

EMERGENCY PLAN: Callahan Supply

- All employees are responsible for reading, understanding, and following the information in this emergency plan. If you have any questions, please ask. The comprehensive policy is located in the Callahan Supply safety handbooks, which are given to each employee.
- The foreman (qualified/competent person) is the emergency contact person in all scenarios, both at the shop and at a job site. Look to them for all information and instructions in the case of an emergency.
- The foreman will also be responsible for notifying the owner; if the owner is not able to be reached, then the office personnel should be notified. The foreman may assign another employee to do this if he is assisting with something else.
- Emergency information will be given on the first day at a job site, such as: meeting place for an emergency situation.
- Material Safety Data Sheets books are located in the Callahan Supply foreman trucks.
- **If an emergency is to happen on-site at the shop:**
 - If there is a fire, explosion, or anything along those lines, the meeting place will be at the front of the office at the shop, outside on the concrete. Go there immediately after the event and call 911. A head count will be taken and further instructions will be given. Assistance may be needed in getting important equipment and records from the shop areas in certain situations.
 - Fire extinguishers are located in the conference room on the wall next to the white board, and also in the basement.
 - Important numbers to call: 911; Cadillac Fire Dept-231-775-3114 Manton fire department at 231-824-6731.
 - The safest place to go in a **weather emergency (tornado, severe storm, flood, etc.)** is down to the second floor/basement. If tornado sirens are heard or a report of serious bad weather is given, immediately go to the basement, where a head count will be taken and more instructions given. Stay in the basement until it is safe to do otherwise. Weather conditions will be monitored throughout the day if there is potential bad weather, and updated conditions will be reported to the appropriate people.
 - If there is a suspicious situation (smell of smoke/gas, signs of a mechanical failure, etc.), inform the foreman or another leadership figure immediately. They will be responsible to make final decisions on if an evacuation is needed.

- **If an emergency is to happen on a work site:**

- If there is a fire, explosion, mechanical failure or another emergency on site along those lines, meet at the site's job trailer. If the site does not have a trailer, then the meeting place will be at the Callahan Supply truck. A head count will be taken, and then the group will move to another location if necessary. The foreman will give all information about the situation and necessary action.
 - If you are on the immediate scene of a fire, explosion, injury, or other emergencies, please alert the other workers on the scene and immediately call 911 for help. Fire extinguishers are located on every Callahan Supply truck. If the fire is small and can be contained, these should be used to prevent the fire from spreading and causing more injuries or property damage.
 - If the scene is unsafe, warn the other employees in the area and evacuate the site immediately. After a safe evacuation is made, calls should go out to 911, local police, and local fire departments. A call may need to be made to other personnel as well, depending on the situation. Such personnel may include electrical companies, water companies, gas companies, and other utility providers.
 - All employees will stay on site to assist with the situation, specifically clean-up and other means of support when necessary. All communications to officials shall be made through the SCC safety director.
- If it is a **weather emergency (tornado, severe storm, flood, etc.)**, go to the designated meeting spot (either the job trailer or the foreman's truck, depending on the job site), and move together to the safest place.
 - A head count will be taken before moving to a safe location, and again when at the location to make sure that all workers are accounted for.
 - All workers will remain in the safest location on the site until the emergency has passed and it has been cleared to leave.
 - All workers from Callahan Supply should remain together as best as possible, though it may be that there are multiple small shelter locations on a job site.
 - Stay with the other people in your shelter, and await further instructions and information when the scene is declared safe.

Callahan Supply Emergency Contacts

Munson Healthcare Cadillac Hospital

400 Hobart St.

Cadillac, MI 49601

231-876-7200

Cadillac Fire Department

200 N Lake St, Cadillac, MI 49601

Phone: (231) 775-3114

Manton Fire Department

402 N Michigan Ave, Manton, MI 49663

Phone: (231) 824-6731

American Association of Poison Control

1-800-222-1222

MSHA Help Desk

1-877-778-6055