**Southeastern Printing**

**Miami Plant**

**Hurricane and Disaster**

**Preparation Guide & Recovery Plan**

**950 SE 8th St.**

**1000 SE 8th St.**

**Hialeah, FL 33010**

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| Revision History |  |
| Reason for Revision | Approved By | Approval Date |
| Created Miami version based on Stuart plan. | C. von Werder | 09/05/2017 |
| Updated IT shutdown procedure and responsible parties | C. von Werder | 06/05/2018 |
| Updated all areas of document. | J. Medina | 08/01/2018 |
| Updated Document number and added supplements to list of supporting documents. Changed title from Hurricane Emergency Preparedness Guide to Hurricane and Disaster Preparation Guide and Recovery Plan. | A. Ganswindt | 07/17/2019 |
| Updated responsibilities throughout Manual | A. Ganswindt | 08/29/2019 |

The purpose of this handbook is to provide procedures that will maximize the safety and communication of Southeastern and its employees in the event of a weather emergency. Since each department has equipment and tasks that are specific to that department, procedures have been written for each department, along with overall procedures that pertain to plant operations.

At the issuance of a Hurricane Watch, meetings with all department supervisors and managers will be held to coincide with the updates as provided by the National Hurricane Center, updates and advisories are at 11 am and 5 pm. The purpose of the meetings will be to determine if and when the procedures described in the following pages will be administered. These meetings will continue until the watch is discontinued or until a Hurricane Warning is issued at which point all employees will be sent home and the decision is made to close down.

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**Pre-Hurricane Overall Plant Preparation**

**At the onset of hurricane season: Responsible Party Sign/Date**

Update Employee phone list/distribute Amanda Ganswindt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stock an ample supply of water Robert Gonzalez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Obtain water removal equipment Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ensure adequate flashlights, extension cords

 batteries, and plastic sheeting Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Obtain absorbent material for under doors Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**24 - 72 hrs prior to hurricane:**

Set-up answering machine Carl VonWerder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase fuel for generator(s) Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reserve large generator(s) for equipment Tom Martel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print open orders by customer Mary Jo Lynch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print open orders by sales rep Mary Jo Lynch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Protection & Backup

 NOTE: Schedule backups ahead of time to ensure that there is enough
 time for a final backup before environment is shut down.

 Computer Data

* Images/backups of key systems
(outside of servers) are up to date
and saved to Veeam backup server Jason/Carl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Key system identification, location
and function document is up to date Jason/Carl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Server Data

* Veeam server backups are current
and include computer data (above) Jason/Carl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* USB Drive or VPN replication of
all Veeam backup data is exported
or physically removed
from environment. Jason/Carl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Server Room Shutdown Jason/Carl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane IT Operations Miami**

The following is a prioritized list of our critical operations before a storm

Determine with MGMT when plants will be shutting down with incoming storm. Schedule backups ahead of time to ensure that there is enough time for a final backup before environment is shut down.

1. Run a Current Veeam Backup for all VMs on server veaam-mia
2. Shutdown All VM’s in Miami thru vSphere (IP: 192.168.152.249) or Host: 10.232.32.30 & 10.232.32.234 > BCC-Mailing, BCC-VWS, BCC-VWS2, EFI-ACPM, FS4-MIA, FS-FDMAIL, PrepressX, PSS1-Mia, Sep-Mia-DC1 last
3. ILO or direct connect to physical servers 10.232.32.30, 20 and 234 and shut down all ESX-I hosts (Stuart plant shutting down after)
4. Log into physical Server/WS impoproof-mia, dodd-javelin, rampage server and shut down
5. Power off printers
6. Cover server and switch Rack with plastic
7. Leave switches and firewall up and running. This will allow us to maintain edge connectivity for as long as possible as these devices will not consume much power on battery backups

The following is a prioritized list of our critical operations after a storm

1. Un-Cover plastic from server and switch Rack
2. Power on VMware Servers (10.232.32.30) and (10.232.32.234)
3. Power on physical Server/WS impoproof-mia, dodd-javelin, rampage server
4. Power on All VM’s in Miami thru vSphere (IP: 192.168.152.249) or Host: 10.232.32.30 & 10.232.32.234 > BCC-Mailing, BCC-VWS, BCC-VWS2, EFI-ACPM, FS4-MIA, FS-FDMAIL, PrepressX, PSS1-Mia, Sep-Mia-DC1
5. Power on printers

**IT SERVICES**

Keep all mission critical systems in service as long as possible. However, certain services might need to be brought off-line and/or shutdown before the storm hits. This is necessary to ensure that equipment and services are safe from the effects of the storm

\*Emergency contact information such as the nearest hospital and police 9-1-1
\*Small Business Administration (SBA): 1-800-359-2227
\*FEMA Tele-registration hot-line: 1-800-462-9029
\*Insurance company and agent’s contact information

**Pre-Hurricane Overall Plant Preparation (continued)**

**24 - 72 hrs prior to hurricane (con’t): Responsible Party Sign/Date**

Devise a machine operator schedule John Egan / Ray Martinez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Create signage for front door and appoint

 person in charge of posting relevant info Carlina Martinez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up storm job # in Monarch and distribute

 job # to supervisors for logging time spent

 on clean up and repair Mary Jo Lynch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepare and service generator(s) Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fuel all trucks Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board up windows/doors remove awning Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remove potential flying objects around

 building/parking lot Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move all flammable liquids in building Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have roll off dumpster dumped Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Band A/C units on roof Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover roof vents with plastic Nick Mader/ Ray Sanchez\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charge all forklifts Terry/Orlando \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shut-down all non-essential equipment at

 circuit breakers Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tie down generator(s) Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Store recycling bails in trucks Mario Cordova \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call gas company, top off tanks for forklifts Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move some lighting ckts to 440 volts Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**24 hrs prior to hurricane:**

Install absorbent material around all doors Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At time of evacuation:**

Lock all doors to the facility Vince \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Master Key Holders**

Christine Bitner

Vince Pilla

**Hurricane Preparation Accounting**

**24 – 72 hrs prior to hurricane:**

1. Distribute the timesheet memo to all employees to track storm preparation time and expense.

2. Print two copies of the following reports. Store one in the vault and the other off-site.

• Fixed Asset Depreciation Report

• Open Purchase Order Report

3. Have at least one month’s supply of office forms on hand.

4. Back up the database and store the back-up server in the vault.

**Immediately Prior**

1. Distribute the Work Area Preparation Checklist to employees.

2. Distribute the Work Area Inspection Report to employees.

3. Distribute a memo to departmental employees requesting applicable phone numbers for after the storm. Ask all employees to check in once the storm has passed. Make sure that all departmental employees understand the plan for returning to work.

4. In Monarch, set up a Storm job number and distribute the job number to supervisors with instructions to have employees working on cleanup and repair, to record all time using this job number. Set up a Storm project # to track all AP invoices related to the storm.

**Work Area Inspection Report**

Please distribute this report to all employees immediately prior to and/or immediately after the loss event.

**To all Employees:** Please complete this form and return it to Accounting immediately upon completion. Make sure that whoever is around takes photographs prior to beginning repairs. Please also carefully track expenses (purchase orders, estimates and invoices) for repair and replacement.

Thank you for your cooperation.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Damages Date for Repair Cost

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Southeastern

P.O. Box 2476, 3601 SE Dixie Highway, Stuart, Florida 34995
950 SE 8th St, Hialeah, FL 33010

772-287-2141 • 800-226-8221 • Fax 772-288-4560 • Website: www.seprint.com

**Storm Preparation Timesheet**

Storm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To all Employees:** Please use this timesheet to record all storm preparation time and expense. Attach copies of receipts for expenses. Submit completed forms and receipt copies to Accounting. Use original receipts for expense reporting. This form will be used strictly for record keeping; you must file a separate expense report for reimbursement for authorized expenses.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expenses:**

Date: \_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_ Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_ Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_ Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Hurricane Preparation Pre Press (Darnell Lara)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible Willy Riesgo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Disconnect back-ups from wall Willy Riesgo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place job tickets on counter/cover with plastic Willy Riesgo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover/disconnect proofing equipment Nelson Bacallao \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Process and plate as many jobs as possible Nelson Bacallao \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover plates with plastic Nelson Bacallao \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have at least 2 weeks raw material on hand Nelson Bacallao \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover and move legacy backups to vault Willy Riesgo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover all CPU’s with plastic Willy Riesgo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back-up all data on PressServerX *see Data Protection & Backup, Page 4*

Confirm offsite replication is completed *see Data Protection & Backup, Page 4*

Shut down server room and cover with plastic *see Data Protection & Backup, Page 4*

Compile a list of all license #’s of all

 prepress software, store in vault Willy Riesgo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shutdown/disconnect plating equipment

 and cover with plastic Nelson Bacallao \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm if any services are needed during storm Willy/Jason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**24 hrs prior to hurricane:**

Video the plant Darnell Lara \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation – Pressroom (John)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible John Egan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Cover all stock on press room floor John Egan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move all paper away from A/C vents John Egan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation – Bindery (Ray Martinez)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible Ray Martinez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Place items on a second pallet Ray Martinez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move everything (machinery, WIP, supplies, etc.)

 Away from A/C vents Ray Martinez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation-Warehouse and Shipping - 950 SE 8th St (Nick Mader)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Place outside materials in warehouse Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Put all materials possible on pallets Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brace and cover up roll up doors Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship out as many completed jobs as possible Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shut down breakers Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charge forklifts Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Produce computer printouts of stock status by

 customer, category and location (3 total). Robert Gonzalez

 Place in vault \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Park as many vehicles as possible in warehouses Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fuel all trucks and vans Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation-Warehouse and Shipping - 1000 SE 8th St (Orlando Ramos)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Place outside materials in warehouse Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Put all materials possible on pallets Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brace and cover up roll up doors Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship out as many completed jobs

 as possible Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shut down breakers Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charge forklifts Orlando Ramos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Produce computer printouts of inventory

 status by customer, category and

 location (3 total). Place in vault Steve Kupchun \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation – Wide Format (Chris Mathias)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Cover all computers with plastic Chris Mathias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shut down Tauro and Cover Chris Mathias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover flat files containing art and prints Chris Mathias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have at least 2 weeks raw material

 on hand Chris Mathias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Have all supplies possible off the floor Chris Mathias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Shutdown Aristo, Epson’s, Fatoba, weld master
and cover Chris Mathias \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation – HR (Amanda Ganswindt)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Get hours worked from time clock Rodger Heckman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have manual time cards on hand Rodger Heckman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Susan Dieter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Backup computer: Review documents and
 folders to confirm all data is protected
 via computer & server backups. Copy anything
 required offsite to external hard drive. Jason Barner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible Rodger Heckman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make sure employee files are filed Rodger Heckman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Get up to date hurricane information

 from Red Cross, etc to pass out to

 employees Susan Dieter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide Key Staff with current Emergency

 contact info for all employees Amanda Ganswindt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurricane Preparation-Mailing & Data Processing - (****Alberto Comas)**

**24 - 72 hrs prior to hurricane: Responsible Party Sign/Date**

Put all materials possible on pallets Alberto Comas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cover computer and miscellaneous

 equipment with plastic and remove

 from floor where possible Alberto Comas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brace and cover up roll up doors Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship out as many completed jobs

 as possible Alberto Comas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shut down breakers Nick Mader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Backup Data to Storage device Alberto Comas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Get with Alberto for other procedures**

**Post-Hurricane Resource Plan:**

Resources will include outside vendors, Southeastern staff and equipment and production staff from companies out of state, or out of affected area.

**The Production Team will consist of:**

John Egan…………………………………………561-234-9049

Vince Pilla………………………………………… 305-801-2136

Ray Martinez……………………………………… 786-246-6551

Willy Riesgo……………………………………… 954-253-1581

Darnell Lara……………………………….……… 305-528-8886

Nick Mader……………………………………… 561-309-2428

Orlando Ramos……………………………………305-804-6918

**The Client Services/Storefront/Phones Team will consist of:**

Mary Jo Lynch, Client Services………..…………. 954-605-7955

Steve Kupchun, Storefront………….……………. 954-817-3846

Alex Vargas, Estimating………….……………….. 305-988-2609

**The Finance Team will consist of:**

Sara Novy…………………………………………..772-263-3772

Robert Cawthon…………………………………… 615-429-8542

Rodger Heckman………………………………… 954-257-7080

Robert Gonzalez…………………………………. 786-416-1202

**The IT Team will consist of:**

Carl Von Werder………………………………… 281-796-2110

Jason Barner…………………………………….. 954-256-3637

Dedicated IT

 - Adam Steinhoff……………………………….. 561-491-5725

 - Josh Hughes……………………………………561-632-6439

 - James Craft……………………………………..561-491-5746

**The Administrative Team will consist of:**

Christine Bitner…………………………………… 260-242-2411

Amanda Ganswindt……………………………….772-359-5428

Robert Cawthon…………………………………… 615-429-8542

Sara Novy…………………………………………..772-263-3772

Susan Dieter………………………………………..772-260-3349

**Returning to normal mode:**

When all equipment is made operational, the Production, Client Services and Administrative teams will coordinate with their counterparts in out of state companies, and outside vendors, to restart at Southeastern.

**Post-Hurricane – General**

Take Photographs.

Make a complete listing of physical damage to the building and contents.

Call the insurance company and/or insurance agent to file a claim.

Make a notation as to all relevant dates (evacuation, curfews, timing of storm force winds, passing of the storm, duration of power outage, phone outage, etc.)

Make a complete listing of all business impact issues, print jobs referred elsewhere, print jobs shipped out, lost contracts or opportunities due to storm contingencies, etc.

As employees return to work, distribute the Work Area Inspection Report for their completion.

Alert Accounts Payable to copy all storm-related invoices and expenses.

Alert all personnel authorized to purchase, to submit copies of purchase orders and estimates for restoration expenses.

Prepare a draft of the insurance claim as soon as possible, particularly for physical damage. The claim may have several components and a different adjustor for each (preparation, physical damage, business interruption, extra expense, mold, sewage, etc.) Be sure to clearly communicate any special insurance considerations to the areas affected; water damage versus storm damage for example, so that the Companies’ claims are not compromised.

**Post Hurricane-Unavailable Key Staff Back-Up**

If certain key staff is unavailable, personnel will be appointed to back them up.

**Christine Bitner** will be backed up by **John Egan**

**Jason Barner** will be backed up by **Carl Von Werder**

**Amanda Ganswindt** will be backed up by **Susan Dieter**

**John Egan** will be backed up by

**Mary Jo Lynch** will be backed up by

**Nick Mader** will be backed up by **Terry Gelfand**

**Robert Cawthon** will be backed up by **Sara Novy**

**Procedure:**

If a key person is unable to report for work, he/she will call his/her assigned backups.

**Key Staff Phone List-current**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Don Mader: 772.263.1090 Christine Bitner: 260-242-2411

Chuck Gerardi: 561.307.2901 Vince Pilla: 305-801-2136

Sara Novy: 772.263.3772 Mary Jo Lynch: 954-605-7955

Don Lewis: 772.528.8117 Elizabeth Zayas: 305-588-0411

Terry Gelfand: 786-586-0647 Susan Dieter: 772-260-3349

Amanda Ganswindt: 772-359-5428 Nick Mader: 561-309-2428

Jason Barner: 954-256-3637 Carl Von Werder: 281-796-2110

Steve Kupchun: 954-817-3846 Alex Vargas: 305-988-2609

Darnel Lara: 305-528-8886 Chris Mathias: 561-701-5346

Willy Riesgo 954-253-1581

**Operating:**

Once notified, the assigned backups will perform all critical functions needed for the key staff person who is missing. The same procedures will be followed as if the person was on vacation, except if phone contact is possible. It is expected that the key person stay in touch.

**Resource plan:**

As listed above, existing staff will be utilized as in backup role.

**Alternate Production Resource**

If Southeastern Printing’s Stuart facility is not operational, Coastal Printing will assist in the production of all necessary requirements. Coastal Printing will be granted access to our storefront orders via email notifications, Four51 password and hard drive back-up of storm maps during pre-hurricane preparations.

Coastal Printing

941.351.1515

1730 Independence Blvd

Sarasota FL 34234

[www.coastalprint.com](http://www.coastalprint.com)

Jim Schoff

Prepress Manager

Cell: 941.539.4288

Phone: 941.351.1515

Email: creo1@coastalprint.com

Brian McDonald

Controller

Cell:  941-725-9990

Direct:  941-359-2414

Email:  brian.m@coastalprint.com

Gail Knight

Prepress – proof assembly / QC

Cell: 941.330.5921

Phone: 941.351.1515

Email: gail@coastalprint.com

Howie Leibowitz

General Manager

Office 941-351-1515

Cell 727-494-2327

howie@coastalprint.com

**Post-Hurricane – Phone System Down**

**Objective:**

To continue operating and servicing customers if the phone system is inoperable.

**Procedure:**

Test the phone system. If the phone system is down, the Customer Service Team will coordinate operating measures.

**Operating:**

Sales staff and Customer Service team will contact customers that currently have work in house, to inform them of the phone outage, and reassure them regarding their jobs. If phone service will be interrupted for a long period of time, it may be necessary for sales staff to contact all customers and inform them of the outage.

**Resource Plan:**

Every available cell phone will be utilized. Normal operations will be resumed when phone lines are repaired.

**Post-Hurricane Core Computer System is Down**

**Objective:**

To continue operating, servicing customers, and maintaining integrity of records if core computer system is inoperable.

**Procedure:**

Upon testing after hurricane, or anytime thereafter, the core computer systems are deemed inoperable.

Each of the following will have full authority in their assigned areas:

Production-related contingency measures will be coordinated by:

Customer service-related contingency measures will be coordinated by:

Administrative-related contingency measures will be coordinated by:

**Operating:**

Production team will be responsible for coordinating the scheduling of equipment and maintaining all production records. They will begin to work off preprinted schedules, utilize “pen orders by customer” lists, that were printed out before the hurricane. Using a magnetic scheduling board, they will place each job. An additional schedule will be kept on Excel, that will be printed daily and given to customer service. All previously entered orders will be on the preprinted schedule. All new orders will be handwritten, copied and scheduled if they are to be run prior to computer coming back up. Copies will be made of handwritten orders and job tickets made. Each new order brought in will be reviewed by the scheduling staff. They are listed below:

(To be completed when hurricane watch is issued)

1. Vince Pilla

2) Carl von Werder
3) Darnell Lara

4) MaryJo Lynch

They will determine who needs copies of the orders (graphics, prepress, pressroom, bindery) and they will distribute. All orders and production records will continue to be manually kept and entered into the system when available.

The Client Services team will handle customer service requirements. They will meet daily with the scheduling staff to discuss status of orders and customer requirements.

The Administrative team will assure proper accounting/billing records are kept, for jobs produced while computer is down.

**Core Computer System is Down (continued)**

Receiving- Detailed daily receiving logs will be kept in the receiving department and organized for ease of entry once system is available.

Shipping – Manual bills of lading will be utilized.

Accounts Payable – Invoices will be sorted and matched with manual receivers and coded for ease of entry once system is available. Emergency checks will be manually prepared and signed if need be.

Cash Posting – All will be held in daily batches awaiting system availability.

Accounts Receivable – Staff will concentrate on catching up cash posting once system is available. Billing will be completely prepared for entry and batched by day.

Estimating – Will be done manually, using preprinted machine hourly rates and costs.

Purchasing – Will utilize manual purchase order system and sort for entry into the Monarch system when available.

**Resource plan:**

Resources will include the Production, Customer Service and Administrative staffs performing basically in their general areas of normal responsibility.

Overtime will be utilized if necessary.

**Procedures for returning to normal mode:**

There will be a recovery period, where all information is keyed into and updated in the core system. Again, the staff will concentrate on their usual areas of responsibility. Overtime weekend work will possibly be needed.

**Post-Hurricane – Delivery of Materials**

**Objective:**

Continue normal production without interruption caused by lack of timely delivery of raw materials.

Each of the following will have full authority in their assigned areas.

The following will be responsible for finding and arranging alternate sources of carrier services, if one or more carriers normally used, becomes unable to deliver product.

This includes ensuring that there is at least a two-week supply of all raw materials on hand, during the hurricane season.

(To be completed when hurricane watch is issued)

1. Vince Pilla
2. Carl von Werder
3. Darnell Lara
4. Terry Gelfand
5. Orlando Ramos
6. Ubaldo Perez
7. Robert Gonzalez

**Procedures:**

Team listed above will check on and monitor status of deliveries of all critical materials when the first sign of threat due to hurricane occurs. If there is a problem with depletion of materials, it will be identified and resolved before the first hurricane watch is announced.

The following materials may be involved:

1. Paper

2. Ink

3. Boxes, shipping supplies

4. Plates, and related chemicals

**Resource plan:**

In-house staff resources should be sufficient to operate.

**Post-Hurricane – Outbound Carriers**

**Objective:**

Continue delivery of finished goods to customers when one or more delivery service or carriers are not operating.

If there are problems having product delivered by one or more carriers, each of the following will be responsible for finding and arranging alternate sources of freight carrier service, if one or more carriers previously used, is unable to pick up and deliver finished goods.(To be completed when hurricane watch is issued)

1. Nick Mader
2. Terry Gelfand
3. Orlando Ramos
4. Steve Kupchun

**Procedures:**

Southeastern currently uses \_\_1\_\_ outbound carriers and \_\_1\_\_ local delivery services. In-house trucks will be used to capacity. Trucks owned by numerous staff members could also be used for certain smaller deliveries.

In-house resources should be sufficient to operate using overtime if necessary, and will be coordinated by the above staff.

When delivery capabilities by the usual carriers and delivery services have been restored, deliveries will be switched back to normal carriers.

**Post-Hurricane – Time Clock**

**Objective:**

To continue tracking employee’s hourly time for payroll purposes. Time will be kept manually. **FTE’s & TEMP Staffing**

Upon testing after hurricane, the time clock system is deemed inoperable

Each of the following will have full authority in their assigned areas:

Manual time cards will be tracked and approved by:

(To be completed when hurricane watch is issued)

1. Amanda Ganswindt/ Susan Dieter- Plant
2. John Egan- Press
3. Ray Martinez- Bindery
4. Vince Pilla- Handwork, Mailing
5. Darnell Lara- Wide Fomat, Digital, Prepress
6. Nick Mader- Shipping, Receiving, Warehouse
7. Orlando Ramos- 1000 Warehouse
8. Robert Cawthon- Accounting

HR Manager, will coordinate payroll-related contingency measures.

She will have manual time cards on hand when hurricane watch is announced.

**Procedures:**

Employee hours will be entered and tracked on manual time cards. One card will be available for each hourly employee. Cards will be distributed to appropriate supervisors, who will be responsible for keeping track of hourly employee’s time, within their respective departments. Employee will enter start and stop times and supervisor will initial.

Resources will include the existing production supervisors and HR department.

Production Team:

1. John Egan
2. Vince Pilla
3. Ray Martinez
4. Darnell Lara
5. Nick Mader
6. Orlando Ramos

HR Team:

1. Susan Dieter

2. Amanda Ganswindt

When the time clock becomes functional, there will be a return to normal operating mode.

**Post-Hurricane – Off-Site Operations**

When Post-Hurricane inspections reveal that Southeastern will not be operational for an extended period of time due to storm damage, Off-Site Operations will be required to fulfill our customer’s needs. When this is necessary our Peer Group will be our initial resource for continuing production.

The following is a list of the members of our Peer Group, owner’s names and contact information:

Prisma Graphic Bob Anderson RobertA@prismagraphic.com

Baesman Printing Rod Baesman rbaesman@baesman.com

Daily Printing Peter Jacobson pjacobson@dailyprinting.com

Mulligan Printing Jerry Kiske jerry@weprint.com

Vision Graphics Mark Steputis mark.steputis@visiongraphics-inc.com

Southwest Precision Tim Tully ttully@swpp.com

In the event we need to utilize Off-Site Operations, key staff will contact and coordinate with the above to enlist their services, identify their capacity and obtain their internal points of contact for us to communicate with on a daily or as needed basis.

Additional organizations may be considered if needed provided the following items are attended to prior to awarding the work:

A non-compete agreement is signed

Proposed vender submits samples that are evaluated and meet our quality standards

Proposed vender can meet delivery requirements

Proposed vender must be FSC certified, and submit documentation if required

As Southeastern returns to operational mode, subcontracting of work will be reduced accordingly until all operations are once again completed in house.