UMA EMERGENCY RESPONSE AND CONTINGENCY PLAN

1) Purpose

The purpose of this procedure is to detail the Uchiyama Manufacturing America LLC. emergency preparedness procedure to be followed in the event of an emergency. Also to address the contingency procedures for loss of critical equipment during emergencies or equipment failures due to normal wear and tear or unexpected failures.

2) Terms / Acronyms

a) PESM - Projects, Environment & Safety Manager
b) ICP - Incident Control Post
c) EPA - Environmental Protection Agency
d) SJAFB - Seymour Johnson Air Force Base
e) SPCC - Spill Prevention Control & Countermeasure
f) ERT - Emergency Response Team
g) SDS - Safety Data Sheet
h) IC - Incident Coordinator

3) Scope

a) This procedure applies to all UMA team members. It applies to all foreseeable emergencies which could potentially jeopardize the safety of team associates or the community and which have a potential to prevent operations of the plant.

b) The Emergency Preparedness Procedure will address all probable emergencies, abnormal conditions, reasonably foreseeable emergency situations, and related topics including, but not limited to the following:

1. Plant Evacuations due to…
    a. Fire
    b. Explosion to Include Seymour Johnson AFB (SJAFB) Munitions Storage Area (MSA)
    c. Bomb Threats
    d. Active Shooter
    e. Downed aircraft from SJAFB
2. Tornado
3. Earthquake
4. Hurricane / Flood
5. Chemical Spill or Release (Spill Prevention Procedures: See SPCC)
6. Serious Injury or Medical Emergencies
7. Extended Loss of …
    a. Compressed Air
    b. City Water
    c. Power
    d. Sewer Discharge Problems or Loss of Service
    e. Internet
8. Pandemic / Epidemic
9. Transportation

C) The emergency preparedness procedure will establish some general guidelines to be followed in all emergencies as well as establish various individual, coordinator, emergency and response team roles and the responsibilities assigned to each, including but not limited to the following:

1. Incident Coordinator
2. Alternate Incident Coordinator
3. Area Coordinators
4. Emergency Response Team
5. Traffic Control
6. Natural Disaster Watch

4) Responsibility

a) PESM – Is the Incident Coordinator and will have ultimate responsibility for assuring that the Emergency Preparedness/Contingency Plan Procedure is developed and understood by all team members to the extent that they may be affected.

b) President – shall be responsible for all Media relations AND for making all decisions regarding facility closing or delay opening.

1. *No one is permitted to talk to the media without President/Plant Manager's authorization.*

c) President – will be responsible for contacting the corporate office whenever there is a serious accident or injury or any other type of serious situation at UMA.

d) PESM – Maintain the Emergency Call List with accurate and current phone numbers.
e) The Alternate Incident Coordinator–will have overall responsibility for implementation of this procedure in the absence of the PESM.
f) Specific duties are listed for the PESM in subsequent sections of the procedure.
g) The ERT – is responsible for responding to any type of emergency they are trained on.
h) The Off shift superintendent or their designated representative shall dispatch a knowledgeable person to open gates to meet and direct responding emergency vehicles on to company property.
i) ERT members shall also be assigned duties to maintain control of entry into the plant by any unauthorized personnel.

5) Training
   a) Awareness training shall be conducted annually for all team members.
   b) Orientation training for new employees shall include this procedure – evacuation, ERT, etc.
   c) The ERT shall be trained in standard First Aid, Adult CPR and AED every 2 years.
      1. Should a team member be certified as an EMT through the local fire department or rescue squad, they would be exempt from Company sponsored training. Proof of certification required and filed with training record.

6) Drills
   a) Emergency Drills shall be conducted on an annual basis to assure quick and orderly response to emergencies.
   b) Drills can be for any situation listed in the scope of this procedure.
   c) Whenever feasible, local emergency service representatives may be on hand for these drills in order to critique performance.
   d) One drill may encompass several emergencies as grouped in para B)2).
   e) Participation in a state or federal drills will count towards our local drills.
   f) Consider actual response to chemical spills as a drill.
   g) When safety of performing a drill outweighs the benefits of a drill, such as (but not limited to) active shooter scenarios, perform tabletop drills for these scenarios.
   h) Conduct contingency type drills by contacting vendors to ensure they are able to respond appropriately. i.e. loss of power and cooling water.
   i) If necessary results of the drills may be reviewed during MRM and be documented in the minutes. The PESM shall document and review all drills as well as maintain all Drill Records.

7) ALARM CODES:
   a) For all situations that require evacuation, use the pull stations for the fire alarm. These situations may be but are not limited to: fires, explosions to include combustible dusts, and bomb threats.
      1. Immediately evacuate the plant and assemble at staging areas near the fence line at the front of the plant – so roll call can be taken. DO NOT LEAVE THE AREA UNTIL “ALL CLEAR”.
      2. ERT will assemble at staging area in plant (plant main entrance) for instructions.
   b) ONE (1) blast from the alarm
      1. Medical Emergency/injury -ERT response only or;
      2. Severe Weather Watch – May accompany verbal explanation over PA system.
      3. ERT will assemble at the staging area (plant main entrance) and wait for instruction.
   c) TWO (2) blasts from the alarm.
      1. Severe Weather Warning – May accompany verbal explanation over PA system.
      2. Proceed to the nearest severe weather shelter
   d) PANIC BUTTONS-Continuous alarm until terminated by ERT member
      1. Rubber Lab - Visual light from ERT assembly point over entrance to rubber room - If light is flashing ERT Members respond to an emergency in the rubber Lab.
      2. Glue Room - No visual Distinction - If there is no light flashing over the rubber room then the ERT member respond to an emergency in the glue room.
   e) ALL CLEAR – PESM shall let everyone know when it is safe to return to work.

8) Emergency Response Team (ERT)
   a) The ERT list shall be posted on Each Department's Information Board board - readily visible.

b) The ERT is identified below shall be identified on the Env / Safety Layout which is posted on each departments Information Board for rapid retrieval for employee and ERT use.
   1. This list is a reference and the map is not limited to the specifics in this list.
      a. First Aid kits/Trauma Kits
      b. Fire Extinguishers
      c. Spill Kits
      d. Eye Wash/shower stations
      e. AED (Automated External Defibrillator)
      f. Fire Alarm Pull Stations
      g. Alarm Locations
      h. Severe Weather Shelters

c) The ERT (comprised of trained team members in the functions of Emergency Response) shall:
   1. Report to the Incident Coordinator on duty and comply as directed.
   2. Wear appropriate personal protective equipment.
   3. Use the buddy system in hazardous areas.
   4. Back-up emergency personnel to provide assistance with rescue and/or first aid.
   5. Shut off power, compressed air and other lines running to the area of the emergency.
   6. Survey and evacuate any casualties
   7. Warn the ICP if the emergency is likely to spread and affect other utilities.
   8. In the event of spilled chemicals, ensure all chemicals are disposed of in accordance with the SDS.
   9. Get team members to safety unless needed at the scene.
   10. See that protective clothing and equipment is issued as needed. Have available team members standby for further assignment as may be necessary.
   11. Check for injured or missing team members.
   12. Report to the PESM that rescue operations are in progress; names of injured or missing; names of any and all witnesses.

9) Emergency Call Flow
   a) The Emergency Call Flow Chart shall include the sequence in contacting responsible Team members.
   b) The Emergency Call Flow Chart shall be posted in each department.
   c) This document shall be controlled and updated by the PESM in accordance with established document control procedures.

10) General Emergency Preparedness Procedures
   a) The PESM or designated Alternate shall notify emergency services, activate the alarm for evacuation (if not already completed) and summon the ERT to report to the staging area of the emergency.
   b) The ERT shall respond when the emergency involved constitutes a minor hazard. That is, the act of responding is not likely to subject an employee to any threat of serious injury or death if he/she follows normal emergency procedures.
   c) Only trained UMA ERT members are to be involved in emergency response. Team members involved in the cleanup of environmental releases shall be trained to respond to such events.
   d) In the event of an emergency sounded by the alarm, the ERT shall report to the ERT staging area located by the employee entrance for instructions. (ALL UMA Team Members have the authority to sound the alarm for evacuation). The Emergency Response Team shall follow directions given at that time. In the event the PESM is not in the building, the designated alternate must follow this procedure.
   e) All team members in the affected area(s) shall shut off all power, compressed air and any other power sources to their machines. Team members shall stand by or evacuate as directed by page or alarm per the evacuation procedures outlined further in another section of this procedure.
   f) All team members shall follow the specific instructions for the type of emergency present, as outlined in the various sections of this procedure.
   g) Public emergency response agencies shall be invited to tour the facility and they shall be notified of all hazardous materials at the facility as well as the emergency procedures for their control through the Tier II report and site visit.

11) Procedure for emergencies threatening business interruption:
Including, but not limited to: Extended Loss of : Compressed Air, City Water, Power, Sewer Discharge

a) Based on the nature and timing of an emergency posing a threat to interrupt business, reasonable accommodations are planned for and made in order to avoid or lessen the impact of the interruption.

b) In the event of short term business interruptions (less than 24 hours):

1. Maintenance Department will contact the following per extended loss of ...
   a. Power - Duke Energy (See EN04-002 Emergency Action Plan for specifics)
   b. Water - Goldsboro City
   c. Sewer Discharge / Loss of Service - Goldsboro City
      i) When someone identifies a sewer issue, Maintenance shall evaluate the cause and the management team will determine the need for implementing and evacuation.
      ii) Decisions shall be based on ability to keep personnel safe considering factors such as air quality, sanitation, and general safety.
      iii) For losses that may last longer than 24 hours, see J)3) below.
   d. Compressed Air - fix inhouse by Maintenance.
      i) If Maintenance cannot fix the compressed air - call outside help to fix or company to rent industrial compressed air unit. (Refer to Key Equipment section)
      ii) All four air compressors would have to go off line simultaneously for there to be an interruption / extended loss.
         - This is not expected.
         - It is reasonable to say that UMA should be able to have sufficient air supply to endure a short term loss of air pressure and no actions would be necessary.
         - But in the event all compressors do go off line at the same time, there is an external hook-up for rental air compressor located in the Boiler Room (tested during installation of 100HP Air Compressor)
   e. Internet
      i) A Cellular Cradle Point is installed.
         - The Cellular Cradle Point will auto sense when when the internet is interrupted.
         - When loss of internet occurs, the Cellular Cradle Point will automatically switch on without internet interruption.
2. Notification to all departments shall be made as soon as practical.
3. Water outage – will shut down machines / processes in which main requirement is water (such as NL22, boiler, Mold Cleaning, chiller, etc.)
4. As needed, requests of back up services, including but not limited to, electrical generators, out-sourced IT services in order to lessen the effect of the business interruption.
5. Notification to monitoring services and fire protection services to remain on standby during the interruption period.

c) In the event of longer term business interruptions (More than 24 hours):

1. Same actions as in the previous section shall be implemented.
2. Meeting shall be called with the President and all Management Team members to determine:
   a. Inventory levels (at UMA and Suppliers)
   b. Customers who may be impacted
   c. Communication, production, shipment, receiving procedures during the interruption
   d. If needed, communication to customers of the situation and the plan for recovery.
   e. If the server needs relocated - management shall determine an appropriate secure location that will be accessible for continued use.

d) In the event of an extremely long term interruption lasting more than 5 days.

1. The VP shall take appropriate action to notify Corporate Officials and execute a long-term strategy for recovery including but not limited to support from sister plant / facility within Uchiyama Group.

e) In the event of a strike or any other unplanned labor work stoppage, UMA maintains a three week supply of inventory and the Human Resource Manager and/or President shall take any and all action necessary to secure temporary workers/adequate personnel to train to maintain business operations.

f) Strategic and sole suppliers are to be contacted in order to provide UMA with information as to their individual contingency plans.

12) General procedures for emergencies threatening property or human safety.

a) The Receptionist shall:

1. Clear at once all outside lines for emergency calls only.
2. Notify officials and departments as directed.
3. Direct media press representatives to the President.
4. Must not give any information to anyone except as directed specifically by President.

b) An Incident Command Post (ICP) shall be set up as practical to direct all activity during the emergency. The ICP shall be as close to the emergency area as is safe. Possible ICP locations are:

1. Flag Pole/Picnic Table area by Main Entrance
2. Main Conference Room
3. President Office
4. Main Training Room
5. Tower Office

c) The Incident Coordinator shall initiate the following:

1. Implement the Emergency Action Procedure
2. Activate alarm if necessary
3. Notify external departments / agencies as necessary (i.e. Fire Department, EPA, etc)
4. Develop an Incident Report
5. See that care is given to any injured.
6. Establish and direct the ICP and assume full responsibility for the direction of all activity.
7. Assess the direct / potential hazard to human health and the environment caused by the situation. If there is a threat to human health or the environment outside the plant, implement the following:
   a. Call the Fire Department if not done earlier and provide a complete assessment of the situation.
   b. Notify the government reporting agency for the specific type of emergency as required.
   c. Report the following –
      i) Name and plant telephone # and address
      ii) Nature of the incident and time it occurred;
      iii) Name and quantity of any hazardous materials released, if any;
      iv) Extent of injuries, if any;
      v) Possible hazards to human health or environment outside the plant.
   d. Notify outside emergency services or neighbors of possible evacuation, if necessary
   e. Request assistance from the Police Department for traffic control, if necessary
   f. Only emergency personnel and appropriate plant personnel called in to respond to the emergency shall be permitted to enter the plant.
      i) Under no condition shall media personnel be permitted on company grounds.
      ii) Have Security Personnel control personnel and traffic entering and exiting the plant.
   g. Meet responding emergency personnel and provide the following information:
      i) Location of emergency equipment, fire hose connections in the area
      ii) Location of any injured personnel.
8. During an emergency, the ERT must take all reasonable measures to see that fires, explosions and releases do not occur, reoccur or spread to other hazardous waste or materials at the facility.
   a. This must include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.
   b. If the facility stops operations in response to a fire, explosion or release, the PESM must monitor for leaks, pressure buildup, valve rupture, pipes or equipment, wherever appropriate.
   c. Immediately after an emergency, the PESM must coordinate for treating, storing or disposing of any recovered waste, contaminated soil or surface water or any other material that results from a release, fire, or explosion at the facility.

d. The ICP must ensure that, in the affected area(s) of the facility:
   i) No waste that may be incompatible with the released material is treated, stored or disposed of until cleanup procedures are completed.
   ii) All equipment listed in the spill kits is cleaned or replaced and fit for its intended use before operations resume.
e. PESM must note in the Incident Report the time, date and details of any incident that requires implementing the actions outlined in the hazardous material spill or release of this procedure.

d) Department Managers / Supervisors
   1. Keep team members on the job unless instructed otherwise.
   2. Standby for instructions from the ICP.

e) In the event of an emergency on 2nd or 3rd shift, weekends or holidays, the Response Team Leader on duty shall:
   1. Contact the Incident Coordinator or Alternate and notify management.
   2. Act as the Incident Coordinator until the ICP or Emergency personnel arrives.

13) Evacuation Procedure
   a) Primary and alternate evacuation routes shall be posted in each department and office, conference room, training room, restrooms and canteen areas.
   b) Any person who deems safety is in question can make the decision to activate the alarm to evacuate the plant. However, once evacuated, the decision for reentry is determined by the incident command post and the entities that make up that team. i.e. Management, PESM, HR or off-shift supervisors.
   c) Emergency Response Flow should be followed any time the alarm is sounded
   d) The plant will be divided among available ERT members who will ensure team members have cleared the area and report to the ICP.
   e) All personnel must be accounted for, all hazards must be eliminated, and the incident commander must make the plant all clear before the ICP makes the decision to authorize reentry.

14) Fire, Explosion or Downed Aircraft
   a) Follow all general emergency preparedness and evacuation procedures as stated in previous sections of this procedure.
   b) Minor fires or explosions that may be safely controlled by the Emergency Response Team should be brought under control as quickly as possible. If in doubt, the fire department (911) should be notified and the PESM should dispatch the Response Team.
   c) If an explosion at the SJAFB MSA and affects our location, SJAFB Installation Emergency Manager informed us that the SJAFB Fire Department would be lead and secure the scene until all is clear.
      1. This scenario has an extremely low probability. Depending on the situation the timing could be considerable.
   d) If an aircraft from SJAFB were to go down in or around UMA, the SJAFB Instllation Emergency Manager informed us that the SJAFB Fire Department would take lead and would secure the area. They would also have to assemble the National Defense Agency and we would not have acces to the property until the investigation was complete.
      1. This scenario has an extremely low probability. Depending on the situation the timing could be considerable.

15) Hurricane/Tornado and other Natural Occurrences
   a) Tornado

      Tornado: that threatens the safety of team members, building or equipment, the PESM and/or President may appoint a spotter or “watch” team to observe weather conditions on a TV, radio, weather band, computer or visually. Appoint a TM to watch the weather whenever a weather pattern has changed from a “watch” status to a “warning” status.
   b) If a tornado is spotted, or reported to be heading in the direction of the plant, the Incident Coordinator should direct team members to shut down all equipment and proceed to the Severe Weather Shelter locations. Team members are not permitted to leave the plant during a “watch” or “warning”.

      Hurricanes

c) The Incident Coordinator should verify that managers are in possession of or have access to their credit card to cover minor incidental recovery events.

d) Data in all computers are backed up automatically each day.
Computers on the 2nd floor - must cover with plastic and move from floor to desk before leaving the premises. Computers on the ground floor must be moved from floor to desk before leaving the premises.

e) The PESM Maint dept should ensure that all outside furniture, or any materials that may become airborne during the Storm, be moved inside or secured to prevent causing damage to the facility.

f) After the weather conditions improve, the PESM shall have the ERT to inspect for damage and report their findings back to the Incident Coordinator. The ERT will then coordinate efforts to develop a corrective action plan, which will minimize any business interruption.

g) The Maintenance Department shall make certain that all protective covering of the facility is removed.

h) The PESM will hold a recap meeting with the ERT to critique all activity and note any corrective measures that need to be addressed, formulate a plan for correction and ensure all plans are carried out for future occurrences.

16) Earthquake Procedure

a) Earthquakes are rare in Eastern North Carolina.

b) The PESM ensures all team members are trained each year during September & October ending with an earthquake drill in October.

c) Evaluate any damage as necessary in the event of an earthquake.

17) Flood Procedures

a) Threat of flood is most likely to come from rising water in the Neuse River.

b) When the conditions are most likely to cause an increase in the rivers water level, the incident Coordinator, PEMS, and/or President should monitor http://water.weather.gove/ahps2/index.php?wfo=MHX for the most recent and accurate information concerning the river levels, crest, road closings and other pertinent information.

c) Before hurricane season the PESM in coordination with management team shall review this flood procedure and update if needed.

d) Limited Access

1. UMA targets an average of three weeks finished goods inventory.
2. Threat of hurricane - Production Control to contact customers to setup advance shipments.
3. In case FG inventory is not enough for advance shipments - transport needed inventory to an offsite warehouse for inspection and preparation of goods for shipment;
4. Shipping personnel shall ensure ALL products are on rack shelves at elevations above expected flood levels.

e) Protecting assets from flood damage

1. Maintenance will inspect all drainage ditches and drain tiles on or near the property line each time a threat of flooding exists to make sure they are free of debris and are in good repair.
2. All plant drains shall be checked to ensure they are clear and not clogged.
3. If it appears water will enter the facility, perform the following:
   a. 1st floor: Move all product, electronic equipment, computers, etc. above expected flood levels.
   b. 2nd Floor Office: Move all computers, electronic equipment, files, etc. off the floor and on a desk, table, etc. Cover to prevent water damage from unexpected leaks.
   c. Shut off all electicity to prevent short circuits.
4. After flood waters recede, clean and lubricate all equipment as soon as necessary.
5. After flood waters recede, remove all standing water from the building
6. Make sure all equipment is dry before energizing.
7. Remove debris from plant and grounds.

18) Chemical Spill or Release

a) Additional information - Refer to SPCC and HAZMAT regulations.

b) Hazardous Material Spill or Release Procedure - Refer to SPCC and HAZMAT regulations

19) Spill Prevention Procedures: See SPCC

20) Serious Injury or Medical Emergencies
   a) All accidents or injuries must be reported immediately.
   b) First Report of Incident shall be completed and turned in to the PESM or Human Resource Manager.
   c) The **ERT** will decide the need to call 911 or if someone should escort the injured party to a medical provider. (If necessary, coordinate with PESM and/or HR)
   d) The Accident Investigation Committee (Part of ERT) shall be responsible for getting details concerning the incident, make recommendations to prevent re-occurrence, and make a written report of findings.
21) Bomb Threat- Procedures for bomb threats shall follow evacuation procedures.
22) Active Shooter
   a) In the event of an active shooter, the first person available should make every effort to safely notify 911.
      1. **NEVER pull the fire alarm in an Active Shooter scenario**
   b) All personnel shall follow the local sheriff departments Avoid, Barricade, and Confront protocol to this scenar
23) Emergency Response Effectiveness
   a) When an emergency/incident occurs, the Emergency Response and Preparedness effectiveness (of actions taken) will be reviewed by the ERT. Corrective Action will be taken and may be reviewed at the Management Review Meeting.
   b) Conduct reviews of this Emergency Preparedness Procedure to evaluate the effectiveness of these procedures as needs arise and implement changes as deemed necessary.
24) Production Contingency Planning
   a) Purpose of this Contigency Plan is to first identify a list of critical equipment that we must maintain operational at all times, and evaluation of product suppliers to provide an uniterrupted supply of product to our customers.
      1. Critical Equipment List (CEL) - Specific equipment is outlined in the ERP with contingency plans for each piece of equipment. The CEL shall be reviewed for accuracy by the Maintenance and Production Managers on an annual basis.
         a. Power Transmission
            i) Power Transmission -In the event of loss of power our first line for corrective action is to contact Duke energy as outlined in the Emergancy Action Plan EN04-002. Afterwards we have coordinated with Gregory Poole in Garner, NC for a 1000KW generator @ 480 V (which will accommodate service 1 on the south wall of the plant) for delivery and hook-up by Gregory Poole and/or local electricians.They can deliver an 800 KW generator, that will accommodate service 2 and/or 3, for setup and hook up also. In the absolute worst case scenario for strictly a power loss; our maximum time before we would be able to regain power would be 48 Hours and we have enough product to cover this scenario.
         b. Rubber Chiller
            i) Rubber Chiller - In the event we have a failure of our chiller for the rubber manufacturing equipment, we have fitted the the equipment to accept a rental piece of equipment in a matter of less than 2 hours. As with the above scenario we have coordinated a contingency plan through Gregory Poole for delivery of a 30 ton chiller in the unfortunate failure of our chiller. All mechanical and electrical connections are in place and verified.
         c. Compressed Air (See section 11 above)
         d. In the event of a critical equipment failure, alternative actions must be considered to either bring the equipment back to functional status or use other methods to produce products.
         e. These methods include, but are not limited to: safety stock, spare parts, rental equipment, alternate shift capacity, alternate machine capacity and parent/sister company assistance.
         f. UMA is committed to ensuring & maintaining the uninterrupted supply chain with its business partners.

2. Product Suppliers are defined as suppliers supplying product that is manufactured into our final product or purchased final product (pass through suppliers).
   a. Product suppliers shall be evaluated every 12 months for a risk analysis.
   b. A "Final Risk Rating" of a 4 or 5; UMA to discuss with supplier actions to take.

1	Low Risk	3	Medium Risk	5	High Risk
2	Medium Low Risk	4	Medium High Risk		

b) Cyber Attack Plan

1. Purpose: To provide a sustainable network, server and computer systems infrastructure during disaster and accidental impairment.
2. Scope: To demonstrate protocols related to Cyber Attacks
3. Testing: Testing of this plan will occur annually during the month of June.
4. Prevention: Network monitoring at the Firewall, Cloud Anti-Virus solutions and employee education.
5. Disaster Recovery Team
   a. I.T. Administrator, Company Cell: 919-223-6463, Office 919-731-2364 Ext. 221
   b. IT tolerable downtime: 3 hours.
6. Key Infrastructure

Servers	Operational Function
UMA-SERVER	Plant File Server
IQMS-1	Primary ERP Server
IQMS-2	Backup ERP Server
Security Servers	Cameras, Secure Access

7. UMA Data Storage
   a. UMA-NAS - Daily Incremental Back-ups
      - Back up of data files that changed from previous day backup.
   b. Daily Full Back-up of UMA_SERVER-Main Domain Controllers by QNAP
      - Comprehensive back up of C drive (System files and program files) and D drive (data files and proprietary files)
   c. Daily Backup of IQMS-1 Files to IQMS-NAS
      - Back up of data files that changed from the previous day backup.
   d. NAS Storage—Daily imaging of Operating System
      - Backup of the Operating System files
8. Cyber Attack

   Is any type of offensive maneuver employed by individuals or whole organizations that targets computer networks, computer information systems, and/or personal computer devices by various means of malicious acts. These usually emanate from an anonymous source that steals, alters, or destroys a specified target by hacking into a susceptible system.
   a. Network
      - UMA configured VPN is the sole connection protocol to UMA network from off-premises.
      - Gateway Router will be monitored daily for unwarranted/suspicious network traffic via pfSense software and Internal monitoring.
      - If/When a Cyber-attack has been detected, the IT Administrator and/or a member of the supporting disaster team will deactivate the port(s) and stop incoming network traffic.
      - IT Administrator will alert UMA team members of network intrusion and advise all UMA team members to cease all computer use.
      - IT Administrator will perform a full anti-virus scan on all network devices
      - IT Coordinator and/or supporting disaster team will provide clearance to UMA team members once the attack is abated.
   b. Company Servers
      - If a company server has been infected with a virus, ransomware, malware, or trojan, the IT Administrator will perform the following tasks.
        - IT Admin will advise UMA team members to log off server session immediately.
        - UMA team members reference company computer protocol 1.3.

- After UMA team members have logged off the server, IT Coordinator will remove the network cable (blue or yellow cable) from the affected server or servers.
- Run a full virus scan on all UMA servers.
- IT Administrator will assess servers and will determine when threat is abated.
- IT Administrator will communicate to UMA team members when server threat has been abated.

c. Company Computers
- If a computer has been infected, the following protocols will need to take place.
  - Contact IT Administrator Immediately.
  - UMA team members will disconnect network cable (blue or yellow cable) from their work station.
  - UMA team members on Wi Fi should click on Wi Fi icon and select disconnect.
  - UMA team members should not re-connect network cable or restore WIFI connection at any time.
  - IT Administrator will research threat issue and provide clearance for UMA team members to reconnect to network.

d. Contractors, Visitors & Guest (CVG)
- Guest WiFi is separate from UMA server - Cannot access UMA server from Guest WiFi
- Guest WiFi is a publicly accessable service that is not connected internally to UMA's network or server or any other electronic devices.

25) Pandemic / Epidemic

a) In the event of a pandemic and/or epidemic, the company will take all precautions in accordance with the World Health Organization (WHO), Center for Disease Control (CDC), Occupational Safety and Health (OSHA) and any federal, state, and/or local restrictions and requirements to include those from the Local Emergency Planning Committee (LEPC).

b) Implement the UMA Infectious Disease Preparedness and Response Plan.

26) Transportation

a) In the event regular transport is not available, interrupted, or emergency transport is needed, the following may be implemented: (but not limited to the following)

1. Load 1 expedite: contact email: load1carolinas@load1.com
2. Bolt expedite: contact email: bolt_express@bolt-express.com
3. Fed Ex or UPS expedite or freight: shipping system is on office computer to set up shipment and notify the company of the pickup.
4. An employee will hand carry / drive parts to the customer.
   a. This is last resort.

27) Startup of normal operations

a) Wait for Management / PESM for direction.

b) Once the OK is given to start up normal operations, follow the machine startup process to ensure the machine is started up properly.

1. Turn on the machine power only.
2. Set machine to warm up (if applicable)

c) Verify the department and machines.

1. Perform cleaning, PMs, etc. to ensure machine and department are ready to run production.

d) Ensure the quality of the product. Visual inspec

1. If machines shutdown more than 10 business days - the setup / startup process must be followed.
2. Visual inspect the 1st off parts to ensure quality.

e) Once everything is confirmed as OK - Run normal operations.