

MULTI-PURPOSE FACILITIES SEVERE WEATHER PLAN - Revised 08/19/2024

**(Turning Basin Northside and Southside, Woodhouse Terminal,
Bulk Materials Handling Plant, Jacintoport Terminal, Care Terminal)**

Hurricane season on the Gulf Coast extends each year from June 1 through November 30. Every year, prior to the onset of Hurricane season, Multi-Purpose Facilities Management and critical staff will meet to review the Terminal Hurricane Procedures, and amendments will be made as necessary.

Facilities Manager will perform an inventory of emergency supplies for Operations Supervisors and purchase anything not on hand or that needs to be replaced.

All terminal users and outside warehouses will be notified in writing to be sure that extra care be taken in their usual housekeeping and securing of their facilities. When the U.S. Weather Service predicts a tropical storm or a hurricane to affect the Houston/Galveston area, a strategy meeting will be called for all Managers and critical staff to discuss specific plans.

North Side Turning Basin terminal will continue to receive and deliver cargo until USCG issues Port Condition X-ray, at which Port Houston will divert all deliveries from lower level to leased areas. But, if a storm is imminent, the following should be used as a guideline.

Remember, this timeline is only a guide, and it could be moved forwards or backwards depending on the severity and the expected arrival of the storm. It should be noted that PORT HOUSTON retains the right to decide when to shut down vessel operations.

Beginning of Hurricane Season

1. The Facilities Manager will review the inventory of emergency equipment available and place orders with Central Stores for supplies in a possible emergency. (i.e. flashlights, batteries, etc.).
2. Operations Supervisors will inspect assigned areas and report all inoperable doors to the Facilities Manager. Sweeper Operator Foreman to confirm any portable dock office buildings in transit sheds that need to be secured.
3. Verify all contact details with Port Alert
4. Facilities Manager to send Real Estate a tenant notice at start of hurricane season

A HURRICANE WATCH IS IN EFFECT. THE STORM IS 72 HOURS FROM HOUSTON. (WHISKEY CONDITION)

Whiskey: Set when gale force winds are expected to arrive at the port within 72 hours. Port remains open to all commercial traffic, but oceangoing ships and barges must report their intention to remain in port or depart. If they are departing, they must do so within 12 hours of gale-force winds.

1. The Facilities Manager will review the inventory of emergency equipment in vehicles.
2. Inventory location of all hazardous cargo completed by Operations Supervisors as to where Freight Handlers are taking them. Facilities Manager sends to Fire Department and Port Police.
3. Operations Supervisors will re-inspect transit shed doors for proper operation and notify Maintenance of any that fail to close properly.

4. Vessel Scheduler to send a bunker notice to agents advising vessels to make sure they have enough fuel to exit PORT HOUSTON Facilities.
5. Sweeper Operator Foreman to assess dumpsters to help with securing doors.
6. Vehicle fuel check, fill if needed.
7. Raildesk to initiate communication with PTRA about current car inventory.
8. Truck office to advise at condition Port Condition Xray, export receipt will cease.

THE STORM IS 48 HOURS FROM HOUSTON (X-RAY CONDITION)

X-Ray: Gale force winds are expected within 48 hours.

1. Operations Supervisors should police for potential wind-driven missiles. All bare pallets on open wharves should be stored inside the warehouse. Advise cleanup crew to assist freight handler to accomplish.
2. Vehicle fuel check, fill if needed.
3. Sweeper Operators to place empty dumpsters close to needed transit sheds for landside door protection.
4. Truck office to advise freight handlers that PORT HOUSTON is no longer accepting export cargoes to lower level, cargoes for leased premises is still permitted. Particular attention should be addressed to high value cargo to either deliver out or to move to a more secure area.

STORM IS 24 HOURS FROM HOUSTON (YANKEE CONDITION)

Yankee: Gale force winds predicted within 24 hours. Vessels seeking to depart must arrange immediate departure. Cargo operations must cease with 18 kilometer per hour (kph) winds. Transfer hoses must be disconnected with 22 kph winds. Ships seeking to arrive in port should seek an alternate destination.

1. loaded containers over empties; limit all stacks to 2 high stowage; experience shows that isolated containers, either empty or loaded, are more susceptible to damage. Try to have loaded containers placed around empty containers on ground level. General Cargo to be stacked when possible.
2. Fully charge all radios and place in assigned PORT HOUSTON Vehicle.
3. Facilities Manager to notify each freight handler that all propane bottles must be removed from the lower-level area and relocated to an alternate facility. Wharf supervisors check for proper removal.
4. Facilities Manager to notify outside MPF Terminals to close all shed doors once operations shut down and start removal of privacy fencing materials/advertisements.
5. Vehicle fuel check, fill if needed.
6. Operations Supervisors to stop securing for railcars and verify areas cleared of equipment and debris.

7. Review policy to handle mosquito fleet with Emergency Management.
8. Vessel Scheduling schedules all returning vessels to the berths they previously vacated.
9. Vessel Scheduling to coordinate with Emergency Management regarding the mosquito fleet

STORM IS WITHIN 12 HOURS OF HOUSTON (ZULU CONDITION)

Zulu: *Gale force winds within 12 hours. The port is closed.*

1. All mobile cranes are to be moved to a safe location and secured. Wharf supervisors make final check for removal of cranes, crane booms lowered, and propane bottles removed and notify Freight Handlers.
2. Prior to release all PORT HOUSTON forklift machines, tractors, trucks, sweepers, pool vehicles, and vans will be stored under cover at the Central Maintenance facility located on the upper-level road to protect them from blowing objects. Vehicles should be fully fueled, and keys left in equipment. Clean up crew to confirm same.
3. All transit sheds will be checked to see that all doors are closed or secured. Doors that cannot be closed will be noted and blocked with containers if available.
4. A physical inspection of the facilities by the Facilities Manager shall be completed prior to the release of Operations Supervisors.
5. Consolidate computer equipment in an interior room if necessary to protect.
6. All employees not actually needed to secure the facility may be released from duty when in the judgment of the Executive Director, or the Division Chief.
7. Port Police and Wharf Supervisors monitor that no tugs or barges are mooring underneath the 610 Bridge.
8. Make sure dumpsters are moved off waterfronts and relocated to high level road or wash down area to ensure they are not blown into or pulled out into the channel by potential flooding. Loaded dumpsters that cannot be picked up are to be brought inside transit sheds.
9. Collect all loose dunnage and any wind driven missiles once cargo operations have halted
10. Vehicle fuel check, fill if needed.
11. Facilities Manager to note privacy fencing/advertising taken down or left on.
12. Verify hazmat movement and if any discharged/moved after initial check at 72-hour notice.
 - Document any changes and resend to Facilities Manager who will update PORT HOUSTON FD and Port Police.
13. Confirm with central maintenance of generator needs once USCG issues recovery status. Facilities Manager to confirm and track issuance.
14. Vessel Scheduling advise agents that upon Port Condition Yankee vessels must depart

POST STORM OPERATIONS

First personnel on site to complete terminal run through for any areas needing immediate attention. Operations Supervisors are to report damage in their assigned areas to the Facilities Manager. An accurate and updated record should be kept of the recovery process. Keep following items in mind:

1. Initial assessment to be performed as quickly and safely as possible:
 - a. Operations Supervisors to survey safety fencing, mooring cleats for debris that would affect vessels mooring to priority docks and then their assigned areas.
 - b. Facilities Manager to notify Vernon Bailey crew to assess priority docks, report damages, and remove any obstructions to berthing.
 - c. Hazardous cargo inventory check
 - d. Notify any environmental issues to Facilities Manager who will pass to Police, Fire and Environmental.
2. Possible major damage items:
 - a. Sheet metal roofs on transit sheds
 - b. Transit Shed doors/walls
 - c. Portable Buildings
 - d. Hansen Mueller bulk loader
3. MPF Director & Facilities Manager to prioritize the following:
 - a. Dangerous/hazardous conditions needing immediate correction
 - b. Removal of debris
 - c. Temporary repairs
 - d. Permanent repairs
4. Safety Concerns:
 - a. Watch for downed power lines
 - b. Roofs or unstable structures collapsing
 - c. Contact with debris (trees, buildings, etc.)
5. Security Issues
 - a. Facilities Manager to notify tenants when gates have power and VMS access
6. Verify needs to tenants, freight handlers, contractors, CBP
 - a. Gate priority list
 - i. CBR/RR 6/Gate AA/Gate 8
 - b. Verify vessel schedule for which docks will be working to direct generators
 - i. Priority transit sheds are 18/19, 21/22, 30/31
 - ii. Direct all cleanup crews to priority docks
 - iii. Verify restroom payroll program is accessible
 - c. Notify CBP for RPM Gate once USCG gives all clear
 - d. Verify when Tenants, Freight Handlers, Stevedores are accepting cargo
7. Channel issues
 - a. Verify schedule for any heavy lift cranes completing any salvage operations
 - b. Which docks are closed
8. Remeasure all power lines and adjust as needed to be higher than 19 feet.