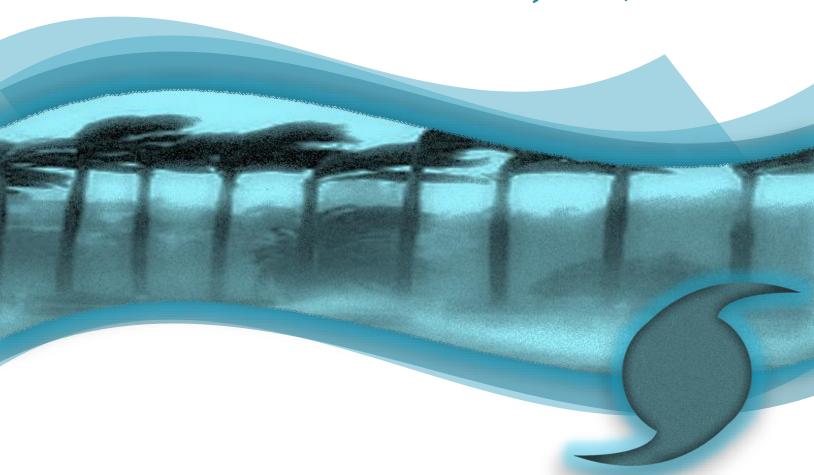


Hurricane Preparation, Response and Recovery Plan

Effective June 1, 2018



LAKE CHARLES HARBOR AND TERMINAL DISTRICT

HURRICANE PLAN JUNE 1, 2018

OVERVIEW	3
READINESS	3
USCG PORT CONDITION 4 (WHISKEY)	7
USCG PORT CONDITION 3 (X-RAY)	9
USCG PORT CONDITION 2 (YANKEE)	11
USCG PORT CONDITION 1 (ZULU)	12
RECOVERY	12
EMERGENCY CONTACT INFORMATION	16
APPENDIX A	24
APPENDIX B	25
APPENDIX C	28
APPENDIX D	29
APPENDIX E	31

Lake Charles Harbor and Terminal District

HURRICANE PLAN

OVERVIEW

The location of the Lake Charles Harbor and Terminal District (Port of Lake Charles, Louisiana), near the Gulf of Mexico, subjects the Port to hurricanes, flooding and tornadoes. Hurricanes, typically occur June through November and pose severe threats to port facilities. The Port and its tenants must prepare and respond appropriately. The intent of this Hurricane Plan is to establish basic procedures and assign annual planning and action responsibilities for securing Port facilities prior to an emergency and for assessment of damage and restoration of normal operations. This plan may also serve as a recovery guide in the wake of other natural disasters or emergencies. The specific execution of the plan will be at the discretion of the Executive Director given the circumstances of the natural disaster or emergency impacting the Port.

READINESS

The Port of Lake Charles will maintain normal readiness status throughout the hurricane season (June through November) unless the readiness condition is elevated.

When a storm enters the Gulf, each Director will review his/her readiness responsibilities to insure the Port is ready to face the storm.

- The normal readiness condition will generally consist of: Preparing to secure Port facilities including continually monitoring housekeeping of staff and tenants to minimize missile hazards of unsecured equipment, items and gear "adrift."
- Monitoring weather forecasts and storm development.
- Preparing for personnel protection and reasonable comfort during the emergency and undertaking resumption of Port activity after a disaster.
- Preparing to assess the extent of damage.
- Preparing to make immediate repairs to restore basic utilities for the Port and its tenants and to restore operations.
- Preparing to document insurance claims and requirements for necessary rehabilitation of damaged facilities.
- Planning through outreach efforts to prepare for the hurricane season, respond to specific threats, recover promptly, and to continue Port organization in an emergency.

In order to accomplish these goals, certain specific actions are assigned to Port staff as follows:

Revised: May 2018 Page 3 of 34 LCH&TD Hurricane Plan

Executive Director

- ✓ Review emergency funding powers.
- ✓ Ensure staff reviews and has appropriately updated the current plan. Amend the plan as may be necessary.
- ✓ Encourage development of updated checklists and equipment inspection lists to supplement this plan as may be necessary.
- ✓ Cause representation at annual community pre-hurricane season planning meetings and encourage attendance of Port tenants and labor providers.
- ✓ Sponsor Port readiness planning sessions to engage tenants, customers, service providers and labor. Verify labor-promised arrangements to rapidly reconstitute labor resources (estimated 30 volunteers needed) in any post-storm condition.
- ✓ Notify all Port tenants in writing of the start of the hurricane season and cause inspections of facilities and review of plans to secure Port facilities and to minimize damage.
- ✓ Plan to enable evacuations as necessary and as recommended by local authorities.
- ✓ Ensure arrangements for remotely managing Port reconstitution efforts.

Director of Administration and Finance

- ✓ Maintain and safeguard a complete video file of all Port owned or leased facilities ensuring that it is updated annually prior to June 1.
- ✓ With support from the General Counsel, explore seeking independent authority to secure FEMA assistance thereby streamlining the assistance processes. Review liaison with federal, state and local agencies to determine the extent of planning and post-disaster assistance available.
- ✓ Conduct an annual review of Port insurance adequacy.
- ✓ Ensure alternate email servers or systems are ready if necessary to ensure email continuity if the primary server is expected to become storm affected.
- ✓ Plan to back up data and email systems and to maintain those systems as long as possible through storm onslaught.
- ✓ Provide "walking papers" or use the security ID card system to identify critical employees to authorize necessary travel and to negotiate curfews. "Walking paper" should be wallet size, if possible and consistent with the requirements of the State's reentry plan promulgated by the State Police.
- ✓ Update phone lists including known cell phones for all employees. Establish lists of essential staff, release and recall priorities. Develop and maintain hurricane related website information and encourage all staff to routinely monitor available information. Update that information with information available from AAPA, PAL and staff resources.
- ✓ Re-supply food and water to support critical staff (twenty [20] people for seven [7] days) that is expected to weather the storm. Stock military-style meals ready to eat (MRE's).

Revised: May 2018 Page 4 of 34 LCH&TD Hurricane Plan

✓ Fill, seal and store potable water in safe areas (at least 148 gallons).

Director of Navigation

✓

- ✓ Ensure that a thorough review of the Hurricane Plan is made at least annually and that a critique is conducted subsequent to each storm event impacting the District.
- ✓ Plan to reserve mooring space for certain vessels taking refuge at District-operated facilities to make immediately available the pilot boats and harbor tugs.
- ✓ Encourage the Lake Charles Pilots and/or the CRWHSC Navigation & Infrastructure Subcommittee to provide the USCG with a listing of minimally essential aids to navigation for preplanning recovery efforts.
- ✓ Arrange fuel availability options for survey and patrol efforts.
- ✓ Arrange for a NOAA survey boat to be immediately available after the storm passes in order to begin work on clearing the channel.

Director of Operations

- ✓ Establish employee work priorities by revising duty lists as may be necessary.
- ✓ Identify and maintain lists of communication contacts for essential personnel including selected Port staff, labor leadership, and tenants.

✓

- ✓ Ensure that operations-essential emergency communications equipment is checked and maintained in a ready condition.
- ✓ Review mutual-support plans and plan coordination with railroad management, customers, stevedores, and tenants.
- ✓ Provide necessary support for personnel responsible for maintaining District—operated properties reasonably free of missile hazards.
- ✓ Check supplies of materials/equipment necessary to perform all planned tasks.
- ✓ Ensure arrangements for contractors to be available for emergency services on a contingency basis.
- ✓ Pre-load a container of supplies for BT-1.
- ✓ Work with the Director of Navigation & Security to reserve mooring space for certain vessels taking refuge at District-operated facilities to make pilot boats and harbor tugs immediately available with no vessels moored outboard of those essential vessels and to moor similar vessels together with lighter vessels moored outboard.
- ✓ Maintain a running up-to-date cargo and rail car inventory, insuring a hard copy of the inventory can be made at any time. The inventory should identify the supplier, cargo, quantity and location.

Revised: May 2018 Page 5 of 34 LCH&TD Hurricane Plan

Director of Engineering, Security, Maintenance & Development

Engineering and Development

- ✓ Inventory, service and test all equipment.
- ✓ Test generator connections at all critical offices, buildings and infrastructure (fuel & water).
- ✓ Conduct necessary safety and operational training.
- ✓ Ensure tenants and employees control the presence of "adrift" materials throughout Port properties.
- ✓ Update plan to ensure availability of emergency power.
- ✓ Inspect and repair, as necessary, all tie-down gear for Port equipment.
- ✓ Ensure availability of 12 sets of magnetic markings and yellow flashing lights for vehicles which might be operated by Port personnel.
- ✓ Pre-arranging contracts for conducting storm damage surveys.
- ✓ Plan to pre-stage emergency equipment and vehicles away from impact area. Ensure key availability and control.
- ✓ Maintain gasoline, propane and diesel fuel levels in vehicles and storage tanks at or greater than 50% during hurricane season.
- ✓ Establish employee work priorities by revising duty lists as may be necessary.
- ✓ Identify and maintain lists of communication contacts for essential personnel, including Port staff, labor leadership and tenants, who would be expected to be present during hurricane onslaught.

Security

- ✓ Test emergency power in Command and Control Center (CCC) and Administration Building and ensure availability of survival-supplies in CCC.
- ✓ Ensure the Harbor Police force maintains satellite phones and emergency radio communications equipment for use of the Harbor Police force and all critical staff. Establish radio frequencies for sharing security, operations and intelligence information at all staffed District properties.
- ✓ Ensure that Harbor Police maintains and safeguards current sets of keys to all locked spaces within District premises.
- ✓ Ensure that all appropriate personnel have training in the use of defibrillators.

Revised: May 2018 Page 6 of 34 LCH&TD Hurricane Plan

USCG Port Condition 4 (WHISKEY) Set when tropical storm force winds are expected within 72 hours

Executive Director

- ✓ Ensure notification of all port tenants, customers, labor and District personnel that a Hurricane Watch is in effect.
- ✓ Call a meeting of senior staff and critical entities to review the status of Hurricane Readiness preparations and Hurricane Watch assignments.

✓

- ✓ Notify evacuating employees, customers and associates of contact methods and requirements.
- ✓ Insure reentry authorizations are issued by the Director of Administration.

<u>Director of Engineering, Security, Maintenance and Development</u>

- ✓ Inspect all areas of the Port.
- ✓ Assure effective compliance with elevated conditions of preparedness
- ✓ Report non-compliance to appropriate staff to initiate corrective action.
- ✓ Fill all District vehicles with fuel and top off all bulk fuel tanks.
- ✓ Fill all elevated water tanks and isolate Water Tower #2.
- ✓ Secure and adequately sandbag the inside of doors at sheds and warehouses.

Director of Navigation

- ✓ Monitor anticipated vessel arrivals and sailings to ensure compliance with any established Calcasieu River Waterway Harbor Safety Committee policies and procedures. If feasible, vessels should complete cargo operations and be encouraged to sail at least 60 hours before the storm event is expected to impact the port area.
- ✓ Monitor, post, and share weather forecasts and projected storm track projections.
- ✓ Notify agents and pilots that vessels with Estimated Times of Arrival (ETA) of less than 72 hours prior to predicted tropical storm force winds should not attempt entry without special arrangements.
- ✓ Notify all vessels and agents and request vessel plans of action.
- ✓ Coordinate with the Lake Charles Pilots, Inc. and U.S. Coast Guard to set a scheduled deadline for feasible vessel sailings.
- ✓ Arrange with owners or agents to have all barges, tugs and small craft removed to a safe haven. Furnish those remaining at Port terminals guidance applicable to occupying berths during heavy weather. (Appendix D)

Revised: May 2018 Page 7 of 34 LCH&TD Hurricane Plan

- ✓ In cooperation with the US Coast Guard, cause relocation of vessels moored in the upper reaches (in Lake Charles, the lake itself) which could threaten the I-10 and railroad bridges.
- ✓ Discourage large vessels from seeking refuge above the railroad bridge.
- ✓ Consider restricting the channel to outbound traffic.
- ✓ Maintain liaison with US Army Corps of Engineers, US Coast Guard and other storm response teams through conference calls.
- ✓ Reserve Dock 8 as safe harbor for first response vessels.

Director of Operations

√

- ✓ Block stow containers, one-high if feasible.
- ✓ Move pre-loaded supply container to BT-1.

Revised: May 2018 Page 8 of 34 LCH&TD Hurricane Plan

USCG Port Condition 3 (X-RAY) Set when tropical storm force winds are expected within 48 hours

Executive Director

- ✓ Ensure notification of all Port tenants, users, and all Port employees by most expeditious means that a hurricane warning is in effect and that cargo handling operations should cease when directed.
- ✓ Cause inspections of all areas and make final preparations for hurricane force winds.
- ✓ Evacuate selected Port personnel when and as appropriate.

Director of Engineering, Security, Maintenance and Development

Engineering and Maintenance

- ✓ Restrict water system availabilities to emergency use only.
- ✓ Secure Power in the warehouses and other unoccupied buildings.
- ✓ Set water hours 0800 to 1000; 1300 to 1400 and 1700 to 1800.
- ✓ Restrict "hot work" when water is turned off.
- ✓ Management of all work crews transfer to the Operations Department.

Security

- ✓ Ensure availability of communication with local Office of Emergency Preparedness authorities.
- ✓ Establish a roving HPD fire watch during water restrictions.

Director of Navigation

- ✓ Prohibit vessels from taking refuge in the Industrial Canal turning basin.
- ✓ Determine availability of a vessel (preferably a harbor tug) which would agree to host the Harbormaster on board either during or immediately subsequent to storm onslaught.
- Maintain liaison with US Army Corps of Engineers, US Coast Guard and other storm response teams through conference calls.

Director of Operations

- ✓ Require cargo protection.
- ✓ Ensure stevedores relocate or secure all loose unanchored gear and equipment to a safe area.

Revised: May 2018 Page 9 of 34 LCH&TD Hurricane Plan

- ✓ As conditions permit, obtain emergency Berth Applications from vessels seeking shelter on Port premises (copy of application in Appendix D).
- ✓ Lash and secure all gantries, cranes, conveyors, and like equipment.
- ✓ Implement measures to cover cargo susceptible to damage.
- ✓ Place all valuable tools and equipment in trucks or railcars and move to secure areas.
- ✓ Move the remainder of the District's over-the-road equipment to a safe haven.
- ✓ Have high rail truck available.
- ✓ Management of all work crews transfer to the Operations Department.
- ✓ Cooperate with tenants and furnish them with latest emergency information.

Director of Administration and Finance

- ✓ Take appropriate measures to protect all District records and equipment.
- ✓ At the discretion of the Executive Director, arrange for controlled access to emergency funds, including arrangements for using a remote financial institution.

*Note: With a projected landfall of a hurricane, personnel may be ordered by the Executive Director to evacuate.

Revised: May 2018 Page 10 of 34 LCH&TD Hurricane Plan

USCG Port Condition 2 (YANKEE) Set when tropical storm force winds are expected within 24 hours

The Calcasieu Ship Channel may be closed at this time.

Executive Director

✓ Consider calling for a meeting of senior staff and critical entities to review the status of Hurricane Readiness and Watch preparations and Hurricane Warning assignments.

Director of Engineering, Security, Maintenance and Development

Engineering and Maintenance

- ✓ Complete storm preparations or evacuate as conditions dictate.
- ✓ Continue water hours as long as possible then secure the water system.
- ✓ Coordinate activities with Director of Operations.

Security

✓ Ensure continued security of District-operated terminals until weather conditions dictate sheltering security force personnel, and then secure all gates.

Director of Navigation

- ✓ Keep vessels advised of developments and monitor security measures taken by vessels assigned berthing space.
- ✓ Ensure that each vessel remaining at Port facilities is satisfactorily secured and crewed.
- ✓ Maintain liaison with US Army Corps of Engineers, US Coast Guard and other storm response teams through conference calls.

Director of Operations

- ✓ Examine areas for remaining potential missile hazards.
- ✓ Make any necessary changes to rosters of Emergency Response Teams.
- ✓ Consider releasing railcars to Union Pacific or repositioning railcars.
- ✓ Coordinate activities with Director of Engineering.

Revised: May 2018 Page 11 of 34 LCH&TD Hurricane Plan

USCG Port Condition 1 (ZULU) Set when tropical storm force winds are expected within 12 hours

Calcasieu Ship Channel will be closed when this condition is set.

All Directors

- Monitor situation.
- Ensure the safety of all personnel. Require periodic reports from staff that may need to temporarily leave designated areas of refuge.
- Maintain intra-staff communications. Radio calling protocol shall be used to first state the called person or unit, followed by identifying the caller.
- Limit refuge locations to the "bunker", aboard larger vessels having sought refuge at City Docks, and to gatehouses. NOTE: From previous lessons learned, had the remaining staff opted to weather the onslaught off Port premises, felled trees, downed power lines and flooding would have significantly delayed recovery!
- HPD to monitor mooring lines as water rises.

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Director of Navigation

Maintain liaison with US Army Corps of Engineers, US Coast Guard and other storm response teams through conference calls.

RECOVERY

(AFTER ONSLAUGHT)

After the hurricane passes, the Executive Director, Senior Staff, tenants, and others who may be present will assemble at the District's Administration Offices or at a predetermined alternate staffing reconstitution site (may likely be at the Port of Shreveport-Bossier) to assess damage and initiate action to restore operations.

- Priority 1 Actions taken immediately after the storm and normally completed in 1 to 2 days.
- Priority 2 Actions normally completed to 5 to 10 days.
- Priority 3 Actions completed when conditions permit.

Executive Director

Priority 1

Revised: May 2018 Page 12 of 34 LCH&TD Hurricane Plan

- ✓ Reestablish contact with appropriate governmental authorities to seek assistance for reactivating Port operations.
- ✓ Cause damage assessments involving terminals, vessels and cargo.

Priority 2

✓ Consider requesting the Board President to call a special meeting of the Board of Commissioners to review the assessment of damage and plan for full restoration of Port facilities.

Priority 3

- ✓ Staff the Administrative office.
- Express appreciation for extraordinary or especially effective services rendered during and subsequent to the storm.

Director of Administration and Finance

Priority 1

- ✓ Upon the lifting of the mandatory evacuation, ensure availability of post damagecondition photography and video.
- ✓ Ensure restoration of email and internet service ASAP.
- ✓ Establish cost records of all emergency expenses.
- ✓ Upon the lifting of the mandatory evacuation, notify employees of the time to return to work.

Priority 2

✓ Establish alternate staffing operations as necessary, taking advantage of the Caddo Bossier Port's offer to house computer servers. POC is Rick Nance, Director of Engineering & Planning, Direct Line: (318) 524-5221, cell: (318) 426-0877, email: rick@portsb.com. The physical address is: 6000 Doug Attaway Blvd., Shreveport, Louisiana 71115. The mailing address is: same as physical address. Main office phone number: (318) 524-2272, (answered between 8 and 5 Monday – Friday), website: http://www.portcb.com/, email: Port@portsb.com. Register FEMA claims by calling (800) 621-3362.

Priority 3

✓ Within 10 days of the lifting of the mandatory evacuation, restore the Administrative office to operation.

Director of Engineering, Maintenance, and Development

Priority 1

Engineering and Maintenance

✓ Assign a damage assessment team for generating reports of damage and recommendation of priorities.

Revised: May 2018 Page 13 of 34 LCH&TD Hurricane Plan

✓ Supervise Damage Assessment Teams.

Security

- ✓ Reestablish contact with the local Offices of Emergency Preparedness.
- ✓ Ensure security for District-operated properties. Restore operation of the Harbor Management & Security System.
- ✓ Restrict access to District facilities as may be appropriate.
- ✓ Amplify security measures as necessary to prevent vandalism and theft.
- ✓ Monitor mooring lines as water rises.

Priority 2

- ✓ Initiate repairs to water and electrical system.
- ✓ Engage contractors to assist with repairs.
- ✓ Ensure berth and warehouse operations subject to the availability of water for fire protection and power.

Director of Navigation

Priority 1

- Assume Harbormaster control by taking up residence on board a vessel (preferably a harbor tug) to take advantage of underway mobility and vessel communications resources.
- ✓ Arrange for temporary MARAD-sponsored shipboard housing for labor crews and administrative staff if other local housing and office space has been decimated or seriously damaged. MARAD points of contact include Bill Cahill, MARAD Director of Ship Operations, (202) 309-4608 (William.Cahill@dot.gov), James Murphy ... and Billy Greer, local MARAD representative, (409) 284-1427. The requesting process must be triggered by the State's FEMA Coordinating Officer. Approval of the State FEMA Coordinating Officer (presently Col Smith (225) 925-7352) is necessary to authorize FEMA submission of a Mission Assignment Document and funding line authorization to MARAD.
- ✓ Maintain communications with the Lake Charles Pilot Association and entities conducting navigation-related surveys including USN, USCG, USACE and NOAA. Participating in conference calls may be the most efficient method for maintaining necessary frequent communication.
- ✓ Confirm availability of fuel to support survey and patrol efforts.
- ✓ Maintain liaison with US Army Corps of Engineers, US Coast Guard and other storm response teams through conference calls.

Priority 2

✓

✓ Attempt to rapidly acquire hard copy results of channel and moorings surveys to expedite pilots' decisions regarding resumption of commercial navigation.

Revised: May 2018 Page 14 of 34 LCH&TD Hurricane Plan

✓ Ensure phased resumption of navigation ASAP.

Director of Operations

Priority 1

- ✓ Assemble recovery crews, including pre-planned labor reconstitution team, and equipment. Commence clean-up and repairs.
- ✓ Assist tenants as conditions and resources permit.

Priority 2

✓ Ensure berths' and warehouses' operation.

General Counsel

Priority 2

✓ Assist the Director of Administration and Finance to ensure availability of records archives.

Revised: May 2018 Page 15 of 34 LCH&TD Hurricane Plan

LAKE CHARLES HARBOR AND TERMINAL DISTRICT EMERGENCY CONTACT INFORMATION

Main Switchboard	(337) 439-3661
Harbor Police	
HPD Lieutenant Mobile	
Harbor Police Emergency	
Harbormaster	(337) 912-9817
Emergency	

Essential Personnel:

Andrew Ashworth (Crowley Marine)	Jacob Dimas (Crowley Marine)	Phillip Rogers (Sonic)
Asa (Dalton) Otis	Jacob Dubois	Ray McDaniel
Bernadette Keys	Jake Simon	Regan Brown
Brad Lewis	James Deculus	Richard Roy
Brad Thomas	Jamie Warshaw	Richert Self
Brian Cain (Crowley Marine)	Joe Ellen Elliot	Ricky Bastian (Crowley Marine)
Bridget Richie (Crowley Marine)	Joe Thornton (FMT)	Robert Gates
Bryan Nation	Johnathan Manuel	Robert Guillory
Channing Hayden	Jonathan (Jon) Ringo	Rockey Maddox
Charles Harris	José Rubio (IFG)	Ron Citizen
Chris Dugas (FMT)	Ken McCown	Samuel Holland
Chuck Martin (IFG)	Lauren Langner	Scottie Lyons
Clark Hayes	Lisa Talbot	Taylor Armistead
Cliff Barnes	Lulu Maddox	Terry Simon
Crystal Cormier	Marcus Moore	Therrance Chretien
Daniel Loughney	Mark Gaska (FMT)	Tiffany Fournet
Darrel Koonce (Crowley Marine)	Michael Dees	Timothy Atkins
Derek Schierloh	Michael McGovern (Crowley Marine)	Todd Lewis
Donald Brinkman	Michael Perry	Ulice John
Donald Singleton	Michael Witherspoon	Wesley Sonnier
Donald Verrette	Nick Pestello	William (Bill) Rase
Gloria Ramirez	Paul Vidal (Crowley Marine)	William (Todd) Henderson
Greg Pavellas (Crowley Marine)		

Evacuating port employees who cannot return for work when ordered to return shall make every effort to report their status and intentions by any available means. Staff shall also make every effort to monitor information which might be available through radio and television broadcasts and on websites maintained by the American Association of Ports Authorities (AAPA), Ports Association of Louisiana (PAL), and Port of Lake Charles.

Telecopy (fax):

Executive Offices	(337) 493-3523
Traffic	(337) 493-3529
Bulk Terminal # 1	(337) 493-3574

Revised: May 2018 Page 16 of 34 LCH&TD Hurricane Plan

VHF Marine Radio:

Harbor Police Channel 16

During the onslaught of a hurricane, on-duty security force personnel will remain in contact with local emergency responders by monitoring the Lake Charles Mutual Aid Radio network (800 megahertz).

Other liaisons include:

American Red Cross	(337) 478-5122
	(866) GET-INFO
	(866) 438-4636
Calcasieu Parish Office of Emergency Preparedness	
Calcasieu Parish Sheriff's Department	
Lake Charles Fire Department	
Lake Charles Pilots	` ,
Lake Charles Police Department	
Louisiana Emergency Preparedness	(225) 925-7500
Louisiana State Police (Lake Charles – Troop D)	(337) 491-2511
Louisiana State Police (Baton Rouge – Troop A)	` '
The Volunteer Center SWLA	
US Coast Guard	
"Hotlines" for consumer complaints about price gouging:	(800) 351-4889
Power:	
BECI	(337) 463 6221
Toll Free	` '
Moss Bluff	
Website	•
CLECO	(200) 622 6527
Website	` '
DEMCO	
Toll Free	(844) MY-DEMCO
	(844) 693-3626
Website	www.demco.org/
Entergy	(800) ENTERGY
	` ,
Power outages	` ,
·····	` '
Website	` ,
JDEC	
Power outages	
Website	www.jdec.org
SLEMCO	(337) 896-5384
Power outages	
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Website	<u>www.slemco.com</u>
State:	
Louisiana Attorney General Hurricane Hotline Baton Rouge Website	(225) 326-6079
Louisiana Department of Environmental Quality Toll Free Baton Rouge Website	(225) 219-LDEQ (5337)
Louisiana Department of Health and Hospitals Baton Rouge	
Louisiana Department of Insurance Toll Free Toll Free Baton Rouge Website	(800) 259-5301 (225) 342-5900
Louisiana Department of Labor Baton Rouge Website	` ,
Louisiana Department of Natural Resources Baton Rouge Website	` ,
Louisiana Department of Social Services Toll FreeOr	(888) 524-3578
Louisiana Department of Transportation Toll FreeOrBaton RougeWebsite	(877) 452-3683 (225) 379-1232
Louisiana Department of Wildlife & Fisheries Toll FreeBaton RougeWebsite	(225) 765-2800
Louisiana Governor's Office Toll FreeBaton RougeWebsite	(225) 342-7015
Louisiana Office of Homeland Security and Preparedness Toll Free	(800) 256-7036 (225) 925-7500
Louisiana Office of Tourism Toll FreeBaton RougeWebsite	(225) 635-0090

Troop A, Baton Rouge (225) 754-8500 Toll Free (800) 969-2059 Troop B, Kenner (504) 471-2775 Toll Free (800) 964-8076 Troop C, Gray (985) 857-3680 Toll Free (800) 659-5907 Troop D, Lake Charles (337) 491-2511 Toll Free (888) 225-5577 Troop E, Alexandria (318) 487-5911 Toll Free (800) 256-4160 Troop F, Monroe (318) 345-0000 Toll Free (866) 292-8320 Troop G, Bossier City (318) 3741-7411 Toll Free (866) 853-6580 Troop I, Lafayette (337) 262-5880 Toll Free (868) 853-6580 Toll Free (888) 788-8746 Troop L, Mandeville (985) 893-6250 Toll Free (888) 339-8659 Toll Free Road Closure Hotline (800) 469-4828 Traffic Information 511 Mobile (from any cell phone) "LSP ("577) Website www.lsp.org Louisiana State University Hurricane Center (504) 522-7330 Or <th>Louisiana State Police</th> <th></th>	Louisiana State Police	
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National Response Center (800) 424-8802	Sector New Orleans COOP – Case I Scenario	. (504) 846-6160
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Revised: May 2018 Page 20 of 34 LCH&TD Hurricane Plan

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Revised: May 2018 Page 21 of 34 LCH&TD Hurricane Plan

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^{**}FOR EMERGENCIES, CALL 911 IN ALL AREAS**

Revised: May 2018 Page 22 of 34 LCH&TD Hurricane Plan

^{**}FOR NON-EMERGENCY INFORMATION AND REFERRALS, CALL 211**

For additional resources, updates, and real-time data see the NOAA website:

http://www.ncddc.noaa.gov/NEWIS

The site provides direct linkage to local, state, and federal information as it pertains to severe weather preparation and monitoring across the Gulf of Mexico coastal region.

American Red Cross Lake Charles	` ,
Facility and the Dark of the Annual Control of the	
Environmental Protection Agency	. <u>www.epa.gov</u>
Federal Emergency Management Agency (FEMA)	,
National Oceanic and Atmospheric Administration (NOAA)	. <u>www.noaa.gov</u>
NOAA Office for Coastal Management	. www.coast.noaa.gov
NOAA National Centers for Environmental Information	. www.ncdc.noaa.gov
	. www.ncddc.noaa.gov
	. www.nodc.noaa.gov
NOAA National Data Buoy Center	. www.ndbc.noaa.gov
NOAA National Environmental Satellite, Data, and Information	. www.nesdis.noaa.gov
NOAA National Hurricane Center	. <u>www.nhc.noaa.gov</u>
NOAA National Weather Service	. <u>www.nws.noaa.gov</u>
US Department of Homeland Security	. www.dhs.gov

Revised: May 2018 Page 23 of 34 LCH&TD Hurricane Plan

APPENDIX A

Common Hurricane Terminology

Tropical Disturbance – Organized thunderstorm activity in the tropics or subtropics not associated with a front maintaining its identity for 24 hours or more.

Tropical Depression – A tropical low-pressure system in which the maximum sustained wind is 33 knots (38 mph) or less.

Tropical Storm – A tropical low-pressure system in which the maximum sustained wind is between 34 and 63 knots (39 to 73 mph).

Tropical Storm Watch – Issued when a tropical storm or forecast of tropical storm conditions poses a threat to coastal areas within 36 hours. A tropical storm watch will be issued if the system is forecast to attain hurricane strength.

Tropical Storm Warning - Issued when tropical storm conditions with sustained wind speeds of 39 to 73 mph are expected in coastal areas within 24 hours.

Hurricane Watch – Issued for a coastal area when there is a threat of hurricane conditions within 24 to 36 hours.

Hurricane Warnings – Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 64 knots or higher (74 mph or higher), and/or dangerously high tides and waves. Action for protection of life and property should begin immediately when a warning is issued.

Hurricane Intensity – Hurricanes are ranked 1 to 5 based on the Saffir-Simpson scale of strength:

Category 1: Winds from 74 to 95 mph; storm surge 4-5 feet; minimal damage

Category 2: Winds from 96 to 110 mph; storm surge 6-8 feet; moderate damage

Category 3: Winds from 111 to 130 mph; storm surge 9-12 feet; extensive damage

Category 4: Winds from 131 to 155 mph; storm surge 13-18 feet; extreme damage

Category 5: Winds greater than 155 mph; storm surge more than 18 feet high,

catastrophic damage

Revised: May 2018 Page 24 of 34 LCH&TD Hurricane Plan

APPENDIX B

Personal and Community Preparedness

Before the Hurricane Season

- Know the hurricane risks in your area.
- Learn safe escape routes.
- Learn location of official shelters.
- Review needs and working condition of emergency equipment, such as flashlights, battery-powered radios, etc.
- Ensure that non-perishable food and water supplies are on-hand.
- Obtain and store materials, such as plywood, necessary to properly secure private property.
- Clear loose and clogged rain gutters and downspouts.
- Keep trees and shrubbery trimmed.
- Determine where to move your boat in an emergency.
- Review your insurance policy.

When in a Watch Area . . .

- Frequently listen to radio, TV, or NOAA Weather Radio for official bulletins of the storm's progress.
- Fuel and service family vehicles.
- Inspect and secure mobile home tie downs.
- Prepare to cover all window and door openings with shutters or other shielding materials.
- Check batteries and stock up on canned food, first aid supplies, drinking water, and medications.
- Prepare to bring inside lawn furniture and other loose, lightweight objects, such as garbage cans, garden tools, etc.
- Have on hand and extra supply of cash.
- Moor small craft or move to safe shelter.
- Wedge sliding glass doors to prevent them from lifting off tracks.
- If considering moving to a shelter, make other arrangements for pets.

When in a Warning Area . . .

- Closely monitor radio, TV, or NOAA Weather Radio for official bulletins.
- Completely preparation activities, such as putting up storm shutters, storing loose objects, etc.
- Follow instructions issued by local officials. Leave immediately if told to do so!
- If evacuating, leave early (if possible, in daylight). Stay with friends or relatives, at a low-rise inland hotel/motel, or go to a pre-designated public shelter outside a flood zone.
- Leave mobile homes in any case.
- Notify neighbors and a family member outside of the warned area of your evacuation plans.
- Put food and water out for a pet if you cannot take it with you. Public health regulations
 do not allow pets in public shelters, nor do most hotels/motels allow them.

Revised: May 2018 Page 25 of 34 LCH&TD Hurricane Plan

- Board up garage and porch doors.
- Move valuables to upper floors.
- Use phone for emergencies only.
- Move boats on trailers close to house and fill boats with water to weight them down.
 Lash securely to trailer and use tie-downs to anchor trailer to ground or house.
- Stay indoors on the downwind side of house away from windows.

Plan to Evacuate if You . . .

- Live in a mobile home. They are unsafe in high winds, no matter how well fastened to the ground.
- Live on the coastline, an offshore island, or near a river or a flood plain.
- Live in a high-rise. Hurricane winds are stronger at higher evaluations.

When Evacuating . . .

- · Leave early, in daylight if possible.
- Take small valuables and papers but travel light.
- Take blankets or sleeping bags, flashlights, special foods and medication as required, infant needs and lightweight folding chairs.
- Leave food and water for pets.
- Lock up house.
- Drive carefully to nearest designated shelter, use recommended routes.
- Register every person arriving with you at the shelter.
- Be prepared to help shelter workers, if asked.

If Staying in a Home . . .

- Turn refrigerator to maximum cold and open only when necessary.
- Turn off utilities if told to do so by authorities.
- Turn off propane tanks.
- Unplug small appliances.
- Fill bathtub and large containers with water for sanitary purposes.
- Maintain 1 gallon of drinking water per person per day for the expected duration of the storm.

If Staying in a Home and Winds Become Strong . . .

- Stay away from windows and doors even if they are covered. Take refuge in a small interior room, closet, or hallway.
- Close all interior doors. Secure and brace external doors.
- If you are in a two-story house, go to an interior first-floor room, such as a bathroom or closet.
- If you are in a multiple-story building and away from the water, go to the first or second floors and take refuge in the halls or other interior rooms away from windows.
- Lie on the floor under a table or another sturdy object.

After the Storm

- Keep listening to radio, TV, or NOAA Weather Radio.
- Wait until an area is declared safe before entering.
- Roads may be closed for your protection. If you come upon a barricade or a flooded road, turn around and go another way!

Revised: May 2018 Page 26 of 34 LCH&TD Hurricane Plan

- Avoid weakened bridges and washed out roads. Do not drive into flooded areas.
- Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
- Check gas, water, and electrical lines and appliances for damage.
- Do not drink or prepare food with tap water until you are certain it is not contaminated.
- Avoid using candles and other open flames indoors. Use a flashlight to inspect for damage.
- Use the telephone to report life-threatening emergencies only.
- Be especially cautious if using a chainsaw to cut fallen trees.

Revised: May 2018 Page 27 of 34 LCH&TD Hurricane Plan

APPENDIX C

Louisiana Office of Homeland Security and Emergency Preparedness

Public Law 91-606 "The Disaster Relief Act of 1970" was superseded by the Stafford Act of 1988 which provides assistance for recovery needs of the Port in the wake of a natural disaster.

The Louisiana Office of Homeland Security and Emergency Preparedness will be contacted by the District to request assistance under the Stafford Act. This call to (225) 925-7500 can help in efforts to have the Parish declared a disaster area.

If the President of the United States declares disaster areas under the Act, and the District has sustained damage that would be covered under the Act, the District will prepare a report to the Louisiana Office of Homeland Security and Emergency Preparedness requesting assistance. The report should be sent to:

Louisiana Office of Homeland Security and Emergency Preparedness 7667 Independence Boulevard Baton Rouge, Louisiana 70806

Revised: May 2018 Page 28 of 34 LCH&TD Hurricane Plan

APPENDIX D

Emergency Berth Application and Assignment

To: Traffic Department Lake Charles Harbor & Terminal Distri P. O. Box 3753 Lake Charles, La 70602	Application #: ct Berth:
We hereby apply for berth:	
Name of Vessel:	Type:
Name of Line/Owners:	
Nationality:	
Agent:	
Registered Ton Gross:	
Insurance Co:	Amount of Insurance:
Arrival:	
We do hereby agree to be responsible for an	d to pay any and all damages incurred by the a result of our docking, shifting or sailing our
Person in Charge:	
Title:	
Time Occupying Berth: (Hrs.)	

IT IS UNDERSTOOD AND AGREED THAT THE LAKE CHARLES HARBOR & TERMINAL DISTRICT WILL NOT BE RESPONSIBLE FOR THE SAFETY OF ANY VESSEL OR ITS CARGO, NOR INJURY OR DAMAGE THERETO, NOR TO THE EMPLOYEES OF ANY VESSEL, THEIR AGENTS OR ASSIGNS, NOR TO THE PROPERTY OF ANY VESSEL OR THE PROPERTY OF ITS EMPLOYEES, AGENTS OR ASSIGNS REGARDLESS OF CAUSE OR SOURCE THEREOF, WHILE MOORED AT DISTRICT FACILITIES.

THUS, IN CONSIDERATION OF THE LAKE CHARLES HARBOR & TERMINAL DISTRICT GRANTING THE EMERGENCY BERTH APPLICATION FOR BERTHING AT THE FACILITIES OF THE DISTRICT, THE VESSEL AND ITS OWNERS AND AGENTS HEREBY AGREE THAT THE LAKE CHARLES HARBOR & TERMINAL DISTRICT SHALL NOT BE LIABLE TO THE VESSEL, ITS OWNERS, AGENTS OR CHARTERS IN ANY WAY FOR ANY INJURY OR DAMAGE TO THE VESSEL, ITS AGENTS, ASSIGNS, EMPLOYEES OR

Revised: May 2018 Page 29 of 34 LCH&TD Hurricane Plan

ANY PORTION OF THE VESSEL OR ITS CARGO. SPECIFICALLY, IT IS ACKNOWLEDGED THAT VESSELS MAY BE BERTHED SIDE BY SIDE AND THAT ANY RESULTING DAMAGES SHALL NOT BE THE RESPONSIBILITY OF THE DISTRICT.

The applicant furthermore agrees to abide by all rules and regulations shown in Lake Charles Harbor & Terminal District Tariff No. 013 and all customs of the District, and the following rules:

- 1. Visitors are generally not permitted without approval of Harbor Police.
- 2. Persons appearing to be under the influence of alcoholic beverages or controlled substances will be subject to arrest.
- 3. The parking of private vehicles inside Port premises is not permitted.
- 4. "Hot-work" on vessels is prohibited.
- 5. Crew must remain with the vessel. Crew arrival and departure shall be arranged with Harbor Police approval (337-493-3551).
- 6. All directives of the Harbor Police must be obeyed.

	Executive Director
Lake Charles Harbor & Terminal District	
Port of Lake Charles P.O. Box 3753 Lake Charles, LA	Signature of Vessel Owner/Agent
Ву	Print Name
	Address:
Dated:	
	Berth Assigned:

Revised: May 2018 Page 30 of 34 LCH&TD Hurricane Plan

Appendix E

AID RESTORATION PRIORITY LIST

Source: CG Central/Units/Policies & Procedures/Standard Operating Procedures

Ref: D8 SOP - Ch-22, Sec 16, Page 15 - Change 2

Daytime Critical ATON		
Waterway	Aid Name	LLNR
Calcasieu Channel	Lighted Buoy 1	20430
Calcasieu Channel	Lighted Buoy 2	20435
Calcasieu Channel	Lighted Buoy 7	20475
Calcasieu Channel	Lighted Buoy 8	20480
Calcasieu Channel	Lighted Buoy 9	20485
Calcasieu Channel	Lighted Buoy 23	20535
Calcasieu Channel	Lighted Buoy 24	20540
Calcasieu Channel	Lighted Buoy 28	20550
Calcasieu Channel	Lighted Buoy 29	20565
Calcasieu Channel	Lighted Buoy 30	20570
Calcasieu Channel	Lighted Buoy 39	20615
Calcasieu Channel	Lighted Buoy 40	20620
Calcasieu River	Light 96	20945
Calcasieu River	Light 97	20950
Calcasieu River	Light 98	20955
Calcasieu River	Light 99	20960
Calcasieu River	Light 100	20965
Calcasieu River	Light 121	21190
Calcasieu River	Light 122	21243
Calcasieu River	Light 122A	21244
Calcasieu River	Light 123	21245
Calcasieu River	Light 125	21250
Calcasieu River	Light 124	21255
Calcasieu River	Light 126	21260
Calcasieu River	Light 130	21270
Calcasieu River	Light 136	21290

Revised: May 2018 Page 31 of 34 LCH&TD Hurricane Plan

Nighttime Critical ATON		
Waterway	Aid Name	LLNR
Calcasieu Channel	Lighted Buoy 1	20430
Calcasieu Channel	Lighted Buoy 2	20435
Calcasieu Channel	Lighted Buoy 7	20475
Calcasieu Channel	Lighted Buoy 8	20480
Calcasieu Channel	Lighted Buoy 9	20485
Calcasieu Channel	Lighted Buoy 15	20505
Calcasieu Channel	Lighted Buoy 16	20510
Calcasieu Channel	Lighted Buoy 23	20535
Calcasieu Channel	Lighted Buoy 24	20540
Calcasieu Channel	Lighted Buoy 28	20550
Calcasieu Channel	A Range Front Light	20557
Calcasieu Channel	A Range Rear Light	20560
Calcasieu Channel	Lighted Buoy 29	20565
Calcasieu Channel	Lighted Buoy 30	20570
Calcasieu Channel	Lighted Buoy 37	20605
Calcasieu Channel	Lighted Buoy 38	20610
Calcasieu Channel	Lighted Buoy 39	20615
Calcasieu Channel	Lighted Buoy 40	20620
Calcasieu Channel	West Jetty Light 41	20625
Calcasieu Channel	East Jetty Light 42	20630
Calcasieu Channel	Light 48	20640
Calcasieu Channel	Light 57	20680
Calcasieu Channel	B Range Front Light	20685
Calcasieu Channel	B Range Rear Light	20690
Calcasieu Channel	C Range Front Light	20695
Calcasieu Channel	C Range Rear Light	20697
Calcasieu Channel	Light 67	20755
Calcasieu Channel	Light 68	20760
Calcasieu Channel	Light 73	20780
Calcasieu Channel	Light 74	20785
Calcasieu Channel	Light 79	20810
Calcasieu Channel	Light 80	20815
Calcasieu Channel	Light 81	20820
Calcasieu Channel	Light 82	20825
Calcasieu Channel	Light 85	20855

Revised: May 2018 Page 32 of 34 LCH&TD Hurricane Plan

Calcasieu Channel	Light 86	20860
Calcasieu Channel	Light 91	20895
Calcasieu Channel	Light 92	20900
Calcasieu Channel	D Range Front Light	20867
Calcasieu Channel	D Range Rear Light	20870
Calcasieu River	Light 96	20945
Calcasieu River	Light 97	20950
Calcasieu River	Light 98	20955
Calcasieu River	Light 99	20960
Calcasieu River	Light 100	20965
Calcasieu Channel	Light 103	20970
Calcasieu Channel	Calcasieu River E Range Front Light	20975
Calcasieu Channel	Calcasieu River E Range Rear Light	20980
Calcasieu Channel	Light 104	20985
Calcasieu Channel	Light 106	21005
Calcasieu Channel	Light 108	21007
Calcasieu Channel	Light 110	21025
Calcasieu Channel	Devil's Elbow Light 1	20901
Calcasieu Channel	Devil's Elbow Light 2	20902
Calcasieu Channel	Devil's Elbow Light 3	20903
Calcasieu Channel	Devil's Elbow Junction Light	20905
Calcasieu Channel	Devil's Elbow Range Front Light	20920
Calcasieu Channel	Devil's Elbow Range Rear Light	20925
Calcasieu Channel	Devil's Elbow Industrial Canal Range Front Light	20928
Calcasieu Channel	Devil's Elbow Industrial Canal Range Rear Light	20929
Calcasieu Channel	Devil's Elbow Ind. Canal Light 7	20929.05
Calcasieu Channel	Devil's Elbow Ind. Canal Light 8	20929.06
Calcasieu Channel	Devil's Elbow Ind. Canal Light 10	20931
Calcasieu Channel	Leading Light A	20940
Calcasieu Channel	Light 112	21037
Calcasieu River	Light 114	21055
Calcasieu River	Light 115A	21145
Calcasieu River	Light 116	21150
Calcasieu River	Light 117	21155
Calcasieu River	Light 118	21160
Calcasieu River	Light 119	21165
Calcasieu River	Light 120	21170

Revised: May 2018 Page 33 of 34 LCH&TD Hurricane Plan

Calcasieu River	Light 121	21190
Calcasieu River	Light 122	21243
Calcasieu River	Light 122A	21244
Calcasieu River	Light 123	21245
Calcasieu River	Light 125	21250
Calcasieu River	Light 124	21255
Calcasieu River	Light 126	21260
Calcasieu River	Light 130	21270
Calcasieu River	Light 136	21290
Coon Island Channel	Light 1	21060
Coon Island Channel	Light 2	21065
Coon Island Channel	A Range Front Light	21070
Coon Island Channel	A Range Rear Light	21075
Coon Island Channel	Light 3	21095
Coon Island Channel	Light 4	21090
Coon Island Channel	Light 6	21095
Coon Island Channel	Light 10	21125
Coon Island Channel	Light 14	21135
Coon Island Channel	Light 16	21140
Clooney's Loop	Light 2	21195
Clooney's Loop	Light 3	21200

Revised: May 2018 Page 34 of 34 LCH&TD Hurricane Plan