CNHI LLC

Updated: Apr 15, 2022

Offsite Printing Plan

Overview

A decision to print off site must be coordinated by the publisher and production manager. If you are the first to know of an emergency, please start the process by contacting one of them.

Jim Smith
Publisher
(978) 946-xxxx: office
(978) 423-xxxx: cell
(978) 373-xxxx: home

Dave Jones
Production Director
(978) 946-xxxx: office
(978) 423-xxxx: cell
(978) 373-xxxx: home

Jim and/or Dave will work with department heads to ensure that they want to print off site, when that decision is made, they contact printers to see who can accommodate our needs. It may be a combination of local printers.

Back-up Print Facilities

Portsmouth, NH
111 New Hampshire Avenue, Portsmouth NH 03801
(603) 436-1800

Name	Home #	Cell #	Department
			Circulation/Operations
			Press
			IT
			Pre-Press /Camera
			Post-Press
			Facilities
			Creative Services
			Circulation
			Publisher

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Manchester, NH
Union Leader Corporation
100 William Loeb Drive
Manchester, NH 03108-9555

Name	Home #	Cell #	Department
			Publisher
			Production Director

Norwood, MA
Gannett Offset
565 University Avenue
Norwood, MA 02062-2636

Name	Work #	Cell #	Department
			General Manager
			Production Director

Publications

In the event of an emergency, these are the primary products we would be discussing for publication:

Title	*Production & Publication*	*Circulation*	*Delivery*
Eagle-Tribune	Sunday through Saturday	45,000 copies	Morning
Salem News	Monday through Saturday	30,000 copies	Morning
Newburyport	Monday through Saturday	12,000 copies	Morning
Gloucester	Monday through Saturday	9,000 copies	Morning

These are the secondary products we would be discussing for publication:

Title	*Production*	*Publication*	*Circulation*	*Delivery*
Carriage Towne News	Monday	Thursday	27,500	Mail
NH – Let's Go	Wednesday	Thursday	26,000	Mail
Andover Townsman	Wednesday	Thursday	7,000	Morning
Haverhill Gazette	Wednesday	Thursday	7,000	Morning
Derry News	Wednesday	Thursday	6,000	Afternoon

We have other commercial and in-house publications, we can discuss but they will not be a priority in an emergency. We have other back-up plans for these products because they have a greater turnaround time.

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Production Workflow

Not all of our back-up sites are prepared to print our products on a 44" web, some may print larger sizes and we've agreed to just have larger margins. We can send full size PDFs, but some back-up sites may adjust upon receipt. We have tested pages at all offsite facilities.

Pages can be sent electronically if internet service is available, or can be brought to the individual sites that might be printing. All sites can work with both PC and Mac files. Actual file transmission will be determined in communicating with each site.

If necessary, the systems department has procedures for bringing entire editorial and ad servers to offsite locations. It is similar to Appendix H Remote Site Recovery Pan in the emergency management plan. Systems department contact numbers are listed below:

Emergency Pager	**Call First**	(978) 725-xxxx
Dave Jones	Production Manager	(978) 946-xxxx office (978) 852-xxxx cell phone

During the emergency

Production managers will be asked to continue staffing throughout the emergency. Staff may be needed if printing resumes at the home location, or staffing may be needed at the remote sites to help with packaging. Managers will coordinate transportation as needed.

The Publisher or Production Director will be the primary point of contact. If anyone is called by a remote print site, be sure to direct the call to one of these two people.

The Production Manager will be the primary point of contact with the utility companies in the event of a power outage. These numbers are programmed into his or her cell phones. The publisher will also have these numbers, if the production manager is unavailable. The publisher or production manager will provide periodic updates throughout the utility's emergency.

It is important to keep the newsrooms, circulation, and publishers abreast of the situation. This will be handled by the production manager or delegated by him or her.. It is expected they will provide updates via text message or phone every 30 - 45 minutes.

The day after any off site printing emergency, the directors and publishers should meet to review the process. Should any adjustments be made for next time?