



Disaster Management, Inc.

Business Continuity Plan

Gamma Manufacturing Industries

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Section II. Plan Organization

Concept of Operation

7. *Emergency Management Committee (EMC)*

The Emergency Management Committee (EMC) is an assemblage of executive-level management who manages crisis events and makes crisis-related strategic decisions. The responsibilities of this body include:

- Gather facts and analyze conditions.
- Allocate and direct the distribution of resources.
- Request needed resources that are internally unavailable but are available from outside sources.
- Responsible for final BCM approval and for final policy decisions.
- Make strategic decisions during a crisis.

The EMC is chaired by the CEO and comprised of the following members:

EMC Members

- *CEO*
- *COO (VP Manufacturing)*
- *CFO*
- *VP Supply Chain Management*
- *VP Sales & Customer Service*
- *VP HR*
-

8. *Incident Commander (IC)*

The Incident Commander is a senior member of the EMC and is in-charge of the Emergency Response Team. The Incident Commander is the individual responsible for the command and control of all aspects of a crisis. Clearly the Incident Commander has the authority to make quick decisions in critical situations.

The actual Incident Commander will be the available individual who is highest on the Chain-of-Command order. The Incident Commander is the highest available person on the following list:

Incident Commander and Chain-of-Command

1. COO (VP Manufacturing)

Contact Information:

Phone	Office: 002	Home: (404) 111-2222
Cell	(404) 111-3333	
E-mail	coo@gamma_mi.com	

2. VP Supply Chain Management

Contact Information:

Phone	Office: 003	Home: (404) 222-2222
Cell	(404) 222-3333	
E-mail	vpscm@gamma_mi.com	

3. CEO

Contact Information:

Phone	Office: 001	Home: (404) 111-1111
Cell	(404) 111-1234	
E-mail	ceo@gamma_mi.com	

4. CFO

Contact Information:

Phone	Office: 004	Home: (404) 444-4444
Cell	(404) 444-5555	
E-mail	cfo@gamma_mi.com	

9. **Emergency Response Team (ERT)**

At the direction of the Incident Commander, the Emergency Response Team (ERT) is responsible for the execution of the BCM program during a crisis. The Emergency Response Team reports directly to the EMC via the Incident Commander. The ERT is organized under the Incident Command System headed by the Incident Commander and comprised of management personnel representing areas of the business that have critical responsibilities. The ERT includes both primary and alternate members. Alternate members direct and execute their responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall BCM operations. Members must also be available during a crisis. ERT members and/or ERT alternate members are required to attend annual plan exercises organized by the BC Coordinator.

Emergency Response Team

<u>Support Department</u>	<u>Primary Member(s)</u>	<u>Alternate Member(s)</u>
<i>Facilities</i>	<i>Director of Facilities</i>	<i>COO</i>
<i>Finance & Accounting</i>	<i>CFO</i>	<i>Director of Finance</i>
<i>Human Resources</i>	<i>VP HR</i>	<i>HR & Payroll Manager</i>
<i>Information Technology</i>	<i>Director of IT</i>	<i>Network Manager</i>
<i>Marketing</i>	<i>Director of Marketing</i>	<i>CEO</i>
<i>Sales & Customer Service</i>	<i>VP Sales & Customer Service</i>	<i>CEO</i>
<i>Security</i>	<i>Director of Security</i>	<i>COO</i>
<u>Operational Group</u>		
<i>Manufacturing</i>	<i>COO</i>	<i>VP Supply Chain Management</i>
<i>Research & Development</i>	<i>Director of Research</i>	<i>COO</i>
<i>Supply Chain Management</i>	<i>VP Supply Chain Management</i>	<i>COO</i>
<i>Warehouse Operations</i>	<i>VP Supply Chain Management</i>	<i>COO</i>