

Appendix 13.9-N Incident Command Duty Cards

	EMERGENCY COMMAND DUTY CARDS	Document Number:	EMS-App 13.9-M
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Mine Manager

Mine Manager Duty Card	Completed	Time
Print Name: _____ Note: The most senior employee must fill this role – you should continue in this role until relieved by a more senior TCL employee.		
1. Identify Command Centre Location (1-Main Board Room, 2-Plant Office, 3-Access Control, 4-Warehouse Office, 5-Exploration Office)		
2. Gather MERP Kit from (Main Board Room or Access Control)		
3. Assemble with other ECS Personnel and distribute Duty Cards (ensure that each duty card has been distributed)		
4. Gather information of current status of incident from the Department Manager		
5. Delegate resources necessary if sustained action is required		
6. Confirm the Incident Area has been secured and the Access Control gate is closed – do not let people off or onto site except for emergency vehicles.		
7. Contact all necessary agencies and affiliates: Mines Inspector, Police, Ambulance, Corporate HQ, EMBC/PEP, Fire, etc.		
8. Review Senior Site Manager duty appointment – contact mine manager or on-duty manager. Stay in this role until relieved by a more senior employee.		
9. Continue to receive updates from all parties and delegate resources as required.		
10. Contact TCL Vancouver office – COO.		
Once Emergency is over:		
a) Initiate the “Emergency Stand Down” when required		
b) Follow up with HR Designate on any victim or surviving members concerns		
c) Hold a de-briefing with Personnel prior to them exiting the site		
d) Gather any information for Corporate HQ and Regulatory Agencies (Mines Inspector)		
e) Prepare and facilitate a Debriefing Session		
f) COO/Mine Manager will liaise with media with ALL information going out from site.		
* Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed Role: _____

MERP Coordinator – Health, Safety, and Human Resources Superintendent

MERP Coordinator - Health, Safety, and Human Resources Superintendent Duty Card	Completed	Time
Print Name: _____		
1. Report to Command Centre		
2. Observe and inspect aspects of the ECS event as required		
3. Offer support to any ECS Management Team Member		
4. Review remaining Emergency Response Capabilities: manning, equipment, resources. (1) Do we need to stop operations? (Ex: SCBA use – if SCBA's are required for emergency, and we have other confined space work occurring, do we cancel? (2) Do we need to reduce or have rescuers stand down during an emergency to ensure that we have adequate numbers available for continuation of normal operations? (Ex: mine rescue team called out to an emergency, 8 people show up, only 4 is required for emergency, and then 4 can stand down and go back to work and be available if another emergency occurs at same time. If people and equipment are available to meet Code requirements, then normal operations can continue. If not – consider putting alternate plans in place.		
4. Respond to any field requests		
5. Ensure all departments have documented personnel roll-calls and obtain a copy		
6. Maintain notes as required		
7. Organize and manage any site security requirements		
8. Liaison with any emergency resource providers		
9. Provide information updates to the Senior Team Member		
10. Maintain H&S standards of the Minesite during an incident		
11. Assist with any trauma management situations and Post Incident Debriefing sessions as required		
12. Participate in the incident debriefing session		
13. Liaison with the Relative Department Manager for the incident investigation process		
14. Advise on corrective action initiatives		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Affected Department Manager

Relative Department Manager Duty Card	Completed	Time
Print Name: _____		
1. Report to Command Centre		
2. Gather all available information and share with ECS Team		
3. Confirm effective Communications with Responders and Relative Supervisors		
4. Confirm Incident losses and status of the incident		
5. Designate an Assistant if required		
6. Assess current resources and determine if additional resources are required		
7. Manage Personnel duty hours, needs, food and other		
8. Visit the incident scene if required		
9. Assemble any information required for a report		
10. Attend the Incident Debriefing		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Logistics Designate

Logistics Designate Duty Card	Completed	Time
Print Name: _____		
1. Report to Command Centre		
2. Catalogue all available local supplies and services		
3. Assemble lists for inventory of possible equipment or supply needs		
4. Source any supplies and equipment that is requested by the other Managers or Responders		
5. Source any requests for external services or supplies		
6. Designate an Assistant if Required		
7. Schedule Support Staff Personnel if required		
8. Arrange transportation of all personnel as required		
9. Arrange for provision of food, water, temporary shelter, radios, PPE, etc. when required		
10. Schedule Support Staff Personnel if required		
11. Assemble any information required for a report		
12. Participate in the Incident Debriefing		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Human Resources

Human Resources Designate Duty Card	Completed	Time
Print Name: _____		
1. Report to Command Centre		
2. Assemble any status reports and data of the incident		
3. Liaison with Senior Site Manager to provide communication to COO/Mine Manager only.		
4. Confirm information accuracy if required		
5. Set up a format for any media communications		
6. Designate an Assistant if required		
7. Confirm all corporate communication protocols		
8. Ensure proper notification systems are followed (RCMP are responsible for initial notification of family in fatal events)		
9. Coordinate any follow up visits to family of victims		
10. Confirm that EAP, CI or Victim Services is available to injured or survivors or PTS sufferings of any personnel		
11. Assemble any information required for a report		
12. Participate in the Incident Debriefing		
13. All communication to media will be done through the COO/Mine Manager		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Emergency Response/Mine Rescue Team Captain

Emergency Response Team/Mine Rescue Captain Duty Card	Completed	Time
Print Name: _____		
1. Respond to the scene or requested area with all available and applicable equipment		
2. Confirm communication with the ECS Command Centre		
3. Contact Department Manager for any request or directions		
4. Direct emergency activities within your Team		
5. Maintain Safe Working Standards within you team		
6. Offer periodic Status Reports to Manager in charge		
7. Secure the incident scene		
8. Liaison with any other external emergency personnel		
9. Ensure area clearances with Helicopter Pilots		
10. Respond accordingly within you and your team's capabilities		
11. Request any additional resources through your direct supervisor firstly then use additional sources		
12. Assemble any information required for a report		
13. Attend the Incident Debriefing		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Note: Captain must have a report that will be submitted at completion of emergency which includes all of the above.

Communications Dispatcher

Communications Dispatcher Duty Card	Completed	Time
Print Name: _____		
1. Report to Command Centre		
2. Confirm communication systems are operable		
3. Maintain a log of events, calls, requests, external personnel and contact lists		
4. Liaison with all field operations on the incident		
5. Liaison with ECS Command Centre (you may be in a separate location from the ECS Team)		
6. Designate an Assistant if required for radio or phone duty		
7. Relay requests to ECS Team from field operations if required		
8. Direct External Emergency Personnel to proper location(s)		
9. Assemble any information required for a report		
10. Attend the Incident Debriefing		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

First Responder & Emergency Response/Mine Rescue Team Member

First Responder & Emergency Response/Mine Rescue Team Member Duty Card	Completed	Time
Print Name: _____		
1. Initiate an emergency service as per your qualifications		
2. Contact Supervisor or ERT/Mine Rescue Team Captain to request assistance or resources		
3. Secure the incident scene as required		
4. Follow direction of ERT/Mine Rescue Team Captain if you engaged in a team response		
5. Follow normal emergency procedures if you are the First Responder for pre incident situations		
6. Assemble any information required for a report		
7. Request any additional resources at any time required		
8. Attend the Incident Debriefing if requested		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Note: Captain must have a report that will be submitted at completion of emergency includes all of the above.

Name: _____

Date: _____

Time Assumed Role: _____

Support Services

Support Services Duty Card	Completed	Time
Print Name: _____		
1. Report to the Logistics Designate as required		
2. Gather any applicable supplies or equipment you may need for the incident		
3. Maintain communications with the Logistics Designate		
4. Maintain a diary of events		
5. Prepare all equipment for sustained services		
6. Liaison with other Support Services or Response Personnel		
7. Maintain Mine Site Safety Standards		
8. Attend the Incident Debriefing if requested		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Designated Assistant

Designated Assistant Duty Card	Completed	Time
Print Name:		
1. Report to your Incident Team Leader		
3. Maintain communications with your Incident Team Leader		
4. Provide requested services for the Team Leader		
5. Assemble any information required for a report		
6. Attend the Incident Debriefing if requested		
*Write notes on Reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Emergency Command Recorder

Emergency Command Recorder Duty Card	Completed	Time
Print Name: _____		
1. Report to Emergency Command Centre		
2. Scribe all accounts of activity in chronological order		
3. Scribe information as requested by the ECS Senior Site Manager		
4. Provide other clerical duties requested		
5. Assemble any information required for a report		
*Write notes on reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Safety Assistant

Safety Assistant Duty Card	Completed	Time
Print Name:		
1. Contact the Site Senior Manager to report or request the implementation of the ECS Team - Ensure that one person onsite has been appointed as "Senior Site Manager" and has a duty card.		
2. Announce any radio messages as requested by the ECS Team		
3. Secure the site by closing the Gate		
4. Follow directions of the H&S Delegate or Site Senior Manager of the ECS Team		
5. Assemble any information required for a report		
*Write notes on the reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____

Chief Operating Officer (COO)

COO Duty Card	Completed	Time
Print Name:		
1. Receive information from Site Manager as per reporting guidelines. - Ensure that <u>one</u> person onsite has been appointed as "Senior Site Manager" and has a duty card.		
2. Receive updates on emergency as required.		
3. Liaise with media as required.		
4. Any report whether verbal or written to be sent "offsite" to be reviewed and approved by COO before distribution.		
5. Brief Vancouver office and keep them informed on updates as they are available.		
*Write notes on the reverse side and return this Card to ECS during the Incident Debriefing		

Name: _____

Date: _____

Time assumed role: _____