

Hurricane Preparedness Plan - Houston Corporate Procedure	00011-CPM-HSE-0213
	Document No. Rev. 4



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[Business Continuity Plan - Houston](#) (Managers only)

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1.0 SCOPE / OVERVIEW

The purpose of this procedure is to provide guidance to management regarding emergency planning and the actions to be taken in preparation for potential hurricane landfall in the Texas / Louisiana Gulf Coast Region.

This procedure complies with the guidelines outlined by the National Weather Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and Wood Group Hurricane Response Plan.

This procedure applies to all Mustang, Client, and contract personnel occupying Mustang controlled properties.

2.0 DEFINITIONS

2.1 Clarification of Terms

2.1.1 Alert Level 0

Alert Level 0 is the period of time in which hurricane preparedness plans should be reviewed and revised if necessary. This activity should take place from April 15 to June 1 annually.

2.1.2 Alert Level 1

Alert Level 1 is the level of preparedness initiated when a storm enters the Gulf of Mexico.

2.1.3 Alert Level 2

Alert Level 2 is the level of preparedness initiated when a Category 4 or 5 hurricane is 72 to 48 hours from landfall in the Galveston Gulf Region or a Category 1, 2 or 3 hurricane is 48 to 36 hours from landfall in the Galveston Gulf Region.

2.1.4 Alert Level 3

Alert Level 3 is the level of preparedness initiated when a Hurricane Watch has been issued by the National Weather Service.

2.1.5 Alert Level 4


Alert Level 4 is the level of preparedness initiated when a Hurricane Warning has been issued by the National Weather Service.

2.1.6 Category 1 Hurricane

A Category 1 Hurricane is a named storm with sustained winds reaching 74 to 95 mph.

2.1.7 Category 2 Hurricane

A Category 2 Hurricane is a named storm with sustained winds reaching 96-110 mph.

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2.1.8 Category 3 Hurricane

A Category 3 Hurricane is a named storm with sustained winds reaching 111-130 mph.

2.1.9 Category 4 Hurricane

A Category 4 Hurricane is a named storm with sustained winds reaching 131-155 mph.

2.1.10 Category 5 Hurricane

A Category 5 Hurricane is a named storm with sustained winds reaching 156 and beyond mph.

2.1.11 Hurricane Watch

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

2.1.12 Hurricane Warning

A Hurricane Warning is issued when hurricane conditions are expected in a specific coastal area within 24 hours.

2.2 Abbreviations and Acronyms

- BCP Business Continuity Plan
- CMT Control Management Team
- HSE Health, Safety, and Environmental
- IT Information Technology
- NOAA National Oceanic and Atmospheric Administration

3.0 ROLES AND RESPONSIBILITIES

3.1 Control Management Team Leader

The Control Management Team (CMT) Leader is responsible for implementing and enforcing this procedure.

3.2 HSE Department Manager

The HSE Department Manager is responsible for monitoring compliance with this procedure.

4.0 GENERAL

Hurricanes and their accompanying hazards pose a threat to the safety of employees and property. For this reason, it is vital that adequate precautions be taken to minimize all effects. This procedure should be followed whenever a hurricane poses a potential threat to the Houston / Gulf Coast area. Expedient and proper response is required by all personnel to minimize the possibility of injury and/or property damage due to the severe weather conditions a hurricane can produce.

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A Control Management Team (CMT) has been organized to manage business continuity and hurricane season preparations. The CMT has established an Emergency Response Team and a Business Recovery Team and assigned specific responsibilities to appropriate individuals. These teams and their responsibilities are discussed in the “Business Continuity Plan - Houston” (BCP) found on *myMustang*®. The BCP has restricted access to Managers only. Team rosters are found in Appendix 2 of the BCP.

5.0 ALERT LEVEL PLANNING


5.1 Alert Level 0 - Preparedness (April 15 - June 1)

At Alert Level 0, the CMT will convene to discuss preliminary hurricane season preparations, including a review of this document. The CMT will review the Response and Recovery Teams and assign specific responsibilities to appropriate individuals for activities during the event.

The CMT will establish requirements for emergency shutdown of the Mustang facilities.

The CMT will identify personnel on the Response Team whose responsibilities will be to:

Responsibility	Department
• Verify operability of all portable generators	Facility Management
• Arrange for the safe staging of motorize equipment (including trucks, vans, buses, etc.)	Facility Management / Office Services / Deer Park
• Ensure all loose items are secured	Facility Management
• Conduct a survey of drainage systems	Facility Management
• Conduct a survey of doors and windows for weather tightness	Facility Management
• Establish an employee-relations communication hotline for both internal and external callers	HSE
• Receive inventory list of needed provisions from CMT	Facility Management / Office Services
• Ensure facility exists for petty cash or other purchasing means for emergency purchases	Accounting
• Review and revise information services for functional shutdown and data management and security	Information Technology (IT)
• Establish a remote website for communication	Information Systems
• Update CMT Contact data	CMT Leader
• Confirm accuracy of emergency contacts	HR
• Verify priority availability of portable fuel tanks and generator fuel	Facility Management

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The CMT Leader will verify that all hurricane preparedness procedures are complete and information has been communicated to all employees.

5.2 Alert Level 1 - Storm Entering Gulf (Houston in Cone of Certainty)

Once a storm enters the Gulf of Mexico, the CMT will convene to review this document, begin preparations, reconfirm the Response and Recovery Teams, and confirm responsibilities.

The HSE Department will begin monitoring changes in weather conditions reporting directly to the CMT Leader. The CMT Leader will increase the frequency of communications to all employees. The Response and Recovery Teams will meet with the CMT to begin initial planning.

As many low cost / low risk steps that can be taken should be completed at this time.

Responsibility	Department
<ul style="list-style-type: none"> Consider postponing all non-essential product / material deliveries in preparation for possible shutdown (i.e. paper, office supplies, etc.) 	Facility Management / Office Services / Deer Park
<ul style="list-style-type: none"> Initiate a general cleanup to secure loose objects 	Facility Management
<ul style="list-style-type: none"> Eliminate all loose objects (including those at all elevations) 	Facility Management
<ul style="list-style-type: none"> Verify the availability of sufficient fresh water supply for the Response Team 	Facility Management / Office Services
<ul style="list-style-type: none"> Update remote web site 	CMT Leader
<ul style="list-style-type: none"> Develop an inventory of all provisions needed for sleeping arrangements, food, water, and other necessary hurricane ride-out items for the Response Team (if needed) 	Facility Management
<ul style="list-style-type: none"> Purchase and stock-pile provisions to sustain Response Team personnel for a 2-5 day hurricane ride-out if needed 	Facility Management / Office Services
<ul style="list-style-type: none"> Provide ample supply of rain gear, flashlights, and spare batteries for the Response Team 	HSE

5.3 Alert Level 2 - Prepare for Storm (Houston in Cone with >10% Certainty)

During an Alert Level 2, the following actions will occur.

The CMT personnel will:

Responsibility	Department
<ul style="list-style-type: none"> Ensure that all company vehicles are fueled and prepared for relocation 	Facility Management / Office Services / Deer Park
<ul style="list-style-type: none"> Secure all objects that could be blown away by high winds 	Facility Management

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<ul style="list-style-type: none"> • Arrange to have trash dumpsters emptied and kept as empty as possible 	Facility Management
<ul style="list-style-type: none"> • Fuel and prepare for fixed emergency generating and standby equipment 	Facility Management
<ul style="list-style-type: none"> • Verify final Response and Recovery Team rosters 	HSE
<ul style="list-style-type: none"> • Post information provided by the CMT Leader on the remote web site 	Information Systems
<ul style="list-style-type: none"> • Order and begin to acquire fresh food for the Response Team 	Office Services
<ul style="list-style-type: none"> • Communicate Emergency Communication Procedures 	CMT Leader

The Response Team personnel will:


Responsibility	Department
<ul style="list-style-type: none"> • Prepare additional emergency response equipment 	HSE
<ul style="list-style-type: none"> • Verify the final roster, availability, and commitment of the Response Team 	HSE
<ul style="list-style-type: none"> • Verify important contact numbers 	Human Resources
<ul style="list-style-type: none"> • Verify communication devices are in working order with spare batteries 	Facility Management

5.4 Alert Level 3 - Hurricane Watch Issued (Houston in Cone with >20% Certainty)

During an Alert Level 3, the CMT assumes a standby mode, awaiting notification to return to normal operations or initiate a quick shutdown. The CMT will continuously monitor conditions. The Response Team personnel should be released to secure their homes. A defined time for their return should be established prior to their being released. The CMT Leader will develop a time line for the release of personnel.

The CMT personnel will:

Responsibility	Department
<ul style="list-style-type: none"> • Verify emergency supplies have been delivered 	Facility Management
<ul style="list-style-type: none"> • Drain holes on portable hoppers / trash dumpsters are plugged and prepare to fill them with water 	Facility Management
<ul style="list-style-type: none"> • Ensure portable generators are set into place, are fueled, are tested, and all necessary electrical connections are installed 	Facility Management
<ul style="list-style-type: none"> • Initiate "Information Technology Disaster Recovery Plan", a Mustang Document classified as Highly Confidential with restricted access 	Information Systems

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<ul style="list-style-type: none"> Communicate system shutdown information to individual PC users 	Information Systems
<ul style="list-style-type: none"> Distribute uniquely colored plastic bags to protect office documents 	Office Services
<ul style="list-style-type: none"> Review need to obtain emergency cash 	Accounting
<ul style="list-style-type: none"> Confirm availability of Response and Recovery Team Members 	CMT Leader
<ul style="list-style-type: none"> Post information from the CMT Leader on the remote web site 	Information Systems

The Response Team personnel will:

Responsibility	Department
<ul style="list-style-type: none"> Move all emergency response equipment to safe and logistically proper locations 	HSE

5.5 Alert Level 4 - Hurricane Warning Issued

5.5.1 36 Hours from Landfall

During a Category 1, 2 or 3 Storm, the CMT will verify that preparations are complete and continue monitoring the storm's progress.

During a Category 4 or 5 Storm, the CMT will:

Responsibility	Department
<ul style="list-style-type: none"> Prepare to evacuate the site and suspend operations 	Facility Management
<ul style="list-style-type: none"> Prepare electrical services and other utilities to be discontinued 	Facility Management
<ul style="list-style-type: none"> Back-up and shutdown network servers 	IT
<ul style="list-style-type: none"> Prepare sensitive electronics to be shutdown and removed from the power supply 	IT
<ul style="list-style-type: none"> Prepare sensitive electronics to be wrapped in plastic and secured in interior rooms 	IT
<ul style="list-style-type: none"> Post information on the remote web site 	CMT Leader

5.5.2 12 Hours from Landfall

During a Category 1, 2 or 3 Storm, the CMT will ensure that the volunteer Response Team has returned to the site and is prepared to assume responsibilities. All vehicles (trucks, vans, buses, etc.) should be relocated to the predetermined safe staging area. In the event of an evacuation, the following should occur:

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Responsibility	Department
<ul style="list-style-type: none"> Ensure sensitive electronics are shutdown and removed from the power supply 	IT
<ul style="list-style-type: none"> Ensure sensitive electronics are secured off the floor and in interior rooms 	IT
<ul style="list-style-type: none"> Post information on the remote web site 	CMT Leader

During a Category 4 or 5 Storm, the CMT will evacuate everyone from the site. The CMT will notify Senior Management that the site is secured and all non-essential personnel have been evacuated. The following should also occur:

Responsibility	Department
<ul style="list-style-type: none"> Ensure that sensitive electronics are shutdown and removed from the power supply 	IT
<ul style="list-style-type: none"> Ensure that sensitive electronics are secured off the floor and in interior rooms 	IT
<ul style="list-style-type: none"> Post information on the remote website 	CMT Leader
<ul style="list-style-type: none"> Ensure all information regarding return-to-work status is updated on the emergency website and on the 866 service line 	HSE and CMT Leader


6.0 POST HURRICANE

Once the hurricane has moved through the area and the National Weather Service has determined it is safe to return to the area, the CMT can receive local information about returning to the site as follows:

Response Team	On location
Television	KTRK (channel 13) Houston, Texas
Radio	KTRH (740 AM) Houston, Texas KGBC (1540 AM) Galveston, Texas
Times	6 - 8 am, 12 pm, and 6 - 8 pm

Contact can be made with the Houston office for any information using the toll-free HSE Hotline 1-866-313-0052. Additionally, the CMT Leader can directly contact CMT personnel to attain information concerning the safe return of employees to the site.

The CMT will determine manpower necessary to safely inspect the site prior to allowing the entire workforce to return. The CMT may assign members of the Response Team to inspect specific areas for damage in groups of two equipped with communication devices.

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7.0 RESPONSE TEAM CAUTIONS

The Response Team will remain in the core of the building, away from windows, and monitor business-critical functions relating to emergency power and IT. Under no circumstances is the Response Team to exit the building if environmental conditions are threatening.

8.0 CONTROL MANAGEMENT TEAM

See “Business Continuity Plan - Houston” (Managers only) found on *myMustang*® for additional information on the CMT.