

Hurricane Preparedness Plan

National Marine Fisheries Service
Southeast Fisheries Science Center
Estuarine Habitats and Coastal Fisheries Center
646 Cajundome Blvd.
Lafayette, Louisiana
70506

Emergency Toll Free Number

For Status of the Laboratory and Reporting Personal Status

Call: 1-877-663-7911

1-877-NMFS-911

Maintain Copies in your Home and Office

June 2015

2014 Hurricane Preparedness Plan (revised 4/15)

TO: All Staff, Lafayette Laboratory Facility

FROM: John Foret, Facility Administrator

SUBJECT: Hurricane Procedures for Buildings, Grounds, Vessels, etc.

This plan establishes policies and procedures to be followed by employees of the Lafayette facility in the event a hurricane threatens. Because of location, the facility could potentially receive severe damage. Subsequently, facility employees need to begin hurricane preparations early to ensure obligations to the facility are met with enough time left to meet home and family responsibilities. This plan provides minimum guidelines to be followed for hurricane preparation. We may take additional steps depending on the strength of the storm and the needs of the individual Divisions. The hurricane season is from June 1st thru November 30th.

DEFINITIONS

HURRICANE WATCH

Means a hurricane MAY threaten an area within 48 hours. 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. Keep your radio or TV tuned for National Weather Service advisories.

HURRICANE WARNING

When hurricane conditions are expected within 36 hours, a hurricane warning is added to the advisory by the NWS. Hurricane warnings identify coastal areas where winds of at least 75 miles per hour are expected to occur. 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. Hurricane warnings are seldom issued more than 24 hours in advance. If the hurricane's path is unusual or erratic, the warnings may be issued only a few hours before the beginning of hurricane conditions. Precautionary actions should begin as soon as a hurricane watch is announced.

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: 74-95 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: 111-129 mph	(b) Storm Surge: 9-12 ft. above normal
Force Four	(a) Winds: 130-156 mph	(b) Storm Surge: 13-18 ft. above normal
Force Five	(a) Winds: greater than 156 mph	(b) Storm Surge: greater than 18 ft. above normal

REPORTING TO DUTY DURING "HURRICANE WARNING" PERIODS

Non-NMFS personnel will follow their respective organizational policies.

NMFS personnel will follow the guidance of the SEFSC Galveston Lab below. 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.

After appropriate precautions are completed, all facility buildings will be secured and employees must leave the facility via the stairwell doors located at the end of each wing.

SOURCES OF EMERGENCY INFORMATION

Listen to local radio, TV stations, or Internet web sites to determine when the facility will be closed or reopened. A list of radio & TV stations and Internet web sites are included in the appendix.

Call 211 for Information

Staffed 24/7 with trained specialists to guide you to vital resources
Provides multilingual services and information for the hearing impaired
Maintains a computerized database of over 15,000 resources and services statewide
Provides: Corrdinated Disaster Information, plus Food, clothing, Shelters, Special needs housing, Volunteer management, Evacuation Routes, Transportation Assistance, Crisis Counseling, Prescription Assistance, Missing Persons, Post disaster Child Care, Rebuilding Assistance and more.

WHEN TO RETURN TO WORK

Unless notified otherwise, all employees are expected to return to work during normal working hours as soon as possible after a **Watch and/or a Warning** is canceled. If roads are impassable, then report on the

first business day that the roads are open to normal traffic. Stay tuned to your local radio station for advice and instructions about emergency medical aid, food, and other forms of assistance and when you can return home and/or to work.

Be sure to have a valid Common Access Card (CAC) - security operations may include checkpoints that may require valid identification with your work and/or home address to be able to return to it. Use caution when re-entering the building. Personnel may be contacted if needed to assist employees in need.

Hurricane Preparedness Team

In the event of a Hurricane threat and/or watch, the facility intends to implement this Hurricane Plan consistent with the Deputy Center Director's and Facility Manager's assessment of the threat. The following list of individuals will comprise the Hurricane Preparedness Team. Work and non-work contact numbers are shown below:

SEFSC 24 Hour Emergency Contact Number (1-877-NMFS-911)

Name	Title	Office Phone
Bonnie Ponwith	Director	305/361-4264
Theo Brainerd	Deputy Director	305/361-4284
Peter Thompson	Chief OMI	305/361-4217
Jim Nance	Acting Galveston Laboratory	409/766-3500
Tom Minello	Fishery Ecology Branch Chief	409/766-3506
John Foret	Lafayette Facility Administrator	337/291-2107
Russell Carriere	Building Manager	337/291-3087
Randolph Joseph	USDA-NRCS Administration	337/291-3055
Jeffrey Weller	USFWS Administration	337/291-3116
Ted Eilts	USACE Administration	337/291-3011
Fred Roetker	USFWS Migratory Bird Branch	337/291-3090
Dwight Leblanc	USDA-APHIS	337/291-3151
Wayne Wiltz	USGS - IT	337/266-8687

HURRICANE PREPARATION CHECKLIST

AT THE START OF THE SEASON

- Update the facility's personnel's emergency employees contact list (home addresses and telephone numbers) (John Foret).
- Revise Hurricane Preparedness Team list and plan where necessary (John Foret).
- Issue revised plan to all facility personnel (John Foret).
- Maintenance staff (Russell Carriere) to survey facility (equipment and property) and prepare it for a hurricane where possible.
- Hurricane Supplies: In advance of the hurricane season the Maintenance Staff will distribute hurricane supplies needed for each office (e.g., sheet plastic, duct tape, masking tape, large garbage bags, etc.) (Russell Carriere).
- Cleanup: In June of each year, a general cleanup will be done to put away things to minimize work when a Hurricane threatens (Russell Carriere and John Foret).
- Ensure the reliability of emergency generator by regular testing. Repair/maintain, as necessary (Russell Carriere and John Foret).
- Ensure adequate fuel supply on-hand to operate generator after hurricane has passed (Russell Carriere).
- Clean-up/secure loose debris outside, especially in the loading dock area and bays on the ground floor (Russell Carriere).
- Confirm the availability, condition, and functioning of all hurricane shutters and hardware (Russell Carriere).
- Assure fork-lifts are in good working order if needed during hurricane preparations (Russell Carriere).

WHEN A HURRICANE WATCH IS ISSUED

- Inform the Facility Hurricane Preparedness Team of pending Hurricane Watch and plans to secure the facility via e-mail and intercom (John Foret).
- Stay tuned to radio and/or TV for official bulletins (John Foret).
- Light objects and any equipment or material that might be damaged or blown about shall be removed from the grounds and stored inside buildings (Russell Carriere).

SPECIALIZED FACILITIES

- Emergency Generator: Test for operation by Building Manager.
- Vehicle Maintenance Building and Boat Storage Building: Made secure by Building Manager.
- Necropsy Lab: To be secured by the Building Manager.
- Boats: To be secured by the Building Manager.
- Vehicles: Filled with gasoline and taken to a secure area.
- Power to Bldg.: If the storm is a Category 4 or 5, then all utilities to the facility will be turned off (Russell Carriere and John Foret).

OFFICE EMPLOYEES

- Data pertinent to research and operations that are stored on computer hard drives will be backed up to appropriate storage diskettes and secured in locked offices (DO NOT place anything in the first floor hallway as storm surge can pile them against a door preventing access).
- Secure any vehicles assigned to you, by checking oil, coolant, tire pressure and battery, filling with fuel, and parking in the designated area for Federal vehicles (past the dumpster).
- Secure all loose objects in offices, field storage, boat storage and common areas.
- Do not put tape on any windows.

Because some employees will be on travel or annual leave, their responsibilities will be performed by others. Supervisors will assign staff as necessary to cover these duties.

NOTE: Once the storm approaches, the building is subject to losing power, DO NOT use the elevator.

IT CHECKLIST (Contracted to USGS)

1) IT staff is responsible for securing all equipment in the computer room including the telephone equipment. Specifically, the Network Administrator will secure the networking equipment. The LAN manager is responsible for all LAN and WEB servers, and the Unix Administrator and DBA are responsible for Unix/Oracle servers. All on-site IT personnel will assume responsibilities to help as needed and to cover for an absent Administrator on scheduled leave. If a Hurricane Watch occurs outside of regular business hours, designated volunteers will be called in and will secure all equipment.

2) Material to cover equipment will be stored. At the beginning of the hurricane season, administrators will insure sufficient material is stored in the closet to cover their equipment.

3) When the facility initiates hurricane preparedness efforts, IT will send an e-mail message notifying all users that the servers will be shut down for use in 30 minutes. The announcement will also be made over the buildings PA system.

4) At the end of 30 minutes, backups of all servers will start. Completed backup tapes may be stored in the computer room. The administrators will take extra backup tapes to an off- site. If there isn't sufficient time to make a second set of backups for off-site storage, the most recent full backup of each system, plus copies of differential backups will be removed from the building.

5) After the backup is complete, all servers will be powered off. Communications equipment including all equipment necessary to maintain e-mail communications will be kept online until the Facility Manager issues a final shutdown order. The UPS will be powered off as soon as the telephone equipment is shut down.

6) After all equipment is powered off; it will be unplugged from all power outlets. All equipment will be covered with plastic sheeting and bags and secured with tape.

7) All Administrators must know the location and operation of the security system cut-off key. If the power is out for an extended period of time, then the security system batteries may fail. When the power is returned to system, the computer room doors will not open.

8) All system passwords will be stored in a secured location so that operations can resume as soon as the hurricane threat has passed, regardless of personnel availability.

RECOVERY EFFORTS / RETURN TO WORK

- Russell Carriere and/or John Foret will attempt to re-enter the facility and notify the Hurricane Preparedness Team of the condition of the facility.

LIST OF LOCAL RADIO, TV STATIONS and NEWSPAPER

RADIO

KSMB 94.5 FM 337-232-1311

TELEVISION

Channel 3 KATC 337-235-3333

Channel 17 KLAF 337-237-1500

NEWSPAPER

Lafayette Daily Advertiser 337-289-6300

PREPAREDNESS RESOURCE PHONE NUMBERS

Lafayette Emergency Operations Center 337-291-8358

Homeland Security & Emergency Preparedness 337-291-5075

Police 337-291-8600

Fire Department & Hazmat Team 337-291-8716

American Red Cross 337-234-7371

Salvation Army 337-235-2407

Lafayette Utilities System 337-291-5700

Lafayette Animal Shelter 337-291-5644

FEMA (Federal Emergency Mgmt. Agency) 800-462-9029

National Flood Insurance Program 800-638-6620

KEY INTERNET WEB SITES

http://www.acadianaredcross.org	Acadiana Red Cross
http://www.lus.org/site14.php	Lafayette Consolidated Government
http://www.nhc.noaa.gov/	National Hurricane Center
http://www.nws.noaa.gov/	National Weather Service
http://www.fema.gov/	FEMA (Federal Emergency Management Agency)
http://www.weather.com	The Weather Channel
http://www.weatherimages.org/	Live Weather Images
http://www.ssd.noaa.gov	Satellite Services Division
http://www.nws.noaa.gov/om/hurricane/index.shtml	National Hurricane Awareness
http://www.getagameplan.org	Louisiana Governor's Emergency Preparedness

Status of Your Well-Being Following An Emergency

"First, you must notify your **supervisor**, or appropriate individual in your "Reporting Phone Tree" hierarchy of your status and well-being. Telephone numbers of key contacts for the Galveston and Lafayette Laboratories and the SEFSC are on your Emergency Card. If you are unable to reach anyone, call the toll free number below."

EMERGENCY TOLL FREE NUMBER: 1-877-663-7911 (1-877-NMFS-911)

At the Toll Free Number:

- 1) You will hear a recorded message reporting on the condition of the Galveston facility and whether it is open or closed for operations.
- 2) After the message, you will be connected to an operator who will guide you through a list of questions that report on your personal status.

LAFAYETTE PARISH HURRICANE EVACUATION ROUTES

OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

LAFAYETTE PARISH EVACUATION ROUTE PLAN

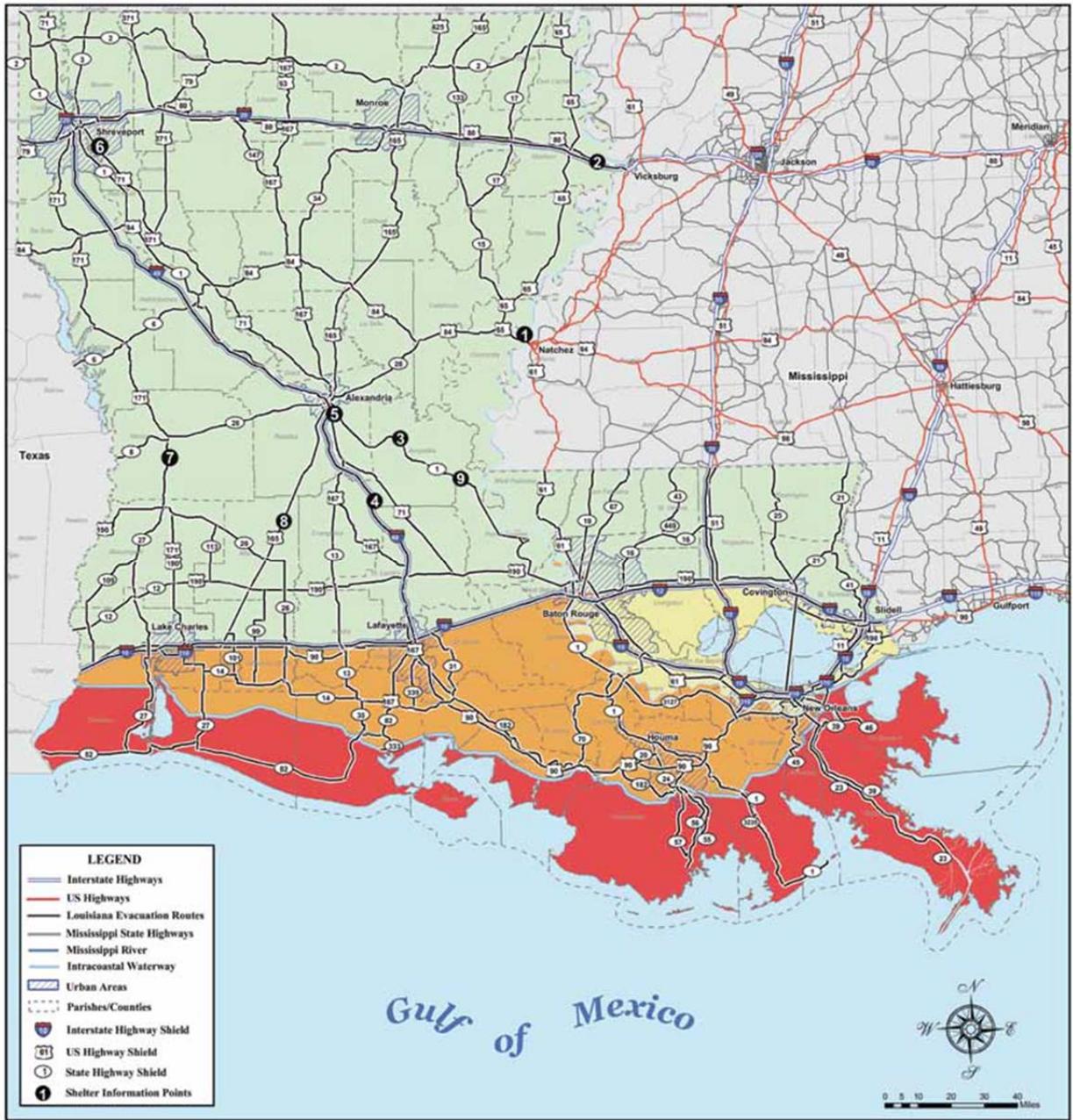


04/20/10



Prepared By LCG
Traffic & Transportation Department

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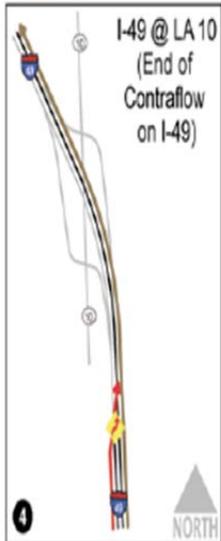
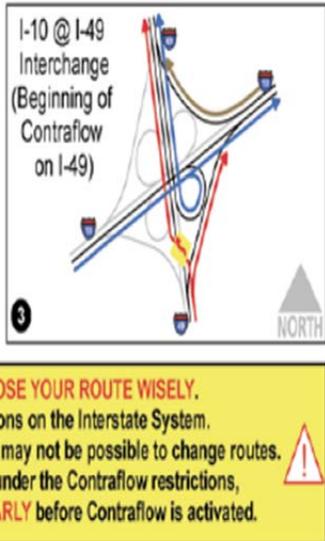
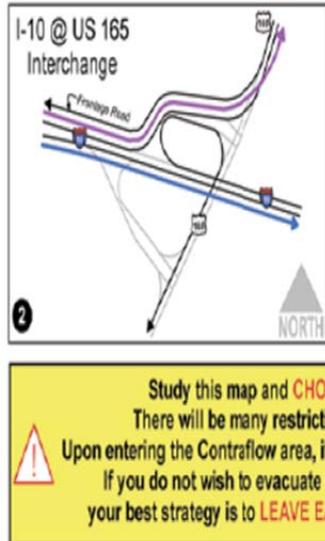
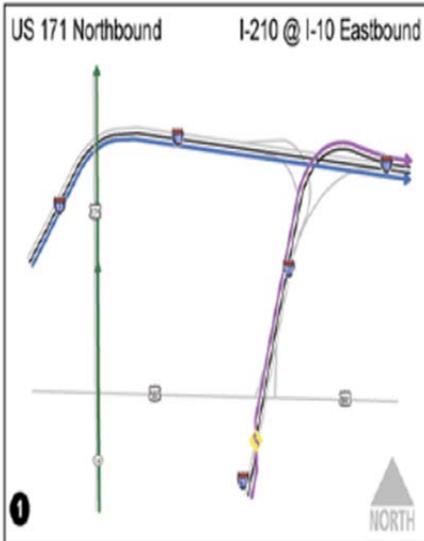
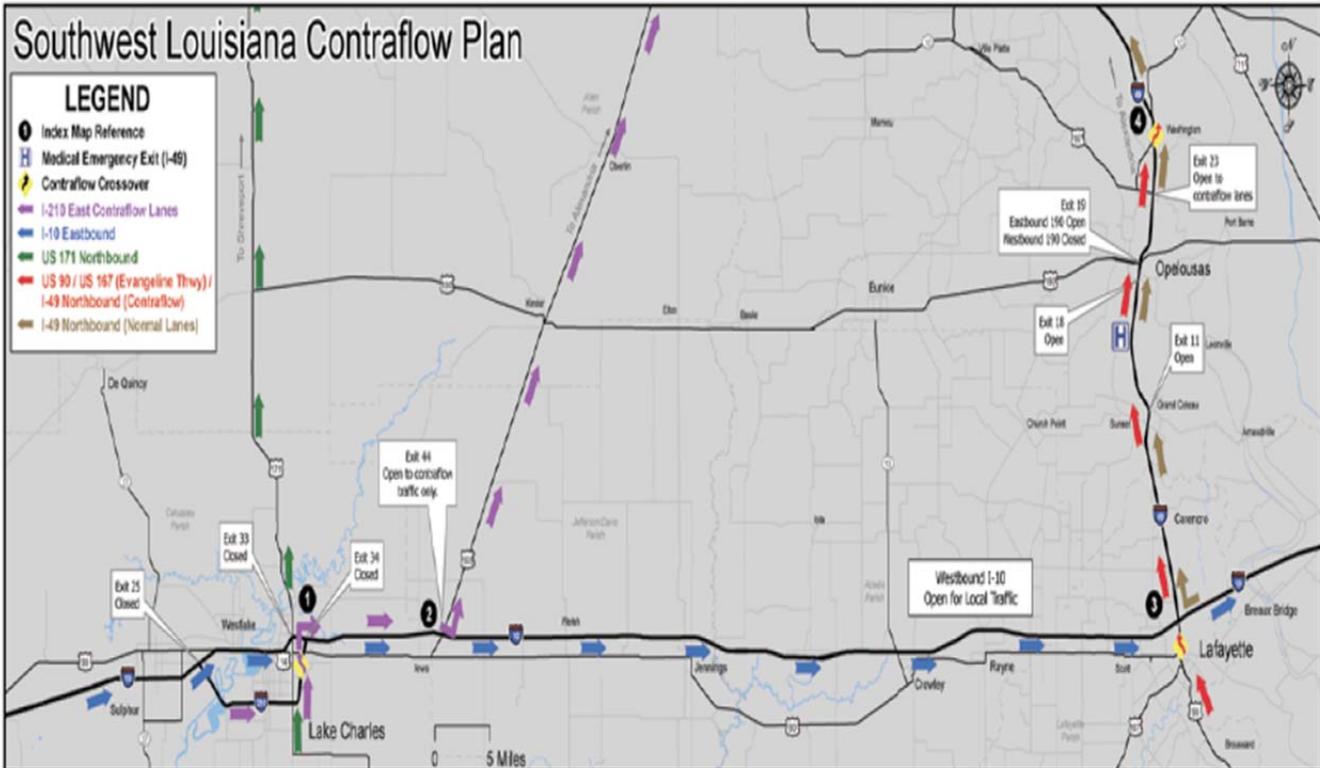
EMERGENCY SHELTER INFORMATION POINTS

Evacuation Area of the State	Information Point Location	Address
Re-entry from Mississippi on U.S. 65 & U.S. 84	1 Tourist Welcome Center	U.S. 165 & U.S. 84 1401 Carter Street Vidalia, LA
Re-entry from Mississippi on I-20	2 Tourist Welcome Center	836 I-20 West Tallulah, LA
From Southeast area on La. 1	3 Paragon Casino	Paragon Place Marksville, LA
From Southeast/Central area on I-49	4 Sammy's Truck Stop	I-49, Exit 53 3601 LA 115 W Bunkie, LA
From Southeast/Central areas on U.S. 71	5 Med Express Office	7525 U.S. 71 Alexandria, LA
From Southeast/Southwest/Central areas on U.S. 171 & I-49	6 P.E. Gym LSU-Shreveport	One University Place Shreveport, LA
From Southwest on U.S. 171	7 Pickering High School	180 Lebleu Rd. Leesville, LA
From Southwest/Central areas on U.S. 165	8 Tourist Information Center	8904 U.S. 165 Oberlin, LA
From Southeast area on La. 1	9 Maddie's Truck Plaza	15972 La. 1 Simmesport, LA

Southwest Louisiana Contraflow Plan

LEGEND

- Index Map Reference
- Medical Emergency Exit (I-49)
- Contraflow Crossover
- I-210 East Contraflow Lanes
- I-10 Eastbound
- US 171 Northbound
- US 90 / US 167 (Evangeline Thruway) / I-49 Northbound (Contraflow)
- I-49 Northbound (Normal Lanes)



Study this map and CHOOSE YOUR ROUTE WISELY.
 There will be many restrictions on the Interstate System.
 Upon entering the Contraflow area, it may not be possible to change routes.
 If you do not wish to evacuate under the Contraflow restrictions,
 your best strategy is to **LEAVE EARLY** before Contraflow is activated.

Lake Charles Area Instructions

- I-210 East (contraflow lanes) - To Alexandria (PURPLE)**
 Eastbound I-210 traffic will cross over to the westbound lanes of I-210 just before (south of) US 90.
 The crossed-over traffic will then contraflow (travel east on the westbound lanes of I-10) to US 165 North.
 Traffic using the I-10 contraflow lanes will be diverted northbound onto US 165.
- I-10 Eastbound - To Alexandria or Baton Rouge (BLUE)**
 I-10 eastbound traffic (normal lanes) will not be allowed to exit at the following exits:
 Exit 25, I-210 East
 Exit 33, US 171
 Exit 34, I-210 West
 Exit 44, US 165
 All other exits along I-10 will be open.
 I-10 eastbound lanes will flow as normal to Lafayette through the Lake Charles area.
- US 171 North - To Shreveport (GREEN)**
 To access US 171 North, traffic must use LA 14 North from Lake Charles.
 I-10 eastbound traffic will NOT be allowed to exit onto US 171.
- I-10 West at US 165**
 Westbound I-10 traffic will be diverted at Exit 44 to US 165 South to US 90 West.
- US 165 North**
 To access US 165 North, traffic must use I-210 East.

Lafayette Area Instructions

- I-10 East and West - To Alexandria or Baton Rouge (BLUE)**
 Eastbound I-10 traffic may continue East or travel North on I-49.
 Westbound I-10 traffic from Baton Rouge will be diverted to I-49 North if Lake Charles has begun contraflow.
 - US 90 / US 167 (Evangeline Thruway) / I-49 North (contraflow lanes) - To Alexandria / Shreveport (RED)**
 Northbound traffic on US 90/US 167 (Evangeline Thruway) through Lafayette will cross over to contraflow lanes just before (south of) the I-10/I-49 interchange.
 Northbound traffic on US 90/US 167 (Evangeline Thruway) also will be allowed to travel East to I-10.
 Northbound I-49 traffic (contraflow lanes) will be allowed to exit at Exit 23 (US 167).
 All other exits along the I-49 North contraflow route, including US 190, will be closed.
 - I-49 North (normal lanes) - To Alexandria / Shreveport (BROWN)**
 Northbound I-49 traffic (normal lanes) may exit US 196 (Exit 19) to the east but not US 190 to the west.
 Northbound I-49 traffic (normal lanes) will be allowed to exit at Sunset / Grand Coteau (Exit 11) and Crosswell Lane (Exit 18).
 All other exits on I-49 North (normal lanes) between I-10 and Washington will be closed.
 - I-49 South Traffic**
 Southbound I-49 traffic will be diverted at the Mosker Exit (US 167). From there, drivers can use US 167/LA 13/US 71 to continue South.
- Medical Emergencies** Drivers with medical emergencies on I-49 (normal and contraflow lanes) will be allowed to exit at Harry Guitbeau Road (Exit 15). No other services are available at this exit.