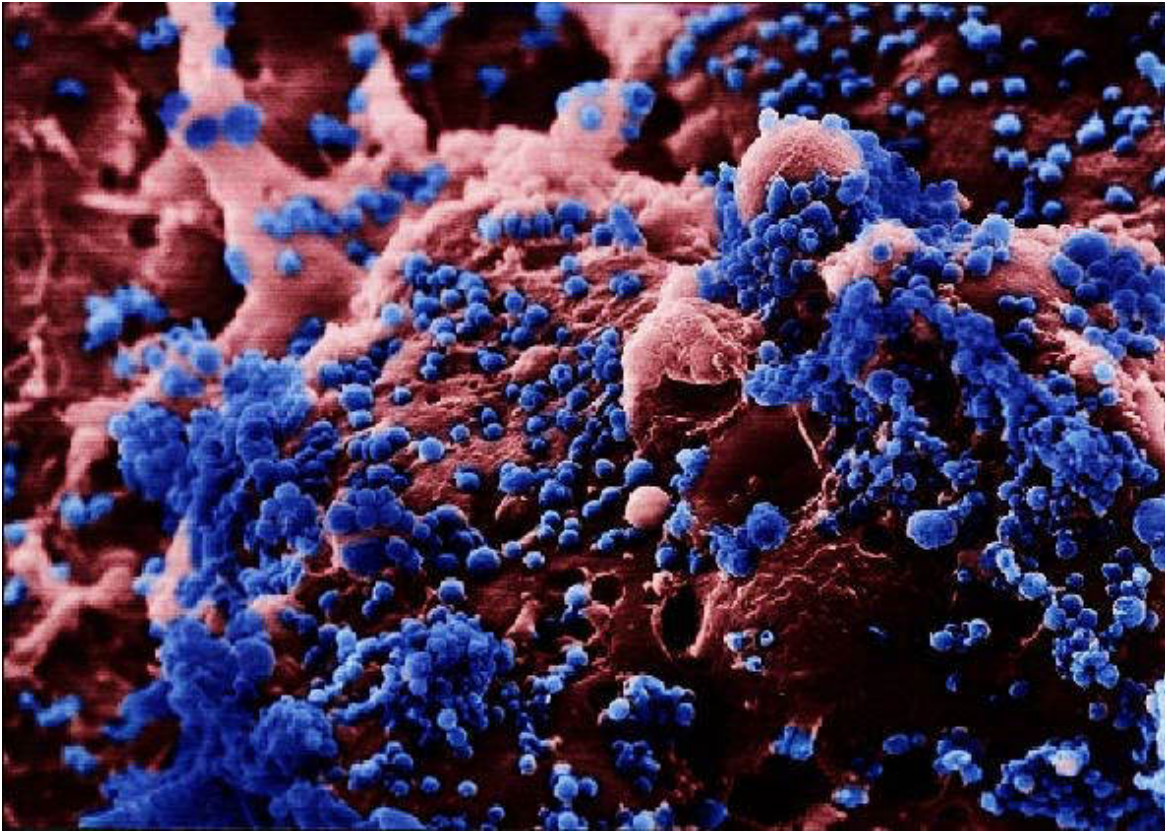


PORT OF SOUTH LOUISIANA PANDEMIC FLU PREPAREDNESS PLAN



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PORT OF SOUTH LOUISIANA PANDEMIC FLU PREPAREDNESS PLAN

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PORT OF SOUTH LOUISIANA PANDEMIC FLU PREPAREDNESS PLAN

PURPOSE

To establish pre and post-operative procedures for the Port of South Louisiana in order to prevent and/or minimize the health, social, and economic impact resulting from a Pandemic Flu (Influenza) occurrence. The Port of South Louisiana considers our employees amongst our most valuable resources, and will proactively mitigate any threat to their health and well-being.

BACKGROUND

Influenza (Flu) Pandemics are considered one of the greatest and most likely threats to public health. Pandemics are not to be confused with Seasonal influenza (flu) epidemics, which occur every year, and result in an average of 36,000 deaths annually in the United States. Seasonal Influenza epidemics are the result of a few known influenza (flu) virus strains, which are carried globally through human-to-human transmission. Since these viruses occur on a regular basis, humans develop some degree of immunity, and vaccines are readily available. Pandemic Influenza (flu), on the other hand, refers to a worldwide epidemic of a new, drastically different strain of influenza virus, which humans have no immunity. This new virus strain may be able to spread very rapidly via human-to-human transmission, and result in high levels of sickness and death around the world. The U.S. Centers for Disease Control and Prevention (CDC) estimates that an influenza pandemic could infect up to 200 million people, causing between 200,000 to 1,900,000 deaths in the United States alone. **Note: In the last century there were three major worldwide influenza pandemics: 1918 (Spanish flu), 1957 (Asian Flu), and 1968 (Hong Kong Flu). The most virulent of these, the 1918 Spanish Flu, caused more than 40 million deaths worldwide (500,000 in the U.S. alone).**

The World Health Organization (WHO) and the U.S. Centers for disease Control (CDC) have been monitoring a new influenza virus (H5N1 “Avian Influenza” or “Bird flu”) and expect it to be the likely cause of the next influenza pandemic. H5N1 is both adaptable and deadly (fifty-seven percent rate of morbidity). H5N1, like most influenza viruses, first established itself in avian (bird) populations (Intestines of wild birds). Currently the only thing preventing H5N1 from becoming an influenza pandemic is the ability to be efficiently passed from human to human. Once this adaptation occurs a pandemic will likely begin, and there will be no stopping it.

Note: Most health experts agree that another influenza pandemic is inevitable and preparations must be made to mitigate its consequences.



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DEFINITIONS

Antibiotic: Medication used to treat infection caused by bacteria. Antibiotics do not protect against viruses (e.g. penicillin)

Antigen: A substance, foreign to the body, which stimulates the immune system to produce specific antibodies (proteins that fight antigens). Antigens include foreign proteins, bacteria, viruses, pollen, and other materials. The immune system considers the material to be foreign because it is not found naturally in the body.

Antiviral: A type of drug that kills or weakens a virus or interferes with the ability of a virus to replicate in the human body. Specific antivirals are used for specific viruses. People who are in high-risk groups are often given antivirals because of their increased potential to develop other health issues.

Asymptomatic: Having a disease, but showing no outward signs or symptoms of the disease.

Avian (bird) flu (AI): Caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans. There is virtually no human immunity and human vaccine availability is very limited.

Bacteria: Any of a large group of single-celled organisms that live in soil, water, plants, organic matter, or the live bodies of animals or people. Bacteria may be helpful, but in certain conditions may cause illnesses in animals and humans (e.g. strep throat, most ear infections, and bacterial pneumonia). Bacteria are the most abundant of all organisms. They reproduce by simple cell division. Antibiotics kill bacteria.

CDC (The Centers for Disease Control and Prevention): One of 13 major operating components of the United States Department of Health and Human Services (HHS). Its mission is to prevent and control infectious and chronic diseases, injuries, workplace hazards, disabilities and environmental health threats.

Contagious: Infectious; easily diffused or spread, as from one person to another.

Disinfectant: A chemical substance used to destroy viruses and microbes (germs), such as bacteria and fungi



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DEFINITIONS (cont'd)

Epidemic: A widespread outbreak of an infectious disease affecting many individuals in a community or a population at the same time. Compare to “Pandemic”.

Flu: The common name for “influenza”.

H5N1: A strain of influenza type A virus that in 1997 moved from poultry to humans. While the outbreak of this virus was rapidly contained, it produced significant morbidity and mortality in persons who became infected, probably from direct contact with infected poultry.

So far, the spread of H5N1 from human-to-human has been rare and has not proceeded beyond one person. However, because all influenza viruses have the ability to change, scientists are concerned that H5N1 will one day be able to easily pass from one human to the next. Because these viruses do not commonly infect humans, there is little or no immunity from them. Also, once H5N1 is able to pass efficiently from person-to-person, influenza pandemic will most likely occur.

Infectious: Capable of causing infection or spreading disease (Communicable or transmissible). A person can be infectious (a carrier) without showing signs of the disease.

Influenza: A contagious disease caused by particular strains of influenza viruses (A, B, or C). It is an acute viral infection involving the respiratory tract in humans (nose, throat, lungs). Commonly called the “flu”, it is characterized by the following symptoms: headache, muscle ache, fever, weakness, and cough.

Isolation: The physical separation of a person suffering from an infectious or contagious disease from the community (Quarantine).

Pandemic: A Pandemic is a global disease outbreak.

Pandemic Influenza (flu): An Influenza (flu) pandemic occurs when a new influenza virus emerges for which humans have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in a very short time. **Note: A vaccine can't be produced until the virus strain is identified.**

Seasonal (common) flu: A respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.



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DEFINITIONS (cont'd)

Pathogen: Anything capable of causing disease. Usually refers to an organism that causes disease in another organism, but can refer to substances (e.g. asbestos). Pathogenic microorganisms include: viruses, bacteria, and fungi.

Personal Protective Equipment (PPE): Specialized clothing or equipment worn to protect someone from a hazard, such as an infectious disease. It can range from a mask or a pair of gloves, to a combination of gear that might cover some or all of the body.

Prophylaxis: An infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual to prevent illness before or after being exposed to an individual with an infectious disease (e.g. influenza).

Social Distancing: Distancing or separating people in everyday activities as a means of reducing the spread of contagious disease (e.g. working from home, cancelling meetings, Telecommuting).

Telecommuting: Using telecommunications technology (computer, telephone, etc.) to work from some location other than the regular business office.

Tamiflu: An antiviral drug, Tamiflu fights influenza viruses by reducing the severity and length of illness. Tamiflu is not a vaccine or antibiotic, and will not cure the flu. Tamiflu works by inhibiting a protein (neuraminidase) on the flu virus that lets viruses move from one cell to another. These types of drugs are called “neuraminidase inhibitors”.

Vaccine: A preparation of weakened microorganisms given to create or increase resistance to a certain disease. The preparation contains killed microorganisms, living weakened microorganisms, or living fully virulent microorganisms, such as bacteria or viruses. The vaccine stimulates the immune system to produce antibodies to protect against a specific disease caused by the microorganism. Vaccines may be administered through needle injections, by mouth, or by aerosol. The process is called **vaccination**.

Virus: A group of infectious agents characterized by their inability to reproduce outside of a living host cell. Viruses may subvert the host cells’ normal functions, causing the cell to behave in a manner determined by the virus.

World Health Organization (WHO): A specialized agency of the United Nations generally concerned with health and health care.



PORT OF SOUTH LOUISIANA PANDEMIC FLU PREPAREDNESS PLAN

PLANNING OBJECTIVES

The Port of South Louisiana's Pandemic Flu Preparedness Plan was developed with the intent of achieving the following goals:

- Limiting the number of illnesses and/or deaths of PSL employees
- Preserving continuity of essential PSL functions
- Minimizing PSL economic losses
- Minimizing PSL social disruption

PLANNING ASSUMPTIONS

The Port of South Louisiana's Pandemic Flu Preparedness plan was prepared based on the following assumptions:

- The warning time for a pandemic outbreak may be less than six weeks.
- Efficient and sustained human-to-human transmission signals an imminent pandemic.
- Susceptibility to the pandemic influenza will be universal.
- The health care system and funeral industry will be overwhelmed.
- Economic and social disruption will be great.
- The clinical attack rate (Percentage of people who will miss work due to sickness) will be 30 percent of the population.
- Children have the greatest risk for transmission of the virus.
- For every one person infected, there will be at least two secondary infections.
- Some persons may become infected but not develop significant symptoms.
- The average incubation period (time between infection and onset of symptoms) for influenza is 2 days.
- Persons carrying the pandemic may shed the virus and transmit infection for up to one day prior to the onset of illness. Viral shedding and risk of transmission is greatest during the first two days of illness (Children usually shed the greatest amount of virus).
- At least two pandemic influenza waves are likely, each lasting 6 to 8 weeks.
- The Port of South Louisiana will need to plan to function with a 30 percent absentee rate.
- Traditionally, the highest risk groups for severe and fatal infections have been infants, the elderly and pregnant women. However, there have been Influenza pandemics (1918 Spanish Flu) that attacked the immune systems of young healthy persons.



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PLANNING ASSUMPTIONS (cont'd)

- The seasonality of a pandemic cannot be predicted with certainty. However, based on historical data from the 20th century, most waves in the U.S. occurred in fall and winter.
- A vaccine may not be available for 6 to 8 months after the onset of influenza pandemic and supplies will be limited.
- Antiviral medications (Tamiflu) may be in limited supply, and may not treat or protect against the pandemic virus strain.
- Distribution of critical goods and services will be erratic.
- The Port of South Louisiana will not be able to rely on mutual aid from other government agencies (local, state, and federal).
- Quarantines and isolating of ill persons will be required.
- Social distancing (e.g. telecommuting) may be used to control the spread of the pandemic.
- Certain public health measures (e.g. School closures, quarantines) will likely increase employee absenteeism.
- Employee absenteeism will result from multiple factors, such as, illness, need to care for ill family members, and fear of infection

PANDEMIC FLU ALERT STAGES AND PLANING OVERVIEW

The Port of South Louisiana’s Pandemic Flu Preparedness Plan was developed based upon the World Health Organization’s (WHO) pandemic alert system.

| Pandemic Alert System | | |
|---|------------|--|
| Condition=Blue Inter-pandemic phase Plan (Mitigate) | Phase 1 | No new influenza subtypes detected in humans. If present in animals, risk of human infection is low. |
| | Phase 2 | No new influenza subtypes detected in humans. However, a circulating animal influenza virus poses a risk to humans. |
| Condition=Orange Pandemic alert period Prepare | Phase 3 | Human infections with a new subtype, but no human-to human spread, or rare instances of spread by close contact. |
| | Phase 4 | Small clusters with limited human-to-human transmission. Spread is highly localized. Virus has not adapted to humans. |
| | Phase 5 | Larger clusters of infection, human-to-human spread still localized. Virus is better adapted (not yet fully transmissible) |
| Condition=Red Respond | Phase 6 | Pandemic. Widespread sustained human-to human transmission. |
| Condition =Green Recovery | Phase 7 | Post Pandemic |



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PANDEMIC FLU ALERT STAGES AND PLANING OVERVIEW (cont'd)

Inter-pandemic phase (Condition blue): Plan/Mitigate

During the Inter-pandemic phase (condition blue) the Port of South Louisiana will conduct the following procedures in order to mitigate the effects of a possible future influenza pandemic:

1. Establish a Pandemic flu response team with defined roles/responsibilities and identify a pandemic coordinator.
2. Identify essential personnel and critical functions necessary for continued Port of South Louisiana operations (See PSL COOP Plan).
3. Have meetings to provide literature educating PSL employees on how to prepare for a possible influenza pandemic. (Louisiana Dept. of health and Hospitals booklet).
4. Conduct a thorough risk assessment addressing all Port of South Louisiana Operations, and possible loss of outside goods and services (Participation from all PSL directors is essential).
5. Establish an emergency communication plan to include:
 - Key contacts
 - Chain of communications (include suppliers and tenants)
 - Process for tracking and communicating with employees and tenantsNote: During a pandemic communications protocol will be vital, as a result of virus reducing health measures (e.g. telecommuting and social distancing).
6. Place health posters at all PSL employee break areas (proper hygiene).
7. Provide all Port of South Louisiana (PSL) employees access to the Pandemic flu plan and address their responsibilities.

Pandemic Alert Phase (Condition orange): Prepare

During the Pandemic Alert Phase (Condition Orange) the Port of South Louisiana will conduct the following procedures in preparation for a possible pandemic:

1. The PSL Safety Dept will begin stockpiling the following items:
 - N-95 or higher respirators
 - Reusable Gloves (Robust rubber that can be disinfected)
 - Disposable Gloves
 - Goggles
 - Hand Sanitizer (Alcohol based/70% ethanol)
 - Disinfecting Wipes



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PANDEMIC FLU ALERT STAGES AND PLANING OVERVIEW (cont'd)

2. Human Resources will review and amend policies relating to Absenteeism and Sick leave in regards to a pandemic (The goal is to keep sick persons out of the workplace).
3. Human Resources will establish policies for telecommuting and flexible work hours (Specifically for possible pandemics).
4. Determine the best resource to provide real-time accurate information, and disseminate updates to employees (World Health Organization, U.S. Dept of Health and Human Services, Centers for Disease Control, GOHSEP, etc.).
5. Human Resources will establish a policy prohibiting employees from reporting to work with flu like symptoms.
6. Human resources will encourage PSL employees to receive seasonal flu shots.
7. The Port of South Louisiana's web site will be updated to include a condition status for the pandemic flu (The condition status will include both the World Health Organization's Alert phases and the PSL condition stages).
8. The Port of South Louisiana will conduct a Pandemic flu tabletop exercise, focusing on departmental procedures and communications.
9. Director of Administration will review and enhance communications and information technology infrastructures to support possible employee telecommuting.
10. The PSL Director of Operations will meet with representatives of the tri parish EOC's and Sheriff Departments to discuss pre event planning (communications, security, mutual aid, and possible staging areas).
11. Human Resources will contract with local staffing agencies to address future employee absenteeism due to a possible pandemic.
12. PSL Security will contract with local security guard services to address possible employee absenteeism resulting from a possible pandemic.
13. Review and update communication plan.
14. Meet with all PSL sub-contractors (including I.T.) and tenants to review their pandemic response plans.
15. Develop a plan for delineation of duties for essential personnel.

Pandemic Phase (Condition Red): Respond

During the Pandemic Phase, the Port of South Louisiana will conduct the following Procedures in response to a possible influenza pandemic:

1. The Director of Operations will activate the PSL Emergency Operation's Center.
Note: The Director of Operations is the designated incident commander.
2. Human Resources will activate all PSL Pandemic flu policies and give notification to PSL employees in regards to their responsibilities.



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PANDEMIC FLU ALERT STAGES AND PLANING OVERVIEW (cont'd)

3. Safety will establish procedures to use when employees leave work ill or call in sick (e.g. wiping down keyboards and telephone).
4. Port of South Louisiana Dept. heads will establish a sentinel at all key PSL locations (e.g. Bldg 76, Marine operations, Belle Terre, etc.) to identify and immediately send home any person who displays any flu like symptoms (Fever, chills, dry cough, etc.). The sentinel should be the first point of contact at each location.
5. **All** PSL business travel is to be restricted.
6. All PSL Departments will stock and maintain at least a four-week supply of materials necessary for uninterrupted operations (Consider multiple supply chains).
7. All PSL vehicle fuel levels are to remain full at all times during the pandemic crisis.
8. The PSL Director of Operations will determine and implement the best course of action for maintaining fuel levels of all PSL marine vessels during the pandemic phase.
9. PSL directors are to implement the following social distancing strategies:
 - All PSL employees who are able to conduct work related activities from home (Telecommuting) are instructed to do so at this time.
 - Maintaining proper distance (at least six ft.)
 - Eliminating physical contact (handshakes, hugs, etc.)
 - There will be no social functions at any PSL facility.
 - PSL Commission meetings may need to be rescheduled or possibly canceled.
 - All PSL employees will be encouraged to pack their own lunch in order to avoid going to restaurants for lunch.
10. Safety will distribute N-95 masks and disposable gloves to all PSL employees who arrive at work (The use of these items will be strictly enforced). **Note: All Globalplex tenants will be encouraged to follow this procedure.**
11. No persons will be allowed access to PSL facilities without first being outfitted with N-95 masks and disposable gloves (Provided by PSL security).
12. Timely and accurate pandemic flu information will be disseminated to all Port of South Louisiana employees in order to reduce the spread of fear and chaos.
13. Safety will ensure all PSL restrooms are properly disinfected at all times (the Virus can last at least 48 hours on most unprotected surfaces).
14. Human Resources will begin using the pre-contracted staffing agencies to fill employment needs due to pandemic related absences.
15. PSL security will begin using pre-contracted security agencies to fill staffing needs due to pandemic related absences.



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PANDEMIC FLU ALERT STAGES AND PLANING OVERVIEW (cont'd)

16. Human Resources will implement a leadership succession plan (Delineation of duties) for all PSL Departments.
17. Human Resources will work with Louisiana Dept. of Health and Hospitals Region 3 to ensure all Port of South Louisiana Marine Operations personnel receive a Prophylaxis. **Note: PSL Marine Operations provide vital first response to the lower Mississippi River.**

Post Pandemic Phase (Condition Green): Recovery

During the Post Pandemic Phase, the Port of South Louisiana will institute the following procedures while recovering from a possible influenza pandemic:

1. Human Resources will begin hiring and training new employees to fill positions vacated by PSL employees lost during the influenza pandemic.
2. All PSL Directors will meet to coordinate recovery efforts.
3. Policy and Planning Coordinator will review Pandemic Preparedness Plan, and make changes if necessary.
4. The Pandemic alert stage will revert back to Condition blue.
5. Human Resources may need to assist PSL employees in addressing posttraumatic stress brought on by the Pandemic (loss of family members, civil disruption, etc.)
6. PSL Administrator will meet with PSL Globalplex Tenants in order to aid their recovery efforts.
7. All PSL Departments will review their sub-contractors and supply chains, and make necessary changes.
8. PSL Public Relations officer will notify media as to the Port of South Louisiana's recovery efforts.
9. The Port of South Louisiana will assist, if possible, other local agencies (St. Charles, St. John, St. James), and/or facilities, in their recovery efforts. Note: PSL assistance will be provided only after all PSL internal needs have been addressed.



PORT OF SOUTH LOUISIANA PANDEMIC FLU PREPAREDNESS PLAN

ESSENTIAL PERSONNEL APPENDIX A

| | | |
|--------------------|--|--|
| JOEL C. CHAISSON | EXECUTIVE DIRECTOR | (504) 487-8435 |
| HENRY SULLIVAN JR. | DEPUTY DIRECTOR | (985) 817-0252 |
| MITCH SMITH | OPERATIONS DIRECTOR | (985) 536-8300 (985) 817-0240 CELL (985) 677-0578 NEXTEL |
| EDWARD NOWELL | ASST. OPERATIONS DIRECTOR | (225) 623-7193 |
| CINDY L. MARTIN | ADMINISTRATION DIRECTOR | (985) 817-0278 |
| GRANT FAUCHEUX | FINANCE DIRECTOR | (504) 559-2918 |
| AUBREY GRAVOIS | MAINTENANCE SUPERINTENDANT | (504) 237-4182 |
| RONALD JOHNSON | SAFETY COORDINATOR | (504) 416-1080 |
| CATHERINE DAVIS | HUMAN RESOURCES DIRECTOR | (985) 817-1001 |
| LESTER MILLET III | SAFETY RISK MANAGER POLICY & PLANNING DIRECTOR | (985) 210-7518 |
| LINDA PRUDHOMME | BUSINESS DEVELOPMENT DIRECTOR | (504) 491-0703 |
| SYLVIA HICKMAN | SECURITY SUPERVISOR | (985) 233-9444 |



**PORT OF SOUTH LOUISIANA PANDEMIC FLU
PREPAREDNESS PLAN**

**PORT OF SOUTH LOUISIANA LINES OF SUCCESSION
APPENDIX B**

| Key Position | Successor(s) |
|--------------------------------------|---|
| Executive Director | 1. Deputy Director 2. |
| Operations Director | 1. Asst. Operations Director 2. |
| Administration Director | 1. Asst. Administration Director 2. |
| Human Resources Director | 1. Asst. Human Resources Director 2. |
| Business Development Director | 1. 2. |
| Finance Director | 1. Asst. Finance Director 2. |
| Maintenance Superintendent | 1. 2. |