

## Executive Summary

**Purpose:** Maintain continuity of business and critical operations. Protect employee safety and company assets. Ensure clear communication internally and externally.

**Scope:** The plan covers all business functions, facilities, information technology (IT) systems, employees, customers, suppliers, and contractors.

**Overview:** The BCP ensures EB Industries is prepared to address and recover from disruptions (both physical and cyber), safeguard assets, and minimize downtime.

## Risks & Mitigation

**Purpose:** Identify potential risks and plan mitigation.

### Utility Failure/Power Outage

**Owner:** Facilities Management

**Mitigation:** Vendor hotlines, monitoring, shutoff procedures, UPS, surge protection, power generator supplier

### Equipment/System Failure

**Owner:** Facilities Management

**Mitigation:** Spare parts, OEM contacts, PM schedule

### Data Loss/Cyber-Attack

**Owner:** Managed security services provider

**Mitigation:** Isolated backup servers, quarterly IT testing, MFA, phishing protection and training, patching, incident response policy

### Loss of Certification

**Owner:** Operations/Quality

- **Key Certifications:** ISO 9001/13485, AS9100, NADCAP, CMMC, ITAR.
- **Risks:** Certification lapses, audit failures, ITAR/ISO/AS9100 non-compliance.
- **Mitigation:** Ensure compliance through regular internal audits, management reviews, corrective actions, employee training, quality system documentation, continuous improvement

### Natural Disasters

**Owner:** Facilities Management

**Mitigation:** Snow plan, remote access, facility checks, employee notification

### Pandemic/Illness

**Owner:** CEO

**Mitigation:** PPE, sanitation, stay-home strategy, cross-training, staggered schedules, remote operations

### Fire/Explosion

**Owner:** Facilities Management

**Mitigation:** Audible alarm upgrade, SDS, evacuation, extinguishers, fire drills

### Supply Chain Interruption

**Owner:** Operations/Purchasing

**Mitigation:** Alternate suppliers, minimum on-hand, expedite terms

## Key Suppliers & Supply Chain

- Document and maintain critical suppliers list.
- Identify alternates for high-risk materials/services.

## Customer, Shipper & Supplier Notification Plan

- **Customers:** Notify within 12 hours, update every 24-48 hours. Led by Contract Review Supervisor. All communications must be authorized by Director of Operations.
- **Shippers (UPS/Fedex):** Notify immediately of schedule/access changes. Led by Shipping & Receiving Supervisor.
- **Suppliers:** Notify within 24 hours for recovery needs. Led by Plant Manager.
- **Escalation:** >48 hour delays escalated to CEO.

## Recordkeeping & Logs

- Maintain Event Log to record vital information about incident and record any actions taken, including but not limited to communications, mitigation efforts and outcome

## Insurance Coverage & Documentation

- Maintain updated records of property, liability, business interruption, and cybersecurity insurance.
- Review policies regularly for adequacy.

## Plan Review & Maintenance

- The following will be performed annually:
- Review, testing and updating the BCP
- Distribute the updated BCP
- Train staff on the BCP after each annual update
- Disaster recovery planning