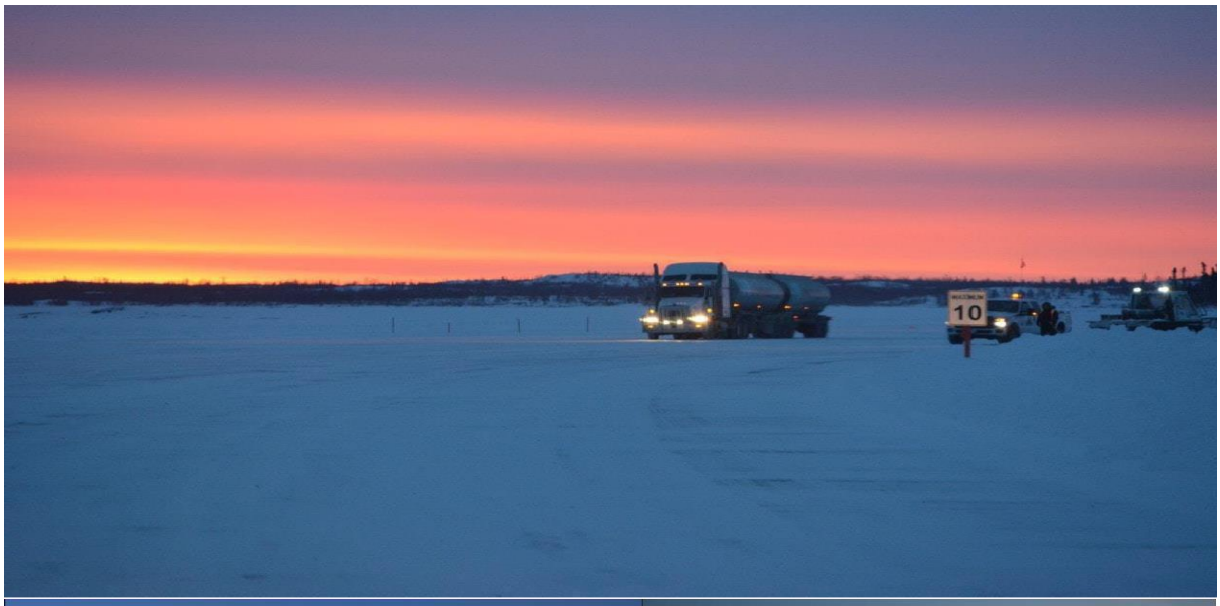
TIBBITT TO CONTWOYTO WINTER ROAD
2023 EMERGENCY RESPONSE
AND SPILL CONTINGENCY PLAN



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Owner: TCWR Joint Venture
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TABLE OF CONTENTS

REVISION LIST

REVISION #	REVISION DESCRIPTION	DATE	SENT BY
22	Updated to reflect contact names/numbers on distribution list	Oct-21	JV HSE
23	Updated data and contact names/numbers on distribution list	Nov-22	JV HSE

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1.0 INTRODUCTION

The Tibbitt to Contwoyto Winter Road (TCWR) is a seasonal Ice Road that is currently constructed over 400 km of lakes and portages, connecting mines located north of Yellowknife, NT with southern supply routes. The TCWR is constructed and operated under the TCWR Joint Venture (JV) that consists of funding and personnel provided by three, northern diamond mines: Gahcho Kué, Diavik, and Ekati.

The TCWR Emergency Response and Spill Contingency Plan (Plan) outlines the emergency and spill response procedures and guidelines for contractors and companies operating on the TCWR, as well as for the three maintenance camps.

The Plan does not account for emergency preparedness at the mine sites themselves; however, resources from the mine sites may be utilized in the event of an emergency on the TCWR.

This revision of the Plan (#23) is in effect for the 2022/2023 Winter Road season and was prepared in accordance with Indigenous and Northern Affairs Canada's *Guidelines for Spill Contingency Planning* and the Government of the Northwest Territories' (GNWT) *Guide to the Spill Contingency Planning And Reporting Regulations.*

1.0 LICENCES AND REGULATORY AUTHORITY

The TCWR is authorized to operate by the GNWT's Department of Lands under License of Occupation 75 M/11-1-5, expiring April 30, 2033. The quarries and Dome Lake Camp are authorized and operated under Land Use Permit MV2016X0032 issued by the Mackenzie Valley Land and Water Board (expires: December 4, 2023).

Companies and personnel operating on the TCWR must follow all applicable government laws and regulations. These include but are not limited to the following:

- Criminal Code of Canada
- Canadian and NWT Environmental Protection Acts
- NWT Spill Contingency Planning and Reporting Regulations
- NWT Fire Protection Act
- Waters Act
- NWT Used Oil and Waste Fuel Management Regulations
- NWT Wildlife Act
- NWT Archaeological Sites Act
- Mackenzie Valley Land Use Regulations
- Fisheries Act

1.1 PLAN TESTING AND TRAINING

Pre-incident training on the Plan is required for it to be an effective tool for the TCWR. The first time it is to be consulted should not be when an incident or emergency event has

occurred. Companies operating on the TCWR must train all personnel involved with the TCWR and its camps on the contents of the Plan and their specific roles within it.

The Plan will be tested to ensure that it is current, comprehensive, and effective. Appropriate communications drills and notification tests will be conducted under the direction of the Tibbitt to Contwoyto Winter Road Management Committee.

The techniques for emergency, medical and spill response outlined in this Plan are meant to act as a guideline or reference only. They are not intended to be a substitution for proper training. It is important that all employers ensure that any personnel with a designated safety role be suitably trained in how to carry out their responsibilities.

1.2 ADMINISTRATIVE RESPONSIBILITY AND DOCUMENT UPDATING

The TCWR JV has overall responsibility for implementing and updating the Plan annually in conjunction with the TCWR Management Committee.

1.3 ADDITIONAL PLANS AND RESOURCES

The Plan is to be used in conjunction with the following resources:

- Arctic Canadian Diamond Company Ltd. EKATI Diamond Mine Spill and General Contingency Plan
- DDMI Emergency Response and Environmental Contingency Plans
- DeBeers Canada Contingency Plans
- Tibbitt to Contwoyto Winter Road Materials Management Plan
- Tibbitt to Contwoyto Winter Road Wildlife Protection Plan
- Tibbitt to Contwoyto Winter Road Archaeological Management Plan

2.0 HEALTH, SAFETY, ENVIRONMENT POLICY

Tibbitt to Contwoyto Winter Road Joint Venture Health, Safety & Environment Policy

The Tibbitt to Contwoyto Winter Road Joint Venture will be a champion of operational health and safety for all personnel associated with the project and for environmental stewardship. This responsible posture ensures that the leadership of the Joint Venture partners, contractors, carrier companies and other users, are focused on safely executing the project and protecting the environment.

The Joint Venture's primary goals and objectives in the Health, Safety & Environment Policy are to ensure the health & safety of all personnel and to ensure environmentally sustainable performance. The Joint Venture will implement and continuously improve it's management systems that enable it to:

- Provide sound and competent leadership to achieve project success;
- Ensure a comprehensive approach to mitigating the risk of COVID-19;
- Set appropriate goals and objectives for continuous improvement of health, safety and the environment, programs and ensure these goals and objectives are captured in the yearly business plan;
- Identify, assess, reduce, and manage any perceived or potential risks to the Joint Venture partners, employees, contractors, users, operations, communities and the environment;
- Promote a respectful workplace free and enforces a zero-tolerance position on harassment, discrimination, and violence at all of its worksites;
- Execute and promote a structure of active engagement and the communication of "One Road – One Team" amongst all personnel involved in the yearly project;
- Seek continuous improvements in all matters of health, safety & environment and operations;
- Meet or exceed all applicable federal and territorial regulatory requirements;
- Ensure all employees, contractors, carrier companies and other users comply with all regulatory and Joint Venture health, safety and environment requirements;
- Ensure all employees, contractors, carrier companies and other users comply with this policy and share in the collective responsibility of meeting all the objectives in the policy; and
- Ensure all contractors, carrier companies and other users develop and train their personnel on effective and documented work practices and procedures for health, safety and the environment.

To achieve success, the Joint Venture has assigned procedures, plans, resources, orientations and training to ensure all employees, contractors, carrier companies and other users are equipped to meet or exceed the health, safety and environment goals and objectives.

The Joint Venture will continually review and assess this Health, Safety & Environment Policy

to ensure it remains relevant. It will be reviewed and refined so that the Joint Venture achieves zero harm, follows the laws required of it and ensures a journey of continuous improvement.

Barry Henkel

Barry Henkel

Director, Winter Road Operations

Tibbitt to Contwoyto Winter Road Joint Venture

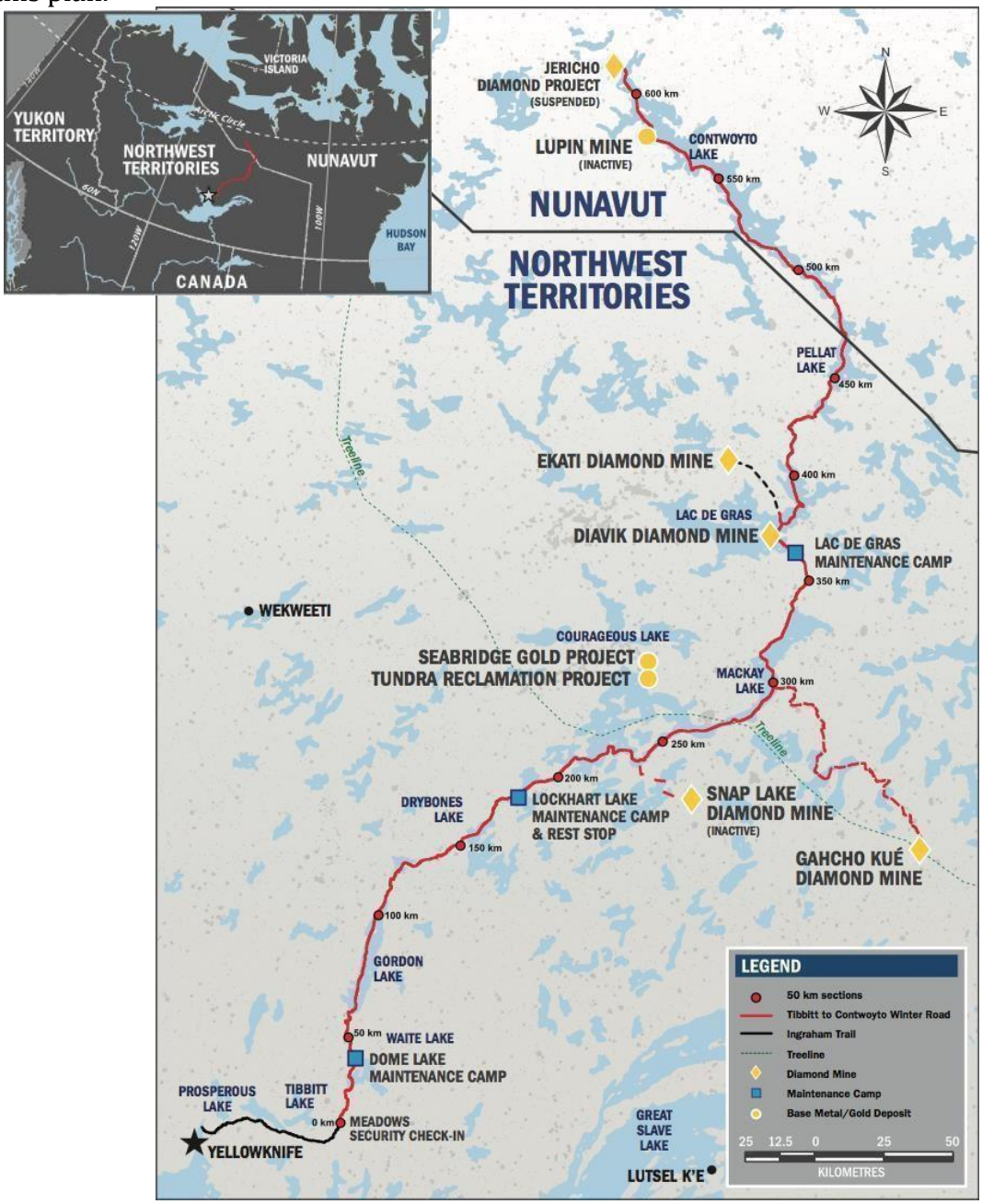
Record Number: TCWR-POL-038.02
Owner: TCWR Joint Venture
Date: 15-11-2022
Controlled Document #: TCWR-TEM-001.06

Diavik Diamond Mines Inc. P.O. Box 2498, Suite 300, 5201 - 50 Avenue, Yellowknife, NT, X1A 2P8, 867-669-6500
Arctic Canadian Diamond Company Ltd, 900, 606 - 4 Street, Calgary, AB T2P 1T1
DeBeers Canada Inc. Suite 300, 5120 - 49Street, Yellowknife, NT, X1A 1P8, 867-766-7300

3.0 PROJECT DETAILS

3.0 TCWR MAP

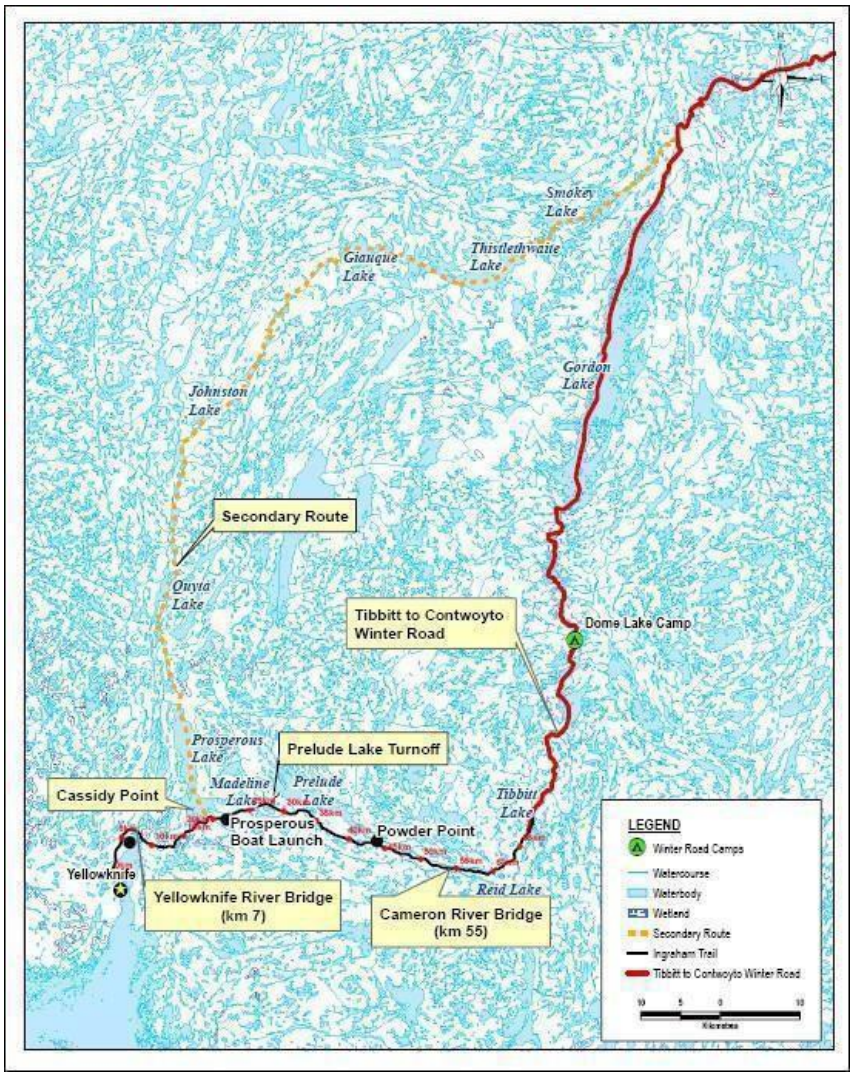
The following outlines the route for the TCWR. The road will not be constructed beyond Kilometre 400 or north of the Ekati Diamond Mine, to Contwoyto Lake and Jericho Diamond Project (Care and Maintenance) for the 2022-2023 winter road season. Spur roads are built from the road to other sites including the Gahcho Kué Diamond Mine, and the Tundra Mine Remediation Project, however these roads do not fall under the domain of this plan.



3.1 INGRAHAM TRAIL AND SOUTHERN PORTION OF TCWR

The southern portion of the TCWR is connected to the City of Yellowknife via the Ingraham Trail. Approximately 70 km long, it runs east and north of Yellowknife to Tibbitt Lake, the start of the TCWR. It is, generally, a paved public highway that provides access to recreational cabins and leases north and east of town.

Personnel traveling on the Ingraham Trail should be aware that there are people utilizing it that are not involved with the TCWR and are not in communication with truckers or Yellowknife Dispatch. Please note the Secondary Route (in yellow) is not currently being constructed.



3.2 MAINTENANCE CAMP DETAILS

There are three maintenance camps that are used to house equipment and crews constructing and maintaining the TCWR. Operation of the camps is the responsibility of the Winter Road contractor on behalf of the TCWR JV.

3.2.1 DOME LAKE CAMP

Latitude: 62°45.332'N Longitude: 113°15.823'W

TOPOGRAPHY/DESCRIPTION

Located on a flat, sandy esker adjacent to Portage 10 and Dome Lake. The site covers an area of approximately 9000 m^2 not including the landfarm which is situated on the esker to the west of the camp.

INFRASTRUCTURE

Living quarters including kitchen and washroom facilities, shop/warehouse, generator building, incinerator, sewage lagoon, Quonset hut (storage), well trailer (summer kitchen/accommodations), one contaminated snow tank (CST) and an unlined soil bioremediation landfarm.

STORAGE TANKS

EC Number: 00037643

- Joint Venture own a two-tank system (50,000 L, 40,000 L) servicing the shop / warehouse, generator and fueling location, including associated piping.
- Product: Diesel
- Containment: Lined berm, sump under fueling location. Some piping outside containment.

EC Number: 00039723

- Contractor owned one-tank system (105,000 L) for contingency fueling of equipment and vehicles
- Product: Diesel
- Containment: Double walled tank

EMERGENCY RESPONSE EQUIPMENT LOCATION

Emergency response equipment, including spill response gear, is stored in the shop / warehouse with vehicles carrying individual spill response and first aid kits. Kitchen facilities are equipped with automatic fire suppression systems. Fire extinguishers are found throughout all site buildings, in vehicles and at fuel storage locations. A spill response trailer outfitted with equipment is available for transport to an incident site.

3.2.2 LOCKHART LAKE CAMP (LHL)

Latitude: 63°36.650'N, Longitude: 112°7.264'W

TOPOGRAPHY/DESCRIPTION

Located on a peninsula in Lockhart Lake consisting of a sandy esker adjacent to a wetland area that is used as a parking lot for truck drivers on the TCWR in the winter. Areas of archaeological significance are nearby including a gravesite.

INFRASTRUCTURE

Living quarters including kitchen and washroom facilities, shop/warehouse, generator building, incinerator, sewage lagoon, well trailer (summer kitchen/accommodations), one CST and a lined soil bioremediation landfarm.

STORAGE TANKS

EC Number: 00037641

- Joint Venture own a three-tank system (each 75,000 L) servicing the fueling location, including associated piping
- Product: Diesel
- Containment: Lined berm, some piping outside containment. Sump underfueling location.

EC Number: 00037642

- Joint Venture owned one-tank system (75,000 L) servicing the shop /warehouse and generator, including associated piping
- Product: Diesel
- Containment: Lined berm, some piping outside containment.

EC Number: 00037644

- Joint Venture owned portable one-tank system (3,000 L) servicing machinery and equipment at site
- Product: Diesel
- Containment: Double walled tank

EC Number: 00043167

- Contractor owned one-tank system (90,000 L) for contingency fueling of equipment and vehicles
- Product: Diesel
- Containment: Double walled tank

EMERGENCY RESPONSE EQUIPMENT LOCATION

Emergency response equipment, including spill response gear, is stored in the shop / warehouse with vehicles carrying individual spill response and first aid kits. Kitchen facilities are equipped with automatic fire suppression systems. Fire extinguishers are found throughout all site buildings, in vehicles and at fuel storage locations. A spill response trailer outfitted with equipment is available for transport to an incident site.

3.2.3 LAC DE GRAS CAMP (LDG)

Latitude: 64°25.118'N, Longitude: 110°6.618'W

TOPOGRAPHY/DESCRIPTION

Located on the tundra atop sand fill from a nearby esker quarry, adjacent to Zigarlick Lake. Areas of archaeological significance are found on a nearby esker (Portage 55).

INFRASTRUCTURE

Living quarters including kitchen and washroom facilities, shop/warehouse, generator building, incinerator, sewage lagoon, well trailer (summer kitchen/accommodations), two CSTs and a lined soil bioremediation landfarm on nearby Portage 55 (~1 km north).

STORAGE TANKS

EC Number: 00004471

- Joint Venture owned two-tank system (each 75,000 L) servicing the shop/ warehouse, generator and fueling location, including associated piping
- Product: Diesel
- Containment: Lined berm, some piping outside containment. Sump underfueling location.

EMERGENCY RESPONSE EQUIPMENT LOCATION

Emergency response equipment, including spill response gear, is stored in the shop / warehouse with vehicles carrying individual spill response and first aid kits. Kitchen facilities are equipped with automatic fire suppression systems. Fire extinguishers are found throughout all site buildings, in vehicles and at fuel storage locations. A spill response trailer outfitted with equipment is available for transport to an incident site.

4.0 EMERGENCY RESPONSE NOTIFICATION

Several people may be involved in the response and clean-up of an incident on the Winter Road:

4.1 DRIVER/OBSERVER

Notifies Yellowknife Dispatch of the incident/accident via the LADD Radio or by phone. Provides details as to the nature of the incident. (**Note, the names of people involved should not be relayed over the radio)**. Instead use terms such as 'trucker, person or individual'.

Winter Road construction camp Dispatch offices are primary points of notification for any emergency or incident that occurs on the TCWR. Dispatch at these camps can be contacted directly if in range of LADD Radio Channel 1, or via Winter Road Security Officers dispersed at various locations along the winter road.

The LADD Radio on channel:

LADD 1 – 154.100

If within cellular range, for example on the Ingraham Trail, or if calling by PTT phone, Yellowknife Dispatch is the secondary or alternate point of notification for any emergency or incident that occurs on the TCWR.

Yellowknife Dispatch can be reached by phone at:

867-873-9111

By using a special frequency mobile channel, all traffic on the Winter Road can immediately report any incident. These emergency contact numbers will be made known to all traffic dispatched on the Winter Road via the driver orientation.

4.2 YELLOWKNIFE DISPATCH – 24 HOUR EMERGENCY CONTACT

Once contacted, Camp Dispatch will **initiate the Incident Response Process**, contacting the Initial Responders from the closest available response team. Camp Dispatch will also notify the Joint Venture Incident Commander on call. Dispatch will collect as many details as to the nature of the incident/accident/spill and record those on the form found in Section 4.9.

4.3 INITIAL RESPONDERS

Once notified the Initial Responders will proceed to the incident site to **assess the situation** and **provide initial first aid and/or spill response measures**.

Response teams may include personnel from:

4.3.1 Security;

4.3.2 Winter Road Contractor(s);

4.3.3 Ekati, Diavik, or Gahcho Kué mine site operations.

4.3.4 Joint Venture (Yellowknife-based); and/or,

4.3.5 Emergency medical, firefighting or spill response personnel.

Response teams should be prepared to bring to the scene the emergency response equipment outlined in Section 6.0 and be trained to deal with both environmental and medical emergencies.

4.4 JOINT VENTURE INCIDENT COMMANDER

The Joint Venture, as license holder, is responsible for the following:

4.4.1 Appointing and notifying an Incident Operations Supervisor (in conjunction with the Responsible Party);

4.4.2 Contacting other internal company personnel;

4.4.3 Informing mutual aid partners and appropriate emergency response resources;

4.4.4 Obtaining additional contractors and resources to support the required response; and,

4.4.5 In the case of an environmental incident, reporting to the GNWT Spill Report Line and contacting the Lands Inspector.

Upon receiving notification of an emergency, the Incident Commander will notify the involved parties and proceed to the site. Once at site, they will assess the situation and proceed with arranging any emergency or spill response that has not already been initiated by the Initial Responders.

After the initial response has occurred and there is no longer an immediate threat to personnel or the environment, the Incident Commander will pass control of the incident site to the Incident Operations Supervisor to oversee the remainder of the response effort.

4.5 RESPONSIBLE PARTY

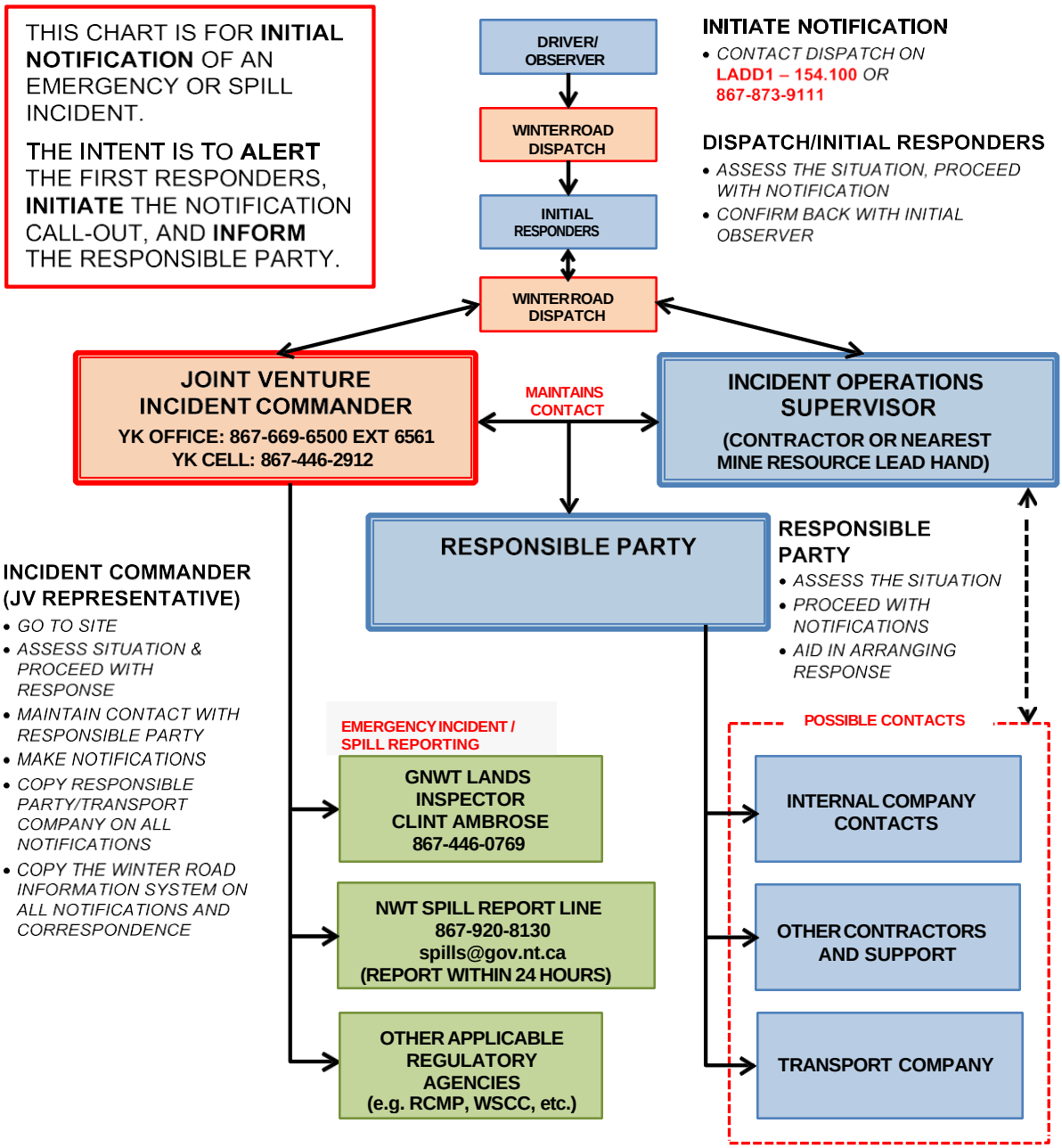
The Responsible Party is the organization or individual whose equipment or personnel are directly involved with, or the cause of, the emergency or incident. This could be a Transport Company, a Contractor, or one of the Mine sites. The responsibility for any incident or accident lies with the Responsible Party and they will be held accountable for any emergency response or clean-up costs associated with the incident.

The Responsible Party will aid in the assessment of the situation and the arrangement of emergency response in conjunction with the Incident Commander. They may be required to arrange for contractors or other support to be brought to the site and are responsible for internal notifications within their company. They may be required to liaise with an affected Transport Company or Contractor and provide information and records to the Regulatory Authorities. They will aid the Incident Commander in the selection of the Incident Operations Supervisor.

4.6 INCIDENT OPERATIONS SUPERVISOR

Appointed by the Joint Venture Incident Commander, the Incident Operations Supervisor is the individual who will oversee the emergency response efforts in the field. They will liaise with the Incident Commander and the Responsible Party to provide real time information on response efforts. This person will likely be an employee of the Winter Road contractor or a nearby mine site lead hand.

4.7 INCIDENT NOTIFICATION CHART



4.8 COLLECTING DETAILS ON INCIDENT - DISPATCH

The Dispatch Operator should record the following when receiving an incident report call**:**

DATE AND TIME: (OF CALL) TIME OF INCIDENT:	CALLER NAME/ COMPANY:
LOCATION OF INCIDENT: (PORTAGE, LAKE)	
ITEM BEING TRANSPORTED:	DESTINATION:
WEATHER CONDITIONS:	
INFORMATION SOURCE: (OBSERVED OR 3RD PARTY?) INCIDENT DETAILS:	

INJURIES (IF YES, PROVIDE DETAILS)	MEDIVAC REQUIRED? MEDICAL SUPPORT REQUIRED?

ENVIRONMENTAL INCIDENT

PRODUCT SPILLED:	ESTIMATED QUANTITY:
RESPONSE INITIATED?	ADDITIONAL RESOURCES REQ'D?

DETAILS OF SPILL AND RESPONSE EFFORTS:

ACTIONS

CLOSEST RESPONSE TEAM:
(YELLOWKNIFE, CONTRACTOR, MINE SITE, ETC)

RESPONSE TEAM RESOURCES REQUIRED:
(AMBULANCE, SPILL RESPONSE EQUIPMENT, ETC)

CONTACTED AND MOBILIZED?

INCIDENT NOTIFICATION INITIATED?

FOLLOW UP CALL REQUIRED? WHEN?

ADDITIONAL DETAILS: (INCLUDE DATE AND TIME OF KEY INFORMATION. USE ADDITIONAL PAPER IF REQUIRED)

5.0 INDIVIDUAL RESPONSIBILITIES FOR EMERGENCY RESPONSE

5.1 DRIVER/OBSERVER (FIRST PERSON ON THE SCENE)

1. Contact Dispatch (LADD 1 – 154.100 or 867-873-9111)

   Speaking slowly and clearly provide:

   - Your name.
   - Truck I.D. and location of incident (e.g. nearest Portage).
   - Brief description of incident (e.g. collision, roll-over, fire, etc.) and nature of assistance required (medical, fire, spill, or other environmental).
   - Other additional assistance or resources needed.

   Dispatch may have additional questions to clarify the details of the emergency. Answer all questions as clearly and accurately as possible.

2. Ensure the scene is safe, begin the required emergency response:
   - Stop traffic and designate others to assist as required.
   - Begin first aid if required.
   - Begin fire fighting if required.
   - Determine if there is a spill. If the spill is a flammable liquid:
     - Shut off all ignition sources (including non-intrinsically safe radios and flashlights, vehicles, etc.).
     - Approach the spill from upwind or at a 90-degree angle to the source of the spill vapours.
     - Avoid contact with the spilled product.

3. Begin spill containment if required as per Section 8.0 of this Plan.

Never leave injured personnel or casualties alone.

5.2 INITIAL RESPONDERS

1. Report the arrival time to Dispatch and give an initial report on the scene, including an assessment of the situation and recommended actions.
2. Take over control of the situation from the driver/observer and assess the safety of the scene:
   - Stop traffic an appropriate distance from the scene.
   - Ensure that vehicles are spaced appropriately so as not to overload the ice. Use judgment depending on the nature of the incident (e.g. ice has broken through, potential for fire or explosion, etc.).
   - Obtain information from the driver on the number of casualties, the product contained in the load, etc.

3. If possible, determine if assistance from the closest support group is required and contact Dispatch with an updated report. Maintain contact with Dispatch.
4. Assess the hazards to the rescuers and casualties, and make the scene as safe as possible:
    - Block/shore up the vehicle if it is unstable.
    - Disconnect batteries if there is a potential for fire or explosion.
    - Determine if there is a spill. If there is a spill, determine the product.
    - Determine the extent of the spill. If rescuers must contact the spilled product to rescue casualties, put on the personal protective equipment supplied in the spill kit.
    - Shut off all ignition sources within the plume of the fuel vapours if there is a potential for fire or explosion.
    - Extinguish the fire.
5. Extricate and immobilize casualties, assess their injuries and perform any First Aid required. Determine if casualties are able to travel or prepare for a Medical Evacuation.
6. Contact Dispatch with a report on the casualties. Request a Medivac if required.
7. If possible, arrange to transport casualties to nearest medical centre (mine site, Winter Road camp, or Stanton Territorial Hospital in Yellowknife).
8. Begin/help with spill containment if required as per Section 8.0 of this Plan.

5.3 DISPATCH

1. Begin filling out the Incident Details Form found in Section 4.9.
2. Mobilize the nearest response team (Initial Responders).
3. Immediately notify and inform the Incident Commander (or designated Alternate) of the initial details of the incident.
4. Call for a Medivac or other Emergency Services if required.
5. Issue information, including directions and/or updates as appropriate to commercial users of the Winter Road.
6. Provide ongoing information and support to Incident Commander, Emergency/Spill Operations Supervisor, and others as directed.

5.4 JOINT VENTURE INCIDENT COMMANDER

Every incident remains the ultimate responsibility of the Responsible Party. The Incident Commander and the rest of the Response Team are always acting in coordination with the Responsible Party.

- Record the time of the incident, sources of information and details on location, magnitude, type of medical emergencies and/or spill, and any other relevant information.
- Establish and maintain contact with the Responsible Party lead.

- Contact the Emergency Response Team if the situation requires.
- Follow the GNWT spill reporting protocol (reportable spill quantities can be found in Section 8.2). Collect the information to fill out the Spill Report Form. Ensure that any spill is reported to the NWT Spill Line within 24 hours of occurrence.
- Oversee the response/clean-up operation until it is satisfactorily completed.
- Together with the Spill Operations Supervisor decide if additional equipment is required to contain and clean up the spill.
- Notify JV partners and key external contacts (e.g. RCMP, WSCC internal company departments, etc.) as appropriate.
- Initiate Mutual Aid Agreements if so required.
- Oversee completion and distribution of Spill Report.
- Perform an Incident Investigation. Ensure investigation identifies measures to prevent similar spills (Corrective Action Plan).
- Provide direction to emergency response and/or spill response team supervisors as necessary.
- Assist with preparation of press releases.
- Ensure that there are follow up reports prepared on the emergency and/or spill incident, clean up, and any environmental impacts.
- Ensure that post-incident reports are completed and take action, as necessary, to prevent recurrence.
- Liaise with government agencies as necessary and update the Winter Road Information System.

5.5 INCIDENT OPERATIONS SUPERVISOR (CONTRACTOR OR LOCAL LEAD HAND)

- Assist in initial and ongoing response efforts.
- Supervise response team.
- With work crew, take initial action to seal off the source of and contain anyspills.
- Continue actions until relieved. Do not leave the incident site unless directed to do so by the Incident Commander.
- Together with Incident Commander decide if mobilization of additional equipment from a spill response organization or contractor is warranted.
- Ensure co-ordination of equipment and manpower as needed (company and contractors).
- Ensure expeditious response and clean-up of incident site and impacted areas.
- Ensure that all established procedures under the Material Management Plan for clean-up and material handling are followed.

5.6 SPILL RESPONSE TEAM (IF REQUIRED)

- Clean up spills under direction of the Incident Operations Supervisor.

- Deploybooms, sorbents and other equipment and materials as required.

- Take appropriate response measures. Prevent migration of product to waterways if possible.
- Continue clean up as directed by Incident Operations Supervisor or until relieved.

5.7 RESPONSIBLE PARTY

- Maintain ultimate responsibility for incidents involving their corporate entity.
- Responsible for final sign-off on medical emergency/ spill response and clean up.
- Provides input and authorization to Joint Management Committee on major expenses during large incidents.
- Responsible for accessing additional company resources and notifications.

6.0 EMERGENCY RESPONSE RESOURCE EQUIPMENT

Portable emergency response trailers and heavy equipment can be quickly mobilized in the event of an incident. This equipment is readily accessible at the Winter Road maintenance camps and mine sites.

The following equipment is stored in each Security truck for immediate response:

- 20-lb. Cartridge Operated Fire Extinguisher
- 45-Gallon Drum Spill Kit containing:
    - 25 universal low hazard pads (grey sorbents)
    - 25 oil-only / hydrocarbon absorbent pads (white sorbents)
    - 5 spill booms
    - 1 5-gallon pail
    - 1 pair of nitrile gloves
    - 1 pair of splash goggles
    - 1 drain cover / 1 sheet of poly
    - 3 disposable bags
    - 1 45-gallon drum, of steel or plastic construction, lined for protection
- Winter Kit Containing:
    - 2 emergency 45 minute flares
    - 1 pair of gloves
    - 1 flashlight
    - 1 roll of electrical tape
    - 1 12-hour hand warmer
    - 1 box of waterproof matches
    - 2 candles
    - 3 DOT approved reflective triangles
    - 2 12-hour glow sticks
    - 1 camper wool blanket
    - 1 #2 NWT first aid kit for 2 to 9 people

7.0 EMERGENCY RESPONSE PROCEDURES

7.1 PRIORITY RANKING

In an emergency, responders must ensure their own safety first!

Medical response for affected parties and environmental protection must only be undertaken once the scene is secure and responding personnel are safe. Once personnel are safe and injured parties are being tended to, protection of the environment is the next priority, followed by the safety of equipment or property.

7.1.1 SAFETY OF PERSONNEL

During any Emergency Response, the priority is to ensure the safety of the initial people on the scene and the safety of the rescue team responding to the incident. The next priority is the rescue and safety of the personnel involved in the incident.

After the site has been deemed safe, the next step is to account for the driver or passengers involved in the incident. Contact Dispatch with the Truck Road Number for information regarding the number of people in the vehicle. Once all personnel are accounted for, first aid measures should be undertaken to treat any injuries or illnesses. First Aid procedures are outlined in Section 7.3.

7.1.2 PROTECTION OF THE ENVIRONMENT

After ensuring the safety of personnel and treating any casualties, the next priority for responders is the protection of the environment. This will involve initiating spill response procedures as outlined in Section 8.0.

7.1.3 SAFETY OF EQUIPMENT AND PROPERTY

The third priority for emergency response is to mitigate damage to equipment in the best possible manner with the equipment available. Such damage may include but not be limited to damage from fire or accidental contact with other equipment.

7.2 PREVENTION OF INCIDENTS AND ACCIDENTS

The potential hazards of traveling on the Winter Road may include the following:

- Vehicle accident (e.g. collision, roll-over, etc.)
- Vehicle going through the ice
- Vehicle fire
- Medical injury or illness
- Spill of product/substance to the Environment
- Collision with wildlife

The first choice of action is to prevent any of these incidents and accidents from occurring.

7.2.1 TCWR RULES AND REGULATIONS

The TCWR Rules and Regulations outline many prevention measures. It is critical that everyone traveling on the road is familiar with and follows these rules. The following are some relevant excerpts from the Rules and Regulations:

1. Road Maintenance takes priority over hauling. All road maintenance equipment has the right-of-way.
2. Each truck driver using the Winter Road will be issued with and identified by a road number. This road number must be visibly displayed in the lower left corner of the windshield.

7.2.2 COMMUNICATIONS

All vehicles using the Winter Road must be equipped with a LADD 1 Radio and operate only on the priority frequency Channel 1. Unnecessary use of this channel is discouraged and should only be used for communications between drivers and Dispatch relevant to travel on the TCWR.

7.2.3 RESCUE EQUIPMENT & PROTOCOLS

Visibility of personnel when outside of the vehicle is the primary prevention of injury and accident. Ensure that **reflective vests** are worn and that the driver of the other vehicle sees you and knows that you are approaching the vehicle.

7.2.4 START-OF-SHIFT CHECKS ON REQUIRED RESPONSE/RESCUE EQUIPMENT

Each Security and Winter Road driver should complete a **radio check** on Channel 1 at the start of each shift to verify that the radio is receiving and transmitting properly.

Each driver is responsible to complete a **circle check/vehicle inspection** at the start of each shift to ensure safe operation.

Each driver is responsible for the rescue equipment provided in each vehicle. This equipment should be checked at the start of each shift and inspected after each use before being returned to service.

The equipment that must be checked is as follows:

20-LB. CARTRIDGE OPERATED FIRE EXTINGUISHER

Check that the indicator pin is in the down position showing that the extinguisher has not been discharged.

Check that the extinguisher is solidly in the bracket and there are no obstructions. Ensure routine servicing including monthly inspections are performed on all extinguishers so that they are in working order when needed.

45-GALLON DRUM SPILL KIT CONTAINING:

- 25 universal low hazard pads (grey sorbents)
- 25 oil-only / hydrocarbon absorbent pads (white sorbents)
- 5 spill booms
- 1 5-gallon pail
- 1 pair of nitrile gloves
- 1 pair of splash goggles
- 3 disposable bags
- 1 sheet of poly / 1 drain cover
- 1 45-gallon drum, of steel or plastic construction, lined for protection

Check the inventory for wear or damage. Replace any items immediately after use.

WINTER KIT CONTAINING:

- 2 emergency 45 minute flares
- 1 pair of gloves
- 1 flashlight
- 2 heavy duty batteries
- 1 roll of electrical tape
- 1 12-hour hand warmer
- 1 box of waterproof matches
- 2 candles
- 3 DOT approved reflective triangles
- 2 12-hour glow sticks
- 1 camper wool blanket
- 1 #2 NWT first aid kit for 2 to 9 people

Check the inventory for wear or damage. Replace any items immediately after use.

7.2.5 RESCUE EQUIPMENT DEFICIENCIES

Any deficiencies found when completing the start-of-shift checks must be reported to the shift supervisor. All deficiencies should be addressed prior to traveling on the Winter Road.

7.3 MEDICAL EMERGENCIES

Please note this section is meant to provide a brief outline of emergency response procedures for scenarios that could occur on the Winter Road. Responders should rely on their own First Aid and Medical training; this document is only meant as a guide.

7.3.1 INITIAL RESPONSE

In the event of a medical emergency, responders should do the following:

1. Survey the scene. Only proceed with emergency response if safe for the responder to do so.
2. Check the casualty for unresponsiveness. If the person does not respond, inform Dispatch that Emergency Medical Services (EMS) are required. Provide as much detail as possible to Dispatch regarding the nature and severity of the injuries.
3. Do a primary survey and care for life-threatening injuries.
4. Do a secondary survey, when appropriate, and care for any additional injuries.
5. Keep monitoring the casualty's condition for life-threatening problems while waiting for EMS to arrive.
6. Help the casualty rest in the most comfortable position and give reassurance. Keep the casualty warm.

7.3.2 FROSTBITE

SIGNSAND SYMPTOMS

Depending on the circumstances and how long the casualty is exposed to the cold, frostbite may occur by itself or along with hypothermia, which is the cooling of the whole body rather than the freezing of a specific part. The following are the signs and symptoms of frostbite:

- Lack of feeling in the affected area.
- Skin that appears waxy.
- Skin that is cold to the touch.
- Skin that is discoloured (flushed, white, yellow, and blue).

FIRST AID

If the casualty shows signs of both frostbite and hypothermia, give first aid for the hypothermia first because it can lead to death if the person is not warmed immediately. While treating for hypothermia, do not ignore frostbite, which if serious can require the amputation of the affected part. First, follow the Initial Response actions set out above, and then give the following specific care for frostbite:

1. Cover the affected area.
2. Handle the area gently and never rub it because this causes further damage.
3. Warm the area gently by immersing the affected part in water warmed to 40.5 °C. If possible, use a thermometer to check the water; if not possible, consider the water too warm if it is uncomfortable to your touch.

4. Keep the frostbitten part in the water until it looks red and feels warm.
5. Bandage the area with a dry, sterile dressing. If fingers or toes are frostbitten, place cotton or gauze between them. Avoid breaking any blisters.
6. Get the casualty to a doctor as soon as possible. Do not thaw the frozen part if there is a possibility of re-freezing.

7.3.3 HYPOTHERMIA

SIGNSAND SYMPTOMS

- Shivering (may be absent in later stages).
- Numbness.
- Lack of co-ordination.
- Confused or unusual behaviour.
- Body temperature below 35 °C.

FIRST AID

First, follow the Initial Response actions outlined above and then give the following first aid for hypothermia:

1. Remove any wet clothing and dry the casualty.
2. Warm the casualty by wrapping them in blankets or putting on dry clothing and moving them to a warm place. Do not warm the casualty too quickly by immersing him or her in warm water. Rapid re-warming can cause heart problems. Be very gentle in handling the casualty.
3. If available, put hot water bottles, heating pads (if the casualty is dry), or other heat sources on the body, keeping a blanket, towel, or clothing between the heat source and the skin to avoid burns.
4. If the casualty is alert, give warm liquids to drink.

In cases of severe hypothermia, the casualty may be unconscious. Breathing may have slowed or stopped. The pulse may be slow and irregular. Take up to 45 seconds to check the pulse. The body may feel stiff. Monitor the ABC's until EMS arrives, and give rescue breathing if necessary. Be prepared to start CPR.

7.3.4 HEAD, NECK, OR SPINAL INJURIES

Suspect head, neck, or back injuries in casualties who have experienced a violent force, such as in a motor vehicle crash or a fall. In such cases minimize movement of the head and neck when opening the airway. Use the jaw thrust method instead of the head-tilt/chin-lift.

SIGNS AND SYMPTOMS OF HEAD AND SPINE INJURIES

- Changes in level of consciousness.
- Severe pain or pressure in the head, neck, or back.
- Tingling or loss of feeling in the fingers and toes.

- Loss of movement of any body part.
- Unusual lumps on the head or spine.
- Blood in the ears or nose.
- Heavy bleeding of the head, neck, or back.
- Convulsions.
- Impaired breathing or vision.
- Nausea or vomiting.
- Persistent headache.
- Loss of balance.
- Bruising of the head, especially around the eyes and behind the ears.

These signs and symptoms alone do not always mean a serious head or spine injury, but always call EMS when you suspect a serious head or spine injury.

FIRST AID FOR HEAD AND SPINE INJURIES

Follow the Initial Response procedures outlined in Section 5.3.1 whenever you suspect a head or spine injury. Head and spine injuries can become life threatening. Give the following specific first aid while waiting for EMS help to arrive:

1. Keep the head and spine as still as possible.
2. Maintain an open airway.
3. Monitor consciousness and breathing.
4. Control external bleeding.
5. Maintain normal body temperature.

7.3.5 RESCUE AND EMERGENCY MOVES

Usually in emergencies, you give first aid in the same place you find the casualty. Moving a casualty needlessly can lead to further injury. However, it is likely due to the remote, cold nature of the Winter Road that a casualty should be moved or rescued before first aid can be given.

MOVING CASUALTIES

Never move a casualty unless there is immediate danger such as extreme cold, fire, poisonous fumes, risk of drowning, risk of explosion, a collapsing structure, or uncontrollable traffic hazards.

Always follow these guidelines when moving a casualty:

1. Only attempt to move a person you are sure you can comfortably handle.
2. Bend your body at the knees and hips.
3. Lift with your legs, not your back.
4. Walk carefully using short steps.

5. When possible, move forward rather than backward.
6. Always look where you are going.
7. Support the casualty's head and spine. Immobilize the head, neck, and back if you suspect a neck or back injury. A casualty who is unconscious should be treated as if he or she has neck or back injuries.
8. Avoid bending or twisting a casualty with possible head or spine injury.

LOG ROLL

Move a casualty with a suspected neck or back injury only if it is necessary. You need a spine board (a flat, non-metal board the same length as the casualty) and at least two other rescuers to assist. One rescuer acts as leader and instructs the others:

1. All rescuers kneel on the same side of the casualty.
2. One rescuer at the head supports the head and neck, while one at the feet supports the feet. Other rescuers pass their hands over the casualty at the chest, hips, and knees.
3. At the leader's signal, the rescuers roll the casualty toward them onto his or her side. The head and neck are kept aligned with the rest of the body.
4. The spine board is placed behind the casualty. On the leader's signal, the rescuers roll the casualty back onto the board as one unit.
5. To secure the casualty immobile on the board, wrap a series of bandages around the casualty and board, including at the forehead, chest, waist, legs, and ankles.

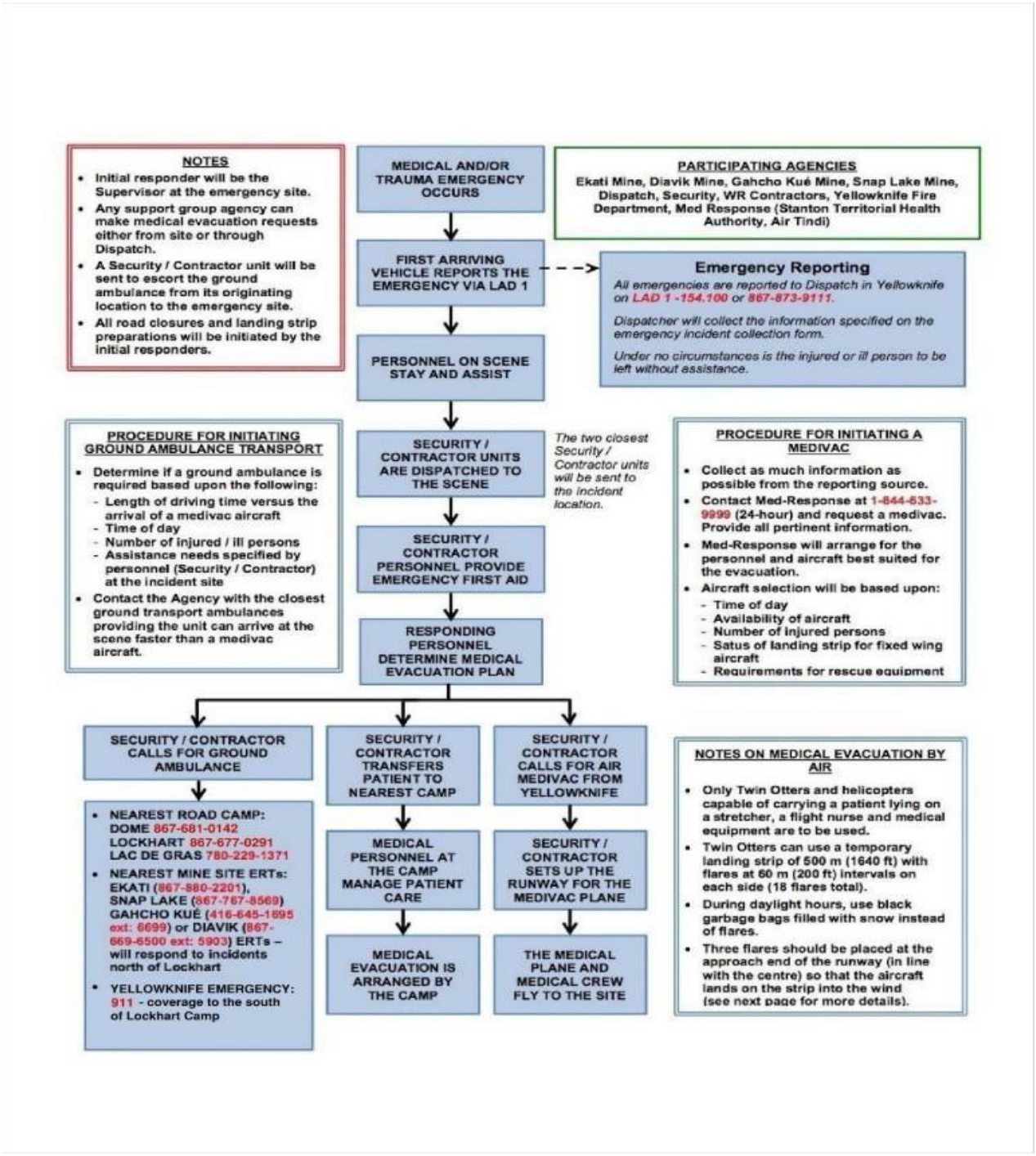
The rescuers can now carry the casualty on the board away from the danger scene.

7.3.6 MEDICAL EVACUATIONS

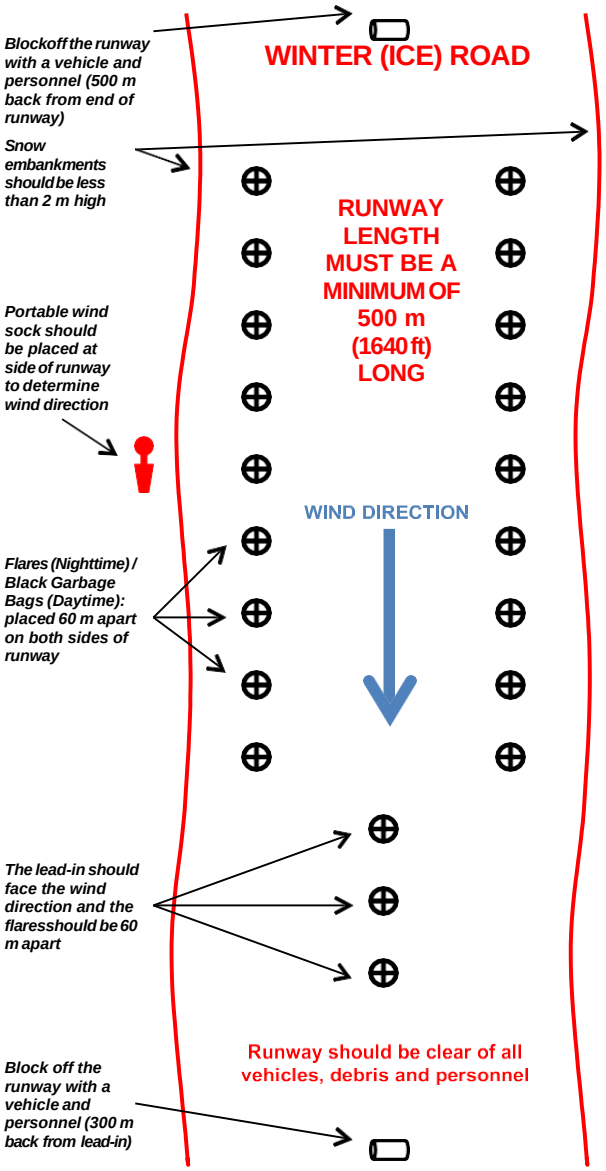
In cases of extreme medical injuries, it may be necessary to have a casualty evacuated to medical facilities at one of the nearby mine sites or to Stanton Territorial Hospital in Yellowknife. The Emergency Incident and Medical Evacuation Plan on page 33 outlines the procedures for dealing with a medical evacuation whether by Air or Ground Ambulance.

Should a medical evacuation by air be required, contact **Med-Response at 1-844-633-9999**. During a Medevac (medical evacuation), it will be necessary to set up a temporary landing strip on the Winter Road. The landing strip set up procedures, developed in conjunction with Air Tindi, are outlined on the page 34 following the Emergency Incident and Medical Evacuation Plan.

EMERGENCY INCIDENT AND MEDICAL EVACUATION PLAN



EMERGENCY LANDING STRIP SET UP PROCEDURES



EMERGENCY LANDING STRIP SET-UP PROCEDURES

- The landing strip is to be set-up on the ice road as the Twin Otter will be equipped with wheels.
- The Twin Otter requires a 500 m (1640 ft) landing strip.
- The aircraft will be landing into the wind.
- Block off both ends of the strip with vehicles but keep vehicles 300 m (984 ft) away from the lead-in flares and 500 m (1640 ft) away from the end of the strip (run-off zone).
- If possible, set-up the strip in an area where the snow banks are not above 2 m (6.6 ft) in height as this can limit the aircraft's ability to turn around on the road and/or cause damage to the wings.
- Clear the runway of vehicles, personnel and debris. It should be free of any large cracks in its surface.
- Set up a wind sock and determine wind direction.
- Landings at night require flares to be set up every 60 m (200 ft) for the length of the 500 m strip. This requires 9 flares on each side of the runway (18 total).
- On the lead-in to the strip, 3 flares should be set-up at 60 m (200 ft) intervals. The lead-in identifies which end of the strip the aircraft is to use so that it lands into the wind.
- Position and light the flares at least 15 min in advance of the aircraft ETA.
- During daylight hours, black garbage bags filled with snow are to be used in place of the flares.
- Do not point vehicle headlights into the landing strip area as the white light will wash out the visibility of the strip.
- Keep the landing strip secure and the flares lighted for at least 15 min after the aircraft has departed.
- An alternative flare system can be constructed out of toilet paper rolls placed in cans of diesel fuel. These will burn longer and be more visible.
- This procedure will be carried by the pilots for their reerence.
- These instructions were prepared with assistance from Air Tindi (during Revision 11).

7.4 FIRE

Please note this section is meant to provide a brief outline of general firefighting procedures. It is the responsibility of individual companies operating on the Winter Road to ensure all their personnel are trained in proper firefighting procedures and techniques, particularly those specific to their equipment and load type. This document is only to be used as a guide.

When **fuel, oxygen, and heat** are present in the proper proportions, a fire will result. Conversely, if one of these components is removed, the fire will be extinguished. A fourth factor to consider is that fire is a **chemical chain reaction**.

7.4.1 FUEL

Materials may exist as a solid, liquid or vapour/gas but only vapours will combust. All solid and liquid material must first be converted to vapour before combustion will take place. Solids and liquids can be converted to vapour by applying heat. Liquids may also be converted to vapour by mechanical means, such as shaking, stirring, etc. The amount of heat or mechanical action required to form vapours varies widely from substance to substance.

7.4.2 OXYGEN

Oxygen (O_2) is the second requirement for fire. Oxygen plays an essential role in the chemical reaction of fire. Most fuels require a minimum 15% oxygen concentration to burn. Since oxygen comprises 21% of the atmosphere, it is normally present in sufficient quantity to allow for the combustion of most fuels.

7.4.3 HEAT

There are at least six sources of heat that may cause ignition of vapours:

THE SUN

The sun is the ultimate source of all heat. The sun's radiation can heat surfaces or vapours, and if the oxygen is available, combustion will occur.

OPEN FLAMES

If vapours and oxygen are present in the right mixture near an open flame, combustion will occur.

ELECTRICITY

Most industrial fires are ignited by an electrical heat source. There are four types of electricity that may produce heat sufficient to ignite combustibles or flammable liquids:

- Electrical sparking: a sudden one-time discharge of electricity. Sparking will not normally ignite combustible materials but it can ignite flammable vapours.
- Electrical arcing: refers to electrical energy "jumping" between two points.
- Electrical resistance: all materials can transfer electrical energy. The electrical energy lost to resistance is transformed to heat and/or light. Light bulbs, electrical heaters, and stoves all use electrical resistance to function.

- Static sparking: may occur when two substances that were joined together are separated. Unless the two substances are grounded or bonded together to prevent a static spar, ignition of flammable liquid vapours may occur.

CHEMICAL REACTION (SPONTANEOUS COMBUSTION)

Two or more chemicals, when mixed together, may react. Some chemical reactions require an input of heat to occur, but many chemical reactions occur at any temperature and give off heat. The heat given off in a chemical reaction may cause vapours to form or may heat up vapours already present.

The combination of heat, vapours, and oxygen (from the reaction or in the atmosphere) can cause combustion. This combustion due to chemical reaction in the absence of any visible external heat source is called spontaneous combustion.

FRICTION

Any two surfaces, when rubbed against each other, produce heat due to friction. If there are vapours in the vicinity and oxygen in the atmosphere, the heat caused by friction could raise the temperature of the vapours causing a fire.

GAS COMPRESSION

Any time a gas is compressed, heat is given off. If the heat caused to compression raises the gas temperature high enough and oxygen is present, combustion will occur.

7.4.4 TYPES OF FIRES

FIRE CLASS	MATERIALS INVOLVED/BURNING	BEST EXTINGUISHER TYPE / MEDIA	ALTERNATIVES / WARNINGS
A	**Ordinary Combustibles** Wood, paper, rubber, dust, plastic, etc. Most common in North America	Water	Dry Chemical, CO_2, or Halon Doesn't cool as well as water, may reignite
B	**Flammable Liquids, Greases, and Gases** Often violent and may easily spread over wide areas unless dealt with promptly	Foam	Dry Chemical, CO_2, or Halon Doesn't suppress vapours as well as foam **Water should not be used!!**
C	**Energized Electrical Equipment**	**POWER SOURCE OFF:** Treat as Class A, B or D as appropriate **POWER SOURCE ON:** CO_2, certain Dry Chemicals with a C Rating, or Halon	**POWER SOURCE ON:** **Water must never be used on live electrical equipment due to the electrocution hazard.** **Be extremely cautious - the ignition source (electricity) is present.**
D	**Metals** Magnesium, potassium, sodium, titanium, and zirconium are the most common types of metals involved in a metal fire	Smother the Fire (Cut off the oxygen) Special extinguishing agents exist for individual metals	**Do not use an extinguishing agent that contains moisture.** **Moisture will cause an immediate explosion.**
K	**Kitchen Greases and Oils**	Sodium bicarbonate or potassium bicarbonate dry chemical; Alkaline mixture wet chemical	Smother the Fire (Cut off the oxygen) **Water should not be used!!**

7.4.5 FIRE EXTINGUISHERS

The 20-lb fire extinguishers that are available on the Security trucks have the multipurpose dry chemical agent called Monoammonium Phosphate ($NH_4H_2PO_4$). This agent is better known as Foray. It is a yellow powder and is suitable for Class A, B, and C fires.

7.4.6 FIGHTING A FIRE

Training is required for personnel to be prepared for a fire emergency and to know what immediate action should be taken if a fire occurs. All personnel on the Winter Road should be familiar with and trained on firefighting techniques and extinguisher use.

CONTROLLING A FIRE

Controlling fire means limiting its size and intensity, to keep it from getting any hotter. Once a fire is under control, it is much easier to attack and extinguish. Controlling is often achieved by removing or wetting down adjacent combustible material to prevent it from catching fire. The critical issue is to confine the fire within an area that can be handled with the available equipment. Controlling a fire will prevent it from getting hotter.

BASIC STEPS FOR FIGHTING A FIRE

The three basic steps in firefighting are:

- Locate the fire.
- Get the fire under control.
- Extinguish the fire.

Upon arriving on the scene, firefighters should do the following:

- **DETERMINE THE LOCATION (AND THE CENTRE) OF THE FIRE:**

  Locating the fire and the fire centre is often easy but may be hampered by smoke. Always approach the fire from the upwind side, where the heat and smoke will be minimal.

- **DETERMINE THE MATERIAL BURNING:**

  Is it a Class A, B, C, D or K fire? This will dictate which extinguisher and methods to use.

- **DETERMINE THE EXTENT OF THE FIRE:**

  If the fire is small, use a fire extinguisher (time is critical to keep the fire from growing larger and hotter). If the fire is large, call for backup and additional resources.

- **WET DOWN THE COMBUSTIBLES IN THE IMMEDIATE VICINITY:**

  Remove or wet down adjacent items to prevent the fire from spreading.

- **ASSESS THE HAZARDS TO FIRE FIGHTERS' SAFETY WHILE FIGHTING FIRE:**

  Personnel safety is the number one priority. No one should be put at risk to extinguish a fire.

- **PICK THE BEST METHOD OF EXTINGUISHMENT:**

  Choose the extinguisher or media best suited to fight the class of fire. See chart above for more information.

- **SELECT THE BEST TECHNIQUE TO PREVENT THE SPREAD OF THE FIRE:**

  This may include spraying down hot equipment or the surrounding area to keep it cool.

- **SELECT THE BEST TECHNIQUE TO EXTINGUISH THE FIRE:**

  After the fire is under control and its spread has been prevented, firefighters should focus their efforts on putting the fire out. Once it has been extinguished, the area should be monitored for re-ignition and any equipment involved should be properly cooled to prevent flare-ups.

  Once the fire has been controlled, overhaul should be conducted as soon as possible to check for extension and hidden fires. Other overhaul considerations include disconnecting the battery, securing airbags (Supplemental Restraint System (SRS) or Side-Impact Protection System (SIPS)), and cooling fuel tanks and any intact sealed components.

DISCHARGED AND PARTIALLY DISCHARGED EXTINGUISHERS

Partially used extinguishers must be treated as empty. A partially used extinguisher must be bled down of any remaining pressure and recharged immediately after usage. Only after recharging may an extinguisher be returned to its normal location. Notify the shift supervisor as soon as possible to have discharged extinguishers replaced.

20-lb EXTINGUISHER USE

1. Grasp the by the carrying handle with your left hand.
2. Remove the extinguisher hose from its holder and pull the hose free from behind the puncture lever with your right hand.
3. Place the nozzle solidly under the thumb of your left hand (while still holding the carrying handle).
4. Bend down on one knee and tip the top of the extinguisher away from your head and face.
5. Using your right hand push the puncture lever down firmly and verify that the indicator pin pops into the up position.
6. Take the nozzle into your right hand, point it in a safe direction and give a short burst of chemical to verify that the extinguisher is functioning properly.
7. Stand, carrying the extinguisher hip high and approach the fire in a safe, upwind direction.

STEPS FOR FIGHTING FLAMMABLE LIQUID FIRES WITH AN EXTINGUISHER

1. Stop at a safe distance from the fire but close enough to use the extinguisher.
2. Hold the nozzle down at a 45° angle and aim the nozzle at the base of the flames.
3. Squeeze the nozzle handle and adjust the stream 6 inches short of the edge of the flames at the base.
4. After the nozzle is completely open, start a side-to-side sweeping action across the full width of the fire. Keep your right arm slightly bent to give a level sweeping pattern.
5. Make sure that each sweep is slightly wider than the width of the fire.

6. Advance forward only as fast as the extinguishing action of the dry chemical will permit. Do not outrun your protection.
7. Advance cautiously. Do not raise the stream. Keep it aimed at the base of the fire in a sweeping action.
8. Stop your advance at the base of the (now extinguished) fuel spill area. Do not become involved in the fire. Maintain the sweeping action, pushing the flames back until only a small fire exists at the far edge of the spill.
9. Extinguish the small fire remaining at the back edge of the spill by aiming the stream directly at the base of the flame. Do not raise the nozzle to "chase" the fireball.
10. Once the fire is out, back off a few steps and maintain a watch for at least five minutes. Never turn your back on a recently extinguished fire.

7.5 ICE RESCUE

As with the emergency response procedures outlined above, this section is meant to provide a brief outline of general ice rescue procedures. It is the responsibility of individual companies operating on the Winter Road to ensure all their personnel are adequately trained in rescue techniques.

7.5.1 STRENGTH OF ICE

It is critically important to evaluate the strength of the ice cover before moving vehicles or equipment onto it. The Winter Road contractor routinely profiles the Winter Road using Ground Penetrating Radar (GPR) to assess ice thickness. Checks and balances are in place to ensure that the ice is suitably thick to accommodate any vehicles travelling on the Winter Road.

CRACKS

Some degree of longitudinal cracking is to be expected in the ice cover on the Winter Road due to the deflection of the ice under the weight of vehicles and snowbanks. Should wet cracks or radial cracks around equipment (a weight) be observed, the integrity or strength of the ice may be in question. **Personnel must ensure their own safety prior to attempting to rescue anyone who may have gone through the ice.**

7.5.2 ICE SAFETY AND RESCUE

If you should break through the ice:

- Keep calm.
- If the ice is thin, do not try to climb back out but spread your arms out over the surface and wait for assistance. Your jacket will freeze to the ice and keep your head out of the water.
- If alone, carefully break the ice farther, until you have a solid surface in front of you, then, with arms fully extended and taking as much weight as possible, try to roll out full length, sideways. If you have a pocketknife, and you can reach it, open it with one hand and your teeth, use this as an ice pick to pull on as you roll.

To rescue another person:

- Only attempt to rescue personnel if it is safe for you to do so.
- If available, use a stick, pole, ladder, board, rope or toboggan to reach the individual:
    - If you use a rope, tie it around your body and have someone hold it, or tie it to something solid on shore.
    - If using a ladder or board, push it across the break in the ice, and crawl along it and help the person to pull himself upon it.
    - Another method is the human chain. Three or four people join together by holding ankles or skates of the person in front of him. The first person grabs the victim and then the chain works itself backwards.
- When the ice is thin, or weakened, do not walk on it but crawl upon your stomach with legs and arms outstretched to distribute your weight as widely as possible.
- If you must cross dangerous ice to reach a person some distance from shore, carry a long pole. Should you break through, it will aid you in climbing out.
- When crossing snow-covered ice, always watch for “air holes” or “breathers”. Frequently, they are indicated by small circular “humps”, or by an icy crust above the hole.
- If the rescued person is conscious, get them ashore quickly, and keep them warm until you reach a place where their wet clothes can be removed.
- If the victim is unconscious when taken out of the water, treat the casualty as you would in a drowning.
- Put the casualty in bed and restore circulation. Give them hot drinks and warm them with hot water bottles, electric blankets, etc.

8.0 Environmental Response Procedures

Purpose

The purpose of this section is to define the protocols to follow in the event of an environmental incident on the Winter Road. Spills of both liquid and solid contaminants are the most common environmental incident that may occur on the Winter Road. While spills that occur on the Winter Road may differ in severity, the following subsections cover procedures to follow in the event of any spill.

GLOSSARY

Term	Definition
Environmental Incident	An incident on the Winter Road that has the potential to impact water, soil, air, or wildlife. A common environmental incident is a spill of contaminants.
Environmental Lead	The named lead for the environmental consultant retained by the TCWR JV.
Initial Responder	The first person(s) to identify, notice, or cause an environmental incident.
JV Representative	A person directly associated with the TCWR JV, such as an HSE representative or security personnel. Or a person in a supervisor role with a Winter Road Contractor.
Level 1 Spill	A spill that does not meet the reporting requirements for the NT/NU Spill Line but must be reported to the TCWR Online Spill Registry.
Level 2 Spill	A spill that meets the reporting requirements for the NT/NU Spill Line and must also be reported to the TCWR Online Spill Registry.
NT/NU Spill Line	The online government repository for tracking spills that exceed a certain limit in Nunavut and the Northwest Territories.
On-site Commander	The person on site in charge of the response to the environmental incident. This person will ensure the safety of personnel involved in the clean-up and direct the clean-up and mitigation. This person may change as the mitigation, clean-up, and monitoring of the environmental incident progresses.
Responsible Party	The person, person(s), or organization responsible for the mitigation, clean-up, and, if required, the monitoring and remediation of an environmental incident. This is normally the “owner” of the product that has caused the contamination or the person/organization that caused the incident in which a spill has occurred. The Responsible Party is also required to report the spill to the NT/NU Spill Line, but the JV Representative can input the spill to the TCWR Online Spill Registry. The

	Responsible Party is responsible for covering costs incurred for response, clean up and monitoring. In the event the Responsible Party is unknown, the TCWR JV may conduct an investigation to determine the Responsible Party or may assume the role of the Responsible Party.
TCWR Online Spill Registry	The TCWR JV's online repository for all spills that occur on the Winter Road.
Winter Road Contractor	A contractor retained by the TCWR JV to construct and maintain the Winter Road and the Winter Road Camps.

8.1 Spill Magnitude and Reporting Requirements

Reporting requirements for all spills are highlighted in Figure 8-1.

LEVEL 1 SPILLS: Spills that do not require reporting to the NT/NU spill line.

LEVEL 2 SPILLS: Spills that must reported to the NT/NU spill line.

***** ALL spills MUST be reported to the TCWR Online Spill Registry *****

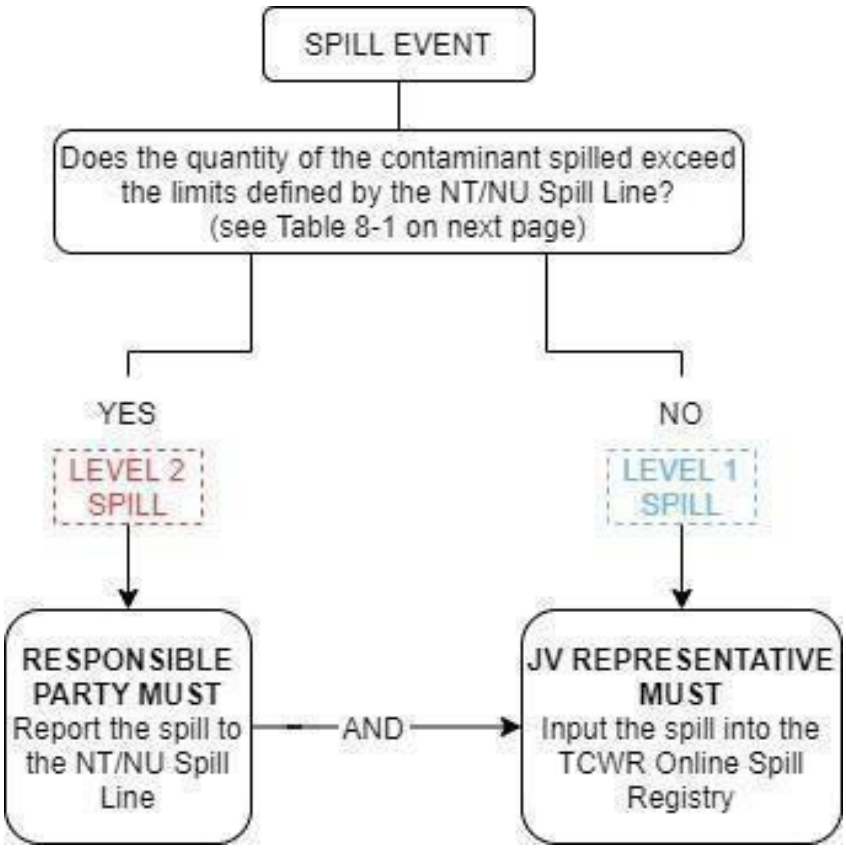


Figure 8-1
Spill Levels and Reporting Requirements

To report a spill to the NT/NU Spill Line:

- Call **867-920-8130** (24-hour line)
- Fill out a **Spill Report Form** https://www.enr.gov.nt.ca/sites/enr/files/resources/spill_report_form_e_fillable.pdf (Appendix A of this document) and email it to **spills@gov.nt.ca**

To report a spill to the TCWR Online Spill Registry:

- Input the spill into the TCWR Online Registry **https://spills.tcwr.ca/#/** with your credentials (to be provided to select individuals by the TCWR JV).
- Step-by-step instructions are provided in Appendix B

Table 8-1 summarizes the minimum quantity of spilled contaminants that requires reporting to the NT/NU spill line.

Table 8-1
Quantities of Spilled Substances that are Required to be Reported to the NT/NU Spill Line

Substance	Reportable Quantity
Explosives • Compressed gas (toxic/corrosive) • Infectious substances • Sewage and Wastewater (unless authorized) • Radioactive materials • Unknown substance	Any amount
Compressed gas (Flammable) • Compressed gas (Non-corrosive, non-flammable)	Any amount of gas from containers with a capacity greater than 100 L
Flammable liquid	≥ 100 L
Flammable solid • Substance liable to spontaneous combustion • Water reactant substances	≥ 25 kg
Oxidizing substances	≥ 50 L or 50 kg
Organic peroxides • Environmental hazardous substances intended for disposal	≥ 1 L or 1 kg
Toxic substances	≥ 5 L or 5 kg
Corrosive substances • Miscellaneous products, substances or organisms	≥ 5 L or 5 kg
PCB mixtures of 5 or more ppm	≥ 0.5 L or 0.5 kg
Other contaminants – for example, crude oil, drilling fluid, produced water, waste or spent chemicals, used or waste oil, vehicle fluids, wastewater.	≥ 100 L or 100 kg
Sour natural gas (i.e., contains H2S) Sweet natural gas	Uncontrolled release or sustained for of 10 minutes or more
Flammable liquid Vehicle Fluid	≥ 20 L When working on a frozen water body that is being

	used as a working surface.
Report releases or potential releases of any size that: 1. Are near or in an open water body; 2. Are near or in a designated sensitive environment or habitat 3. Pose an imminent threat to human health or safety; or 4. Pose an imminent threat to a listed species at risk or its critical habitat	Any amount.

Last reviewed: November 2021

All spills are to be reported to the TCWR Online Spill Registry irrespective of magnitude.

8.2 Steps to Follow in the Event of a Spill

Figure 8-1 outlines the process to follow when a spill occurs anywhere on the Winter Road, in Winter Road Camps, or at the TCWR JV Dispatch Yard in Yellowknife.

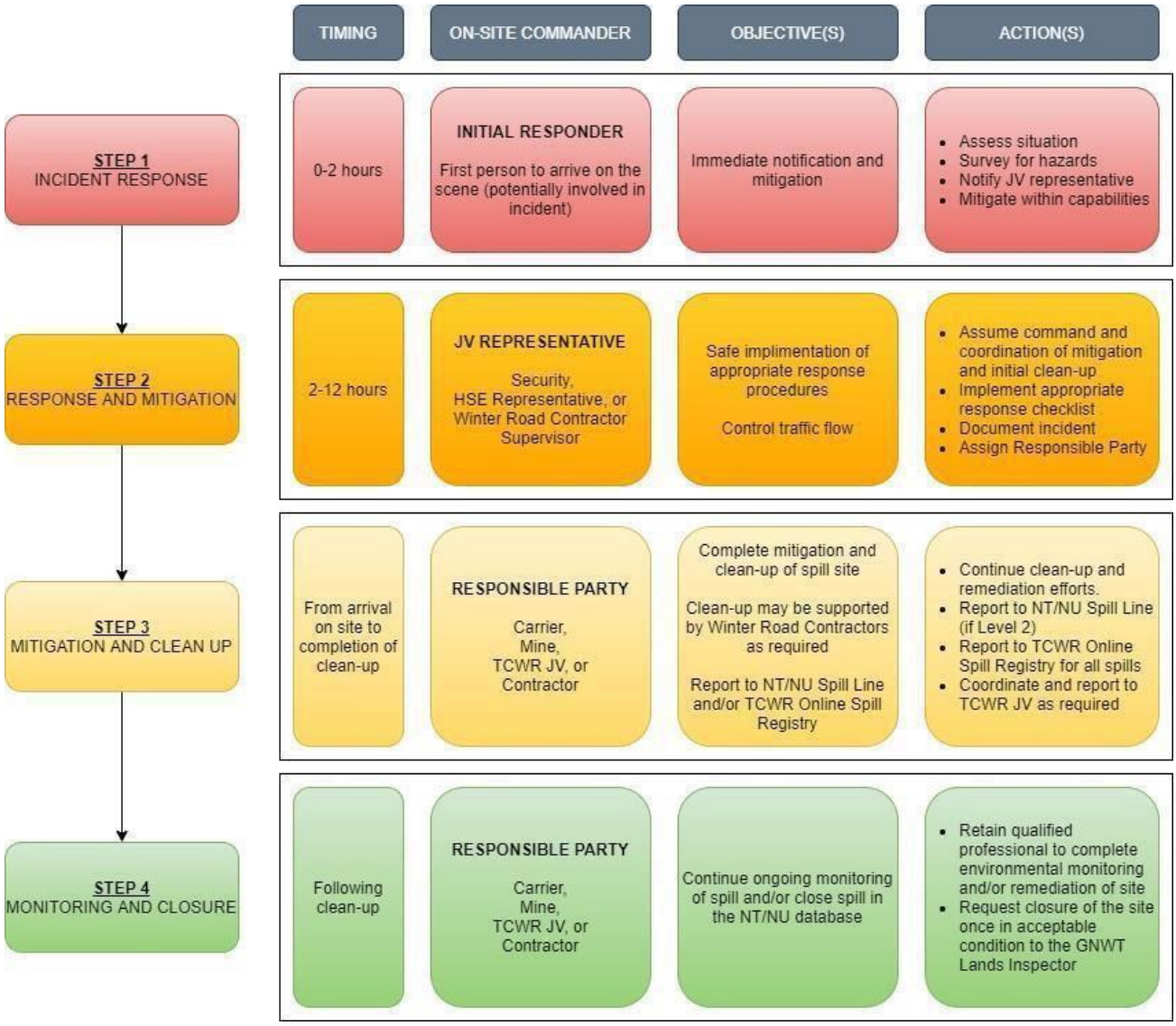


Figure 8-2
Spill Response Procedure

The following sections provide more information on the process outlined in Figure 8-2 to facilitate the appropriate response for spills on the Winter Road. Individual companies should ensure that their employees are adequately trained on spill response and the Transportation of Dangerous Goods Regulations.

Step 1: Incident Response

In the event of a spill of any size, the first step is to ensure the safety of everyone on-site. Assess the site for hazards which may include fire or explosions, broken ice, moving vehicles etc. As soon as safety on site is secured, the **Initial Responder** will notify a **JV Representative**. **JV Representatives** may include **JV Security**, **JV HSE**, or a **Winter Road Contractor** Supervisor from the nearest camp. Once this person has been identified and notified of the incident, that person will then become the **JV Representative** associated with that specific incident.

The **Initial Responder** shall remain on site until the arrival of a **JV Representative**. Until the arrival of the **JV Representative,** the **Initial Responder** shall assume control of the site, control traffic as required, and take actions, if safe to do so, to mitigate or clean up the spill to the extent possible with the resources on hand.

LEVEL 1 SPILLS: The **Initial Responder** will initiate mitigation and clean-up within their abilities and notify a **JV Representative**.

LEVEL 2 SPILLS: Large spills typically result following a significant incident (e.g., collision or equipment malfunction). Once a **JV Representative** is notified, they will deploy to site to oversee control of the incident.

Step 2: Response and Mitigation

Upon arrival to the spill site by a **JV Representative**, they will assume the role of **On-Site Commander** for the incident.

This will include communication with Security for traffic control as required, initiating deployment of spill response resources from the nearest Winter Road Camp, and completing actions to contain and clean up the spill to the extent possible with **Winter Road Contractor** resources.

They will work to arrive at a reasonable estimate of the spill quantity and will identify, if practical, the **Responsible Party** for the spill. If it is not clear who caused the spill, the JV Director of Winter Road Operations will investigate to determine the **Responsible Party or Parties**.

Once safety on site has been established, the **JV Representative** or the person who discovered the spill (**Initial Responder**) is required to implement mitigation measures that may include the following:

- Shut off the source of the spill.
- If the spill is on land, build berms or ditches to ensure the contaminant does not spread or enter a body of water.
- If the spill is on ice cover, build berms or other containment to prevent the spill from migrating beyond the immediate area of the frozen ice cover.

LEVEL 1 SPILLS: For Level 1 Spills, mitigation and clean-up can typically be completed by the **Initial Responder**.

LEVEL 2 SPILLS: At this point, a **JV Representative** should be on site and in control of the scene. They will implement response procedures and initiate traffic control (if required). The **JV Representative** will ensure the safety of personnel on site and request additional support if needed. If reasonable and safe to do so, the **JV Representative** will initiate further mitigation and clean-up measures to assist the **Initial Responder**.

Step 3: Mitigation and Clean Up

The **Responsible Party** has been identified. Their responsibility will be to:

1. Ensure the remaining Steps of the response are carried out (Mitigation and Clean-Up and Monitoring and Closure);
2. Inform the JV Director of Winter Road Operations of the progress of the following Steps, and
3. Assume liability (and associated costs) for the environmental incident.

The **Responsible Party** is required to send a representative to the site to carry out these roles and may request that the **JV Representative** or a **Contractor** act on their behalf, but this does not remove them from being the **Responsible Party**. The **Responsible Party** may also request additional assistance for clean-up from the Director of Winter Road Operations.

Clean-up measures should include (but not be limited to)

- Using pads and absorbent to clean up visible liquid contaminants.
- Using shovels and pales to clean up solid contaminants.
- If the spill is too large for pads and absorbent, using pump(s) to put contaminant into appropriate containers.
- Using shovels or equipment to chip up ice and snow and place contaminated ice and snow in appropriate containers.

LEVEL 1 SPILLS: At this stage, the **Initial Responder** or **JV Representative** will have either completed clean-up of a Level 1 Spill or will have passed the remaining clean-up responsibility to the **Responsible Party**. The **JV Representative** will now input the spill information to the **TCWR Online Spill Registry**.

LEVEL 2 SPILLS: At this stage, the **Responsible Party** for the spill has been identified and their roles have been laid out above. They will make an estimate of the amount of contaminant spilled and report the spill to the **NT/NU Spill Line** as well as the **TCWR Online Spill Registry.** They may request that the **JV Representative** input the spill to the **TCWR Online Spill Registry** if they do not have access.

Step 4: Monitoring, Site Remediation and Closure

While most spills may be considered cleaned-up once Step 3 is completed, some spills may require ongoing monitoring and remediation.

When LEVEL 1 SPILLS have been cleaned up, the **Environmental Lead** for the JV may initiate an audit to ensure the clean-up has adequately been executed. The audit may be conducted by either the **Environmental Lead** or their appointed representative. Once approved, the spill will be closed in the **TCWR Online Spill Registry** by the **Environmental Lead**. Audits may be conducted on a case-by-case basis, or at regular intervals throughout the operating season.

Once a LEVEL 2 SPILL has been cleaned up, the **Responsible Party** will notify the **JV Representative** who will then inform the **GNWT Lands Inspector**. The **Inspector** will conduct a visual inspection and either:

a) Close the spill in the **NT/NU Spill registry** (indicating the spill was successfully cleaned up), or
b) Request additional work to complete the clean-up.

If the **Inspector** requests additional work be done, the **Responsible Party** will be required to conduct a follow-up site visit to complete further clean-up. If remediation and monitoring of the environment is required, the JV Director of Winter Road Operations will assign a qualified professional to carry out this work and the **Responsible Party** will be notified of the associated costs.

Once the qualified professional has deemed the site to be remediated to a satisfactory level, the **GNWT Lands Inspector** will conduct a final site visit to close the spill in the **NT/NU Spill Registry**.

8.3 Contaminant Disposal

Contaminants will be disposed of in accordance with the TCWR Material Management Plan and regulatory requirements and must follow safety protocols published in the most recent Canutech guidance document (see below).

Typically, small spills of diesel on snow and ice can be placed in the Contaminated Snow Tanks located at each of the Winter Road camps for treatment during the summer months. All other contaminants must be placed in appropriate containers and shipped to an accredited disposal facility. If the nature of the spill is unknown, it should be placed in appropriate containers and shipped to an accredited disposal facility. All contaminated soil must be placed in appropriate containers and shipped to an accredited disposal facility.

8.4 Specific Product Protocols

Transport Canada has developed the 2020 Emergency Response Guidebook (ERG 2020) that summarizes the proper procedures to follow when dealing with specific hazardous materials that are classified under the Transportation of Dangerous Goods.

ERG 2020 is available to download as a pdf:
https://tc.canada.ca/sites/default/files/2020-08/PDF%20English.pdf

ERG 2020 is also available on the App Store (for iPhone and iPad users) and on Google Play (for Android users).

It is recommended to use the phone/tablet application as it will be updated as best practices update.

CONTACT NUMBERS

PERSONNEL/LOCATION	CONTACT INFORMATION
EMERGENCY FREQUENCY	**LADD 1 – 154.100**
YELLOWKNIFE DISPATCH Rudolph Swanepoel	**867-873-9111** (Cell 867-688-7777) ykdispatch@dcl360.com
MED-RESPONSE (AIR MEDICAL EVACUATIONS)	**1-844-633-9999**
NWT SPILL LINE (Must report within 24 hours)	**867-920-8130**
YELLOWKNIFE EMERGENCY SERVICES	**POLICE 867-873-1111** **FIRE/AMBULANCE 867-873-2222** **HOSPITAL 867-669-4111** **EMERGENCY 911**

JOINT VENTURE CONTACTS

JV INCIDENT COMMANDER	Telephone	867-669-6500 ext: 6561
Barry Henkel (Director, WR Operations)	Cell	867-446-2912
	E-mail	Barry.henkel@riotionto.com
JV OPERATIONS MANAGER		
Barry Ettinger	Cell	306-216-9914
	E-mail	barryjvhse@outlook.com
JV SAFETY ADVISORS		
Phil Johnson-Safety Advisor	Cell	902-956-9962
	Camp	867-681-0141 DOME/MEADOWS
	E-mail	philjvhse@outlook.com
Rosco Larder	Cell	403-601-5680
	Camp	780-229-1371 LDG
	E-mail	roscojvhse@outlook.com
Brian Richardson-Safety Advisor	Cell	902-759-8450
	Camp	867-677-0291 LHL
	E-mail	brianjvhse@outlook.com
Cathy Gamble-Systems/IT & HSE Coordinator	Cell	867-445-5810
	E-mail	cathyjvhse@outlook.com
JV SECURITY SUPERVISOR		
Darrell Robertson	Cell	250-228-2750
	Camp	867-681-0141 DOME
	Email	dsrobertson@hotmail.com

WINTER ROAD CAMPS/CONTRACTOR CONTACTS

WINTER ROAD SUPERINTENDENT – SOUTH	Cell	867-446-2200
Hedley Rideout (DTR)	E-mail	hrideout@rtl.ca
WINTER ROAD SUPERINTENDENT – NORTH	Cell	780-238-5357
Jason Kooger (NDWRS)	E-mail	Jasonk@nunalogistics.com
DOME LAKE CAMP – DTR		
Dana Jackman/Barry Newman, Camp Manager		867-681-0141

PERSONNEL/LOCATION	CONTACT INFORMATION	
	Office	867-681-0143
	Shop/Warehouse	867-681-0148
LOCKHART LAKE CAMP – DTR		
Admin	Main Office	867-677-0291
	Medic Office	867-677-0292
Kim Kendall, Camp Manager	Manager's Office	867-677-0291
Supervisor	Supervisor's Office	867-677-0293
	Shop/Warehouse	867-677-0295
	Profiler/ Security	867-677-0294
WINTER ROAD CAMPS/CONTRACTOR CONTACTS		
LAC DE GRAS CAMP – NUNA	Main Office	780-229-1371
		ldg@nunalogistics.com
Rob Goldstone, EMT	Medic	780-229-1371
Tammy Cauldron Warehouse	Shop/Warehouse	780-229-1370
		ldgwh@nunalogistics.com
Don Hannah, LDG Superintendent	Foreman Office	780-229-1369
		Donh@nunalogistics.com
Jason Kooger, WR Superintendent	Office	780-229-1368
	Cell	780-238-5357
	Email	jasonk@nunalogistics.com
CONTRACTOR PROJECT MANAGER – SOUTH	Telephone	(867) 766-7479
Geoff Schmidtler (Yellowknife)	Cell	(867) 446-5386
	Email	gschmidtler@rtl.ca
CONTRACTOR PROJECT MANAGER –	Telephone	780-408-5338
NORTH	Cell	780-233-2858
Rob Ballantyne (Edmonton)	Fax	780-432-2138
	Email	RobB@nunalogistics.com

DISPATCH CONTACTS		
YELLOWKNIFE DISPATCH	Telephone	867-873-9111
	E-mail	ykdispatch@dcl360.com
	Base PTT	881632417954
	Mobile PTT	881632417953
MEADOWS DISPATCH	Base PTT	881632417952
	Mobile PTT	881632417951
	Telephone	1-867-682-0403
	Email	meadows.dispatch@dcl360.com
LOCKHART DISPATCH	PTT	881632417950
	Telephone	1-867-677-0291
	Email	lockhart.dispatch@detoncho.com
DISPATCH MANAGER		
Rudolph Swanepoel	Cell	867-688-7777
	Email	rudolph@dcl360.com
MINESITE CONTACTS		
DIAVIK SECURITY	Telephone	867-669-6500 ext: 5903
DIAVIK HSE MANAGER	Telephone	867-669-6500 ext: 5420
Mike Lowing	Cell	867-445-1601
	Email	mike.lowing@riotinto.com
Diavik Winter Road Dispatch	Telephone	867-669-6500 ext: 5907 or 7132
	Email	DiavikWR@riotinto.com
DIAVIK MEDICAL CENTRE	Telephone	867-669-6500 ext: 5901
EKATI SECURITY	Telephone	867-880-4400 ext 2201
	Email	ekati.securitycontrolroom@arcticcanadian.ca
Ekati Winter Road Dispatch	Telephone	867-880-4400 ext 2095 or 2094
	Email	ekati.winter.road.dispatch@arcticcanadian.ca
	Email	Mike.Natyshen@arcticcanadian.ca

EKATI HSE		
Contact for Ekati	Telephone	1.403.910.1933 ext 2201
Bill Reid	Cell	1-403-463-1287
	Email	Bill.reid@arcticcanadian.ca
Health & Safety Team Leaders	Telephone	867-880-4400 #2226
	Telephone	867-880-4400 #2394
MISERY MEDICAL CENTRE	Email	Ekati.PhysicianAssistants@arcticcanadian.ca
	Telephone	867-880-4400 #2628
	Email	Misery.PhysicianAssistants@arcticcanadian.ca
GAHCHO KUÉ PROTECTIVE SERVICES (24hr EMERGENCY)	Telephone Email	867-679-6699 or 867-679-5864 &DCAGahchoKue-ProtectiveServices@debeersgroup.com
GAHCHO KUÉ MEDIC (DAYTIME)	Telephone	867-679-5916
SAFETY MANAGER (DAYTIME)	Telephone	867-679-5834
	Cell	867-445-9065
Patrick Kramers	Email	Patrick.Kramers@debeersgroup.com
GAHCHO KUÉ WINTER ROAD SECURITY **OFFICERS AND DISPATCH**	Primary	VIA GK SPUR ROAD PTT CHANNEL
	Telephone	867-679-6540
	Email	WinterRoad.GahchoKue@debeersgro up.com
GAHCHO KUÉ SPUR ROAD Howard Nowell	Primary	VIA GK SPUR ROAD PTT CHANNEL
	Cell	867-446-6670
	Telephone	867-679-5885
	Sat Phone	8816 324 12761
	Email	Howard.nowell@debeersgroup.com

ENGINEERING & ENVIRONMENTAL CONSULTANT CONTACTS

ASSOCIATED ENGINEERING	Cell	250-682-8834
Al Fitzgerald	Email	fitzgeralda@ae.ca
Willem Janse Van Rensburg	Cell	867-445-3129
	Email	jansevanrensburgw@ae.ca

SECURITY CONTACTS		
WINTER ROAD SECURITY SERVICE		
	Dome Lake Camp	867-681-0141
Darrell Robertson	Telephone	250-228-2750
	Email	dsrobertson@hotmail.com
TRANSPORT COMPANY CONTACTS		
GRIMSHAW (ADMINISTRATING: METCOR/ NORTH SLAVE FREIGHTERS)	Telephone	780-910-0691
Gary Leddy (VP, Grimshaw)	Email	GLeddy@gtlp.ca
Tom Hanna (Safety Manager, Grimshaw)	Telephone	780-983-1072
	Email	tom.hanna@gtlp.ca
Craig Schmit (Project Manager, Grimshaw)	Telephone	780-720-3992
	Email	CSchmit@gtlp.ca
WESTCAN BULK	Telephone	867-766-7484
Steve Thompson	Cell	867-444-0220
	Email	sthompson@westcanbulk.ca
DETON CHO LANDTRAN TRANSPORT LTD	Telephone	867-675-1100
Shaun Murray	Cell	867-445-6762
	Email	Shaun.murray@detoncholandtran.com
Arctic West	Cell	867-445-6156
Jay Westgard	Email	jay.westgard@js-contracting.ca
ARS TRUCKING	Cell	780-464-9612
Allen Scraba	Telephone	780-916-6902
	Email	allen.scraba@arstrucking.com

GNWT CONTACTS		
HAZARDOUS SUBSTANCE SPECIALIST, **ENVIRONMENTAL DIVISION, ENR** Harvey Gaukel 24 hour	Telephone	867-767-9236 ext 53182
	Cell	867-447-0326
	Fax	867-873-0221
	Email	Harvey_gaukel@gov.nt.ca
INSPECTOR, RESOURCE MANAGEMENT **DEPARTMENT OF LANDS, GNWT** Clint Ambrose	Telephone	867-767-9188
	Cell	867-446-0769
	Fax	867-873-9754
	Email	Clint_Ambrose@gov.nt.ca
Karine Gignac	Telephone	867-767-9187 ext 24189
	Cell	n/a
	Fax	867-873-9754
	Email	karine_gignac@gov.nt.ca
Chief Safety Officer, WSCC (NWT & NU) Cary Ingram	Telephone	867-920-3805
	Cell	867-446-2977
	Email	cary.ingram@wscc.nt.ca

GOVERNMENT OF CANADA CONTACTS		
ENVIRONMENT AND CLIMATE CHANGE CANADA, ENVIRONMENTAL ENFORCEMENT Kurt deBlieck	Telephone	867-669-4730
	Cell	867-444-0926
	Email	Kurt.deBlieck@ec.gc.ca
DFO, FISHERIES PROTECTION BIOLOGIST		
	Telephone	1-855-852-8320
		Voicemail only-leave message
CANUTEC Chemical Emergencies Response Support	Telephone	1-888-CAN-UTEC (226-8832)
		24 hours a day
	Email	canutec@tc.gc.ca

LOCAL AIR CHARTER CONTACTS		
AIR TINDI	Telephone	867-669-8218
	Email	occ@airtindi.com
GREAT SLAVE HELICOPTERS	Telephone	867-873-2081
	Email	dispatch@gsheli.com
ACASTA HELIFLIGHT	Telephone	867-873-3306
	Email	info@acastaheliflight.com
SUMMIT AIR	Telephone	867-873-4464
	Email	occ@flysummitair.com

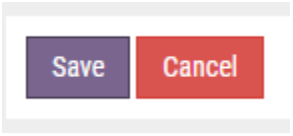
APPENDIX A

Spill report form

https://www.enr.gov.nt.ca/sites/enr/files/resources/spill_report_form_e_fillable.pdf

APPENDIX B

TCWR Spill Registry: Quick Users Guide



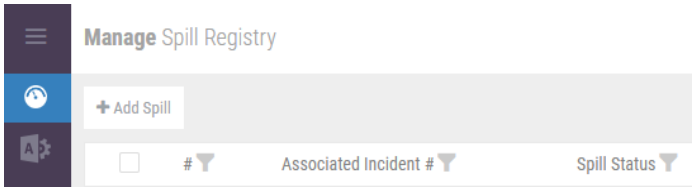
Logging In

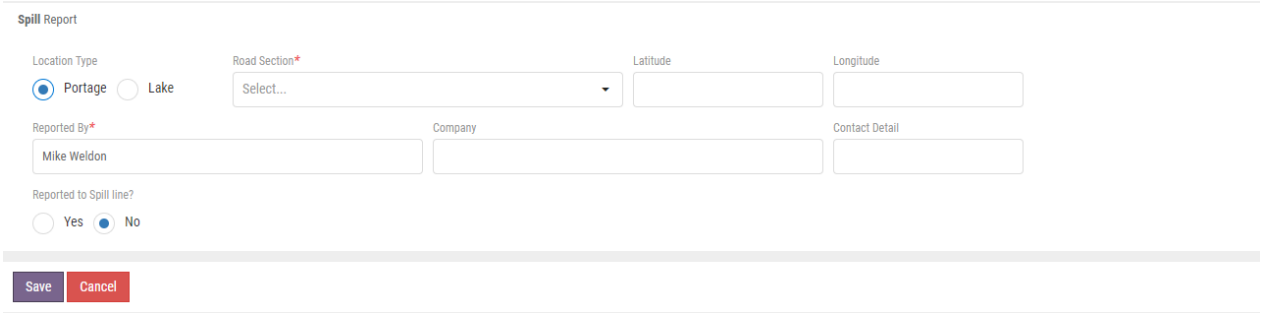
https://spills.tcwr.ca/#/

Log in using your username and password

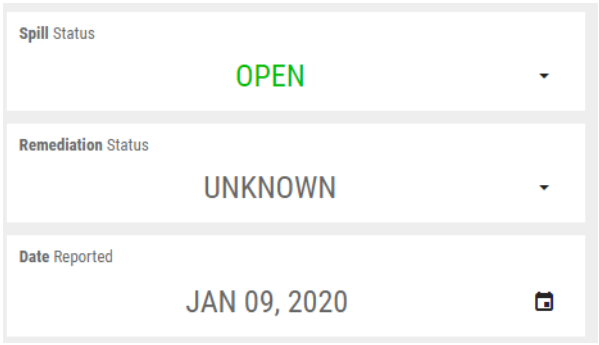
Adding A Spill

1. Ensure that the icon that looks likea speedometer is selected
2. Click the box **+ Add Spill**. This willtake you to the next page.





3. Selectwhetherthe spill occurred on a "Portage" or "Lake", thenspecify the section in the **Road Section** drop-down menu. Camps and Quarries are found by selecting "Portage".
4. **Reported By** will default to your name.
5. Input the coordinates under **Latitude** and **Longitude.**
6. If the spill is reportable to the *NT/NU Spill Line*, select **YES**, otherwise the default is **NO**. Enter the corresponding Spill Report Number.
7. The **Spill Status** should be left as **OPEN**.



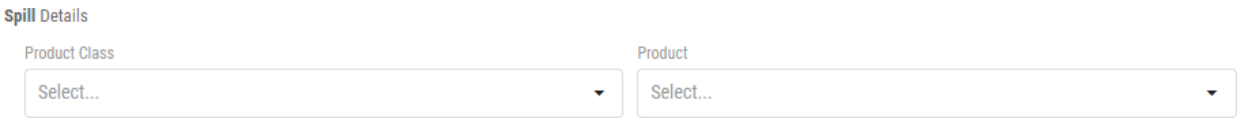
8. The **Remediation Status** can be **Unknown, InProgress, Completed**
   a. **Unknown**– spills thathavenotbeen cleaned up yet, or the status is unknownto you.
   b. **In Progress** – the spill is currently beingcleaned up.
   c. **Completed** – thespillhas been cleanedup.
9. The **Date Reported** will default to the current date. Only change this if the spill was

initiallyreported on an earlier date.

******ONCE YOU HAVE INPUT THIS DATA – CLICK SAVE. ALL DATA ENTERED FOLLOWING THISWILL BE AUTOMATICALLY SAVED******

(this will open up the **Spill Details**)

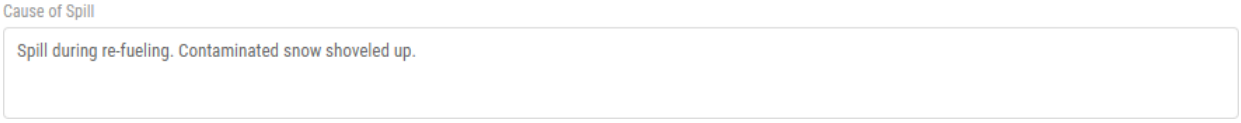
10. Select the **Product Class (**see below for common products)
11. Select the **Product**



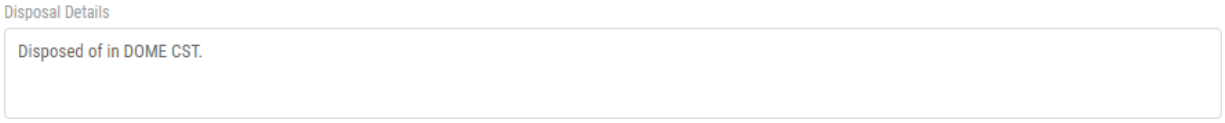
12. Input the **Reported Qty (L) OR Reported Qty (kg) (**the **Actual Qty** fields are for admin).

Note: Reported Quantities are the total volume/weight of the product spilled (not the amount ofcontaminated snow/ice removed.

13. Under **Cause of Spill** indicate, at a minimum, what was the source of the spill and how was it cleaned up. Other details may be included here as well.



14. Under **Disposal Details** indicated where the contaminated snow/soil was taken (e.g. CST or off site). If CST, then indicate which camp it was taken to.



ONCE YOU HAVE COMPLETED STEP 13, CLICK ON THE SPEEDOMETER ICONTO RETURN TO THE MAIN PAGE WHERE YOU CAN ADD ANOTHER SPILL.

Common Products

Product	Product Class		Product	Product Class
Gasoline	Flammable Liquid		Oily Rags	Flammable Solid
Diesel	Flammable Liquid		Used granular sorbent	Flammable Solid
Kerosene	Flammable Liquid		Used sheet sorbent	Flammable Solid
Jet Fuel	Flammable Liquid		Used Filters	Environmental hazardous substances intended for disposal
Used Oil	Flammable Liquid		Used Grease	
Waste Fuel	Flammable Liquid		Battery	Corrosive Substances
Motor Oil	Vehicle fluid			
Coolant	Vehicle fluid			
Hydraulic Fluid	Vehicle fluid			

***__Flammable Liquids__ and __Vehicle Fluids__ are listed as (spilled on lake) AND (spilled on portage or camp),choose whichever is applicable.