




Emergency Preparedness and Response Plan

09/14/2021

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Procedure Name: **Emergency Preparedness and Response Plan**

Department:	Health, Security, and Safety Department
Location/Site:	Hycroft Mine

	Name	Position/Title	Date	Signature
Approved by		Health, Safety & Security Manager	9-14-21	
Approved by		VP, General Manager	9-14-21	

Document Issuance and Revision History

Revision No.	Revision Date	Description of Revision	Effective Date

Distribution of Controlled Copies

Area - Location	Copy No.
SECURITY	1
ADMIN CONFERENCE ROOM	2

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1 PURPOSE

The purpose of the Emergency Preparedness and Response Plan is to identify the potential incidents that would require a response by personnel skilled and experienced in emergency events and ensure effective plans, processes and resources are in place to manage incidents and minimize the potential for harm including harm to people, property, and the environment. This plan aims to comply with the requirements of the Mine Safety and Health Administration (MSHA) regulations and allows seamless transition when external emergency services are requested to come to site to assist in managing the response.

The plan collates emergency response and management processes into one document to ensure all relevant information is readily available to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

2 SCOPE

This Plan applies to all personnel working at or visiting Hycroft and all activities occurring on the Site. This plan has been reviewed in consultation with local emergency service providers.

This Plan:

- Identifies potential incidents requiring an emergency response.
- Identifies internal and external response levels and associated responsibilities.
- Identifies potential emergencies that may require establishment of the Incident Management Team (IMT); and
- Categorizes notification processes.

3 DEFINITIONS

Term	Definitions
Action Plan	A document that describes how the response will be managed and how response agencies will integrate their activities to achieve the response objectives. It is owned by the Incident Controller and developed by planning with participation of all the functions and agencies activated.
Debrief	A critical examination of an activity to acknowledge positive actions and identify actions for continued improvement.
Duty Card	Instruction specific to a person's role in the emergency response or Incident Management Team.
Emergency	An unexpected event or series of circumstances that may endanger the health and safety of people, and/or impact the environment or community, and/or cause damage or loss of equipment and production, which requires immediate actions be taken to minimize adverse effects.
Incident Management Team (IMT)	Members of the management team that are assigned roles to assist in the management of an emergency event.
Site Mine Rescue Team (MRT)	Approved members of the Hycroft Operation work force and Security Department with advanced first aid/rescue training and capability.
Haul Road	A road designed and constructed for haul trucks to transport over burden and ore.
Hazard	Source with potential to cause harm.
Heavy Mobile Equipment	Vehicles used to construct, haul, or maintain mining and infrastructure. Includes, but is not limited to, haulers, low loaders, graders, water trucks, dozers, drill rigs and front-end loaders. Mobile Equipment with a gross vehicle weight exceeding 8,000 lbs.
Incident	An unwanted, uncontrolled event that requires a level of management.
Incident Commander (IC)	The assigned person in charge of the incident from an external emergency services agency that is on site for assistance with management of a emergency event. The Incident Commander will have unified command of the event with the site Incident Controller.
Incident Controller (IC)	The Hycroft Mine assigned senior executive that manages the Incident Management Team during the emergency event through its stages back to normal operations. This position will have unified command with the Incident Commander from the external emergency services agency providing assistance when requested to be on site.
Incident Level Response (ILR)	An identified level of response to an incident that provides appropriate management.
Mine Safety and Health Administration (MSHA)	Federal government organization that carries out the provisions of the Federal Mine Safety and Health Act of 1977 (Mine Act) as amended by the Mine Improvement and New Emergency Response (MINER) Act of 2006.
National Incident Management System (NIMS)	National Incident Management System provides a systematic approach to guide departments and agencies to work seamlessly and to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

Resources	All personnel, supplies, facilities, and equipment available, or potentially available, for assignment to incidents.
Response	Actions taken immediately before, during, or directly after an Emergency to save or protect lives and property, and to bring the consequences of the Emergency to a point of stability that allows recovery to normal operation.
Risk	The chance of something happening that will have an impact upon objectives. Risk is measured in terms of a combination of the consequences of an event and its likelihood of occurring.
Situation Report	A brief description of an incident, with updates provided to IMT and Corporate groups for continued monitoring and assessment of an incident.
Trigger Action Response Plans (TARPs)	A document detailing key parameters of risk-related activities that alert a specific and managed response.
Technical Expert	An adviser with specialist skills and/or knowledge that will support incident management.
Triage	A process for classifying injuries according to the severity of their condition. Triage status usually determines the order and speed in which patients are provided treatment and transfer.

4 ROLES AND RESPONSIBILITIES

Role	Accountability
Person discovering incident	<ul style="list-style-type: none"> Assess situation, if safe to do so, and identify Emergency requirements. Call Security – “Mayday” Mayday, Mayday” CH 1, 3 or 7.
Supervisor	<ul style="list-style-type: none"> Provide first response to incident in area of responsibility, if safe to do so. Stop work in area, as required, ensuring safe access and scene security. Secure scene. If able, shut down the equipment. Provide first aid if safe to do so. Notify area Manager. Assist Site Mine Rescue Team (MRT) when responding in area of responsibility. Commence collection of information relating to event for investigation purposes, if advised to do so by the Incident Controller. Evacuation of persons from building in the event of fire or any other event requiring evacuation if it is safe to do so. Accounting for building occupants at evacuation points. Communication with Security to confirm persons accounted for.
Security	<ul style="list-style-type: none"> Receive call and confirm information received and contact details. Activate Site MRT for response to incident via radio. If required, call 911. Identify Site MRT Captain for response to incident. Monitor situation and control access and egress to / from the affected area. Coordinate escort for external agencies, including emergency services. Establish incident severity for Incident Management Team (IMT).

Role	Accountability
Health, Safety, Security Manager	<ul style="list-style-type: none"> • Notify MSHA as required. • Provide support to VP/GM, MRT, security & outside agencies.
All Site Workers Including Contractors & Visitors	<ul style="list-style-type: none"> • Ensure own safety and others in immediate area. • Assist only if safe to do so. • Park up vehicles safely. • Maintain radio silence during emergency events and as instructed.
Mine Rescue Team (MRT)	<ul style="list-style-type: none"> • Attend training as scheduled. • Be able and willing to respond and assist in Emergency call outs. • Conduct activities as trained and instructed by MRT coordinator. • Maintain records of treatments. • Participate in debriefs.
MRT Coordinator or Captain	<ul style="list-style-type: none"> • Assume command of the incident at the scene. • Will manage external emergency services on site. • Lead Site MRT in activities required to manage incident. • Manage team safety. • Liaise with security in relation to incident status and resourcing. • Provide team support to external emergency services as required. • Work with area supervisor on releasing the scene back to operations. Ensure all rescue vehicles are clear of the area before clearing the Mayday on radio.
Managers and Superintendents	<ul style="list-style-type: none"> • Be prepared to assume assigned roles in Incident Management Team. • Support incident management as requested.
General Manager or Delegate	<ul style="list-style-type: none"> • Assume Incident Controller role or delegate to appropriate person. * • Notify Corporate as needed. • Manage stakeholders. <p><i>*Note: If the GM or his delegate cannot be reached within a reasonable period, the next highest ranking official automatically assumes Incident Command position.</i></p>

Incident Management Team (IMT) ROLES	
General Manager	<ul style="list-style-type: none"> • Manage emergency event and team through incident until normal operations resume, utilizing duty cards.
Health, Safety, & Security Manager	<ul style="list-style-type: none"> • Advice to teams in relation to safety obligations, regulations, risk management practices and procedures. • Continues communication with MSHA on the progress of situation. • Manages the MRT & Security during an emergency.
Operations	<ul style="list-style-type: none"> • Provides detailed direction, coordination, and supervision of response activities on behalf of the control function integrating roles of the IMT into a single plan.
Projects	<ul style="list-style-type: none"> • Coordinates planning activities, incident status, contingency plans, and resource needs.
Commercial	<ul style="list-style-type: none"> • Organizes resources including personnel, equipment, supplies, facilities, catering, and services to support response activities.
Human Resources	<ul style="list-style-type: none"> • Gathers and analyzes incident information and coordinates all communications. • Controls all internal and external communications.
Security & MRT	<ul style="list-style-type: none"> • Provide initial scene command. • Perform medical, rescue and firefighting functions. • Restricts access to incident scene to authorized personnel, assisting to maintain scene integrity.
Environmental	<ul style="list-style-type: none"> • Provides advice related to environmental obligations, systems, and risk management. • Liaison with environmental agencies.

5 PROCEDURE

5.1 General

Incidents occurring at Hycroft will be managed utilizing the following objectives and priorities:

- Preserve life and ensure the safety and well-being of personnel.
- Minimize impacts on the environment.
- Minimize impacts on property and assets; and
- Minimize impacts on the business and the company reputation.

This plan categorizes incident management into four key areas:

- Prevention of incidents.
- Preparedness / readiness for incidents.
- Response to incidents.
- Recovery from incidents to normal operation.

In the event of an incident occurring at Site, the MRT will respond to the incident scene to manage the emergency event. The Incident Management Team, headed by the General Manager or designee, will decide, depending upon the event severity, complexity, and duration, whether to initiate the IMT to manage the event.

Figure 5.1: Management Levels

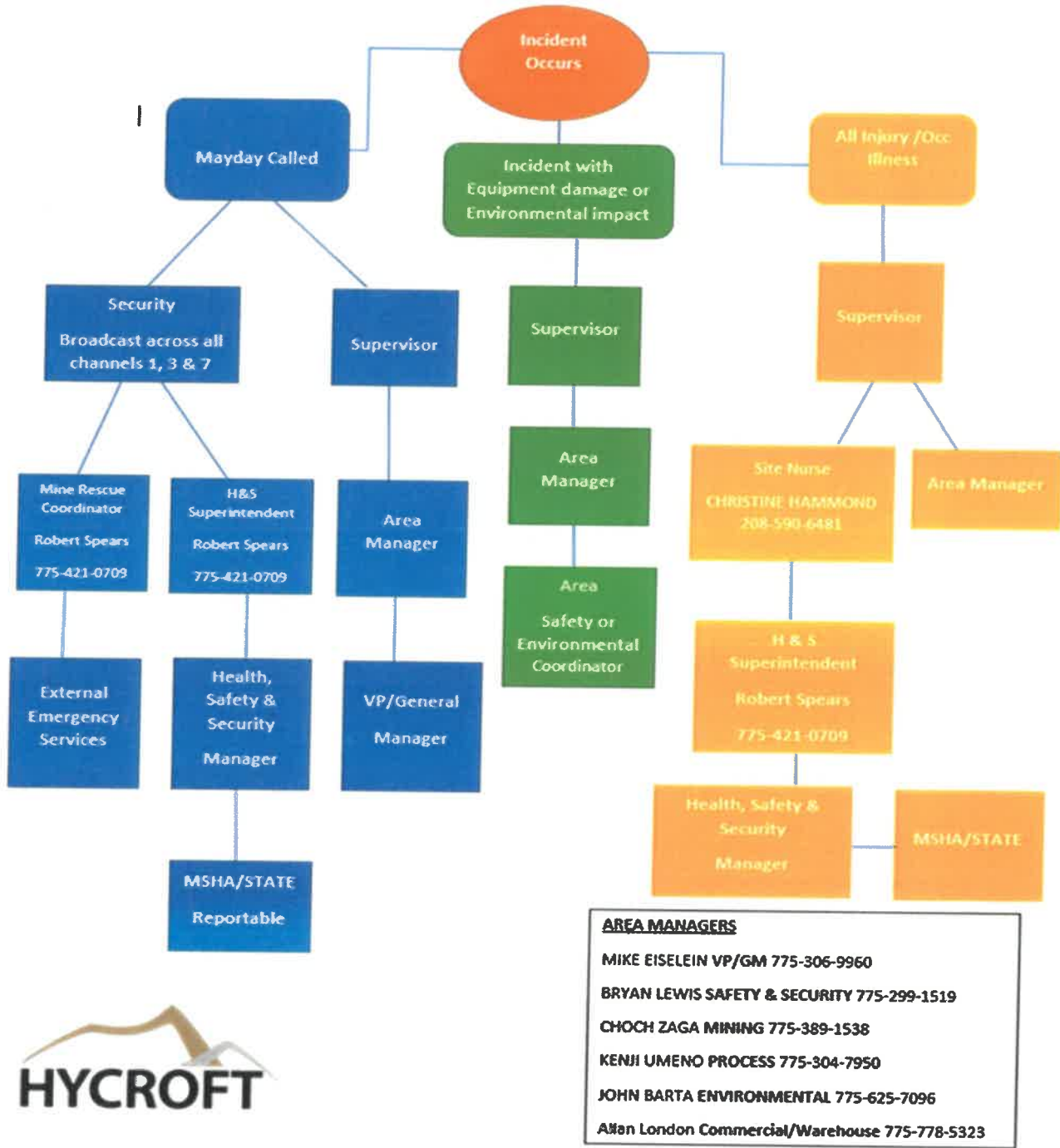
It is the responsibility of the site General Manager (or designee) to notify corporate office of site incidents and emergencies.

Hycroft Mine recognizes a reporting obligation to MSHA, under the conditions outlined in 30 CFR 50.2. The list of "immediately reportable" accidents are as follows:

- (1) A death of an individual at a mine;
- (2) An injury to an individual at a mine which has a reasonable potential to cause death;
- (3) An entrapment of an individual for more than 30 minutes or which has a reasonable potential to cause death;
- (4) An unplanned inundation of a mine by a liquid or gas;
- (5) An unplanned ignition or explosion of gas or dust;
- (6) In underground mines, an unplanned fire not extinguished within 10 minutes of discovery; in surface mines and surface areas of underground mines, an unplanned fire not extinguished within 30 minutes of discovery;
- (7) An unplanned ignition or explosion of a blasting agent or an explosive.
- (8) An unplanned roof fall at or above the anchorage zone in active workings where roof bolts are in use; or an unplanned roof or rib fall in active workings that impairs ventilation or impedes passage;
- (9) A coal or rock outburst that causes withdrawal of miners or which disrupts regular mining activity for more than one hour.
- (10) An unstable condition at an impoundment, refuse pile, or culm bank which requires emergency action to prevent failure, or which causes individuals to evacuate an area; or, failure of an impoundment, refuse pile, or culm bank.
- (11) Damage to hoisting equipment in a shaft or slope which endangers an individual or which interferes with use of the equipment for more than thirty minutes; and
- (12) An event at a mine which causes death or bodily injury to an individual not at the mine at the time the event occurs.

MSHA has authority to issue an Order directing the mine operator not to disturb the accident scene, which would modify the procedure as laid out in this document and the duty cards.

5.2 Incident Reporting Flow Chart



INCIDENT & ACCIDENT REPORTING FLOW CHART

5.3 General Demographics

Location: Hycroft Mine is in Humboldt County, Nevada, 55 miles north of the Town of Winnemucca at 54980 Jungo Road 89446.

Hycroft GPS coordinates

Latitude & Longitude (WGS84): 40° 52' 59" North, 118° 41' 42" West

Mine Type: The mine is an active surface gold & silver mine, with commercial production. Construction continues for some of the infrastructure. The operation is broken down into these main work areas:

- Administration
- Processing
- Surface Mining
- Exploration

Operating Hours: The mine operates 24 hours a day, 7 days a week and is always staffed to respond to Emergencies.

Staffing Levels: Approximately 40 contractor employees and 270 employees work at the mine site.

Table 5.1: Approximate numbers of workers on site

Mon – Fri	Weekends	Night Shift
150	100	50

5.4 Incident Prevention

5.4.1 Personnel – employees, contractors, and visitors

All employees are required to be trained to MSHA regulations. Safety training covers hazard awareness, risk management and first aid prior to coming onto the mine site. This training includes the task-based risk assessments required by Hycroft, hazard reporting, incident and injury reporting and notification of emergency events. After completing the MSHA training, employees continue induction training with site specific training and then additional training, including task training, is conducted in work areas as required by an individual’s job duties.

Workers and visitors to site who are not required to participate in comprehensive MSHA training must complete a Site-specific visitor’s induction and are required to be accompanied by an MSHA-trained Hycroft employee.

Leadership is administered through line management roles including Department Managers, Superintendents and Supervisors who are responsible for allocating, managing, and monitoring work throughout the shift.

5.4.2 Work Environment

5.4.2.1 Controlled Site Access

Access to site is controlled through electronic gates requiring swipe card access. Personnel entering and exiting site through the gates are visually monitored by Security members as well as digitally through the card access system. Access cards are only granted to employees and contractors with current documented MSHA training satisfying Title 30 Code of Federal Regulations (CFR), Part 48 requirements.

The work environment is assessed regularly during a shift through a variety of methods including formal and informal inspections, field level risk assessments, and task observations.

Weather monitoring by Security and the leadership team provides guidance for work teams in the event of lightning and storms.

5.4.3 Equipment

All mobile equipment including light vehicles, haul trucks, excavators, drill rigs, boom lifts, loaders, forklifts etc. are inspected before first entry to the active mine site and must have a pre-operational check documented each shift.

Cranes are required to be inspected by an external provider before access to site is permitted.

All mobile equipment, including light vehicles are on a planned inspection and maintenance program.

It is the responsibility of the user to check tools and Personal Protective Equipment (PPE) prior to each use.

5.4.4 Procedures and Systems

5.4.4.1 Task Risk Management

Procedures and task-based work instructions have been developed to provide guidance for a safe, effective, and efficient method for work. Before any work is started and where there is no procedure in place, a risk assessment is required (Stop and Think, Team Level Risk Assessment) to be in place to identify the hazards and control methods for managing the risks associated with tasks.

5.4.4.2 Communication

Pre-Shift meetings are conducted prior to the commencement of work for contractors and employees and are intended to facilitate discussions around hazards, risks, control methods and improvements associated with work in the previous and next shifts. Safety information including Safety Alerts and Bulletins are communicated through this forum and posted on notice boards.

Departments are required to maintain a list of personnel attending pre-shift meetings to confirm attendance and provide an accurate list of personnel on site in the event it is required for accounting for persons in an area or site evacuation.

5.5 Emergency Preparedness

In preparation for unwanted, adverse events, foreseeable Emergency scenarios have been identified through a risk assessment approach that considers the events that may reasonably occur. The goal for Hycroft Mine Rescue Team is to respond to incidents within 5 minutes (onsite MRT) and to have external emergency services at the scene and in control within 60 minutes. Informal agreements with local emergency services providers are in place.

5.5.1 People

5.5.1.1 Security

The Security Department consists of a supervisor and 4 officers covering across all shifts and provides 24-hour coverage. There is 1 security personnel assigned to each shift with one supervisor working Monday thru Friday day shift. All security personnel have CPR, first aid training and AED training.

5.5.1.2 Mine Rescue Team (MRT)

The MRT members are located throughout the workforce and have rescue and emergency medical training. MRT training is conducted monthly to maintain advanced knowledge and skills. The MRT will respond to an emergency when notified by radio and/or call from security.

5.5.1.3 Occupational Nurse/Emergency Medical Technician (EMT)

An Occupational Nurse or EMT is available at the first aid center Monday thru Thursday. Outside these hours or if unavailable, security & MRT will provide first aid management.

5.5.1.4 All MSHA First Aid Trained Personnel

All persons who have completed MSHA training have completed first aid, CPR, and AED training.

5.5.2 Equipment

5.5.2.1 Firefighting Equipment

- Fire extinguishers- are supplied in all heavy mobile equipment, buildings, and work areas.
- 3 Water Trucks- 1 x 20,000 gallons, 1 x 40,000 gallons, 1 x 9,000 gallons.
- Fire suppression system-23 Fire Hydrants in various locations around critical infrastructure.
- 1 Fire Truck-rated for 1251 gallons per min and holds 500 gallons of water.

Note: Extensive fire equipment is available through the local Fire Departments located in Winnemucca, Nevada.

5.5.2.2 First Aid Equipment

- First aid kits are available in various locations for emergency use.
- A dedicated first aid center is located at the entrance to the mine, in the Security Building, and is stocked with first aid equipment appropriate for initial care of injured and ill workers. Injured and ill workers are required to go to the first aid facility (if they can do so) for treatment by the Nurse, Security or MRT who will conduct assessments and arrange referral to appropriate medical providers.
- A mobile First Aid Response Vehicle is staged on site. This vehicle is available 24/7 for response to emergency incidents.
- Automatic External Defibrillators are located throughout the mine site.

5.5.2.3 Injury Extrication and Packaging

Injury extraction and packaging equipment, including Kendrick Extrication Device (KED), cervical collars, stretchers, splints, slings, bandages etc., are included in emergency response packs with the MRT.

5.5.2.4 Injury Transport

Transport of injured and ill workers to and from the first aid center is conducted by supervisors or their designee or the mobile first aid response vehicle. Transfer from site to external services providers is conducted according to standing orders and may utilize light vehicles or ambulance. This is coordinated by the MRT and Nurse. The

site ambulance can be used to transport patients on site and offsite when operated by a competent and trained employee. The use of the ambulance offsite will require permission of the site nurse, MRT coordinator or Safety Manager.

5.5.3 Procedures and Systems

5.5.3.1 Evacuation Plans

Each occupied building will have an emergency and evacuation plan located at various points in the buildings. This plan identifies the emergency call procedure and the nearest and alternate evacuation points.

5.5.3.2 Evacuation Points and Staging Areas

Evacuation points and emergency staging areas, where internal and external services will meet for escorted travel through work areas, have been identified and mapped and can be observed in Appendix 8.3

5.5.3.3 Foreseeable Emergency Scenarios

Foreseeable emergencies have been identified as in the table below.

Summary of Foreseeable Emergency Events

	Incident	Potential location	Internal response	Injury management	External services
1	Fire – light vehicles, Heavy Mobile Equipment, buildings, tire fires, brush/wild land fires	All areas	MRT, Security, Nurse	Burns, smoke inhalation	Fire Department EMS
2	Explosion – pressure vessels, gas cylinders, misfires, explosives	All areas	Security, MRT, Nurse, Area supervisor	Multiple injury management, trapped, crushed, major trauma	Fire Department, EMS, Police
3	Vehicle Accidents – light vehicles, Heavy Mobile Equipment, pedestrians	All areas	Security, MRT, Nurse, Area Supervisor	Head injuries, fractures, lacerations, crush injuries	EMS, Fire Department
4	Ground Failure – pit wall, landslide	Mining areas, earthworks	Security, MRT, Nurse, Geologists, Surveyors, Tech Services	Asphyxiation, respiratory distress, fractures, multiple injuries	Fire Department, Police, EMS, Ground Control Specialists
5	Chemical Release/Spill	Process Plant, Chemical Storage Areas	Security, Nurse, MRT	Respiratory Distress, burns, asphyxiation.	EMS, Fire Department
6	Suspension Trauma	All areas where fall arrest worked	Security, Nurse, boom lift operator, MRT	Lacerations, wounds, head injuries, fractures	Fire Department, EMS
7	Confined Space Rescue	Process Plant, Sumps, Excavations	Security, MRT, Nurse, Area Supervisor	Asphyxiation, multiple injuries	Fire Department, EMS

	Incident	Potential location	Internal response	Injury management	External services
8	Medical Emergencies	All Areas	Security, Nurse, MRT	Illness and injuries – multiple scenarios	EMS
9	Extreme Weather Events	All Areas	Security, Nurse, MRT	Minor – major trauma, missing persons, multiple injuries	EMS, Fire Department
10	Missing Person/s	All areas	Security, MRT, Area Manager	Search, first aid	Police
11	Fatality	All areas	Security, Nurse, MRT, Area Manager	Scene Security, confirmation of status	Police, Fire Department, EMS.
12	Criminal Activity – bomb threat, active shooter	All Areas	Security, Nurse	Compromised site security, wound management	Law Enforcement

5.5.3.4 Drills and Scenario Training

The Security and MRT conduct emergency mitigation training every month and maintain a register of attendance and scenarios.

A fire and emergency evacuation drill in occupied buildings testing fire alarm systems shall be conducted twice per year. Records of these drills will be maintained in IndustrySafe system.

5.5.4 Emergency Response Capability

5.5.4.1 MRT Capability

The Security & MRT’s are trained to provide an initial response until External Emergency services can arrive at site to assist with the management of moderate and high consequence incidents. Response times for External Emergency services to arrive at site have been estimated at between 45-60 minutes.

The table below outlines the extent of capability deemed as appropriate for site response:

Fire Fighting	A first response will be provided by MRT while awaiting external fire services. MRT will aim to prevent escalation of fire and protect people and property, where safe to do so, with fire truck and water trucks. Defensive firefighting only.
Vertical Rescue (ropes)	MRT members are trained at the technical level for rope rescue. A cache of rope rescue equipment is stored on the fire truck. The MRT will provide initial response within the scope of technical level training.
Hazmat (Hazardous substances) including confined space	The MRT has 6 SCBA units and chemical PPE which allows access to a hazardous atmosphere for approximately 30 minutes to ‘snatch and grab’ a person to a safe environment, while awaiting assistance from external emergency services. All PPE is located at the ERT station.

Search and Rescue	MRT & Security will provide initial search and rescue actions as agreed in discussions with External Emergency agencies.
Injury Management	MRT & Security will provide basic life support and injury management in accordance with medical standing orders. When the Nurse is on site advanced life support is possible.
Vehicle and Entanglement Extrication	MRT has extrication equipment on site, MRT will apply vehicle isolation techniques and stabilization of equipment until external service providers arrive on site.

5.5.4.2 External Emergency Services Capability

External emergency services shall be contacted by Security. Security will coordinate staging points to meet and external emergency services will be escorted by a mine representative to the staging points. The table below outlines the services provided and the location of each pertinent external provider. (Note: See Section 5.1 for a list of conditions where MSHA shall be immediately notified.)

Response Type	External Provider	Location of External Provider
Injury and illness management including transfer off site	EMS – Emergency Medical Services (ambulance and helicopter*)	Humboldt County
Fire and Rescue	Fire Department	Humboldt County
Hazmat/Confined Space/Ropes	Fire Department	Humboldt County
Criminal Activity	Police	Humboldt County
Bomb Threat	Police	Humboldt County
Active Shooter	Police	Humboldt County

*Helicopter transfer will be assessed and managed by Security & MRT

5.5.4.3 Planned Response for Incident Level

Each incident has potential for up to 3 levels of Response:

- Level 1 – localized area response – managed by area supervisor.
- Level 2 – localized area response – managed by MRT, Security and area line management.
- Level 3 – External emergency services are required to assist and manage the incident.

Level 1	Level 2	Level 3
Localized response by operational area	Site response with Security and ERT	External response required
<ul style="list-style-type: none"> • Injury or illness requiring first aid treatment. • Small fires extinguished with extinguisher. 	<ul style="list-style-type: none"> • Injuries or illness requiring advanced levels of first aid. • All fires unable to be extinguished with a fire extinguisher. 	<ul style="list-style-type: none"> • Significant incident with serious/multiple injuries. • Fatality.

<ul style="list-style-type: none"> • Minor Environmental impact • Minor equipment damage. • No threat or danger of escalation. • No damage affecting business operation. 	<ul style="list-style-type: none"> • All vehicle collisions where impacts are greater than minor. • Equipment requiring stabilization. • Initial management of criminal activity. • Further threat or danger of escalation. • Environment impacts of moderate nature. 	<ul style="list-style-type: none"> • Entrapment requiring specialist equipment. • Uncontrolled fire or other events. • Environment impacts of significant nature that have potential for offsite impacts. • Increasing complexity, duration, and consequences of events. • Criminal activity. • National concern / media interest events.
<p><i>Incident Management Team is not required.</i></p>	<p><i>Incident Management Team may be required.</i></p>	<p><i>Incident Management Team will almost certainly be established</i></p>

5.6 Emergency Response to Incidents

5.6.1 Level 1 Incident – Low consequence incident

The incident is managed in the local work area with no requirement for supporting resources.

In the event of an incident occurring in a work area on Site, the person on the scene shall conduct a risk assessment to determine if it is safe to respond.

Minor incidents (Level 1) may be managed by personnel at the work area.

Persons assisting at the scene shall only use equipment and conduct activities they are trained in the use of. All persons who have sustained injuries and illnesses must be transported to the onsite first aid center for assessment and management after initial first aid has been given. Line management shall be notified of the incident as soon as reasonably possible. If the event is unable to be easily managed, or personnel are unsure of what is required to manage the incident, MRT shall be notified to assist, and the incident escalates to a level 2 incident.

5.6.2 Level 2 Incident – Moderate Consequence Incident

In the event of an incident with a consequence greater than low, the MRT are to be notified to respond. MRT will respond to events and manage the incident and scene with support from department line management until the incident is managed to closure or external services arrive at the scene.

On notification of an emergency on the 2-way radio, all persons not directly involved in an emergency shall maintain radio silence. All work in the immediate vicinity shall be stopped until advised it is safe to continue. Notification to line management shall be undertaken as soon as reasonably practicable and reporting to regulators shall be conducted according to permit requirements or law/regulations.

Upon receiving an emergency call, Security will notify the MRT. The MRT Captain will take command of the incident scene with line management liaison and support but reports directly to the Incident Controller if the IMT team is established.

As soon as practically possible, all communications in relation to the emergency event shall be directed to communication by cell phone to maximize confidentiality of information. External emergency services will be called by the Security personnel.

The Incident Controller or assigned designee will determine if establishment of the IMT is required. If the event requires establishment of the IMT, the Incident Controller shall notify members of the management team to take on IMT roles of Logistics, Finance, Operations and Planning. Legal Counsel and H&S Manager assume a supporting role.

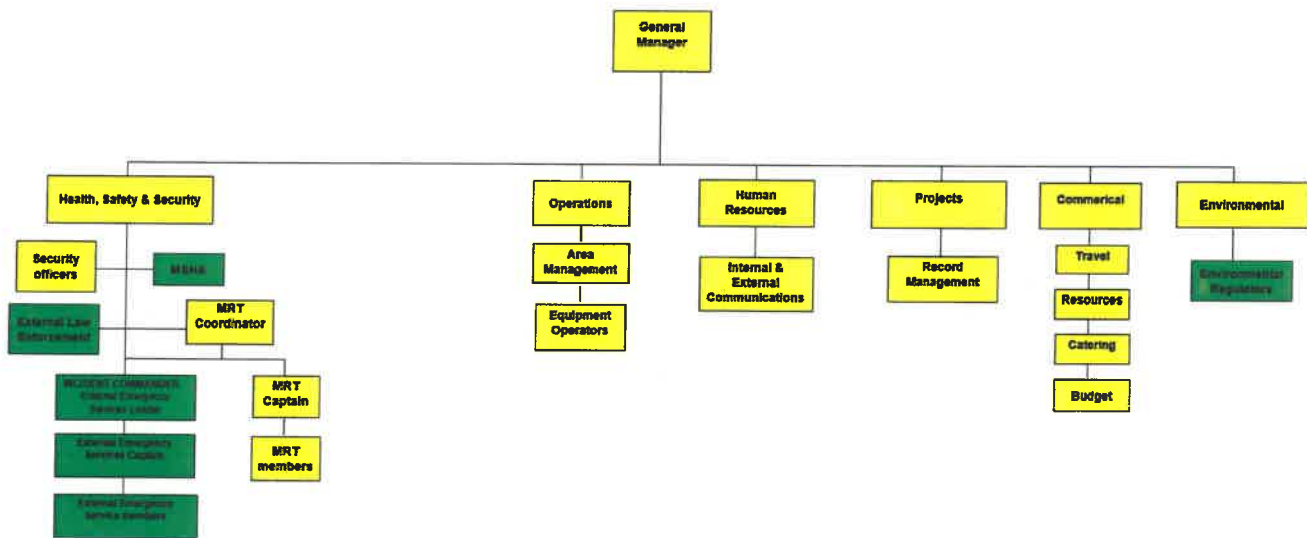
5.6.3 Level 3 Incident- High Consequence Incident Management

This incident type will operate under a unified command model with overall decision making by the General Manager but will require external emergency services to assist and manage the incident.

Emergency Response activities at this level shall be managed by the relevant External Emergency Services leader reporting through to the HSS Manager. Some incidents will see the role of External Emergency Services Leader and INCIDENT COMMANDER performed by one person.

5.6.4 Incident Command Structure

Incident Command Structure



5.6.5 Evacuation

When an evacuation is required, personnel will be notified over the 2-way radio and/or area supervisors via cell phone. Personnel are required to go immediately to the nearest evacuation point unless advised to evacuate site, in which case an evacuation point will be nominated by area supervisors.

Area managers will coordinate the evacuation and account for personnel, including contractors from their work area.

Personnel are required to remain at the evacuation point until advised to return work, locate to an alternative evacuation point, or leave site.

Security will provide names of personnel on site from the access card system and visitors' log to confirm personnel on site, but departments are required to maintain lists of workers in their area of responsibility to ensure personnel are able to be accounted for in the event of emergency.

5.7 Incident Management Team (IMT) Establishment and Operation

The General Manager or delegated person will assume the role of the Incident Controller once the Incident Management Team has been established.

The Incident Controller shall have overall responsibility for management of the incident and shall be the **only** person to notify and communicate with corporate personnel. The IMT may not be required for all emergencies and the decision to activate the IMT will be based on complexity, duration, and capability of the response by the Incident Controller.

All site Managers or their designee may be called on to fulfill designated roles in the IMT as outlined in the assigned duty cards. Once advised of an incident and requested to fulfil a function, the nominated Manager or designee will report to the designated incident control center and collect their appropriate role pack and commence in the role assigned. Roles may be delegated or combined depending on the severity and complexity of the incident and available personnel.

The roles and responsibilities of the Incident Management and Emergency Response Teams are identified in the table below. Each role in the team identifies a position in the organizational structure that should fill the role assigned in the IMT. Duty cards further expand on the duties of personnel assigned to designated functional roles and should be followed whenever the IMT is formed.

Role	Position	Responsibility	Location	Reports to:	Duty Card #
Incident Controller (IC)	General Manager	<p>Has overall responsibility for management of the emergency at the scene and provides information and guidance to the IMT in relation to management of the emergency event. Has joint responsibility for the incident with external emergency services agency.</p> <p>Coordinates and controls the response. Notifies and liaises with Corporate. Conducts incident debrief.</p>	Incident Control Center (ICC)	Chief Operation Officer	1
Operations Manager (OM)	Mine Manager, Processing Manager or Delegate	<p>Provides detailed direction, coordination, and supervision of response elements on behalf of the Incident Controller monitoring Planning, Logistics, Finance & Admin, and HSE planning functions.</p> <p>Ensure functional roles have commenced and maintain referenced documentation.</p>	ICC	Incident Controller	2
Projects Manager (PM)	Department Manager or Superintendent	<p>Leads planning for response activities and resource needs.</p> <p>Maintains maps and display boards.</p> <p>Track's incident and resources status.</p> <p>Develops Issues and Actions Plans.</p> <p>Coordinates contingency plans.</p> <p>Coordinates recovery to normal operation.</p>	ICC	Incident Controller	3
Commercial Manager (CM)	Site Controller or nominee	Organizes resources including personnel, equipment, supplies, facilities, catering, and services to support response activities.	ICC	Incident Controller	4
Human Resources Manager (HM)	Department Manager or nominee	<p>Collects and analyzes information relating to the Incident and coordinates all communications.</p> <p>Assumes Liaison Officer role.</p> <p>Completes Communication Plan and Injury Management Status.</p>	ICC	Incident Controller	5

Health, Safety, & Security Manager (HSM)	HSS Manager or Superintendent	Provides advice related to safety obligations, systems, risk management, contact with MSHA, and manages the MRT.	ICC	Incident Controller	6
Environmental Manager (EM)	Environmental Manager or Superintendent	This role determines the immediate and long-term effects of an incident on the environment and ecology and monitors and minimizes any environmental liabilities.	ICC	Incident Controller	7
Mine Rescue Team (MRT)	Nominated Team Members	Conduct response as trained and instructed.	Incident Scene	Mine Rescue Coordinator	NO CARD
Area Line Management	Area Superintendent, Supervisor	Has responsibility for supporting MRT Captain/Incident Commander and reporting status to Operations.	Incident Scene	Operations Manager	NO CARD
Area Supervisor	Nominated Evacuation Supervisor	Coordinate evacuation of building to designated evacuation point, account for persons at the evacuation point. Ensure all persons remain at the point.	Evacuation Point	Operations Manager	NO CARD
Mine Rescue Coordinator (MRC)	Nominated Team Leader/ Incident Commander	Lead MRT to manage emergency event at the scene.	Incident Scene	Health & Safety Manager	NO CARD

5.7.1 Incident Control Center (ICC)

The Admin Conference Room will be the first location considered for establishment of the IMT. In the event this room is not appropriate, the town office will be considered the alternative. The Incident Commander will nominate the Incident Control Center when notifying the management team members identified for roles in the IMT.

5.8 Incident Recovery

Actions to resume normal operations will be commenced when instructed by the Incident Controller. This will not be permitted until:

- Injured personnel have been removed from the work area;
- Personnel are accounted for;
- Equipment involved in incident is inspected and tested by competent persons;
- Incident scene is secured for further investigation, as required;
- Relevant persons including government agencies have confirmed no further scene security is required;
- Area is confirmed safe for operation; and
- Operation has been cleared by MSHA.

The return to normal operation may be staged depending on the work areas that are deemed safe to operate and that are impacted by the incident.

As soon as is practical, an incident investigation will be initiated to understand the causal factors that allowed the incident to occur and ensure appropriate corrective actions are assigned to prevent recurrence.

6 MONITORING AND REVIEW

6.1 Review

This Plan shall be reviewed by the Health, Safety, Security Manager at the end of construction to identify additional information relevant to emergency planning that has arisen as part of an operational environment, and at least bi-annually thereafter.

This plan shall be reviewed and updated upon lessons learned from scenarios and incident investigations. Lessons learned will result in an update to this plan, any associated documents, and training packages. Changes shall be communicated to relevant stakeholders.

6.2 Scenarios

At least one desktop scenario and/or one 'real time' scenario is to be conducted each year with escalation to Corporate required for one of the events.

6.3 Incident Debriefs

Incident debriefing with key stakeholders shall be conducted at the completion of each actual and scenario event to review the effectiveness of emergency plans and processes. Improvement opportunities shall be identified to maximize more effective and efficient responses for future events.

Debrief records and any assigned actions shall be entered into IndustrySafe with the event to ensure tracking to closeout.

7 REFERENCES

- National Incident Management System (NIMS) – a standardized approach for the on-scene command, control and coordination of emergency response operations. <http://www.scemd.org/what-is-nims>
- MSHA Regulations: (Title 30 CFR, Parts 48, 50, and 56): http://www.ecfr.gov/cgi-bin/text-idx?SID=95a3589813c4b48d6daa8f8df80f0ead&c=ecfr&tpl=/ecfrbrowse/Title30/30cfrv1_02.tpl

8 APPENDICES

8.1 Emergency Call Notification

The process for calling an Emergency Incident on site, regardless of location, is to use the 2-way radio or phone.

Radio: Channel 1, 3 or 7– ‘MAYDAY, MAYDAY, MAYDAY’

Internal Phone: 699 (Security)

State:

- Nature of Emergency;
- Number of personnel involved;
- Equipment involved;
- Location and directions to access the incident scene; and
- Your name and contact details
- Request for outside emergency services if needed

Persons first on the scene should not place themselves in danger and should assess the scene for Hazards prior to assisting casualties.

Security will relay the emergency information across all other channels.

Mines Rescue Team and the management team will be activated by radio or phone.

Security or MRT will call 911 if nature of emergency dictates.

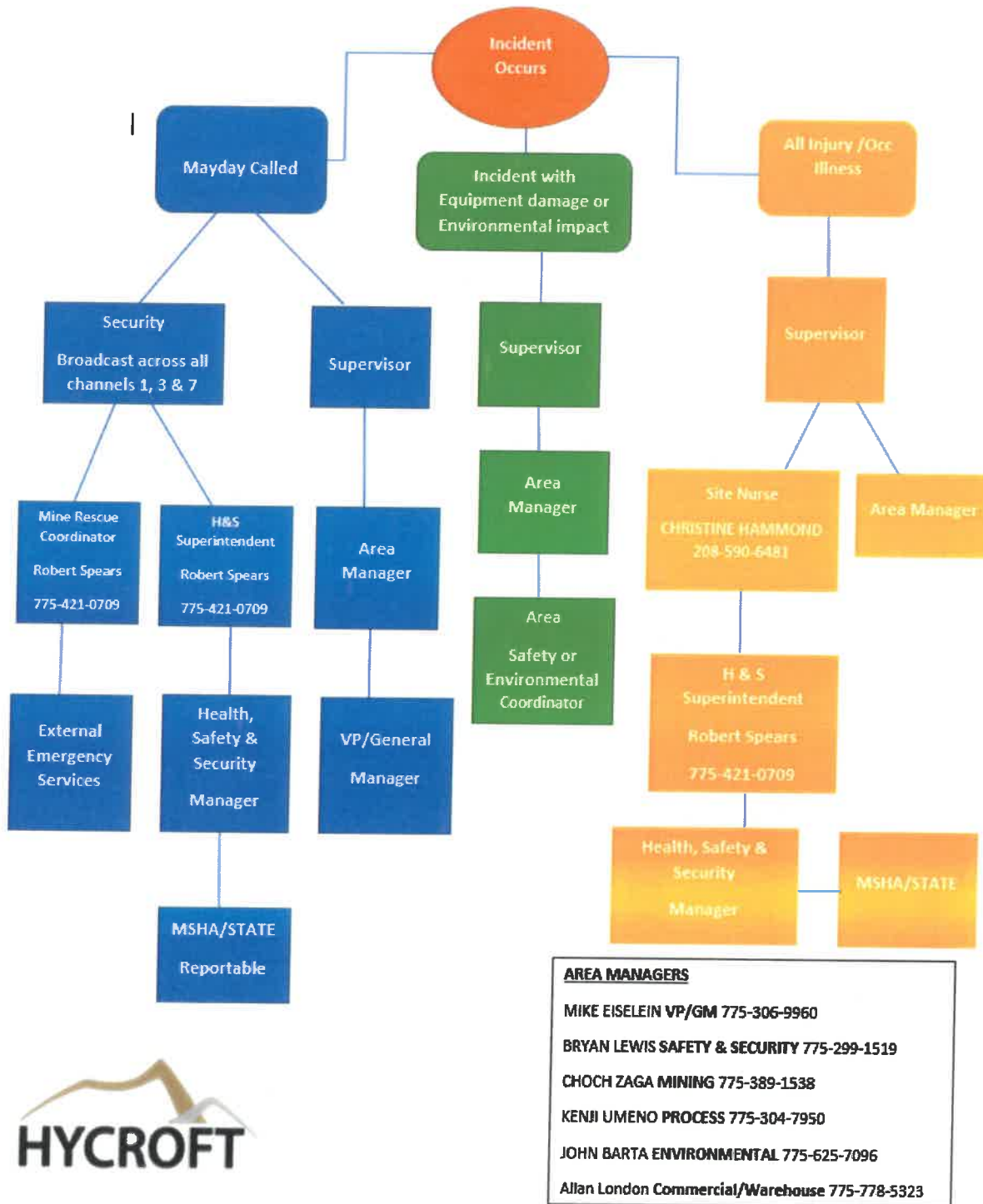
Persons assisting at the scene should only use equipment and conduct activities they are trained in the use of.

MRT will manage the incident and scene. Support will be provided from the department line management.

MRT will size up the scene on arrival and advise security of external response requirements, EMS and/or FIRE.

External emergency service agencies will be called by the MRT Coordinator, Security or Safety team.

8.2 INCIDENT REPORTING FLOW CHART



INCIDENT & ACCIDENT REPORTING FLOW CHART

8.3 Site – ER EQUIPMENT & MUSTER POINT MAPS

Administrative Buildings

- 1. Assay Lab
- 2. Admin Building
- 3. Admin #2
- 4. Warehouse
- 5. Safety
- 6. Light Vehicle Shop
- 7. Wash Bay
- 8. Truck Shop
- 9. Direct Charge/IT
- 10. Engineering & Geology
- 5. Security/First Aid Clinic

- Spill kit- 
- Amyl Nitrite- 
- Emergency Shower- 





- Spill kit- 
- Amyl Nitrite- 
- Emergency Shower- 



8.4 ER BULK STORAGE OF HAZARDOUS CHEMICALS



Bulk Storage Of Hazardous Chemicals

- Flammable Liquids
 1. Gasoline Pump
 2. Truck Shop Oil Farm
 3. Diesel Pumps
- Propane Tanks
 1. Truck Shop
 2. Truck Wash
 3. Old Fab Shop
 4. Brimstone Plant
 5. New Fab Shop
- Cyanide
 1. Brimstone Plant
 2. North Plant
- Lime/Caustic
 1. Dual Lime Silos
 2. Single Lime Silo
 3. Caustic Tanks
 4. Brimstone Plant (lime/caustic)
 5. Single Lime Silo
 6. North Plant (lime/caustic)

8.5 EMERGENCY RESPONSE ACTION PLANS

TERRORIST EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Radio, cell phone, land line and satellite communications
4	<input type="checkbox"/>	FBI Las Vegas Field Office (702-385-1281)
5	<input type="checkbox"/>	Humboldt County Sheriff's office - 911
6	<input type="checkbox"/>	HGH advanced life support ambulance (50-55 minutes)
RESPONSE		
1	<input type="checkbox"/>	Make Mayday call on radio. Stay on the radio to report the location and nature of the emergency as well as which emergency response resources may be immediately needed
2	<input type="checkbox"/>	Initiate Incident Command Center
3	<input type="checkbox"/>	Determine whether terrorist threat is over or ongoing
4	<input type="checkbox"/>	Initiate mine site evacuation if necessary
5	<input type="checkbox"/>	Alert law enforcement immediately (FBI field office – Sheriff's office)
6	<input type="checkbox"/>	Determine what risks/hazards may have been created by the terrorist act
7	<input type="checkbox"/>	Perform actions necessary to save lives and treat the injured
8	<input type="checkbox"/>	Perform actions necessary to limit, mitigate or eliminate environmental risks created by the terrorist act
POST EMERGENCY		
1	<input type="checkbox"/>	Place site on post emergency stand down
3	<input type="checkbox"/>	Assess injuries, casualties, and remaining threat
4	<input type="checkbox"/>	Secure all areas involved in the terrorist act
5	<input type="checkbox"/>	Allow law enforcement to perform their operations/investigation
6	<input type="checkbox"/>	Determine the need for counselling/ministerial services for employees
7	<input type="checkbox"/>	Await law enforcement release to recover operations
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore any emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation and deliver findings and recommendations to management

ACTIVE SHOOTER EMERGENCY

RESOURCES

1	<input type="checkbox"/>	Radio, cell phone, land line and satellite communications
2	<input type="checkbox"/>	Human Resources department staff
3	<input type="checkbox"/>	Safety/Security staff
4	<input type="checkbox"/>	Another supervisor/manager
5	<input type="checkbox"/>	Humboldt County Sheriff's office - 911

RESPONSE

1	<input type="checkbox"/>	If an active shooter situation develops, barricade yourself in a secure location. Where possible lock the door/windows to the space you occupy and to the extent possible remain out of view.
2	<input type="checkbox"/>	Call "Mayday - Active Shooter" on the radio or phone from a secure location and provide the name and last known location of the shooter.
	<input type="checkbox"/>	Upon hearing the "Mayday - Active Shooter" radio call, employees should: <ul style="list-style-type: none"> • Leave the premises if there is a safe escape route • Barricade themselves in a safe location if no safe escape route exists • Take action to stop the shooter ONLY when their lives are in eminent danger (last resort)
3	<input type="checkbox"/>	Notify law enforcement as soon as possible via 911
4	<input type="checkbox"/>	Treat any injured employees only when it is safe to do so
5	<input type="checkbox"/>	Render assistance to injured employees only when it is safe to do so
6	<input type="checkbox"/>	Continue emergency status and remain hidden until law enforcement

POST ACTIVE SHOOTER EMERGENCY

1	<input type="checkbox"/>	Place site on post emergency stand down
3	<input type="checkbox"/>	Assess injuries, casualties, and remaining threat
4	<input type="checkbox"/>	Secure all areas involved in the active shooting
5	<input type="checkbox"/>	Allow law enforcement to perform their operations/investigation
6	<input type="checkbox"/>	Determine the need for counselling/ministerial services for employees
7	<input type="checkbox"/>	Await law enforcement release to recover operations
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore any emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation and deliver findings and recommendations to management

CONFINED SPACE EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders (Medical, rope rescue, and HazMat response teams)
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Mine rescue trailer with HazMat equipment
4	<input type="checkbox"/>	Radio, cell phone, landline, and satellite communications
5	<input type="checkbox"/>	HCN detector
6	<input type="checkbox"/>	Four gas analyzers to test for HCN gas as well as oxygen content
7	<input type="checkbox"/>	Rope rescue equipment
8	<input type="checkbox"/>	Ladders
9	<input type="checkbox"/>	Portable ventilation systems
10	<input type="checkbox"/>	Advanced life support ambulance from Winnemucca (50/55 minutes)
11	<input type="checkbox"/>	Medical helicopters (HGH Air One or Care Flight)
12	<input type="checkbox"/>	Trauma kits with oxygen
13	<input type="checkbox"/>	AEDs
14	<input type="checkbox"/>	Traffic cones
15	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling "Mayday" on the radio or phone
2	<input type="checkbox"/>	Provide information about the location, nature of the emergency, and if possible, the type of response required
3	<input type="checkbox"/>	If irrespirable atmosphere is suspected, perform remote gas testing or gas testing under apparatus
4	<input type="checkbox"/>	Initiate Incident Command Center
5	<input type="checkbox"/>	Ensure emergency responders are equipped with correct PPE
6	<input type="checkbox"/>	Emergency responders to assess situation, including risks to responders, and report back to Incident Command Center
7	<input type="checkbox"/>	Emergency responders to generate a rescue plan, communicate to Incident Command Center
8	<input type="checkbox"/>	Emergency responders to execute the rescue plan
9	<input type="checkbox"/>	Provide all medical assistance as required (call ambulance or helicopter if required)
POST EMERGENCY		
1	<input type="checkbox"/>	Secure scene and initiate investigation
2	<input type="checkbox"/>	Prepare Incident Report Form
3	<input type="checkbox"/>	Perform work required to resume normal operations
4	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
5	<input type="checkbox"/>	Restore normal operations
6	<input type="checkbox"/>	Complete investigation
7	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

FATAL EVENT PROCEDURES

RESOURCES		
1	<input type="checkbox"/>	Safety Manager
2	<input type="checkbox"/>	Human Resources Manager
3	<input type="checkbox"/>	Humboldt County Sheriff's Office (775-623-6429)
4	<input type="checkbox"/>	Medical helicopter (HGH Air One or Care Flight)
5	<input type="checkbox"/>	Mine Emergency Responders (medical teams)
6	<input type="checkbox"/>	Mine emergency vehicles
7	<input type="checkbox"/>	Radio, cell phone, land line and satellite communications
8	<input type="checkbox"/>	Traffic cones
9	<input type="checkbox"/>	Incident Resource Packet
10	<input type="checkbox"/>	Grief counsellors and local clergy
RESPONSE		
1	<input type="checkbox"/>	Activate alarm by calling Mayday on the radio or by phone. If a fatal event is suspected, do not give any details over the radio. Instead share information by cell phone or land line phone.
2	<input type="checkbox"/>	In cases where the person may have a chance to be resuscitated, call for medical helicopter to bring higher level of care to site more quickly
3	<input type="checkbox"/>	Initiate the Incident Command Center
4	<input type="checkbox"/>	ICC take measures to limit communications off site
5	<input type="checkbox"/>	ICC to contact MSHA and the State of Nevada
6	<input type="checkbox"/>	Perform measures to resuscitate the victim unless it is obvious that the victim is beyond help
7	<input type="checkbox"/>	Once efforts to resuscitate are started, they cannot be stopped until a doctor directs so or when efforts to resuscitate can no longer be physically continued
8	<input type="checkbox"/>	Establish scene control and prevent access by all others except responders
9	<input type="checkbox"/>	First responders to hand off care of victim to higher level of care (ambulance or helicopter paramedics), remain at scene to provide assistance if requested
10	<input type="checkbox"/>	Stand down activity on mine site until event is over
11	<input type="checkbox"/>	Once lifesaving efforts are terminated, continue scene security until Sheriff arrives
POST EMERGENCY		
1	<input type="checkbox"/>	Maintain scene security until released by both the Sheriff's office and MSHA
2	<input type="checkbox"/>	Human resources to arrange notification of victim's family and to provide support as needed
3	<input type="checkbox"/>	Operations to remain on stand down until ICC delivers plan to move forward
4	<input type="checkbox"/>	Plan for site coverage as necessary
5	<input type="checkbox"/>	Gather all emergency responders involved in event, check their condition, collect their statements, determine need for counselling or other such support
6	<input type="checkbox"/>	Communicate situation to employees to extent appropriate
5	<input type="checkbox"/>	Once scene is released, commence investigation
6	<input type="checkbox"/>	ICC to determine plan for restoring operations
7	<input type="checkbox"/>	Restore any emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation and deliver findings and recommendations to management

MINE SITE EVACUATION

RESOURCES

1	<input type="checkbox"/>	Mine emergency responders
2	<input type="checkbox"/>	Mine vehicles, buses
3	<input type="checkbox"/>	Mine emergency vehicles
4	<input type="checkbox"/>	Radio, cell phone, land line and satellite communications
5	<input type="checkbox"/>	Fire extinguishers
6	<input type="checkbox"/>	HGH Advanced life support ambulance from Winnemucca (50/55 minutes)
7	<input type="checkbox"/>	Medical helicopter (HGH Air One or Care Flight)
8	<input type="checkbox"/>	Mine water trucks
9	<input type="checkbox"/>	Traffic cones
10	<input type="checkbox"/>	Incident Resource Packet

RESPONSE

1	<input type="checkbox"/>	Initiate emergency response by calling "Mayday" on the radio
2	<input type="checkbox"/>	Initiate Incident Command Center
3	<input type="checkbox"/>	Determine whether mine site evacuation is necessary
4	<input type="checkbox"/>	ICC to determine suitable muster points for employees
5	<input type="checkbox"/>	If mine site evacuation is necessary, announce evacuation on radio, call to notify all managers and superintendents. Direct where employees should muster
6	<input type="checkbox"/>	Incident Command to determine means of evacuation from site
7	<input type="checkbox"/>	Incident Command to determine whether "skeleton" crew should be left behind
8	<input type="checkbox"/>	Incident Command to initiate movement of personnel from site
9	<input type="checkbox"/>	Incident command to ensure headcount is taken to account for all employees

POST EMERGENCY

1	<input type="checkbox"/>	Initiate investigation if appropriate
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore any emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation and deliver findings and recommendations to management

GROUND CONTROL FAILURE EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Radio, cell phone, landline, or satellite communications
3	<input type="checkbox"/>	HGH Advanced life support ambulance (50/55 minutes)
4	<input type="checkbox"/>	Medical helicopter (HGH Air One or Care Flight)
5	<input type="checkbox"/>	Mobile earth moving equipment
6	<input type="checkbox"/>	Medical Bags
7	<input type="checkbox"/>	Traffic cones
8	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling “Mayday” on the radio or phone
2	<input type="checkbox"/>	Provide information about the location and nature of the emergency
3	<input type="checkbox"/>	Evacuate the area
4	<input type="checkbox"/>	Control access to the area if safe to do so
7	<input type="checkbox"/>	Ensure responders are equipped with the proper PPE
8	<input type="checkbox"/>	Examine conditions to ensure no further ground movement is imminent
9	<input type="checkbox"/>	Initiate Incident Command Center
10	<input type="checkbox"/>	Perform headcount to account for all miners
11	<input type="checkbox"/>	Emergency responders to inform Incident Command Center of observations
12	<input type="checkbox"/>	Incident Command Center to generate a response plan
13	<input type="checkbox"/>	Emergency responders to execute response plan
14	<input type="checkbox"/>	Safely perform personnel rescue if required
15	<input type="checkbox"/>	Deliver medical aid to victims as necessary
POST EMERGENCY		
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation
9	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

HAZARDOUS MATERIAL EMERGENCY RESOURCES

1	<input type="checkbox"/>	Mine emergency responders (Medical and HazMat response teams)
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Mine rescue trailer with HazMat equipment
4	<input type="checkbox"/>	Radio, cell phone, landline, and satellite communications
5	<input type="checkbox"/>	HCN detector
6	<input type="checkbox"/>	Four gas analyzers to test for HCN gas as well as oxygen content
7	<input type="checkbox"/>	Cyanco cyanide response team
8	<input type="checkbox"/>	Chemtrec spill hotline
9	<input type="checkbox"/>	Mobile equipment to create containment
10	<input type="checkbox"/>	Advanced life support ambulance from Winnemucca (50/55 minutes)
11	<input type="checkbox"/>	Medical helicopters (HGH Air One or Care Flight)
12	<input type="checkbox"/>	Trauma kits with oxygen
13	<input type="checkbox"/>	AEDs
14	<input type="checkbox"/>	Traffic cones
15	<input type="checkbox"/>	Incident Resource Packet

RESPONSE

1	<input type="checkbox"/>	Raise alarm by calling "Mayday" on the radio or phone
2	<input type="checkbox"/>	Provide information about the location, nature of the emergency, and if possible the hazardous material involved
3	<input type="checkbox"/>	Evacuate the area if safe to do so (and adjacent areas if necessary)
4	<input type="checkbox"/>	Control access to the area if safe to do so
5	<input type="checkbox"/>	Review SDS for hazardous material involved to determine safety controls necessary
	<input type="checkbox"/>	Initiate Incident Command Center
6	<input type="checkbox"/>	Ensure emergency responders are equipped with correct PPE
7	<input type="checkbox"/>	Emergency responders to determine wind direction and approach hazard from upwind
8	<input type="checkbox"/>	Emergency responders to assess situation and report back to Incident Command Center
9	<input type="checkbox"/>	Incident Command Center to generate a containment/clean-up plan in accordance to guidance from SDS and the first responders
10	<input type="checkbox"/>	Emergency responders to execute the containment plan

POST EMERGENCY

1	<input type="checkbox"/>	Emergency responders to execute clean-up plan
2	<input type="checkbox"/>	Secure scene and initiate investigation
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation
9	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

MEDICAL EMERGENCY

RESOURCES

1	<input type="checkbox"/>	Mine Emergency Responders
2	<input type="checkbox"/>	Mine Emergency Vehicle and Mine Rescue Trailer
3	<input type="checkbox"/>	Radio, Cell Phone, Land Line, or Satellite Communications
4	<input type="checkbox"/>	First Aid Kits
5	<input type="checkbox"/>	Medical Trauma Kits
6	<input type="checkbox"/>	Automatic External Defibrillators (AEDs)
7	<input type="checkbox"/>	Advanced Life Support from Winnemucca (50 minutes minimum) CALL 911
8	<input type="checkbox"/>	Medical Helicopter from Winnemucca (25 minutes minimum) CALL 911
9	<input type="checkbox"/>	Medical Helicopter from Reno (Care Flight) CALL 1-800-648-4888
10	<input type="checkbox"/>	Traffic Cones
11	<input type="checkbox"/>	Incident Resource Packet

RESPONSE

1	<input type="checkbox"/>	Perform Mayday call on the radio to announce the emergency
2	<input type="checkbox"/>	Request additional responders as necessary
3	<input type="checkbox"/>	If possible, control access to the scene and limit access only to responders
4	<input type="checkbox"/>	Determine scene safety – is there risk to emergency responders
5	<input type="checkbox"/>	Control risks to first responders
6	<input type="checkbox"/>	Assess condition of the injured parties
7	<input type="checkbox"/>	Notify management if external response resources (ambulance/helicopter) are needed
8	<input type="checkbox"/>	Obtain medical treatment supplies as available (utilize available assistance)
9	<input type="checkbox"/>	Deliver medical care if trained and/or capable
10	<input type="checkbox"/>	If necessary, transport injured parties to medical facilities for further treatment
11	<input type="checkbox"/>	Secure incident/accident scene to preserve evidence
12	<input type="checkbox"/>	Determine the need to report to external agencies (MSHA/State of Nevada)

POST EMERGENCY

1	<input type="checkbox"/>	Restore all medical equipment to a state of readiness
2	<input type="checkbox"/>	Complete emergency medical responder reports as necessary
3	<input type="checkbox"/>	Initiate investigation as appropriate
4	<input type="checkbox"/>	Restore normal operations
5	<input type="checkbox"/>	Prepare incident report as appropriate

FIRE – STRUCTURAL FIRE AND VEHICLE

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Handheld fire extinguishers
3	<input type="checkbox"/>	Mine fire truck
4	<input type="checkbox"/>	Mine water truck
5	<input type="checkbox"/>	Fire boxes with hydrants, hoses, and nozzles
6	<input type="checkbox"/>	HazMat equipment
7	<input type="checkbox"/>	Radio, cell phone, landline, and satellite communications
8	<input type="checkbox"/>	Mobile equipment to create containment
9	<input type="checkbox"/>	Advanced life support ambulance from Winnemucca (50/55 minutes)
10	<input type="checkbox"/>	Medical helicopters (HGH Air One or Care Flight)
11	<input type="checkbox"/>	Trauma kits with oxygen
12	<input type="checkbox"/>	AEDs
13	<input type="checkbox"/>	Traffic cones
14	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling “Mayday” on the radio or phone
2	<input type="checkbox"/>	Provide information about the location, nature of the emergency, and if possible, what resources may be needed
3	<input type="checkbox"/>	Evacuate the area if safe to do so (and adjacent structures if necessary)
4	<input type="checkbox"/>	Control access to the area if safe to do so
5	<input type="checkbox"/>	Review SDS for any hazardous materials possibly involved to determine safety controls necessary
6	<input type="checkbox"/>	Initiate Incident Command Center
7	<input type="checkbox"/>	Turn off any natural gas, flammable liquid, or electrical service to the structure if possible.
8	<input type="checkbox"/>	Ensure emergency responders are equipped with correct PPE
9	<input type="checkbox"/>	Emergency responders to determine wind direction and approach hazard from upwind
10	<input type="checkbox"/>	Emergency responders to assess situation and report back to Incident Command Center
11	<input type="checkbox"/>	Incident Command Center to generate a fire response plan in accordance with guidance from SDS and the first responders
12	<input type="checkbox"/>	Emergency responders to execute the fire response plan
POST EMERGENCY		
1	<input type="checkbox"/>	Emergency responders to ensure fire is completely extinguished
2	<input type="checkbox"/>	Emergency responders to station a “fire-watch” to monitor the scene of the fire to detect any re-start of the fire
3	<input type="checkbox"/>	Secure scene and initiate investigation
4	<input type="checkbox"/>	Prepare Incident Report Form
5	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
6	<input type="checkbox"/>	Conduct repairs or modifications as necessary
7	<input type="checkbox"/>	Restore normal operations
8	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
9	<input type="checkbox"/>	Complete investigation
10	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

CYANIDE MEDICAL EMERGENCY

RESOURCES

1	<input type="checkbox"/>	Mine emergency responders (medical and HazMat)
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Mine rescue trailer with HazMat equipment
4	<input type="checkbox"/>	Radio, Cell Phone, Land Line, and Satellite communications
5	<input type="checkbox"/>	HCN gas detector
6	<input type="checkbox"/>	Four gas analyzers to test for Hydrogen Cyanide (HCN) and oxygen content
7	<input type="checkbox"/>	Cyanco Cyanide Response Team
8	<input type="checkbox"/>	Chemtrec Spill Hotline
9	<input type="checkbox"/>	Cyanide antidote kits
10	<input type="checkbox"/>	Medical trauma kits with oxygen
11	<input type="checkbox"/>	AEDs
12	<input type="checkbox"/>	Incident Resource Packet

RESPONSE

1	<input type="checkbox"/>	Perform Mayday call on the radio to announce the emergency
2	<input type="checkbox"/>	Request additional responders as necessary
3	<input type="checkbox"/>	If possible, control access to the scene and limit access only to responders
4	<input type="checkbox"/>	Determine scene safety – is there risk to emergency responders
5	<input type="checkbox"/>	Control risks to first responders
6	<input type="checkbox"/>	Assess condition of the injured parties
7	<input type="checkbox"/>	Notify management if external response resources (ambulance/helicopter) are needed
8	<input type="checkbox"/>	Obtain medical treatment supplies as available (utilize available assistance)
9	<input type="checkbox"/>	Deliver medical care if trained and/or capable
10	<input type="checkbox"/>	Provide cyanide antidote kits to paramedics when they arrive
11	<input type="checkbox"/>	Transport injured parties to medical facilities for further treatment
12	<input type="checkbox"/>	Secure incident/accident scene to preserve evidence
13	<input type="checkbox"/>	Determine the need to report to external agencies (MSHA/State of Nevada)

POST EMERGENCY

1	<input type="checkbox"/>	Secure scene and initiate investigation
2	<input type="checkbox"/>	Prepare Incident Report Form
3	<input type="checkbox"/>	Perform work required to resume normal operations
4	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
5	<input type="checkbox"/>	Restore normal operations
6	<input type="checkbox"/>	Complete investigation
7	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

PROCESS PONDS HIGH LEVEL EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders (Medical and HazMat response teams)
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	HazMat equipment
4	<input type="checkbox"/>	Radio, cell phone, landline, and satellite communications
5	<input type="checkbox"/>	HCN detector
6	<input type="checkbox"/>	Four gas analyzers to test for HCN gas as well as oxygen content
7	<input type="checkbox"/>	Cyanco cyanide response team
8	<input type="checkbox"/>	Chemtrec spill hotline
9	<input type="checkbox"/>	Mobile equipment to create containment
10	<input type="checkbox"/>	Advanced life support ambulance from Winnemucca (50/55 minutes)
11	<input type="checkbox"/>	Medical helicopters (HGH Air One or Care Flight)
12	<input type="checkbox"/>	Trauma kits with oxygen
13	<input type="checkbox"/>	AEDs
14	<input type="checkbox"/>	Traffic cones
15	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling "Mayday" on the radio or phone
2	<input type="checkbox"/>	Provide information about the location, nature of the emergency, and if possible the hazardous material involved
3	<input type="checkbox"/>	Evacuate the area if safe to do so (and adjacent areas if necessary)
4	<input type="checkbox"/>	Control access to the area if safe to do so
5	<input type="checkbox"/>	Review SDS for hazardous material involved to determine safety controls necessary
	<input type="checkbox"/>	Initiate Incident Command Center
6	<input type="checkbox"/>	Ensure emergency responders are equipped with correct PPE
7	<input type="checkbox"/>	Emergency responders to determine wind direction and approach hazard from upwind
8	<input type="checkbox"/>	Emergency responders to assess situation and report back to Incident Command Center
9	<input type="checkbox"/>	Incident Command Center to generate a containment/clean-up plan in accordance with guidance from SDS and the first responders
10	<input type="checkbox"/>	Emergency responders to execute the containment plan
POST EMERGENCY		
1	<input type="checkbox"/>	Emergency responders to execute clean-up plan
2	<input type="checkbox"/>	Secure scene and initiate investigation
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation
9	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

EXPLOSION/BLASTING EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Radio, cell phone, landline, or satellite communications
4	<input type="checkbox"/>	Fire extinguishers
5	<input type="checkbox"/>	Mine fire truck
6	<input type="checkbox"/>	HGH Advanced life support ambulance (50/55 minutes)
7	<input type="checkbox"/>	Medical helicopter (HGH Air One or Care Flight)
8	<input type="checkbox"/>	Traffic cones
9	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling "Mayday" on the radio or phone
2	<input type="checkbox"/>	Provide information about the location and nature of the emergency
3	<input type="checkbox"/>	Evacuate the area if safe to do so
4	<input type="checkbox"/>	Control access to the area if safe to do so
5	<input type="checkbox"/>	Ensure responders are equipped with the proper PPE
6	<input type="checkbox"/>	Examine conditions to ensure further explosion risk exists
7	<input type="checkbox"/>	Examine conditions to ensure no risk is posed to emergency responders
8	<input type="checkbox"/>	Initiate Incident Command Center
9	<input type="checkbox"/>	Perform headcount to account for all miners
10	<input type="checkbox"/>	Emergency responders to inform Incident Command Center of observations
11	<input type="checkbox"/>	Incident Command Center to generate a response plan
12	<input type="checkbox"/>	Emergency responders to execute response plan
13	<input type="checkbox"/>	Safely perform personnel rescue is required
14	<input type="checkbox"/>	Deliver medical aid to victims as necessary
POST EMERGENCY		
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation
9	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

PROPANE/FLAMMABLE GAS LEAK EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	Radio, cell phone, landline, or satellite communications
3	<input type="checkbox"/>	Amerigas
4	<input type="checkbox"/>	Fire extinguishers
5	<input type="checkbox"/>	HAZMAT ERG Guide Number 115 (covers most flammable gases)
6	<input type="checkbox"/>	4 Gas Analyzer to test for explosive gas concentrations
7	<input type="checkbox"/>	Mine fire truck
8	<input type="checkbox"/>	Traffic cones
9	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling "Mayday" on the radio or phone
2	<input type="checkbox"/>	Provide information about the location and nature of the emergency
3	<input type="checkbox"/>	Evacuate the area
4	<input type="checkbox"/>	Control access to the area if safe to do so
5	<input type="checkbox"/>	Notify Amerigas if appropriate
6	<input type="checkbox"/>	Consult SDS sheet for flammable substance involved
7	<input type="checkbox"/>	Ensure responders are equipped with the proper PPE
8	<input type="checkbox"/>	Determine wind direction and approach to investigate source of leak
9	<input type="checkbox"/>	Utilize four gas analyzers to test for explosive gas concentrations and to ensure respirable atmosphere
10	<input type="checkbox"/>	If explosive levels are detected, evacuate at least a 1,500-foot radius from the source of the leak
11	<input type="checkbox"/>	Emergency responders to inform Incident Command Center of observations
12	<input type="checkbox"/>	Incident Command Center to generate a response plan to stop source of flammable gasses and to ventilate any areas necessary to dissipate gases below explosive levels
13	<input type="checkbox"/>	Emergency responders to execute response plan
14	<input type="checkbox"/>	Repair the source of the leak
15	<input type="checkbox"/>	Perform gas detection to verify explosive levels have been eliminated
POST EMERGENCY		
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation
9	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

PROCESS PONDS HIGH LEVEL EMERGENCY

RESOURCES		
1	<input type="checkbox"/>	Mine emergency responders (Medical and HazMat response teams)
2	<input type="checkbox"/>	Mine emergency vehicles
3	<input type="checkbox"/>	HazMat equipment
4	<input type="checkbox"/>	Radio, cell phone, landline, and satellite communications
5	<input type="checkbox"/>	HCN detector
6	<input type="checkbox"/>	Four gas analyzers to test for HCN gas as well as oxygen content
7	<input type="checkbox"/>	Cyanco cyanide response team
8	<input type="checkbox"/>	Chemtrec spill hotline
9	<input type="checkbox"/>	Mobile equipment to create containment
10	<input type="checkbox"/>	Advanced life support ambulance from Winnemucca (50/55 minutes)
11	<input type="checkbox"/>	Medical helicopters (HGH Air One or Care Flight)
12	<input type="checkbox"/>	Trauma kits with oxygen
13	<input type="checkbox"/>	AEDs
14	<input type="checkbox"/>	Traffic cones
15	<input type="checkbox"/>	Incident Resource Packet
RESPONSE		
1	<input type="checkbox"/>	Raise alarm by calling "Mayday" on the radio or phone
2	<input type="checkbox"/>	Provide information about the location, nature of the emergency, and if possible the hazardous material involved
3	<input type="checkbox"/>	Evacuate the area if safe to do so (and adjacent areas if necessary)
4	<input type="checkbox"/>	Control access to the area if safe to do so
5	<input type="checkbox"/>	Review SDS for hazardous material involved to determine safety controls necessary
	<input type="checkbox"/>	Initiate Incident Command Center
6	<input type="checkbox"/>	Ensure emergency responders are equipped with correct PPE
7	<input type="checkbox"/>	Emergency responders to determine wind direction and approach hazard from upwind
8	<input type="checkbox"/>	Emergency responders to assess situation and report back to Incident Command Center
9	<input type="checkbox"/>	Incident Command Center to generate a containment/clean-up plan in accordance with guidance from SDS and the first responders
10	<input type="checkbox"/>	Emergency responders to execute the containment plan
POST EMERGENCY		
1	<input type="checkbox"/>	Emergency responders to execute clean-up plan
2	<input type="checkbox"/>	Secure scene and initiate investigation
3	<input type="checkbox"/>	Prepare Incident Report Form
4	<input type="checkbox"/>	Assess damage to equipment and infrastructure and impact to operations
5	<input type="checkbox"/>	Conduct repairs or modifications as necessary
6	<input type="checkbox"/>	Restore normal operations
7	<input type="checkbox"/>	Restore emergency response equipment and supplies to state of readiness
8	<input type="checkbox"/>	Complete investigation
9	<input type="checkbox"/>	Deliver Incident Summary Report including recommended corrective actions

8.6 MSHA & State of NV Notifications

MSHA and STATE of NEVADA NOTIFICATIONS

MSHA and the State of Nevada both require notification of specific events, known as immediately reportable accidents. These events should be reported immediately or no later than 15 minutes that the mine know or should know that the accident has occurred.

The State of Nevada Mine Safety and Training Section (MSATS) requires similar timely notification for the same immediately reportable accidents. Whenever MSHA is contacted to report an immediately reportable accident, MSATS should also be notified directly thereafter. **In addition to this reporting, MSATS also requires timely reporting of any event which requires a person to be transported from site in an ambulance.

IMMEDIATELY REPORTABLE ACCIDENTS	
1	<input type="checkbox"/> A death of an individual at a mine
2	<input type="checkbox"/> An injury to an individual at a mine which a reasonable potential to cause death
3	<input type="checkbox"/> Entrapment of an individual for more than 30 minutes or which has a reasonable potential to cause death
4	<input type="checkbox"/> An unplanned inundation of a mine by liquid or gas
5	<input type="checkbox"/> An unplanned ignition or explosion of gas or dust
6	<input type="checkbox"/> An unplanned fire not extinguished within 30 minutes of discovery
7	<input type="checkbox"/> An unplanned roof fall or explosion of a blasting agent or explosive
8	<input type="checkbox"/> An unplanned roof fall at or above the anchorage zone in active workings where roof bolts are in use; <u>or</u> , an unplanned fall of roof or rib in active workings that impairs ventilation or impedes passage
9	<input type="checkbox"/> A rock outburst that causes withdrawal of miners or which disrupts regular mining activity for more than an hour
10	<input type="checkbox"/> An unstable condition at an impoundment, refuse pile, or culm bank which requires emergency action to prevent failure, or which causes individuals to evacuate an area, or failure of an impoundment, refuse pile or culm bank
11	<input type="checkbox"/> Damage to hoisting equipment in a shaft or slope which endangers an individual or which interferes with use of the equipment for more than 30 minutes
12	<input type="checkbox"/> An event at a mine which causes death or bodily injury to an individual not at the mine at the time the event occurs
CONTACT NUMBERS	
1	MSHA Reporting Number 1-800-746-1553
2	Elko Field Office – Gary Hebel Supervisor 1 (775) 753-4732
3	State of Nevada MSATS – 24 hr (Carson City) 1 (775) 434-4019
4	Yvonne Petersen – MSATS (Winnemucca) 1 (775) 623-6538 (office) 1 (775) 315-6777 (cell)
5	Jim Peterson –MSATS (Winnemucca) 1 (775) 623-6548 (office) 1 (775) 720-1467 (cell)
MINE INFORMATION	
Mine Name	Hycroft
Mining Company Name	Hycroft Resources & Development Inc
MSHA Mine ID	26-01962
Mine Address	54980 Jungo Road, Winnemucca, NV 89446
County	Humboldt County
Mine Type	Surface – Metal/Non-metal

8.7 External Emergency Response Telephone Numbers

The following is a list of emergency services telephone numbers available for off-site services.

Dial "9" first, to get an outside line when using the mine site telephone system.

NOTE: Dialing 911 from a cell phone at Hycroft may direct calls to Pershing County

Ambulance/Fire Department/Police/Sheriff	9-911
Humboldt County Emergency Dispatch	9-1-775-623-6429
Humboldt General Hospital	9-1-775-623-5222
Humboldt General Hospital Air One Helicopter	9-911
Care Flight	9-1-800-648-4888
Pershing County Sheriff Department	9-1-775-273-2641
Winnemucca Police Department	9-1-775-623-6396
Fire Department Winnemucca	9-1-775-623-6329
BLM (Report Range Fires**)	9-1-775-623-3444
Winnemucca Dispatch (Range Fires**)	9-1-775-623-3444
CHEMTREC (For Chemical Emergency Information)	9-1-800-424-9300
Washoe Poison Control Center Reno	9-1-800-222-1222
DuPont Carlin Terminal	9-1-775-754-6633
Cyanco Cyanide Response Team	9-1-775-623-1214 Ext 115 Control Room
Hycroft Emergency Satellite Phone	9-1-254-378-6979
NV Energy during office hours	775-834-5742
NV Energy after hours	775-813-5742
NV Energy	775-834-5100
MSHA Immediately Reportable (15 minutes)	9-1-800-746-1553
State Mine Inspector	9-1-775-684-7085
NDEP Spill/Emergency Response	9-1-888-331-6337
Bureau of Alcohol, Tobacco and Firearms	9-1-775-325-2109

Range Fires Please contact the General Manager to authorize use of mine equipment.**

Winnemucca Dispatch.....9-1-775-623-3444

Electrical Please contact NV Energy if a fire is in an area that is threatening the sub-stations or power lines.**

8.8 Helicopter Pad Location Coordinates

HELICOPTER PAD LOCATION COORDINATES

SOUTH PAD	GEOGRAPHIC Latitude	40.8780139805
	GEOGRAPHIC Longitude	-118.6916256889
	UTM Northing	4,526,594
	UTM Easting	357,467
NORTH PAD	GEOGRAPHIC Latitude	40.8932346094
	GEOGRAPHIC Longitude	-118.6722794239
	UTM Northing	4,528,252
	UTM Easting	359,129

HGH AIR ONE.....9-911

CARE FLIGHT.....9-1-800-648-488

Be sure to specify which helicopter pad we will be using.

Have someone quickly verify pad is clear and drop activated light sticks around the perimeter of the pad.

8.9 Incident Management Team (IMT) Duty Cards and Templates

- Incident Controller – Duty Card 1 (pg. 48)
- Operations Manager – Duty Card 2 (pg. 51)
- Projects Manager – Duty Card 3 (pg. 54)
- Commercial Manager – Duty Card 4 (pg. 58)
- Human Resources – Duty Card 5 (pg. 62)
- Health, Safety, & Security Manager- Duty Card 6 (pg. 69)
- Environmental Management- Duty Card 7 (pg. 78)

Duty Card 1

INCIDENT CONTROLLER

Has overall responsibility for the management of the incident and provides direction and leadership to the Emergency Management and Response Team.

Reports to: COO

INITIAL ACTIONS

- Assess the incident and determine further actions.
- Activate Incident Management Team.
- Notify Corporate Executive of the incident.
- Allocate IMT roles to assembled team.
- Prepare and deliver initial IMT brief.
- Activate additional personnel to response group as required.

DURING EMERGENCY

- Provide leadership for IMT functions.
- Conduct regular IMT briefings.
 - Set and review IMT objectives.
 - Review IMT plans and actions.
 - Maintain situational awareness for potential of escalation.
- Maintain contact with IMT Leader for regular updates of the incident.
- Manage performance of:
 - Response and recovery planning.
 - Workforce management and communications.
 - Stakeholder management and communications.
 - Business continuity planning.
- Provide regular Situation Report to COO.
- Document timeline.

POST EMERGENCY

- Ensure all stakeholders are advised when IMT is deactivated.
- Collect all documentation from the incident: Issues and Action logs, timelines, **Situation Reports**, initial incident notification form, Injury management form, communication logs, notes – ***all notes to stay with Legal Department.***
- Chair post incident debrief – IMT & involved personnel.

INCIDENT CONTROLLER

Assistance Checklist – not all actions may need to be completed

✓ when complete	Action	Comments
Ensure any deceased persons are not moved until authorized by County Coroner and/or Regulator		
	Notify Corporate COO of incident & activation of IMT.	
	Notify relevant Regulators/Police/Stakeholders.	
	Identify room and personnel for IMT. Provide instruction to respond to the assigned room.	
	Provide incident brief – outline known facts including event, location, and number of injured & types of injuries, impacts and potential for escalation. Resources in place: ERT, equipment. Provide instruction for evacuation of work areas.	
	Assign IMT Roles and Duty Cards. Ensure everyone is clear on their role.	
	Ensure IMT use IMT role packs and commence and maintain designated templates for recording of key information from incident.	
	Coordinate Issues & Actions discussions.	
	Approve Situation Reports (SITREP's) and ensure its readiness for COO review.	
	Authorize additional internal and external service providers to assist with incident.	
	Ensure regular employee and stakeholder communication, including regulators, corporate, and community.	
	Consider cultural clearances/rituals.	
	Consider human resourcing and change of shift are considered for extended events.	
	Consider impacts on other areas of mine i.e. shutting pit – etc.	
	Act as a spokesperson for the IMT. Authorize any communications on behalf of the Company.	
	Ensure post incident debrief is conducted & recorded.	

Duty Card 2

OPERATIONS MANAGER

This role directs, coordinates, and supervises the response activities, integrating the functional roles of the IMT into a single plan.

Focuses on what is happening NOW from scene coordination perspective.

Reports to Incident Controller.

Templates to commence and maintain, if directed to do so by IC:

INITIAL ACTIONS

- Attend IMT briefing.
- Activate additional personnel to response group if required.
- Establish communications and briefing schedule with area line management and MRT Captain.

DURING EMERGENCY

- Coordinate development, implementation, and monitoring of response plans.
- Update IMT during briefings with status and plans.
- Coordinate with Project Manager to develop Injury Condition and Status Log.
- Maintain communications with area line management.
- Oversee and monitor emergency response – activate additional support if required.
- Manage work aligned to Issues and Actions log.

POST EMERGENCY

- Collate all notes, issues, action logs, and provide to Incident Controller.
- Participate in IMT debrief.

Operations Manager: Prompts – not all actions may need to be completed.

✓ when complete	Action	Comments
	Initiate and maintain personal Incident log/timeline.	
	Obtain briefing from the IC regarding the incident (i.e. location and type of Incident).	
	Contact area line management for regular updates from scene.	
	Liaise with key stakeholders to coordinate plans.	
	Establish Staging Areas if required.	
	Coordinate activities of the Response via area line management or MRT leader.	
	Monitor and oversees the Issues and Actions Log - key issues, associated actions and continuing status.	
	Identify critical actions and Risks.	
	Advise Projects Manager of casualties and status so Injury Condition and Status Log can be maintained.	
	Monitor resource requirements to meet current and future needs.	
	Monitor potential for escalation and evacuation of work areas.	
	Identify and resolve operational issues.	
	Ensure safety and welfare of personnel.	
	Keep the Incident Controller informed of activities and events.	
	<p>Ensure the scene is secured, evidence is collected, photos are taken, sketches are drawn, surveys are undertaken, and involved equipment is isolated and inspected.</p> <p>Confirm persons involved & witnesses in Incident have been segregated, D&A tested, and interviews have commenced.</p>	
	Maintain timeline of actions, decisions, and relevant communications.	

Duty Card 3

PROJECTS MANAGER

Role is to formulate plan for response activities and resource needs.

Create the Issues and Action log defining response to incident and use of Resources.

INITIAL ACTIONS
<ul style="list-style-type: none">• Attend IMT briefing.• Activate additional personnel to assist if required.• Commence Issues and Actions Log.
DURING EMERGENCY
<ul style="list-style-type: none">• Maintain a rolling 24-hour timeline.• Manage the 'Issues and Actions Log'.• Consider longer term impacts and the planning required to minimize consequences.• Consider the equipment and rescuers that will be required in short, medium- and long-term events.• Consider contingency plans should the incident be extended or have a severe impact on production.
POST EMERGENCY
<ul style="list-style-type: none">• Collate all notes and Issues and Actions log.• Participate in IMT post incident debrief.

PROJECTS Manager: Prompts – not all actions may need to be completed

✓ when complete	Action	Comments
	Obtain briefing from IC regarding type and extent of the incident (i.e. location and type of incident).	
	Initiate and manage the Issues and Actions Log .	
	Must have dual focus - current situation (to be able to provide regular status reports) and future development of the incident to influence the decisions and planning of the rest of the IMT.	
	Contact Survey team for maps, drawings, measurements.	
	Consider the immediate planning for the incident.	
	Consider longer term impacts and the planning required to minimize consequences.	
	Consider the equipment and resources that will be required in short, medium, and long-term events.	
	Consider contingency plans for prolonged events and events that may have a severe impact on production.	
	Observe deadlines and critical information needs (track incident/resources status).	
	Provide any advice or assistance to the IC as requested.	
	Maintain timeline of actions and communications.	
	Remain at hand and available to IC until given the ALL CLEAR to stand down.	
	Participate in debrief.	

Duty Card 4

COMMERCIAL MANAGER

The Commercial function provides facilities, materials, services, and resources (including personnel) in support of the incident.

Reports to Incident Controller (IC).

Templates to develop and maintain:

- Equipment Issue Log

INITIAL ACTIONS

- Attend IMT briefing.
- Activate additional personnel if required.

DURING EMERGENCY

- Maintain own timeline, and equipment issue log.
- Plan the consumption, procurement, and distribution of resources.
- Source and ensure adequate resources, materials, and meals.
- Develop and maintain log of resources required, availability, movement, purchases, etc.

POST EMERGENCY

- Collate all notes and Issues and Action log.
- Participate in IMT post incident debrief.

Commercial Manager Prompts – Not all the following may need to be completed.

✓ when complete	Action	Comments
	Obtain briefing from the IC regarding the type and extent of the incident (i.e. location and type of incident).	

Supply

	Identify what equipment is available on site or near-by to suit the needs of the incident response effort.	
	Determine with IC and MRT what additional equipment, services or materials are required including: <ul style="list-style-type: none"> • Transport needs - on a priority needs basis, buses, cars. • Additional Resources - manpower, materials, grader, loader, ladders, ropes, safety cones. • Estimate future service and support requirements. • Establish reserved areas for loading and unloading facilities. • Establish refueling facilities as appropriate. 	

Facilities

	Preparing and managing locations for staging areas, crib rooms, sleeping, eating, maintenance, and refueling.	
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Communication

	Review incident communications – look at communication needs – radio, cell phone coverage.	
--	---	--

Catering

	Providing food and refreshments for the responding personnel if prolonged incident.	
--	---	--

Finance

	Track financial costs; organize time records of personnel, accounts for purchases of supplies and hire of equipment, collection of cost data.	
--	---	--

General

	Liaise with IC and OM regarding any isolations required (e.g. electrical power, gas etc.) and appoint a competent and qualified person to coordinate any maintenance activities.	
	Advise suppliers, providers, or contractors (e.g. explosive delivery, chemical supplier) who may be affected by the incident.	

Duty Card 5

HUMAN RESOURCE MANAGER

Role is to collect, analyze and distribute information relating to the incident.

Reports to Incident Controller (IC).

Templates to initiate and maintain:

- Initial Incident Notification Form
- Injury Condition and Status Log
- Situation Reports (SITREP)

INITIAL ACTIONS

- Attend IMT initial briefing.
- Activate additional resources if required.
- Develop **Initial Incident Report Template**.
- **Assume Liaison role of interaction with various agencies assisting with response.**

DURING EMERGENCY

- Manage official **24-hour timeline** for IMT.
- Coordinate Human Resources activities.
- Develop situational reports (**SITREP's**) at agreed times.
- Maintain communications with assisting agencies (police, ambulance, fire Department, community).
- Maintain **Injury Management List** from information received from OM.
- Identify Next of Kin contact details.
- Coordinate Employee Assistance Plan if required.

POST EMERGENCY

- Collate all notes, Issues, actions logs, and provide to Incident Controller.
- Collate and collate IMT members timeline and communications log.
- Participate in Post incident debrief.

HUMAN RESOURCES Manager Prompts – Not all the following may need to be completed

✓ when complete	Action	Comments
	Assist in setting up control room utilizing Duty Card Packs.	
	Obtain briefing from the IC regarding the type and extent of the incident (i.e. location and type of incident).	
	Complete Initial Incident Notification Form .	
	Coordinate the recording of official 24-hour incident timeline .	
	Develop and maintain Injury Condition and Status Log . Information will come from OM.	
	Prepare Situation Reports for review by IC at designated times.	Times required:
	Maintain own timeline of events and communications.	
	Obtain next of kin contact details.	
	Consider Employee Assistance Program for employee support and counselling.	
	Gather, clarify, confirm, and analyze information, including plans, drawings, maps, schedules etc.	
	Analyze information gathered and predict any future changes/issues.	
	Prepare communication reports from IC for distribution internally to employees and contractors.	
	Remain available to IC until provided with instruction to stand down.	
	Facilitate debrief of incident including response and management.	

8.9.3 INITIAL INCIDENT REPORT

Incident Date:		Time:	
Incident Location:			
Incident Details:			
People involved and their condition			
Equipment Production & Materials			
Environment & Community			
Other:			
Time of Next Update:			

8.9.4 SITUATION REPORT

Incident

Time:	Date:
Report No:	

Current Situation
Actions taken
Factors impacting on planning
Contingencies and long-term planning

Approved by:	Date/Time:	Contact number:

DUTY CARD 6

Health, Safety & Security Management

This role assess and manages any safety related matters which have the potential to become a Group emergency or crisis. Contribute safety support and expertise to the IMT.

INITIAL ACTIONS

- Attend IMT initial briefing.
- Activate additional resources if required.
- Develop Initial Incident Report Template.
- Assume Liaison role of interaction with various agencies assisting with response.
- Provide input to a review of the severity classification.
- Review details of any emergency services related response; activity already made.
- Regulatory reporting – local / regional – advise IMT on reporting requirements and make contact.

DURING EMERGENCY

- Facilitate risk assessments associated with the Incident Action Plan.
- Identify any deviation between procedural / policy requirement and any actions leading up to and during the incident / response.
- Initiate contact with relevant regulatory authorities and key contractor safety representative.
- Provide input to a review of the severity classification.
- Establish Investigation Team.
- Collection of data / information relating to incident.
- Co-ordination with H&S regulators.
- Log of Events – maintain and record your decisions and actions.
- Report any issues immediately to the IC.
- Consider shift handover (including for support staff) for long duration events.
- Maintain contact with MRT Coordinator on incident status.

POST EMERGENCY

- Attend debriefing session.
- Complete any outstanding actions and obligations.
- Provide all log sheets and written records / correspondence.
- Conduct relevant formal incident and response investigations.
- Provide a written summary relevant to your role, key learnings recommendations.
- Develop an action plan based on the findings / recommendations from investigations and monitor the implementation of the identified actions.

8.9.8 Meeting Agenda

Formalities	
Team Structure – confirm roles	
Current situation – revise confirmed agreed event status information and the response to date	
Updates, Issues, Stakeholders, Tasks	
Roundtable debriefing – reports from each team leader on forward planning, personnel. Maintain focus on key issues, keep other issues brief or park them for later consideration	
Severity Matrix review – identify any changes to outcomes or related severity levels	
Priorities and forward planning – identify priorities and opportunities for proactive / worse case / what if planning	
Issues / Stakeholders (existing and new) – review outcomes and priorities and record new additions. Ensure contact is maintained	
Tasks (Who/What/When) – review against issues and stakeholders and task list	
Process Check – Review tasks against current priorities (sanity check)	
Resources – Identify requirements for back-up / support personnel, including any required from Corporate / Maraes / Dunedin etc	
Closing Items	
Other matters	
Set time for next meeting	

8.9.9 Role Holders During a Response

Role	Role Holder	Contact
Incident Controller		
Operations Manager		
Projects Manager		
Commercial Manager		
Human Resources		
Health, Safety, & Security Manager		
Mine Rescue Team Coordinator		
Environmental Manager		
Information Technology		

8.9.10 Shift Handover

Each team member should be active for a maximum of 12 hours and the following checklist should be used at each handover:

	The relevant team leader must approve alternatives
	Alert alternates for each team member, giving them the time that they will be required and the location to report to. (Normally schedule for 10 to 12-hour shifts)
	Changeover times of individual members should be staggered over a reasonable period to avoid concurrent changeover of several members and to ensure response continuity
	Individual handovers are to include a complete briefing on the incident, status of actions taken – for each handover for review by the incoming member
	The role assignment must be updated to provide access for the new member
	The departing team member is to sit in with the alternate until both are satisfied that the alternate is fully conversant with the situation and duties
	Relieved team members are to advise the team Leader that their hand-over is complete and make arrangements for when they will next be required
	Relieved team members are to ensure they get adequate sustenance and rest in case they are required again
	Responsibility for arranging handover is that of the individual members in consultation with the relevant team Leader

8.9.12 INCIDENT DEBRIEF FORM

Incident Name:

Person Conducting Debrief:

Date:

Incident Overview

[Empty space for Incident Overview]

What went well?

[Empty space for What went well?]

Opportunities for Improvement

[Empty space for Opportunities for Improvement]

Corrective Actions:

[Empty space for Corrective Actions]

Action Description	Assigned to	Date for Completion
Incident number:	Date entered:	Entered by:

Attendees			
Name:	Role:	Name:	Role:

Duty Card 7

Environmental Management

This role determines the immediate and long-term effects of an incident on the environment and ecology and monitors and minimizes any environmental liabilities. To establish and maintain contacts with government agencies relating to the environment

INITIAL ACTIONS

- Attend IMT initial briefing.
- Activate additional resources if required.
- Develop Initial Incident Report Template.
- Assume Liaison role of interaction with various agencies assisting with response.
- Provide input to a review of the severity classification.
- Review details of any environmental related response, activity already made.
- Regulatory reporting – local / regional – advise IMT on reporting requirements and make contact.
- Identification and contact of environmental stakeholders.

DURING EMERGENCY

- For any spill or release enact surveillance and tracking.
- Consider monitoring possible long term environmental and ecological effects.
- Review company records or data.
- Maintain airspace restrictions around incident as required.
- Assist with the recovery strategy .
- Maintain a log of events recording decisions, actions and updates, contracts.
- Consider shift handover (including for support staff) for long duration events.

POST EMERGENCY

- Collate all notes and Issues and Actions logs and provide to Incident Controller.
- Attend debriefing session as requested.
- Complete any outstanding actions and obligations.
- Monitor any long term environmental and or ecological effects.
- Assist with providing information to Regulators as required.
- Provide a written summary relevant to your role – including key learnings.
- Be available to contribute to any post-incident investigations.
- Participate in Post incident debrief.