Zavoral Mining and Reclamation Project
Emergency/Contingency Response Plan

TILLER
CORPORATION®

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Emergency/Contingency Response Plan

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Introduction

Tiller Corporation (Tiller) is committed to the protection of its employees during emergency situations such as severe weather, fires and injuries. When an emergency occurs, our Emergency/Contingency Response Plan (Plan) is initiated. This document is our written plan which details the actions and procedures to be followed by employees in case of a workplace emergency to prevent injury or damage to company employees, the public, and the environment.

In any emergency, employees should use common sense and individual good judgment. These written procedures may not fit every situation.

In case of a Police, Fire, or Medical Emergency, dial 911.

Fire

Upon Discovery of a Fire:

1. Notify other personnel using whatever means are available, i.e. a plant alarm/horn, vehicle horn, Nextel, CB radio, shouting, etc.

2. **Call or have someone call 911**

During a Fire Alarm:

1. Insure all personnel including customers have exited to a safe evacuation area. In most cases this will be near that location's main entrance or exit. The evacuation area should be a safe distance from the fire, and out of the way of responding emergency vehicles.

2. If applicable, as you are evacuating, ensure equipment is shut down and/or electrically de-energized. Also, close the natural gas main valve if possible. (Commercial Asphalt Plant locations)

3. Move to the evacuation area. The Foreman/Plant Manager or designated person should do a head count to account for all personnel; also designate someone to meet and escort responding emergency vehicles as necessary. Use as many escorts as necessary to cover all possible entrances.

4. Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

5. Be alert for responding emergency vehicles.

6. Wait for the "all clear" from the Foreman/Plant Manager before returning to the area.

Severe Weather

Tornado/Severe Weather

1. If severe weather conditions develop, the Foreman/Plant Manager will notify all customers and employees to take shelter immediately. **Shelters can be any interior rooms inside sturdy buildings, surge/conveyor tunnels, or any low lying protected area that provides shelter.**

2. If possible, stay away from areas with windows or glass while going to your designated shelter area.

3. Remain in the shelter area until the "all clear" is given by the Foreman/Plant Manager.

Severe weather is sometimes accompanied by lightening. If heavy lightening does occur, stay away from large metal structures and take shelter inside a building or vehicle.

Injury – First Aid

With as much time as we spend at work, chances are that some of us at some point will be injured while at work. If you are called upon to respond to a workplace injury there are a few important steps to remember:

Priorities:

1. Assess the situation – do not put yourself in danger;
2. Make the area safe;
3. Assess the injured and attend first to any unconscious victims;
4. **Call 911 (or have someone else call 911) – do not delay**

Check for Response:

Gently shake the person's shoulders and ask loudly, "Are you alright?" If no response:

1. Shout for help;
2. Open the airway
3. Check for normal breathing;
4. Take appropriate action. Perform CPR if necessary.

Severe Bleeding:

1. Apply direct pressure to the wound;
2. Raise and support the injured part (unless broken);
3. Apply a dressing and bandage firmly in place.

Broken Bones and Spinal Injuries:

If a broken bone or spinal injury is suspected, **obtain expert help**. Do not move the person unless they are in immediate danger.

Burns:

Burns can be serious; so if in doubt, seek medical help. Cool the affected part of the body with cold water until pain is relieved (especially important for asphalt burns – **do not try to remove the asphalt**). Thorough cooling may take 10 minutes or more, but this must not delay taking the person to the hospital.

Eye Injuries:

All eye injuries are potentially serious. If there is something in the eye, wash out the eye with clean water or sterile fluid from a sealed container to remove the loose material. Do not attempt to remove anything that is embedded in the eye.

If chemicals are involved, flush the eye with water or sterile fluid for at least ten minutes while gently holding the eye open. Have the person hold a clean pad over the injured eye and transport to the hospital. Seek medical attention as soon as possible.

Utilities

Downed Power Line:

1. Isolate/evacuate the affected area;

2. Keep personnel away from the danger until the all clear is given by the Foreman/Plant Manager.

3. Call the appropriate utility company:

   Scandia (907, 741, 744): Xcel Energy - (800) 895-1999

Natural Gas Leak:

1. Isolate/evacuate the affected area:

2. Do not use electrical devices (light switches, phones) within the affected area, and do not return to the area until the all clear is given by the Foreman/Plant Manager.

3. Call the appropriate utility company:

   Scandia (907, 741): Minn Energy Resources - (800) 889-4970 (Pipeline)
   Conerstone - (952) 469-8866 (Gas)

Emergency Information

In case of a Police, Fire, or Medical Emergency, dial 911.

1. **Stay calm.**

2. Depending on the situation, try to **remember to designate others to perform important tasks**, for example: making additional notification calls, (and most importantly) **meeting emergency response vehicles at entry points to escort them to the accident/injury location, etc.**

3. In any emergency, it is important to notify the Safety Director or a Senior Manager as soon as practical. In cases involving serious injuries, immediate notification is critical.

4. **Do not speak to the press or allow representatives from the press on company property.** Media calls should be referred or transferred to Peggy Smith, (763) 315-6007.

Hospital Information by Location

Scandia:

Emergency Room (24 hours)	Urgent Care
Fairview Lakes Medical Center 5200 Fairview Blvd. Wyoming, MN 55092 (651) 982-7000	Fairview Lakes Medical Center 5200 Fairview Blvd. Wyoming, MN 55092 (651) 982-7700 Mon - Sun: 12:00 p.m. - 8:00 p.m.

CAC Plant Shelter Locations:

907: The severe weather shelter for Plant 907 is **in the QM laboratory**. The alarm signal for the plant area is an alternating 5-second on-and-off blast of the plant alarm/horn or a vehicle horn (at least three repetitions or until all personnel can be alerted).

Company Spill Prevention Policy

Spill Prevention Policy

The site operates under a number of spill prevention and clean up requirements under various federal and state regulations. Company policy regarding spills is that any spill of oil, gasoline, diesel fuel, lubricant or other potential contaminant is to be reported and cleaned up promptly. In addition, "topping-off" tanks of any kind is not allowed under company procedures. This practice can help eliminate accidental spills during materials transfer.

All Tiller facilities will retain the responsibility and authority for directing response operations for spills at this facility in consideration of state and federal regulations. Company management will ensure that all company personnel involved in a spill response will be familiar with the plan assignments and responsibilities.

Tiller operates all facilities at a zero spill tolerance. All spills at any Tiller facility will be promptly cleaned up, and the event will be reported to the corporate environmental affairs representative, appropriate remedial actions will be taken, and preventative measures will be implemented promptly.

Spill Detection/Emergency Notification Sequence

When a spill or leak occurs at this Site, the specific action to control, contain, and cleanup a spill will vary with the type of material spilled, the location, and the amount. In any case, common sense and good judgment should always be used. The following are the typical response actions:

Response to a Spill:

1. **Company Notifications:**
   a. When a spill is detected, the person detecting the spill will immediately notify the plant operator or area manager that there has been a release. If the person detecting the spill is not able to reach the plant operator or the area manager, the individual detecting the release will assume control of the situation.

      Individuals on-site have full authority to implement emergency response actions, and will be expected to do so if necessary.

2. **Stop:** If it can be done safely, stop the spill by closing off any valves, or stopping pumps. Turn off any sources of ignition or heat.

3. **Contain:** If it can be done safely, contain the spill using your spill response kit, or materials available on-site; Divert spills from any drainage inlets, drainage channels, or surface waters. **DO NOT** attempt to respond to spills for which you are not trained. Only respond to spills if wearing the proper protective equipment (PPE).

4. **Communicate:** Contact the main office. The first contact is Paul Schultz, Tiller Land Use Coordinator. If he is not available, Mike Caron, or Dan Johnson, are the alternate contacts. One of these individuals will contact the Minnesota Duty Officer as per reporting requirements of Minnesota Statutes.

   Paul Schultz: Direct: (763) 315-6010
   Mobile: (612) 554-9299

5. **Clean Up:** Clean up spill materials and dispose of materials appropriately. All hazardous materials shall be picked up and disposed of by a licensed hazardous waste hauler in accordance with all State and Federal rules.

Regulatory Notifications:

Hazardous materials spills of any volume and petroleum spills of five gallons or more are to be reported to the Minnesota Duty Officer, regardless of whether they are from a fixed facility or a commercial motor carrier, to meet the reporting requirements of Minnesota Statutes. Therefore it is very important that one of the individuals listed above be contacted as soon as possible.

Spill Reporting Guidelines

When making a spill notification provide the following information:

1. Your name and where you can be reached
2. Site name (company name) and telephone number
3. Identity of spilled substance
6. Time, date, and location of the spill
7. Estimated quantity spilled (in gallons)
8. Substance was spilled on to – (soil, asphalt)
9. Weather conditions at the spill site
10. Actions taken to respond to and contain the spill
11. Injuries
12. Other relevant information

Telephone notification should be made immediately after a release is discovered and after it has been determined that the release is reportable. Written notification, if required, should be made within a week after the release is discovered.

Notification must be made even if all the above information is not known. Report everything you can immediately, then make another report when you have the rest of the information, if necessary. Also, remember to completely fill out all forms that are required, even if you put an N/A or Unknown, etc.

Be sure to obtain the name of the individual to which the notification is made

Emergency Telephone List

1. The Foreman/Plant Manager will notify the appropriate Area Manager immediately:

   Pete Olson - Office #: (763) 315-6030
   Mobile #: (612) 290-3669

   Jim Kerntz - Office #: (763) 315-6019
   Mobile #: (612) 290-3643

2. The Area Manager will notify the Safety Manager:

   Dan Johnson - Office #: (763) 315-6011
   Mobile #: (612) 360-5147

3. Central Office:

   Paul Schultz, Land Use Coordinator – Office #: (763) 315-6010
   Mobile #: (612) 554-9299

   Mike Caron, Director of Land Use Affairs – Office#: (763) 315-6004
   Mobile #: (612) 719-0259

4. If company vehicles are involved, contact the Transportation Manager:

   Rick Johnson - Office #: (763) 315-6020
   Mobile #: (612) 363-0687

5. The Safety Director will report injuries to MSHA/OSHA. All injuries, except those that require simple first aid, must be reported to MSHA/OSHA. **Serious injuries must be reported to the Safety Director immediately.**

   A First Report of Injury report form must be completed and sent to the Safety Director within 24-hours of any injury