

MINE EMERGENCY RESPONSE PLAN – AUDIT CHECKLIST

Mine Emergency Response Plans can be audited for consistency and completeness as per the Ministry’s guideline, The Mine Emergency Response Plan Guidelines for the Mining Industry, as referenced in HSR Code 3.7.1. The guideline is available online at: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/merp_guideline_2017_revision_final.pdf

The following table outlines the elements of a mine emergency response plan as summarized in the guideline document. This can be used to summarize the findings of how a mine’s MERP may measure against the guideline with respect to a company’s commitment to the elements and the completeness within. Not all elements may apply. See the guideline for guidance.

Inspector:		MERP review date:
Mine:		Mine Manager:
Author of MERP (if known):		MERP edition/revision date:
MERP Document(s) name, other identifiers:		
Summary results from review of MERP and related documents		
Required Element*	Company Commitment** <i>present/not present</i>	Completeness – provide details. <i>Is there sufficient information to be effective during an emergency response?</i>
a. Policy Directive		
b. MERP Coordinator, Planning Group		
c. Emergency Identification, Protection		
d. Duties and Responsibilities		
e. Emergency Notification Plan		
f. Emergency Management for Incident Command		

g. Emergency Operations Centre		
h. Emergency Response Procedures		
i. Action Plans		
j. Mine Plan, Maps		
k. Evacuation Plan, map of escape routes		
l. Check in/check out for EOC		
m. Mine Rescue Equipment Inventory		
n. Emergency Aid Agreement		
o. First Responders Consultation		
p. First Nation Engagement		
q. Affected Community Consultation		
r. Communication Services		
s. Public & Media Relations		
t. Training Plan		
u. Practice Drill Plans		
v. Plan for Reviewing & Updating		
w. Costs		

Overall impression from interviews:
Do key representatives from Management understand their roles in the event of an emergency?
Does the workforce understand their role in the event of an emergency?
Additional questions:
Have designates for key personnel been identified including after- hours operations?
Are copies of the MERP available to key personnel?
Is the plan up-to-date?
Comments:

*abbreviated section headings. See Guideline for full descriptions.

** commitment: a written commitment may be found outlined in a preface, background, introduction section with the MERP, or in a work policy specific to a mine. Commitment vs. completeness are distinct to address mine management’s recognition (commitment) of the elements vs. effectiveness or completeness in addressing the element in their plan.