

MINERAL MINE EMERGENCY, RESCUE AND RECOVERY PLAN

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Department of Mines, Minerals and Energy - Division of Mineral Mining

MINERAL MINE EMERGENCY, RESCUE AND RECOVERY PLAN

Introduction

An emergency can be defined as an unforeseen incident requiring prompt action. Mine emergencies occur unscheduled and include events such as fires, explosions, entrapments, and inundations. Familiarization with a contingency plan for emergency operations is important to ensure effective emergency operations.

This plan has been developed to prepare Department of Mines, Minerals and Energy (DMME), Division of Mineral Mining (DMM) personnel to effectively carry out the Division's role in the event of a mine emergency. The extent that this plan will be implemented will depend on the nature and scope of the emergency.

DMM's primary role is to ensure that mine rescue and recovery activities are conducted safely while providing for:

- the protection of personnel involved in rescue and recovery,
- the rescue of survivors, and
- the recovery of the victim or victims.

DMM personnel must be familiar with the details of this plan, and their associated duties and responsibilities under this plan in the event of an emergency.

This plan also describes the potential responsibilities and duties of the mine operator and mine personnel, in relation to and in coordination with DMM, when needed during a mine emergency. A clear understanding of each person's responsibilities prior to an emergency will help ensure a more effective emergency response.

General Responsibilities of DMM Personnel

- The DMM employee who receives the initial notification of a mine emergency must document the reported information and initiate the internal notification process.
- The DMM employee who receives a rumor of a mine emergency must verify the emergency or, if the person is not in a position to immediately verify the emergency, must immediately report the emergency to the DMM Director or Mine Inspector Supervisor. If, when trying to verify a rumor of an emergency, communication systems to the mine are inoperative, then the person receiving the rumor shall immediately notify the Mine Inspector

Supervisor assigned to the mine. The Mine Inspector Supervisor shall then assign a DMM inspector to immediately investigate the mine emergency rumor.

- The DMM Director is responsible for directing all DMM activities during an emergency (delegated by the DMME Director, 45.1-161-292:50.D of the Code of Virginia). The DMM Director and Mine Inspector Supervisor shall coordinate activities with the responding DMM Inspector.
- The Mine Inspector Supervisor (or in his absence the DMM Director) is responsible for verifying mine rescue team coverage for an emergency on an underground mine.
- The Mine Inspector Supervisor (or in his absence the DMM Director) is responsible for assigning a DMM inspector to proceed immediately to an emergency scene in accordance with Section 45.1-161.292:53.2 of the Code of Virginia and Division Policy and Procedures. This person will represent the agency until relieved or assigned other duties.
- The responding DMM Inspector shall assume the duties of the on-site Mine Rescue Coordinator and shall be responsible for providing assistance and advice to the DMM Director regarding emergency response, rescue and recovery activities. The Mine Rescue Coordinator is legally authorized to take charge of rescue and recovery operations during a mine emergency. (45.1-161.292:53.3)
- The Mine Rescue Coordinator shall act for the DMM Director as a consultant to the mine operator and rescue crews during the emergency response, and work with the DMM Director to make available all Department facilities as needed. The Mine Rescue Coordinator shall be part of the on-scene incident command structure for activities involving the rescue and recovery operations. The Mine Rescue Coordinator shall, upon direction from the DMM Director, take personal charge of the rescue and recovery operation when, in the DMM Director's opinion, circumstances of the mine emergency warrant this action. (45.1-161.292:50.D)
- DMM personnel involved with a mine rescue and recovery operation shall work cooperatively with authorized representatives of all parties involved, including the mine operator, mine worker committees, officials from the federal Mine Safety and Health Administration (MSHA), and local emergency response organizations. DMM personnel should participate on any committee associated with the rescue and recovery operations during the mine emergency.
- DMM personnel shall comply with all applicable DMME and DMM policies and procedures, including the DMME Media Relations Plan, throughout the emergency.
- The DMME Public Relations Manager shall be responsible for agency communications with media, and for coordination with the MSHA Office of Information and Public Affairs and company public relations personnel regarding release of information to the news media.

Notification of DMM

The DMM employee who receives a report of a mine emergency should obtain as much detail as is available from the person notifying the Division of an emergency. The success of response, rescue and recovery during a mine emergency is greatly influenced by the initial notification and the accuracy of the information received.

The DMM employee shall obtain the following information, at a minimum, if known by the person reporting the emergency. The information should be recorded on the Mine Emergency Data sheet.

- Company and Mine Name and Number;
- Mine Location;
- Mine Telephone Number;
- Name of Person Reporting Emergency;
- Nature of the Incident/Emergency;
- Time and Date of Incident/Emergency;
- Degree of Seriousness;
- Names and Number of Injured or Personnel Unaccounted For;
- Brief Description of Incident/Emergency;
- Affect of Incident/Emergency on Mine;
- Present Status of Situation; and
- Action, if any, Currently Being Taken.

After receiving notice of a mine emergency, the person who received the notice shall forward the information to the appropriate Mine Inspector Supervisor and DMM Director. The DMM Director shall notify the DMME Deputy Director and the DMME Public Relations Manager.

Duties During Emergency Response, Rescue and Recovery

Specific duties are assigned at the emergency scene to control and coordinate emergency response activities. Assignments of DMM personnel shall be approved by the DMM Director or his designated representative and coordinated with MSHA and other regulatory and response personnel.

- The mine operator (through a Command Center Coordinator), or emergency response crews if the mine operator is not available, shall establish a command center to maintain direct communications with personnel at strategic points on the site. The command center should include company official(s), the mine and worker's representative, the DMM Mine Rescue Coordinator, MSHA personnel, technical specialists, and other personnel as deemed necessary. Other personnel that may be a part of the command structure on site

include, but are not limited to, local or state law enforcement representatives, the local emergency services manager or coordinator, local fire/rescue representatives, and hazardous materials incident responders.

- Key command center assignments include, but are not limited to, logistics, communications, emergency medical services, briefings for families of the victims, media and public information, and site security.
- Mine company personnel, with assistance from local or state law enforcement personnel, shall guard the entrance to the command center. Only authorized personnel shall be permitted to enter the command center. Work schedules shall be coordinated through the command center, and briefings of rescue personnel shall be conducted in accordance with rescue and recovery needs.
- A Surface Coordinator shall be assigned by the mine operator to record rescue and recovery activities in a logbook, in order to maintain a comprehensive and accurate account of all actions taken throughout the emergency period.
- The Mine Rescue Coordinator shall work closely with the mine rescue teams, coordinate debriefings, and assure continuity of work activities through rescue and recovery of victims and recovery of the mine.
- The DMM shall make available electrical and ventilation specialists, as necessary, to advise the rescue and recovery operations. In emergencies involving underground mines, DMM shall make available specialists to advise on roof control, mine fan and mine atmosphere monitoring, and proper function of escape facilities. Technical specialists in other fields, such as chemists, blasting representatives, etc., may be called on by DMM depending on the emergency.
- The mine operator shall secure and guard the emergency scene. Road entrances, intersections, and other strategic points shall be manned and guarded for traffic control. Only authorized personnel shall be permitted to enter the mine site.
- The mine operator shall establish and maintain surface and underground mine atmosphere monitoring stations when appropriate. Logs should be maintained, and monitoring information should be forwarded to the command center.
- The mine operator is encouraged to conduct regular media briefings. These briefings may be coordinated with the DMME Public Relations Manager and the MSHA Office of Information and Public Affairs as the situation warrants.
- The DMM Director shall establish an investigating team as soon as possible after rescue and recovery operations are initiated.

Appendices

1. Specific On-Site Duties
2. Details to Remember
3. Mine Emergency Notification Sheet
4. Division of Mineral Mining Mine Inspector Telephone Numbers
5. Mine Emergency Data

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APPENDIX 1. SPECIFIC ON-SITE DUTIES

Command Center Coordinator (Company official)

- Activate company Emergency Plan as determined by company policy and procedure.
- Establish a secure, convenient command center and direct communication link with critical points underground (if appropriate) and on the surface.
- Assign a Surface Coordinator to record all activities in a logbook, maintaining a comprehensive and accurate account of all actions taken throughout the emergency period.
- Assign personnel to coordinate the following: logistics, communications, emergency medical services, rescue/recovery team notification and direction, technical specialist services, media and public information, victim and family assistance services, site security, and other services as deemed necessary. If underground, also include ventilation and surface/underground coordination.
- Coordinate work/rotation schedules of rescue team and emergency services personnel.
- Plot rescue and recovery progress on a mine map.
- Provide for monitoring of the mine atmosphere at the fan and other strategic locations (as necessary).
- Ensure families of victims receive regular briefings as circumstances dictate.

Mine Rescue Coordinator (DMM Inspector)

- Provide assistance to the DMM Director regarding mine rescue and recovery activities.
- Coordinate briefings and debriefings of mine rescue personnel.
- Assist mine rescue teams to ensure they follow appropriate mine rescue procedures, particularly when teams are located at or in by the fresh air base or other strategic locations of rescue activity.
- Maintain an accurate and up-to-date record of activities performed by the mine rescue teams.
- Maintain open communication lines with other command center personnel and provide advice on potential unsafe mine conditions and locations, when appropriate.
- Clear all dangerous areas of the mine of all unnecessary personnel when determined appropriate.
- Obtain DMME technical assistance as needed for the mine rescue and recovery operations.

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- Coordinate with the Command Center Coordinator or other appropriate company official, the DMME Public Relations Manager, and MSHA representatives to ensure regular briefings are provided to families of mine accident victims as circumstances dictate.
 - Authorize and direct activities relating to rescue and recovery operations as specified in Section 45.1-161.292:53.3 of the Code of Virginia.
 - Monitor and assure adequate supply of emergency equipment needed from DMME.

Surface Coordinator (Company official)

- Coordinate security functions at identified strategic locations on site.
- Establish a check-in/check-out system to log and track all authorized personnel entering and exiting the emergency scene and keep open line of communication between checkpoints and the command center.
- Maintain communications with strategic locations on rescue and recovery progress and other related information. Communicate information to the designated company spokesperson.
- Maintain comprehensive records, in a logbook, of all activities underground (if appropriate) and at the surface throughout the emergency. Record discussions and decisions pertinent to the coordination of rescue and recovery activities.
- Assist the Command Center Coordinator in maintaining an accurate and up-to-date mine map of all rescue and recovery activities.

Logistics Coordinator (Company official)

- Obtain equipment and supplies requested by the Command Center Coordinator or Mine Rescue Coordinator.
- Coordinate the placement of rescue and recovery supplies, emergency vehicles, rescue and recovery personnel, media, and other authorized persons.
- Locate and secure equipment and supplies if more than what is available at the mine site is needed.
- Coordinate victim and family assistance services such as providing facilities for family and victim privacy, stress counseling, Red Cross notification and other as needed.
- Maintain an open line of communication with the command center.

Technical Specialist Coordinator (Company official)

- Coordinate technical support services.

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- Provide or secure expertise relative to mine ventilation, roof control, electrical installations, explosives, and ground control, as deemed necessary by the emergency. Assist and advise the command center on technical matters.
 - Supervise atmosphere-monitoring stations.
 - Ensure mine maps are provided with known air quantities, location of ventilation controls, direction of airflow, and updated pertinent information as rescue/recovery progresses.
 - Provide and maintain electrical power to areas designated by the command center.
 - Maintain and monitor electrical installations including substations, hoists, elevators, emergency, mine fans, and escape facilities.
 - Disconnect electrical power, except as needed to maintain ventilation, from the affected area. Maintain power outside the affected area only when necessary for equipment use and communications.
 - Maintain open communication lines with the command center.

Ventilation Coordinator - underground only (Company official)

- Monitor and maintain continual operation of the mine fans.
- Establish sampling stations to monitor mine atmosphere at preselected locations.
- Maintain an accurate and up-to-date log of fan pressure, air quality, and air quantity at regular predetermined intervals. Gases monitored at the mine fan should include carbon monoxide, methane, and oxygen.
- Communicate air quality and quantity measurements, significant changes, and unusual occurrences to the command center.
- Ensure that mine fans are operating: except that inoperable fans should not be restarted before consulting with responsible agencies and company officials and that ventilation to non-explored areas should not be altered.

Communication Coordinator (Company official)

- Establish a secure communication area between all strategic locations and key personnel in the command center.
- Ensure all emergency service and assistance agencies have been notified.
- Monitor communications with rescue teams and emergency services personnel relating to the emergency. Coordinate communication systems between agencies and relay necessary information directly to the command center.

- Secure a phone line, which allows private communications by the DMM Mine Rescue Coordinator to the DMM office.

Company Spokesperson (Company official)

- Establish a location for media briefings and introduce yourself to the media as the official spokesperson for the company.
- Maintain an open line of communication with the command center and relay appropriate information to the media at predetermined selected intervals.
- Establish contact with the DMME Public Relations Manager and MSHA Office of Information and Public Affairs personnel for assistance and coordination of released information as the situation warrants.

APPENDIX 2. DETAILS TO REMEMBER - DMM PERSONNEL

- Collect accurate and detailed information.
- Initiate DMM internal notification plan.
- Notify responsible persons.
- Verify mine rescue coverage if at an underground mine.
- Alert and dispatch appropriate mine rescue personnel (as needed).
- Establish after-hours communication system.
- Maintain complete notes and an accurate log of your activities and communications throughout the emergency.
- Assist the Command Center and other coordinators:
 - Establish and maintain security, check-in, checkout, and proper communications at the emergency scene, and restrict entrance to authorized personnel only.
 - Appoint coordinators to assume responsibilities and duties of the command center, surface facility, technical specialists, mine ventilation, and mine rescue activities.
 - Establish and maintain communication at all strategic locations.
 - Obtain an adequate supply of up-to-date mine maps.
 - Check the status of the mine ventilation system and the condition of the ventilation controls if underground, and decide whether to restart inoperable fans.
 - Assign electrical facility and mine fan attendants.
 - Establish sampling and monitoring of mine atmosphere on the surface and underground.
 - Check the status of electrical power to all areas.
- Issue appropriate enforcement orders.
- Maintain complete notes of your activities during work assignments throughout the emergency.
- Relay appropriate information to division headquarters.
- Actively participate in advisory committee discussion and decisions.
- Monitor all mine rescue and recovery activities.

- Comply with Department and Division policies and procedures.

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APPENDIX 3. MINE EMERGENCY NOTIFICATION SHEET

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MINE EMERGENCY NOTIFICATION SHEET

Company Name: _____

Mine Name/Number: _____

Mine Location: _____

Mine Permit Number: _____

Federal I.D. Number: _____

Rescue Squad Phone Number: _____

Local Law Enforcement Agency Name/Phone Number: _____

Mine Rescue Coverage Phone Number (Underground Mines Only): _____

Virginia State Police Phone Number:

Div I	Richmond:	1-800-552-9965
Div II	Culpeper:	1-800-572-2260
Div III	Appomattox:	1-800-552-0962
Div IV	Wytheville:	1-800-542-8716
Div V	Chesapeake:	1-800-582-8350
Div VI	Salem:	1-800-542-5959
Div VII	Fairfax:	1-800-572-4510

Virginia Division of Mineral Mining

	Office	Home
Conrad T. Spangler, Director	434-951-6312	434-974-6862
Tom Bibb, Engineering Manager	434-951-6313	434-245-1361
Jeff Stewart, Safety Engineer	434-951-6315	434-297-2907
Jim Smith, Western Supervisor	434-951-6310	540-586-0232
David Benner, Eastern Supervisor	434-951-6310	804-739-8052
DMM Mine Inspector _____ (write in the name of your inspector)	434-951-6310	_____

Mine Safety and Health Administration

MSHA Staunton Field Office	540-887-9682
MSHA Northeastern District Office	724-772-2333

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**APPENDIX 4. DIVISION OF MINERAL MINING MINE INSPECTOR
TELEPHONE NUMBERS**

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Virginia Department of Mines, Minerals & Energy
Division of Mineral Mining (DMM)
900 Natural Resources Drive, Suite 400
Charlottesville, Virginia 22903

CALL (434) 951-6310

Office hours: 7:00 a.m. – 6:00 p.m., Monday - Thursday

Division Mine Inspector home telephone numbers:

Conrad Spangler, Division of Mineral Mining Director(434) 974-6862

Eastern Region

David Benner, Supervisor(804) 739-8052
Grizzle, Paul.....(804) 443-4685
Guth, John.....(540) 659-4961
Harris, Vernon.....(434) 589-4253
Hutcheson, Bruce.....(540) 937-2644
Saunders, Paul.....(804) 717-5550
Skorupa, Phil.....(757) 877-6954

Western Region

Smith, Jim(540) 586-0232
Cochran, Willie.....(434) 239-3274
Fehrer, Damien.....(434) 315-0305
Hagy, Mac.....(276) 597-7642
Kretsch, Matt(540) 886-5360
Smith, Charlie.....(276) 773-2960

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APPENDIX 5. MINE EMERGENCY DATA FORM

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MINE EMERGENCY DATA

Company Name _____

Mine Name/Number _____

Mine Location _____

Mine Telephone Number _____

Nature of Emergency _____

Name of Person Reporting Emergency _____

Date _____ Time _____

Approximate Time of Incident _____

Degree of Seriousness _____

Names and Number of Injured or Unaccounted For _____

Brief Description of Incident _____

Present Status of Mine, Ventilation, and Electrical System _____

Present Status of Situation _____

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