



The Shippers Group

Continuity Plan Policy Statement

Management has developed a pro-active approach to ensure continuity of our business in the event of major disruptions to our operations caused by factors beyond our control.

Short term disruptions such as a chemical spill, job site fire, and short term weather event are addressed in our Emergency Action Plan which is available on our job sites.

This Continuity Plan is an approach to deal with the actual survival of the company during events such as “9-11”; major, longer term weather events such as the New England “Sandy” storm; and events not even imagined.

Continuity Plan Organization:

Senior Management

Only senior management [president/vice president] may invoke the Continuity Plan. Senior management personnel will always have a current roster of Recovery Team Personnel on their company Smart Phones.

Note: Current Roster would include Name, Phone, Home Address, Job Title, Specialized Training (i.e., 1st Aid/CPR).

Recovery Team

All employees who fill the position of Supervisor or above are assigned to the Recovery Team. All management will always have a current roster of all employees on their company Smart Phones.

Note: Current Roster would include Name, Phone, Home Address, Job Title, Specialized Training (i.e., 1st Aid/CPR).

Information Technology (IT)

All company records are always backed-up both on and off-site. Backed up data is always stored in a secure location which, because of technology, may be thousands of miles away and/or in another country. IT data will always be accessible and secure.



Invoking the Continuity Plan:

When events mentioned in paragraph three above occur, our Continuity Plan will be put into action.

Senior Management will contact the Recovery Team Members and explain the situation. The first course of action may be to stand-down and do nothing; find transportation and report to work; or go to specific location and perform a specific task.

Note: If more than eight (8) persons need to be contacted, a telephone tree will have been established and set within the Smart Phone.

The Recovery Team will also be asked to, at a minimum, contact each employee. Of course, circumstances will determine what needs to be done.

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Use of Information Technology (IT):

Because of pre-planning, all vital company information will be stored and available off site. Authorized persons will have access to our customer records, supply records, tax records, employee records, training records, and all relevant company records that we maintain.

Diane Villafana

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