



## **REGIONAL DISASTER PROCEDURE**

In the event of a regional disaster, such as a Hurricane, Archive Corporation will staff our buildings and provide service as long as possible prior to and as soon as possible afterwards as authorities permit traffic within the Tampa Bay area. Our procedure will be to deliver, where possible, the current day's schedule.

Archive Corporation will also provide service to Clients needing additional tapes and Clients needing pickup or delivery outside of their normal schedule, however, we cannot make delivery guarantees given the potential unknowns involved with a disaster.

Clients whose scheduled delivery was missed, need additional tapes or whose facilities are unreachable due to the disaster may need to come to the Archive Corporation vault facility for the pickup or drop-off of media. We will pull, pack and hand out media as required and authorized.

To facilitate this process, please call us in advance. Provide us with your company name, acct #, your name, working contact phone #, media required and who is coming to pick up.

Archives Vault Facility is located at 6914 Asphalt Avenue, Tampa, FL 33614.

Clients who require media or equipment shipped to a hot-site, satellite office, etc., **need to notify Archive Corporation at least 48 hours prior to the actual shipment leaving Archive's facility. THE CRITICAL TIME IS 24-36 HOURS PRIOR TO LANDFALL, DUE TO AIR FREIGHT INTERRUPTIONS; CUSTOM CRITICAL DELIVERY SERVICES BOOKED; ROAD AND BRIDGE CLOSURES, WE MAY NOT BE ABLE TO SHIP YOUR MEDIA IF YOU WAIT TO LONG!** To utilize these services, your company's disaster recovery plan must be on file with Archive Corporation. *Remember to take into account the amount of time required to pull, pack and prepare your media for shipping, as well as our other clients.*

*Archive Corporation will utilize Client's designated courier, or attempt to secure one for the Client if the designated courier is unable to provide service.* Archive Corporation is not responsible for shipping delays caused by outside couriers, such as FedEx, DHL, UPS etc. It is important that **you** maintain contact with your designated courier throughout the shipping process in order to determine your media's arrival time, priority delivery availability, and tracking of the shipment. Archive Corporation will provide you with tracking information once the media has been picked up from our facility.

**MAIN OFFICE NUMBER: 813/874-1577**

**Auxiliary Land Line: (only available during a disaster) 813/886-7343**

Should some of our area landlines not be operative, we will be monitoring the following cellular phone numbers as well as our after hours beeper at the vault facility immediately after the disaster. At any time our main lines are not functioning we monitor these cellular and beeper numbers.

**Cellular Phone Numbers:** 813/240-4774 Bob, Operations Manager  
727/692-0845 Margie, Office Manager  
813/220-3848 Don Baker, President/Owner

**Beeper Number: 813/963-9597**

**Standard after hour's procedure is to utilize Archive Corporation's beeper.**