

***DEPARTMENT OF MINES, MINERALS  
AND ENERGY***

**DIVISION OF MINES**

***MINE EMERGENCY  
DIRECTORY***

***“Preparation and Emergency Response Capability  
Will Save Lives and Property”***

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**\*SPECIFIC CONTACT INFORMATION FOR DMME AND RESCUE TEAMS IS AVAILABLE FROM THE DMME DIVISION OF MINES ON REQUEST.**

# PROCEDURE STATEMENT

**Purpose:** The Division of Mines Emergency Notification Directory has been prepared to assist with notification of key emergency response personnel. Any division representative upon learning of the occurrence or potential occurrence of a mine emergency must begin the notification process to enable effective and efficient response to assist in necessary rescue and/or recovery efforts. The safety and well being of mine personnel and property often will depend on the ability to notify and assemble needed resources to the site of the emergency.

**Scope:** This directory is intended to complement the Division of Mines Rescue and Recovery plan. It is divided into sections which are numbered and identified in the index. The directory will be maintained in loose leaf form, and will be updated regularly as needed.

Those DM and DMME personnel whom it may be necessary to contact are listed in the directory. Other agencies, mine rescue teams and emergency response resources are also listed.

**Responsibility:** Two copies of this directory will be provided each DM representative. One copy is to be maintained at the individual's residence located so as to be readily available at all times. The other copy is to be maintained in the assigned vehicle at all times. Each DM representative provided this directory is responsible to keep the directory current with all revisions provided, and be familiar with its content and intended use.

Any DM representative learning of a mine emergency or potential mine emergency should, without delay, begin the notification process outlined. It is important for the first DM person contacted to obtain information needed to assist in coordination of the appropriate response. Therefore, information forms are provided to assist in obtaining needed information.

## DM NOTIFICATION PROCESS

The DM representative receiving notification of a mine related emergency or potential emergency shall obtain necessary information or attempt to obtain such. However, without delay, the DM representative shall make contacts as follows:

First contact - By phone or by pager your first contact shall be a member of the Mine Emergency Response Team.

Second contact - Your next contact will be your immediate supervisor or whom ever may be designated acting in his absence. Your supervisor will give you further instructions as to duties and responsibilities you are to perform.

The DM Emergency Response team will activate and follow their established response plan. Should state designated mine rescue teams be needed, the DM Emergency Response Team Leader will notify teams of the emergency and request their response.

The first DM Supervisor notified will contact the Chief, and other DM Supervisors. The Supervisor having the mine affected by the emergency will respond without delay to the scene. The other DM Supervisors will coordinate notification of all other DM personnel necessary to respond to the emergency.

The Chief will notify the DMME Deputy Director and coordinate notification of any other DMME or emergency personnel.

# NOTIFICATION OF A MINE RELATED EMERGENCY

The following information is to be obtained by any DM representative at the time notified of an emergency:

1. Date and time of notification: \_\_\_\_\_
  
2. Nature of emergency (obtain specifics such as fire, roof fall, explosion, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Date and Time of Occurrence: \_\_\_\_\_
  
4. Company Name and Mine Name: \_\_\_\_\_  
\_\_\_\_\_
  
5. Location of Mine: \_\_\_\_\_  
\_\_\_\_\_
  
6. Name of Person Calling: \_\_\_\_\_
  
7. Phone Number: \_\_\_\_\_
  
8. Number of persons unaccounted for: \_\_\_\_\_
  
9. Number of fatalities and injuries: \_\_\_\_\_
  
10. Have recovery operations begun? \_\_\_\_\_
  
11. Any additional pertinent information the caller may be able to provide: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_