



# **Baffinland Iron Mines Corporation**

## **BIM-5000-PLA-0005 EMERGENCY RESPONSE PLAN**

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### DOCUMENT REVISION RECORD

Issue Date MM/DD/YY	Rev #	Prepared By	Reviewed By	Approved By	Description of change and purpose of issue
03/03/15	0	GH		EM	USE
03/03/16	1	SP		EM	USE: updated roles and responsibilities, contact information, titles and maps
03/30/17	2	TN		TB	USE: update of contacts and telephone numbers
03/31/17	3	KW		TRS	USE: updated roles and responsibilities, contact information and titles, added sections on evacuation and loss of critical infrastructure
08/13/18	4	ST			USE: updated Glossary of Terms, Acronyms, Contacts, Distribution List
12/08/20	5	SS/JN		TRS	USE: removal of Internal contacts, acronyms, addition of spill kit locations, ER truck inventory, Duty Cards
04/02/21	6	SS		TRS	USE: update medevac requirements
05/20/22	7	JN		TRS	USE: delete names and table
03/13/24	8	SJ	SL/BT	TRS	USE: update Mental Health Management
05/14/25	9	JH	BT	MLH	Use: update contacts

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## 1. PURPOSE

The purpose of this Emergency Response Plan, herein referred to as The Plan or ERP, is to identify potential Environmental, Health and Safety Emergencies that could arise during the construction and operational phases of Baffinland Mary River Project (The Project).

This ERP establishes the framework for responding to these situations and applies to all aspects of the operation. All Baffinland employees and contractors are required to comply with the requirements of the ERP. The ERP also defines Baffinland's organizational roles and responsibilities, external contact information, training, resources, and reporting requirements, by which all site personnel are directed.

The ERP is required to be used in conjunction with Baffinland's other Emergency Plans, including:

- Sustainable Development Policy – BIM-5000-POL-0005, or as amended.
- Health, Safety and Environment Policy – BIM-5000-POL-0001, or as amended.
- Spill Contingency Plan (SCP) – BIM-5200-PLA-0012, or as amended.
- Polar Bear Safety Plan – BIM-5100-PLA-0003, or as amended.
- Oil Pollution Emergency Plan (OPEP) – BIM-5200-PLA-0028, or as amended.
- Spill at Sea Response Plan (SSRP) – BIM-5000-PLA-0006, or as amended.
- Diesel Environmental Emergency (E2) Plan Mine Site – BIM-5200-PLA-0019, or as amended.
- Diesel Environmental Emergency (E2) Plan Milne Port – BIM-5200-PLA-0017, or as amended.
- Crisis Management Plan (CMP) – BIM-5000-PLA-0004, or as amended.
- Pandemic Response Plan (PRP) – BAF-PH1-840-P16-0005, or as amended.
- Aerodrome Operations Manual – BAF-PH1-320-T07-0002, or as amended.
- Aerodrome Emergency Response - BAF-PH1-840-P16-0006, or as amended.
- Incident Command Centre Document-Duty Card – BIM-5100-FRM-0026, or as amended.
- Incident Command Centre Documents-Emergency Action Guides – BIM-5100-FRM-0029, or as amended.

In addition to Baffinland's plans, Canadian regulations require every vessel transiting in Canadian waters to have a Transport Canada approved Shipboard Oil Pollution Emergency Plan (SOPEP). SOPEPs are proprietary documents specific to each vessel. For Canadian flagged vessels, SOPEPs are reviewed and approved by Transport Canada.

Additional copies of this Emergency Response Plan (ERP) may be obtained from:

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### 1.1 DEFINITIONS

Statement	Definition
CODE 1	A "CODE 1" announcement signifies an emergency situation requiring activation of the Emergency Response Team.
Corporate Emergency Management Team (CEMT)	Senior corporate management group responsible for providing corporate coordination and support during a crisis or emergency.
Crisis	A sudden event or set of circumstances that could significantly impact Baffinland's ability to carry out our business, damages our reputation and/or threatens the environment, the health, safety and well-being of employees, neighbouring communities or the public at large.
Crisis Management Plan (CMP)	A plan that defines the roles and responsibilities of the EMT and CEMT in the event of a crisis.
Emergency	A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
Emergency Management Team (EMT)	A group consisting of department managers and/or supervisors that provide internal resources (people, equipment, materials) to support the emergency response activities.
Emergency Management Team Lead (EMTL)	Person responsible for the overall coordination and support for the emergency response activities at the operation. This role is filled by the on-site senior manager or designated senior manager for Operations.
Emergency Response Team (ERT)	A group of employees trained in mine rescue and emergency response that provide the field response activities to an emergency.
Emergency Response Team Command (ERTC)	Person responsible for the management of incident activities at the site of the emergency. This role is filled by the Emergency Response Trainer or in his/her absence on site the Mine Rescue Captain and reports to the Emergency Management Team leader (EMTL) at the Incident Control Centre (ICC).

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Incident	An unplanned event that can or does result in ill health, injury, property damage or loss, adverse environmental impact, or business interruption.
Incident Control Centre (ICC)	Designated location where the Emergency Management Team (EMT) gathers to coordinate and support the response to the emergency.
Muster Station	A designated gathering area for the purpose of identifying and recording all occupants/evacuees present during an emergency and ensuring their safety until the emergency has ended.
Muster Station Coordinator	A designated individual appointed by the EMTL to direct occupants/evacuees to the Muster Station and to coordinate identification of any missing personnel to the Incident Command.

## 2. EMERGENCY RESPONSE PLAN DETAILS

### 2.1 REGULATORY FRAMEWORK

The Emergency Response Plan (ERP) addresses specific terms and conditions of:

**Table A: External Distribution List for the Emergency Response Plan**

<b>Department of Environment</b> - Environmental Protection Division PO Box 1000 Station 1300 Iqaluit, NU, Canada X0A 0H0 Tel: (867) 975-7700, 1-866-222-9063 Fax: (867) 975-7742	<b>Department of Fisheries and Oceans</b> - Central and Arctic Region 520 Exmouth Street Sarnia, ON N7T 8B1 Tel: (519) 383-1813, (866) 290-3731 Fax: (519) 464-5128
<b>Qikiqtani Inuit Association</b> Igluvut Building, 2nd floor PO Box 1340 Iqaluit, NU X0A 0H0 Tel: (867) 975-8400, 1-800-667-2742 Fax: (867) 979-3238	<b>Crown-Indigenous Relations and Northern Affairs Canada</b> – Field Operations Division Qimugjuk Building PO Box 2200 Iqaluit, NU X0A 0H0 Tel: (867) 975-4295 (Director, Lands and Field Operations: Erik Allain) Fax: (867) 979-6445
<b>Crown-Indigenous Relations and Northern Affairs Canada</b> - Water Resources Division	<b>Mittimatalik Hunters and Trappers Organization</b> PO Box 189 Pond Inlet, NU, Canada

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Building 918 PO Box 100 Iqaluit, NU X0A 0H0 Tel: (867) 222-9278 (Manager, Water Resources: Ian Parsons) Fax: (867) 975-4585	X0A 0S0 Tel: (867) 899-8856 Fax: (867) 899-8095
<b>Nunavut Impact Review Board</b> PO Box 1360 Cambridge Bay, NU, Canada X0B 0C0 Tel: (867) 983-2574, 1-866-233-3033 Fax: (867) 983-2594	<b>Nunavut Water Board</b> PO Box 119 Gjoa Haven, NU, Canada X0B 1J0 Tel: (867) 360-6338 Fax: (867) 360-6369
<b>Mine Safety – Prevention Services</b> Workers Safety & Compensations Services (WSCC) Northwest Territories & Nunavut Box 669 Iqaluit, Nunavut X0A 0H0 Tel: 1-800-661-0792 Fax: 867-979-8501	<b>Royal Canadian Mounted Police</b> Pond Inlet Detachment PO Box 210 Pond Inlet, Nunavut Tel: 867-899-1111 Fax: 867-899-8832
<b>Hamlet of Pond Inlet</b> (867) 899-8934	<b>Hamlet of Sanirajak</b> (867) 928-8829 ext. 211
<b>Hamlet of Cape Dorset</b> (867) 897-8943	<b>Hamlet of Arctic Bay</b> (867) 439-9917
<b>Hamlet of Igloodik</b> (867) 934-8940	<b>Hamlet of Clyde River</b> (867) 924-6220
<b>Hamlet of Kimmirut</b> (867) 939-2247	

- Baffinland Iron Mines Corporation.
- Baffinland HSE Policy and Procedure.
- Sustainable Development Policy.
- Project Certificate No. 005 (Amended No. 1).
- Type A Water Licence 2AM-MRY1325 (Amendment No. 1).
- Commercial Lease signed with the Qikiqtani Inuit Association (QIA).
- Federal and Territorial Government Legislation.

Further and continual modifications and revisions to the ERP shall be completed based on future work scope modifications, emergency and spill response procedures, and associated approvals.

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Updates to The Plan shall be completed in accordance to the terms and conditions of the Regulatory Framework listed above and any subsequent requirements which may be issued.

## 2.2 GUIDING PRINCIPLES

Emergency events or situations are characterized by immediate threat to life, health, safety, environment, and/or property. The ERP and its supporting Plans are designed to address these characteristics using the following principles:

- Ensure safety and well-being of personnel, the environment, and/or property.
- Mitigate the potential for asset loss.
- Identify the types of emergencies that may occur and the procedures to respond, intervene, stop, or limit the emergency situation.
- Ensure effective communication between management and the Emergency Response Team (ERT).
- Ensure that ERT responding to emergencies are trained and have appropriate resources for the response.
- Assure business continuity and recovery.

The information contained in this document has been prepared to act as a guide only and additional actions and responses may be required during emergency response, depending on the circumstances of the emergency.

Plans are overarching documents that details how BIM meet policies and standards and how the various requirements will be delivered. Consider the following when writing a Plan:

- Clearly define the scope of when and where to be used;
- Clearly define the result (objectives) that is to be achieved by following the plan;
- Reflect the sequence of events to be undertaken to complete the task;
- Describe the actions required to be undertaken;
- Identify all the people who are to undertake each act;
- State when the actions are to occur; and
- Identify any specific HSEC and legislative requirements.

## Concordance Table and Regulatory Framework – Appendix B

## 3. BAFFINLAND'S CORPORATE POLICIES

Baffinland's Sustainable Development Policy identifies Baffinland's commitment internally and to the public to operate in a manner that is environmentally responsible, safe, fiscally responsible and respectful of the cultural values and legal rights of Inuit.

**Refer to the Sustainable Development Policy – BIM-5000-POL-0005**

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Baffinland's Health, Safety and Environment Policy is the company's commitment to achieve a safe, healthy and environmentally responsible workplace.

**Refer to the Health, Safety and Environment Policy – BIM-5000-POL-0001**

All employees and contractors are expected to comply with the contents of both above mentioned policies.

#### **4. ROLES AND RESPONSIBILITIES**

The initial stage of any emergency is critical. An effective and timely response is essential to prevent an emergency situation from escalating to a higher level. Therefore, all personnel must be fully aware of their individual duties and responsibilities as presented in this Plan.

The objectives of the Baffinland Emergency Management Team (EMT) are to:

- Protect Baffinland's employees, assets and the environment.
- Enable Baffinland's ERT to conduct response and recovery.
- Support Baffinland's community.
- Protect Baffinland's reputation.
- Keep Baffinland's employees and contractors informed and updated on the emergency situation.

Specific responsibilities and duties inherent to personnel involved in emergency response are outlined in the sections below.

##### **4.1 EMERGENCY MANAGEMENT TEAM LEAD**

The Emergency Management Team Lead (EMTL) will be the most senior operations manager present at the site where the emergency is declared. When both sites ERT resources are utilized, both command centres shall be established, with control given to the most senior operations manager (EMTL).

**During a Level I CODE 1, a trained management representative may assume the role of the EMTL.**

**The following duties and responsibilities are performed by the EMTL in an emergency situation:**

##### **Duties/Responsibilities during an Emergency**

- Apply Duty Card 01.
- The EMTL will ensure coordination of ERT support systems from the ICC.

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- Upon being notified of a CODE 1 or a Level II or III emergency by the ERTC or Security, the EMTL will initiate activities in the ICC and assess the situation based on current information from the ERTC.
- Activate the ICC system and escalate according to severity of incident.
- Coordinate all activities in the ICC. In the event the EMTL leaves the ICC, the EMTL will designate an individual to coordinate the ICC, notifying the ERTC.
- Ensure that the appropriate area manager(s) has been notified.
- Appoint a Muster Station Coordinator to conduct a roll call of all evacuated personnel.
- Advise the ERTC of the number of missing personnel and the room number or area of their last known location.
- Dispatch the medical personnel when requested by the ERTC.
- Provide internal notification as applicable based on the level of emergency.
- Advise ERTC on aspects of internal/external support as they are received.
- Notify the Corporate Emergency Management Team (CEMT) representative for level II or III emergencies.
- Provide regular updates to the CEMT throughout the response effort, up to and including external agencies (RCMP, Government Agencies, etc.) coming to site to perform investigations related to the incident.
- Provide instruction to ensure that appropriate External Resources are notified.
- Receive information from the ERTC and ensure appropriate resources are made available.
- Ensure at least one Log Keeper (Health and Safety Coordinator), preferably two, is or are present in the ICC at all times to maintain a log of all events, actions and outcomes.

### **Duties/Responsibilities Post Emergency**

- Notify site personnel and CEMT of the “Termination” of the CODE 1.
- Ensure the coordination and establishment of an emergency debriefing session.
- Review ICC incident log and post-response incident report.
- Post-incident debrief with ERTC.
- Provide necessary information to Corporate Affairs for a media statement release if required.
- Coordinate a report on the events surrounding the incident.
- Coordinate collection of all incident notes, reports, statements and log of events.
- Ensure the responsible department completes an investigation into the event.
- See EMT Leader Checklist.
- See Duty Cards for each event.

## **4.2 EMERGENCY MANAGEMENT TEAM**

The Emergency Management Team member will assist the EMTL in managing the routine operation and activities in the Incident Command Center during an emergency. The EMT ensures that IT and

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administrative support is available to the EMTL, coordinates sustaining the EMTL and ensures that proper records are kept of EMTL's actions and decisions.

**The following duties are performed by the EMT in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 02.
- Upon notification of a Level II or III emergency, report to the ICC.
- Work closely with the EMTL to determine appropriate response strategy for their respective work area.
- Provide supplies and resources as requested by the EMTL.
- Contact departmental resources via radio as required during the emergency response.
- Confirm that effective evacuation of the work area occurred.
- Confirm that the shift supervisor has contacted the ERTC.
- If trained management representation is low at one site of an emergency, the other sites management team will activate the ICC for support.

**Duties/Responsibilities Post Emergency**

- Participate in an emergency debriefing session.
- Review recommendations from the accident/incident investigation.
- Ensures follow up on remedial action to prevent or mitigate possibility of reoccurrence of emergency.

#### **4.3 HEALTH, SAFETY AND SECURITY SUPERINTENDENT**

The Health, Safety and Security Superintendent when assigned will manage the routine operation and activities in the Incident Command Center during an emergency.

**The following duties are performed by the Health and Safety Superintendent in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 03.
- Assume the EMTL role for a Code 1 as required.
- Report to the ICC for Level I emergencies and act as the EMTL.
- Set up personal work station and set up a scribe to record EMT actions on checklist.
- For Level II and III emergencies report to the ICC.
- At the order of the EMTL, notify the required external agencies.
- Provide additional supplies and resources as requested by the EMTL.

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- Contact departmental resources via radio as required during the emergency response.
- Document all actions and decisions.

**Duties/Responsibilities Post Emergency**

- Participate in post-emergency debriefing.
- Assist in the accident/incident investigation process.
- Complete Government agencies notification processes.

**4.4 ENVIRONMENTAL SUPERINTENDENT**

The Environmental Superintendent coordinates site based response to evaluate, contain and remediate and/or recover a spill if one should occur. The Environmental Superintendent is also responsible for all required reporting to regulators and external government agencies. Advises the EMTL for all environmental emergencies in respect to regulations and environmental guidelines.

**The following duties are performed by the Environmental Superintendent in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 04.
- For Level II and III emergencies report to the IC.
- At the direction of the EMTL, notify the required external agencies.
- Provide additional supplies and resources as requested by the EMTL.
- Contact departmental resources via radio as required during the emergency response.
- Document all actions and decisions.

**Duties/Responsibilities Post Emergency**

- Participate in post-emergency debriefing.
- Assist in the accident/incident investigation process.
- Complete Government and Stakeholder Agencies notification processes.

**4.5 EMERGENCY RESPONSE TEAM COMMAND**

The Emergency Response Coordinator is the site lead administrator for the ERT, responsible for ensuring the necessary Emergency Response equipment is available and on scene and that, ERT members have received an appropriate level of training. The ERC directs the Emergency Response Team (ERT) at the scene, however the Emergency Response Coordinator reports to the EMTL at the ICC. In the absence of the Emergency Response Coordinator, the Emergency Response Captain will be designated as the ERTC.

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**The following duties are performed by the ERTC in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 05.
- Respond to the scene of the incident and direct responding ERT members in regards to the equipment and personnel required to respond.
- Take charge of the scene.
- Evaluate the details of the emergency as presented by the first person on-scene and assess the immediate situation, confirm the level of emergency and notify the EMTL via radio.
- Maintain contact with the EMTL and provide support in coordination of the response.
- Request internal/external resources from the EMTL as required.
- Obtain results of muster station head counts and direct the ERT accordingly to ensure full evacuation.

**Duties/Responsibilities Post Emergency**

- Account for all ERT members.
- Recommend the CODE 1 “Termination” to the EMTL when the emergency has ended.
- Inform external resources that the emergency has ended (if external resources were mobilized during the emergency).
- Lead the emergency debriefing session.
- Ensure that all ERT equipment is returned to original order and/or replaced to ensure future rapid response.
- Ensure that all ERT equipment is response ready.
- Develop a written log of events indicating instructions given, action taken and outcomes achieved.
- Provide assistance with ongoing investigation.
- Prepare a written report on response activities.

**4.6 HEALTH AND SAFETY COORDINATOR**

In the event of an incident, the Health and Safety Coordinator shall liaise with the ERTC to direct Health and Safety efforts on scene during and emergency.

**The following duties are performed by the HS Coordinator in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 06.
- Respond to the ICC and assist with duties as assigned by the EMTL.
- At the direction of the EMTL, respond to the scene and make contact with the ERTC.

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- Establish perimeters around the area of the emergency and direct appropriate resource personnel responsible for traffic flow.
- Assist with identifying and assessment of potential hazards of the ERT response and notify the ERTC.
- Carry out field safety duties as assigned by the ERTC, including surveillance of activities such as general field activities, identification of health and safety equipment needs, etc.
- Ensure appropriate personal protective equipment for involved non-ERT personnel.
- Note pertinent information that may be relative to the investigation.

#### **Duties/Responsibilities Post Emergency**

- Secure the area with red "DANGER" tape and sufficient tags. Post guards if necessary.
- Participate in post-emergency debriefing.
- Assist in the accident/incident investigation report.

#### **4.7 ENVIRONMENTAL COORDINATOR**

In the event of an environmental incident involving accidental release of a hazardous substance, the Environmental Coordinator shall liaise with the ERTC to direct Environmental Response efforts once the scene has been assessed by the ERTC and all medical and/or fire emergencies are under control.

**The following duties are performed by the Environmental Coordinator in an emergency situation:**

#### **Duties/Responsibilities during an Emergency**

- Apply Duty Card 07.
- Proceed to the scene of the incident as directed by the EMTL or ERTC.
- Coordinate internal resources during spill clean-up.
- Request additional resources through the ERTC as necessary.
- Maintain a log of events, actions, and outcomes.

#### **Duties/Responsibilities Post Emergency**

- Secure the area with red "DANGER" tape and sufficient tags. Post guards if necessary.
- Participate in post-emergency debriefing.
- Assist in the accident/incident investigation report.

#### **4.8 SCRIBE**

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Scribes are an EMT member who are to produce an accurate, chronological written record of events that support the overall incident command process.

**The following duties are performed by the Scribe in an emergency situation:**

**Duties/Responsibilities during and post Emergency**

- Apply Duty Card 08.
- Upon notification, convene at the ICC and report to the designated EMTL.
- Open and maintain a log, for assigned EMT lead.
- Ensure that all important decisions and actions made during the event are recorded.
- Assisting with radio issue troubleshooting as needed.
- Create “Key Contact” lists.
- Maintain other forms as required.
- Submit records, and logs to ERTC to be archived.

Other Scribes may be needed depending on the level of the event.

#### **4.9 MEDICAL PERSONNEL**

Medical personnel will consist of the Physician Assistant (PA) provided by the contracted medical services provider.

**The following duties are performed by the Medical Personnel in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 09.
- Respond to CODE 1's as directed by the ERTC.
- Responsible for all decisions of medical-related situations on site.
- Assess, administer and delegate emergency medical care.
- Advise the EMTL of the number and condition of ill/injured personnel.
- Advise the EMTL of off-site resources that may be required, contact their Medical Director for direction, and if agreed contact these off-site resources (e.g. Medi-vac, Iqaluit hospital, etc.).
- Maintain a log of events, actions and outcomes.

**Duties/Responsibilities Post Emergency**

- Participate in an emergency debriefing session.

#### **4.10 SECURITY**

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Security personnel or their designate are key in an Emergency Response in that they will receive an initial notification of an emergency and provide first communications to essential personnel.

**The following duties are performed by the Security Personnel in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 10.
- Receive initial emergency call and document vital information used to plan response.
- All logged information will be given to the ERTC.
- Provide appropriate notification of the employees and emergency responding group (including management) through the use of the radio system and CODE 1 announcement.
- If evacuation is necessary, notify all PSC, 380 man camp, MSC or Sailiivik personnel of emergency evacuation.
- Assist in controlling access to the emergency area.
- Maintain open radio communication (via radio or telephone intercom system).
- Keep a written record of events throughout incident.
- Assist in the coordination of support and internal services as directed by the EMTL and ERTC.
- Document all actions, decisions and communications.

**Duties/Responsibilities Post Emergency**

- Relay notification of 'CODE 1 TERMINATION' order when directed by EMTL.
- Provide a summary of all documentation to the ERTC and EMTL.
- Maintain Security of the scene as directed by the ERTC or EMTL.
- Direct all off-site inquiries regarding the emergency to the EMTL or designate.
- Participate in a debriefing session for the emergency response.

**4.11 FRONT-LINE SUPERVISOR**

**The following duties are performed by the Front Line Supervisor in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 11.
- Pre-investigate alarms if in work structure without harm to self, activate "CODE 1".
- Ensure evacuation or stand down of their work area.
- Assist to ensure accountability of evacuees at muster station.
- Report to supervisor and identify self and location, acting as a direct resource to the EMT as requested.
- Ensure restricted access allowing only authorized personnel.

Ensure recipients can access drawings only authorized personnel.		
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- Direct the isolation, de-energizing and lock-out of systems if required.

**Duties/Responsibilities Post Emergency**

- Confirm that work area is safe to return to after the “CODE 1 terminated” has been announced by security.
- Ensure that area of incident is secure until all investigations are completed.
- Participate in an emergency debriefing session.
- Ensure witness statements are completed by any personnel involved in the incident.
- Ensure that the incident investigation is completed.

**4.12 MUSTER STATION COORDINATOR**

During an evacuation of any area that is designated to evacuate, the EMTL will designate a person responsible to assume the role of Muster Station Coordinator.

**The following duties are performed by the Mustard Station Coordinator in an emergency situation:**

**Duties/Responsibilities during an Emergency**

- Apply Duty Card 12.
- Provide direction (traffic control) for workers and visitors to find the muster station.
- Direct supervisors in the muster station to document the names of employees reporting to them and located in the muster station.
- Documents the names of workers and visitors with no supervisor in the muster station.
- Relay missing person’s name, room number, or work area to EMTL.
- Log time of events at muster station.

**Duties/Responsibilities Post Emergency**

- Notify evacuees once the “CODE 1 terminated” has been called by the EMTL and instruct employees to return to work or accommodations.

**4.13 IT SUPPORT TECHNICIANS**

IT technicians are responsible to aiding the EMT in ensuring that communication lines do not fail during an emergency.

**The following duties are performed by the IT Support Technicians in an emergency situation:**

**Duties/Responsibilities during an Emergency**

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- Apply Duty Card 13.
- Limiting internet and phone access to the ICC in the event of a level II or III emergency.
- Repairing or assisting with internet and phone issues during an emergency.
- Assisting with radio issue troubleshooting as needed.

### **Duties/Responsibilities Post Emergency**

- Once instructed by the EMTL, restore internet and phone lines.
- If requested by the EMTL, participate in the debriefing session.

### **4.14 ALL PROJECT PERSONNEL**

Employees perform an integral part of emergency response because often times they are the first to witness an incident and provide initial reporting that an emergency has occurred. Any person involved in, or witnessing an incident should follow the emergency notification procedure and immediately initiate a required emergency response.

**The following duties are performed by all Project Personnel in an emergency situation:**

- As first person on the scene and after notifying that an incident has occurred, attempt to provide as much information as possible to assist in the initial response (e.g. type of incident, number of people injured and location).
- Assess and attempt to control the scene only without causing self-harm or harm to others.
- Upon hearing a site fire alarm, proceed to the designated muster area and await instruction from security personnel.
- Cooperate with instruction and assist only when requested.
- Once the CODE 1 termination has been called, make yourself known to Safety and complete a witness statement for the investigation.

## **5. ORGANIZATION**

### **5.1 LEVEL OF EMERGENCY**

To effectively manage emergency response, Baffinland has adopted a tiered classification system that includes three (3) levels of emergency.

Each level of emergency, based on the significance of the event, requires varying degrees of response, effort and support. The impact on normal business operations will also differ as will the requirements for investigation and reporting.

The process used to determine which emergency response(s) to active in the case of an emergency is provided in Table 2.1 below.

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Refer to Emergency Response Activation Flowchart, as show in Appendix D.

**Table 2.1 Levels of Emergency Response Chart**

Level	Personnel	Asset Damage Downtime	Environmental Impact	Company Reputation	Management Impact	NOTIFICATION AND ACTIVATION REQUIRED
<b>Level III</b>	Single or multiple fatalities	Uncontrolled hazard  Major fire	Uncontrolled hazard Polar bear or wolf in camp or work area	Adverse media campaign Investigation from external authorities National or International impact on reputation	Requires significant senior management attention	The EMT and Crisis Management Team (CMT) are Activated.  The situation is not under control
<b>Level II</b>	Serious or multiple injuries	Fire in a facility or uncontrolled fire involving equipment	Major reversible environmental impact No threat to land tenure Polar bear or wolf within 1.5 km of camp or work area	Local/regional media interest/coverage Local impact on reputation	Can be managed by targeted senior management attention	Activation of the Incident Command Centre (ICC) required by the EMTL
<b>Level I</b>	Medical treatment  Injury that may require Medivac	Minor fire that is not growing in size or has been controlled  Loss of generators (less than 4) or power	Extreme weather conditions force shutdown of activities Minor accidental spill or release Wildlife interaction with minor risk, aggressive fox, Polar bear within 8km of camp/worksites	Short term (1 media cycle) negative media articles or internet activity resulting in minor changes in key stakeholder perceptions	Can be managed by targeted management attention  Impact of event can be absorbed into normal activities	The ERT and EMT at the site and may be required to respond EMT meets to review plans and procedures for events that could cause the emergency Level to increase  Emergency response may be required with notification of line management

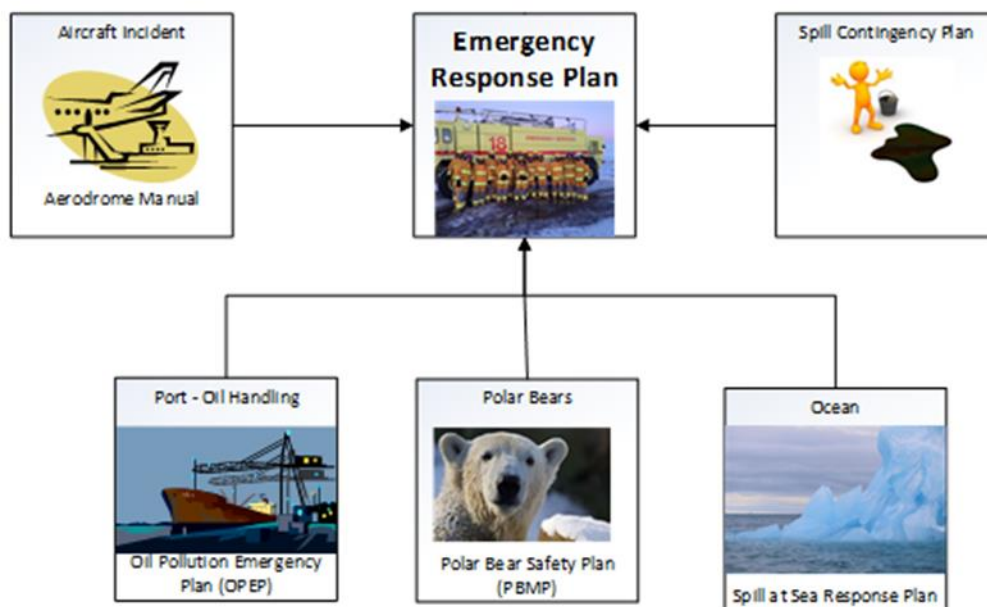
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## 5.2 RESPONSE PLANS

The ERP is the overarching document to describe the organization, roles, responsibilities and resources for responding to emergencies at the Project. However, in some cases specific regulatory requirements require separate emergency response plans.

Baffinland has prepared the following supporting response plans which layout specific actions to be followed in the event of specific emergency situations at the Project:

### BAFFINLAND EMERGENCY RESPONSE



#### 5.2.1 SPILL CONTINGENCY PLAN

Land-based environmental emergencies that may occur are addressed by the Spill Contingency Plan (SCP). Credible spill scenarios are identified and protocols and procedures for effectively dealing with these emergencies are in place at the Project.

A specific plan for preventing, responding to, and recovering from an environmental emergency involving hazardous substances is provided in the SCP.

#### 5.2.2 DIESEL ENVIRONMENTAL EMERGENCY (E2) PLANS

The Mine Site and Milne Port Diesel E2 Plans provide specific guidance and emergency considerations for the diesel fuel operations at the Project to protect the health and safety of immediate workers, the environment and any members of the public. The E2 Plans address

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the required elements stipulated by Environment and Climate Change Canada (ECCC) under the Environmental Emergency Regulations, 2019. The Plans include worst-case and alternative scenario modelling for a diesel release including a release from a diesel fuel tank into secondary containment and ignition of the vapour cloud causing an explosion or ignition of the pooled fuel resulting in a pool fire. These plans are activated in conjunction with the ERP when a Level II or Level III emergency involving diesel fuel occurs.

#### 5.2.3 CRISIS MANAGEMENT PLAN (CMP)

Baffinland's Crisis Management Plan (CMP) provides an organizational and procedural framework for the management of Level III emergency, disaster incidents, or crisis events that affect Baffinland operations. The guidelines outlined in the CMP commence with a specially formed management structure and the activation of procedures to deal with the major emergency situation.

#### 5.2.4 POLAR BEAR SAFETY PLAN

Baffinland's Polar Bear Safety Plan (PBSP) provides specific procedures to ensure the safety and well-being of Baffinland personnel, the environment, and property during polar bear encounters at or near work or accommodation areas. The PBSP provides information pertaining to polar bear behavior and the types of polar bear emergencies that may occur at the Project. The PBSP also provides specific procedures for the effective communication between personnel and the ERT and ensures that personnel responding to emergencies are trained and have appropriate resources to respond, intervene, stop, or limit a polar bear encounter.

#### 5.2.5 OIL POLLUTION EMERGENCY PLAN (OPEP)

The Canada Shipping Act and Oil Handling Facilities Regulations stipulates that operators of designated Oil Handling Facilities must have an onsite Oil Pollution Emergency Plan (OPEP – standards, TP12402 applies). As such, Baffinland has developed the Oil Pollution Emergency Plan (OPEP) for Milne Port to meet the requirements of TP12402. The OPEP provides instructions to guide all personnel in emergency spill response situations, the related exercise and evaluation program, and the mechanism for regular updates to the Plan. The OPEP addresses all environmental emergencies associated with the oil handling facility at Milne Port, as well as environmental emergencies resulting in marine fuel spills of less than 7,000 L (7 m3) of fuel.

#### 5.2.6 SPILL AT SEA RESPONSE PLAN (SSRP)

Baffinland has developed the following three tiered approach for spill response at sea:

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Tier	Risk	Action
1	Moderate	Response will rest with the ship operator. The ship itself is the primary responder for any incident occurring at sea in which the ship is involved. This is the purpose of the Shipboard Oil Pollution Emergency Plan which outlines the sequence of actions and procedures to be implemented should the ship be responsible for a fuel spill. Refer to Section 4 and 5 of the SSRP for specifics related to Tier 1 response.
2	Serious	Baffinland's ERT will support the ship operator and their Shipboard oil pollution emergency response activities. Spill response equipment located at Milne Port will be made available for the response. Refer to Section 4 and 5 of the SSRP for specifics related to Tier 2 response.
3	Major	Baffinland will call (see the SSRP for contact information) upon the services of Oil Spill Response Limited (OSRL), an industry-owned cooperative which exists to respond effectively to fuel spills around the world. The services provided by OSRL include technical advisory, provision of specialist personnel, equipment hire and maintenance, and training. As an associate member of the OSRL cooperative, Baffinland can draw on OSRL's expertise for spill response preparedness and response for spills which go beyond the ship operator and Baffinland's response capability. Refer to Section 4 and 5 of the SSRP for specifics related to Tier 3 response.

The SSRP requires the deployment of specialized services, close cooperation with the Canadian Coast Guard, and the involvement of multiple organizations. Therefore, the stand-alone response plan was developed early in 2015 in consultation with the Canadian Coast Guard, Transport Canada and Environment Canada.

#### 5.2.7 AERODROME OPERATIONS MANUAL

The Aerodrome Operation Manual sets out the standards that are met, and the services that are provided by the aerodrome operations. Included in this manual is an Emergency Response Plan for aerodrome operations. The possible scenarios identified included an overdue and/or missing aircraft; precautionary and forced landings; and an aircraft crash. In the event of an aircraft incident, the Emergency Response Plan within the Aerodrome Operations Manual would be consulted to guide emergency response and notification requirements.

#### 5.2.8 PANDEMIC EMERGENCY RESPONSE PLAN

This Pandemic Response Plan sets out the detailed actions and interventions that will be considered to ensure Baffinland Iron Mines (BIM) readiness to respond to a virus pandemic in terms of workforce availability, health and safety and operational sustainability.

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#### 5.2.9 CODE 1 NOTIFICATION

For an Emergency Response to occur, notification has to reach the ERT. Most often, the first person on-scene is the individual that provides this information.

An individual involved in, or witnessing, as first person on-scene, shall make every effort to quickly initiate the emergency “CODE 1” notification procedure as follows:

1. Employ the site radio Analog A1, Digital D1 or call site Security at extension 6911 (MSC) or 4911 (PSC) and announce:

**“CODE 1, CODE 1, CODE 1”**

**Nature of the emergency (Fire/Rescue, Medical, Environmental)**

**Location of the emergency**

**Your name**

**Pause and repeat**

During the “CODE 1” notification:

- Stay on radio/phone
2. The site security department will initiate their CODE 1 protocol, announcing CODE 1 on the main radio channels and activating the ERT and EMT.

Personnel involved, from the first person on-scene to the ERTC and EMTL rely on the ability to quickly relay accurate information.

Additionally, other individuals involved in emergency response will also carry hand-held radios as part of their regular work requirement.

During an emergency, radio communications must be kept to a minimum. If radio silence is requested on other channels, Security personnel, upon receiving instruction by the EMTL or ERTC will announce this.

**The following information should never be communicated over open channels and should only be released by authorized personnel:**

- Names of third parties who may have been involved in the incident.
- Identification of fatalities or injured personnel.
- Cause of the incident and liability.
- Statements that may infer negligence.

During an emergency, other site radio channels may be used to:

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- Locate ERT personnel.
- Obtain additional internal resources.
- Provide emergency notification.
- Evacuate employees from work areas.
- Maintain communications with aircraft/marine vessels.

During an emergency, telephone communications will be used to:

- Notify Internal personnel and resources.
- Notify External personnel and resources.

**Refer to The External Contact List, as shown in Appendix A.**

Communications links with the Corporate Emergency Management Team (CEMT) will also be required during some emergency situations. Constant communications links will be established by telephone where offsite assistance is required.

### **5.3 INCIDENT CONTROL CENTRE**

The Incident Control Centre (ICC) functions to provide a place for the coordination and direction of response efforts during an emergency. In the event of no senior operations managers being available at the Project site experiencing the emergency, the location of the senior operations manager will host the ICC.

The conference room at the main office in the Mine Site Complex (MSC) is the primary ICC for incidents occurring at the Mine Site. The conference room is also used for ICC activities at the Port Site Complex (PSC). Both ICCs may be activated during a crisis emergency, or in response to an emergency along the Tote Road where both ERTs would respond. In this case, the Mine Site ICC will be the primary centre unless changed by the direction of the EMTL. Alternative ICCs are properly stocked and available should the primary location be unavailable due to the emergency.

The secondary ICC is the maintenance garage boardroom for Milne Port and H102 in Sailiivik for Mary River. For incidents where the ICC must be established in the Corporate Office, the Mary River Conference Room shall be designated for use.

#### **5.3.1 INCIDENT CONTROL CENTRE EQUIPMENT/SUPPLIES**

The ICC has all the necessary tools for organizing response to an emergency: dispatching internal/external emergency services, directing strategic deployment of emergency resources and equipment, monitoring response efforts and establishing critical communications with the Baffinland Corporate Office.

The ICC contains:

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- Duty Cards and Emergency Response Action Guides.
- The most current version of the ERP along with supporting response plans.
- Log book.
- Stationary.
- Mary River and Milne Inlet Layouts (Appendix C).
- Emergency Contact Information (ERP).
- 2-way radio communication (base station or handheld).
- Satellite phone system.
- VOIP phone system.
- Network connections.

## **6. EMERGENCY RESPONSE**

### **6.1 NOTIFICATION AND COMMUNICATION**

- This initial notification should occur quickly and provide essential information. Remain calm and in a safe location
- Give all requested information
- Follow instructions given by Security personnel

#### **6.1.1 COMMUNICATION**

Effective communication systems are critical to the success of emergency responses. During an emergency, the primary communications link between all emergency response personnel is through radio communication. ERT members are issued radios. This ensures open and free communications among personnel involved in the actual response. For example, if resources have to be requested on any channel other than the designated emergency channel, then this request will be unaffected by other unnecessary conversation.

### **6.2 DUTY CARDS**

Duty Cards act as prompts and are used by personnel as an aid in the event of an emergency. Duty cards provide guidance for emergency response roles and responsibilities, and assist in decision making. Duty Cards are located in the Incident Command Centre (ICC). First person that enters the ICC, during a significant event and retrieves all Duty Card clipboards out of the ICC cupboard and hands them out to appropriate personnel.

### **6.3 PROBABLE EMERGENCIES AND EMERGENCY ACTION GUIDES**

Emergency Action Guides (EAGs) are formal guidelines that are specific to types of emergencies which may be encountered at the Mary River Project Site. The EAGs provide guidance on typical response requirements for specific emergency situations and assist in orderly and consistent response.

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The EAG's include the following:

- Fatality
- Serious injury
- Missing Employee
- Missing Member of the Public
- Person Overboard
- Extreme Weather Conditions
- Fire or Explosion
- Ground Instability
- Vehicle Incident
- Aircraft Incident
- Bomb Threat
- Fuel and Other Chemical spills
- Site or camp Evacuation
- Major Power Evacuation

#### 6.4 FATALITY

In case of a fatal incident, the following procedures will be carried out:

- Assess the emergency situation and ensure personal safety and the safety of people near the emergency location.
- Shut down/turn off any equipment/machinery that may cause an additional safety hazard if safe to do so.
- The first person on-scene activates a CODE 1, stating your name, the nature and location of the incident.
- Once identified as a scene of a fatal accident/incident, the ERT will secure all material and equipment involved at the scene to preserve evidence until required investigations are complete and cleared by all regulatory agencies.
- Internet and telephone services are to be limited by the authority of the EMTL.
- External services such as the Pond Inlet RCMP detachment and the hospital shall be contacted as required by the EMTL.
- The Workers' Safety & Compensation Commission (WSCC) Mines Inspector shall be immediately contacted in the event of a work related fatality incident.
- The EMTL will be responsible for subsequent communication to the CEMT and initiation of the CMP.
- Any reporting to the public or media regarding emergency response events or actions will be made directly by or on authority of the CEMT.
- Notification to next-of-kin shall be conducted under the direction of the CEMT.
- Only the RCMP is permitted to release the scene
- To supplement radio communications, the site telephone system may be used to alert site personnel during an emergency response.
- Victim's name which shall be done only after the employee's next-of-kin have been notified.

In the event of a fatality at a work site, Baffinland will exercise discretion for, offer counselling to, and consult with family and/or community members as well as meet all regulatory requirements

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for notification and scene preservation. Critical incident stress management services will be organized.

#### 6.4.1 SERIOUS INJURY

In the event of an incident involving personal injury, the degree of treatment and response will depend on the severity of the occurrence. However, in the event of an emergency involving personal injury, the following general actions will be initiated:

- Assess the emergency situation and ensure personal safety and the safety of people near the emergency location.
- Identify yourself to the injured person(s) and attempt first aid only if safe to do so.
- Activate a CODE 1 yourself, or designate it to a bystander, stating your name, the nature of the emergency and location of the incident.
- Obtain names of all witnesses to the incident and any pertinent information required for investigation purposes.
- Ensure all material and equipment involved in the incident remains untouched until cleared for use by the ERTC or EMTL.
- Provide all pertinent information to the ERTC once they arrive on scene.

In the event of medical or related emergencies, any person who discovers someone injured will implement initial response and identify back-up assistance, preferably the dedicated onsite medical professionals or the ERT.

The onsite medical professionals will implement their protocols to address medical emergencies, providing further care, coordinating uninjured personnel to assist in the response, and arrange transfer to other health care facilities in adjacent hamlets or Iqaluit as necessary.

If the injured person(s) require facilities and services beyond that which can be given onsite, the injured person(s) could be evacuated from site to receive further medical treatment in adjacent hamlets or Iqaluit as per agreement. A fixed-wing aircraft is available in Mary River for non-emergency medical evacuation. Where emergency medical evacuation is required or where the on-site aircrafts are unavailable for evacuation, the Government of Nunavut (GN) medical evacuation will be implemented.

In the event of an injury requiring Baffinland to provide evacuation to Government of Nunavut (GN) Health Services or GN provided Medevac (air ambulance medical evacuation) the on-site medical professional shall contact the Emergency Department at the Qikiqtani General Hospital in Iqaluit.

#### **Provided Evacuation to GN Health Services**

##### **STEP 1:**

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The on-site Medical Professional will contact the BIM on-call Medical Director for direction regarding the need to evacuate the patient to a higher level of care.

**STEP 2:**

If the BIM Medical Director determines that the patient requires medical evacuation to an offsite medical facility, the on-site Medical Professional will contact the on-call Physician of the Emergency Department at the QGH in Iqaluit. The contact phone number is:

**(867) 975-8600, Ext. 1539**

BIM's on-site Medical Professional and the QGH on-call Physician will discuss the patient assessment, clinical management and the need to refer the patient to a higher level of care. The on-call Physician may speak to the Medical Director if he or she determines Physician-to-Physician consultation is required.

For 3-way consultation between BIM's on-site Medical Professional, the Medical Director and QGH's on-call Physician, the following dedicated telephone conference number can be used:

- Dial your Access Number 1-866-251-3220
- Enter your participant PIN - 96399876#

**STEP 3:**

The BIM on-site Medical Professional will provide the following information to the on-call Physician at the QGH:

1. Name of person calling and the phone number
2. Patient's Name
3. Sex of the Patient
4. Date of birth
5. Health care number
6. Allergies
7. Relevant Medical History
8. Language spoken
9. Diagnosis

**STEP 4:**

BIM will arrange medical transportation of the patient to the Emergency Department at the QGH.

Upon discharge from the QGH, BIM will coordinate any further required transportation and accommodation for the patient, including transportation back to the work site or to the patient's home community.

**Exceptions:**

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In a small number of cases, there may be a reason for a patient to be transported to the Pond Inlet Health Centre instead of being treated on-site or in the patient's home community or at the QGH.

In such cases, BIM's on-site Medical Professional will call the on-call Physician at QGH before contacting the Pond Inlet Health Centre. If there is agreement that evacuation to the Pond Inlet Health Centre is required, BIM should contact the Nurse-in-Charge at the Pond Inlet Health Centre to discuss the patient transfer.

**Note:** Site Contractors are required to reimburse BIM for all costs associated with medical evacuation and transportation for their employees.

### **Provided Evacuation to GN Health Services – Air Ambulance Medical Evacuation**

#### **STEP 1:**

The on-site Medical Professional will contact his or her on-call Medical Director for direction regarding the need to medevac the patient to a higher level of care.

#### **STEP 2:**

If the BIM Medical Director determines that the patient requires medical evacuation to an offsite medical facility, the on-site Medical Professional will contact the on-call Physician of the Emergency Department at the QGH in Iqaluit. The contact phone number is:

**(867) 975-8600, Ext. 1539**

BIM's Medical Professional and the QGH on-call Physician will discuss the need to medevac the patient to a higher level of care. The on-call Physician may speak to the Medical Director if he or she determines Physician-to-Physician consultation is required.

For 3-way consultation between BIM's on-site Medical Professional, the Medical Director and QGH's on-call Physician, the following dedicated telephone conference number can be used:

- Step 1: Dial your Access Number 1-866-251-3220
- Step 2: Enter your participant PIN - 96399876#

If the QGH on-call Physician agrees that a medevac is necessary, he or she will initiate QGH's normal medevac process.

#### **STEP 3:**

BIM's on-site Medical Professional or Medical Director must provide the following information to the on-call Physician at the QGH:

1. Name of person calling and the phone number
2. Patient's name

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3. Sex of the patient
4. Date of birth
5. Health care number
6. Allergies
7. Relevant medical history
8. Language spoken
9. Diagnosis
10. Patient's location (coordinates - latitude and longitude)

**STEP 4:**

Once the Medevac Provider receives the warrant for transport from QGH, the medevac provider will contact BIM's on-site Medical Professional in order to provide an expected time of arrival.

Any changes in the patient's condition must be communicated to both the medevac provider and the accepting Physician at the medevac's destination hospital.

**STEP 5:**

GN Public Health will invoice BIM for all costs related to the medevac including, but not limited to, charter costs, medical transportation crew, standby fees, ground transportation, physician consultation fees and administration fees.

**Note:** Site Contractors are required to reimburse BIM for all costs associated with medical evacuation and transportation for their employees.

**Provide Evacuation to Employees Experiencing a Mental Health Crisis**

**STEP 1:**

The on-site Mental Health Councillor will perform a Mental Health Assessment on the employee in Crisis. Upon the completion of the assessment it will be determined if the employee is considered Low or High Risk of potentially committing self harm.

**STEP 2:**

The Mental Health Councillor will communicate the results of the assessment to the HR Manager or Designate and the HSS Superintendent.

**STEP 3:**

If the employee is assessed as High Risk:

The HSS Superintendent will advise the GM or Designate that an employee is considered High Risk and requires evacuation off site, using company provided air transportation or Government of Nunavut Medivac as soon as practically possible to either:

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- Their Home Point of hire (this is dependent upon severity and available resources at point of hire)
- Iqaluit Hospital

Personnel involved in monitoring the high risk employee must be debriefed on all risks associated with high risk employees and undertake advanced training in how to look for signs of suicidal ideation.

Rooms or facilities where high risk employees will be monitored must be inspected and clear of any hazard, obstruction, medication, sharps, etc. (use the BIM Safe Room Checklist)

The employee being evacuated must be accompanied by a minimum of 2 Mine Rescue or Security Personnel or other capable escorts as deemed fit by the HSS Superintendent.

#### **STEP 4**

In the event that the employee cannot be sent off site due to inclement weather or aircraft availability, then a 24 hour monitoring plan shall be developed by the HSS Superintendent in consult with the HR Manager or Designate, and the Mental Health Councillor until the patient is evacuated.

Resources to support this plan shall include but not limited to:

- ERT Trainer and members
- Mental Health Councillors
- HR Manager, Superintendents, Inuit Advisers and Cultural Advisors
- Inuit Success Team members
- Security
- On Site PA

A safe room in H wing has been designated to be used for the continuous monitoring. If a second room is required the attached checklist – **Appendix F** shall be used to ensure the room is safe and secure.

For any individual performing monitoring duties please refer to the monitoring guide for communication points – **Appendix G**

#### **STEP 5**

##### **Low Risk Employees**

Employees that are considered low risk based on the assessment shall remain on site until the next schedule flight to their point of hire, or if they are deemed no risk by the Mental Health Counsellor and can remain at site.

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The Mental Health Councillor along with the HR Manager and HSS Superintendent shall develop a monitoring plan for the employee until they depart site.

#### 6.4.2 MISSING EMPLOYEE

The remoteness of the project site, and sometimes unfavourable weather conditions, necessitates that a person's whereabouts should be known at all times while on the site during their work rotation. However, there may be instances where workers may inadvertently wander from the project area without properly notifying security personnel, fellow workers or supervisors.

If an employee cannot be accounted for at the beginning, during or end of their shift, the supervisor responsible for the worker shall contact Security personnel to conduct a preliminary search of their personal accommodations or work area.

If after 40 minutes of the preliminary search by security, a person cannot be located the employee will be declared missing.

Once a person is declared missing, Security personnel will notify the ERTC and subsequently the EMTL. The ERTC will assess the situation, and initiate and assign responsibility for the following actions, where required:

- Mobilize the ERT and security personnel to conduct a property-wide search.
- The ERTC shall determine the requirement to conduct a ground search outside of the property footprint.
- The ERTC shall formulate search patterns and assign priority areas based on information obtained from Security personnel.
- If ERT is unable to locate missing employee upon completion of search, the Emergency Management Team (EMT) will be mobilized.
- The Pond Inlet RCMP shall be notified as instructed by the EMTL.

To reduce the potential for missing persons, personnel will check-in regularly and execute proper remote work practices. Resources such as personnel, equipment, land vehicles, and aircraft will be mobilized to aid search and rescue operations.

Additional resources and services from local communities will be drawn upon as needed and if available access external Search and Rescue (SAR).

Baffinland recognizes the moral and ethical responsibility to support SAR activities in the event of a missing member of the public. This responsibility is balanced against the abilities of Baffinland to provide support without risking the safety of Baffinland personnel or ability to respond should an emergency occur at the operation.

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- Requests for SAR assistance must originate from the responsible government agency leading the SAR. This is necessary to ensure Baffinland's response is properly coordinated with government resources.
- In the event of a Good Samaritan request, not originating from SAR authorities, Baffinland will direct the person to the appropriate authorizing agency to contact Baffinland for SAR resources if required.
- Should a formal request for SAR assistance be made by the authorizing agency the EMTL will contact the CEMTL for authorization to provide support. A formal request should be accompanied by a warrant number for invoicing purposes. The Vice President of Sustainable Development will be notified of the request and CEMTL response.
- The EMTL will lead the coordination of support resources with SAR. The use of fixed wing aircraft or helicopter resources are resources that have been applied in past SAR requests. Prior to mobilizing resources an assessment of risks associated with the response will be performed and reasonable mitigating controls implemented.

#### 6.4.3 PERSON OVERBOARD

Work in and around the marine environment could potentially result in a person overboard situation. Upon initial notification of a person overboard by a first person on-scene is received, primary response will involve an attempt to retrieve the victim using locally available water rescue equipment. Areas that involve work in or near water will be equipped with life rings, and adequate rescue rope. Additionally, if workers are required to work on or near water they will be required to wear a personal flotation device.

For emergency situations the ERT will have access to an emergency response boat or zodiac boats designated for both water rescue and environmental emergency response. Rescue equipment available includes dry suits, life jackets, life-rings and throw ropes.

For emergency situations involving equipment submersion in water, additional resources may be required including heavy equipment such as dozers and excavators used for retrieval of a submersed unit and diving services to establish secure attachment points for equipment retrieval.

#### 6.4.4 EXTREME WEATHER CONDITION

Baffin Island experiences extreme weather conditions nearly year-round and snow is possible during any month of the year. This, by necessity, requires the operation to develop health and safety plans tailored to these conditions. These extreme weather conditions will be considered emergencies when prolonged and affecting the safety of employees, equipment or facilities.

When prolonged extreme weather conditions such as cold or poor visibility presents health and safety concerns, risk will be assessed and activities will be curtailed or modified, as appropriate. If white-out conditions persist, communications with the EMTL or designate might be necessary to decide the course of action and if travel or rescue is necessary. Work activities that are affected

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by severe winds, such as aircraft departures/arrivals and work at height, will be curtailed as appropriate.

Individuals travelling by vehicles between camps during the months of October to May are required to follow the directives provided in the Tote Road Safety Travel Procedure.

In the event of a sudden extreme weather condition, which people are left stranded on the Tote Road. The EMTL will discuss with the Road Maintenance Superintendent to initiate an effective plan to safely collect all personnel with the following options:

- Heavy equipment escort convoy.
- Sno-Cat if conditions are too severe that heavy equipment unable to clear road.

#### 6.4.5 FIRE AND EXPLOSION

A fire/explosion emergency is “any uncontained fire that requires an on-site response greater than an individual using a hand-held portable extinguisher”. In providing initial response to a fire/explosion emergency, the cause of the fire and remedial action necessary must be immediately identified and controlled by on-site personnel to prevent escalation of the hazard level, including the possibility of further injury and/or damage to the environment, structures or equipment.

The emulsion plant is an area of the Mine Site that presents potential concern for fire or explosion. This plant is managed in accordance with the Explosives Management Plan. Should an emergency situation occur, the contractor of this facility shall enact an emergency evacuation and response plan as primary response to ensure the safety of facility personnel. Notification and response of the ERT shall occur for emergencies in this area.

In the event of a fire or explosion, the emergency response will involve:

- Assessing the situation and determining emergency response needs.
- Directing and ensuring evacuation, and accountability of personnel.
- Identifying the requirement for additional internal resources such as heavy equipment, water truck, and other resources.
- Securing the area to prevent unauthorized access and protecting equipment, facilities and records.
- Taking other actions as required and controlling the emergency situation.

The office/accommodation complexes at the Mine Site (MSC and Sailiivik Camp), and Milne Port (PSC and 380 man camp) are critical support infrastructure and the most frequently occupied buildings at each site. These facilities are equipped with a fire alarm system including automatic smoke and heat detectors, sprinkler system, fire hoses and manual fire pull stations.

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Security personnel upon activation of a fire alarm shall adhere to the following chronological procedures:

- Activate the full fire alarm for the office/accommodations complex to activate the evacuation and muster of personnel.
- Call a CODE 1 to alert the ERT via radio that an alarm has sounded.
- Verify from the annunciation panel, the location of the alarm and provide that information to the ERT.
- Announce the fire emergency on all radio channels to all personnel.
- Assist with evacuation if necessary.
- Contact the Muster Station to ensure the roll call is being conducted.
- Inform ERTC of persons not accounted for at the Muster Station and when all employees have been accounted for.
- Once the “CODE 1 Terminated” has been issued by the EMTL, relay the message to the Muster Station.

Any scheduled burning onsite, such as incineration, will follow regulatory requirements and control procedures. Fire extinguishers will be stationed at work areas including shops, fuel farms and dispensing areas, kitchens, incinerators, generators, etc. Personnel will be evacuated from site if a fire cannot be immediately controlled or impacts necessities of life or personnel issues.

Trained onsite personnel will respond to fires using onsite equipment and notify regulatory authorities as needed. All on-site personnel will be trained in the use of fire extinguishers.

#### 6.4.6 GROUND INSTABILITY

Incidents relating to ground instability could involve road embankment, pit wall, waste rock or ore stockpile embankment, leading to injuries or damage to equipment or facilities. Geo-technical knowledge is incorporated into facility design planning and adequate design and quality installation is integrated into all project facilities.

If a qualified professional feels there is a risk of geotechnical failure, proactive preventative measures will be taken to address the problem and ensure the geotechnical stability of the area in question. In such emergencies, the EMTL or designate will be notified so that necessary response action can be implemented.

A qualified professional will inspect the suspected area of failure and will ensure that the area is properly secured and isolated. The incident will be documented and appropriate mitigation and preventative programs developed to limit or minimize subsequent incidents and risks. In the event of an incident, pre-existing preventative measures will be revaluated and updated/adjusted as necessary.

#### 6.4.7 VEHICLE INCIDENT

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The potential for vehicle incidents at the project site exists with activities such as:

- Passenger vehicle movement carrying people and freight throughout the project site.
- Ore haul from the Mine Site to Milne Port.
- Ore/waste load-haul-dump operations.
- Heavy equipment travel and transport on access roads throughout the Project site.

The potential risk of vehicle incident varies according to changing conditions. These conditions may include:

- Road conditions (including dust, loose roadbed or unstable road shoulders, ice/snow cover, etc.).
- Mechanical failure of vehicle systems.
- Operator error.

Where vehicle upset presents risk of injury or an environmental spill, preservation of life and health will be first priority. If the vehicle operator is not injured, but the vehicle is causing a spill, or it is unstable or resting in a waterway, request the ERT to assist with protecting the environment and stabilizing the vehicle.

In case of an incident involving vehicle and operator, the following steps will be taken after the emergency notification procedure has been initiated:

- ERT will secure the scene.
- Assess the situation and determine if the vehicle is stable.
- If fuels are apparent (signs of leaks or odor), eliminate any ignition sources by turning off engines.
- If the vehicle is stable, determine if personnel can be immediately extricated from the vehicle without injury or immediate first aid requirements.
- If the vehicle is unstable, the ERT must secure it with blocking for stability if required.
- If medical condition is unknown or serious, the ERT will extricate the individual(s).
- Attempt to secure any leak or spill of hazardous substance that may be leaking from the vehicle (from internal storage systems or cargo) and contain any spilled substance if possible.
- Once the vehicle has been stabilized and person(s) extricated, begin spill recovery of accidentally released substances.

Incidents involving vehicles and other equipment will be reported to a supervisor as soon as safely possible to initiate the ERP. If a fuel spill has occurred, the associated Spill Contingency Plan will be initiated.

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#### 6.4.8 AIRCRAFT/HELICOPTER INCIDENTS

Contracted commercial air carriers are equipped with standard operating procedures to address specific response actions to be taken in airplane emergency situations. Baffinland has developed emergency response procedures for aircraft incidents occurring on the airstrip.

#### 6.4.9 BOMB THREAT

A bomb threat is always considered an emergency situation and cannot be regarded as false until proven otherwise. During operations there is a requirement to store large amounts of petroleum products, explosives, and hazardous chemicals.

Any bomb threat will be considered real until gathered information confirms otherwise. If a bomb threat is received, primary responsibility for further action and investigation will rest with the RCMP.

Since the Pond Inlet RCMP detachment is nearest to the Project, notification and request for support during the initial stages of the response will be directed there. Until RCMP officers are available to offer on-site support, site personnel will strictly follow the procedures outlined below.

#### **Threat Received**

When receiving a bomb threat, the person in receipt of the initial call or notification shall adhere to the following protocol:

- Listen.
- Be calm and courteous.
- Do not interrupt the caller.
- Concentrate on recording the exact wording of the message.
- Obtain as much information as possible.

#### **When Caller Hangs Up**

- Report all details of the threat to your immediate Supervisor.
- Unless ordered to evacuate immediately, provide as many details as possible that may aid in further determining the origin/realism of the threat.

#### **Roles and Responsibilities**

Responsibilities during receipt of a bomb threat will focus on securing the safety of workers and minimizing potential damage to infrastructure. The conduct of site search and surveillance shall be the responsibility of the RCMP and their supporting resources that have been highly trained in responses of this nature.

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Prior to site arrival of external resources, the primary action plan for the site will focus on minimizing the risk of injury to site workers and damage to existing infrastructure as described below:

- Notify all site personnel to cease activity and report to the muster station. If the location of the bomb threat is known, immediately remove all personnel from the area.
- Secure fuel systems, equipment and other infrastructure that may have the potential to cause additional safety hazards.
- Maintain contact with the RCMP, providing periodic updates of the site status. Ensure all instruction from the RCMP is communicated and followed.

#### 6.4.10 FUEL AND CHEMICAL SPILLS

The Spill Contingency Plan specifically addresses fuel and hazardous materials land-based spills, and releases or discharges to freshwater sources. The SCP provides possible spill situations and the methods and resources to be employed in response to a spill.

While the SCP provides the methodology for spill response and cleanup, the overall response to the emergency, including the responses of the ERTC, EMTL and ICC, will follow the procedures outlined in the ERP.

The OPEP outlines specific procedures for marine spills that result from fuel offloading activities at Milne Port and the SSRP provides specific guidance for marine spills that result from Project shipping activities. Transport Canada and ECCC were consulted during the development of these plans.

The Mine Site and Milne Port E2 Plans provide specific guidance and emergency considerations for Level II or Level III emergencies involving diesel fuel.

#### 6.4.11 SITE OR CAMP EVACUATION

In an event requiring partial or total evacuation of a site, several options are available and must be considered depending on the time of year and the availability of transportation. With the exception of medical aid incidents, site evacuations (including evacuation arrangements and external resources) will be authorized by the General Manager or his designate.

Options for evacuation include road or air transportation, depending on the time of year and reason for the evacuation. Transportation is dependent on weather and availability of aircraft. Early communication with airlines is critical for the preparation of staff and aircraft. Accurate weather assessment by flight operations from site is critical to incoming aircraft.

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Evacuation options include:

- Transportation by bus to the unaffected camp or area for all non essential employees.
- Transportation by air in which arrangements are made by the Site Services Superintendent for transportation of all non essential personnel to safe havens, such as local communities, Iqaluit, and/or southern cities that can assist with an influx of 1000+ people.

#### 6.4.12 MAJOR POWER FAILURE

In the event of a major power failure affecting any portion of the operating facilities at Baffinland, the employees within the working areas need to be aware of the hazards of unexpected loss of power and safely retreat to the nearest control room, lunch room or office to be accounted for by their supervisor. In case of an incident involving a major power failure, the following steps will be taken:

The supervisor of the area of concern shall notify Health and Safety at the onset of the power outage. The Electrical Supervisor must be contacted as soon as reasonably possible to assess the reason for the outage, and provide alternate power if able (several satellite phones are available for this reason). Minimizing radio traffic is essential during a power failure so the bulk of communication related to accountability should be achieved face to face.

Supervisors will attempt to locate and account for all workers under their control and be available to report the accountability check to EMTL.

When weather permits, fire hall doors shall be manually opened by ERT personnel. The Muster Station Coordinator will make contact with area supervisors to confirm accountability of the respective workers. Any missing or identified as injured personnel will require search and rescue efforts which would require initiation of CODE 1.

Once all personnel are accounted for and it has been confirmed that there is no risk to life by the power outage, operating supervisors will be advised and work can continue or reassigned depending on the job and the location of the power failure. Once the power has been restored, safe start up procedures must be followed and all work must be directed by the supervisor in charge of the affected areas.

## 7. END OF EMERGENCY

Activation of the ERT occurs when an emergency has been declared through the announcement of a CODE 1, as indicated in the emergency response activation procedure. However, declaring a stand-down and denoting the end of an emergency is left to the discretion of the EMTL in

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consultation with the ERTC. In determining when an emergency has ended consideration will be given to the following:

- Stability of the affected area.
- Requirement for further action by the ERT or assisting external resources.
- Potential risk of further injury or damage to people, property or the environment.

Through detailed assessment of the emergency response efforts, the area affected, and affected people and/or property the EMTL and ERTC may determine that there are no existing circumstances that present potential risk for further injury or property damage if the normal course of activities resume. The EMTL will direct Security to announce the CODE 1 has been terminated.

## 8. CONTACTS LISTS

### 8.1 INTERNAL CONTACTS

Position	Name	Phone*
President & Chief Executive Officer	Jowdat Waheed	5038
Executive Vice President, General Counsel & Legal	Mark O'Brien	5114 647-278-3284
Executive Vice President of Corporate Development and Capital Markets	Sajid Rizvi	5258 416-700-5906
Executive Vice President, Operations, Projects	Michael Anderson	5130
Vice President, Sustainable Development	Megan Lord-Hoyle	5050 416-346-4533
Senior Director of Sustainable Development	Lou Kamermans	5101 647-278-3317
Chief Financial Officer	Celeste Van Tonder	5530 437-440-7419
Head of Stakeholder Relations and Communications	Peter Akman	2275
Senior Director of Human Resources	Annu Sira	5083 416-433-6261
Project Director	Phil Du Toit Denton Henkelman	5120 5134
Head of IT	Ted Bajno	5004 647-828-6521
General Manager	Francois Gaudreau	6072
Senior Director, Operational Transformation	Scot Klingmann	6109 902-880-6127
Manager Mine Operations	Les Cook	6709 647-395-3756
Crushing & Transportation Manager	Marc Tremblay	6199 365-292-4445
Crushing & Transportation Manager	Joe Armstrong	6924 365-338-2371
Mine Superintendent	Trevor Fancy	6244

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Site Services Manager	Paua Krats	6265 437-870-8109
Senior Director, Procurement	Song Yang	5021 416-998-0511
Port & Logistics Manager	Deon Pope	6009 905-483-0261
Port & Logistics Superintendent	Robert Nish	6278
Manager, Mobile Maintenance	Sangjin Yun	6914 647-278-4842
Transportation & Logistics Superintendent	Norm Hilliard	6892/6002 647-456-9540
Transportation & Logistics Superintendent	Sean Hudson	6864 416-996-8793
Site Services Superintendent	Eli Iannelli	6953 416-457-1446
Mobile Maintenance Superintendent	Fraser Griffon	6284 416-702-5553
Mobile Maintenance Superintendent	Kenneth Mullen	6930
Power Distribution Manager	Rob McNair	6192 647-278-1841
Manager, Planning, Reliability & Continuous Improvement	Pierre Laberge	6670 647-267-0032
Ore Handling & Road Maintenance Superintendent	Josh Lefebvre	6591 289-834-2422
Construction Manager	Ryan Edwards	4956 289-795-8974
Environment Manager	William Bowden	6737
Labour Relations Manager	Jason Brown	5119 289-218-5650
Human Resources Superintendent	Susan McMillan	6215 647-448-8400
Human Resources Superintendent	Ed Byrne	6106 416-919-1735
Environment Superintendent	Todd Swenson	6716/6016 416-270-4079
Environment Superintendent	Katie Babin	6727 416-254-4918
Health, Safety and Security Superintendent	Sean Lee	6082 365-773-4103
Health, Safety and Security Superintendent	Blaine Taylor	6052 437-245-9175
Health and Safety Coordinator – Milne Port	Wayne LeDrew Steven (Dan) Primeau	4153 4141
Health and Safety Coordinator – Mary River	Greg French Peter Hennebury Mackenzie Robarts	6021 6091 6365
Emergency Rescue Team Trainer – Milne Port	Steve Janknegt Jeff Lane	4048 4719

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Emergency Rescue Team Trainer – Mary River	Chris MacDonald Jarritt Yates	6145 6221
Physician Assistant – Mary River	Oliver Li Raymond Raccine	6008
Physician Assistant – Milne Port	Paul Crummey Albert Pittman	4107

\* To reach an extension dial 647-253-0596 followed by the extension

## 8.2 EXTERNAL CONTACTS

Y – Required	N – Not Required							M – More information required to determine reporting – refer to notes
	Serious Injury	Fatality	Fire	Search and Rescue	Dangerous Occurrence	Spill – Reportable	Spill - Ocean	Telephone/Fax Numbers
<b>Workplace Safety and Compensation Commission (WSCC)</b>								
24 – hour phone line	Y	Y	Y	N	Y	N	N	(800) 661-0792 (24hr)
Mines Inspector								(867) 920-3852
Chief Mines Inspector								(867) 920-3805
<b>Royal Canadian Mounted Police</b>								
Iqaluit Detachment and Headquarters	N	Y	Y	Y	N	M <sup>1</sup>	M	(867) 979-0123
Arctic Bay								(867) 439-0123
Clyde River								(867) 924-0123
Sanirajak								(867) 928-0123
Pond Inlet								(867) 899-0123
Igloolik								(867) 934-0123
<b>Spill Reporting</b>								
Qikiqtani Inuit Association (QIA)	Y	Y	Y	Y	M	Y	Y	(867) 975-8422 (867) 975-8400
NT-NU 24-hour Spill Report Line	N	N	N	N	N	Y	Y	(867) 920-8130 <a href="mailto:spills@gov.nt.ca">spills@gov.nt.ca</a>
CIRNAC Water Resources Officer	N	N	N	N	N	Y	Y	(867) 975-4550
CIRNAC Field Operations								(867) 975-4295 (867) 975-4566

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Y – Required	N – Not Required							M – More information required to determine reporting – refer to notes
	Serious Injury	Fatality	Fire	Search and Rescue	Dangerous Occurrence	Spill – Reportable	Spill - Ocean	Telephone/Fax Numbers
Omer Pasalic - Senior Resources Management Officer  Sean Noble-Nowdluk - Resource Management Officer								(867) 975-4589
DFO	N	N	N	N	N	Y	Y	(519) 383-1813 (866) 290-3731
Environment Canada - Iqaluit								(867) 975-4644
GN- DOE								(867) 975-7700
Nunavut Emergency Services						M <sup>1</sup>	M	1-800-693-1666
Canadian Coast Guard (Arctic region)							Y	1-800-265-0237 (24-hr)
<b>Medical Services</b>								
Medical Director – Advanced Medical Solutions (Dr. Rahul Khosla)	Y	Y	N	N	N	N	N	(867)-445-7225
VP Medical Operations – Kara Livy	M	M						(867)-446-2000
Francois de Wet Director (Territorial Chief of Staff) Qikiqtani General Hospital – Iqaluit								(867) 975-8600 ext. 5009  (867) 975-8614 (fax)
Qikiqtani General Hospital – Iqaluit Emergency Room	Y							(867) 975-8600 ext. 1539

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Y – Required	N – Not Required							M – More information required to determine reporting – refer to notes
	Serious Injury	Fatality	Fire	Search and Rescue	Dangerous Occurrence	Spill – Reportable	Spill - Ocean	Telephone/Fax Numbers
Pond Inlet Health Centre								(867) 899-7500 (867) 899-7538 (fax)
Public Health Iqaluit								(867) 975-4800 (867) 975-4830 (fax)
Igloolik Health Centre								(867) 934-2100 (867) 934-2149 (fax)
Sanirajak Health Centre								(867) 928-8827 (867) 928-8847 (fax)
Arctic Bay Health Centre								(867) 439-8816 (867) 439-8315 (fax)
Clyde River Health Centre								(867) 924-6377 (867) 924-6244 (fax)
<b>Transport Canada</b>								
National 24 hour number – Duty officer Canadian Transportation Emergency Centre								(613) 996-6666 (24hr)  (613) 954-5101 (fax)  (613) 996-9439 (fax)
<b>Search and Rescue</b>								
Nunavut Emergency Services								1 800-693-1666 (24hr)  (867) 975-5403
RCMP								(867) 979-1111 (24 hr)
Joint Rescue Coordination Centre (CFB Trenton)								1 800-267-7270 (24hr)  (613) 965-3870

1. In the event of a spill of hazardous materials (exceeding the quantities listed in Part 8.1 (1) of the TDGR) during transport, the shipping company will immediately report the incident to the RCMP and the Nunavut Emergency Services. The immediate report must include as much of the information listed in Part 8.2, TDGR, as is known at the time of the report. A follow-up report must be made, in writing, to the Director General within 30 days after the occurrence of the accidental release, the "dangerous goods accident" or the "dangerous goods incident". The follow-up report must include the information listed in Part 8.3, TDGR

2. In the event of an injury requiring Baffinland provided evacuation to Government of Nunavut (GN) Health Services or GN provided Medevac (air ambulance medical evacuation) the on-site medical professional shall contact the Emergency Department at the Qikiqtani General Hospital in Iqaluit. The protocols provided in Appendix D and E shall be used in communicating with the GN.

## 9. EMERGENCY RESPONSE TRAINING

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The ERT Trainer will identify training needs and resources needed to provide the necessary skills to those personnel tasked with various duties in emergency response at Baffinland. This responsibility includes development of training materials and implementation of training to ensure it:

- Meets or exceeds the requirements of NWT/Nunavut Mines Health and Safety Regulations.
- Follows the WSCC NT NU Mine Rescue Training Standards.
- Enables ERT and EMT members to competently operate the equipment employed for emergency response purposes.
- Includes practices, drills and full scale exercises for responding to the types of emergencies that are reasonably predictable for the operation.

Emergency Response Team (ERT) is comprised of volunteers from the on-site employees and contractors. With different work schedules, it is necessary to have enough team members to maintain sufficient numbers of responders at site at all times.

## 9.1 QUALIFICATIONS

All active ERT members must have:

- Been certified within the last 12 months, by a physician or by a nurse in charge of a nursing station, to be fit to work in breathing apparatus under arduous conditions.
- A valid mine rescue certificate issued by the Chief Inspector.
- A valid standard first aid certificate.
- Taken part in the practice sessions as identified in the WSCC NT NU Mine Rescue Training Standards.

The ERT Trainer will establish and maintain a process to submit to WSCC proof of qualification for each ERT member. The ERT Trainer will maintain the training records and the WSCC mine rescue certificate issued for each team member.

## 9.2 TRAINING CONTENT

Emergency response personnel, as members of the ERT, have response requirements which may include administering first aid, firefighting, performing work at heights/within confined spaces, handling and transferring hazardous/controlled substances, and/or working in/around water. Each of these demands must be supported with adequate training that will allow members to safely and effectively conduct their tasks.

Additional training requirements may be provided for specific roles within the ERP and for specific functions to be performed during response including:

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- Aircraft Rescue Fire Fighting (ARFF) training.
- Incident Command Training.
- Marine Spill Response.
- High Angle Rescue.
- Cold-Water Rescue and Small Vessel Operator's Proficiency (SVOP) Certificate.

Ongoing ERT training shall be scheduled as necessary to accommodate ERT members with different work rotations. Training time shall be a minimum of five (5) – eleven (11) hour refresher training sessions yearly. Training content will include:

- Mine Rescue Organization
- Care and use of respiratory protective equipment
- The properties of normal air and gases encountered in a contaminated mine atmosphere
- Oxygen therapy
- Gas detection methods and use of gas detection equipment
- Rope Rescue
- Environmental Conditions
- Electrical Hazards
- Rescue Tools
- Fire
- Mine Operations/Operation Skills

### 9.3 DRILLS AND EXERCISES

While drills and exercises can be used for training purposes, their primary function for this plan is to provide the means of testing the adequacy of the plans provisions and the level of readiness of response personnel.

The ETR Trainer is responsible for coordinating the development of and assisting in conducting drills and exercises. The following types of drills and exercises are to be used:

- Tabletop exercises involve presenting to key emergency personnel a simulated emergency situation in an informal setting to elicit constructive discussion as the participants examine and resolve problems based on the plan. These exercises will be routinely performed during ERT training throughout the year.
- Functional drills are practical exercises designed to test the capability of personnel to perform a specific function (i.e. communications, first aid, and rescue). Functional drills will be performed at least annually with both shift rotations.
- Full-scale exercises are intended to evaluate the operational capability of Baffinland's emergency organization and the adequacy of this Plan. Full-scale exercises are to be conducted annually with sufficient notice to allow the correct exercise preparation.

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### 9.3.1 PREPARATIONS

Preparations for a drill or exercise will vary depending on the type and scope involved, however the planning should include:

- Plan review and identification of possible problem areas.
- Establishing objectives.
- Identifying resources to be involved including personnel.
- Developing exercise scenarios, a major sequence of events list, and expected action checklists.
- Assigning and training controllers and evaluators.

The scenarios used will be realistic and based upon current operating conditions. The primary event (fire, spill, etc.) is to be determined based on the objective of the exercise, and in accordance with regulatory requirements.

### 9.3.2 DEBRIEF

Results of drills, exercises and emergency response activations are to be reviewed by the participants, evaluators and the ERTC and EMTL to identify problem areas such as deficiencies in the plan, training, personnel or equipment. Debriefing will commence immediately after the incident or drill/exercise has been resolved or completed.

The ERTC will prepare a report which will include the following:

- A summary of the exercise, including a review of the purpose, objectives and scenario used or summary of the emergency.
- A summary of the major discrepancies/deficiencies.
- Recommendations and corrective measures.
- A proposed schedule for the completion of these corrective measures.

These reports and recommendations will then be evaluated by the Health and Safety Superintendent for a decision on the merits of all recommendations.

## 10. RESOURCES

### 10.1 EMERGENCY RESPONSE EQUIPMENT

#### 10.1.1 MEDICAL RESPONSE EQUIPMENT

Baffinland has equipped the Mine and Milne Port sites with medical clinics capable of providing Advanced Life Support (ALS) in the event of a medical emergency. The clinics are resourced by Physician Assistants (PAs) working under the direction of the Medical Director (Physician) of Baffinland's contracted medical services contractor. The PAs are able to provide: advanced cardiac and basic trauma life support, administration of pain medication and narcotics, prescribe

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antibiotics, cardiac defibrillation and monitoring, intubation, cast application, and audiometry testing.

#### 10.1.2 FIRE RESPONSE EQUIPMENT

Located at Milne Port is an Oshkosh TI3000 Aircraft Rescue Fire Fighting (ARFF) truck with 3,000-gallon water tank, a 420-gallon foam tank, and 450-pound dry chemical tank. At Mary River is the International Pierce Fire Engine with 1,000-gallon water tank, and 300-gallon foam capacity.

The ERT is equipped with a rescue truck Scott AP75 self-contained breathing apparatus (SCBA) 4.5 and associated FIRE-DEX turnout gear for responding to emergencies and fires. Equipment is also available to support vehicle accidents such as hydraulic cutters, spreaders and rams, reciprocating saws, and high pressure air lifting bags at both facilities.

#### 10.1.3 AMBULATORY EQUIPMENT

In the event of a medical emergency at Milne Port or the requirement to move an injured person to the Mine Site, an ambulance is stationed at both sites. Each of these ambulances are 4x4 Wheeled Coach models fitted with equipment to facilitate emergency medical care while in transit. A third ambulance is also available for backup purposes.

### 10.2 SPILL RESPONSE EQUIPMENT

The ERT is equipped and trained to respond to spills using equipment including but not limited to:

- Rescue Truck at both the Mine Site and Milne Port.
- Pumps and containment structures.
- Floating booms, spill pads and containers.
- Diking and damming supplies.
- Spill Response Trailers.
- Spill kits.
- Safety equipment with working on or near water and/or specific hazardous materials.
- Spill response vessels.
- Sand stockpile for berm construction/making sandbags.
- Vacuum truck - 12,300 L capacity.
- Steel drums - 200 L capacity.
- Floating storage bladders - 10 tonne capacity.

**Refer to Appendix E for a full list of emergency response equipment and supplies available at the Project, including the locations of Spill Kits at the Mine Site and Milne Port.**

## 11. REPORTING

### 11.1 MINES HEALTH AND SAFETY REPORTABLE INCIDENTS

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Under Section 16.02(1) of the GN Mine Health and Safety Regulations, in the event of a fatality or serious injury (reportable incident) the CEMT will be initiated and the CEMT shall, without delay notify a WSCC inspector and OHC Committee co-chairs.

Reporting to WSCC shall be directly to the Mines Inspector, Chief Mines Inspector to the 24-hour Incident Reporting line. A written report must be provided to the inspector within 72-hours of the occurrence.

## **11.2 SPILL REPORTING**

Spill reports are written by the department responsible for the spill and are provided to the Environment Department through Baffinland's Incident Reporting System. After the initial field emergency response to a spill event, an internal Incident Investigation Report is filled out.

Should the quantity of the spill, or receiving environment for the spill meet the reporting requirements for external reporting, the incident is reported to the 24-hour Northwest Territories-Nunavut (NT-NU) Spill Report Line, or other applicable reporting process. Spills of regulated substances in excess of reporting thresholds which occur outside of secondary or tertiary containment will be reported to the NT-NU Spill Line, Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), and/or ECCC, as applicable, depending on the nature of the spill.

Secondary and tertiary containment will be assessed for each spill occurrence and may include engineered facilities designed to provide containment, buildings with an impermeable floor, and lined areas. Any externally submitted spill report associated with a release on Inuit Owned Land shall also simultaneously be submitted to QIA in accordance with the Commercial Lease.

The submission of the report externally to the NT-NU Spill Report Line is the responsibility of the Environmental Superintendent on behalf of the COO. External spill reporting shall be conducted in accordance with the SCP which details the specific reporting processes to be undertaken depending on the type of substance and nature of the spill.

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## APPENDIX A

### External Contact List

Y – Required	N – Not Required							M – More information required to determine reporting – refer to notes
	Serious Injury	Fatality	Fire	Search and Rescue	Dangerous Occurrence	Spill – Reportable	Spill - Ocean	Telephone/Fax Numbers
<b>Workplace Safety and Compensation Commission (WSCC)</b>								
24 – hour phone line	Y	Y	Y	N	Y	N	N	(800) 661-0792 (24hr)
Mines Inspector								(867) 920-3852
Chief Mines Inspector								(867) 920-3805
<b>Royal Canadian Mounted Police</b>								
Iqaluit Detachment and Headquarters	N	Y	Y	Y	N	M <sup>1</sup>	M	(867) 979-0123
Arctic Bay								(867) 439-0123
Clyde River								(867) 924-0123
Sanirajak								(867) 928-0123
Pond Inlet								(867) 899-0123
Iglolik								(867) 934-0123
<b>Spill Reporting</b>								
Qikiqtani Inuit Association (QIA)	Y	Y	Y	Y	M	Y	Y	(867) 975-8422
								(867) 975-8400
NT-NU 24-hour Spill Report Line	N	N	N	N	N	Y	Y	(867) 920-8130
								<a href="mailto:spills@gov.nt.ca">spills@gov.nt.ca</a>
CIRNAC Water Resources Officer	N	N	N	N	N	Y	Y	(867) 975-4550
CIRNAC Field Operations								(867) 975-4295
Omer Pasalic - Senior Resources Management Officer								(867) 975-4566
Sean Noble-Nowdluk - Resource Management Officer								(867) 975-4589
DFO	N	N	N	N	N	Y	Y	(519) 383-1813

Y – Required	N – Not Required							M – More information required to determine reporting – refer to notes
	Serious Injury	Fatality	Fire	Search and Rescue	Dangerous Occurrence	Spill – Reportable	Spill - Ocean	Telephone/Fax Numbers
								(866) 290-3731
Environment Canada - Iqaluit								(867) 975-4644
GN- DOE								(867) 975-7700
Nunavut Emergency Services						M <sup>1</sup>	M	1-800-693-1666
Canadian Coast Guard (Arctic region)							Y	1-800-265-0237 (24-hr)
<b>Medical Services</b>								
Medical Director – Advanced Medical Solutions (Dr. Rahul Khosla)	Y	Y	N	N	N	N	N	(867)-445-7225
VP Medical Operations – Kara Livy	M	M						(867)-446-2000
Francois de Wet Director (Territorial Chief of Staff) Qikiqtani General Hospital – Iqaluit								(867) 975-8600 ext. 5009 (867) 975-8614 (fax)
Qikiqtani General Hospital – Iqaluit Emergency Room	Y							(867) 975-8600 ext. 1539
Pond Inlet Health Centre								(867) 899-7500 (867) 899-7538 (fax)
Public Health Iqaluit								(867) 975-4800 (867) 975-4830 (fax)
Igloolik Health Centre								(867) 934-2100 (867) 934-2149 (fax)
Sanirajak Health Centre								(867) 928-8827 (867) 928-8847 (fax)
Arctic Bay Health Centre								(867) 439-8816 (867) 439-8315 (fax)
Clyde River Health Centre								(867) 924-6377 (867) 924-6244 (fax)
<b>Transport Canada</b>								
National 24 hour number – Duty officer Canadian Transportation Emergency Centre								(613) 996-6666 (24hr) (613) 954-5101 (fax) (613) 996-9439 (fax)
<b>Search and Rescue</b>								

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Y – Required	N – Not Required							M – More information required to determine reporting – refer to notes
	Serious Injury	Fatality	Fire	Search and Rescue	Dangerous Occurrence	Spill – Reportable	Spill - Ocean	Telephone/Fax Numbers
Nunavut Emergency Services								1 800-693-1666 (24hr) (867) 975-5403
RCMP								(867) 979-1111 (24 hr)
Joint Rescue Coordination Centre (CFB Trenton)								1 800-267-7270 (24hr) (613) 965-3870

## APPENDIX B

### Concordance Table and Regulatory Framework

#### Project Certificate Terms and Conditions Applicable to Emergency Response

##### Accidents and Malfunctions

No.	Term and Condition	Comments	Reference
173	The Proponent shall employ full containment booms during all ship-to-shore and other marine-based fuel transfer events.		Please refer to Annex 4 of the Oil Pollution Emergency Plan - Milne Inlet.
174	The Proponent and the Canadian Coast Guard are required to provide spill response equipment and annual training to Nunavut communities along the shipping route to potentially improve response times in the event of a spill.		Please refer to the Oil Pollution Emergency Plan - Milne Inlet.

##### Appendix A to NIRB Decision Report

No.	Subject	Commitment	Action	Reference
8	Fuel Transport (Overwintering of Fuel Vessel)	As part of standard operation procedures, Baffinland is committed to avoiding ship-to-shore transfer of fuel during freeze-up or break-up periods.	This will be applicable for refuelling of tug boats at Milne Port	
9	Fuel Transfer	Baffinland is committed to undertaking fuel transfer from vessels to shore under good weather conditions. Once the ore dock is constructed at Steensby, fuel transfer will be carried out at the freight dock.	Not applicable until Steensby Port is constructed.	Please refer to the Oil Pollution Emergency Plan - Milne Inlet.
10	Fuel (Spill / Leak Detection)	Baffinland is committed to installing leak detection instrumentation on the overwintering fuel vessel and to conduct ongoing monitoring in the vicinity of the vessel, in accordance with relevant guidelines and regulations. Baffinland is committed to using best management practices to reduce the possibility of spills.	Not applicable until construction at Steensby Port gets underway	Not Applicable for 2014 Works
11	Spill Contingency Planning	Baffinland is committed to maintaining an up to date Spill Contingency Plan and will distribute copies of the Plan to stakeholders.	Requires update	Please refer to the Spill Contingency Plan.
12	Disaster Management Plan	Baffinland is committed to developing and implementing a Security Plan in accordance with regulatory requirements.		The Emergency Response Plan and Crisis Management Plans provides for response to emergency and disaster (crisis) events.

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No.	Subject	Commitment	Action	Reference
26	Marine (Safety Officer)	Baffinland is committed to appointing one of its personnel to act as a Marine Safety Officer during the construction, operation, and closure phases of the Mary River Project.	Marine Safety Officer needs to be Identified	Please refer to the Oil Pollution Emergency Plan - Milne Inlet.
57	Management Plans	Baffinland is committed to updating its management plans to reflect new information, new practices and changes to operating conditions.		Management plans, including the Emergency Plan are updated to reflect new information, practices and conditions.
99	Medical Facilities (Design)	Baffinland is committed to working with the Government of Nunavut to provide details on the design of medical facilities for the Mary River Project during the regulatory phase of the project.		Medical facilities are described in Section 7.1.1 of the plan. In addition a MOA was signed with the GN that included a medical plan by our medical contractor.
100	Medical Facilities (Staffing)	Baffinland is committed having an on-site medical facility staffed by a registered nurse or certified paramedic in order to attend to any injury that workers might experience on-site, and is further committed to providing medi-vac services as may be required from the mine site to Iqaluit.		Refer to sections 3.10, 4.2.1. and 7.1.1. of the Emergency Response Plan.
106	Emergency Response Plans	Baffinland is committed to seeking and utilizing external expertise to assist them with the development of emergency response planning and to provide formal training specific to accidents and emergency response for the Emergency Response Team, which will be stationed at site at all times. This training would include responding to Railway specific emergencies.		Please refer to the Oil Pollution Emergency Plan - Milne Inlet.
107	Spill Training/Spill Exercises	Baffinland is committed to conducting routine training exercises and strategically placing resources and equipment on site for spill response.		Please refer to Section 6.3
108	Spill Training/Spill Exercises	Baffinland is committed, during operations, to conducting regular and annual spill response exercises and training in known and effective techniques for responding to spills and invite the relevant communities of the North Baffin Region to participate.		Please refer to Section 6.3 and the Oil Pollution Emergency Plan - Milne Inlet.
109	Emergency Response	Baffinland is committed to meeting on a regular basis with the emergency response and preparedness working		Please refer to the Oil Pollution Emergency Plan - Milne Inlet.

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No.	Subject	Commitment	Action	Reference
		group to review emergency preparedness.		
110	Emergency/Spill Response Planning	Baffinland is committed to ensuring that adequate resources are allocated to the development and deployment of emergency and spill response capabilities.		Please refer to Section 6, and the Oil Pollution Emergency Plan - Milne Inlet.
111	Marine Regulatory (Spill Prevention Plans)	Baffinland is committed to requiring that all project vessels have Shipboard Oil Pollution Emergency Plans (SOPEPs) in place which meets or exceeds the international standards set out in the Port State Control Memorandum of Understanding, as well as trained personnel on board to respond to spills. Baffinland will be self-sufficient for spill response and will contract the services of an established Response Organization to enable the Company to escalate response capabilities to deal with spills of up to 10,000 tonnes. This Response Organization will have expertise in recovery and cleanup of spills along coast line and involving wildlife.		Please refer to the Shipping Marine Mammals Management Plan
112	Spills (Fuel)	Baffinland is committed to ensuring that all spills are reported in accordance with the relevant spill contingency planning and reporting regulations and guidelines.		Please refer to Section 8.0, and the Oil Pollution Emergency Plan - Milne Inlet.
113	Spills (Fuel)	Baffinland is committed to exploring and implementing measures designed to recover residual fuel from spills under the surface of sea ice.		Please refer the Oil Pollution Emergency Plan - Milne Inlet.

### Regulatory Framework

The regulatory and government documents that constitute an integral part of the Plan are listed below:

#### General

- Environmental Emergency Regulations (E2 Regulations) under the Canadian Environmental Protection Act, 1999 (CEPA 1999).
- Environmental Code of Practice for Aboveground and Underground Storage Tanks Systems Containing Petroleum and Allied Petroleum Products, 2003, CCME.
- National Fire Code 2016
- Territorial Lands Act 1985.
- Territorial Land Use Regulations 1524.

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- Canada Oil and Gas Operations Act 1985.
- Canadian Environmental Protection Act 1991.
- Fisheries Act 1986.
- Transportation of Dangerous Goods Act and Regulations.
- Storage Tanks Systems for Petroleum Products and Allied Petroleum Products Regulation 2008.
- TP12402 – Oil Handling Facilities Standards, 1995, Transport Canada.
- Canadian Building Code 2016

### Shipping

- Canada Shipping Act Response Organizations and Oil Handling Facilities Regulations.
- Arctic Waters Pollution Prevention Act.
- Marine Liability Act.
- Environmental Protection Act.
- Spill Contingency Planning and Reporting Regulations, 1993.
- Mine Site Reclamation Policy for Nunavut.

### Territorial Acts and Regulations

- Nunavut Waters and Nunavut Surface Rights Tribunal Act 2002.
- Nunavut Environmental Protection Act.
- Nunavut Spill Contingency Planning and Reporting Regulations.
- Nunavut Mine Health and Safety Act and Regulations.
- Nunavut Coroners Act.

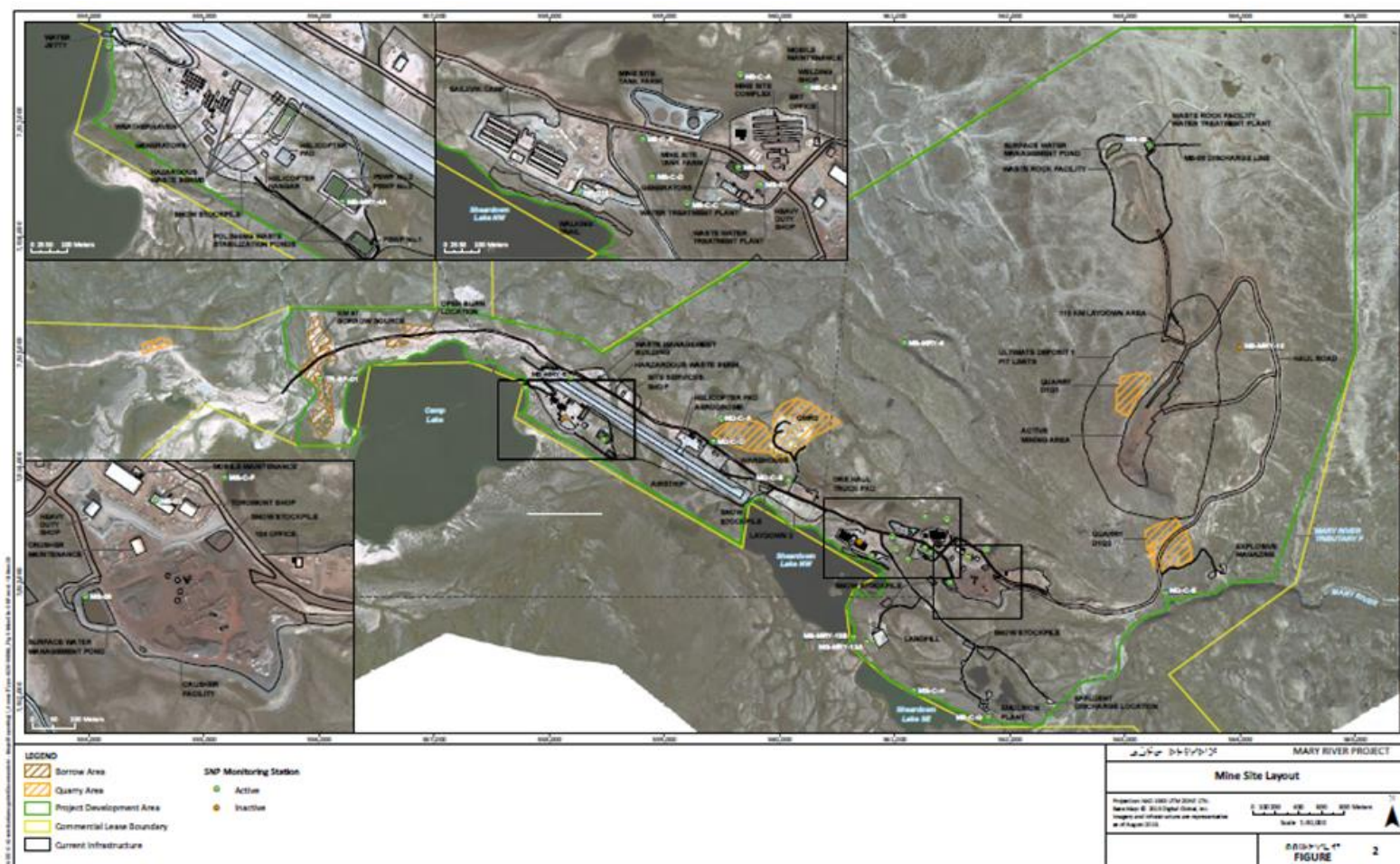
### Site Specific

- Canada National Parks Act 2000.
- Canada Wildlife Act 1985.
- Migratory Birds Convention Act 1994.

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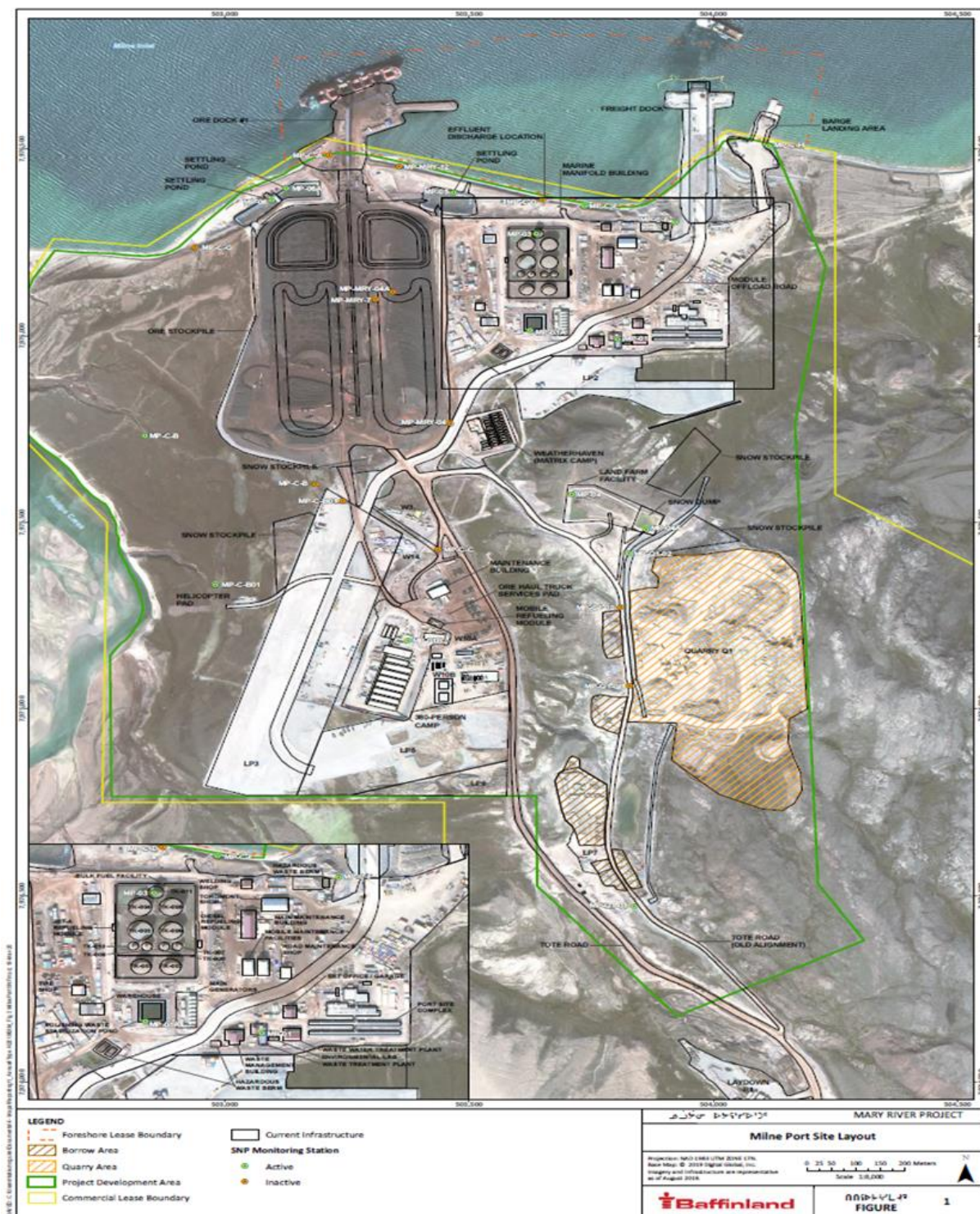
## APPENDIX C

### Mine Site Layout



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### Milne Port Layout

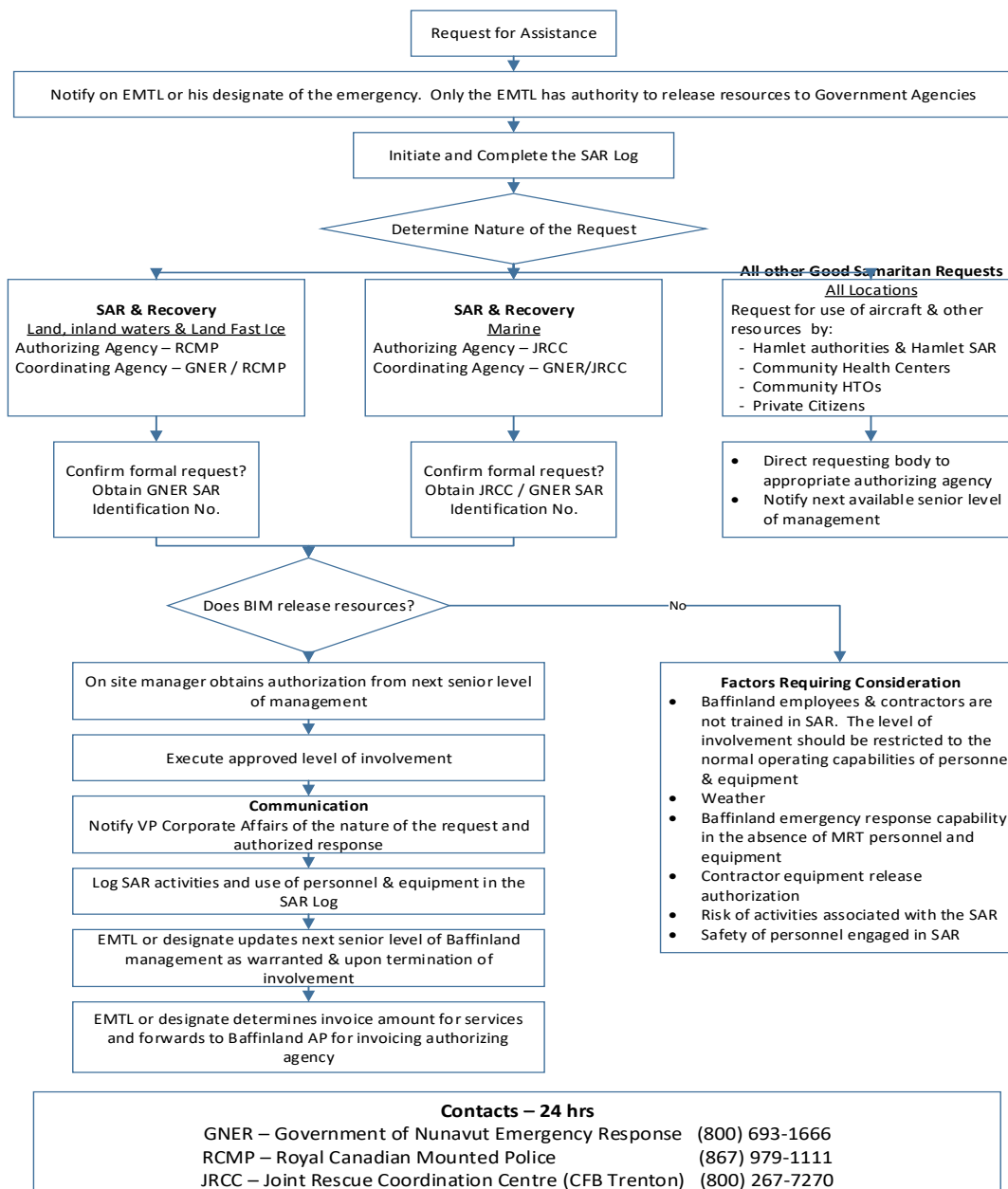


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### APPENDIX D

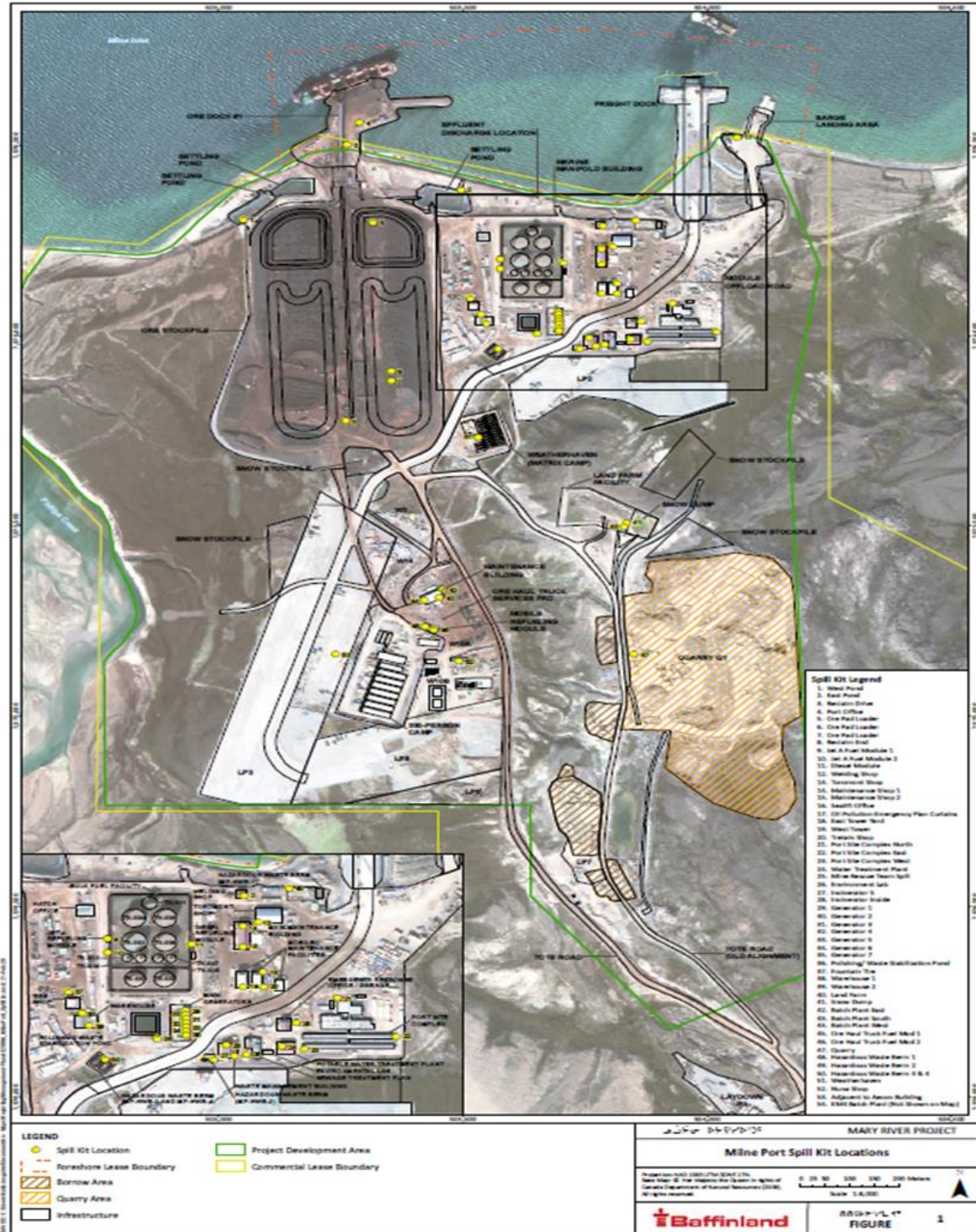
#### Flowchart for External Requests for Search and Rescue and Emergency Services

FLOWCHART FOR EXTERNAL REQUESTS FOR SAR AND EMERGENCY SERVICES

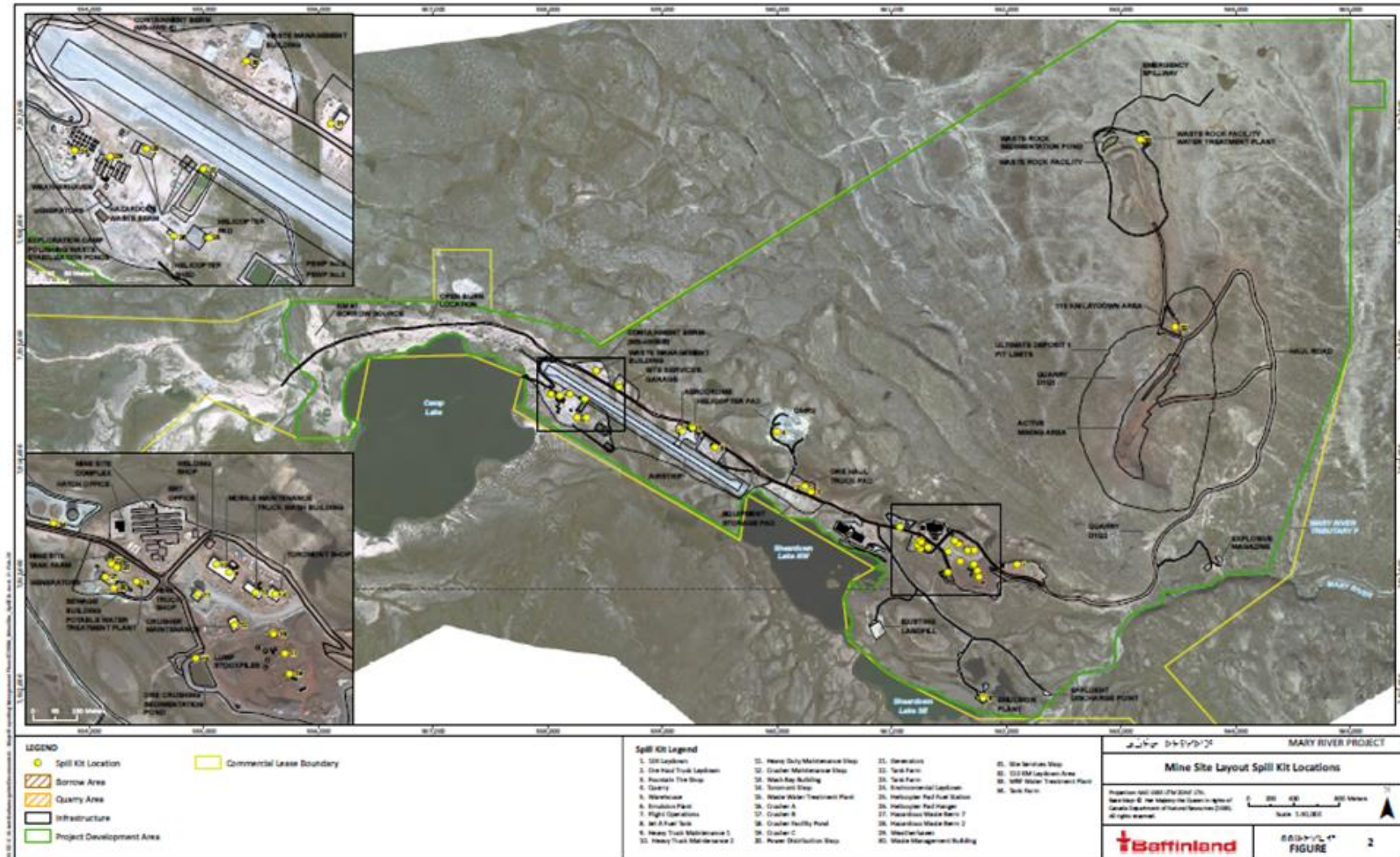


### APPENDIX E

#### Spill Kit Locations and Emergency Response Truck Inventory



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Right Side:



Left Side:



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Compartment	Amount	Items
Cabin	1	Safety Glasses clear box
	1	Safety glasses Darks box
	1	Binoculars
	1	Rolls of duck tape
	1	Emergency Road kit
	1	First Aid kit
	2	Care Flare
	1	Thermal Imaging Camera
	2	Caution Tape
	1	2.5 pound fire extinguisher
1 Left Compartment	7	SCBA
	18	SCBA Cylinder
	25	SCBA Face masks
	1	RIT pack
	2	Wheel Chock
2 Left Compartment	2	Shovel (Spade, Shovel)
	2	Rakes
	1	Cable power puller
	1	Saws all (reciprocating saw)
	2	Saws all blades (kits)
	3	Drill bit set
	2	Cordless drill
	1	Socket set
	1	Tool box
	2	bolt cutters (Large/Small)
	1	D size 12 pack batteries
	1	C Size 12 pack Batteries
	3	9 Volt Batteries
	1	4 AAA Batteries
	6	Led head liters with 4AAA Batt
	1	4 AA batteries
	1	sledge hammer
	1	Haligan bar
	3	Big axe
	4	Winter Gloves
	1	Steel jerry can (gas)
	1	Plastic jerry can (gas)
	1	Portable fan
	1	Power pack for jaws of life
	1	Miscellaneous oils
	1	Airstar Light
	2PG	Balaclava
	1	Standard set wrenches
		work gloves
3 Left Compartment	1	Portable fan (electric)
	4	Tarps
	3	Various Valves and adaptors
	1	hydraulic air hammer

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	1	Spreader
	1	Cutter
	1	Pincher
	1	Brace bar (hydraulic brace)
	2	Air Bags Hoses
	1	Chainsaw
	1	Chop saw
	1	1/2 Impact gun
	1	Gloves
	1	Grizzly Struts
	3	Hydraulic Hoses
4 Left Compartment	2	1.5 inch hose (yellow)
	4	1.5 inch hose (red)
	2	2.5 inch hose (white)
	2	Pistol Grip 2.5 hose nozzle
	1	Rubber hose
	1	Splitter 2.5" to 1.5"
	1	Y valve with adaptor
	3	Pistol Grip 1.5 inch nozzle
	4	Mustang Suits
	4	Rollgliss R550 Kit
	4	1.5 inch portable spray nozzle
	1	Victaulic coupler
		Wood (cribbing)
5 Left Compartment	2	Black Mustang Survivor Vest
	1	Pulley's carabineers, bag
	1	Prusik
	2	Mini 4:1
	3	Bag Carbiner
	4	Climbing harness
	1	Bag webbing & slings
	4	Beam Clamps
	8	Helmets & Gloves
	2	400' Rope Bags
	5	HH Life Vests
	2	Mustang Survival Suits
	3	Mustang Self Inflatable
	6	Orange PFD Vest
	3	Petzl AVAO Harness
	4	Boots (pairs)
	2	Rescue rope (200 foot bags)
	1	Rescue Rope 4:1 (200')
	2	Rope abrasion protection
	3	Teraphrene Boots
	2	Rescue ring
	4	"Confined space" SCBA
	2	Telescopic reach pole
1 Right Compartment	2	Back Boards
	2	Ferno Head Immobilizers
	2	Ked Extrication Kits

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	1	Trauma Kit
	3	Blankets
	6	Insulated Coveralls
	4	Raguler Coveralls
	6	Hih-viz Vests
	4	Granola bars Box
	5	ferno spider straps
	3	Ferno CPR masks
	1	IC Command Center Board
	2	Box Safety Glasses
	1	Misc. rigid splints
	1	RsQmax Kit
	2	Padded Split Kits
	7	Folding stretchers
	2	Basket Stretcher kits
2 Right Compartment	6	Pylons
	2	padded splint
	5	Pails
3 Right Compartment	3	Grey Spill Pads (Bag)
	3	White Spill Pads (Bag)
	3	Box Absorbent Socks
	1	Plug & dyke
	1	20L Pail Gap Seal
	2	Lithium fire extinguisher
	2	15000 liter Onion bladder
	1	Ferno Stair chair
	4	Magnesium fire extinguisher
4 Right Compartment	1	15000 VSG Bladder
	4	Quatrex bags (white)
	1	Stair Chair
	3	Bladder repair kits
	3	Bladder fitting kit
	1	Mazar Rescue Board
5 Right Compartment	5	Quatrex Bags(white)
	1	spill response generator
	2	Medical disaster kits
	2	Arctic soft extension cords
	2	Chicken wire (roll)
	3	Tarps
	2	2X2 Duck Pond
	5	EXO Fit Harness
	1	Helmet Face Sheild
	15	Long gloves (pair)
	1	Honda GX 270 trash pump
	4	hip wader steel toe
		Tyvek coveralls suits
	1	Funnel
	3	rubber suits
	2	mag Lite Flash lights

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Amount	Description
1	30 Gallon Drum with Lid
50	Sorbent Pads
4	Sorbent Socks
2	Sorbent Booms
1	Shaker of Safety Sorb
1	Neoprene Drain Cover
1	Disposable Bag
2 Pair	Safety Goggles
2 Pair	Nitrile Gloves

\* Best efforts are made to ensure spill kits remain fully stocked at their designated locations.

## APPENDIX F

### Mental Health Patient Safety Checklist

*Checklist must be completed on admission, every shift, change of staff, reported change in behavior for all patients at risk for suicide, suicidal/homicidal ideation, or has self-harm behaviors.*

✓	ITEMS CHECKLIST	INITIALS & TIME			
	Room inspection completed at beginning of each shift.				
	Communicate initiation of Level of Observation to AMS staff and Health and Safety Superintendent.				
	Place patient in a room or treatment area which provides the best observation and protection. Never leave patient unattended behind a closed door. Keep or door open at all times.				
	Remove ALL sharp objects ( <i>needles, scalpels, knives, scissors, nail files, glass items, etc.</i> )				
	Remove all detachable/removable hanging risk items, if possible and unless medically necessary: <ul style="list-style-type: none"> <li>• Electric cords, telephone cords, (if detachable), window blind cords</li> </ul>				
	Remove plastic trash bag liners, linen container and all plastic bags.				
	Remove extra linens (sheets, towels, pillowcases, gowns)				
	Visually inspect room and bathroom remove/mitigate risk of potentially harmful objects as much as possible: <ul style="list-style-type: none"> <li>• Shower curtain</li> <li>• Note shower heads for hanging risks and observe patient closely while using shower</li> <li>• Lock all cabinets</li> <li>• Remove any items that are dangerous if ingested</li> <li>• Disable bathroom and bedroom door locks</li> </ul>				

	<p>Inspect patient belongings (initiate Patient Belongings Record): remove potentially harmful objects or contraband from patient and environment. This includes: patient medications, glass or sharp items, toiletry items containing alcohol, matches, lighter, aerosol spray cans, curling iron, hair dryer, razor, belts, straps, ties, shoelaces, dental floss and jewelry. Remove items from patient remove and place in a secured location or send home with family. Allowable items: cordless electric razor, eyeglasses, and non-breakable toiletries.</p>				
	<p>No purses or bags allowed into patient's room by visitors. Secure visitor belongings during visit with patient. Re-assess room for safety after visitor leaves.</p>				

## APPENDIX G

### How to support a person at risk of suicide...

There are a number of different things you can do to be supportive and empathetic to someone with thoughts of suicide. The key is to avoid being judgmental or dismissive of what the person is feeling. Important to validate their feelings

You may be struggling with trying to figure out what to say to someone who is suicidal. Remember, there are no right or wrong things you can say if you are speaking from a place of genuine care and concern.

Be genuinely caring. The conversation is less about the words and content and more about your sincerity. By letting someone know you care, you are concerned, and you are supportive, the message is clear; "I'm here for you, I notice you, you matter, I want to help".

Research has shown that acknowledging what people are experiencing may help them process their thoughts and may reduce their suicidal thoughts.

#### **Listen**

A suicidal person is usually carrying around some burden that they feel they just can't handle anymore. Offer to listen as they share their feelings of loss, despair, anger, and loneliness. Talking will allow them to reduce their emotional burden and give them time to calm down. The longer you keep them talking, the more you can take the edge off their desperation. Sometimes this is enough to lighten the load just enough for them to carry on. As their momentum winds down, it's harder for them to act on their feelings.

Be sympathetic, non-judgmental, patient, calm, and accepting. The person will pick up on your attitude and may begin to mirror it for themselves.

- 

#### **Avoid Trying to Solve the Problem**

Try not to offer quick solutions or belittle the person's feelings. How big they perceive the problem to be and how much they are hurting over it is what counts. Rational arguments do little good to persuade a person when they are in this state of mind.

Instead, offer your empathy and compassion for what they are feeling without making any judgments about whether they should feel that way.

- 

#### **Take Care of Yourself**

Dealing with a suicide threat is very stressful. Be sure to care for yourself as well and seek assistance to process and decompress afterward. Talk to a trusted friend, a therapist, your doctor, a religious leader, or anyone who can offer support for what you've been through and how you feel about it.

#### **Tips to remember!**

- **You won't make things worse by showing you care or asking about suicide**
- **Talk in a private setting and be honest and direct**
- **Keep your questions free of judgment and focus your observations on symptoms you've noticed**
- **You don't need to be a mental health expert to be helpful**
- **If they share that there is a problem, thank them for their courage and reassure them that you are there to help**

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If the person has already started a suicide attempt, call for help immediately. If they are still conscious, get what information you can about any substances they have ingested, how long ago they took them, how much they took, when they last ate, and their general state of health.

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