

Gavco Plastics Inc.	Disaster Contingency & Recovery Plan	
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Approved By: Randy Gavlik	Issue Date: 5/1/2011	Page 1 of 2

Purpose: The purpose of this plan is to have a contingency and disaster recovery plan in place, in the case of a natural or manmade disaster. Tornadoes and power outages are prominent in this area of the country. Should such an occurrence happen Gavco Plastics will be ready to continue supplying all customer products until normal service from the electric company is restored.

Application: This plan is intended for both Gavco Plastics facilities; the main plastic injection facility and the secondary operations / medical device facility. This Risk Management Plan will remain applicable to our Quality Management Systems for both ISO 9001:2008 AS9100 and ISO 13485 Medical Device. Responsibilities will be assigned for each facility.

Plan:

1.0 **Responsibilities**

- 1.1 Should a natural disaster occur at Gavco Plastics main facility, it shall be the responsibility of the Plant Manager to assure that all Managers have accounted for the safety of their personnel.
- 1.2 Should a natural disaster occur at Gavco Plastics secondary facility, it shall be the responsibility of the Plant Supervisor to account for the safety of all personnel.

2.0 **Contingency Plan**

- 2.1 Top Management will assess the damage and make a determination of the actions to be taken to mitigate any interruptions in normal production delivery to our customers.
- 2.2 Gavco Plastics has made arrangements with Emergency Power Systems Inc., located in Tulsa Oklahoma to secure multiple towable generators to supply the necessary electrical requirements needed, to bring one or both facilities back to full production.

3.0 **Recovery Plan**

- 3.1 Emergency Power Systems Inc will provide the following equipment for one or both facilities:
 - 400 Amp 3 Pole 4 Wire, NEMA 1 Automatic Transfer Switch and Portable Tap NEMA 3R Enclosure with Phase Rotation Indication and (9) Panel Mounted Color Coded Male Cam Loc Type Connectors
 - (1) or more ASCO Automatic Transfer Switch Series 300 400A 3P 480V NEMA 1 with Programmable Exerciser
 - Model Number 300300N1XC11BG480V60Hz
 - U.L. 1008 listed
 - Electrically operated/mechanically held contacts
 - Solid-state modular construction
 - Individually adjustable sensors and timers for:
 - Engine minimum run 5 to 30 minutes

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- Engine warm-up 5 seconds to 3 minutes
- Return to utility 1 to 30 minutes
- Engine cools down 1 to 30 minutes
- Transfer to standby 70 to 90% of voltage
- Transfer to standby 80 to 90% of frequency
- Line failure dropout and pickup 70 to 95% of voltage
- Utility interrupt delay 0.1 to 10 seconds
- Time delay neutral 0.1 to 10 seconds
- In phase monitor provides 160 milliseconds or less transfer time when both sources are within 20 degrees.
- Engine warm-up bypass switch
- NEMA 1 cabinet
- LED status lights for operation sequence
- Safety disconnect switch
- Neutral connection block
- Provision for manual operation
- Front door mounted lights to indicate switch position
- Test switch to simulate normal power failure
- Auxiliary dry contacts one set N.O. and N.C
- Programmable Exerciser

Revision History:

Revision	Date	Description of changes	Approved By
	5/1/2011	Initial release	Randy Gavlik