

DIVISION OF MINES	CHAPTER: III Emergency Response
PROCEDURES MANUAL	
	PROCEDURE NO: 1.03.02
	ISSUE DATE: January 1, 1997
SUBJECT: Rescue and Recovery	LAST REVISED: 10/00
Plan	

OBJECTIVE AND INTENT

To prepare all Division of Mines personnel to effectively and efficiently carry out the Division's role in the event of a mine emergency.

GENERAL

1. The Division of Mines will develop a plan and provide training for all personnel in Mine Rescue and Recovery activities and responsibilities. All mine rescue and recovery efforts will be coordinated with the Division Emergency Response Team. Since any, or all, DM personnel may be called to assist in the response and management of a mine emergency, it is important they be familiar with and follow a contingency plan for emergency operations. In accordance with Section 45.1-161.77 F of the Coal Mine Safety Laws of Virginia, an up-to-date rescue and recovery plan shall be maintained for prompt and adequate employment at any coal mine. DM employees will be kept receive training and retraining in executing assigned duties in the rescue and recovery efforts. This plan will be published annually and distributed to all operators. Changes in the plan will be published promptly.
2. Provisions of the Division's Mine Rescue and Recovery Plan will be distributed annually to all coal mine operators to emphasize the importance and responsibilities for mine emergency response capabilities. (See attached Rescue and Recovery Plan)

PROCEDURE

1. NOTIFICATION

- The success of rescue and recovery during a mine emergency is greatly influenced by the initial notification and the accuracy of the information received by the first person to arrive at the scene. All DM field personnel should maintain in their possession (in their assigned vehicle and at home), a copy of the Division of Mines Mine Emergency Directory. Field personnel will follow the DM Notification Process listed on page two of the directory. Mine related emergency information needed at the time of an emergency is listed on page three of the directory.

- Once notification of a mine emergency is received, the information should be forwarded to the area Emergency Response Team. As mentioned, the appropriate notification routes are outlined on page two of the directory. The Deputy Director will be notified of the emergency by the Chief. The Division of Mines will then implement procedures outlined within the procedures adopted for the Emergency Response Team. Telephone listings of DM personnel and other necessary contact agencies/personnel needed can be found in the DM Mine Emergency Response Directory.

2. RESPONSIBILITIES

Section 45.1-161.80.2 of the Coal Mine Safety Laws of Virginia requires each mine inspector to proceed immediately to the scene of any accident under his jurisdiction that results in loss of life or serious personal injury, and to the scene of any mine fire or explosion, regardless of whether there is loss of life or personal injury. The first authorized representative to arrive at the scene will represent DM until he is relieved or assigned other duties.

- The following responsibilities will be initiated at all emergency situations:
 - a. The receiver of the initial notification of a mine emergency will document pertinent information and initiate the internal notification process.
 - b. Any rumor of a mine emergency should be verified. Should communication systems be inoperative, the rumor should be checked out.
 - c. Internal notification will be carried out in accordance with procedures adopted in the Mine Emergency Directory and the Emergency Response Team Plan.
 - d. The Chief is responsible for the direction of all Division activities during the emergency period. The Chief, Mine Safety Engineer, and Mine Inspector Supervisors will coordinate these activities through the Emergency Response Team and ERT Coordinator.
 - e. As requested by the Emergency Response Team Coordinator, the Mine Inspector Supervisor will notify and dispatch any additional inspection personnel to the emergency scene.
 - f. The Chief will direct dispatching of communication center personnel to the appropriate office(s) during after-hour emergencies.
 - g. The Chief will contact and brief the Deputy Director and the DMME Public Relations Manager.
 - h. The Chief will coordinate the mine emergency with the local district office of MSHA with confirmation from the ERT Team at the site.
 - i. Communication channels will be established immediately and properly maintained. A communication system will be established from the emergency scene to a base at the Big Stone Gap office. a relay point will be established at the Keen Mountain field office when applicable.

- j. Division of Mines personnel will interact, to the extent possible, with authorized representatives of all parties involved. Such parties shall include the Mine Safety and Health Administration, company officials and labor organizations where applicable.
- k. The DMME Public Relations Manager will be responsible for communicating with the media, the Mine Safety and Health Administration and company public relations personnel regarding media releases.
- l. A comprehensive record of activities will be maintained throughout the emergency period. The first representative to arrive at the emergency scene will assume the responsibility of maintaining a record of activities until relieved of this task.
- m. An assigned Emergency Response Team member will assume the duties of Mine Rescue Coordinator and provide assistance and advice to the Chief in regard to mine rescue activities.

3. DUTIES

- Special duties will be assigned at the emergency scene to maintain control and coordinate activities. The assignments will be approved by the Emergency Response Team Coordinator and coordinated with MSHA and other regulatory personnel.
 - a. A command center will be established to maintain direct communications with the fresh air base and/or other strategic points. Progress will be plotted, work schedules established and briefings conducted in accordance with rescue and recovery.
 - b. The emergency scene will be roped off and guarded. Only authorized personnel will be permitted entrance. The mine fan, substation and other strategic installations will be monitored and guarded.
 - c. A recorder will maintain a comprehensive record and log of activities during the entire rescue and recovery.
 - d. A check-in-and-out system will be established and maintained to log and track authorized persons entering and leaving the mine. The command center will be informed of this information.
 - e. Specialists will be available to advise in the areas of ventilation, roof control and electricity, monitor the mine fan(s), electrical installations and mine atmosphere and insure escape facilities are functioning properly.
 - f. Surface and underground mine atmosphere monitoring stations will be established and monitored. Logs will be maintained and information will be forwarded to the command center.
 - g. Regular media briefings will be coordinated by the DMME Public Relations Manager as the situation warrants.

■ Command Center Coordinator

- a. Establish a convenient work station and direct communication link with the fresh air base and other critical points underground and on the surface.
- b. Assign personnel to record all activities in a log book, maintaining an accurate account throughout the emergency period.
- c. Coordinate briefings and debriefings of mine rescue personnel.
- d. Ensure rescue and recovery progress is recorded promptly on a mine map.
- e. Monitor and assure an adequate supply of emergency equipment is available.
- f. Conduct briefings with mine officials, MSHA, labor, etc.
- g. Ensure that monitoring of the mine atmosphere at the fan and other strategic locations is conducted, evaluated and recorded.
- h. Coordinate and oversee underground work activities.

■ Surface Coordinator

- a. Maintain communications with the fresh air base on rescue and recovery progress and other related information.
- b. Provide equipment and supply needs of the command center and mine rescue coordinator.
- c. Establish and maintain security at mine entrance and all underground mine openings.
- d. Maintain accurate log of all persons entering and leaving the mine.
- e. Coordinate the placement of rescue and recovery supplies, emergency vehicles, rescue and recovery personnel, media and other authorized persons. Ensure onsite mine rescue teams are provided adequate rest and food accommodations.
- f. Verify number and name of mining personnel that reported to work.
- g. Ensure through the office command center that accommodations for mine rescue teams are provided where extended rescue and recovery work is required.

■ Ventilation Coordinator

- a. Monitor and maintain continuous operation of the mine fan(s).
- b. Establish reliable sampling stations to monitor mine atmosphere at pre-selected locations.
- c. Maintain an accurate and up-to-date log of fan pressure and air quantity and quality at regular predetermined intervals. Gases monitored at the mine fan will include carbon monoxide, methane and oxygen.

- d. Collect and evaluate all mine atmosphere samples, monitor levels of mine gases including carbon monoxide, carbon dioxide, methane and oxygen, and report such information to the command center and mine rescue coordinator.
- e. Communicate air quality and quantity measurements, significant changes and unusual occurrences to the command center.
- f. Supervise atmosphere monitoring stations.
- g. Ensure that current mine maps are available and maintained up-to-date with ventilation controls, air quality and quantity readings and pertinent information as related to rescue and recovery.

■ Mine Rescue Coordinator

- a. Provide assistance and advice to the command center coordinator and the Chief in regard to mine rescue and recovery activities.
- b. Coordinate with MSHA, notification and scheduling of mine rescue team work activities.
- c. Assist the command center coordinator with briefings and debriefings of mine rescue personnel.
- d. Monitor mine rescue team activities.
- e. Maintain an accurate map of rescue and recovery activities.
- f. Responsible for security of mine rescue recovery maps, phones, recovery plans, etc.
- g. Assist the surface coordinator with equipment and supplies as needed by the mine rescue teams.

■ Details To Remember

- a. Collect accurate and detailed information.
- b. Initiate DM internal notification plan.
- c. Notify responsible persons.
- d. Verify mine rescue coverage.
- e. Alert appropriate mine rescue personnel.
- f. Dispatch response personnel.
- g. Establish after hours communication center.
- h. Maintain accurate log of activities and communications.
- i. Establish and maintain security, check-in and check-out, and proper communications at the emergency scene. Restrict entrance to authorized personnel.
- j. Appoint coordinators to assume the responsibility and duties of the Command Center, surface facility, technical specialists, mine ventilation and mine rescue activities.
- k. Check the status of the mine ventilation system and the conditions of the ventilation controls.

- l. The mine fan(s) should be operating but should not be restarted before consulting with responsible agencies and company officials. Do not alter ventilation to non explored areas.
- m. Assign electrical facility and mine fan attendants.
- n. Establish sampling and monitoring of mine atmosphere on the surface.
- o. Check the status of the electrical power to the underground area.

- p. Disconnect electrical power from the affected area. Maintain underground power outside the affected area only when necessary and for transportation purposes.
- q. Notify interconnecting and/or nearby mines of incident.
- r. Issue appropriate enforcement orders.
- s. Instruct company officials to alert mine rescue teams when applicable and other emergency facilities.
- t. Request adequate supply of up-to-date mine maps.
- u. Establish and maintain communication underground.
- v. Proceed underground to assist with fire fighting and recovery.
- w. Establish and maintain underground mine atmosphere monitoring station.
- x. Maintain complete notes of personal activities during work assignments throughout the emergency.
- y. Relay information to appropriate headquarters.
- z. Actively participate in advisory committee discussion and decisions.
- aa. Monitor mine rescue activities
- bb. Comply with Department/Division standard operating procedures.