CNHI LLC

MEMO

Production Continuity Planning Tips

The purpose of this memo is to provide some helpful tips for production sites working on their continuity plans or disaster recovery plans.

1. Contact as many printers as possible for back-up printing. Look at a radius of 2 - 3 hour drive for potential printers if necessary.
2. When contacting printers, exchange the following information with them: contact phone numbers, equipment lists, print schedules, and a list of publications and their specs. (see samples posted to the CNHI Production website.)
3. Exchange test pages and produce test plates! The first time they receive files from you shouldn't be during an emergency.
4. Map out a plan for insertion. Not all printers will be able to handle the preprints. The plan should include situations where only printing is needed, and also when printing and insertion is needed.
5. If you have advance warning that an actual emergency is coming, call all numbers on your contact list to make sure they are "live". Printing contacts change constantly, so you want to make sure you have the phone numbers you need before the emergency hits.
6. Hold meetings with all levels of staff so they understand the expectations during an emergency. People may be required to work double-shifts on short notice. Explain how they will be compensated.
7. Prior to the impending emergency, contact at least two temporary labor companies. You may need additional help during the emergency with trucking, hauling, hand inserting, etc. Contact one that is at least 30 miles away and offer to provide transportation, in case local companies are affected.
8. Go through your entire operation to review how to handle any missing piece of the operation.
    a. ad production
    b. page layout
    c. pagination
    d. film/plate making
    e. internet connection
    f. news services
    g. photo server
    h. editorial front end system
    i. circulation system
    j. top wrap / bundle system
    k. postage meter
    l. accounting systems
    m. ad order entry system
    n. press
    o. conveyor
    p. inserter
    q. quarterfolder
    r. labeling system
    s. strapper
    t. stacker
    u. HVAC system
    v. Water systems
    w. Electricity
    x. Gas
    y. Compressed air
    z. Phones

9. Review your emergency supply kits including
    a. First Aid Kits
    b. Fire Extinguishers / suppression systems
    c. Flashlights (lots of flashlights!)
    d. Emergency lighting / exit signs
    e. Tools
    f. Shut off valves (water, power, gas, air, etc.)
    g. Printed versions of all emergency plans
10. Review your own internal contact lists. Be sure you have employee phone numbers and management contacts on hand. Again, these numbers can change frequently – so check often.
11. Review the print schedule prior to the impending emergency to see what can be moved, postponed, or killed. Consider shipping some work offsite in advance, just to keep the schedule down to the essentials.
12. Befriend someone at the local utility companies that will keep you posted throughout the emergency. Utility companies can accept gifts, so don't hesitate to send them a company sweatshirt or buy them lunch prior to the emergency. This will be your lifeline during the crisis.
13. If you are lucky enough to have a UPS (uninterrupted power supply) system, be sure to check your batteries! Life expectancies vary by brand and usage, but if they haven't been replaced in the past 5 – 7 years they could fail when you need them most.
14. Continuity agreements are typically reciprocal, so be ready to help your partner printer at a moment's notice. You will expect them to do the same. If a storm is approaching their area, reach out to offer a hand before they even think to call you. It will be appreciated.
15. A complete emergency management plan can be a very lengthy and complicated document (see attached). It should contain everything from OSHA numbers, to what to do during a chemical spill, to equipment checklists, to VOC information. Be sure to have an abridged version available with just the most important information that will be needed quickly like phone numbers for offsite print locations and stats you may need to exchange with printing partners.

Most important is to review and refresh your plans annually. Contacts at your emergency print sites will almost always change, and it's good to regularly touch base with these folks to discuss your arrangement.