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PORT OF NEW ORLEANS - AN OVERVIEW

The Port of New Orleans is located within the Mid-America waterway system. More than 6,000 ocean vessels move through New Orleans on the Mississippi river each year. The Port’s facilities include 22 million-square feet of cargo-handling area and more than 200,000 square feet of covered storage area. The Port’s facilities accommodate an average of 2,000 vessel calls each year.

The Port of New Orleans serves as the most critical junction in the inland waterway system. Its role as a transfer point for both north-south cargo and east-west cargo is significant and integral to the maritime industry, state and municipal economies, and global trade.

Included within the Port of New Orleans jurisdiction are two major bridge structures, the Crescent City Connection ("CCC"), is a pivotal evacuation and emergency response route for local, state, and federal agencies and a vital link for both people and commodities, and the Huey P. Long Bridge. The latter is located in Jefferson Parish and serves three Class I Railroads. More than thirty-five trains use this bridge on a daily basis. Both bridges are classified on the national register as “critical infrastructure.”

The Port currently operates three cruise terminals to accommodate both its international cruise lines and its domestic river cruise lines. More than 750,000 cruise passengers are processed yearly through these terminals and utilize the Port’s 1000 car parking garage. Local daily harbor excursion vessels also utilize the Port’s public access wharves on a daily basis.

The Port of New Orleans moves general cargo, containerized cargo, steel, timber, paper, and cotton. The efficient movement of this cargo is heavily dependent on the rail and trucking industries. The ability to provide an adequate workforce and secure and efficient access to those workers, contractors, and vendors is a significant part of the Port’s operations.
DISASTER RECOVERY PLAN - SCOPE AND MISSION

Recent statistics disclosed that 50% of all businesses that suffer a disaster and do not have a Disaster Recovery Plan in place fail to reopen for business. It is understandable that no one document can incorporate every disastrous scenario that could possibly befall a business. For this reason, this plan has been limited to occurrences which are realistically probable: hurricanes, fires, network system failure/viruses/hardware, civil unrest/labor disputes, and terrorism/sabotage. This plan will not address incidents which are merely possible within the realm of unlimited possibilities.

The Port of New Orleans and its Harbor Police Department have historically followed and will continue to follow the current “best practices” of interoperability and mutual aid. The procedures and guidelines in this document are intended to be accommodate all executed Memorandums of Understanding (MOU) between the Port and other agencies. This plan considers and/or complies with the requirements of National Incident Management Systems (NIMS), applicable Maritime Transportation Security Act (MTSA) regulations, and the Board’s own Facility Security Plan (FSP).

The mission of this plan is to provide procedures and guidelines that deter the disruption of business and ensure the resumption of business continuity at every level of operations, including safety and security. All procedures are intended to be responsive to the needs of the Board and its stakeholders.
SECTION TWO - HURRICANE RECOVERY PREPARATION

RECOVERY TYPES:

**Immediate** - Because of the timing, intensity, and actual landfall location of the storm, no normal business days are lost. Board operations during and after the storm are virtually unaffected. All employees return to work on the next regularly scheduled work day.

**Short Term (1- 5 Days)** - Because of the timing, intensity and the predicted landfall location of the storm the following may occur: 1. Board operations are terminated prematurely. 2. The Board notifies its employees and all related industry that the Port will be closed for business the following day and until further notice. 3. The majority of nonessential employees are expected to evacuate the area. 4. After the storm, there is minimal to moderate damage or storm impact, communications and utilities are intact, access into the metropolitan area is permitted, but may be slowed because of the volume of returning evacuees. 5. The operating status of the Port and the return date for all employees may be made available via all communications resources including, but not limited to: public service announcement (television and radio), the Board’s “Hot Line” at 504-528-3388, email, or phone text/voice message. 6. **All essential personnel are to remain on duty, and all site recovery personnel are to return immediately.**

**Long Term (5 Days or More)** - 1. The timing, intensity, and actual landfall location of the storm, Board operations are aborted prior to or in coordination with the declaration of an emergency or mandatory evacuation order (category 3 landfall prediction for Orleans Parish). 2. Damage to Board facilities is moderate or severe, communications and utilities are impaired, and access to the metropolitan area and/or Board facilities is prohibited except for emergency responders. 3. **Activation of the satellite office is expected.**
RECOVERY PERSONNEL

Each year in preparation for hurricane season, in addition to identifying “essential personnel” (See Hurricane Preparedness Plan), recovery teams composed of those positions/persons that are vital to post storm recovery are named. These teams; site recovery team, satellite recovery team and the recovery support team, along with their various functions will be named.

Employees identified as “site recovery team” or “satellite recovery team” personnel will be on “standby” during the storm and will be prepared to report as directed immediately before (satellite) or after (site) a storm.

- Incident Commander - NIMS (National Incident Management System) requires that an Incident Commander be named for all major domestic incidents. For the purposes of hurricane/storm incidents, the Chief Operating Officer (COO) shall be the Incident Commander, and shall be responsible for coordinating the following:
  - Certifications
  - Training
  - Plans
  - Resource Allocation (Personnel, Equipment and Facilities)
  - Exercises
  - Setting Priorities (Planning, Response, & Recovery)
  - Ensure multi-agency / mutual-aid coordination
  - Activating the satellite office
  - Calling for the relocation and/or evacuation of site personnel (including the Harbor Police and fire fighters)
  - Directing the attendance of local and regional response/recovery meetings
Site Recovery Team - The site recovery team will include, but not be limited to, the following positions:

- All “essential personnel” (see Hurricane Preparedness Plan)
- Port Executive Staff (all)
- Facility Maintenance - fire safety maintenance mechanic (3), plumber/pipe fitter master (3), port facility maintenance foreman (3)
- Port Development Staff (1 deputy director)
- Director of Information Technology
- MIS Support (2)
- Berthing Manager
- Crane Manager + 1 crane maintenance technicians, 1 superintendent
- Dredge Manager + 1 captain, 1 operator, 1 deckhand
- Pile Driver Manager + 1 foreman, 1 pile driver operator, 1 pile driver man
- Accounting and Finance staff (2)
- Building Services staff (1-2) Persons depending on storm
- Communications staff (1-2)

Satellite Recovery Team (SRT) - If warranted, the satellite recovery team will be activated. It will consist of the following personnel: Director of Finance, Director of Administration, Facility Services Manager, and the Director of Information Technology. Each director will be allowed to bring one support/administrative staff member. The Harbor Police shall be prepared to provide one ranking officer on an “as needed” basis.

Satellite Recovery Sites - The Port of Shreveport Bossier will be the satellite recovery sites for the Port of New Orleans until further notice.

The COO/IC may direct SRT personnel to report to the satellite sites in advance of impending declaration(s) of emergency in order to ensure the most efficient travel and set up. SRT personnel shall be responsible for securing their individual lodging and processing travel forms in accordance with the Board’s travel policy.

Alternates: Each of the persons named to perform recovery functions of any capacity is to designate an alternate should he or she be directed to another function/location or for any reason is unable to perform as previously
directed.

- **Recovery Support Group** - The recovery support group will consist of employees who have been designated to be available to perform specific functions from either their local residence or evacuation location.

- **Division directors are responsible for submitting the names of all recovery team members, including alternates, to the Incident Commander on or before to June 1 of each calendar year.**

**Recovery Team Activation**

Upon the cessation of unsafe conditions, the Incident Commander shall meet with key essential personnel for a preliminary assessment of damages, adverse conditions, safety/security issues, and ongoing response/rescue efforts. Mitigation and recovery strategies will then be coordinated. The degree of damage to wharves and facilities, safety and security issues, and accessibility to Board facilities will be the primary factor when directing the type and level of recovery efforts needed.

The Director of Operations will report the results of the post-storm facility assessment to the COO/IC soon as possible.

The Incident Commander will direct recovery team personnel to report to the Port Administration Building (Storm Center), Facility Services, or to the safest Board facility.

1. **Guidelines for satellite site activation** - In addition to a prediction or known long-term recovery incident, the specifics, other than relative to satellite facility activation will be addressed on a case-by-case basis. The final decision for activation will be made by the COO/Incident Commander

2. **Satellite Site Equipment / Services needed prior to activation:**

   - Office Space sufficient to handle 5 - 8 persons
   - HSIC/DSL (High Speed Internet Connection / Digital Subscriber Line(s))
   - Minimum of 4 separate phone lines
• access to fax machines or independent fax machines
• access to temporary support/clerical personnel
• reasonable access to basic office supplies
• reasonable access to long-term lodging for site staff

RECOVERY PREPARATIONS

COMMUNICATIONS: The ability to communicate during every phase of an incident has been identified as one of, if not the most, critical requisite for efficient and effective response and recovery. The Board has taken the necessary steps to provide response and recovery personnel with the most efficient equipment available.

• Teleconferencing/Communications Briefing - In an effort to ensure timely administrative communications, once the recovery period has been activated, there will be a mandatory briefing for all site/essential managers each day during the recovery period at 9:00 a.m. and 4:00 p.m. Participation in these meetings may only be excused by the Chief Executive Officer or COO/Incident Commander. Each manager will be prepared to give an update on the day or evening’s progress or impediments toward recovery. *The COO/Incident Commander may elect to change the time of the briefings or cancel them based on existing conditions.

• Employee Contact Information - Division directors shall be responsible for ensuring that they have up-to-date contact information on all employees within their divisions. Contact lists shall be available to the Hurricane Coordinator, Incident Commander / Chief Operating Officer upon request during storm preparation, response, or recovery. Contact lists are to include the following information; the employee’s name, current address and phone numbers (residence and cell), the names and addresses of two possible evacuation sites (family/friend/hotel), and the name, address and phone number(s) of an emergency contact person.
• **Alternate Email Address** - All essential personnel, site recovery, satellite recovery site, and support group personnel are encouraged to activate an email address other than their Board email address. Persons responsible for functions in these groups are to include their “alternate email address” on their emergency contact forms. **Board generated alternate email addresses can be found in the “Contact Information” section of this plan.**

• **Emergency Phone Information Cards** - Laminated cards containing key contact information: Employee Information Hotline, Harbor Police Department, and executive staff cell phone numbers are available in Administrative Services upon request.

• **Employee Hotline Numbers** - 1-504-528-3388 or 1-866-476-7866 will be updated as often as possible/necessary by the Director or Administration or the Human Resources director. The content of all Hotline messages shall be approved in advance by the IC/COO, unless mitigating safety or security issues exist.

• **Port Web Site** - The Port’s web site will be updated with current information by the director of information technology during the course of the recovery period. Updates shall be approved by the COO/Incident Commander prior to entry.
GENERAL PROCEDURES

Documentation

1. In all cases, injuries and property damage are to be documented when possible. (See attached reporting forms.) Photos of damage should be included with all written reports when possible.

2. The hours and assignments worked by individual employees shall be documented in accordance with accounting and finance requirements.

3. Divisions/departments are to ensure they are aware of the proper format and requirements needed for insurance or FEMA reimbursement.

5. The Incident Commander shall ASAP provide direction regarding any known changes in procedure, personnel assignments, or operations initiatives.

6. When possible, copies of personnel incidents resulting in correspondence to the Incident Commander shall be forwarded to the director of administration for review and secondary filing.

7. All employees should make sure that all important documents are saved on the Board’s network (“L, O or P Drive”) to avoid their loss and to ensure appropriate emergency access.

8. All employees are to provide the Records Department with originals of all official Board documents and correspondence to ensure proper storage and the ability to retrieve documents in an emergency.

9. Personnel incidents that cannot be addressed/resolved immediately during the recovery period shall be documented ASAP through the proper supervisory chain to the Incident Commander.
Accidents and Substance Abuse Testing

The safety coordinator will attempt to locate hospitals and/or service providers that will continue to perform this service during and/or after dangerous storm conditions subside. Employees may be temporarily exempted from the Board requirements for reporting incidents and subsequent substance abuse testing when conditions are so severe that it is impractical or impossible to access a facility, testing facilities or closed, or if performing those functions places an undue burden on the existing staff. Every attempt should be made to document an incident and the conditions (weather, staffing, etc.) that warranted the failure to follow the prescribed procedure or caused an accident or injury. **Approval to omit either the written report function and/or substance abuse testing shall be given by the COO/Incident Commander or his/her designee.**

Equipment

Employees charged with response/recovery responsibilities at any level are responsible for ensuring that they have the proper Board issued equipment and accessories (cell phones, laptops, radios, etc.) in their possession and ready for use during response and recovery modes. When possible, all such purchases are to be approved and coded so as to qualify for disaster preparedness/recovery funding or reimbursement.

Supplies / Food Purchases

When possible, all such purchases shall be approved in advance by the COO/Incident Commander or the appropriate division director. Once normal operations have resumed, reimbursement will be made upon completion of the required procedures. No employee is to open any type of merchant account for the purchase of food or supplies without the prior approval of the COO / Incident Commander. No employee is to use previously issued Board credit cards for his/her personal use without the prior authorization of the COO / Incident Commander except during a documented secondary emergency.
Vehicle Use

The COO/Incident Commander shall designate one of the on-site emergency personnel to be in charge of vehicle distribution. No employee is to take vehicle keys or a vehicle that was not specifically assigned to him/her prior to the incident without the prior approval of the COO/Incident Commander or his designee.

PERSONNEL STATUS

Site supervisors shall be responsible for documenting all personnel assignments, and knowing the whereabouts and working status of all personnel under their supervision at all times.

HURRICANE RECOVERY - RESUMPTION OF OPERATIONS

- Response Assessment - Debriefing/ Lessons Learned

- At the direction of the COO/Incident Commander the director of administration will coordinate a comprehensive debriefing, document “lessons learned” and make revisions/amendments to the procedures section of the Disaster Recovery Plan as needed.

Damage Assessment / Repairs / FEMA Processing

- The COO will appoint the appropriate Board staff to coordinate the final assessment of damages, prioritize repairs and manage the FEMA process, if applicable. No employee is to initiate formal aid, relief, or reimbursement procedures with FEMA or any other agency without prior approval from the COO/Incident Commander.
WORK ORDERS REQUIRED

- All departments with preparation and response functions shall use the designated work order(s) to track all expenses related to storm/hurricane preparation and recovery. A complete and detailed listing of these work order numbers can be found on the intranet. A copy of that list should be kept with the DRP or Hurricane Preparedness Plan for ready reference.

FUNCTIONS BY DIVISION

Port Development

Division Director:

- Site or Satellite Recovery Team
- Develop, maintain and provide a list of outside equipment/service providers and consultants
- Ensure coordination of recovery with Incident Commander and outside agencies as applicable
- Develop, maintain and provide a current list of the division’s employees
- Prepare and submit a list of all division employees with recovery functions and submit that list to the Incident Commander by June 1.
- Attend or assign an appropriate staff member to attend all mandatory teleconferences or communications briefings.
Facility Maintenance:

- Assess and/or repair Board water, electric, sewer systems, wharves, vehicles and facility infrastructure as prioritized by the Incident Commander.
- Prepare, maintain and provide a listing of all outside service providers, including fuel resources.
- Provide and maintain fuel for generators for; HPD, the Administration Building, Coffee Drive facilities, and the drainage pumps as needed.
- Provide maintenance to wireless communication tower, and raised guard station.
- Provide a duplicate to the Incident Commander or his designee for vehicle keys for all departments except Operations, Administration, and Marketing.
- Prepare and submit written reports of all facility damages.
- Staff storeroom for proper issuance of equipment and materials.
- Activate the Board “Debris Removal Plan.

Engineering

- The deputy director shall be available for site recovery.
- Prepare reports of all damages.
- Coordinate repairs.
- Coordinate the resumption of ongoing projects

**Construction**

- Prepare reports of all damages
- Coordinate repairs
- Assist with the resumption of ongoing projects

**Bridges**

- One Bridge operator, two mechanics, and one electrician
- Maintain contact with all relevant agencies
- Prepare and maintain a log of all relevant incident related directives
- Prepare and submit a report of all damages

**Operations**

**Division Director**

- Site Recovery Team
- Maintain communications with CEO, COO/IC, outside agencies and industry personnel
- Create and prioritize a “needs assessment”
- Develop, maintain and provide a current list of the division’s employees
- Prepare and submit a list of all division employees with recovery functions to the Incident Commander on or before June 1.
Terminal and Leases

- Site Recovery Team or Support Group responsibilities
- Provide the status / content of the maritime wharf facilities
- Develop, maintain and provide a current contact list of all tenants and industry management personnel
- Prepare an assessment of all industrial, terminal and cargo damages

Berthing

- Maintain contact with vital maritime agencies (USCG, Bar Pilots, Crescent River Pilots, Corps of Engineers) for updates/forecasts on the status of the river as it pertains to river traffic
- Maintain contact with vessel agents and leasehold stevedores to develop an updated schedule for incoming or diverted vessel traffic
- Confirm the status of vessel docked at Board facilities - pre and post storm incident
- Maintain contact with key Board personnel to obtain information that may affect vessel berthing assignments
- Disseminate vital information to agents and stevedores relative to limitations or restrictions that may impact vessel berthing
- Confirm vessel berthing assignments with agents and leasehold stevedores
- Identify and attempt to resolve any berthing conflicts or delays and advise all Board and outside entities.
- Prepare a list of vessel berthing assignments and pertinent data (in the absence of the Crescent System) to ensure proper invoicing of Board fees by Central Billing
• Record any important communications with Port users and maritime groups that may be of consequence (berthing delays or mariner restrictions)

• Establish a file of written communications or correspondence received (damage assessments, marine bulletins, notice to mariners, etc.)

**Fendering / Dredge**

• Site Recovery Team

• Prepare and submit a damage report

• Recover, secure and reposition equipment

• Coordinate repairs

• Provide a diesel fuel for generators

**Cranes**

• Site Recover Team

• Prepare and submit damage report

• Coordinate repairs

**Harbor Police Department**

• Site Recovery Team

• Update the Employee Hotline

• Assess facility damages - specifically ingress and egress roadways
• Prepare damage reports
• Provide patrols and personnel escorts as applicable
• Staff roadblocks as applicable
• Provide rescue response to adjoining agencies
• Provide the Incident commander with an account of all “essential personnel ASAP after the storm conditions permit
• Locate, identify and return equipment as applicable
• Secure any Board properties that have been compromised - provide site security if applicable
• Assist Board tenants with their return to their facilities as applicable
• Relocate HPD vehicles and vessels to their normal positions or as designated by the Incident Commander
• Continue to provide site security at the Administration Building
• Staff Clarence Henry Truckway gate access stations (Felicity St. and/or Napoleon Ave.) if NOPP not available
• Provide officers to assist with City evacuation process on or adjacent to Port of New Orleans Place and/or the Convention Center area
• Document vessel arrivals/departures as applicable
• Post emergency /detour signage as applicable
• Assist with cruise terminal traffic if applicable
• Attend all recovery meetings held by adjoining agencies
• Maintain a presence at the City’s EOC as applicable

• During and extended closure/use of the Administration Building provide coverage in Office Services for issuance of supplies to Board and outside users

• Provide courier services /supply runs when feasible

• Coordinate the use of a pre-designed access placard to be used by Board and industry essential recovery personnel with all relevant state local and federal agencies in an attempt to ensure the most efficient access at all designated ingress points.

**General Roy S. Kelley**

• Site Recovery Team 1 Captain, 1 Engineer, 1 Deckhand

• Assess and report marine hazards to navigation

• Provide transportation for waterside assessment

• Respond to service and/or emergencies from USCG or industry

• Respond to fires

**Marketing**

**Director**

• Provide a current contact list of all division employees

• Provide a “recovery status” list of all division employees

• Provide updated information to and from the maritime community to include; steamship lines, freight forwarders, custom brokers, trucking lines, and top customers
• Provide updated status information to and from the maritime community

Communications
• Draft and distribute press releases on a regular basis to inform the public of the Board’s status, and how to access Board staff or further information
• Respond to questions from the media regarding the status of the Port’s operations
• Participate in recovery meetings and conference calls pertaining to the Port’s recovery efforts
• Monitor media coverage of the Port and obtain items to the extent possible
• Coordinate media sessions with the Board’s executive staff as directed

Cruise and Tourism

Director
• Site Recovery Team
• Provide a current contact list of all division employees
• Provide a “recovery status” list of all division employees
• Coordinate and provide cruise vessel status information
• Provide a list of all persons with recovery duties to the COO by June 1
• Create, maintain, and provide a current list of industry management persons
• Ensure that all cruise terminals are accessible-post-storm
to secure stored property (vehicles) and for possible post-storm occupation

- Provide updated status information on all cruise vessels to the Incident Commander post storm

**Accounting and Finance**

**Director**

- Site/Satellite Recovery Team
- Develop, maintain, and provide a current list of all division employees
- Provide a “recovery status” list of all division employees
- Coordinate the resumption all payroll, billing and accounts payable functions

**MIS & PC / Network Support**

- Site and Satellite Recovery Team
- Coordinate satellite facility preparation (computers, phones, network/system functions
- Establish emergency provider services/equipment
- Develop, maintain, and provide a list of contracted and emergency service and equipment providers
- Provide twenty-five (25) “non 504” cell phones and accessories for emergency distribution
- Provide a non-Board email addresses for essential, recovery, and support personnel
- Provide a conference call service for extended groups
- Continue to provide U.S. Customs vessel information
Administration

Director

- Site and Satellite Recovery Team
- Disaster Recovery Plan - Develop and Update
- Prepare, maintain, and provide a current contact list of all division employees
- Provide an employee “recovery status” list of all division employees
- Assist with the facilitation of the acquisition of equipment and resources
- Attempt to determine and provide advance information regarding the intended recovery strategies of other relevant agencies
- Perform any duties required as the “Delegated Appointing authority”
- Ensure that the Board’s Employee Hotline is updated in a timely manner

Human Resources

- Assist with contacting and locating Board employees
- Assist with the drafting and distribution of relevant communications to employees
- Provide guidelines for the processing of all Board employee-related actions under the resulting conditions
- Assist with any employee payroll, housing or work status, or location issues
Administrative Services

- Provide a list of all “emergency” vendors and service providers
- Provide a list of all current “state contracts”
- Provide a list of all Bid Openings that may be affected by the pre or post hurricane closures
- Provide duplicate keys for all pool cars to the Incident Commander
- Arrange to have all pool cars returned to the Administration Building and assessed for damages.
- A department manager may provide site coverage

Contract Administration

- Provide a list of pending contracts that could be adversely affected by a disruption of Board operations/closure

Records

- Provide copies of any historical reference documents that might be needed during the recovery process

Building Services

- Essential Personnel / Site Recovery (2)
- Assess damages, coordinate and/or make repairs
- Maintain generator operations
• Coordinate and carry out post-storm renovations as needed and/or directed by the Incident Commander

• Provide courier services and/or make supply runs when possible

Legal Services

Division Director

• Site and Group Support

• Prepare, maintain and provide a current list of all division employees

• Prepare, maintain and provide a current list of all professional service providers and consultants under existing contracts or that may be utilized under emergency circumstances

• Provide a list of any pending legal cases or proceedings which may be adversely affected by delays in the proceedings

• Ensure the all relevant “corporate governance” documents are available on-line or in hard-copy form for reference by the Incident Commander

Risk Management / Insurance / Claims

• Prepare, maintain and provide a current list of relevant insurance providers and/or consultants

Safety

• Determine the status of all contracted service providers in advance of a storm and provide that “status” information to the COO/Incident Commander
• ASAP contact service providers (hospitals/testing) immediately after a storm to determine their current status

**Business Planning & Commercial Development**

**Division Director**

• Site Recovery Team

• Prepare, maintain and provide a current contact list of all division employees

• Provide the status/content of the industrial facilities to the IC/OO.

• Prepare, maintain and provide a current contact list of all relevant service providers, consultants and tenants

• Provide a list of any ongoing projects which will be adversely affected by the Board’s closure or the cessation of proceedings

**Real Estate**

• Provide a current contact list of all tenants

• Maintain contact with management personnel to determine the status of the facilities

• Prepare and submit a damage assessment

• Coordinate all repairs, permits, etc.
INTERNAL AUDIT

**Director**

- Site Recovery Team
- Provide current contact list for department
- Provide a “recovery status” list for department members
- Coordinate or lead special projects as directed by COO/IC
- Assist other departments as directed by the COO/IC
EMPLOYEE EMERGENCY CONTACT INFORMATION

NAME: ____________________________________________________

ADDRESS: ________________________________________________

PHONE NUMBERS: HOME ____________________________________

CELL ______________________________________________________

BOARD EMAIL ______________________________________________

ALTERNATE EMAIL __________________________________________

EMERGENCY CONTACT PERSON/ NAME, ADDRESS AND PHONE
NUMBERS __________________________________________________

PLEASE LIST AT LEAST TWO POSSIBLE EVACUATION LOCATIONS.
IF IT IS A RELATIVE OR FRIEND, GIVE THE FULL NAME, ADDRESS,
AND PHONE NUMBERS. IF IT IS A HOTEL, GIVE THE FULL NAME
ADDRESS AND PHONE NUMBER.

LOCATION #1: ______________________________________________

LOCATION #2: ______________________________________________

The evacuation location information is important because it may be necessary to contact you during
the course of a storm or incident to determine your availability to return to work. These addresses
may also be used to provide payroll information or to send important notices or documents pertaining
to your employment. It is the employee’s responsibility to make sure the information is both
accurate and current. Any changes should be reported to the division director immediately.
BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS

DISASTER / HURRICANE FUNCTIONS
SPECIAL PAY REQUEST AND AUTHORIZATION

EMPLOYEE’S NAME:___________________________________________________
DIVISION:_____________________________ DEPARTMENT:___________________
POSITION:________________________________________________________________

QUALIFYING INCIDENT
(Please describe the Emergency Declaration /Disaster; include the “start date of the event.”)

________________________________________________________________________

QUALIFYING DUTIES / FUNCTIONS

<table>
<thead>
<tr>
<th>Date(s) Worked</th>
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Functions Performed

________________________________________________________________________

Equipment used

________________________________________________________________________

Employee’s Signature:______________________________________Date:_______________________
Supervisor’s Signature:_____________________________________Date:_______________________
COO/IC’s Signature:_________________________________________Date:_______________________