

PANAMA CITY PORT AUTHORITY

HURRICANE CONTINGENCY PLAN

June 1, 2016

N -30 degrees- 11.049 ‘

W-85 degrees -43.784’

Reference Guide to Hurricane Plan

Part:

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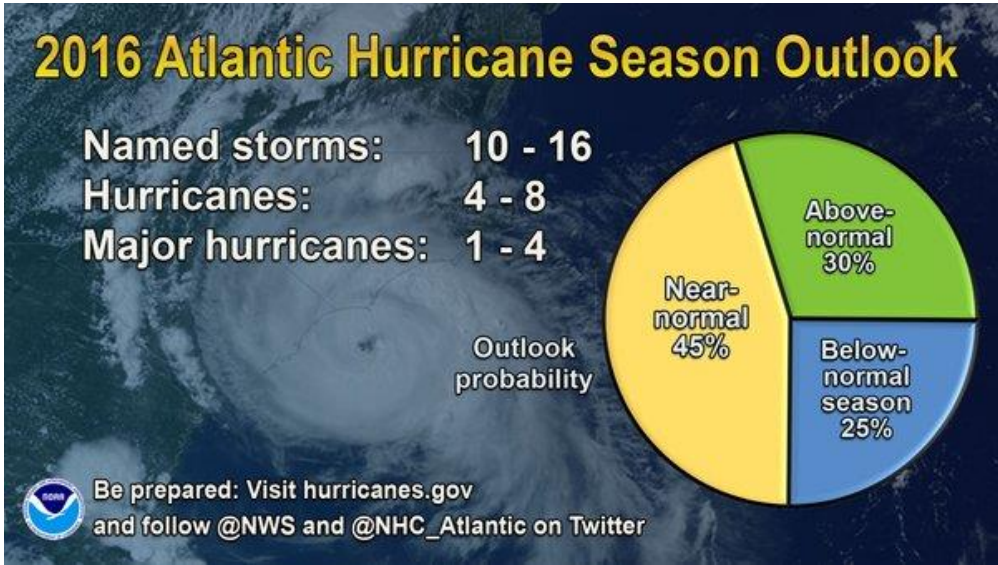
PART A: 2016 WEATHER CHANNEL STORM FORECAST

HURRICANE SEASON FORECAST 2016

	AVG	CSU	The Weather Channel
TOTAL NAMED STORMS	12	13	14
HURRICANES	6	6	8
CATEGORY 3 OR HIGHER	3	2	3

** DOES INCLUDE HURRICANE ALEX - JANUARY 2016*

PART A: 2016 NOAA STORM FORECAST



“This hurricane season has the potential to be the busiest in several years in the Atlantic. NOAA believes that could be the case. The federal agency released its annual hurricane season outlook on Friday morning, saying a near-average number of storms are likely in the Atlantic and eastern Pacific.”

Here are the predictions for the Atlantic:


- 10-16 named storms (including Alex in January)
- 4-8 hurricanes (including Alex)
- 1-4 major hurricanes

Reference 2016 NOAA Hurricane Forecast released May 27, 2016

PART B: DISTRIBUTION LIST

Arizona Chemical
Aztec Maritime Services
Bay County Emergency Management
Bay Line Railroad
Berg Steel Pipe Corporation
Berg Steel Pipe Corporation Guard Shack
Biehl and Company
Cooper/ T Smith
Eastern Shipbuilding
Enviva Biomass
General Steamship
Genesee and Wyoming Southern Region/ Bay Line Railroad
Grieg Star (Gary Hightower)
Gulf Harbor Shipping
Hirth Ship Agencies
Irwin Brown Company
Karr, Ellis & Company
Linea Peninsular
Mar-K Towing
Martin-Marietta Aggregates
Nord-Sud Shipping
Oceaneering
Page & Jones, Inc.
Panama City Police Department
Paul Boulo, Inc.
PCPA Guard Shack
Red Star Yeast
Seagull Marine-Agility
Shelton Trucking
SSA Marine
St. Andrew Bay Pilots Association-Capt. Rick Frudaker
St. Andrew Bay Pilots Association -Capt. Zach Condon
Tri-State Maritime
T Parker Host
U.S. Army Corps of Engineers
U.S. Customs & Border Protection
U.S. Coast Guard
Weiser Security

PART C: PORT SUPERVISORY AND KEY ON-PORT PERSONNEL

Name	Title	Home	Cell
Wayne Stubbs	Executive Director	850-763-3334	850-819-5420
Charles Lewis	Deputy Director	850-785-9558	850-819-3049
PORT SATELLITE PHONE (International #)		PHONE: 8816-4147-4495	
Alex King	Operations Manager	850-914-0977	850-541-6500
Ronald "Buster" Crider	Manager Break Bulk Operations		850-832-4783
Oddis "Woody" Wood	Bulk Terminal Maintenance Supervisor	850-722-1379	850-832-3329
Chase Kennedy	Container Terminal Manager		850-541-2570
George Mallory	Asst. Manager of Breakbulk Operations	850-785-4724	850-832-8836
Wilmer "Gerald" Powell	Chief Mechanic	850-785-3861	850-832-4689
Mike Sowell	Crane, Tech & Special Projects MGR	850-722-6865	850-819-4047
Don Jones	Billing Administrator		850-258-4040
Bobby Steffers	Bulk Terminal and Roustabout Supervisor	850-265-8866	850-541-2948
Carl Seley	Bulk Terminal Warehouse Manager		850-832-2002
Lisa Matthews	Traffic Manager		850-387-5248
Richard Stanton	Weiser Security		850-774-0376

Name	Title-Company	Landline/ Other	Cell
Lonnie Mitchell	Security Gate-Berg Steel Pipe	850-873-7970	
Brian Nola	SE Logistics Mgr.-Enviva	850-238-2220	850-294-0019
John Hoyem	GE-Wellstream		850-596-7404
Johnny Straub	Operations Manager-Linea Peninsular		850-625-4810
Allen Owen	HSE-Martin-Marietta	334-521-3284	334-821-6816
Dave Deruiter	HSE-Oceaneering		850-691-8545
Tim Ethridge	HSE-Red Star Yeast		334-726-1081
Dennis Berry	Plant Manager-Red Star Yeast	800-327-2512	334-718-5671
Allen Bullock	SSA Marine		850-596-9352
Jeff Henn	Tri-State Maritime		251-581-8010

PART D: EMERGENCY PHONE NUMBERS

Panama City Police or Ambulance	911	USCG Panama City Office	850-233-0366
Ambulance	850-769-1638 (1630)	U.S. Coast Guard (Mobile) C.O.T.P	251-441-5201
AT&T	1-866-620-6900 (We are a "Large Business Account")	U.S. Coast Guard (Ops Office Cell)	850-814-8851
Bay County Emergency Service	850-784-4000 (24 hr.)	U.S. Army Corps of Engineers	850-784-9780
Bay Medical Center	850-769-1511	Waste Management	850-871-2760
BCSO	850-785-4351 or 850-747-4700		
Customs & Border Protection Port Director William Brown	850-785-4688 / 24 Hr. 850-258-5635		
Florida Fish and Wildlife Conservation Commission Bureau of Marine Enforcement (Florida Marine Patrol)	1-850-265-3677		
Gulf Coast Hospital	850-769-8341		
Gulf Power	1-800-487-6937		
Mr. Trash	850-249-3382		
Panama City Beach Fire Department	850-233-5120		
Panama City Beach Police Department	850-233-5010		
Panama City Fire Department	850-872-3059		
Panama City Police Department	850-872-3112		
Parker Hauling	850-914-2112		
Port Security Main Gate	850-767-3250		
Port Security East Gate	850-767-3296		
Port Security Office	850-767-3225 / 850-767-3211		
Port Security -Richard Stanton	850-774-0376		
St. Andrew Bay Pilots	Rick Frudaker home 850-785-2524 / cell 850-832-7418 850-785-2209 (24 hr) Zach Condon cell 781- 738-1825		
Southern Waste Services (SWS ENVIRONMENTAL)	850-234-8428		
TECO Natural Gas	850-872-6100		

PART E: UNITED STATES COAST GUARD CONTACT INFORMATION

CCGD8 – Commander, Coast Guard District Eight.

The Coast Guard unit is in command of units in the Gulf and mid-west states and will issue condition alerts to:

- The Captain of the Port (C.O.T.P.)
- United States Coast Guard
- Marine Safety Office, Mobile

150 North Royal Street
P.O. Box 2924
Mobile, Alabama 36652-2924
Cell: 850-814-8851
Phone (251) 441-5121
Fax (251) 441-6169

*Local Marine Safety Office
850-233-0366

UNITED STATES COAST GUARD HURRICANE PORT CONDITIONS

WHISKEY AND X-RAY	YANKEE	ZULU
<p>The measures taken by whiskey and x-ray are the same with the exception of the notification of vessels over 300 GT remaining in Port. The date and time that the checklists must be submitted by will be made through the Marine Safety Information Broadcasts 9MSIB's. To enter, transit, or remain within this safety zone, vessels must comply with the following requirements:</p> <ul style="list-style-type: none"> ➤ REPORT INTENTIONS TO SECTOR MOBILE. All commercial vessels and ocean-going barges greater than 300 tons must advise COTP intent to remain in port or depart. If intending to remain in port, all vessels and port facility operators must submit notification to COTP. As the storm approaches, it is anticipated that SECTOR MOBILE may be evacuated from their normal office space, therefore, representatives will be assembled in an Incident Command Center with the appropriate notification and contact information sent to COTP stakeholders. The COTP will establish safety zones within the COTP zone and make notifications through MSIB's. Due to the large geographic region of the COTP Mobile zone, port conditions may vary based on expected impact areas. It is important that each stakeholder monitor the promulgated MSIB's as released. ➤ CLOSURE OF DEPARTURE/ARRIVAL WINDOWS. Ocean-going vessels and barges over 300 GT departing port must depart no later than 12 hours prior to arrival of gale force winds (Port Condition ZULU). Vessels bound for COTP Mobile Ports which are unable to arrive 12 hours prior to arrival of gale force winds are advised to seek an alternate destination. ➤ CARGO OPERATIONS/BUNKERING. All transfer operations must cease upon arrival of 40 mph winds. All vessels intending to leave port and requiring bunkers shall plan accordingly to ensure preparations for departure are complete no less than 12 hours prior to arrival of gale force winds. ➤ SMALLER COMMERCIAL VESSELS NOT RESTRICTED BY DRAFT. Smaller commercial vessels not restricted by draft, including fishing vessels, are asked to seek shelter outside the deep draft shipping channels and turning basins. 	<p>12 Hours prior to arrival of gale force winds.</p> <ul style="list-style-type: none"> ➤ NO VESSELS MAY ENTER, TRANSIT, OR REMAIN WITHIN ESTABLISHED SAFETY ZONES WITHOUT PERMISSION FROM THE COTP MOBILE. ➤ VESSELS DESIRING TO DEPART PORT. Movement of vessels and barges over 300 gross tons desiring to depart the port must contact the COTP and arrange for immediate departure. ➤ CEASE CARGO OPERATIONS. All cargo operations must cease when winds reach 40 mph. ➤ DISCONNECT TRANSFER HOSES. Disconnect all transfer hoses and loading arms when winds reach 50 mph. ➤ ALL VESSELS MUST BE AT MOORING SITE. All commercial vessels and barges greater than 300 GT remaining in port must be at their mooring site in accordance with their "Remaining In Port Checklist" as approved by the COTP. ➤ Vessels bound for port are advised to seek alternate destination. <p>WITHIN 12 HOURS OF EXPECTED GALE FORCE WINDS, THE COTP WILL SET PORT CONDITION ZULU. FUTURE PORT CONDITIONS ARE CONTINGENT ON THE STORMS COURSE AND SPEED. SHOULD THE STORM INCREASE SPEED, CONDITION ZULU MAY BE SET SOONER.</p>	<p><u>PORT STATUS: CLOSED.</u></p> <ul style="list-style-type: none"> ➤ ALL MOVEMENTS REQUIRE COTP APPROVAL. ➤ STORM LANDFALL PREDICTED WITHIN 12 HOURS.

PART F: GLOSSARY OF TERMS

TROPICAL DISTURBANCE:

A moving area of thunderstorms in the tropics that maintains its identity for 24 hours or more.

TROPICAL DEPRESSION:

A tropical cyclone in which the maximum surface winds are 33 knots (38 mph) or less.

TROPICAL STORM:

A tropical cyclone where constant wind speed ranges between 34-63 knots (39 – 73 mph).

STORM SURGE:

A condition caused by some hurricanes in which the sea level rises above normal tidal limits, with giant wind-driven waves and strong, unpredictable currents. Storm surges have unquestionably been the most destructive and life threatening condition of a hurricane.

HURRICANE:

Rotary circulation of winds, producing a CONSTANT wind speed of 64 knots (74 mph) or more. The following scale categorizes hurricanes by the potential disaster they pose:

➤ **CATEGORY 1:**

Sustained 74-95 mph winds that can cause a storm surge 4-5 feet above normal. Anticipated damage includes flooding of low-lying coastal roads, minor pier damage, some small craft in exposed anchorages break moorings, and minor building damage.

➤ **CATEGORY 2:**

Sustained 96-110 mph winds that can cause a storm surge 6-8 feet above normal. Anticipated damage includes flooding of coastal roads and low-lying inland evacuation routes 2-4 hours before the storm center makes landfall, considerable pier damage, flooded marinas, some trees blown down, major structural damage to exposed mobile homes, and some roof, window and door damage, but no major damage to structures.

➤ **CATEGORY 3:**

Sustained 111-130 mph winds that can cause a storm surge 9-12 feet above normal. Anticipated damage includes serious flooding along the coast and low-lying inland evacuation routes 3-5 hours before the storm center makes landfall. Wind, water and debris combine to destroy smaller coastal structures, damage larger coastal structures, destroy most mobile homes, and cause structural damage to small residences.

➤ **CATEGORY 4:**

Sustained 131-150 mph winds that can cause a storm surge 13-18 feet above normal. Anticipated damage includes serious flooding along the coast and low-lying inland evacuation routes 3-5 hours before the storm center makes landfall. Wind water and debris combine to cause major damage to lower floors of most

coastal structures, extensive roof, window and door damage, and complete failure of roofs on many small residences.

➤ **CATEGORY 5:**

Sustained winds greater than 150 mph that can produce a storm surge greater than 18 feet above normal. Anticipated damage includes severe flooding along the coast and low-lying inland evacuation routes 3-5 hours before the storm center makes landfall. Wind, water and debris combine to cause considerable roof damage and severe extensive window and door damage, complete failure of roofs on many residences and industrial buildings and complete destruction of mobile homes.

HURRICANE WATCH:

A READINESS advisory issued by the National Weather Service meaning that hurricane force winds (64 knots/74mph) are possible within 48 hours. Equates to CONDITION III.

HURRICANE WARNING:

A WARNING advisory issued by the National Weather Service meaning that hurricane force winds (64 knots/74 mph) are possible within 24 hours. Equates to CONDITION II.

HURRICANE CONDITIONS:

All hurricane conditions are established by CCGD8 (except Condition V, which is automatically set annually). CCGD8 notifies all affected commands via message of hurricane conditions established, and of required unit action in setting alerts locally. Hurricane conditions are:

➤ **CONDITION V:**

An alert automatically set annually during the traditional hurricane season between 1 June and 30 November.

➤ **CONDITION IV:**

An ALERT condition during which threatening winds are expected within 72 hours.

➤ **CONDITION III:**

A READINESS condition during which hurricane force winds (64/74 mph) are possible within 48 hours; also known as a HURRICANE WATCH.

➤ **CONDITION II:**

A WARNING condition during which hurricane force winds are possible within 24 hours; also known as a HURRICANE WARNING.

➤ **CONDITION I:**

A DANGER condition during which hurricane force winds are possible within 12 hours.

PART G: STORM CATEGORY QUICK REFERENCE GUIDE

TIME BEFORE LANDFALL	COAST GUARD CONDITION	CIVILIAN ADVISORY
01 JUN – 30 NOV	V	SEASON
72 HOURS	IV	ALERT
48 HOURS	III	WATCH
24 HOURS	II	WARNING
12 HOURS	I	DANGER

USCG hurricane conditions compared to civilian hurricane advisories.

CATEGORY	CONSTANT WINDS (MPH)	STORM SURGE ABOVE NORMAL
TROPIC DISTURBANCE	Thunder storms that hold shape 24hrs	
TROPIC DEPRESSION	38 or less	Cyclone
TROPICAL STORM	39-74	Cyclone
I	74-95	4-5'
II	96-110	6-8'
III	111-130	9-12'
IV	131-150	13-18'
V	>150 mph	>18'

PART H: St. ANDREWS BAY PILOTS HURRICANE PLAN

Tropical Systems and Hurricanes are unpredictable and subject to rapid changes in intensity and movement. Action must be taken early so as not to create a dangerous situation for life, property and the environment.

The U.S. Coast Guard and the National Weather Service Hurricane Warning Systems advise that Threatening Winds can be expected within 72 hours ahead of a storm and Hurricane Force Winds are possible within 48 hours of the storm's arrival.

Our Hurricane Plan and Policy calls for early action to be taken when threatened by these conditions. The following timelines are minimums and may be advanced if conditions warrant:

- **At the 72-hour Hurricane Alert Notice when Panama City is in or near the Red Zone Sector:**
ALL Ships in the Port Area are hereby given notice to complete or cancel operations and make ready to depart the Port. No boarding of inbound large or deep draft vessels. Boarding of other vessels will be limited, if at all. Conditions and movement of the storm will be continuously monitored.

➤ **No later than 60 hours prior to landfall:**

All vessels are to begin evacuating the Port in the order of the largest vessels departing first.

➤ **Before the 48-hour Hurricane Watch Notice:**

All vessels are to be out of the Port or have clearance to stay in Port for the duration of the storm from the USCG Captain of the Port in Mobile, Alabama. Pilot Services may not be available beyond this point.

From this point forward conditions will continue to deteriorate with increasing winds and seas. These conditions become more dangerous for us personally, the safety of vessels departing the Port and their ability to evade the storm's path.

We must have time for securing our pilot vessels and to evacuate the area if necessary. Boatyards and bayous are limited and these places become closed, crowded and full, very early.

<http://standrewbaypilots.com/hurricane-plan/>

PART I: PORT HURRICANE CONTINGENCY PLAN

OBJECTIVE

To provide an orderly method of shutting down and securing port equipment and other facilities in the event of a hurricane, and for reopening the Port as soon as possible.

SCOPE

This procedure describes precautions taken by the Port to prepare for a hurricane.

ADVANCED PREPARATION

The plan should be reviewed at the beginning of the hurricane season, as well as prior to each possible hurricane.

Each review should include the following actions:

Update the supervisory and employee phone list.

Notify outside services and contractors of what machinery, equipment and other property they have on the port. Get phone numbers of their key people at a location where they can be reached in the event of a hurricane.

Request ALL tenants provide the Port with their supervisory phone numbers and their evacuation and return plans and timetables.

Review with department heads each department's responsibilities within the plan.

When A Hurricane is Threatening Panama City - Agents and vessel operators should consult with the harbor pilots and tug operator to determine the pilots and tugs availability for sailing vessel ahead of the storm.

The Port Authority's timetable for preparations described in the following sections may be adjusted according to the day of the week and the time of day when possible landfall is expected.

HURRICANE ALERT

Condition IV – An ALERT condition during which threatening winds are expected with 72 hours.

- Review plan and schedule planning meeting with managers and key tenant personnel.
- Advise customers, tenants, and vendors that the port will suspend receiving or dispatching cargo if a hurricane watch is announced (Condition III).
- All vessels should begin preparations to complete operations and depart the Port.
- Barges should be moved from the Port.

HURRICANE WATCH IN EFFECT (Condition III)

Estimated landfall: 48 Hours

A HURRICANE WATCH means that hurricane conditions are a real possibility, not that they are imminent. A planning meeting should be held. The following items should be discussed:

- Review areas of responsibility
- Equipment and employees will be assigned to area managers to prepare for shutdown requirements.
- Advise customers that no cargo or rail equipment is to be received.
- Announce the “800” call in number and verify the FDOT operations center number in Chipley. Post the names and numbers where they can be seen by all appropriate port and tenant employees. Handout personal data sheets.
- Schedule a time to meet to make a final decision for Port shutdown/lockdown.
- Vessels should depart the Port.
- Advise tenants to complete securing and be prepared to vacate if Condition II is announced.

*****AT 36 HOURS BEFORE EXPECTED STRIKE, STOP OPERATIONS MAY BE ORDERED*****

If a decision to stop operations is made, the following items shall be completed.

- Notify department heads and tenants to shut down.
- Complete all of the individual checklists.
- Collect personnel data sheets. Copies will be provided to the Director, Deputy Director, Operations Manager, Security, and the DOT office in Chipley.

Instructions will be provided to tenants and posted with the guard regarding return and recovery efforts. The instructions can be confirmed by phone to the **CURRENT, ACTIVE Port emergency announcement number (866-659-7832). The FDOT in Chipley will man an information number (850-638-0250) after the storm has passed. Employees are urged to complete the non-mandatory employee personal data sheets and return them to their supervisors.**

HURRICANE WARNING IN EFFECT (Condition II)

A HURRICANE WARNING is issued when a hurricane is expected to strike within twenty-four hours. The Port should be secure at this point. Port and tenant employees should be evacuated at this point. Gates will be locked and the P. C. P. D, USCG, and U. S. Customs will be informed.

POST STORM RETURN AND RECOVERY

Port tenants may call the emergency announcement number to receive updated instructions regarding port access. Port employees should call the emergency announcement number to receive instructions about returning to work. Managers and employees designated on the recover team should return to the Port as soon as it is safe (during daylight hours).

PART J: PORT MANAGERS HURRICANE PREPARATION RESPONSIBILITIES

PORT DIRECTOR

- Coordinate preparations with government agencies including COPT, COE, NOAA, and FEMA.
- Schedule staff/tenant meetings as necessary.
- Monitor vessel traffic with vessel operators (agents), pilots, and stevedores.
- Confirm evacuation plans with tenants as necessary.
- Set post-storm communications and recovery plans.
- Monitor port-wide securing operations.
- Advise shippers of port's status and recovery plans.

DEPUTY PORT DIRECTOR

- Duplicate copies of hurricane plan and distribute to key personnel.
- Maintain communication with Coast Guard-Field Office.
- Coordinate fuel deliveries.
- Inform tenants of Port's status and update as it changes.
- Obtain information from tenants regarding their return/recovery plans.
- Schedule security at the gate through shutdown/lockdown and for post storm recover.
- Inform law enforcement agencies and CBP of security gate schedule.
- Inspect securing operations.
- Activate emergency communication phase and message board.
- Obtain copies of personnel data sheets and confirm recovery team plans.
- Inspect tenant facilities for hazards.

OPERATIONS MANAGER

- Hold department meeting with all personnel to review duties. Notify all off-duty personnel of plans.
- Get current contact information on personnel and discuss immediate and post hurricane plans, and review post storm procedures.
- Coordinate removal of barges from Port. Coordinate with Oceaneering the removal of storage barge from the Barge Slip.
- Stay in constant communication with the steamship line agents and representatives concerning vessels that may remain in port if approved; make sure mooring plans are USCG-approved and preparations complete.
- Coordinate with stevedores for cut-off of cargo operations and securement of equipment.
- Coordinate with pilots final sailing times for vessels leaving port in accordance with port state.
- Coordinate with the Bay Line the shut-off of rail deliveries and removal of rail equipment from Port.
- Fuel all generators and store for recovery.
- Work with Dry-Bulk Manager to secure bulk terminal, South three berth, East warehouse, general cargo and container operations, and all related equipment.
- Coordinate with stevedore removal of shiploader from South 3 to higher elevation and securement to crane test weights on B Avenue.
- Coordinate with stevedores to properly secure their cranes.
- Fuel all mobile equipment and park in East warehouse or other suitable place.
- Duplicate East, bulk cargo records, and take (one copy) to main office and one copy home.
- Collect personnel data sheets and provide copies to Deputy Port Director and Port Director.
- Satellite phone

BREAK BULK CARGO OPERATIONS MANAGER

- Hold department meeting with all personnel to review duties. Notify all off-duty personnel of plans.
- Get current contact information on personnel and discuss immediate and post hurricane plans, and review post storm procedures.
- Clear South and West Docks and Warehouses 1-3 of all loose materials.
- Coordinate with breakbulk customers cargo loadouts if trying to get cargo off the Port.
- General cargo on south and west docks to be properly secured and protected from storm surge/winds.
- Secure all loose cargo/dunnage stored outside by moving indoors or locking down.
- Close all warehouse doors.
- Make ready sandbags to put around doorways and entrance doors.
- Secure warehouse doors with sandbags and rolls of linerboard.
- Have dumpsters exchanged (with empties placed inside warehouses).
- Fuel and stage all lift-trucks on elevated loading docks.
- Service and fuel switch engine and place on top end of setback track- highest point at switch of setback and new track construction.
- Park employee shuttle vans adjacent to main office.
- Oversee securing of traffic office, relocate computers and printers to Sherman Building, duplicate updated cargo inventory reports and take one copy to main office. Take one copy home.

CRANES/MAINTENANCE DEPARTMENT

- Hold department meeting with all personnel to review duties. Notify all off-duty personnel of plans
- Inspect tie-down equipment on all cranes and ensure proper operation.
- All crane storm secure points clean and clear of debris and silt.
- All service and park brakes fully operational.
- Secure cranes.
- Drop and secure high-mast lighting.
- Assist with securing office buildings as needed.
- Prepare and store tools and equipment for recovery.
- Fully fuel and secure fuel tanks (off the ground if possible).
- Remove all loose material from around shop and work areas and properly secure.

CONTAINER YARD MANAGER

- Hold department meeting with all personnel to review duties. Notify all off-duty personnel of plans
- Get current contact information on personnel and discuss immediate and post hurricane plans, and review post storm procedures.
- Secure all loose cargo.
- Fully fuel all reachstackers and the 12K, 30K, 36K machines and move to higher ground.
- Break down stacks (2 high dense blocks) as soon as interchange gate is closed.
- Consider stacking loaded containers on top of empties.
- Lash stacks into blocks with chains and binders in a cross pattern.
- Update inventory and make copies for main office and home.

MAIN OFFICE PERSONNEL

- Hold department meeting with all personnel to review duties. Notify all off-duty personnel of plans.
- Back up all essential records/reports.
- Secure and cover all computers and essential files.
- Make arrangement with SunTrust for emergency funding.

DRY- BULK TERMINAL MANAGER

- Hold department meeting with all personnel to review duties. Notify all off-duty personnel of plans.
- Get current contact information on personnel and discuss immediate and post hurricane plans, and review post storm procedures.
- Make ready sandbags to put around doorways and entrance doors.
- Fully fuel all equipment and storage tanks.
- All loaded dumpsters swapped for empties; empties placed in warehouse.
- Obtain contingency salvage plans from Enviva for wood pellet inventory if water damage occurs.
- Department personnel will pick up all loose items around the bulk terminal, and make sure objects on exterior racks are secured to prevent blowing away during high winds.
- Coordinate with Enviva, Bay Line, and Port Operations Manager to stop delivery of railcars, and all empty railcars pulled from the port.
- Move all port mobile equipment off the South 3 berth (dust boss machines, hoses, etc.) and secure in warehouse.
- All spare aeration pipe shall be secured in the warehouse; none will be left outside.
- Secure WoodyCo. Work room.
- Have the 150KW/3 PH/480V generator serviced and full of fuel ready to go.
- Connect generator to the main power of the MCC, and follow posted procedures to shut main circuit breaker and apply lock out tag out practices.
- Test generator and ventilation fan systems.
- Isolate and lock out all other circuit breakers that will not be operated on generator power.
- Remove electronics from bulk warehouse mobile office and take up to main port office.
- Service and fuel switch engine and place on top end of setback track- highest point at switch of setback and new track construction.
- Clean storm drains on South 3 dock, and remove all drain catch material and properly store.
- Review hurricane plan again with personnel and go through preparations to make sure nothing is missed.