

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

## PURPOSE

The Hurricane Preparedness & Response Plan is designed for the purpose of providing maximum safety for all personnel in the event of a storm threat. It is intended that all precautions will be taken sufficiently in advance to prevent increasing risk to personnel and equipment involved in any activity inherent to preparing for the hurricane. A well-executed program will require careful planning and close cooperation by all persons involved. ***In all cases personal safety will be the foremost consideration.***

## SCOPE

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

The Corporate HSE Department and Operations Department are responsible for monitoring of weather conditions to determine whether emergency precautions should be initiated prior to the time forecasted by weather advisories. Each Manager and Supervisor has the responsibility and authority to safeguard personnel and equipment at their location. Any indications of deteriorating local conditions should be reported to the Operations Manager, or HSE on-call personnel. The decision to evacuate will be the responsibility of the General Manager of Operations, based upon recommendations of the Corporate HSE Department, on-site personnel and Operations Managers in conjunction with the customer’s evacuation plan. In the event communication is lost between the work crews and the office, the Operations Manager or Supervisor has the responsibility and authority to order evacuation.

Official evacuation orders come from the parish president, but our Company will closely monitor weather activity that may affect our operational locations. The Company will report on approaching storms using the following storm phases:

- Seasonal Alert
- Phase I – Storm Watch
- Phase II - Voluntary Evacuation
- Phase III - Recommended Evacuation
- Phase IV - Mandatory Evacuation
- Phase V – Storm in Area
- Recovery Phase

## STORM PHASES

- ***Seasonal Alert:*** *This alert indicates the beginning of hurricane season, which lasts from June 1<sup>st</sup> through November 30<sup>th</sup> of each year.*
  - This seasonal alert serves as a reminder that as storm season begins, it is time to review the facility’s plan for storm season and update contact information. There is no storm or weather condition associated with this phase.
- ***Phase I - Storm Watch:*** *This phase indicates that a weather condition in the Gulf of Mexico that is expected to affect the Gulf Coast of the United States within 96 hours.*
  - When you see a Phase I alert, there is a new weather condition developing, and we are watching it for potential effects to our operational areas.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

- **Phase II** - *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 72 hours.*
  - Voluntary evacuation advisories for low lying areas by parish and port officials can be expected.
- **Phase III** - *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 50 hours.*
  - Recommended evacuations of Grand Isle, LA, (Jefferson Parish), Venice, LA (Plaquemines Parish), and Port Fourchon, LA (Lafourche Parish) by parish and port officials can be expected. Recommended evacuations of areas south of the Intracoastal Waterway (ICW) and outside any levee protection system by the Governor's Office of Homeland Security and Emergency Preparedness can be expected.
- **Phase IV** - *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 36 hours.*
  - Mandatory evacuations of Grand Isle, LA, (Jefferson Parish), Venice, LA (Plaquemines Parish), and Port Fourchon, LA (Lafourche Parish) and all areas south of the Leon Theriot Floodgates (Lafourche Parish) by parish and port officials can be expected. Recommended evacuations of areas south of I-10, which are levee protected but remain vulnerable, by the Governor's Office of Homeland Security and Emergency Preparedness, can be expected.
- **Phase V** - *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 24 hours.*
  - Recommended evacuations of the East side of the Mississippi River in the New Orleans Metropolitan area, which are levee protected but remain vulnerable, by the Governor's Office of Homeland Security and Emergency Preparedness can be expected.
- **Recovery Phase** - *This phase indicates that the storm has passed and Company personnel are beginning the state and local Tier re-entry process by entering the area, assessing the damages to company buildings and facilities, clearing manageable debris and formulating the post storm Business Continuity Plan.*

## STORM PHASE ACTIONS

**Phase I Actions** - *This condition is present from the beginning of hurricane season until phase II occurs or the end of hurricane season is reached.*

### Office Personnel

#### Operations Department

- All managers will be notified of the storm condition status as well as any changes.
- Advise office employees of approaching storm and initiation of company Hurricane Preparedness & Response Plan.
- Review and discuss company evacuation plans with department heads.
- Ensure department heads have updated contact information of all employees.
- Ensure each department submits a client and customer contact list.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

- Discuss crew evacuation and corresponding supervisors for communication purposes during evacuation times.
- Discuss client and customer evacuation plans (i.e. special evacuation requirements)

#### Fabrication Facilities

- All managers will be notified of the storm condition status as well as any changes.
- Advise office employees of approaching storm and initiation of company Hurricane Preparedness & Response Plan.
- Review and discuss company evacuation plans with department heads.
- Ensure department heads have updated contact information of all employees.
- Ensure each department submits a client and customer contact list (if needed).
- Locate and determine a vehicle and equipment relocation site.
- Assure all facilities have generators, if needed.
- Assure all facilities have extra fuel tanks.

#### Corporate HSE Department

- All managers will be notified of the storm condition status as well as any changes.
- Advise office employees of approaching storm and initiation of company Hurricane Preparedness & Response Plan.
- Review and discuss company evacuation plans with department heads.
- Ensure department heads have updated contact information of all employees.
- Ensure each department submits a client and customer contact list.
- Create a list of essential personnel to attain Tier II credentials needed for re-entry into operational parishes following a storm.
- Communicate any major hurricane evacuation concerns, comments or suggestions and contact information with the Greater Lafourche Port Commission, Lafourche Parish Government, etc.
- Ensure all emergency contact information plans with supervisors.
- Identify type, quantity, service providers, and rate plans for portable and stationary satellite phones.

#### Vessel/Marine Terminal Department

- All managers will be notified of the storm condition status as well as any changes.
- Advise office employees of approaching storm and initiation of company Hurricane Preparedness & Response Plan.
- Review and discuss company evacuation plans with department heads.
- Ensure department heads have updated contact information of all employees.
- Ensure each department submits a client and customer contact list.
- Discuss company evacuation plans (i.e. required maintenance prior to evacuation)
- Discuss crew evacuation and corresponding supervisors for communication purposes during evacuation times.
- Discuss client and customer evacuation plans (i.e. special evacuation requirements)
- Be thoughtful of stock piling any loose materials of excess items that could fly or be damaged if Port Fourchon is affected by a hurricane.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

- Assure the Port Commission has facility contact information for storm related communications.

**Phase II Actions** - *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 72 hours.*

## **Office Personnel**

### Operations Department

- Contact all employees to ensure they are aware of the approaching storm.
- Ensure a written crew change schedule for the upcoming 2 weeks.
- Discuss any general client and customer issues, have an updated client and customer list and a list of phone numbers prior to possible evacuation.
- Have all supervisors keep a current phone list of everyone on their crews.
- Communications should be regularly maintained.
- Make contact with Bunkhouse residents to arrange alternative housing as needed.
- Designate a location at the facility to post a weather map for tracking the storm and for monitoring storm conditions. The storm's position and status will be updated when official information is released from the National Hurricane Center.

### Fabrication Facilities

- Contact all employees to ensure they are aware of the approaching storm.
- Familiarize personnel with hurricane securing procedures. Inventory rope and other material needed to secure items (material, equipment, etc.) that will be remaining in the facility yard.
- Have all hazardous waste being stored on the yard removed to an approved disposal site.
- Communications should be regularly maintained.
- Ensure a vehicle and equipment relocation site.
- Designate a location at the facility to post a weather map for tracking the storm and for monitoring storm conditions. The storm's position and status will be updated when official information is released from the National Hurricane Center.

### Corporate HSE Department

- Contact all employees to ensure they are aware of the approaching storm.
- Ensure that all communications equipment and portable radios are in proper working order and assigned to key personnel.
- Communications should be regularly maintained.
- Identify the Incident Command Team members, how the team would be constructed, when they leave the area, where they go when they leave and time frames on how soon before a storm they are relocated.
- Identify a physical location for remote evacuation location (Houston, etc.).
- Identify capacity of remote evacuation location (office space, phone lines, wireless internet, hotels, extra phone lines, etc.)
- Designate a single POC to send emails, post information on website, etc and hold pre-crisis meeting based on phases.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

- Designate a location at the facility to post a weather map for tracking the storm and for monitoring storm conditions. The storm's position and status will be updated when official information is released from the National Hurricane Center.

#### Vessel/Marine Terminal Department

- Contact all employees to ensure they are aware of the approaching storm.
- Discuss any general equipment and vessel issues.
- Monitor locations of vessels and equipment, and have all of the vessels affected verify that fuel and grocery supplies are sufficient.
- Communications should be regularly maintained.
- Designate a location at the facility to post a weather map for tracking the storm and for monitoring storm conditions. The storm's position and status will be updated when official information is released from the National Hurricane Center.
- Begin securing, fastening down, or moving equipment out of port.
- Determine special needs and intentions of vessels moored at facility.
- Check email, fax, text messages, port website, or call port's public information line daily to get up to date information on approaching storm from the port commission.

#### Finance Department

- Contact all employees to ensure they are aware of the approaching storm.
- Ensure company payroll is being updated as required.
- Communications should be regularly maintained.
- Ensure the availability and perform payroll systems check at remote evacuation location.
- Provide adequate clerks for processing checks and invoices.
- Designate a location at the facility to post a weather map for tracking the storm and for monitoring storm conditions. The storm's position and status will be updated when official information is released from the National Hurricane Center.

**Phase III Actions** – *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 50 hours.*

#### **Office Personnel**

##### Operations Department

- Managers should meet with employees within their department to determine what projects need to be completed prior to evacuating the office.
- Steps should be taken to wrap up these projects promptly.
- Discuss departmental crew change plan.
- Ensure clients have our crisis plan and contact numbers to contact us immediately following a crisis.
- Develop a process for canceling or changing crew changes before the crisis.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

### Fabrication Facilities

- Managers should meet with employees within their department to determine what projects need to be completed prior to evacuating the office.
- Steps should be taken to wrap up these projects promptly.
- Yard crews should begin securing the office facilities and clearing the grounds of any loose objects.
- Ensure that all facility equipment (forklifts, cranes, cherry pickers, and emergency generators) is in good working order. Also, this equipment must be topped off with fuel and fluids.
- Secure all transfer fuel hoses and coil them on a pallet. The hoses must be stowed in an enclosed shelter and elevated as high as practicable.
- All scrap containers are to be emptied.
- Protect all external windows.
- Fill each bulk storage tank to at least 50% capacity.
- All welding machines located outside enclosed buildings shall be moved to secured locations.
- Develop plan for permanent generator power to handle entire office and facility.
- Retrieve all generators that belong at the facility.
- Confirm location of all company vehicles prior to storm.
- Retrieve all trailers, golf carts and utility vehicles and secure.
- Ensure that the company has the maximum amount of gasoline and diesel.
- Fuel main tanks and tote tanks.
- 4x4s, clean up equipment, chainsaws, etc. readily available in the warehouse.
- Find a location to store additional tanks of fuel.
- Identify outside vendors/inner companies capable of supplying us with generators if none are available.

### Corporate HSE Department

- Managers should meet with employees within their department to determine what projects need to be completed prior to evacuating the office.
- Steps should be taken to wrap up these projects promptly.
- Set up weather watch to observe and record weather conditions and approaching storm.
- Maintain frequent communications with the sheriff's office, harbor police and local civil defense officials to discuss possible plans for evacuation.
- Back-up all computers and save back-ups in a secured location.
- Assure high speed internet and phone services at remote locations.
- Identify and distribute how employees can check and send e-mail from offsite (web-mail) during a crisis with the office not being powered up.
- Status of phone use and text messaging in all our areas of operation.
- OTC Medication availability on-site, as well as first aid supplies.



Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

#### Vessels/Marine Terminal Department

- Managers should meet with employees within their department to determine what projects need to be completed prior to evacuating office.
- Steps should be taken to wrap up these projects promptly.
- Vessel crews should secure all loose gear and determine either a safe harbor plan or a possible route to circumnavigate the storm.
- All vessel plans should be approved by the Marine Manager.
- All vessels in the water are to be secured with adequate line to allow for rising waters.
- Determine a process for communicating with vessels. Identify personnel willing to evacuate to the area where the vessels are traveling to assist with repairs.
- Discuss departmental crew change plan.
- Non-essential personnel should evacuate port.
- Secure hazards and clear nonessential equipment from facility grounds such as pallets, lumber, stone, etc.
- All small craft owned by the facility that can be hauled out or trailered should be removed from the water and secured well away from the effects of possible storm surge and high winds.
- Prepare office areas to minimize water intrusion damage.
- Secure buildings to prevent storm damage by applying storm shutters or plywood over windows or doors.
- Secure fuel tanks and storage areas.
- Check regularly for up-to-date info from the Port Commission on the approaching storm.
- No NEW mooring dolphin rentals will be accepted once Phase III is activated. All unleased mooring dolphins will be considered first come, first served until the storm has passed.

#### Finance Department

- Managers should meet with employees within their department to determine what projects need to be completed prior to evacuating the office.
- Steps should be taken to wrap up these projects promptly.
- Ensure latest updated payroll on hard copy to be turned in before evacuation.
- Print out list of payroll and contact numbers prior to crisis.

**Phase IV Actions** – *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 36 hours.*

#### **Office Personnel**

##### Operations Department

- Managers should release all unnecessary personnel and secure their respective departments.
- Freeze all crew changes.
- Finalize client and customer evacuation plans.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

#### Fabrication Facilities

- Managers should release all unnecessary personnel and secure their respective departments.
- Facility management personnel will conduct an inspection of the entire facility to ensure compliance with this plan.
- All electrical power to any building and equipment should be secured, where possible.
- Company vehicles and equipment are to be taken to determined location.
- Ensure that all facility bulk storage tank valves (diesel, lube oil, and potable water) are secured and locked in the closed position.
- Close the Parish Water District meter leading to facilities (if applicable).
- Ensure all interior overhead gantry cranes are tracked all the way to the edge of the wall of their buildings. Blocks shall be drawn all the way to the winch to prevent swinging.
- Cover the remote control panel of each overhead crane with a plastic bag. The control then must be secured to the nearest fixed support (handrail, support beam, etc).
- Move forklifts in warehouse or designated location.
- Boom down cranes into boom racks and matted at the highest level prior to evacuation.

#### Corporate HSE Department

- Managers should release all unnecessary personnel and secure their respective departments.
- Finalize company evacuation plans.
- Ensure updates to satellite office with final evacuation location and contact numbers, to include SAT phones.
- All personnel will be evacuated and designated personnel will carry a company portable VHF radio and charger along with personnel contact list.
- Set up Crisis Center/site for servers, workstations, printers, and network.

#### Vessels/Marine Terminal Department

- Managers should release all unnecessary personnel and secure their departments.
- Develop “post-hurricane” reorganization plan for vessels.
- Vessels affected by the storm should check-in every 12 hours by any means of communication possible.
- Any vessel remaining at the dock must have prior approval from management and must notify the Coast Guard of their intentions to remain in the area through the storm.
- After hurricane and evacuation procedures have been completed, and in the event that roads become impassable, crew boats will be utilized to evacuate shore base personnel to a predetermined location.
- Facility management personnel will conduct an inspection of the entire facility to ensure compliance with this plan.
- All electrical power to any building and equipment should be secured, where possible.
- Company vehicles and equipment are to be taken to determined location.
- Ensure that all facility bulk storage tank valves (diesel, lube oil, and potable water) are secured and locked in the closed position.
- Close the Parish Water District meter leading to facilities (if applicable).



Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

- Move forklifts to designated location.
- Boom down cranes into boom racks and matted at the highest level prior to evacuation.
- Shut off facility's utilities (water, power, gas) to minimize damage.
- Check regularly for up-to-date info from the Port Commission on the approaching storm.
- NOTE: Twelve hours after mandatory evacuation has been ordered, LA 1 will be closed to all vehicles south of the Leon Theriot Floodgates.

#### Finance Department

- Managers should release all unnecessary personnel and secure their respective departments.
- Ensure updated hard copies of payroll have been submitted by all departments (payroll must be finished through end of current period).

**Phase V Actions** – *This phase indicates that tropical force winds are expected to impact the Gulf Coast of the United States within 24 hours.*

#### **Office Personnel**

##### Operations Department

- All remaining office personnel should cease road operations and be prepared to help secure office facilities.
- All office personnel should be released and seeking safety from the storm.
- Verify that all equipment and vessels are safe and continually monitor storm information.
- Complete time sheets before leaving and bring with you.
- Commence final evacuation of the company Crisis Team.
- Will have digital copies of all contact information for all sites.
- Will have digital copies of all evacuation plans for all sites.
- Will support remote users in Crisis Center/site once site is setup.

##### Fabrication Facilities

- All remaining office personnel should cease road operations and be prepared to help secure office facilities.
- All office personnel should be released and seeking safety from the storm.
- Ensure all warehouse doors and all other buildings with sliding doors are secured with hurricane clips.

##### Corporate HSE Department

- All remaining office personnel should cease road operations and be prepared to help secure office facilities.
- All office personnel should be released and seeking safety from the storm.
- Will have 1 copy of backup archives.
- Will have 1 copy of all databases.
- Will have 1 copy of all software programs used by office.

Manual Section 7	Issue Date 06/01/04	Revision Date 06/15/21	Policy Number LLCP-082
	<b>Hurricane Preparedness &amp; Response Plan</b>		

- Will have 1 copy of all licenses regarding client software and server software.

#### Vessel/Marine Terminal Department

- All remaining office personnel should cease road operations and be prepared to help secure office facilities.
- All office personnel should be released and seeking safety from the storm.
- Vessels should be securely moored, anchored, or in transit around the storm, and should stay in contact with Marine manger.
- Continually monitor VHF channel 16, weather information, company radios and keep managers and supervisors informed every 12 hours or at 7am and 10pm regarding status.
- Ensure all doors and all other buildings with sliding doors are secured with hurricane clips.
- Check regularly for updates from the Port Commission.
- You can also visit the port's Weather and Storm Info page at [www.portfourchon.com](http://www.portfourchon.com) or call the Port's Public Information Line at (985) 798- 5335 to get up-to-date information on storms.

#### Finance Department

- All remaining office personnel should cease road operations and be prepared to help secure office facilities.
- All office personnel should be released and seeking safety from the storm.
- When the majority of office employees evacuate and all equipment is secured, load all essential computers and files, open work tickets, blank work tickets and place purchase order books into company vehicles and bring to determined location.

#### **Recovery Phase Actions**

- All office personnel should contact their respective managers for information regarding resumption of operations at the office.
- The purpose of the Recovery Phase is to ensure that the area is safe and operational as soon as possible after a storm.
- Please stay out of the disaster area until you are given clearance.
- Communicate with Sheriff's Office and the local civil defense office discussing possible re-entry.
- As soon as it is safe to resume operations, supervisors should contact Operations Manager for further instructions.
- Once roadways are opened and officials have surveyed the facility, supervisors will start to call in all personnel as directed.