2013 Hurricane Preparedness Plan

PREFACE

Hurricanes and other severe storms can cause an enormous amount of property damage, personal injuries and loss of valuable productive services and time. Such losses to the Board of Commissioners of the Port of New Orleans could result in irreparable harm to New Orleans and the surrounding metropolitan community.

Preparation aimed at injury, damage and loss prevention is the only means of keeping inevitable damage to a minimum. Plans and practiced implementation of those plans are utilized to direct current and future preparedness guidelines.

Successful preparation for an advancing storm is predicated on the fact that all Board personnel are acutely aware of both their role and that of their respective divisions in severe weather situations. This plan is designed to reference and properly direct operations under hazardous conditions.

It is important to note, however, that this plan covers only overall general procedures and that detailed plans for its implementation are the responsibility of the Division Directors and team leaders.

Specific procedures for handling the release and recall of personnel, insurance claim activities, and other administrative services are not included in this document. Those procedures, however, exist within the Management Services teams.

In order to facilitate periodic updating of the Hurricane Preparedness Plan, recipients of the plan are requested to submit recommended changes, deletions, additions, and suggestions as they occur to Lt. Joseph Labarriere. Telephone (504) 528-3529, FAX (504) 528-3527 or 3209

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HURRICANE AND STORM WARNINGS AND CONDITIONS

NATIONAL WEATHER SERVICE WARNINGS

- **TROPICAL STORM WATCH**
  An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified coastal area within 48 hours.

- **TROPICAL STORM WARNING**
  An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified coastal area within 36 hours.

- **HURRICANE WATCH**
  An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

- **HURRICANE WARNING**
  An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

- **INLAND TROPICAL STORM WATCH**
  An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified interior area within 48 hours.

- **INLAND TROPICAL STORM WARNING**
  An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified interior area within 36 hours.

- **INLAND HURRICANE WATCH**
  An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified interior area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

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UNITED STATES COAST GUARD HURRICANE THREAT CONDITIONS

Listed below are the hurricane threat conditions used by the U.S. Coast Guard.

These threat conditions may be referred to from time to time during the Hurricane Season.

CONDITION FIVE - An alert condition automatically set annually on June 1 which remains in effect through November 30.

CONDITION FOUR - An alert condition in which hurricane force winds are possible within 72 hours.

CONDITION THREE - A readiness condition in which hurricane force winds are possible within 48 hours.

CONDITION TWO - A warning condition in which hurricane force winds are possible within 24 hours.

CONDITION ONE - A danger condition in which hurricane force winds are possible within 12 hours.

STORM CATEGORIES: Hurricane strength categories are based on wind speed only.

<table>
<thead>
<tr>
<th>Category</th>
<th>Wind Speed (mph)</th>
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<tr>
<td>1</td>
<td>74-95</td>
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<tr>
<td>2</td>
<td>96-110</td>
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<tr>
<td>3</td>
<td>111-129</td>
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<tr>
<td>4</td>
<td>130-156</td>
</tr>
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<td>Over 157</td>
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GENERAL RESPONSE GUIDELINES

A. STORM NOTIFICATION

Many aspects of storm preparation (inventory of supplies, acquisition of equipment, facility inspections, etc.) are expected to be initiated **well before June 1st**, when Hurricane Season begins. The actions listed in each Storm Center Phase are intended as guidelines for completing preparation activity. Because of post-Katrina environmental factors, division directors whose departments are responsible for facility preparation shall ensure that the following procedure is followed: **ONCE THE NATIONAL WEATHER SERVICE NAMES A STORM (TROPICAL OR HURRICANE) IN THE GULF OF MEXICO OR ONE THAT IS PROJECTED TO ENTER THE GULF OF MEXICO, STORM PREPARATIONS ARE TO BEGIN.** A major portion of storm preparation should be completed by the time Storm Center Phase I is activated, thereby reducing the number of non-essential personnel needed during a possible "evacuation" period.

(Since 2005 five Tropical Storms and one Tropical Depression has formed on or before June 1st)

B. STORM CENTER PHASE I (Conditional)

As a storm approaches the lower Atlantic or Gulf Coasts, the President/CEO or his designee will assume the position of Incident Commander and activate the Board Storm Center. The Board Storm Center will be located in the fourth floor presentation room of the Port of New Orleans' Office Building, 1350 Port of New Orleans Place. During this phase, all National Weather Service advisories and bulletins will be monitored and a tracking chart for the storm will be maintained. Storm Center Phase I will be activated when a named storm enters the gulf or if one forms in the gulf and the New Orleans metro area is within the Cone of Projected Landfall, but in no event will it be later than Hurricane Condition Four as defined by the U.S. Coast Guard i.e., hurricane force winds of 74mph or greater are possible within 72 hours). Storm Center Phase I notification will be given to the President/CEO and all Division Directors. Division Directors will notify their Department managers to check equipment, facilities, communication networks, and staff availability in anticipation of further storm preparation activities. Department Managers must also be mindful that if a storm forms on a Friday or on a weekend, personnel might have to be held over or placed on stand-by. This is a pivotal evacuation window. Release of employees may be required during Phase I, employees designated as **emergency personnel** will be directed to make any personal preparations required to facilitate their remaining and/or returning to the Port for duty.
C. STORM CENTER PHASE II (48 hours or when conditions warrant)

When the National Weather Service establishes a "hurricane watch" i.e., a threat of hurricane conditions within 48 hours, for any coastal area that could affect the Port of New Orleans, the Hurricane Coordinator will initiate Board Storm Center Phase II. Phase II will remain in the fourth floor presentation room unless otherwise designated. The Storm Center will have the following emergency personnel available to it:

President/CEO (Incident Commander)

Hurricane Coordinator

Executive Assistant for Operations (Storm Coordinator)

Chief Operating Officer

Assistants to the President/CEO

Operations Director

Marketing Director

Administration Director

Port Development Director and Deputy Director

Finance Director

Cruise Director

Communication Director

Harbor Police

Building Services

Berthing, Crane, Dredge, Fendering, General Operations, Engineering Construction, Bridge and Facility Services Managers

Commercial Development Director

Internal Audit Director
During Phase II, all Division Directors will be notified to instruct their Department Managers to begin preparation for the storm. External communication lines will be established. The Storm Center/Hurricane Coordinator will remain the primary source of information on storm status for each Department Manager.

When final preparation is completed all employees, except emergency personnel designated by the Incident Commander and/or Division Directors will be released from duty.

**At this time it will be determined if the Shreveport office will be activated.**

In event that such information is not received from the Storm Center/Hurricane Coordinator, Division Directors, Department Managers and lessees of the outlying facilities are not relieved of the responsibility for knowing a "hurricane watch" is in effect and taking the appropriate action as planned.

**Phase I, Contraflow begins at 50 hours(coastal areas)**

During a hurricane watch, all Division Directors and Department Managers shall be prepared to receive weather advisories from the Board's Storm Center/Hurricane Coordinator and should listen for National Weather Service advisories which are usually released every six hours via radio.

The Orleans Levee District will begin closing hurricane protection floodgates along the Inner-Harbor Navigation Canal and possibly the Seabrook Storm Surge Barrier Gate and the GIWW Storm Surge Barrier Gate, when deemed necessary. Usually this operation begins when the storm is within 500 miles of New Orleans. Hurricane protection floodgates will be closed at least 12 hours prior to hurricane force winds coming within 250 miles of New Orleans. Access into and out of France Road Terminal and other IHNC properties may be prohibited during the Port's Storm Center Phase I and/or II due to floodgate closures. Navigation in the IH-NC and/or GIWW may also be restricted by the U.S.C.G. due to storm surge barrier gate closures.
D. **STORM CENTER PHASE III** (36 hours or when conditions warrant)

When the National Weather Service establishes a "hurricane warning" for the area i.e., winds of 74 MPH, the Hurricane Coordinator will initiate Storm Center Phase III. The Hurricane Coordinator will coordinate the installation of equipment and any building modifications with the building engineer that has not already been done. Routine meetings will be held at this location unless otherwise designated. If safety permits, the Storm Center will remain the primary location for information.

In the event that such information is not received from the Incident Commander, the Division Directors, Department Managers and lessees of outlying facilities are not relieved of their responsibility for knowing that a "hurricane warning" exists and for taking appropriate protective action as planned.

E. **STORM CENTER PHASE IV** - (less than 12 hours) storm conditions may exist within the metropolitan area. Only necessary movement (patrols and equipment monitoring, etc.). During this period, only essential emergency personnel should be on Board property. All access locations to the upriver facilities should be closed to non-emergency responders. All floating equipment should be secured and/or at a “safe harbor” location. The Storm coordinator is to provide an updated contact list of all on-site essential personnel to include; their assignment, lodging information (facility or hotel information, their assignment/working hours). **Personnel on “storm standby” during phase IV shall ensure that the storm coordinator and/or their immediate supervisor knows their whereabouts at all time.** Essential personnel will continue to monitor conditions and respond to requests for emergency service in accordance to Board regulations or as directed by the Incident Commander.

F. **POST HURRICANE ACTION**

1. Upon the cessation of the hurricane winds and/or flood waters and rains, the Director of Operations shall meet with the emergency personnel for an assessment of preliminary damages and adverse conditions. The Director of Operations shall report these assessments directly to the Chief Operating Officer. The Director of Operations shall then schedule a mitigation and recovery meeting with Division Directors, Managers, H.P.D. and lessees (if possible) of outlying facilities to coordinate their respective roles in ensuring that the following actions are initiated:

   a. Assess and report all damages and personal injuries.
   b. Effect necessary cleanup and repairs not requiring prior authorization.
   c. Request authorization for repair and/or replacement as needed
   d. Refer to the Board’s Disaster Recovery Plan.
ORGANIZATION RESPONSIBILITIES:

OPERATIONS AND MANAGEMENT SERVICES DIVISIONS
RESPONSIBILITY FOR ACTIONS

A. Division Directors are responsible for establishing communication links with the Storm Center and ensuring that Department Managers are properly trained, notified, staffed and equipped to make their storm related preparations.

B. Port Development Division personnel are responsible for the preparation and implementation of all elements of storm preparedness for all Board owned properties, and for assigning “response” personnel for pre and post storm activities.

C. Harbor Police Department personnel are responsible for the security of all Board property and assisting with the implementation port closings and evacuations as directed.

D. Corporate Services Department personnel are responsible for disseminating information to Board employees relative to adjustments in work schedules, attire and applicable resources as directed by executive management.

E. General Operations Department personnel are responsible for assisting with the distribution of the Port’s Hurricane Preparedness Plan, forwarding new/updated contact information, notifying tenants and customers of the various phases of operation, ensuring that proper and timely wharf preparation prior to a storm takes place, and providing tenant operating status to the Hurricane Coordinator.

F. Administrative Services Department building engineers are responsible for making the necessary preparations to secure the Port Administration Building and the Orange St. (River City) facility, including Storm Center preparations.
II. Key Personnel Contact List:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Zimmerman</td>
<td>528-3406</td>
<td>813-7009</td>
</tr>
<tr>
<td>Deborah Keller</td>
<td>528-3297</td>
<td>473-3470</td>
</tr>
<tr>
<td>Cynthia Swain</td>
<td>528-3367</td>
<td>813-5629</td>
</tr>
<tr>
<td>James Ruckert</td>
<td>528-3246</td>
<td>669-2096</td>
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<tr>
<td>Chris Donner</td>
<td>528-3324</td>
<td>343-8245</td>
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<tr>
<td>Robert Jumonville</td>
<td>528-3230</td>
<td>606-4380</td>
</tr>
<tr>
<td>Robert Hecker</td>
<td>891-7585</td>
<td>905-6154</td>
</tr>
<tr>
<td>Joseph Labarriere</td>
<td>528-3529</td>
<td>905-6256</td>
</tr>
</tbody>
</table>

III. PORT DEVELOPMENT DIVISION

DIRECTOR AND/OR DEPUTY DIRECTOR

The Director and Deputy Director will

- Coordinate all efforts between its departments of engineering, construction, contract administration, facility services, and with other Divisions within the Board.
- Participate in pertinent meetings, conference calls, webinars, etc. and keep all employees within the Division informed as to changes, needs, etc.
- The Deputy Director will act as liason with the Coast Guard and USACE waterways groups to keep them informed of any conditions of the bridges, roads, or wharves which may affect marine operations.
- Ensure that all division employees with Board cell phones forward their office phones to the cell phone prior to leaving work during an official Board closure.

ENGINEERING SERVICES

Engineering Services will assist the Facility Services manager during Phases I and II and damage assessment thereafter, as required. Such activities include visually inspecting the Board facilities for storm preparation compliance,
including conducting post-storm inspections.

**CONTRACT ADMINISTRATION**

The Contract Administration Manager is responsible for preparing and keeping current lists of all consultants and contractors currently under contract with the Board. List will include contact information and a brief scope of current work.

**CONSTRUCTION ADMINISTRATION**

The Construction Administration Manager is responsible during Phases I and II for alerting contractors employed by the Board within the port area to inspect their work areas and to secure them appropriately using procedures contained in this book as a guide. Construction Manager will participate in post hurricane operations as needed.

**FACILITY SERVICES:**

**A. Planning Prior to Hurricane Season**

1. Regular and specific preventive maintenance practices on buildings, grounds and equipment, including appropriate scheduling of maintenance inspections, maintenance performance and the recording of such maintenance activity information.

2. Maintenance of adequate supplies of emergency materials and equipment. See Appendix B.

3. Requisitioning of such supplies wherever possible.

4. Designation of personnel to be alerted for standby duty at the onset of an impending hurricane.

5. Maintenance of up-to-date rosters of personnel to be alerted and certain key personnel and their addresses and telephone numbers.

6. Establish procedures for locating keys to buildings, gates, doors and equipment, etc.

7. Make certain that all procedures and all personnel and equipment assignments are known by all supervisors and relevant crew members.

8. Designate unit emergency headquarter / meeting sites and make certain that names and telephone numbers of all key personnel are prominently posted.

9. Ensure that all critical board generators are maintained and in working order.

10. Assign appropriate personnel for call-out, call-back, and assignment to the Storm
Center.

**B. Actions Taken When Storm Center Phase I Is Activated**

1. Notification to all units that Storm Center is activated.

2. Preliminary checking of equipment, facilities, communication networks, and staff availability.

3. Review of actions for Hurricane Watch and Warning implementation.

4. Engineering Manager and Terminal Operations Manager will assist Facility Services Manager in accessing possible problems and dangers. They should report their findings to the Facility Services Manager.

5. Inspect all Board-owned pumping stations and re-fuel all generators before the end of each day.

**C. Actions To be Taken When Hurricane Enters Hurricane Watch Zone (Storm Center Phase II)**

1. When a hurricane or tropical storm enters, or forms, within the Watch Zone, the Facility Service Manager will:

   Convene a meeting of all Facility Services supervisors to outline actions to be initiated and designate one essential emergency employee to assist the Facility Services Manager and act in his absence.

   Direct implementation of hurricane readiness procedures outlined in this directive and reaffirm the responsibilities of the Facility Services supervisors as follows:

   Assist the dredge, fireboat and pile driver crews as necessary to move floating equipment to safe anchorage.

   Ascertain that adequate stocks of emergency supplies are on hand and will be issued as required.

   Arrange for secure storage of equipment.

   Assign personnel to emergency crew duty as required.

   Maintain a stand-by duty roster and check availability of essential personnel for re-entry post storm.

   Affect such repairs as practicable prior to arrival of storm.

   Provide and place sandbags as required.
Arrange for closure of damaged or inoperable manually operated overhead steel rolling doors which cannot be operated by tenant.

Maintain a list of door locations that were inoperable and doors had to be closed by Board forces.

Where required for safety reasons, power to the door shall be disconnected to guard against inadvertent operation. Maintain a list of each electrically operated door out of service.

Open Satellite Storm Center at 5350 Coffee Drive and check all equipment for operational readiness.

Relocate all vehicles and moveable equipment out of flood prone areas.

Ensure fuel tanks are “topped-off” after vehicles have been serviced.

Fill all fuel generators at pumping stations and office buildings and wireless communication towers.

Maintain roster of mobile equipment and location of same.

Survey port area for potential danger areas. Particular attention will be given to mooring of ships and barges, siding of buildings, skylight, door (curtains) and loose items subject to being blown away or becoming missiles. Maintain log of all unsafe conditions noted.

Coordinate with Berthing Manager and Terminal Operations Manager for notification to tenants and terminal operators of observed hazards which are tenants’ responsibility.

Maintain log of significant events occurring during emergency period.

Advise tenants and terminal operators that additional protection to their facilities can be provided by stacking pallet boards or other weighty objects against doors facing the southeast quadrant. This is not to be requested, but merely passed along as information.

2. **The Grounds Maintenance Supervisor Will:**

   Arrange for secure storage of equipment and vehicles.
   
   Assign personnel to emergency crew duty as required.
   
   Maintain a stand-by duty roster.
Ascertain that adequate stocks of emergency supplies are on hand and will be issued as required.

Maintain log of significant events occurring during emergency period.

3. **The Equipment Maintenance Supervisor Will:**

   Move mobile equipment to safe storage. Ensure all vehicles are fully serviced with fuel and lubricants.

   Check operations of all auxiliary power generators throughout all port properties.

   Ensure that fuel is available for standby pumps and generator.

   Service all Board-owned drainage pumps.
5. Port Facility Maintenance Manager for Bridges will:

The Port Facility Maintenance Manager for Bridges shall notify each of the four bridge operators on duty of the “hurricane watch” advisory. The Port Facility Maintenance Manager for Bridges will also notify each off-duty operator of the advisory and place them on alert.

As the storm approaches, normal operation of each bridge will continue until the wind velocity or water level in the Inner Harbor - Navigation Canal prohibits safe operation, or until the Orleans Levee District closes floodgates leading to the bridge, as follows.

When the OLD notifies the Storm Center that the Seabrook Surge Barrier Gate and/or the GIWW Storm Surge Barrier Gate are closed, directions regarding navigational traffic will be given to the Bridge Manager regarding bridge closures.

a. Seabrook Railroad Bridge

When wind velocity exceeds 40 MPH, operation of the Seabrook Railroad Bridge will cease and the bridge will remain locked in the “fully lowered” position. When such conditions exist, the bridge may be raised only with joint recommendation of the Port Facility Maintenance Manager for Bridges, Bridge Engineer, and Facility Services Manager, with approval of the Deputy Director and/or Director of Port Development.

When the water level of the IH-NC reaches +5.0 feet NVGD, the Seabrook Railroad Bridge will be closed to marine traffic and the bridge will remain locked in the “fully lowered” position (this is the elevation of the locking bar electrical conduit).

When the Orleans Levee District closes floodgates at the railroad approaches of the Seabrook Railroad Bridge (W39 & E15), the Port Facility Maintenance Manager for Bridges will advise Norfolk Southern Railroad, the U. S. Coast Guard, and the IH-NC Lockmaster that “the bridge will be locked in the “fully lowered” position, closed to all rail and marine traffic, and bridge operations will be suspended”. The Bridge Operator will then be allowed to leave the bridge unless the U. S. Coast Guard informs the Port Facility Maintenance Manager for Bridges that one or more vessels require transit through the bridge prior to suspension of operations, upon which the Bridge Operator will remain until these vessels have passed the bridge.

Prior to vacating the Seabrook Railroad Bridge, the Bridge Operator must lock the bridge in the “fully lowered” position and make the proper notation in the bridge log book. Then all power to the bridge will be shut off, and all doors and gates to the Bridge Operator’s House and Machinery House will be locked.

When floodgates at the railroad approaches of the Seabrook Railroad Bridge are re-opened, weather conditions permit, and the Bridge Operator’s House is
accessible, the bridge will be inspected and normal operations will resume if approved by bridge maintenance personnel and the Port Facility Maintenance Manager for Bridges. Upon completion of the inspection, the Port Facility Maintenance Manager for Bridges will advise Norfolk Southern Railroad, the U. S. Coast Guard, and the IH-NC Lockmaster of the status of bridge operations, as well as the Bridge Engineer and Facility Services Manager.

b. Almonaster Avenue Bridge

When wind velocity exceeds 40 MPH, operation of the Almonaster Avenue Bridge will cease and the bridge will remain locked in the “fully lowered” position. When such conditions exist, the bridge may be raised only with joint recommendation of the Port Facility Maintenance Manager for Bridges, Bridge Engineer, and Facility Services Manager with approval of the Deputy Director and/or Director of Port Development.

When the water level of the IH-NC reaches +5.0 feet NVGD, the Almonaster Avenue Bridge will be closed to marine traffic and the bridge will remain locked in the “fully lowered” position (this is the elevation of the locking bar electrical conduit).

When the Orleans Levee District closes floodgates at the vehicular approaches (W31 & E9) and railroad approaches (W30 & E8) of the Almonaster Avenue Bridge, the Bridge Operations Manager will advise CSX Transportation, Inc., New Orleans Public Belt Railroad, the U. S. Coast Guard, and the IH-NC Lockmaster that “the bridge will be locked in the “fully lowered” position, closed to all rail and marine traffic, and bridge operations will be suspended”. The Bridge Operator will then be allowed to leave the bridge unless the U. S. Coast Guard informs the Port Facility Maintenance Manager for Bridges that one or more vessels require transit through the bridge prior to suspension of operations, upon which the Bridge Operator will remain until these vessels have passed the bridge.

Prior to vacating the Almonaster Avenue Bridge, the Bridge Operator must lock the bridge in the “fully lowered” position and make the proper notation in the bridge log book. Then all vehicular traffic gates and barriers will be lowered, all power to the bridge will be shut off, all doors and gates to the Bridge Operator’s House and Machinery House will be locked, and barricades will be placed across the east-bound and west-bound roadways (near France Road and Jourdan Road).

When floodgates at the vehicular approaches and/or railroad approaches of the Almonaster Avenue Bridge are re-opened, weather conditions permit, and the Bridge Operator’s House is accessible, the bridge will be inspected and normal operations will resume if approved by bridge maintenance personnel and the Port Facility Maintenance Manager for Bridges. Upon completion of the inspection, the Port Facility Maintenance Manager for Bridges will advise CSX Transportation, Inc., New Orleans Public Belt Railroad, the U. S. Coast Guard,
and the IH-NC Lockmaster of the status of bridge operations, as well as the Bridge Engineer and Facility Services Manager.

c. Florida Avenue Bridge

When wind velocity exceeds 40 MPH, the Florida Avenue Bridge will not be raised higher than 41 feet above its “fully lowered” position (at this height, the elevation of the bottom of the lift span is at +45 feet NVGD, but vertical clearance for marine vessels will vary with the water level in the IH-NC). When such conditions exist, the bridge may be raised above 41 feet only with joint recommendation of the Port Facility Maintenance Manager for Bridges, Bridge Engineer, and Facility Services Manager, with approval of the Deputy Director and/or Director of Port Development.

When the water level of the IH-NC reaches +5.0 feet NVGD, the Florida Avenue Bridge will be closed to all rail, vehicular, and pedestrian traffic (at this level, the water/waves of the IH-NC produce a “lifting” force on the span and the bridge cannot be fully seated and locked in position).

When the Orleans Levee District closes floodgates at the vehicular approaches (W20 & E1) and railroad approaches (W21 & E2) of the Florida Avenue Bridge, the Port Facility Maintenance Manager for Bridges will advise Norfolk Southern Railroad, the U. S. Coast Guard and the IH-NC Lockmaster that “the bridge will be closed to rail traffic, raised and locked at a height of 41 feet above its “fully lowered” position, and bridge operations will be suspended”. The bridge will then be raised to 41 feet and the Bridge Operator will be allowed to leave the bridge unless the U. S. Coast Guard has informed the Port Facility Maintenance Manager for Bridges that one or more vessels requiring additional vertical clearance need to pass through the bridge prior to suspension of operations, upon which the Bridge Operator will remain until these vessels have passed the bridge.

Prior to vacating the Florida Avenue Bridge, the Bridge Operator must lower all vehicular traffic gates and barriers, raise the bridge to a height of 41 feet above its “fully lowered” position, ensure that all brakes are set, and make the proper notation in the bridge log book. Then all power to the bridge will be shut off, all doors and gates to the Bridge Operator’s House and Bridge Towers will be locked, and barricades will be placed across the roadway (outside Floodgates W20 & E1, near France Road, and near Jourdan Road).

When floodgates at the vehicular approaches and/or railroad approaches of the Florida Avenue Bridge are re-opened, weather conditions permit, and the Bridge Operator’s House is accessible, the bridge will be inspected and normal operations will resume if approved by bridge maintenance personnel and the Port Facility Maintenance Manager for Bridges. Upon completion of the inspection, the Port Facility Maintenance Manager for Bridges will advise Norfolk Southern Railroad, the U. S. Coast Guard, and the IH-NC Lockmaster of the status of bridge operations, as well as the Bridge Engineer and Facility Services Manager.
d. St. Claude Avenue Bridge

When wind velocity exceeds 40 MPH, operation of the St. Claude Avenue Bridge will cease and the bridge will remain locked in the “fully lowered” position. When such conditions exist, the bridge may be raised only with joint recommendation of the Port Facility Maintenance Manager for Bridges, Bridge Engineer, and Facility Services Manager, with approval of the Deputy Director and/or Director of Port Development. In addition, when the Corps of Engineers ceases operation of the IH-NC lock, for any reason, including too high a water level in the IH-NC or in the Mississippi River, the St. Claude Bridge will cease operations and the bridge will remain locked in the “fully lowered” position.

At no time before, during, or after a tropical storm event will the St. Claude Avenue Bridge be closed to vehicular or pedestrian traffic unless there is a public safety issue, such as a failure of gate arms and signals. However, such traffic will be temporarily halted to allow passage of marine vessels in advance of an approaching storm and after the storm has passed.

Upon suspension of operations at the St. Claude Avenue Bridge, the Port Facility Maintenance Manager for Bridges will advise the U. S. Coast Guard and the IH-NC Lockmaster that “the St. Claude Avenue Bridge will be locked in the “fully lowered” position and closed to marine traffic, bridge operations will be suspended, and the bridge will be vacated”. Any vessels in the process of entering or exiting the IH-NC Lock will be allowed passage through the bridge, then the Bridge Operator will be allowed to leave the bridge unless the U. S. Coast Guard informs the Port Facility Maintenance Manager for Bridges that one or more vessels require transit through the bridge prior to suspension of operations, upon which the Bridge Operator will remain until these vessels have passed the bridge.

Prior to vacating the St. Claude Avenue Bridge, the Bridge Operator must lock the bridge in the “fully lowered” position and make the proper notation in the bridge log book. Then all power will be shut off and all doors and gates to the Bridge Operator’s House and Machinery House will be locked. All vehicular traffic gates and barriers will be left in the raised position to allow continuous evacuation and passage of emergency vehicles.

When weather conditions permit, the St. Claude Avenue Bridge will be inspected and normal operations will resume if approved by bridge maintenance personnel and the Port Facility Maintenance Manager for Bridges. Upon completion of the inspection, the Port Facility Maintenance Manager for Bridges will advise the U. S. Coast Guard and the IH-NC Lockmaster of the status of bridge operations, as well as the Bridge Engineer and Facility Services Manager.

D. Actions Taken When Hurricane Enters Hurricane Warning Zone (Storm Center Phase III)

Upon declaration of a hurricane warning (36 hrs.), all actions enumerated above will be brought to a conclusion as rapidly as possible. All supervisory personnel
will conduct final checks prior to securing for the duration of the storm. As each supervisor completes his assignment, he/she will report to their immediate supervisor. The Deputy Director and/or Director of Port Development will report to the Hurricane and Storm Coordinators.

E. Post Hurricane Operations

As soon as conditions permit, a survey and video of the port will be conducted to determine and document the extent of damage. Particular attention will be given to bank stability, signs of erosion, and to situations constituting a hazard to life and safety.

Examples are: broken and downed power lines, damaged or collapsed structures, flammable debris, disrupted utilities, etc. A condition report will be furnished by the most expeditious means.

Recovery operations will be in accordance with the following priorities:

1. Refer to the Board’s Disaster Recovery Plan
2. Neutralization of safety hazards
3. Clearance of debris.
4. Protection of facilities and contents.
5. Restoration of utilities.
6. Repairs and restoration of facilities by in-house capability and/or by contract.
7. Resumption of normal routine. Supervisors will contact department employees to return for work.
8. Bridge Operations:
   a. After a storm has passed, any bridge may be left in the “fully raised” or “fully lowered” position with joint recommendation of the Port Facility Maintenance Manager for Bridges, Bridge Engineer, and Facility Services Manager, with approval of the Deputy Director and/or Director of Port Development due to its structural, mechanical and/or electrical condition, availability of bridge maintenance and operations personnel, and needs of the community, emergency agencies, mariners, and the railroads.
   b. Upon opening of the floodgate that provides access to the bridge operator’s house at the Florida Avenue bridge, operations will resume when weather conditions permit provided the bridge has been checked and approved for operation by bridge maintenance personnel.
c. The St. Claude Bridge will resume operations when the IH-NC lock resumes operations provided the winds are less than 40 mph and the bridge has been checked and approved for operation by bridge maintenance personnel.

d. The Almonaster Avenue and Seabrook bridges will resume operations when the winds are less than 40 mph and the bridges have been checked and approved for operation by the bridge maintenance crew.

e. At the recommendation of the Port Facility Maintenance Manager for Bridges, Bridge Engineer, and Facility Services manager with approval of the Deputy Director and/or Director of Port Development, bridges may be mechanically opened or closed by bridge maintenance personnel to facilitate marine and/or railroad traffic.

F. Work Required Due to Electrical Outages:

(1) Generators - Check each electrical generator every two hours for proper operation, re-fueling, oil level, etc. A total of 17 generators require the checking.

(2) Dry Pipe Sprinkler Systems - Due to the loss of electrical power to air compressors, air storage tanks are required to be re-filled by a portable air compressor in order to keep up with system air losses. The air compressor is towed behind a work truck. All dry pipe sprinkler systems must be checked and re-filled, typically on a (4) hour basis. The following locations require checking: Nashville A, B, C, Napoleon C, Milan, Louisiana, Harmony, Seventh, First, Gov. Nicholls, Esplanade, Poland, Alabo, Perry, and 5359 Coffee Drive.

(3) Fire Watch of Facilities - Due to reduced water pressure from city and/or loss of electrical power to the Fire Pumps, locations include Nashville B Shed, Facility Services Store Room, La Ave Shed, Canal Street, Esplanade Ave Shed, and Nashville C.

(4) Monitoring of all drainage pumps. Napoleon A, Napoleon B, Napoleon C, P-1, P-2, P-4, P-5, P-6, and Patterson Station. Remove debris from drain inlets or bar screens when possible.

(5) Clearance of debris from the Clarence Henry Truckway and the Port of New Orleans Place roadways.

(6) Water Line Breakages, Downed Power Lines - Repair and/or safely secure or contain these types of damages as they arise.

(7) Fueling of all generators. 5350 Coffee Drive, 5357 Coffee Drive, H.P.D. Building, Main Office Building, P-4 pumping station, P-6 pumping station, Napoleon A & C, Florida Ave Bridge, new (wireless) communications generators on C.H.T. and the Port of New Orleans Place.
(8) Miscellaneous Call-Outs - Work includes coordinating repairs and providing access to locked areas with various groups including HPD, emergency responders, Port tenants, Entergy, etc. Refueling bridge generators, placing concrete jersey barriers, hanging cushions along wharf fender systems, barricading flooded road ways

IV TERMINAL OPERATIONS MANAGERS AND ENGINEERING MANAGERS

The Operations Managers and Port Development engineers are responsible for providing support to the Facility Services Manager during Phases I and II and damage assessment thereafter, as required. Such activities will include visually inspecting the Board facilities for storm preparation compliance, including conducting post-storm inspections and coordinating disaster recovery efforts between tenants and Facility Services.

V STORM COORDINATOR

• The Executive Assistant for Operations will function as Storm Coordinator and provide liaison between all elements of the Operations and Port Development Divisions including the bridges, cranes, dredge, pile driver and associated floating equipment, sounding boat, heavy equipment shop and garage.

• Maintain roster of personnel that have been contacted.

• Continuously monitor radio station KHB43 (162.55 MHZ) for National Weather Service updates on the storm and post same to hurricane tracking map.

• Monitor weather bulletins/updates of storm progress and status. Only validated information from the Hurricane Coordinator is to be “Posted”

• Relay all information received to the Storm Center and Incident Commander.

VI BERTHING MANAGER, CRANE MANAGER, DREDGE MANAGER, FENDERING MANAGER

These Managers within the Operations and Port Development Divisions shall be responsible for taking the necessary steps to ensure an effective pre and post hurricane response as dictated by the category of the storm and/or the subsequent damages incurred.

A. Planning Prior to Hurricane Season

1. Manager and Supervisors:

   • Maintain adequate supplies of emergency equipment such as lights, pumps, tools, etc.
• Maintain up-to-date roster of personnel to be alerted and certain personnel and their addresses and telephone numbers.

• Establish procedures for locating keys for buildings, gates, equipment, etc.

• Make certain that all personnel and equipment assignments are known by all persons concerned.

2. Crane Exercise:

Conduct at least one exercise of hurricane tie-down procedures. This will be scheduled at the end of working a ship when the Manager leader will declare a mock hurricane Phase I condition which will direct crane personnel to secure all six cranes for hurricane preparedness as follows:

• Travel the gantry to the stowage area.

• Position the gantry in the exact spot for ground personnel to manually engage the stowage pins. Pins shall be inserted completely all the way in. The pin holes shall be completely free of any debris before inserting the pins.

• Position the trolley in its normally stowed position.

• At boom hoist control station, raise boom to stowage position and lock in latches. All wires to be tightened to remove slack.

• Raise lifting beam to its maximum height below the floor level of the operator’s cab (after the boom is fixed in the stow position).

• Return all master switches to neutral position.

• Press hydraulic pump “STOP” push-button located on the rear cab panel.

• Turn off cab auxiliary circuits (light, heater/air-conditioner, etc.).

• If floodlights are “ON”, move to “OFF” position.

• Engage hurricane tie-downs. Tighten to remove all movements.

• Store plastic covering - one roll and tape to protect electrical and electronic equipment in all machinery houses.

• Secure all openings in machinery house.

• Secure office, storage containers and any loose gear.
• Protect computer in computer room in the storage containers.

B. Actions Taken When Storm Center Phase I Is Activated

Notification to all Managers and personnel that Storm Center is activated.

Preliminary checking of equipment, facilities, communication networks, and staff availability.

Review of actions for Hurricane Watch and Warning implementation.

C. Action to Be Taken When Hurricane Enters Hurricane Watch Zone (Storm Center Phase II)

1. **Managers:**
   a. Storm Center Phase II Meeting.
   b. Designated personnel to be alerted for standby duty and advise the Storm Center.
   c. Effect and maintain proper liaison with personnel of National Weather Service, U. S. Corps of Engineers, U. S. Coast Guard and Orleans Levee District.
   d. Direct implementation of hurricane readiness procedures as outlined in this directive for coordinators.

2. **Dredge Manager and Dredge Captain:**
   a. Make preparations to move floating equipment to safe anchorage.
   b. Arrange for secure storage of equipment and vehicles.
   c. Assign personnel to emergency crew as required.
   d. Maintain a standby duty roster.
   e. Ascertain that adequate stocks of supplies are on hand and will be issued as required.
   f. Maintain log of significant events occurring during the emergency period.

3. **Crane Department:**

   **DEPENDING UPON CRANE ACTIVITIES**

   a. Secure all container cranes for hurricane preparedness as outlined in paragraph (V)(A)(2) “Crane Manager Special Assignment - Crane Exercise.”
b. Cover electric motors and electronic controls, computer, etc. with plastic covering and seal with tape.

c. Cover all openings in the machinery house to prevent water intrusion. Secure all doors and lock with padlock.

d. Cover all computers, printers and UPS's in office area with plastic. Secure all door openings to office trailer.

e. Store all electronic test equipment in container work shop.

f. Secure all mobile equipment mules, trucks, and van.

*Cranes operations will cease once wind speeds/gusts reach 45 m.p.h. All Board container cranes will be shut down. The on-duty crane supervisor will determine the duration of the “shut down” - temporary or permanent.

4. Berthing Manager

a. Receive hurricane information from the Storm Center. Listen for National Weather service advisories and bulletins on radio.

b. Anticipate the completion of cargo-handling operations within 36 hours. The Captain of the Port (U.S.C.G.) will consult with shipping and cargo handling interests regarding timing of operational phase downs and termination plans.

c. Notify ships to move out of anchorage to berths as available. Make as many berth assignments available on an emergency basis as possible.

d. Alert personnel who will be placed on standby emergency duty.

*From U. S. Coast Guard Hurricane Readiness Plan Sections 7.c.3 & 4

D. Actions Taken When Hurricane Enters Hurricane Warning Zone (Storm Center Phase III)

1. Upon declaration of a hurricane warning, all actions enumerated above will be brought to a conclusion by Manager leaders as rapidly as possible. All supervisory personnel will conduct final checks prior to securing for the duration of the storm. As each Manager leader completes his assignment, he will report to the Storm Coordinator. Personnel not required in direct support of emergency procedures will be released from duty. When all precautionary measures have been completed, remaining time will be spent videoing property and personnel will be dismissed except for the emergency standby personnel.
2. Berthing Manager will:
   
a. Notify designated standby personnel of their emergency assignments and issue specific instructions.

b. Notify shipping companies and other operators having vessels and other floating equipment alongside the Board’s wharves of the hurricane warning and advise them to take all necessary precautions for securing and protecting their vessels and equipment, and their cargo standing on the wharves, aprons, etc.

c. Advise the Storm Coordinator of the names and telephone numbers of personnel who will be on-duty during the anticipated time of the hurricane.

E. **Post Hurricane Action**

   All Managers will handle recovery actions in accordance with the following priorities:

1. Refer to the Board’s Disaster Recovery Plan

2. Neutralization of safety hazards.

3. Restoration of utilities.


5. Protection of facilities and contents.

6. Repairs and restoration of facilities by in-house capabilities and/or by contract.

7. Maintain an accurate log of all actions taken.

8. Resumption of normal routine.

VII **Harbor Police/Gen. Kelly**

**A. Planning Prior to Hurricane Season**


2. Make certain that all procedures and all personnel assignments are known by all persons concerned.

3. Make certain that names and telephone numbers of all key personnel are prominently posted.
4. H.P.D. and Emergency Response Vessel - Effect and maintain proper liaison with personnel of U.S. Coast Guard and New Orleans Police and Fire Departments.

5. Coordinate a vehicle storage plan based on specifics of the storm and flood gate closures.

B. **Actions Taken When Storm Center Phase Is Activated**

1. Notification to all units that Storm Center is activated.

2. Preliminary inventory of equipment, facilities, communication networks, and staff availability.

3. Review of actions for Hurricane Watch and Warning implementation.

C. **Actions To Be Taken When Hurricane Enters Hurricane Watch Zone (Storm Center Phase II)**


2. Check all Harbor Police plans of action and take preliminary preplanned precautions.

3. Alert personnel of Emergency Response Vessel and police personnel on duty.

**NOTE:** Critical Information is to be passed from shift to shift during hurricane watch periods.

4. Alert personnel who will be placed on standby emergency duty

D. **Actions Taken When Hurricane Enters Hurricane Warning Zone (Storm Center Phase III)**

1. Begin final security preparations

2. Notify personnel of safety vessel to begin final protection preparations and to be ready to move, on orders, the Board’s floating equipment to safe harborage. Also notify safety vessel personnel to remain especially watchful and alert.

3. Notify all relevant personnel to remain especially watchful and alert.

4. Notify designated standby personnel of their emergency assignments and issued specific instructions.
5. Check with Facility Services Manager for a final review of department’s plans so that proper coordination can be effected and maintained.

6. Advise the Storm Coordinator of the names and telephone numbers of supervisory personnel who will be on duty during the anticipated time of the hurricane.

7. Take the necessary action to notify officials of the Board or of any of the companies or agencies using or occupying the Board’s facilities of any untoward situations.

8. Two officers will be identified as representatives to staff the City of New Orleans’ Emergency Center.
   
   a. One Officer is to report to the New Orleans’ Emergency Center when requested by the City for normal working hours contact.
   
   b. When the City goes to full emergency status, the second officer is to report to the New Orleans’ Emergency Center

E. Post Hurricane Operations

1. Report all known damages and personal injuries.

2. Secure all dangerous areas or exposed valuable equipment or supplies.

3. Check for and report unsafe conditions

VIII CRUISE TERMINAL DIVISION

A. Planning Prior to Hurricane Season

1. Maintain an up-to-date list of telephone numbers of staff personnel to be notified within the unit.

2. Ensure that keys to all doors with terminals 1 & 2 are readily accessible and available to staff.

3. Inspect all exterior doors, gates, and rolling curtains at terminals 1 & 2 are in good working order

4. Inspect open wharves and riverside aprons of Terminals 1 & 2 on a routine basis to maintain up-to-date operations equipment status.

B. Actions Taken When Storm Center is Activated

1. (When a vessel is in port) Communicate with Terminal Operator and Terminal Security Officer to coordinate any changes in scheduled operations and the timely
removal of equipment in advance of an approaching storm.

2. Notify the on-duty Harbor Police rank immediately if any change in operations for embarkation or debarkation of passengers will require police intervention at any level.

3. Keep the Director of Safety and Security / Storm Coordinator appraised of all changes in operation arrivals, departures, etc. based on the status of the approaching storm.

C. Actions To Be Taken When Storm Enters the Hurricane Watch / Warning Zone (Storm Center Phases II and III)

1. If a vessel is berthed at either terminal it will be up to the captain of the vessel to determine if the vessel will stay in berth or sail as the storm approaches land fall.

2. If a vessel elects to stay at berth, all landside equipment will be removed from the vessel (potable water, etc.) as directed by the Facility Services storm coordinator.

3. The mobile gangway will be detached from the vessel/vessels when sustained wind speeds reach 45 m.p.h. The crane supervisor will be responsible for making the final decision for disconnect. The Crane Department personnel will be responsible for properly securing the gangway.

4. The cruise terminal staff will be dismissed, with other non-essential as directed by the Chief Operating Officer or upon completion of duties related to securing the terminal, whichever comes first. The Harbor Police and/or Storm Coordinator will be notified when the terminal has been secured.

5. No persons will be allowed to remain in the terminal once it and the gangway have been secured.

6. If a vessel remains in berth during the storm, the Cruise and Tourism Director shall ensure that the phone numbers for the Harbor Police Department and the Port’s Storm Center are provided to the vessel’s agent and the vessel’s agent number in provided to the Storm Coordinator and Harbor Police.

   If a vessel remains in berth during the storm, the Gen. Kelley staff will monitor and report the vessels activity on VHF 67 and report any relevant activity to the Harbor Police and/or the Storm Coordinator.
BUILDING STAFF HURRICANE PREPAREDNESS PLAN

STORM CENTER PHASE 1 (72 hours)
(Corresponds to Levee Board Yellow Alert and Coast Guard Condition Four)
- Check all materials (see materials list, next page)
- Check generator
- Check diesel level
Allow two hours for completion of Phase 1

STORM CENTER PHASE 2 (24-36 hours)
(Corresponds to Levee Board Orange Alert and Coast Guard Condition Three)
- Check roof drains
- Remove all debris from roof and plaza
- Check parking area drains for trash
- All employees to lower and close blinds
Allow three hours for completion of Phase 2

STORM CENTER PHASE 3 (warning)*
(Corresponds to Levee Board Red Alert and Coast Guard Condition Two)
- Notify facility maintenance manager that three additional laborers necessary
- Remove all swings and exterior seating
- Remove all exterior trash cans and ash trays
- Place sand bags (all locations where glass extends to plaza level)
- Tie down roof doors
- Turn off all equipment
- Turn off all light circuits
Allow eight hours for completion of Phase 3

Adjustments will have to be made to above schedule if flood gates are closed on the east bank of the Mississippi River. Ms. Swain and Mr. Stone have been added to the Levee Board’s emergency notification list and will be alerted by the Levee Board’s engineering department if a closing of the downtown east bank flood gates is contemplated.

If hurricane is Category Three or higher, Storm Center Phase 3 activities will begin when storm is approximately twenty-four hours away.

HURRICANE RECOVERY
- Perform survey of building as soon as possible and report all damage to chief building engineer or building manager.
- Review damage with board engineering staff.
- Notify claims manager of all damage.
- Start necessary clean-up and/or repairs.
• Notify necessary emergency contacts:
  ♦ DeGeorge GLASS
    831-7738 ofc
  ♦ TIDY BUILDING SERVICES
    838-9843 ofc
  ♦ FISK ELECTRIC
    HERMAN FREITAG 883-3374 ofc
    (emergency number- 889-0811 ) Cell 416-0937
  ♦ SAIZAN Construction
    244-3110 ofc
    LEONARD SAIZAN
    Cell 416-1935

EMERGENCY MATERIALS
(All materials to be stored on-site at Board office building)
• LUMBER
  2X4X8  20 EACH
  3/8" PLYWOOD 15 EACH
• BATTERIES
  "C"  12 EACH
  "D"  12 EACH
• DUCT TAPE
• ROPE
  100 FEET
• SAND BAGS
  500 TOTAL
• FLASH LIGHTS
  6 EACH
• TOOLS
  CHECK INVENTORY
• PORTABLE RADIOS
  3 EACH
  CLEAR PLASTIC
  6 BOXES

BUILDING SERVICES EMERGENCY STAFF:
CHIEF BUILDING ENGINEER- Troy Stone
Office- 528-3383  Beeper- 504 268-0599  Home- 504 243-5118
Cell 504 251-9840

ASSISTANT BUILDING ENGINEER- Reynard Foster
Office- 528-3531  Cell- 504 813-5545  Home- 504 482-6466

ADDITIONAL LABOR OR SUPPLIES:
MANAGER, FACILITY MAINTENANCE- David Guarino
Office- 891-2912  Beeper 663-4941  Home 985-643-4642  Cell 663-4941
MINIMUM STOCK LEVELS IN FACILITY SERVICES DEPARTMENT

TO BE MAINTAINED FOR HURRICANE RECOVERY PROCEDURES

At the beginning of each hurricane season, the following minimum supplies will be earmarked for hurricane recovery procedures and will not be used for routine maintenance activities. Additional material may be added by the Facility Services Manager Leader, as he may determine to be required.

MATERIALS

- Sandbags - 2400 ea
- Sand - 100 cy yd

**Lumber:**
- 2"x4"x20' - 50 PCS
- Plywood, 4'x8' x 3/8" or ½" - 50 PCS

- Gasoline, Unleaded - (at Coffee Drive) - 2,000 gal.
- On Road Diesel Fuel - 2,000 gal. at Coffee Drive

**Off Road Diesel:**
- 1,000 gal. Coffee Drive
- 1,000 gal. Galvez Street
- 250 gal. Office Building Generator backup tank

Dredge has capability of holding up to 40,000 gallons but under normal conditions they never fill it full. Typically always have 5000-10000 as a minimum. Should order be given, can fill to any capacity for off-load as backup for Facility Services to fill generators.

Crane Fender has capability of holding up to 1,500 gallons that would be available for off-load as backup for Facility Services to fill generators.

**Batteries:**
- "AA" - 500
- "AAA" - 500
- "C" - 100
- "D" - 100

- Siding - 20 PCS
- Roofing Paper - 20 rolls
- Roofing Cement - 25 gal.
- Flashlights - 12 ea.
- Roll Poly Visquine - 10 rolls
- 1 – 950 gallon skid mounted fuel tank

EQUIPMENT

- Work Boats - 2 ea. – (1 is Facility Services and 1 is Fender Dept.)
- Portable Light Fixtures - 1- mobile (diesel) 4 stands (electrical)
- Chain Saw - 2 ea.
Gas Generator Portable Available at Coffee Drive:
2-7800W Portables (located in Dept. 232 cages)
2-2500W (located in Dept. 232 cages)
1-2200W Portable (on Truck 75)
1-2600W Portable (on Truck 70)
1-2940W (located in Dept. 231 cage)

Diesel Generator Portable Available at Coffee Drive:
250KW (reserved for backup to HPD, PONO at Coffee Drive)
2-10KW Miller Welding Machines (1 each located in Dept. 256 garage and Dept. 232 cages)
3-3000W Lincoln Welding Machines (1 in Dept. 232 cages and 2 in Dept. 231 cages)

Portable Water Pumps
3 Portable Radios - 4 ea
Barricades Wooden - 100 sets
Metal – 42
Miscellaneous Hand Tools, As Available
# NOTIFICATIONS FOR HURRICANE CONDITIONS

<table>
<thead>
<tr>
<th>Hurricane Coordinator</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Labarriere</td>
<td>528-3529</td>
<td>504 905-6256</td>
</tr>
</tbody>
</table>

The Hurricane Coordinator **GIVES NOTIFICATION TO**:

- **President/C.E.O (Incident Commander)** Gary P. LaGrange 528-3203 452-1557
- **C.O.O.** Pat Gallwey 528-3305 606-5291
- **Director Operations (Storm Coordinator)** Paul Zimmerman 528-3406 813-7009
- **Director Port Development** Deborah Keller 528-3297 473-3470
- **Director Cruise** Robert Jumonville 528-3230 606-4380
- **Director Finance** Jim Ruckert 528-3346 669-2096
- **Director Industrial Development** Chris Bonura 528-3222 606-5870
- **Director Marketing** Bobby Landry 528-3262 473-4854
- **Director Administration** Cynthia Swain 528-3367 813-5629
- **Director Auditing** Eileen Pansano 528-3249 442-9405
- **Superintendent H.P.D.** Robert Hecker 528-3371 905-6154

**Division Directors Notify All Department Managers**

**Department Managers Notify All Department Employees**

**HARBOR POLICE SUPERINTENDENT GIVES NOTIFICATION TO**:  
Emergency Response Vessel Captain (Landside On duty) - 897-6844  
Gen. Kelley (Vessel cell) -914-8630 Harbor Police Headquarters Coordinator

**Harbor Police Headquarters Coordinator Give Notification to:**  
Watch Commanders

**Terminal Operations (with the assistance of H.P.D.) Gives Notification To:**  
Port Tenants

**Employee Hotline** (Specific Instructions for operation will be given out prior to employee dismissal for each respective storm)  
528-3388 or 1-866-476-7866 (toll free).

**Port Voice Mail Message Retrieval**  
528-3444 - 1-800-675-8318
OUTSIDE CONTACTS

U.S. Coast Guard (Bridges)
David Frank
work: 671-2127/2128
cell phone: 618-225-7727

U.S. Corps of Engineers (Locks)
Michelle Ulm
826-1842       887-9465

U.S. Corps of Engineers (24hours)
(Emergency Operations Center)
862-2244

Orleans Levee Board (Floodgates/EOC)
243-4035 985-641-6159 727-7596

Orleans Levee Board Command Center
Per-recorded Message
243-4056

City of New Orleans Office of Emergency Preparedness
565-7200      565-7214 fax

OUTSIDE CONTACTS VIA E-MAIL FOR BRIDGE OPERATIONS

USCG: David.M.Frank@uscg.mil
                GroupOOD's@grunola.uscg.mil

COE: James.B.Walters@mvn02.usace.army.mil
         James.L.Perry@mvn02.usace.army.mil
               Steven.a.Schinetsky@mvn02.usace.army.mil

Norfolk Southern Railroad, Brett Conerly (anthony.conerly@nscorp.com)
Gulf Intracoastal Canal Association, info@gicaonline.com
INTERNAL

President/CEO - (1)
Chief Operating Officer - (1)
Executive Assistant for Administration - (1)
Assistant to the Executive Director - (1)
Executive Assistant for Operations - (1)
Board Secretariat - (1)

Division Director, Port Development - (4)
Department Managers
Engineering (5)
Contract Administration (3)
Construction Administration (3)
Bridge Operators (20)
Facility Services (20)

Division Director, Port Operations - (3)
Department Managers
Berthing (4)
Dredge (6)
Crane (10)
Fendering (3)
Terminal Operations (17)
Harbor Police/Safety Vessel Manager (25)

Division Director, Cruise and Tourism (3)
Department Managers:
Operations (3)

Division Director, Marketing (1)
Department Managers:
Communications (3)

Division Director, Finance and Information Services (3)
Department Managers:
Information Services (1)
Accounting Services (1)
Financial Services (1)

Division Director, Administration Services (3)
Department Managers:
Administration Services (1)
Corporate Services (5)

Division Director, Legal/Risk (3)
Department Managers:
Legal & Risk Management (6)
Marketing Director (1)
Communications (3)

Division Director, Business Development (3)
Department Managers:
Real Estate
OUTSIDE DISTRIBUTION:

US Coast Guard, Bridges
David Frank
8th Coast Guard District (dpb)
500 Poydras St., Room 1313
New Orleans, LA 70130 - 3310

LA Emergency Response Commission (Hazardous Incident Reporting)
P.O. Box 66614 Mail Slip #21
Baton Rouge, LA 70896
(225) 925-6113
(24 Hours (225) 925-6595) (Hot Line)

U.S. Corp of Engineers
Michael Lowe
CEMVN-OD-R
P.O. BOX 60267
New Orleans, LA 70160-0267

Jefferson Parish Department of Emergency Services
1887 Ames Boulevard
Marrero, LA 70072
349-5360

New Orleans Office of Emergency Management
City Hall, Room 9E01
New Orleans, LA 70112
658-8705

New Orleans Fire Department Headquarters
317 Decatur
New Orleans, LA 70130
581-6200

New Orleans Police Department
715 South Broad
New Orleans, LA 70119
826-2755

Levee Board Command Center
Gerard Gillen
6920 Franklin Ave.
New Orleans, LA 70176
(504) 286-3100

USCG Sector New Orleans
Waterways Management
Lt. Barbra Wilk
1615 Poydras St.
New Orleans, La 70112
St. Bernard Office of Emergency Preparedness
8201 West Judge Perez Drive
Chalmette, LA 70043
(278-4268)

Office of Emergency Preparedness
St. Charles Parish
P.O. Box 302
Hahnville, LA 70057
**TENANTS:** All tenants are encouraged to send a copy of their plan to the Board’s Hurricane Coordinator.

**Alvar Properties, 1, LLC**
3401 Alvar St.
NOLA, 70126
Jack Jenson  504 734-0561

**Bollinger Algiers, L.L.C.**
434 Powder Street
New Orleans, Louisiana 70114
Contact: Mr. Elvin Cheramie
Office: (504) 362-7960
Fax: (504) 361-1679
Cell: 504 202-5068

**Atlantic Metrocast, Inc**
Allen Jones
3201 France Rd.
NOLA  70126

**Boh Bros.**
Clifton Nary
504 415-5444
4045 France Rd,
NOLA, 70126

**Bulk Resources, LLC**
7500 Terminal Rd.
NOLA, 70126
Steve Champagne 985 226-1593

**Gulf Gateway Terminals, LLC**
7500 Terminal Rd.
NOLA, 70126
Steve Champagne 985 226-1593

**Heniff Transportation System**
Jon Ruiter
7501 Terminal Rd.
NOLA, 70126
504 241-2873
504 246-2479

**Namasco Corp.**
Fred Lotz
4501 N. Miro St.
NOLA, 70126
504 628-0623
HQ 678 259-8824
Cargill, Inc.
933 River Road
Westwego, Louisiana 70094
Contact: Mr. Douglas Koob
Office: (504) 436-5816
Fax: (504) 436-5812
Cell: 504 450-2580

Fauries Weighing, Inc.
1809 Carol Sue Avenue, Suite C
Gretna, Louisiana 70056
Contact: Ms. Berrill Fauries
Office: (504) 368-9459
Fax: (504) 368-9460

Folgers Coffee
Bob Doose  504 254-8716
5242 Coffee Drive
One Coffee Drive
New Orleans, LA 70115

Silocaf of New Orleans, Inc
Safety & Hazmat Manager
Chuck Smith
Joe Foret
One Coffee Drive
5240 Coffee Drive
New Orleans, LA 70115-7755
504 896-7800/ 504 896-4333

CSX Railroad
6701 Almonaster Ave.
New Orleans, LA 70126
244-4344
Gary Jackson 243-7804 (local)
Seth Rutz  504-243-7816
715-427-9013

Norfolk Southern Railroad
Brett Conerly  205-329-0362

American Vegetable Oil, Inc
Ms. Edwynna C. O’Brien - (2 copies)
Executive Administrative Assistant
P.O. Box 50219
Jacksonville Beach, FL 32240
New Orleans Terminal, LLC
Leased terminal: Napoleon Ave. Container Terminal, Milan St. Wharf
50 Napoleon Ave. New Orleans, LA 70115
Contact: James Parker, V.P. 252-5074
Phone: 648-6210
Fax: 324-3757

Empire Stevedoring (LA), Inc.
Leased terminal: First St. Wharf
Contact: Bruce Wilson, General Manager - U S Gulf
504 452-7957 Cell 504 452-7957
Phone: 504-896-9162 office/504-561-6062 wharf
Fax: 504-896-9163 Office/504-561-5760 wharf

SSA GULF Terminals Inc.
Leased terminals:
Jourdan Road
Contact: Joe Hightower 504 235-5337
Phone: 504-269-2323
Fax: 504-269-3402

Avondale Industries, Inc.
P.O Box 50280
New Orleans, LA 70150-0280
Phone: 504-436-5393

Boland Marine & Manufacturing Co., Inc. Contact: Paul Simmons
1000 Tchoupitoulas Street
New Orleans, LA 70130
Phone: 504-581-5800 Cell. 504-669-6338 Fax 504-581-5814

Buck Kreihs Co., Inc
Contact: Bill Baraldi
2225 Tchoupitoulas Street
New Orleans, LA 70130
Phone: 504-524-7681 Cell: 504-615-1461

Ports America Louisiana, Inc.
Leased terminal: Nashville Ave. Terminal/Napoleon Ave. Container Terminal
Contacts: Terry White, Port Vice President
Gus Bertucci, Security Manager
Phone: 504-894-6342
Cell: 504 982-1976
New Orleans Cold Storage & Warehouse Company, Ltd.
P O Box 26308
Leased Terminal: 3411 Jourdan Road Terminal and Henry Clay Avenue Terminal
New Orleans, LA   70126
Contact: Mark Blanchard, President
Phone: 944 - 4400   Fax: 945-7288   Cell 504 214-4567

Pacorini USA, Inc.
One Alabo St. New Orleans, LA   70117
Contact: Donald Broussard
Phone: 270-0100   Fax: 270-0125
Cell: 504 416-6504

John W. Stone Oil Distributor, L.L.C.
P.O. Box 2010
Gretna, Louisiana 70054-2010
Contact: Mr. John W. Stone, Jr.
Office: (504) 366-3401
Fax: (504) 361-1200

AEP Elmwood, LLC
P.O. Box 287
Convent, Louisiana 70723-0287
Contact: Mr. Terence Gomez
Office: (225) 562-5011
Cell: 504 615-2101

Belle Chase Marine
5813 Citrus Blvd.
Harahan, La   70123
Office 504 837-3125
Fax 504 837-1213
Attn: Gordan Konrad
cell 504 415-0578
St. Maurice St. Wharf

Dixie Marine Inc.
5801 Citrus Blvd.
Harahan, La   70123
Office 504 733-2800
Fax   504 733-2884
Attn: Tom Kronenberger
Cell 504 382-8182
Andry St. Wharf
Kearney Company  
P.O. Box 3799  
New Orleans, La 70127  
Office 504 945-4418  
David Kearney  
Cell 504 831-0266  
France Rd. Pkwy/R4  
France Rd. Berth 1,2,3,4,5 & 6

TCI Packaging, LLC  
3900 France Rd. Pkwy.  
NOLA, 70126  
Office 504 734-0561  
Attn: Christian Jensen  
Cell 504 329-0254  
Esplanade Wharf and Gov. Nicholls

Coastal Cargo Co., Inc.  
Leased terminals: Louisiana Ave. Wharf, Harmony St. Wharf,  
Seventh St. Wharf  
1555 Poydras St. Suite #1600  
New Orleans, LA 70122  
Contacts: Don Zemo, Gen. Manager  
Off. 504 587-1211  
Cell 504 915-5890  
V.P. Wojtek Rutkowski  
Off. 281 860-0010  
Cell 281 802-7876  
Phone: 504-587-1128 office/504-587-1200 wharf  
Fax: 504-587-1101 office/504-587-1201 wharf

Brandon International  
c/o Metro International Trade Services  
3850 Middlebelt Road,  
Romulus, MI 48174  
Michael Whelan/Curt Felch  
504 897-1874

Cat 5 Composites  
5100 Jourdan Rd.  
NOLA, 70126  
Shawn Killeen  
(504) 275-4222

Dixie Plastics, Inc.(Kirschmann Sub Lease)  
4250 Florida Ave.  
NOLA, 70117  
Thomas Breslin  
(504) 892-7486

France Road Rock Company  
3855 France Rd.  
NOLA, 70126  
504 943-9288  
Mike Flaherty
New Orleans Steamboat
Gordon Stevens, President
4017 N. Galvez St. NOLA 70117
504 586-8777

Dupuy Storage & Forwarding Corp.
Allen B. Colley President
Kevin Colley
4300 Jourdan Rd. NOLA 70126
P.O. Box 52381, NOLA 70152
Main: 504 254-7600
Kevin: 504 245-7610

Folgers Coffee Company
Rick Boyd
500 Chef Menteur, NOLA 70126
P.O. Box 599 Cincinnati, OH 45202
504 254-8730

Holcim(US), Inc.
Troy Cooper, Manager
5301 France Rd., NOLA 70126
504 282-6426
Cell: 504 232-6012
HQ: 734 529-2411

Kirschman, Morris & Co.
Kevin Kelly
400 Florida Ave. NOLA 70115
5200 Coffee Dr., NOLA 70126
504 891-9494

LAFARGE Corporation
Trey Schoeller Term. Mgr.
2315 France Rd. NOLA 70117
504 943-5550

Lake Pontchartrain Properties
Scott Schenk, Managing Partner,
Lee Bock
6001 France Rd. NOLA 70126
504 722-1368
Lee’s Cell: 860 601-0283

NEW ORLEANS PUBLIC BELT RAILROAD
Jeff Davis
4822 Tchoupitoulas St., NOLA 70115
504 896-7400
New Orleans Steamboat
Gordon Stevens, President
4017 N. Galvez St.
NOLA, 70117
504 586-8777

Pacorini Global Services
6401 France Rd.
NOLA, 70126
Todd Sirmon
251 583-3337

Psmathe Sands, LLC
8000 Jourdan Rd.
NOLA, 70126
Chris Pitts
251 583-0526

Pontchartrain Materials
George Douglass Jr. President
Perry Watkins
3819 France Rd. NOLA 70126
P.O. Box 8005 NOLA 70182
504 949-7571
Perry's Cell: 504 274-1653

Port Cargo Services
Kevin Kelly, President
3940 Alvar St. NOLA 70126
504 891-4677

Riverside Properties
Kevin Kelly, President
5200 Coffee Drive, NOLA 70115
504 891-9494

Seabrook Marine
Dwight Montz, President
5801 France Rd. NOLA 70126
504 283-6001

Southern Intermodal XXpress
David Kennedy President
4001 Alvar St, NOLA 70126
Clayton or Kevin 504 214-0749 or 251 438-2749

Southern Scrap Material Co.
Joel Dupre, President
902 Julia St. NOLA 70113
504 636-7200
Cell: 504 289-2578
US Gypsum Co.
Keith Fournier
5701 Lewis St, NOLA 70126
6900 Jourdan Rd., NOLA 70126
P.O. Box 26129, NOLA 70186
504 292-6332

Virginia Materials
Clayton. GM
Foot of Elain St., NOLA 70126
3306 Patterson St., Norfolk, VA 23509-2415
504 330-6121

France Road Commerce Ctr.
5501 & 5601 France Rd.
New Orleans, La. 70126
Kevin Kelly
504 891-4677
Attached is an updated list of specific Board personnel and telephone numbers for notification of accidents/incidents involving Board property and on-duty employees (including all Board vehicular accidents). This is the roster to be used by Harbor Police personnel, who are responsible for making all of the initial phone calls. Please be sure that those included on the roster know that they may be called, and that they understand their responsibilities when called. Persons contacted should notify their supervisors who will, in turn, notify their division directors. You will find their contact numbers within this roster.

Mr. Paul Zimmermann, Director of Operations, is to be notified of all injuries, accidents, and incidents during and after work hours, regardless of the magnitude of the injury, accident or incident.

Cell Phone
504-813-7009

Please distribute this memo and roster to the appropriate people on your team so that they are aware of our procedures. Insert this into the most recent Hurricane Plan.

The attached revision of May 2013 supersedes all other editions. Please destroy any previous editions. It is imperative that you e-mail any changes to Mable Jones so that the roster is kept current.

“NOTIFICATION BY HPD” MEANS THAT HPD CONTINUES CALLING UNTIL HUMAN CONTACT IS MADE WITH SOMEONE UNDER EACH DIVISION, FOR THE PARTICULAR TYPE OF EMERGENCY.
The following is a list of Board personnel that **MUST** be notified of various Port emergencies. **NOTIFIED MEANS HUMAN CONTACT.** Emergencies include public safety incidents such as sudden severe weather conditions, significant hazmat incidents, evacuations, terrorist activity, international incidents (major crimes) and major incidents that require coordination between the Port and other jurisdictions. Each person should be called in the order listed until contact is made. There is a listing for both normal working hours and after normal working hours.

---

**EMERGENCY NOTIFICATIONS**  
**AFTER NORMAL WORKING HOURS**

1. **ALL VESSEL ALLISIONS TO WHARVES AND FIRES:**

   **A. Facility Services**  
   (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jimmy Brown</td>
<td>601-798-3874</td>
<td>251-9883</td>
</tr>
<tr>
<td>Patrick McDonald</td>
<td>301-0908</td>
<td>575-6111</td>
</tr>
<tr>
<td>Ryan Bysma</td>
<td>393-5955</td>
<td>239-8391</td>
</tr>
<tr>
<td>David Guarino</td>
<td>985-863-7398</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

   **NOTE:** Facility Services will notify Fendering of any fender system damages.

   **B. Engineering**  
   (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darren Austin</td>
<td>391-2362</td>
<td>994-5967</td>
</tr>
<tr>
<td>Bill Rivera</td>
<td>734-3358</td>
<td>237-3889</td>
</tr>
<tr>
<td>Bill Cromartie</td>
<td>454-1102</td>
<td>251-2393</td>
</tr>
<tr>
<td>David Guarino</td>
<td>985-863-7398</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

   **C. Legal and Risk Management**  
   (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Langer</td>
<td>348-3570</td>
<td></td>
</tr>
<tr>
<td>Joe Fritz</td>
<td>835-5150</td>
<td></td>
</tr>
<tr>
<td>Jeff Lynch</td>
<td>818-1579</td>
<td>346-2364</td>
</tr>
<tr>
<td>Brien Gussoni</td>
<td>433-9745</td>
<td>782-1076</td>
</tr>
</tbody>
</table>

   **D. Terminal Operations**  
   (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td>813-7009</td>
</tr>
</tbody>
</table>
2. Bridge and Bridge Fender System Emergencies to Include Any Arteries That Would Impede Use of Any Port Owned Bridge (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Johnson</td>
<td>237-4601</td>
<td></td>
</tr>
<tr>
<td>Darren Rogers</td>
<td>237-4809</td>
<td></td>
</tr>
<tr>
<td>Randy Songy</td>
<td>834-4177</td>
<td>296-1204</td>
</tr>
<tr>
<td>Ryan Bylsma</td>
<td>393-5955</td>
<td>239-8391</td>
</tr>
<tr>
<td>David Guarino</td>
<td>985-863-7398</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

3. CHT Traffic Signal Malfunction/Damage And Other Property Damage Emergencies Excluding Vessel Allisions, Fires, and Bridges (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jimmy Brown</td>
<td>601-798-3874</td>
<td>251-9883</td>
</tr>
<tr>
<td>Patrick McDonald</td>
<td>301-0908</td>
<td>575-6111</td>
</tr>
<tr>
<td>Ryan Bylsma</td>
<td>393-5955</td>
<td>239-8391</td>
</tr>
</tbody>
</table>

4. Container Crane and Cruise Terminal Gangway Emergency (Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andre Johnson</td>
<td>231-5692</td>
<td></td>
</tr>
<tr>
<td>Bryan Burger</td>
<td>352-3199</td>
<td></td>
</tr>
<tr>
<td>Jason Gervais</td>
<td>236-8663</td>
<td></td>
</tr>
<tr>
<td>Andree Fant</td>
<td>897-3651</td>
<td>905-4031</td>
</tr>
</tbody>
</table>

5. Cruise and Tourism Accidents/Incidents That Occur on Board Property
and Result In Damages, Serious Injury or Death of Any Person(s) 
(Contact ALL of the following persons/departments)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Director of Operations</td>
<td>Paul Zimmermann</td>
<td>813-7009</td>
</tr>
<tr>
<td>2  Director of Cruise &amp; Tourism</td>
<td>Robert Jumonville</td>
<td>861-7226</td>
</tr>
<tr>
<td>3  Deputy Director of Cruise &amp; Tourism</td>
<td>Johnny Cefalu</td>
<td>985-624-2626</td>
</tr>
</tbody>
</table>

6. **Dredge Vessel Emergency**  
(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Chris Wyckoff</td>
<td>837-8593</td>
<td>957-8230</td>
</tr>
<tr>
<td>2  Capt. Ed Angelette</td>
<td>601-749-8736</td>
<td>237-3239</td>
</tr>
<tr>
<td>3  Leonard Spalluto</td>
<td>392-3247</td>
<td>237-4566</td>
</tr>
</tbody>
</table>

7. **Fender Team Vessel (Pile Driver) Emergency**  
(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Joey Winn</td>
<td>601-749-3723</td>
<td>957-9320</td>
</tr>
<tr>
<td>2  Leonard Spalluto</td>
<td>392-3247</td>
<td>237-4566</td>
</tr>
<tr>
<td>3  Jerry Brady</td>
<td>1-848-9255</td>
<td>606-9277</td>
</tr>
</tbody>
</table>

8. **Information Technology Emergency**

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Sidney Fauria</td>
<td>945-5345</td>
<td>473-0835</td>
</tr>
<tr>
<td>2  Karen O’Brien</td>
<td>985-863-2156</td>
<td>251-7879</td>
</tr>
</tbody>
</table>

9. **Port Administration Building Emergency**  
(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Director of Administration</td>
<td>Cynthia Swain</td>
<td>246-1983</td>
</tr>
<tr>
<td>2  Lt. Joseph Labarriere</td>
<td></td>
<td>905-6256</td>
</tr>
<tr>
<td>3  Troy Stone</td>
<td></td>
<td>940-7122</td>
</tr>
<tr>
<td>4  Reynard Foster</td>
<td></td>
<td>813-5543</td>
</tr>
<tr>
<td>5  Terry Martin</td>
<td></td>
<td>230-7280</td>
</tr>
</tbody>
</table>

10. **River Closures**
11. Accidents/Incidents Involving On and Off Duty Board Employees Which Results In A Personal Injury to Anyone or Damage to Board Vehicles or Property
(Contact all of the following persons)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Safety</td>
<td></td>
<td>348-3570</td>
</tr>
<tr>
<td>William Langer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Vehicular Accidents Only</td>
<td></td>
<td>296-3951</td>
</tr>
<tr>
<td>Wilmot Shows</td>
<td></td>
<td>296-3951</td>
</tr>
<tr>
<td>Terry Hannon</td>
<td>601-958-1040</td>
<td>813-8435</td>
</tr>
<tr>
<td></td>
<td>504-309-5867</td>
<td></td>
</tr>
</tbody>
</table>

12. Accidents/Incidents That Occur on Board Property and Result in Serious Injury or Death of any Persons
(Contact both persons)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Communications Director</td>
<td></td>
<td>723-6206</td>
</tr>
<tr>
<td>Matthew Gresham</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. All Hazmat Incidents That Occur on Board Property or Affect Its Operations
(Contact all of the following persons)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Communications Director</td>
<td></td>
<td>723-6206</td>
</tr>
<tr>
<td>Matthew Gresham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Port Development</td>
<td></td>
<td>723-0233</td>
</tr>
<tr>
<td>Catherine Dunn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Cranes</td>
<td></td>
<td>231-5692</td>
</tr>
<tr>
<td>Andre’ Johnson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Cranes  
   Jason Gervais  
   236-8663

14. Accidents/Incidents Involving A Board Construction Site  
   (Contact one person)  

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jay Meliet</td>
<td>466-4286</td>
<td>957-5102</td>
</tr>
<tr>
<td>2 David Guarino</td>
<td>985-863-7398</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

15. River Alert Network Incidents  
   (Contact both persons)  

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Communications Director</td>
<td></td>
<td>723-6206</td>
</tr>
<tr>
<td>Matthew Gresham</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Street Closures (Any Artery on Board Property or Leading to Board Property That May Affect Port Operations) That Occur Spontaneously Due to Emergencies Such As Weather Conditions or Structural Damages  

A. Port Safety & Security  

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Port Operations  

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Port Development  
   (Contact one person, in order listed)  

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director, Port Development</td>
<td></td>
<td>473-3470</td>
</tr>
<tr>
<td>Deborah Keller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deputy Director Port Development</td>
<td></td>
<td>723-0233</td>
</tr>
<tr>
<td>Catherine Dunn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Capital Improvement Program Manager</td>
<td>985-863-7398</td>
<td>957-6855</td>
</tr>
<tr>
<td>David Guarino</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D. **Cruise and Tourism**

(Contact both persons, only for street closures in the CBD or interstate approaches affecting cruise ship operations)

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director, Cruise &amp; Tourism</td>
<td>861-7226</td>
<td>606-4380</td>
</tr>
<tr>
<td>J. Robert Jumonville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deputy Director, Cruise &amp; Tourism</td>
<td>985-624-2626</td>
<td>957-3038</td>
</tr>
<tr>
<td>Johnny Cefalu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. **Building Services**

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Troy Stone</td>
<td>243-5118</td>
<td>940-7122</td>
</tr>
<tr>
<td>2 Reynard Foster</td>
<td>482-6466</td>
<td>813-5543</td>
</tr>
</tbody>
</table>

17. **Industrial Properties/Real Estate**

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Chris Bonura</td>
<td>488-1397</td>
<td>606-5807</td>
</tr>
<tr>
<td>2 Chris Donner</td>
<td></td>
<td>343-8245</td>
</tr>
</tbody>
</table>

**EMERGENCY NOTIFICATIONS**

**DURING NORMAL WORK HOURS**

1. **All Vessel Allisions to Wharves and Fires**

A. **Engineering**

(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bill Cromartie</td>
<td>528-3309</td>
<td>251-2393</td>
</tr>
<tr>
<td>2 Bill Rivera</td>
<td>528-3294</td>
<td>237-3889</td>
</tr>
<tr>
<td>3 Darren Austin</td>
<td>528-3416</td>
<td>994-5967</td>
</tr>
<tr>
<td>4 David Guarino</td>
<td>528-3312</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

Note: During normal work hours, the person in the Engineering Dept., as listed above, who is contacted by HPD, must make contact with the managers of the following departments, or in their absence, the person in charge of these departments, at the time the vessel allision is reported by HPD to the Engineering Department:
2. **Bridge and Bridge Fender System Emergencies Including Any Arteries That Would Impede Use of Any Port Owned Bridge**

(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Johnson</td>
<td>528-3543</td>
<td>237-4601</td>
</tr>
<tr>
<td>Darren Rodgers</td>
<td>241-3309</td>
<td>237-4809</td>
</tr>
<tr>
<td>Randy Songy</td>
<td>528-3502</td>
<td>296-1204</td>
</tr>
<tr>
<td>Ryan Bylsma</td>
<td>528-3409</td>
<td>239-8391</td>
</tr>
<tr>
<td>David Guarino</td>
<td>528-3312</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

3. **CHT Traffic Signal Malfunction/Damage and Other Property Damage Emergencies Excluding Vessel Allisions, Fires, and Bridges**

(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jimmy Brown</td>
<td>528-3504</td>
<td>251-9883</td>
</tr>
<tr>
<td>Patrick McDonald</td>
<td>528-3505</td>
<td>575-6111</td>
</tr>
<tr>
<td>Ryan Bylsma</td>
<td>528-3409</td>
<td>239-8391</td>
</tr>
</tbody>
</table>

Note: During normal work hours, facility services must notify terminal operations of property damage emergencies excluding vessel allusions and bridges.

4. **Container Crane and Cruise Terminal Gangway Emergencies**

(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andre’ Johnson</td>
<td>528-3438</td>
<td>231-5692</td>
</tr>
<tr>
<td>Bryan Burger</td>
<td>528-3415</td>
<td>352-3199</td>
</tr>
<tr>
<td>Jason Gervais</td>
<td>528-3439</td>
<td>236-8663</td>
</tr>
<tr>
<td>Andree’ Fant</td>
<td>528-3321</td>
<td>905-4031</td>
</tr>
</tbody>
</table>

5. **Cruise and Tourism Emergencies. All Accidents/Incidents That Occur on Board Property and Result in Damages, Serious Injury or Death of any Person(s)**

(Contact all of the following persons/departments)
<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Director of Operations</td>
<td></td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2   Director of Cruise &amp; Tourism</td>
<td></td>
<td>606-4380</td>
</tr>
<tr>
<td>J. Robert Jumonville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3   Deputy Director of Cruise and Tourism</td>
<td></td>
<td>957-3038</td>
</tr>
<tr>
<td>Johnny Cefalu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **Dredge Vessel Emergencies**  
(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Chris Wyckoff</td>
<td>528-3414</td>
<td>957-8230</td>
</tr>
<tr>
<td>2  Capt. Ed. Angelette</td>
<td>237-3239</td>
<td></td>
</tr>
<tr>
<td>3  Leonard Spalluto</td>
<td>528-3315</td>
<td>237-4566</td>
</tr>
</tbody>
</table>

7. **Inspection Department /Underwater Detection Vessel**  
(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Ronald Partridge</td>
<td>899-8133</td>
<td>251-1919</td>
</tr>
<tr>
<td>2  Makai Brown</td>
<td>899-8133</td>
<td>609-5976</td>
</tr>
<tr>
<td>3  Chris Wyckoff</td>
<td>528-3414</td>
<td>957-8230</td>
</tr>
<tr>
<td>4  Leonard Spalluto</td>
<td>528-3315</td>
<td>237-4566</td>
</tr>
</tbody>
</table>

8. **Fender Team Vessel (Piledriver) Emergencies**  
(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Joey Winn</td>
<td>528-3314</td>
<td>957-9320</td>
</tr>
<tr>
<td>2  Leonard Spalluto</td>
<td>528-3315</td>
<td>237-4566</td>
</tr>
<tr>
<td>3  Jerry Brady</td>
<td></td>
<td>606-9277</td>
</tr>
</tbody>
</table>

9. **Information Technology Emergencies**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Sidney Fauria</td>
<td>528-3565</td>
<td>473-0835</td>
</tr>
<tr>
<td>2  Karen O’Brien</td>
<td>528-3567</td>
<td>251-7879</td>
</tr>
</tbody>
</table>

10. **Ship Service Water**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Janis Varnado</td>
<td>528-3500</td>
</tr>
</tbody>
</table>

11. **Port Administration Building Emergency**
12. River Closures

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>
| 1 Director of Operations  
  Paul Zimmermann      | 528-3406 | 813-7009  |

13. Accidents /Incidents Involving Board Employees On and Off Duty Which Result in Personal Injury to Anyone or Damage to Board Vehicles/Property

(Contact all of the following persons/departments)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>
| 1 Director of Operations  
  Paul Zimmermann      | 528-3406 | 813-7009  |
| 2 Safety              
  William Langer       | 528-3424 |         |
| 3 Vehicular Accidents Only  
  Wilmot Shows 
  Terry Hannon          | 528-3514 | 296-3951  |
| 4 Human Resources Director  
  Gwendolyn Hager       | 528-3268 | 236-1354  |

14. Accidents/Incidents That Occur on Board Property and Result in Serious Injury or Death of Any Person(s)

(Contact both persons)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>
| 1 Director of Operations  
  Paul Zimmermann      | 528-3406 | 813-7009  |
| 2 Communications Director  
  Matthew Gresham      | 528-3255 | 723-6206  |

15. River Alert Network Incidents

(Contact both persons)
### 16. All Hazmat Incidents That Occur on Board Property And/Or Affects Its Operations

(Contact all of the following persons/departments)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Operations</td>
<td>528-3406</td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Director</td>
<td>528-3255</td>
<td>723-6206</td>
</tr>
<tr>
<td>Matthew Gresham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port Development</td>
<td>528-3215</td>
<td>723-0233</td>
</tr>
<tr>
<td>Catherine Dunn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 17. All Accidents/Incidents Involving a Board Construction Site

(Contact one person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Meliet</td>
<td>528-3293</td>
<td>957-5102</td>
</tr>
<tr>
<td>David Guarino</td>
<td>528-3312</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

### 18. Street Closures (To Include Any Artery on Board Property or Leading to Board Property That May Affect Port Operations) That Occur Spontaneously Due to Emergencies Such as Weather Conditions or Structural Damages

**A. Port Safety & Security**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Operations</td>
<td>528-3406</td>
<td>813-7009</td>
</tr>
<tr>
<td>Paul Zimmermann</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. Port Operations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. **Port Development**  
(Contact one person, in order listed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director, Port Development Deborah Keller</td>
<td>528-3297</td>
<td>473-3470</td>
</tr>
<tr>
<td>2 Deputy Director, Port Development Catherine Dunn</td>
<td>528-3215</td>
<td>723-0233</td>
</tr>
<tr>
<td>3 Capital Improvement Program Manager David Guarino</td>
<td>528-3312</td>
<td>957-6865</td>
</tr>
</tbody>
</table>

D. **Cruise and Tourism**  
(Contact both persons, only for street closures in the CBD or on Interstate approaches affecting cruise ship operations)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Director, Cruise and Tourism J. Robert Jumonville</td>
<td>528-3230</td>
<td>606-4380</td>
</tr>
<tr>
<td>2 Deputy Director, Cruise and Tourism Johnny Cefalu</td>
<td>528-3219</td>
<td>957-3038</td>
</tr>
</tbody>
</table>

E. **Building Services**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Troy Stone</td>
<td>528-3383</td>
<td>940-7122</td>
</tr>
<tr>
<td>2 Reynard Foster</td>
<td>528-3531</td>
<td>813-5543</td>
</tr>
</tbody>
</table>

19. **Industrial Properties/Real Estate**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Chris Bonura</td>
<td>528-3222</td>
<td>606-5807</td>
</tr>
<tr>
<td>2 Chris Donner</td>
<td>528-3322</td>
<td>343-8245</td>
</tr>
</tbody>
</table>
HARBOR POLICE DEPARTMENT: 891-7585