

APPENDIX D

EMERGENCY RESPONSE PLAN

Emergency Action Plan

(rev 9/04)

**This Emergency Action Plan is for Idaho-Maryland Mining Company
And Includes Golden Bear Ceramics.**

It describes how to respond to and manage an emergency.

Note: This is a living document and will be continually revised and updated to reflect pertinent changes as the project progresses.

Safety Policy Statement

A primary goal of our company is to eliminate known and potential safety and health hazards our employees face on the job. In order to do so we must adhere to the following guidelines:

- SAFETY IS EVERYBODY'S JOB!
- Safety and health are a shared responsibility. Everyone from top management to supervisors to each and every worker must take ownership of his or her own safety and that of co-workers.
- Maintaining a safe and healthful work environment is not just an idea - it is a top priority.
- It is everyone's job to spot hazards and to correct them or report them in a timely manner.
- Where hazards cannot be completely eliminated, they must be reduced through engineering or administrative controls, or as a final precaution, through the proper use of personal protective equipment.
- Every individual will be trained to perform work safely. Should an individual feel inadequately trained to perform a certain task, he or she will immediately discuss the problem with his or her supervisor.
- As a condition of employment, each employee must consistently work in a safe manner.

MEDICAL AID

(Surface)

Immediately Life-Threatening Injury or Illness

1. Dial 9-1-1 immediately. Give:
 - ▶ Location
 - ▶ Number of injured
 - ▶ Nature of injury
 - ▶ Call back number
2. Do not put yourself at risk.
3. Initiate, or provide for, first aid.
 - ▶ Stay within your skill level.
 - ▶ Relinquish control only to equal or higher medically skilled people.
4. Do not move victim unless absolutely necessary.
5. Inform management of situation and send runners to direct outside medical response.
6. Victim's supervisor or designee must accompany victim to the medical facility.
7. Contact office manager for incident report.

MEDICAL AID

(Surface)

Minor Injury or Illness

1. Locate first aid personnel.
2. Report situation to victim's supervisor.
3. Follow up actions as necessary.
 - ▶ Use outside emergency services as required.
 - ▶ Victim's supervisor or designee must accompany victim to medical facility.
 - ▶ See Office Manager for incident report.

MEDICAL AID

(Underground)

Immediately Life-Threatening Injury or Illness

1. Send runner for help and First Aid bucket.
2. Do not put yourself at risk.
3. Perform ABCs for two minutes or until victim is stable.
4. If no runner is available, call Mine Manager on mine phone, page “medical emergency...” and give location.
5. Grab First Aid bucket and return to victim.
6. Monitor ABCs and keep victim warm and dry.
7. Do not move victim unless absolutely necessary.
8. Other miners should monitor phones unless they can help (move medical gear, help with transportation, etc.)
9. Surface coordinator should have a runner meet ambulance at gate and escort to portal, provide additional equipment as needed, provide a “back-up” vehicle if snow or mud might be a problem, and position additional help if a long underground transport is expected.
10. Uninvolved people should stay clear.
11. Those involved should help with incident report.

MEDICAL AID

(Underground)

Minor Injury or Illness

1. Contact supervisor and explain situation.
2. Make contact with First Aid personnel.
3. Supervisor shall provide escort to surface for victim.
4. First Aid personnel shall determine disposition of victim and complete incident report.

FIRE

(Surface)

Upon discovering fire or smoke:

1. Investigate source, but do not put yourself at risk.
2. MOVE away from area.
3. Alert others.
4. Close doors and windows to contain fire. Turn off fans, heaters, etc. that might spread fire.
5. Dial 9-1-1 from a safe place and say:
 - ▶ “I am reporting a fire” (or smoke)
 - ▶ Give address
 - ▶ Location in building
 - ▶ Name
 - ▶ Phone number
 - ▶ Stay on line
6. Do not put yourself at risk. Only trained employees should attempt to extinguish small fires.
7. If an evacuation is necessary, supervisor will account for his/her employees. In the event of a missing person, supervisor will contact responding emergency agencies.

Assembly area for 179 Clydesdale Ct. is in front of building near public street, away from collapse zones.
8. Follow up with incident report.

FIRE

(Underground)

Upon discovery of fire or smoke:

1. Immediately don self rescuer.
2. Warn others in your immediate vicinity.
3. Page on mine phone “Fire Emergency” and location.
4. Attempt to extinguish small fires if reasonable.
5. Advance toward fresh air, escape route, or refuge station as appropriate.
6. Inform Mine Manager of
 - ▶ fire situation,
 - ▶ where you are,
 - ▶ where you are going,
 - ▶ who you are with,
 - ▶ direction of smoke-thickness,
 - ▶ what is burning, etc.
7. Upon reaching surface, be sure to tag out or otherwise establish accountability.
8. Pass along helpful information to Mine Manager and prepare to assist with other evacuation operations.
9. Only mine rescue teams trained for fire fighting should attempt to fight larger fires.

DEMONSTRATION
OR
CIVIL DISTURBANCE

1. Stay in the building. Do not become part of the problem.
2. Advise others of situation; continue business as usual.
3. Call 9-1-1 and advise of situation.
4. Obtain as much useful information as possible.
5. Do not talk to media.

CRIME, ASSAULT, WEAPONS

1. Do not alert the subject to your awareness.
2. Seek cover or escape from the area.
3. Warn others.
4. Dial 9-1-1 from a safe distance and report:
 - ▶ What happened
 - ▶ Description of person and type of weapon (if any)
 - ▶ Subject's present location and status
 - ▶ Give your call back number
 - ▶ Stay on the phone until subject leaves
5. Send someone to meet law enforcement.
6. Consider if evacuation is necessary.
 - ▶ Supervisors will account for their employees.
 - ▶ In the event a person is missing, supervisors will contact responding law enforcement.
 - ▶ Assembly point is the front of the building unless an alternate site is required – Cal-Trans parking lot.

TOXIC SPILL

(HAZ-MAT)

If you recognize a hazardous spill:

1. Move away.
2. Alert others and guard access.
3. Close door and windows to control ventilation. Turn off fans, heaters, etc.
4. Alert company specialists of situation.
5. Do not attempt to contain material unless you are trained and equipped to do so.
6. Identify material only if you can do so safely.
7. Call 9-1-1 if situation merits outside agency response or if injury results (See Medical Aid).
8. Alert responding medical personnel (company or outside agency) if victim has been contaminated by toxic material.
9. Follow up with incident report.

BOMB THREAT INFORMATION SHEET

If a Bomb Threat Call is received, the following information should be obtained. Listen carefully. Do not interrupt caller except to ask:

When is it set to explode? _____ Where is it? _____

What building is it in? _____ What kind is it? _____

What does it look like? _____ Who are you? _____

Why are you doing this? _____

Exact language of threat: _____

Date: _____ Time: _____

Received by: _____ Phone #: _____

Location: _____ Supervisor: _____

Description of caller (check as appropriate):

Male Female Adult Juvenile

Voice Characteristics: Loud Soft High-Pitched Deep

Raspy Pleasant Intoxicated Other _____

Speech: Fast Slow Distinct Distorted Stutter

Nasal Slurred Precise

Manner: Calm Angry Rational Irrational Laughing

Coherent Incoherent Deliberate Emotional

Background Noises: Office machines Street traffic Factory machinery

Airplanes Music Voices Party noises Animals Other _____

Language: Excellent Good Fair Poor Foul

Use of particular words or phrases _____

Accent: Local Not local Foreign Race Specify _____

BOMB SEARCH

Institute the employee search immediately after the receipt of a threat. While the employee search is progressing, employees will search their area's evacuation routes in order to assure safe passage of occupants from the building in the event evacuation is necessary.

BUILDING SERVICES PERSONNEL

Building services personnel will search those areas assigned to the Building Manager (maintenance and equipment storage areas, and the outside rooftop areas of the building).

OCCUPANT SEARCH BY EMPLOYEES

All employees will search their immediate work areas and report the results of their search to their supervisor.

TEAM SEARCH

Employee groups will search all public areas, to include lobbies, restrooms, hallways, stairwells, closets, storage rooms and evacuation routes, and report findings to Emergency Coordinator.

CHP/LOCAL LAW ENFORCEMENT AGENCIES

Explosive Ordinance Disposal Technicians are immediately available from CHP or local law enforcement agencies by telephone to assist and direct search activities.

A special bomb team will respond to Bomb Threat and Search emergencies.

WHAT TO LOOK FOR (SUSPICIOUS OBJECT)

Remember, you are looking for something that should not be there!

Explosives can be packaged in a variety of containers. Most likely, they will be camouflaged. The container is likely to be a common article, such as a box (shoe, tissue, etc.), grocery bag, athletic bag, airline flight bag, suitcase, briefcase, etc.

Look for the unusual, or something that appears out of place. It is important that someone familiar with the area assist in the search in order to note something that is unusual or alien to the surroundings. Anything that does not belong, or whose nature and presence cannot be adequately explained, is a suspicious object.

SUSPICIOUS OBJECT LOCATED

DO NOT TOUCH, MOVE OR DISTURB THE OBJECT IN ANY MANNER!

- 1. Call Emergency Coordinator for further instructions.**
- 2. (Emergency Coordinator will notify appropriate law enforcement personnel.)
Clear all people from the immediate vicinity and the areas directly above and below the object.**
- 3. Remove flammables from the area.
Shut off gas and fuel lines.**
- 4. Cordon off the area to prevent re-entry.**
- 5. Await further instructions.**

INUNDATION

(Underground)

1. Immediately seek surface access. Do not use refuge chamber.
2. Contact surface and explain situation when possible (water volume, direction of flow, etc).
3. Explain where you are, where you were, who is with you, etc.
4. Follow evacuation procedure.
5. Seek out, or initiate, accountability procedures.

GENERAL INFORMATION

This plan is designed to be used with training and preplanning. It should be updated any time a change is made to building facilities. It should be reviewed every six months. Management welcomes constructive comments. Direct any questions or comments to the Safety Committee.

Your Safety Committee is:

Bill Watters
Doug Cloutier
Steve Shappert
Bob Villwock