HURRICANE PREPAREDNESS PLAN

NATIONAL MARINE FISHERIES SERVICE
SOUTHEAST FISHERIES SCIENCE CENTER
GALVESTON LABORATORY
4700 Avenue U
Galveston, Texas 77551

Emergency Toll Free Number

For Reporting Personal Status
Call: 1-877-663-7911
1-877-NMFS-911

Keep copies at your home and your office
and take with you in the event of an evacuation.

June 2015

HURRICANE PREPAREDNESS PLAN - GALVESTON LABORATORY

I. GENERAL INFORMATION

A. Purpose

This plan identifies actions to be carried out during various phases of the hurricane emergency.

B. Scope

This plan serves as a guide for conducting operations necessary for the protection of life, property and equipment during all phases of a hurricane alert. The plan pertains to the Galveston Laboratory facility as well as its personnel and families. The procedures in this plan cover the period of time from the announcement of possible significant impact until the Galveston Laboratory returns to normal operations.

C. Assumptions

An advanced warning will normally be received at least 72 hr prior to the arrival of destructive winds or rain associated with a hurricane. However, this plan allows enough flexibility to accomplish the desired tasks in less time, in the event the warning period is less than 72 hr.

D. Definitions

1. Hurricane Watch: an announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force (sustained winds of 39 mph), the hurricane watch is issued 72 hours in advance of the anticipated onset of tropical storm force winds. A hurricane watch is a first alert for areas that may be threatened. When our area is under hurricane watch, you should continue normal activities, after taking the necessary precautions in case you have to evacuate. Preparations at the Laboratory will begin whenever a hurricane watch is in effect. If potential for a hurricane watch occurs over a weekend,

Laboratory preparations will be completed prior to close of business on Friday. Keep your radio or TV tuned for National Weather Service advisories.

2. Hurricane Warning: Means an announcement that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. A warning may also describe coastal areas where dangerously high water or exceptionally high waves are forecast even though winds may be less than hurricane force. When the hurricane warning is issued, all precautions should be taken immediately.

Danger Potential Scale for Hurricane:

Force Zero	(a) Winds: less than 74 mph
	(b) Storm Surge: less than 4 ft. above normal
Force One	(a) Winds: 75-95 mph
	(b) Storm Surge: 4-5 ft. above normal
Force Two	(a) Winds: 96-110 mph
	(b) Storm Surge: 6-8 ft. above normal
Force Three	(a) Winds: 111-130 mph
	(b) Storm Surge: 9-12 ft. above normal
Force Four	(a) Winds: 131-155 mph
	(b) Storm Surge: 13-18 ft. above normal
Force Five	(a) Winds: greater than 155 mph
	(b) Storm Surge: greater than 18 ft. above normal

E. Reporting to Duty and Laboratory Closure:

The following is relative to the timing of the National Weather Service establishment of this condition:

--Non-Duty Hours - When a "WARNING" is issued for your area during non-duty hours, you can assume that you are administratively excused from reporting to duty (i.e., given administrative leave).

--Duty Hours - During normal work hours, either the Laboratory Director or his designee will be on hand to advise personnel when the office is closed.

--Return to Duty - When the National Weather Service declares an "ALL CLEAR" condition, you will then be expected to contact the Laboratory for instructions and advisement on returning to duty. The Laboratory's status will be available by calling 1-877-633-7911. The Laboratory Director will issue orders to close the Laboratory not later than when the city evacuation notice is given.

F. Emergency Planning Check List

1. Locator File: The Administrative Officer shall maintain a current listing which includes the name, home telephone, and emergency telephone number of all employees.
2. Identification Cards: The Administrative Officer will insure that all personnel who have access to the facility have identification cards to permit access to the island and the facility during and after emergencies.
3. Personal Preparedness: Laboratory employees are responsible for the development of their own personal preparedness and relocation plans and check lists. Assistance in this matter, if required, will be provided by the established Safety Committee and Laboratory Safety Officer.
4. Command Posts: Arrangements shall be made each year prior to the hurricane season to assure that a location is available which can be used as a Command Post to accomplish direction and coordination of activities. Following the passage of a hurricane, the following location has been established: Building 306, 4700 Avenue U, Galveston, TX 77551.
5. Cooperation with National Weather Service: Information concerning tropical disturbances will be obtained from the National Weather Service. Since both the NMFS and NWS are components of NOAA, NMFS personnel have a special obligation to cooperate fully with NWS during

hurricane conditions and to assist the Galveston Weather Service Office, if requested, during an emergency.

II. IMPLEMENTATION

A. Responsibilities – Specific Primary

1. Laboratory Director: Disseminates condition report to Center, Region, and other NOAA/NMFS offices. As the Emergency Coordinator, directs implementation of Galveston Laboratory Hurricane Plan. Coordinates emergency interface requirements with other agencies. Resolves major problems. Advises local radio stations of the closing/re-opening of the Laboratory and duty responsibilities of Laboratory personnel (i.e., regarding administrative leave).
2. Acting Laboratory Director or Administrative Officer: In the absence of the Laboratory Director, the Acting Laboratory Director is responsible for performing the functions assigned to the position. When both are absent, the Administrative Officer is responsible for accomplishing these functions.
3. Laboratory Director: Contacts Meteorologist-in-Charge at National Weather Service, Galveston, regarding possible assistance we might be able to provide.
4. Safety Officer: Secures all vehicles and buildings.
5. Branch Chiefs or Their Designees: Coordinate and accomplish with their staffs the precautionary activities necessary to safeguard life, critical property and data. Receives call from respective staff reporting status following evacuation after a storm.
6. Emergency Team: Coordinate with the Laboratory Director or his/her designee to implement this Emergency Plan. Emergency Team consists of the individual in 2, 3, and 4 identified above.
7. All employees will leave the facility when dismissed by the Laboratory Director and return only after the hurricane threat has passed. The Galveston facility is not classified as a hurricane shelter nor will it be used as one.

8. Administrative Staff: Secure the East Wing and Copier Room in Bldg 306 The staff will coordinate with Administrative Officer to secure all administrative files and wrap computers, fax machines, and printers.

B. Responsibilities – Specific Secondary

1. Maintenance Staff: The maintenance crew and one staff member in each building on the facility will:

   a. Close and secure all protective blinds or install proper window protection to ensure windows are secured (T. Holmes and staff).

   b. Turn off all electrical power that is not essential and shut off main switches at the last moment to prevent power surge damage (R. Colton, B. Higgins).

   c. Turn off water supply and gas lines (Colton & Higgins).

   d. Secure all doors and windows (Holmes and staff).

   e. Secure the beach seawater pump. Fill and secure seawater storage tanks, secure the pump room, Bldg 301 (Colton).

   f. Fill all five-gallon gasoline cans (not gallon boat gasoline tanks) and store in flammable storage building at the wet-lab complex. Dispense gasoline after hurricane passage. (Holmes and staff).

   g. Prepare emergency generator for possible use (Colton).

   h. Vehicles - Check oil, coolant, tire pressure and battery, and fill with fuel, (turn keys over to Robert Colton)

   i. Trucks and Vans - (Coordinator: Robert Colton)

2. Protected Species Branch Personnel: Responsible for:

   a. Securing metal turtle barn - (Higgins & Bustinza) Staff will insure:

      (1) all sea turtle tanks are filled with water;

      (2) all windows and doors are securely fastened;

      (3) all outside seawater reservoirs are filled;

      (4) all loose equipment, supplies and materials are picked up and securely stored within the metal turtle barn;

(5) contents of food freezers in Maintenance and Archive Building are consolidated to minimize losses from lack of electricity;

(6) back-up generators (portable and permanent) are fueled, tested and put in place;

(7) stand-pipe is installed in main turtle barn drain;

(8) all vehicles are filled with gas;

(9) all computers will be covered with plastic bags and unplugged;

(10) refrigerators/freezers will be checked for perishable items. General food items will be placed in dumpster. Critical items will be moved to larger chest freezers in M&A building. Refrigerators will be defrosted and un-plugged prior to departure;

(11) close windows and lock doors on longline building;

(12) secure doors and window(s) on storage building next to longline building;

(13) fill drinking water jugs in PSB office.

c. Quarantine building (Sick-Bay) - Staff will insure that -

(1) all sea turtle tanks are filed with seawater;

(2) contents of refrigerator/freezer are checked and removed to a larger chest freezer if it is critical that they stay frozen.

d. Securing Laboratory property assigned to PSB (Ben Higgins and staff). Staff will insure that -

(1) all equipment, materials and supplies currently stored outside are either removed to a safer area or secured by ropes in place ;

(2) all PSB equipment, materials, and supplies currently stored by warehousing (Materials Storage Building, Boat Barn, Maintenance and Archive Building) are secured as much as possible.

e. Equipment - (Ben Higgins and staff). Staff will insure that -

(1) all hand and power tools, photographic equipment, tagging tools, necropsy instruments, measuring devices, environmental

monitoring devices, etc. are secured in locked cabinets & stored in wet lab.

f. Data (both hard copy and that stored in computer media) - (B. Higgins and staff). Staff will insure that -

(1) all data pertinent to PSB research and operations that are stored on computer hard drives will be backed up to appropriate storage media and secured in a locked cabinet and a copy placed with IT personnel.

g. Specimen storage (includes both histologically fixed and frozen) - (Lyndsey Howell) - Staff will insure that -

(1) all sea turtle tissues and whole body specimens preserved in aqueous fixative(s) will be placed in sturdy storage, boxed and secured in the Hazardous Materials Building in the Sea Turtle Compound;

(2) all frozen specimens (such as stranded sea turtle carcasses, flippers, and those held in custody regarding legal actions) will be placed in the TMMSN walk-in freezer, the door securely shut and locked. This freezer is not to be opened until damage assessment has been made following the hurricane and all power has been restored.

3. Fisheries Ecology Branch Personnel:

Responsible for securing:

a. Offices, Labs and Computer Room - ensure all windows are locked; secure windows with shutters and plywood if needed. Data pertinent to FEB research and operations that are stored on computer hard drives will be backed up to appropriate storage diskettes and secured in locked offices. Computers, printers, and copiers will be disconnected and covered with plastic. (All branch personnel)

b. Sorting Labs in Bldg 302 and Sample Storage Buildings. Bring essential samples into building 302 and place in secure area. Store and secure trash pumps in garage or boat barn. Secure all loose

objects (tanks, cabinets, sampling gear, etc. from around porches and areas around building. Check tie-downs and secure door to sample storage building. (Jim Ditty and staff).

c. New Wet Lab - secure windows with shutters and plywood if needed (assisted by Maintenance staff).

d. Secure boat barn (assisted by Maintenance staff).

e. Boats

(1) Small boats without motors - (Coordinator - Jennifer Doerr)

(a) remove from trailers

(b) fill boats with water

(c) lash trailers to the boats

(d) fill boat gas tanks

(2) Small boats with motors - (Coordinator - Jennifer Doerr)

(a) park boats as close together as possible

(b) lash trailers together

(c) remove plugs

(d) fill fuel tanks

4. Fishery Management Branch Personnel:

Responsible for securing:

a. Computers / Printers - each individual is responsible for protecting equipment in their office area and ensuring that computer cables are disconnected, plastic bags are placed over the keyboard, monitor and computer and that the power source is disconnected.

(1). Jo Williams will secure the GIS Computer, 800PS printer and Z3200PS large format printer in Building 306.

Megan Kesterson will secure all observer computers.

(2). LAN – Tim Baumer is responsible for protecting equipment used in the Galveston Laboratory LAN. He will send out an e-mail that the Galveston LAN will be going down and then he will secure the computers and other components by placing them in a secure location.

5. Habitat Conservation Division Personnel:

   a. Vehicles – Check oil, coolant, tire pressure and battery, and fill with fuel.

   b. Computers – each individual is responsible for protecting equipment in their office area and enduring that computer cables are disconnected, plastic bags are placed over the keyboard, monitor and computer and the power source is disconnected. Data pertinent to HCD will be backed up to appropriate storage diskettes and secured in locked building.

   c. Building 307 – close all windows, ensure all doors are closed and secure.

6. NOS –Flower Garden Banks National Marine Sanctuary Personnel:

   a. Vehicles – Check oil, coolant, tire pressure and battery, and fill with fuel

   b. Computers – each individual is responsible for protecting equipment in their office area and enduring that computer cables are disconnected, plastic bags are placed over the keyboard, monitor and computer and the power source is disconnected.

   Data pertinent to FGBNMS will be backed up to appropriate storage diskettes and secured in locked building.

   c. Building 216 – close all windows, ensure all doors are closed and secure.

   d. Building 303 - close all windows, ensure all doors are closed and secure.

   e. Equipment – staff will insure that all equipment, materials and supplies currently stored outside are either removed to a safer area or secured in place.

7. General Contractor - if any - will be responsible for all areas within the construction gates.

8. All Other Personnel: If necessary, all other available personnel will assist in securing the buildings 305, Maintenance/Archive and equipment.

9. Storage of Drinking Water: When a hurricane watch is issued, drinking water will be stored in all available tanks and containers.

C. Following the Passage of Hurricane

Safety of Personnel: Following the passage of a hurricane, the first concern shall be the employees and their immediate families. As soon as practical, a damage assessment survey of the office facility shall be made and delivered to the Emergency Coordinator.

As soon as possible after storm impact, employees shall attempt to contact the Command Post and report the status of their personal situation. Each Emergency team member shall contact the Emergency Coordinator to account for personnel on roster and receive additional instructions. After a reasonable amount of time, the Emergency Coordinator will notify the appropriate Civil Defense or other public safety agency of those personnel unaccounted for.

D. Re-establishment of Organization

After personal obligations have been met, personnel are urged to participate in emergency community assignments. As Federal employees, Laboratory personnel have a further obligation to assist the operations of the Civil Defense during this period of time. The emergency Coordinator will be in contact with the Galveston County Office of Civil Defense relative to specific assistance that our organization might provide. Such information will be communicated to the Emergency team members who shall attempt to further contact those employees within their approximate geographic area.

E. Resumption of Operations:

If the Laboratory Office facility remains available, formal operations will resume as soon as practical following the completion of personal obligations and directed civic assistance activities. Employees are expected to report for normal duties at their earliest opportunity following a hurricane, in accordance with guidelines outlined in this plan. In the event that the Galveston Causeway is impassable or the NMFS Facility is not suitable for use, each employee will report to:

Houston/Galveston Area
National Weather Service
League City, Texas 77573
Commercial: (281) 337-5074

Status of Your Well-Being Following An Emergency

You must notify your **supervisor**, or appropriate individual in your "Reporting Phone Tree" hierarchy (see Appendix 1) of your status and well-being. Telephone numbers of key contacts for the Galveston Laboratory and the SEFSC are on your 2015 Emergency Card.

APPENDIX 1

NMFS/ SEFSC GALVESTON LABORATORY REPORTING TREE

LABORATORY DIRECTOR

James Nance (government FTE; Rick Hart, 1st alternate, Tom Minello, 2nd alternate) to which Heads of Branches, Admin, Facility and Others report.

FISHERY MANAGEMENT BRANCH

Gregg Gitschlag (government FTE) (Megan Kesterson, alternate)

Megan Kesterson (government FTE)
Serena Ahrens (contract observer)
Rebecca Estep (contract observer)
Lori Kolaczkowski (contract obsver)
Heather Seiler (contract observer)
Jade Wallace (contract observer)
John Wilson (contract observer)
Megan Winchester (contract obsvr)

Elizabeth Scott-Denton (government FTE; Rick Hart, alternate)

Pat Cryer (government FTE)
Judy Gocke (government FTE)
Mike Harrelson (government FTE)
Jeff Pulver (government FTE)
Nicholas Adams (contract observer)
Zachary Bailey (contract observer)
Phillip Bear (contract observer)
Clay Bennett (contract observer)
Daniel Burke (contract observer
Patrick Carroll (contract observer)
Kayla Chapman (contract observer)
Chelsea Cogliano (contract observer)
Melissa Cunningham (contract obvr)
Robert Davies (contract observer)
Emily DeArmon (contract obsvr)
Ben Duffin (contract coordinator)
Matt Duffy (contract coordinator)
Kira Engel (contract clerk)
Miranda Fuller (contract observer)
David Golen (contract observer)
Ryan Elliott (contract observer)
Ryan Firment (contract observer)
Jake Hall (contract observer)
Kit Harshaw (contract observer)
Matt Jimmerson (contract observer)
Kip Jones (contract observer)
Donna Kinsella (contractor- clerk)
Jordan Kukal (contract observer)
Jacob LeBeau (contract observer)
Tim LeBlanc (contract observer)
Candance Lindstrand (contract bsvr)
Zach May (contract obsvr)
John McFayden (contract obsvr)
Karissa Miller (contract obsvr)
Melissa Morrow (contract obsvr)
Thomas Piecuch (contract obsvr)
Eric Pipin (contract obsvr)
John Rand (contract observer)
Sam Roush (contract observer)
Thomas SanFilippo (contract obsr)
Renae Schaak (contract observer)
Ellen Sikes (contract observer)
Bradley Smith (contract observer)
Tyler Tilley (contract observer)
Ashley Wade (contract observer)
Shelby Wallace (contract obsvr)
Katherine Walter (contract obsvr)
Megan Walter (contract obsvr)
Dan Warren (contract obsvr)
Sean Weimer (contract obsvr)
Andrew Whatley (contract coordinator)
Mallory Wilmot (contract obsvr)

Rick Hart (government FTE; Elizabeth Scott-Denton, alternate)

Tim Baumer (government FTE)
Mort Marzjarani (government FTE)
James Primrose (government FTE)
Becky Smith (government FTE)
Jo Anne Williams (government FTE)
Gina Richie (contractor)

FISHERY ECOLOGY BRANCH

Tom Minello (government FTE; Ron Hill, alternate)
Philip Caldwell (government FTE)
Jim Ditty (government FTE)
Shawn Hillen (contractor)
Juan Salas (contractor)
Kim Clausen (contractor)
Janelle Espinoza (contractor)
Joel Espinoza (contractor)
Rachel Susen (contractor)

Jennifer Doerr (government FTE)
Ron Hill (government FTE)
Harmon Brown (government FTE)
Jennifer Leo (government FTE)
Dionne Hoskins (government FTE; Savannah State)

John Foret (government FTE; Lafayette; Lawrence Rozas, alternate)
Joy Merino (government FTE)
Lawrence Rozas (government FTE)
Marvin Mace (contractor)
Scott Alford (contractor)
Russell Carriere (government FTE)

Beth Bourgeois (government FTE; SEC Port Agent - Lafayette)

Patricia Rosel (government FTE)
Lynsey Wilcox (government FTE)
Nicole Phillips (Postdoctoral Student)

PROTECTED SPECIES BRANCH

Ben Higgins (government FTE; Cain Bustinza, alternate)
Cain Bustinza (government FTE)
Lyndsey Howell (government FTE)
Andrew Krauss (contractor)
Katie Hartwig (contractor)
Cody Macon (contractor)

ADMINISTRATION AND FACILITY

James Nance (government FTE; Rick Hart, 1st alternate, Tom Minello, 2nd alternate)
Rhonda O'Toole (government FTE)
Connie Thompson (government FTE)
Donita McMahen (contractor)
Robert Colton (government FTE; James Nance, alternate)
Tom Holmes (government FTE)
Francisco Padilla (contractor)
Craig Hayslip (contractor)

NOS/FLOWER GARDEN BANKS NATIONAL MARINE SANCTUARY

GP Schmahl (NOS government FTE - Galveston)
Shelley DuPuy (NOS government FTE)
Emma Hickerson (NOS government FTE)
Irene Olivares-Arthur (NOS gov't FTE)
Kelly Drinnen (NOS government FTE)
Michelle Johnston (NOS government FTE)
William Kiene (NOS contractor)
Ryan Eckert (NOS contractor)
John Embesi (NOS contractor)
Marissa Nuttall (NOS contractor)
Jamie Park (NOAA Corps; gov't FTE)
Travis Sterne (NOS contractor)
Alan Bunn (NOS PORTS government FTE)
Amy Nino (NOS PORTS - contractor)
Erin Diurba (Nav Response – contractor)
Dan Jacobs (Nav Response – gov FTE)

OTHERS

Rusty Swafford (NMFS/SERO government FTE - Galveston)
Heather Young (SERO government FTE)
Kris Benson (Restoration Center gov't FTE)
Jamie Schubert (Restoration Center gov't FTE)

Keith Roberts (SEC Port Agent - FTE)
Aaron Chastain (SEC Port Agent – contractor)

RADIO

KTRH (740 AM), KPRC (950 AM), KSEV (700 AM)

NOAA Weather: Houston (162.40 FM), Galveston (162.55 FM)

TELEVISION

KHOU TV – Channel 11	(713) 526-1111 Main	(713) 521-4388 News
KTRK TV – Channel 13	(713) 666-0713 Main	(713) 663-4600 News
KPRC TV – Channel 2	(713) 222-2222 Main	(713) 778-4910 News

NEWSPAPER

Galveston Daily News	(409) 683-5200
Houston Chronicle	(713) 362-7171

PREPAREDNESS RESOURCE PHONE NUMBERS

Galveston County –Office of Emergency Mgmt	(281) 309-5002 Toll Free 1-888-384-2000
Texas City & LaMarque Emergency Mgmt	(409) 643-5880
Galveston Police	(409) 765-3702
Galveston Fire Department	(409) 797-3865, (409) 797-3500
American Red Cross	(409) 750-9172, (713) 526-8300
Galveston Humane Society	(409) 740-1919
National Flood Insurance Program	1-888-379-9531
Houston Metro Traffic & News	(713) 881-3000

KEY INTERNET WEB SITES

http://www.gcoem.org Galveston County Emergency Mgmt

http://www.cityofgalveston.org City of Galveston

http://www.texas-city-tx.org/emergency_management/index.php Tx City/LaMarque

http://www.ready.gov/hurricanes FEMA – Preparedness Information

http://www.nhc.noaa.gov/prepare/ National Hurricane Center

http://www.weather.gov National Weather Center

http://www.nws.noaa.gov/om/hurricane/index/shtml Nat'l Hurricane Awareness

http://www.redcross.org/tx/houston American Red Cross - Houston (713) 526-8300

http://www.DisasterAssistance.gov FEMA Disaster Assistance