

**Conquest Contracting
Emergency Management Plan
2008 Edition**

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Preface

LIFE IS UNCERTAIN. NATURAL AND MAN-MADE EMERGENCIES AND DISASTERS CAN STRIKE AT ANY TIME, IN ANY PLACE; INDEED, EVEN IN OUR OWN BACKYARD. ALTHOUGH IT IS IMPOSSIBLE TO PREPARE FOR EVERY EVENTUALITY, IT CERTAINLY IS PRUDENT TO BE VIGILANT AND CREATE A FRAMEWORK FOR READINESS TO WORK WITHIN SO THAT WHEN BAD NEWS HITS, WE CAN RISE TO MEET THE CHALLENGE HEAD ON. READINESS ENABLES US TO THINK AND ACT STEADFASTLY WHEN UNDER INTENSE PRESSURE AND FLUCTUATING CIRCUMSTANCES. IF WE ARE READY FOR THE UNEXPECTED, WE ARE ALSO BETTER EQUIPPED TO STAY THE COURSE DURING PROLONGED PERIODS OF ISOLATION, WHEN COMMUNICATIONS AND ROADS MAY FAIL AND HELP IS UNABLE TO ARRIVE IN A TIMELY MANNER. OUR ABILITY TO RECOVER AFTER AN INITIAL SETBACK FROM A MAJOR EMERGENCY OR DISASTROUS EVENT IS GREATLY ENHANCED WHEN WE ARE PROPERLY PREPARED, AS IS OUR ABILITY TO HELP OTHERS WHO ARE UNABLE TO HELP THEMSELVES; MOST ESPECIALLY WHEN WE ARE IMPLEMENTING A WELL-THOUGHT-OUT PLAN OF ACTION.

CONQUEST CONTRACTING'S EMERGENCY MANAGEMENT PLAN EMPLOYS PROVEN EMERGENCY MANAGEMENT PROCEDURES WITH THREE MAIN GOALS IN MIND: TO SAFEGUARD EMPLOYEES, MAINTAIN CORPORATE CONTINUITY, AND PROTECT PROPERTY DURING A MAJOR EMERGENCY OR A DISASTER. THE MORE EARNEST THE TEAM EFFORT TOWARD THESE GOALS, THE BETTER THE CHANCE FOR RAPID RECOVERY AND RETURNING TO NORMALCY IN OUR COMPANY OPERATIONS AND ON OUR HOME FRONTS.

PREPAREDNESS IS A LIFE SKILL THAT WE ALL SHOULD ENDEAVOR TO MASTER SO THAT WE CAN COMPETENTLY RESPOND TO LIFE'S UNCERTAINTIES. WHEN A MAJOR EMERGENCY OR DISASTER COMES TO OUR COMMUNITY, THOSE TEAMS THAT HAVE PROPERLY PREPARED WILL FIND THAT AN OUNCE OF READINESS CAN YIELD A POUND OF RECOVERY.

A deliberate force in a stormy industry:



SANDRA WARMOTH
SOLE MANAGING MEMBER
TEAM LEADER



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Corporate Emergency Management Plan

Purpose of Plan

THIS EMERGENCY MANAGEMENT PLAN IS INTENDED TO ESTABLISH POLICIES, PROCEDURES AND ORGANIZATIONAL STRUCTURE FOR RESPONDING TO EMERGENCIES THAT ARE OF A MAGNITUDE THAT CAN CAUSE A SIGNIFICANT DISRUPTION OF THE FUNCTIONS OF ALL PORTIONS OF CONQUEST CONTRACTING. THIS PLAN DEPICTS THE BASIC ROLES AND RESPONSIBILITIES OF CONQUEST CONTRACTING AND ITS TEAM MEMBERS DURING EMERGENCY SITUATIONS. THE BASIC EMERGENCY PROCEDURES ARE DESIGNED TO PROTECT LIVES AND PROPERTY THROUGH EFFECTIVE USE OF EXISTING RESOURCES.

THROUGH THE USE OF ACCOMPANYING EMERGENCY MANAGEMENT FORMS, THIS PLAN ADDRESSES SEVERAL SPECIFIC TYPES OF EMERGENCIES ON AN INDIVIDUAL BASIS, PROVIDING GUIDELINES FOR THE STABILIZATION AND RECOVERY FROM AN INCIDENT.

Scope

THIS PLAN OUTLINES THE PREPARATION, RESPONSE AND RECOVERY OF CONQUEST CONTRACTING TEAM MEMBERS, COMPANY PROPERTY AND RESOURCES FOR EMERGENCY SITUATIONS. THIS EMERGENCY MANAGEMENT PLAN IS CONSISTENT WITH ESTABLISHED PRACTICES RELATING TO COORDINATION OF EMERGENCY RESPONSE ACTIONS. NOTHING IN THIS PLAN SHALL BE CONSTRUCTED IN A MANNER THAT LIMITS THE USE OF GOOD JUDGMENT AND COMMON SENSE IN MATTERS NOT FORESEEN OR COVERED BY THE ELEMENTS OF THE PLAN.

Assumptions

THIS EMERGENCY MANAGEMENT PLAN IS PREDICATED ON A REALISTIC APPROACH TO THE PROBLEMS LIKELY TO BE ENCOUNTERED DURING A MAJOR EMERGENCY OR DISASTER. HENCE, THE FOLLOWING ASSUMPTIONS ARE MADE AND SHOULD BE USED AS GENERAL GUIDELINES IN SUCH AN EVENT.

A. AN EMERGENCY OR DISASTER MAY OCCUR AT ANY TIME OF THE DAY OR NIGHT, WEEKEND, OR HOLIDAY, WITH LITTLE OR NO WARNING.

B. THE SUCCESSION OF EVENTS IN AN EMERGENCY OR DISASTER IS NOT PREDICTABLE; THEREFORE, PUBLISHED OPERATIONAL PLANS, SUCH AS THIS PLAN, SHOULD SERVE ONLY AS A GUIDE AND A CHECKLIST, AND MAY REQUIRE MODIFICATION IN ORDER TO MEET THE REQUIREMENT OF THE EMERGENCY.

C. AN EMERGENCY OR A DISASTER MAY BE DECLARED IF INFORMATION INDICATES THAT SUCH CONDITIONS ARE DEVELOPING OR PROBABLE.

Business Description

AS A COMMERCIAL GENERAL CONTRACTOR, CONQUEST CONTRACTING CONDUCTS ITS DAILY OPERATIONS IN THE OFFICE AND IN THE FIELD FOR BOTH LONG- AND SHORT-TERM CLIENTS. WHENEVER EMERGENCY SITUATIONS ARISE, EXISTING CLIENTS, OTHER COMPANIES AND INDIVIDUALS, AND CIVIC GROUPS CALL UPON GENERAL CONTRACTORS FOR EMERGENCY SERVICES. SUCH SERVICES MAY INCLUDE STORM-PROOFING AND/OR SECURING TEMPORARY AND PERMANENT STRUCTURES BOTH PRIOR TO AND AFTER A STORM. IN CONSIDERATION OF CONQUEST CONTRACTING'S ENTIRE SCOPE OF CORPORATE RESPONSIBILITIES DURING EMERGENCY SITUATIONS, IT BECOMES NECESSARY TO PRIORITIZE THE COMPANY'S CORE DUTIES IN ORDER TO SAFEGUARD ITS WORKPLACES, WORKFORCE, CLIENTS, AND SUB-CONTRACTORS, AND TO FACILITATE TO WHATEVER EXTENT REASONABLY PRACTICABLE AND POSSIBLE THE PERFORMANCE OF COMMUNITY SERVICE.

PRE- AND POST-EMERGENCY ASSIGNMENTS, OBLIGATIONS, AND SERVICES INCLUDE, TO THE GREATEST DEGREE ACHIEVABLE, DISSEMINATING CRUCIAL INFORMATION, PROCURING CRITICAL SUPPLIES, AND STORM-PROOFING AND/OR SECURING TEMPORARY AND PERMANENT STRUCTURES BOTH PRIOR TO AND AFTER A STORM OR OTHER EMERGENCY CLOSES IN ON THE TARGETED AREA(S) THAT

AFFECT CONQUEST CONTRACTING.

IN ORDER TO EXECUTE THESE RESPONSIBILITIES IN THE MOST ORDERLY AND EFFICIENT MANNER POSSIBLE, MANAGEMENT SHALL SET ITS PRIORITIES IN THE FOLLOWING ORDER:

A. DUTIES TO THE COMPANY:

1. PRE-EVENT PREPARATIONS –

DISSEMINATE CRUCIAL INFORMATION AND NOTIFICATIONS TO TEAM MEMBERS AND ON-SITE SUB-CONTRACTORS, PROCURE CRITICAL OFFICE AND FIELD SUPPLIES, AND SECURE CONQUEST CONTRACTING'S OFFICES, STORAGE FACILITIES, VEHICLES, TRAILERS, EQUIPMENT, MACHINERY AND JOB-SITES. THIS SHALL BE A TWO-PRONGED, COORDINATED EFFORT FOR THE MANAGEMENT TEAM:

- A) PRONG 1 – MANAGEMENT SHALL ASSIGN EMERGENCY RESPONSIBILITIES TO KEY OFFICE STAFF IN ORDER TO PROVIDE EMERGENCY INFORMATION, AND SECURE THE COMPANY'S WORK AND STORAGE PLACES, PROPERTY, AND CRITICAL SUPPLIES AND SERVICES.
- B) PRONG 2 – MANAGEMENT SHALL ASSIGN EMERGENCY RESPONSIBILITIES TO APPLICABLE KEY FIELD CREW MEMBERS AT THE VARIOUS AFFECTED JOB-SITES IN ORDER TO PROVIDE EMERGENCY INFORMATION, AND ENSURE THAT CORPORATE PROPERTY, ON-SITE MATERIALS, RELEVANT CLIENT ASSETS, AND CRITICAL SUPPLIES ARE SECURED DURING THE EVENT. EACH JOB-SITE HAS A COPY OF THE COMPANY'S FIELD EMERGENCY MANAGEMENT PLAN ON HAND TO USE AS A GUIDE IN CONJUNCTION WITH THIS CORPORATE EMERGENCY PLAN.

2. EMERGENCY SCHEDULING –

RELIEVE TEAM MEMBERS IN SHIFTS SO THAT THEY MAY SECURE THEIR DWELLINGS AND DEPENDENTS. REQUIRE CERTAIN KEY TEAM MEMBERS TO REPORT BACK TO WORK IMMEDIATELY AFTER THEY HAVE TENDED TO THEIR DUTIES ON THE HOME-FRONT; UNTIL ALL OUTSTANDING COMPANY DUTIES AND COMMITMENTS HAVE BEEN ADEQUATELY ADDRESSED. ROTATE SHIFTS IF NECESSARY. REQUIRE ADDITIONAL TEAM MEMBERS TO RETURN TO DUTY AS NEEDED. MANAGEMENT WILL TAKE INTO CONSIDERATION ANY SIGNIFICANT PERSONAL NEEDS OF THE INDIVIDUALS WHO MUST REPORT BACK TO WORK. ALL TEAM MEMBERS MUST COOPERATE FULLY AND DO EVERYTHING POSSIBLE TO FACILITATE MANAGEMENT'S EMERGENCY SCHEDULES, WHICH MAY REQUIRE ADJUSTING AS THE SITUATION AT HAND UNFOLDS.

B. DUTIES TO CLIENTS:

1. TYPE 1 CLIENTS: ACTIVE CLIENTS WITH CURRENTLY CONTRACTED JOBS IN PROGRESS --

ONCE THE DUTIES TO THE COMPANY HAVE BEEN FULFILLED, ACTIVE CLIENTS WITH WHOM WE HAVE CURRENT PROJECTS IN PROGRESS SHALL BE GIVEN TOP PRIORITY WHEN REQUESTING EMERGENCY SERVICES FROM CONQUEST CONTRACTING.

2. TYPE 2 CLIENTS: ACTIVE CLIENTS WITH CURRENTLY CONTRACTED JOBS NOT YET IN PROGRESS --

ONCE THE EMERGENCY NEEDS OF TYPE 1 CLIENTS HAVE BEEN ADDRESSED THEN THE EMERGENCY NEEDS OF TYPE 2 CLIENTS SHALL BE ADDRESSED SECONDLY IN THE ORDER OF PRIORITY WHEN REQUESTING EMERGENCY SERVICES FROM CONQUEST CONTRACTING.

3. TYPE 3 CLIENTS: ACTIVE, LONG-STANDING CLIENTS WITHOUT CURRENTLY CONTRACTED JOBS --

ONCE THE EMERGENCY NEEDS OF TYPE 2 CLIENTS HAVE BEEN ADDRESSED THEN THE EMERGENCY NEEDS

OF TYPE 3 CLIENTS – CLIENTS WITH WHOM CONQUEST CONTRACTING HAS HISTORICALLY ENJOYED REPEATED BUSINESS – SHALL BE ADDRESSED THIRDLY IN THE ORDER OF PRIORITY WHEN REQUESTING EMERGENCY SERVICES FROM CONQUEST CONTRACTING.

4. TYPE 4 CLIENTS: NEW CLIENTS –

ONCE THE EMERGENCY NEEDS OF TYPE 3 CLIENTS HAVE BEEN ADDRESSED THEN THE EMERGENCY NEEDS OF TYPE 4 CLIENTS – CLIENTS WITHOUT CURRENTLY CONTRACTED JOBS AND WITH NO HISTORICAL RELATIONSHIP WITH THE COMPANY – SHALL BE ADDRESSED LASTLY IN THE ORDER OF PRIORITY WHEN REQUESTING EMERGENCY SERVICES FROM CONQUEST CONTRACTING.

D. CIVIC DUTIES:

ONCE CONQUEST CONTRACTING'S WORKPLACES, WORKFORCE, CLIENTS, AND ALL OTHER CORPORATE CONCERNS HAVE BEEN ADEQUATELY TAKEN CARE OF, THEN, TIME AND FINANCIAL RESOURCES PERMITTING, SENIOR MANAGEMENT MAY CONSIDER OFFERING FEE-FREE AND/OR REDUCED-FEE SERVICES TO NEEDY MEMBERS OF THE AFFECTED COMMUNITIES IN WHICH THE COMPANY OPERATES. ALL ABLE TEAM MEMBERS ARE EXPECTED TO COOPERATE WITH MANAGEMENT IN THE PERFORMANCE OF COMPANY-SPONSORED COMMUNITY SERVICE WORK UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

Emergency Procedures

A. NOTIFICATION:

1. CONQUEST CONTRACTING TEAM MEMBERS WILL BE PROVIDED WITH WRITTEN PERSONNEL POLICIES AND PROCEDURES RELATING TO EMERGENCY SITUATIONS.
2. ORDERS TO DISMISS OR RETURN TO DUTY WILL BE

CHANNELED ACCORDING TO THE CHAIN OF COMMAND FROM SENIOR MANAGEMENT. MANAGEMENT IS RESPONSIBLE FOR ENSURING THAT ALL TEAM MEMBERS ARE PROPERLY NOTIFIED. PERSONS MAKING NOTIFICATION SHOULD THOROUGHLY CHECK ALL OFFICE AND FIELD LOCATIONS FOR TEAM MEMBERS WHO OTHERWISE MIGHT BE MISSED IN THE NOTIFICATION PROCESS.

3. IF THERE IS AN EXTENDED EMERGENCY, TEAM MEMBERS MUST OBTAIN INFORMATION FROM SANDRA WARMOTH FOR OFFICE OPERATIONS AND ED WARMOTH FOR FIELD OPERATIONS. TEAM MEMBERS SHOULD ALSO LISTEN TO THE RADIO FOR MESSAGES AND ANNOUNCEMENTS REGARDING ANY UPDATES TO THE EMERGENCY STATUS.
4. TEAM MEMBERS SHOULD CHECK IN WITH THEIR IMMEDIATE SUPERVISORS FOR ANY SPECIAL NOTIFICATIONS AND UPDATES, AS WELL. SEE THE EMPLOYEE ROSTER & NOTIFICATION FORM.

B. ADMINISTRATIVE PLAN OF ACTION:

1. WORK PLACE –

IT IS THE RESPONSIBILITY OF ALL MANAGERS AND THE TEAM MEMBERS UNDER THEIR AUTHORITY TO CARRY OUT PROCEDURES TO SECURE AND PROTECT THEIR RESPECTIVE WORK AREAS. THE BASIC STEPS THAT ARE TO BE TAKEN ARE PROVIDED FOR IN THE FOLLOWING SECTION ENTITLED, "WORKPLACE PLAN." ALSO, UTILIZE THE EMERGENCY & RECOVERY ASSIGNMENTS FORM TO DELEGATE ASSIGNMENTS.

ANY SPECIAL REQUIREMENTS SUCH AS CARE OF EQUIPMENT AND/OR VEHICLES SHOULD BE LISTED AND IDENTIFIED WITH THE APPROPRIATE LISTED FACILITY OR JOB-SITE ON THE SPECIAL ARRANGEMENTS FORM.

2. WEEKENDS AND HOLIDAYS –

IF A HURRICANE IS APPROACHING THE OVIEDO, FLORIDA AREA ON A FRIDAY OR THE DAY BEFORE A HOLIDAY, AND IT APPEARS THAT A HURRICANE WATCH MAY BE ISSUED FOR SEMINOLE COUNTY DURING THE WEEKEND OR HOLIDAY, THE EMERGENCY MANAGER, ED WARMOTH, OR HIS DESIGNEE, WILL ADVISE ALL TEAM MEMBERS THROUGH THEIR CHAIN OF COMMAND TO TAKE ALL SECURITY PRECAUTIONS AS INDICATED IN THE PLAN. THE PRECAUTIONS WILL BE COMPLETED PRIOR TO DEPARTURE ON FRIDAY AFTERNOON OR A HOLIDAY.

ALL TEAM MEMBERS WITH ASSIGNMENTS WILL TAKE A COPY OF THE PLAN HOME AND BE PREPARED TO CARRY OUT ASSIGNMENTS AS DIRECTED BY THEIR MANAGERS AND/OR BY MEDIA ANNOUNCEMENTS AS ISSUED BY EMERGENCY MANAGEMENT OFFICIALS. REFER TO THE EMERGENCY & RECOVERY ASSIGNMENTS FORM.

MANAGEMENT SHALL OVERSEE THE IMPLEMENTATION OF THE SEQUENCE DESCRIBED IN THE FORM ENTITLED, "EMERGENCY PROCEDURES CHECKLIST FOR THE MANAGEMENT TEAM."

Organizational Structure

A. CONTINUITY OF ORGANIZATIONAL OPERATIONS:

1. DELEGATION OF AUTHORITY --

THE COMPANY EXECUTIVES MAY APPOINT ANYONE LISTED IN THE ORDER OF SUCCESSION TO ACT ON THEIR BEHALF; IN ACCORDANCE WITH THE TYPE OF EMERGENCY OR DISASTER SITUATION.

2. ORDER OF SUCCESSION --

THE SUCCESSION OF AUTHORITY IN CONQUEST CONTRACTING BEGINS WITH THE COMPANY'S SOLE MANAGING MEMBER, SANDRA M. WARMOTH.