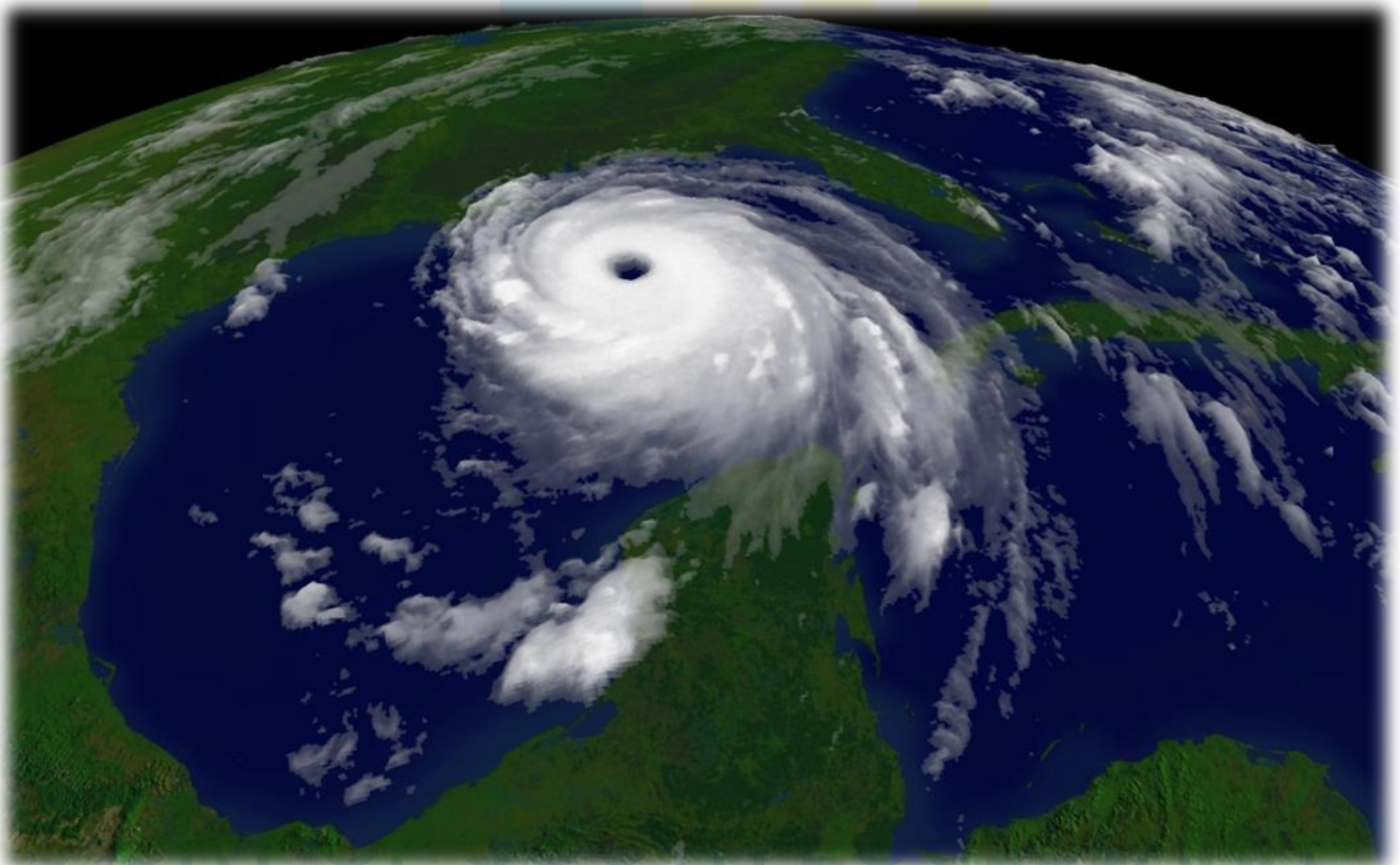




# HURRICANE PREPAREDNESS AND RECOVERY PLAN



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## 1. LETTER OF PROMULGATION



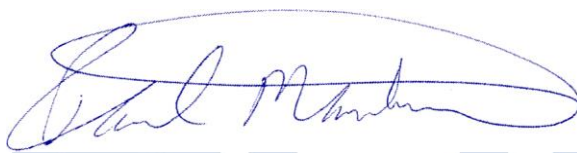
### LETTER OF PROMULGATION

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 Chief Operating Officer (COO). Note: In the absence of the Chief Operating Officer (COO), 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 Matthews, Chief Executive Officer

**PORT SL**  
**PORT OF SOUTH LOUISIANA**

## **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](http://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 Matthews, Chief Executive Officer

### 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:

### **Chief Executive Officer**

- 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.
- Authorizes the release of non-essential personnel prior to a hurricane related event.
- Main point-of –contact between the Port of South Louisiana and the Board of Commissioners.
- Primary Spokesperson for all media dissemination.

### **Deputy Port Director**

- Responsible for ensuring the departmental compliance of this plan (Administration, Finance Human Resources, and Business Development).
- 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.
- Initiates and coordinates pre and post hurricane related planning meetings (To include tenants).
- Assists Chief Executive Officer 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.
- Directs the securing of the Globalplex Facility and the release of non-essential personnel.
- Receives reports and recommendations from the Assistant Operations Director
- Team Leader of Hurricane Preparedness and Damage Assessment Team.
- Assumes the role of the Chief Executive Officer, in his absence.
- Acts as the predetermined Incident Commander (Incident Command Team).

## **8. DEPARTMENTAL RESPONSIBILITIES (cont'd)**

### **Assistant Director of Operations / Security Supervisor**

- Coordinates the requirements of this plan with all department heads.
- Acts as Plan Communication Officer. Reports all preparations and procedures to the Chief Executive Officer (COO) (Member of Preparedness and Damage Assessment 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.
- Monitors and reports Port status to the Chief Executive Officer (COO).
- 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).
- Coordinates pre-storm securing of PSL Marine Operations barges (Reserve) 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.
- Ensures compliance of this plan by Marine Operations personnel. (Member of Incident Command Team). Alternate Incident Commander (Asst. Director of Operations)
- Responsible for inventorying and maintaining all Hurricane related provisions.
- 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 (Asst. Director of Operations).
- Updates Globalplex Tenants on Facility Status and coordinates recovery efforts.
- Ensures Tenants have updated Hurricane Plans & the means to secure their operations.
- 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).

## **8. DEPARTMENTAL RESPONSIBILITIES (cont'd)**

### **Assistant Director of Operations / Security Supervisor (cont'd)**

- Responsible for PSL Globalplex access control (Prior, during and after hurricane).
- Assists with securing and locking down (Globalplex) facility, prior to a mandatory evacuation.

### **Administration Director**

- Directs all readiness for main office at Globalplex (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 (Administration Office, MSOC, & Bldg. 60).
- 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).
- Maintains all Globalplex Utility Schematics (Essential / Non-Essential).
- Responsible for ensuring Port of South Louisiana business continuity (I.T. Functions).

### **Maintenance Manager**

- Conducts a walk-through inspection with Zone Managers in their area of responsibility, and keeps an accurate log of all discrepancies, in order to ensure areas remain safe & clear of debris.
- The Maintenance Manager may halt any procedure Deemed unsafe until all safety discrepancies are corrected.
- Monitors the work environment in order to identify potential hazards and unsafe work conditions, in order to ensure the health and safety of personnel, tenants and contractors.
- Provides a list of all nonessential electrical circuits for each building.
- Supervises the securing of operations for Globalplex Terminal.
- Keeps accurate logs of Zone Discrepancies and reports them to the Chief Operating Officer, 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).

## **8. DEPARTMENTAL RESPONSIBILITIES (cont'd)**

### **Maintenance Manager (cont'd)**

- Provides a list of all emergency equipment and resources, which may be used prior to, and after a hurricane.
- Ensures all pilferable 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 Chief Administrative Officer / Chief Operating Officer 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.
- Negotiates and ensures all prequalified vendor contracts are updated and signed.
- 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, & ensures their timely return (assisted by all Dept. heads).

## **8. DEPARTMENTAL RESPONSIBILITIES (cont'd)**

### **Chief Commercial Officer / Public Information Officer**

- 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 Information Officer, at the discretion of the Chief Executive Officer, gathers, verifies, coordinates, and disseminates accurate and timely information in regards to Port Status (Pre and Post Incident).
- Member of Incident Command Team
- Situational Advisories and Alert Notifications (Pre & Post Incident) shall be provided by the Everbridge Mass Notification System.

### **Safety Risk Agency Manager**

- Maintains and updates Hurricane Preparedness and Recovery Plan based upon the most current Best Practices.
- Conducts yearly hurricane exercise in order to test and validate 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 Maintenance Manager with identifying potential safety hazards (pre and post hurricane).
- Explores & identifies new technologies that may mitigate hurricane related effects.
- **(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*
- ☐ NIST Cybersecurity Framework

### **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 Alerts shall be initiated through the **Everbridge Mass Notification System** , while updates shall be posted regularly on the Port of South Louisiana's Emergency Web Portal ([www.portsl.com](http://www.portsl.com)) and the following Port of South Louisiana Social Media Pages:

- ☐ Facebook / <https://www.facebook.com/portofsouthlouisiana/>
- ☐ LinkedIn / <https://www.linkedin.com/company/port-of-south-louisiana-comm>
- ☐ Twitter / <https://twitter.com/portslouisiana>

**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**

### **CHIEF EXECUTIVE OFFICER READINESS SCHEDULE**

One Month (01 May) prior to hurricane season, the Chief Executive Officer 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. Assisting the Legal Dept. with ensuring that all Port of South Louisiana tenants have signed “Force Majeure” clauses in their File folders.

### **DEPUTY PORT DIRECTOR 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. 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).
3. Ensuring all pre-bid contracts are in place for essential recovery services.
4. Ensuring that all critical data is being properly backed up and stored.
5. Identifying and initiating an MOU (Memorandum of Understanding) with another agency for the relocation of critical Port functions following a hurricane related incident.
6. Initiating and coordinating a hurricane pre-planning meeting with essential personnel and tenants.
7. Ensuring all tenants’ hurricane plans have been updated.
8. Ensuring that all Port of South Louisiana facility schematics have been completely updated.

## **9. INITIAL PREPARATIONS (cont'd)**

### **OPERATIONS DEPARTMENT READINESS SCHEDULE**

One month (01 May) prior to hurricane season, the 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 Deputy Port 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)***

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) in order to protect Port Vessels from heavy weather.
3. Removing all waterborne debris from around dock area.

## **9. INITIAL PREPARATIONS (cont'd)**

### **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. 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).
3. 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.
4. 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).
5. 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).
6. Establishing and maintaining contact information with FEMA for post hurricane coordination.
7. Determining protocol for damage assessment.
8. 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).**

9. 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).
10. 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 & The NIST Cyber Security Framework.



## **9. INITIAL PREPARATIONS (cont'd)**

### **MAINTENANCE MANAGER READINESS SCHEDULE**

One month (01 May) prior to hurricane season, the Maintenance Manager 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 Facility.
15. 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 Deputy Port Director).
16. **While conducting your walk-through, determine if there are any pre-hurricane safety Concerns, which need to be addressed (Report findings to the Deputy Port Director). Please note that you are looking for ways to mitigate the post-hurricane recovery process.**

## **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 Assistant 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.

### **CHIEF COMMERCIAL OFFICER 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 Safety Agency Risk Manager, no later than 01 May. An Exercise shall be scheduled during the month of May to familiarize employees with this plan. The exercise shall be coordinated by the Safety Agency Risk Manager, 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 Chief Operating Officer shall monitor any severe weather developments and advise the Chief Executive Officer, 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.

#### **Chief Executive Officer**

- 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.

#### **Deputy Port Director (Incident Commander)**

- 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 Port Director (Incident Commander) cont'd**

- Initiate a meeting with Tenants to discuss hurricane readiness.
- Work with the Maintenance Manager to identify any potential hurricane related hazards and take corrective actions.
- Ensure departmental readiness in accordance with Condition 4.
- Assist the Airport Supervisor with securing the airport.
- Advise the Chief Executive Officer when this condition is activated. Coordinate Execution of this plan with Department Heads.

#### **Assistant Director of Operations / Security Supervisor**

- Implement Condition Four in accordance with Operations Department Heavy Weather Plan. Assist Operations Director as directed.
- Advise the Deputy 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.
- Assist Tenants with securing all terminal operations and dispatching deep draft vessels in accordance with USCG Sector New Orleans Hurricane Contingency Plan.

#### **Administration Director**

- Assist other departments with the release of non-essential personnel.
- Ensure the Port's photo archives are stored on a secure Cloud Based Platform 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)**

#### **Maintenance Manager**

- Inspect and secure all buildings not used for 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 Supervisor 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.
- Coordinate with Zone Managers and Tenants to identify any potential hazards and work with the Deputy Port Director in order to implement corrective actions.
- Identify and secure any possible hazardous materials.
- Ensure that all Port related safety protocols are being strictly adhered to.

#### **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.

#### **Chief Commercial Officer / Public Information Officer**

- Update port personnel, tenants, and public / private stakeholders through the Port of South Louisiana's emergency Web Page, Social Media Outlets, and Email.

#### **Safety Risk Agency Manager**

- Communicate Port readiness and provide situational awareness to Public Information Office for Distribution.
- Assist the Maintenance Manager 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)**

#### **Safety Risk Agency Manager cont'd**

- Attend all USCG Port Coordination Team (PCT) and USACE N.O. Navigation Restoration call-ins

#### **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.**

#### **Chief Executive Officer**

- Update Port Commissioners on Port Hurricane readiness.

#### **Deputy Port 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 Maintenance Manager with securing the Globalplex facility.
- Assist the Airport Supervisor with securing the airport.

## **10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)**

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

#### **Assistant Director of Operations / Security Supervisor**

- 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 Deputy Port Director when this condition is activated.
- Initiate the relocation of Port Security Vessels, if necessary.
- Implement Condition Three in accordance with Operations Department Heavy Weather Plan.
- Assist the Deputy Port Director as directed.
- Advise the Deputy Port Director when condition Three is set by Marine Operations.
- Begin Coordinating Crane Tie downs with Maintenance Dept. and Tenants (Associated Terminals and Holcim).

#### **Administration Director**

- Implement preparations for this condition and coordinate the securing of the Administration Dept. Advise Deputy Port Director once 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.

#### **Maintenance Manager**

- Update the Deputy Port Director on Globalplex Port Readiness.
- Take precautions to prevent or reduce water intrusion.
- Secure nonessential electrical power.
- Continue monitoring for any possible safety / environmental hazards.
- Continue assisting tenants with securing the Globalplex facility.
- Continue assisting the Airport Supervisor with securing the Airport.

## **10. DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)**

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

#### **Maintenance Manager (cont'd)**

- 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.

#### **Chief Commercial Officer / Public Information Officer**

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

#### **Safety Risk Agency Manager**

- Continue Communicating Port readiness and providing situational awareness to Public Information Officer for distribution.
- 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.**

#### **Chief Executive Officer**

- 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.
- Continue updating Globalplex Tenants on Port Hurricane Readiness Condition.
- Assist Tenants with securing their facilities.
- Continue assisting the Maintenance Manager with securing the Globalplex facility.
- Continue assisting the Airport Supervisor with securing the airport.

#### **Assistant Director of Operations / Security Supervisor**

- 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 the Deputy Port Director once this condition is activated.
- 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 Director of Operations / Security Supervisor (cont'd)**

- 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 Deputy Port Director as directed.
- Advise the Deputy Port Director once condition Two is set by Marine Operations.
- Ensure Crane ‘Tie Downs’ have been properly initiated.
- Inspect Docks (Reserve) and vessels to ensure they are secure.
- Continue Security Rounds, advising the Maritime Security Operations Center (MSOC) of anything needing to be secured.

#### **Administration Director**

- Continue monitoring the Storm’s path through communications with the PSL MSOC.
- Assist I.T. service provider with ensuring that all I.T. (Information Technology) Contingency Plans are in place.

#### **Maintenance Manager**

- Continue updating the Deputy Port Director on Globalplex Port Readiness
- Continue monitoring the Storm’s path through communications with the Port of South Louisiana’s MSOC.
- Assist Deputy Port Director 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.
- Assist Tenants and Maintenance with ensuring that any and all hazardous materials have been secured.
- Continue assisting the Airport Supervisor with securing the Airport.
- Continue monitoring for any possible safety / environmental hazards.

## **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.

#### **Chief Commercial Officer / Public Information Officer**

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

#### **Safety Risk Agency Manager**

- Continue Communicating Port readiness and providing situational awareness to the Public Information Officer for Distribution.
- 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.**

#### **Chief Executive Officer**

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

#### **Deputy Port Director**

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

#### **Assistant Director of Operations / Security Supervisor**

- Update the Deputy Port 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.).
- 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.)
- Assist the Chief Operating Officer, as needed.
- Maintain periodic communications with the Deputy Port 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.

#### **Maintenance Manager**

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

#### **Finance Director**

- Continue monitoring the Storm's path.

#### **Human Resources Director:**

- Continue monitoring the Storm's path

#### **Chief Commercial Officer / Public Information Officer**

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

#### **Safety Risk Agency Manager**

- Continue Communicating Port readiness and providing situational awareness to the Public Information Officer for distribution.
- 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

#### **Chief Executive Officer**

- 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.

#### **Deputy Port Director**

- 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.
- Assist delegated departments with restoration of services.
- Meet with all Port of South Louisiana (Globalplex) Tenants, safety permitting, to assess their needs and facilitate their recovery efforts.
- Assist the Airport Supervisor, as needed, in order to restore airport operations.

#### **Assistant Director of Operations / Security Supervisor**

- 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 Director of Operations / Security Supervisor cont'd**

- Assess Damage to the Marine Operations Docks and Port Security Vessels.
- Report to the MSOC / Command Center in order to assist the Deputy Port Director.
- Photo Assessment of Reserve Barge and all Port Vessels shall commence as soon as safety permits. (Any physical damage to PSL Marine Operations property is to be documented)..
- 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.

#### **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.
- Begin coordinating pre-bid services for restoration of Port operations.

#### **Maintenance Manager**

- 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).
- Organize work teams in order to remove roadway debris ( watch for down power lines)
- Conduct a Damage Assessment walkthrough of PSL Globalplex and digitally document any facility damage (coordinate with Safety Risk Agency Manager).
- 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.

#### **Chief Commercial Officer / 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.
- Digitally 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 the Public Information Officer for distribution.
- Assist Deputy Port 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. **Everbridge Mass Notification System**
2. Maritime Security Operations Center (MSOC) Hotline (1-866-536-8300 / 985-536-1118)
3. 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 )
4. Contact through immediate Supervisor
5. Port of South Louisiana Emergency Web Portal [www.portsl.com](http://www.portsl.com) (Port Status)
6. 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**

#### **Chief Operating Officer**

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 the Reserve 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 Chief Executive Officer and activated by the Deputy Port 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).

The Deputy Port 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. THE MINIMUM FUEL LEVELS FOR ALL PORT SECURITY VESSELS WILL BE 80% OF THE FUEL CAPACITY OF THE VESSEL.**

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

The Assistant Operations Director shall prepare and maintain current personnel recall roster. The Deputy Port Director and Assistant Operations Director shall 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 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.**

The Deputy Port 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 the Deputy Port Director once Condition Four is set.

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

Shift Captain will continue as in Condition Five. Keep 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 barge 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 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. The Deputy Port Director informs the Chief 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 Assistant 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.

Assistant Operations Director, Engineering Supervisor and necessary personnel (As Directed by the Chief Operating Officer) recalled to barge. Fill all available containers with emergency drinking water. Ensure sufficient provisions are aboard THE NATHAN FOLSE AND 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 THE NATHAN FOLSE, RESPONDER, ACCARDO, & "JOHN JAMES CHARLES" to a safe area based upon the track of the 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.

Assistant Operations Director, and Engineering Supervisor will conduct inspection of barge and batture to ensure readiness. Notify Chief Operating Officer once 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.

#### **Chief Operating Officer**

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 Chief Operating Officer / Assistant Operations Director, and Engineering a detailed report to Chief Executive Officer. 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 MATTHEWS	CHIEF EXECUTIVE OFFICER	(985) 652-9278 / <a href="mailto:pmatthews@portsl.com">pmatthews@portsl.com</a>
CHAMBREL RILEY-WILLIAMS	CHIEF ADMINISTRATIVE OFFICER	(985) 233-1321 / <a href="mailto:criley@portsl.com">criley@portsl.com</a>
ROY QUEZAIRE	CHIEF GOV. RELATIONS OFFICER	(225) 715-2886 / <a href="mailto:rquezaire@portsl.com">rquezaire@portsl.com</a>
BRIAN COX	DEPUTY PORT DIRECTOR	(985) 536-8300 (985) 212-9831 / <a href="mailto:bc Cox@portsl.com">bc Cox@portsl.com</a>
MICAH CORMIER	DIRECTOR OF BUSINESS DEV.	(337) 577-7396 / <a href="mailto:mcormier@portsl.com">mcormier@portsl.com</a>
TED KNIGHT	SENIOR ADVISOR COMMERCIAL OPS.	<a href="mailto:tknight@portsl.com">tknight@portsl.com</a>
VICKIE LEWIS CLARK	ADMINISTRATION DIRECTOR	(225) 331-0338 / <a href="mailto:vlclark@portsl.com">vlclark@portsl.com</a>
PATTI CROCKETT	EXECUTIVE ASSISTANT	(504) 214-2285 / <a href="mailto:pcrockett@portsl.com">pcrockett@portsl.com</a>
TAMARA KENNEDY	HUMAN RESOURCES DIRECTOR	(504) 343-8244 / <a href="mailto:tkennedy@portsl.com">tkennedy@portsl.com</a>
GRANT FAUCHEUX	FINANCE DIRECTOR	(504) 559-2918 / <a href="mailto:gfauchaux@portsl.com">gfauchaux@portsl.com</a>
ERNEST GRAY	ASST. OPERATIONS DIRECTOR	(504) 915-9548 / <a href="mailto:egray@portsl.com">egray@portsl.com</a>
LESTER MILLET III	SAFETY RISK AGENCY MANAGER	(985) 210-7518 / <a href="mailto:lmillet@portsl.com">lmillet@portsl.com</a>
CHANSE P. WATSON	PSL EXEC. AIRPORT DIRECTOR	(985) 212-4115 / <a href="mailto:cwatson@portsl.com">cwatson@portsl.com</a>
JOEY OUBRE	MAINTENANCE MANAGER	(985) 212-7877 / <a href="mailto:joubre@portsl.com">joubre@portsl.com</a>
ALEX HERNANDEZ	PUBLIC INFORMATION DIRECTOR	(985) 634-9445 / <a href="mailto:ahernandez@portsl.com">ahernandez@portsl.com</a>
JODY STEIN	MAINTENANCE DEPARTMENT	(985) 212-0023

### ESSENTIAL PERSONNEL -POST-HURRICANE ASSESSMENT TEAM)

PORT OF SOUTH LOUISIANA ESSENTIAL PERSONNEL		
BRIAN COX	DEPUTY PORT DIRECTOR	(985) 212-9831 / <a href="mailto:bc Cox@portsl.com">bc Cox@portsl.com</a>
ERNEST GRAY	ASST. OPERATIONS DIRECTOR	(504) 915-9548 / <a href="mailto:egray@portsl.com">egray@portsl.com</a>
JOEY OUBRE	MAINTENANCE MANAGER	(985) 212-7877 / <a href="mailto:joubre@portsl.com">joubre@portsl.com</a>
CHARLES PALMER	PSL EXEC. AIRPORT SUPERVISOR	(985) 212-1712 / <a href="mailto:cpalmer@portsl.com">cpalmer@portsl.com</a>
HANK TASSIN	MAINTENANCE DEPT.	(225) 624-9542
CORVELL BRIGHT	MAINTENANCE DEPT.	(225) 398-7478
HENRY HOPKINS	MAINTENANCE DEPT.	(504) 481-5096

**EMERGENCY CONTACT LIST (APPENDIX B)**

<b>PORT OF SOUTH LOUISIANA</b>	
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
MARINE VHF-FM RADIO	CHANNELS 16 & 67 (While on Patrol)
BRIAN COX, DEPUTY PORT DIRECTOR (INCIDENT COMMANDER)	(985) 212-9831 CELL
ERNEST GRAY ASST. DIRECTOR OF OPERATIONS	(504) 915-9548 CELL
LESTER MILLET III, SAFETY RISK AGENCY MANAGER	(985) 210-7518 CELL
PSL GUARD STATION ( HWY. 44)	(985) 479-8620
PORT OF SOUTH LOUISIANA ADMIN. BLDG. 1720 LA 44 Reserve, Louisiana 70084	(985) 652-9278
PSL GUEST HOUSE	(985) 536-7799
PSL EXECUTIVE REGIONAL AIRPORT	(985) 536-1999 / (985) 212-1712 CELL
CN RAILROAD, RESERVE LA	(504) 734-6977 (Emergency Only)
CN TRAIN MASTER, HARAHAN, 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) Florence (FLo) Dumas	(985) 479-2025 Business (225) 206-7646 Cell <a href="mailto:FDUMAS@entergy.com">FDUMAS@entergy.com</a>
INTELLIGENT TRANSPORTATION SYSTEMS	(225) 751-9300 (225) 276-3185 cell <a href="mailto:JFox@itsanswers.com">JFox@itsanswers.com</a>
ST. CHARLES PARISH SHERIFF'S DEPT.	(985) 783-6807
ST. CHARLES PARISH DEPT. OF EMERGENCY PREPAREDNESS (EOC)	(985) 783-5050 24 HOURS
ST. CHARLES PARISH DEPT. OF PUBLIC WORKS	(985) 783-5000

**EMERGENCY CONTACT LIST (APPENDIX B cont'd)**

<b>LOCAL</b>	
ST. CHARLES PARISH (EOC)	(504) 915-9036
HOMELAND SECURITY (JIM POLK)	
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
	(985) 536-4396
ST. JOHN PARISH WATER WORKS	(985) 536-2489 EMERGENCY
CITY OF N.O. HOMELAND SECURITY	(504) 658-8700 (504) 658-6900 UASI New Orleans
	(866) 438-4636 (985) 785-0647 LOCAL
AMERICAN RED CROSS	<a href="http://www.redcross.org">www.redcross.org</a>
ACADIAN AMBULANCE (911)	(800) 259-3333
RIVER PARISH HOSPITAL (OCHSNER ER)	(985) 652-7000
ST. JAMES HOSPITAL	(225) 869-5512
<b>STATE</b>	
GOVERNORS OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP)	(800) 256-7036 / (225) 925-7500 (225) 925- 7520 (OPERATIONS) <a href="http://www.ohsep.louisiana.gov">www.ohsep.louisiana.gov</a>
GOHSEP REGION 3 COORDINATOR (Ashley Beetz)	(985) 316-8950
	(866) 896-5337 (225) 219-3640 (225) 219-4044 fax
LOUISIANA DEQ ( SINGLE POINT OF CONTACT)	(225) 342-1234 After Hours
ONLINE REPORTING	<a href="http://www.deq.Louisiana.gov">www.deq.Louisiana.gov</a>
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 <a href="http://www.dhh.state.la.us">www.dhh.state.la.us</a>
LOUISIANA STATE POLICE TROOP B	(800) 964-8076 / (504) 471-2775
LOUISIANA STATE POLICE	(225) 925-6325 (LSP ANY CELL PHONE) / <a href="http://www.lsp.org">www.lsp.org</a>
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 <a href="http://www.gov.state.la.us">www.gov.state.la.us</a>
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 <a href="mailto:plaqport@bellsouth.net">plaqport@bellsouth.net</a>
ST. BERNARD PORT, HARBOR & TERMINAL DISTRICT	(504) 277-8418 <a href="http://www.stbernardpport.com">www.stbernardpport.com</a>
ST. BERNARD PORT (Roxane Assevedo)	(504) 278-2429
PORT OF NEW ORLEANS	(504) 522-2551 main (504) 524-4156 fax <a href="http://www.PORTNO.com">www.PORTNO.com</a>
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
PORT MANCHAC	(985) 386.9309 <a href="mailto:portmanchac@i-55.com">portmanchac@i-55.com</a>
FEDERAL	
USCG CAPTAIN OF THE PORT SECTOR NEW ORLEANS (24 Hours)	(504) 365-2544 (504) 365-2209 <a href="http://www.uscg.mil/d8/mso/nola">www.uscg.mil/d8/mso/nola</a>
U.S. COAST GUARD (8 <sup>TH</sup> DIST. COMMAND Ctr.	(504) 589-6225 (24 Hours)
USCG COMMAND CENTER (SECTOR NEW ORLEANS)	(504) 365-2545 (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 67 (504) 365-2514 (24 Hours) / VHF-FM ch. 05A,11,67
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)**

<b>FEDERAL</b>	
USCG SECTOR N.O. FACILITIES BRANCH	(504) 365-2370 <a href="mailto:FacilitiesNOLA@uscg.mil">FacilitiesNOLA@uscg.mil</a>
USCG STATION NEW ORLEANS (SEARCH AND RESCUE)	(504) 846-6181 (504) 393-6072
USCG AIR STATION (OPERATIONS)	(504) 393-6032
USCG 8 <sup>TH</sup> DISTRICT HURRICANE INFORMATION	(800) 787-8724
USCG SECTOR N.O. WATERWAYS MANAGEMENT	(504) 365-2280 <a href="mailto:SecNOLA-WPM@uscg.mil">SecNOLA-WPM@uscg.mil</a>
USCG MARINE SAFETY UNIT BATON ROUGE	(225) 298-5400
USCG MARINE SAFETY UNIT (MORGAN CITY)	(985) 380-5306
NATIONAL WEATHER SERVICE FORECAST OFFICE NEW ORLEANS / BATON ROUGE	(504) 522-7330 (985) 649-0429 Office <a href="http://www.srh.noaa.gov/lix">www.srh.noaa.gov/lix</a>
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 Jeffrey Hirsch	(504) 816-3091 office (504) 329-9815 cell
U.S.DEPT OF HOMELAND SECURITY (P.CONSTANTIN JR)	(601) 965-4012 <a href="http://www.dhs.gov">www.dhs.gov</a>
MARAD (Regional Director, Inland Waterways Gateway – Paducah)	(202) 997-6205 <a href="mailto:chad.dorsey@dot.gov">chad.dorsey@dot.gov</a>
MARAD (Brian Hill / Western Gulf Gateway Dir.)	(281) 635-0785 / <a href="mailto:Brian.p.hill@dot.gov">Brian.p.hill@dot.gov</a>
FEDERAL EMERGENCY MANAGEMENT AGENCY	(800) 621-3362
FEMA (REGION VI) FRC 800 NORTH LOOP 288 DENTON, TX 76209-3698	(940) 898-5399 MAIN <a href="http://www.fema.gov">www.fema.gov</a>
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)**

<b>TENANTS CONTACT LIST</b>		
Associated Terminals (Bldg.'s 2,3,19,Dock & Cranes)	Main Office (Reserve) (985) 233-8500  Contact: Sal Laciura (985) 233-8544 (504) 415-5748 cell <a href="mailto:sal@associatedterminals.com">sal@associatedterminals.com</a>	Thomas Cagle (985) 233-8500 (O) (985) 233-8521 (D) (225) 268-1084 (C) <a href="mailto:Thomas@associatedterminals.com">Thomas@associatedterminals.com</a>
Baumer Foods (Bldg. 20)	Contact: Alvin"Pepper" Baumer III (504) 460-0334	Contact: Tommy Thomas (504) 483-1438 <a href="mailto:tlthomas@baumerfoods.com">tlthomas@baumerfoods.com</a>
Natco (Bldg. 10)	Contact: Thomas Lalla (504) 881-6582 cell <a href="mailto:Thomas@natcofoodservice.com">Thomas@natcofoodservice.com</a>	Contact: Ray Deffes (985) 479-7437 cell <a href="mailto:rdeffes@natcofs.com">rdeffes@natcofs.com</a> Stephen Daigle (985) 479-7457 <a href="mailto:sdaigle@natcofs.com">sdaigle@natcofs.com</a>
Evonik Stockhausen, (Bldg.76)	Contact: Cedrick Jones (504) 201-1284 Cell <a href="mailto:cedric.jones@evonik.com">cedric.jones@evonik.com</a>	
Holcim (Dry Bulk Terminal)	Contact: Wade Pavolini (504) 282-6426 <a href="mailto:wade.pavolini@lafargeholcim.com">wade.pavolini@lafargeholcim.com</a>	
Pinnacle Polymers	Charles Anderson EHS Engineer Office (985) 535 – 1010 Cell (504) 813 – 7986 <a href="mailto:Charles.Anderson@pinnaclepolymers.com">Charles.Anderson@pinnaclepolymers.com</a> One Pinnacle Ave. Garyville, LA 70051	
WATCO (Taft House) Dow Taft Railyard	Andre LeDoux Office (504) 329-6409 <a href="mailto:Andre.ledoux@watco.com">Andre.ledoux@watco.com</a>	

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

<b>CARPENTRY</b>	
Family Homes By Tommy & Sheila 1116 Belleview Drive LaPlace LA 70068	Contact: Tommy Berthelot (985) 651-1973 (504) 415-7773
<b>CEMENT &amp; MASONRY WORK</b>	
Brown's Concrete Works 108 Brown Lane LaPlace LA 70068	Contact: Andre Brown (985) 359-0975 (504) 416-0982
<b>DOCK REPAIRS</b>	
Specialty Diving of Louisiana 24358 Gliderport Rd. Loranger, LA 70446	(800) 524-8772 (985) 345-7602 Fax <a href="http://www.sdiver.com">www.sdiver.com</a>
<b>DOOR REPAIR (OVERHEAD)</b>	
Southeastern Overhead Doors 11440 Merchant Dr. Baton Rouge, LA 70809	(225) 753-1595 (225) 753-1536 Fax
<b>ELECTRICAL WORK/PLUMBING</b>	
Abadie & Chauvin P.O. Box 192 Edgard, LA 70049	Contact: Gene (985) 497-3401
All Star Electric, Inc. 1208 Bert Street Laplace, LA 70068	(985) 618-1200 office (985) 618-1208 fax
<b>GENERATORS (PORTABLE)</b>	
Castay Inc. 900 E. Airline Hwy. LaPlace, LA 70068	Contact: Walter Castay (985) 652-9722 (504) 524-8444
<b>HAZARDOUS WASTE REMOVAL</b>	
Matrix Service 284 Airport Rd. Reserve, LA 70084	Contact: Mark Roussel (985) 535-3000
<b>RECOVERY (GENERAL SERVICES)</b>	
Mid-Gulf Recovery Services, LLC 10557 Airline Drive St. Rose, LA 70087	Contact: Tony Cunningham (504) 737-1600 (504) 482-8728 <a href="mailto:Tony@midgulfrecovery.com">Tony@midgulfrecovery.com</a>
<b>REMEDIATION / DISPOSAL</b>	
DRC Emergency Services 6258 Marshal Foch St. New Orleans, LA 70124	Contact: Mark Stafford (504) 482-2848 Office (504) 415-7945 <a href="mailto:mstafford@drcusa.com">mstafford@drcusa.com</a>

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

ROOFING		
Ascension Roofing P.O. Box 192 Gonzales, LA 70707-0192	Contact: Dennis (225) 647-3576	
Ray Bros., Inc. 2801 Frenchman Street New Orleans, LA 70122	Contact: Gino Ray (504) 945-8069 office <a href="mailto:gino@raybrosinc.com">gino@raybrosinc.com</a>	
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	
Guidry's Industrial Services, Inc. P.O. Box 2847 3396 W. Airline Hwy. Reserve, LA 70084	Contact: Ray Guidry (985) 536-8811 office <a href="mailto:gis@rtconline.com">gis@rtconline.com</a>	
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: Rhonda Colar-Myles (985) 479-2025 Business (225) 788-6335 Cell <a href="mailto:rcolar@entergy.com">rcolar@entergy.com</a>	
Ferrellgas 12537 Airline Hwy Baton Rouge, LA 70817	Contact: Reggie Landry (225) 756-4141 Office (337) 249-8389 Cell	
St. John Parish Waterworks	Contact: Blake Fogleman (985) 651-6800 <a href="mailto:b.fogleman@sjbparish.com">b.fogleman@sjbparish.com</a>	
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 Hwy. 44 / River Rd. Guard 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 Vehicles for any needed maintenance, such as oil, water, and low air in tires, and ensure the fuel tank is “topped off”. Ensure that the battery cables, flashlights, and a spare tire are in all security vehicles, and are all in working order.
- ☐ 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.
- ☐ 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
- ☐ 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.
- ☐ 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**

- ☐ Down load 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
- ☐ 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 the Hwy 44 Guard Station has been taken to the command center. Once completed with the above, check with command center for further instructions. Assist other Departments with Storm Readiness

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

**PERSONAL CHECK OFF LIST**

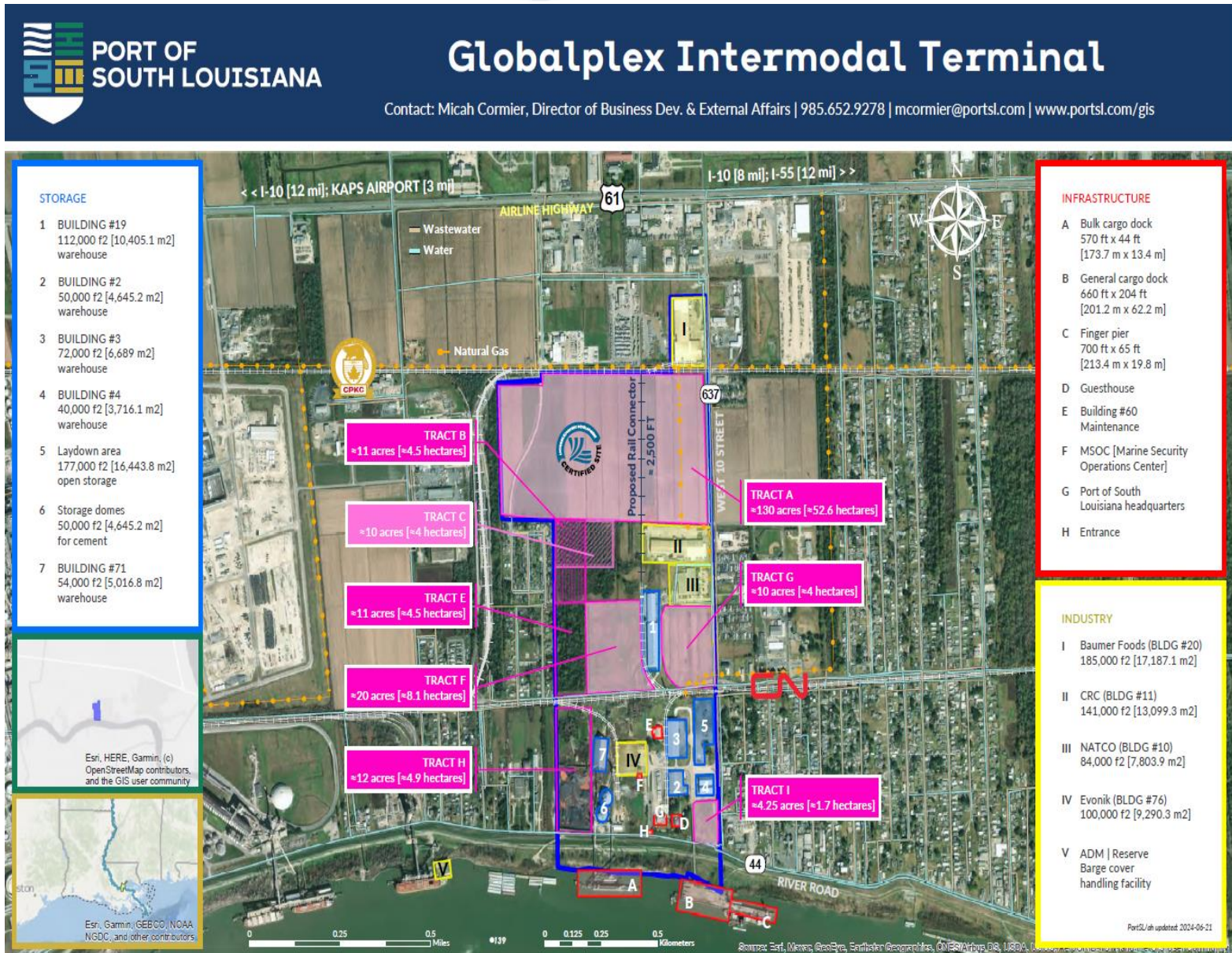
- ☐ Ensure that your personal vehicle is full of gas; the tires are okay, oil checked etc.
- ☐ Ensure that all prescriptions have been filled and packed with belongings that are staying with you.
- ☐ Pack enough special dietary needs to take with you for at least 3 to 4 days.
- ☐ Ensure that family members 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	Joey Oubre
1a	Dock	Associated Terminals/ Sal LaCiura Port – Nyler Williams\
2a	Building 2 & 3	Associated Terminals/ Sal LaCiura
2b	Guest House & Cottage	Joey Oubre
3a	Demolition Site	Joey Oubre
3b	Building 76 Warehouse	Degussa – #76
3b	Building 76 Office	Joey Oubre
3b	Bldg. 60	Joey Oubre Bldg. 60
4a	Container Pad	Associated Terminals/ Sal Laciura
4b	Finance	Grant Faucheux
	Guard Station – West 10 <sup>th</sup>	Ernest Gray
	Scale House Area	Ernest Gray
5a	Building 19	Associated on 19
5b	Building 10	NATCO Foods
	Building 11 (CRC)	Joey Oubre
	Building 20	Baumer Foods
6	Holcim	Wade Pavolini
7	Marine Operations	Ernest Gray
8	PSL Admin. Bldg.	Tamara Kennedy

### PSL Globalplex Aerial View (Appendix G)



PORT OF SOUTH LOUISIANA

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

<b>Binder #</b>	<b>Location</b>	<b>Custodian</b>
1	Administration Director (Admin. Bldg.)	Vickie Lewis Clark
2	Director of Business Development	Micah Cormier
3	Command Center (PSL MSOC)	Monica Pierre
4	Chief Government Relations Officer	Roy Quezaire
5	Chief Executive Officer (Admin. Bldg.)	Patti Crockett
6	Finance Director (Admin. Bldg.)	Grant Fauchaux
7	Chief of Staff (Admin. Bldg.)	Tamara Kennedy
8	Maintenance Department (Bldg. 60)	Vickie Lewis Clark
9	Maintenance Manager (Bldg. 60)	Joey Oubre
10	Marine Operations ( Barge)	Ernest Gray
11	Deputy Port Director (PSL Admin. Bldg.)	Brian Cox
12	Safety Risk Agency Manager	Lester Millet III

**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)**

<b>GLOBALPLEX FACILITY</b>	
Paul Matthews, Chief Executive Officer	Lester Millet III, Safety Risk Agency Manager
Joel T. Chaisson, Special Projects	Grant Fauchaux, Finance Director
Micah Cormier, Director of Business Development	Tamara Kennedy, Chief of Staff
Roy Quezaire, Chief Government Relations Officer	Ainsley Rodriguez, Administration Assistant
Chambrel Riley-Williams, Chief Admin Officer	Joey Oubre, Maintenance Superintendent
Brian Cox, Deputy Port Director	Jody Stein, Maintenance Dept.
Ernest Gray, Assistant Operations Director	Hank Tassin, Maintenance Dept.
Vickie Lewis Clark, Director of Administration	Corvell Bright, Maintenance Dept.
Patti Crockett, Executive Assistant	Ted Knight, Senior Advisor for Commercial Ops.
Henry Hopkins, Maintenance Dept.	Alexandra Hernandez, Public Information Officer
<b>PORT OF SOUTH LOUISIANA MARINE OPERATIONS TIER ER LMR MM 114.9-168.5 (24/7 RESPONSE)</b>	
Jared Mabile, Captain	Brad Kubelka, Engineer
Brandon Green, Engineer	Shawn Hidalgo, Engineer
Alvin Morris, Engineer	Winston "Duke" Morrow, Deckhand
Kevin Poche, Captain	Dan Taillon, Captain
Charles Graffeo, Engineer	Richie Zito, Captain
Jackson Jenson, Deckhand	Mark Johnson, Deckhand
<b>PORT OF SOUTH LOUISIANA COMMISSIONERS</b>	
P. Joey Murray, III	Robbie LeBlanc
Ryan Burks	Louis A. Joseph
Stanley Bazile	Joey Scontrino
Jason Duhe	Florence Dumas
Julie Hebert	
<b>PORT OF SOUTH LOUISIANA SECURITY</b>	
Angelina Jefferson	Lisa Adams
Gary Cooper	Louise Grimes
Christina Rivera	Sylvia Leavey
<b>PORT OF SOUTH LOUISIANA AIRPORT</b>	
Chanse P. Watson, Airport Director	Charles Palmer, Airport Supervisor
	Landry Mathieu

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

ASSOCIATED TERMINALS		
Todd Fuller	Sal Laciura	Freddie Thomas
Gary Poirrier	Donna Pipsair	Norman Fagan
Zeljko Franks	Autumn Cortez	Murphy Petit
Ford Wogan	Richard Richardson	Miguel Perez
Terrell Folse	Raymond Couture	Tyris Payton
Mark Pisani	Scott Labit	Ruffie Jackson
Sheri Jackson	Wade Labit	Fredy Noriega
Jason Perez	Morris Calloway	Devin Vicknair
Ricardo Hernandez	Eldon Joseph	Roberto Melendez
Antonio Rodriguez		Updated: 06/01/2025
BAUMER FOODS		
Alvin "Pepper" Baumer III	Michelle McDaniel	Renota Young
Tommy Thomas	Orlando Rosales	Brandon Morris
Michael Grass	Alvin Baumer Jr.	Johnnie Burnett
Dwayne Eymard	Eric Radecker	Luke McDaniel
Julia Eichensehr	Damien Lee	Curtis Thomas
Tim Delatte	Mirna Vera	Updated: 06/01/2025
EVONIK		
Sean Lutsch	Cedrick Jones	Todd LaBranche
Shane Ranallo	Stacie Whited	William Hurth
Ken Aubert	Jeremiah Warren	Ricky Millet
		Updated: 06/01/2025
HOLCIM		
Wade Pavolini	Wayne Dobson	Updated: 06/01/2025
NATCO		
Anne Lalla Babin	Thomas Lalla	Ray Deffes
John Lalla	Scott Crawford	Vern Whitfield
Stephen Daigle	Jason Landry	Andy Salisbury
Josh Holiday	Ryan Moreaux	Wes Blackwell
Anthony Mitchell	William Cervera	Martin H. Castillo
Chuck Schimmel	Tammy Milioto	Michael Bourgeois
Mark Mains	Mathew Connelly	Steven Moore
Mark Keeler	Kory Porche	Jenny Roy
Dominique Nobles		Updated: 06/01/2025

## **AERIAL IMAGERY OF PORT OWNED / OPERATED FACILITIES**

GLOBALPLEX

155 W. 10<sup>th</sup> Street | Reserve, Louisiana 70084

LMR Mile Marker 138.5 Left Descending Bank (LDB)



### Port of South Louisiana (Owned / Operated) Properties



**NATCO FOODS**  
321 W. 10<sup>th</sup> Street | Reserve, Louisiana 70084



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

CRC Warehouse Building (Bldg. #11)  
383 West 10<sup>th</sup> Street  
Reserve, LA 70084



BAUMER FOODS  
573 W. 10<sup>th</sup> Street | Reserve, Louisiana 7008



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

PSL Globalplex Bldg. 19  
496 Railroad Ave. / Reserve, LA 70084



PSL MARINE OPERATIONS (Reserve Dock)  
Highway 44 | Reserve, Louisiana 70084 / LMR Mile Marker 138 LDB



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

#### SOLA Port

16717 River Road Taft, Louisiana 70057 / LMR MM 127.8 RDB



## **PORT OF SOUTH LOUISIANA EXECUTIVE REGIONAL AIRPORT HURRICANE PREPAREDNESS & RECOVERY CHECKLIST**

### **PURPOSE / OBJECTIVES**

The Port of South Louisiana Executive Regional 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 Port of South Louisiana Executive Regional Airport Hurricane Preparedness and Recovery Checklist applies to **all** PSL Executive Regional 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 shall 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 Chief Operating Officer. Note: In the absence of the Chief Operating Officer, 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 Executive Regional Airport 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).

### PORT OF SOUTH LOUISIANA EXECUTIVE REGIONAL 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.

**PORT OF SOUTH LOUISIANA EXECUTIVE REGIONAL AIRPORT  
HURRICANE PREPAREDNESS & RECOVERY CHECKLIST (cont'd)**

**INITIAL PREPARATIONS**

One month (01 May) prior to hurricane season, the PSL Executive Regional 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..
- ☐ 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 the Safety Risk Agency Manager to update digital pictures of all port property and equipment.
- ☐ 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 Chief Operating Officer shall monitor any severe weather developments and advise the Chief Executive Officer and all Department Heads of any potential hurricane / severe weather conditions beyond Condition Five.

**PORT OF SOUTH LOUISIANA EXECUTIVE REGIONAL 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.
- ☐ 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.

- ☐ Power down work station and secure computer (Important: Save all essential electronic files to Drive U which will then be vaulted to a secure offsite location).
- ☐ 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.

**Condition One / CG Condition Zulu**

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

- ☐ 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.

**PORT OF SOUTH LOUISIANA EXECUTIVE REGIONAL 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.

Port of South Louisiana Executive Regional Airport Eastern Approach

