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Emergency Preparedness and Business Continuity Plan

RDC - 2288 Main Street Extension

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Forward

Sabert Corporation recognizes that its employees must be prepared for any and all foreseeable emergencies. It is everyone’s responsibility to become familiar with the contents of this document and be prepared to act during an emergency situation.

This “Emergency Preparedness and Business Continuity Plan” provides emergency instructions for employees who work at Sabert, to ensure employee and visitor safety and the protection of property during fire, severe weather, loss of utilities and other emergencies. It also provides important plans and actions for response and recovery, thus minimizing possible impact to our business.

The Sabert RDC, consists of 2 floors with no basement. The building is equipped with an automatic sprinkler system installed in the ceiling, manual pull stations, fire and heat/smoke detectors alarms that are fitted with strobe lights and horns. The pull stations are located at the egress locations.

The Fire Alarm Panel is located in the pump room located in adjacent warehouse and is monitored by Complete Security Systems 732-780-6787

Each exit is equipped with an electric exit sign and hallway emergency lighting connected to a battery back-up.

There are wall-mounted multipurpose, dry chemical portable fire extinguishers located throughout the facility and especially near exits.

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1) Sabert RDC Facility Emergency Action Plan

General:

This Emergency Action Plan covers the designated actions employers and employees must take to ensure employee safety during medical emergencies, fires, and other emergencies.

This Plan shall be maintained at the facility and be made available for review by employees.

Purpose:

The purpose of this plan is to provide an effective Emergency Action Plan to ensure a safe and proper evacuation of the RDC facility in the event of an emergency.

The plan includes guidelines for the administration of first aid and protection of persons and property from the adverse effects of fires, blackouts, bomb threats, and natural disasters.

Scope:

This emergency action plan applies to all employees assigned to duties at the Sabert RDC and visitors in the building.

Responsibility: Directors / Departments Heads or Designees:

Responsible for review and implementation of the Plan;

Responsible for coordinating with other Departmental Directors to ensure the continuity of assignment of at least one emergency team per floor of their occupancy;

Responsible for ensuring their department employees are trained according to the Plan.

In the event of an emergency, Directors are to assemble at the pre-determined location where everyone can safely gather to oversee initial emergency actions and communicate with responding emergency personnel;

Responsible for ensuring that all medical information concerning employees is kept confidential and released only to the appropriate employees and/or authorities;

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Safety Director:

Responsible for assisting with the development and maintenance of a current Emergency Preparedness Plan that identifies specific responsibilities and duties for all employees, for each type of emergency action.

Responsible for assisting with or coordinating training to ensure employees are familiar with their responsibilities in the plan as it pertains to their duties at the Sabert RDC.

Responsible for ensuring that each department within the Sabert RDC has a copy of the Plan.

Coordinating the on-site Emergency Team

Coordinating at least quarterly Emergency Team meetings

Emergency Team Members:

Responsible for reading and understanding the procedures in the Plan;

Responsible for following these procedures in the event of an emergency;

Responsible for ensuring that all medical information concerning employees and citizens is kept confidential;

Responsible for attending assigned training to aid in the administration of assigned emergency team duties;

Employees:

Responsible for attending assigned training to understand the Emergency Preparedness plan;

Responsible for following all procedures in the Plan;

Responsible to have all visitors sign in with complete information and sign out at reception desk – Important Note: This ensures accurate roll call information and

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eliminates unnecessary risks to firefighters having to re-enter a building due to inaccurate sign in and out process.

Responsible for questioning any part of this manual that is still unclear after training;

Responsible for responding to all emergencies and/or evacuating the building in an orderly and quiet manner, while giving aid to those in need;

Employees with Disabilities:

Employees with disabilities include those who are mobility impaired, visually impaired, hearing impaired, temporarily impaired, mentally impaired and/or those employees who have a heart/respiratory condition or other health condition, which may be aggravated by the exertion required to evacuate down a flight of stairs in smoke-filled stair wells.

Employees with disabilities are required to notify their supervisors and/or Emergency Team of their needs and requirements to ensure that they are able to evacuate the building safely.

Emergency Procedures:

Specific procedures for various emergencies are outlined separately in this Emergency Action Plan (see section 2 “Emergency Specific Procedures”).

Emergency escape routes are identified on posted floor plans. All access to means of egress and to exits must remain clear and unobstructed at all times.

In case of an emergency that requires the evacuation of the building, all employees and visitors will evacuate the building via the appropriate exit and go to their designated assembly area. The emergency team will coordinate with other staff members to account for all signed-in visitors in the building at the time of the emergency. The emergency team will report this information to the Incident Commander as soon it is available.

Emergency Team Procedures:

Each floor must have designated employees assigned to the Emergency Team;

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Emergency Team members have First Aid/CPR/AED and Blood-borne Pathogens Training;

The Emergency Team will communicate with a 2 way radio system in the event of an emergency;

Radio Communication Steps:

Motorola Radios at the RDC

Radio Serial Number	RDC Number
018TNH6000	1
018TNJ2404	2
018TNH6021	3

Radio #1 – for evacuation point 1 - front of building. Radio will be located in mail room next to the "Go Kit". Designated Emergency team member is responsible to pick-up on the way out for evacuations.

Radio #2 will be stationed in the warehouse office for evacuation points 2-3. This radio will be stationed in the warehouse office – Warehouse Mgr will pick-up on the way out for evacuations.

Radio #3 for the Incident Lead who will provide the ‘All Clear’ message. This Radio will be located in mail room next to the "Go Kit". Incident commander or backup will pick-up on the way out for evacuations.

Radios work off of channel 1.

In the event of the fire alarm sounding, the Emergency Team will execute building evacuation with the following assignments;

a) **Designated Floor Sweeps:**

Check all offices, meeting rooms, training rooms, restrooms and closet areas for individuals to evacuate on their assigned floor;

Ensure that all employees and visitors have evacuated their assigned areas;

Ensure that all the doors are closed behind them and that the floor is clear;

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Inform the Incident Commander the results of the floor accounting;

Relay information from the Incident Commander to the employees at their assembly areas.

b) ***Designated Safety Team Members:***

Assist and maintain order as employees and visitors are leaving the building.

Assist disabled individuals evacuating the building.

Ensure that all people on the floor are accounted for.

Ensure that the employee list has been filled out and provided to Incident Commander.

Administer First Aid, as needed.

Training:

Safety Director and Department Directors or designee(s) must identify and assist in the development and implementation of training for a sufficient number of persons to help in the safe and orderly emergency evacuation of the building. Supervisors must review the plan with each employee covered by the plan at the following times:

- (a) Upon initial development of the plan,
- (b) Whenever the employee's responsibilities or designated actions under the plan change,
- (c) Whenever approved changes are made to the plan,
- (d) Whenever a new employee is assigned, hired, or transferred to a unit within Sabert.

Immediate supervisors must review the Plan with each employee upon initial assignment, those parts of the plan that the employee must know to protect him or her in case of an emergency.

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Drills:

Fire drills shall be conducted at least annually. In addition, other emergency scenarios referenced in this plan will be practiced whenever it is deemed necessary by department heads, risk assessments or the Safety Director.

When conducting a fire drill, be sure to inform the company’s fire alarm monitoring company, if required.

Drills will be initiated by the Safety Director.

Prior to each drill, Department Heads (or their designees) will identify personnel who will assume command of the drill and post-drill activities once the drill has been initiated.

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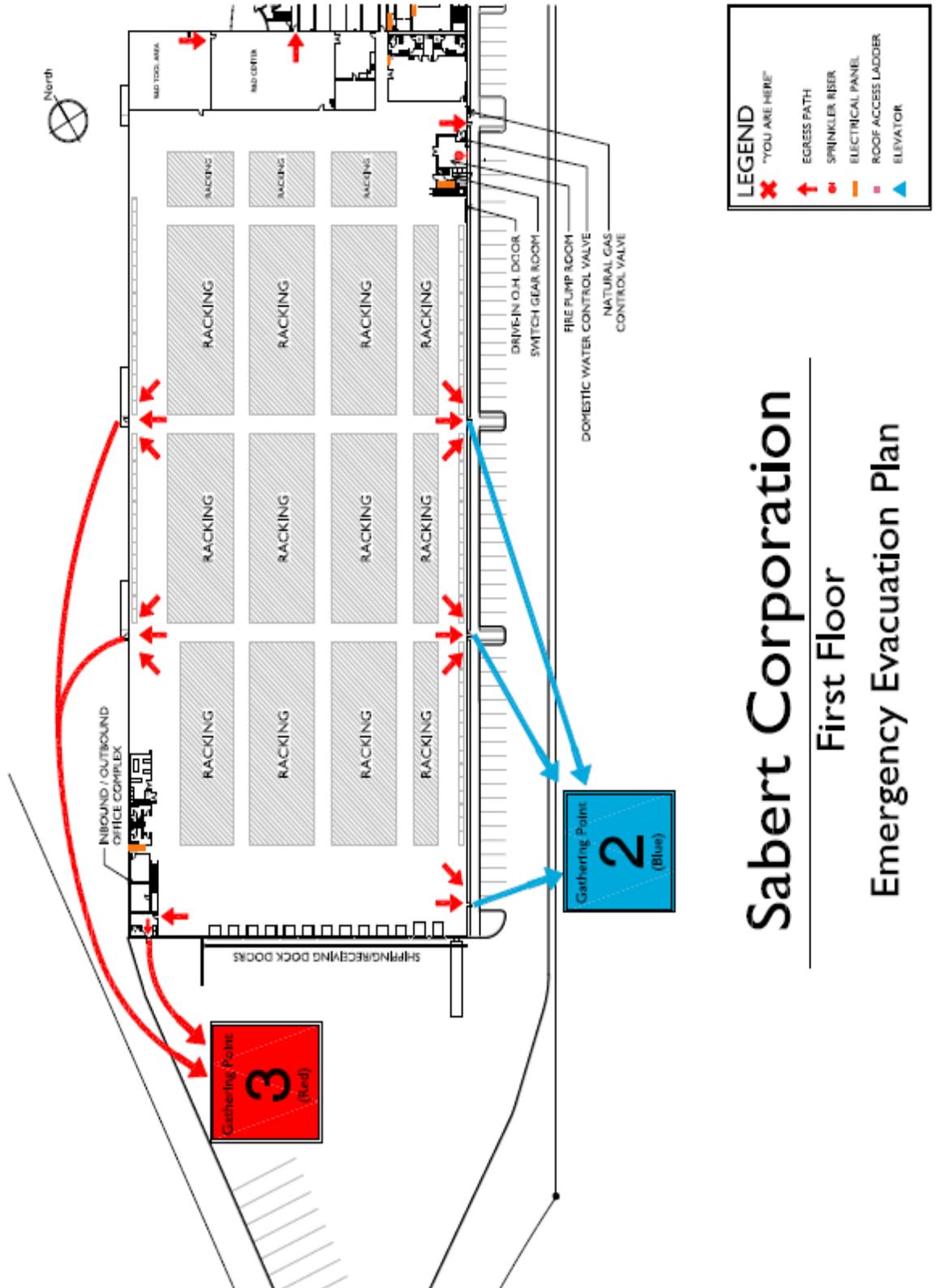
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Sabert Corporation

First Floor

Emergency Evacuation Plan



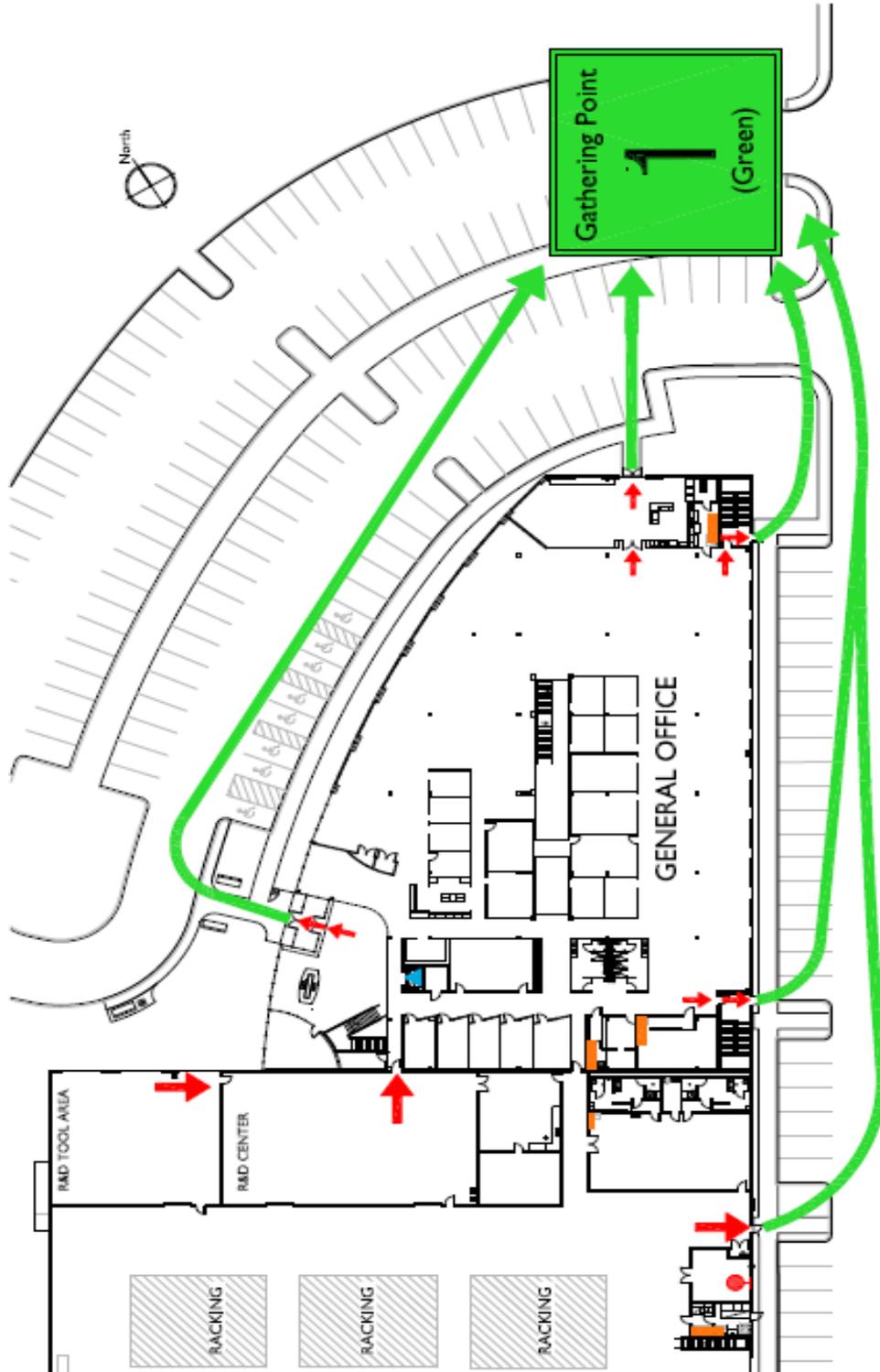
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LEGEND

- YOU ARE HERE (Red X)
- EGRESS PATH (Red Arrow)
- SPRINKLER RISER (Red Circle)
- ELECTRICAL PANEL (Orange Square)
- ROOF ACCESS LADDER (Red Square)
- ELEVATOR (Blue Triangle)

Sabert Corporation
First Floor
Emergency Evacuation Plan

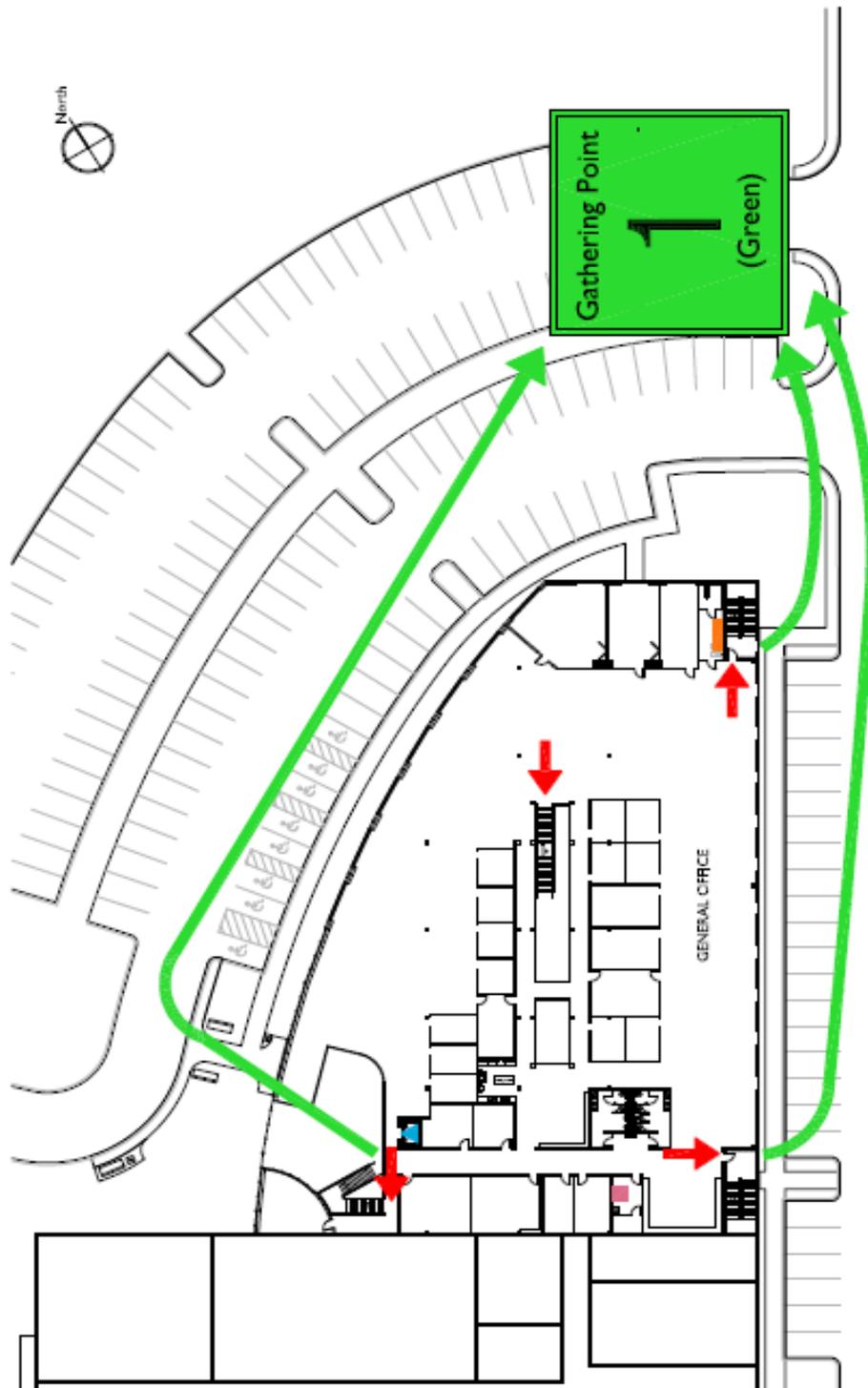
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LEGEND	"YOU ARE HERE"
	EGRESS PATH
	SPRINKLER RISER
	ELECTRICAL PANEL
	ROOF ACCESS LADDER
	ELEVATOR

Sabert Corporation

Second Floor

Emergency Evacuation Plan

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Emergency Preparedness Guidance

Identify vulnerabilities and threats

- List the disasters that may strike your business and the damage they may cause to the business
- Analyze the impact of an emergency on your business and/or its web site
- Conduct a business impact analysis for potential emergency scenarios

List your company's capabilities and resources for responding to Emergencies

- Identify key personnel and their skills (first aid, multiple language, crisis management)
- Identify insurance provider, vendors and other resources that will be helpful in business resumption
- Inventory equipment and supplies that may be useful following an Emergency

Identify and post evacuation routes and assembly areas

- Identify primary and alternate routes out of the building
- Choose an assembly area nearby but away from potential danger, identify nearest NERT staging area
- Establish procedures for employees to check in and be accounted for after an emergency

Plan for the effective use of your staff

- Establish an emergency management organization like the Incident Command System
- Designate key staff as emergency coordinators, provide response roles for all staff
- Encourage employee personal and household preparedness

Establish an emergency training plan

- Orient employees to your specific business resumption and recovery plans
- Provide staff training in first aid and CPR
- Contact the Fire Department to schedule Neighborhood Emergency Response Team training for staff

Assemble and store emergency supplies

- First aid kit, sized for the business
- Portable radio/TV and extra batteries
- Flashlights or lanterns and extra batteries
- Work gloves and protective clothing
- Emergency response tools
- Two-way handheld radios for emergency communication

Assemble building site maps and floor plans with the following information identified:

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- Stairways, exits and fire escapes
- Utility valves and shutoffs – electric, gas, water, heating and air conditioning
- Fire hydrants and standpipes
- Fire extinguishers
- Hazardous materials
- Locked or restricted areas

Conduct regular exercises with employees and modify plans and procedures as necessary

- Evacuation and assembly
- Fire evacuation
- Notification and employee contact
- Tabletop exercises to test various scenarios and plans

Appendix A

Emergency Team Roster

RDC Safety Representatives	Cell Number	Responsibilities
Aviator Ashurov	732 501 1953	Cones
Heather Daly	908 246 2054	Incident Lead backup /Contact with Emergency Services. Grab the "go kit"/radio #1
Shannon Fox	954 604 9282.	Tracking visitors/contractors/ employees. Current Org list for roll call. Have multiple copies to hand to "Roll Callers".
Eve French	732 991 5139	Roll Call/ All Clear messenger/ backup 2nd fl sweep
Radhika Kusam	312 493 9933	Sweep 2nd fl & Women's
Christina Lindquist	917 842 7837	Back up - Sweep 1st fl & Women's/Gym - Responsible for radio #1.
Jesus Mc Pherson	(732) 429-2451	Sweep warehouse/Roll Call- Responsible for Warehouse radio- #2.
Stephen Ricci	267 738 8822	2 nd fl conf rooms and Men's room
Russ Wilson	908 872 6330	Sweep 1st fl & Men's/ Gym
Chet Zadlock	732 512 7105.	Sweep Lab/tool room/"go kit"
Kregg Salvino	856 685 0722	Incident Lead /Contact with Emergency Services - Responsible for Radio #3.

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2) Emergency Specific Procedures

In addition to the general procedures stated in Section 1, this section has emergency procedures that are specific to, and are to be used for, the follow;

- **Fire Emergency**
- **Loss of Utilities (Water, Natural Gas)**
- **Blackout Conditions (Electrical Power Outage)**
- **Severe Weather**
 - **Flood**
 - **Tornado**
 - **Earthquake**
- **Threats**
 - **Bomb Threat**
 - **Written Threats**
 - **Workplace Violence**
- **First Aid Procedures**
- **Blood Borne Pathogen Exposure Control**

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FIRE EMERGENCY

Action Taken;

Go to the nearest fire alarm pull station and pull it – Immediately notify the staff that they must quickly and calmly evacuate the building. Go to the nearest exit (*primary or alternate*) away from the fire and evacuate the building.

If the fire alarm doesn't sound:

- a) Inform your supervisor of the situation.
- b) Have everyone begin to evacuate the building calmly.
- c) Go to the first floor and call 911 - At this time provide the dispatcher with the following:

Name of the Facility: Sabert Corporation,

Address of Facility: 2288 Main Street Extension Sayreville, NJ

Name of Caller: (Your Name)

Situation: Tell the dispatcher if there are injuries, the size of the fire, or other pertinent information).

- d) Alert other departments and evacuate the building.
1. Can the fire be put out? - if it is in the incipient stage (just starting; very small), trained employees can use a portable fire extinguisher. If the employee has not been trained in the use of a portable fire extinguisher or the fire is spreading beyond the point of origin, the employee will evacuate the building immediately. The first priority is the safety of employees and visitors.

To use fire extinguisher - **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep

2. Exit through the nearest exit (primary or alternate) away from the fire. Use the stairway exit nearest the department. Do not use the elevators. If at your desk, bring your coat and car keys. If you are not, do not go back to get them.

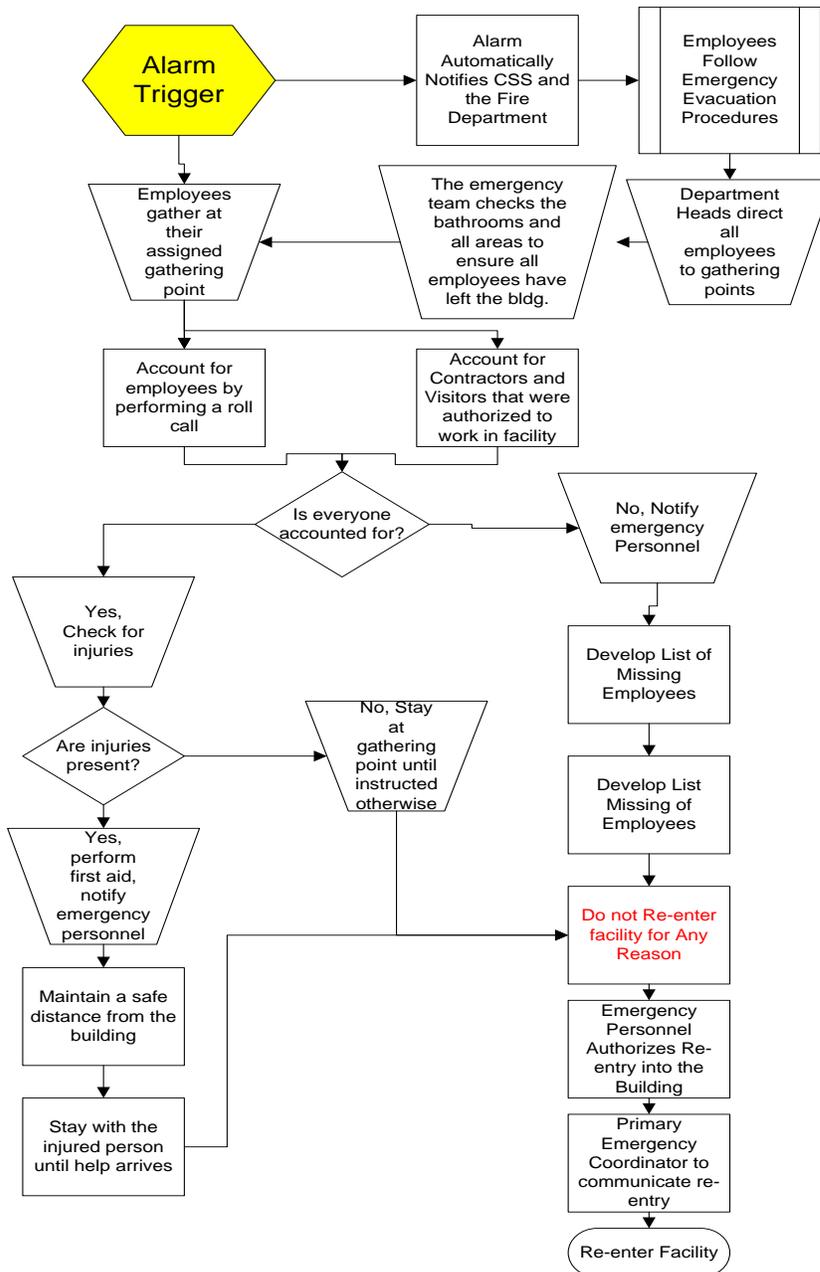
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3. Assemble in your designated assembly area - In the event of a fire emergency that requires evacuation of your building, all employees, volunteers, and patrons will assemble in their designated assembly area, as indicated on the evacuation maps.
4. Perform a roll-call – Your Floor Emergency Team members will perform a floor roll-call to ensure that everyone is accounted for. They will then provide communications and updates between your group and the directors of the agencies (or their designees at the established assembly point.
5. Stay where you are – Do not leave your assembly area unless a member of your Emergency Team has cleared you to do so.

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Emergency Evacuation Procedure

Updated 11/12



Emergency Contacts

Sayreville Police 732-727-4444 or 911
 Sayreville First Aid 732-727-4444 or 911
 Sayreville Fire Dept. 732-727-4444 or 911
 Poison control 1-800-222-1222
 U.S. Healthworks 732-248-0088
 Raritan Bay Medical center 732-422-3700
 CSS Security 1-800-434-4000
 PSE&G (Gas supplier) 1-800-436-7734
 GPU (Electric) 1-800-662-3115

RDC Office
 Kregg Salvino, EHS Director x 3194
 Cell Phone: 856 685 0722

Greg Szczygiel, Maintenance Mgr x3586
 Cell: 908-577-2150

Derek Simmons Warehouse Dir x3114
 Cell: 443) 683-1267

Heather Daly, HR Administrator x 3242
 Cell Phone: 908-246-2054

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Loss of Utilities (Water, Natural Gas)

A. Action Taken

Notify the appropriate utility company

1. Inform everyone of the problem – The senior departmental employee on duty shall inform the staff and visitors of the problem.
2. If the water or Natural Gas comes back on - If the water supply or natural gas is restored within one hour, the staff activities may proceed as scheduled.
3. If the water or Natural Gas doesn't come back on - If the water or natural gas supply has not been restored after one (1) hour, or the source of the problem cannot be identified, the senior department employee shall coordinate with maintenance and security for further instructions.
4. Follow the directions of The Emergency Evacuation Team.
5. Secure the building –Notify Maintenance Mgr for manually locking the doors in the case of lost power.

Blackout Conditions (Power Outage)

In the event of a BLACKOUT or isolated Power Outage, the building's emergency generator will need to be manually switched and activated.

If it is a true blackout of power, all electric lights and streetlights in adjacent and surrounding buildings will be off!

Action Taken

1. Remain Calm - If the blackout occurs during the hours of darkness or reduced visibility, the senior departmental employee-on-duty shall inform the staff of the problem and ask that they remain calm, stay together, and to not move about.
2. Staff must ensure that all electrical appliances and lights are turned off - To avoid a power surge and possible damage to circuits or equipment when the power is restored.

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3. Members of the Emergency Team will assist employees, if needed.

4. Contact Building Maintenance to initiate the necessary sequence to start the emergency power generator. DO NOT ATTEMPT TO DO THIS YOURSELF.

5. If the blackout has not been restored with the activation of the generator or the source of the problem cannot be identified, the senior departmental employee on-duty will coordinate with Maintenance for further instructions.

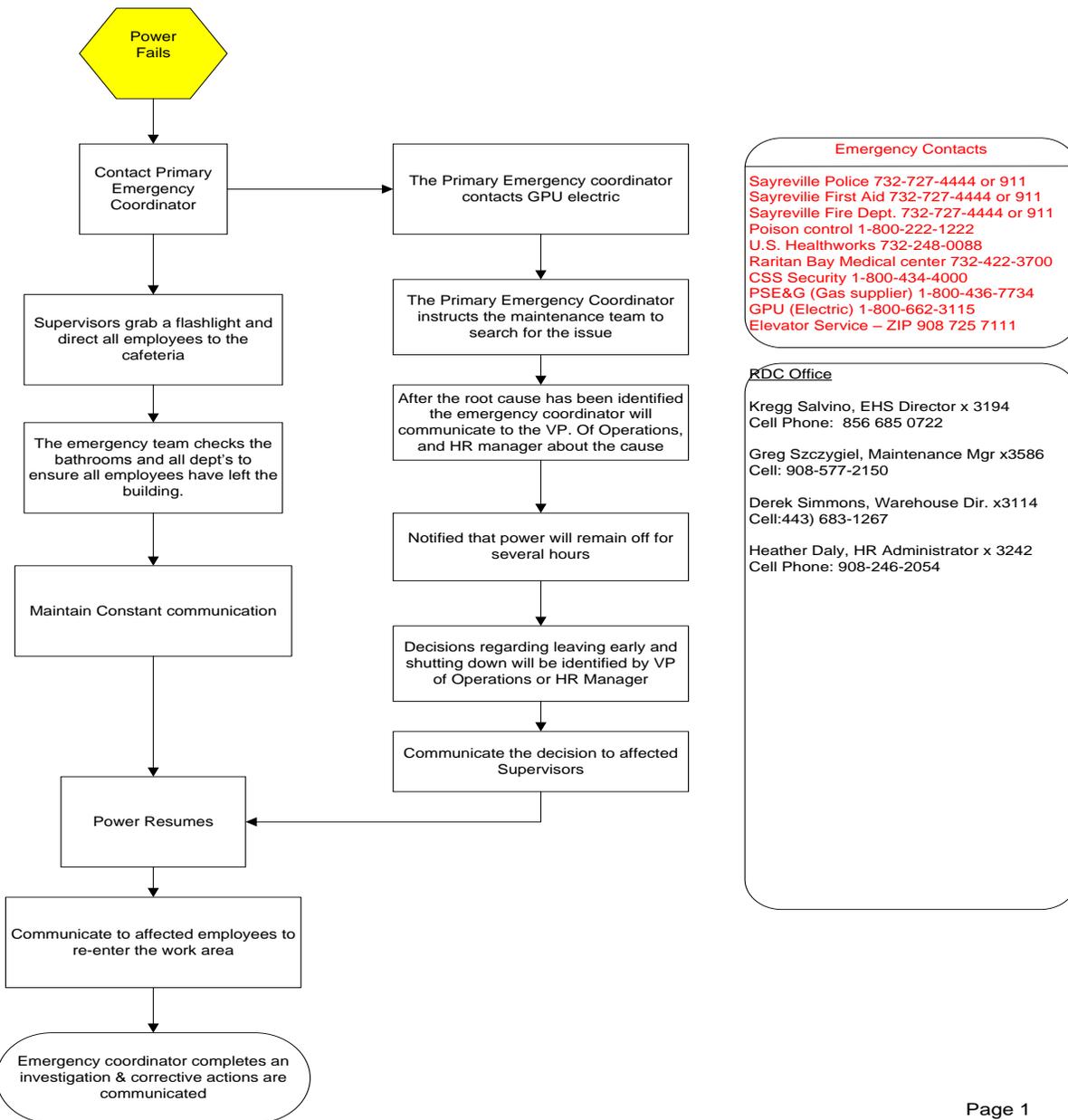
6. Leave in a quiet and calm manner – Exit the building in a quiet and calm manner in the event that the power cannot be restored and employees are sent home.

7. Main Entrance and the Cafeteria entrance will need to be manually locked by key after 2 hours of no power (back up batteries duration is ~ 3 hours) – use RDC contact list and notify the maintenance manager to lock the doors.

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Electrical Failure Procedure

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Severe Weather

What is Severe Weather?

Heavy Thunderstorms; High Winds; Lightning; Hail; Snow and Ice Storms; Hurricanes; and Tornadoes.

A. Action Taken:

Advanced Warning:

1. Begin preparations immediately - If advanced warnings of severe weather are known, begin preparations immediately!
2. The senior employee or Incident Lead will brief all staff to remain calm and stay away from windows and doors. In a thunderstorm or lightning conditions, employees and visitors must not operate electrical equipment or use the telephone.
3. *If there is sufficient advanced warning*, everyone should survey the surrounding grounds and bring loose equipment and objects (trashcans, chairs, tables, etc.) inside the building.
 - a) Any items, which cannot be brought inside, should be secured to the ground or a fixed object as best as possible. This will reduce the potential for flying objects to cause injuries or property damage.
 - b) Do not subject yourself to potential injury just to secure equipment. Everyone must go inside as soon as weather conditions make remaining outside hazardous to personnel.

What about EXTREMELY Severe Weather (Hurricane, tornado, etc?)

If the weather becomes extremely severe or there is information or reason to believe that a hurricane or tornado is passing through the area, everyone will:

1. Calmly and quickly move to the designated areas of refuge in the building and;
2. Perform a roll-call – Your Emergency Team members will perform a roll-call to ensure that everyone is accounted for. They will then provide communications and updates between your group and the senior staff.

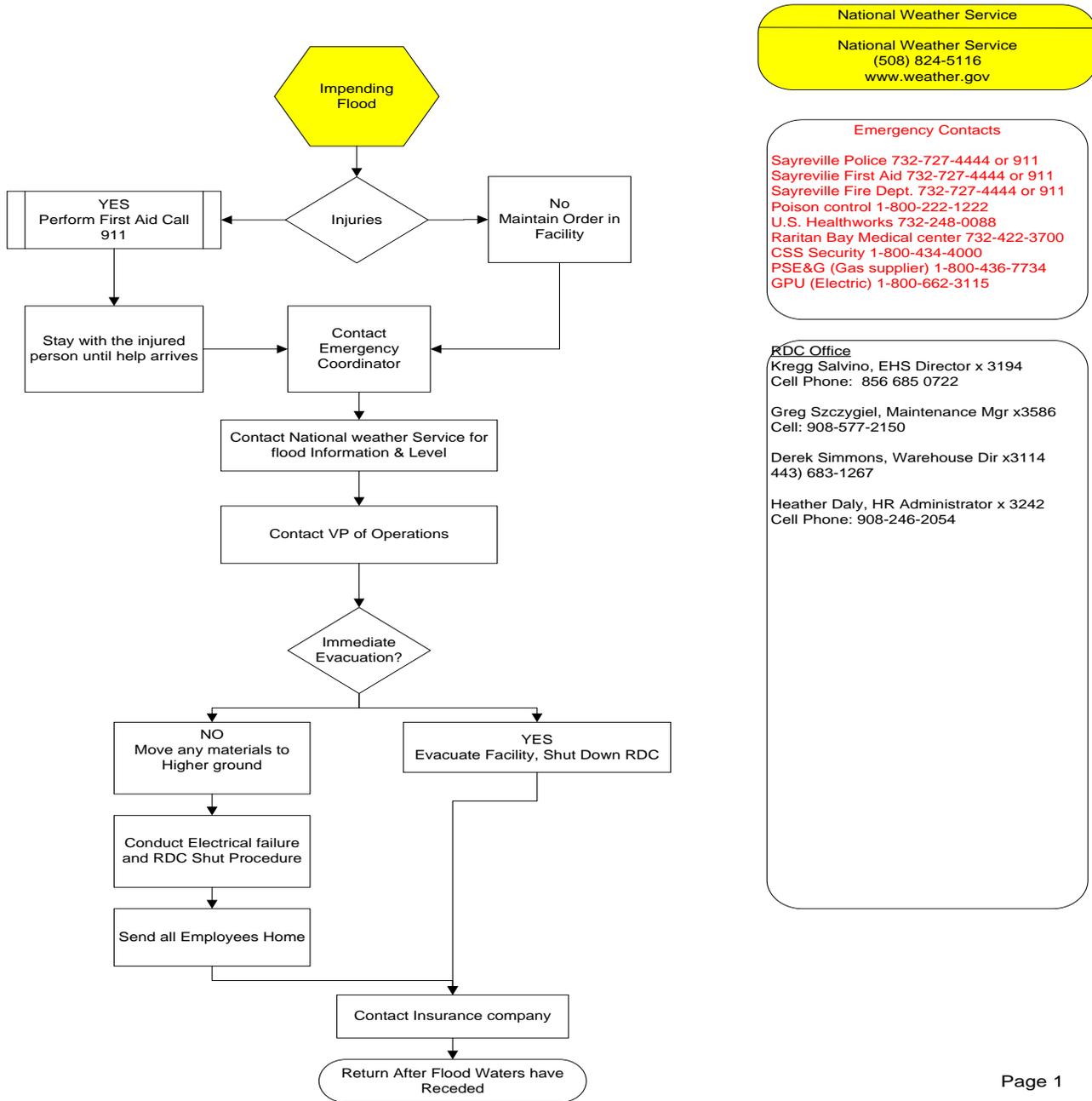
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3. Stay in the designated interior areas of refuge until the danger has passed. Emergency Team members or the senior employee on duty will make the determination to return to work based upon consultation with Senior Leadership team and/or emergency response agency.

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Flood Procedure

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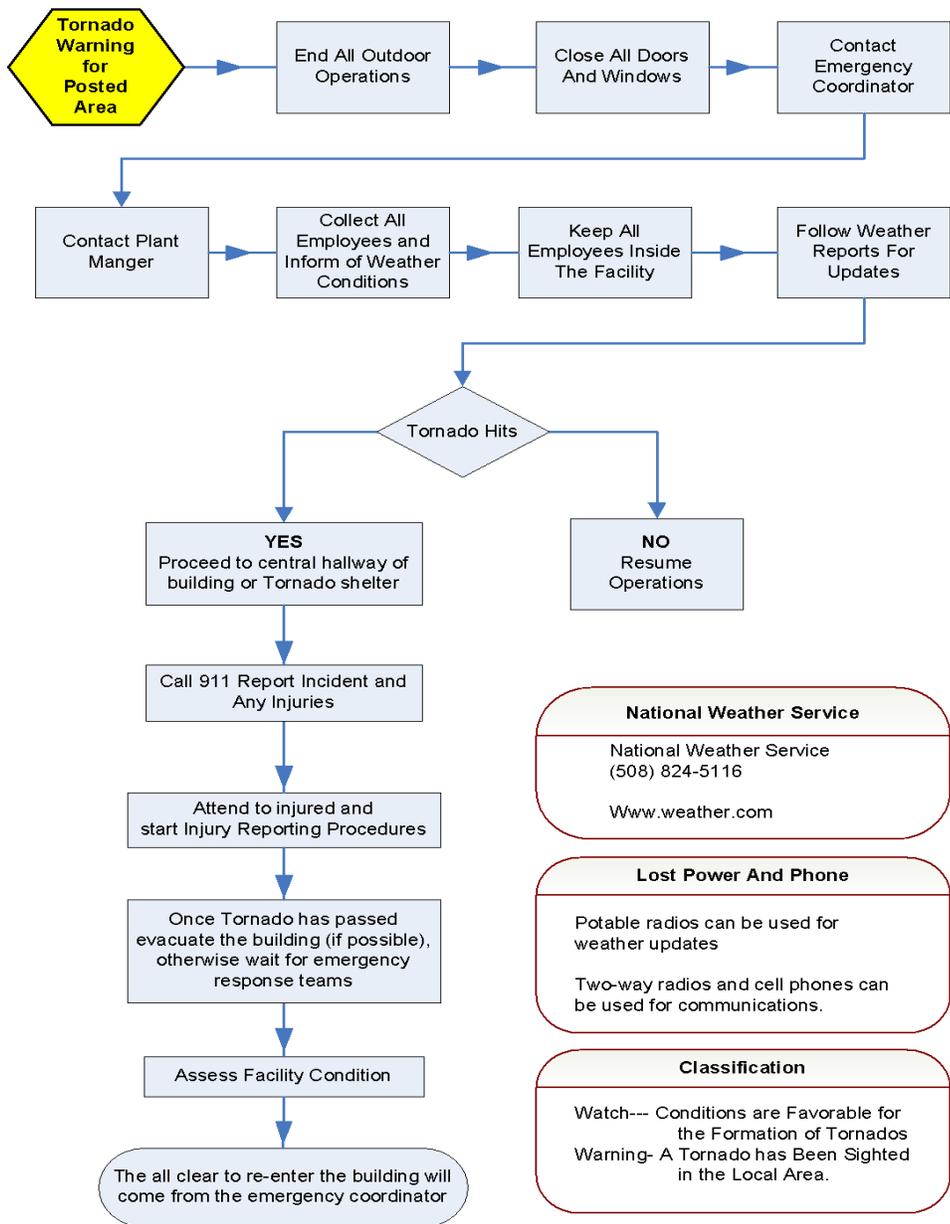


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Tornado Procedure



Emergency Contacts	
Sayreville Police	732-727-4444 or 911
Sayreville First Aid	732-727-4444 or 911
Sayreville Fire Dept.	732-727-4444 or 911
Poison Control	1-800-222-1222
Concentra Medical Center	732-225-5454
Raritan Bay Medical Center	732-442-3700
ADT Alarm	1-800-238-7870
PSE&G (Gas supplier)	1-800-436-7734
GPU (Electric)	1-800-662-3115

RDC Office

Kregg Salvino, EHS Director x 3194
Cell Phone: 856 685 0722

Greg Szczygiel, Maintenance Mgr x3586
Cell: 908-577-2150

Derek Simmons, Warehouse Dir x3114
Cell: (443) 683-1267

Heather Daly x 3242
HR Administrator
Cell Phone: 908-246-2054

National Weather Service

National Weather Service
(508) 824-5116
www.weather.com

Lost Power And Phone

Potable radios can be used for weather updates

Two-way radios and cell phones can be used for communications.

Classification

Watch--- Conditions are Favorable for the Formation of Tornadoes
Warning- A Tornado has Been Sighted in the Local Area.

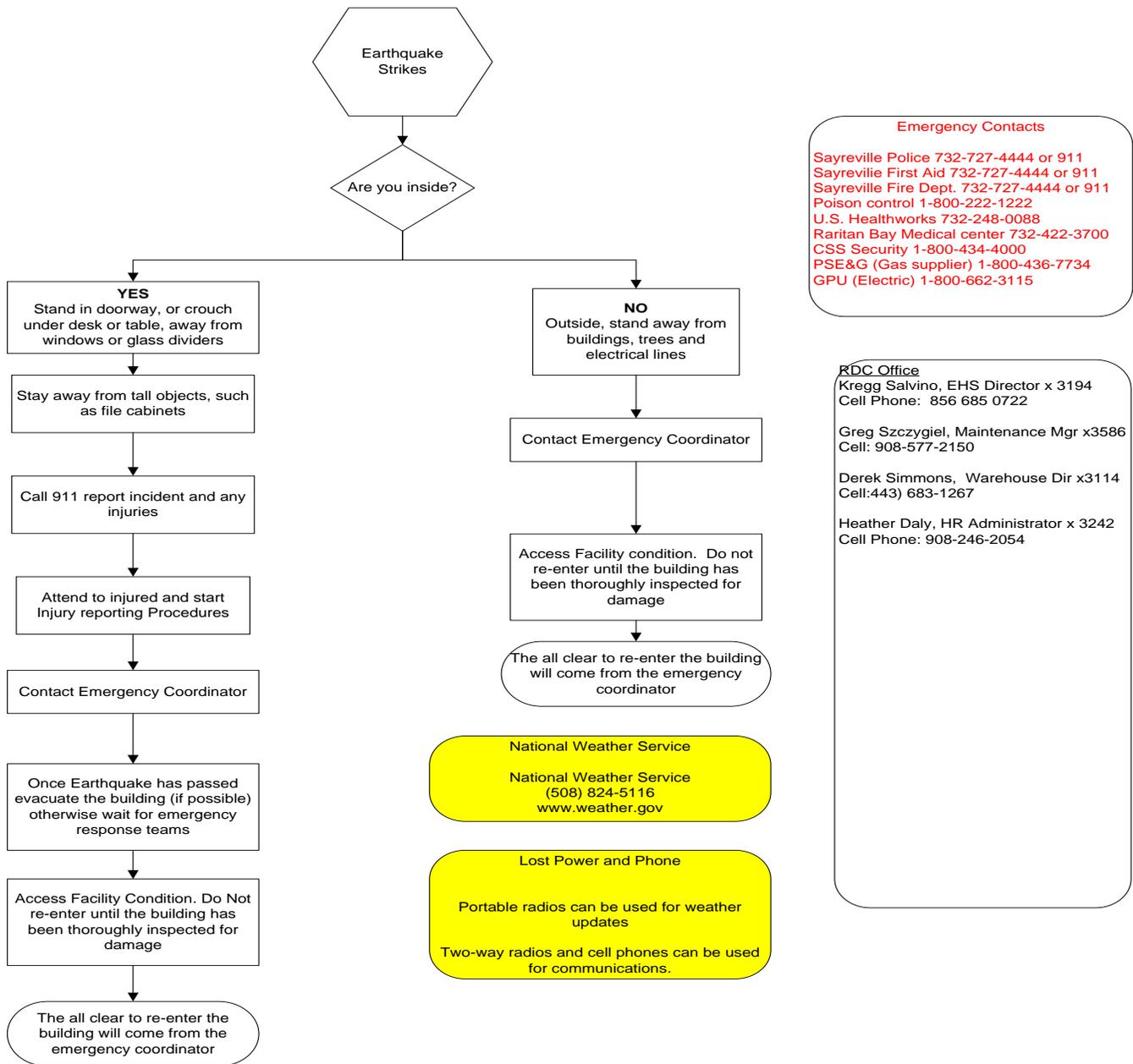
Cell Phone: 732-804-2739

Mark Fessler x-3145
VP Operations
Home Phone: 908-522-0313
Cell Phone: 908-956-5269

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Earthquake Procedure

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Threats

Telephone / Bomb Threats

1. Remain calm - In the event of a telephonic threat, the employee receiving the call must remain as calm as possible.
2. Attempt to keep the caller on the telephone as long as possible.
3. Use the Telephone and bomb Threat form and record the caller’s exact words - A special effort should be made to obtain the information on the attached form.
4. Immediately Make Notifications – The member who receives a bomb threat call shall contact 9-1-1 (Cellular telephones WILL NOT be utilized; they could set the bomb off).
5. Notify – Supervisors and Emergency Team Members.

Evacuation Instructions:

The decision to evacuate Sabert RDC shall be the responsibility of **Safety Director / Incident Lead** and/or by the Public Safety responders on scene. Follow instructions as they are given by the 9-1-1 center, police, or fire personnel. In the event that decision is made:

- a. An announcement that the building is being evacuated shall be made over the paging system (or however your business would do this)
- b. Employees shall close all doors, leaving them unlocked.
- c. Elevators shall not be used.

When the evacuation order is given:

- a. Desks and work areas shall be cleared of any confidential and important papers;
- b. Computers logged off;
- c. Drawers to desks and file cabinets will be closed;
- d. Cash and money instruments shall be secured; and
- e. Exit doors shall be closed, but not locked.

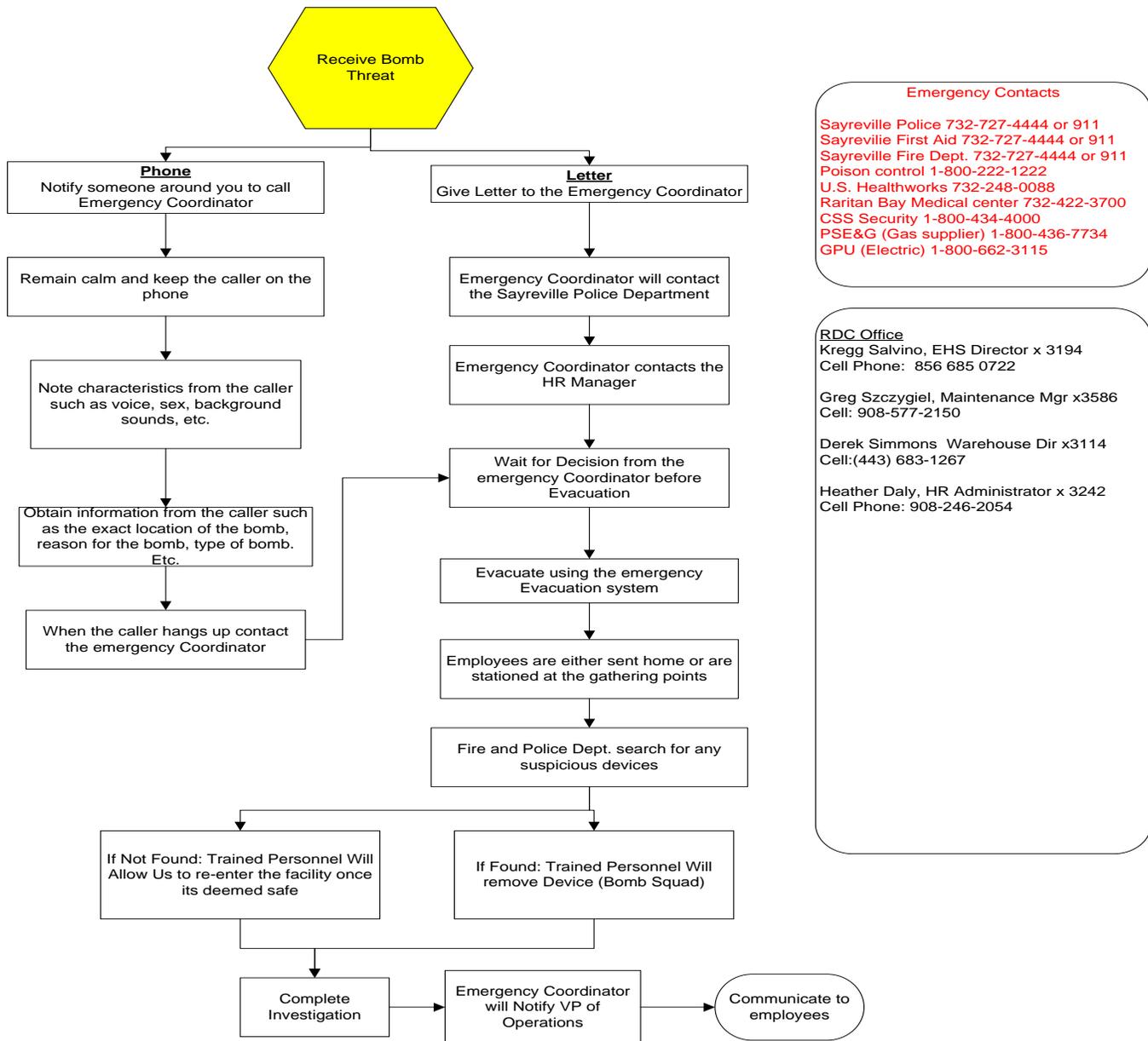
In a calm and orderly manner, all persons shall move toward prearranged evacuation routes, making sure that all visitors accompany employees.

All persons shall leave the building at ground level, proceed at least 300 feet from building and not hinder the Division of Fire or other emergency services activities.

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Bomb Threat Procedure

Updated 11/12



Emergency Contacts

Sayreville Police 732-727-4444 or 911
Sayreville First Aid 732-727-4444 or 911
Sayreville Fire Dept. 732-727-4444 or 911
Poison control 1-800-222-1222
U.S. Healthworks 732-248-0088
Raritan Bay Medical center 732-422-3700
CSS Security 1-800-434-4000
PSE&G (Gas supplier) 1-800-436-7734
GPU (Electric) 1-800-662-3115

RDC Office
Kregg Salvino, EHS Director x 3194
Cell Phone: 856 685 0722

Greg Szczygiel, Maintenance Mgr x3586
Cell: 908-577-2150

Derek Simmons Warehouse Dir x3114
Cell:(443) 683-1267

Heather Daly, HR Administrator x 3242
Cell Phone: 908-246-2054

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Written Threats

Preserve the evidence - Written threats should be handled as little and as carefully as possible in order to preserve the document as evidence. Follow procedures for receiving a bomb threat call.

Evacuate the building - If the decision is made, by the department head or you are advised to so by emergency personnel to evacuate - Precede with the evacuation instructions as outlined above. ↑

Do not use your cellular phone until you are in your designated assembly area.

Suspicious Letters and Packages

Do not open, move or attempt to unwrap the letter or package - If the bomb is delivered to Sabert or if a suspicious package is discovered in the building, immediately dial 911. **NO ATTEMPT SHOULD BE MADE TO UNWRAP IT OR MOVE IT!!**

Evacuate the building - If the decision is made, by the department head or you are advised to so by emergency personnel to evacuate - Precede with the evacuation instructions as outlined above.

Do not use your cellular phone until you have reached the designated area of assembly.

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THREAT & BOMB REPORTING FORM

Remain calm, listen carefully and do not interrupt the caller. Try and obtain the answers to the following questions to the best of your ability while the caller is still on the line. Immediately contact 911 or 9-911 to report all threats received.

Date Received _____ Time Received _____ AM / PM

Telephone # of caller (If obtained through caller ID)

Telephone extension where call was received

Person or area threatened

Location of bomb _____ Detonation time _____ AM / PM

CALLER CHARACTERISTICS

Male Female Adult Young Adult Child

Caller's exact statement

Did caller speak with an accent? Yes No

Describe

Did caller have knowledge of facility? Yes No Unsure

If Yes, Please explain

Were background noises heard? Yes No

If Yes, Please explain

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First Aid Procedures

ONLY EMPLOYEES WHO HAVE BEEN TRAINED IN FIRST AID/CPR/AED AND BLOOD-BORNE PATHOGENS CAN RENDER FIRST AID.

The Sabert RDC has first aid kits located in break areas where employees have unrestricted access. The kits are inspected and inventoried for completeness and serviceability monthly. A first aid instruction book is also located in the kit.

Each floor should have a Blood-borne Pathogens Kit. The kit includes personal protective equipment (gloves, gowns, masks, etc.) for those giving major first aid and a spill clean-up kit. The contents are sealed so that they cannot be used more than once.

An AED (*Automated External Defibrillator*) – Is located in the first floor Center lobby (under the large skylight and shall only be used by Emergency Team Members, or other trained first responders. AED's shall be inspected and maintained by the Safety Director.

Action Taken

Minor First Aid (Includes those injuries that can be treated by first aid alone)

Report it to one of the Emergency Team members - Everyone who discovers an emergency situation will inform one of the members of the Floor Emergency Team. They shall assess the situation and render the appropriate first aid treatment. *NOTE: Employees shall only render first aid procedures for which they are trained and certified.*

Major First Aid (Includes those injuries that require greater treatment than first aid and / or post treatment care.)

If the treatment required is beyond your level of training – call or direct someone to call 911 - Any treatment required beyond the level of training of which the employee is certified must be handled by emergency medical personnel. Keep the victim calm. Direct someone to call 911.

Provide the following information to the emergency dispatcher:

a. Site Name/Address:

Sabert Corporation 2288 Main Street Extension, Sayreville NJ 08872

b. Person Calling: Give *your* name.

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c. Situation: Describe who is injured, how the injury occurred, first aid treatment being administered, victim's condition, and any other pertinent information.

Send someone to the Main Entrance area to direct emergency crews when they arrive.

Prepare an Injury/Illness Report - Once emergency medical service personnel arrive and taken charge, the senior departmental employee on-duty must prepare a Injury/Illness Report on each injured person. Complete the report in ink. The report must be forwarded to Director of Safety by the following business day. If the injury is serious - Contact your supervisor and department leads or other appropriate departments as soon as possible to report any serious injuries.

Blood borne Pathogens Exposure Control

Always wear disposable latex or vinyl gloves - Wearing disposable latex or vinyl gloves is mandatory for all employees or volunteers authorized to render first aid to injured patrons, volunteers, or other employees. This will limit the exchange of body fluids and subsequent contraction of blood borne pathogen diseases. There are gloves in the first aid kit and in the BBP kit.

Always use a pocket mask with a one-way valve when giving artificial respiration - If artificial respiration (rescue breath) is required, the use of a pocket mask with a one-way valve is mandatory. This will limit the exchange of body fluids and subsequent contraction of blood borne pathogen diseases.

Keep the area clear of bystanders - If more than one employee is on duty, one employee shall keep the area clear of bystanders.

Always decontaminate or dispose of all equipment/supplies used - Once first aid treatment is concluded, all equipment and supplies shall be properly decontaminated or disposed of. Employees must wear protective gloves during this process.

Clean up all floors, counter tops, tables, desks, etc. – If contaminated by a body fluid or equipment used during treatment, all floors, counter tops, etc. shall be cleaned and disinfected in accordance with company policy.

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Workplace Violence

Any intentional act that inflicts, attempts to inflict, or threatens to inflict bodily hurt on another person or that inflicts, attempts to inflict, or threatens to inflict, damage to property, whether committed by an employee or by anyone else and which occurs in the workplace, at a business site location or while an employee is engaged in company business. A Workplace is composed of all company property and any other locations where employees are performing their work.

Responsibilities

Everyone is responsible for responding promptly to Workplace Violence. All staff members are encouraged to take appropriate measures to protect themselves and personal property and report Workplace Violence incidents or concerns to their supervisor. Supervisors are responsible for responding to the concerns of employees pertaining to threatening or intimidating behavior from internal and external customers. All staff members are responsible for cooperating when emergency response procedures are activated.

Action Taken – (Threatening or Violent Situations)

If possible immediately call 911 or 7-911 the following information to the emergency dispatcher:

Site Name/Address

Sabert Corporation 2288 Main Street Extension, Sayreville NJ 08872

Give the floor number and your location

Person Calling: Give your name.

Situation: Describe the situation in detail and whether dangerous weapons/firearms are involved and any other pertinent information.

Activate the fire alarm - Evacuate through the safest exit to the corresponding assembly area for accountability.

Remain Outside until emergency personnel arrives. Do not take any actions that may further escalate the situation.

Return to work only after being cleared to do so by the on-scene commander.

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Revision History

REVISION	DATE	NAME	DESCRIPTION
Original	2/12/13	Original Document	Emergency Plan
1	4/2/13	salvino	Updated Emergency team names
2	11/26/14	salvino	Updated Emergency team names

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3) Sabert Business Continuity Plan

This plan is for use once life and safety are secure in response to an emergency, disaster or disruption.

The plan identifies key resources and needs to ensure that business may continue, perhaps in a limited capacity, or how your business will fully recover should the disaster be catastrophic.

This plan is divided into two major areas;

- 1) **Overall Business Continuity Plans** and includes information and processes that are common for all, such as the “Business Continuity Teams”, “Communication Plan” and the “Information Technology Plan”
- 2) **“Departmental” Business Continuity Plans**, which describe the actions each department shall take to Prepare for, Respond to and Recover from an emergency that threatens normal operation of the business.

The goal of these plans collectively is to communicate with our employees, customers and suppliers, to minimize any disruption to “Business as Usual” in the face of an emergency situation and to recover as quickly as possible.

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About Our Business

PRIMARY BUSINESS LOCATION	SECOND BUSINESS LOCATION
BUSINESS NAME Sabert Corporation – RDC	BUSINESS NAME Sabert Corporation – 879 Manufacturing
STREET ADDRESS 2288 Main Street Extension	STREET ADDRESS 879 Main Street
CITY, STATE, ZIP CODE Sayreville, NJ 08872	CITY, STATE, ZIP CODE Sayreville, NJ 08872
TELEPHONE NUMBER 732-721-5544	TELEPHONE NUMBER 732-721-5546
PRIMARY POINT OF CONTACT	ALTERNATE POINT OF CONTACT
PRIMARY EMERGENCY CONTACT Safety Director - Kregg Salvino	ALTERNATE EMERGENCY CONTACT HR Manager – Heather Daly
TELEPHONE NUMBER 732-721-5544 Ext. 3194	TELEPHONE NUMBER 732-721-5544 Ext. 3242
ALTERNATE TELEPHONE NUMBER 856-685-0722 Mobile	ALTERNATE TELEPHONE NUMBER
E-MAIL ADDRESS Ksalvino@sabert.com	E-MAIL ADDRESS hdaly@sabert.com
EMERGENCY CONTACT INFORMATION - DIAL 911 IN AN EMERGENCY (DAIL “7” FOR OUTSIDE LINE)	
NON-EMERGENCY POLICE Sayreville Police – 732-727-4444	ELECTRICITY PROVIDER GPU – 1-800-662-3115
NON-EMERGENCY FIRE Sayreville Fire Dept. – 732-727-4444	GAS PROVIDER PSE&G – 1-800-436-7734
INSURANCE PROVIDER	WATER PROVIDER

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Affiliated FM Insurance Co. – 973-437-2313 (see “Insurance Coverage Form” for more details)	
POISON CONTROL 1-800-222-1222	PROPERTY SECURITY CSS Security 1-800-434-4000
OTHER (E.G., HAZMAT SPILL CLEAN-UP)	OTHER
OTHER (E.G., IT SUPPORT CONTRACTOR)	OTHER (E.G., BANK AGENT)
OTHER	OTHER

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Business Continuity Planning Team

Meets on a regular basis to insure the process is adequate, understood, up to date and are continually improved upon.

Purpose

The Business Continuity Planning Team establishes the recommended organization, actions, procedures and training needed to;

- Recognize and respond to an incident;
- Assess the situation quickly and effectively;
- Notify the appropriate individuals and organizations about the incident;
- Organize the company's response activities, including activating a command center;
- Escalate the company's response efforts based on the severity of the incident; and
- Support the business recovery efforts being made in the aftermath of the incident.

POSITION	NAME	EMAIL	ADDITIONAL REPRESENTATIVES
SR. VP of Supply Chain – Team Lead	T. PASQUALINI	tpasqualini@sabert.com	Director of Planning, Mgr. of Customer Service
VP of Human Resources	B. WHEELER	bwheeler@sabert.com	HR Manager
VP of Information Technology	M. FREEMAN	mfreeman@sabert.com	Mgr. IT Infrastructure, Business Applications Mgr.
Safety Director	K. SALVINO	ksalvino@sabert.com	Site Safety Leads
Sr. VP Sales	K. DEIGNAN	kdeignan@sabaert.com	Sales Reps
Director Mfg	R. SEIDEL	rseidel@sabert.com	Plant Mgrs

Meeting Schedule - The Business Continuity Planning Team will meet on a regular basis. In General, the Team shall meet at least every 4 months (3 times per year) or as deemed needed by the Team Lead.

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Coordination with Others - The following people from neighboring businesses and our building management will participate on our emergency planning team.

NAME	BUSINESS	EMAIL

Business Continuity Planning Guidance

Business resumption plan

- Prepare a list of equipment, supplies, forms and other items needed to ensure business continuity
- Identify alternate sites for relocation of the business
- List key customers/clients and vendors that need to be notified in the event of a move

Plan for the protection of important business data and records

- Schedule daily backups of electronic data
- Arrange for offsite storage of data and copies of key records
- Keep rosters and important business records up to date

Develop an emergency communications plan

- Determine who will have communication needs – off site employees, emergency responders, vendors
- Assess primary and alternate communication systems – cell phones, pagers, radios, the internet
- Identify employees with amateur radio licenses and equipment

Protect critical systems such as computers, telephone equipment and other sensitive devices from failure or attack

- Install uninterruptible power supplies and surge protectors on key circuits
- Install antivirus software on computers and networks
- Install firewall software on networks
- Update system protection software regularly

Provide for emergency backup power and lighting

- Install a fixed or portable generator powered by diesel, gasoline, propane or natural gas

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- Consider a small inverter to provide AC power to a device from a battery or vehicle engine
- Install battery powered emergency lighting

Contact insurance company, review policy and address any coverage gaps

- Review current policies and amount of coverage for loss
- Identify coverage gaps – earthquake, flood, etc.
- Identify records required by the insurer in the event of a disaster
- Assess coverage for business resumption and relocation, payroll, lost income, emergency expenses

Conduct regular exercises with employees and modify plans and procedures as necessary

- Evacuation and assembly
- Notification and employee contact
- Tabletop exercises to test various scenarios and plans

Business Continuity Response Team

This team shall be called together before any predicted emergency, during and immediately after an emergency or business interruption to activate the Business Continuity Plan. This team is comprised of the Business Continuity Planning Team and the Leadership Team.

Purpose

The purpose of this policy is to create and maintain a business continuity response team responsible for responding to emergencies affecting business continuity and acting as the lead team for all recovery efforts. Recovery of a critical or time-sensitive process requires resources. The Departmental Business Continuity Plans should be used to identify or determine the resource requirements for recovery strategies.

Policy

It is the policy of the Sabert Corporate Headquarters to maintain an emergency response team responsible for responding to all disruptions and emergencies within the RDC. The emergency response team will be responsible for all areas and departments of the RDC and will be made up of leaders from selected areas within the RDC and the Leadership Team. It is the responsibility of the, or Chief Executive Officer to ensure the availability of this team by assigning a Business

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Continuity Team Leader to ensure that this team is trained and populated with a multidisciplinary team that is composed of persons with the power and authority to carry out the team's responsibility and the ability to work independently.

Responsibilities;

The Business Continuity Response Team Leader

The Business Continuity Response Team Leader is responsible for the Business Continuity Response Team (BCRT) coordination during an emergency or disruption. The Business Continuity Response Team Leader will activate the Business Continuity Plans and ensure that the BCRT has the capability for response and will coordinate all support needs in the response and recovery phase.

The Business Continuity Response Team

The Business Continuity Response Team shall be made up of a multidisciplinary group of Sabert Business Leaders that includes a member from each major function and has the ability to enact change and make decisions regarding actions to ensure the continuity of business.

Alternate/Temporary Business Location

It is possible that an emergency would render our Primary Business Location, 2288 Main Street, inaccessible, or otherwise unavailable. It is not possible to completely pre-arrange the Alternate site as the nature of the disruption, severity, size of affected area and specific services required will determine the available Alternate or Temporary Business Location and duration of the stay.

If possible, the Alternate Business Location for some Corporate Operations shall be the 879 Main St. manufacturing facility for minimal RDC staff and minimal duration. If that site is not available or adequate, the following resources shall be used to help secure the appropriate site at the appropriate location;

ALTERNATE BUSINESS LOCATION	SECOND ALTERNATE BUSINESS LOCATION
STREET ADDRESS Sabert 879 Main Street	STREET ADDRESS Regus – (Workplace Recover)
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE

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Sayreville, NJ 08872		Location As Required	
TELEPHONE NUMBER 732-721-5544		TELEPHONE NUMBER 1-800-OFFICES (633-4237)	
IS THERE A PRE-AGREEMENT IN PLACE?		IS THERE A PRE-AGREEMENT IN PLACE? NO, ARRANGE. AS REQUIRED, WHEN REQUIRED	
POINT OF CONTACT		POINT OF CONTACT	
CONTACT NAME Plant Manager - Ron Seidel		CONTACT NAME N/A	
TELEPHONE NUMBER 732-721-5544 X 3504	ALTERNATE NUMBER 732-320-8469	TELEPHONE NUMBER 1-800-633-4237	ALTERNATE NUMBER N/A
E-MAIL ADDRESS rseidel@sabert.com		E-MAIL ADDRESS www.regus.com	
SITE ASSESSMENT		SITE ASSESSMENT	
NUMBER AND TYPE OF STAFF TO WORK HERE Limited number - short term only		NUMBER AND TYPE OF STAFF TO WORK HERE Any Required number of Office Staff	
SUPPLIES ALREADY IN PLACE Phones, Computer network		SUPPLIES ALREADY IN PLACE Office Space with internet access, phones	
SUPPLIES THAT WOULD BE NEEDED Laptop computers		SUPPLIES THAT WOULD BE NEEDED Computers,	
TIME TO SET UP OPERATIONS / MAX. LENGTH TO STAY Immediate / 2 days		TIME TO SET UP OPERATIONS / MAX. LENGTH TO STAY Immediate to 2 days / Variable	

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Communication Plan – Contact and Notification

Employee Notification

Employees should be regularly updated on business operational status including whether they should report to work, what work conditions are like, alternate work sites and plans, etc.

NOTIFICATION		
EMPLOYEE WILL BE NOTIFIED BY: <input checked="" type="checkbox"/> MESSAGE ON PHONE SYSTEM <input checked="" type="checkbox"/> PHONE TREE <input checked="" type="checkbox"/> EMAIL BLAST <input checked="" type="checkbox"/> TEXT	EMPLOYEE MEMBER RESPONSIBLE FOR NOTIFICATION Heather Daly (Primary)	
	TELEPHONE NUMBER 908.246.2054	EMAIL HDALY@SABERT.COM
	EMPLOYEE MEMBER RESPONSIBLE FOR NOTIFICATION Brian Wheeler (Secondary) 240.418.7244 Shannon Fox (Secondary) 954.604.9282	

In the event it is necessary to either close the building early/open late or close the building for an extended period due to an emergency situation, it is essential to have a multi-faceted approach to communication in order to ensure the greatest number of employees will be notified. (It is important to keep in mind that power failure or system failure may render one or more of the options unusable.) The following communication plans have been established:

Early Close (as determined by the Chief Operating Officer in consultation with other key staff)

- In the event of an early close, employees present will be notified verbally.
- **Answering system:** A message will be placed on the main answering system (732.721.5544) providing notification of the early close.
- **Email:** An email will be distributed to all Plant Managers and HR Specialists (domestic and international) providing notification of the early close.

Delayed Opening (as determined by the Chief Operating Officer in consultation with other key staff)

- **Answering system:** A message will be placed on the main answering system (732.721.5544) providing notification of the delayed opening and adjusted hours.

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- **Text:** A text will be sent out to all RDC employees who provided a cell phone number providing notification of the delayed opening and adjusted hours.
- **Email:** An email will be sent to all RDC and Sales employees, Plant Managers and HR Specialists (domestic and international), using their Sabert email address providing notification of the closed office.

Building Closed – Minimum One Full Day to Two Days (as determined by the Chief Operating Officer in consultation with other key staff)

- **Answering system:** A message will be placed on the main answering system (732.721.5544) providing notification of the closed office.
- **Text:** A text will be sent out to all RDC employees who provided a cell phone number providing notification of the closed office.
- **Email:** An email will be sent to all RDC and Sales employees, Plant Managers and HR Specialists (domestic and international), using their Sabert email address providing notification of the closed office.

Building Closed – Extended Closing (more than two days) (as determined by the Chief Operating Officer in consultation with other key staff)

- **Answering system:** A message will be placed on the main answering system (732.721.5544) providing notification of the closed office.
- **Text:** A text will be sent out to all RDC employees who provided a cell phone number providing notification of the closed office.
- **Email:** An email will be sent to all RDC and Sales employees, Plant Managers and HR Specialists (domestic and international), using their Sabert email address providing notification of the closed office.
- **Phone tree:** Human Resources will notify each Leadership Team Member in the event of an extended close. The Leadership Team Member will then notify each Department Head in their areas of responsibility of the extended close. Each Department Head is then responsible to ensure that each employee in his/her department is contacted via telephone or email (personal or Sabert). The process to ensure Department Heads have the most up-to-date information on their employees is as follows:
 - Once a month, each Department Head will be provided with a list of all his/her team members via a report from the HRIS system. This report, will list all of the employees in the department. It will also include their primary telephone number, alternate

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number and personal email address (where available). (Any missing information from this list is the responsibility of the Department Head to obtain and then provide to HR. It is HR’s responsibility to update the HRIS system with the missing information.) Each Department Head is expected to save this report in a confidential location that allows them to access it should an emergency occur, bearing in mind that access to our computer system or Outlook may not be available.

- The appropriate Leadership Team member will also be copied on this report, ensuring that they also have a current list of all employees under their umbrella of responsibility.
- A master report of all RDC and Sales employees will be generated for Human Resources once a month.

Customer Contact Notification

Customers should be regularly updated on business operational status such as open hours, orders in progress, etc. In the event it is necessary to close the building for a period beyond two (2) days time due to an emergency or weather situation, it may become necessary to notify our customers.

Two days – weeks or more

Notifications to customers during this period of time will be managed by the sales person responsible for the account. Where appropriate, the sales person will communicate with the brokers. See Customer Notification Chart below for details. If the relationship is not managed through a broker or requires a higher level of communication, the sales person will communicate directly with the customer. The best means of communication (email or phone) is determined by the sales person.

Extended Duration – Time to Be Determined

In the very rare circumstance, it may become necessary to close the building for an extended period and/or an alternate locate is deemed necessary the following communicate devices will be used:

- Written letter (either mailed or emailed) to customers with the following:
 - Details of closure
 - New location
 - Contact
 - Anticipated time of impact

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NOTE – NEED TO WORK WITH INFORMATION TECHNOLOGY TO CONFIRM THE CUSTOMER CONTACT LIST IS MAINTAINED AND DISTRIBUTED APPROPRIATELY.

Customer Notification

General announcements will be disseminated to the responsible parties below via the VP of Sales for each Sales Channel. See Departmental forms for more specific details on the nature of the communications.

SALES CHANNEL/CUSTOMER	PERSON RESPONSIBLE FOR MAINTAINING CURRENT CUSTOMER LIST	RESPONSIBLE SABERT PERSONNEL	COMMUNICATION VEHICLE
Foodservice Brokers		Account Managers	E-mail
Foodservice Distributors		Brokers	E-mail
Foodservice – Large end users		Business Development Managers	Phone/e-mail
Foodservice – Group Accounts		Group Accounts Manager	Phone/email
Packaging/Processors		Packer Processor Managers	Phone/email
Supermarkets		Supermarket Managers	Phone/email
Consumer	Director & Consumer Sales Leads for Each Person’s Individual Accounts. A Consumer contact directory will also be added in Outlook.	Director & Consumer Sales Leads For Each Person’s Individual Accounts	Phone/e-mail
National Accounts End Users	Individual NAM’s and NA contact directory in Outlook	National Account Managers	Phone/e-mail

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National Account Assigned Distributors (ex. Sygma, MBM)	Individual NAM's and NA contact directory in Outlook	National Account Managers	E-mail
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Regulatory Notification

In the event it becomes necessary to notify any regulatory agencies as to any situation occurring at 2288 Main Street Extension the following action will occur:

NOTIFICATION – IN THE EVENT OF A SERIOUS OCCUPATIONAL ACCIDENT

REGULATORY AGENCY WILL BE NOTIFIED BY PHONE: <input checked="" type="checkbox"/> OSHA - NATIONAL NUMBER: 800.321.6472 - LOCAL OFFICE: 732.750.3270	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Kregg Salvino (primary)	
	TELEPHONE NUMBER 856.685.0722	EMAIL KSALVINO@SABERT.COM
	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Heather Daly (secondary) 908.246.2054	

NOTIFICATION – IN THE EVENT OF AN ENVIRONMENTAL HAZZARD

REGULATORY AGENCY WILL BE NOTIFIED BY PHONE: <input checked="" type="checkbox"/> ENVIRONMENTAL PROTRACTION AGENCY (EPA) - NATIONAL RESPONSE CENTER: 800.424.8802 - REGIONAL OFFICE: 212.637.4040	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Kregg Salvino (primary)	
	TELEPHONE NUMBER 856.685.0722	EMAIL KSALVINO@SABERT.COM
	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Heather Daly (secondary) 908.246.2054	

NOTIFICATION - IN THE EVENT OF A CONTAMINATED PIECE OF US MAIL

REGULATORY AGENCY WILL BE NOTIFIED BY PHONE: <input checked="" type="checkbox"/> US POSTAL INSPECTOR 877.876.2455	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Kregg Salvino (primary)	
	TELEPHONE NUMBER 856.685.0722	EMAIL KSALVINO@SABERT.COM
	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION	

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	Heather Daly (secondary) 908.246.2054
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Insurance Carrier Notification

NOTIFICATION		
INSURANCE CARRIER WILL BE NOTIFIED BY: JOSEPH DEMEO, WELLS FARGO X PHONE 973.437.2386 X EMAIL JOSEPH_DEMEO@WELLSFARGOIS.COM	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Christina Zhao (primary)	
	TELEPHONE NUMBER	EMAIL CZHAO@SABERT.COM
	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Gary Ziznewski (secondary) 732.754.3322	

Media Notification

NOTIFICATION		
MEDIA (LOCAL OR NATIONAL); PRINT OR NEWS MEDIA REQUEST FOR INFORMATION OR STATEMENTS MUST BE FORWARDED TO THE SABERT STAFF PERSONNEL LISTED.	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Nicole McLaughlin (primary)	
	TELEPHONE NUMBER (908) 887-1798	EMAIL NMCLAUGHLIN@SABERT.COM
	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION Brian Wheeler (secondary) 240.418.7244	

A media communication response team will determine the appropriate response to any request from the media, prior to speaking to the media. The goal of this team is to quickly agree to what information is provided and what message we want to send (if any.)

All requests made by members of the media for any information, comments, details, etc. concerning Sabert are to be referred to Bob Anstine (or Brian Wheeler if Bob is unavailable).

No employee of Sabert may speak to the media on behalf of, about, or concerning Sabert without the prior consent of Bob Anstine.

Major Material Suppliers Contact Information

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Material	Contact Name email	Contact # Alt #	Website
<u>PP</u>			
Formosa	Simon Hwang shwang@fpcusa.com	201-218-9249 973-992-2090	www.fpcusa.com/
Phillips	Alex Russell alex.russell@p66.com	832-421-7350 646-649-2878	www.copylene.com
Braskem	Annette Marie Miaczynski annette.miaczynski@braskem.com	412-527-1416 412-208-8172	www.braskem.com
<u>PET</u>			
Polyquest	Tod Durst toddurst@polyquest.com	910-200-1282 910-342-9554	www.polyquest.com
Alpha Pet	Steve Finlen steve.finlen@us.indorama.net	864-616-8565 864-579-5846	www.indoramaventures.com
Orion International	Javier orionco@comcast.net	267-544-0349 267-544-0349	www.orionchemical.com
<u>Boxes</u>			
Acme	David Rosenthal drosenthal1@comcast.net	267-210-4314 800-729-2263	acmebox.com
RockTenn	Jay Campbell	860-538-1896	www.rocktenn.com

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	wjcampbe@rocktenn.com	812-314-3125	
<u>Bags</u>			
Poly Pak	Sid Kugler	631-293-6767 800-969-1995	www.poly-pak.com
	skugler@poly-pak.com		

Key Suppliers and Contractors

The following is a list of suppliers and contractors that are critical to maintaining business.

BUSINESS NAME:		COMPLETE SECURITY SYSTEMS, INC (CSS)	
STREET ADDRESS 94 VANDERBURG ROAD,		CONTACT NAME Lance Brooks	
CITY, STATE, ZIP CODE MARLBORO, NJ 07746		CONTACT TELEPHONE NUMBER (732) 780-6787 ex124	
TELEPHONE NUMBER 732 780 6787	FAX NUMBER 732 845 4789	CONTACT EMAIL Lance.Brooks@completesecuritysystems.com	
EMERGENCY TELEPHONE	WEBSITE	DOES THIS BUSINESS HAVE A CONTINUITY PLAN?	
MATERIAL/SERVICE PROVIDED FIRE AND BURGLAR ALARM SYSTEMS			
If this company experiences a disaster, we will obtain materials/services from the following:			

Key Suppliers and Contractors

The following is a list of suppliers and contractors that are critical to maintaining business.

BUSINESS NAME:		CINTAS	
STREET ADDRESS 1705 US Hwy 46, Unit #8		CONTACT NAME Katelin Condon	

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CITY, STATE, ZIP CODE Ledgewood, NJ 07852		CONTACT TELEPHONE NUMBER (973) 347-3901
TELEPHONE NUMBER (201) 841-7526 - CELL	FAX NUMBER (973) 347-3905	CONTACT EMAIL CondonK@cintas.com
EMERGENCY TELEPHONE	WEBSITE www.cintas.com	DOES THIS BUSINESS HAVE A CONTINUITY PLAN? Yes
MATERIAL/SERVICE PROVIDED SAFETY SUPPLIES		
If this company experiences a disaster, we will obtain materials/services from the following: MSC		
If this company experiences a disaster, we will obtain materials/services from the following: GRAINGER		

Key Suppliers and Contractors

The following is a list of suppliers and contractors that are critical to maintaining business.

BUSINESS NAME:		WELL FARGO INSURANCE SERVICES
STREET ADDRESS 7 Giralda Farms, 2nd Floor		CONTACT NAME Matt Clifford
CITY, STATE, ZIP CODE Madison, NJ 07940		CONTACT TELEPHONE NUMBER (973) 437-2313
TELEPHONE NUMBER (908) 581-4673- CELL	FAX NUMBER (973) 437-2414	CONTACT EMAIL Matt.Clifford@wellsfargo.com
EMERGENCY TELEPHONE 1 800 227 0185	WEBSITE Wellsfargo.com	DOES THIS BUSINESS HAVE A CONTINUITY PLAN? Yes
MATERIAL/SERVICE PROVIDED INSURANCE SERVICES		
If this company experiences a disaster, we will obtain materials/services from the following: TRAVELERS		

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Other Key Business Contact Notification

Other key business contacts should be regularly updated on business operational status such open hours, orders in progress, etc. This may be done via your website, posting signs at your business, or contacting them individually. (Purposely blank for future use)

NOTIFICATION		
KEY BUSINESS CONTACTS WILL BE NOTIFIED BY: <ul style="list-style-type: none"> <input type="checkbox"/> WEBSITE <input type="checkbox"/> AUTOMATIC NOTIFICATION SYSTEM <input type="checkbox"/> EMAIL BLAST <input type="checkbox"/> SIGNAGE <input type="checkbox"/> OTHER: 		STAFF MEMBER RESPONSIBLE FOR NOTIFICATION
		TELEPHONE NUMBER
		EMAIL
BUSINESS NAME:		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RELATIONSHIP TO OUR BUSINESS
BUSINESS NAME:		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RELATIONSHIP TO OUR BUSINESS

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Information Technology Plan

Overview of IT DR plan

- a. Goals and Objectives
- b. Type of events
- c. Systems
 - i. Tiers
 - ii. Approach
 - iii. Risks
- d. Personnel
 - i. Responsibilities
 - ii. Backup
 - iii. Risks
- B. IT DR declaration process
- C. Documentation
 - a. IT Staff contact list
 - b. IT Vendor contact list with account and circuit info
 - c. IT credential information (not actual credential, but guide to finding them)
 - d. IT Device list with makes, models, serial numbers, IP numbers (not PCs)
 - e. Table of content of IT DR Book
- D. Results of last DR test
 - a. Issues
 - b. Planned corrections
 - c. Status
 - d.

Departmental Business Continuity Plans

**OPERATION OR
DEPARTMENT:**

ACCOUNTS PAYABLE

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PRIMARY STAFF IN CHARGE (POSITION) Accounts Payable Supervisor	PRIMARY STAFF IN CHARGE (NAME) Margo Jakubowski
TELEPHONE # 732-721-5544 X 3131 ALTERNATE TELEPHONE # 732) 610-0289	WORK EMAIL ADDRESS MJAKUBOWSKI@SABERT.COM PERSONAL EMAIL ADDRESS
BACK UP STAFF IN CHARGE (POSITION) A/P Associates	BACK UP STAFF IN CHARGE (NAME) Maria Tran/Jen Farje (*must be supplied with laptop*)
TELEPHONE #732-721-5544 X 3117 (MARIA) TELEPHONE #732-721-5544 X 3175 (JEN) ALTERNATE TELEPHONE # 732-677-8202 (MARIA) ALTERNATE TELEPHONE # 732-771-5399 (JEN)	WORK EMAIL ADDRESS MTRAN@SABERT.COM WORK EMAIL ADDRESS JRFARJE@SABERT.COM PERSONAL EMAIL ADDRESS VTGT68@YAHOO.COM (MARIA) PERSONAL EMAIL ADDRESS JENN.FARJE@GMAIL.COM (JEN)
KEY SUPPLIES/EQUIPMENT COMPUTER/LAPTOP, PRINTER, CHECK PRINTER, CHECK STOCK, LOANER LAPTOPS FOR JEN/MARIA	KEY SUPPLIERS/CONTRACTORS N/A
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) SAP, PNC PINACLE (WEB), WELLS FARGO (WEB), COMPUTER/LAPTOP, PRINTER, CHECK PRINTER WITH MICROTNER, CHECK STOCK, PNC & WELLS FARGO BANK TOKENS, G DRIVE ACCESS, OUTLOOK, VPN	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) TYPICAL A/P FUNCTIONS CANNOT BE PERFORMED AT A REMOTE LOCATION OR FROM HOME WITHOUT ACCESS TO A LAPTOP (FOR JEN & MARIA), CHECK PRINTER AND CHECK STOCK. IN ADDITION, A/P WOULD NEED ACCESS TO VENDOR INVOICES AT THE RDC AND COMING IN THE MAIL IN ORDER TO PROCESS WORK. HOWEVER, TYPICAL PAYMENTS ARE PROCESSED BY LIVE CHECK AND CAN BE DELAYED 1-2 BUSINESS DAYS WITHOUT MUCH ISSUE. CHECK PAYMENTS CANNOT BE MADE FROM A REMOTE LOCATION WITHOUT MOVING THE CHECK PRINTER TO THE LOCATION. ANY EMERGENCY PAYMENTS NEEDING TO BE MADE DURING THIS SHORT PERIOD CAN BE DONE BY ACH OR WIRE. THIS CAN BE DONE BY THE A/P SUPERVISOR USING THE INTERNET AND PAYMENTS WOULD THEN NEED TO BE APPROVED BY THE CONTROLLER OR FINANCE DIRECTOR ALSO USING THE INTERNET. WE ALSO HOLD CORPORATE CREDIT CARDS THAT CAN BE USED FOR EMERGENCY PURCHASES IF INTERNET ACCESS IS NOT AVAILABLE.	

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PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT** DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS

IN ORDER TO MAINTAIN BUSINESS CONTINUITY FOR AN EXTENDED PERIOD OF TIME, THE A/P DEPARTMENT WOULD NEED TO BE RELOCATED TO A NEW SITE ALONG WITH COMPUTERS/LAPTOPS, CHECK STOCK AND THE CHECK PRINTER WITH MICROTNER. EXISTING UNPAID INVOICES AT THE RDC WOULD ALSO HAVE TO BE TRANSFERRED TO THE NEW LOCATION, IN ADDITION, ANY VENDOR INCOMING INVOICES BEING DELIVERED VIA USPS TO THE RDC WOULD ALSO HAVE TO BE RETRIEVED OR RE-ROUTED THROUGH THE POST OFFICE IF RELOCATING FOR AN EXTENDED PERIOD OF TIME. ALSO, OVERNIGHT PACKAGES SENT TO A/P FROM OTHER PLANTS (KY/NUVIDA/879/CA) WOULD NEED TO BE RE-ROUTED TO NEW LOCATION OR ADDRESS PROVIDED TO PLANTS. THE SAP SYSTEM WOULD NEED TO BE AVAILABLE TO ENTER AND PROCESS VENDOR INVOICE PAYMENTS. VENDOR PAYMENTS COULD THEN BE PROCESSED WITH THE CHECK PRINTER AND CHECK STOCK. CERTAIN PAYMENTS COULD ALSO BE PROCESSED VIA WIRE OR ACH TRANSFER USING THE INTERNET. PHONES WOULD NEED TO BE RE-ROUTED FOR A/P CALLS.

OTHER IMPORTANT INFORMATION: JEN FARJE AND MARIA TRAN DO NOT HAVE LAPTOPS SO IF THEY ARE ASKED TO WORK FROM HOME OR FROM A REMOTE LOCATION, THESE WOULD NEED TO BE PROVIDED. IF ELECTRONIC (WIRE OR ACH) OR CREDIT PAYMENTS NEED TO BE PROCESSED, THESE WOULD NEED TO BE PROCESSED BY THE A/P SUPERVISOR, CONTROLLER(S) OR FINANCE DIRECTOR, JEN AND MARIA DO NOT HAVE THIS ABILITY.

IN ADDITION, PROVIDING A COMPANY STATUS ON OUR WEBSITE/EMAIL/MAIN PHONE LINE FOR OUR VENDORS/CUSTOMERS MAY BE HELPFUL. THIS COULD ALSO PROVIDE THEM WITH NEW/TEMPORARY CONTACT INFORMATION. WE SHOULD ALSO HAVE AN EMPLOYEE PORTAL ON OUR WEBSITE TO ALLOW EMPLOYEES TO LOGIN REMOTELY AND VIEW COMPANY STATUS. A GENERAL LETTER SHOULD ALSO BE DRAFTER TO BE SENT TO VENDORS/CUSTOMERS AFTER OR DURING THE DISASTER TO EXPLAIN STATUS.

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	ACCOUNTS RECEIVABLE	
PRIMARY STAFF IN CHARGE (POSITION) A/R CREDIT MANAGER	PRIMARY STAFF IN CHARGE (NAME) SORAYA MACEYAK	
TELEPHONE #732-721-5544 X3127 ALTERNATE TELEPHONE # 908-914-2427	WORK EMAIL ADDRESS SMACEYAK@SABERT.COM PERSONNEL EMAIL ADDRESS SMGARCIA17@GMAIL.COM	
BACK UP STAFF IN CHARGE (POSITION) SENIOR A/R REP	BACK UP STAFF IN CHARGE (NAME) JIM VALENTINE	
TELEPHONE # 732-721-5544 X3120 ALTERNATE TELEPHONE #	WORK EMAIL ADDRESS JVALENTINE@SABERT.COM PERSONNEL EMAIL ADDRESS	

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KEY SUPPLIES/EQUIPMENT COMPUTER PHONE	KEY SUPPLIERS/CONTRACTORS EXTERNAL CUSTOMERS WAREHOUSE CUSTOMER SERVICE
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) SAP-R3 OUTLOOK INTERNET - ACCESS TO GETPAID & BANK WEBSITES (PNC/BMO/WELLS FARGO) VPN ACCESS G: DRIVE	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) REVIEW ORDERS ON CREDIT HOLD APPLY PAYMENTS RECEIVED INTO PNC/BMO ADDRESS EMAILS FROM CUSTOMERS REGARDING INVOICING ISSUES CONTACT CUSTOMERS VIA PHONE & EMAIL REGARDING PAST DUES	
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS <ol style="list-style-type: none"> 1. NEED REMOTE ACCESS TO USE SAP TO RELEASE ORDERS AND PROCESS CASH 2. COMMUNICATION BETWEEN MANAGEMENT AND TEAM LEADERS ON IMPACT, STATUS, PROGRESS OF DEPARTMENT AND COMPANY. 3. COMMUNICATION BETWEEN TEAM LEADERS AND ON-CALL STAFF 4. ABILITY TO RETRIEVE CHECKS RECEIVED BY LOCKBOXES (BMO & PNC) <ul style="list-style-type: none"> • VPN ACCESS NEEDED • NEED ALTERNATE LAPTOPS ACCESSABLE FOR USE (1 NEEDED) • SETUP EMAIL IF THERE IS NO ACCESS TO SABERT OUTLOOK 5. DEPENDING ON THE DURATION (>3-4 DAYS), SET UP TEMPORARY OFFICE AT REMOTE WORKPLACE 	

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- NETWORK ACCESS
 - PC OR LAPTOPS
 - ALL IN ONE PRINTER/SCANNER/COPIER/FAX
 - FULL ACCESS TO SAP, A/R NEEDS PRIORITY TO RELEASE ORDERS AND PROCESS CASH
 - PHONE LINES
6. IF OUTLOOK IS NOT ACCESABLE, CREATE TEMPORAY GMAIL ACCOUNT TO RECEIVE EMAILS FOR A/R OR USE PERSONAL GMAIL ACCOUNT.
- OTHER IMPORTANT INFORMATION:

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	CORPORATE QUALITY	
PRIMARY STAFF IN CHARGE (POSITION) VP of Quality	PRIMARY STAFF IN CHARGE (NAME) Sharad Prasad	
TELEPHONE # 3230 ALTERNATE TELEPHONE # (732) 216-4321	WORK EMAIL ADDRESS: SPRASAD@SABERT.COM PERSONNEL EMAIL ADDRESS:	
BACK UP STAFF IN CHARGE (POSITION) CORPORATE QUALITY MANAGER/ENGINEER	BACK UP STAFF IN CHARGE (NAME) Nazeer Golaub	
TELEPHONE # (732) 721-5544 X3162 ALTERNATE TELEPHONE # (201) 993-8679	WORK EMAIL ADDRESS NGOLAUB@SABERT.COM PERSONNEL EMAIL ADDRESS	
KEY SUPPLIES/EQUIPMENT PHONE SYSTEM LAPTOP	KEY SUPPLIERS/CONTRACTORS IT	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) NETWORK ACCESS, OUTLOOK, G: DRIVE, CRM, INTERNET		

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PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER **MINIMAL** DISASTER IMPACT (1-2 DAYS INTERRUPTION)
ALL CORPORATE QUALITY PROCESS ALSO RESTORABLE INSTANTANEOUSLY, PRIORITY TO BE ASSIGNED AS FOLLWS
AFTER THE INTERRUPTION:

1. CHECK E-MAILS, PRIORITIZE CUSTOMER REQUIREMENTS
2. CHECK COMPLAINT SYSTEM, PRIORITIZE FOOD SAFETY AND ISSUES WHERE THE CUSTOMER NEEDS IMMEDIATE RESPONSE
3. CHECK IF MANUFACTURING PLANTS NEED ANY INFORMATION CRITICAL FOR THEIR OPERATION

PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT**
DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS

SAME AS ABOVE IF OFFICE RESOURCES ARE AVAILABLE

WORK-AROUND PLANS IF NETWORK, PHONE SYSTEMS, OFFICE ARE NOT AVAILABLE

1. SALES TO USE 24-HR CONTACT NUMBER TO CONTACT QUALITY INCHARGE IN CASE OF AN EMERGENCY
2. QUALITY INCHARGE TO MAINTAIN CONTACT WITH EACH US PLANT QEM AND QUALITY BACKUP INCHARGE TO ESTABLISH COMMUNICATION MODE (CONTACT TIME EVERY DAY OR HOW TO CONTACT IF NEED ARISES)

OTHER IMPORTANT INFORMATION:

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OPERATION OR DEPARTMENT:	CUSTOMER SERVICE	
PRIMARY STAFF IN CHARGE (POSITION) Customer Service Manager	PRIMARY STAFF IN CHARGE (NAME) Deirdre Bishop	
TELEPHONE # 732-965-1237 ALTERNATE TELEPHONE # 908-692-2930	WORK EMAIL ADDRESS DBISHOP@SABERT.COM PERSONNEL EMAIL ADDRESS DEIRLYN@AOL.COM	
BACK UP STAFF IN CHARGE (POSITION) CSR	BACK UP STAFF IN CHARGE (NAME) Amy Sporer	
TELEPHONE # 732-965-1234 ALTERNATE TELEPHONE #	WORK EMAIL ADDRESS ASPORER@SABERT.COM PERSONNEL EMAIL ADDRESS	
KEY SUPPLIES/EQUIPMENT PHONE COMPUTER FAX	KEY SUPPLIERS/CONTRACTORS Plant production Shipping	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) OUTLOOK SAP BLACKSMITH TO REVIEW PRICING INTERNET TO TRACK ORDERS/SHIPMENTS		
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) REVIEW / CLEAN UP OPEN ORDERS BY SHIP DATE CONFIRM RECEIPT OF EDI TRANSMISSIONS THAT MAY NOT HAVE PASSED CATCH UP ON MISSED EMAILS ADDRESS SHORTAGES / BACKORDERERS – COMMUNICATE TO CUSTOMERS / SALES		

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PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT** DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS

-** CANNOT FUNCTION WITHOUT SAP – MUST HAVE REMOTE ACCESS TO USE SAP TO CONFIRM / PROCESS ORDERS.

- COMMUNICATE WITH TEAM ON SEVERITY OF THE IMPACT / STATUS OF OPERATIONS.

- DETERMINE AND COMMUNICATE MINIMUM STAFF NEEDED (VARIABLE BASED ON CONDITIONS AND SALES ORDER VOLUME)

- MUST HAVE ABILITY TO RETRIEVE SALES ORDERS REMOTELY (EMAIL / FAX)

- VPN ACCESS NEEDED (EITHER VIA SABERT LAPTOP OR NETWORK ADDRESS TO USE PERSONAL COMPUTERS)
- IF NETWORK ACCESS VIA PERSONAL COMPUTER IS NOT AVAILABLE, WILL NEED ALTERNATE LAPTOPS ACCESSIBLE FOR USE (5 NEEDED)
- SET UP FAX TO EMAIL (ASSUMING ACCESS TO SABERT OUTLOOK)
- IF CISCO VPN IS NOT AVAILABLE, WILL NEED ALTERNATE VPN TO CONNECT TO SAP.

- DEPENDING ON THE DURATION (>3-4 DAYS), SET UP TEMPORARY OFFICE AT REMOTE WORKPLACE

- THIS REQUIRES NETWORK ACCESS (VPN OR ALT VPN)
- PC OR LAPTOPS (UP TO 5 NEEDED)
- FULL ACCESS TO SAP, IF ACCESS IS LIMITED, CS NEEDS PRIORITY FOR UNINTERRUPTED ACCESS TO BE ABLE TO ENTER AND PROCESS ORDERS
- FAX MACHINE (IF NO ACCESS TO SABERT OUTLOOK / OR FAX TO EMAIL IS NOT SET UP YET)
- PHONE LINES

- IF OUTLOOK IS NOT ACCESSIBLE, CREATE TEMPORARY GMAIL ACCOUNT TO RECEIVE EMAILS.

- CONFIRM COMMUNICATION LINES WITH SALES / CUSTOMERS / PRODUCTION AND SHIPPING

- REFER TO ALTERNATE COMMUNICATIONS LIST

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Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	ENGINEERING	
PRIMARY STAFF IN CHARGE (POSITION) Director of Engineering	PRIMARY STAFF IN CHARGE (NAME) Gerry Mitchell	
TELEPHONE #: 717-327-9535 ALTERNATE TELEPHONE # 717-392-8739	WORK EMAIL ADDRESS: GMITCHELL@SABERT.COM PERSONNEL EMAIL ADDRESS: Gmitchell13@gmail.com	
BACK UP STAFF IN CHARGE (POSITION) Snr. Tooling Engineer	BACK UP STAFF IN CHARGE (NAME) Bernard Ampomah	
TELEPHONE # 3207 ALTERNATE TELEPHONE # (908) 531-2046	WORK EMAIL ADDRESS: BAMPOMAH@SABERT.COM PERSONNEL EMAIL ADDRESS: BAMPOMA@YAHOO.COM	
KEY SUPPLIES/EQUIPMENT PHONE COMPUTER NETWORK DRIVE.	KEY SUPPLIERS/CONTRACTORS TOOLING VENDORS PLANT PRODUCTION AND SETUP	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) OUTLOOK SAP SOLIDWORKS CAD SOFTWARE		
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) DOWNLOAD ALL DESIGN PROJECTS FROM PERSONAL COMPUTER TO NETWORK CATCH UP ON MISSED EMAILS		

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PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT** DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS

COMMUNICATE WITH TEAM ON SEVERITY OF THE IMPACT / STATUS OF OPERATIONS THROUGH PERSONAL EMAIL
CANNOT ENTER REQUISITIONS WITHOUT SAP BUT WILL BE ABLE TO APPROVE REQUISITIONS THROUGH EMAIL APPROVALS.

DESIGN ON PERSONAL LAPTOPS AND REVIEW PROJECTS THROUGH PERSONAL PHONE CONTACT.
EMAIL VENDORS THROUGH PERSONAL EMAILS.

OTHER IMPORTANT INFORMATION:

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	ENVIRONMENT, HEALTH AND SAFETY	
PRIMARY STAFF IN CHARGE ENVIRONMENT, HEALTH AND SAFETY	PRIMARY STAFF IN CHARGE KREGG SALVINO	
TELEPHONE # 732 721 5544 X 3194 ALTERNATE TELEPHONE # 856 685 0722	WORK EMAIL ADDRESS: KSALVINO@SABERT.COM PERSONNEL EMAIL ADDRESS: KREGGSALVINO@YMAIL.COM	
BACK UP STAFF IN CHARGE SR VP SUPPLY CHAIN	BACK UP STAFF IN CHARGE TOM PASQUALINI	
TELEPHONE #732 721 5544 X 3321 ALTERNATE TELEPHONE # 224-520-0110	WORK EMAIL ADDRESS: TPASQUALINI@SABERT.COM PERSONNEL EMAIL ADDRESS	
KEY SUPPLIES/EQUIPMENT: FIRST AID KITS, THREE MOTOROLA RADIOS, PORTABLE FIRE EXTINGUISHERS, AED,	KEY SUPPLIERS/CONTRACTORS Cintas, CSS, Travelers Insurance	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) MICROSOFT OFFICE, SABERT		

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GDRIVE
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) Emergency Preparedness and Business Continuity Plan
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS Emergency Preparedness and Business Continuity Plan

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	HUMAN RESOURCES	
PRIMARY STAFF IN CHARGE (POSITION) VP, Human Resources	PRIMARY STAFF IN CHARGE (NAME) Brian Wheeler	
TELEPHONE: 732-965-1102 ALTERNATE TELEPHONE: 240-418-7244 (CELL)	WORK EMAIL ADDRESS: BWHEELER@SABERT.COM PERSONAL EMAIL ADDRESS: BRIANWHEELER100@GMAIL.COM	
BACK UP STAFF IN CHARGE (POSITION) Manager, Human Resources	BACK UP STAFF IN CHARGE (NAME) Heather Daly	
TELEPHONE: 732-965-1242 ALTERNATE TELEPHONE: 908-246-2054 (CELL)	WORK EMAIL ADDRESS: HDALY@SABERT.COM PERSONAL EMAIL ADDRESS: MOOJAH@COMCAST.NET	
KEY SUPPLIES/EQUIPMENT ELECTRICITY INTERNET CONNECTION	KEY SUPPLIERS/CONTRACTORS Ultipro – Payroll provider Empower – Time & attendance system Aetna – Insurance provider	

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KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) LAPTOP COMPUTERS INTERNET CONNECTIVITY – ABILITY TO CONNECT TO ULTIPOWER AND EMPOWER	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) <ul style="list-style-type: none"> • IF A NON-PAYROLL DAY, THE ONLY ISSUE IS CATCHING UP ON EMAILS AND RELATED ACTIVITIES • FOR A PAYROLL DAY, WE WOULD NEED TO GAIN ACCESS TO A SITE WITH ELECTRICITY AND INTERNET CONNECTIONS – AND EMPOWER WOULD NEED TO BE OPERATIONAL OR WE WOULD BE REQUIRED TO ESTIMATE TIME WORKED FOR ALL HOURLY EMPLOYEES NOTE: DISRUPTION IS NOT BASED ON NUMBER OF DAYS BUT ON TIMING -RELATIVE TO THE NEXT PAYROLL	
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES “WORK AROUND” PLANS <ul style="list-style-type: none"> • STAFF WOULD PRIMARILY WORK FROM HOME AS THIS CAN BE DONE WITH LAPTOPS; WE WOULD NEED TO FIND A LOCATION WITH ELECTRICITY AND INTERNET CONNECTIVITY IF THE OFFICE IS NOT AVAILABLE AND/OR SOMEONE’S HOME LOST POWER FOR ANY EXTENDED PERIOD • MAINTAINING CONNECTIONS WITH AND SUPPORT TO THE PLANT OPERATIONS COULD BE HANDLED VIA CELL PHONES AND EMAIL (ONCE AGAIN, ASSUMING CONNECTIVITY) IF THE RDC WAS NOT OPEN 	
OTHER IMPORTANT INFORMATION: <ul style="list-style-type: none"> • ULTIPOWER (THE PAYROLL SYSTEM) IS ON A HOSTED SITE AND HAS SEVERAL BACK-UPS BUILT IN SO THIS IS NOT A CONCERN. HOWEVER, UNDER THE CURRENT ARRANGEMENT, EMPOWER IS ON A SABERT SERVER AND THUS THERE IS GREATER RISK IF SOMETHING OCCURS; ALTERNATIVES ARE BEING EVALUATED AS TO THE BEST DIRECTION TO TAKE TO HANDLE THIS GOING FORWARD. 	

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	MARKETING
PRIMARY STAFF IN CHARGE (POSITION) Vice President, Marketing	PRIMARY STAFF IN CHARGE (NAME) Nicole McLaughlin

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TELEPHONE # 732.965.1176 ALTERNATE TELEPHONE # 203.561.1757	work email address ranstine@sabert.com personnel email address ranstine@optonline.net
BACK UP STAFF IN CHARGE (POSITION) Director of Marketing	BACK UP STAFF IN CHARGE (NAME) Susan Beaudry
TELEPHONE HOME #(845) 300-4576 CELL TELEPHONE # (845) 300-4576	work email address sbeaudry@Sabert.com personnel email address
KEY SUPPLIES/EQUIPMENT PHONE COMPUTER	KEY SUPPLIERS/CONTRACTORS NPD Project Manager
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) OUTLOOK LAPTOP WITH CQF ON HARD DRIVE	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) UPDATE SHARED SYSTEM WITH INFORMATION FROM LAPTOP	
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS SHARE INFORMATION FROM LAPTOP WITH TEAM IN NPD AND SALES TO MAINTAIN PROJECT SCHEDULES IN LINE WITH CUSTOMER COMMITMENTS UPDATE SHARED SYSTEM WITH INFORMATION FROM LAPTOP WHEN OPERATIONS ARE RESTORED	
OTHER IMPORTANT INFORMATION:	

Departmental Business Continuity Plans

OPERATION OR

NPD - DESIGN

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DEPARTMENT:	
PRIMARY STAFF IN CHARGE (POSITION) VP NPD	PRIMARY STAFF IN CHARGE (NAME) Clive Copsey
TELEPHONE # 732 721 5544 EXTN 3231 ALTERNATE TELEPHONE # 419 704 3623	WORK EMAIL ADDRESS CCOPSEY@SABERT.COM PERSONNEL EMAIL ADDRESS CLIVECOPSEY@AOL.COM
BACK UP STAFF IN CHARGE (POSITION) DESIGN MANAGER	BACK UP STAFF IN CHARGE (NAME) Yohanan Siskindovich
TELEPHONE # 732 721 5544 EXTN3210 ALTERNATE TELEPHONE # 646 641 7850	WORK EMAIL ADDRESS YSISKINDOVICH@SABERT.COM PERSONNEL EMAIL ADDRESS SISKINDOVICH@GMAIL.COM
KEY SUPPLIES/EQUIPMENT PERSONAL COMPUTER PHONE	KEY SUPPLIERS/CONTRACTORS
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) EMAIL ENGINEERING DRIVE	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) NOTHING TO RESTORE DATA KEPT ON ENGINEERING DRIV	
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS AS SHORT TERM	
OTHER IMPORTANT INFORMATION:	

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Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	PROJECT MANAGEMENT AND LAB.	
PRIMARY STAFF IN CHARGE (POSITION) VP NPD	PRIMARY STAFF IN CHARGE (NAME) Clive Copsey	
TELEPHONE # 732 721 5544 EXTN 3231 ALTERNATE TELEPHONE # CELL 419 704 3623	WORK EMAIL ADDRESS CCOPSEY@SABERT.COM PERSONNEL EMAIL ADDRESS CLIVECOPSEY@AOL.COM	
BACK UP STAFF IN CHARGE (POSITION) Product engineering manager	BACK UP STAFF IN CHARGE (NAME) Don Hallberg	
TELEPHONE # 7327215544 EXTN 3219 ALTERNATE TELEPHONE # 908 268 1035	WORK EMAIL ADDRESS DHOLLBERG@SABERT.COM PERSONNEL EMAIL ADDRESS DONHOLLBERG@HOTMAIL.COM	
KEY SUPPLIES/EQUIPMENT PHONE, COMPUTER PROTOTYPNG EQUIPMENT TESTING EQUIPMENT	KEY SUPPLIERS/CONTRACTORS	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) EMAIL INTERNAL ENGINEERING DRIVES		
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) CHECK EQUIPMENT IN LAB FOR SAFE OPERATION		

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PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT** DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS.
USE OUTSIDE PROTOTYPING FOR THERMOFORMED SAMPLES
CHECK SAFE OPERATION OF MILLING MACHINES AND PROGRAMMING
WORK FROM HOME ON NEW PRODUCT CONTINUITY

OTHER IMPORTANT INFORMATION:

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	PURCHASING	
PRIMARY STAFF IN CHARGE (POSITION) Director	PRIMARY STAFF IN CHARGE (NAME) Charles Mackell	
TELEPHONE #215-498-3642 ALTERNATE TELEPHONE # 215-357-3275	WORK EMAIL ADDRESS CMACKELL@SABERT.COM PERSONNEL EMAIL ADDRESS C3MACKELL@AOL.COM	
BACK UP STAFF IN CHARGE (POSITION) Senior Buyer	BACK UP STAFF IN CHARGE (NAME) Joe Galgoci	
TELEPHONE #609-937-2878 ALTERNATE TELEPHONE #	WORK EMAIL ADDRESS JGALGOCI@SABERT.COM PERSONNEL EMAIL ADDRESS	
KEY SUPPLIES/EQUIPMENT COMPUTER PHONE	KEY SUPPLIERS/CONTRACTORS Resin suppliers/ All depts.,prod and shipping/receiving	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) SAP		

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PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER **MINIMAL** DISASTER IMPACT (1-2 DAYS INTERRUPTION)

CHECK INVENTORY LEVELS

REVIEW EMAILS FROM SUPPLIERS

CHECK THE RECEIVING DEPT SCHEDULE FOR OPEN ORDERS AND SCHEDULED APPTS.

REVIEW AND EVALUATE PRODUCTION PLANNING CHANGES BY PLANT

PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT** DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS

RAW MATERIAL INVENTORY REPORTS

REVIEW OF OPEN ORDERS AND DELIVERY SCHEDULES

COMMUNICATE WITH VENDORS TO ENTER PO'S AND REPLENISH STOCK LEVELS

UPDATED PRODUCTION SCHEDULE BY PLANT

OTHER IMPORTANT INFORMATION:

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	SALES AND MARKETING OPERATIONS	
PRIMARY STAFF IN CHARGE (POSITION) Director Sales and Marketing Operations	PRIMARY STAFF IN CHARGE (NAME) Joseph Lamb	
TELEPHONE #732-604-2344 ALTERNATE TELEPHONE # 732-840-0757	WORK EMAIL ADDRESS: JLAMB@SABERT.COM PERSONNEL EMAIL ADDRESS: KLENKE27@COMCAST.NET	
BACK UP STAFF IN CHARGE (POSITION) Sales Adjustment Supervisor	BACK UP STAFF IN CHARGE (NAME) Vibha Parikh	
TELEPHONE #848-391-4568 ALTERNATE TELEPHONE # 732-390-0162	WORK EMAIL ADDRESS: VPARIKH@SABERT.COM PERSONNEL EMAIL ADDRESS	
KEY SUPPLIES/EQUIPMENT	KEY SUPPLIERS/CONTRACTORS	

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PHONE COMPUTER FAX	Blacksmith
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) SAP INTERNET/BLACKSMITH FTP SERVER	
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS SEE ATTACHED WORK AROUND PLAN BLACKSMITH WOULD NEED TO RESEND FILES THAT WERE APPROVED DURING THE TIME THE FTP SERVER WAS NOT RUNNING	
OTHER IMPORTANT INFORMATION: THE LONGER THE SYSTEMS ARE DOWN THERE IS THE POSSIBILITY THAT THERE WOULD BE EXPONENTIALLY MORE PRICING THAT CSR'S WOULD NEED TO OVERRIDE ESPECIALLY IF THE DOWNTIME COINCIDED WITH A PLANNED PRICE INCREASE. THIS WOULD SLOW DOWN THE ABILITY TO PROCESS ORDERS SIGNIFICANTLY. NEED TO DEVELOP A WORK AROUND OR PROCEDURE FOR THIS POTENTIAL RISK	

Departmental Business Continuity Plans

DEPARTMENT:	CONSUMER SALES
PRIMARY STAFF IN CHARGE (POSITION) Director	PRIMARY STAFF IN CHARGE (NAME) Gary Westrol
TELEPHONE #: 215-493-1982 (HOME) ALTERNATE TELEPHONE #: 267-408-5722 cell	WORK EMAIL ADDRESS: GWESTROL@SABERT.COM PERSONAL EMAIL ADDRESS: TL57SABERT@comcast.net
BACK UP STAFF IN CHARGE (POSITION) Sales Lead East	BACK UP STAFF IN CHARGE (NAME) Anthony Levis
TELEPHONE #: 412-952-5528 ALTERNATE TELEPHONE #: 412-952-5528 cell	WORK EMAIL ADDRESS: ALEVIS@sabert.com PERSONNEL EMAIL ADDRESS: TVLEVIS@GMAIL.COM
GENERAL RESPONSIBILITY:	RESOURCES NEEDED:

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Maintaining customer relationships	VPN or personal e-mail, phone
<u>Information required to support action plan:</u> <p>WITHIN 24 HRS – Written communication from Sabert corporate level regarding status of shut down</p> <p>WITHIN 48 HRS – Written communication from Customer Service on how they can be reached regarding order/shipment status, new order placement</p> <p>WITHIN 48 HRS - Inventory status review from Supply Chain for all Consumer Sales customers. In the case of low inventory levels, schedule of inbound containers and details of items on each container and shipping recovery plan.</p>	
<u>Actions required to completely restore operation after minimal disaster impact (1-2 days interruption)</u> <p>No notification required unless following exceptions:</p> <p>VPN is not available. In that situation, CONSUMER LEADS will advise customers and distributors on how the customer may reach them and customer service.</p> <p>NEW ITEM ROLLOUT TO A MAJOR CHAIN/CLUB STORE ACCOUNT IS DELAYED/WILL MISS REQUIRED IN DATE</p>	
<u>Actions required to maintain business continuity and completely restore operation after significant disaster impact (several days to weeks) includes “work around” plans</u> <p>WITHIN 24 HRS – Notify accounts of situation either by phone or e-mail. In case of lost VPN capability, provide information on how sales and customer service personnel (for distributors) can be reached.</p> <p>WITHIN 48 HRS – Notify accounts of how to reach Customer Service regarding order status/shipments and new order placement</p> <p>WITHIN 48 HRS - Communicate status of inventory and shipments. And if inventory is low, the plan for supporting their business. Planning to check with all contract packers, as required.</p> <p>Assist in the following; allocation of inventory if required, resolving credit issues, working with CS if issues with specific customers</p>	

Departmental Business Continuity Plans

DEPARTMENT:	FOODSERVICE SALES		
PRIMARY STAFF IN CHARGE (POSITION)	PRIMARY STAFF IN CHARGE (NAME)		
Sr. VP Sales	Kathleen Deignan		
TELEPHONE #: 410-377-9501 home office ALTERNATE TELEPHONE #: 410-207-1966 cell	WORK EMAIL ADDRESS: kdeignan@sabert.com PERSONAL EMAIL ADDRESS: deignan4@comcast.com		

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BACK UP STAFF IN CHARGE (POSITION) Sales Effectiveness Leader	BACK UP STAFF IN CHARGE (NAME) Matthew Osborne
TELEPHONE #: 610-585-6441 cell ALTERNATE TELEPHONE #: N/A	WORK EMAIL ADDRESS: mosborne@sabert.com PERSONNEL EMAIL ADDRESS: matthew.osborne1@gmail.com
GENERAL RESPONSIBILITY: Maintaining customer relationships	RESOURCES NEEDED: VPN or personal e-mail, phone

Information required to support action plan:

WITHIN 24 HRS – Written communication from Sabert corporate level regarding status of shut down
WITHIN 48 HRS – Written communication from Customer Service on how they can be reached regarding order/shipment status, new order placement
WITHIN 48 HRS - Inventory status review from Supply Chain for all Key distribution partners and key end users. In the case of low inventory levels, plan for recovery; production dates, allocation

Actions required to completely restore operation after minimal disaster impact (1-2 days interruption)

No notification required unless following exceptions:
VPN is not available. In that situation, Sales Effectiveness Leader will advise customers and distributors on how the customer may reach them and customer service.
Project timing is impacted. In situations where we committed to a specific timeframe. For example, drawings, prototypes, market test run, de-bug, etc....

Actions required to maintain business continuity and completely restore operation after significant disaster impact (several days to weeks) includes “work around” plans

WITHIN 24 HRS – Notify accounts and of situation either by phone or e-mail. In case of lost VPN capability, provide information on how sales and customer service personnel (for distributors) can be reached.
WITHIN 48 HRS – Notify Food Service distributors of how to reach Customer Service regarding order status/shipments and new order placement
WITHIN 48 HRS - Communicate status of inventory and shipments. And if inventory is low, the plan for supporting their business
Assist in the following; allocation of inventory if required, resolving credit issues, working with CS if issues with specific distributors serving national accounts

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DEPARTMENT:	NATIONAL ACCOUNT SALES	
PRIMARY STAFF IN CHARGE (POSITION) VP National Accounts	PRIMARY STAFF IN CHARGE (NAME) Karol Johns	
TELEPHONE #: 502-749-0408 home office ALTERNATE TELEPHONE #: 502-419-3492 cell	WORK EMAIL ADDRESS: kjohns@sabert.com PERSONNEL EMAIL ADDRESS: kandkjohns@bellsouth.net	
BACK UP STAFF IN CHARGE (POSITION) Dir National Acct Sales	BACK UP STAFF IN CHARGE (NAME) Kevin Carney	
TELEPHONE #: 480-699-2205 home office ALTERNATE TELEPHONE #: 480-292-5120 cell	WORK EMAIL ADDRESS: kcarney@sabert.com PERSONNEL EMAIL ADDRESS: kcarney@cox.net	
GENERAL RESPONSIBILITY: Maintaining customer relationships	RESOURCES NEEDED: VPN or personal e-mail, phone	
<u>Information required to support action plan:</u> <p>WITHIN 24 HRS – Written communication from Sabert corporate level regarding status of shut down</p> <p>WITHIN 48 HRS – Written communication from Customer Service on how they can be reached regarding order/shipment status, new order placement</p> <p>WITHIN 48 HRS - Inventory status review from Supply Chain for all national account customers. In the case of low inventory levels, plan for recovery; production dates, allocation</p>		
<u>Actions required to completely restore operation after minimal disaster impact (1-2 days interruption)</u> <p>No notification required unless following exceptions:</p> <p>VPN is not available. In that situation, National Account Manager will advise customers and distributors on how the customer may reach them and customer service.</p> <p>Project timing is impacted. In situations where we committed to a specific timeframe. For example, drawings, prototypes, market test run, de-bug, etc....</p>		

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Actions required to maintain business continuity and completely restore operation after significant disaster impact (several days to weeks) includes “work around” plans

WITHIN 24 HRS – Notify accounts and national account distributors of situation either by phone or e-mail. In case of lost VPN capability, provide information on how sales and customer service personnel (for distributors) can be reached.

WITHIN 48 HRS – Notify national account distributors of how to reach Customer Service regarding order status/shipments and new order placement

WITHIN 48 HRS - Communicate status of inventory and shipments. And if inventory is low, the plan for supporting their business

Assist in the following; allocation of inventory if required, resolving credit issues, working with CS if issues with specific distributors serving national accounts

Departmental Business Continuity Plans

DEPARTMENT:	SUPERMARKET AND PROCESSOR SALES	
PRIMARY STAFF IN CHARGE (POSITION) VP Supermarket & Processor Sales	PRIMARY STAFF IN CHARGE (NAME) Dave Beck	
TELEPHONE #: 636-399-5911 cell ALTERNATE TELEPHONE #: N/A	WORK EMAIL ADDRESS: dbeck@sabert.com PERSONAL EMAIL ADDRESS: Dave.beck12@yahoo.com	
BACK UP STAFF IN CHARGE (POSITION) Sales Effectiveness Leader	BACK UP STAFF IN CHARGE (NAME) Matthew Osborne	
TELEPHONE #: 610-585-6441 cell ALTERNATE TELEPHONE #: N/A	WORK EMAIL ADDRESS: mosborne@sabert.com PERSONNEL EMAIL ADDRESS: matthew.osborne1@gmail.com	
GENERAL RESPONSIBILITY: Maintaining customer relationships	RESOURCES NEEDED: VPN or personal e-mail, phone	

Information required to support action plan:

WITHIN 24 HRS – Written communication from Sabert corporate level regarding status of shut down

WITHIN 48 HRS – Written communication from Customer Service on how they can be reached regarding order/shipment status, new order placement

WITHIN 48 HRS - Inventory status review from Supply Chain for all Supermarket and Processor customers. In the case of low inventory levels, plan for recovery; production dates, allocation

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Actions required to completely restore operation after minimal disaster impact (1-2 days interruption)

No notification required unless following exceptions:

VPN is not available. In that situation, Supermarket and Processor Managers will advise customers and distributors on how the customer may reach them and customer service.

Project timing is impacted. In situations where we committed to a specific timeframe. For example, drawings, prototypes, market test run, de-bug, etc....

Actions required to maintain business continuity and completely restore operation after significant disaster impact (several days to weeks) includes "work around" plans

WITHIN 24 HRS – Notify Supermarket and Processor distributors of situation either by phone or e-mail. In case of lost VPN capability, provide information on how sales and customer service personnel (for distributors) can be reached.

WITHIN 48 HRS – Notify national account distributors of how to reach Customer Service regarding order status/shipments and new order placement

WITHIN 48 HRS - Communicate status of inventory and shipments. And if inventory is low, the plan for supporting their business

Assist in the following; allocation of inventory if required, resolving credit issues, working with CS if issues with specific distributors serving national accounts

Departmental Business Continuity Plans

OPERATION OR DEPARTMENT:	SUPPLY CHAIN - PLANNING	
PRIMARY STAFF IN CHARGE (POSITION) Director of Planning and Scheduling	PRIMARY STAFF IN CHARGE (NAME) Derek Simmons	
TELEPHONE # 732 721 5544 3114 ALTERNATE TELEPHONE # (443) 683-1267	WORK EMAIL ADDRESS DSIMMONS@SABERT.COM PERSONNEL EMAIL	
BACK UP STAFF IN CHARGE (POSITION) Capacity Planning & Forecasting Manager	BACK UP STAFF IN CHARGE (NAME) Russ Wilson	
TELEPHONE # 908 872 6330 ALTERNATE TELEPHONE #	WORK EMAIL ADDRESS RWILSON@SABERT.COM PERSONNEL EMAIL RBWILSON@SPRINT.BLACKBERRY.NET	

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KEY SUPPLIES/EQUIPMENT Computer, document printer, temporary off site office space with phone, fax, internet, office supplies	KEY SUPPLIERS/CONTRACTORS Truckload carriers, tool and die shops, Sabert warehouses and production lines
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) SAP, Printing, Outlook, VPN, jetpack, laptop	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER MINIMAL DISASTER IMPACT (1-2 DAYS INTERRUPTION) 1-2 day interruption does <u>not</u> require the immediate transfer of tooling to an alternate plant. <ol style="list-style-type: none"> 1. Reprioritize production schedule of effected plant. 2. Identify ‘hot’ product required in the effected whse for near term order fulfillment. <ol style="list-style-type: none"> a. Prioritize the list of inbound stock transfers and ocean containers to be unloaded. b. Create new inbound STOs for remaining shortages and prioritize shipping from alternate whse. 3. Reprioritize Finished Goods Assembly schedule, create new workorders where required. 4. Work with the Whse Mgr in the effected whse to determine if labor availability is sufficient to catch up on delivery processing in short order. If not, change the shipping point to the nearest alternate whse after reviewing inventory for a body of deliveries. 5. Prioritize any outbound STO requirements to cover service requirements in the two alternate whses. 6. Communicate with sales any expected product shortages and delayed shipments. 	
PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES “WORK AROUND” PLANS <ol style="list-style-type: none"> 1. Continuity of critical production <ol style="list-style-type: none"> a. Review existing two week production plan for the effected plant. b. Determine which scheduled products are critical to prevent: <ol style="list-style-type: none"> i. Service failures to major customers ii. Significant sales volume disruption to a large range of customers. c. Review inventory levels in alternate whses and redeploy if available d. Review tooling list for existing duplicate tools in other plants. e. Where no duplicate is available, review list of alternate plant production lines that are capable of producing the identified critical items. f. Communicate with the effected plant the critical tooling: <ol style="list-style-type: none"> i. Extricate from production line and move to alternate plant. ii. Extricate from production line and if damaged to either local tool shop or tool shop near alternate plant. 	

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- g. Review alternate plant's production schedule and modify to accommodate the additional production without causing additional critical service failures.
- 2. **Continuity of service for critical customers**
 - a. Plant/Whse Mgr to determine the effected warehouse's ability to process deliveries:
 - i. Are facilities capable of supporting some level (full pallet pick vs. case pick) of delivery processing
 - 1. Lighting
 - 2. Forklift battery charging or propane rental availability
 - 3. Locator system – manual recording
 - ii. Are Associates capable of reporting for work
 - iii. Are transportation partners capable of providing equipment and do they have access to reach the facility
 - b. Run the open order/delivery report for the effected whse
 - i. Identify critical customer orders
 - ii. If the effected whse is capable of processing full truckload orders then check for inventory availability. If available then create delivery, print pickticket, and send to the whse for picking. If inventory is not available then review alternate whses and switch the shipping point
 - iii. If the effected whse is not capable of shipping then check alternate whses for available inventory and switch the shipping point.
- 3. **Communicate with sales the critical customer service plan**
 - a. Including any expected backorders and period of outage.
 - b. Work on allocation of product with sales if required.
 - c. Modify sales orders to reflect allocations.
- 4. **Continuity for non-critical customers**
 - a. Convert all remaining non-critical customer orders to nearest alternate whse.
 - b. Run the insufficient inventory report for the alternate whse
 - c. Provide a prioritized stock transfer list to effected and second alternate whses. Full pallet movement.
 - d. Communicate with the alternate whse
 - i. Prioritized inbound volume and timely receiving to reduce out of stock time
 - ii. Increased outbound volume requiring overtime, temporary labor, additional rental forklifts
 - iii. If the nearest alternate whse can not ramp up quickly or sufficiently then rebalance the

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work between the two alternate whses

OTHER IMPORTANT INFORMATION:
Need to identify gaps in our ability to produce all items in alternate plants.

For example, all CPET production is currently in KY. We do have CA as an alternate plant with CPET production capability however we need to identify if all CPET tooling will fit in the CA CPET line.

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OPERATION OR DEPARTMENT:	TRANSPORTATION	
PRIMARY STAFF IN CHARGE (POSITION) NJ – Transportation Manager Load Planner KY – Warehouse Manager CA – Warehouse Manager	PRIMARY STAFF IN CHARGE (NAME) Tom Melvin Mike Karafa Mark Hill Cindy Peterson	
TELEPHONE # 732-721-5544 EXT 3122 ALTERNATE TELEPHONE # 215-478-5910	WORK EMAIL ADDRESS TMELVIN@SABERT.COM PERSONNEL EMAIL ADDRESS T_DMELVIN@YAHOO.COM	
BACK UP STAFF IN CHARGE (POSITION) NJ – Warehouse supervisor KY - Warehouse supervisor CA - Warehouse supervisor	BACK UP STAFF IN CHARGE (NAME) Jesus Mc Phearson Curtis Barnes Carlos Zarate	
TELEPHONE # ALTERNATE TELEPHONE #	WORK EMAIL ADDRESS PERSONNEL EMAIL ADDRESS	
KEY SUPPLIES/EQUIPMENT LAP TOP COMPUTER Phone	KEY SUPPLIERS/CONTRACTORS T/L and LTL Carriers	
KEY COMPUTER SYSTEM RESOURCES REQUIRED (SOFTWARE, HARDWARE, ETC.) INTERNET ACCESS , SAP, E-MAIL		

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PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER **MINIMAL** DISASTER IMPACT (1-2 DAYS INTERRUPTION)

- 1- EACH LOCATION NEEDS AN EMPLOYEE CONTACT LIST FOR ITS TEAM MEMBERS. THIS LIST MUST INCLUDED THEIR WORK AND PERSONAL PHONE NUMBERS AND E-MAILS.
- 2- A CARRIER CONTACT LIST MUST BE AVAILABLE FOR EACH TEAM MEMBER.
- 3- WHEN A DISASTER OCCURS, AN EMAIL MUST BE SENT FROM SABERT TO ALL EMPLOYEES EXPLAINING THE SEVERITY OF THE DISASTER. ONCE THAT OCCURS, DESIGNATED INDIVIDUALS WILL BE RESPONSIBLE TO CONTACT EACH MEMBER OF THE TEAM FOR UPDATES OF THE IMPACT OF THE DISASTER.
- 4- EACH MANAGER AND LOAD PLANNER WILL BE REQUIRED TO TAKE THEIR LAP TOP COMPUTER HOME. THIS WILL ENABLE THEM TO WORK REMOTELY.
- 5- MEET WITH SUPPLY CHAIN LEADERS TO DEVELOP A SHORT TERM PLAN.
- 6- NOTIFY EFFECTED CARRIERS.

PROCEDURES TO MAINTAIN BUSINESS CONTINUITY AND COMPLETELY RESTORE OPERATION AFTER **SIGNIFICANT** DISASTER IMPACT (SEVERAL DAYS TO WEEKS) INCLUDES "WORK AROUND" PLANS

- 1- FOLLOW ALL THE STEPS ABOVE
- 2- DEVELOP A LONG TERM SUPPLY STRATEGY
- 3- NOTIFY ALL CARRIERS OF DISASTER
- 4- STAY IN CONSTANT CONTACT WITH MEMBERS FROM ALL LOCATIONS.

OTHER IMPORTANT INFORMATION:

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Insurance Coverage Summary

Use this form to discuss your insurance coverage with your agent. Having adequate coverage now will help you recover more rapidly from a catastrophe.

INSURANCE AGENT:		Affiliated FM Insurance Company	
STREET ADDRESS: 270 Central Avenue		CONTACT NAME Matt Clifford	
CITY, STATE, ZIP CODE: JOHNSON, RI 02919		CONTACT TELEPHONE NUMBER (973) 437-2313	
TELEPHONE NUMBER 401 275 3000	FAX NUMBER 401 944 9477	CLAIM EMERGENCY TELEPHONE 877-639-5677	
EMERGENCY TELEPHONE 877-639-5677	WEBSITE http://www.affiliatedfm.com/	CONTACT EMAIL matt.clifford@wellsfargo.com	

Insured: Sabert Corporation

Issuing Company: Affiliated FM Insurance Company – AM Best’s Rating: A+ XV

Policy Number: KJ717

Covered Perils:

All risks of direct physical loss or damage, as defined and limited within the policy, on Real Property, Personal Property, Stock and Supplies, **Business Interruption**, including the Extensions of Coverage applying at the following described locations:

Covered Locations:

Loc. #	Address	City	State	Zip
1	879-899 Main St	Sayreville	NJ	08872
2	860 Palmyrita Ave	Riverside	CA	92502
3	890 East Blue Lick Road	Shepherdsville	KY	40165

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4 2288 Main St. Sayreville NJ 08872

Policy Limit:

\$150,000,000 single occurrence limit for Property Damage, **Business Interruption** and Extra Expense

Business Interruption – Extensions of Coverage Sub-Limits:

\$5,000,000 Off-Premises Service Interruption

\$1,000,000 Contingent Business Interruption

 \$ 250,000 Research and Development Expense

 \$ 500,000 Ingress/Egress

 \$ 100,000 Tax Treatment

 \$ 100,000 Contractual Penalties

 180 Days Extended Period of Indemnity

Not Covered Days of Ordinary Payroll

 30 Days Civil Authority

The above Extensions of Coverage sub-limits of liability will be the maximum payable for property damage and business interruption (if applicable) resulting from such property damage, or any combination thereof.

Deductibles:

The following deductible amounts shall apply per occurrence for loss or damage under this policy in the respective loss categories indicated:

 \$50,000 all other losses, except;

 \$100,000 **Earth Movement** (for all coverages provided) at the following locations:

 No. 1. 879 Main Street, Sayreville, NJ 08872-1440

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No. 3. 890 East Blue Lick Road, Shepherdsville, KY 40165

No. 4 2288 Main Street, Sayreville, NJ 08872-1140, except

As respects No. 2. 860 Palmyrita Avenue, Riverside, CA 92502

For each occurrence, this company will not be liable for loss or damage to insured property unless the amount of loss or damage exceeds 5% of the combined value of property at the location where loss or damage occurs, in accordance with the valuation section of this policy and annual **business interruption** value as defined in the Business Interruption Endorsement attached to this policy at the time such loss or damage at the location where loss occurs, subject to a minimum deductible amount of \$250,000 per location. If coverage is provided for more than one location, this deductible percentage or minimum deductible amount will be calculated for and applied separately to each location;

\$100,000 **Flood** (per occurrence for each location for all coverages provided);

Off Premises Service Interruption Waiting Period:

Property Damage: \$50,000

Business Interruption: In the event of loss or damage covered by this policy, no coverage is provided for business interruption unless and until the service interruption exceeds 48 hours beginning from the time of loss or damage covered by this policy. The company's liability commences only after, and does not include, this waiting period;

Wind and/or Hail (for all coverages provided in this policy) at the following locations:

1. 879 Main Street, Sayreville, NJ, 08872-1440
4. 2288 Main Street, Sayreville, NJ, 08872

This company will not be liable for loss to insured property unless the amount of loss or damage exceeds 1% of the combined value of property at the location where loss or damage occurs, in accordance with the valuation section of this policy and annual business interruption value at the location where loss or damage occurs, in accordance with the **Business Interruption Endorsement** attached to this policy at the time such loss or damage at the location where loss occurs, subject to a minimum deductible amount of \$100,000 per location. If coverage is provided for more than one location, this deductible percentage or minimum deductible amount will be calculated for and applied separately to each location.

Electronic Data Processing Equipment, Data and Media:

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In the event of loss or damage to Electronic Data Processing (EDP) Equipment, Data and Media insured by this policy caused by the malicious introduction of a machine code or instruction, no coverage is provided unless the period of interruption exceeds 48 hours beginning from the time of insured loss. The company's liability commences only after, and does not include, the Waiting Period specified.

If the period of interruption exceeds 48 hours, the insured loss will be calculated based upon the amount of insured loss in excess of the Waiting Period and subject to a combined deductible for all coverages of \$10,000 per location. Any period in which business operations or services would have not been maintained, or any period in which goods would have not been produced will not be included as part of or serve to reduce the effect of any Waiting Period;

Boiler and Machinery
Property Damage: \$50,000

Business Interruption Waiting Period: In the event of loss or damage insured by this policy, no coverage is provided for business interruption unless and until the period of interruption exceeds 48 hours beginning from the time of loss. The company's liability commences only after, and does not include, the waiting period.

Revision History

REVISION	DATE	NAME	DESCRIPTION
Original	2/12/13	Original Document	Business Continuity
2	11/26/14	Original Document	Business Continuity