



The Grimes Companies

POWERFUL TOOLS FOR SUPPLY CHAIN MANAGEMENT™

Issue 2, Vol. 2

roadways  
SPRING 2008

- Grimes Transportation Brokerage
- Grimes Warehousing Services
- Grimes Packaging Services
- Grimes Trucking Company
- FileSafe, Inc.



## Plan of Action

Disasters strike quickly, with varying degrees of severity, and many of them are beyond our control to prevent. They come in all forms, from physical disasters (fire, weather, etc.) that threaten the safety of those around them, to business disasters (data loss, corporate theft, etc.) that threaten the ongoing operations of an organization. The only constant is that those who have prepared and planned for the immediate aftermath of such an event are much better equipped to handle the situation.

It's critical for everyone to have a plan of action to bring stability, guidance and organization to an otherwise chaotic situation. Collaborative planning efforts—involving staff, vendors and government organizations—will result in comprehensive action plans and checklists to ensure that your company is ready to respond when and if necessary. The federal government has programs designed to assist businesses in putting together disaster recovery plans, as do many state and local agencies.

As you go through the planning process, don't forget to include The Grimes Companies and your other vendors. Knowing your plans and how you will react to various disasters will help us be ready to support you in any way we can. While we hope you never have to use the plans you put in place, we want you to know you can trust in Grimes to be there for you.

**GRIMES COMPANIES & FILESAFE  
Websites Get An Overhaul For 2008!  
Visit Us On The Web At:**

**GRIMESCOMPANIES.COM & FLORIDAFILESAFE.COM**



## Grimes Warehousing Services

Grimes Warehousing Services continues to stay in tune with both client and community emergency response requirements. We have the ability to offer additional secure storage and handling capacity for goods & services when situations outside the norm arise. We have seasoned staff that can respond at a moments notice to JIT production needs, IT system issues, disaster recovery programs, power outages due to weather-related conditions, etc. Our in-house recovery plan includes the ability to create a manual BOL (bill of lading) while maintaining complete inventory control. And we have an After Hours and Emergency Response phone service that will contact the appropriate on-call management team member to execute the process in order to coordinate inbound/outbound special load requirements—on-time delivery will not be disrupted.

As a concerned and responsible business member of our community, we will continue to offer these services as required by both our internal client base and the community at large.

We remain at your service!



## FileSafe

*Emergency preparedness encompasses many facets of a business. This quarter FileSafe looks at potential damage due to a sprinkler system failure.*

Disaster preparedness begins with contacting appropriate consultants and vendors like FileSafe beforehand, not after the fact. Having a well-maintained service plan with a respectable company is a must. In many cases your landlord is responsible for maintaining this service. Ask questions if you're unsure: you have the right to ensure your business is well protected.

Water pipes typically run throughout a building, and may well be located directly over records-storage areas. Water from a leaking pipe will run to the lowest level in the building, making all areas below the leak susceptible to damage. Know where pipes run to ensure any vital records and open-rack filing would not be directly exposed to water.

Do not store records in boxes directly on the floor. Set boxes on racks (plastic, if possible) to elevate them at least 5" above floor level. If storing in low-level areas of the building, recommend installing alarms to warn of rising water during times when the building is unoccupied. Link all alarm systems to a security office or other location that is staffed 24 hours a day.

Advise all staff of the location of water cutoff valves within the building, and ensure access to these valves at all times. An hour spent trying to find someone to turn off the water can mean the difference between a mop-and-bucket-job and a major flood. Keep rolls of plastic sheeting handy to cover shelving and cabinets in the event of a leak. (Do not, however, use plastic sheeting as a permanent cover for records, as it will prevent good air circulation and create a potential climate for mold growth.) If your records do get wet, immediately air dry or freeze them to avoid further damage.

For additional information on emergency preparedness visit the useful links section of our website at [www.floridafilesafe.com](http://www.floridafilesafe.com)

## Diesel Prices Hit Record Highs

Many people never pay attention to diesel fuel prices unless they own a car or pickup truck with a diesel engine. For years diesel pricing tracked under that of standard gasoline, but as crude oil prices have skyrocketed the cost of diesel has surpassed gas and is setting new all time records in regions throughout the country.

These record prices have an obvious impact on big rig drivers and trucking companies across the board, but the impact from extended inflated costs will be felt by everyone who purchases goods.

Farmers' production costs are directly tied to diesel cost, influencing grocery prices. Truck drivers and transportation providers will have to push additional costs down the line as well, so there will be an impact on the prices we all pay for general merchandise.

As we continue to watch the trends our best hope is that we see a downtick in crude oil costs sooner rather than later. If not, we may all be looking at increased costs for all goods we purchase.

## EMPLOYEE SPOTLIGHT

*Our Employees Create Our Success*

### Jim Meekins

*Director of Administrative Operations*

**How long have you been with Grimes?** 22 years  
**Favorite thing about your job?** The business has always been dynamic and challenging. It's fun to be a part of it.

**What changes have you seen or what changes do you see coming to the industry?** When I first came here there was not a computer at every desk. There was one mainframe where all the keypunching took place. Technology will continue to change the way that we do things; but it's still all about communicating and taking care of our customers.

### Janet Lawson

*Shipping/Receiving Coordinator*

**How long have you been with Grimes?** 7 years  
**Favorite thing about your job?** The variety of work I perform on a daily basis; no two days are alike.

**What changes have you seen or what changes do you see coming to the industry?** I have seen several changes in the time I've been here: we've changed computer systems, gone from manual paperwork to using the computer, brought in a lot of different accounts, and grown from one company to five companies.

### George Benson

*Transportation Manager*

**How long have you been with Grimes?** 4 years  
**Favorite thing about your job?** Never the same old same old. Always a challenge.

**What changes have you seen or what changes do you see coming to the industry?** I'm looking forward to the future and the exciting times in logistics with the upcoming growth at the port.

For additional information contact  
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