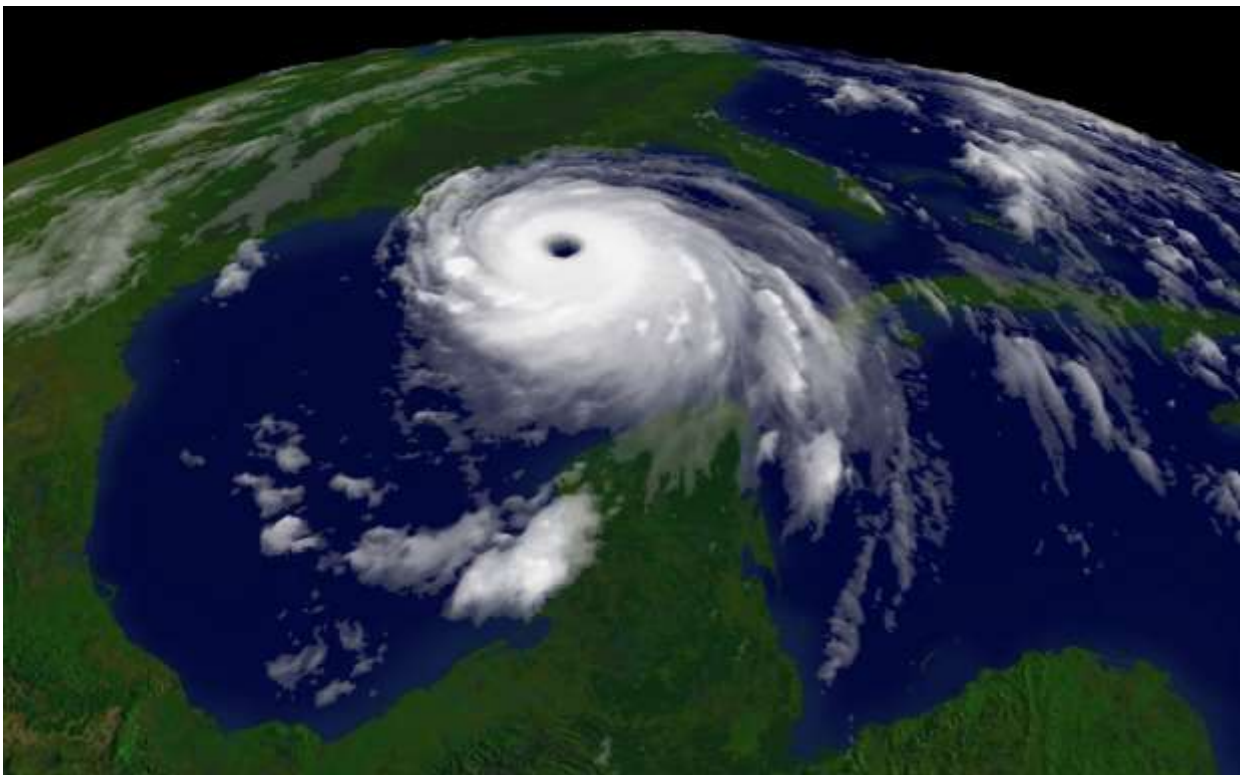




HURRICANE PREPAREDNESS AND RECOVERY PLAN



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LETTER OF PROMULGATION

The guidelines and procedures outlined in this document describe the duties and responsibilities of Port of South Louisiana personnel (Both designated and / or otherwise) to be used in the event of a Major Hurricane.

The purpose of this plan is to provide Port of South Louisiana personnel with the necessary guidance needed to mitigate, prepare for, respond, and recover from a Major Hurricane, which may affect the Port of South Louisiana. The explicit intent of this plan is the safety and preservation of human life (Port of South Louisiana Personnel and /or otherwise).

Note: In accordance with Homeland Security Presidential Directive Five, the Port of South Louisiana will incorporate both, (NIMS) National Incident Management System, and the (ICS) Incident Command System to manage all Port of South Louisiana disasters. The designated incident commander shall be the Director of Operations. Note: In the absence of the Director of Operations, the Assistant Director of Operations shall assume the role of Incident Commander.

Cancellations: All previous directives, policies, and memos relating to Port of South Louisiana Hurricane guidelines / procedures are hereby cancelled on the effective signature date of this plan.



Paul Aucoin, Executive Director

2. PURPOSE / OBJECTIVES

The Port of South Louisiana Hurricane Preparedness and Recovery Plan was written to establish pre and post-operative procedures, in order to meet the following objectives:

1. The protection and preservation of human life.
2. The protection and preservation of Port of South Louisiana Property.
3. The Continuity of Port of South Louisiana business operations.

3. SCOPE / APPLICABILITY

The Port of South Louisiana Hurricane Preparedness and Recovery Plan applies to **all** Port of South Louisiana employees, tenants, and port owned / operated property, while incorporating guidance from the following Standard Operating Procedures (SOPs):

- USCG Sector New Orleans Hurricane Contingency Port Plan
- New Orleans Barge Fleeting Assoc. (GNOBFA) Publication of Barge Fleeting: Standard of Care and Streamlined Inspection Program.
- Homeland Security Presidential Directive Five (HSPD-5)- National Incident Management System / Incident Command System
- Louisiana Statewide Credentialing / Access Program (www.lsp.org)

4. GENERAL PROCEDURES

Since it is impossible to mitigate every hurricane related hazard, this plan is intended solely as a guide to employee emergency preparedness. Also, there is no guarantee that this plan will provide the perfect response for every hurricane related crisis. Therefore, the intent of this plan is merely to familiarize Port of South Louisiana personnel with basic hurricane emergency planning and response.

5. DISCUSSIONS

The Atlantic Hurricane season runs concurrent from June 1 through November 30, with hurricane related activity usually peaking during the months of August & September. The geographic location of the Port of South Louisiana, and its proximity to the Gulf of Mexico, make it vulnerable to the ravages of a major hurricane. Proper preparation is essential in order to prevent the unnecessary loss of life and property resulting from such an event. This plan will outline the responsibilities and procedures required of each department of the Port during hurricane season.

6. CANCELLATIONS

All previous directives, policies, and memos relating to Hurricane/Severe Weather Preparedness are hereby cancelled on the effective signature date of this plan.



Paul Aucoin, Executive Director

7. DEFINITIONS

- A. **Tropical Disturbance** - A discrete system of apparently organized convection originating in the tropics / subtropics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more.
- B. **Tropical Depression** – A tropical low pressure system with maximum sustained winds of 33 knots (38 mph) or less.
- C. **Tropical Storm** – A tropical low pressure system with maximum sustained winds between 34-63 knots (39-73 mph)
- D. **Tropical Storm Watch**- Tropical storm force winds (37-74 mph) are possible within the next 36 hours.
- E. **Tropical Storm Warning** -Tropical storm force winds (37-74 mph) are occurring or expected within 24 hours.
- F. **Hurricane** – A tropical storm with sustained winds of 74 mph or more, characterized by torrential rains, high winds, and storm surges. The “eye” (center) is generally 20 to 30 miles wide, and the storm may have a diameter of 400 miles across, with a duration of two weeks or more.

HURRICANE INTENSITY / SAFFIR-SIMPSON SCALE

Type	Category	Winds (mph) / damage	Surge (feet)
Tropical Depression	TD	38 or less	
Tropical Storm	TS	39-73	
Hurricane	1	74-95 / minimal damage	Impact Surge
Hurricane	2	96-110 / moderate damage	Impact Surge
Hurricane	3	111-130 / extensive damage	Impact Surge
Hurricane	4	131-155 / extreme damage	Impact Surge
Hurricane	5	155 > / catastrophic damage	Impact Surge

Hurricane Conditions (not to be confused with categories)

Condition Five – An alert condition automatically set annually on 01 June, which remains in effect through 30 November.

Condition Four / Coast Guard Condition Whiskey – An alert condition in which hurricane force winds are possible within 72 hours.

Condition Three / Coast Guard Condition X-Ray – A readiness condition in which Hurricane force winds are possible within 48 hours.

Condition Two / Coast Guard Condition Yankee – A warning condition in which hurricane force winds are possible within 24 hours.

Condition one / Coast Guard Condition Zulu – A danger condition in which hurricane force winds are possible within 12 hours.

7. DEFINITIONS (cont'd)

****Note:** Local television stations and other media refer to conditions called “Hurricane Watches and Warnings”. A “Hurricane Watch” is basically the same as **Conditions two and three**. For the purpose of this plan, **Conditions I, II, III, IV and V** will be used.

Essential Personnel

Pre-Storm

Essential Personnel are employees who have been delegated to both pre-storm readiness and post-storm recovery work. Prior to a major hurricane, all essential employees will be required to remain at their positions until released by their Supervisor. Essential employees may also be required to work after hours and weekends in preparation for a major hurricane. Failure to follow this directive may result in disciplinary action as prescribed by Louisiana Civil Service Rules. **Note:** Essential personnel will be selected and notified in writing by their department head.

Reminder: Directors shall provide Human Resources with an updated essential personnel list, prior to 01 June.

Special Note: Essential Personnel shall be allowed sufficient time to address family and personal needs, prior to reporting back to work.

Post-Storm

Essential Personnel will also be required to report back to work as soon as possible to aid in recovery efforts. Failure to do so may result in disciplinary action, as prescribed by Louisiana Civil Service Rules. **Note:** Essential personnel will be selected and notified in writing by their department head.

Note: Policy#510(Authorized Closings and Designation of Essential Personnel) defines the duties and responsibilities of Port of South Louisiana personnel in regards to the timely return to work following an emergency official closure of PSL facilities.

8. DEPARTMENTAL RESPONSIBILITIES

Each Department Head shall be required to perform detailed procedures, prior to, and after a major hurricane. These procedures shall include, but are not limited to, the following:

Executive Director

- Overall responsibility for the protection of port property and the well-being of port employees and tenants while conducting their duties on the job.
- Establishes and ensures emergency funding in order to enable seamless port operations during post disaster recovery efforts.
- Initiates and coordinates pre and post hurricane related planning meetings (To include tenants).
- Authorizes the release of non-essential personnel prior to a hurricane related event.
- Identifies and initiates an MOA (Memorandum of Understanding) with another agency ,as necessary, in order to allow for the relocation of critical functions following a hurricane related incident.
- Main point-of –contact between the Port of South Louisiana and the Board of Commissioners.
- Coordinates and ensures seamless continuity of operations following a hurricane related incident.
- Primary Spokesperson for all media dissemination.
- Responsible for establishing Emergency Management Assistance Compacts (EMAC) with other Port Authorities.

Chief Operating Officer

- Responsible for ensuring the departmental compliance of this plan (Administration, Finance Human Resources, and Business Development).
- Assists Executive Director with establishing Emergency Management Assistance Compacts (EMACs) with other Port Authorities.
- Responsible for identifying and establishing pre-bid contracts with contractors and vendors for essential recovery purposes.
- Ensures all critical Port of South Louisiana data is properly backed up to the main drive and securely vaulted prior to a hurricane related event.
- Assumes the role of Executive Director, in his absence.
- Responsible for ensuring Port of South Louisiana business continuity (I.T. Functions).
- Directs the securing of the Belle Terre Administration Building and the release of non-essential personnel.

Deputy Director

- Responsible for ensuring the departmental compliance of this plan.
- **Receives reports and recommendations from the Operations Director** (Team Leader of Hurricane Preparedness and Damage Assessment Team).
- Updates Globalplex Tenants on Facility Status and coordinates recovery efforts.
- Ensures Tenants have updated Hurricane Plans & the means to secure their operations.
- Assumes the role of Executive Director, in his absence.

8. DEPARTMENTAL RESPONSIBILITIES (cont'd)

Deputy Director cont'd)

- Ensures Globalplex facility schematics are digitally archived (Utilities: electrical, gas, water, sewer, communications), including: connection points, cut-off valves, control panels (Labeled: Essential / non-essential).

Operations Director

- Coordinates the requirements of this plan with all department heads.
- Acts as Plan Communication Officer. Reports all preparations and procedures to the Deputy/Executive Director. (Member of Preparedness and Damage Assessment Team)
- Acts as the predetermined Incident Commander (Incident Command Team).
- Initiates actions/procedures section of this plan, as it progresses from condition five to condition one (Activates the Maritime Security Operations Center-MSOC).
- Ensures all emergency operations comply with USCG Regulations and Facility Security Plan in accordance with 33 CFR 105.
- Responsible for maintaining interoperable communication with all government agencies (Local, State, Federal), and acts as a liaison for assistance purposes.
- Maintains a twenty-four hour vigil (MSOC) during hurricane (Safety Permitting).
- Monitors and reports Port status to the Deputy and Executive Director
- Manages all Port of South Louisiana resources during a Hurricane crisis.
- Responsible for securing and locking down (Globalplex) facility prior to a mandatory evacuation, and assisting Tenants with securing their facility operations.
- Coordinates and ensures Globalplex Tenant dockside compliance in accordance with the USCG Sector N.O. Hurricane Contingency Port Plan (i.e. Vessel departures or Remain in Port Checklist).
- Coordinates pre-storm securing of PSL Marine Operations barges (Reserve & Capline) and pre staging of Port Security Vessels. (Contracts with a secondary vessel fuel source- pre-storm).
- Responsible for all Port of South Louisiana Crisis Communication (700 / 800 MHz, Satellite phones, cell phones, etc.), including issuing, tracking, technologically upgrading, and maintaining (Including banding) all Port owned equipment.

Assistant Operations Director

- Ensures compliance of this plan by Marine Operations personnel. (Member of Incident Command Team). Alternate Incident Commander
- Responsible for inventorying and maintaining all Hurricane related provisions.
- Will remain on the job (Safety Permitting) during a hurricane. (Member of Hurricane Preparedness and Damage Assessment Team)
- Ensures Tenants (Associated & Holcim) properly tie-down cranes (According to manufacturer operating / tie-down procedures) prior to evacuating.
- Assist with securing and locking down (Globalplex) facility, prior to a mandatory evacuation.
- Coordinates Pre-storm staging of PSL Marine Operations Personnel.

8. DEPARTMENTAL RESPONSIBILITIES (cont'd)

Assistant Operations Director (cont'd)

- Coordinates pre-storm securing of PSL Marine Operations barges and pre-staging of Port Security Vessels.
- Responsible for PSL Globalplex access control (Prior, during and after hurricane).
- Assists with securing and locking down (Globalplex) facility, prior to a mandatory evacuation.
- Coordinates the staging of Port of South Louisiana LE and Marine Operations personnel within the MSOC.

Safety Coordinator

- Monitors the work environment to ensure the health and safety of personnel, tenants and contractors.
- Member of the Incident Command Team.
- Monitors and identifies hazards and unsafe work conditions (pre and post storm) for immediate corrective action.
- The Safety Coordinator may halt any procedure Deemed unsafe until all safety discrepancies are corrected. (Member of Hurricane Preparedness and Damage Assessment Team).
- Maintains all Globalplex Utility Schematics (Essential / Non-Essential).
- Responsible for procuring hurricane related PPE for PSL Hurricane Team.
- Keeps accurate logs of Zone Discrepancies and reports them to the Deputy Director, who coordinates with Maintenance, in order to enforce corrective actions with Zone Managers (Including Tenants).
- Monitors personnel safety throughout the hurricane crisis (pre / post storm).

Administration Director

- Directs all readiness for main office in Laplace (Member of Hurricane Preparedness and Damage Assessment Team).
- Ensures Port of South Louisiana Web Server Continuity (Belle Terre, MSOC & Bldg. 60).
- Coordinates with other Departments to ensure all critical data is backed up to the server (Stored on H Drive).
- Ensures vaulting of critical data to an offsite location (Belle Terre, MSOC, & Bldg. 60).
- Ensures that the St. John Parish Airport has an updated Hurricane Plan.
- Reviews (Along with Port Insurance Consultant) all Port of South Louisiana Commercial Property Insurance Policies to identify any possible gaps and /or overlapping coverage prior to hurricane season.
- Maintains an updated (annually) digital photo archive of all Port of South Louisiana Assets (Assisted by the Safety Risk Agency Manager).

Marine & Cargo Trade Director, Globalplex / Maintenance Department

- Conducts a walk through inspection with Zone Managers in their area of responsibility, and keeps an accurate log of all activity, in order to ensure areas remain clear of debris.
- Provides a list of all nonessential electrical circuits for each building.
- Supervises the securing of operations for Globalplex Terminal.

8. DEPARTMENTAL RESPONSIBILITIES (cont'd)

Marine Cargo and Trade Director, Globalplex / Maintenance Department (cont'd)

- Provides a list of all emergency equipment and resources, which may be used prior to, and after a hurricane.
- Ensures all pilfer able items are kept in a locked and secured place. Access to this area will be accessible only to those persons authorized by the Administrations Director.
- Coordinates the purchase of equipment needed to secure terminal and provide emergency provisions.
- Reports readiness condition to Administrations Director.
- Secures the maintenance shop.
- Ensures all emergency equipment (generators, fire pumps, vehicles, etc.) needed for the Globalplex Terminal are regularly tested, in working order, and have adequate fuel. **(Member of Hurricane Preparedness and Damage Assessment Team)**
- Ensures **all** auxiliary power units (Bldg.'s 76, Guesthouse, etc.) are properly wired (according to manufacturer specifications) and include a transfer switch. **Assisted by Port Engineer.**
- Ensures Preventative Maintenance and testing of **all** port owned stand-by generators (And keeps accurate documentation). Performed by safety coordinator
- Ensures Tenants have properly secured their facilities prior to evacuating (Assisted by all Department heads).

Consulting Engineer

- Advises the Executive Director and staff of all hurricane related engineering concerns. (Member of Hurricane Preparedness and Damage Assessment Team)
- Ensures all auxiliary power units (Bldg.'s 76, Guesthouse, etc.) are properly wired (according to manufacturer specifications) and include a transfer switch.
- Provides a standard protocol for safely / properly shutting down utilities prior to a Major Hurricane (Globalplex).

Finance Director

- Ensures archiving (vaulting) of all vital financial data to a secure off-site location.
- Directs securing Finance building and surrounding area and release of non-essential personnel.
- Member of Incident Command Team

Human Resources Director

- Prepares and maintains current personnel roster. Also, maintains a list of important documents and computer disks, which need to be moved to a secure off-site location.
- Ensures employee emergency contact information is regularly updated.
- Assists with the departmental release of non-essential personnel.
- Communicates the Port's Status with personnel, and ensures their timely return (assisted by all Department heads).

8. DEPARTMENTAL RESPONSIBILITIES (cont'd)

Business Development

- Ensures all critical data is backed up to the server for vaulting.
- Maintains / Updates Emergency Web Link (Assisted by the Safety Risk Agency Manager).
- The Public Relations Director, at the discretion of the Executive Director, gathers, verifies, coordinates, and disseminates accurate and timely information in regards to Port Status (Pre and Post Incident).
- Member of Incident Command Team

Safety Risk Agency Manager

- Maintains and updates Hurricane Preparedness and Recovery Plan based upon the most current Best Practices.
- Conducts yearly hurricane exercises to test the departmental parameters of the Port of South Louisiana Hurricane Plan.
- Liaison to Local, State, and Federal Agencies (And Private Stakeholders).
- Attends Local, State, and Federal hurricane planning meetings, as needed.
- Provides situational awareness to public / private stakeholders (Pre & Post Incident).
- Member of Incident Command Team
- Assists Administration with updating (annually) the digital photo archive of all Port of South Louisiana Assets.
- Assists the Safety Coordinator with identifying potential safety hazards (pre and post hurricane).
- **(Member of Hurricane Preparedness and Damage Assessment Team).**

Information Technology (Under the Direction of the Administration Dept.)

- Responsible for establishing an Information Technology Contingency Plan (Based upon the most current best practices) which will address **continuity, restoration, and recovery** of critical data and systems. **Note: This plan shall be in accordance with the following ISO Standards:**
 - ❑ ISO 22301:2012 *Societal Security-Business Continuity Management Systems –Requirements*

Zone Managers

- Zone Managers will inspect and ensure their assigned areas are free of debris that may become a missile hazard during hurricane force winds. All work orders needed for assistance, will be submitted to the Maintenance Supervisor.
- All potential hazards shall be immediately reported to the Safety Coordinator in order to initiate corrective actions.



8. DEPARTMENTAL RESPONSIBILITIES (cont'd)

All other Employees

- Report for work as scheduled unless instructed otherwise by your supervisor. Stay in touch with your supervisor for schedule changes. Provide Human Resources with up to date Physical address and phone number. Volunteers may be requested to ride out storm after arranging for the security of their family and or personal interest first.
- Ensure that all vital files have been saved to the server (Stored on H-Drive / Refer to your Computer User's Orientation Manual).Note: All Port of South Louisiana Servers are vaulted daily.
- Properly secure your work area prior to dismissal.

Evacuation

- If a mandatory evacuation is ordered, all non-essential personnel shall be dismissed.
- Employees shall be responsible for providing their department heads with their evacuation intentions (If possible please provide destination and phone number). After the hurricane has passed, stay tuned to television and radio stations for information concerning when it is safe to return home. When possible contact the Port of South Louisiana MSOC (Maritime Security Operations Center) (1-866-536-8300 / 985-536-1118), and advise the person on watch of your location and a way to contact you in order that return to work information can be passed.

Important: Port status updates shall be posted regularly on the Port of South Louisiana's Emergency Web Portal (www.portsl.com) and the Port of South Louisiana's Facebook Page <https://www.facebook.com/login.php>.

Note: As an employee of the Port of South Louisiana, you are responsible for communicating your whereabouts, and returning to work in a timely fashion, following a Hurricane (Please refer to PSL Policy #510 Authorized Closings and Designation of Essential Personnel).

9. INITIAL PREPARATIONS

PORT EXECUTIVE DIRECTOR READINESS SCHEDULE

One Month (01 May) prior to hurricane season, the Port Director will be responsible for the following:

1. Review Emergency Funding Powers.
2. Plan to enable an evacuation of essential personnel.
3. Ensure all Port of South Louisiana departments are operating under the current plan and are fully compliant.
4. Conduct an initial planning meeting with Port of South Louisiana Essential Personnel and Tenants.
5. Investigate the possibility of entering into either a Mutual Aid Agreement or an Emergency Management Assistance Compact (EMAC) with another Port (Seek Assistance from AAPA in regards to this matter).

CHIEF OPERATING OFFICER READINESS SCHEDULE

One Month (01 May) prior to hurricane season, the Chief Operating Officer will be responsible for the following:

1. Ensuring that all departments within your span of control are operating under the current hurricane plan and are fully compliant.
2. Ensuring all pre-bid contracts are in place for essential recovery services.
3. Ensuring that all critical data is being properly backed up and stored.
4. Identifying and initiating an MOU (Memorandum of Understanding) with another agency for the relocation of critical Port functions following a hurricane related incident.

DEPUTY DIRECTOR READINESS SCHEDULE

One Month (01 May) prior to hurricane season, the Deputy Director will be responsible for the following:

1. Ensuring that all departments within your span of control are operating under the current hurricane plan and are fully compliant.
2. Initiating and coordinating a hurricane pre-planning meeting with essential personnel and tenants.
3. Ensuring all tenants' hurricane plans have been updated.
4. Ensuring that all Port of South Louisiana facility schematics have been completely updated.
5. Assisting the Legal Dept. with ensuring that all Port of South Louisiana tenants have signed "Force Majeure" clauses in their File folders.

9. INITIAL PREPARATIONS (cont'd)

OPERATIONS DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Operations Director / Assistant Operations Director will be responsible for the following:

1. Assigning a safe and secure watertight location where important equipment, disks, drives, documents, plans, and diagrams are to be stored. **(These items should already be sealed in watertight containers).**
2. Contacting the U.S. Maritime Administration (MARAD) to acquire the necessary paperwork needed for requesting naval support vessels, which may be needed after a major hurricane.
3. Determining the most efficient form of Emergency Communication Equipment and procuring it for the Port (Information Technology Department will aid in this process). This equipment shall be stored in a secure, locked location; accessible by only the Operations Director or the Administrations Director.
4. Inventorying and testing of all interoperable communication equipment and ensuring that all equipment is properly banded to the frequencies of the other government agencies.
5. Inventorying and stocking Emergency locker (Cots, flashlights, blankets, sleeping bags, etc.)
6. Increasing inventory of potable water for Hurricane Season (01 June-30 Nov.).
7. Establishing an emergency evacuation plan (with a pre-set evacuation route) to be used by essential employees in the event of a mandatory evacuation.
8. Establishing and maintaining an Emergency Communication Kit, to include (And be stored in the Maritime Security Operations Center-MSOC):
 - 700 / 800 MHz radios and chargers
 - Purchase orders
 - Laptop with combination printer/copier/scanner/fax machine
 - AAPA annual pocket guide
9. Purchasing Government Emergency Telecommunications Service (GETS) cards for essential personnel.
10. Ensuring (Along with Assistant Operations Director) that Associated Terminals and Holcim have a written procedure in place (Consistent with the manufacturer) to tie down the port owned cranes in the event of a hurricane (or heavy weather).
11. Coordinating (Assigned to: Safety Risk Agency Manager) with St. John Parish's OEP to establish reentry credentialing (Essential personnel) in the event of a hurricane (or otherwise) evacuation.
12. Providing St. John Parish's OEP an updated (yearly) list of Essential Personnel for Globalplex Tenants (Assign: Safety Risk Agency Manager).
13. Establishing a "Lock-down" procedure in the event of a mandatory hurricane Evacuation.
14. Making an initial inspection of Globalplex fencing and gates to determine if the premise is secure (Ensure all access gates can be secured).
15. Making sure all communication equipment is functioning properly.
16. Contracting with a guard service for providing additional guard, if necessary.

Marine Operations (Reserve Barge / Capline Dock 4)

1. Conducting a walk-through of the docks and the surrounding area, in order to remove or relocate any Non-essential items which may pose a storm related hazard.
2. Attaching extra fenders to the docks (Reserve / Capline) in order to protect Port Vessels from heavy weather.
3. Removing all waterborne debris from around dock area.

9. INITIAL PREPARATIONS (cont'd)

SAFETY DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Safety Coordinator will be required to perform the following procedures:

1. Conduct a walk-through of Globalplex to determine if there may be any potential Hazardous material issues which may result from a hurricane (Report any findings to Operations Director and Deputy Director).
2. While conducting your walk-through, determine if there are any pre-hurricane safety Concerns, which need to be addressed (Report findings to Operations Director and Deputy Director). **Please note that you are looking for ways to mitigate the post-hurricane recovery process.**

ADMINISTRATION DEPARTMENT READINESS SCHEDULE

One month prior to hurricane season (01 May), the Director of Administration will be responsible for:

1. Periodic testing of PSL Web Server Continuity.
2. Coordinating with the Airport Director to ensure St. John Parish Airport hurricane readiness schedule.
3. Taking digital pictures of **all** Port owned facilities (administration, dock, maintenance, Warehouses, etc.). These pictures are to be stored on flash drives and kept in a secure Location. (Assistance will be provided by the Safety Risk Agency Manager).
4. Creating and maintaining a damage assessment form to be used by FEMA and the Port's insurance carrier in the event of post hurricane losses.
5. Maintaining an updated inventory of all Port owned equipment to be kept on flash drives at a Secure Location (All Departments will be involved in this process).
6. Scheduling a meeting with the Port's insurance agent to review policy (Make sure there are no gaps in coverage and Perils are clearly stated).
7. Establishing and maintaining contact information with FEMA for post hurricane coordination.
8. Determine protocol for damage assessment.
9. Establishing a protocol to ensure web server continuity in the event of a Major Hurricane.
Note: Backup Files stored on all three servers are sent every evening to Venyu in Baton Rouge (Venyu has a secondary site located out of state).
10. Establishing a "power down" procedure in order to safely shut down and disconnect all electronic equipment in the event of a hurricane. This policy will be issued to all Port personnel. Recommendation: Prior to evacuating, personnel located at bldg.'s 60, Finance, and Security, should "power down" their computers, and have them delivered to a more secure location (Bldg. 76).
11. Establish an Information Technology Contingency Plan (Based upon the most current best practices) which will address continuity, restoration, and recovery of critical data and systems. Note: This plan should comply with ISO /IEC 17799:2000 Industry Standards.

9. INITIAL PREPARATIONS (cont'd)

MARINE CARGO & TRADE DIRECTOR / MAINTENANCE DEPT. READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Marine Cargo & Trade Director shall direct the Maintenance Department to transition into its hurricane readiness mode. The following is a list of procedures to be implemented (list can be amended at any time):

1. Boards for all buildings are to be inventoried and marked for their placement. These boards are to be stored in either the Maintenance Building or their respective locations. **These boards are to be used for hurricane boarding only (Absolutely no exceptions!). Procedure to commence 01 May.**
2. Purchasing and stocking maintenance emergency items which may be needed prior to, during, and following a storm. This procedure shall be conducted during the Month of May.
3. Conducting a walk-through of the entire Globalplex Facility, in order to identify any hazards which may need to be removed or relocated (trailers, old Machinery, debris, etc.). This procedure is to commence 01 May.
4. Creating and maintaining contact numbers for pre-qualified contractors, and establish an emergency inventory for repairs.
5. Ensuring that all Port of South Louisiana Plans and schematics are protected and placed in a secure and dry location (Diagrams, floor plans, facility layout, utility shut-off locations, etc.).
6. Ensuring that all generators are functioning properly, and their Connections match up with the facilities they are to be placed at. This procedure will begin on 01 May.
7. Conducting preventative maintenance (PM) and testing of all port owned (including portable) stand-by generators prior to 01 May (Maintenance schedule shall be kept on file with Administration).
8. Identifying all non-essential utilities, which can be safely shut down prior to a hurricane (These utilities are to be marked off). This procedure will begin 01 May.
9. Arranging for standby utilities to be used in the event of a Major hurricane (portable lights, port-o-potty, portable generators, etc.) This procedure will commence 01 May.
10. Inspecting all Globalplex warehouses, in order to ensure their cargo doors are structurally sound and operating properly. This procedure will begin 01 May.
11. Having a working plan with utility companies in order to establish protocol for emergency reactivation of utilities.
12. Clearing an approved on-site location to be used for Temporary employee housing, should the need arise following a major hurricane.
13. Coordinating with all Globalplex Tenants to ensure hurricane readiness (01 May through 30 Nov).
14. Purchasing and maintaining enough visqueen to cover all computers and servers at the Globalplex and Belle Terre Office locations.

9. INITIAL PREPARATIONS (cont'd)

HUMAN RESOURCES DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Human Resources Department will be required to:

1. Update emergency contact numbers and personal information on all employees.
2. Ensure that all critical Port of South Louisiana data is being properly backed up to the servers and vaulted.
3. Have all employees (if possible) and Port Commission members provide a secondary email address in the event the Port's server goes down.
4. Update Essential Personnel list
5. Familiarize employees with the Port of South Louisiana's Remote Access Site <http://mail.ntgasp.com>.

FINANCE DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane Season, the Finance Department will be required to perform the following:

1. Secure a secondary site to perform payroll and accounting functions in the event of power loss due to a major hurricane.
2. Pre-qualify vendors for post-hurricane recovery work.
3. Set up emergency cash reserves for post-hurricane funding.
4. Ensure that all critical data is backed up to the correct drives and properly vaulted.
5. Coordinate with the Operations Director to relocate personal workstations and other sensitive equipment, to a secure location within the MSOC (or Bldg. 76).

Note: The Finance Department's files / records are vaulted every evening with Venyu in Baton Rouge.

BUSINESS DEVELOPMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Business Development Department shall be required to:

1. Update the Crisis Communication Plan (Spokesperson Protocol).
2. Update the Port of South Louisiana's Emergency Webpage.
3. Issue PSL Essential Personnel Badges to both Port and tenant new hires.
4. Update the Port of South Louisiana Essential Personnel List.

SAFETY RISK AGENCY MANAGER READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Business Development Department shall be required to:

1. Conduct a hurricane exercise to test, validate, and update the current Port of South La Hurricane Plan.
2. Update the Port of South Louisiana Hurricane Plan.
3. Assist Administration with updating the photo archives for insurance purposes.
4. Update and forward the Port of South Louisiana's Essential Personnel List to St. John Parish.

ZONE MANAGERS READINESS SCHEDULE

One month (01 May) prior to hurricane season, Zone Managers shall be required to:

1. Conduct a thorough walkthrough of their assigned zone area in order to identify any possible hurricane related hazards, and immediately document and report them to Safety for corrective actions.

9. INITIAL PREPARATIONS (cont'd)

ALL OTHER EMPLOYEES

One month (01 May) prior to hurricane season, all other Port of South Louisiana Employees are advised to:

1. Update their emergency contact information with Human Resources.
2. Update their personal hurricane plan.
3. Review the current Port of South Louisiana Hurricane Plan.

10. DEPARTMENTAL ACTIONS /PROCEDURES

All Departments shall review the Hurricane Preparedness and Recovery Plan and recommend changes to the Policy and Planning Director, no later than 01 May. An Exercise will be scheduled during the month of May to familiarize employees with this plan. The exercise will be coordinated by Policy and Planning Director, and include (While not limiting) the following: Activating the Maritime Security Operations Center (MSOC), Communication Checks, Tenant Coordinated securing of dock cranes, Departmental readiness, Test of stand-by generator(s), PSL Emergency Web Link testing, and simulated boarding of buildings.

10.1 Hurricane Condition Five

Automatically set from 01 June to 30 November each year. This is only an awareness condition. All Departments continue normal duties and responsibilities. The Operations Director will monitor any severe weather developments and advise the Executive Director, Deputy Director and all Department Heads of potential hurricane / severe weather conditions beyond five.

10.2 Hurricane Condition Four / Coast Guard Condition WHISKEY

Alert condition in which threatening winds are possible within **72 hours**.

Executive Director

- Initiate a meeting with senior staff members and essential personnel to review NOAA / National Weather Service Briefings and commence hurricane preparations.
- Initiate the planned release of non-essential personnel.
- Brief Port Commissioners on Port hurricane readiness.

Chief Operating Officer

Coordinate the release of non-essential personnel.

- Coordinate with the alternate site host for the possible relocation of Port of South Louisiana Critical functions.
- Ensure all critical Port Data has been correctly saved to the correct drives and properly vaulted.
- Coordinate the securing of the Port of South Louisiana Administration Building.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.2 Hurricane Condition Four / Coast Guard Condition WHISKEY (cont'd)

Deputy Director

- Initiate a meeting with Tenants to discuss hurricane readiness.
- Work with the Safety Coordinator to identify potential hurricane related hazard and take corrective actions.
- Ensure departmental readiness in accordance with Condition 4.
- Assist the Airport Director with securing the airport.

Operations Director (Incident Commander)

- Advise the Executive Port Director / Deputy Director when this condition is activated. Coordinate Execution of this plan with Department Heads.
- **Activate the Maritime Security Operations Center (MSOC) and track weather system.** (ICS-Command / General Staff Initial Briefing)
- Assist Tenants with securing all terminal operations and dispatching deep draft vessels in accordance with USCG Sector New Orleans Hurricane Contingency Plan.

Assistant Operations Director

- Implement Condition Four in accordance with Operations Department Heavy Weather Plan. Assist Operations Director as directed.
- Advise Operations Director when condition four is set by Marine Operations. Begin securing barges (Reserve/ Carline).
- Initiate Port of South Louisiana marine patrols in order to identify any potential waterborne hazards within the Port's Jurisdiction.
- Prepare the MSOC for hosting additional personnel.

Safety Coordinator

- Coordinate with Zone Managers and Tenants to identify any potential hazards and work with the Deputy Director in order to implement corrective actions.
- Ensure that all Port related safety protocols are being strictly adhered to.
- Identify and secure any possible hazardous materials.

Administration Director

- Assist other departments with the release of non-essential personnel.
- Assist the Airport Director with securing the Port of South Louisiana Airport.
- Ensure the Port's photo archives are stored on a flash drive for future reference.
- Assist with securing the PSL Administration Building.
- Ensure that systems are in place that allow for web server continuity.
- Coordinate with the other departments to ensure that all critical data has been saved to the correct drive and properly vaulted.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.2 Hurricane Condition Four / Coast Guard Condition WHISKEY (cont'd)

Marine Cargo & Trade Director / Maintenance Department

- Inspect and secure all buildings not used in daily operations.
- Begin identifying all non-essential utilities that may be shut-off.
- Remove all missile hazards (light objects which may be carried by strong winds) from grounds.
- Submit requisitions for needed equipment and spare parts to Finance Director.
- Stage all materials needed to secure facility in maintenance shop area.
- Assist the Airport Director with securing the airport.
- Identify and secure any possible hazardous materials
- Have Personnel do general cleanups of facility.
- Top off all fuel tanks and lubricants. Secure exterior empty tanks by filling them
- Check operation of all vehicles, pumps, emergency power plants and miscellaneous machinery.

Finance Director

- Review critical files, and computer data lists. Any files that will not be used within next 48 hours should be placed in secure watertight containers.
- Ensure that all critical data files have been backed up to the main drive and properly vaulted.
- Coordinate the release of non-essential personnel and the securing of the finance building.
- Begin moving workstations over to an alternate location.
- Ensure that emergency cash reserves are in place for post hurricane funding.

Human Resources Director

- Coordinate the release of non-essential personnel.
- Ensure all critical data files have been backed up to the main drive (Drive H) and properly vaulted.
- Review critical files, and computer data lists. Any files that will not be used within next 48 hours should be placed in secure watertight containers.

Business Development Director / Public Information Director

- Update port personnel, tenants, and public / private stakeholders through the Port of south Louisiana's emergency Web Page and Facebook Account.

Safety Risk Agency Manager

- Communicate Port readiness and provide situational awareness to Public & Private Stakeholders (Local, State, and Federal).
- Assist the Safety Coordinator with identifying potential hazards and securing the facility.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.2 Hurricane Condition Four / Coast Guard Condition WHISKEY (cont'd)

Zone Managers

- Conduct a thorough inspection of respective zones. Make arrangements to have all potential missile hazards removed. Items that are not likely to be used within the next 72 hours should either (1) be removed and placed within a secure building, or (2) if too heavy, tied down, using rope or wire with sufficient strength to provide immobility during high wind conditions. Items susceptible to water damage should either be (1) removed to areas where they will remain dry, or (2) covered using tarpaulins.

All Other Employees

Non-Essential Employees Shall be dismissed at this time. Prior to being released to address personal needs:

- Save all essential files to drive H, which backs up to the server, and is then stored offsite. Note: Files located in Drive C need to be backed up by the employee.
- Power down and unplug all electronic equipment.
- Lock phone equipment in file cabinets and secure (Top Drawers).
- Cover Computer & file cabinets with visqueen (If System unit is located on the floor, place it on top of your desk).
- Notify Immediate Supervisor of your evacuation intentions (Destination & Phone Number). If your computer is located in a bldg. that is susceptible to wind /water intrusion, consider relocating it to an alternate (safer) location.

10.3 Hurricane Condition Three / Coast Guard Condition X-Ray

Readiness Condition in which threatening winds are possible within **48 hours**.

Executive Director

- Meet with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.
- Update Port Commissioners on Port Hurricane readiness.

Chief Operating Officer

- Meet with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.

Deputy Director

- Meet with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.
- Update Tenants on Port of South Louisiana Readiness Condition.
- Assist the Safety Coordinator with securing the Globalplex facility.
- Assist the Airport Director with securing the airport.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.3 Hurricane Condition Three / Coast Guard Condition X-Ray (cont'd)

Operations Director

- Meet with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.
- Continue monitoring the storm track from the MSOC.
- Coordinate Execution of this plan with Department Heads.
- Advise Executive Port Director / Deputy Director when this condition is activated.
- Advise Terminal Operating Group to remove or secure containers and other cargoes in Zones 1A and 4A.
- Initiate the relocation of Port Security Vessels, if necessary.

Assistant Operations Director

- Continue to monitor the storm from the MSOC
- Implement Condition Three in accordance with Operations Department Heavy Weather Plan.
- Assist the Operations Director as directed.
- Advise the Operations Director when condition Three is set by Marine Operations.
- Begin Coordinating Manitowoc Crane Tie downs with Maintenance Dept. and Tenants (Associated Terminals and Holcim).
- Ensure inventories of potable water (all Bldg.'s) are sufficient.
- Initiate the relocation of Port Security Vessels, if necessary.
- Contact Portable Toilet Vendor and have toilets relocated to building 76 (warehouse) within next 24 hours unless notified.

Safety Coordinator

- Update the Deputy Director on Globalplex Port Readiness.
- Continue monitoring for any possible safety / environmental hazards.
- Continue assisting tenants with securing the Globalplex facility.
- Continue assisting the Airport director with securing the Airport.

Administration Director

- Implement preparations for this condition and coordinate the securing of the Belle Terre Office. Advise Operations Director one this condition has been set.
- Coordinate with Dept. Heads to ensure all essential files have been saved to Drive H and backed up to the servers for off-site storage.
- Continue to ensure that systems are in place that allow for web server continuity.

Marine Cargo & Trade Director / Maintenance Department

- Take precautions to prevent or reduce water intrusion.
- Secure nonessential electrical power.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.3 Hurricane Condition Three / Coast Guard Condition X-Ray (cont'd)

Marine Cargo & Trade Director / Maintenance Department (cont'd)

- Assist Tenants with protecting goods in Warehouse(s) using protective coverings.
- Board windows in Guest House, Finance, Building 76, and Main Office in LaPlace. Coordinate with Assistant Operations Director and Tenants in Manitowoc Crane Tie-downs (All four).

Finance Director

- Begin packing all non-essential documents and equipment in secure watertight containers.
- Board all windows in Finance Building.
- Ensure all loose debris is picked up around exterior of Finance.
- Begin preparing accounting and payroll operations to be moved to a secure secondary location (Maritime Security Operations Center-MSOC)

Human Resources Director:

- Begin packing all non-essential documents and equipment in secure watertight containers.
- Continue monitoring the Storm's path through communications with the Port of South Louisiana MSOC.

Business Development Director / Public Information Officer

- Continue Updating port personnel, tenants, and public / private stakeholders through the Port of south Louisiana's emergency Web Page and Facebook Account.

Safety Risk Agency Manager

- Continue Communicating Port readiness and providing situational awareness to Public & Private Stakeholders (Local, State, and Federal).
- Attend Local, State, and Federal Hurricane Planning Meetings, as necessary.
- Assist the Safety Coordinator with identifying potential hazards and securing the facility.

Zone Managers

- Secure all areas that will not be used within the next 48 hours.
- Stage any needed materials in a location within respective zones so they will be readily available if Condition 2 is implemented.

All other Essential Employees

- As directed by immediate supervisor. Note: At this time Essential Personnel will be released to address their personal needs prior to reporting back to work.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.4 Hurricane Condition Two / Coast Guard Condition YANKEE

Readiness Condition in which threatening winds are possible **within 24 hours.**

Executive Director

- Continue meeting with senior staff members and essential personnel to review updated NOAA / National Weather Service Briefings.
- Continue updating Port Commissioners on Port Hurricane readiness.

Chief Operating Officer

- Ensure departmental compliance with Hurricane Condition Yankee.
- Continue meeting with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.

Deputy Director

- Ensure departmental compliance with Hurricane Condition Yankee.
- Continue meeting with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.
- Continue updating Globalplex Tenants on Port Hurricane Readiness Condition.
- Assist Tenants with securing their facilities.
- Continue assisting the Safety Coordinator with securing the Globalplex facility.
- Continue assisting the Airport Director with securing the airport.

Operations Director

- Continue meeting with senior staff members and essential personnel to review NOAA / National Weather Service Briefings.
- Assist USCG Sector New Orleans, as needed, in securing the Port of South Louisiana's area of responsibility (AOR).
- Continue monitoring the storm track from the MSOC.
- Coordinate Execution of this plan with Department Heads.
- Advise Executive Port Director / Deputy Director when this condition is activated.
- Stage hurricane supplies for in the MSOC for Marine Operations & (LE) Law Enforcement hurricane "ride out" crews.
- Conduct a communications check with: USCG, TRI PARISH EMERGENCY OPERATIONS CENTERS, and TRI PARISH SHERIFF DEPARTMENTS.
- Continue to ensure that all hurricane readiness planning is consistent with the USCG 33 CFR 105 Regulations and the Globalplex Facility Security Plan.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.4 Hurricane Condition Two / Coast Guard Condition YANKEE (cont'd)

Assistant Operations Director

- Continue monitoring the storm from the MSOC
- Direct Captain(s) to set condition 2 according to Operations Departmental Heavy Weather Plan.
- Implement Condition Two in accordance with Operations Department Heavy Weather Plan.
- Assist the Operations Director as directed.
- Advise the Operations Director when condition Two is set by Marine Operations.
- Ensure Crane “Tie Downs” have been properly initiated.
- Ensure hurricane supplies and bedding are sufficient to accommodate the Marine Operations and Law Enforcement (LE) “ride out” crews.
- Inspect Docks (Reserve / Capline) and vessels to ensure they are secure.
- Continue Security Rounds, advising the Maritime Security Operations Center (MSOC) of anything needing to be secured.

Safety Coordinator

- Continue monitoring the Storm’s path through communications with the PSL MSOC.
- Continue updating the Deputy Director on Globalplex Port Readiness.
- Continue monitoring for any possible safety / environmental hazards.
- Continue assisting tenants with securing the Globalplex facility.
- Continue assisting the Airport director with securing the Airport.
- Assist Tenants and Maintenance with ensuring that any and all hazardous materials have been secured.
- Ensure that assigned safety vehicle has been “topped off” with fuel.

Administration Director

- Continue monitoring the Storm’s path through communications with the PSL MSOC.
- If necessary, coordinate with St. John Parish for resources to secure the airport.
- Assist I.T. service provider with ensuring that all I.T. (Information Technology) Contingency Plans are in place.

Marine Cargo & Trade Director / Maintenance Department

- Continue monitoring the Storm’s path through communications with the Port of South Louisiana’s MSOC.
- Assist Deputy Director, Safety Coordinator, and Tenants with any help necessary in securing Globalplex.
- Continue taking precautions to prevent or reduce water intrusion.
- Secure nonessential electrical power.
- Protect goods in Warehouse(s), using protective coverings.
- Ensure that all window boarding has been completed..
- Top off all Port vehicles with fuel and secure them in bldg. Three.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.4 Hurricane Condition Two / Coast Guard Condition YANKEE (cont'd)

Finance Director

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.
- Move all critical files, records and data to off site location (MSOC)
- Move accounting and payroll functions to secure secondary site (Maritime Security Operations Center-MSOC).

Human Resources Director:

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.
- Ensure the movement of all critical files, records and data to the off site location.

Business Development Director / Public Information Officer

- Continue Updating port personnel, tenants, and public / private stakeholders through the Port of South Louisiana's emergency Web Page and Facebook Account.

Safety Risk Agency Manager

- Continue Communicating Port readiness and providing situational awareness to Public & Private Stakeholders (Local, State, and Federal).
- Continue attending Local, State, and Federal Hurricane Planning Meetings, as necessary.
- Continue assisting the Safety Coordinator with identifying potential hazards and securing the facility.
- Assist USCG Sector New Orleans and DHS Protective Security Advisor (PSA) , as needed, in securing the Port of South Louisiana's Area of Responsibility (AOR).

Zone Managers

- Thoroughly inspect respective zones to ensure they are secure and free of missile hazards.
- All boarding of windows should be complete for this condition.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.5 Hurricane Condition One / CG Condition Zulu

Danger Condition in which threatening winds are possible **within 12 hours**.

Executive Director

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.

Chief Operating Officer

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.

Deputy Director

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.
- Maintain periodic communications with the Safety Coordinator and Airport Director in order to address any unsuspected emergencies.

Operations Director

- Maintain around the clock storm monitoring in Maritime Security Operations Center (MSOC).
- Update the Executive Director on the storm's progress, along with Port hurricane readiness.
- Ensure laptop is powered and all necessary flash drives are available (Globalplex plans, facility lay-outs, utility shut-offs, pictures, etc.).
- In this condition, Hurricane Winds are imminent within 12 hours. The Maritime Security Operations Center (MSOC) will be staffed with essential personnel.
- All other personnel should be released to take care of personal needs, and / or evacuation. Maintain communication interoperability with all agencies (USCG, TRI-PARISH EOC'S, and TRI-PARISH SHERIFF'S DEPT.)

Assistant Operations Director

- Maintain around the clock storm monitoring in Maritime Security Operations Center (MSOC).
- Assist PSL Law Enforcement with "locking down" Globalplex in accordance with the Facility Security Plan.
- Assist the Operations Director, as needed.

Safety Coordinator

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.
- Maintain periodic communications with Deputy Director in order to address any unsuspected emergencies.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.5 Hurricane Condition One / CG Condition Zulu (cont'd)

Administration Director

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.

Marine Cargo & Trade Director / Maintenance Department

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.

Finance Director

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.

Human Resources Director:

- Continue monitoring the Storm's path through communications with the Port of South Louisiana's MSOC.

Business Development Director / Public Information Officer

- Continue Updating port personnel, tenants, and public / private stakeholders through the Port of South Louisiana's emergency Web Page and Facebook Account.

Safety Risk Agency Manager

- Continue Communicating Port readiness and providing situational awareness to Public & Private Stakeholders (Local, State, and Federal).
- Continue attending Local, State, and Federal Hurricane Planning Meetings, safety permitting.
- Continue assisting USCG Sector New Orleans and DHS Protective Security Advisor (PSA), as needed, in securing the Port of South Louisiana's Area of Responsibility (AOR).

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.6 POST HURRICANE OPERATIONS

To commence as soon as possible after storm passes

Executive Director

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to direct recovery efforts.
- Provide Situational Awareness to Port Commissioners on Port of South Louisiana readiness / recovery efforts.
- Request Emergency Management Assistance with the Governor and / or other Port Authorities, if necessary, for continuity of operations.
- Direct / Delegate Port of South Louisiana Recovery Efforts.

Chief Operating Officer

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Coordinate with the host agency to relocate Port of South Louisiana critical administrative functions, if necessary.
- Begin coordinating pre-bid services for restoration of Port operations.
- Assist delegated departments with restoration of services.

Deputy Director

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Meet with all Port of South Louisiana (Globalplex) Tenants, safety permitting, to assess their needs and facilitate their recovery efforts.
- Assist delegated departments with restoration of services.
- Assist the Airport Director, as needed, in order to restore airport operations.
- Begin coordinating pre-bid services for restoration of Port operations.

Operations Director

- Coordinate initial meeting in the MSOC in order to assess facility damage and commence recovery efforts.
- Issue Emergency Communications Equipment to essential personnel.
- Establish contact with Port Security Vessels in order to determine if it is safe for them to return to Port.
- Activate Damage Assessment Team. Determine location and status of all port personnel. Determine immediate personnel needs for assessing damage and cleanup operations.
- While conducting recovery assessments / efforts, always ensure compliance with USCG 33 CFR 105 regulations in accordance with the Globalplex Facility Security Plan.
- As soon as possible have Marine Operations conduct a waterborne survey of the port.
- Activate laptop computer and load appropriate flash drives (i.e.Globalplex Schematics)

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.6 POST HURRICANE OPERATIONS (cont'd)

Assistant Operations Director

- Assess Damage to the Marine Operations Docks and Port Security Vessels.
- Report to the MSOC / Command Center in order to assist the Operations Director.
- Photo Assessment of Reserve / Capline Barges, and all Port Vessels shall commence as soon as safety permits. (Any physical damage to PSL Marine Operations property is to be documented).
- Direct Port of South Louisiana deputies in regards to PSL Globalplex access control.
- Inspect perimeter of Globalplex Facility to determine areas of immediate concern for security. (Report any discrepancies to MSOC).
- If safety dictates, begin restricting port access.

Safety Coordinator

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Conduct a walkthrough of PSL Globalplex in order to identify any potential safety hazards (Mark & Document all hazards).
- Immediately cease any unsafe operations and report them to the Operations Director (Incident Commander).
- Conduct a walkthrough of PSL Globalplex and document any facility damage (coordinate with Policy & Planning Director).

Administration Director

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Determine location of Department Personnel. All able personnel should report to work as soon as possible after the storm (Refer to Policy # 510 Authorized Closings).
- Coordinate the restoration of all Port of South Louisiana I.T. services.
- Contact Insurance carrier and give an initial assessment of damage (All Department Heads will assist).
- Make an initial contact with FEMA and request assistance (800-621-3362)
- Issue damage assessment forms to all Department Heads and make sure they are completed properly.

Marine Cargo & Trade Director / Maintenance Department

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Organize work teams in order to remove roadway debris (watch for down power lines)
- Begin conducting damage assessments.
- Assist Tenants with restoring their operations
- Prioritize repairs based on mitigating further losses (Roof damage needs to be immediately addressed in order to prevent further water intrusion). Note: detailed damage assessment forms are to be completed for each project.
- Contact and assist utility companies in order to restore Port utilities as soon as possible.

10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

10.6 POST HURRICANE OPERATIONS (cont'd)

Finance Director

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Immediately begin restoring Port of South Louisiana Financial Operations (Activate secondary offsite and emergency cash reserves, if necessary).
- Activate secondary site for payroll and accounting, if necessary.
- Activate emergency cash reserves (**KEEP DETAILED RECORDS FOR FEMA AND INSURANCE CARRIERS)

Human Resources Director

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Assist Port of South Louisiana heads with re-entry efforts of non-essential personnel.

Business Development Director / Public Information Officer

- Update Port Status on the Port of South Louisiana Emergency Web Page
- Post any provided local, state, federal, or USCG Advisories.
- Provide any media releases, as directed by the Port's Executive Director.

Safety Risk Agency Manager

- Report to the Port of South Louisiana MSOC (Maritime Security Operations Center) in order to commence recovery efforts.
- Photo document any and all physical damage to Port of South Louisiana Property and vehicles (Non Marine Operations).
- Communicate Port readiness and provide situational awareness to Public & Private Stakeholders (Local, State, and Federal).
- Assist Operations Director with any public / private stakeholder Mutual Aid request.

All Other Employees

The Post-Hurricane Recovery process will weigh heavily upon the severity of damage to all Port of South Louisiana properties. All Port employees should expect to return to work as soon as humanly possible. Communication regarding work related scheduling will take place through one or more of the following sources:

1. Maritime Security Operations Center (MSOC) Hotline (1-866-536-8300 / 985-536-1118)
2. Local Television or Radio Stations (TV: WWLTV 4, WDSU 6, WVUE 8, WGNO 26, RTC /TIME WARNER 15 / RADIO: WWL AM 870 OR WLMG FM 101.9)
3. Contact through immediate Supervisor
4. Port of South Louisiana Emergency Web Portal www.portsl.com (Port Status)
5. Port of South Louisiana Facebook Page <https://www.facebook.com/login.php>

OPERATIONS DEPARTMENT HURRICANE / HEAVY WEATHER PLAN

DISCUSSION

In the event of Hurricane or Heavy Weather, proper preparation is essential in order to prevent unnecessary loss of life and property. The Hurricane Season is from 01 June to 30 November. The Port of South Louisiana's jurisdiction is vulnerable to the ravages of a major storm, subjecting personnel and property to severe damage. Therefore, it is of utmost importance to be prepared for the worst and hope for the best.

RESPONSIBILITIES

Port Operations Director

Responsible for maintaining this policy and ensuring that it is current and ready for execution. Reports all preparations to the Deputy / Executive Director.

Assistant Operations Director

Assist Operations Director in maintaining this policy. Ensure necessary supplies are on hand.

Shift Captain

Ensures that all watch personnel and equipment are prepared to meet the provisions of this policy and keep the Port Operations Director and Assistant Operations Director informed of all Heavy Weather and Hurricane preparations. Assist as directed by Operations/ Assistant Director.

Shift Deck Hand

Secures all loose objects in and around barge and parking lot. Checks all emergency response equipment for readiness. Assist as directed by Shift Captain.

Shift Engineer

Ensure that all machinery and associated equipment is in proper working order, with sufficient amounts of fuel and lubricants. This is to include all vessels, vehicles and auxiliary machinery. Maintain spare parts for machinery. Secure all nonessential engineering equipment. Assist as directed by Port Operations Director. ****NOTE:** Engineer is to keep Shift Captain informed of all Engineering preparations and nature of work performed

Personnel Recall

All Marine Operations personnel will be subject to a "Standby Recall Status" when extreme heavy weather threatens the Gulf Coast. The decision to initiate "Recall" will be authorized by the Executive Director and activated by the Operations Director. Therefore, when a pronounced tropical storm, depression or hurricane enters the Gulf of Mexico, all Marine Operations personnel will contact the Shift Captain for instructions.

Refer to Policy #510 Authorized closings and Designation of Essential Personnel

OPERATIONS DEPARTMENT HURRICANE / HEAVY WEATHER PLAN (cont'd)

1. The decision to activate "On Call / Recall" will be based on the following factors:
 - (a) Size of the storm.
 - (b) Predicted Track of Storm.
2. In the event of approaching heavy Weather where there is a need to place personnel in a "Standby Recall Status", each individual will receive "ON CALL PAY" at the rate of \$2.25 per hour. If recalled to work, pay at the **Time and One Half Rate** will commence when Hurricane Condition I is set. At that time "ON CALL PAY" will stop. A minimum of two (2) hours overtime will be paid to an individual who is recalled.
3. When recalled, personnel may be required to be at work for an extended period. Therefore, those individuals recalled should report to work with at least three changes of clothing and personal hygiene items. Food and shelter will be provided.

Family Considerations: Consideration for the safety and well-being of the immediate families of employees is of no less a priority than personnel recall and therefore must be an integral part of this plan.

1. All personnel should have plans for family evacuation. If Department Personnel are required to stay in the Port Area, they should provide their Department Head with family information such as:
 - (a) Name of Spouse and other dependents
 - (b) When did family evacuate?
 - (c) Where did they evacuate to, and what was their intended route.
 - (d) How can they be contacted? (I.e.: Cell Phone, Hotel, or shelter).
2. Married personnel will be given reasonable time to ensure their families are prepared for an approaching storm.

The Deputy Director shall be responsible for providing a representative to ensure communications are relayed between Personnel and their families, during and after the storm.

ACTIONS / PROCEDURES

Hurricane Condition Five - Automatically set from 01 June to 30 November each year.

NOTE: MINIMUM FUEL LEVEL FOR "JOHN JAMES CHARLES" WILL BE 3,000 GALLONS. FUEL LEVEL ON FAST RESPONSE BOAT WILL BE AT LEAST 95%.

OPERATIONS DEPARTMENT HURRICANE / HEAVY WEATHER PLAN (cont'd)

Operations Director shall prepare and maintain current personnel recall roster. Operations Director and Assistant Operations Director will review this policy and ensure all necessary equipment is on hand and in proper working order. Engineer will check all vessels, vehicles, machinery and damage control equipment for readiness. Keep Operations Director, Asst. Operations Director, and Shift Captain informed of engineering operations. Shift Captain will plot the track of any Tropical Depressions, Storms or Hurricanes. All other Marine Operations personnel will maintain and carry out normal operations.

Hurricane Condition Four / Coast Guard Condition WHISKEY

Alert condition in which threatening winds are possible within 72 hours.

Operations Director and/or the Assistant Operations Director will brief all personnel on recall procedures for impending storm. Inspect vessels, vehicles, barges, and equipment for proper readiness. All electronic equipment will be checked for proper operation. Advise Deputy / Executive Director when Condition Four is set.

Engineer will check operation of all vessels, vehicles, pumps, emergency power plant and any other machinery. Advise Operations Director, Assistant Operations Director, and Shift Captain of engineering status.

Shift Captain will continue as in Condition Five. Keep Operations Director and Assistant Operations Director informed of impending conditions and readiness.

All other Marine Operations personnel to maintain and carry out normal operations.

Note: Marine Operations Personnel shall begin securing barges (Reserve / Capline) in accordance with GNOBFA Standard of Care & Streamlined Inspection Program

Hurricane Condition Three / Coast Guard Condition X-RAY

Readiness Condition in which threatening winds are possible within 48 hours. Condition Three is a critical part of this plan, for it subjects personnel to recall.

Supervisor will supervise securing of all gear not required in day-to-day operations. Place Marine Operations Director / Assistant Operations Director, and Engineering Operations personnel in immediate recall status. Arrange moorings for port vessels in a safe area, based on up to date predictions of storms' landfall. Notify all Emergency Response Agencies and industry of port operations during impending storms. Operations Director informs Deputy / Executive Director when Condition Three is set.

Engineer Supervisor will ensure all fuel tanks are topped off and provide for reserve fuel and lube oils. Place spare parts such as hoses, belts, impellers, batteries, and damage control equipment aboard vessels. Keep Operations Director, and Shift Captain advised of engineering status.

Shift Captain will continue storm tracking. Notify all fleet operators and vessels in anchorage of impending conditions. Assist as directed Operations Director/Assistant Operations Director. Engineer and deck hand assist as directed by Shift Captain.

OPERATIONS DEPARTMENT HURRICANE / HEAVY WEATHER PLAN (cont'd)

Hurricane Condition Two / CG Condition YANKEE

Readiness Condition in which threatening winds are possible within 24 hours.

Operations Director / Assistant Operations Director, Engineering Supervisor and necessary personnel (As Directed by Operations Director) recalled to barge. Fill all available containers with emergency drinking water. Ensure sufficient provisions are aboard JOHN JAMES CHARLES for approximately five (5) days for eight (8) people. Maintain radio communications on 800 MHZ (1A, SCAN), High Band frequency two (2), and VHF-FM channel 16, and 69. Shift Captain and crew will move "JOHN JAMES CHARLES" to safe area based on track of storm. Notify Emergency Operations Centers of destination prior to departing. **** NOTE: VESSEL WILL DEPART ONLY AFTER DIRECTED TO PROCEED BY THE EXECUTIVE DIRECTOR OR THE OPERATIONS DIRECTOR (by direction of the Executive Director).**

Standby crew will make a patrol of the port area in Fast Response Boat and identify all vessels in anchorage, estimate number of barges and tows in port area, and check waterfront facilities for readiness.

Hurricane Condition One / CG Condition ZULU

Danger Condition in which threatening winds are possible within 12 hours.

Operations Director / Assistant Operations Director, and Engineering Supervisor will conduct inspection of barge and batture to ensure readiness. Notify Deputy / Executive Director when condition one is set. Move Port Security Vessels to safe moorings. Notify Emergency Operations Centers of the destination prior to departure. Marine Operations Personnel will remain onboard port security vessels until directed otherwise. ****NOTE - DEPUTY DIRECTOR WILL ESTABLISH COMMUNICATIONS WITH DEPENDENTS OF Marine Operations PERSONNEL, TO ENSURE THEIR NEEDS ARE MET DURING THE ABSENCE OF THEIR SPOUSE.**

POST HURRICANE OPERATIONS

To commence as soon as possible after storm passes.

Operations Director

Executes movement of vessels and equipment back to Port Area as soon as possible. Establish communications with local, state and federal authorities. Inspect damage to port area and coordinate cleanup operations with Federal, State and local agencies. Call all Marine Operations personnel to work. Supervise post hurricane operations and cleanup.

Captain will inspect Marine Operations vessels and facilities to ascertain damages. Provide Operations Director / Assistant Operations Director, and Engineering a detailed report to Deputy / Executive Director. The engineer will establish emergency power to barge facilities. All Marine Operations personnel will assist in SAR cases and marine related cleanups within the control of the Port.



**ESSENTIAL PERSONNEL - PRE- AND POST-HURRICANE)
(APPENDIX A)**

PORT OF SOUTH LOUISIANA ESSENTIAL PERSONNEL		
PAUL AUCOIN	EXECUTIVE DIRECTOR	(225) 206-0371 / paucoin@portsl.com
DALE HYMEL JR.	CHIEF OPERATING OFFICER	(985) 212-4115 / dhymel@portsl.com
ROY QUEZAIRE	DEPUTY DIRECTOR	(225) 715-2886 / rquezaire@portsl.com
MITCH SMITH	OPERATIONS DIRECTOR	(985) 536-8300 / msmith@portsl.com
		(985) 817-0240 / mitch@portsl.com
LINDA P. PRUDHOMME	BUSINESS DEVELOPMENT DIRECTOR	(504) 491-0703 / lprudhomme@portsl.com
BUDDY AMEDEE	MARINE CARGO & TRADE DIRECTOR	(225) 772-6562 / bamedee@portsl.com
CINDY L. MARTIN	ADMINISTRATION DIRECTOR	(985) 817-0278 / cmartin@portsl.com
TAMARA KENNEDY	HUMAN RESOURCES DIRECTOR	(504) 343-8244 / tkennedy@portsl.com
GRANT FAUCHEUX	FINANCE DIRECTOR	(504) 559-2918 / gfauchoux@portsl.com
EDWARD NOWELL	ASST. OPERATIONS DIRECTOR	(225) 623-7193 / enowell@portsl.com
LESTER MILLET III	SAFETY RISK AGENCY MANAGER	(985) 210-7518 / lmillet@portsl.com
VINCENT CAIRE	ST. JOHN AIRPORT DIRECTOR	(985) 212-1712 / vcaire@portsl.com
AUBREY GRAVOIS	MAINTENANCE SUPERINTENDANT	(504) 237-4182 / agravois@portsl.com
EDDIE DUHE	SAFETY COORDINATOR	(985) 212-5435 / eduhe@portsl.com
ALEX HERNANDEZ	PUBLIC INFORMATION DIRECTOR	(985) 634-9445 / ahernandez@portsl.com
MICHAEL ANDERSON	MAINTENANCE DEPARTMENT	(504) 202-2471
JOEY OUBRE	MAINTENANCE DEPARTMENT	(985) 212-7877 / joubre@portsl.com
LEON ROBINSON	MAINTENANCE DEPARTMENT	(225) 428-4167
JODY STEIN	MAINTENANCE DEPARTMENT	(985) 212-0023

EMERGENCY CONTACT LIST (APPENDIX B)

PORT OF SOUTH LOUISIANA	
PORT OF SOUTH LOUISIANA MSOC	(985) 536-1118
PORT BARGE, RESERVE (24 HOURS)	(985) 536-3678 / (866) 536-3678
PORT BARGE & VESSEL CELL PH.	(504) 416-6611
PSL MARINE OPERATIONS BARGE CAPLINE DOCK 4	(225) 265-7100 (24 HOURS) (504) 570-7737 (CAPTAIN ON DUTY)
MARINE VHF-FM RADIO	CHANNELS 16 & 67 (While on Patrol)
MITCH SMITH, PORT OPERATIONS DIRECTOR (INCIDENT COMMANDER)	(985) 536-8300 (985) 817-0240 CELL (985) 651-9759 HOME
EDWARD NOWELL, ASST. OPERATIONS DIRECTOR	(225) 623-7193 CELL (985) 651- 5598 HOME
LESTER MILLET III, SAFETY RISK AGENCY MANAGER	(985) 652-3956 HOME (985) 210-7518 CELL
PORT OF SOUTH LOUISIANA BLDG. 76 @ GLOBALPLEX	(866) 536-8300 (985) 536-1105 fax
PSL GUARD STATION (HWY. 44)	(985) 479-8620
PORT OF SOUTH LOUISIANA (MAIN OFFICE)	(985) 652-9278
PSL GUEST HOUSE	(985) 536-7799
ST. JOHN PARISH AIRPORT	(985) 536-1999 / (985) 212-1712 CELL
CN RAILROAD, RESERVE LA	(504) 734-6977 (Emergency Only)
CN TRAIN MASTER, HARAHAAN, LA	(504) 734-6935
CN RAIL ROAD (HAZMAT)	(225) 382-2203
CN RAILROAD (EMERGENCIES)	(800) 465-9239
KANSAS CITY SOUTHERN (SIGNAL DEPT.) GARYVILLE, LA	(985) 535-4099
CURTIS ENVIRONMENTAL SERVICES	(985) 653-0000
INDUSTRIAL EMERGENCY SERVICES	(800) 862-0466 24 / 7 Emergency
OMI ENVIRONMENTAL SOLUTIONS	(800) 645-6671 24/7 Emergency
RESERVE TELEPHONE COMPANY	(985) 536-1111
BELL SOUTH	(866) 620-6900
ENTERGY (ELECTRICAL UTILITIES) KERRY JONES	(985) 479-2025 Business (504) 610-9087 Cell Kjone11@entergy.com
THE MARINER GROUP, LLC	(225) 333-8508 / jporter@themarinergroup.net
ST. CHARLES PARISH SHERIFF'S DEPT.	(985) 783-6807
ST. CHARLES PARISH DEPT. OF EMERGENCY PREPAREDNESS (EOC)	(985) 783-5050 24 HOURS

EMERGENCY CONTACT LIST (APPENDIX B cont'd)

LOCAL	
ST. CHARLES PARISH (EOC) HOMELAND SECURITY (JIM POLK)	(504) 915-9036
ST. CHARLES PARISH WATERWORKS	(985) 783-5113 EMERGENCY
ST. JAMES PARISH SHERIFF'S DEPT.	(225) 562-2200
ST. JAMES PARISH DEPT. OF EMERGENCY PREPAREDNESS (EOC)	(225) 562-2364 24 HOURS
ST. JOHN PARISH SHERIFF'S DEPT.	(985) 652-9513
ST. JOHN PARISH DEPT. OF EMERGENCY PREPAREDNESS (EOC)	(985) 652-2222
ST. JOHN PARISH WATER WORKS	(985) 536-4396 (985) 536-2489 EMERGENCY
CITY OF N.O. HOMELAND SECURITY	(504) 658-8700 (504) 658-6900 UASI New Orleans
AMERICAN RED CROSS	(866) 438-4636 (985) 785-0647 LOCAL www.redcross.org
ACADIAN AMBULANCE (911)	(800) 259-3333
RIVER PARISH HOSPITAL (OCHSNER ER)	(985) 652-7000
ST. JAMES HOSPITAL	(225) 869-5512
STATE	
GOVERNORS OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP)	(800) 256-7036 / (225) 925-7500 (225) 925- 7520 (OPERATIONS) www.ohsep.louisiana.gov
GOHSEP REGION 3 COORDINATOR (PAM ROUSSEL)	(985) 226-3694 (225) 439-2047
LOUISIANA DEQ (SINGLE POINT OF CONTACT) ONLINE REPORTING	(866) 896-5337 (225) 219-3640 (225) 219-4044 fax (225) 342-1234 After Hours www.deq.Louisiana.gov
LOUISIANA STATE POLICE (HAZMAT HOTLINE)	(877) 925-6595 Hazmat Hotline (225) 925-6595
LA-SAFE (STATE FUSION CENTER)	(225) 925-4192
LOUISIANA DEPT OF HEALTH AND HOSPITALS	(225) 342-9500 www.dhh.state.la.us
LOUISIANA STATE POLICE TROOP B	(800) 964-8076 / (504) 471-2775
LOUISIANA STATE POLICE	(225) 925-6325 (LSP ANY CELL PHONE) / www.lsp.org
LOUISIANA STATE FIRE MARSHALL	(800) 256-5452

EMERGENCY CONTACT LIST (APPENDIX B cont'd)

STATE	
LOUISIANA STATE POLICE ROAD CLOSURE	(800) 469-4828
LOUISIANA GOVERNOR'S OFFICE	(866) 366-1121 www.gov.state.la.us
JACKSON BARRACKS	(504) 278-8200
PONTCHARTRAIN LEVEE DISTRICT	(225) 869-9721
PORT AUTHORITIES	
PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT	(504) 682-7920 main (504) 297-5660 24 hours plaqport@bellsouth.net
ST. BERNARD PORT, HARBOR & TERMINAL DISTRICT	(504) 277-8418 www.stbernardport.com
ST. BERNARD PORT (ERIC ACOSTA)	(504) 450-8402 / (504) 342-6289
PORT OF NEW ORLEANS	(504) 522-2551 main (504) 524-4156 fax www.PORTNO.com
PORT OF N.O. HARBOR POLICE	(504) 891-7585
NEW ORLEANS FIRE BOAT	(504) 897-6844
PORT OF GREATER BATON ROUGE	(225) 342-1660 (225) 342-5378 24 hour emergency (225) 342-1666 fax
PORT OF GREATER B.R. (JTF7)	(225) 342-1619
GREATER LAFOURCHE PORT COMMISSION	(985) 632-1109 Harbor Police (985) 396-2450 Port Operations Center
FEDERAL	
USCG CAPTAIN OF THE PORT SECTOR NEW ORLEANS (24 Hours)	(504) 365-2544 (504) 365-2209 www.uscg.mil/d8/mso/nola
U.S. COAST GUARD (8 TH DISTRICT COMMAND CENTER)	(504) 589-6225 (24 Hours)
USCG COMMAND CENTER (SECTOR NEW ORLEANS)	(504) 365-2200 (Switchboard)
USCG SECTOR COMMANDER (N.O.)	(504) 365-2210
USCG VESSEL TRAFFIC CENTER LOWER MISSISSIPPI RIVER	(504) 365-2230 / VHF-FM channels 05A, 11, or 12 (504) 365-2514 (24 Hours) / VHF-FM ch. 05A, 11, 12
USCG SECTOR NEW ORLEANS (COMMAND CENTER)	(504) 365-2543 (504) 365-2544 or 2542 (24 Hours)
USCG PORT SECURITY SPECIALIST (ROY FORD)	(504) 365-2116 (504) 912-3901
NATIONAL RESPONSE CENTER (HOTLINE)	(800) 424-8802

EMERGENCY CONTACT LIST (APPENDIX B cont'd)

FEDERAL	
USCG SECTOR N.O. FACILITIES BRANCH	(504) 365-2370
USCG STATION NEW ORLEANS (SEARCH AND RESCUE)	(504) 846-6181
USCG AIR STATION (OPERATIONS)	(504) 393-6032
USCG 8 TH DISTRICT HURRICANE INFORMATION	(800) 787-8724
USCG SECTOR N.O. WATERWAYS MANAGEMENT	(504) 365-2280
USCG MARINE SAFETY UNIT BATON ROUGE	(225) 298-5400
NATIONAL WEATHER SERVICE FORECAST OFFICE NEW ORLEANS / BATON ROUGE	(504) 522-7330 (985) 649-0429 Office www.srh.noaa.gov/lix
U.S. CUSTOMS, GRAMERCY	(225) 869-3765
U.S. CUSTOMS, NEW ORLEANS	(504) 670-2404
DHS CUSTOMS & BORDER PATROL (NEW ORLEANS SECTOR)	(504) 376-2800
U.S. MARSHALL	(504) 589-6079
U.S. IMMIGRATION AND CUSTOMSENFORCEMENT	(504) 599-7800 (Main) (800) 973-2867 (24 Hour)
DRUG ENFORCEMENT ADMINISTRATION (NEW ORLEANS)	(504) 840-1100
ALCOHOL, TOBACCO, & FIREARMS	(504) 841-7000
U.S. ATTORNEY	(504) 680-3000
FBI	(504) 816-3000
FBI JOINT TERRORISM TASK FORCE CAPT. JONATHAN (JON) WALSDORF	(504) 816-3532 office (504) 329-8730 cell
U.S.DEPT OF HOMELAND SECURITY (P.CONSTANTIN JR)	(601) 965-4012 www.dhs.gov
MARAD (BILL CAHILL, DIRECTOR OF SHIP (OPERATIONS)	(202) 366-9971 William.Cahill@dot.gov
MARAD (James Murphy, Gateway Office Director)	(504) 628-7941 / james.murphy@dot.gov
FEDERAL EMERGENCY MANAGEMENT AGENCY	(800) 621-3362
FEMA (REGION VI) FRC 800 NORTH LOOP 288 DENTON, TX 76209-3698	(940) 898-5399 MAIN www.fema.gov
U.S. ARMY CORPS OF ENGINEERS (N.O.)	(504) 862-1102 (EOC) (504) 862-2201

**PORT OF SOUTH LOUISIANA (GLOBALPLEX)
TENANTS CONTACT LIST (APPENDIX C)**

TENANTS CONTACT LIST	
Associated Terminals (Bldg. 's 2,3,19,Dock & Cranes)	<p>Main Office (Reserve) (985) 233-8500</p> <p>Contact: Brian Cox (985) 233-8540 (985) 233-8558 (504) 329-5832 cell bcox@associatedterminals.com</p> <p>Contact: Barry Hoth (985) 233-8540 (985) 233-8558 (504) 481-6595 cell barry@associatedterminals.com</p> <p>Thomas Cagle (985) 233-8500 (O) (985) 233-8521 (D) (225) 268-1084 (C) Thomas@associatedterminals.com</p>
Baumer Foods (Bldg. 20)	<p>Contact: Doug Wakefield (504) 915-8301 dwakefield@baumerfoods.com</p> <p>Contact: David Gordon (504) 483-1421 dgordon@baumerfoods.com</p>
Natco (Bldg. 10)	<p>Contact: Thomas Lalla (504) 881-6582 cell Thomas@natcofoodservice.com</p> <p>Contact: Joe Schwab (504) 508-9300 cell Joe@natcofoodservice.com</p>
Evonik Stockhausen, (Bldg.76)	<p>Contact: Wesley Simoneaux (985) 212-0450 cell wesley.simoneaux@evonik.com</p>
Holcim (Dry Bulk Terminal)	<p>Contact: Troy Cooper (504) 282-6426 (504) 232-6012 cell Troy.cooper@holcim.com</p>

CONTRACTOR'S LIST - PRE-QUALIFIED (APPENDIX D)

CARPENTRY	
Family Homes By Tommy & Sheila 1116 Belleview Drive LaPlace LA 70068	Contact: Tommy Berthelot (985) 651-1973 (504) 415-7773
CEMENT & MASONRY WORK	
Brown's Concrete Works 108 Brown Lane LaPlace LA 70068	Contact: Andre Brown (985) 359-0975 (504) 416-0982
DOCK REPAIRS	
Specialty Diving of Louisiana 24358 Gliderport Rd. Loranger, LA 70446	(800) 524-8772 (985) 345-7602 Fax www.sdiver.com
DOOR REPAIR (OVERHEAD)	
Southeastern Overhead Doors 11440 Merchant Dr. Baton Rouge, LA 70809	(225) 753-1595 (225) 753-1536 Fax
ELECTRICAL WORK/PLUMBING	
Abadie & Chauvin P.O. Box 192 Edgard, LA 70049	Contact: Gene (985) 497-3401
GENERATORS (PORTABLE)	
Castay Inc. 900 E. Airline Hwy. LaPlace, LA 70068	Contact: Walter Castay (985) 652-9722 (504) 524-8444
HAZARDOUS WASTE REMOVAL	
A3M Vacuum Service, Inc 3270 W. Airline Hwy. Reserve, LA 70084	Contact: Pat Sellers (985) 536-7448 (985) 536-7449
RECOVERY (GENERAL SERVICES)	
Mid-Gulf Recovery Services, LLC 10557 Airline Drive St. Rose, LA 70087	Contact: Tony Cunningham (504) 737-1600 (504) 482-8728 Tony@midgulfrecovery.com
REMEDIATION / DISPOSAL	
DRC Emergency Services 6258 Marshal Foch St. New Orleans, LA 70124	Contact: Mark Stafford (504) 482-2848 Office (504) 415-7945 mstafford@drcusa.com
ROOFING	
Ascension Roofing P.O. Box 192 Gonzales, LA 70707-0192	Contact: Dennis (225) 647-3576

CONTRACTOR'S LIST - PRE-QUALIFIED (APPENDIX D cont'd)

ROOFING	
Oubre's Roofing 504 Christy Street LaPlace, LA 70068	Contact: Kevin Oubre (504) 652-7115
Roof Technologies, Inc. (Roof-Tech) P.O. Box 1328 Harvey, LA 70059 (504) 366-9283 FAX (504) 364-6413	Contact: Bill Luebbert (504) 415-5460 Nextel (504) 289-8605 AT&T Contact: Rowland Seal (504) 415-5486 Contact: Bill Broussard (504) 220-7884 Contact: Nick LeBlanc (504) 415-6056 (504) 495-3864 AT&T
SITE WORK	
Scioneaux, Inc. 643 Central Avenue Reserve, LA 70084	Contact: Mike Scioneaux (504) 536-4368
TELEPHONE COMMUNICATIONS	
Bell South	(866) 620-6900
Reserve Telephone Company	(985) 536-1111
UTILITIES	
Atmos Energy	(888) 286-6700 (866) 322-8667 24 Hour Emergencies
Entergy 4317 W. Airline Hwy. P.O. Drawer Q Reserve, LA 70084	Contact: Kerry Jones (985) 479-2025 Business (504) 610-9087 Cell Kjone11@entergy.com
Ferrellgas 12537 Airline Hwy Baton Rouge, LA 70817	Contact: Reggie Landry (225) 756-4141 Office (225) 756-4140 Fax (337) 249-8389 Cell
St. John Parish Waterworks	Contact: Virgil Rayneri (985) 651-6800 (504) 234-5136 (985) 536-4396
VESSEL REPAIRS (MARINE OPS.)	
K&S Diesel P.O. Box 1055 Harvey, LA 70059	Contact: Roland (504) 362-2371 (504) 368-3278

HURRICANE PREPAREDNESS CHECK LIST FOR GLOBALPLEX SECURITY (APPENDIX E)

CONDITION 5

- Survey the surrounding areas near the West 10th guard station and River Rd station for debris.
- Ensure that water jugs are sent to the Globalplex Offices.
- Empty and secure all surrounding trash cans.
- Inventory the First Aid Kits and restock, if necessary.
- Check the Port Security Truck for any needed maintenance such as oil, water, and low air in tires and make sure the fuel tank is “topped off”. Ensure that the battery cables, flashlights, and spare tire are all in the truck, have batteries, and are in good repair.
- Ensure that all inventories that will be moved to the Maritime Security Operations Center (MSOC) are clearly marked as belonging to security.
- Review and make sure all security personnel have given you the most recent contact numbers and they have yours.
- Familiarize the security staff with the instructions for the generator assigned to security; know where it is located and how to hook it up.

CONDITION 4 (72) HOURS

- Place all essential files in portable file boxes and clearly mark the contents. Ship to Maritime Security Operations Center
- Move the first aid kit to the River Rd station
- Download files from both computers on disk.
- Clean out refrigerator and turn off at West 10th
- Unplug computers, unplug fax machine, microwave
- Transfer phone lines to River Rd station
- Remember to take the two-way along with the charger.
- Take all logs and passes to River Rd station
- Notify maintenance that West 10th station is ready to be boarded up.
- All essential staff should go to secure their own home then return to help with rest of proceedings
- At the River Rd Station location start moving all files to portable file boxes and clearly mark the contents. Check the first aid kit and restock accordingly.
- Inspect the pit and ensure that the pump is in good working order. Coordinate with maintenance in regards to the portable pump, just in case the power goes out.
- Check to make sure everyone has rain gear.

HURRICANE PREPAREDNESS CHECK LIST FOR GLOBALPLEX SECURITY (APPENDIX E)

CONDITION 3 (48) HOURS

- Call in necessary staff to secure the area for the storm.
- Check with the security staff as to who is planning to leave. Make sure they have the necessary instructions as to who and when to call once they get to where they're going if they evacuate.
- Clean out refrigerator.
- Take down the flags, fold and put in boxes to be moved to MSOC Center.
- Send all non-essential staff home.
- At the River Rd location, move all file boxes to the MSOC Center.
- Keep a list of everything that is transported to the MSOC Center.

CONDITION 2 (24) HOURS

- Download all data to the main drive, and disconnect the computers. Move everything up onto the desks. Remember to take the disks with you to the terminal office.
- Move all the key boxes and the first aid kit to the Maritime Security Operations Center (MSOC).
- Move all the logs and passes to the Maritime Security Operations Center (MSOC).
- Unplug refrigerator, microwave and computers
- Top off the gas in the truck
- Move the radios and battery-charging unit to the Maritime Security Operations Center (MSOC). Remember to take the two-way and the port cell phone along with chargers.
- Transfer all the phones to the Maritime Security Operations Center (MSOC)
- Board up the windows at the River Rd station.
- Secure main gate.
- Move to the Maritime Security Operations Center (MSOC)

Ensure that the inventory of both guard stations have been taken and turned in to the command center. Once completed with the above c with command center for further instructions. See if you can be used in another department to help with getting their department ready for the storm.

HURRICANE PREPAREDNESS CHECK LIST FOR GLOBALPLEX SECURITY (APPENDIX E cont'd)

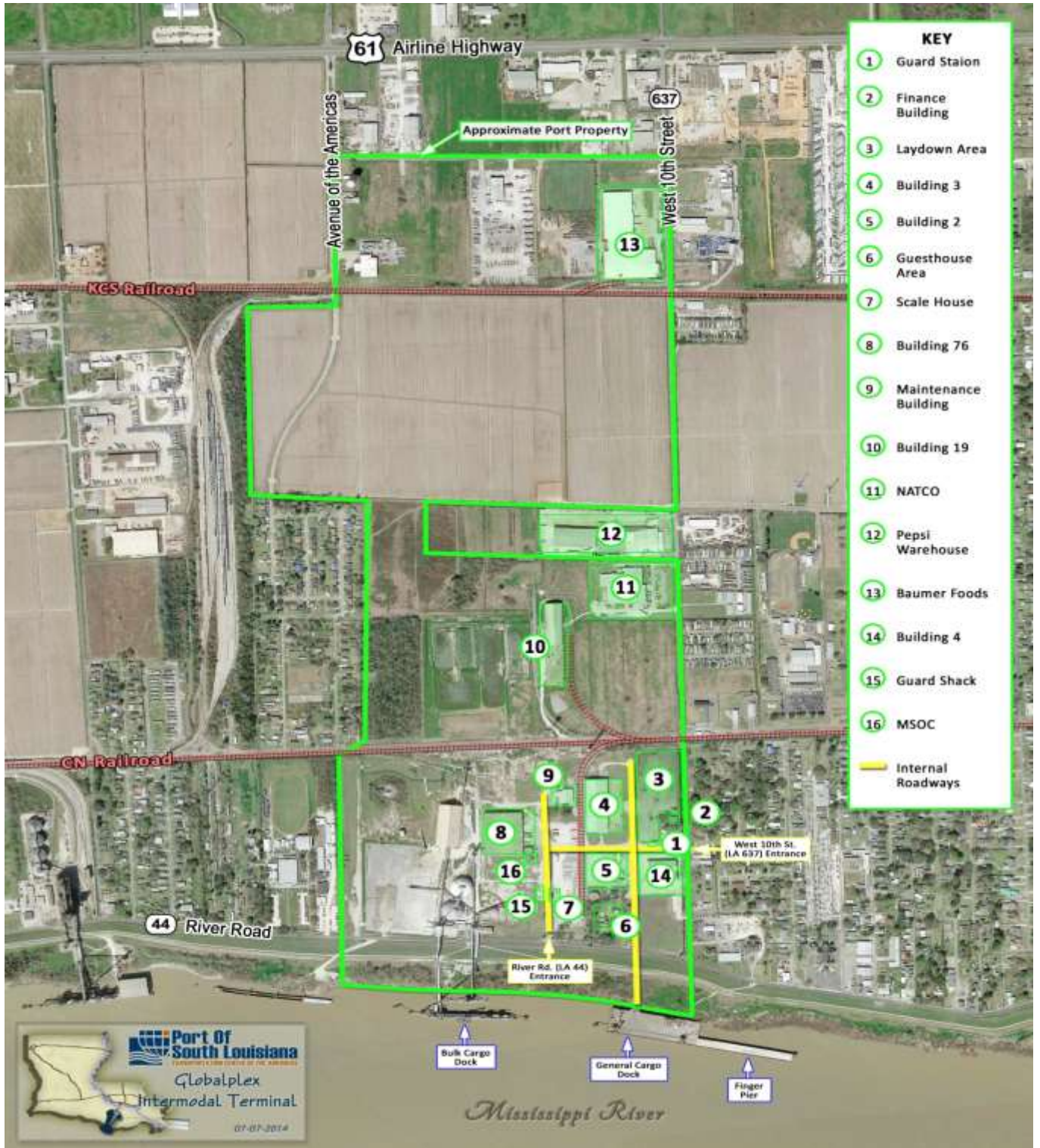
PERSONAL CHECK OFF LIST

- Ensure that your personal vehicle is full of gas; the tires are okay, oil checked etc.
- Ensure that all prescriptions have been filled and packed with belongings that are staying with you.
- Pack enough special dietary needs to take with you for at least 3 to 4 days.
- Ensure that family members have the necessary numbers they need to stay in touch with you. Ensure that **you** have the necessary numbers to stay in touch with your family.
- Pack necessary toiletry items.
- Pack important papers in a portable file to bring with you or at least make copies of these papers.
- Know where your numbers for insurance agents are.
- Secure Emergency Cash Funds.
- Secure home and board up windows, remove any debris from the yard and secure lawn furniture, trash cans etc.
- Clean out your refrigerator in case you lose power. Stock up on drinking water and non-perishable items. Check to make sure your flashlights have batteries.
- Contact the MSOC to provide notice of whether you are staying home or evacuating, and provide the number where you may be reached. The number for the MSOC is (985) 536-1118.

Try to leave us a contact number so when the “All Clear” is called and it is safe to return to work the command post has the necessary numbers to relay this information to the employees. **REMEMBER IT IS YOUR RESPONSIBILITY TO FIND OUT WHEN YOU CAN RETURN TO WORK, EVEN THOUGH YOUR SUPERVISOR WILL ENDEAVOR TO GET THIS INFORMATION TO YOU.**

HURRICANE EMERGENCY PREPAREDNESS ZONES (APPENDIX F)

Zone No.	Area	Zone Leader(s)
1	Southeast Corner lot	Aubrey Gravois
1a	Dock	Associated Terminals/Brian Cox Pont of Contact Port – Nyler Williams\
2a	Building 2 & 3	Associated Terminals/Brian Cox
2b	Guest House & Cottage	Maria Stein
3a	Demolition Site	Eddie Duhe
3b	Building 76 Warehouse Building 76 office & Bldg. 60	Degussa – Wesley Simoneaux #76 Eddie Duhe / Lester Millet III #76 Office /Aubrey Gravois Bldg. 60
4a	Container Pad	Associated Terminals/Brian Cox
4b	Finance	Grant Fauchaux
	Guard Station – West 10 th	Edward Nowell
	Scale House Area	Edward Nowell
5a	Ponds & Building 19	Eddie Duhe / Associated on 19
5b	Building 10	NATCO Foods
	Building 20	Baumer Foods
6	Holcim	Troy Cooper
7	Marine Operations	Edward Nowell
8	Belle Terre Office	Tamara Kennedy



**HURRICANE PREPAREDNESS AND RECOVERY PLAN
(BOUND TEXT LOCATIONS)
(APPENDIX H)**

Binder #	Location	Custodian
1	Administration Director (Belle Terre)	Cindy Martin
2	Business Development Director (Belle Terre)	Linda P. Prudhomme
3	Command Center (PSL MSOC)	Monica Pierre
4	Deputy Director (Bldg. 76)	Henry Sullivan Jr.
5	Executive Director (Belle Terre)	Patti Crockett
6	Finance Director (Finance Bldg.)	Grant Fauchoux
7	Human Resources Director (Belle Terre)	Catherine Davis
8	Maintenance Department (Bldg. 60)	Buddy Amedee
9	Maintenance Superintendent (Bldg. 60)	Aubrey Gravois
10	Marine Operations (Barge)	Edward Nowell
11	Operations Director (PSL MSOC)	Mitch Smith
12	Safety Risk Agency Manager (Bldg. 76)	Lester Millet III
13	Safety Coordinator (Bldg. 76)	Eddie Duhe

Custodial Responsibilities

Maintain their bound text version of the Port of South Louisiana Hurricane Plan, and properly record all updates, revisions, and amendments.

ESSENTIAL PERSONNEL RE-ENTRY CREDENTIALING
(APPENDIX I)

GLOBALPLEX FACILITY	
Paul Aucoin, Executive Director	Lester Millet III, Safety Risk Agency Manager
Joel T. Chaisson, Special Projects	Aubrey Gravois, Maintenance Superintendent
Linda P. Prudhomme, Business Development Dir.	Eddie Duhe, Safety Coordinator
Roy Quezaire, Deputy Director	Grant Faucheux, Finance Director
Dale Hymel Jr., Chief Operating Officer	Michael Anderson, Maintenance Dept.
Mitch Smith, Director of Operations	Joey Oubre, Maintenance Dept.
Edward Nowell, Assistant Operations Director	Jody Stein, Maintenance Dept.
Cindy L. Martin, Director of Administration	Leon Robinson, Maintenance Dept.
Alexandra Hernandez, Public Information Director	Buddy Amedee, Port Marine Cargo & Trade Director
PORT OF SOUTH LOUISIANA MARINE OPERATIONS TIER ER LMR MM 114.9-168.5 (24/7 RESPONSE)	
Jared Mabile	Brad Kubelka
Corwin Brown	Kyle Faucheux
Brandon Green	Shawn Hidalgo
Anthony Todd Jacob	Winston "Duke" Morrow
Alvin Morris	Ahmad Young
Kevin Poche	Evan Mullins
Joseph Mamou	Dan Taillon
Desmond Wheeler	Richie Zito
PORT OF SOUTH LOUISIANA COMMISSIONERS	
P. Joey Murray, III	Robert "Poncho" Roussel
J. Raymond Fryoux	D. Paul Robichaux
Louis Joseph	Joesph Scontrino
Stanley Bazile	
PORT OF SOUTH LOUISIANA SECURITY	
Catherine Becnel	Natanya Droptemore
Aaroko Hamilton	Dennis Millet (MSOC)
Lisa Adams	James Lumar (MSOC)
Claudius Dowdle	Ronnie Feist (MSOC)
PORT OF SOUTH LOUISIANA MARITIME LE (TIER ER)	
Thomas "Clyde" Holt	Ernest Gray
Blaine Rome	
Pink Duckworth	
PORT OF SOUTH LOUISIANA AIRPORT	
Vincent Caire	

ESSENTIAL PERSONNEL RE-ENTRY CREDENTIALING (TENANTS)
(APPENDIX J)

ASSOCIATED TERMINALS		
Nadia Clement	Alvin Vicknair	David Fennelly
Jeremy Kador	Richard Richardson	Barry Hoth
Jon Maison Moss	Thomas Cagle	Todd Fuller
Fredy Noriega	Matthew Hamner	Wayne Dobson
Peter Rose	Tony Collins	Frankie Walker
Chris Ilski	Brian Cox	Mark Pisani
Antonio Labella	Donna Pipsair	Kerry Robertson
Gary Poirrier	Larry Knight	
BAUMER FOODS		
Dave Gordon	Doug Wakefield	Earnest Daigle
Tim Delatte	Orlando Rosales	
EVONIK		
Kent Aubert	Timothy Paul Carroll	Armant Falgoust
Herman Farlough	Shane Ranallo	Wesley Simoneaux
Cedrick Jones		
HOLCIM		
Troy Cooper		
NATCO		
Anne Lalla Babin	Thomas Lalla	Ray Deffes
John Lalla	Scott Crawford	Vern Whitfield
Earline Huster	Rhonda Legnon	Andy Salisbury
Joe Schwab	Jason Landry	Ralph Lopez
Josh Holiday	Ryan Moreaux	Jamar Grant
Robert Hanson		

AERIAL IMAGERY OF PORT OWNED / OPERATED FACILITIES

GLOBALPLEX

155 W. 10th Street | Reserve, Louisiana 70084

LMR Mile Marker 138.5 Left Descending Bank (LDB)



HURRICANE PREPAREDNESS AND RECOVERY PLAN

Port of South Louisiana (Owned / Operated) Properties



NATCO FOODS
 321 W. 10th Street | Reserve, Louisiana 70084



HURRICANE PREPAREDNESS AND RECOVERY PLAN

Port of South Louisiana (Owned / Operated) Properties (cont'd)

PEPSI PROPERTY
383 West 10th Street
Reserve, LA 70084



BAUMER FOODS
573 W. 10th Street | Reserve, Louisiana 7008



Port of South Louisiana (Owned / Operated) Properties (cont'd)

PSL MARINE OPERATIONS (Reserve Dock)

Highway 44 | Reserve, Louisiana 70084 / LMR Mile Marker 138 LDB



PSL MARINE OPERATIONS (SHELL CAPLINE TERMINAL DOCK 4)

6770 Highway 18 | St. James, Louisiana 70086 / LMR Mile Marker 159.5 RDB



ST. JOHN PARISH AIRPORT HURRICANE PREPAREDNESS & RECOVERY CHECKLIST

PURPOSE / OBJECTIVES

The St. John Parish Airport Hurricane Preparedness and Recovery Checklist was developed to establish pre and post-operative procedures, in order to meet the following objectives:

1. The protection and preservation of human life.
2. The protection and preservation of St. John Parish Airport Property
3. The protection and preservation of St. John Parish Airport Tenant Assets.
4. The Continuity of Port of South Louisiana business operations.

SCOPE / APPLICABILITY

The St. John Parish Airport Hurricane Preparedness and Recovery Checklist applies to **all** St. John Parish Airport / Port of South Louisiana employees, tenants, and port owned / operated property, while incorporating guidance from the following Standard Operating Procedures (SOPs):

- Title 14 CFR 139.325 *Airport Emergency Plan*
- USDOT / FAA Advisory Circular No. AC 150/5200-31c (June 19, 2009)
- Homeland Security Presidential Directive (HSPD)-5 National Incident Management System / Incident Command System
- Homeland Security Presidential Directive (HSPD)-8 National Preparedness

Note: In accordance with Homeland Security Presidential Directive Five, the Port of South Louisiana will incorporate both, (NIMS) National Incident Management System, and the (ICS) Incident Command System to manage all Port of South Louisiana disasters. The designated incident commander shall be the Director of Operations. Note: In the absence of the Director of Operations, the Assistant Director of Operations shall assume the role of Incident Commander.

BACKGROUND

The Atlantic Hurricane season runs concurrent from June 1 through November 30, with hurricane related activity usually peaking during the months of August & September. The geographic location of the Port of South Louisiana, and its proximity to the Gulf of Mexico, make it vulnerable to the ravages of a major hurricane. Proper preparation is essential in order to prevent the unnecessary loss of life and property resulting from such an event. This plan will outline the responsibilities and procedures required of each department of the Port during hurricane season.

DEFINITIONS

- A. **Tropical Disturbance** - A discrete system of apparently organized convection originating in the tropics / subtropics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more.
- B. **Tropical Depression** – A tropical low pressure system with maximum sustained winds of 33 knots (38 mph) or less.
- C. **Tropical Storm** – A tropical low pressure system with maximum sustained winds between 34-63 knots (39-73 mph).

**ST. JOHN PARISH AIRPORT
HURRICANE PREPAREDNESS & RECOVERY CHECKLIST (cont'd)**

- D. **Tropical Storm Watch**- Tropical storm force winds (37-74 mph) are possible within the next 36 hours.
- E. **Tropical Storm Warning** -Tropical storm force winds (37-74 mph) are occurring or expected within 24 hours.
- F. **Hurricane** – A tropical storm with sustained winds of 74 mph or more, characterized by torrential rains, high winds, and storm surges. The “eye” (center) is generally 20 to 30 miles wide, and the storm may have a diameter of 400 miles across, with a duration of two weeks or more.

HURRICANE INTENSITY / SAFFIR-SIMPSON SCALE

Type	Category	Winds (mph) / damage	Surge (feet)
Tropical Depression	TD	38 or less	
Tropical Storm	TS	39-73	
Hurricane	1	74-95 / minimal damage	Impact Surge
Hurricane	2	96-110 / moderate damage	Impact Surge
Hurricane	3	111-130 extensive damage	Impact Surge
Hurricane	4	131-155 / extreme damage	Impact Surge
Hurricane	5	155 > / catastrophic damage	Impact Surge

Hurricane Conditions (not to be confused with categories)

- A. **Condition Five** – An alert condition automatically set annually on 01 June, which remains in effect through 30 November.
- B. **Condition Four / Coast Guard Condition Whiskey** – An alert condition in which hurricane force winds are possible **within 72 hours.**
- C. **Condition Three / Coast Guard Condition X-Ray** – A readiness condition in which Hurricane force winds are possible **within 48 hours.**
- D. **Condition Two / Coast Guard Condition Yankee** – A warning condition in which hurricane force winds are possible **within 24 hours.**
- E. **Condition One / Coast Guard Condition Zulu** – A danger condition in which hurricane force winds are possible **within 12 hours.**
- F. **Small Craft Advisory**- A warning to small craft operators to avoid venturing into open waters once a hurricane approaches a few hundred miles from the coastline.
- G. **Storm Warning** –Expected winds of 55-74 miles per hour (48-64 knots)
- H. **Hurricane Watch**- Hurricane Conditions are a real possibility (Not Imminent).
- I. **Hurricane Warning**-Hurricane Conditions are expected within 24 hours.

ST. JOHN PARISH AIRPORT HURRICANE PREPAREDNESS & RECOVERY CHECKLIST (cont'd)

INITIAL PREPARATIONS

One month (01 May) prior to hurricane season, the St. John Airport will transition into its hurricane readiness mode. The following is a checklist of procedures to be implemented (list can be amended at any time):

- Conduct a walk-through of entire Airport Complex to identify any hazards that may need to be removed or relocated (trailers, old aircraft, old Machinery, debris, etc.).
- Purchase and inventory emergency items and PPE (Personal Protective Equipment) that may be needed prior to, during, and following a storm.
- Identify and coordinate with St. John Parish to address any potential drainage issues.
- Inventory and mark boards for placement on the main office trailer.
- Conduct preventative maintenance (PM) and load testing of airport auxiliary generators.
- Identify all non-essential utilities which can be safely shut down prior to a hurricane (These utilities are to be marked off).
- Arrange for standby utilities to be used in the event of a Major hurricane (portable lights, port-o-potty, portable generators, etc.).
- Inspect all Airport Hanger Doors in order to ensure they are structurally sound and operating properly.
- Coordinate with all utility companies to ensure a limited disruption of services.
- Update Tenant and Emergency Contact numbers.
- Coordinate with St. John Parish to ensure drainage pumps are functioning properly.
- Coordinate with St. John Parish to identify and address / mitigate any possible surrounding drainage issues (i.e. cluttered ditches)
- Coordinate with all airport tenants to ensure hurricane readiness and hangars are free of unnecessary debris.
- Coordinate with Policy & Planning Director to update digital pictures of all port property and equipment.
- Meeting with the Port's insurance agent to review policy (Make sure there are no gaps in coverage and Perils are clearly stated).
- Maintain an updated inventory of all Port owned equipment to be kept on flash drives.
- Purchase and maintain enough visqueen to cover all computers, along with watertight containers for essential documents.
- Pre-qualify contractors and Aviation Fuel Vendor for seamless recovery efforts.

Hurricane Condition Five

Automatically set from 01 June to 30 November each year. This is only an awareness condition. All Departments continue normal duties and responsibilities. The Operations Director will monitor any severe weather developments and advise the Executive Director, Deputy Director and all Department Heads of potential hurricane / severe weather conditions beyond five.

ST. JOHN PARISH AIRPORT HURRICANE PREPAREDNESS & RECOVERY CHECKLIST (cont'd)

Hurricane Condition Four / Coast Guard Condition WHISKEY

Alert condition in which threatening winds are possible within 72 hours.

- Contact all Airport Tenants to determine what their intentions are.
- Conduct a walk-through of entire Airport Complex to identify any hazards which may need to be removed or relocated (trailers, old aircraft, old Machinery, debris, etc.).
- Top off all auxiliary generators
- Top off airport vehicles
- Arrange for pick-up of 700 / 800 MHZ Radio with MSOC Port of South LA.
- Coordinate with St. John Parish EOC, GOHSEP, & other Federal Agencies for possible post hurricane staging.
- Monitor Storm Track along with MSOC Port of South Louisiana.

Hurricane Condition Three / Coast Guard Condition X-Ray

Readiness Condition in which threatening winds are possible within 48 hours.

- Lower and Secure Windsock (Move Pole to Low Position).
- Secure Fuel Cabinet
- Inspect hangar doors, and notify tenants of any structural issues.
- Board and secure temporary terminal building.
- Conduct a walk-through of entire Airport Complex to identify any hazards which may need to be removed or relocated (trailers, old aircraft, old Machinery, debris,).
- Coordinate with tenants for an orderly evacuation of aircraft and ensure hangars are clear of unnecessary debris.
- Verify tenant Emergency Contact Information.

Hurricane Condition Two / Coast Guard Condition YANKEE

Readiness Condition in which threatening winds are possible within 24 hours.

- Coordinate with St. John Parish on Pump Station Operational Status.
- Conduct a walk-through of entire Airport Complex to identify any hazards which may need to be removed or relocated.
- Secure the Ramp
- Continue coordinating with tenants
- Continue Monitoring the Storm Track with MSOC Port of South Louisiana.

Hurricane Condition One / CG Condition Zulu

Danger Condition in which threatening winds are possible within **12 hours.**

- Power down work station and secure computer (Important: Save all essential electronic files to Drive H which will then be vaulted to a secure offsite location).
- Conduct a final walk-through of entire Airport Complex to identify any hazards which may need to be removed or relocated.
- Conduct a Communications check with St. John Parish EOC & MSOC Port of South LA.

**ST. JOHN PARISH AIRPORT
HURRICANE PREPAREDNESS & RECOVERY CHECKLIST (cont'd)**

Hurricane Condition One / CG Condition Zulu cont'd

- Continue coordinating with tenants.
- Issue a NOTAM (Notice to Airmen) alerting any possible incoming aircraft of airport operational status.
- Continue Monitoring the Storm Track with MSOC Port of South Louisiana.
- Issue a NOTAM (Notice to Airmen) alerting any possible incoming aircraft of airport operational status.

POST HURRICANE OPERATIONS

To commence as soon as safely possible after storm passes

- Inspect the runway, lights, weather radar, & navigational aids (PAPI, Taxi signs, etc.) for any damage.
- Inspect the pumps, electronics housing, microwave towers, and aviation fuel tanks.
- Inspect the hangars
- Move Aircraft back to ramp
- Issue a NOTAM (Notice to Airmen) alerting any possible incoming aircraft of airport operational status.
- Photo document any and all physical damage to Port of South Louisiana Property and vehicles.
- Notify FAA regarding operational status.

St. John Parish Airport Eastern Approach

