



States Logistics Services, Inc.  
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[www.stateslogistics.com](http://www.stateslogistics.com)

Warehousing \* Transportation \* Packaging

## States Logistics Services Continuity Plan

### States Logistics Services 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 major acts of terrorism, war, state of emergency, and events not even imagined.

### Continuity Plan Organization:

#### **Senior Management**

Only Senior Management [CEO/President/Vice President] may invoke the Continuity Plan. Senior Management personnel will always have a current roster of Emergency Response Team Personnel on their company Smart Phones.

Note: Current Roster will include Name, Phone, Home Address, Job Title, Email and Emergency Contacts

#### **Emergency Response Team**

All employees who fill the position of Senior Management, Director, General Manager or HR Business Partner are assigned to the Recovery Team. Additional members may be added to the Response Team as deemed necessary by Senior Management.

Emergency Response Team members have access to all direct reports and subordinate employees on their company Smart Phones.

Note: Employee information will include Name, Phone, Home Address, Job Title. Email and Emergency Contacts



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### **Management Team**

All employees who fill the position of Supervisor or above are included in the Management Team.

All Management Team Members have access to all employees on their company Smart Phones.

Note: Employee information will include Name, Phone, Home Address, Job Title, and Emergency Contacts.

### **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 Emergency Response 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.

The Emergency Response Team will communicate instructions to the Management Team.

The Management Team may be asked to contact each of their employees. Varying circumstances will determine what needs to be done and communicated.

### **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.

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Jennifer Monson

*VP of Human Resources- Safety*

3/20/2020