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DATE

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ISSUE/REVISION INDEX

Issue Code	Revision					Revision Details
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Issue Codes: RC = Released for Execution, RD = Released for Design, RF = Released for Fabrication, RI = Released for Information, RP = Released for Purchase, RPA = Released for Permit Application, RQ = Released for Quotation, RR = Released for Review and Comments.



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1.0 PURPOSE & SCOPE

The NAPG Emergency Preparedness Guideline helps a project establish its site-specific emergency response plan (ERP) to meet the following objectives.

1. To inform the local Vale emergency organization regarding any internal and external emergency that may be encounter on the project site;
2. To safe guard onsite workers and visitors in an emergency situations such as fires, natural disasters, gas release, etc.

Site-specific ERPs are required. They must identify:

- “what to do” steps required to ensure the safety of the occupants of the Project worksite and its surroundings,
- Safe Assembly Areas (SSA) and the process to account for occupants,
- Measures to minimize the impacts, and
- Communications appropriate to the scale of the emergency and legal requirements.

For Greenfield sites, a Project must develop systems to manage the various potential emergency situation(s) identified in the project risk register as a minimum.

In brownfield project sites, the project will need to update the established ERPs to include the project construction activities, work zone and construction workers.

This guideline establishes the roles & responsibilities for the preparation of ERPs; and applies to all workers performing work at a NAPG project site.


2.0 ROLES AND RESPONSIBILITIES

NAPG Director: has the overall responsibility for resourcing the project team to prepare, maintain the necessary procedures to comply with local and regulatory emergency response procedures. Allocate the required resources for responding to an emergency.

NAPG Project Manager/ Director: This person is accountable for the project site during an emergency. They will take control of the situation; and communicate with the local Emergency Coordinator/Command Post. And will be the ensure the required ERP are in place.

NAPG HSE Manager: Audit of the project sites to verify site-specific procedures are established. Ensure all legislated reviews are schedules and completed.

NAPG project HSE department: is responsible for creating, and monitoring activities associated with the project specific ERP’s. Ensure that project workers and visitors are familiar with the ERP. As per local requirements; plan and record all drills/table top exercises of all procedures. Retain training records of annual reviews of all workers. Monthly inspections of Safe Assembly Areas and Command posts for readiness to respond to an emergency. Engage the project JHSC worker rep for procedure review and approval.

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All: Participate in **Emergency Response Plan (ERP)** process as required and completion of assigned action items in a timely manner.

3.0 DEFINITIONS

Alert: status prior to the occurrence of a disaster, declared in order to specific precautions due to probable and next occurrence of a destructive event.

Emergency: any event that may significantly injure any person(s), damage equipment, compromise cultural heritage, impact the natural environment or impact operational continuity

Emergency Response Plan (ERP): documentation that defines the guidelines and responsibilities for implementation of technical and administrative procedures, structured to provide efficient and effective responses in the event of emergency situation.

Level “I” – Building or Dam:

Confined to a building or specific area within a mine, dam or plant complex. No effect to other parts of the mine, plant or public. May be controlled and/or contained using personnel and equipment within the building or area.

Level “II” Plant or Mine:

Confined to a mine or plant complex. No effect to the public. May be controlled and/or contained using personnel and equipment from the mine or plant. Notification to affected departments to be outlined.

Level “III” Other plants, public Environment:

Involves any situation that could pose a significant hazard to personnel at other locations (on or off site), to the public or the natural environment. This includes any significant uncontrolled emission of toxic gases or stack emissions, or discharges of untreated waste water or tailings. It requires activation of the Community Emergency Response. Emergency procedures for plants and public are initiated.

First Responder Person:


A First Responder is a “knowledgeable” guide for Emergency Personnel (Fire, Police, Ambulance, and Mine Rescue) who know the area, the major hazards and where to isolate utilities within the project site boundaries. Requires annual training to acquire/retain this designation.

Mutual Aid Plan (MAP):

A plan which aims to combine the efforts of public agencies and human resources and materials of private companies, in case of accident.

Corporate Security /Protection Services Professional (PSP):

Typically, this group of personnel provide are Advanced First Aid Responders and Security for the facility. They will have specific duties to be completed during an emergency response. The project specific procedures are to detail the all necessary PSP duties expected to complete during an emergency event.

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Municipal Emergency Response Personnel:

Are trained in handling specific emergencies. Unlike most Vale First Responders they are **not** qualified to isolate hazards such as gas main shut-off valves and electrical disconnects to areas. Do not assume this group of people have been trained to access the various areas of the project site. ie working at heights, angle rescue, and confined space entry.

Mine Rescue:

A group of trained people who specialize in providing rescue services to personnel during an emergency event in an underground environment.

4.0 REQUIREMENTS

The ERP(s) including revisions are to be reviewed with all new workers. A record of the review is to be kept.

Hard copies of the ERP are to be readily available.

Alert notifications should be tested periodically to ensure the broadcast is heard by required parties.

Suggested Alert notifications:

Level “I” - Building:


- Alert personnel within the building, mine or tailings/dam site to initiate local response.
- Affected departments in area are to be notified. No external notification is required.
- Notify other internal personnel as specified in the local ERP.

Level “II” Plant or Mine

- Alert plant, mine and/or tailings/dam personnel to initiate site-wide emergency response.
- Notify appropriate authorities as specified in the ERP.
- Notify Vale project and operational management as specified in the ERP.
- Notify Vale spokesperson/s to address any media or public concerns.
- Consider notifying the public through appropriate channels that the emergency is limited to the site.

Level “III” Other plants, public or environment

- Alert plant, mine and/or tailings/dam personnel to initiate site-wide and public emergency response.
- Activate Community Emergency Response including evacuations for flooding or dam breach, or invac for gas releases. The response must be scaled to the size of the emergency up to and including:
 - Initiating the Vale Crisis Management Plan
 - Establishing a command center and commander.
 - Full evacuation of employees from the impacted site.

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- Requesting necessary assistance from the local community and mutual aid plans (interagency/interdepartmental communication).
- Fully deploying emergency systems.
- Alert appropriate authorities as specified in the ERP.
- Alert Vale project and operational management as specified in the ERP
- Alert the public through appropriate channels of the emergency and precautions to take.

5.0 RECOMMENDATIONS:

The following emergencies should be considered:


1. Dam breach or flooding;
2. Surface/Underground Fire;
3. Forest Fire;
4. Operations Hazardous Material Release;
5. Working alone in the surrounding plant/wilderness;
6. Train Derailment – pendant on the third-party rail transport, what is the cargo carried as well as the proximity to the plant;
7. Severe weather (high winds, freezing rain, high rainfall/snowfall
8. Commuting accident to site facility – airplane crash, train derailment, missing person in the field.
9. Spills that severely impact environmentally sensitive areas, species or cultural heritage, or kill a significant amount of wildlife. Discharges to the surrounding natural environment should have a stand-alone protocol especially if subject to Canadian Environmental Emergency (E2) Plans. However, when a spill meets the definition of an emergency then the requirements of this procedure apply.

6.0 TRAINING

All site workers and visitors to the project work site must understand emergency response procedures; and become familiar with their role in an emergency. Site workers and visitor awareness for emergency response is presented within the Project site Orientation. The orientation covers the following: talking points:

1. Emergency number notification – telephone and radio channel.
2. Discuss radio and telephone communication do's & don'ts.
3. Identify emergency muster areas for inside and outside safe assembly areas.
4. Identify available Refuge stations.

Additionally, contractors are responsible to communicate information on the location of fire extinguishers, pull stations and other emergency response equipment in their immediate workplace boundaries. The names and contact information of supervisory and emergency response personnel must be posted in their onsite office/lineup room.

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In addition to legislated drills; “table top” drills may be of benefit to determine knowledge deficiencies and training of on-site personnel.

7.0 DOCUMENTATION AND ADMINISTRATION

Report of any emergency drill/tabletop exercise shall be submitted to the NAPG HSE Manager as per local requirements for emergency preparedness.

8.0 INSPECTION AND REVIEW

As per local legislation, the NAPG will conduct drills and/ or tabletop exercises to determine the effectiveness of the emergency response and knowledge gaps. Recommendations must be formally documented and incorporated into the ERP.

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9.0 REFERENCE

- NAPG-SAF-SPI-005 – NAPG Health and Safety plan;
- PGS-002552 – preparation and management of Emergency Response Plan – ERP;
- PGS-002552 – General Guidelines for the preparation and Management of Emergency Response Plan –ERP Annex 5 standard form for a drill;
- PTP-000773 - Preliminary Risk Analysis and Impacts Assessment;
- NAPG-SAF-SPI-005 - NAPG JHA procedure

DOCUMENT END