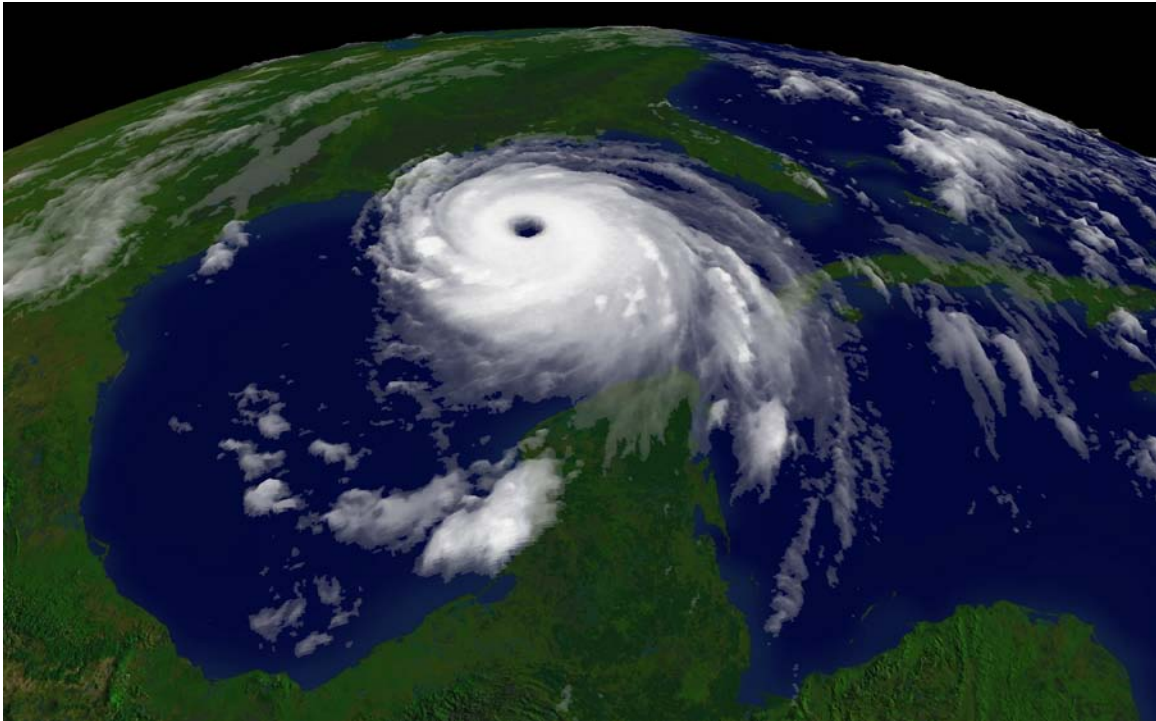


# **PORT OF SOUTH LOUISIANA** **HURRICANE PREPAREDNESS** **AND RECOVERY PLAN**



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Revised: May 20, 2008



# **PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS and RECOVERY PLAN**

## **TABLE OF CONTENTS**

|  |       |
|--|-------|
| 1. Letter of Promulgation .....  | 3     |
| 2. Purpose / Objectives .....  | 4     |
| 3. General Procedures .....  | 4     |
| 4. Discussion .....  | 4     |
| 5. Cancellations .....   | 4     |
| 6. Definitions .....   | 5-6   |
| 7. Departmental Responsibilities .....   | 7-11  |
| 8. Initial Preparations .....  | 12-17 |
| 9. Departmental Actions and Procedures .....                                   | 17-22 |
| 10. Operations Department Hurricane / Heavy Weather Plan .....                 | 23-26 |
| 11. Post Hurricane Operations .....  | 27-28 |
| 12. Essential Personnel ( Pre and Post Hurricane) / Appendix A .....           | 29    |
| 13. Emergency Contact Numbers (Federal, State, and Local) / Appendix B .....   | 30-33 |
| 14. PSL Globalplex Tenants Contact List / Appendix C .....                     | 34    |
| 15. Contractor's Contact List ( Pre-Qualified)/ Appendix D .....               | 35-36 |
| 16. PSL Globalplex Security Hurricane Preparedness Check List / Appendix E..   | 37-39 |
| 17. PSL Hurricane Emergency Preparedness Zones / Appendix F .....              | 40    |
| 18. PSL Globalplex ( Aerial View).....   | 41    |
| 19. PSL Hurricane Preparedness and Recovery Plan Binded Text Locations.....    | 42    |
| 20. Port of South Louisiana Essential Personnel ( Re-entry Credentialing)..... | 43    |
| 21. Changes and Revisions ( Appendix J) .....                                  | 44    |



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## LETTER OF PROMULGATION

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

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

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

JOEL T. CHAISSON  
Executive Director

Signature Date: \_\_\_\_\_



# **PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN**

## **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 criteria:

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.

## **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.

## **DISCUSSIONS**

The Atlantic Hurricane season runs from June 1 through November 30. 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.

## **CANCELLATIONS**

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

**JOEL T. CHAISSON**  
Executive Director

Signature Date: \_\_\_\_\_

# PORT OF SOUTH LOUISIANA

## HURRICANE PREPAREDNESS AND RECOVERY PLAN

### DEFINITIONS

- a. **Tropical Disturbance** - A discrete system of apparently organized convection, generally 100 to 300 miles in diameter, having a no frontal migratory character, and having maintained its identity for 24 hours or more.
- b. **Tropical Depression** - Expected winds less than or equal to 33 knots (Beaufort 7), in connection with a weak tropical cyclone.
- c. **Tropical Storm** - Expected winds 34 to 73 knots (Beaufort 8-11), in connection with a tropical storm.
- d. **Hurricane** – Hurricanes and tropical storms are cyclones with tropical origins (tropical cyclones). When winds of a tropical storm (winds 39 to 73 miles per hour) reach a constant speed of 74 miles per hour or more, it is called a hurricane. Hurricane winds blow a large spiral around a very calm center known as the “eye”. The “eye” is generally 20 to 30 miles wide, and the storm may have a diameter of 400 miles across.

### **Hurricane Categories (Maximum Sustained Winds)**

|                |                   |
|----------------|-------------------|
| Category One   | 74-95 mph         |
| Category two   | 96-110 mph        |
| Category Three | 111-130 mph       |
| Category Four  | 131-155 mph       |
| Category Five  | more than 155 mph |

### **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.**

**\*\*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.



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## DEFINITIONS CONT'D

### **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.**



# PORT OF SOUTH LOUISIANA

## HURRICANE PREPAREDNESS AND RECOVERY PLAN

### DEPARTMENTAL RESPONSIBILITIES

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

#### Executive Director

- Overall responsibility for the protection of port property, and the well being of port employees, while conducting their duties on the job.
- Main point-of –contact between the Port of South Louisiana and the Board of commissioners.
- Primary Spokesperson for all media dissemination.
- Responsible for establishing Emergency Management Assistance Compacts (EMAC) with other Port Authorities.

#### Deputy Director

- Responsible for ensuring the departmental compliance of this plan.
- Receives reports and recommendations from the Operations Director (**Team Leader of Hurricane Preparedness and Damage Assessment Team**).
- Assumes the roll of Executive Director, in his absence.

#### Operations Director

- Coordinates the requirements of this plan with all department heads.
- Acts as Plan Communication Officer. Reports all preparations and procedures to the **Deputy/Executive Director. (Member of Preparedness and Damage Assessment Team)**
- Acts as the predetermined Incident Commander (Incident Command Team).
- Initiates actions/procedures section of this plan, as it progresses from condition five to condition one.
- Activates the Emergency Operations Center.
- Responsible for maintaining interoperable communication with all government agencies (Local, State, Federal), and acts as a liaison for assistance purposes.
- Maintains a twenty-four hour vigil (EOC) during hurricane (Safety Permitting).
- Monitors and reports Port status to the Deputy and Executive Director
- Manages all Port of South Louisiana resources during a Hurricane crisis.
- Responsible for securing and locking down (Globalplex) facility, prior to a mandatory evacuation.

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

### DEPARTMENTAL RESPONSIBILITIES (cont'd)

#### Operations Director (cont'd)

- Responsible for all Port of South Louisiana Crisis Communication (700 / 800 MHz, Satellite phones, cell phones, etc.) This includes the issuing, tracking, technologically upgrading, and maintaining (Including banding) of all Port owned equipment.

#### Assistant Operations Director

- Ensures compliance of this plan by Marine Operations. **(Member of Incident Command Team). Alternate Incident Commander**
- Assistant Operations Director is also responsible for providing and maintaining equipment, Provisions, and shelter for personnel.
- Will remain on the job (Safety Permitting) during a hurricane. **(Member of Hurricane Preparedness and Damage Assessment Team)**
- Ensures Tenants (Associated & Kinder Morgan) properly tie-down cranes (According to Manitowoc operating procedures) prior to evacuating.
- Assist with securing and locking down (Globalplex) facility, prior to a mandatory evacuation.

#### Safety Coordinator

- Ensures all safety procedures are carried out in executing this plan, and Reports any concerns to the Operations Director. **Member of Incident Command Team.**
- The Safety Coordinator may halt any procedure Deemed unsafe until all safety discrepancies are corrected. **(Member of Hurricane Preparedness and Damage Assessment Team).**
- Monitors personnel safety throughout the hurricane crisis (Before, during and after).

#### Administrations Director

- Directs all readiness for main office in LaPlace and Globalplex Terminal. **(Member of Hurricane Preparedness and Damage Assessment Team).**
- Ensures Tenants have properly secured their facilities, prior to evacuating (Assisted by all Department heads).

#### Maintenance Supervisor, Globalplex

- Supervises the securing of operations for Globalplex Terminal.
- Conducts a walk through inspection with Zone Managers in their area of responsibility, and keeps an accurate log of all activity.

Provides a list of all nonessential electrical circuits for each building (Assisted by Port Engineer).

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

### DEPARTMENTAL RESPONSIBILITIES (cont'd)

#### Maintenance Supervisor, Globalplex (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 maintenance shop.
- Ensures emergency equipment (generators, fire pumps, vehicles, etc.) needed for Globalplex Terminal is 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 on **all** port owned stand-by generators (And keeps accurate documentation).
- Ensures Preventative Maintenance and testing on **all** port owned stand-by generators (And keeps accurate documentation). Performed by Ron Johnson (safety coordinator).

#### Security Supervisor

- Keeps accurate logs of Zone Discrepancies and reports them to Operations Director, who coordinates with Maintenance Supervisor to enforce corrective actions with Zone Managers (Including Tenants).
- Responsible for PSL Globalplex access control (Prior, during and after hurricane).
- Assist with securing and locking down (Globalplex) facility, prior to a mandatory evacuation.

#### Port Contract Engineer

- Advises Executive Director and staff on **all** engineering concerns for hurricanes. **(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).



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## DEPARTMENTAL RESPONSIBILITIES (cont'd)

### Finance Director

- Ensures all financial data is backed up and ready to be transported to a secure off-site location. Directs securing Finance building and surrounding area.
- 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.
- Communicates the Port's Status with personnel, and ensures their timely return (assisted by all Department heads).

### Business Development

- Ensures all important data is backed up and ready to be transported to a secure off-site location. Secure areas of responsibility within office building.
- Maintains / Updates Emergency Web Link (Assisted by Safety Risk Manager /Policy and Planning Director).
- Maintains an updated (annually) digital photo archive of all Port of South Louisiana Assets (Assisted by Administration, Operations, and Safety Risk Manager / Policy & Planning Director).

### Safety Risk Manager / Policy & Planning Director

- Maintains and updates Hurricane Preparedness and Recovery Plan based upon the most current Best Practices.
- Conducts yearly hurricane exercises to test the departmental parameters of the Port of South Louisiana Hurricane Plan.
- Liaison to Local, State, and Federal Agencies ( And Private Stakeholders)
- Member of Incident Command Team
- **(Member of Hurricane Preparedness and Damage Assessment Team)**

### Information Technology

- 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 is to comply with ISO /IEC 17799:2000 Industry Standards.**

**Special Note:** Assistance will be provided by Safety Risk Manager / Policy & Planning Director.



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## DEPARTMENTAL RESPONSIBILITIES (cont'd)

### 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 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 (Refer to your Computer User's Orientation Manual).
- Properly secure your work area prior to dismissal.

### Evacuation

- If a mandatory evacuation is ordered, all non-essential personnel will be dismissed.
- Employees will 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 Command Center (1-866-536-8300), 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.

**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).**



# PORT OF SOUTH LOUISIANA

## HURRICANE PREPAREDNESS AND RECOVERY PLAN

### INITIAL PREPARATIONS

#### Maintenance Department Readiness Schedule

One month (01 May) prior to hurricane season, the Maintenance Department will move 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. Maintenance department will be responsible for purchasing and stocking maintenance emergency items that may be needed prior to, during, and following a storm. This procedure will be conducted during the Month of May.
3. Maintenance Supervisor will conduct a walk-through of entire Globalplex Facility 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. Maintenance Department will ensure 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.
5. Maintenance Department will conduct preventative maintenance (PM) and testing of all port owned (including portable) stand-by generators, prior to 01 May (Maintenance schedule to be kept on file in Administration).
6. Maintenance Supervisor will identify 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.
7. Maintenance Supervisor will arrange 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.
8. Maintenance Supervisor will inspect all Globalplex warehouses in order to ensure their cargo doors are structurally sound and operating properly. This procedure will begin 01 May.
9. Maintenance Supervisor will have a working plan with utility companies in order to establish protocol for emergency reactivation of utilities.
10. Maintenance Supervisor will clear an approved on-site location, to be used for Temporary employee housing, should the need arise following a major hurricane.
11. Maintenance Department will coordinate with all Globalplex Tenants to ensure hurricane readiness (01 May through 30 Nov).

# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## INITIAL PREPARATIONS (CONTINUED)

### INSURANCE DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Port's Risk Manager will perform the following duties:

- a. Take 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 Business Development).
- b. Create and maintain a damage assessment form to be used by FEMA and Port's insurance carrier in the event of post hurricane losses.
- c. Maintain 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).
- d. Schedule a meeting with the Port's insurance agent to review policy (Make sure there are no gaps in coverage and Perils are clearly stated).
- e. Establish and maintain contact information with FEMA for post hurricane coordination.
- f. Determine protocol for damage assessment.

### 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. Store all sensitive data on flash drives and/or disc and place them in watertight containers at a secure Location.

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

### INFORMATION TECHNOLOGY DEPARTMENT READINESS SCHEDULE

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

1. Establish 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 NTG in Baton Rouge (NTG has a secondary site located out of state).

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

### **INITIAL PREPARATIONS (CONTINUED)**

#### **INFORMATION TECHNOLOGY DEPARTMENT READINESS SCHEDULE** **(cont'd)**

2. Purchase and maintain enough visqueen to cover all computers and servers at Globalplex and Belle Terre Office.
3. Establish a “power down” procedure to safely turn off 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).
4. 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 is to comply with ISO /IEC 17799:2000 Industry Standards.**

#### **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. Create a written recall policy and have delivered to all employees.
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. Store all sensitive data on flash drives and/or disc and store them in watertight containers at a secure location.
5. Update Essential Personnel list
6. Familiarize employees with the Port of South Louisiana’s Remote Access Site <http://mail.ntgasp.com>.

#### **LEGAL DEPARTMENT READINESS SCHEDULE**

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

1. All Port of South Louisiana tenants are to have signed “Force Majeure” clauses in their File folders.

#### **PUBLIC RELATIONS READINESS SCHEDULE**

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

1. Develop and maintain a Crisis Communication Plan (Spokesperson Protocol). This plan may be multi-faceted in order that it may be used in any emergency scenario. Note: This plan has been developed and approved (July 6, 2007).

# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## INITIAL PREPARATIONS (Cont'd)

### MARINE OPERATIONS DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, Marine Operations will be required to:

1. Conduct a walk-through of dock and surrounding area, and remove or relocate any Non-essential items, which may pose a hazard during a storm.
2. Attach extra fenders to the dock in order to protect Port Vessels from heavy weather.
3. Remove all waterborne debris from around dock area.

### PORT EXECUTIVE DIRECTOR READINESS SCHEDULE

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

1. Review Emergency Funding Powers.
2. Plan to enable an evacuation of essential personnel.
3. 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).

### SECURITY DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Security Department will be responsible for the following:

1. Establishing a “Lock-down” policy in the event there is a mandatory hurricane Evacuation.
2. Making an initial inspection of Globalplex fencing and gates to determine if the premise is secure (Ensure all access gates can be secured).
3. Making sure all communication equipment is functioning properly.
4. Set up an agreement with a Security Guard Agency to provide additional guards in the event of a Hurricane related crisis

### SAFETY DEPARTMENT READINESS SCHEDULE

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

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

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

### INITIAL PREPARATIONS (cont'd)

#### OPERATIONS DEPARTMENT READINESS SCHEDULE

One month (01 May) prior to hurricane season, the Operations Director will have the following responsibilities:

1. Assigning a safe and secure watertight location where **important** disks, documents, plans, and diagrams are to be stored. **(These items should already be sealed in watertight containers).**
2. Contacting the U.S. Maritime Administration (MARAD) to acquire the necessary paperwork needed for requesting naval support vessels, which may be needed after a major hurricane.
3. Determining the most efficient form of Emergency Communication Equipment and procuring it for the Port (Information Technology Department will aid in this process). This equipment shall be stored in a secure, locked location; accessible by only the Operations Director or the Administrations Director.
4. Inventorying and testing all interoperable communication equipment ( Ensure 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. Establishing an emergency evacuation plan (with a pre-set evacuation route) to be used by essential employees in the event of a mandatory evacuation.
7. Establishing and maintaining an Emergency Communication Kit, to include (And be kept in EOC):
  - a. 800 MHz radios and chargers
  - b. Purchase orders
  - c. Laptop with combination printer/copier/scanner/fax machine
  - d. AAPA annual pocket guide
8. Purchasing Government Emergency Telecommunications Service (GETS) cards for essential personnel.
9. Ensuring (Along with Assistant Operations Director) that Associated Terminals and Kinder Morgan 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).
10. Coordinating (Assigned to: Safety Risk Manager / Policy & Planning Director) with St. John Parish's OEP to establish reentry credentialing (Essential personnel) in the event of a hurricane (or otherwise) evacuation.
11. Providing St. John Parish's OEP an updated (yearly) list of Essential Personnel for Globalplex Tenants (Assign: Safety Risk Manager / Policy & Planning Director).



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## INITIAL PREPARATIONS (cont'd)

### ADMINISTRATIONS DEPARTMENT READINESS SCHEDULE

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

1. Ensuring that all Globalplex tenants have a hurricane plan, and their plans are consistent With the Port's.
2. Ensuring that all Globalplex Tenants have the necessary means of securing their operations in the event of a Mandatory Hurricane Evacuation.
3. Increasing the inventory of potable water for hurricane season (01 June / 30 Nov).
4. Notifying all tenants of the start of hurricane season and to review their preparedness plans.
5. Notifying all Tenants that Hurricane season has begun and Globalplex will remain on a heightened state of readiness (From 01 June through 30 Nov). This means that their facilities are to remain clean and free of debris during this time (Especially on weekends).
6. Administration (Purchasing) will create and maintain contact numbers for pre-qualified utility Contractors, and establish an emergency inventory for repairs.
7. Administration will ensure that all Globalplex plans and schematics are protected and placed in a secure and dry location. (Diagrams, floor plans, facility layout, utility shut-off locations, etc.).

### DEPARTMENTAL ACTIONS /PROCEDURES

All Departments will review the Hurricane Preparedness and Recovery plan and recommend changes to the Safety Risk Manager / Policy and Planning Director, no later than 01 May. A drill will be scheduled during the month of May to familiarize employees with this plan. The drill will be coordinated by Safety Risk Manager / Policy and Planning Director, and include (While not limiting) the following: Activating the Emergency Operations Center, 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 bldg.'s.

#### Hurricane Condition Five

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

#### Hurricane Condition Four / Coast Guard Condition WHISKEY

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



# PORT OF SOUTH LOUISIANA

## HURRICANE PREPAREDNESS AND RECOVERY PLAN

### DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

#### Hurricane Condition Four / Coast Guard Condition WHISKEY cont'd

##### Operations Director

Advise Executive Port Director / Deputy Director when this condition is activated. Coordinate Execution of this plan with Department Heads. **Activate Command Center and track weather system.**

##### Assistant Operations Director

Implement Condition Four in accordance with Operations Department Heavy Weather Plan. Assist Operations Director as directed. Advise Operations Director when condition four is set by Marine Operations.

##### Administrations Director

Coordinates implementation of this condition with Maintenance Supervisor, Security Supervisor, and personnel at Belle Terre Office. Advises Operations Director when this condition is set. Tenants are to be notified and placed on alert status. At this point all Globalplex tenants are to begin securing their facilities.

##### Maintenance Supervisor

Advise Administrations Director of areas which need securing in this condition after inspection. Assist as directed. Inspect and secure all buildings not used in daily operations. Submit requisitions for needed equipment and spare parts to Administrations Director. Stage all materials needed to secure facility in maintenance shop area. Have Personnel do general cleanups of facility. Remove all missile hazards (light objects which may be carried by strong winds) from grounds. Check operation of all vehicles, pumps, emergency power plants and miscellaneous machinery. Top off all fuel tanks and lubricants. Secure exterior empty tanks by filling. Provide one (1) person and a vehicle to purchasing agent for supply runs. Report to Administrations Director when preparations for this condition are complete.

##### Security Supervisor

Instruct all security personnel to be especially diligent in making rounds to identify anything needing to be secured for impending severe weather. Report discrepancies to Maintenance Supervisor.

##### 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. Back up all data files to be placed in secure containers for future transport to offsite location. Ensure all materials for securing building are readily available for installation.

##### Human Resources 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. Back up all data files to be placed in secure containers for future transport to offsite location.



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

### Hurricane Condition Four / Coast Guard Condition WHISKEY cont'd

#### Zone Managers

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

All other Employees: Report to work as scheduled. Secure facility as directed by Supervisor.

#### Hurricane Condition Three / Coast Guard Condition X-Ray

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

#### Operations Director

Coordinate Execution of this plan with Department Heads. Continue tracking weather system. Advise Executive Port Director / Deputy Director when this condition is activated. Advise Terminal Operating Group to remove or secure containers and other cargoes in Zones 1A and 4A.

#### Assistant Operations Director

Implement Condition Three in accordance with Operations Department Heavy Weather Plan. Assist Operations Director as directed. Advise Operations Director when condition Three is set by Marine Operations. Begin Coordinating Manitowoc Crane Tie downs (all four) with Maintenance Dept. and Tenants (Associated Terminals and Kinder Morgan).

#### Administrations Director

Implement preparations for this condition. Advise Operations Director when this condition is set. Notify Tenants to begin securing their operations in case of a mandatory evacuation.

Ensure inventories of potable water (all Bldg.'s) are sufficient.

#### Maintenance Supervisor

Take precautions to prevent or reduce water intrusion. Secure nonessential electrical power. Protect goods in Warehouse(s), using protective coverings. Board windows in Guest House, Finance, Building 76, and Main Office in LaPlace. Coordinate with Assistant Operations Director and Tenants in Manitowoc Crane Tie-downs (All four).

#### Security Supervisor

Contact Portable Toilet Vendor and have toilets relocated to building 76 (warehouse) within next 24 hours unless notified.



# **PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN**

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

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

#### **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 (Bldg. 76).

**Human Resources Director:** Begin packing all non-essential documents and equipment in secure watertight containers.

#### **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 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.

### **Hurricane Condition Two / Coast Guard Condition YANKEE**

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

#### **Operations Director**

Continue monitoring the storm from Command Center. Release all non-essential personnel. Have hurricane supplies for personnel designated to remain in the area during the storm brought to building 76. Move to condition 2 according to Operations Dept., and advise Executive Director when Condition 2 is set. Also, at this point, communication should be established with the following:

1. USCG
2. TRI PARISH EMERGENCY OPERATIONS CENTERS
3. TRI PARISH SHERIFF'S OFFICE

#### **Assistant Operations Director**

Direct Captain to set condition 2 according to Operations Departmental Heavy Weather Plan. Inspect ERVD and vessels to ensure they are secure. Advise Operations Director when Condition 2 is set for Operations Department.

**Administrations Director:** Implement preparations for this condition. Release all non-essential department personnel. Advise Operations Director when this condition is set.



# PORT OF SOUTH LOUISIANA

## HURRICANE PREPAREDNESS AND RECOVERY PLAN

### DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

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

##### Maintenance Supervisor

Take precautions to prevent or reduce water intrusion. Secure nonessential electrical power. Protect goods in Warehouse(s), using protective coverings. Board up windows and doors of Guest House and Finance. Top off all Port vehicles with fuel and secure them in bldg. Three.

##### Security Supervisor

Continue Security Rounds, advising Command Center of anything needing to be secured.

##### Finance Director

Send all critical files, records and data to off site location. Release non-essential personnel. Advise Operations Director when Condition 2 is set in Zone. Move accounting and payroll functions to secure secondary site (bldg 76).

##### Human Resources Director

Send all critical files, records and data to off site location. Release non-essential personnel. Advise Operations Director when Condition 2 is set.

##### 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. Report readiness to Command Center.

##### Information Technology Department

Back up all servers onto tapes and secure them in watertight containers (Deliver them to building 76). Proceed to "power down "server network and unplug (Cover servers with visqueen).

##### All other Employees

Before leaving to address personal needs, please take time do the following:

1. Employees are responsible for backing up their computer work stations. Submit backup discs to supervisor.
2. Power down and unplug all electronic equipment.
3. Cover computer and file cabinets with visqueen (If system unit is located on the floor, place it on top of your desk).
4. Lock all phone equipment in files cabinet and secure (Top drawers).
5. Notify immediate Supervisor of your evacuation intentions (Address of your Destination and phone number).

Note: If your computer is located in a bldg. that is susceptible to wind / water intrusion, consider moving it to an alternate (safer) location (e.g. Bldg. 76).



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## DEPARTMENTAL ACTIONS /PROCEDURES (cont'd)

### Hurricane Condition One / CG Condition Zulu

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

#### Operations Director

Maintain around the clock watch in Command Center, using personnel who have sheltered in Building 76. Keep Executive Director up to date on all activities related to storm. Make sure laptop is powered and all necessary flash drives are available (Globalplex plans, facility lay-outs, utility shut-offs, pictures, etc.). In this condition, Hurricane Winds are imminent within 12 hours. The Command Center will be staffed with essential personnel. All other personnel should be released to take care of personal needs, and / or evacuation. Maintain communication interoperability with all agencies (USCG, TRI-PARISH EOC'S, and TRI-PARISH SHERIFF'S DEPT.)

### POST HURRICANE OPERATIONS

To commence as soon as possible after storm passes.

#### Operations Director

Activate Damage Assessment Team. Determine location and status of all port personnel. Determine immediate personnel needs for assessing damage and cleanup operations.

#### Assistant Operations Director

Assess Damage to ERVD and Vessels. As soon as possible have Marine Operations conduct a waterborne survey of the port. Report to Command Center and assist as directed by Operations Director.

#### Administrations Director

Report to Command Center as soon after storm as possible. Determine location of Department Personnel. All personnel who are able should report to work as soon after the storm as possible.

#### Maintenance Supervisor

Report to Command Center. Begin making damage assessments. Prioritize repairs based on mitigating further losses (Roof damage needs to be immediately addressed in order to prevent further water intrusion). Begin the process of restoring utilities, if possible.

#### Security Supervisor

Inspect perimeter of Globalplex Facility to determine areas of immediate concern for security. Report to Command Center. If safety dictates, begin restricting port access.

#### Finance Director

Report to Command Center

#### Human Resources Director

Report to Command Center.



**PORT OF SOUTH LOUISIANA**  
**HURRICANE PREPAREDNESS AND RECOVERY PLAN**  
**OPERATIONS DEPARTMENT**  
**HURRICANE / HEAVY WEATHER PLAN**

**DISCUSSION**

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

**RESPONSIBILITIES**

**Port Operations Director**

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

**Assistant Operations Director**

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

**Shift Captain**

Ensure 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**

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

**Shift Engineer**

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

**Personnel Recall**

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

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

**PORT OF SOUTH LOUISIANA**  
**HURRICANE PREPAREDNESS AND RECOVERY PLAN**  
**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**
3. **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.
4. When recalled, personnel may be required to be at work for an extended period. Therefore, those individuals recalled should report to work with at least three changes of clothing and personal hygiene items. Food and shelter will be provided.

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

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

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

**ACTIONS / PROCEDURES**

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

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



# **PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN**

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

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

### **Hurricane Condition Four / Coast Guard Condition WHISKEY**

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

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

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

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

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

### **Hurricane Condition Three / Coast Guard Condition X-RAY**

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

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

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

Shift Captain will continue storm plot. Notify all fleet operators and vessels in anchorage of impending conditions. Assist as directed by Master Captain, and Operations Director/Assistant Operations Director.

Engineer and deck hand assist as directed by Shift Captain.



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

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

### Hurricane Condition Two / CG Condition YANKEE

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

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

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

### Hurricane Condition One / CG Condition ZULU

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

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

### POST HURRICANE OPERATIONS

To commence as soon as possible after storm passes.

#### Operations Director

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

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



# **PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN**

## **POST- HURRICANE RECOVERY OPERATIONS**

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. Command Center Hotline (1-866-536-8300)
2. Local Television or Radio Stations (TV: WWLTV 4, WDSU 6, WVUE 8, WGNO 26, RTC /TIME WARNER 15 / RADIO: WWL AM 870 OR WLMG FM 101.9 )
3. Auxiliary Website (American Association of Port Authorities)
4. Contact through immediate Supervisor
5. Port of South Louisiana Emergency Web Portal [www.portsl.com](http://www.portsl.com) (Port Status)

## **ESSENTIAL PERSONNEL POST-HURRICANE PROCEDURES**

Immediately following the hurricane, the Port Director, Deputy Director, Operations Director, Assistant Operations Director, Administrations Director, Maintenance Supervisor, Safety Risk Manager, Safety Coordinator, and Security Supervisor will conduct an initial survey to assess damage. The Port Director will make an “ALL CLEAR” Determination on Port Operations. Also, the following essential personnel will be responsible for Carrying out these procedures:

### **PORT EXECUTIVE DIRECTOR**

Reestablish contact with government agencies (local, state, federal) in order to Receive assistance in reactivating Port.

1. Schedule a special meeting in order to update Commissioners on the Status of the Port facilities.
2. Establish protocol for media dissemination.
3. Notify Tenants when it is safe to resume operations

### **SAFETY COODINATOR / SAFETY RISK AGENCY MANAGER**

1. Conduct an initial walk-through of Globalplex in order to locate any potential Safety or HAZ-MAT issues (Report immediately to Operations Director).
2. Photograph (And date Mark) all Hurricane related damage to Port of South Louisiana owned property / assets. (Deliver to Administration / Insurance Dept.)

### **DIRECTOR OF OPERATIONS**

Contact Maintenance Department in order to assemble recovery crews and Equipment (Crews should have safety gloves, hard hats, and flashlights).

Establish contact with Marine Services to determine if there is any damage to the dock or any of the Port Vessels.

1. Issue Emergency Communication Equipment to Essential Personnel

## **PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN**

### **POST- HURRICANE RECOVERY OPERATIONS (cont'd)**

#### **DIRECTOR OF OPERATIONS cont'd**

2. Establish contact with Port Vessels to determine when it safe to return to dock.
3. Activate laptop computer and load appropriate flash drives to be used in recovery effort (Globalplex plans, utility shut-offs, etc.).

#### **DIRECTOR OF FINANCE**

1. Activate secondary site for payroll and accounting (Assuming there is a loss of Power, or server is damaged).
2. Activate emergency cash reserves (\*\***KEEP DETAILED RECORDS FOR FEMA AND INSURANCE CARRIERS**)
3. Make a thorough inspection of sensitive disks and files to ensure they weren't Damaged.

#### **INSURANCE DEPARTMENT**

1. Contact Insurance carrier and give an initial assessment of damage (All Department Heads will assist).
2. Make an initial contact with FEMA and request assistance (800-621-3362)
3. Issue damage assessment forms to all Department Heads and make sure they are completed properly.

#### **MAINTENANCE SUPERINTENDENT**

1. Organize work teams and begin to remove debris from roadway (Be careful of Down power lines)
2. Begin making emergency repairs (Pre-qualified Vendors). Repairs to roof structures should begin immediately to mitigate further loss. Also, make sure detailed Damage Assessment forms are completed for each project.
3. Help tenants restore their operations if possible.
4. Make contact with and assist utility companies in order to restore Port utilities As soon as possible (Make this a major Priority).

#### **DIRECTOR OF ADMINISTRATION**

1. Make a thorough inspection of all stored documents, disks, plans, and etc. to assess any damage and to mitigate further loss.
2. Contact tenants and try to assist them in their recovery efforts.
3. Locate and assist Supervisors in employee recall effort.

#### **SECURITY SUPERVISOR**

1. Secure Globalplex perimeter and strictly limit access (Operations Director will Determine and set policy). Issue temporary badges to pre-qualified vendors and restrict their access to the areas they are conducting repairs.

**PORT OF SOUTH LOUISIANA  
HURRICANE PREPAREDNESS AND RECOVERY PLAN  
ESSENTIAL PERSONNEL (PRE AND POST HURRICANE)  
APPENDIX A**

|                    |                               |   |
|--------------------|-------------------------------|---|
| JOEL C. CHAISSON   | EXECUTIVE DIRECTOR            | (504) 487-8435  |
| HENRY SULLIVAN JR. | DEPUTY DIRECTOR               | (985) 817-0252  |
| MITCH SMITH        | OPERATIONS DIRECTOR           | (985) 536-8300<br>(985) 817-0240 CELL<br>(985) 677-0578<br>NEXTEL |
| EDWARD NOWELL      | ASST. OPERATIONS DIRECTOR     | (225) 623-7193  |
| CINDY L. MARTIN    | ADMINISTRATION DIRECTOR       | (985) 817-0278  |
| GRANT FAUCHEUX     | FINANCE DIRECTOR              | (504) 559-2918  |
| AUBREY GRAVOIS     | MAINTENANCE SUPERINTENDANT    | (504) 237-4182  |
| RONALD JOHNSON     | SAFETY COORDINATOR            | (504) 416-1080  |
| CATHERINE DAVIS    | HUMAN RESOURCES DIRECTOR      | (985) 817-1001  |
| LESTER MILLET III  | POLICY & PLANNING DIRECTOR    | (985) 210-7518  |
| LINDA PRUDHOMME    | BUSINESS DEVELOPMENT DIRECTOR | (504) 491-0703  |
| ALEX HERNANDEZ     | PUBLIC INFORMATION DIR.       | (985) 634-9445  |
| MICHAEL ANDERSON   | MAINTENANCE DEPT.             | (504) 401-2005  |
| JOEY OUBRE         | MAINTENANCE DEPT              | (504) 628-0297  |
| LEON ROBINSON      | MAINTENANCE DEPT              | (225) 223-0012  |
| JODY STEIN         | MAINTENANCE DEPT              | 146*22*1193   |
| BUDDY AMEDEE       | MARINE CARGO & TRADE DIRECTOR | (225) 772-6562  |
| SYLVIA HICKMAN     | SECURITY SUPERVISOR           | (985) 233-9444  |

**PORT OF SOUTH LOUISIANA DIRECTORS**

|                    |                               |  |
|--------------------|-------------------------------|--|
| JOEL T. CHAISSON   | EXECUTIVE DIRECTOR            | (504) 487-8435 cell                        |
| HENRY SULLIVAN JR. | DEPUTY DIRECTOR               | (985) 817-0252 cell                        |
| MITCH SMITH        | DIRECTOR OF OPERATIONS        | (985) 817-0240 cell<br>(985) 677-0578 cell |
| LINDA PRUDHOMME    | BUSINESS DEVELOPMENT DIRECTOR | (504) 491-0703 cell                        |
| CINDY L. MARTIN    | ADMINISTRATION DIRECTOR       | (985) 817-0278 cell                        |
| GRANT FAUCHEUX     | FINANCE DIRECTOR              | (504) 559-2918 cell                        |
| CATHERINE S. DAVIS | HUMAN RESOURCES DIRECTOR      | (985) 817-1001 cell                        |
| BUDDY AMEDEE       | MARINE CARGO & TRADE DIRECTOR | (225) 772-6562                             |



**PORT OF SOUTH LOUISIANA  
HURRICANE PREPAREDNESS AND RECOVERY PLAN  
EMERGENCY CONTACT LIST (APPENDIX B)**

|  |  |
|--|--|
| PORT BARGE, RESERVE (24 HOURS)   | (985) 536-3678<br>(866) 536-3678   |
| PORT BARGE & VESSEL CELL PH.   | (504) 416-6611   |
| MARINE VHF-FM RADIO  | (CHANNELS 16 & 67)   |
| MITCH SMITH, PORT OPERATIONS<br>DIRECTOR (INCIDENT COMMANDER)                          | (985) 536-8300<br>(985) 817-0240 CELL<br>(985) 677-0578 NEXTEL<br>(985) 651-9759 HOME                    |
| EDWARD NOWELL, ASST.<br>OPERATIONS DIRECTOR  | (225) 623-7193 CELL<br>(985) 651- 5598 HOME  |
| PORT OF SOUTH LOUISIANA EOC<br>BLDG. 76 @ GLOBALPLEX                                   | (866) 536-8300<br>(985) 536-1105 fax   |
| PSL GUARD STATION ( W.10 <sup>TH</sup> )   | (985) 536-6239<br>(985) 479-1336 fax   |
| PORT OF SOUTH LOUISIANA<br>(MAIN OFFICE)   | (985) 652-9278   |
| PSL GUEST HOUSE  | (985) 536-7799   |
| ST. CHARLES PARISH SHERIFF'S DEPT.   | (985) 783-6807   |
| ST. CHARLES PARISH DEPT. OF<br>EMERGENCY PREPAREDNESS (EOC)                            | (985) 783-5050 24 HOURS  |
| ST. CHARLES PARISH DEPT. OF<br>EMERGENCY PREPAREDNESS<br>HOMELAND SECURITY ( JIM POLK) | (504) 915-9036   |
| ST. JAMES PARISH SHERIFF'S DEPT.   | (225) 562-2200   |
| ST. JAMES PARISH DEPT. OF<br>EMERGENCY PREPAREDNESS (EOC)                              | (225) 562-2364 24 HOURS  |
| ST. JOHN PARISH SHERIFF'S DEPT.  | (985) 652-6338   |
| ST. JOHN PARISH DEPT. OF<br>EMERGENCY PREPAREDNESS (EOC)                               | (985) 652-2222   |
| ST. JOHN PARISH WATER WORKS  | (985) 536-4396<br>(985) 536-2489 EMERGENCY   |
| ST. CHARLES PARISH WATER WORKS   | (985) 783-5113 EMERGENCY   |
| LOUISIANA STATE FIRE MARSHALL  | (800) 256-5452   |
| GOVERNORS OFFICE OF HOMELAND<br>SECURITY AND EMERGENCY<br>PREPAREDNESS (GOHSEP)        | (800) 256-7036<br>(225) 925-7500<br><a href="http://www.ohsep.louisiana.gov">www.ohsep.louisiana.gov</a> |
| GOHSEP REGION 3 COORDINATOR<br>(PAM ROUSSEL)   | (985) 226-3694   |

# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## EMERGENCY CONTACT LIST (APPENDIX B)

|  |  |
|--|--|
| LOUISIANA DEQ ( SINGLE POINT OF CONTACT)                       | (866) 896-5337<br>(225) 219-3640<br>(225) 219-4044 fax<br>(225) 342-1234 After Hours<br><a href="http://www.deq.Louisiana.gov">www.deq.Louisiana.gov</a> |
| ONLINE REPORTING   |  |
| REPORT ALL ENVIRONMENTAL EMERGENCIES TO LOUISIANA STATE POLICE | (225) 925-6595   |
| LOUISIANA DEPT OF HEALTH AND HOSPITALS                         | (225) 342-9500<br><a href="http://www.dhh.state.la.us">www.dhh.state.la.us</a>   |
| NEW ORLEANS HARBOE POLICE                                      | (504) 891-7585   |
| NEW ORLEANS FIRE BOAT  | (504) 897-6844   |
| USCG CAPTAIN OF THE PORT SECTOR NEW ORLEANS                    | (800) 874-2153 24 HOURS<br><a href="http://www.uscg.mil/d8/mso/nola">www.uscg.mil/d8/mso/nola</a>  |
| U.S. COAST GUARD (8 <sup>TH</sup> DISTRICT)                    | (504) 846-6160   |
| USCG COMMAND CENTER (8 <sup>TH</sup> DISTRICT NEW ORLEANS)     | (504) 846-5923   |
| USCG COMMANDER (N.O.)  | (504) 846-6184   |
| USCG AREA MARITIME SECURITY (SECTOR NEW ORLEANS)               | (504) 589-6196 ext.240   |
| USCG SECTOR SR. OFFICER  | (504) 846-5923   |
| USCG SECTOR NEW ORLEANS (OPCENTER)                             | (504) 846-6162   |
| USCG PORT SECURITY DEPT. (OPCENTER)                            | (228) 868-1224   |
| USCG PORT SECURITY SPECIALIST (ROY FORD)                       | (504) 912-3901   |
| USCG 8 <sup>TH</sup> DISTRICT (OPCENTER)                       | (504) 589-4917   |
| NATIONAL RESPONSE CENTER (HOTLINE)                             | (800) 424-8802   |
| USCG MARINE SAFETY OFFICE (OPCENTER)                           | (504) 589-6262   |
| USCG SECTOR N.O. PRIMARY PHONE                                 | (504) 589-6196   |
| USCG STATION NEW ORLEANS NEW CANAL                             | (504) 846-6181   |
| USCG STATION NEW ORLEANS (INDUSTRIAL CANAL)                    | (504) 942-3049   |
| USCG AIR STATION (OPERATIONS)                                  | (504) 393-6032   |
| USCG 8 <sup>TH</sup> DISTRICT HURRICANE INFORMATION            | (800) 787-8724   |

# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## EMERGENCY CONTACT LIST (APPENDIX B)

|  |  |
|--|--|
| NATIONAL WEATHER SERVICE<br>FORECAST OFFICE<br>NEW ORLEANS / BATON ROUGE | (504) 522-7330<br><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   |
| U.S. CUSTOMS, NEW ORLEANS<br>COMMUNICATIONS                              | (504) 589-3771   |
| U.S. CUSTOMS, TERRORIST THREATS  | (504) 589-6050   |
| U.S. MARSHALL  | (504) 589-6871   |
| U.S. MARSHALL ( NIGHTS &<br>WEEKENDS)                                    | (504) 589-6079   |
| U.S. IMMIGRATION AND CUSTOMS<br>ENFORCEMENT                              | (504) 467-1713   |
| DRUG ENFORCEMENT<br>ADMINISTRATION                                       | (504) 589-3894   |
| ALCOHOL, TOBACCO, & FIREARMS   | (504) 841-7000   |
| U.S. ATTORNEY  | (504) 680-3000   |
| FBI  | (504) 816-3000   |
| FBI JOINT TERRORISM TASK FORCE<br>TODD HYMEL                             | (504) 816-3485<br>(504) 236-4516 cell<br>(504) 329-9871 cell<br>(504) 464-2118 beeper            |
| U.S.DEPT OF HOMELAND SECURITY<br>(P.CONSTANTIN JR)                       | (601) 965-4012<br><a href="http://www.dhs.gov">www.dhs.gov</a>                                   |
| U.S.DEPT OF HOMELAND SECURITY<br>(DAVID HUNTER)                          | (225) 389-0763<br><a href="http://www.dhs.gov">www.dhs.gov</a>                                   |
| U.S.DEPT OF HOMELAND SECURITY<br>( MAX FENN)                             | (601) 919-5969<br>(601) 965-4436   |
| MARAD (BILL CAHILL, DIRECTOR OF<br>SHIP (OPERATIONS)                     | (202) 366-9971<br><a href="mailto:William.Cahill@dot.gov">William.Cahill@dot.gov</a>             |
| MARAD (BILLY GREER)  | (409) 284-1427   |
| AMERICAN RED CROSS   | (866) 438-4636<br>(985) 785-0647 LOCAL<br><a href="http://www.redcross.org">www.redcross.org</a> |
| FEDERAL EMERGENCY<br>MANAGEMENT AGENCY                                   | (800) 621-3362   |
| FEMA (REGION VI)<br>FRC 800 NORTH LOOP 288<br>DENTON, TX 76209-3698      | (940) 898-5399 MAIN<br><a href="http://www.fema.gov">www.fema.gov</a>                            |
| U.S. ARMY CORPS OF ENGINEERS<br>(N.O.)                                   | (504) 862-2201   |
| PONTCHARTRAIN LEVEE DISTRICT   | (225) 869-9721   |

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

### EMERGENCY CONTACT LIST (APPENDIX B)

|   |  |
|---|--|
| CITY OF N.O. HOMELAND SECURITY                    | (504) 658-4052   |
| LOUISIANA STATE POLICE TROOP B                    | (800) 964-8076<br>(504) 471-2775   |
| LOUISIANA STATE POLICE                            | (225) 925-6325<br>(LSP ANY CELL PHONE)<br><a href="http://www.lsp.org">www.lsp.org</a>     |
| LOUISIANA STATE POLICE ROAD CLOSURE               | (800) 469-4828   |
| LOUISIANA GOVERNOR'S OFFICE                       | (866) 366-1121<br><a href="http://www.gov.state.la.us">www.gov.state.la.us</a>             |
| LOUISIANA NATIONAL GUARD JACKSON BARRACKS         | (504) 278-8383   |
| ENTERGY (ELECTRICAL UTILITIES) SHEILA BUTLER      | (985) 479-2025<br>(225) 206-0336 cell<br>(800) 368-3749                                    |
| BELL SOUTH  | (866) 620-6900   |
| RESERVE TELEPHONE COMPANY                         | (985) 536-1111   |
| CREOLE TECHNOLOGIES                               | (504) 831-5094   |
| PORT OF GREATER BATON ROUGE                       | (225) 342-1660<br>(225) 342-1666 fax   |
| PORT OF NEW ORLEANS                               | (504) 528-3222<br>(504) 528-3376 fax<br><a href="http://www.PORTNO.com">www.PORTNO.com</a> |
| PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT       | (504) 392-6690<br><a href="mailto:plaqport@bellsouth.net">plaqport@bellsouth.net</a>       |
| ST. BERNARD PORT, HARBOR & TERMINAL DISTRICT      | (504) 277-8418<br><a href="http://www.stbernardpport.com">www.stbernardpport.com</a>       |
| ST. BERNARD PORT ( ERIC ACOSTA)                   | (504) 277-8418   |
| GREATER LAFOURCHE PORT COMMISSION                 | (985) 632-1109   |
| ACADIAN AMBULANCE (911)                           | (800) 259-3333   |
| RIVER PARISH HOSPITAL                             | (985) 652-7000   |
| ST. JAMES HOSPITAL                                | (225) 869-5512   |
| CN RAILROAD, RESERVE LA                           | (985) 536-3255   |
| CN TRAIN MASTER, HARAHAH, LA                      | (504) 734-6935   |
| KANSAS CITY SOUTHERN (SIGNAL DEPT.) GARYVILLE, LA | (985) 535-4099   |
| CURTIS ENVIRONMENTAL SERVICES                     | (985) 653-0000   |
| INDUSTRIAL EMERGENCY SERVICES                     | (225) 218-6458<br>(225) 206-2429 mobile<br>(225) 377-5447 pager                            |

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

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

|  |   |
|--|---|
| <p>Associated Terminals<br/>(Bldg.'s 2,3,19,Dock &amp; Cranes)</p> | <p>Contact: Brian Cox<br/>(985) 479-6358<br/>(985) 479-6360 fax<br/>(504) 329-5832 cell<br/><a href="mailto:bcox@associatedterminals.com">bcox@associatedterminals.com</a><br/>Contact: Barry Hoth<br/>(985) 479-6358<br/>(985) 479-6360 fax<br/>(504) 481-6595 cell<br/><a href="mailto:barry@associatedterminals.com">barry@associatedterminals.com</a></p> |
| <p>Baumer Foods (Bldg. 20)</p>                                     | <p>Contact: Steven Pham<br/>(504) 483-1421<br/><a href="mailto:spham@baumerfoods.com">spham@baumerfoods.com</a></p>   |
| <p>Natco (Bldg. 10)</p>  | <p>Contact: Rene Carmouche<br/>(504) 329-3184 cell<br/><a href="mailto:rene@natcofoodservice.com">rene@natcofoodservice.com</a></p>   |
| <p>Stockhausen/Degussa (Bldg.76)</p>                               | <p>Contact: Wesley Simoneaux<br/>(985) 212-0450 cell<br/><a href="mailto:wesley.simoneaux@degussa.com">wesley.simoneaux@degussa.com</a></p>   |
| <p>Kinder-Morgan(Dry Bulk Terminal)</p>                            | <p>Contact: Arthur Broussard<br/>(985) 536-3842<br/>(985) 536-3844 fax</p>  |



## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

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

|   |   |
|---|---|
| <b>CARPENTRY</b>  |   |
| Family Homes By Tommy & Sheila<br>1116 Belleview Drive<br>LaPlace LA 70068                | Contact: Tommy Berthelot<br>(985) 651-1973<br>(504) 415-7773  |
| <b>CEMENT &amp; MASONRY WORK</b>  |   |
| Brown's Concrete Works<br>108 Brown Lane<br>LaPlace LA 70068                              | Contact: Andre Brown<br>(985) 359-0975<br>(504) 416-0982  |
| <b>DOCK REPAIRS</b>   |   |
| Specialty Diving of Louisiana<br>24358 Gliderport Rd.<br>Loranger, LA 70446               | (800) 524-8772<br>(985) 345-7602 Fax<br><a href="http://www.sdive.com">www.sdive.com</a>  |
| <b>DOOR REPAIR (OVERHEAD)</b>   |   |
| Southeastern Overhead Doors<br>11440 Merchant Dr.<br>Baton Rouge, LA 70809                | (225) 753-1595<br>(225) 753-1536 Fax  |
| <b>ELECTRICAL WORK/PLUMBING</b>   |   |
| Abadie & Chauvin<br>P.O. Box 192<br>Edgard, LA 70049                                      | Contact: Gene<br>(985) 497-3401   |
| <b>ENGINEER (PORT)</b>  |   |
| Devezac Consulting Engineers<br>121 Ormond Center Court<br>Suite M<br>Destrehan, LA 70047 | Contact: Ray<br>(985) 764-6490<br>(985) 764-6495 Fax<br>(504) 615-9448 cell<br><a href="mailto:dcerdavezac@bellestouth.net">dcerdavezac@bellestouth.net</a> |
| <b>HAZARDOUS WASTE REMOVAL</b>  |   |
| A3M Vacuum Service, Inc<br>3270 W. Airline Hwy.<br>Reserve, LA 70084                      | Contact: Pat Sellers<br>(985) 536-7448<br>(985) 536-7449  |
| <b>REMEDIATION / DISPOSAL</b>   |   |
| DRC Emergency Services<br>6258 Marshal Foch St.<br>New Orleans, LA 70124                  | Contact: Mark Stafford<br>(504) 482-2848 Office<br>(504) 415-7945 <a href="mailto:mstafford@drcusa.com">mstafford@drcusa.com</a>                            |
| <b>ROOFING</b>  |   |
| Ascension Roofing<br>P.O. Box 192<br>Gonzales, LA 70707-0192                              | Contact: Dennis<br>(225) 647-3576   |
| Oubre's Roofing<br>504 Christy Street<br>LaPlace, LA 70068                                | Contact: Kevin Oubre<br>(504) 652-7115  |
| Roof Technologies, Inc ( Roof-Tech)<br>P.O. Box 1328<br>Harvey, LA 70059                  | Contact: Bill Luebbert<br>(504) 415-5460 Nextel<br>(504) 366-9283 or (504)364-6413  |

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

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

|   |  |
|---|--|
| <b>SITE WORK</b>  |  |
| Scioneaux, Inc.<br>643 Central Avenue<br>Reserve, LA 70084            | Contact: Mike<br>(504) 536-4368  |
| <b>TELEPHONE COMMUNICATIONS</b>                                       |  |
| Bell South  | (866) 620-6900   |
| Reserve Telephone Company   | (985) 536-1111   |
| <b>UTILITIES</b>  |  |
| Entergy<br>4317 W. Airline Hwy.<br>P.O. Drawer Q<br>Reserve, LA 70084 | Contact: Sheila Butler<br>(985) 479-2025<br>(985) 479-2018 Fax<br>(225) 206-0336<br><a href="mailto:subtler@entergy.com">subtler@entergy.com</a> |
| St. John Parish Waterworks  | Contact: Ralph Bean<br>(985) 536-4396  |
| <b>VESSEL REPAIRS (MARINE OPS.)</b>                                   |  |
| K&S Diesel<br>P.O. Box 1055<br>Harvey, LA 70059                       | Contact: Roland<br>(504) 362-2371<br>(504) 368-3278  |

# PORT OF SOUTH LOUISIANA

## HURRICANE PREPAREDNESS AND RECOVERY PLAN

### HURRICANE PREPAREDNESS CHECK LIST FOR GLOBALPLEX SECURITY (APPENDIX E)

#### CONDITION 5-

- Survey the surrounding areas by the West 10<sup>th</sup> guard station and River Rd station for debris.
- Make sure the water jugs are sent to the Globalplex Offices.
- Have the trash emptied and the cans stowed away.
- Check the First Aid Kits and restock if needed.
- Check the Port Security Truck for any needed maintenance such as oil, water, and low air in tires and make sure it is gassed up. Make sure the battery cables, flashlights and spare tire are all in the truck and have batteries and are in good repair.
- Make sure that all inventories that will be moved to bldg 76 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.
- Remember to put memo out to tenants and Port personnel that West 10<sup>th</sup> gate will be closed down at close of day tomorrow.

#### CONDITION 4 (72) HOURS

- At the West 10<sup>th</sup> location put all essential files in portable file boxes and clearly mark the contents. Ship to building 76
- Move all the key boxes and the first aid kit to the River Rd station
- Download files from both computers on disk.
- Clean out refrigerator and turn off at West 10<sup>th</sup>
- 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
- Tell maintenance that West 10<sup>th</sup> station is ready to be boarded up.
- Secure West 10<sup>th</sup> gate, make sure traffic arm is in up position and proceed to River Rd location
- Make sure the sign directing all traffic to the River Rd entrance is up.
- All essential staff should go to secure their own home then return to help with rest of proceedings
- At the River Rd Station location start moving all files to portable file boxes and clearly mark the contents. Check the first aid kit and restock accordingly.
- Check the pit and make sure the pump is in good working order. Check with Mr. Gravois about the portable pump in case the power goes out.
- Check to make sure everyone has rain gear.

# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## 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 76
- Send all non-essential staff home.
- At the River Rd location, move all file boxes to the terminal office
- Keep a list of everything that is transported to the command center.

### CONDITION 2 (24) HOURS

- Download all data 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 terminal office.
- Move all the logs and passes to the command post.
- Unplug refrigerator, microwave and computers
- Top off the gas in the truck
- Move the radios and battery-charging unit to the command post. Remember to take the two-way and the port cell phone along with chargers.
- Transfer all the phones to the command post.
- Board up the windows at the River Rd station.
- Secure main gate.
- Move to the Command Center.

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

### PERSONAL CHECK OFF LIST

1. Make sure your personal vehicle is full of gas; the tires are okay, oil checked etc.
2. Make sure that any prescriptions have been filled and packed with belongings that are staying with you.
3. Pack enough special dietary needs to take with you for at least 3 to 4 days.

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

### HURRICANE PREPAREDNESS CHECK LIST FOR GLOBALPLEX SECURITY (APPENDIX E)

4. Make sure family members have the necessary numbers they need to stay in touch with you. Make sure **you** have the necessary numbers to stay in touch with your family.
5. Pack necessary toiletry items.
6. 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.
7. Go to the bank and get extra cash.
8. Secure home and board up windows, remove any debris from the yard and secure lawn furniture, trash cans etc.
9. 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.

You need to let the command post know if you are staying home (or if you are evacuating) the number where you can be reached. If you move from either location from the last check in with the command post you should call in as soon as possible with the new number. The number for the command post is

(985) 536-8300 or if there is a problem with the phone system you can call me at (985) 233-9444 or (504) 270-7981 or call Cat Becnel at (225)869-3579 home or (225) 623-9345personal cell or (504) 915-9548 port cell phone.

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.**

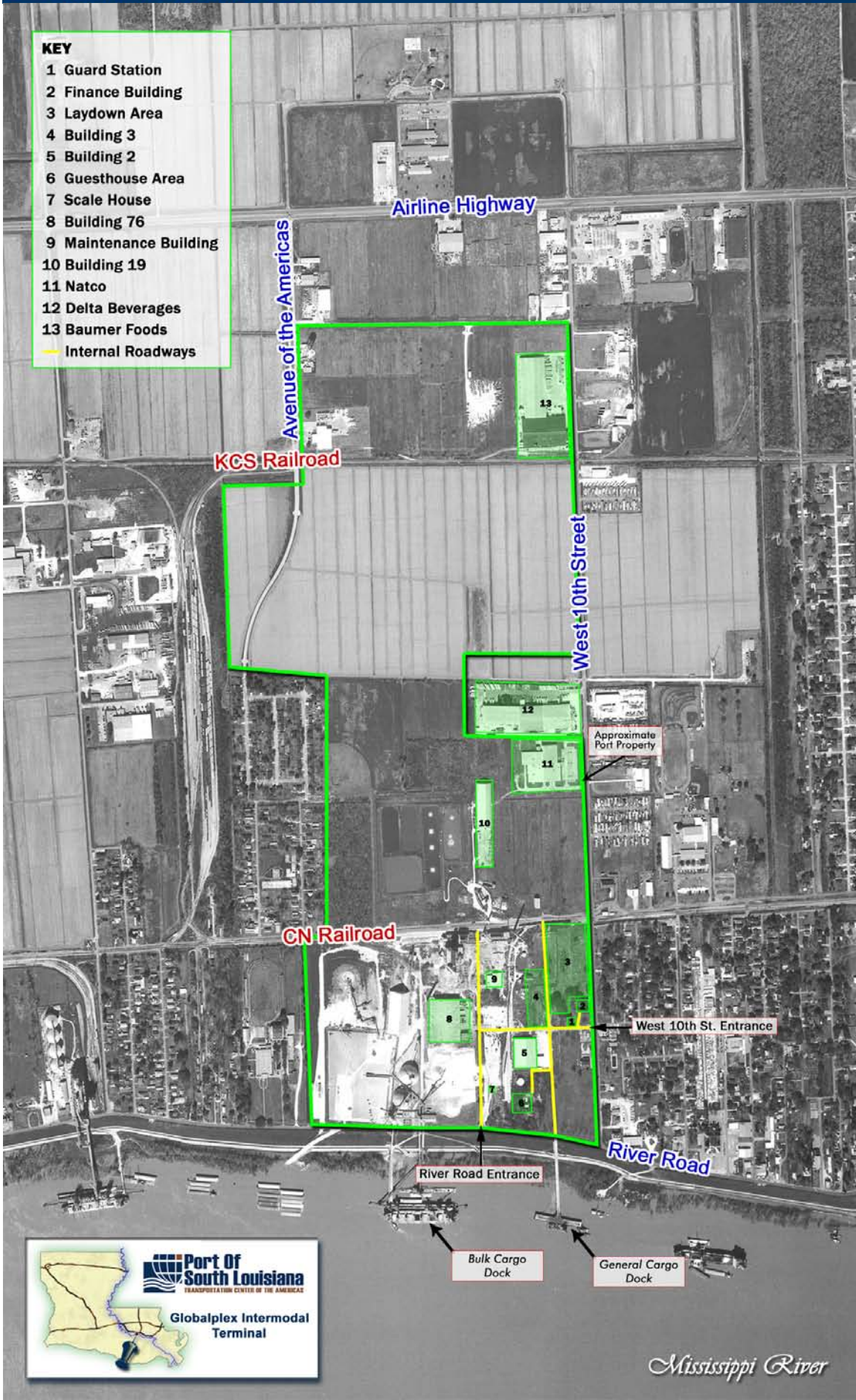
# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## HURRICANE EMERGENCY PREPAREDNESS ZONES (APPENDIX F)

| Zone No. | Area   | Zone Leader(s)   |
|----------|--|--|
| 1        | Southeast Corner lot                                   | Aubrey Gravois   |
| 1a       | Dock   | Associated Terminals/Brian Cox<br>Pont of Contact Port – Nyler Williams\ |
| 2a       | Building 2 & 3   | Associated Terminals/Brian Cox   |
| 2b       | Guest House & Cottage                                  | Maria Stein  |
| 3a       | Demolition Site  | Ron Johnson  |
| 3b       | Building 76 Warehouse<br>Building 76 office & Bldg. 60 | Degussa – Wesley Simoneaux #76<br>Ron Johnson 76/Aubrey Gravois 60       |
| 4a       | Container Pad  | Associated Terminals/Brian Cox   |
| 4b       | Finance  | Grant Fauchoux   |
|          | Guard Station – West 10 <sup>th</sup>                  | Sylvia Hickman   |
|          | Scale House Area                                       | Sylvia Hickman   |
| 5a       | Ponds & Building 19                                    | Ron Johnson/ Associated on 19  |
| 5b       | Building 10  | NATCO Foods  |
|          | Building 20  | Baumer Foods   |
| 6        | Kinder Morgan  | Arthur Broussard   |
| 7        | Harbor Services  | Edward Nowell  |
| 8        | Belle Terre Office                                     | Catherine Davis  |

**KEY**

- 1 Guard Station
- 2 Finance Building
- 3 Laydown Area
- 4 Building 3
- 5 Building 2
- 6 Guesthouse Area
- 7 Scale House
- 8 Building 76
- 9 Maintenance Building
- 10 Building 19
- 11 Natco
- 12 Delta Beverages
- 13 Baumer Foods
- Internal Roadways



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN (BINDERED TEXT LOCATIONS)

| <b>Binder #</b> | <b>Location</b>                             | <b>Custodian</b>   |
|-----------------|---|--------------------|
| 1.              | Administration Director (Belle Terre)       | Cindy Martin       |
| 2.              | Business Development Director (Belle Terre) | Linda P. Prudhomme |
| 3.              | Command Center (EOC) Bldg. 76               | Monica Pierre      |
| 4.              | Deputy Director (Bldg. 76)                  | Henry Sullivan Jr. |
| 5.              | Executive Director (Belle Terre)            | Patti Crockett     |
| 6.              | Finance Director (Finance Bldg.)            | Grant Faucheux     |
| 7.              | Human Resources Director (Belle Terre)      | Catherine Davis    |
| 8.              | Maintenance Department (Bldg. 60)           | Lester Millet III  |
| 9.              | Maintenance Superintendent (Bldg. 60)       | Aubrey Gravois     |
| 10.             | Marine Operations ( Barge)                  | Edward Nowell      |
| 11.             | Operations Director (Bldg. 76)              | Mitch Smith        |
| 12.             | Policy and Planning Director (Bldg. 60)     | Lester Millet III  |
| 13.             | Safety Coordinator (Bldg. 60)               | Ronald Johnson     |

### **Custodial Responsibilities**

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



**PORT OF SOUTH LOUISIANA ESSENTIAL PERSONNEL**  
**REENTRY CREDENTIALING**

Globalplex Facility

Joel T. Chaisson, Executive Director  
Linda P. Prudhomme, Business Development Director  
Henry Sullivan, Deputy Director  
Mitch Smith, Port Operations Director  
Edward Nowell, Asst. Operations Director  
Lester Millet III, Policy & Planning Director (Emergency Preparedness Coordinator)  
Cindy L. Martin, Director of Administration  
Alexandra "Alex" Hernandez, Public Information Director  
Aubrey Gravois, Maintenance Superintendent  
Ronald Johnson, Safety Coordinator  
Grant Faucheux, Finance Director  
Michael Anderson, Maintenance Dept.  
Joey Oubre, Maintenance Dept.  
Jody Stein, Maintenance Dept.  
Leon Robinson, Maintenance Dept.  
Buddy Amedee, Port Marine Cargo & Trade Director

PSL Marine Operations

|                            |                              |
|----------------------------|------------------------------|
| Dan Taillon, Captain       | Jed Duffin, Engineer         |
| Brent Kleibert, Captain    | Ahmad Young, Deckhand        |
| Alvin Morris, Engineer     | Anthony Todd Jacob, Deckhand |
| Michael Jacobs, Engineer   | Kevin Poche, Captain         |
| Winston Morrow, Deckhand   | Cornell Adams, Deckhand      |
| Jared Mabile, Captain      | Firmin Mitchell, Marine      |
| Garrad Lodrigues, Deckhand | Donald Brown, Master Captain |
| Eddie Crouch, Engineer     | Shawn Hidalgo, Deckhand      |
| Paul Neal, Captain         |                              |

PSL Commissioners

Louis Joseph, Commissioner (President)  
Sheila Bonnette, Commissioner (Treasurer)

St. John Parish Airport

Rick Moran

Security

Sylvia Hickman, Security Supervisor  
Catherine Becnel, Security Supervisor  
Lisa Adams  
Rhonda Berthelot  
Claudius Dowdle  
Natanya Droptmore  
Aaroko Hamilton  
Nicole Jones  
James Lumar  
Dennis Millet

Global Ministries

Steve Corbin  
Ann Corbin



# PORT OF SOUTH LOUISIANA HURRICANE PREPAREDNESS AND RECOVERY PLAN

## CHANGES / REVISIONS (APPENDIX J)

| <u>Date</u>     | <u>Section</u>   |
|-----------------|--|
| 1. June 7, 2010 | Pg. 11 <u>All Other Employees</u> / Paragraphs' 2 & 3                  |
| 2. June 7, 2010 | Pg. 13 <u>Finance Dept. Readiness Schedule</u> / Note: Vaulting        |
| 3. June 7, 2010 | Pg. 13 <u>I.T. Department Readiness Schedule</u> / Note: Back-up Files |
| 4. June 7, 2010 | Pg. 29 <u>Essential Personnel (Appendix A)</u>                         |
| 5. June 7, 2010 | Pg. 43 <u>Essential Personnel (Appendix I)</u>                         |