



## Meiners Electric, Company Safety Manual

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LAST REVISION:

January 7<sup>th</sup>, 2010

REVIEWED BY:

L. Kirk Berglund, Safety Director

FORM REF No:

SP-CATRESP

SUBJ:

**Catastrophic Response and Management Plan**

### PURPOSE

The purpose for the Catastrophic Response and Management Plan is to ensure continuity across company jobs for incident reporting, personnel management, resource management and damage assessment.

This plan **does not** supersede our client plan(s). This plan was developed to ensure communications at our company level during and immediately following an incident so that appropriate resources can be made available.

### DEFINITION

Catastrophe: An event producing a subversion of the order or system of things; a final event, usually of a calamitous or disastrous nature. This could be a structural collapse, chemical release, earthquake, tornado, lightning strike, etc.

### CLIENT SIDE

If in place, we will comply with our client's *Catastrophic Response and Management Plan* as required. Client plans should be reviewed by our crews prior to the start of work on client property. Client plans may be as simple as evacuation locations and head counts to more extensive hazard awareness with situation specific responses.

### MEINERS ELECTRIC

Crews working for with Meiners Electric will be made aware of this plan and the reporting requirements. As a rule, the job foreman or superintendent will initiate this plan, but it can be initiated by any crew member if the before mentioned personnel are not available.

#### 1. Response to a Catastrophic Incident

##### 1. Evacuate the Hazard Area

In the event of a catastrophic incident, crew members will evacuate to a predetermined safe area so that a headcount can be performed. The location of the evacuation area, if not identified by the client, will be designated by our foreman before the start of the job. This information will be included on the **Meiners Site Emergency Plan** and all crew members will review and understand this information prior to the start of work on client property.

##### 2. Headcount

As soon as possible after reaching the evacuation area, a headcount of all personnel under our responsibility will be taken. In the event a crew member cannot be accounted for, notify the client as per their procedures. **Do Not** attempt to go back into a hazard area in



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search of missing crew members until the area has been deemed safe by appropriate personnel.

### 3. Communications

1. Notify the client of your location, status and headcount along with any additional services that are needed, such as first aid.
2. Notify our office and provide the following details in accordance with the **Meiners Site Emergency Plan**.
  1. Who is calling and who was involved in the incident.
  2. What is the status of the crew and are they out of danger
  3. When did the incident occur and has the hazard been abated or is it under control.
  4. Where did it happen
  5. What additional resources are needed

### 4. Response

Response to any catastrophe will keep crew safety at the highest priority. Crew members will not be allowed into hazard areas until deemed safe or, a plan is put in place to minimize the hazard to acceptable levels.

The Meiners Office will assist in the gathering additional resources as necessary to support the effected personnel. The office will also ensure that the appropriate regulatory bodies are notified as applicable.

In all cases the Safety Director or his representative will be dispatched to assist on-site personnel.