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The University of Southern Mississippi
Gulf Coast Research Laboratory

Hurricane Preparedness Plan

Updated June 2025

Introduction

This document serves as a plan to ensure hurricane preparedness before and response after the passage of a hurricane or storm. The Gulf Coast Research Laboratory (GCRL) Director, in consultation with the AVP for Research – Coastal Operations, SOSE Director, SOSE Associate Director for COA, GCRL Center and Administrative Directors, and University Administration, will determine whether the GCRL will enact full hurricane (or storm) emergency procedures. These procedures may include securing offices, teaching/research laboratories, vehicles and boats and necessary computer data backup. In addition, the GCRL Director will determine whether the Dormitory, Faculty House and cottages will be evacuated. Faculty members, Center Directors, principal investigators and supervisors are responsible for seeing that their offices, laboratories and equipment (particularly items stored outside) are secured. Faculty, students and staff will be called upon to help secure the remainder of GCRL.

Hurricane preparedness planning should begin before the start of Hurricane Season (June 1 – November 30), to include:

1. Emergency Operation Center Staff members ensure GCRL-issued emergency communication radios and batteries are functional and charged.
 - a. A radio check will be coordinated to ensure proper operation and connectivity.
(Kelly Darnell)
2. Emergency Operations Center Staff participate in a hurricane tabletop planning exercise (e.g. HUREX).
3. Faculty, students, and staff review the GCRL Hurricane Preparedness Plan (All individuals)
4. Directors, PIs, and building liaisons will coordinate clean-up of equipment and materials outside of GCRL facilities (All individuals)
5. To ensure personal safety, it is encouraged that all faculty, staff, and students review personal evacuation plans and maintain a personal hurricane/disaster supply kit (All individuals)

The alert levels that follow in this document shall serve as guidelines. The nature of the storm and its threat will be taken into consideration when enacting precautions. All final decisions on enactment of response levels will be coordinated with the USM Incident Commander. *This plan is specific to storm preparedness actions for the GCRL sites and supplements the Hurricane Preparedness Information provided by the University, accessible through USM's [Hurricane Preparedness webpage](#) and USM's Institutional Protocols [Appendix A]).*

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

Level 1 Alert

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

1. The GCRL Director will notify GCRL faculty, staff, and students of the storm activity. (Kelly Darnell)
2. In advance of a predicted Tropical Storm or Category 1-2 Hurricane, the MEC Director and GCRL Housing & Conference Services Manager will verify that evacuation accommodations at the Hattiesburg campus are available for students when the Summer Field Program is in session; for a predicted Category 3+ Hurricane, Summer Field Program students will be alerted that they may be discharged for relocation on their own accord. Assistance with accommodations and identifying transportation, if needed for other overnight visitors, will be provided as appropriate. (Jessica Kastler, Martha Brown)
3. The SOSE Associate Director for COA will work with faculty to confirm all COA graduate students have a method of transportation for evacuation and will verify that evacuation accommodations at the Hattiesburg campus are available if graduate students need accommodations. For a predicted Category 3+ Hurricane, graduate students who need accommodations at the Hattiesburg campus will be alerted that on-campus accommodations are not available and the SOSE Associate Director for COA will coordinate with UPD to identify a solution. (Zack Darnell)
4. When Summer Field Program is in session, the MEC Director and GCRL Housing & Conference Services Manager will confirm all students have a method of transportation for evacuation (Martha Brown, Jessica Kastler)
5. Marine Education Center program participants will be notified of the storm alert and the potential need to cancel programming (Jessica Kastler)
6. Computer data and files should be backed up and secure any equipment. (All individuals)
 - a. MS Office 365 OneDrive (<http://www.usm.edu/itech/microsoft-office-365>), a.k.a. Eagle Backup (<http://www.usm.edu/itech/eagle-backup>)
 - b. External hard drives
7. Chain saws and supplies are to be checked. (Luke Applewhite)
8. Fuel for emergency generators will be obtained. (Luke Applewhite)
9. The GCRL Physical Plant Director will notify contractors of activities required from them; this relates primarily to construction and renovation activities being managed by an outside contractor. (Luke Applewhite)
10. The Halstead Campus secondary drive and route will be checked to ensure it is in safe condition and fully accessible. (Luke Applewhite)
11. Authorized personnel will print ER-ITN re-entry car badges (Pre-authorized personnel)
12. All communications plans will be verified. (All individuals)

Level 2 Alert

The storm is within the Gulf of Mexico with a possibility of striking Mississippi and is greater than three days away from landfall. The GCRL Director makes the declaration for Level 2 precautions.

1. All small boats will be moved to higher ground and secured. The large vessels will begin preparations for enhanced protective measures for remaining in port as well as potential evacuation to Stennis Space Center or an alternate safe location as determined by the GCRL Director of Vessel Operations, in coordination with the primary vessel captains.
 - a. GCRL units will be responsible for moving all of their assigned small, trailerable boats on GCRL campuses to high/protected ground, as necessary. (Jill Hendon, Tiffany McNeese, Zack Darnell)
 - b. Any kayaks present at the GCRL Halstead harbor area will be relocated to higher ground. (Jessica Kastler, Laura Blackmon, Zack Darnell)
 - c. GCRL Captains will be responsible for movement of the *R/V Tommy Munro*, *R/V Jim Franks*, *R/V Hermes*, and *Miss Peetsy B*. (Tiffany McNeese, Josh White)
 - d. All outside entities with boats on campus will be notified to move boats to high/protected ground, as necessary (Kelly Darnell)
2. MEC programming stops and all participants leave campus. (Jessica Kastler)
3. Physical Plant trades personnel are placed on 'on-call' status (Luke Applewhite)
4. Equipment and all materials outside of GCRL facilities will be secured.
 - a. Shop and storage areas will be secured. (Luke Applewhite)
 - b. Faculty and staff are responsible for securing items outside of areas they use. (All individuals; building liaisons)
5. All Motor Pool vehicles are recalled to campus to be relinquished to Physical Plant. All GCRL vehicles are to be topped off with fuel.
 - a. GCRL Physical Plant will be responsible for motor pool vehicles. (Luke Applewhite)
 - b. Unit-managed vehicles are the responsibility of the unit operating them. (Center Directors and principal investigators)
6. The Director of Finance Administration and Research Fiscal Affairs or other identified individual will distribute guidance on financial tracking of storm preparations and damages; see Appendix B. (Eric Hook; Lindsay Thompson)
 - a. All costs (direct and manpower) must be tracked and documented using provided templates (All individuals)
7. The GCRL Physical Plant Director will notify contractors to enact security measures for materials and equipment associated with construction and renovation activities under their management on GCRL property. (Luke Applewhite)
8. For a predicted Category 3+ Hurricane (or as otherwise deemed necessary based on the intensity and direction of a lesser storm), the contracted food service provider will be notified to make preparations to remove all perishable food items from the Dining Hall facility (and any auxiliary storage areas); this includes frozen items which will spoil under a prolonged power outage scenario. (Martha Brown)

9. The GCRL EHS Officer will assess chemical storage areas and coordinate with Center Directors, faculty, and lab managers on securing chemicals and other hazardous materials or transporting chemicals and other hazardous materials to Hattiesburg. (Binnaz Bailey)
10. In accordance with MSDH Radiation Division's directive, GCRL EHS Officer will transport any items that produce radiation to either the Cedar Point campus (minor events) or the Hattiesburg campus (major events) until it is safe for them to be returned to GCRL facilities. (Binnaz Bailey)
11. Preparations will be made for relocating the Davis Bayou floating pier to higher ground, if time permits. (Luke Applewhite)
12. All leave is cancelled. (All individuals)

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 within 48 hours. The GCRL Director notifies staff to conduct Level 3 precautions.

1. Any remaining on-site students and visitors being housed in the Dormitory, Faculty House and cottages are to be evacuated, as necessary, to Hattiesburg campus pending space availability (Tropical Storm, Category 1-2 Hurricane) or otherwise discharged (Category 3+ Hurricane). (Jessica Kastler, Martha Brown)
2. Emergency generators will be moved via trailer to a secure site. (Luke Applewhite)
3. Tools and equipment required for clearing roadways (chainsaws, fuel/oil, tow straps, etc.) will be placed in designated Physical Plant vehicles (one for Halstead and one for Cedar Point) and staged with UPD personnel in order to provide access to GCRL campuses once safe weather conditions prevail. (Luke Applewhite)
4. GCRL vehicles will be moved to higher ground on the GCRL sites or to the Cedar Point Research parking lot, depending on the anticipated severity of the storm. (Luke Applewhite)
5. Emergency preparedness actions for GCRL large vessels will be reviewed and discussed (Kelly Darnell, Tiffany McNeese)
6. The high-voltage electrical contractor will be contacted to shut off power to the main electrical panel at the Halstead Harbor. Electrical panel components, to include electrical panel interior components and breakers, will be removed from the Halstead and Point Cadet harbors, and supply lines will be secured; the electrical transformer will also be removed from Point Cadet. (Luke Applewhite)
7. All computers and sensitive electronic equipment will be covered with plastic, unplugged and placed on a table or lab bench. Sensitive equipment will be removed from floors and away from windows (All individuals)
 - a. Each faculty member and Center Director is responsible for securing their laboratory and equipment.
 1. Each faculty member will be responsible for their ultra-cold freezers and refrigerators. (Faculty, Directors, and principal investigators)

2. GCRL Physical Plant 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. (Luke Applewhite)
3. GCRL Physical Plant Director will coordinate providing extension cords to freezers, refrigerators and other critical equipment that requires power for connection to portable generators for the Halstead Research Building and other necessary GCRL facilities. Physical Plant will remain responsible for storing and maintaining portable generators. In the event of a power outage, Physical Plant will be responsible for the operation of the generators, to include delivery to the building, fueling, routine checks and swap-out in the event of a breakdown. *However, Physical Plant's responsibility ends at the door of the building.* For the Halstead Research Building, CFRD will be responsible for all connections and cords in the building. In the event of a post-storm power outage, UPD and Physical Plant will conduct a site survey to ensure no safety hazards exist. The building emergency contacts will then be contacted to respond to campus to make necessary generator connections. (Luke Applewhite)
 - a. A list of GCRL facilities with dedicated building generators is provided in Appendix C.
 - b. iTech will be responsible for institutional computers and technology equipment.
 1. Secure the lab servers and network equipment (John Hart, in coordination with USM iTech).
 2. Secure computers and technology equipment in computer labs, classrooms, and Caylor Auditorium (John Hart, in coordination with USM iTech).
 - c. Important files (i.e., hardcopies) will be moved to 2nd floor hallway of Caylor Building. Boxes with materials must be clearly labeled with individual name, contact information, and description of materials within the box to facilitate return to the original location once the storm has passed, and covered in plastic. (All individuals)
8. SOSE Associate Director for COA, Center directors and administrative unit Directors will ensure documentation paperwork is being completed for itemized direct costs, fuel and manpower associated with hurricane preparations. (Directors and principal investigators in consultation with Eric Hook and Lindsay Thompson)
9. GCRL Physical Plant Director will verify that contractors have enacted security measures for materials and equipment associated with construction and renovation activities under their management on GCRL property. (Luke Applewhite)
10. Supervisors and their staff communicate their evacuation plans to each other, and supervisors must ensure that necessary contact information has been exchanged. Supervisors will provide staff evacuation plans to the GCRL Director. (All individuals)
11. GCRL EHS Officer will secure all chemical storage areas and verify with lab managers that pertinent chemicals and hazardous materials have been properly secured in other laboratories. (Binnaz Bailey)
12. As applicable, Emergency Operation Center Staff members will ensure that emergency communication radios (and additional batteries) are fully charged and remain in those

individuals' possession for the duration of the storm and until campuses re-open (Appendix D).

- a. Radio checks will be coordinated to ensure proper operation and connectivity. (Kelly Darnell)
13. The *GCRL Emergency/Storm Preparation Protocol – Key Personnel* spreadsheet will be completed with the names of all “essential personnel” for each department who will need access to campuses once initial inspections are made by UPD and Physical Plant and safe conditions are confirmed. The intention of this list, which will be provided to UPD prior to the storm’s landfall, is to provide a means of access for research and support personnel ***absolutely necessary*** to enter GCRL facilities to assess the status of critical research areas and/or to tend to feeding for live animals. (Directors, coordinated by Kelly Darnell)
 - a. The Key Personnel list will be supplemental to the ER-ITN re-entry forms necessary for campus access during closures associated with major storm events; this list will not take precedent over ER-ITN access control in the event of significant damage as a result of a major storm.
 - b. The Key Personnel list will be provided to the GCRL Director in digital format (.xlsx) by a deadline to be established for each event. Individual lists will be compiled, and a comprehensive list for that particular storm will be provided to UPD; a hard-copy example is provided in Appendix E.
14. The Housing and Conference Services Manager will coordinate with UPD to provide officers on duty with access to the Faculty House or a Dormitory suite for extended stay on campus during the storm’s approach and passage. (Martha Brown, Lisa Carter)
15. At this level, UPD Dispatch or University EOC will communicate directly with the Physical Plant Director (i.e., not the identified on-call staff member) for all Physical Plant response needs related to facilities, systems, and grounds.
16. The fuel tank log at Halstead will be placed in a secure location. (Luke Applewhite)
17. All leave remains cancelled.

Level 4 Alert – Campus Closure / 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. The GCRL Director notifies staff that Level 4 campus closure and/or evacuation procedures should begin.

1. Based on the status of the storm and expected wind/surge conditions, non-indigenous species held at GCRL aquaculture and wet laboratories may be destroyed as per operating protocols and permit requirements. (Reg Blaylock, Zack Darnell)
2. All other organisms held in wet laboratories should have backup air supplies functioning. All organism holdings should have the organism’s common and scientific names clearly marked along with the responsible individual’s name. (Reg Blaylock, Zack Darnell)
3. The power to all non-essential equipment (excluding refrigerators or freezers) should be turned off. (All individuals)
4. All interior and exterior doors will be secured. (UPD)

5. Large vessels will complete in-harbor preparation or evacuation actions. (Tiffany McNeese)
6. All personnel **MUST** leave the GCRL sites. (All individuals)
7. If storm surge or related high-water conditions inundate the primary entrance road at the Halstead Campus, the UPD Officer on duty will barricade that road and control access to campus via the secondary access road; emergency access to campus will be as depicted in Figure 1. UPD will notify the GCRL Director when the primary access road is closed and re-opened. *Note that this procedure for use of the secondary access road will also apply during high water levels not associated with a named storm system (i.e., use as primary access point for faculty, staff and students during periods of non-closure).*
8. Once a Level 4 evacuation is ordered, UPD will not allow anyone back onto campus until an assessment of the GCRL grounds and buildings has been conducted. (Chief Rusty Keyes, Major Lisa Carter, Luke Applewhite, Kelly Darnell, Binnaz Bailey, Andy Gima)

Post-Storm

After a Level 4 closure/evacuation, no one will be allowed back onto campus until an assessment of the grounds and buildings has been conducted and specific areas are deemed to be safe for access and occupancy.

COMMUNICATIONS

1. Update emails and Eagle Alert notifications (<http://www.usm.edu/safety/eagle-alert>) will be provided to University faculty, staff and students.
2. For major storm events, make every effort possible to contact your immediate supervisor once storm conditions subside.
3. Information will be sent over group text or emergency radio to GCRL Emergency Operations Center Staff.

IMPORTANT: Only individuals who have completed the necessary ER-ITN re-entry forms - and received subsequent approval - will be allowed on to USM/GCRL property prior to the campus closure(s) being lifted.



FIGURE 1. Alternate access route at GCRL Halstead via secondary access road.

USM-GCRL Emergency Operations Center (EOC) Staff

Director of Emergency Operations for GCRL

GCRL Director, Kelly Darnell - 228-818-8804, 270-991-7259

USM Incident Command

Primary - Chief Rusty Keyes, University Police - 601-266-4946, 601-520-6079

Secondary - Major Lisa Carter, University Police (Gulf Coast) - 601-550-1146

AVPR for Research - Coastal Operations, Leila Hamdan - 228-818-8011; 703-209-5730

SOSE Director, Robert Leaf - 228-872-4296; 860-830-9848

SOSE Associate Director for COA, Zack Darnell - 228-872-4298; 270-991-7289

Physical Plant Director – Coastal Operations, Luke Applewhite - 228-818-8019; 228-547-6132

GCRL Physical Plant Finance & Operations Manager, Tina Bishop - 228-818-8044; 228-861-9840

GCRL Director of Vessel Operations, Tiffany McNeese - 228-872-4277; 228-238-7686

Small Vessel Coordination through Jeremy Higgs - 228-818-8807; 316-288-1320

GCRL Environmental, Health & Safety Officer, Binnaz Bailey - 228-818-8029; 228-669-4796

Assistant Director for GCRL Financial Administration, Eric Hook– 228-818-8814; 501-940-2740

Director of Coastal Research Finance Administration, Lindsay Thompson – 228-342-8416

Marine Education Center Director, Jessica Kastler - 228-818-8090, 985-856-5706

Summer Field Program Coordinator, Laura Blackmon- 228-818-8098; 601-842-0427

GCRL Housing & Conference Services Manager, Martha Brown - 228-967-1054

Center for Fisheries Research & Development Director, Jill Hendon - 228-872-4242; 228-235-4601

Thad Cochran Marine Aquaculture Center Director, Reg Blaylock - 228-818-8003; 228-424-4225

Director of External Relations – Coastal Operations, Pam Moeller - 228-818-8847; 228-217-5687

GCRL iTech, John Hart - 228-872-4227

APPENDIX A: USM Hurricane Preparedness Information

(from USM's Hurricane Preparedness webpage)

Hurricane Preparedness

The hurricane season starts on June 1 and continues through November 30. Students, faculty and staff should prepare now in the event a hurricane threatens The University of Southern Mississippi's campuses, teaching and research sites.

Download the [2023 Disaster Guide](#) provided by the Mississippi Emergency Management Agency (MEMA).

Institutional Protocols

You should also be aware of the following institutional protocols that will be in effect for the entire hurricane season.

- If a tropical weather system emerges, University officials will monitor weather closely to determine if a school closure or cancellation of classes is warranted.
- If a hurricane or other significant weather system is expected to impact the University, advance information will be distributed through University email accounts, and relevant emergency advisories will be shared through the [Eagle Alert](#) emergency notification system.
- If a major hurricane is predicted to threaten the University, all USM locations will be evacuated for your safety, as well as the safety of local emergency responders. *If these extreme circumstances occur:*
 - USM will provide as much notice as possible, with the goal of initiating evacuation procedures at least 48 hours prior to landfall.
 - You will be required to evacuate USM campuses, teaching and research sites until the threat has passed or the University has completed its initial recovery.
 - Students who live in USM residence halls will be asked to notify their resident assistants of their evacuation plans before they leave campus.
 - Assistance may be provided for international students and others who need help identifying temporary housing in locations away from the storm.

Hurricane Preparedness: What You Should Do Now

[MEMA](#) recommends four steps to individual hurricane preparedness:

1. Know Where to Go
2. Put Together a Disaster Supply Kit
3. Set Up Emergency Alerts
4. Establish a Communication Plan with Family and Friends

For more information on hurricanes, visit the [Mississippi Emergency Management Agency \(MEMA\)](#) website and learn more about [MEMA Hurricane Preparedness](#). *Students, faculty and staff should also consider the following actions:*

- Click [here](#) to make sure your contact information is up-to-date in the University's Eagle Alert system.
- Monitor emergency communication channels outlined below.
- Comply with preparedness and emergency safety advisories issued by University officials or other local or state agencies.

- Back up electronic files on portable drives or, for University-owned computers, through [Eagle Backup](#).
- If the University closes, take valuable personal property with you as you leave campus.

Emergency Communication Channels - Eagle Alert

Eagle Alert is the official emergency communication channel for the University. Faculty, staff and students are required to receive alerts via email. You may also receive alerts via phone call and/or text message. Additional phone numbers can be added into the system under your record, including parent or family member phone numbers. Update and customize your notifications within Eagle Alert to [Stay Connected!](#)

All official USM emergency messages are posted on the [Emergency Status](#) website. Related information may also be communicated through University accounts on Facebook and X (previously named Twitter), media outlets and emergency notifications at usm.edu.

APPENDIX B: Storm Preparation & Damage Financial Tracking Documentation

Even before a storm hits, FEMA-eligible expenses can start incurring. FEMA allows us to seek reimbursement (up to 90%) for eligible expenses incurred while prepping and evacuating for a storm in addition to damage caused by the storm; as such, **expense tracking should start as soon as the orders are given from the GCRL Director for a Level 2 Alert. Level 2 alert is the time when most storm preparations begin in earnest.** In Appendix I, each storm category type is listed with some general ideas on what qualifies to help ensure proper expense tracking.

It is critical to ensure that all work performed is tracked and documented. Document, document, document. Maintain up-to-date maintenance records for all buildings, equipment, or anything tangible that can be maintained. We must provide evidence for all claimed costs. The FEMA Workbook Template (Excel spreadsheet) must be used to track expenses to ensure standardization and expedite reimbursement claims.

Reference Information: FEMA Public Assistance Program & Policy Guide

Expense Tracking by Category of Damage/Project Type

Category A – Debris Removal

- Expenses are incurred AFTER the storm has passed.
- Regular and over-time charges may be reimbursed.
 - Track hours by type of pay as well as by person.
 - Keep track of work orders for employees.
- Use of equipment (trucks, tractors, etc) may be reimbursed.
 - Track time spent in equipment while moving only; e.g., just because a person has the equipment/vehicle for 8 hours does not mean they can claim all 8 hours unless they were driving for that entire time.
- Any contract work to help with debris removal is allowable following USM procurement guidelines.
- Any commodities purchased for debris removal is allowable following USM procurement guidelines.
- Be sure to collect GPS coordinates and truck diameters for all trees that need to be removed.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category A together and separate from all other categories.

Category B – Emergency Protective Measures (EPM)

- Category B expenses include activities prepping for the storm to immediate reactionary protective measures after the storm.
- Only overtime charges may be reimbursed for Category B projects.
 - Keep track of work orders for employees.
 - Ensure employees enter overtime as actual time worked and NOT compensatory time.

- Vessel evacuation is included in Category B, as well as any other evacuation expenses (include map/GPS locations for beginning and ending points of evacuation trips).
- Be sure to collect GPS coordinates on all generator locations.
- Student housing evacuation should be tracked (are we paying for them to stay somewhere, transportation, etc.).
- Any expenses for security are also reimbursable.
- Use of generators falls under Category B.
- Any contract work to help with Emergency Protective Measures is allowable following USM procurement guidelines.
- Any commodities purchased for Emergency Protective Measures removal are allowable following USM procurement guidelines. Fuel for equipment is not allowable since fuel cost is included in the FEMA equipment rate.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category B together and separate from all other categories.

Category C – Roads and Bridges

- If the storm caused damage to roads, culverts and/or bridges, related expenses may be reimbursed.
- Regular and over-time charges may be reimbursed.
 - Track hours by type of pay as well as by person.
 - Keep track of work orders for employees.
- Use of equipment (trucks, tractors, etc.) may be reimbursed.
 - Track time spent in equipment while moving only; e.g., just because a person has the equipment/vehicle for 8 hours does not mean they can claim all 8 hours unless they were driving for that entire time.
- Any contract work to help with road and bridge repair is allowable following USM procurement guidelines.
- Any commodities purchased for road and bridge repair is allowable following USM procurement guidelines.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category C together and separate from all other categories.

Category D – Water Control Facilities

- If any of the following received damage from the storm, FEMA may reimburse the repair expenses:
 - Levees or floodwalls
 - Drainage channels
 - Canals
 - Sediment or debris basins
 - Storm water retention or detention basins
 - Irrigation facilities
 - Pumping facilities
 - Navigational waterways
- Regular and over-time charges may be reimbursed.
 - Track hours by type of pay as well as by person.

- Keep track of work orders for employees.
- Use of equipment (trucks, tractors, etc.) may be reimbursed.
 - Track time spent in equipment while moving only; etc., just because a person has the equipment/vehicle for 8 hours does not mean they can claim all 8 hours unless they were driving for that entire time.
- Any contract work to help with water control facilities is allowable following USM procurement guidelines.
- Any commodities purchased for water control facilities is allowable following USM procurement guidelines.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category D together and separate from all other categories.

Category E – Buildings and Equipment

- If the storm caused damage to buildings, contents, or equipment, FEMA may reimburse the replacement/repair costs.
- Regular and over-time charges may be reimbursed.
 - Track hours by type of pay as well as by person.
 - Keep track of work orders for employees.
- Use of equipment (trucks, tractors, etc.) may be reimbursed.
 - Track time spent in equipment while moving only; e.g., just because a person has the equipment/vehicle for 8 hours does not mean they can claim all 8 hours unless they were driving for that entire time.
- Any contract work to help with buildings and equipment is allowable following USM procurement guidelines.
- Any commodities purchased for buildings and equipment is allowable following USM procurement guidelines.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category E together and separate from all other categories.

Category F – Utilities

- If the storm caused damage to utilities that are the jurisdiction of USM, FEMA may reimburse the replacement/repair costs.
- Regular and over-time charges may be reimbursed.
 - Track hours by type of pay as well as by person.
 - Keep track of work orders for employees.
- Use of equipment (trucks, tractors, etc.) may be reimbursed.
 - Track time spent in equipment while moving only; e.g., just because a person has the equipment/vehicle for 8 hours does not mean they can claim all 8 hours unless they were driving for that entire time.
- Any contract work to repair/replace utilities is allowable following USM procurement guidelines.
- Any commodities purchased for utilities is allowable following USM procurement guidelines.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category F together and separate from all other categories.

Category G – Parks, Recreational, Other

- If the storm caused damage to any parks or recreational facilities (fences, piers, etc.), FEMA may reimburse repair/replace costs.
- Regular and over-time charges may be reimbursed.
 - Track hours by type of pay as well as by person.
- Use of equipment (trucks, tractors, etc.) may be reimbursed.
 - Track time spent in equipment while moving only; e.g., just because a person has the equipment/vehicle for 8 hours does not mean they can claim all 8 hours unless they were driving for that entire time.
- Any contract work to repair/replace any parks, recreational, or other facility is allowable following USM procurement guidelines.
- Any commodities purchased for parks, recreational, or other facility is allowable following USM procurement guidelines.
- Keep all invoices, timesheets, purchase orders, PSAs and other related documents for Category G together and separate from all other categories.

Purchasing Guidelines

Even in an emergency, we are required to follow USM purchasing guidelines. Some general rules, as provided on [USM's Procurement website](#), follow.

Purchases which involve an expenditure of more than five thousand dollars (\$5,000.00) but not more than seventy-five thousand (\$75,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids have been obtained. The term "competitive written bid" shall mean a bid submitted on a bid form furnished by the buying agency or governing authority and signed by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor.

Purchases which involve an expenditure of more than seventy-five thousand (\$75,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive sealed bids once each week for two (2) consecutive weeks in a regular newspaper published in the county or municipality in which such agency or governing authority is located. The date as published for the bid opening shall not be less than seven (7) working days after the last published notice; however, if the purchase involves a construction project in which the estimated cost is in excess of seventy-five thousand (\$75,000.00), such bids shall not be opened in less than fifteen (15) working days after the last notice is published and the notice for the purchase of such construction shall be published once each week for two (2) consecutive week. The notice of intention to let contracts or purchase equipment shall state the time and place at which bids shall be received, list the contracts to be made or type of equipment or supplies to be purchased, and, if all plans and/or specifications are not published, refer to the

plans and/or specifications on file. Specifications pertinent to such bidding shall be written so as not to exclude comparable equipment of domestic manufacture.

Purchases may be made from the lowest and best bidder. In determining the lowest and best bid, freight and shipping charges shall be included. No agency or governing authority shall accept a bid based on items not included in the specifications.

No contract or purchase as herein authorized shall be made for the purpose of circumventing the provisions of this section requiring competitive bids, nor shall it be lawful for any person or concern to submit individual invoices for amounts within those authorized for a contract or purchase where the actual value of the contract or commodity purchased exceeds the authorized amount and the invoices therefore are split so as to appear to be authorized as purchases for which competitive bids are not required. Submission of such invoices shall constitute a misdemeanor punishable by a fine of not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00), or by imprisonment for thirty (30) days in the county jail, or both such fine and imprisonment. In addition, the claim or claims submitted shall be forfeited.

For the purposes of this section, the term "purchase" shall mean the total amount of money encumbered by a single purchase order.

APPENDIX C: GCRL Buildings with Dedicated Emergency Generators

Halstead Site

Bldg. 1	Oceanography Building	Generator 10
Bldg. 12	Caylor Building	Generator 11
Bldg. 23	Fisheries Laboratory	Generator 13
Bldg. 12	Aquatic Research Building II	Generator 12

Cedar Point Site

CP102	Invertebrate Production	Generator 1
CP103	Aquaculture Advanced Development	Generator 1
CP104	Invertebrate Growout I	Generator 1
CP106	MERL	Generator 7
CP107	Aquaculture Visitor's Center	Generator 2
CP108	Aquaculture Demonstration Laboratory	Generator 7
CP110	Aquaculture Growout Building	Generator 7
CP111	Red Snapper Broodstock and Larval Rearing	Generator 3
CP112	Research Building	Generator 8
CP113	Red Snapper Growout	Generator 7
CP114	Fish Health	Generator 6
CP115	Aquatic Wet Laboratory	Generator 4
CP131	Toxicology Building	Generator 9

APPENDIX D: GCRL-SOSE EOC Emergency Radio Unit Operation*

* *For EOC members with radio units*

RADIO UNITS & ACCESSORIES: One box contains the radio unit and one spare battery; fully charge both batteries when you receive them and make sure both are fully charged prior to a storm/emergency event. The other box contains the rapid charger base.

CHANNELS: There are several channels pre-programmed in the unit for USM communications. GCRL and SOSE have been assigned channels GC1, GC2 and GC3 (channels 12, 13 and 14, respectively):

- GC1 (channel 12 on the top-level dial) is assigned to GCRL Physical Plant and should not be used for other purposes, unless discussed with the GCRL Physical Plant Director.
- **GC2 (channel 13 on the top-level dial) will be used for GCRL and Coastal Operations emergency communications; this is the channel to which your unit should be tuned for emergency communications purposes.**
- GC3 (channel 14 on the top-level dial) is not “assigned” and can be used for other purposes as needed.

Each radio will be placed on the inventory/asset list of the GCRL or Coastal Operations unit to which it is assigned; that unit will be responsible for the assigned radio(s) for purposes of annual property audits.

RADIO CHECKS: The GCRL Director will coordinate a radio check on channel GC2 (13) with all EOC personnel to ensure proper functioning and connectivity of emergency radio units using the assigned call signs.

Unit/Position	Current Individual	Call Sign
GCRL, Director	K. Darnell	GCRL 1
AVP, Research	L. Hamdan	Gulf Coast Research
GCRL, SOSE Director	R. Leaf	SOSE
GCRL Business Office/AVPR Finance	E. Hook	Finance
Director, Facilities Planning/Management	L. Applewhite	Plant 1
SOSE Associate Director for COA	Z. Darnell	COA
GCRL, Marine Ops	T. McNeese	Vessels
TCMAC Director	R. Blaylock	Aquaculture
TCMAC Hatchery Manager	A. Apeitos	Hatchery
GCRL, Marine Ops	J. White	Munro
GCRL, Marine Ops	D. Overstreet	Franks
EHS	B. Bailey	Safety
GCRL, CFRD	J. Hendon	Fisheries
GCRL, MEC	J. Kastler	Education

APPENDIX E: GCRL Emergency/Storm Preparation Protocol – Key Personnel List
(Lists will be provided in Excel format by appropriate GCRL units)

[illegible]