

BUSINESS CONTINUITY PLAN

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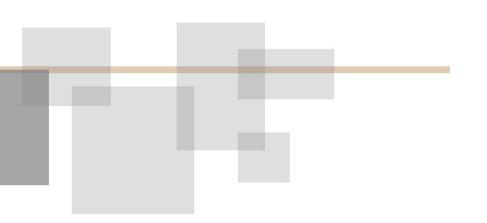


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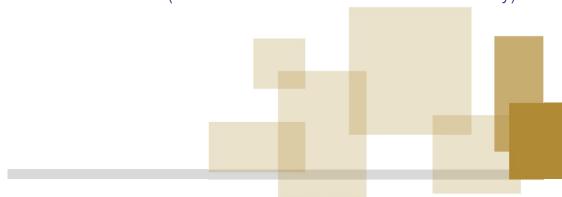
Contact Listing

Emergency Call Numbers (Confidential - Internal Personnel Only)

Medical First Responders / Safety Committee (Confidential - Internal Personnel Only)

Employee Contact Numbers (Confidential - Internal Personnel Only)

Employee Emergency Notification Information (Confidential - Internal Personnel Only)



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EVENT Fire Emergency



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
Activate Emergency Evacuation Plan. Ensure all employees/visitors have been evacuated. Call in emergency response teams as needed.	Contact Manager/Owners (See Emergency Call List), If during off hours communicate to employees via media message (See Emergency Media Notification).	Assess Loss of capabilities and estimate time loss. Check and secure inventory if possible evaluating supply coverage time. Determine product affected. Contact alternate plant for support coordination. Notify customers of supply status and actions. Update Management team, alternate locations, employees, major customers.	Complete primary loss assessment, alternate production equipment and material scheduled and begin bringing on lines. Reassess the losses to equipment and product, develop plan and timing for facility repair. Assess and restore information system and review critical pending customer needs. Contact customers with status of operations. Update Management team, alternate locations, employees, major customers. Execute specific customer continuity actions.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
Utility companies, first responders, Manager/Owner, Emergency Services (See Emergency Call List). If required contact employees (See Employee Contact List)	Maintenance Manager, Human Resources, Managers.	VP of Operations , Plant Manager, COO.	VP of Operations, Plant Manager, COO.

ONGOING

Continue above plan as required.



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EVENT Tornado Emergency



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
In the event a tornado strikes during work hours and there is imminent danger, instruct all employees/visitors to area of building away from windows (machine shop area). Once the tornado passes, assess situation and communicate further instructions to personnel and visitors.	Contact Manager/Owners (See Emergency Call List), If during off hours communicate to employees via media message (See Emergency Media Notification).	Assess Loss of capabilities and estimate time loss. Check and secure inventory if possible evaluating supply coverage time. Determine product attected. Contact aternate plant for support coordination. Notify customers of supply status and actions. Update Management team, alternate locations, employees, major customers. Execute specific customer continuity actions.	Complete primary loss assessment, alternate production equipment and material scheduled and begin bringing on lines. Reassess the losses to equipment and product, develop plan and timing for facility repair. Assess and restore information system and review critical pending customer needs. Contact customers with status of operations. Update Management team, alternate locations, employees, major customers. Execute specific customer continuity actions.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
Utility companies, first responders, Manager/Owner, Emergency Services (See Emergency Call List). If required contact employees (See Employee Contact List)	Maintenance Manager, Human Resources, Managers.	VP of Operations , Plant Manager, COO.	VP of Operations, Plant Manager, COO.

ONGOING

Continue above plan as required.



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EVENT Hurricane / Blizzard Emergency



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
If a hurricane or blizzard is forecasted and the business will be shut down, communicate to employees/public via EE Emergency Media Notification.	Contact Manager/Owners (See Emergency Call List), If during off hours communicate to employees via media message (See Emergency Media Notification).	Assess Loss of capabilities and estimate time loss. Check and secure inventory if possible evaluating supply coverage time. Determine product affected. Contact alternate plant for support coordination. Notify customers of supply status and actions. Update Management team, alternate locations, employees, major customers.	Complete primary loss assessment, alternate production equipment and material scheduled and begin bringing on lines. Reassess the losses to equipment and product, develop plan and timing for facility repair. Assess and restore information system and review critical pending customer needs. Contact customers with status of operations. Update Management team, alternate locations, employees, major customers. Execute specific customer continuity actions.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
Utility companies, First responders, Manager/Owner, Emergency Services (See Emergency Call List). If required contact employees (See Employee Contact List)	Maintenance Manager, Human Resources, Managers.	VP of Operations , Plant Manager, COO.	VP of Operations, Plant Manager, COO.

ONGOING

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EVENT Flood Emergency



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
If flood occurs and the business will be shut down, communicate to employees/public via EE Emergency Media Notification. If a flood is immanent during work hours instruct employees/visitors to safest location.	Contact Manager/Owners (See Emergency Call List), If during off hours communicate to employees via media message (See Emergency Media Notification).	Assess Loss of capabilities and estimate time loss. Check and secure inventory if possible evaluating supply coverage time. Determine product affected. Contact alternate plant for support coordination. Notify customers of supply status and actions. Update Management team, alternate locations, employees, major customers.	Complete primary loss assessment, alternate production equipment and material scheduled and begin bringing on lines. Reassess the losses to equipment and product, develop plan and timing for facility repair. Assess and restore information system and review critical pending customer needs. Contact customers with status of operations. Update Management team, alternate locations, employees, major customers. Execute specific customer continuity actions.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
Utility companies, first responders, Manager/Owner, Emergency Services (See Emergency Call List). If required contact employees (See Employee Contact List)	Maintenance Manager, Human Resources, Managers.	VP of Operations , Plant Manager, COO.	VP of Operations, Plant Manager, COO.

ONGOING

Continue above plan as required.



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EVENT Pandemic Emergency

RESPONSE



IMMEDIATE

Employees notified of medical pandemic or potential. First responders contact medical resources, gather information on event, review work force, absentees and meet with supervisors to get feedback on current condition of work force. **Enlist a Professional** Medical Advisor, Take action to separate potentially infected workers from remaining work force. Upon consultation with medical personnel for instruction as to disinfecting plant and educating workforce to symptoms, action to take if symptoms appear and in protection and prevention of the virus. Contact second facility to assess condition of secondary plant.

FIRST 8 HOURS

Contact Manager/Owners (See Emergency Call List),

If during off hours communicate to employees via media message (See Emergency Media Notification).

Assess secondary plant for conditions and ability to produce.

Monitor local and state government news feeds for instructions and guidance.

CONTACT RESPO

Manager/Owner, Emergency Services (See Emergency Call List), If required contact employees (See Employee Contact List), Health Department (local)

RESPONSIBILITY

Maintenance Manager, Human Resources, Managers.

FIRST 24 HOURS

Identify external resources critical for continuity of business, production materials, day to day; and hygiene supplies. Evaluate inventory internally, at customer locations and estimate coverage to demand. Advise customers of situation. coverage and plans to maintain supply. Notify secondary facility of impending increase in workflow, tool and/or machine transfers. Evaluate and adjust labor requirements as needed, maintain isolation and disinfection of working areas. Continue contact with medical advisors, communicate updates with employees. Identify infected employees and advise instructions for proper care. Evaluate labor requirements, incorporate alternate employee resources as neeaea.

RESPONSIBILITY

VP of Operations, Plant Manager, Human resources, Managers.

FIRST 3 DAYS

Identify external resources critical for continuity of business, production materials, day to day; and hygiene supplies. Evaluate inventory internally, at customer locations and estimate coverage to demand. Advise customers of situation, coverage and plans to maintain supply. Notify secondary facility of impending increase in workflow, tool and/or machine transfers. Evaluate and adjust labor requirements as needed, maintain isolation and disinfection of working areas. Continue contact with medical advisors, communicate updates with employees. Identify infected employees and advise instructions for proper care. Evaluate labor requirements, incorporate alternate employee resources as needed. In the event of shutdown of primary suppliers, verify inventory associated with secondary and third alternates on availability of material and delivery. Notify customers of any changes in delivery schedules. Execute specific customer continuity actions

RESPONSIBILITY

VP of Operations, Plant Manager, COO.

ONGOING

Continue above plan as required.

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EVENT Loss of Key Supplier



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
Identify current inventory in stock, calculate immediate needs and prioritize. Identify external resources critical for continuity of business, production materials. Contact second and third alternate supplier to verify inventory and delivery options.	Identify external resources critical for continuity of business, production materials. Contact second and third alternate supplier to verify inventory and delivery options. Notify primary customers of imminent issues and delivery changes.	Identify external resources critical for continuity of business, production materials. Contact second and third alternate supplier to verify inventory and delivery options. Notify primary customers of imminent issues and delivery changes. Evaluate labor requirements required due to possible adjusted schedules. Communicate anticipated adjustments to employees.	Identify external resources critical for continuity of business, production materials. Contact second and third alternate supplier to verify inventory and delivery options. Notify primary customers of imminent issues and delivery changes. Evaluate labor requirements required due to possible adjusted schedules. Communicate anticipated adjustments to employees.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
CEO, Managers	VP of Operations , Plant Manager, Managers, Customer Service, Sales.	VP of Operations , Plant Manager, Managers, Customer Service, Sales.	Plant Manager, CEO, Human Resources, Managers.

ONGOING

Continue above plan as required.



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EVENT Electronic Information Loss



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
Identify extent and cause of information loss.	Retrieve backup of system files from fireproof vault and restore files	Update Management and Staff. Management to communicate to Primary Customers anticipated interruptions in production.	Update Management and Staff. Management to communicate to Primary Customers anticipated interruptions in production.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
Management Staff, Outside IT Consultants	Information Technology, VP of Operations.	Information Technology, VP of Operations.	Information Technology, Management.

ONGOING

Continue above plan as required.



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EVENT Loss of Electrical Supply



RESPONSE

IMMEDIATE	FIRST 8 HOURS	FIRST 24 HOURS	FIRST 3 DAYS
Advise all employees and	Contact CEO, Manager	Assess loss of	Complete primary loss
visitors to move to a safe	and Owners.	capabilities and estimate	assessment, alternate
and lighted areas.	(see Emergency Call List)	time loss.	production equipment
			and material scheduled
Depending on severity,	If during off hours,	Check and secure	and begin bringing on
activate Emergency	communicate to	inventory, if possible	lines.
Evacuation Plan.	employees through media	evaluating supply	Reassess the losses to
Ensure all employees and	message . (see Emergency Media	coverage time. Determine product	equipment and product,
visitors have been	Notification)	affected.	develop plan and timing
evacuated.	110tilloution)	anostoa.	for facility repair. Assess
		Contact alternate plant	and restore information
		for support coordination.	system and review critical
			pending customer needs.
		Notify customers of	
		supply status and	Contact customers with
		actions.	status of operations.
		Lindata Managamant	Update Management
		Update Management team, alternate locations,	team, alternate locations, employees, major
		employees, and	customers. Execute
		customers.	specific customer
			continuity actions.
CONTACT	RESPONSIBILITY	RESPONSIBILITY	RESPONSIBILITY
VP of Operations,	Maintenance Managar	VP of Operations	VP of Operations
Managers,	Maintenance Manager, Human Resources,	VP of Operations, Plant Manager,	VP of Operations, Plant Manager,
Utility Company.	Managers.	Chief Operating Officer.	Chief Operating Officer.
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ONGOING

Continue above plan as required.



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