

Gulf Coast Research Laboratory Hurricane Plan

The Laboratory Director in consultation with GCRL faculty and staff will determine whether 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. In addition, the Laboratory Director will determine whether the dormitory should be evacuated. Depending on the nature of the storm and its threat, less stringent preparations may be in order.

Faculty members 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 GCRL or Cedar Point campus 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. Verify that evacuation accommodations with USM Residence Life Director are available for Summer Program students at the Hattiesburg campus (Sam Clardy).
3. Computer data and files should be backed up and secure any equipment (all individuals).
4. Chain saws and supplies are to be checked (Mike Funk).
5. Fuel for emergency generators will be obtained (Mike Funk).
6. Sand bags and sand will be obtained for doorways (Mike Funk).
7. Plan activities associated with Levels 2, 3, and 4 (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 GCRL campus.
- B. Paul Beaugez will be responsible for 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. Angelia Bone 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 (Sam Clardy)
- 2. Ensure all visiting personnel are out of Dormitory and Faculty House (Angelia Bone).
- 3. The emergency generators will be moved via trailer to secure site. (Mike Funk)
- 4. GCRL vehicles will be moved to Halstead Rd. tennis court parking area. (Mike Funk).
- 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 member is responsible for securing his/her laboratory and equipment.
 - 1. Each faculty members will be responsible for their ultra-cold freezers and refrigerators.
 - 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 may be minimized.
 - B. Itech will be responsible for institutional computers and technology equipment.
 - 1. Secure the lab servers and network equipment (**Jaynal Pervez**).
 - 2. Computers and technology equipment in computer lab, classroom, and auditorium (**Jaynal Pervez**).
- 6. Important files (i.e., hardcopies) will be moved to 2nd floor hallway of Caylor Building. Boxes with materials will be clearly labeled to facilitate return to the original location once the storm has passed. Boxes will be covered with plastic (Supervisors).
- 7. Sandbags are to be 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. 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 should have the responsible individual's name clearly marked.
3. The power to all non-essential equipment (excluding refrigerators or freezers) should be turned off (individual faculty or staff members).
4. The outside doors will be locked (Mike Funk) 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 USM 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 USM/Hattiesburg.
4. Make every effort possible to contact your immediate supervisor.

INCIDENT COMMAND STAFF

Incident Commander, GCRL Director, William E. Hawkins
228-806-7717 or 228-875-0880

Liaison and Finance Officer, Director for Business and Finance, Kris Fulton
228-990-6533 or 228-875-4821

Physical Plant Director, David Taylor
228-806-7702

Physical Plant Superintendent, Mike Funk
228-806-7705

Public Information Officer, Chris Snyder
228-818-8883 or 228-365-3386

General Staff / Programs and Recovery Officer, Chair of Department of Coastal Sciences,
Jeffery Lotz
228-806-8001 or 228-872-1424

Physical Plant Coordinator, Angelia Bone
228-818-8847 or 228-326-0167

Center for Fisheries Research Director, Harriet Perry
228-806-1431 or 228-875-2713

J.L. Scott Marine Education Center Director, Shelia Brown
228-818-8892 or 228-342-0857

Harbor Master and Vessel Ops, Paul Beaugez
228-324-8170

Technology Director, David Sliman
228-865-4598 or 228-697-7096

Cochran Marine Aquaculture Center, Reginald Blaylock
228-872-4453 or 228-424-4225