

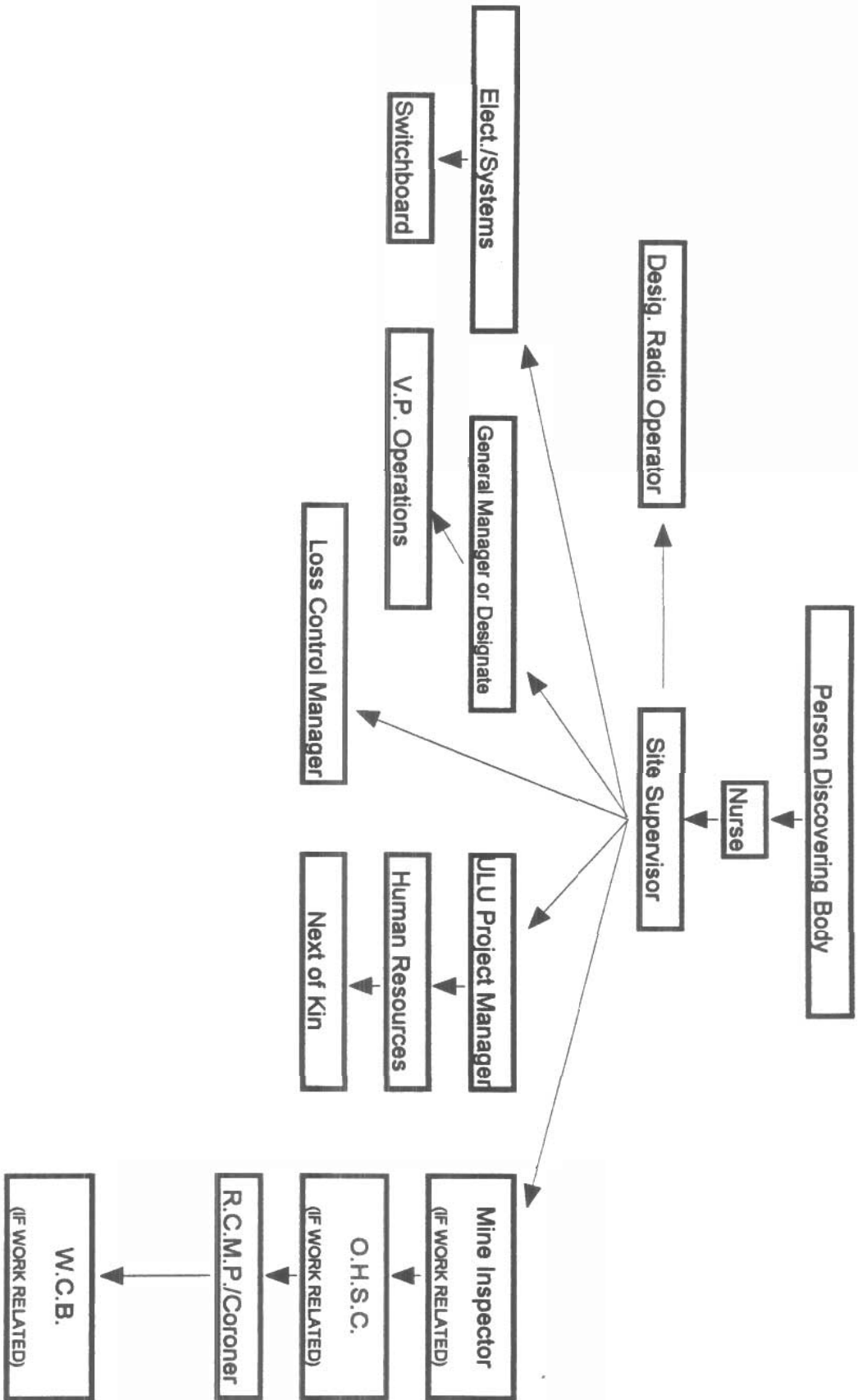
## **FATALITY NOTIFICATION**

In the unfortunate event of a fatality, the procedures for notification and organization are as follows.

Care must be taken to ensure the scene is safe and undisturbed for the investigation team.

Contact would be made with the Lupin minesite and proper authorities to advise them of the situation and provide assistance as required.

# FATALITY NOTIFICATION PROCEDURE - ULU



# ***EMERGENCY PROCEDURES - ULU***

## **FATALITY NOTIFICATION PROCEDURE**

In the event of a fatality, as a result of an accident or accidental cause, the following notification procedure will be followed.

### Person discovering the casualty/body:

1. Secure the scene
2. Inform Site Supervisor or Nurse

### Health Services:

1. Record information from caller as per the Surface/Underground Emergency Sheets
2. Inform Site Supervisor

### Site Supervisor:

1. Inform Elect./Systems re: Emergency Telephone Block Procedures
2. Ensure the scene is secure and safety of all personnel is maintained
3. Inform General Manager or manager designate at Lupin
4. Inform Ulu Project Manager
5. Inform Loss Control Manager
6. Inform R.C.M.P./Coroner
7. Phone W.C.B. Prevention Services 403-873-0123

*mines inspector*

### General Manager or designate:

1. Manager designate to inform General Manager if off-site
2. Inform V.P. Operations
3. Contact Human Resources Manager (even if off-site) re: notifying the next of kin

### Elect./Systems:

1. Program telephones for emergency service per the Telephone Block Procedure checklist
2. Disconnect short-wave radio and remove room extensions (per extension list)
3. Assist Nurse as required

### Human Resources Manager:

1. Contact the R.C.M.P. and request them to notify the next of kin

### Switchboard Operator:

1. Follow Switchboard Operator Checklist

## ***EMERGENCY PROCEDURES - ULU***

### **SURFACE/UNDERGROUND EMERGENCY CHECKLIST:**

1. Record caller's name: \_\_\_\_\_
2. Caller's location \_\_\_\_\_
3. Nature of emergency \_\_\_\_\_
4. Location of emergency \_\_\_\_\_
5. Name of Injured/ill \_\_\_\_\_
6. Number of injured/ill \_\_\_\_\_
7. Types of injuries/illness \_\_\_\_\_
8. Time 1<sup>st</sup> call came in \_\_\_\_\_
9. Notify Nurse and Site Supervisor immediately
10. If mobilization or evacuation is required, notify the Surface Supervisor to have equipment and vehicles readied

**INSTRUCT THE CALLER TO STAY WITH THE INJURED/ILL UNTIL HELP ARRIVES**

## ***EMERGENCY PROCEDURES - ULU***

### **TELEPHONE BLOCK PROCEDURE CHECKLIST:**

Upon being notified by the Site Supervisor or designate to block the telephones, the following procedures will be followed:

1. All phone extensions from rooms (as per list) and the telephone booth will be disconnected with the telephones being brought to the control area
2. Disconnect the short wave radio
3. If directed, remove lines 2 and 3 (at the control box) so there are no incoming/outgoing lines. Leaving line 1 will allow calls to and from Lupin only
4. Standby to assist as required
5. Do NOT remove the Emergency Block from telephones unless directed by the Site Supervisor or his designate

## **ULU PHONE EXTENSIONS**

<b>21</b>	<b>MAIN DESK</b>
<b>23</b>	<b>SITE SUPERVISOR DESK</b>
<b>25</b>	<b>PHONE BOOTH</b>
<b>26</b>	<b>1<sup>ST</sup> AID ROOM</b>
<b>27</b>	<b>CAMP SUPERVISOR'S ROOM</b>
<b>28</b>	<b>KITCHEN</b>
<b>29</b>	<b>SITE SUPERVISOR'S ROOM</b>
<b>30</b>	<b>NURSE'S ROOM</b>
<b>31</b>	<b>MAINTENANCE DESK</b>
<b>36</b>	<b>MINE/UNDERGROUND</b>

## ***EMERGENCY PROCEDURES - ULU***

### SWITCHBOARD OPERATOR CHECKLIST:

1. Check with Elect./Systems to verify the telephones have been put on Emergency mode
2. Monitor incoming telephone calls
  - direct calls for the Nursing Station only if related the emergency
  - direct all other calls to the Site Supervisor if related to the emergency
3. Do NOT release any information to outside parties regarding the emergency
4. Record names, phone numbers and times of all incoming calls related to the emergency
5. Record the time the emergency switchboard procedures were canceled (by the Site Supervisor only)

**CALL RECORD SHEET:** (Use back of sheet if more space is required)[illegible]