



Crisis Management Plan

Hurricane Logistics/Response Plan



Updated 2022

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Hurricane Logistics/Response Plan Community Newspaper Holdings, Inc. July 2022

Procedures/Logistics:

1. Michelle Talerico, SVP, Chief Information Officer will alert the response team when a severe weather threat is in a position to threaten a CNHI location. Talerico and/or Terrence Alexander will call the affected location to discuss the next steps of the company. They will monitor the storm and update staff members.
2. **Once a projected landfall forecast is made** by the National Weather Service (www.weather.gov), and the landfall threatens a CNHI location, Michelle Talerico and Terrence Alexander will begin planning travel and rally points with the response team and affected locations and publishers. The White Lion conference call phone number is 800-501-9384. The conference ID is 3315488.
3. **Generators and support equipment** will move into affected areas the day following the storm:
 - A. **Main Generator:** This generator will operate on either high or low voltage. Senior Management Team members will discuss where to dispatch this generator. Arrangements will be made with Clark Trucking (Jimmy Clark) to transport the generator 580-775-1842. Additionally, each publisher where the generator is being located should have a local electrician on-call to help with electrical connections to the building and generators.
 - B. **Second Generator, 200 AMP/220V:** This generator will work at some of our locations. Senior Management Team members will discuss where to dispatch this generator in case of multiple storm hits. Fuel consumption of this generator is 90-110 gallons of #2 diesel per day.
 - C. **Small portable generators** are in various locations (see inventory list attached). Depending on the hurricane path, other small generators can be picked up by the response team and delivered. These generators can run a small number of computers and lights and can be repurposed to run a small air conditioning window unit.
 - D. **Generator Back Up:** If backup generators are needed two 75W portable generators for other locations.
4. **Fuel for generators:** Publishers should attempt to make local arrangements for fuel. Clarke Trucking may be able to help deliver fuel:

Jimmy Clark 580-775-1842 (580-920-2538)

The two large generators use #2 Diesel. Check fuel type required for smaller generators.

Gasoline and Diesel Fuel: Locations should have delivery options in their emergency storm plans. Each location should attempt to find and reserve fuel before the hurricane strikes. Additionally, there may be access to 50-gallon gas barrels from Grisham Petroleum in Huntsville TX.

HURRICANE PREPARATION

5. Food/Sustenance: Locations will purchase and deliver food on an as-needed basis to stricken locations.

Food supplies include:

Fresh fruit	Juice boxes
Velveeta cheese	Granola and trail mix
Bread	Pop open canned goods
Packs of non-refrigerated tuna and chicken	Water
Pepperoni	Pop tarts
Ritz and saltine crackers	Pudding cups
Peanut butter and jelly	Pita chips
Individual bottles/pouches of Gatorade	

Supplies

- Baby wipes
- Paper plates, paper towels and utensils
- Toothbrushes, toothpaste, nail clippers, soap
- Garbage bags

Staging of Supplies for affected location

HURRICANE PREPARATION

Note: When delivering food, remember that refrigeration space will be at a minimum. Ice will be needed to keep some food cool. Food should be healthy, with a variety of fruits and vegetables. Most meats and meals will be cooked on propane grills. In many cases, families of employees may be in need of diapers, over-the-counter medications, baby wipes and other personal sanitation items. The emergency response team will contact the locations for a list of needed items. Special needs may include prescription medication, special food, clothing, sleeping bags or blankets, etc. for emergency shelter.

Additionally, each location that is in the possible path of a hurricane, should secure non-perishable food items (bottle water, snack crackers, fruit, power bars, etc.) and other materials listed above in case electrical and water services are disrupted.

It is also advised that flashlights, electrical inverters/adapters (that can be used in cars), batteries, and battery back-up units are available at each location in the path of the storm.

6. Cash/Payroll: Michelle Talerico will work with CNHI's HR department to insure payroll is delivered in a form the employees can use (direct deposit will not work if power is unavailable). If needed checks will be relayed from CNHI to the location. Locations can get cash ahead of the storm by writing a local check; get the approval of CNHI Senior Management as soon as possible to make this happen.

7. Equipment Inventory and Location: (see attached)

* Contact Michelle Talerico or Terrence Alexander about tools necessary for primary repairs including chain saws, cable cutters, bolt cutters, axes, chains and cutting equipment.

8. Communications: All e-mail communications should be shared with the hurricane team members. Each location is required to have a phone tree for each employee. Emergency phone and e-mail contact information will be given to all employees should evacuation become necessary or be ordered. In case of a major event at any location, we may require the primary or backup phone contact location be set up at another location. The phone tree is to be shared with Michelle Talerico for back up purposes. Program your satellite phone with key contact information. Check your SAT phone charge at the beginning of each month.

9. Access: Publishers are responsible for acquiring appropriate civil defense or emergency passes Michelle Talerico and Terrence Alexander in case of mandatory evacuation. If we cannot get in, we cannot help. This should also be done for key location personnel.

10. Backup location: Each location should have a backup work location planned with either a sister location, local authorities, i.e. law enforcement, community college or power company. This location should be equipped with computers and internet access to insure the capability of positioning information online and to transmit information to a print facility for publishing a newspaper.

11. Manpower: Michelle Talerico will coordinate with Matthew Gray and senior management for assistance from newspapers so that we have fresh employees manning our locations and assuring the continuation of our businesses. All departments and Bill Ketter will be informed once a storm is heading our way so they can help prepare.

12. Online: Online team will assist the locations in the posting of news and photos from the affected areas and will create and execute "Resident Bulletin Boards" for each paper. This feature will enable residents and family and friends to post a note for all to see. Karl Sherman will assist.

Finally, this logistics plan is not intended to, nor can it substitute for, outstanding planning and execution at the location level. Every publisher is responsible for the execution of the site storm plan. This document is intended to show the support and manpower available to assist in the continuation of business for our locations. As a storm approaches, a series of conference calls with senior management, publishers and other corporate or local staff members will be scheduled accordingly.

Pre-Hurricane Checklist

- Safety of our employees is priority number 1.

HURRICANE PREPARATION

- ◇ If needed, in most cases, our newspaper building is a short-term safe haven for employees displaced by the storm.
- ◇ Remember to:
 - Inform fellow workers if someone is leaving a secure location prior, during or after the storm, and maintain regular contact.
 - Each location should maintain contact information of employees who are remaining in the area or where they are evacuating.
 - Secure emergency internet access if possible, including USB modems that can be used with laptops.
 - Electrical power – due to possible power surges, the shutdown of computers and equipment must happen in an orderly procedure.
 - Charge cell phones, portable computers and other equipment prior to the storm for use during or after the storm.
- Rallying locations for each individual site.
 - ◇ Secure working sites for newspaper personnel if the building loses power or becomes inoperable.
 - ◇ Location teams – determine who & how they will operate. What equipment will be needed – computers, back-up drives, etc. - and possible accommodations (motel rooms).
- Secure cash for business operation (keep receipts & track all spending).
- Secure a “personal” e-mail address for all staffers (xxxx@gmail.com or xxxx@yahoo.com, etc.). At least get them for key staff members. However, publishers should encourage key staff members to get this type of e-mail address from their direct reports too. These may be the only e-mail addresses that can be accessed if the location’s e-mail is down. These can be accessed from any computer, anywhere (especially important if staff has evacuated out of the region to a safe area and you need to get messages to them), that can get Internet access.
- Non-perishable foods (including fruits, water, crackers, snacks, etc.).
- Gas up all vehicles and store some fuel for generators.
- Back-up equipment and materials for locations that might be without electricity should include: generators, power Inverters to convert car power to AC power, computers, flash lights, battery packs, batteries, battery chargers, dry clothes, personal sanitary products, hand sanitizer, plastic garbage bags, first-aid kit, fans and sleeping materials for a shelter area.
- Prepare a temporary print schedule for all print locations, including back-up locations with contact information.
- Pre-storm back-ups
 - ◇ Vision Data or other back-up of financial systems (what locations need to be backed-up and who is doing the back-up).
 - ◇ All locations in path of storm need to back up ads and page templates.
 - ◇ Load ads on backup drives and FTPs sites where necessary (if you do not have an FTP site address, contact Montgomery IT).
 - ◇ Secure equipment to prevent possible storm damage, including water damage – raise equipment off the floor and turn off.
- Keep all newspaper websites updated on a regular basis (might be the only communication source for local residents, especially those who leave the area).
 - ◇ Identify back-up locations that can update website information for locations that are without power or internet access.
- Satellite Phones – See attached SAT phone list to obtain closest SAT phone.
- Off-site Resources – Locations outside storm path to provide needed assistance.

After-The-Storm Checklist:

- Implement disaster plan, if necessary, due to storm damage.

HURRICANE PREPARATION

- Make sure all employees are accounted for including, if possible, those located off-site.
- Stay away from any downed electrical lines.
- Be aware of rushing water and the possible road “wash-outs” that might be hidden in newly created waterways.
- Inspect newspaper building for damage and secure if necessary, including equipment. Also, check overall safety of the facility: electrical, slip and fall hazards, equipment malfunction, utility connections, hazardous chemical spills or leaks, HVAC and broken windows.
- Take many photos of any damaged areas and check/account for inventory.
- Do not consume water from regular drinking sources unless you know it is safe.
- If electrical services are available, make sure it is safe to power-on equipment – this should be done in an orderly manner, and all equipment should not be turned on at one time.
- Maintain contact with CNHI home office staff and rallying point locations on a regular basis if location or area has experienced storm damage.
- Contact insurance broker where appropriate after discussions with Michelle Talerico.

HURRICANE PREPARATION

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CNHI Global Satellite Phone Communications Guide

This guide is intended to get you up and running quickly using the CNHI Satellite Communication Phone (SAT) Phone.

Once your Iridium SAT phone is charged, it is ready for your use. Please read the safety information along with operating instructions in the phone's manual. The power button is located on the top of the phone. To turn the phone ON push and hold this button until the screen lights up. To operate the phone you must be outside and have a clear unobstructed view of the sky. Extend the antennae to give the phone the optimum line of sight to the satellite.

To place a call, dial 001 and the phone number including area code (example: a call to Michelle Talerico would be 001 205 821 4699 to her cell or 001 334 293 5814 to her desk)

To place a call to another SAT phone, dial 00 and the 8816 number.

Tech Support contact and user manuals are all provided in the phone case if you find yourself in any need of additional support assistance.

Make sure your SAT phone "phonebook" has the following important numbers listed in it.

CNHI SAT Phone	00 8816 2143 4300	
Michelle Talerico	001 334 293 5814	001 205 821 4699 cell
Huntsville	8816 2143 4302	
Valdosta	8816 2143 4305	
So. GA Printing	8816 2143 4298	

The phone case is water tight, shock resistant and pressure regulated if you fly or otherwise enter into other high altitude or extreme temperature changes with the phone.

There are AC wall adaptors included for recharging the unit from normal electrical circuits. There is also a solar power battery pack in the event normal landline power is not available to recharge your phone. Check the charge on your solar charger. You can recharge any rechargeable battery system with the proper power adaptor, many of which are also included in the case. The one needed to recharge the "SatCom" Phone is the cigarette lighter adaptor and plug adaptor that mates with it. You will be able to fully recharge the SatCom phone 3 times with a fully charged solar battery pack. If power is still unavailable, the solar fins can be expanded to utilize the sun to recharge the battery pack. The suction cup is used to affix this device to a window to get the best recharge rate. AC Wall adaptor is also available to recharge the solar charger if needed.



CNHI Publisher's Contact List

CNHI Publisher List						
Location	St.	Publication Name	Publisher	Office	Cell	Email
Athens, Ala.	AL	The News-Courier	Katherine Miller	256-232-2720 x105	417-439-8101	katherine@athensnews-courier.com
Cullman	AL	The Cullman Times	Katherine Miller	256-232-2720 x105	417-439-8101	katherine@athensnews-courier.com
Pell City	AL	Pell City St. Clair News-Aegis	Katherine Miller	205-884-2310	417-439-8101	katherine@athensnews-courier.com
Dalton	GA	Daily Citizen-News	Jeff Mutter (GM)	706-272-7700	706-483-3959	jmutter@cnhi.com
Milledgeville	GA	The Union - Recorder	Keith Barlow	478-453-1441	478-454-6389	kbarlow@unionrecorder.com
Moultrie	GA	Observer	Laurie Gay (GM)	229-985-4545 x1711	229-921-0047	Laurie.gay@gafnews.com
Thomasville	GA	Thomasville Times Enterprise	Tammi Mott (GM)	229-226-2400 x1824	(229) 254-9457	Tammi.Mott@gafnews.com
Tifton	GA	Tifton Gazette	Laurie Gay (GM)	229-244-1880	229-921-0047	Laurie.gay@gafnews.com
Valdosta	GA	Valdosta Daily Times	Jack Robb	229-244-3400 x1206	229-561-0165	Jack.Robb@gafnews.com
Valdosta	GA	Printing Office	Monte Kilcrease	229-219-0230 x1402		monte.kilcrease@gafnews.com
Clinton	IA	Clinton Herald	Ron Gutierrez	563-242-7101 x142	563-249-7489	rgutierrez@cnhi.com
Oskaloosa	IA	The Oskaloosa Herald	Ron Gutierrez	641-672-2581 x413	563-249-7489	rgutierrez@cnhi.com
Ottumwa	IA	Ottumwa Courier	Ron Gutierrez	641-683-5365	563-249-7489	rgutierrez@cnhi.com
Danville, Ill.	IL	Commercial News	Amy Winter	217-477-5111	304-208-1138	awinter@dancomnews.com
Effingham	IL	Effingham Daily News	Amy Winter	217-347-7151 x112	304-208-1138	awinter@dancomnews.com
Shelbyville	IL	Shelbyville Daily Union	Amy Winter	217-774-2161	304-208-1138	awinter@dancomnews.com
Anderson	IN	Herald Bulletin	Robyn McCloskey	765-640-2307	317-345-5149	robyn.mccloskey@indianamediagroup.com
Goshen	IN	Goshen News	Doug McAvoy	574-349-6071	574-370-7762	doug.mcavoy@goshennews.com
Greensburg	IN	Greensburg Daily News	Natalie Acra (GM)	812-651-0884		natalie.acra@greensburgdailynews.com
Jeffersonville	IN	News and Tribune	Bill Hanson	812-206-2134	812-850-0417	BHanson@cnhi.com
Kokomo	IN	Kokomo Tribune	Robyn McCloskey	765-454-8563	574-727-0326	robyn.mccloskey@indianamediagroup.com
Lebanon	IN	Lebanon Reporter	Amy Winter	217-477-5111	317-345-5149	awinter@dancomnews.com
Logansport	IN	Pharos Tribune	Robyn McCloskey	574-732-5133	574-727-0326	robyn.mccloskey@indianamediagroup.com
New Albany	IN	News and Tribune	Bill Hanson	812-944-6481	812-850-0417	BHanson@cnhi.com
Terre Haute	IN	Tribune Star	Robyn McCloskey	812-231-4297	574-727-0326	robyn.mccloskey@indianamediagroup.com
Washington	IN	Washington Times Herald	Amy Winter	812-254-0480 x127	304-208-1138	awinter@dancomnews.com
Parsons	KS	Farm Talk	Robin Phelan	620-421-9450	620-805-9879	robin@farmtalknewspaper.com
Ashland	KY	Daily Independent	Lisa Callahan	606-326-2601	606-571-1062	LCallahan@cnhi.com
Corbin	KY	Times Tribune	Mark Walker	606-528-2464 x30	859-319-1478	mwalker@sentinel-echo.com
Glasgow	KY	Glasgow Daily Times (Digital Only)	Open			
London	KY	SE KY Publishing	Mark Walker	606-864-8988	859-319-1478	mwalker@sentinel-echo.com
London	KY	The Sentinel-Echo	Mark Walker	606-878-7400 x14	859-319-1478	mwalker@sentinel-echo.com
Richmond	KY	Richmond Register	Gary Tyler	859-624-6682	502-548-6181	gtyler@richmondregister.com
Somerset	KY	Commonwealth Journal	Mark Walker	606-678-8191 x105	859-319-1478	mwalker@sentinel-echo.com
Andover	MA	Andover Townsman	John Celestino	978-946-2110	609-289-6306	john.celestino@niagara-gazette.com
Beverly (Salem)	MA	Salem News	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
Derry	MA	Derry News	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
Gloucester	MA	Gloucester Daily News	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
Haverhill	MA	Haverhill Gazette	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
Kingston	MA	Carriage Towne News	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
Newburyport	MA	Daily News	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
North Andover	MA	Eagle-Tribune	John Celestino	978-946-2110	609-289-6306	jcelestino@northofboston.com
Cumberland	MD	Cumberland Times News	Rob Forcey	301-784-2514	614-314-9168	rforcey@tribdem.com
Traverse City	MI	Traverse City Record Eagle	Paul Heidbreder	231-933-1403	517-605-9645	pheidbreder@record-eagle.com
Mankato	MN	The Free Press	Steve Jameson	507-344-6310	507-525-4744	sameson@mankatofreepress.com

CNHI Publisher's Contact List

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Location	St.	Publication Name	Publisher	Office	Cell	Email
Joplin	MO	The Joplin Globe	Dale Brendel	417-627-7291	816-225-7502	publisher@joplinglobe.com
Meridian	MS	Meridian Star	Jack Robb	601-693-1551 x3202	229-561-0165	Jack.Robb@gaffnews.com
Brevard	NC	The Transylvania Times	Sharon Sorg		724-979-2660	ssorg@sharonherald.com
Lockport/Albion	NY	Lockport Union Sun & Journal	John Celestino	716-439-9222	609-289-6306	john.celestino@niagara-gazette.com
Niagara Falls	NY	Niagara Gazette	John Celestino	716-282-2311 x2280	609-289-6306	john.celestino@niagara-gazette.com
Oneonta	NY	Daily Star	Fred Scheller	607-441-7214	570-898-8383	fscheller@thedailystar.com
Plattsburgh	NY	Press Republican	John Celestino	518-565-4130	609-289-6306	john.celestino@niagara-gazette.com
Ashtabula	OH	Star Beacon	Sharon Sorg	440-994-3249	724-979-2660	ssorg@starbeacon.com
Ada	OK	The Ada News	Maurisa Nelson	580-310-7502	580-310-8953	mnelson@theadanews.com
Chickasha	OK	The Express Star	Open	405-224-2600		
Claremore	OK	Claremore Daily Progress	Ed Choate	918-341-1101 x227	918-421-2010	publisher@MuskogeePhoenix.com
Corsicana	OK	Corsicana Daily Sun	Jake Mienk	903-872-3931 x239	903-780-6293	jmienk@palestineherald.com
Duncan	OK	The Duncan Banner	Crystal Childers (GM)	580-255-5354	580-606-2436	addressor@duncanbanner.com
Enid	OK	Enid News and Eagle	Cindy Allen	580-548-8135	580-977-9738	publisher@eniidnewsandeagle.com
McAlester	OK	McAlester News - Capital	Reina Owens	918-421-2006	(918) 421-2010	rowens@mcalesternews.com
Muskogee/Ft. Gibson	OK	Muskogee Daily Phoenix	Ed Choate	918-684-2828	(918) 351-9046	publisher@MuskogeePhoenix.com
Norman/Moore	OK	The Norman Transcript	Jeff Hayden	405-366-3590	814-434-0474	jhayden@normantranscript.com
Pauls Valley	OK	Pauls Valley Democrat	Maurisa Nelson	405-238-6464 x104	580-310-8953	mnelson@theadanews.com
Stillwater	OK	Stillwater News Press	Rob McClendon	405-372-5000 x290	405-612-6080	RMcClendon@stwnewspress.com
Stilwell/Westville	OK	Stilwell Democrat	Joe Mack (GM)	918-696-2228		
Tahlequah	OK	Tahlequah Daily Press	Brenda Adams	918-456-8833	740-974-5644	publisher@tahlequahdailypress.com
Woodward	OK	Woodward News	Sheila Gay	580-256-2200 x280	580-254-1313	sgay@woodwardnews.net
Grove City	PA	Allied News	Sharon Sorg	724-458-5010	724-979-2660	ssorg@sharonherald.com
Johnstown	PA	The Tribune Democrat	Rob Forcey	301-784-2514	614-314-9168	rforcey@tribd.com
Meadville	PA	The Meadville Tribune	Heidi Gebhardt (GM)	814-724-6370 x261		hgebhardt@meadvilletribune.com
New Castle	PA	New Castle News	Sharon Sorg	724-654-6651 x648	724-979-2660	ssorg@ncnews.com
Sharon	PA	Sharon Herald	Sharon Sorg	724-981-6100 x231	724-979-2660	ssorg@sharonherald.com
Sunbury	PA	The Daily Item	Fred Scheller	570-988-5466	570-898-8383	fscheller@dailyitem.com
Crossville	TN	Crossville Chronicle	Bill Atkinson	931-456-4112	931-210-4125	batkinson@crossville-chronicle.com
Athens, Texas	TX	Athens Daily Review	Lange Svehlak	903-675-5626	903-286-0357	lsvehlak@athensreview.com
Cleburne	TX	Cleburne Times Review	Lisa Chappell	817-558-2855 x2301	903-268-6447	publisher@heraldbanner.com
Gainesville	TX	Gainesville Daily Register	Sarah Einselen (GM)	940-665-5511 x13	419-989-8202	editor@gainesvilleregister.com
Greenville	TX	Herald - Banner	Lisa Chappell	903-455-4220 x345	903-268-6447	publisher@heraldbanner.com
Huntsville	TX	The Huntsville Item	Jake Mienk	936-295-5407 x3019	903-780-6293	jmienk@itemonline.com
Jacksonville	TX	Jacksonville Daily Progress	Jake Mienk	903-586-2236	903-780-6293	jmienk@palestineherald.com
Palestine	TX	Palestine Herald-Press	Jake Mienk	903-729-0281 x228	903-780-6293	jmienk@palestineherald.com
Weatherford	TX	Weatherford Democrat	Lisa Chappell	817-594-7447 x237	903-268-6447	publisher@heraldbanner.com
Beckley/Montgomery Herald	WV	Register-Herald	Terri Hale (GM)	304-255-4402	304-887-8999	thale@bdtonline.com
Bluefield/Princeton	WV	Bluefield Daily Telegraph	Terri Hale (GM)	304-327-2840	304-887-8999	thale@bdtonline.com
Fairmont	WV	Times West Virginian	Terri Hale (GM)	304-677-7588	304-887-8999	thale@bdtonline.com
Oak Hill	WV	The Fayette Tribune	Terri Hale (GM)	304-442-4156	304-887-8999	thale@bdtonline.com

CNHI Disaster Emergency Equipment List

Item	# Available	Details	Location	Notes
AC Units	1	(Cools 200 sq. feet.	Norman	Confirmed
Freezer	2	Small chest freezer 4.5 cf ea.	Palestine	Confirmed
Generator	1	Portable, size unknown	Enid, OK	Confirmed
Generator	1	Main 22kwh at 220 or 440 with trailer (new tires 9/7/17)	Norman OK	Pat Robinson will move when necessary
Generator	1	Portable, 5500 W	Richmond, KY	Confirmed
Generator	2	6,000 watt	Valdosta, GA	Confirmed
Generators	2	Husky 5,000 W	Norman	Confirmed
Portable Power Inverters	4	Small, cigarette lighter kind (4)	Montgomery (SVP/Circ)	For charging laptops, etc.
Solar Cell Charger	2	USB & 12-volt solar charger	Montgomery (SVP/Circ)	Can power/charge phones, cameras, etc
Generator	1	Montgomery - Matthew Gray	Matthew Gray	Confirmed
Two-Way Radios	4	Suitable for short-range comm	Montgomery	Confirmed
Satellite Phones				
		SAT Phone Location		
		Dial "Relay #" First		
Satellite Phone		Montgomery AL 1-480-768-2500	At prompt, enter	8816.2143.4300
Satellite Phone		Huntsville, TX 1-480-768-2500	At prompt, enter	8816.2143.4302
Satellite Phone		Unassigned 1-480-768-2500	At prompt, enter	8816.2143.4303
Satellite Phone		Valdosta, GA 1-480-768-2500	At prompt, enter	8816.2143.4305
Satellite Phone		So. GA Printing 1-480-768-2500	At prompt, enter	8816.2143.4298
*Caution: Dialing satellite phones directly requires international access on caller's phone. And rates can be as high as \$12 per minute!				
			E-mail Satellite Phone:	* If calling SAT-SAT dial:
			881621434300@msg.iridium.com	00 881.6.2143.4300
			881621434302@msg.iridium.com	00 881.6.2143.4302
			881621434303@msg.iridium.com	00 881.6.2143.4303
			881621434305@msg.iridium.com	00 881.6.2143.4305
			881621434298@msg.iridium.com	00 881.6.2143.4298

Preparedness Action Item Checklist 2022

Weather and Other Natural Event Preparedness Checklist

Action Item	Status OK	Not OK	Determined By	Date	Time	Status Update OK	Not OK	Determined By	Date	Time	
Planning Tasks											
Create Phone Tree & e-Mail lists											
Review Dept Head Responsibilities											
Check emergency supplies											
Check list of needed supplies											
Identify & meet with aid partners											
Check building emergency lights											
Annual review of Phone Tree											
Pre-vent Preparation											
Review Your Emergency Plan											
Make and distribute copies & forms											
Check inventories											
Stock drinks & non-perishable foods											
Contact mutual aid partners											
Check building emergency lights											
Check needed supplies											
Windows/doors secured											
Production equipment covered											
Newsprint covered											
Sandbags if flooding possible											
Fill vehicles with fuel											
Credentials for outside help											
Cash handling procedure											
Computer systems secured											
Notes											

Preparedness Action Item Checklist 2022

Action Item	Status		Determined By	Date	Time	Status Update		Determined By	Date	Time
	OK	Not OK				OK	Not OK			

Planning Tasks, Continued

Raise items off floor										
Anticipate roof leaks										
Check building exterior										
Cameras for insurance pictures										
Make necessary alert calls										
Set up payroll payables plan										
Turn off utilities										
Advise suppliers and CNHI re: plans										

Notes

Preparedness Action Item Checklist 2022

Post-Event Response

Action Item	Status	Not OK	Determined By	Date	Time	Status	Update	Not OK	Determined By	Date	Time
	OK	Not OK				OK	Not OK				
All employees accounted for											
Loss of Property											
Injuries											
Fatalities											
Check building safety											
Utility connections											
Natural gas leaks											
Structural damage											
Slip and fall hazards											
Visible equipment damage											
Chemical spills											
Fuel tanks											
Electrical systems											
HVAC											
Area utilities											
Electricity											
Telephone											
Cell phone											
Internet Access											
Natural gas											
Water											
Sewer											
Local suppliers											
Notes											

Preparedness Action Item Checklist 2022

Action Item	Status OK Not OK	Determined By	Date	Time	Status Update OK Not OK	Determined By	Date	Time
Immediate Needs								
Food								
Bottled water								
New clothing								
Porta Potties								
Cash								
Generators								
Rental vehicles								
Satellite phone								
Help from sister papers								
Equipment Needed								
Fans								
Dehumidifiers								
Fuel and fuel containers								
Shop Vacuum								
Squeegees								
Hand trucks								
Internal systems								
Ad computers								
Composing								
Accounting								
News								
Circulation								
Notes								

Preparedness Action Item Checklist 2022

Action Item	Status		Determined By	Date	Time	Status Update		Determined By	Date	Time
	OK	Not OK				OK	Not OK			
If damage: Take pictures Inventory all damaged property Write down serial numbers										
If this is a Print site Pre-press functional Press functional Mailroom functional Newsprint damage										
If not a Print Site Contact with print site Are they up and running Mailroom functional Distribution issues										
Community Infrastructure Gas/diesel fuel available General commerce functioning										
News Coverage Adequate staff for coverage Wire access Able to post to web										
Notes										

Preparedness Action Item Checklist 2022

Action Item	Status		Determined By	Date	Time	Status Update		Determined By	Date	Time
	OK	Not OK				OK	Not OK			
Circulation										
Roads passable										
Staff available										
Status of contractors										
Free e-edition access										
Online/Internet										
Site functioning										
National ads										
Accounting										
When is next payroll										
Banks functioning										
Live checks in lieu of direct deposit										
Cash employee checks										
When next carrier checks										
Banks functioning										
Live checks in lieu of direct deposit										
Cash carrier checks										
Site Specific Concerns										
Notes										



Weather and Other Natural Event Preparedness

Planning

Good planning will facilitate rapid, coordinated and effective response to an emergency. Preparation, communication and planned procedures are essential when managing a crisis. The senior manager at each location is responsible for making sure the Crisis Management Plan has been reviewed annually, is complete and up to date. Review the Planning section and the Pre-Event Preparation and Strategy section with the location's Crisis Management team. Determine who will be responsible for each task and list their name next to the task. Each team member must report to senior management concerning how their tasks will be completed. Planning Tasks must be completed now.

Weather and Natural Events to prepare for include:

- Hurricane
- Tornado
- Nor'easter
- Flood
- Fire
- Earthquake
- Lightning Storm
- Ice/Freezing

Planning Tasks

Create Phone Tree and Email Lists

If you do not have an employee phone tree/email list, create a list immediately. These may be the only e-mail addresses that can be accessed if the location's e-mail is down. This list will be reviewed annually for accuracy and adjusted throughout the year as needed. The employee phone tree/email list will be broken down by department. Each department head will maintain the department's list. Do not list a phone number or email address if the employee does not want them listed. Store a master copy of the list with the publisher, business manager and the SVP of Risk and Safety. Keep copies in emergency/crisis plan in plan binders.

If cell phone towers are down and electricity is out, how will you communicate with family, authorities, employees and the company? If you can find someone with a satellite phone, ask if you can use the phone to make contact with CNHI.

Store emergency action plans with the publisher, with each department head at their desk and in their home and in the location shelter area (or take it to shelter when an emergency arises).

Also, store a copy of the plan in your shelter area.

Add these names and phone numbers of contacts to your phone list.

- CNHI COO
- Corp. contacts for all departments
- Michelle Talerico, 334-293-5814, 205-821-4699 cell
- Terrence Alexander - 205-757-6740, cell
- Bank
- Local fuel supply-set up an account if you may need the large generator.



Weather and Other Natural Event Preparedness

- Mutual aid and assistance-Identify other business that can print and you can relocate to in case your facility is down. Identify an alternate printing location in case the first choice was affected by the event.
- Utility companies
- Electrician
- HVAC service company
- Water damage cleaning and restoration company (ex. Serv Pro)
- Contractors
- Roofer
- Plumber
- Window/Glass company
- Dumpster company
- Hazardous chemical clean up company (Safety Kleen, Heritage Crystal Clean)
- Temporary worker company
- Hardware stores

Employee Responsibilities-Review the list below with department heads to determine candidates for completing the tasks. Decide what actions will be necessary to protect employees and property. Delegate these responsibilities to employees and ask them to report back to the publisher with the results by the deadline.

Check phone list accuracy annually

If the event could affect employees ask them to check their home emergency plans and supplies.

Employees and their families should be directed to seek shelter away from company property if severe weather is imminent.

Check supplies that may be needed. Where will they come from and where will they be stored?

Drinking water in the shelter	Plastic sheeting and plastic garbage bags to cover electronics
Flashlights, batteries and cameras	Non perishable food supplies (see list)
Sandbags	Plywood for windows and doors, hammers, screws
Generator and fuel	Wet vac
Tools, gloves	Coolers for food and drink storage.
Fire extinguisher	Radio
First aid kit and whistle	
Solar chargers, chargers and electricity converters for battery powered tools, phones and laptops	
Survey employees for internet cards, data sticks, air cards, solar chargers etc that can be used if electricity is interrupted	

Identify and meet with mutual aid and assistance partners

Reach an agreement with another local company or organization from which you could operate if your facility is inoperable. Do they have a generator, a back up fuel source, satellite phones and wireless internet? Would they be able to support your needs? List possible needs to review with the partner.

Review your plans for the different events that might happen. Swap contact information of the persons responsible for keeping communications open between both companies. Set an annual meeting date to review plans and contacts.

Check building emergency lights

Test emergency lights each month to make sure they are operable.



Pre Event Preparation and Strategy

Once a weather or natural crisis is forecast, meet with your team and follow through with the plan identified for the forecasted event. Assign each task to a specific employee. Assign a deadline for each task.

Review EAP

Check phone numbers, contacts and notify alternate print sites of the possibility of needing services.
What phone numbers need to be exchanged?

Give copies of the following to department heads and key personnel:

- Employee phone tree
- These procedures
- Forms for recording losses
- Forms for documenting employee time after the event
- Important phone numbers

Check Inventories

Press room

News print, inks, chemicals, plates, water, oil, tools, polyethylene to cover newsprint.

Mail room

Office supplies

Contact Mutual Aid Partners

Review your plans for the coming days with them and ask them to review their plans for the coming days with you. Confirm your plan status with mutual aid partner as needed until the event occurs. Confirm contact information.

Check building emergency lights to make sure they are operable.

Emergency supplies

Emergency plan/crisis management plan, water, batteries, flashlights, emergency lights with charged batteries, charged cell phones, prepackaged food and blankets are a few supplies to have on hand.

Check supplies that may be needed:

- | | |
|--|--|
| Water in shelter | Rolls of polyethylene to cover news print or equipment |
| Flashlights, batteries and cameras | Non-perishable food supplies (see list) |
| Sandbags | Plywood for windows and doors, hammers, screws |
| Generator and fuel | Wet vac |
| Tools, gloves | Coolers for food and drink storage. |
| Fire extinguisher | Radio |
| First aid kit and whistle | Plastic sheeting and plastic garbage bags to cover electronics |
| Solar chargers, chargers and electricity converters for battery powered tools, phones and laptops | |
| Survey employees for internet cards, data sticks, air cards, solar chargers etc that can be used if electricity is interrupted | |

Windows/Doors

If there is a high probability that the event will damage windows and doors, arrange for them to be boarded over.

Production equipment

Protect production equipment from potential rainwater by covering it with heavy-duty polyethylene. Buy a roll of poly the width and length to cover your equipment.



Cover newsprint

If there is a chance newsprint could be damaged, take steps to cover the news print with polyethylene.

Sandbags

Place sandbags where floodwaters could possibly enter the building.

Fill vehicles with gas

If electricity goes out, there may be no way to pump gasoline. If company vehicles will be filled before the event, who will do this?

Credentials

Acquire credentials for out side help to enter the area. Who will do this and communicate completion back to the publisher?

Cash

If there is no electricity, you may have very few ways to make transactions except for using cash.

The publisher should make these arrangements and keep the cash?

Computer System

Back up the computer system and arrange to keep back up tapes in a secure location that can be accessed after the event. Protect electronic equipment.

- Unplug equipment

- Raise all computers off the floor. (Pallets can be used for this.)

- Cover equipment with plastic sheeting or heavy-duty plastic bags

Raise items that need to be protected from potential floodwaters and roof leaks

- Files may need to be covered with plastic sheeting

- Equipment may need to be covered

Check outside the building for loose chairs, tables, equipment etc.

Cameras

Make sure cameras are available to take pictures of damage for insurance purposes after the storm passes.

Take pictures of all damages and unusual conditions. We will need to provide proof of damages to the Insurance company.

Make phone calls to:

- Your electrician to let them know you will need help if power goes down.

- Local cleaning company that restores property after water damage to ask them to come by after the storm and give you a quote on clean up (Example: Service Masters and ServPro).

- Try to get certificates of insurance ahead of time if possible. Willis can help with this.

Scheduled Weekly Duties-payroll, payables

Meet with department heads to list duties for pre event and post event? What forms may be needed?

How will these tasks be completed if electricity and internet is off?

Turn off utilities

Will the utilities need to be turned off at the main switches to prevent electrical surges on equipment, and gas leaks if pipes are damaged during the event? Who will be responsible for this task? Does a professional need to be called in to handle this?

Check with suppliers and neighboring CNHI facilities and senior managers concerning your plans.



Response-Post Event

Check overall safety of the facility before allowing employees back to work. Assess the building condition from a distance. Do not allow smoking or cell phone use before the site is checked for natural gas leaks. Utility professionals may be needed to determine safety levels. After the area is safe, pictures should be taken of all damages and unusual conditions.

- Check utility connections to the building and look for downed power lines
- Watch for slip and fall hazards-Wet material and debris
- Is there visible equipment damage?
- Check for structural damage, overhead fall hazards
- Chemical spills or leaks (blanket wash, ink, etc.)
- Watch for broken windows, splintered wood, exposed nails and other hazards

Use the damage assessment below to evaluate the facility and conditions. If possible call VP of Risk and Safety or SVP of Circulation after the assessment has been done. They will need thorough information to put support actions into motion.

What equipment will be needed to restore the facility to operation?

- Fans to dry the office space-restoration company
- Dehumidifiers to dry the office space-restoration company
- Generators-CNHI and restoration company
- Fuel and fuel containers
- Shop vacuum-restoration company
- Squeegees-restoration company
- Hand trucks-restoration company

Natural Gas

Be alert to the possibility of a natural gas leak. Do not allow smoking or cell phone use until you are certain there are no leaks. Do not start generators if you suspect a natural gas leak.

Fuel Tanks

If fuel is needed to run a generator you may need a fuel tank. Bonding and grounding of portable gasoline containers may be necessary.

Electrical System

You may need to call in an electrician to inspect the electrical system and insure it is operable.

HVAC system

You may need to call a technician to assure proper operation.

Before attempting to start equipment the most qualified knowledgeable employee should inspect the equipment and the area for possible hazards. Look for objects that may have been blown into the equipment.

If you have flood damage

If an area can be dried out in 24 hours, property damage will be lessened significantly.

If you have damage

- Take inventory of all damaged property. Use forms to document all damages.
- Take pictures of all damaged equipment, inventory, and property.
- Write down serial numbers to match up with pictures.
- Do not throw damaged equipment away until authorized to do so.



Business Continuity

Facility Evaluation

What utilities are operable?

Electricity	Y	N
Internet	Y	N
Phone	Y	N
Cell phone	Y	N
Gas	Y	N
Water	Y	N
Sewer	Y	N

Is the sprinkler system open and flowing?	Y	N
If the sprinkler system is flowing, is it due to a fire?	Y	N
Has the fire department checked the building?	Y	N
Can the sprinkler be turned off?	Y	N

Damage assessment of the facility and equipment (Use this to make note of conditions.)

- Are power lines down around the building?
- Can you smell gas leaks? If so, do not go any further? Gas leaks are very dangerous. Do not use your cell phone. Do not smoke. Do not start a generator. Do not start your car. Go to a safe place to notify the gas company.
- Amount of flood water or rain in the building
- Condition of exterior walls, doors and windows
- Computer conditions
- Press condition
- News print condition
- Supplies needed for printing
- How wide spread is the electrical outage?
- Prediction of when electricity will be restored
- Will the large generator be needed to run the press and building?
- What supplies will be needed?
- Is the local water source safe?
- Are any local suppliers open for business?
 - ◊ Food
 - Fuel
 - Water
 - Motel
- Do they have electricity? Do you Have internet?
- Do you have an estimation of how long their supplies will last?
- Have you contacted suppliers since the event occurred?
 - ◊ Fuel
- Have you talked to your mutual aid and assistance partners to check on them, their conditions and abilities?
 - ◊ Safety
 - Electricity
 - Internet
 - Water
 - AC/heat
- Where will the next edition be printed?
- Make phone calls to department heads. What is the status of all employees and their families?
- Department heads should ask if employees have electricity, water, supplies and determine work capabilities.
- Where will employees work to file stories and pictures? (Mutual aid and assistance company)
- Do employees need to relocate to transmit work until electricity and cell service resumes?
- What is the condition of company vehicles?
- Call VP of Risk and Safety or SVP of Circulation to give an update of employee health and safety, business conditions and plans for resuming business.



The publisher will call Michelle Talerico or Terrence Alexander at CNHI to communicate employee health status, general conditions of the area and the needs of the location. Michelle and Terrence will coordinate crisis management response efforts.

Recovery and Restoration

Safety is a priority-Coordinate restoration activities with Michelle Talerico or Terrence Alexander and the insurance broker Willis (334-230-3104). They will notify the insurance company.

Keep a daily log of all employee time used to clean up and restore the facility to operating condition.

Keep a log of expenses necessary to restore the facility to operating condition.

Delegate duties to key employees.

Communicate your needs to Michelle Talerico and Terrence Alexander.

Document and photograph the condition of company property including vehicles.

What are the main needs to restore the location to operation?

Will food, water and supplies need to be brought in to resume operation?

Inventory and take pictures of damaged property. Do not throw away damaged property unless told to do so by the insurance company.

Outside Contractors

Ask contractors for certificates of insurance (COI) for Workers Compensation Insurance, Auto (owned, non-owned and hired), General Liability and umbrella coverage.

Ask them to name your location and CNHI as “Additional Insured”.

Ask for waivers of subrogation for the Workers Compensation and Auto policies.

Once you have a copy of the COIs, if possible, send copies to Michelle Talerico (mtalerico@cni.com) and to Willis, attention Becky Blair 334-265-7639.

Food supplies include:

- Fresh fruit
- Velveeta cheese.
- Pepperoni
- Ritz and saltine crackers
- Packs of non refrigerated tuna and chicken
- Peanut butter and jelly
- Bread
- Juice boxes
- Granola and trail mix
- Pop tarts
- Pudding cups
- Pita chips
- Individual bottles/pouches of Gatorade
- Pop open canned goods

Supplies

- Baby wipes
- Paper plates, paper towels and utensils
- Tooth brushes, tooth paste, nail clippers, soap
- Garbage bags, small



Disaster Immediate Response Checklist

Do immediate triage to determine safety issues, employee-availability, electricity and internet connection ability and ongoing operation plans.

Account for all employees on company property. Contact employees off property to determine their situation.

Contact Michelle Talerico or Terrence Alexander or a member of CNHI senior management team to provide a status report and to determine if a visit from CNHI's disaster coordination team is necessary.

Inspect company property for damage and secure it from entry by the public. Be aware of utility issues, structural issues, chemical issues, natural gas leaks, broken windows, damaged roof and damaged or missing vehicles. Before recovery begins, contact insurance broker. Document damage with photos and inventory of damaged assets. Losses must be recorded.

Based on your assessment, put plans in motion to assemble help and begin recovery: utility company, insurance broker, contractors and employees.

If electrical services are available, make sure it is safe to power-on equipment-do this only after a full assessment, confirming there is no natural gas leak or other utility issue that could damage equipment when power is restored.

Keep all newspaper websites updated on a regular basis. This may be the only communication source for residents, especially those who leave the area. Identify back-up



Crisis Recovery Insurance

Report conditions to Michelle Talerico and our insurance broker contacts are Becky Blair 334-230-3104, Beth Hudgens 334-230-3108 and Candace Stiff 334-263-6450.

All contractors who will make repairs are to provide certificates of insurance (COI). The COI should name the location and CNHI as "Additional Insured" and should list the following coverage:

Workers Compensation & Employers Liability with a waiver of subrogation

Limits greater than 1 mil.

General Liability \$1,000,000

Auto (to include owned, non-owned and hired) with a waiver of subrogation

Umbrella \$1,000,000

A contract is needed. If possible, send contract by email to Michelle Talerico or Matt Gray or fax to 334-293-5910 for review.



CNHI Corporate Phone Directory

334-29-

CNHI Montgomery Directory		
<u>Employee</u>	<u>Department/Title</u>	<u>Ext.</u>
Alyssa Myles	HR Assistant	35890
Bianca Christon	A/P Clerk	35867
Chris Cato	EVP, Director of Finance	35858
Christina Rhodes	Accounting Manager	35891
Clint Robinson	Sr. A/P Clerk	35865
Donna Barrett	President, CEO	35801
Free King	HR Manager	35820
Javier Ruiz	IT Dept.	35873
Jennifer Bowlin	Accounting Manager	35853
Kathy McMullen	Disbursement Clerk	35870
Katie Brock	Director of Corporate Relations	35805
Leah Dasher	HR Generalist	35871
Linda Long	HR Payroll/Benefits	35849
Matt Gray	Sr. VP, General Counsel	35816
Michelle Beesley	VP/Controller Corporate Ops.	35893
Michelle Davidson	Payroll/HR Administrator	35862
Michelle Talerico	SVP, Chief Information Officer	35814
Pam Zellers	IT Dept. Manager	35821
Teresa Grant	A/P Manager	35882
Terrence Alexander	SVP, Human Resources	35846