

Potential Disruptions to Operations at VitaQuest

Category	Description	Expected Results	Actions	Procedures	Cooperative Agencies	Current Preventive Program
1. Natural Events	<p>Severe Weather/ Natural Disaster</p> <ul style="list-style-type: none"> • Earthquake • Flood • Snow or Ice • Lightning • Severe Coldness or Heat • Severe Storms 	<ul style="list-style-type: none"> • Computer Damage • Equipment Damage • Facility Damage • Material Damage and Spillage • Production Downtime 	<ol style="list-style-type: none"> 1. If these emergencies occur during operating hours (if necessary), inform employees about the time operations will cease or activate the facility evacuation plan. 2. If these types of emergencies occur after hours, the Sr. Vice President of Operations, the administration, and the President/CEO determine if work should be cancelled the following day. 3. Upon determining that work will be cancelled, the Executive Team is notified and the outgoing phone message on the main phone line is changed to announce the closing of the facility. 4. The Sr. Vice Presidents of Operation, the administration, and the President/CEO will assess the damages and determine the types of employees and outside contractors (if necessary) that should report to assist with facility cleanup and restoration. 5. Fix or reconstruct any damaged area(s) and equipment. 6. Dispose of waste material in accordance with federal, state, and local regulations. 7. Resume operations. 		<ul style="list-style-type: none"> • West Caldwell Fire Department • West Caldwell Police Department • New Jersey Department of Environmental Protection 	<ul style="list-style-type: none"> • Weather Forecasts
2. Utilities	<p>Disruption of Utilities</p> <ul style="list-style-type: none"> • Gas • Water • Sewer • Electric 	<ul style="list-style-type: none"> • Loss of power to operate equipment, fire alarms, and lights. • Boiler shutdown and accompanying loss of heat and hot water. • Unable to flush toilets. • Loss of production water. • Production downtime 	<ol style="list-style-type: none"> 1. Same response as item numbers (1-3) in the Natural Events Actions section. 2. The Executive Team will assess problems and determine if employees and/or outside contractors/utility companies can assist with restoring disrupted services. 3. Salvage (if possible) bulk or other materials being manufactured at the time of the utilities disruption. 4. Dispose unsalvageable bulk or other materials that were being manufactured when the utility disruption occurred in accordance with federal, state and local regulations. 5. Resume operations. 		<ul style="list-style-type: none"> • Utility Companies 	<ul style="list-style-type: none"> • Weather Forecasts

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3. Facility	Aging and normal wear and tear of the facility	<ul style="list-style-type: none"> Corroding and leaking joints and pipes. Cracks and holes in the floor. Cracking of rubber hoses used by the compactor and hydraulic lifts. Frayed insulation resulting in arching or short circuiting wires. Boiler breakdowns and decreased operating efficiency. Leaking roof. Weakening storage racks. 	<ol style="list-style-type: none"> Report problems or concerns to facilities verbally using CAR/PAR or work orders. Limit the height of liquids and other heavy materials stored within the racks. 		<ul style="list-style-type: none"> West Caldwell Fire Department Utility Companies 	<ul style="list-style-type: none"> CAR System 	
	In-house Utility Out of Order	<ul style="list-style-type: none"> Gas Water Steam Compressed Air 	<ul style="list-style-type: none"> Frayed or arching wires. Ruptured gas line. Ruptured water line. Ruptured steam line. Ruptured airline or the compressor is not functioning. 	<ol style="list-style-type: none"> Immediately report the problem to a supervisor or above. Cease operations and evacuate the facility (if necessary) and have designated employees remain at the facility to restore operations. Close valves (if possible) before and after damaged sections of hose or pipe. Repair the damaged equipment. Resume production. 		<ul style="list-style-type: none"> West Caldwell Fire Department West Caldwell Police Department Utility Companies 	<ul style="list-style-type: none"> Preventive Maintenance Program
4. Internal Issues	Fire	<ul style="list-style-type: none"> Arson Electrical Gas Line Maintenance Chemicals Waste Alcohol Lab Chemicals 	<ul style="list-style-type: none"> Building damage Loss of equipment, products, and information files. Injuries and/or death to employees. Spilled materials igniting a fire. Materials igniting a fire during processing. Ignition of overheating equipment. 	<ol style="list-style-type: none"> If these emergencies occur during operating hours (if necessary), employees will be informed of the time operations will cease or activate the facility evacuation plan. If these types of emergencies occur after hours, the Sr. Vice Presidents of Operations, the administration, and the President/CEO will determine if work should be cancelled the following day. Upon determining that work will be cancelled, the Executive Team is notified and the outgoing phone message on the main phone line is changed to announce the closing of the facility. Extinguish or contain the fire if possible. Investigate the fire origin. Correct the problem to avoid a recurrence. Resume Operations. 		<ul style="list-style-type: none"> West Caldwell Fire Department West Caldwell Police Department Utility Companies New Jersey Department of Environmental Protection 	<ul style="list-style-type: none"> Maintenance and regular servicing, inspecting, and testing of fire extinguishers. Maintenance and regular servicing (if necessary), inspecting, and testing of the sprinkler system. Conduct fire drills at least once per year. Storing hazardous materials in appropriate containers. Storing flammable materials in storage cabinets.

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5. Contractor Activities	Accident	<ul style="list-style-type: none"> • Broken gas line • Broken sewer line • Broken electrical line • Facility damage • Property damage • Loss of production time 	<ol style="list-style-type: none"> 1. Cease operations and evacuate the facility (if necessary). 2. Close valves (if possible) before and after damaged sections of hose or pipe. 3. The Executive Team will assess damages and determine the types of employees and outside contractors (if necessary) that should report to assist with facility cleanup and restoration. 		<ul style="list-style-type: none"> • West Caldwell Fire Department • Utility Companies • New Jersey Department of Environmental Protection. 	<ul style="list-style-type: none"> • Safety Committee
	Fire	<ul style="list-style-type: none"> • Ignition of broken gas line. • Ignition of materials during cutting/welding operations. • Electrical fires resulting from broken electrical lines. • Facility damage • Property damage • Loss of production time • Loss of life 	<ol style="list-style-type: none"> 1. If these emergencies occur during operating hours (if necessary), employees will be informed of the time operations will cease or activate the facility evacuation plan. 2. If these types of emergencies occur after hours, the Sr. Vice Presidents of Operations, the administration, and the President/CEO will determine if work should be cancelled the following day. 3. Upon determining that work will be cancelled, the Executive Team is notified and the outgoing phone message on the main phone line is changed to announce the closing of the facility. 4. Extinguish or contain the fire if possible. 5. Investigate the fire origin. 6. Correct the problem to avoid a recurrence. 7. Resume Operations. 		<ul style="list-style-type: none"> • West Caldwell Fire Department • Utility Companies • New Jersey Department of Environmental Protection. 	<ul style="list-style-type: none"> • Fire extinguishers • Sprinkler Systems
6. External Issues	War Civil Unrest Bomb Threats Forced Entries	<ul style="list-style-type: none"> • Facility damage • Property damage • Loss of production time • Physical harm • Loss of life 	<ol style="list-style-type: none"> 1. If these emergencies occur during operating hours (if necessary), employees will be informed of the time operations will cease or activate the facility evacuation plan. 2. If these types of emergencies occur after hours, the Sr. Vice President of Operations and President/CEO determine if work should be cancelled the following day. 3. Upon determining that work will be cancelled, the Executive Team is notified and the outgoing phone message on the main phone line is changed to announce the closing of the facility. 		<ul style="list-style-type: none"> • West Caldwell Police Department • West Caldwell Fire Department • US Government Agencies 	<ul style="list-style-type: none"> • News Media Coverage