

| | | | |
|-------------------------|--|----------------------------|-------------------|
| Title: | Emergency Management - Disaster Preparedness Plan | Effective Date: | 04/01/2014 |
| Author: | Camille Tanner | Last Review Date: | 06/22/2021 |
| Location: | Corporate HQ | Last Revision Date: | 10/01/2020 |
| Functional Area: | Administration | | |

POLICY

This plan provides the procedures necessary to effectively manage and mitigate major emergencies by:

- Providing an organizational structure for the direction, control, response, and communication of events;
- Reducing the exposure of employees to potential hazards;
- Minimizing the impact of the emergency on the operations of the company, its environment, and;
- Minimizing the damage to property, equipment, and company operations.

PROCEDURE

Emergency Plan

Responsible Parties: Liberty will designate an Emergency Response Team consisting of members representing critical areas of the company's infrastructure such as technology, program operations, finance, human resources, and sales and marketing. From this group an Incident Commander will be appointed.

An Emergency Plan has been created and members of the Emergency Response Team will communicate this Plan to all personnel via in-service trainings and twice-yearly drills.

As soon as an emergency occurs the Incident Commander will activate the Emergency Plan. An assessment will be made of the situation and provide for the immediate safety of all personnel. The Incident Commander has the responsibility and authority to activate the Emergency Plan. The Incident Commander will communicate to emergency personnel: **the specific location of the emergency, nature of the emergency, any area evacuation recommendations, and request for any immediate assistance (i.e., fire, hazmat, rescue, medical, etc.)**

Twice yearly drills are conducted for training purposes so all personnel are aware of all evacuation routes and will be instructed to use these routes in an emergency. Fire Marshalls have been identified to assist in the quick evacuation of all personnel. A holding area in the parking lot has been identified for all personnel to meet once an evacuation has occurred. Fire Marshalls will account for the status of all employees and will report those findings to the Incident Commander.

The Incident Commander will have the authority to call an "all clear".

In the event of a prolonged emergency a central command post will be established to set up communication with our employees and clients and to begin to resume normal operations of our organization. If Liberty is unable to use its current telephone system, use of company cell phones will be used. All-important phone numbers of clients and employees are saved on these phones. A member of the Emergency Response Team will be designated as the communication liaison and will be responsible for initial communication on the status of the emergency and further instructions on any change in usual business operations. Business operations will continue to operate as all equipment will be deployed to alternate locations, including employees' homes for continuation of services.

Liberty's information systems are housed on both servers and "on the cloud". Using the information from backup files, Liberty's information system will be recreated and available for immediate access. This information contains records of all Liberty's critical business operations and will aid in the business recovery. In addition, Liberty's HR and payroll information is housed "on the cloud" and can be accessed from any computer with the use of the security passwords, thus expediting Liberty's ability to continue business without interruption.

Approved By: _____

Revision History

| Version | Date | Author | Summary of Changes |
|---------|------------|----------------|---|
| #1 | 04/01/2014 | Camille Tanner | Policy Created |
| #2 | 10/01/2020 | Camille Tanner | Policy reviewed with the following changes: added info on continuity of services and replaced VPO with contract manager |
| #3 | 06/22/2021 | Camille Tanner | Policy reviewed; no changes |