

### 3.0 Recovery Team Checklists

Department: <u>Accounting</u>

Danas F tian.		Primary:		ccounting Manag		
Recovery Function:	Administration Alternate:		Credit	Credit & Collections and Accounts Payable Supervisors		
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233			ate Staging Area: L075 N Honeysuck Gilbert, AZ 852	le Ln.	
				<b>Alternate Work Area:</b> 1075 N Honeysuckle Ln. Gilbert, AZ 85234		
Charter:						
Retrieval List:	The following iten evacuated from th			n your work area	a if you are	
	2					
	3					
	4					
	5.					
	U					
Recovery	In order to perform following resource	_	very efforts, yo	ou will need acce	ess to the	
Resources:	Phone:	PC:	Network 1	Internet  1	Fax  1	

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**Department: Accounting** 

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
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Department: <u>Accounting</u>

Callin	g List:	You are responsible for calling the following employees and/or companies:  1. Wells Fargo Bank.  2. Chase Bank.  3. Corporate Accountant.  4. Corporate Lawyer.  5. Pay-Tech Payroll.  6.
Vital	Records:	The following documents and/or electronic media will be required for your recovery effort:  1. Bank Information.
		2. Postage.
		3. Notary Set.
		4
		5



### 3.0 Recovery Team Checklists

Department: <u>Customer Support</u>

Administration	Primary:	Dire	ector of Custome	r Support	
Alternate:		M	Manager Customer Support		
300 S Hamilt	ton Place	Alterna	te Staging Area 1075 N Honeysı Gilbert, AZ 85	uckle	
Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alterna	Alternate Work Area: 1075 N Honeysuckle Gilbert, AZ 85234		
The following items should be removed from your work area if you are evacuated from the building:					
1Customer Contacts (If Available).					
2.					
4.					
5.					
6					
	=	ery efforts, yo	ou will need acc	ess to the	
Phone:	PC:	Network 1	Internet 1	Fax	
	The following item evacuated from the evacuated from the following resource of the performance of the perfor	Administration  Alternate:  Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233  The following items should be evacuated from the building:  1. Customer Contacts (If Ava. 2)  2	Administration  Alternate: M  Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233  The following items should be removed from evacuated from the building:  1. Customer Contacts (If Available).  2. 3. 4. 5. 6.	Administration  Alternate:  Manager Customer  Alternate Staging Area: 300 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233  Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Gilbert, AZ 85 Gilbert, AZ 85  Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Gilbert, AZ 85  Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Gilbert, AZ 85  Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Gilbert, AZ 85  Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Work Area: 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys Gilbert, AZ 85 Alternate Staging Area 1075 N Honeys 1075 N	

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**Department: Customer Support** 

Recovery	The following are the recovery tasks to be followed:
Steps:	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.
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Department: Customer Support

Calling List:	You are responsible for calling the following employees and/or companies:  1. Customer Base (electronic).
	2. Customer Support Employees.
	3. All Customers.
	4
	5
	6. ———
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. Customer Contacts (If Available).
	1. Customer Contacts (If Available).  2
	2



#### **3.0 Recovery Team Checklists**

Department: Engineering

Recovery Function:	Administration	Primary:	1	Director of Engine	eering
Recovery Function:	Alternate:			Engineering Manager	
Alternate Locations:	Primary Staging Area: 463 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate Staging Area:  1075 N Honeysuckle Ln. Gilbert, AZ 85234  Alternate Work Area: 1075 N Honeysuckle Ln.		4
				Gilbert, AZ 8523	
Charter:  Retrieval List:	The following items should be removed from your work area if you are evacuated from the building:				
	3 4	to database th			
Recovery Resources:	In order to perform the following resorting Phone:	urces:	Network	Internet	ess to

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Department: Engineering

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
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Department: Engineering

Calling List:	You are responsible for calling the following employees and/or companies:  1. All Engineering Employees.
	2
	3
	4
	5
	6. —
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. Engineering Orders.
	2. Any backups to database that may have been completed.
	3
	4
	5



#### 3.0 Recovery Team Checklists

Department: <u>Human Resources/ Safety and Security</u>

Recovery Function:	Administration	Primary:	HR	<i>Generalist/</i> HR	Manager	
Recovery Function.	Alternate:			President		
Alternate Locations:	Primary Staging A 300 S Hamilto Gilbert, AZ	on Place	Alternato	ernate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Automate Locations	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternat	Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:						
Retrieval List:	The following items should be removed from your work area if you are evacuated from the building:					
	1. Employee File Folders.					
	<b>2.</b> <u>I-9 Forms.</u>					
	3. DOT Records.					
	4					
	5					
	6					
Recovery	In order to perform following resource	=	ery efforts, yo	ou will need acce	ess to the	
Resources:	Phone:	_	Network	Internet	<b>Fax</b>	
		1	1			

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Department: <u>Human Resources/Safety and Security</u>

Revision: 4

Revision Date: 12/21/2023

Recovery	The following are the recovery tasks to be followed:
Steps:	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.
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Department: <u>Human Resources/Safety and Security</u>

Calling List:	You are responsible for calling the following employees and/or companies:
	1. Wells Fargo Insurance (Liability/Auto/Property/Workers Comp).
	2. Insurance: Medical (employee).
	<b>3.</b> TAG/AMS.
	<b>4.</b> Prudential (401K).
	<b>5.</b> Pay-Tech
	6
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. Employee File Folders.
	<b>2.</b> <u>I-9's.</u>
	3. DOT Records.
	3. DOT Records.  4. MSDS Folder.



### 3.0 Recovery Team Checklists

**Department:** Information Technology

Recovery Function:	Administration	Primary:	Direc	tor of Informati	ion Technology
necovery runction.	Administration	Alternate	: Mana	ger Information	Technology
Alternate Locations:	Primary Staging Area: 463 S Hamilton Place Gilbert, AZ 85233			e Staging Area: 1075 N Honeysud Gilbert, AZ 85	
Arternate Locations.	Primary Work Area: 463 S Hamilton Place Gilbert, AZ 85233			<b>Alternate Work Area:</b> 1075 N Honeysuckle Ln Gilbert, AZ 85234	
Charter					
Retrieval List:	The following items should be removed from your work area if you are evacuated from the building:				
	3 4 5				
Recovery	In order to perform your recovery efforts, you will need access to the following resources:				
Resources:	Phone:	PC:	Network  1	Internet  1	Fax

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**Department: Information Technology** 

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
	7. Collect offsite resources.
	8. Purchase necessary recovery resources (computers, switches etc.).
	9. Go to designated recovery location.
	<b>10.</b> Establish command network.
	11. Configure recovery network.
	12. Begin data recovery.
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Confidential Revision: 4
Revision Date: 12/21/2023



**Department: Information Technology** 

Calling List:	You are responsible for calling the following employees and/or companies:  1. Cox Business.
	<b>2.</b> POA.
	3. Century Link.
	4. All Information Technology Employees.
	<b>5.</b> ABS.
	6
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
Vital Records:	
Vital Records:	recovery effort:
Vital Records:	recovery effort:  1. Server 2022 media
Vital Records:	1. Server 2022 media  2. Datto Backup Login Information



### 3.0 Recovery Team Checklists

Department: Machine Shop

Recovery Function:	Administration	Primary:		Director M	lachine Shop	
Recovery Function.	Administration	Alternate	::	Machine Shop <i>Manage</i>		
Alternate Locations:	Primary Staging Area: 463 S Hamilton Place Gilbert, AZ 85233		Alternate S	<b>Staging Area:</b> 075 N Honeysucl Gilbert, AZ 852		
Alternate Locations.	Primary Work Area: 463 S Hamilton Place Gilbert, AZ 85233			Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter: Retrieval List:	The following items should be removed from your work area if you are evacuated from the building:					
	1					
	3.         4.         5.					
	6					
In order to perform your recovery efforts, you will need access following resources:				ss to the		
Resources:	Phone:  1  1  Network  1  1  1  1  1				Fax	

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**Department:** Machine Shop

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
	7. Contact Raw Material suppliers.
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Confidential Revision: 4
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Department: Machine Shop

Calling List:	You are responsible for calling the following employees and/or companies:  1. All Machine Shop Employees.
	2
	3
	4
	5
	6. ————
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1
	2
	3
	4



#### **3.0 Recovery Team Checklists**

Department: Maintenance

Recovery Function:	Administration	Primary:		Director of Operations		
Recovery Function.	Administration	Alternate	:	Maint	tenance Ma	nagers
	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alt	Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Alternate Locations:	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233			Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	The following it	ome should be	romovo	d from vour	work area	if you are
Retrieval List:	The following ite evacuated from		remove	a irom your	WOIK area	ili you are
	1					
	2					
	3	3				
	4					
Recovery	In order to perform your recovery efforts, you will need access to the following resources:					ss to the
Resources:	Phone:	PC: 1	Net	=17	1 1	Fax

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Department: Maintenance

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> </ol>
	<ul><li>5. Go to designated recovery location.</li><li>6. Execute calling tree.</li></ul>
	7. Any tools/tooling as required.
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Confidential Revision: 4
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Department: Maintenance

Calling List:	You are responsible for calling the following employees and/or companies:
	All Maintenance Employees.  2
	3
	4.         5.
	6.
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. Tech Data.
	Calibration Vendors.
	2. <u>Calibration Vendors.</u>



#### **3.0 Recovery Team Checklists**

Department: Materials Control

Recovery Function:	Administration	Primary:		Director (	of Supply Chain Ma	anagement
Recovery Function.	Administration	Alternate	<b>:</b> :		ger	
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate	rnate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
			Alternate	rnate Work Area:		
	300 S Hamilton Place Gilbert, AZ 85233		1075 N Honeysuckle Ln Gilbert, AZ 85234			
Charter:						
Retrieval List:	The following it evacuated from 1.  2.  3.  4.  5.	the building	g:	noved from	m your work are	a if you are
Recovery	In order to perform your recovery efforts, you will need access to the following resources:				to the	
Resources:	Phone:	PC:		Network 1	Internet  1	Fax 1

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**Department:** Materials Control

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
	7. Contact all active vendors with current open orders to alert them
	8. to situation.
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**Department:** Materials Control

Calling List:	You are responsible for calling the following employees and/or companies:  1.
	All Materials Control Employees.
	3.
	4.
	5.
	6.
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. Access.
	<b>2.</b> DAC.
	<b>3.</b> BPMS.
	4. Emails.
	5. Company Share Drive.



#### 3.0 Recovery Team Checklists

	Department:	Planning		
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Recovery Function:	Administration	Primary:		Director of Operations		
Recovery Function.	Administration	Alternate	:	Planning Manager		ager
	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		Α	lternate	Staging Area: 1075 N Honeysuc Gilbert, AZ 852	
Alternate Locations:	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233			Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:	The following ite	ms should he	e remo	ved fron	n vour work area	a if you are
Retrieval List:	evacuated from t		e remo	veu mon	n your work area	an you are
	2 3 4					
	6					_
Recovery	In order to perfor following resource	· ·	very ef	forts, yo	ou will need acce	ess to the
Resources:	Phone:  1	PC: 1	N	etwork 1	Internet	Fax

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Department: Planning

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
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Department: Planning

Calling List:	You are responsible for calling the following employees and/or companies:  1. All Planning Employees.
	2
	3
	4
	5
	6.
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1
	2
	3
	4
	5



### 3.0 Recovery Team Checklists

Department: Purchasing

Recovery Function:	tion: Administration Primary: Alternate:			Director Supply Chain Management		
necovery runction.			e:		Purchasing Man	ager
Alternate Locations:	300 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 300 S Hamilton Place		Alternate Staging Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234  Alternate Work Area: 1075 N Honeysuckle Ln			
	Gilbert, AZ 85233		Gilbert, AZ 85234			
Charter:						
Retrieval List:	evacuated from  1.  2.  3.  4.	the building	3:		m your work are	
Recovery	In order to perform following resource		ery ef	forts, you	will need access	to the
Resources:	Phone:	PC:		Network 1	Internet  1	Fax 1

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Department: Purchasing

Revision: 4

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
	7. Contact all active vendors to alert them to the situation.
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Confidential Revision Date: 12/21/2023



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
	1. Access.
	1. Access.
	1. Access. 2. DAC.



#### **3.0 Recovery Team Checklists**

**Department: Quality Assurance** 

Recovery Function:	Administration	Primary:	Di	rector of Quality	
Necovery Function:	Administration	Alternate	Qual	ity Assurance Mai	nager
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233 Primary Wok Area:		Alternate Staging Area:  1075 N Honeysuckle Ln. Gilbert, AZ 85234  Alternate Work Area:		
		300 S Hamilton Place 1075 N Honeysuckle Ln. Gilbert, AZ 85233 Gilbert, AZ 85234			
Charter:					
Retrieval List:	The following item evacuated from th		removed from	n your work area	a if you are
	1. QSM Master	Сору.			
	2. Regulatory Certificates.				
	3				
	5				
	6.—————————————————————————————————————				
Recovery Resources:	In order to perform your recovery efforts, you will need access to the following resources:			ess to	
nesources.	Phone:	PC: 1	Network 1	Internet 1	Fax

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Department: Quality Assurance

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
	7. Contact FAA
	8. Contact EASA
	9. Contact CAAC
	10. Verify Possession of Regulatory Certificates
	Make appropriate QSM Revisions for offsite work or side work approval.  11. —————————————————————————————————
	12. Submit revisions to FAA and Acquire
	13. Ensure address is being forwarded. ———————————————————————————————————
	14. 
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	18. ———
	19. 
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**Department: Quality Assurance** 

Calling List:	You are responsible for calling the following employees and/or companies:  1. FAA, EASA, CAAC.
	2. All Quality Assurance Employees.
	3
	4
	5
	6. —
	·
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
Vital Records:	
Vital Records:	recovery effort:
Vital Records:	recovery effort:  1. QSM Master / Supplements.
Vital Records:	1. QSM Master / Supplements.  2. Regulatory Certificates.
Vital Records:	1. QSM Master / Supplements. 2. Regulatory Certificates. 3.



#### **3.0 Recovery Team Checklists**

Department: Quality Control

Recovery Function:	Administration -	Primary:	Q	uality Control Ma	anager
Recovery Function.		Alternate:	Qı	uality Control Insp	pectors
Alternate Locations:	Primary Staging Area: 300 S Hamilton Place Gilbert, AZ 85233		10	<b>e Staging Area:</b> 175 N Honeysuckl Gilbert, AZ 8523	e Ln
	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233			Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234	
Charter:					
Retrieval List:	The following items evacuated from the		emoved from	your work area	if you are
Recovery	In order to perform following resources	-	ry efforts, you	will need acces	ss to the
Resources:	Phone:	] PC: 1	Network 1	Internet	Fax

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**Department: Quality Control** 

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
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Confidential Revision: 4
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Department: Quality Control

Calling List:	You are responsible for calling the following employees and/or companies:  1. All QC Employees.
	2
	3
	4
	5
	6
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. Required POs (United, UPS, AAR) access.
	2. NDT Certs
	3
	4
	5



### 3.0 Recovery Team Checklists

Department:	Sales
Department.	Jaics

	Administration	Primary:		Executive Vice President of Sales / Marketing		
Recovery Function:	Administration	Alternate	Execut	tive Vice Presiden	t of Operations	
Alternate Locations:	Primary Staging Area  300 S Hamilton Place Gilbert, AZ 85233  Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233		Alternate	Alternate Staging Area:  1075 N Honeysuckle Ln Gilbert, AZ 85234  Alternate Work Area:  1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:						
Retrieval List:	The following ite evacuated from		e removed fron	n your work are	a if you are	
	2 3 4 5					
Recovery	In order to perfo following resour	-	very efforts, yo	ou will need acc	ess to the	
Resources:	Phone:	PC: 1	Network	Internet	Fax	

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Department: Sales

Recovery	The following are the recovery tasks to be followed:
Steps:	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.
	or areas arming tree.
	7
	8
	9
	10
	11
	12
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	14
	15
	16
	17
	18
	19.
	20

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Department: Sales

Calling List:	You are responsible for calling the following employees and/or companies:  1. All outside Sales Reps
	2
	3.       4.
	5
	6.
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:
	1. <u>Proposals</u>
	2
	3
	4
	5



#### **3.0 Recovery Team Checklists**

Department: Shipping / Receiving

Do covery Function	Administration	Primary:	Dire	Director Supply Chain Management		
Recovery Function:	Administration	Alternate	: M	Manager Shipping Receiving		
Alternate Locations:	Primary Staging Are 300 S Hamilt Gilbert, AZ	on Place	Alte	rnate Staging Area: 1075 N Honeysuc Gilbert, AZ 852		
Alternate Locations:	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233			Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234		
Charter:						
Retrieval List:	The following iten evacuated from t		e removed	l from your work area	if you are	
	3 4 5 6					
Recovery	In order to perfo following resou	-	covery eff	orts, you will need acc	ess to the	
Resources:	Phone:  1 ——————————————————————————————————	PC: 1	Netw	rork Internet	Fax	

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Department: Shipping / Receiving

Recovery	The following are the recovery tasks to be followed:
Steps:	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
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	15
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	19
	20

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Department: Shipping / Receiving

Calling List:	You are responsible for calling the following employees and/or companies:  1. All Shipping / Receiving Employees			
	2. Contact Fright Carriers (UPS, FedEx, DHL)			
	3			
	4			
	5			
	6. ————			
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:			
	1. Shipping Account Information			
	2			
	3			
	4			
	5			



#### 3.0 Recovery Team Checklists

Department: <u>Training</u>

Recovery Function:	Administration	Primary:		Director of Training		
Recovery Function:	Administration	Alternate	e:	Trair	ning 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:	The following iter evacuated from the			noved from	your work area	a if you are
	1 2.					
	3					
	4					
	5					
	6					
Recovery	In order to perfo	-	covei	ry efforts, yo	ou will need acc	cess to the
Resources:	Phone:	<b>PC</b> :		Network	Internet	Fax

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Department: Training

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>`Evacuate building</li> <li>Go to primary staging area.</li> </ol>
	4. Wait for all clear or activation notice.
	5. Go to designated recovery location.
	6. Execute calling tree.
	7
	8
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Department: Training

Calling List:	You are responsible for calling the following employees and/or companies:  1. All Training Employees  2  3  4  5
Vital Records:	The following documents and/or electronic media will be required for your recovery effort:  1



#### 3.0 Recovery Team Checklists

Department: Warehouse

December Constinue	Administration	Primary:	Direct	Director of Supply Chain Manageme	
Recovery Function:	Administration	Alternate	:	Warehouse Mana	ger
Alternate Locations:	Primary Staging Area 300 S Hamilto Gilbert, AZ	on Place		1075 N Honeysuc Gilbert, AZ 85	
Alternate Locations:	Primary Work Area: 300 S Hamilton Place Gilbert, AZ 85233			Alternate Work Area: 1075 N Honeysuckle Ln Gilbert, AZ 85234	
Charter:					
Retrieval List:	The following iten evacuated from th		e removed from	ı your work area	if you are
	1. Hand Scann	ers			
	2				
	3				
	4				
	5				
	6				
Recovery	In order to perfo following resour	<del>-</del>	covery efforts, y	ou will need acc	ess to the
Resources:	Phone: 1	PC:	Network 1	Internet	Fax

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Department: Warehouse

Recovery	The following are the recovery tasks to be followed:
Steps:	<ol> <li>Retrieve important items from work area.</li> <li>Evacuate building.</li> <li>Go to primary staging area.</li> <li>Wait for all clear or activation notice.</li> <li>Go to designated recovery location.</li> <li>Execute calling tree.</li> </ol>
	7. Set up warehouse area from salvaged inventory.
	8
	9
	10
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	17
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	19
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Department: Warehouse

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