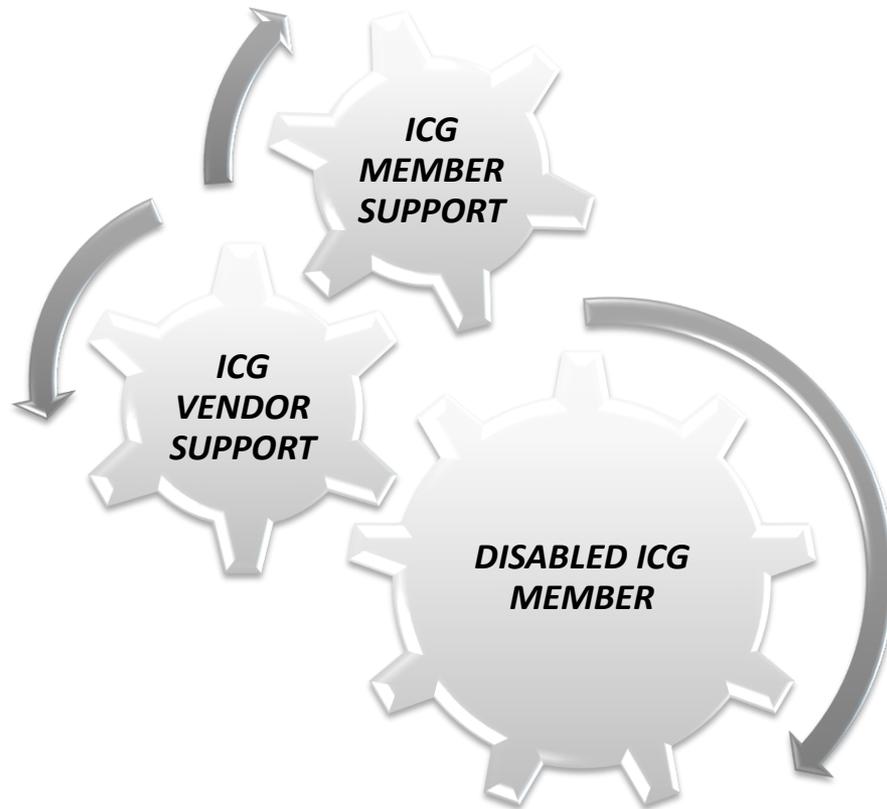


INDEPENDENT CARTON GROUP **EMERGENCY/DISASTER CONTINGENCY** **PLAN**



EMERGENCY COOPERATION MEMORANDUM



The primary purpose of the Independent Carton Group is to engage in legally permitted activities that enable its members to remain competitive in the marketplace and hence remain independent. One of the original, specific reasons the Group was formed was to provide assistance to one another in the event of a disaster affecting a particular member's production capabilities. Aware that such disasters can occur at any time, the Group hereby adopts the following policies.

1) Members pledge to use their best, good faith efforts to assist a member adversely impacted by a disaster or event which interferes with that member's production capabilities, such as, but not limited to, a flood or fire. Members who may join the Group after the date hereunder shall be provided a copy of this Memorandum during the application process and informed that agreement to cooperate as outlined herein is a condition of membership.

2) The purpose of any assistance rendered shall be to enable the adversely impacted member to retain its present accounts by servicing its existing customers in as close to regular fashion as possible. To that end, assisting members may undertake production runs for the adversely impacted member or offer any other technical or other assistance requested. Such assistance shall be provided at cost such that the adversely impacted member shall be able to retain the profit from the customer unless that member voluntarily reaches a different agreement with the assisting member(s). Assisting members pledge to not solicit any customers of the adversely impacted member of whom they become aware while rendering such assistance.

SCOPE

This plan provides guidance for disaster recovery to ensure continuity of services when disaster strikes.

The intent of this disaster contingency program is to quickly and effectively restore business functions to a state of normal operations following a crisis or a declared disaster.

IMPLEMENTING SUPPORT ACTIVITIES

- ***IDENTIFY NEEDED RESOURCES***
- ***IDENTIFY MEMBER/VENDOR SUPPORT SERVICE CAPABILITIES***
- ***COMMUNICATION***
- ***ORGANIZING A RESPONSE TEAM***

IDENTIFYING NEEDED RESOURCES **(MEMBER RESOURCES)**

- *All member equipment list and services*

(Kept confidential at the ICG office)

Contact ICG 203-270-7578

MEMBER RECOMMENDATION THROUGH **EXPERIENCE**

- *Be certain that all computer files are backed up nightly offsite.(include financial, graphic and cad files).*
- *Have insurance policy allow equipment and the building to be combined for the claim.
(this gives the flexibility to apply funds where needed. Most policies keep the building and equipment separate).*