



STANDARD PROCEDURE INSTRUCTION

Title		SPI
All Plant Emergency Exercise Protocols		34-52
Department	Supersedes SPI Dated	Effective Date
Safety, Health and Environment	New	August 29, 2013

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1. PURPOSE

- 1.1. To outline procedures for all plant emergency exercises to ensure a successful outcome is achieved.

2. CONTEXT

- 2.1. This SPI is to help the departments understand the importance of proper communication during an emergency response. It will also standardize the development of training exercises.

3. SCOPE

- 3.1. This SPI applies to all Vale Manitoba Operations employees and the following protocols are to be used when conducting an Emergency exercise involving any resources outside your Department, including outside agencies.
- 3.2. Emergency Response responsibilities:
 - a) Emergency Operation Centre (EOC) – General Managers or Designates
 - b) Manitoba Operation's Emergency Planning Committee - Senior Supervisor of Emergency Services
 - c) Mine Rescue, Fire & Rope Rescue teams – Fire & Rescue Specialist
 - d) Refinery Rescue – H₂S Supervisor
- 3.3. Level II Training Exercises Definition:
 - a) Two or more areas involved or affected
 - b) Confined to company property
 - c) May require assistance from outside resources (outside of your Department)
 - d) Requires activation of plant wide emergency system

4. REQUIREMENTS

PROCEDURE: Departmental exercises with external assistance



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4.1. Planning process:

- a) Manager of the Department approves the exercise
- b) The Divisional Emergency Planning Committee must be active in the development of the exercise with the Department planning team
- c) Manager of the Department or the Senior Supervisor of Emergency Services notifies the General Manager responsible for the areas for his/her approval of the exercise
- d) Once the exercise has been approved the Senior Supervisor of Emergency Services or his/her designate will follow the Notification process listed below. (4.3-6)
- e) Senior Supervisor will notify the Manager of the Safety, Health & Environment (SHE) department once the exercise has been approved
- f) Vale (Manitoba Operation) corporate affairs need 24 hours to prepare a press release and to answer questions from the public if needed (contacts listed below)

4.2. Departmental Internal Training Exercises:

- a) All Plant exercises must submit a written report to the Senior Supervisor of Emergency Services or his/her designate at least 24 hours prior to the exercise
- b) Senior Supervisor of Emergency Services or his/her designate will notify the Vale (Manitoba Operation) Corporate affairs to satisfy the 24 notification requirement
- c) The report will need to cover the type, purpose and expected outcomes of the exercise
- d) All areas that will be affected by the operating department's exercise must be identified and notified of the event. (Smelter exercise may affect the Refinery Tank house)

4.3. Exercise

- a) The exercise must have a unique name (name of exercise & date, i.e. SO₂ rail car dd/mm/yy)
- b) The exercise must have a cancellation code using a unique word uncommon to our "language" I.E. RAVEN. This is to call off the exercise in the event of a real emergency

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- c) Ensure all observers and the personnel in charge of the responding Emergency Service are aware of the cancellation code
- d) Ensure that in each of the areas covered, all initial conversations begin with "This is an exercise"
- e) Ensure the areas being covered are informed this is an exercise and outside agencies that may be part of their protocols are NOT required to respond unless they are to be part of the exercise
- f) The Senior Supervisor of Emergency Services or the co-chair from the Emergency Planning Committee will NOTIFY the following agencies approximately 1 hour prior to the exercise and inform them we are having an exercise:

City Fire & Emergency Services	Fire Chief	677-7915
Thompson Rural RCMP	Sergeant	677-6909
Mine's Branch	Mines Inspector	677-6820/ 679-2623
Thompson General Hospital	Crisis planner	778-1551/ 307-0552

Vale Corporate Affairs	Manitoba Operations	778-2326
USW 6166	President	677-1704
Furnace safety	Smelter Operations	778-2360
Vale Telecommunications	Manitoba Operations	2391/679-1079
USW 6166	Union Divisional Co-chair	677-1705

4.4. Any other agencies that may be affected by this particular exercise such as Stittco, MTS, Manitoba Hydro, etc. these agencies will need to know when the dates have been confirmed so as not to interrupt or tie up their service.

- 4.5. Purpose of exercises is to test emergency response systems:
- a) Warning systems (external fog horn, audio, internal sirens)
 - b) Response time to Safe rooms
 - c) Response of Emergency teams
 - d) Communication and activation of the call system
 - e) Response of the EOC
 - f) Emergency procedures for the area

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g) To identify potential opportunity for improvement in the VALE Emergency Response Systems

4.5.1 To understand the reporting requirements of the Manitoba Regulations (M.R.) 212/2011, Part 5. Division 1 & 2

a) The employer must conduct tests of the emergency procedures and emergency warning systems at least once in each year and, within, seven days of a test; provide a report on the effectiveness of the procedures and systems to a mines inspector and the committee

5. AUTHORIZATION PROCESS

- 5.1. At least 1 month before the exercise or training session, the process will include an email chain.
- 5.2. The group planning the exercise will send an email to the Department Manager requesting authorization in writing (email response).
- 5.3. The Department Manager will respond to the group making the request in the same email.
- 5.4. The group making the request will forward the response to Senior Supervisor of Emergency Services and Union Co-Chair of the Emergency Planning Committee.
- 5.5. The Senior Supervisor of Emergency Services will forward the request email to the General Manager of the Department for permission.
- 5.6. The General Manager will respond back to the Senior Supervisor of Emergency Services in the same email.
- 5.7. The Senior Supervisor of Emergency Services will contact the group requesting the training exercise and communicate with the Manager of the SHE department.

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Approved By	Title
	Vice President, Vale Manitoba Operations
Date	