



Business Continuity Plan

3.0 Recovery Team Checklists

Department: Accounting

Recovery Function:	Administration	Primary:	<i>Accounting Manager</i>		
		Alternate:	Credit & Collections and Accounts Payable Supervisors		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	Phone: 1 _____	PC: 1 _____	Network 1 _____	Internet 1 _____	Fax 1 _____



Business Continuity Plan

Department: Accounting

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

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Business Continuity Plan






Department: Accounting

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>Wells Fargo Bank.</u>2. <u>Chase Bank.</u>3. <u>Corporate Accountant.</u>4. <u>Corporate Lawyer.</u>5. <u>Pay-Tech Payroll.</u>6. _____
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Bank Information.</u>2. <u>Postage.</u>3. <u>Notary Set.</u>4. _____5. _____

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Customer Support

Recovery Function:	Administration	Primary:	Director of Customer Support		
		Alternate:	Manager Customer Support		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. <u>Customer Contacts (If Available).</u></p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax _____ _____



Business Continuity Plan

Department: Customer Support

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

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Business Continuity Plan






Department: Customer Support

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>Customer Base (electronic).</u>2. <u>Customer Support Employees.</u>3. <u>All Customers.</u>4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Customer Contacts (If Available).</u>2. _____3. _____4. _____5. _____	

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Engineering

Recovery Function:	Administration	Primary:	<i>Director of Engineering</i>		
		Alternate:	<i>Engineering Manager</i>		
Alternate Locations:	Primary Staging Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
	Primary Work Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ol style="list-style-type: none"> 1. <u>Engineering orders.</u> 2. <u>Any backups to database that may have been completed.</u> 3. _____ 4. _____ 5. _____ 6. _____ 				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax _____ _____



Business Continuity Plan

Department: Engineering

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

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10. _____

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Business Continuity Plan






Department: Engineering

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All Engineering Employees.</u>2. _____3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Engineering Orders.</u>2. <u>Any backups to database that may have been completed.</u>3. _____4. _____5. _____	

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Human Resources/ Safety and Security

Recovery Function:	Administration	Primary:	<i>HR Generalist/ HR Manager</i>		
		Alternate:	<i>President</i>		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ol style="list-style-type: none"> 1. <u>Employee File Folders.</u> 2. <u>I-9 Forms.</u> 3. <u>DOT Records.</u> 4. _____ 5. _____ 6. _____ 				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet _____ _____	 Fax _____ _____



Business Continuity Plan

Department: Human Resources/ Safety and Security

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



Business Continuity Plan






Department: Human Resources/ Safety and Security

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. Wells Fargo Insurance (Liability/Auto/Property/Workers Comp). _____2. Insurance: Medical (employee). _____3. TAG/AMS. _____4. Prudential (401K). _____5. <i>Pay-Tech.</i> _____6. _____
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. Employee File Folders. _____2. I-9's. _____3. DOT Records. _____4. <i>MSDS Folder.</i> _____5. <i>Go Kit for First Responders.</i> _____

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Information Technology

Recovery Function:	Administration	Primary:	<i>Director of Information Technology</i>		
		Alternate:	<i>Manager Information Technology</i>		
Alternate Locations:	Primary Staging Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax _____ _____



Business Continuity Plan

Department: Information Technology

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.
7. Collect offsite resources.
8. Purchase necessary recovery resources (computers, switches etc.).
9. Go to designated recovery location.
10. Establish command network.
11. Configure recovery network.
12. Begin data recovery.
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Business Continuity Plan






Department: Information Technology

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>Cox Business.</u>2. <u>POA.</u>3. <u>Century Link.</u>4. <u>All Information Technology Employees.</u>5. <u>ABS.</u>6. _____
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Server 2022 media</u>2. <u>Datto Backup Login Information</u>3. <u>Service OS keys</u>4. _____5. _____

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Machine Shop

Recovery Function:	Administration	Primary:	<i>Director Manufacturing/Machine Shop</i>		
		Alternate:	<i>Machine Shop Manager</i>		
Alternate Locations:	Primary Staging Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax _____ _____



Business Continuity Plan

Department: Machine Shop

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. Contact Raw Material suppliers.

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



Business Continuity Plan






Department: Machine Shop

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All Machine Shop Employees.</u>2. _____3. _____4. _____5. _____6. _____
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Maintenance

Recovery Function:	Administration	Primary:	Director of Operations		
		Alternate:	Maintenance Managers		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax _____ _____



Business Continuity Plan

Department: Maintenance

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. Any tools/tooling as required.

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



Business Continuity Plan






Department: Maintenance

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All Maintenance Employees.</u>2. _____3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Tech Data.</u>2. <u>Calibration Vendors.</u>3. _____4. _____5. _____	

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Materials Control

Recovery Function:	Administration	Primary:	Director of Supply Chain Management		
		Alternate:	Materials Manager		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:					
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax 1 _____



Business Continuity Plan

Department: Materials Control

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.
7. Contact all active vendors with current open orders to alert them
8. to situation.
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Business Continuity Plan

Department: Materials Control

Calling List:

You are responsible for calling the following employees and/or companies:

1.

All Materials Control Employees.

2.

3.

4.

5.

6.

Vital Records:

The following documents and/or electronic media will be required for your recovery effort:

1. Access.

2. DAC.

3. BPMS.






4. Emails.

5. Company Share Drive.

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Planning

Recovery Function:	Administration	Primary:	Director of Operations		
		Alternate:	Planning Manager		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet _____ _____	 Fax _____ _____



Business Continuity Plan

Department: Planning

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

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10. _____

11. _____

12. _____

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18. _____

19. _____

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Business Continuity Plan

Department: Planning

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All Planning Employees.</u>2. _____3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	



Business Continuity Plan

3.0 Recovery Team Checklists

Department: Purchasing

Recovery Function:	Administration	Primary:	<i>Director Supply Chain Management</i>		
		Alternate:	<i>Purchasing Manager</i>		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:					
Retrieval List:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	Phone: 1 _____	PC: 1 _____	Network 1 _____	Internet 1 _____	Fax 1 _____



Business Continuity Plan

Department: Purchasing

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.
7. Contact all active vendors to alert them to the situation.
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Business Continuity Plan

Department: Purchasing

Calling List:

You are responsible for calling the following employees and/or companies:

1. All Purchasing Employees.
2. _____
3. _____
4. _____
5. _____
6. _____

Vital Records:






The following documents and/or electronic media will be required for your recovery effort:

1. Access.
2. DAC.
3. BPMS.
4. Constellation.
5. _____

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Quality Assurance

Recovery Function:	Administration	Primary:	<i>Director of Quality</i>		
		Alternate:	<i>Quality Assurance Manager</i>		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ol style="list-style-type: none"> 1. <u>QSM Master Copy.</u> 2. <u>Regulatory Certificates.</u> 3. _____ 4. _____ 5. _____ 6. _____ 				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet 1 _____	 Fax _____ _____



Business Continuity Plan

Department: Quality Assurance

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.
7. Contact FAA
8. Contact EASA
9. Contact CAAC
10. Verify Possession of Regulatory Certificates
11. Make appropriate QSM Revisions for offsite work or side work approval.
12. Submit revisions to FAA and Acquire
13. Ensure address is being forwarded.
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Business Continuity Plan






Department: Quality Assurance

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>FAA, EASA, CAAC.</u>2. <u>All Quality Assurance Employees.</u>3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>QSM Master / Supplements.</u>2. <u>Regulatory Certificates.</u>3. _____4. _____5. _____	

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Quality Control

Recovery Function:	Administration	Primary:	Quality Control Manager		
		Alternate:	Quality Control Inspectors		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. <u>All Inspector Stamps.</u></p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet _____ _____	 Fax _____ _____



Business Continuity Plan

Department: Quality Control

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

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10. _____

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Business Continuity Plan






Department: Quality Control

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All QC Employees.</u>2. _____3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Required POs (United, UPS, AAR) access.</u>2. <u>NDT Certs</u>3. _____4. _____5. _____	

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Sales

Recovery Function:	Administration	Primary:	Executive Vice President of Sales / Marketing		
		Alternate:	Executive Vice President of Operations		
Alternate Locations:	Primary Staging Area 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network _____ _____	 Internet _____ _____	 Fax _____ _____



Business Continuity Plan

Department: Sales

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



Business Continuity Plan

Department: Sales

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All outside Sales Reps</u>2. _____3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Proposals</u>2. _____3. _____4. _____5. _____	



Business Continuity Plan

3.0 Recovery Team Checklists

Department: Shipping / Receiving

Recovery Function:	Administration	Primary:	<i>Director Supply Chain Management</i>		
		Alternate:	Manager Shipping Receiving		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	Phone: 1 _____	PC: 1 _____	Network _____	Internet _____	Fax _____



Business Continuity Plan

Department: Shipping / Receiving

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



Business Continuity Plan

Department: Shipping / Receiving

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All Shipping / Receiving Employees</u>2. <u>Contact Freight Carriers (UPS, FedEx, DHL)</u>3. _____4. _____5. _____6. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. <u>Shipping Account Information</u>2. _____3. _____4. _____5. _____	



Business Continuity Plan

3.0 Recovery Team Checklists

Department: Training

Recovery Function:	Administration	Primary:	<i>Director of Training</i>		
		Alternate:	<i>Training Manager</i>		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	Phone: 1 _____	PC: 1 _____	Network _____	Internet _____	Fax _____



Business Continuity Plan

Department: Training

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. `Evacuate building
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____



Business Continuity Plan






Department: Training

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <ol style="list-style-type: none">1. <u>All Training Employees</u>2. _____3. _____4. _____5. _____	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____	

Business Continuity Plan

3.0 Recovery Team Checklists

Department: Warehouse

Recovery Function:	Administration	Primary:	<i>Director of Supply Chain Management</i>		
		Alternate:	Warehouse Manager		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		1075 N Honeysuckle Ln Gilbert, AZ 85234		
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	<p>The following items should be removed from your work area if you are evacuated from the building:</p> <ol style="list-style-type: none"> 1. Hand Scanners _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 				
Retrieval List:					
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:				
	 Phone: 1 _____	 PC: 1 _____	 Network 1 _____	 Internet _____ _____	 Fax _____ _____



Business Continuity Plan

Department: Warehouse

Recovery Steps:

The following are the recovery tasks to be followed:

1. Retrieve important items from work area.
2. Evacuate building.
3. Go to primary staging area.
4. Wait for all clear or activation notice.
5. Go to designated recovery location.
6. Execute calling tree.
7. Set up warehouse area from salvaged inventory.
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Business Continuity Plan

Department: Warehouse

	Calling List:	<p>You are responsible for calling the following employees and/or companies:</p> <p>6. <u>All Warehouse Employees.</u></p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p> <p>11. _____</p>	
	Vital Records:	<p>The following documents and/or electronic media will be required for your recovery effort:</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>	