

REPROGRAPHICS DISASTER EMERGENCY PREPAREDNESS PLAN

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

Department Priorities and Essential Functions

Reprographics produces printed material for the University on a cost recovery basis and distributes pertinent memorandum to the University faculty and staff.

In the event of an emergency, Reprographics can act as a liaison with established printing and copy houses both within and without the Sacramento area to produce the needed material should our own facilities be rendered unusable. In addition, the graphic segment of production can be done on home computers and relayed to the printers through existing modem lines, or by disk through couriers, mail and delivery services.

Distribution to the campus of memorandum can take place provided Mail Services is prepared to deliver.

Should our equipment be damaged, Reprographics has contacts within the printing industry to secure short-term loan(s) of equipment and eventually purchase replacement equipment for long-term use.

Emergency Policy

Reprographics staff will report back to work as soon as possible after an emergency. 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 278-6198 to ascertain status. Third, by contacting the office of the Associate Vice President, Business and Administrative Services at 278-7344 to ascertain status.

The immediate goals of Reprographics after a disaster are:

- Determine condition of equipment and the shop's ability to resume production.
- Determine the status of jobs in progress.
- Organize staff to perform needed duties and services.
- Advise clients on anticipated completion and arrange delivery of their jobs

Chain of Command and Emergency Contact Information

There are clearly defined areas within Reprographics: Planning, Press, Copy, Bindery. The most senior persons available in these areas will make determinations of the emergency policy and communicate these to the Director, Reprographics and Mail Services. Should there be no person available in any given area, then the responsibilities shall be split into two sections:

- 1) Press, Bindery, Copy,
- 2) Planning;

the most senior person in a section will evaluate the area lacking. Should the Director be unavailable, the responsibility will fall on the next senior person in the areas listed above in order of listing: Planning, Press, etc.

Resources Available

- First Aid Kit located in Press area near sink.
- Flashlights available: toolbox in press area, on T/R copier, 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, presses, bindery equipment.
- Move electrical main disconnect to OFF on all circuit boxes – S-1, S-2, S-3 and A/C (located in press room near sink)
- Disconnect ASC I CPU and convey to safe area. (located in front office on desk facing wall next to Janitor's closet)
- 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 Reprographics is the designated assembly point. In flood conditions the North end of the top floor of the parking structure is the designated assembly point.

Emergency Squad Personnel

Rescue: Brian Sarantopulos

First Aid: Laura Lockett

Support: Brian Geimer