

## **GCRL Hurricane Plan**

The Laboratory Director in consultation with University officials and GCRL faculty and staff will determine whether or not the GCRL will enact full hurricane (or storm) emergency procedures. These procedures may include the securing of offices, the teaching and research laboratories, computer data backup, vehicles and boats. The Laboratory Director will determine whether or not the dormitory should be evacuated. Depending on the nature of the storm and its threat, less stringent preparations may be in order.

Faculty members and scientific staff are responsible for seeing that their offices and research laboratories are secured. Faculty, students and staff will be called upon to help secure the remainder of the GCRL.

The alert levels given below shall serve as guidelines. The assumption is that the storm is of significant size and potentially destructive intensity. We will need help from all faculty, students and staff.

**NOTICE: In the event a mandatory evacuation is issued, no building at the Ocean Springs or Cedar Point sites is to be used as a shelter.**

## **Level 1 Alert**

There is tropical storm or hurricane activity with a potential for landfall along the northern Gulf of Mexico.

1. The Laboratory Director, Bill Hawkins will notify GCRL faculty, staff, and students of the storm activity.
2. That evacuation accommodations are available for Summer Program students at the Hattiesburg campus will be verified with the Southern Miss Residence Life Director (Chris Snyder or Sam Clardy).
3. Computer data and files should be backed up and any equipment secured (all individuals).
4. Chain saws and supplies are to be checked (Orlando Rodriguez).
5. Fuel for emergency generators will be obtained (Mike Funk).
6. Sand bags and sand will be obtained for doorways (Mike Funk).
7. Activities associated with Levels 2, 3, and 4 will be planned (all individuals).

## **Level 2 Alert**

The storm has entered the Gulf of Mexico with a possibility of striking Mississippi, but it is still a significant distance away. Landfall is greater than 3 days away. The Laboratory Director, Bill Hawkins, makes the declaration for Level 2 precautions.

1. All small boats will be secured and removed to higher ground. The large vessels will be moved to a safer location as determined by Paul Beaugez, Port Captain.
  - A. Mike Funk, Physical Plant, will coordinate with the Center for Fisheries Research (Harriet Perry) for the movement of the small boats on the GCRL campus.
  - B. Paul Beaugez will be responsible for coordinating movement of the large vessels.
2. Equipment and all materials outside the laboratory will be secured.
  - A. Mike Funk will be responsible for securing the shop and storage areas.
  - B. Faculty and Staff are responsible for securing items outside of areas they use.
3. All vehicles are to be topped off with fuel.
  - A. Orlando Rodriguez will be responsible for motor pool vehicles.
  - B. All other vehicles are the responsibility of the department operating them.
4. All leave is cancelled.



## Level 3 Alert

The storm continues its approach toward the Mississippi coast and there is a significant possibility that it will make landfall in the Biloxi/Ocean Springs region. Landfall is possible within 48 hours. Laboratory Director, Bill Hawkins notifies staff to conduct Level 3 precautions.

1. Dormitory students are to be evacuated to Hattiesburg campus (Chris Snyder, Sam Clardy)
2. Ensure all visiting personnel are out of Dormitory and Faculty House (Orlando Rodriguez).
3. The emergency generators will be moved via trailer to secure site. (Mike Funk)
4. GCRL motor pool vehicles will be moved to safe ground. Relocation site may vary due to forecast size and intensity of storm. (Orlando Rodriguez).
5. All computers and sensitive electronic equipment will be covered with plastic, unplugged and placed on a table or lab bench. Remove sensitive equipment from the floor and away from windows.

A. Each faculty, scientific staff and support staff member is responsible for securing his/her laboratory and equipment.

1. Each faculty member will be responsible for his/her refrigerators and ultra-cold freezers.
2. The Director will coordinate the consolidation of important materials that must be frozen or refrigerated. The number of freezers and refrigerators on emergency backup power should be minimized.

B. ITech will be responsible for institutional computers and technology equipment.

1. Lab servers and network equipment will be secured (David Sliman).
2. Computers and technology equipment in computer lab, classroom, and auditorium will be secured (David Sliman).
6. Sensitive files (i.e., hardcopies) will be moved to 2<sup>nd</sup> floor hallway of Caylor Building. Boxes with materials will be clearly labeled with supervisor's name and promptly returned to the original location once the storm has passed. Boxes will be covered with plastic (Supervisors).
7. Sandbags are filled and placed by each exterior doorway (Mike Funk).
8. Supervisors and subordinates should communicate their evacuation plans to each other, and supervisors must ensure that necessary contact information has been exchanged.

## **Level 4 Alert – Evacuation**

The storm continues its approach toward the Mississippi coast. Warnings and/or watches have been issued for the Biloxi/Ocean Springs region. There is a high probability that the storm will make landfall within approximately 24 hours. Laboratory Director, Bill Hawkins, notifies staff that Level 4 evacuation procedures should begin.

1. All non-indigenous species held at the GCRL Marine Laboratory will be destroyed as per operating protocols (Laboratory Director).
2. All other organisms held in the lab should have backup air supplies functioning. All organismal holdings must have the responsible individual's name clearly marked.
3. The power to all non-essential equipment (excluding refrigerators or freezers) must be turned off (individual faculty or staff members).
4. The outside doors will be locked (Orlando Rodriguez) and sandbags are put in place (Mike Funk).
5. All personnel **must** leave the GCRL campuses.

## **Return to GCRL after the Storm**

In many cases it will be obvious when it is safe to return to the GCRL campuses. However, if you are out of the area, it may be a good idea to call to find out if it is safe and possible to return.

1. You should first call the GCRL switchboard (228-872-4200) and speak to someone or listen for a recorded message. If the GCRL phones are not operational, then go to #2.
2. Call 228-865-4500. This is Southern Miss Gulf Coast phone. A message with information on conditions in Ocean Springs will be recorded, or if someone is there, you may speak to a person. If this is not operational, then go to #3.
3. Call 601-266-1000. This is the switchboard number for Southern Miss at Hattiesburg.
4. Make every effort possible to contact your immediate supervisor.

## **INCIDENT COMMAND STAFF**

**Incident Commander**  
GCRL Executive Director  
Dr. William E. Hawkins  
228-806-7717  
228-875-0880

### **Incident Command Staff**

**Liaison and Finance Officer**

Director for Business and Finance  
Kris Fulton  
228-990-6533  
228-875-4821

**Physical Plant Director**

David Taylor  
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**Physical Plant Superintendent**

Mike Funk  
228-806-7705  
228-818-4248

**Public Information Officer**

Linda Skupien  
228-806-7718  
228-875-9808

**General Staff**

**Programs Recovery and Planning Officer**

Chair, Department of Coastal Sciences  
Dr. Jeffrey M. Lotz  
228-806-8001  
228-872-1424

**Physical Plant Coordinator**

Orlando Rodriguez  
228-806-7766

**Thad Cochran Marine Aquaculture Center**

**Director**

**Center for Fisheries Research**  
Harriet M. Perry  
228-806-1431  
228-875-2713

**Director**

**Marine Education Center**  
Dr. Shelia Brown  
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