

H. Initial Procedures At Offsite Storage Site

The procedures listed below identify the initial steps to be taken by offsite storage personnel after notification by Company that there is an emergency or disaster.

Procedures At Offsite Storage

- Offsite storage personnel must take the following materials from storage to a staging area for pickup:
 - The most recent backup media
 - All backup supplies
 - All backup documentation
 - Vendor supplied documentation can be supplied at a later date (if needed)
- Offsite storage personnel must NOT deliver the materials unless specifically requested by the Emergency Action Operations Team Leader. Standard procedure is for members of the Emergency Action Operations Team to go to the storage site, verify that the correct backup materials are available, and take the materials to the Emergency Control Center and the Contingency Site.

I. Pickup Of Backup Materials By Emergency Action Operations Team

When picking up materials at offsite storage, the Emergency Action Operations Team must adhere to the following procedures.

Procedures For Pickup Of Backup Materials

The Emergency Action Operations Team Leader should arrange for up to two members of the Emergency Action Operations Team to proceed directly to the offsite storage site to pickup all necessary backup materials. From prior tests, the Emergency Action Operations Team Leader will know the extent of vehicle capacity needed. The Emergency Action Operations Team Leader will identify Emergency Action Team members with the appropriate type and size of vehicles for transporting and protecting the materials.

At the storage site, the team members will review the materials for correctness and appropriateness to the requirements of the emergency or disaster. Appendix B “Offsite Storage, Contingency Sites And Emergency Control Centers” provides a complete list of materials stored offsite.

The Emergency Action Operations Team must divide the materials according to their destination – the Emergency Control Center and the Contingency Site. The Emergency Action Operations Team members will then take the materials to the Emergency Control Center.