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IN THE EVENT OF A MEDICAL EMERGENCY, DIAL 9-1-1.

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### PLAN SUMMARY

*Phase One:* The Committee activates Company-wide (1) phone messaging service to include cellular and emergency numbers and (2) email messaging service to contact work and home email addresses of employees. In the event of an emergency, each employee should continuously check their work and home email accounts as well as the [cares.englobal.com](http://cares.englobal.com) website in order to stay informed. If Internet access is not available, employees should call their supervisor to advise of their safety, their location and express any needs they may have (non-emergency medical, financial, etc.).

*Phase Two:* The Committee has established toll-free numbers for both displaced employees and clients to call in order for information to be relayed. The ENGglobal CARES Call Center will provide employees and clients with up-to-date information and direct key administrative personnel to begin the Company's Regional Business Continuity Plans.

For Employees:        **During an emergency or critical situation, employees will call a toll-free number specifically for employees ~ 877- ENG-ALERT (877-364-2537).** Our call center will collect the employee's information, take note of the caller's issue, and get the caller in contact with the correct company representative via email inbox, pager, or text-enabled mobile phone. Again, we are here to help and we want to know our employees are safe and where they can be contacted.

For Clients:            **In order to gain access to project information, we've launched a toll-free number specifically for clients ~ 888-ENG-READY (888-364-7323).** The call center will be activated at the outset of an emergency – weather or otherwise – to allow customers direct access to their project's status. We consider this yet another important service for our clients in keeping communication lines open during times of crisis.

*Phase Three:* Perform steps under the Regional or Corporate Business Continuity Plan to begin the recovery process. Documents available on the Company's website will provide resources to help employees and their families get back on their feet. Key administrative employees will report to a specific location to ensure that the Company's downtime is minimized at all costs.

Emergency Preparedness Committee  
ENGglobal Corporation