TABLE OF CONTENTS 1
CRISIS TEAM 2
EMERGENCY 2
Evacuation routes 3
Emergency phone numbers 3
Medical emergency 3
Fire emergency 4
Extended power loss 5
Severe weather and natural disasters 5
Tornado 5
Flooding 6
Lightning 6
HAZMAT 6
Pandemic 7
CONTINGENCY 8
IT systems 8
ERP 8
Product Safety/ Recall 10
REFERENCE DOCUMENTS 11

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CRISIS TEAM

The purpose of the crisis team is to be up to date with all CDC, OSHA, local, state and federal guidelines, understand them, share them with the rest of the organization and implement as much as possible the recommendations.

As well as react with a contingency plan in case of a Severe weather /natural disasters or shortage of raw material.

General Manager
Patrick Malooly

Contact with Local, State and Federal agencies, as well as with Customers

Scheduling & HR Manager
Jose Carlos Herrera

Contact with Local law enforcement, employees

Office Manager
Ruben Rivero

Contact with vendors and banks

EMERGENCY

<u>Evacuation routes</u>

Evacuation route maps have been posted in various locations in the building. The following information is marked on evacuation maps:

1. Emergency exits.
2. Locations of fire extinguishers.
3. Assembly points.

Site personnel should know at least two evacuation routes.

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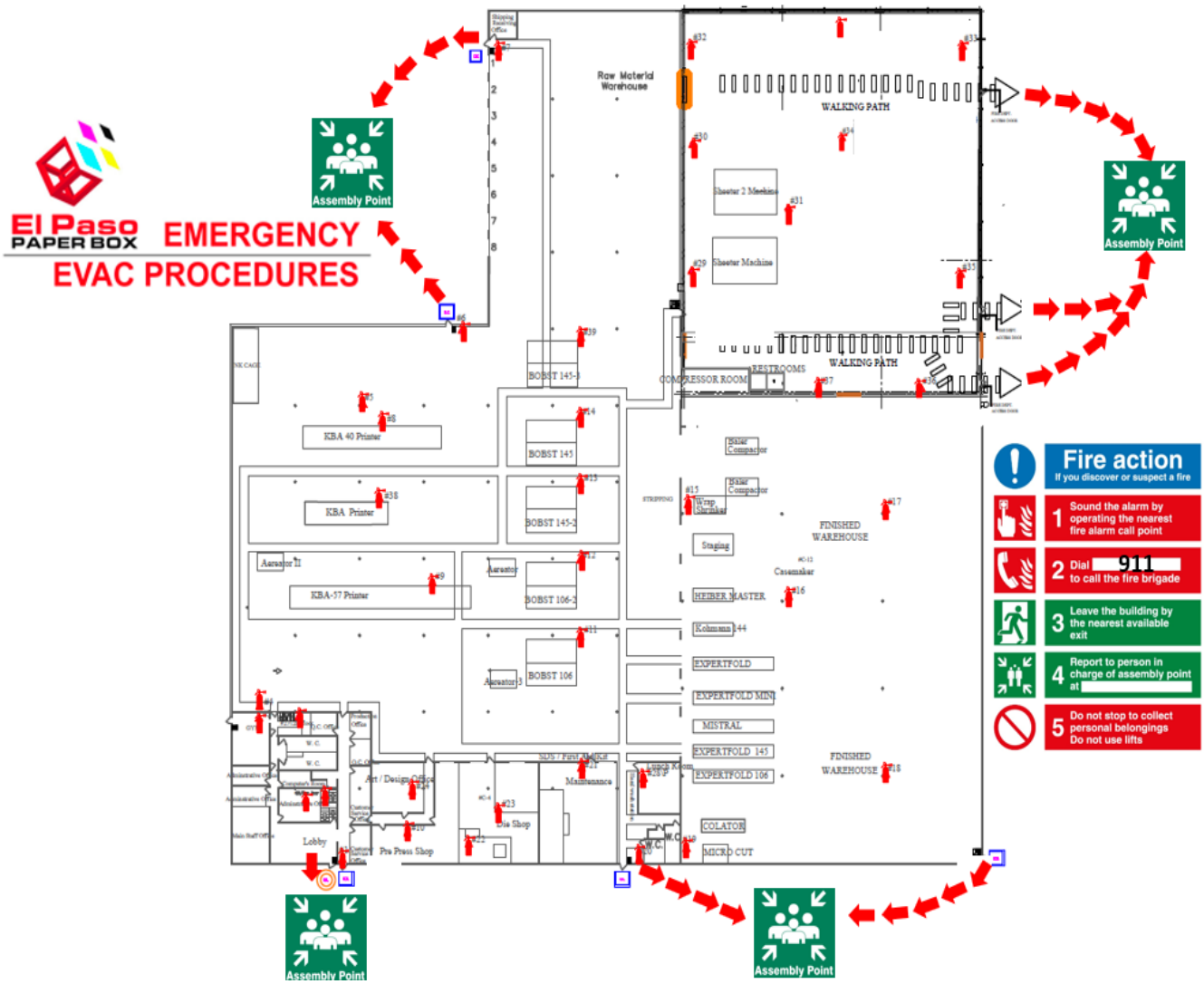

Emergency/ Contingency phone numbers

Emergency/ Contingency phone numbers and/ or emails	
El Paso Fire Department	(915)-212-5600
El Paso Police Department	(915) 212-4000/ (915) 832-4400
Poison Control	(800) 222-1222
Local Spill Cleanup Company	(915) 838-1188
Texas Commission on Environmental Quality (TCEQ)	(915) 834-4949
U.S. Dept. of Labor - OSHA	(915) 534-6251
SQFI – Product Recall	foodsafetycrisis@sqfi.com
IT Vendor (Gamwell)	(915) 320-7840
Carton ERP	ERP Webpage Support Menu
Approved supplier List	QMS

Medical emergency

In case of a medical emergency call **911**.

Provide the following information:

- Nature of medical emergency,
- Location of the emergency (address, building, room number), and
- Your name and phone number from which you are calling.
- Do not move the victim unless absolutely necessary.
- Call your supervisor or manager available at that time.

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
- Clear the air passages using the Heimlich maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. **Attempt first aid ONLY if trained and qualified**.

Complete the accident form in the QMS intranet – F.7.1.3. EMPLOYEE INCIDENT, INJURY OR PROPERTY DAMAGE REPORT.

Fire emergency

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  - ✓ Voice Communication
  - ✓ Phone Paging

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Extended power loss

In the event of extended power loss to the facility certain precautionary measures should be taken:

Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.

Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Add propylene-glycol to drains to prevent traps from freezing.

Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Evacuate if necessary, by following the Emergency Exit lights.

Severe weather and natural disasters

Severe weather can happen anytime, in any part of the country. Severe weather can include hazardous conditions produced by thunderstorms, including damaging winds,

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tornadoes, large hail, flooding and flash flooding, and winter storms associated with freezing rain, sleet, snow and strong winds.

Tornado

Tornadoes can destroy buildings, flip cars, and create deadly flying debris. Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground.

IF YOU ARE UNDER A TORNADO WARNING, FIND SAFE SHELTER RIGHT AWAY

- If you can safely get to a sturdy building, then do so immediately.
- Go to a safe room, basement, or storm cellar.
- If you are in a building with no basement, then get to a small interior room on the lowest level.
- Stay away from windows, doors, and outside walls.
- Do not get under an overpass or bridge. You're safer in a low, flat location.
- Watch out for flying debris that can cause injury or death.
- Use your arms to protect your head and neck.

Flooding

Failing to evacuate flooded areas, entering flood waters, or remaining after a flood has passed can result in injury or death. Flooding is a temporary overflow of water onto land that is normally dry.

IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Evacuate if told to do so.

If outdoors:

- Do not walk, swim, or drive through flood waters. Turn Around, Don't Drown!
- Just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off of bridges over fast-moving water.
- Determine how best to protect yourself based on the type of flooding.
- Move to higher ground or a higher floor.
- Stay where you are.

Lightning

Lightning is a leading cause of injury and death from weather-related hazards. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms.

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IF YOU ARE UNDER A THUNDERSTORM WARNING, FIND SAFE SHELTER RIGHT AWAY

- When thunder roars, go indoors!
- Move from outdoors into a building or car.
- Pay attention to alerts and warnings.
- Unplug appliances.
- Do not use landline phones.

HAZMAT

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal.

- Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.
- Follow decontamination instructions from local authorities.
- Seek medical treatment for unusual symptoms as soon as possible.
- Place exposed clothing and shoes in tightly sealed containers.
- Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).

- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department.
- Evacuate building as necessary.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Pandemic

Pandemics are states of disease that sharply increase in populations around the world with infections taking place more or less simultaneously

IF YOU ARE UNDER A PANDEMIC WARNING, LIMIT THE SPREAD OF GERMS AND PREVENT INFECTION.

- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick

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too.

- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Follow CDCs recommendations.
- Document, monitor and track progress.

CONTINGENCY

IT systems (Wi-Fi / Server)

In the event of the Wi-Fi or server going down please contact immediately IT supplier and if the ERP management system goes down while Wi-Fi and Server are working properly please contact ERP help desk.

Carton ERP

While the ERP system is restored please do the following steps by area:

CUSTOMER SERVICE

- Document in Customer Service CONTINGENCY PLAN LOG all created documents while the system is back and running.
- Use JT form to document new job orders.
- Use PO form to create Purchase Orders.
- Use RELEASE form and send it to Shipping department.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running.

RECEIVING

- Received material must be logged in F 8.6.4.1 RECEIVING LOG.
- If Board is received use numbered MANILA TAGS to identify each Roll/ Skid
- Give a copy to Accounting Department.
- Try to keep them all together for easy access when relabeling is done.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running.

SHEETER

- Sheeter operator will take and start using the numbered MANILA TAGS to identify each sheeted skid coming out of the process.
- Keep sheeted skids close to the area as much as possible (so that it can be relabeled when system is back).
- Continue using normally the production envelopes to report production.
- All production will be recorded in CONTINGENCY PRODUCTION REPORT.

Note: All documents have to be entered into ERP as soon as the server/ system is back and

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running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

PRINTING

- Continue using normally the production envelopes to report production (manila or ERP tags).
- Use preprinted F.8.5.2.1 WIP TAG to identify all printed Skids.
- All production will be recorded in CONTINGENCY PRODUCTION REPORT.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

FOLIOSTAR (LAMINATOR)

- Use preprinted F.8.5.2.1 WIP TAG to identify all printed Skids.
- All production will be recorded in CONTINGENCY PRODUCTION REPORT.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

CUTTING

- Use preprinted F.8.5.2.1 WIP TAG to identify all printed Skids.
- All production will be recorded in CONTINGENCY PRODUCTION REPORT.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

FINISHING CUTTING

- Use preprinted F.8.5.2.1 WIP TAG to identify all printed Skids.
- All production will be recorded in CONTINGENCY PRODUCTION REPORT.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

SHIPPING

- Document in Receiving CONTINGENCY PLAN LOG all created documents while the system is back and running.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

ACCOUNTING

- Document in Receiving CONTINGENCY PLAN LOG all created documents while the system is back and running.

Note: All documents have to be entered into ERP as soon as the server/ system is back and running. Add your time sheet in a single row (Make ready, Down, Teardown, Run, Pieces, Waste).

PRE-PRESS

- Document in Pre-Press CONTINGENCY PLAN LOG all created documents while the system is back and running.

Note: All documents will be entered into ERP as soon as the server/ system is back and running.

DIE SHOP

- Document in Die-Shop CONTINGENCY PLAN LOG all created documents while the system is back and running.

Note: All documents will be entered into ERP as soon as the server/ system is back and running.

Product Safety/ Recall

In the event of a product safety recall that requires public notification The Quality Manager/ Practitioner is the main responsible to coordinate the team that should communicate with customers, suppliers, logistic carriers, warehouses, internally and the SQFI within 24hrs of the notice of the event.

The crisis team will get together with the owner of the company and upper management to expedite the relocation or disposal of the product, initiate the corrective actions process and the replenishment of goods.

Definitions

Distribution network

Distribution route of the product from leaving the Company premises to arrival to different packer, copacker, wholesalers and retail sales.

Product recall

Product recall from the market includes the overall action is undertaking in case of recall of one or several product batches from the market with the objective to protect the end user from inappropriate product which could have adverse effects and compromise their health.

Recall notification

Written information sent to all companies, institutions or individual customers to whom the recalled product has been supplied.

Official notification

The official notification of product recall to SQFI shall be made when the product noncompliance is of the nature that could compromise public health.

Procedure

A product is recalled from the market based on:

- Complaint from the market;
- Recall order issued by the FDA;
- Deviation from the specified quality is discovered after the product was distributed to

the market and it is considered to have an adverse effect and compromise the end user's health.

Investigation & scope

The team shall specify the strategy to be used for recalling only part or the whole product batch or several batches (time frame for recall execution, institutions to be notified of the recall, and collecting the product distribution data). If required, the team shall specify the action to be taken for release of information to public and define contact with the media to avoid negative publicity. They shall relate to the Finance department to identify the resources required for recalling the product and discuss its cost effects.

- This decision shall be documented on the form 'Product Recall Decision'
- Sales Manager shall coordinate the contact with customers and report recall action progress.

The Sales Manager shall, together with the Shipping Department, arrange for collecting the recalled product from the market. The Sales Manager shall prepare written reports on the product quantity collected from each customer and make the reconciliation of the supplied and collected quantities.

The warehouse shall receive the recalled products and keep the records of the arrived quantities. The collected recalled products shall be stored in a segregated area and appropriately labeled with the inscription "PRODUCT RECALLED FROM THE MARKET ", where they will be waiting for disposal.

The Quality Manager shall, with other team members, prepare the final report on all actions taken for product recall from the market including the recalled quantity, and submit it to the upper Management. This Final Report shall also be submitted to the SQFI.

Recalled Product Log or related documents shall be kept with QA 6 year

REFERENCE OF DOCUMENTED INFORMATION

https://elpasoready.org/

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