MAIL SERVICES DISASTER EMERGENCY PREPAREDNESS PLAN

Staff Contact:  Michael Kalstein, Director, Reprographics & Mail Services
Laura Lockett, Asst. to the Director

Department Priorities and Essential Functions

Mail Services picks up and receives mail from the USPS (United States Postal Service) and campus departments. The mail is sorted, bagged and delivered to appropriate mail stops on campus. The department also processes outgoing mail; affixing appropriate postage and delivering to the USPS.

In the event of an emergency, Mail Services can act as a liaison with the USPS in the Sacramento area to redirect the incoming mail should our own facilities be rendered unusable. In addition, Mail Services would arrange for either on-campus or off-campus storage of the mail should conditions warrant.

Distribution to the campus of memorandum can take place provided Mail Services is prepared to deliver and delivery is possible under existing conditions.

Should our equipment be damaged, Mail Services can arrange for short-term lease of equipment from our principal vendors. In the interim, depending on the extent of the emergency, mail can be shipped or delivered to other CSU campuses for metering and delivery to the USPS. CSU, Sacramento would be responsible for reimbursing these mailing costs to those campuses.

Emergency Policy

Mail Services staff will report back to work as soon as possible after an emergency, whether on-campus or off. When on-campus it is important to establish the whereabouts of all personnel. When off-campus it is important to determine when it is safe to return. There are several avenues to determine when this is feasible. First, monitoring local media (radio, television, newspaper, etc.) for information on campus closure. Second, by contacting the department directly at 278-6783 or 278-6198 to ascertain status. Third, by contacting the office of the Associate Vice President of Business and Administrative Services at 278-7344 to ascertain status.

The immediate goals of Mail Services after a disaster are:

- Determine condition of equipment and the shop’s ability to resume deliveries and mail processing.
- Determine the status of mail delivery and pick-up with the USPS.
- Advise clients on anticipated resumption of services.

**Chain of Command and Emergency Contact Information**

The Assistant to the Director is responsible for making an assessment of the emergency situation and recommending appropriate action to the Director, Reprographics & Mail Services. Should the Director be unavailable, the responsibility will fall on the next senior person who would be the Associate Vice President, Business and Administrative Services.

**Resources Available**

- First Aid Kit located on the shelf below Meter 2.
- Flashlights available: supervisor’s office, behind monitor on Director’s desk
- Battery operated radio in Director’s office.

**Operational checklists**

The following actions should be taken should time/safety allow:

- Unplug all electrical appliances, i.e. computers, copiers, metering machines.
- Move electrical main disconnect to OFF on all circuit boxes – S-1, S-2, S-3 and A/C (located in Reprographics press room near sink)
- Disconnect Postage CPU (located to the right of Meter 1), meter #1 and #2 and convey to safe area.
- Bring cell phones, battery operated radios, flashlights to safe area.

**Emergency Assembly Point**

The center of the Intramural sports field directly across the road from the Facilities Services building is the designated assembly point. In flood conditions the North end of the top floor of the parking structure (Sinclair and State University Drive West) is the designated assembly point.

**Emergency Squad Personnel**

- Rescue: Steve Bolton
- First Aid: Christopher Ponder
- Support: Randy Davis

Rev. 6/09