DIVISIONS
ENERGY
GAS AND OIL
GEOLOGY AND MINERAL RESOURCES
MINED LAND RECLAMATION
MINERAL MINING
MINES
ADMINISTRATION

COMMONWEALTH OF VIRGINIA

Department of Mines, Minerals and Energy
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MEMORANDUM DM-13-04

TO: All Coal Mine Operators

FROM: Marshall (Randy) Moore, Chief

SUBJECT: ***Mine Incident Response, Rescue, and Recovery Plan***

DATE: December 4, 2013

In accordance with §45.1-161.77F of the *Coal Mine Safety Laws of Virginia*, an updated copy of the 2013 Division of Mines' (DM) Mine Incident Response, Rescue, and Recovery Plan (PLAN) is attached and will be published on the DM Web Site for your information and review with all appropriate mine personnel. This plan addresses areas in which the DM will need to coordinate with mine operators during a mine emergency. The "Mine Emergency Notification Sheet", included in the attached PLAN, should be completed and posted in a conspicuous location at the mine to be readily available should an emergency arise.

Distribution of the PLAN is scheduled annually to coincide with the "Winter Alert" period when the coal industry typically reviews the increased hazards for mine fires and explosions that develop with seasonal changes. You are encouraged to review the winter alert measures and the procedures for emergency response, developed specifically for your operations, with your staff and all miners..

If you have any questions or comments regarding this plan, please contact your DM Inspector or me at (276) 523-8226 / Marshall.Moore@dmme.virginia.gov. Thank you.

djm

Department of Mines, Minerals & Energy

Division of Mines

Mine Incident Response, Rescue, and Recovery Plan

December 4, 2013

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Division of Mines

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INTRODUCTION

Mine incidents are unforeseen and unplanned emergencies requiring prompt action by individuals at the mine and by Division of Mines (DM) personnel. Mine incidents are, by definition, an emergency that can include fires, ignitions, explosions, entrapments, or inundations. Familiarization with the key role of incident commander, notification protocols, and the mine emergency evacuation and response plan is important.

The intent of DM's "Mine Incident Response, Rescue, and Recovery Plan" is to prepare DM personnel to effectively carry out their role in the event of a mine incident. This role is to assure that notification, response, rescue, and recovery activities are conducted safely and efficiently, while providing for:

- Personal safety;
- The safety of others involved in response, rescue, and recovery;
- Establishment of a unified command structure on-scene;
- A safe and expedient means of locating and evacuating miners affected by the incident;
- Timely recovery of victims in the mine; and
- Timely and efficient mine recovery to enable a safe production restart.

DM personnel will familiarize themselves with the details of the plan and the responsibilities associated with their position, at least annually.

RESPONSIBILITIES

- The receiver of the initial notification of a mine emergency will document pertinent information and immediately initiate the internal emergency response process by notifying the Area Mine Inspector Supervisor, Chief, Assistant Chief, or Emergency Response Coordinator (ERC). The assigned Mine Inspector or an Emergency Response Team (ERT) member will respond and verify circumstances.

- The Division of Mines will verify any rumor of a mine emergency. If communication systems are inoperable, the information will be verified according to DM policies and procedures.

- The area Mine Inspector Supervisor will notify the Chief and/or Assistant Chief and the Emergency Response Coordinator. The ERC will coordinate notification of other DM personnel for response to the scene of the emergency or for stand-by status.

- The ERC or area ERT Leader will respond promptly to the scene and initiate the Department of Mines, Minerals and Energy (DMME) policies and procedures with assistance from other DM staff.

- The Chief or Assistant Chief will maintain overall responsibility for the direction of all DM activities during the emergency period. The Chief and/or Assistant Chief, in communications with the DM ERT Coordinator and Mine Inspector Supervisors, will coordinate activities of the ERT members and Mine Inspector Supervisors.

- The National Incident Management System (NIMS) protocols will be initiated with the first DM representative on-scene. A Unified Command Center will be established, along with other key centers or outposts. The first DM representative on-scene will assume the Incident Commander Role and cooperate with company officials and other responding agencies.

- In consultation with the ERC and on-scene Incident Commander, the Mine Inspector Supervisor or Assistance Chief will notify and dispatch any additional DM personnel needed at the emergency scene.

- The Chief or Assistant Chief will contact and brief the DMME Deputy Director and Public Relations Manager.

- The Chief or Assistant Chief will coordinate mine emergency response activities with various Mine Safety and Health Administration (MSHA) officials, mine operators, and representatives of mine labor.

- The DMME Public Relations Manager will be responsible for communicating with the media, MSHA, mine operators, and any other representatives regarding media releases.

- A comprehensive record of activities will be maintained throughout the emergency period. The first DM representative to arrive at the scene will be responsible for maintaining a record of activities until relieved of this task.

DUTIES

Special duties may be assigned to DM personnel at the emergency scene to assist in maintaining control and coordinating rescue and recovery activities. The assignments will be coordinated with the ERT members, MSHA, the mine operator, and representatives of the miners.

- The following assignments may be made to DM staff to assist with rescue and recovery efforts:
    - Electrical Coordinator
    - Engineering and Planning Coordinator
    - Incident Command Center Coordinator
    - Joint Information Officer
    - Logistics Coordinator
    - Mine Rescue Team Briefing/Debriefing Coordinator
    - Safety Liaison
    - Site Security Coordinator
    - Surface Coordinator
    - Ventilation Coordinator

  These coordinators will be responsible for applicable functions and record keeping associated with pertinent rescue activities.

- The emergency scene will be secured and only those persons involved with and supporting the rescue and recovery will be authorized in the area.

- An accurate, written record of all rescue and recovery activities will be maintained by a DM representative during the entire rescue and recovery effort.

- A check-in-out system for personnel entering and leaving the mine will be established and maintained at the Incident Command Center.

- DM Technical Specialists will be available to assist with emergency efforts in the areas of mine mapping, drilling, ventilation, roof, electricity, and in the case of Small Mine Safety Service (SMSS) mines, SMSS personnel.

- Surface and underground mine atmosphere monitoring stations will be established and monitored by DM personnel with a record maintained for all tests and samples taken.

- Regular media briefings will be coordinated by the Joint Information Officer and Unified Command Center personnel. The DMME Public Relations Manager will represent DMME (unless otherwise assigned by him/her).

The Department of Mines, Minerals & Energy
Division of Mines

Mine Incident Response, Rescue, and Recovery Plan

NOTIFICATION

The success of incident, response, rescue, and recovery during a mine emergency is greatly influenced by the initial notification and the accuracy of information received by the *"first point of contact"*. It is important that the first person at DM to be notified of a mine incident should obtain as much detail as is available so appropriate personnel can be accurately informed and respond accordingly. This information should include:

- Name of person reporting emergency
- Has the subject mine initiated their mine emergency response and evacuation plan?
  ☐ Yes ☐ No
- Obtain one or more call-back numbers to ensure continued status updates as DM personnel are responding.
- **Company Name:**
  Mine Name and Index No.:
- Mine location (county, community; state or county route number).
- Mine telephone number (if different from the call-back numbers).
- Date and time of incident
- Nature of incident (briefly describe the incident).
- Are all miners and mine personnel accounted for? ☐ Yes ☐ No

If NO,

What is the known condition of personnel involved:

- Number of fatalities?
- Number of miners injured?

- Number of miners unaccounted for? ☐
- Have all miners been evacuated? ☐
- Last known location of miners? ☐
- Time of last contact? ☐
- Is transportation available from miners' last known location? ☐
- Are escape routes blocked from miners' last known location? ☐
- Are attempts being made to contact missing miners at least every 15 minutes?

  ☐ Yes ☐ No

If YES

- Number of miners evacuated? ☐
- What escape routes are being utilized? ☐
- Mode of transportation for evacuation? ☐
- Are attempts being made to contact missing miners at least every 15 minutes?

  ☐ Yes ☐ No

What incident activities are on-going underground:

- Fire fighting attempts? ☐ (How many miners responding? ☐)
- Entrapment recovery attempts? ☐ (How many miners responding? ☐)
- Responding to mine system alarm and unknown event? ☐ (How many miners responding? ☐)

What is the status of the following mine systems:

- Mine fan(s)? ☐
- How has the incident affected the mine ventilation circuits?

  ☐
- Has the incident affected mine drainage or pumping activities? ☐
- How has the incident affected the mine electrical circuits (surface and underground)?

  ☐

(Has power circuits underground been interrupted? ☐)

- Has transportation from any section to the surface been blocked? ☐
- Are primary and secondary escapeways open and clear? ☐
- Is the mine-wide monitoring or miner tracking system functional? ☐

In addition to the initial incident, what other hazards are known or have developed:

Notifications:

☐ Virginia Department of Emergency Management (VDEM) (911).
Explain needs for Sheriff's Department, State Police, road blocks, and route numbers.
Number of officers requested for site security ☐. Fire and rescue needs ☐.
Resources needed from VDEM:

☐ Federal Agencies (MSHA: 1-800-746-1553)
☐ State Agencies (Other State Agencies)
☐ Mine Rescue Teams: Consol Energy, Inc. – (276) 498-7085
Cumberland Resources Corp – (276) 565-1986 or (276) 679-7102
Cumberland River Coal Co. – (276) 674-4776
Dickenson Russell Coal Co., LLC – (276) 889-6100, Ext. 6021
Jewell Smokeless Coal Corp. – (276) 935-8810 or (276) 259-6368
Knox Creek Coal Corp – (276) 963-7338
Lone Mountain Processing, Inc. – (276) 383-4455
Maxxim Shared Services – (276) 679-7102 or 679-7085
Southern Coal Corp. – (276) 383-4549 or (606) 493-7530
VSOMR Mine Rescue Station – (276) 395-2961
Wellmore Coal Co. – (276) 530-7411

☐ Company Security:

Continued contact:

Establish a specific call-back number and time (within 15 to 30 minutes) in order to continue a status update for responding DM personnel and management.

Present status of situation:

Once notification of a mine incident is received by any DM representative and the above key information recorded, it is important to immediately activate DM's mine incident notification plan:

- DM Chief (276) 523-8226 or Assistant Chief (276) 523-8231
- DM Emergency Operations Center (EOC) – (276) 523-9693
- Area Emergency Response Team Leader (ERT): (Pager Nos.) Big Stone Gap – Danny Mann – (800) 314-2609; Lebanon – Terry Ratliff – (800) 207-7438
- Mine Inspector Supervisor: Big Stone Gap – Sammy Fleming – (276) 523-8228; Carroll Green (276) 523-8232; Lebanon Office - Opie McKinney – (276) 415-9676

It is essential that DM be represented as soon as possible at the site of any mine emergency and assist in establishing a Unified Command Center. DM staff, including the ERT personnel, are required to respond to any emergency scene in accordance with the Coal Mine Safety Laws of Virginia §45.1-161.80 and DM Emergency Response Procedures. The first designated representative to arrive at the emergency scene will assume responsibility for the DMME until relieved or assigned other duties. Policies of the DMME including the Emergency Response Procedures, Rescue and Recovery Plan, and Media Relations Plan will be complied with throughout the emergency.

MINE EMERGENCY DATA

Company Name: _____

Mine Name/
Index Number: _____

Mine Location: _____

Mine Telephone Number: _____

Nature of Emergency: _____

Name of Person Reporting Emergency: _____

Date of Emergency Notification: _____

Time of Emergency Notification: _____

Approximate Time of Incident: _____

Degree of Seriousness: _____

Names or Number of Injured and/or Persons Unaccounted For: _____

_____

_____

_____

Brief Description of Incident: _____

_____

_____

_____

_____

Present Status of Mine, Ventilation, and Electrical Systems: _____

_____

_____

_____

Present Status of Situation: _____

_____

_____

_____

MINE EMERGENCY NOTIFICATION SHEET

Company Name	
Mine Name/Index No.	
Federal I.D. No.	
Rescue Squad Telephone No.	
County Sheriff Department Telephone No.	
Mine Rescue Coverage Telephone No.	
VA State Police Telephone No.	
Air Ambulance Telephone No.	
Flight Landing Coordinates	
Mine Coordinates	

Company / Mine Officials	**Phone Numbers**

Employee Representative

Virginia Division of Mines	**Office Hours**	**After Hours**
M. Randy Moore, Chief	(276) 523-8226	(276) 393-1409
Michael Willis, Assistance Chief	(276) 523-8231	(423) 416-6242
Chris Whitt, Emergency Response Coord.	(276) 523-9693	(276) 298-5896
Carroll Green, Mine Inspector Supervisor	(276) 523-8232	(276) 393-0747
Opie McKinney, Mine Inspector Supervisor	(276) 415-9676	(304) 887-4744
Sammy Fleming, Mine Inspector Supervisor	(276) 523-8228	(276) 926-8670

Mine Safety & Health Administration (MSHA)

MSHA, National Accident Reporting Hotline	1-800-746-1553
MSHA, Norton Field Office, District 5	(276) 679-0230