ Is it a road washout? _____
 - ☐ Have all transportation organizations been notified? _____
 - ☐ The exact location of the washout: _____
 - ☐ The extent of the washout: _____
 - ☐ The weather forecast: _____
- ☐ Is it downed power lines? _____
 - ☐ What is the location of the downed lines? _____
 - ☐ Is the power isolated? _____
 - ☐ Has the area been barricaded? _____
- ☐ Is it water contamination? _____
 - ☐ Has the supply been isolated? _____
 - ☐ Has a message been sent to the entire site, telling them not to drink the water? _____
 - ☐ What is the availability and quantity of bottled water in stock? _____
- ☐ Is the emergency located in the bunkhouses? _____
 - ☐ Have the bunkhouses been evacuated? _____
 - ☐ Obtain the latest daily version of the bunkhouse register from Camp Management.



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- ☐ Review the register to determine the people who are expected to be at work and those who are expected to be in the affected bunkhouse(s).
- ☐ Take a headcount of the people from the bunkhouses who have gathered at the assembly point, to determine whether any people are unaccounted for.
- ☐ Is the incident a threat to the local environment? _____
- ☐ Has the Sustainability (Environment) Officer been notified to take appropriate action? _____
- ☐ Ask the Incident Commander to report any developments at the scene.
- ☐ If any electricity is involved, does power need to be isolated? Discuss with the Electrical Team Leader to ensure that no-one is placed at greater risk.
- ☐ Ensure that the Communications Officer has made all external calls.

5.3.1 Ensure that the Emergency Response Plan is functioning:

- ☐ Department heads are available nearby to give direction about gathering materials, employees, etc.
- ☐ Non-essential employees remain outside of the Emergency Control Room until their assistance is required.
- ☐ Ensure that emergency response personnel have all the resources they need to respond to the emergency.
- ☐ Ensure that a vehicle has been set aside for the Emergency Response Team and is ready on standby at the Emergency Response Room.
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ After the rescue is complete, ensure that the incident scene has been secured so that the investigation can begin.



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5.4 Log Recorder

- The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start to the termination of the incident.
- Make sure your writing is legible. Many people will read the log.
- You can use the sample Log sheet in the Emergency Response Plan.

Responsibilities include:

- ☐ Record the following:
 - ☐ The date and time the incident was reported, who reported it, and the message.
 - ☐ All subsequent developments as they occur, including times, names, and locations.
 - ☐ The arrival and departure of senior officials and visitors.
 - ☐ All conferences held and all decisions made.
 - ☐ All incoming and outgoing calls, including their times and to whom the calls were made.
 - ☐ Instructions given to officials during the rescue operation and other activities.
 - ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Health & Safety Department.



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5.5 Incident Commander

- The Incident Commander works under the direction of the Control Group.
- The Incident Commander directs the response personnel in response and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ Obtain details of the emergency from Dispatcher or the Control Group.
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
 - ☐ If it is a fire, is it out, or still burning? _____
 - ☐ If it is an electrical fire, has power been isolated? _____
- ☐ Contact the Control Group and establish communications if this has not already been done.
- ☐ Ensure that firefighting and rescue personnel have obtained all equipment as required.
- ☐ Dispatch available ERT personnel to the incident scene as required.
- ☐ Maintain contact with the ERT using either the radio or phone system.
- ☐ Direct response personnel as required.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.6 Safety Department

- The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that a trained rescue team, technicians, and all special equipment are quickly and continuously available.
- One person from the Safety Department should remain in or near the Control Room at all times.

Responsibilities include:

- ☐ Verify through the Control Group that:
 - ☐ Security has been notified.
 - ☐ The evacuation procedure has been activated.
 - ☐ All onsite personnel have been contacted.
 - ☐ Enough response personnel are available to make up a full team and a backup team.
 - ☐ The safety of the site personnel and responders is considered in the response
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist the Incident Commander in any way that you can:
- ☐ Take pictures of the area during and after the emergency.
- ☐ Ensure that all rescue gear has been cleaned, tested, and stored.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.7 Service Coordinator (E&I)

- The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure the availability of transportation, communications, equipment, etc. as required by emergency response personnel.
- ☐ Ensure that an adequate number of personnel have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



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5.8 Electrical Team Leader (E&I)

- The Electrical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Ensure that the emergency generators are functional.
- ☐ Be prepared to isolate electrical services as required.
- ☐ Ensure that appropriate lockout protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



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5.9 Mechanical Team Leader (Maintenance)

- The Mechanical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ If required, check the stench gas system as soon as the emergency is announced.
- ☐ Check that the foam generator is operable (if applicable).
- ☐ Ensure that backup vehicles, pumps, etc., as directed by the Control Group, have been serviced and are filled with fuel, ready to go.
- ☐ Be prepared to provide any necessary tools, supplies, or assistance as required.
- ☐ Recharge the stench gas system, upon instructions from the Control Group.
- ☐ Maintain a log of all actions taken.



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5.10 Sustainability Officer (Environment)

- The Sustainability Officer works under the direction of the Control Officer.

Responsibilities include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the WSCC or any other competent authority is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.11 Mine Site Medical Staff (Doctor or Nurse)

Responsibilities include:

- ☐ As soon as you are notified of an emergency, check in with the Control Group.
- ☐ Report to the medical clinic unless otherwise directed.
- ☐ Check with the Control Officer if you identify the need to call out other first-aid personnel to assist in dealing with the emergency.
- ☐ Be prepared to accept all patients.
- ☐ Be prepared to accept multiple casualties.
- ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
- ☐ Check to see if an ambulance has been called.
- ☐ Prepare emergency responder kits if required.
- ☐ Confirm arrangements with the Control Group for additional supplies, etc.
- ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for Medevac if required.
- ☐ Notify AEM Medical Director if a doctor's expertise is required.
- ☐ Consult with relevant authorities to obtain additional medical equipment or adequate ambulances and transportation if required.
- ☐ Follow procedures for emergency medical evacuations.
- ☐ Maintain a log of all actions taken.



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5.12 Security

- In any emergency situation, the Security Department provides control of the site:
 - Security Officers allow access to authorized personnel only.
 - A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed: _____
- ☐ Deny all access unless approved by the Control Group.
- ☐ If this is a bunkhouse emergency, forward a copy of the latest bunkhouse personnel register to the Control Group.
- ☐ Assess the emergency and evaluate whether you require additional Security Officers.



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5.13 Dispatcher

- The Dispatcher is the one that will receive the Emergency call.

Responsibilities include:

- ☐ Answer quickly to the Emergency Call (Phone or Radio):
 - ☐ Name of caller: _____
 - ☐ What is the Emergency: _____
 - ☐ Injured people involved? _____
 - ☐ How many victims? _____
 - ☐ If fire, what is burning? _____
 - ☐ Is there a risk of propagation? _____
 - ☐ Details of the Incident: _____
 - ☐ Time of the call: _____
 - ☐ Refer to the Emergency Calls Flowchart:
 - ☐ Call Appropriate Emergency Response Teams:
 - ☐ Is it for Amaruq or Meadowbank? _____
 - ☐ Make sure to keep radio-communication open with Emergency Response Team.
- ☐ Keep track of pre-call information:



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5.14 Communications Officer

- The Communications Officer is appointed by the Control Officer. More likely, Human Resources Superintendent or designate could be in charge.

Responsibilities include:

- ☐ Keep track of pre-call information:
 - ☐ Name of casualty: _____
 - ☐ Date of birth: _____
 - ☐ Residence: _____
 - ☐ Details of incident: _____
 - ☐ _____
 - ☐ Time: _____
 - ☐ Details of injury: _____
- ☐ Have other agencies been notified? _____

After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls.

- ☐ Notify the General Manager if not on the property.
- ☐ Notify the Health and Safety Superintendent if not on the property.
- ☐ For a critical injury, notify the WSCC.
- ☐ If the WSCC has been notified, ensure that legal counsel has been informed. This should be done by the General Manager or the Health & Safety Superintendent.
- ☐ In the event of a fatality, Contact the RCMP who is the only communication channel that will be issued toward victim's relatives.
- ☐ For an environmental incident, confirm with the Sustainability Officer that the environmental regulatory agency has been called
- ☐ Make yourself available to the Control Group to perform other duties as needed.
- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Ensure notification of next of kin. This task should involve two people.
- ☐ Obtain details from next of kin when identification of bodies is required.



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- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)
- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
- ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
- ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
- ☐ Ensure that security will provide assistance to the police in the recovery of personal effects and when bodies are identified.
- ☐ Arrange financial or other assistance for dependents as required.
- ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- ☐ Arrange for additional staff from camp to cover 24-hour service if required.
- ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
- ☐ Maintain a log of all actions taken.
- ☐ Inform the above contacts when the emergency is over.



5.15 Switchboard Operator (I.T. Superintendent or designate)

- The Switchboard Operator is appointed by the Control Officer.
- The Switchboard Officer is stationed close to the Emergency Control Room.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message).
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other AEM sites, and AEM head office.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements including “off the record” statements, that have not been approved by the Control Officer (General Manager) or designate.



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5.16 Process Plant Superintendent or designate

- The Process Plant Superintendent or Designate works under the direction of the Control Group.

Responsibilities include:

- ☐ Move to the designated assembly point.
- ☐ Account for all mill operations personnel (including contractors and visitors).
- ☐ Ensure that guards are in position if required.
- ☐ Remain at the assembly point until you receive clearance from the Control Group to leave.
- ☐ Inform the Rescue Action Director of any personnel who are unaccounted for.
- ☐ Maintain a log of all actions taken.



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5.17 Mine Superintendent or Designate

- The Mine Dept. Superintendent works under the direction of the Control Group.

Responsibilities include:

- ☐ Move to the designated assembly point.
- ☐ Account for all mine personnel (including contractors and visitors).
- ☐ Remain at the assembly point until you receive clearance from the Control Group to leave.
- ☐ Inform the Rescue Action Director of any personnel who are unaccounted for.
- ☐ Maintain a log of all actions taken.



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Serious Injury / Mass Casualties Emergency Response Checklists

In the event of a serious injury or multiple casualties, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

This procedure is for **serious-injury emergencies only**. It covers the rescue of personnel, the recovery of equipment, and the minimizing of damage to the environment.

Control Group

The Emergency Control Room for the Control Group in Meadowbank is located in the Service building boardroom on 3rd floor. If access to that location is not possible, use a secondary Emergency Control Room as described in the Meadowbank Emergency Response Plan.

The Emergency Control Room in Amaruq is located in the Main Camp Conference room.

Emergency Response Team (ERT)

The Emergency Response team serves as the front-line response team during any surface emergency, such as fires, critical injuries, chemical spills, etc.

Incident Commander

The Incident Commander initially coordinates the activities of the ERT from the Emergency Response room or the scene as required.



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5.18 Control Officer

The Mine General Manager or designate assumes the role of Control Officer and oversees the rescue and recovery operations during Surface Emergencies.

The Control Officer works with the Emergency Control Group to determine a plan of action to minimize endangerment to life and facilities.

Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted if the situation dictates.
- ☐ Ensure that emergency response personnel have been contacted.
- ☐ Ensure that the Information Technology personnel put in place all communication controls systems (Phones restricted) as described in [MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank](#).
- ☐ Contact Dispatcher to verify that the pager announcement has been made twice.
- ☐ Record the times at which Security made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director to coordinate and direct the response activities.
Name: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. **Name:** _____
- ☐ Designate a Communications Officer. **Name:** _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Contact AEM Corporate office if the severity of the emergency dictates.

Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis, as defined in the **Meadowbank Crisis Management Plan**, the Control Officer must:

- ☐ Notify Corporate Emergency Response Group, accordingly with the Crisis Management Plan of the event.
- ☐ Assist to write a media release.



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- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.
- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighboring communities and possibly the regional police or coroner.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



5.19 Rescue Action Director

The Control Officer appoints the Rescue Action Director. Ideally, the RAD is a member of the Control Group who is responsible for the area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area should perform this role.

The Rescue Action Director works with the Incident Commander to coordinate the activities of the Emergency Response Team.

Responsibilities include:

5.19.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

- ☐ Location of emergency: _____
- ☐ Nature of emergency: _____
- ☐ Confirm that there is a designated Log Recorder.
- ☐ Confirm that there is a designated Incident Commander.
- ☐ Ensure that the external phone system has been restricted.
- ☐ Designate someone to monitor incoming telephone calls at the external phone system.
Name: _____
- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.
- ☐ How many personnel injured? _____
 - ☐ What is their condition? _____
 - ☐ What is their location? _____
- ☐ Are all people accounted for? _____
 - ☐ How many are missing? _____
 - ☐ What was their last known location? _____
- ☐ Does the incident involve a chemical spill? (Refer to Spill Response Checklist if needed.)

- ☐ Does electrical power need to be isolated? _____
- ☐ Is it a remote off-site injury? _____
 - ☐ What is the location? _____
 - ☐ How many uninjured personnel are there at the location? _____



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- ☐ Has contact been made? _____

- ☐ What is the form of contact? (radio, satellite phone, etc.) _____
- ☐ What is the access to the area? _____
- ☐ What is the required mode of transport? _____
- ☐ Have outside agencies been notified if required for assistance? _____
- ☐ Is it a fall from heights or entanglement injury? _____
 - ☐ What is the location? _____
 - ☐ What access is available to the scene of the accident? _____
 - ☐ What is the position of the suspended casualty? _____
 - ☐ What specialized rescue equipment might be required? _____
- ☐ Does the incident involve a pinned casualty? _____
 - ☐ What is the location of the incident? _____
 - ☐ How many personnel are pinned? _____
 - ☐ What is the point of contact to the body? _____
 - ☐ What is causing the confinement? _____
 - ☐ Is all equipment stabilized? _____
 - ☐ Is the <medical staff> required to attend the scene? _____
- ☐ Does the incident involve a confined space? _____
 - ☐ What is the location? _____
 - ☐ Is there an adequate air supply within the confined space? _____
 - ☐ What gases or other hazardous materials might be present? _____
 - ☐ What breathing equipment were the casualties wearing? _____
 - ☐ Has a confined-space permit been completed for the rescue? _____
 - ☐ Are all lock-outs and isolations in place? _____
- ☐ Does the incident involve electrocution? _____
 - ☐ Location of the incident: _____
 - ☐ Has the power been isolated? _____
 - ☐ What are the affected installations? _____
 - ☐ Is there an associated fire? _____
 - ☐ Are chemicals involved? (Refer to Spill Response Checklist if needed) _____



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☐ Is the area barricaded? _____

- ☐ Ask the Incident Commander to report any developments at the scene.
- ☐ If any electricity is involved, does power need to be isolated? Discuss with the Electrical Team
- ☐ Supervisor to ensure that no-one is placed at greater risk.
- ☐ Contact the Communications Officer to verify that external calls have been made.
- ☐ Establish contact with the ERT to obtain updated information.

5.19.1 Ensure that the Emergency Response Plan is functioning:

- ☐ Department heads are available nearby to give direction about gathering materials, employees, etc.
- ☐ Non-essential employees remain outside the Control Room until their assistance is required.
- ☐ Medical Clinic Nurses are making arrangements to receive the number of identified casualties.
- ☐ Record the time when the request for emergency response was made: _____
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ After the response is complete, ensure that the incident scene has been secured so that the investigation can begin.



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5.20 Log Recorder

The Log Recorder is appointed by the Control Officer:

- To record all events in chronological order from the start to the termination of the incident.
- Make sure your writing is legible. Many people will read the log.
- You can use the sample Log sheet in the Emergency Response Plan.

Duties include:

- ☐ Record the following:
 - ☐ The date and time the incident was reported, who reported it, and the message.
 - ☐ All subsequent developments as they occur, including times, names, and locations.
 - ☐ The arrival and departure of senior officials and visitors.
 - ☐ All conferences held and all decisions made.
 - ☐ All incoming and outgoing calls, including their times, and to whom the calls were made.
 - ☐ Instructions given to officials during the rescue operation and other activities.
 - ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Safety Department.



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5.21 Incident Commander

The Incident Commander is appointed by the Control Group.

- The Incident Commander directs the rescue personnel in rescue and recovery operations.

Responsibilities include:

- ☐ Obtain details of the emergency from Dispatcher or the Control Group.
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
 - ☐ If the incident involves electricity, gas, high pressure system etc... has it been isolated? _____
- ☐ Contact the Control Group and establish communications if this has not already been done.
- ☐ Ensure that rescue personnel have obtained all rescue gear as required.
- ☐ Dispatch available rescue personnel to the incident scene as required.
- ☐ Maintain contact with the rescue personnel using either the radio or phone system.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.22 Safety Department

The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that trained rescue teams and all special equipment are quickly and continuously available.

One person from the Safety Department should remain in or near the Control Room at all times.

Other duties include:

- ☐ Verify with the Control Group that:
 - ☐ Security has been notified.
 - ☐ All onsite personnel have been contacted.
 - ☐ Enough rescue personnel are available to make a complete response.
 - ☐ The safety of site personnel and responders is considered in the response.
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist in the emergency in any way that you can.
- ☐ Take pictures of the area during and after the emergency.
- ☐ Ensure that all rescue gear has been cleaned, tested and stored.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.23 Service Coordinator (E&I)

The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure that transportation, communications, equipment, etc. are available as required by emergency response personnel.
- ☐ Ensure that an adequate number of personnel have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.24 Electrical Team Leader (E&I)

The Electrical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Be prepared to isolate electrical services as required.
- ☐ Ensure appropriate lock-out protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.25 Mechanical Team Leader (Maintenance)

The Mechanical Team Leader works under the direction of the Control Group.

Duties of the Mechanical Team Leader include:

- ☐ Ensure that backup vehicles, pumps, etc. have been serviced and are filled with fuel, ready to go, as directed by the Control Group.
- ☐ Be prepared to provide any necessary tools and supplies as required.
- ☐ Maintain a log of all actions taken.



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5.26 Sustainability Officer (Environment)

The Sustainability Officer works under the direction of the Control Officer.

Duties of the Sustainability Officer include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the WSCC or any other competent authority is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.27 Mine Site Medical Staff (Doctor / Nurse)

- **Report to the Medical Clinic, unless otherwise directed**
 - ☐ As soon as you are notified of an emergency, check in with the Control Group.
 - ☐ Check with the Control Officer if you identify the need to call out other first-aid personnel to assist in dealing with the emergency.
 - ☐ Be prepared to accept all patients.
 - ☐ Be prepared to accept multiple casualties.
 - ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
 - ☐ Prepare emergency responder kits if required.
 - ☐ Confirm arrangements with the Control Group for additional supplies, etc.
 - ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for medevac if required.
 - ☐ Notify AEM medical Director if a doctor's expertise is required.
 - ☐ Follow procedures for emergency medical evacuations. See [MBK Medical Evacuation Communication Pathway in MBK ERP plan art: 4.2.1](#)
 - ☐ Maintain a log of all actions taken.



5.28 Security

- **In any emergency situation, the Security Department provides control of the site:**

- Security Officers allow access to authorized personnel only.
- A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed: _____
- ☐ Deny all access unless approved by the Control Group
- ☐ If this is a bunkhouse emergency, forward a copy of the latest bunkhouse personnel register to the Control Group.
- ☐ Assess the emergency, and evaluate whether you require additional security officers.



5.29 _Dispatcher

The Dispatcher is the one that will more likely receive the Emergency call.

Responsibilities include:

- ☐ Answer quickly to the Emergency Call (Phone or Radio):
 - ☐ Name of caller: _____
 - ☐ What is the Emergency: _____
 - ☐ Injured people involved? _____
 - ☐ How many victims? _____
 - ☐ If fire, what is burning? _____
 - ☐ Is there a risk of propagation? _____
 - ☐ Details of the Incident: _____
 - ☐ Time of the call: _____
- ☐ Refer to the Emergency Calls Flowchart:
- ☐ Call Appropriate Emergency Response Teams:
 - ☐ Is it for Amaruq or Meadowbank? _____
- ☐ Make sure to keep radio-communication open with Emergency Response Team.
- ☐ Keep track of pre-call information:



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5.30 Communications Officer (HR)

The Communications Officer is appointed by the Control Officer.

The Communications Officer keeps track of:

- ☐ Pre-call information:
 - ☐ Name of Casualty: _____
 - ☐ Date of Birth: _____
 - ☐ Residence: _____
 - ☐ Details of Incident: _____
 - ☐ Time: _____
 - ☐ Details of Injury: _____
 - ☐ Have other agencies been notified? _____
- ☐ After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls, extension <xxxxx>.
 - ☐ Notify the General Manager if not on the property,
 - ☐ Notify the Health & Safety Superintendent, if not on the property,
- ☐ For a critical injury:
 - ☐ Notify the WSCC or any other appropriate authority
 - ☐ Ensure that legal counsel has been notified. This should be done by the General Manager or the Health and Safety Superintendent.
 - ☐ In the event of a fatality, contact the RCMP in Baker Lake, who is the only communication channel that will be issued toward victim's relatives.

Make yourself available to the Control Group to perform other duties as needed.

- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Obtain details from next of kin when identification of bodies is required.
- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)



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- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
- ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
- ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
- ☐ Ensure that assistance is provided to the police in the recovery of personal effects and when bodies are identified.
- ☐ Arrange financial or other assistance for dependents as required.
- ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- ☐ Arrange for additional staff from camp to cover 24-hour service if required.
- ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
- ☐ Maintain a log of all actions taken.
- ☐ Inform the above contacts when the emergency is terminated.



5.31 Switchboard Operator (I.T. Superintendent or designate)

The Switchboard Operator is appointed by the Control Officer.

The Switchboard Officer is stationed close to the Emergency Control Room.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message).
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other AEM sites, and AEM head office.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements including “off the record” statements, that have not been approved by the Control Officer (General Manager) or designate.



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Chemical-Spill Emergency Response Checklists

In the event of a chemical spill incident, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those not directly involved in the emergency and rescue operations.

This procedure is for chemical-spill emergencies only. It covers the rescue of personnel, the recovery of equipment, and the minimizing of damage to the environment.

Control Group

The Emergency Control Room for the Control Group in Meadowbank is located in the Service building boardroom on 3rd floor. If access to that location is not possible, use a secondary Emergency Control Room as described in the Meadowbank Emergency Response Plan.

The Emergency Control Room in Amaruq is located in the Main Camp Conference room.

Emergency Response Team (ERT)

The Emergency Response Team serves as the front-line response team during any surface emergency, such as fires, critical injuries, chemical spills, and so on.

Incident Commander

The Incident Commander initially coordinates the activities of the ERT and the Mine Rescue Team from the Emergency Response room or the scene, as required.



Sustainability Department

The Sustainability Department works under the direction of the Control Group and should be ready to help manage the implementation of spill response procedures in the case of a chemical spill incident.

This department also ensures that Meadowbank and Amaruq are fully compliant with any statutory requirements regarding any release of chemicals.

Definition of a Spill

A chemical-spill emergency involves the release of toxic material. The circumstances and destination of the spilled material dictate the reporting procedures and the appropriate clean-up requirements. In general, spills can be separated into two categories.

External Spill. A discharge into the natural environment, from or out of a structure, vehicle, or other container, that is:

Not authorized by a Certificate of Approval or equivalent environmental operating permit;

Abnormal in quality and quantity, in light of all the circumstances of the discharge; and

A release of toxic material to an area that lies outside of the mine site's area of drainage control and therefore enters the surrounding environment.

Internal Spill. A spill that flows to an area that is inside of the mine site's area of drainage control. This spilled material will be contained by a containment structure such as a building or sump for cleanup, and therefore it will not enter the natural environment.

Both types of spills require response procedures, which include notification of key personnel, control and cleanup, and documentation of the details of the incident.



5.32 Control Officer

The Mine General Manager or designate assumes the role of Control Officer and oversees the rescue and recovery operations.

The Control Officer works with the Control Group to determine a plan of action to minimize endangerment to life and facilities.

Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted if the situation dictates.
- ☐ Ensure that emergency response personnel have been contacted.
- ☐ Ensure that the Information Technology personnel put in place all communication controls systems (Phones restricted) as described in [MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank](#).
- ☐ Contact Dispatcher to verify that the pager announcement has been made twice.
- ☐ Record the times at which Security made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director to coordinate and direct the response activities.
Name: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. **Name:** _____
- ☐ Designate a Communications Officer. **Name:** _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Contact AEM Corporate office if the severity of the emergency dictates.

Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis, as defined in the **Meadowbank Crisis Management Plan**, the Control Officer must:

- ☐ Notify Corporate Emergency Response Group, accordingly with the Crisis Management Plan of the event.
- ☐ Assist to write a media release.



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- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.
- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighboring communities and possibly the regional police or coroner.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



5.33 Rescue Action Director

The Control Officer appoints the Rescue Action Director.

Ideally, the RAD is a member of the Control Group who is responsible for the area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area should perform this role.

The Rescue Action Director works with the Incident Commander to coordinate the activities of the Emergency Response Team.

Responsibilities include:

5.33.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

- ☐ Location of emergency: _____
- ☐ Nature of emergency: _____
- ☐ Confirm that there is a designated Log Recorder. _____
- ☐ Confirm that there is a designated Incident Commander. _____
- ☐ Tell the Emergency Response Team who the Control Group has appointed as Incident Commander.
- ☐ Ensure that the external phone system has been restricted, if so directed by the Control Officer.
- ☐ Name: _____
- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.
- ☐ Are any personnel injured? _____
 - ☐ How many? _____
 - ☐ What is their condition? _____
 - ☐ What is their location? _____
- ☐ Are all people accounted for? _____
 - ☐ How many are missing? _____
 - ☐ What was their last known location? _____
- ☐ Has the chemical been identified? _____
 - ☐ What is the chemical? _____



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- ☐ Have the relevant MSDSs been reviewed? _____

- ☐ Has the spill been contained? _____
 - ☐ Have all personnel been moved from the area that is likely to be affected by the spill? _____
 - ☐ Does electrical power in the area need to be isolated? _____
 - ☐ Has the spill area been barricaded off? _____
 - ☐ Has the area been evacuated? _____
 - ☐ Do sentries need to be posted? _____
- ☐ Has the environment been affected? _____
- ☐ What is the wind direction? _____
- ☐ Are there off-gassing considerations? _____
- ☐ Are there downwind work areas, facilities, or communities? _____
- ☐ Is it a diesel, gasoline, or aviation fuel spill? _____
 - ☐ Location of spill? _____
 - ☐ What is the volume of the spill? _____
 - ☐ Is the spill near a low-lying area? _____
 - ☐ Is drainage available nearby? _____
 - ☐ Is the spill located near any other infrastructure? _____
 - ☐ Is there any fire? _____
- ☐ Is it a tanker? _____
 - ☐ What is the fuel? _____
 - ☐ What is its location (off site or on site)? _____
 - ☐ Is it close to water? _____
 - ☐ What is the volume? _____
 - ☐ Is there any fire? _____
 - ☐ Have all appropriate external agencies been notified? _____
- ☐ Is it from an oil storage area? _____
 - ☐ Location of spill? _____
 - ☐ What is the volume? _____



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- ☐ Is the spill near a low-lying area? _____
- ☐ Is drainage available nearby? _____
- ☐ Are other hazardous materials stored in the area? _____
- ☐ Is there a fire? _____
- ☐ Has the Sustainability Department been notified? _____
- ☐ Ask the Incident Commander to report any developments at the scene.
- ☐ If any electricity is involved, does power need to be isolated? Discuss with the Electrical Team Leader to ensure that no-one is placed at greater risk.
- ☐ Contact the Communications Officer to verify that external calls have been made.

5.33.1 Ensure that the Emergency Response Plan is functioning:

- ☐ Department heads are available nearby to give direction about gathering materials, employees, etc.
- ☐ Non-essential employees remain outside the Control Room until their assistance is required.
- ☐ Ensure that emergency response personnel have all the resources they need to respond to the emergency.
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ Consider additional resources that might be required, such as external spill-response teams.
- ☐ After the response is complete, ensure that the incident scene has been secured so that the investigation can begin.



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5.34 Log Recorder

The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start to the termination of the incident.

Make sure your writing is legible. Many people will read the log.

You can use the sample Emergency Response Log in the Emergency Response Plan.

Responsibilities include:

- ☐ The date and time the incident was reported, who reported it, and the message.
- ☐ All subsequent developments as they occur, including times, names, and locations.
- ☐ The arrival and departure of senior officials and visitors.
- ☐ All conferences held and all decisions made.
- ☐ All incoming and outgoing calls, including their times, and to whom the calls were made.
- ☐ Instructions given to officials during the rescue operation and other activities.
- ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Health and Safety Department.



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5.35 Incident Commander

The Incident Commander works under the direction of the Control Group.

The Incident Commander directs the response personnel in response and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ Obtain details of the emergency from Dispatcher or the Control Group.
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
- ☐ Contact the Control Group and establish communications if this has not already been done.
- ☐ Ensure that rescue personnel have obtained all rescue gear as required.
- ☐ Dispatch available rescue personnel to the incident scene as required.
- ☐ Maintain contact with rescue personnel using either the radio or phone system.
- ☐ Direct response personnel as required.
- ☐ Coordinate multi-agency responses.
- ☐ Ensure that the incident scene has been secured at the completion of the response so that the investigation can begin.
- ☐ Consider additional resources that might be required, such as external spill-response teams.
- ☐ Maintain a log of all actions taken.



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5.36 Safety Department

The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that trained rescue teams and all special equipment are quickly and continuously available.

One person from the Safety Department should remain in or near the Control Room at all times.

Responsibilities include:

- ☐ Verify with the Control Group that:
 - ☐ Security has been notified.
 - ☐ The evacuation procedure has been activated.
 - ☐ All onsite personnel have been contacted.
 - ☐ Enough rescue personnel are available to make a complete response.
 - ☐ The safety of the site personnel and responders is considered in the response
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist in the emergency in any way that you can.
- ☐ Take pictures of the area during and after the emergency.
- ☐ Ensure that all rescue gear has been cleaned, tested, and stored.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.37 Service Coordinator (E&I)

The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure that transportation, communications, equipment, etc. are available as required by emergency response personnel.
- ☐ Ensure that an adequate number of personnel have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



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5.38 Electrical Team Leader (E&I)

The Electrical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Ensure that the emergency generator is functional.
- ☐ Under the direction of the Control Group, be prepared to isolate electrical services as required.
- ☐ Ensure that appropriate lockout protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



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5.39 Mechanical Team Leader (Maintenance)

The Mechanical Team Leader works under the direction of the Control Group:

Responsibilities include:

- ☐ Ensure that backup vehicles, pumps, etc., have been serviced and are filled with fuel, ready to go, as directed by the Control Group.
- ☐ Be prepared to provide any necessary tools and supplies, or assistance as required.
- ☐ Maintain a log of all actions taken.



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5.40 Sustainability Officer (Environment)

The Sustainability Officer works under the direction of the Control Group.

Responsibilities include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the WSCC or any other competent authority is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.41 Mine Site Medical Staff (Doctor or Nurse)

Responsibilities include:

- ☐ **Report to the Medical Clinic, unless otherwise directed**
- ☐ As soon as you are notified of an emergency, check in with the Control Group.
- ☐ Check with the Control Officer if you identify the need to call out other first-aid personnel to assist in dealing with the emergency.
- ☐ Be prepared to accept all patients.
- ☐ Be prepared to accept multiple casualties.
- ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
- ☐ Prepare emergency responder kits if required.
- ☐ Confirm arrangements with the Control Group for additional supplies, etc.
- ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for medevac if required
- ☐ Notify AEM Medical Director if a doctor's expertise is required.
- ☐ Consult with a doctor to obtain additional medical equipment or adequate ambulances and transportation (medevac).
- ☐ Follow procedures for emergency medical evacuations. . See [MBK Medical Evacuation Communication Pathway in MBK ERP plan art: 4.2.1](#)
- ☐ Maintain a log of all actions taken.



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5.42 Security

In any emergency situation, the Security Department provides control of the site:

Security Officers allow access to authorized personnel only.

A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed.
- ☐ Deny all access unless approved by the Control Group.
- ☐ Keep a log of all calls and activities, arranged by the time each event occurred.
- ☐ Present a copy of the log to the Rescue Action Director.
- ☐ Remain available and be prepared to offer any assistance.
- ☐ Assess the emergency and evaluate whether you require additional Security Officers.



5.43 Dispatcher

The Dispatcher is the one that will more likely receive the Emergency call.

Responsibilities include:

- ☐ Answer quickly to the Emergency Call (Phone or Radio) :
 - ☐ Name of caller: _____
 - ☐ What is the Emergency: _____
 - ☐ Injured people involved? _____
 - ☐ How many victims? _____
 - ☐ If fire, what is burning? _____
 - ☐ Is there a risk of propagation? _____
 - ☐ Details of the Incident: _____
 - ☐ Time of the call: _____
- ☐ Refer to the Emergency Calls Flowchart:
- ☐ Call Appropriate Emergency Response Teams:
 - ☐ Is it for Amaruq or Meadowbank? _____
- ☐ Make sure to keep radio-communication open with Emergency Response Team.
- ☐ Keep track of pre-call information:



5.44 Communications Officer

The Communications Officer is appointed by the Control Officer.

Responsibilities include:

- ☐ Keep track of pre-call information:
 - ☐ Name of casualty: _____
 - ☐ Date of birth: _____
 - ☐ Residence: _____
 - ☐ Details of incident: _____

- ☐ Time: _____
- ☐ Details of injury: _____
- ☐ Have other agencies been notified? _____
- ☐ After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls, extension <xxxxx>.
 - ☐ Notify General Manager if not on the property.
 - ☐ Notify the Health and Safety Manager), if not on the property.
 - ☐ Notify the WSCC or any other appropriate authority.
 - ☐ If the WSCC or other authority has been notified, ensure that legal counsel has been informed. This should be done by the General Manager or the Health and Safety Superintendent.
 - ☐ In the event of a fatality, contact the RCMP in Baker Lake, who is the only communication channel that will be issued toward victim's relatives.
 - ☐ For an environmental incident, confirm with the Sustainability Officer that the environmental regulatory agencies has been called, if spill reporting thresholds have been met for this incident.

Make yourself available to the Control Group to perform other duties as needed.

- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Ensure notification of next of kin. This task should involve two people.
- ☐ Obtain details from next of kin when identification of bodies is required.



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- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)
- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
- ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
- ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
- ☐ Ensure that assistance is provided to the police in the recovery of personal effects and when bodies are identified.
- ☐ Arrange financial or other assistance for dependents as required.
- ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- ☐ Arrange for additional staff from camp to cover 24-hour service if required.
- ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
- ☐ Maintain a log of all actions taken.
- ☐ Inform the above contacts when the emergency is terminated.



5.45 Switchboard Operator

The Switchboard Operator is appointed by the Control Officer.

The Switchboard Officer is stationed close to the Emergency Control Room.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message).
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other AEM sites, and AEM head office.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements including “off the record” statements, that have not been approved by the Control Officer (General Manager) or designate.



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Aircraft Incident Emergency Response Checklists

In the event of an aircraft incident, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel. Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

This procedure is **for aircraft emergencies only**. It covers the rescue of personnel, the recovery of equipment, and the minimizing of damage to the environment.

Control Group

The Emergency Control Room for the Control Group in Meadowbank is located in the Service building boardroom on 3rd floor. If access to that location is not possible, use a secondary Emergency Control Room as described in the Meadowbank Emergency Response Plan.

The Emergency Control Room in Amaruq is located in the Main Camp Conference room.

Emergency Response Team (ERT)

The Emergency Response Team serves as the front-line response team during any surface emergency, such as fires, critical injuries, chemical spills, etc.

Incident Commander

The Incident Commander initially coordinates the activities of the ERT and the MR Team from the Emergency Response room or the scene as required.



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5.46 Control Officer

The Mine General Manager or designate assumes the role of Control Officer and oversees the rescue and recovery operations.

The Control Officer works with the Control Group to determine a plan of action to minimize endangerment to life and facilities.

Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted if the situation dictates.
- ☐ Ensure that emergency response personnel have been contacted.
- ☐ Ensure that the Information Technology personnel put in place all communication controls systems (Phones restricted) as described in [MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank](#).
- ☐ Contact Dispatcher to verify that the pager announcement has been made twice.
- ☐ Record the times at which Security made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director to coordinate and direct the response activities.
Name: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. **Name:** _____
- ☐ Designate a Communications Officer. **Name:** _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Contact AEM Corporate office if the severity of the emergency dictates.



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Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis, as defined in the **Meadowbank Crisis Management Plan**, the Control Officer must:

- ☐ Notify Corporate Emergency Response Group, accordingly with the Crisis Management Plan of the event.
- ☐ Assist to write a media release.
- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.
- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighboring communities and possibly the regional police or coroner.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



5.47 Rescue Action Director

The Control Officer appoints the Rescue Action Director. Ideally, the RAD is a member of the Control Group or an alternate who is responsible for the area in which the emergency occurred. For an aircraft emergency, the Energy and Infrastructure Superintendent could be appointed Rescue Action Director.

Duties of the Rescue Action Director include:

5.47.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

Location of emergency: _____

Nature of emergency: _____

- ☐ Confirm that there is a designated Log Recorder.
- ☐ Confirm that there is a designated Incident Commander.
- ☐ Ensure that the external phone system has been restricted, if so directed by the Control Officer.
- ☐ Designate someone to monitor incoming telephone calls at the external phone system.

Name: _____

- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.

- ☐ Are any personnel injured? _____

☐ How many? _____

☐ What is their condition? _____

☐ What is their location? _____

- ☐ Are all people accounted for? _____

☐ How many people were on the manifest? _____

☐ How many are unaccounted for? _____

- ☐ Where is the aircraft? _____

☐ What type of aircraft is it? _____

☐ What is its call sign? _____

☐ How much fuel did it have on board? _____

- ☐ Has it landed elsewhere? _____

☐ Where? _____



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- ☐ If it landed at another location, has contact been made with the aircraft? _____

- ☐ If so, what is its status? _____
- ☐ Is it missing? _____
 - ☐ What was its last known location? _____
 - ☐ How long is it overdue? _____
 - ☐ At what time would it be estimated to be out of fuel? _____
- ☐ Has it crashed? _____
 - ☐ Is the location known? _____
 - ☐ Is the status at the crash scene known? _____
 - ☐ Are there casualties? _____
 - ☐ Is there any fire? _____
 - ☐ If crash location is unknown, what was its last known location? _____
- ☐ Is it going to make an emergency landing? _____
 - ☐ Has communication been established with the air crew? _____
 - ☐ Where will it land? _____
 - ☐ What is the expected time of arrival? _____
 - ☐ Will the ERT be in attendance by the estimated landing time? _____
 - ☐ What additional equipment is required? _____
 - ☐ Does the area around the airstrip need to be evacuated before the emergency landing? _____
- ☐ Has the Sustainability Department been notified? _____
- ☐ Ask the Incident Commander to report any developments at the scene.
- ☐ Contact the Communications Officer to verify that external calls have been made.
- ☐ Has contact been made with all the required external agencies? _____



5.47.1 Ensure that the Emergency Response Plan is functioning:

- ☐ Department heads are available nearby to give direction about gathering materials, employees, etc.
- ☐ Non-essential employees remain outside the Control Room until their assistance is required.
- ☐ Nursing staff are making arrangements to receive the number of identified casualties.
- ☐ Ensure that the flight manifest is obtained and confirmed with the Flights Administrator.
- ☐ Record the time when the request for emergency response was made: _____
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ After the rescue is complete, ensure that the incident scene has been secured so that the investigation can begin.



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5.48 Log Recorder

The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start to the termination of the incident.

Make sure your writing is legible. Many people will read the log.

You can use the sample Emergency Response Log in the Emergency Response Plan.

Duties include:

- ☐ Record the following:
 - ☐ The date and time the incident was reported, who reported it, and the message.
 - ☐ All subsequent developments as they occur, including times, names, and locations.
 - ☐ The arrival and departure of senior officials and visitors.
 - ☐ All conferences held and all decisions made.
 - ☐ All incoming and outgoing calls, including their times, and to whom the calls were made.
 - ☐ Instructions given to officials during the rescue operation and other activities.
 - ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Health and Safety Department.



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5.49 Incident Commander

The Incident Commander works under the direction of the Control Group.

The Incident Commander directs the rescue personnel in response and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ Obtain details of the emergency from Dispatcher or the Control Group.
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
- ☐ Contact the Control Group and establish communications if this has not already been done.
- ☐ Ensure that firefighting and rescue personnel have obtained all equipment as required.
- ☐ Dispatch ERT / response personnel to the incident scene as required.
- ☐ Maintain contact with ERT personnel using either the radio or phone system.
- ☐ Direct response personnel as required
- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer (General Manager) or designate.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



5.50 Safety Department

The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that trained rescue teams and all special equipment are quickly and continuously available.

One person from the Safety Department should remain in or near the Control Room at all times.

Responsibilities include:

- ☐ Verify with the Control Group that:
 - ☐ Security has been notified.
 - ☐ All onsite personnel have been contacted.
 - ☐ Enough rescue personnel are available to make a complete response.
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist in the emergency in any way that you can.
- ☐ Take pictures of the area during and after the emergency and ensure that the scene is secured for any future investigations.
- ☐ Ensure that all rescue gear has been cleaned.
- ☐ Maintain a log of all actions taken.



5.54 Service Coordinator (E&I)

The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure that transportation, communications, equipment, etc. are available as required by emergency response personnel.
- ☐ Ensure that an adequate number of personnel have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.55 Electrical Team Leader (E&I)

The Electrical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Ensure that the emergency generator is functional.
- ☐ Under the direction of the Control Group, be prepared to isolate electrical services as required.
- ☐ Ensure that appropriate lockout protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.56 Mechanical Team Leader (Maintenance)

The Mechanical Team Leader works under the direction of the Control Group:

Responsibilities include:

- ☐ Ensure that backup vehicles, pumps, etc., have been serviced and are filled with fuel, ready to go, as directed by the Control Group.
- ☐ Be prepared to provide any necessary tools and supplies, or assistance as required.
- ☐ Maintain a log of all actions taken.



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5.57 Sustainability Officer (Environment)

The Sustainability Officer works under the direction of the Control Group.

Responsibilities include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the WSCC or any other competent authority is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.58 Mine Site Medical Staff (Doctor or Nurse)

Responsibilities include:

- ☐ **Report to the Medical Clinic, unless otherwise directed**
- ☐ As soon as you are notified of an emergency, check in with the Control Group.
- ☐ Check with the Control Officer if you identify the need to call out other first-aid personnel to assist in dealing with the emergency.
- ☐ Be prepared to accept all patients.
- ☐ Be prepared to accept multiple casualties.
- ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
- ☐ Prepare emergency responder kits if required.
- ☐ Confirm arrangements with the Control Group for additional supplies, etc.
- ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for medevac if required
- ☐ Notify AEM Medical Director if a doctor's expertise is required.
- ☐ Consult with a doctor to obtain additional medical equipment or adequate ambulances and transportation (medevac).
- ☐ Follow procedures for emergency medical evacuations. . See [MBK Medical Evacuation Communication Pathway in MBK ERP plan art: 4.2.1](#)
- ☐ Maintain a log of all actions taken.



5.59 Security

In any emergency situation, the Security Department provides control of the site:

Security Officers allow access to authorized personnel only.

A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed.
- ☐ Deny all access unless approved by the Control Group.
- ☐ Keep a log of all calls and activities, arranged by the time each event occurred.
- ☐ Present a copy of the log to the Rescue Action Director.
- ☐ Remain available and be prepared to offer any assistance.
- ☐ Assess the emergency and evaluate whether you require additional Security Officers.



5.60 Dispatcher

The Dispatcher is the one that will more likely receive the Emergency call.

Responsibilities include:

- ☐ Answer quickly to the Emergency Call (Phone or Radio) :
 - ☐ Name of caller: _____
 - ☐ What is the Emergency: _____
 - ☐ Injured people involved? _____
 - ☐ How many victims? _____
 - ☐ If fire, what is burning? _____
 - ☐ Is there a risk of propagation ? _____
 - ☐ Details of the Incident: _____
 - ☐ Time of the call: _____
- ☐ Refer to the Emergency Calls Flowchart:
- ☐ Call Appropriate Emergency Response Teams:
 - ☐ Is it for Amaruq or Meadowbank ? _____
- ☐ Make sure to keep radio-communication open with Emergency Response Team.
- ☐ Keep track of pre-call information:



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5.61 Communications Officer (HR)

The Communications Officer is appointed by the Control Officer.

Responsibilities include:

- ☐ Keep track of pre-call information:
 - ☐ Name of casualty: _____
 - ☐ Date of birth: _____
 - ☐ Residence: _____
 - ☐ Details of incident: _____
 - _____
 - ☐ Time: _____
 - ☐ Details of injury: _____
 - ☐ Have other agencies been notified? _____
- ☐ After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls, extension <xxxxx>.
 - ☐ Notify General Manager if not on the property.
 - ☐ Notify the Health and Safety Manager, if not on the property.
 - ☐ Notify the WSCC or any other appropriate authority.
 - ☐ If the WSCC or other authority has been notified, ensure that legal counsel has been informed. This should be done by the General Manager or the Health and Safety Superintendent.
 - ☐ In the event of a fatality, contact the RCMP in Baker Lake, who is the only communication channel that will be issued toward victim's relatives.
 - ☐ For an environmental incident, confirm with the Sustainability Officer that the environmental regulatory agencies has been called, if spill reporting thresholds have been met for this incident.

Make yourself available to the Control Group to perform other duties as needed.

- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Ensure notification of next of kin. This task should involve two people.
- ☐ Obtain details from next of kin when identification of bodies is required.



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- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)
 - ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
 - ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
 - ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
 - ☐ Ensure that assistance is provided to the police in the recovery of personal effects and when bodies are identified.
 - ☐ Arrange financial or other assistance for dependents as required.
 - ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
 - ☐ Arrange for additional staff from camp to cover 24-hour service if required.
 - ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
 - ☐ Maintain a log of all actions taken.
- Inform the above contacts when the emergency is terminated.



5.62 Switchboard Operator (I.T. Super or Designate)

The Switchboard Operator is appointed by the Control Officer.

The Switchboard Operator is stationed at <name of room and building>, extension <xxxxxx>.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message). You can use the sample Emergency Response Log in the Emergency Response Plan.
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the <regulatory agencies>, Goldcorp regional office and other Goldcorp sites.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer (Mine General Manager) or designate.



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Pressure Vessel Emergency Response Checklists

In the event of a pressure vessel emergency, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

This procedure is for pressure vessel emergencies only. It covers the rescue of personnel, the recovery of equipment, and the minimizing of damage to the environment.

Control Group

The Emergency Control Room for the Control Group in **Meadowbank** is located in the Service building boardroom on 3rd floor. If access to that location is not possible, use a secondary Emergency Control Room is located in the air control building by the tarmac.

The Emergency Control Room in **Amaruq** is located in the Main Camp Conference room. If access to that location is not possible, use a secondary Emergency Control Room is located in the maintenance shop lunch room across the parking lot from the main camp.

Emergency Response Team (ERT)

The Emergency Response Team serves as the front-line response team during any surface emergency, such as fires, critical injuries, chemical spills, etc.

Incident Commander

The Incident Commander initially coordinates the activities of the ERT and the Mine Rescue Team from the Emergency Response room or the scene, as required.

Pressure Vessel Emergency: Overview

There are four possible scenarios during a pressure vessel or fuel tank emergency. These are described below.

Fire or Explosion

If a pressure vessel is on fire, or if there is a fire near it, DO NOT approach. It might explode.



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From a safe area, call 6911 by phone or Code 1 by radio .

The Dispatcher will notify the Control Officer, Control Group, and ERT.

Keep away from the pressure vessel, preferably downwind of it.

Spill or Leak

Assess the situation by determining where the spill or leak is originating.

If it is safe to do so, and you are wearing the proper personal protective equipment (that is, self-contained breathing apparatus, thermal clothing), approach the pressure vessel and isolate the leak.

After the leak has been isolated, notify your supervisor. The supervisor will isolate the area, make any necessary repairs, and arrange a cleanup, if required.

Rupture

If there is a rupture in the pressure vessel, STAY CLEAR. It might become airborne.

From a safe area, call 6911 by phone or Code 1 by radio.

The Dispatcher will notify the Control Officer, Control Group, and ERT.

Stay away from the pressure vessel, especially the ends.

Upset

If you notice that a pressure vessel is turned over, or upset:

If it is safe to do so, shut off the valve that controls the flow of propane or fuel.

From a safe area, call 6911 by phone or Code 1 by radio.

The Dispatcher will notify the Control Officer, Control Group, and ERT.



5.63 Control Officer

The Mine General Manager or designate assumes the role of Control Officer and oversees the rescue and recovery operations.

The Control Officer works with the Control Group to determine a plan of action to minimize endangerment to life and facilities. Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted if the situation dictates.
- ☐ Ensure that emergency response personnel have been contacted.
- ☐ Contact Dispatcher to verify that the pager announcement has been made twice.
- ☐ Record the times at which Dispatcher made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director to coordinate and direct the response activities.
Name: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. Name: _____
- ☐ Designate a Communications Officer. Name: _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Contact AEM Corporate office if the severity of the emergency dictates.

Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis as defined in the Meadowbank Crisis Management Plan, the Control Officer must:

- ☐ Notify the Corporate Emergency Response Group of the event.
- ☐ Assign the Communications Officer to work with the Corporate Crisis Teams to develop a media release.
- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.
- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighboring communities and possibly the local and regional police.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



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5.64 Rescue Action Director

The Control Officer appoints the Rescue Action Director. Ideally, the RAD is a member of the Control Group who is responsible for the area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area could perform this role. For example, for a plant emergency, the Plant Supervisor would be appointed Rescue Action Director.

The Rescue Action Director works with the Incident Commander to coordinate the activities of the Emergency Response Team.

Responsibilities include:

5.64.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

- ☐ Location of emergency: _____
- ☐ Nature of emergency: _____
- ☐ Confirm that there is a designated Log Recorder: _____
- ☐ Confirm that there is a designated Incident Commander: _____
- ☐ Tell the Emergency Response Team who the Control Group has appointed as Incident Commander.
- ☐ Ensure that the external phone system has been restricted, if so directed by the Control Officer.
- ☐ Designate someone to monitor incoming telephone calls at the external phone system.
Name: _____
- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.
- ☐ Are any personnel injured? _____
 - ☐ How many? _____
 - ☐ What is their condition? _____
 - ☐ What is their location? _____
- ☐ Are all people accounted for? _____
 - ☐ How many are missing? _____
 - ☐ What was their last known location? _____
- ☐ Has the pressure vessel caught fire or exploded? _____
 - ☐ Where is it located? _____



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- ☐ What is inside it? _____
- ☐ What is the volume? _____
- ☐ Has the area been evacuated? _____
- ☐ Have barricades been set up? _____
- ☐ What is the wind direction? _____
- ☐ Do any downwind personnel need to be moved? _____
- ☐ Has there been a rupture, spill, or leak from the vessel? _____
 - ☐ Where is the pressure vessel located? _____
 - ☐ What is inside it? _____
 - ☐ What is the volume? _____
 - ☐ Has the area been evacuated? _____
 - ☐ What is the wind direction? _____
 - ☐ Do downwind personnel need to be moved? _____
 - ☐ Have barricades been set up? _____
 - ☐ Can the leak be isolated? _____
 - ☐ Has the leak been contained? _____
- ☐ Has the vessel fallen over? _____
 - ☐ Where is it located? _____
 - ☐ Is it leaking? _____
 - ☐ Is it in a stable position? _____
 - ☐ Does it show any signs of damage to the integrity of the vessel? _____
 - ☐ Has the area been evacuated? _____
 - ☐ Have barricades been set up? _____
- ☐ Have the relevant MSDSs been reviewed? _____
- ☐ Has the environmental regulatory agency been notified? _____
- ☐ Ask the Incident Commander to report any developments at the scene.
- ☐ If any electricity is involved, does power need to be turned off? Discuss with the Electrical Team Leader to ensure that no-one is placed at greater risk.
- ☐ Contact the Communications Officer to verify that external calls have been made.



5.64.1 Ensure that the Emergency Response Plan is functioning:

- ☐ Department heads are available nearby to give direction about gathering materials, employees, etc.
- ☐ Non-essential employees remain outside the Control Room until their assistance is required.
- ☐ Ensure that emergency response personnel have all the resources they need to respond to the emergency.
- ☐ Ensure that a vehicle has been set aside for the Emergency Response Team and is ready on standby at the Emergency Response Room.
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ After the rescue is complete, ensure that the incident scene has been secured so that the investigation can begin.



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5.65 Log Recorder

The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start to the termination of the incident.

Make sure your writing is legible. Many people will read the log.

- You can use the sample Log sheet in the Emergency Response Plan.

Responsibilities include:

- ☐ Record the following:
 - ☐ The date and time the incident was reported, who reported it, and the message.
 - ☐ All subsequent developments as they occur, including times, names, and locations.
 - ☐ The arrival and departure of senior officials and visitors.
 - ☐ All conferences held and all decisions made.
 - ☐ All incoming and outgoing calls, including their times, and to whom the calls were made.
 - ☐ Instructions given to officials during the rescue operation and other activities.
 - ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Health and Safety Department.



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5.66 Incident Commander

The Incident Commander is appointed by the Control Group.

The Incident Commander directs the rescue personnel in rescue and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ Obtain details of the emergency from Security or the Control Group.
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
- ☐ Contact the Control Group and establish communications if this has not already been done.
- ☐ Ensure that rescue personnel have obtained all rescue gear as required.
- ☐ Dispatch available rescue personnel to the incident scene as required.
- ☐ Direct the response personnel as required.
- ☐ Maintain contact with rescue personnel, using either the radio or phone system.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



5.67 Safety Department

The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that trained rescue teams and all special equipment are quickly and continuously available.

One person from the Safety Department should remain in or near the Control Room at all times.

Responsibilities include:

- ☐ Verify with the Control Group that:
 - ☐ Security has been notified.
 - ☐ The evacuation procedure has been activated.
 - ☐ All onsite personnel have been contacted.
 - ☐ Enough rescue personnel are available to make a complete response.
 - ☐ The safety of the site personnel and responders is considered in the response
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist the Incident Commander in any way that you can.
- ☐ Take pictures of the area during and after the emergency.
- ☐ After the rescue is complete, ensure that the incident scene has been secured so that the investigation can begin.
- ☐ Ensure that all rescue gear has been cleaned, tested, and stored.
- ☐ Maintain a log of all actions taken.



5.68 **Service Coordinator (E&I)**

The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure that transportation, communications, equipment, etc. are available as required by emergency response personnel.
- ☐ Ensure that an adequate number of personnel have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.69 Electrical Team Leader (E&I)

The Electrical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Ensure that the emergency generator is functional.
- ☐ Be prepared to isolate electrical services as required.
- ☐ Ensure that appropriate lockout protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.70 Mechanical Team Leader (Maintenance)

The Mechanical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Ensure that backup vehicles, pumps, etc. have been serviced and are filled with fuel, ready to go, as directed by the Control Group.
- ☐ Be prepared to provide any necessary tools and supplies as required.
- ☐ Be prepared to support Environmental dept. if any need for decontamination equipment to be transported to Emergency site.
- ☐ Maintain a log of all actions taken.



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5.71 Sustainability Officer (Environment)

The Sustainability Officer works under the direction of the Control Officer.

Responsibilities include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the WSCC or any other competent authority is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.72 Mine Site Medical Staff (Doctor or Nurse)

Responsibilities include:

- ☐ As soon as you are notified of an emergency, check in with the Control Group.
- ☐ Report to the medical clinic unless otherwise directed.
- ☐ Check with the Control Officer if you identify the need to call out other first-aid personnel to assist in dealing with the emergency.
- ☐ Be prepared to accept all patients.
- ☐ Be prepared to accept multiple casualties.
- ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
- ☐ Check to see if an ambulance has been called.
- ☐ Prepare emergency responder kits if required.
- ☐ Confirm arrangements with the Control Group for additional supplies, etc.
- ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for Medevac if required.
- ☐ Notify AEM Medical Director if a doctor's expertise is required.
- ☐ Consult with relevant authorities to obtain additional medical equipment or adequate ambulances and transportation if required.
- ☐ Follow procedures for emergency medical evacuations.
- ☐ Maintain a log of all actions taken.



5.73 Security

In any emergency situation, the Security Department provides control of the site:

Security Officers allow access to authorized personnel only.

A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed: _____
- ☐ Deny all access unless approved by the Control Group.
- ☐ If this is a bunkhouse emergency, forward a copy of the latest bunkhouse personnel register to the Control Group.
- ☐ Assess the emergency and evaluate whether you require additional Security Officers.



5.74 Dispatcher

The Dispatcher is the one that will receive the Emergency call.

Responsibilities include:

- ☐ Answer quickly to the Emergency Call (Phone or Radio) :
 - ☐ Name of caller: _____
 - ☐ What is the Emergency: _____
 - ☐ Injured people involved ? _____
 - ☐ How many victims ? _____
 - ☐ If fire, what is burning ? _____
 - ☐ Is there a risk of propagation ? _____
 - ☐ Details of the Incident: _____
 - ☐ Time of the call: _____
- ☐ Refer to the Emergency Calls Flowchart:
- ☐ Call Appropriate Emergency Response Teams:
 - ☐ Is it for Amaruq or Meadowbank ? _____
- ☐ Make sure to keep radio-communication open with Emergency Response Team.
- ☐ Keep track of pre-call information



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5.75 Communications Officer

The Communications Officer is appointed by the Control Officer. More likely, Human Resources Superintendent or designate could be in charge.

Responsibilities include:

- ☐ Keep track of pre-call information:
 - ☐ Name of casualty: _____
 - ☐ Date of birth: _____
 - ☐ Residence: _____
 - ☐ Details of incident: _____
- _____
- ☐ Time: _____
- ☐ Details of injury: _____
- ☐ Have other agencies been notified? _____

After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls.

- ☐ Notify the General Manager if not on the property.
- ☐ Notify the Health and Safety Superintendent if not on the property.
- ☐ For a critical injury, notify the WSCC.
- ☐ If the WSCC has been notified, ensure that legal counsel has been informed. This should be done by the General Manager or the Health & Safety Superintendent.
- ☐ In the event of a fatality, Contact the RCMP who is the only communication channel that will be issued toward victim's relatives.
- ☐ For an environmental incident, confirm with the Sustainability Officer that the environmental regulatory agency has been called
- ☐ Make yourself available to the Control Group to perform other duties as needed.
- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Ensure notification of next of kin. This task should involve two people.
- ☐ Obtain details from next of kin when identification of bodies is required.



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- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)
- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
- ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
- ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
- ☐ Ensure that security will provide assistance to the police in the recovery of personal effects and when bodies are identified.
- ☐ Arrange financial or other assistance for dependents as required.
- ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- ☐ Arrange for additional staff from camp to cover 24-hour service if required.
- ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
- ☐ Maintain a log of all actions taken.
- ☐ Inform the above contacts when the emergency is over.



5.76 Switchboard Operator (I.T. Superintendent or designate)

The Switchboard Operator is appointed by the Control Officer.

The Switchboard Officer is stationed close to the Emergency Control Room.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message).
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other AEM sites, and AEM head office.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements including “off the record” statements, that have not been approved by the Control Officer (General Manager) or designate.



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Underground Emergency Response Checklists

In the event of an underground emergency, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

It is of prime importance that the stench gas be injected as soon as possible.

This procedure is for underground emergencies only. Any emergency located outside the portal is considered to be a surface emergency and is covered in another section of the Emergency Response Plan.

Stench Gas

In the case of an underground fire, inject stench gas to notify personnel of the emergency, or contact a designated person to do it.

Releasing the gas is the responsibility of any employee trained in the procedure.

The gas can be released through any HMI terminal. If this is not possible, release the gas manually into the main ventilation flow.

Bottles of stench gas are kept in the ventilation fans Electrical room.

A copy of the procedure is kept on the wall in the same room, next to the bottles of gas.



Mine Rescue Designated Meeting Areas

Control Group

Mine Rescue Team (MRT)

The Mine Rescue Teams (MRT) serve as the front-line response team during any underground emergency such as fires, critical injuries, etc. As soon as team members are dressed, they will gather at the Emergency Response Room, located in the main camp in Amaruq.

Coordinator

The Coordinator initially coordinates the activities of the Mine Rescue Team from the Emergency Response Room and then from an isolated area once the team proceeds underground.

Underground Employees

Anyone on surface should immediately gather in the designated area and await instructions. Those remaining underground should go to the nearest refuge area, emergency drop tent, or air header as per the underground fire procedure.



5.77 Control Officer

The Mine General Manager or designate assumes the role of Control Officer and oversees the rescue and recovery operations.

The Control Officer works with the Control Group to determine a plan of action to minimize endangerment to life and facilities.

Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

As rescue and recovery operations progress, the Control Officer might be required to authorize some major decisions such as reversing the ventilation or setting rescue and recovery priorities.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted
- ☐ Record the times at which Dispatcher made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director. Name: _____
- ☐ Ensure that a Briefing Officer has been designated. Name: _____
- ☐ Ensure that a vehicle has been arranged for the Mine Rescue Team to go underground.
 - ☐ Record which vehicle is used: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. Name: _____
- ☐ Designate a Communications Officer. Name: _____
- ☐ Designate a Personnel Accountability Officer and an assistant to obtain a list of personnel who are underground. Name: _____
- ☐ Ensure someone is designated to announce on all radio channels: **“All employees report to a refuge station immediately. There is an underground emergency.”**
 - ☐ Ensure this message is repeated every 10 minutes until all personnel are accounted for.
- ☐ Designate someone to announce on the Underground and Surface radio channels : **“All underground employees who are on surface, report to the Emergency Response room immediately.”**
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Confirm with the Mechanical Team Leader that all entrances to the mine have been guarded.
- ☐ Ensure that the Communications Officer is made ready and available to make outside contacts, if needed, to:



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- ☐ Mutual aid as previously determine>.
- ☐ WSCC Emergencies Director .

Decisions not requiring immediate execution

- ☐ Contact AEM Corporate office if the emergency is real and not a drill.

Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis, as defined in the **Meadowbank Crisis Management Plan**, the Control Officer must:

- ☐ Notify Corporate Emergency Response Group, accordingly with the Crisis Management Plan of the event.
- ☐ Assist to write a media release.
- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.
- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighboring communities and possibly the regional police or coroner.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



5.78 Rescue Action Director

The Control Officer appoints the Rescue Action Director. Ideally, the RAD is a member of the Control Group who is responsible for the underground area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area should perform this role. For example, for an underground emergency, the Underground Supervisor would be appointed Rescue Action Director.

Responsibilities include:

5.78.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

- ☐ Location of emergency: _____
- ☐ Nature of emergency: _____
- ☐ Has stench gas been injected? By whom & when? _____
- ☐ Designate someone to announce on all radio channels: **“All employees report to a refuge station immediately. There is an underground emergency.”** Ensure this message is repeated every 10 minutes until all personnel are accounted for.
- ☐ Have mine rescue personnel been contacted? _____
- ☐ Number and location of persons working underground. This information will come from the Personnel Accountability Officer. _____
- ☐ Number and location of persons accounted for. This information will come from the Personnel Accountability Officer thru phone calls to the underground refuge stations.
- ☐ Any persons missing? _____
 - ☐ Contact the refuge stations every 10 minutes for an update. This task will be designated to your Personnel Accountability Officer.
- ☐ Is ventilation normal? _____
 - ☐ Designate someone to check HMI for main fan status: _____
- ☐ If it is a fire, is it out or still burning? _____
 - ☐ Has the area been evacuated? _____
 - ☐ Is there auxiliary ventilation? _____
 - ☐ Is equipment involved? _____
 - ☐ Are hydrocarbon storages involved? _____
- ☐ If an electrical fire exists, does power need to be isolated? _____



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- ☐ Discuss with other members of the Control Group to ensure that no one is placed at greater risk by altering ventilation.
- ☐ Is it a ground fall? _____
 - ☐ Is the area isolated? _____
 - ☐ Are personnel involved? _____
- ☐ Is it a water inrush? _____
 - ☐ Is it ongoing? _____
 - ☐ Can it be slowed or stopped? _____
 - ☐ Where is the breakthrough location? _____
- ☐ Is it equipment or personnel in an open stope? _____
 - ☐ Is the area guarded? _____
 - ☐ Is there contact with any affected personnel? _____
 - ☐ Is there any flammable hazard from equipment? _____
- ☐ Is it a mine gas incident? _____
 - ☐ Is the source of the gas identified? _____
 - ☐ What is the gas? _____
 - ☐ Is the area guarded? _____
 - ☐ Is the gas contained to an area? _____
- ☐ Is it a major diesel fuel release? _____
 - ☐ Is it currently contained? _____
 - ☐ Are all personnel safely removed? _____
 - ☐ Has the area been barricaded? _____
 - ☐ Has the exact location been identified? _____
 - ☐ Is it in close proximity to a pump station? _____
 - ☐ Does pumping need to be suspended? _____
 - ☐ Does the discharge on surface need to be monitored? _____
- ☐ Confirm that there is a designated Log Recorder. _____
- ☐ Designate a Personnel Accountability Officer. Name: _____
 - ☐ Ensure that the external phone system has been restricted.



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- ☐ Designate someone to monitor incoming telephone calls at the external phone system. (Switchboard)
Name: _____
- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.
- ☐ If applicable, request that the Incident Commander delegate to ERT members the responsibility to have two-person teams dress in the SCBA and sample the exhaust air at designated emplacement.
- ☐ Record their names. _____

- ☐ Arrange for transportation for these two team members.
 - ☐ Record the name of the driver and truck description: _____

- ☐ Contact the Control Officer to verify that Dispatcher made the pager call twice.
- ☐ Call the Coordinator to confirm that the team is assembling.
- ☐ Contact the Communications Officer to verify that external calls have been made.

5.78.1 Develop a plan of action, taking into account:

- ☐ Who is being affected by the incident?
- ☐ What areas is the incident affecting (ventilation)?
- ☐ What type of response is best suited to the situation (foam, water, etc)?

5.78.2 Ensure that the Emergency Response Plan is functioning:

- ☐ Security has been notified to carry out their assigned tasks.
- ☐ Department heads are available nearby to give direction to gather materials, employees, equipment, etc.
- ☐ Ensure that non-essential employees remain outside of the Control Room until their assistance is required.
- ☐ Ask Engineering to reproduce drawings as needed by the Coordinator and Control Group. If necessary, ask Switchboard Operator to call out the Mine Technician to provide the drawings.
- ☐ Record the time the request was made: _____



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- ☐ Ensure that sufficient mine rescue personnel have assembled and are preparing their equipment.
- ☐ Once you have sufficient information to develop a plan of rescue and recovery, call the Emergency Response Room at and ask the Briefing Officer to come to the Control Room.
- ☐ Consult with department heads.



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HOLD PROCEDURE!!

You must now call the Mine Rescue Coordinator, if applicable.

Before any team goes underground, the RAD must discuss the situation with the Coordinator. The Emergency Measures Counselor will require the names of the teams and the action plan, and will approve the plan. He or she can assess whether the team has sufficient training to accomplish the tasks. This step is mandatory, unless the Emergency Measures Counselor cannot be notified. Approval must be obtained from the Control Officer.

- ☐ Issue written instructions to the Coordinator and keep a copy for the Log Recorder.
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ Arrange for all reports to be presented at specific intervals to the Control Group.
- ☐ Ensure that procedures, employees, and equipment are in place to ensure prompt dispatch of requested personnel, materials, and equipment into the affected area.
- ☐ Monitor progress and adjust the plan as required.
- ☐ Ensure that all stench bottles in all locations have been recharged before the mine is reopened. Have each location signed off by the person responsible for that task.

An underground mine will not be reopened until:

- ☐ All surface stench bottles have been replaced. Signature: _____
- ☐ All underground stench bottles have been replaced. Signature: _____
- ☐ Ensure on the HMI that all stench bottle pressures are fully charged.



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5.79 Log Recorder

The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start the termination of the incident.

Make sure your writing is legible, many people will read the log.

You can use the sample Emergency Response Log in the Emergency Response Plan.

- ☐ Record the following:
 - ☐ The date and time the incident was reported, who reported it, and the message.
 - ☐ All subsequent developments as they occur, including times, names, and locations.
 - ☐ The arrival and departure of senior officials and visitors.
 - ☐ All conferences held and all decisions made.
 - ☐ All incoming and outgoing calls, including their times, and to whom the calls were made.
 - ☐ Instructions given to officials during the rescue operation and other activities.
 - ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Safety Department.



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5.80 Coordinator

The Coordinator works under the direction of the Control Group to direct the Mine Rescue Team in response and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ From the team members assembled, appoint a team captain and team #1 members.
- ☐ Have the team begin field testing their standard equipment.
- ☐ Clear the Emergency Response room and make it available for additional team members and briefings.
- ☐ As other team members arrive, direct them to assemble in the Clinic waiting room.
- ☐ After team #1 has completed their field tests, have team #2 field test their standard equipment and breathing apparatus up to the point where ice is to be inserted into the apparatus.
- ☐ Stay with the team until summoned to the Control Room.
- ☐ Obtain written details of the emergency from the Rescue Action Director. After an action plan has been developed, the Rescue Action Director will provide you with the plan and necessary information as follows:
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Has stench been injected? _____
 - ☐ If it is a fire, is it out, or still burning? _____
 - ☐ Number and location of persons working underground: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
 - ☐ Is ventilation normal? _____
 - ☐ If this is an electrical fire, has power been isolated? _____
 - ☐ Is a backup team available? _____
 - ☐ Has a mutual aid team (MBK or MEL) been notified? _____
 - ☐ Has the Emergency Measures Counselor been notified, if applicable? _____
 - ☐ Are maps being made up? _____



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- ☐ Return to the Emergency Response Room.
- ☐ When the Mine Rescue Team is ready, begin briefing the team about the mission.
- ☐ Provide maps (11x17-inch size) and other information to the team and proceed with the briefing.
- ☐ Provide radios to the team.
- ☐ Instruct the team about which radio channel to use.
- ☐ Synchronize watches.
- ☐ Notify the Control Group that the team is briefed and ready to proceed.
- ☐ Maintain contact with the team using either the radio or phone system.
- ☐ Appoint someone not on team #2 to control the activities and flow of traffic in the Emergency Response Room.
- ☐ Proceed to the Emergency Response room and use this as the base for directing the team.
- ☐ When making contact with the team, find out the following:
 - ☐ Condition of team members. _____
 - ☐ Air flow and conditions. _____
 - ☐ Visibility and smoke. _____
 - ☐ Observations and ground conditions. _____
- ☐ Maintain contact with and monitor the progress of the team until they return to the Emergency Response Room.
- ☐ Report progress of the team to the Control Group at each stage of the mission.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



5.81 Incident Commander

The Incident Commander works under the direction of the Control Group to direct the Emergency Response Team (ERT) in surface rescue and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ From the team members assembled, assign duties as required.
- ☐ Obtain details of the emergency from the Rescue Action Director. After an action plan has been developed, the Rescue Action Director will provide you with the plan and necessary information as follows:
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Any persons missing? _____
 - ☐ Any assigned duties? _____
- ☐ Return to the Emergency Response Room.
- ☐ Make sure to keep the Emergency Response Team ready and available for any required surface Emergency tasks.
- ☐ Maintain a log of all actions taken.



5.82 Safety Department

The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that a trained rescue team, technicians, and all special equipment are quickly and continuously available.

One person from the Safety Department should remain in or near the Control Room at all times.

Responsibilities include:

- ☐ Verify through the Control Group that:
 - ☐ Security has been notified.
 - ☐ The evacuation procedure has been activated.
 - ☐ All onsite personnel have been contacted.
 - ☐ There are enough mine rescue personnel to make up a full team and a backup team.
 - ☐ The safety of the site personnel and responders is considered in the response.
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist the Coordinator in any way that you can:
 - ☐ Take pictures of the area after the emergency.
 - ☐ Ensure that all mine rescue gear has been cleaned, station tested, and stored.
 - ☐ Ensure that the stench gas system on surface has been recharged. Contact the Mechanical Team Leader for this information.
 - ☐ Ensure that the stench gas system underground has been recharged. Contact the Mine Department for this information.
- ☐ Maintain a log of all actions taken.



5.83 Engineering and Geology Manager

The Engineering and Geology Manager as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Report to the Control Room
- ☐ Ensure that underground plans of the levels, air and water lines, electrical lines, escape ways, and ventilation plans are maintained up-to-date according to the established schedule.
- ☐ Prepare a minimum of three copies of the plans of the affected area or other locations as specified by the Rescue Action Director, printed on 11x17-inch paper.
- ☐ Distribute copies of the plans as follows:
 - ☐ Control Group 1.
 - ☐ Rescue Action Director 1.
 - ☐ Coordinator 1.
- ☐ Monitor air volumes at the fresh air and return air fans.
- ☐ Monitor HMI to verify gas concentrations throughout the mine during the emergency.
- ☐ Arrange for relief engineers and technicians to cover all shifts during emergency operations. Ensure that the Engineering Office is staffed at all times.
- ☐ Maintain a log of all actions taken.



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5.84 Personnel Accountability Officer

The Personnel Accountability Officer is appointed by the Control Group. The purpose of this position is to control the activities in the underground tag-in location.

Responsibilities include:

- ☐ Ensure that a second person has been assigned to assist with the recordkeeping.
- ☐ Call the Control Room and tell them the total number of employees underground at the time of the emergency.
- ☐ Use the Underground Refuge Station Attendance Report to sign in employees.
- ☐ Make a record of the locations of persons who are tagged in as underground, and provide two copies to the Control Group. Write on one copy "RAD".
- ☐ Make calls to underground refuge stations as requested by the Rescue Action Director. When recording information from the refuge stations, it is critical to obtain the correct spelling of the names of the individuals present, as well as their location. Other information may be gathered on subsequent phone calls.
- ☐ When persons come up from underground, record their names.
 - ☐ Indicate the time they smelled the stench gas or heard the emergency call on the radio.
 - ☐ Record where they came from at the time of the emergency.
 - ☐ Keep this record available at all times for use by the Control Group.
- ☐ Instruct all persons to remain in the designated area in case they are required to help.
 - ☐ If persons have mine rescue training, instruct them to go to the Emergency Response Room.
 - ☐ If any persons have suffered from smoke inhalation or other injury, direct them to see the medical personnel.
 - ☐ Any Vent Techs, Rock Mechanics, other engineering personnel, and emergency personnel are allowed to leave the underground tag-in location.



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5.85 Service Coordinator (E&I)

The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure the availability of transportation, communications, equipment, etc. as required by emergency response personnel.
- ☐ Ensure that there is a constant and maintained compressed-air supply for the underground operations. This is required to provide air to the underground refuge stations.
- ☐ Ensure that personnel have been assigned to guard the entrances to the mine.
- ☐ Ensure that appropriate lock-out procedures are followed, as required.
- ☐ Ensure that an adequate number of personnel have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
- ☐ Ensure the control of vehicles to be used during an emergency and maintain roadways.
- ☐ Ensure that someone is available to fuel the transportation equipment.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.86 Electrical Team Leader (E&I)

The Electrical Team Leader works under the direction of the Control Group:

Responsibilities include:

- ☐ Be prepared to isolate electrical services as required.
- ☐ Under the direction of the Control Group, be prepared to isolate electrical services as required.
- ☐ Ensure appropriate lock-out protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that there is an adequate supply of miner's cap lamps.
- ☐ Make available electrical drawings for all installations.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Ensure that the emergency generators are functional to maintain compressed-air supply and ventilation in the event of a power failure during an emergency.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



5.87 Sustainability Officer (Environment)

The Sustainability Officer works under the direction of the Control Officer.

Responsibilities include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the Ministry of Environment is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.88 Mechanical Team Leader (Maintenance)

The Mechanical Team Leader works under the direction of the Control Officer.

Responsibilities include:

- ☐ Check the stench gas system as soon as the emergency is announced.
- ☐ Ensure that personnel have been assigned to guard the entrances to the mine. List the name of the guard and their assigned locations:
- ☐ Have a mechanic do a pre-op check of a personnel carrier so that it can be made available to take the team underground.
- ☐ Check that the foam generator is operable.
- ☐ Ensure that backup vehicles, pumps, etc., as directed by the Control Group, have been serviced and are filled with fuel, ready to go.
 - ☐ Be prepared to provide any necessary tools and supplies as required.
- ☐ Recharge the stench gas system, upon instructions from the Control Group.
- ☐ Maintain a log of all actions taken.



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5.89 Mine Site Medical Staff (Doctor / Nurse)

- ☐ As soon as you are notified of an emergency, check in with the Control Group.
- ☐ Report to the Medical Clinic unless otherwise directed.
- ☐ Check with the Control Officer if you identify the need to call out other first aid personnel to assist in dealing with the emergency.
- ☐ Be prepared to accept all patients.
- ☐ Be prepared to accept multiple causalities.
- ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
- ☐ Prepare emergency responder kits if required.
- ☐ Confirm arrangements with the Control Group for additional supplies, etc.
- ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for medevac if required.
- ☐ Notify assigned doctor if a doctor's expertise is required.
- ☐ Consult with a doctor to obtain additional medical equipment or adequate ambulances and transportation (Medevac).
- ☐ Follow procedure for emergency medical evacuations.
- ☐ Maintain a log of all actions taken.



5.90 Security

In any emergency situation, the Security Department provides control of the site:

Security Officers allow access to authorized personnel only.

A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed: _____
- ☐ Deny all access unless approved by the Control Group.
- ☐ If this is a bunkhouse emergency, forward a copy of the latest bunkhouse personnel register to the Control Group.
- ☐ Assess the emergency and evaluate whether you require additional Security Officers.



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5.91 Communications Officer

The Communications Officer is appointed by the Control Officer. More likely, Human Resources Superintendent or designate could be in charge.

Responsibilities include:

- ☐ Keep track of pre-call information:
 - ☐ Name of casualty: _____
 - ☐ Date of birth: _____
 - ☐ Residence: _____
 - ☐ Details of incident: _____

 - ☐ Time: _____
 - ☐ Details of injury: _____
- ☐ Have other agencies been notified? _____

After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls.

- ☐ Notify the General Manager if not on the property.
- ☐ Notify the Health and Safety Superintendent if not on the property.
- ☐ For a critical injury, notify the WSCC.
- ☐ If the WSCC has been notified, ensure that legal counsel has been informed. This should be done by the General Manager or the Health & Safety Superintendent.
- ☐ In the event of a fatality, Contact the RCMP who is the only communication channel that will be issued toward victim's relatives.
- ☐ For an environmental incident, confirm with the Sustainability Officer that the environmental regulatory agency has been called
- ☐ Make yourself available to the Control Group to perform other duties as needed.
- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Ensure notification of` next of kin. This task should involve two people.
- ☐ Obtain details from next of kin when identification of bodies is required.
- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)



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- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
- ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
- ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
- ☐ Ensure that security will provide assistance to the police in the recovery of personal effects and when bodies are identified.
- ☐ Arrange financial or other assistance for dependents as required.
- ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- ☐ Arrange for additional staff from camp to cover 24-hour service if required.
- ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
- ☐ Maintain a log of all actions taken.
- ☐ Inform the above contacts when the emergency is over.



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5.92 Switchboard Operator (I.T. Superintendent or designate)

The Switchboard Operator is appointed by the Control Officer.

The Switchboard Officer is stationed close to the Emergency Control Room.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message).
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other AEM sites, and AEM head office.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements including “off the record” statements, that have not been approved by the Control Officer (General Manager) or designate.



Water Tailing Emergency Response Checklists

In the event of a Water & Tailing Emergency, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

After the emergency response plan has been put into effect, all persons must remain at their designated posts until the emergency is over, or, in the case of a prolonged event, until another person has relieved them. In the event of an evacuation, all personnel must immediately follow instructions given to them by responsible personnel.

Radio silence is required for all those who are not directly involved in the emergency and rescue operations.

This procedure is for Water & Tailing emergencies only.

It covers the rescue of personnel, the recovery of equipment, and the minimizing of damage to the environment.

This check list is reflecting the Water Tailing EPP-ERP V1 Emergency situation response measures table3-2

This document can be found as **Appendix O**

Emergency Control Room

The Emergency Control Room for the Control Group in **Meadowbank** is located in the Service building boardroom on 3rd floor. If access to that location is not possible, use a secondary Emergency Control Room is located in the air control building by the tarmac.

The Emergency Control Room in **Amaruq** is located in the Main Camp Conference room. If access to that location is not possible, use a secondary Emergency Control Room is located in the maintenance shop lunch room across the parking lot from the main camp.



Emergency Response Team (ERT)

The Emergency Response Team serves as the front-line response team during any surface emergency, such as fires, critical injuries, chemical spills, etc.

Incident Commander

The Incident Commander initially coordinates the activities of the Emergency Response Team from the Emergency Response room or the scene, as required.

Assembly Points

If an evacuation is necessary, all affected personnel must leave the emergency area and congregate at a predetermined area or assembly point.

If you hear an alarm, **immediately** exit the building safely and proceed to one of the following areas, depending on the location of the emergency.

Employees who left the building before the alarm sounded are still required to proceed to the designated assembly point, where a headcount may be taken.

Employees must remain at the assembly point until the Rescue Action Director gives permission to return to work, or until they are asked to help with emergency operations or otherwise contacted by authorized personnel. Obey all instructions given by the Incident Commander.



5.51 Control Officer

- **The Mine General Manager or designate assumes the role of Control Officer.**
- The Control Officer works with the Emergency Control Group to determine a plan of action to minimize endangerment to life and facilities.
- Using the Control Group as a resource team, the Control Officer makes the final decisions concerning rescue and recovery operations.

Responsibilities include:

- ☐ Ensure that the Control Group has been contacted if the situation dictates.
- ☐ Ensure that emergency response personnel have been contacted.
- ☐ Ensure that the Information Technology personnel put in place all communication controls systems (Phones restricted) as described in [MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank](#).
- ☐ Contact Dispatcher to verify that the pager announcement has been made twice.
- ☐ Record the times at which Security made the initial announcement and second announcement: _____
- ☐ Appoint a Rescue Action Director to coordinate and direct the response activities.
Name: _____
- ☐ Appoint a Log Recorder to record all telephone calls, instructions given, times, and sequence of events. **Name:** _____
- ☐ Designate a Communications Officer. **Name:** _____
- ☐ Ensure that the Control Group has adequate resources: radios, paper, pens, etc.
- ☐ Contact AEM Corporate office if the severity of the emergency dictates.

Determine Whether the Incident Is a Crisis

If the incident meets the definition of a crisis, as defined in the **Meadowbank Crisis Management Plan**, the Control Officer must:

- ☐ Notify Corporate Emergency Response Group, accordingly with the Crisis Management Plan of the event.
- ☐ Assist to write a media release.
- ☐ Be prepared to authorize the expenditure of resources and monetary funds necessary for the preservation of personnel and property.



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- ☐ In the event of serious injury or loss of life, be prepared to notify families and neighbouring communities and possibly the regional police or coroner.
- ☐ Coordinate an orderly return to normal operating conditions.
- ☐ Arrange for a debriefing session.
- ☐ Request assistance from Employee Assistance Program (EAP) professionals to counsel personnel and families affected by a major incident.



5.52 Rescue Action Director

The Control Officer appoints the Rescue Action Director. Ideally, the RAD is a member of the Control Group who is responsible for the area in which the emergency occurred. Alternatively, a coordinator or team leader from the affected area could perform this role. For this particular type of emergency, the **engineering Superintendent or designate would be appointed Rescue Action Director.**

The Rescue Action Director works with the Incident Commander to coordinate the activities of the Emergency Response Team and any other work force who may be involve in the emergency action plan.

Responsibilities include:

5.52.0 Develop recommendations for rescue and recovery operations by obtaining the following information:

- ☐ Location of emergency: _____
- ☐ Nature of emergency: _____
- ☐ Confirm that there is a designated Log Recorder. _____
- ☐ Confirm that there is a designated Incident Commander. _____
- ☐ Tell the Control Group who has appointed as Incident Commander.
- ☐ Ensure that the external phone system has been restricted (if needed), if so directed by the Control Officer.
- ☐ Designate someone to monitor incoming telephone calls at the external phone system.
Name: _____
- ☐ Instruct the person who is monitoring incoming telephone calls to remain at their post and to give priority to calls from the affected area and senior officials.
- ☐ Are any personnel injured? _____
 - ☐ How many? _____
 - ☐ What is their condition? _____
 - ☐ What is their location? _____
- ☐ Are all people accounted for? (if there is a need) _____
 - ☐ How many are missing? _____
 - ☐ What was their last known location? _____



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- ☐ Has the area been evacuated? _____
- ☐ Does the electrical power need to be turned off? _____
- ☐ Has the area been barricaded? _____
- ☐ Are all required resources available (for example, water)? _____
- ☐ Is it missing personnel? _____
 - ☐ Number and identity of personnel: _____
 - ☐ Time overdue: _____
 - ☐ Last known whereabouts: _____
 - ☐ Last known route or destination: _____
 - ☐ Last contact: _____
 - ☐ Their intended ETA at destination: _____
 - ☐ Their mode of transport: _____
 - ☐ Clothing and provisions they carry: _____
 - ☐ Forms of communication they carry: _____
- ☐ Is it a chemical leak? _____
 - ☐ Type of chemical: _____
 - ☐ Volume: _____
 - ☐ Is it contained? _____
 - ☐ Has the area been barricaded? _____
 - ☐ Has the MSDS been reviewed? _____
- ☐ Has the WSCC been notified? _____
- ☐ Is it a major criminal act? _____
 - ☐ Have the police been notified? _____
 - ☐ Has all evidence been preserved? _____
- ☐ Is it a road washout? _____
 - ☐ Have all transportation organizations been notified? _____



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- ☐ The exact location of the washout: _____
- ☐ The extent of the washout: _____
- ☐ The weather forecast: _____
- ☐ Is it freshwater contamination? _____
 - ☐ Has the supply been isolated? _____
 - ☐ Has a message been sent to the entire site, telling them not to drink the water?
 - ☐ What is the availability and quantity of bottled water in stock? _____
- ☐ Is the incident a threat to the local environment? _____
 - ☐ Has the Sustainability (Environment) Officer been notified to take appropriate action? _____
 - ☐ Ask the Incident Commander to report any developments at the scene.
 - ☐ If any electricity is involved, does power need to be isolated? Discuss with the Electrical Team Leader to ensure that no-one is placed at greater risk.
 - ☐ Ensure that the Communications Officer has made all external calls.

5.52.1 Ensure that the Emergency Response Plan is functioning:

- ☐ Department heads are available nearby to give direction about gathering materials, employees, etc.
- ☐ Non-essential employees remain outside of the Emergency Control Room until their assistance is required.
- ☐ Ensure that emergency response personnel have all the resources they need to respond to the emergency.
- ☐ Ensure that a vehicle has been set aside for the Emergency Response Team and is ready on standby at the Emergency Response Room.
- ☐ Give instructions to emergency personnel as required.
- ☐ Monitor and check on conditions in the affected area.
- ☐ After the rescue is complete, ensure that the incident scene has been secured so that the investigation can begin.



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5.53 Log Recorder

- The Log Recorder is appointed by the Control Officer to record all events in chronological order from the start to the termination of the incident.
- Make sure your writing is legible. Many people will read the log.
- You can use the sample Log sheet in the Emergency Response Plan.

Responsibilities include:

- ☐ Record the following:
 - ☐ The date and time the incident was reported, who reported it, and the message.
 - ☐ All subsequent developments as they occur, including times, names, and locations.
 - ☐ The arrival and departure of senior officials and visitors.
 - ☐ All conferences held and all decisions made.
 - ☐ All incoming and outgoing calls, including their times and to whom the calls were made.
 - ☐ Instructions given to officials during the rescue operation and other activities.
 - ☐ Any other items you are instructed to record.
- ☐ Ensure that the Control Officer reads and initials each page of the log.
- ☐ After the emergency is over, ensure that the log is sent for typing and the original is filed with the Health & Safety Department.



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5.54 Incident Commander

- The Incident Commander works under the direction of the Control Officer.
- The Incident Commander directs the response personnel in response and recovery operations.

Responsibilities include:

- ☐ Check in at the Control Room. After being appointed by the Control Officer, go to the Emergency Response Room.
- ☐ Obtain details of the emergency from Dispatcher or the Control Group.
 - ☐ Location of emergency: _____
 - ☐ Nature of emergency: _____
 - ☐ Number and location of persons accounted for: _____
 - ☐ Any persons missing? _____
 - ☐ If it is a fire, is it out, or still burning? _____
 - ☐ If it is an electrical fire, has power been isolated? _____
- ☐ Contact the Control Group and establish communications if this has not already been done.
- ☐ Ensure that firefighting and rescue personnel have obtained all equipment as required.
- ☐ Dispatch available ERT personnel to the incident scene as required.
- ☐ Maintain contact with the ERT using either the radio or phone system.
- ☐ Direct response personnel as required.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.55 Safety Department

- The Safety Department's role in an emergency is to ensure that the evacuation procedure is activated if required, and that a trained rescue team, technicians, and all special equipment are quickly and continuously available.
- One person from the Safety Department should remain in or near the Control Room at all times.

Responsibilities include:

- ☐ Verify through the Control Group that:
 - ☐ Security has been notified.
 - ☐ The evacuation procedure has been activated.
 - ☐ All onsite personnel have been contacted.
 - ☐ Enough response personnel are available to make up a full team and a backup team.
 - ☐ The safety of the site personnel and responders is considered in the response
- ☐ Ensure that teams are outfitted with the appropriate personal protective equipment (PPE).
- ☐ Proceed to the Emergency Response Room to assist the Incident Commander in any way that you can:
- ☐ Take pictures of the area during and after the emergency.
- ☐ Ensure that all rescue gear has been cleaned, tested, and stored.
- ☐ Ensure that the incident scene has been secured at the completion of the rescue so that the investigation can begin.
- ☐ Maintain a log of all actions taken.



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5.56 Service Coordinator (E&I)

- The Service Coordinator, as a member of the Control Group, works under the direction of the Rescue Action Director and the Control Officer.

Responsibilities include:

- ☐ Ensure the availability of transportation, communications, equipment, etc. as required by emergency response personnel.
- ☐ Ensure that an adequate Road crew have been contacted to operate any equipment that is required, such as buses, loaders, personnel carriers, graders, or cranes.
Ensure the dewatering crew are contacted, briefed and working under the authority control group and the Incident Commander.
- ☐ Return services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



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5.57 Electrical Team Leader (E&I)

- The Electrical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ Ensure that the emergency generators are functional.
- ☐ Be prepared to isolate electrical services as required.
- ☐ Ensure that appropriate lockout protocols are completed.
- ☐ Ensure that an adequate number of electricians and instrumentation technicians have been notified.
- ☐ Ensure that a representative from Instrumentation is in attendance and is reporting to the Electrical Team Leader.
- ☐ Return electrical services to operating mode after the emergency, upon approval by the Control Officer.
- ☐ Maintain a log of all actions taken.



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5.58 Mechanical Team Leader (Maintenance)

- The Mechanical Team Leader works under the direction of the Control Group.

Responsibilities include:

- ☐ If required, check the stench gas system as soon as the emergency is announced.
- ☐ Ensure manpower and equipment are available to assist for any needs
- ☐ Ensure that backup vehicles, pumps, etc., as directed by the Control Group, have been serviced and are filled with fuel, ready to go.
- ☐ Be prepared to provide any necessary tools, supplies, or assistance as required.
- ☐ Recharge the stench gas system, upon instructions from the Control Group.
- ☐ Maintain a log of all actions taken.



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5.59 Sustainability Officer (Environment)

- The Sustainability Officer works under the direction of the Control Officer.

Responsibilities include:

- ☐ As soon as you are notified of an emergency, report to the Control Room.
- ☐ Ensure that all department personnel are accounted for.
- ☐ Determine potential environmental impacts of the incident.
 - ☐ Identify potential releases to the environment, and the amounts.
 - ☐ Review relevant MSDS information.
- ☐ If a reportable incident occurs, ensure that the WSCC or any other competent authority is notified.
- ☐ Ensure that the Control Group is aware of the most appropriate manner in which to handle the incident from an environmental perspective.
- ☐ Monitor environmental aspects of the incident and the subsequent emergency response.
- ☐ Ensure that appropriate statutory reports and notifications are completed.
- ☐ Monitor any restitution work at the completion of the emergency.
- ☐ Contribute to the incident debriefing as required.
- ☐ Maintain a log of all actions taken.



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5.60 Mine Site Medical Staff (Doctor or Nurse)

Responsibilities include:

- ☐ As soon as you are notified of an emergency, check in with the Control Group.
- ☐ Report to the medical clinic unless otherwise directed.
- ☐ Check with the Control Officer if you identify the need to call out other first-aid personnel to assist in dealing with the emergency.
- ☐ Be prepared to accept all patients.
- ☐ Be prepared to accept multiple casualties.
- ☐ Prepare first-aid facilities and any additional accommodation that might be required to receive and treat casualties.
- ☐ Check to see if an ambulance has been called.
- ☐ Prepare emergency responder kits if required.
- ☐ Confirm arrangements with the Control Group for additional supplies, etc.
- ☐ Ensure that medical forms and emergency phone numbers are available for recording information and arranging for Medevac if required.
- ☐ Notify AEM Medical Director if a doctor's expertise is required.
- ☐ Consult with relevant authorities to obtain additional medical equipment or adequate ambulances and transportation if required.
- ☐ Follow procedures for emergency medical evacuations.
- ☐ Maintain a log of all actions taken.



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5.61 Security

- In any emergency situation, the Security Department provides control of the site:
 - Security Officers allow access to authorized personnel only.
 - A patrolling Security Officer can proceed to the emergency area, direct the emergency crews to the emergency, and deny access to unauthorized personnel.

When Security is notified of an emergency, they must take the following steps:

- ☐ Notify the Control Group of the time the road gates were closed: _____
- ☐ Deny all access unless approved by the Control Group.
- ☐ If this is a bunkhouse emergency, forward a copy of the latest bunkhouse personnel register to the Control Group.
- ☐ Assess the emergency and evaluate whether you require additional Security Officers.



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5.62 Dispatcher

- The Dispatcher is the one that will receive the Emergency call.

Responsibilities include:

- ☐ Answer quickly to the Emergency Call (Phone or Radio):
 - ☐ Name of caller: _____
 - ☐ What is the Emergency: _____
 - ☐ Injured people involved? _____
 - ☐ How many victims? _____
 - ☐ If fire, what is burning? _____
 - ☐ Is there a risk of propagation? _____
 - ☐ Details of the Incident: _____
 - ☐ Time of the call: _____
 - ☐ Refer to the Emergency Calls Flowchart:
 - ☐ Call Appropriate Emergency Response Teams:
 - ☐ Is it for Amaruq or Meadowbank? _____
 - ☐ Make sure to keep radio-communication open with Emergency Response Team.
- ☐ Keep track of pre-call information:



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5.63 Communications Officer

- The Communications Officer is appointed by the Control Officer. More likely, **Human Resources** Superintendent or designate could be in charge.

Responsibilities include:

- ☐ Keep track of pre-call information:
 - ☐ Name of casualty: _____
 - ☐ Date of birth: _____
 - ☐ Residence: _____
 - ☐ Details of incident: _____
 - ☐ _____
 - ☐ Time: _____
 - ☐ Details of injury: _____
- ☐ Have other agencies been notified? _____

After initial information about the nature of the emergency has been verified by the Control Group, make the following calls as requested. Give them your phone number to return any calls.

- ☐ Notify the General Manager if not on the property.
- ☐ Notify the Health and Safety Superintendent if not on the property.
- ☐ For a critical injury, notify the WSCC.
- ☐ If the WSCC has been notified, ensure that legal counsel has been informed. This should be done by the General Manager or the Health & Safety Superintendent.
- ☐ In the event of a fatality, Contact the RCMP who is the only communication channel that will be issued toward victim's relatives.
- ☐ For an environmental incident, confirm with the Sustainability Officer that the environmental regulatory agency has been called
- ☐ Make yourself available to the Control Group to perform other duties as needed.
- ☐ Obtain a list of missing individuals and relevant information (including names, addresses, and occupations).
- ☐ Ensure notification of next of kin. This task should involve two people.
- ☐ Obtain details from next of kin when identification of bodies is required.



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- ☐ Assist Corporate Communications Coordinator to prepare a media release, upon direction from the Control Officer (General Manager)
- ☐ Make no statements (including “off the record” statements) that have not been approved by the Control Officer or designate in coordination with the Corporate Crisis Team.
- ☐ Incoming media calls should be logged and prioritized for call back, pending decisions on media statements / messages as determined by the Control Officer or Corporate Communications Coordinator.
- ☐ Consider preparing a media room that will provide a suitable / convenient location to provide media updates.
- ☐ Ensure that security will provide assistance to the police in the recovery of personal effects and when bodies are identified.
- ☐ Arrange financial or other assistance for dependents as required.
- ☐ As requested or required, arrange meals, refreshments, accommodations, and travel for patients, off-site rescue teams, support personnel, Control Group, and other personnel.
- ☐ Arrange for additional staff from camp to cover 24-hour service if required.
- ☐ Make arrangements for outside counselling services (EAP) to come to the mine site.
- ☐ Maintain a log of all actions taken.
- ☐ Inform the above contacts when the emergency is over.



5.64 Switchboard Operator (I.T. Superintendent or designate)

- The Switchboard Operator is appointed by the Control Officer.
- The Switchboard Officer is stationed close to the Emergency Control Room.

Responsibilities include:

- ☐ Contact the Control Officer, who will decide whether outside communication (Internet and phone lines) should be cut off until the emergency is over.
- ☐ Receive all incoming calls and keep an accurate log of those calls (including name of caller, time of call, message).
- ☐ Transfer all pertinent calls to the Control Group, such as calls from the WSCC, other AEM sites, and AEM head office.
- ☐ Ensure that any information received is passed along to the Control Group.
- ☐ Make no statements including “off the record” statements, that have not been approved by the Control Officer (General Manager) or designate.



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5.65 Process Plant Superintendent or designate

- The Process Plant Superintendent or Designate works under the direction of the Control Group.

Responsibilities include:

- ☐ Move to the designated assembly point.
- ☐ Account for all mill operations personnel (including contractors and visitors).
- ☐ Ensure that guards are in position if required.
- ☐ Remain at the assembly point until you receive clearance from the Control Group to leave.

Ensure to be ready if the tailing discharge need to be stopped

- ☐ Inform the Rescue Action Director of any personnel who are unaccounted for.
- ☐ Maintain a log of all actions taken.



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5.66 Mine Superintendent or Designate

- The Mine Dept. Superintendent works under the direction of the Control Group.

Responsibilities include:

- ☐ Move to the designated assembly point.
- ☐ Account for all mine personnel (including contractors and visitors).
- ☐ Remain at the assembly point until you receive clearance from the Control Group to leave.

Ensure the mine work force and equipment is available for any type of support

- ☐ Inform the Rescue Action Director of any personnel who are unaccounted for.
- ☐ Maintain a log of all actions taken.



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References

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List of Acronyms

AEM	Agnico Eagle Mines Limited – Meadowbank Division
AMQ	Agnico Eagle's Amaruq Mining Area
AWAR	All Weather Access Road
CDA	Canadian Dam Association
DFO	Fisheries and Oceans Canada
ECC	Emergency Coordination Centre
EMS	Environmental Management System
EPP	Emergency Preparedness Plan
ERG	Emergency Response Guidebook
ERP	Emergency Response Plan
ERT	Emergency Response Team
FoS	Factors-of-Safety
GN	Government of Nunavut
HMMP	Hazardous Materials Management Plan
HR	Human Resources
HSC	Occupational Health & Safety Committee
IATA	International Air Transport Association
IC	Incident Commander
INAC	Indian and Northern Affairs Canada
KIA	Kivalliq Inuit Association
MCI	Mass Casualties Incident
MR	Mine Rescue
MMER	Metal Mining Effluent Regulations



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MSDS	Materials Safety Data Sheets
MSHA	Mine Safety and Health Administration
NWB	Nunavut Water Board
OHSA	Occupational Health and Safety Administration
OHSP	Occupational Health & Safety Plan
PPE	Personal Protective Equipment
SCP	Spill Contingency Plan
SO	Security Officer
TDG	Transportation of Dangerous Goods
TSF	Tailings Storage Facility
WCB	Worker's Compensation Board
WHMIS	Workplace Hazardous Materials Information System



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APPENDIX A

MBK-IT-EMR-PLN Emergency Telecom Plan at Meadowbank

[Control + Click here to link to this plan](#)



APPENDIX B

Emergencies involving Reagents.

In the event of a chemical spill incident, the first goal is the preservation of life. Efforts to save property and restore operations should be made only after all personnel are safe and accounted for.

- **Immediate Actions**

For all spills and releases of any hazardous material, the following steps should always be taken:

- Stop the flow of material and/or contain it, if possible, using proper safety equipment and precautions. **Do not endanger yourself!**
- Administer first aid if required. If anyone comes in direct contact with any suspected toxic product, decontaminate them immediately, monitor them closely and give oxygen if there is any indication of symptoms of poisoning.
- Call for help and contact your supervisor.
- Secure the area.
- Prevent unnecessary exposure.
- Perform remedial action for cleanup.

Immediate actions for Emergencies involving dangerous goods will be managed by the Emergency Response Team accordingly to the Emergency Response Guidebook's informations.

[Control + click here to link to this Guidebook](#)

In instance, the Emergency Response Plan will be deployed and the:

"5.3 Chemical Spill Response Emergencies Checklists" will apply.



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B.1: Cyanide (Sodium Cyanide)

Environmental remediation of a spill of cyanide will be managed under the: MBK Spill Contingency Plan Section 4

[Control + Click here to link to Environment Spill Contingency Plan](#)

- **B 1.1 First Aid and Medical Aid for General Cyanide Spill/Release**

Perform lifesaving rescues and First Aid. If needed, administration of cyanide antidote will be done by medical clinic personnel by applying the: First Aid and Medical Aid protocols that are located under this link:

[Control + Click here to link to the Medical Protocol Cyanide poisoning Management](#)

- **B 1.2 Cyanide Transportation Accidents**

Although there is a procedure for Transportation of dangerous goods on the Meadowbank AWAR, (MBK-ENV-PRO AWAR_TDG)

[Control + Click here to link to this procedure](#)

The following actions are to be taken in the event of an accident on the AWAR or at the barge unloading facilities **involving cyanide transport** vehicle.

- Call Dispatch and report the location and nature of the accident and indicate the type of assistance required (medical help, environmental clean-up, fire and/or mechanical help);
- AEM personnel working in this area will evacuate and secure all the access roads leading to the unloading/storage area.
- Incident Commander on duty in Meadowbank will take command of any action required by the situation at this moment.
- **Local resources (Baker Lake Fire dept. or R.C.M.P.) will not be involved in this process.**
- IF THERE IS A VICTIM Appendix B1.1 must be applied.
- Accident site decontamination will then be initiated as per the **Meadowbank Site Spill Contingency Plan.**

[Control + Click here to link to this plan](#)



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- **B 1.3 Cyanide involved in Fires.**
- Sodium cyanide (NaCN) is non-combustible.
- Sodium cyanide releases highly flammable and toxic hydrogen cyanide gas (HCN) on contact with acids or water.
- Incident Commander will refer to the Emergency Response Guidebook 2016 before taking any decision for firefighting fires involving sodium cyanide.
- [Control + click here to link to this Guidebook](#)
- If the situation allows, control and properly dispose of run-off (effluent).

[Control + Click here to link to Environment Spill Contingency Plan](#)

- **B 1.4 Important release of HCN from storage**
- Large quantities of sodium cyanide are used at the Meadowbank Gold Project to optimize gold recovery from the ore. Due to transportation restrictions, normally a full year's supply of sodium cyanide will be transported and stored on site. This product will be stored on secured and separate laydown known as "Over pad" storage area. The product will also be handled, transferred and used in compliance with appropriate legislation and applicable Best Management Practices.
- Procurement and Logistics Department's workers are ruled by Procedure **"MBK-PRL-PRO Cyanide Storage Procedure"** for Cyanide Storage.
- [Control + Click here to link to this procedure](#)

- **B 1.5.1 PROCESS PLANT Important release of HCN**
- The cyanide transferred from the Storage laydown to the process plant is stored outdoor on a specific laydown, in front of door "C" of the Process Plant.
- A maximum of 24 tons (24 bags) are stored in the mill at the same time.
- In case of a release of HCN, the monitoring system of the process plant will be activated automatically and the Emergency Evacuation of the process plant will take place, accordingly to **Procedure MBK-MIL-PRO- General Emergency Evacuation.**
- [Control + Click here to link to this procedure](#)



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- **B 1.5.2 PROCESS PLANT: Release during mixing / unloading**

- Every Process Plant worker is required to be trained on “Chemical Awareness” and “Mill Induction” trainings. These mandatory trainings are scheduled on regular basis by training department for every new worker at Process Plant.

Moreover, Oxygen administration training is given to every Reagent Operators, Supervisors or Relief Operators working at Process Plant.

- There is an Oxygen Administration First Aid Kit nearby the Mixing area. This kit includes: Oxygen administration portable system, and an Automated External Defibrillation kit (AED). As the “buddy” system is always used, an affected (splashed) worker will be first removed from spoiled area, given oxygen, undressed and taken under the Emergency shower.
- In case of a release of HCN, the monitoring system of the process plant will be activated automatically and the Emergency Evacuation of the mill will take place, accordingly to **MBK-MIL-PRO General Emergency Evacuation**
- [Control + Click here to link to this procedure](#)

- **B 1.5.3 PROCESS PLANT: Pipe, Valve breakage.**

- In case of a small visible leak on the cyanide network (pipe, valve, etc...), a red ribbon and required warning tags will immediately be installed in order to protect the affected area. Supervisor will take all necessary measures to stop the leak and repair the broken part. The primary measure will be to communicate with the Process Plant Operator and have the broken section isolated and/or de-activated by control room operator.

- **In case of a major and/or catastrophic leak that could endanger workers, then there will be an immediate evacuation of mill as per the General Emergency Evacuation procedure.**

In instance, the Emergency Response Plan will be deployed and the:

“ 5.2 Chemical Spill Response Emergencies Checklists” will apply.



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- **B 1.5.4 PROCESS PLANT: Major breakage on tailing lines, cyanide treatment pumps or tank rupture.**
- If a sudden major breakage is happening on any vital cyanide destruction and/or tailing lines, complete stopping of the Process Plant will immediately be required.
- Complete stopping will be done by following procedure:
MBK-MIL-OP-PRO Process Plant Shutdown V7

[Control+ Click here to link to this procedure](#)

- Should the breakage involve tailing lines only, then procedure:

MBK-MIL-OP-PRO Process Plant Loss of Tailings will be applied.

[Control + Click here to link to this procedure](#)



APPENDIX C

MBK-HSS-EMR-PLN-Dyno Emergency Response Plan

[Control + Click here to link to this Specific Emergency Response Plan](#)

APPENDIX D

MBK-ENV-PLN Oil Pollution Emergency Plan

[Control + Click here to link to this specific Emergency Response Plan](#)

APPENDIX E

MBK-HSS-PLN-EMR Nolinor Emergency Response Plan

Nolinor ERP Plan (Note: This protected document is only available directly on Intelex under H&S Plans – Emergency Response)



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APPENDIX F

MBK-HSS-PLN Baker Lake Facilities O M Manual- Drawings Appendix

[Control + click here to link to the document](#)

APPENDIX G

MBK-HSS-EMR-PLN Desgagnés Vessel Contingency Plan

[Control + Click here to link to the plan](#)

APPENDIX H

**MBK-ENV-PLN-BL Baker Lake Bulk Fuel Storage Facility
Environmental Performance Monitoring Plan Ver. 2**

[Control + Click here to link to this specific Plan](#)

APPENDIX I

MBK-ENV Meadowbank Transportation Management Plan AWP

[Control + Click here to link to this specific plan](#)

APPENDIX J

**MBK-HSS-EMR-FLO Emergency calls dispatch
flowchart**

-

APPENDIX K

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APPENDIX L

APPENDIX M

SPILL Contingency Plan (Environment)

[Control + Click here to link to this plan](#)

APPENDIX N

MBK-HSS-EMR-PLN MEADOWBANK CRISIS MANAGEMENT PLAN

[CONTROL + CLICK HERE TO LINK TO THIS PLAN](#)

APPENDIX O

MBK-HSS-EMR-PLAN WATER TAILING EPP ERP

https://intelexv6.aem.local/Login/AEM/Application/DocCtrl/DocExp/Forms/DocCtrl_DocumentDetail/View/2504280e-420b-4d84-896c-42135a605a1d

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