

**PORT FREEPORT
PRACTICES AND PROCEDURES**

SUBJECT: HURRICANE PROCEDURES

SECTION: 8.3

PURPOSE

Hurricane season begins each year June 1st and ends November 30th. These procedures are intended to help provide safety and security to Port Freeport personnel, assets and cargo in its possession during a hurricane. They also restore Port Freeport to normal operating status as soon as possible after hurricane passage. As much pre-storm preparation shall take place at the beginning of the hurricane season to minimize last minute preparation.

DEFINITION OF CONDITIONS

The following hurricane conditions are established by the U.S. Coast Guard:

Conditions	Description
Hurricane Season (Condition V)	The condition given stating that hurricane season is in effect.
Alert Phase (Condition IV - Whiskey)	The alert condition during which sustained gale force winds are possible within 72 hours.
Preparation Phase (Condition III - X-Ray)	The readiness condition during which sustained gale force winds are possible within 48 hours.
Final Preparation Phase (Condition II - Yankee)	The warning condition during which sustained gale force winds are possible within 24 hours.
Secure Phase (Condition I - Zulu)	The danger condition during which sustained gale force winds are possible within 12 hours.

HURRICANE TERMINOLOGY

Gale Force Winds – Sustained wind speeds above 35 knots (39 mph).

Tropical Disturbance – An organized thunderstorm activity in the tropics or subtropics not associated with a front maintaining its identity for 24 hours or more.

Tropical Depression – A tropical, low-pressure system in which the maximum sustained wind is 33 knots (38 mph) or less.

Tropical Storm – A tropical low-pressure system in which the maximum surface wind ranges from 34 to 63 knots (39 through 73 mph).

Tropical Storm Watch – Issued when a tropical storm or forecast of tropical storm conditions pose a threat to coastal areas within 36 hours. A tropical storm watch shall be issued if the system is forecast to attain hurricane strength.

Tropical Storm Warning – Issued when tropical storm conditions with sustained wind speeds of 39 to 73 mph are expected in coastal areas within 24 hours.

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Hurricane – A tropical low-pressure system in which the maximum surface wind is above 63 knots (74 mph and above).

Hurricane Intensity – In relation to the Saffir-Simpson Hurricane Scale, the intensity of a hurricane is defined as follows.

CATEGORY	WIND SPEED	STORM SURGE	FUJITA (F) SCALE	CENTRAL PRESSURE
1	74 to 95 mph	4 to 5 feet	F1.0 to F1.4	> 980 mb
2	96 to 110 mph	6 to 8 feet	F1.5 - F1.9	965-979 mb
3	111 to 129 mph	9-12 ft	F2.0 - F2.4	945-964mb
4	130 to 156 mph	13-18 ft	F2.5 - F2.9	920-944mb
5	> 157 mph	> 18 ft	> F3.0	< 920mb

Hurricane Watch – Issued for a coastal area when there is a threat of hurricane conditions within 36 hours.

Hurricane Warning – Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 mph or higher, and/or dangerously high tides and waves. Action for protection of life and property should begin immediately when warning is issued.

Hurricane Categories – Hurricanes are categorized 1 to 5 based on the Saffir-Simpson Hurricane Scale. The Intensity Categories are as follows:

- Category 1 - Minimal Damage with winds from 74 to 95 mph;
 - Damage primarily to shrubbery, trees, foliage, and unanchored homes. No real damage to other structures.
 - Some damage to poorly constructed signs.
 - Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.
- Category 2 - Moderate Damage with winds from 96 to 110 mph
 - Considerable damage to shrubbery and tree foliage; some trees blown down.
 - Extensive damage to poorly constructed signs.
 - Major damage to exposed mobile homes. Some damage to roofing materials of buildings; some window and door damage. No major damage to buildings.
 - Coast roads and low-lying escape routes inland cut by rising water 2 to 4 hours before arrival of hurricane center.
 - Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorages torn from moorings.
 - Evacuation of some shoreline residences and low-lying areas required.

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- Category 3 - Extensive damage with winds from 111 to 129 mph
 - Foliage torn from trees; large trees blown down.
 - Practically all poorly constructed signs blown down.
 - Some damage to roofing materials of buildings; some wind and door damage. Some structural damage to small buildings. Mobile homes destroyed.
 - Serious flooding at coast and many smaller structures near coast destroyed; larger structures near coast damaged by battering waves and floating debris.
 - Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives.
 - Flat terrain 5 feet or less above sea level flooded inland 8 miles or more.
 - Evacuation of low- lying residences within several blocks of shoreline possibly required.
- Category 4 - Extreme damage with winds from 130 to 156 mph
 - Shrubs and trees blown down; all signs down.
 - Extensive damage to roofing materials, windows and doors. Complete failures of roofs on many small residences. Complete destruction of mobile homes.
 - Flat terrain 10 feet or less above sea level flooded inland as far as 6 miles. Major damage to lower floors of structures near shore due to flooding and battering by waves and floating debris. Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives.
 - Major erosion of beaches.
 - Massive evacuation of all residences within 500 yards of shore possibly required, and of single- story residences within 2 miles of shore.
- Category 5 - Catastrophic damage with winds greater than 157 mph
 - Shrubs and trees blown down.
 - All signs down.
 - Considerable damage to roofs of buildings is very severe and extensive damage to windows and doors. Complete failure of roofs on many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore.
 - Low-lying escape routes inland are cut-off by rising water 3 to 5 hours before hurricane center arrives.
 - Massive evacuation of residential areas on low ground within 5 to 10 miles of shore possibly required.

OVERVIEW

Port Freeport's proximity to the Gulf of Mexico subjects the Port to hurricanes, flooding and tornadoes. Additionally, severe weather occurs throughout the year in the area. Since a hurricane can severely damage Port facilities, the Port must plan to care for itself both before and after such a natural disaster. The intent of this Hurricane Plan is to establish basic procedures and assign

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responsibilities for securing Port facilities prior to an emergency and for the assessment of damage and restoration of normal operations after the emergency period has passed.

The predicted strength category of storms may require an accelerated implementation of procedures. The Executive Director/Chief Executive Officer shall make such determinations and advise department directors accordingly.

AREA EVACUATIONS

VOLUNTARY EVACUATIONS: Should the County Judge call for a voluntary evacuation of the Brazoria County coastal areas, the Port shall remain open for business unless determined to be unsafe by the Executive Director/CEO. A liberal leave policy shall be in effect for Port non-essential personnel affected by the voluntary evacuation recommendation. Port employees wanting to voluntarily evacuate are expected to contact their department director prior to evacuating to request excused leave and provide a location and phone number to where they may be contacted.

Hotel rooms shall be reserved for the Coordination and Assessment Team and Key Personnel in the Houston area. If available, the selected hotel should have a back-up generator and Wi-Fi services.

MANDATORY EVACUATIONS: In the event the County Judge orders a mandatory evacuation; Port administrative offices and facilities shall close as soon as all preparations are in order. Employees are also expected to provide a location and phone number to where they may be contacted upon evacuation.

Hotel rooms shall be reserved for the Coordination and Assessment Team and Key Personnel in the Houston area. If available, the selected hotel should have a back-up generator and Wi-Fi services.

RETURN TO WORK: Employees are responsible for checking the Port website www.portfreeport.com and/or contacting their supervisor to determine when they are to return to work.

COORDINATION AND ASSESSMENT TEAM

Coordination and Assessment Team - The following personnel shall be part of the Coordination and Assessment Team (CAT):

- Executive Director/Chief Executive Officer,
- Chief Financial Officer
- Director of Operations
- Director of Engineering
- Director of Protective Services

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- Director of Business & Economic Development
- Public Affairs Manager

Members of the CAT may assign additional Key Personnel for support as necessary. The CAT shall be housed at a safe location and available to immediately conduct post-storm Port assessments.

The following Key Personnel shall support the CAT and be housed at a safe location and available to immediately conduct post-storm Port assessments:

- Controller
- Operations Manager
- Project Engineer
- Crane Maintenance Manager
- Mechanic
- Electrician
- Maintenance Foreman
- Safety Coordinator
- Contract Security Manager (Captain)
- Network Systems Manager

Security Personnel shall be assigned as necessary by the Director of Protective Services.

EMERGENCY OPERATION CENTER

The Emergency Operation Center shall be manned with an Initial Response Team (IRT) through a Category III storm with the following personnel:

- Director of Protective Services
- IT Technician/System Administrator
- Security Lieutenant
- Communications Officer

If the storm is projected to be above a Category III, the IRT shall relocate to the Brazoria County Courthouse.

Members of the IRT shall keep members of the CAT and port employees updated with the Crisis Communications System and email on an as needed basis.

PROCEDURES

PRIOR TO HURRICANE SEASON

The Executive Director/Chief Executive Officer (CEO) shall complete the following items prior to the start of hurricane season:

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- Establish alternate sites for use as a temporary place of business in case of destruction of Port facilities.

The Chief Financial Officer (CFO) shall complete the following items prior to the start of hurricane season:

- Revise if needed and present the Purchasing and Contract Authority Resolution to the Board of Commissions for approval.

Department Directors and Chief Executive Officers shall complete the following items prior to May 1st:

- Review the Employee/Contractor Personnel Directory (Exhibit 1) for your staff and forward any modifications to the Director of Protective Services.
- Review the Contractor/Vendor Directory (Exhibit 2) and forward any modifications to the Director of Protective Services.

The Director of Protective Services shall complete the following items prior to the start of hurricane season:

- Review the Hurricane Procedure and modify as needed.
- Coordinate tenant meeting to review plans for the hurricane season. Review individual tenant's hurricane plans as deemed necessary.
- Coordinate a Hurricane Prep meeting with the CAT and Key Personnel to refresh everyone on duties and responsibilities defined within this document. This meeting shall also include FEMA and other governmental documentation required during an incident.
- Verify the level of non-perishable meals (i.e. meals ready to eat; MREs) at the EOC for the IRT and purchase more as necessary. At minimum, there should be enough food for three (3) days for IRT operations.
- Confirm that the County and State have contact information for appropriate Port personnel for notification of activation of emergency operations.
- Monitor the USCG Marine Safety Information Bulletins and share with essential team, tenants and others as deemed necessary.
- Purchase non-perishable food (to provide for employees upon returning to work). Ensure the food is properly stored at the EOC or an offsite climate-controlled storage building.
- Confirm that all contact information for Port Employees is up to date in the Crisis Communications System.
- Confirm that all contact information for Port Users is up to date in the Crisis Communications System.
- Update contact information listed in the exhibits of this document.
- Issue Port Freeport Area Re-entry Forms to CAT members and the Tenants' essential personnel as needed.

The Network Systems Manager shall complete the following items prior to the start of hurricane season:

- Inspect all network cabling located in the network server rooms located that the Emergency Operation Center (EOC) and the Administrative Building.

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- Inspect all uninterruptible power supplies (UPS) to assure proper battery condition and functionality.
- Verify that system back-ups are properly configured and properly functioning.

The Safety Coordinator shall complete the following items prior to the start of hurricane season:

- Check first aid kit supplies and purchase necessary replacement items.
- Check shelter in place kits and purchase necessary replacement items.

The Controller shall complete the following items prior to the start of hurricane season:

- During the Hurricane Prep meeting, assist the Director of Protective Service with the presentation of FEMA and other governmental documentation related to expenditures, financial recovery and reimbursement.
- Review status of emergency funds.
- Review Insurance Information and Bank Information and update Practices and Procedures Manual as necessary.
- Review procedures for recording storm preparation and recovery costs with individual departments, stressing FEMA documentation requirements for overtime and work performed.
- Assure members of the CAT a GETS (Government Emergency Telecommunications Service) and WPS (Wireless Priority Service) access.

The Accounts Receivable (purchasing clerk) shall complete the following items prior to the start of hurricane season:

- Purchase childcare items (colors, coloring books) and store with hurricane supplies in the Administration Building. If evacuation is required, store childcare items as needed, so they are available post-hurricane

The Executive Assistant shall complete the following items prior to the start of hurricane season:

- Arrange hotel accommodations for CAT and Key Personnel.

The Director of Operations shall complete the following items prior to the start of hurricane season:

- Coordinate with CAT members regarding equipment which needs to be put on retainer to ensure post event availability.
- Review storm fiberglass panel procedures with Velasco Drainage District.

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The Operations Manager shall complete the following items prior to the start of hurricane season:

- Ensure Gottwald crane is connected to electrical ground.
- Check supplies of materials/equipment necessary to prepare for hurricane.
- Minimize outside storage of storm vulnerable materials.
- Check supply of plastic sheeting and distribute as necessary.
- Window panels and other protection devices should be inventoried and made ready.
- Establish accounts with vendors/subcontractors for emergency supplies and repairs.
- Prepare emergency trailers for use.
- Verify all transit shed and warehouse doors can be closed and secured.

The Director of Engineering shall complete the following items prior to the start of hurricane season:

- Video record all Port Freeport facilities/infrastructures. Copy video to the Engineering drive and a second copy to physically be maintained by the Director of Engineering. The videos shall be stored under a directory called "Hurricane" and the subdirectory called "(Storm's Name)".
- Evaluate rental of a 150-kW generator for Administration Building is on standby and inspect connection points.
- Establish accounts with vendors/subcontractors for emergency supplies and repairs.
- Ensures pre-storm hydrographic/land and other applicable surveys are conducted.

The Director of Business and Economic Development shall complete the following items prior to the start of hurricane season:

- Review the Port Tenant Directory (Exhibit 3) prior to May 1st and forward any modifications to the Director of Protective Services.
- Send a written communication to tenants regarding hurricane season and request they review their hurricane plan and submit a copy to the Director of Protective Services.

The Public Affairs Manager shall complete the following items prior to the start of hurricane season:

- Review public information/media communication plans with Executive Director/Chief Executive Officer and department staff.
- Update list of media contacts.
- Prepare for posting of information on website and social media.
- Coordinate with AAPA for posting emergency information on the AAPA website.

All Personnel shall complete the following items prior to May 1:

- If you had any changes to your contact information, send the new contact information to the Director of Protective Services. Contact information shall include the following when applicable full name, home number, cell number, personal email, work email, emergency contact name, emergency contact phone number.

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GENERAL REQUIREMENTS DURING HURRICANE SEASON

If you have hurricane duties, you shall appoint a designee in case you are out of town or otherwise unavailable during a hurricane. Ensure your designee understands and can perform the required duties.

The berthing of vessels unable to move without tug assistance (i.e. repairs or extended lay berth) shall be determined by the Director of Operations.

ALERT PHASE (WHISKEY)

The Alert Phase starts when sustained gale force winds (>39-MPH) are possible within 72 hours.

The Executive Director/Chief Executive Officer (CEO) shall be responsible for the following actions during the Alert Phase:

- Update Port Commissioners on preparations at the Port.
- Obtain information from Commissioners on their evacuation plans and alternate contact information.

The Chief Financial Officer (CFO) shall be responsible for the following actions during the Alert Phase:

- Evaluate whether the evacuation of hardcopy files is necessary and coordinate administrative personnel to move files as needed.
- Authorize contractors to assist Port maintenance with storm related duties.

Department Directors and Chief Executive Officers shall be responsible for the following actions during the Alert Phase:

- Obtain employee evacuation plans with alternate contact information from their personnel and communicate such information to the Safety Coordinator.

The Director of Protective Services shall be responsible for the following actions during the Alert Phase:

- Conduct meetings as necessary to review updates and conditions. Determine a consensus on tentative timetable for closing Port terminal for business and releasing non-essential employees.
- Continue to monitor and plot storm's position and monitor NOAA (National Oceanic & Atmospheric Administration) weather channel, website and television forecast.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT, IRT, and Key Personnel as needed.

The Network Systems Manager shall be responsible for the following actions during the Alert Phase:

- Backup network computer.

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The Safety Coordinator shall be responsible for the following actions during the Alert Phase:

- Collect and organize employee evacuation plans with alternate contact information from Department Directors and Chief Executive Officers and give that information to the staff in the Communication Center.

The Director of Operations shall be responsible for the following actions during the Alert Phase:

- Monitor status of incomplete operational projects.
- Establish lockdown and security of Gottwald crane.
- Ensure ZPMC cranes are properly secured per manufacturers recommendations.
- Actively track vessel activities, work schedule and sailing times and dates with agents and stevedores.
- Review procedures with Director of Protective Services, Security Captain, and Security Lieutenant.
- Provide the Captain of the Port with List of vessels and rigs over 500 GT.
- Participate in advance notice meeting with USCG, vessel agents and tenants, and update Executive Director/Chief Executive Officer as needed.
- Participate in Port Coordination Team calls with USCG and update Executive Director/Chief Executive Officer as needed.

The Operations Manager shall be responsible for the following actions during the Alert Phase:

- Remove loose objects/debris that could become projectiles or cause damage during high winds.
- Fuel all vehicles and terminal storage tanks.
- Begin moving non-essential equipment and supplies to off-site storage.

The Director of Engineering shall be responsible for the following actions during the Alert Phase:

- Assess the status of existing projects.
- Monitor status of incomplete projects.
- Set plans for emergency backup power distribution for Port usage.
- Establish contact with CenterPoint and AT&T regarding post storm utility repairs.
- Contacts hydrographic/land survey companies and puts them on stand-by for post storm surveys.

The Director of Business and Economic Development shall be responsible for the following actions during the Alert Phase:

- Update tenants as needed.

The Public Affairs Manager shall be responsible for the following actions during the Alert Phase:

- Prepare press release on Port preparations and coordinate release timing with Executive Director/Chief Executive Officer.
- Update website with latest information.

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All Personnel shall be responsible for the following actions during the Alert Phase:

- Check battery supplies and operability of assigned electronics devices, such as two-way radios, computers, flashlights and any other necessary devices.

PREPARATION PHASE (X-RAY)

The Preparation Phase starts when sustained gale force winds (>39-MPH) are possible within 48 hours.

The Executive Director/Chief Executive Officer (CEO) shall be responsible for the following actions during the Preparation Phase:

- Update Port Commissioners on preparations at the Port.
- Obtain information from Commissioners on their evacuation plans and alternate contact information.
- Allow Coordination/Assessment Team members time to get personal affairs in order.

The Chief Financial Officer (CFO) shall be responsible for the following actions during the Preparation Phase:

- Coordinate the Administrative staff with the relocation of Port Freeport hard copy files as deemed necessary.

The Director of Protective Services shall be responsible for the following actions during the Preparation Phase:

- Conduct meetings as necessary to review updates and conditions. Determine a consensus on tentative timetable for closing Port terminal for business and releasing non-essential employees.
- Continue to monitor and plot storm's position and monitor NOAA (National Oceanic & Atmospheric Administration) weather channel, website and television forecast.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT, IRT, and Key Personnel as needed.
- Alert employees of possible closing plans using the crisis communication system.
- Report any potential problems identified by Security Patrol to the Director of Operations and the Operations Manager.
- Fuel all Protective Services vehicles.
- Have the contract security company place all officers on standby alert.
- Assure the Emergency Operation Center is properly stocked with food, water, and supplies.
- Issue Port Freeport Area Re-entry Forms to CAT members and the Tenants' essential personnel as needed.

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The Safety Coordinator shall be responsible for the following actions during the Preparation Phase:

- Communicate to all employees their responsibilities in returning to work and possible alternate sites for administrative offices.
- Check first aid supplies at all locations.

The Controller shall be responsible for the following actions during the Preparation Phase:

- Prepare and transmit payroll information for next pay period and request manual checks, if necessary.
- Evaluate the need for and if necessary obtain multiple cashier's checks for the Chief Financial Officer to have monies for use after the storm (\$15,000).

The Director of Operations shall be responsible for the following actions during the Preparation Phase:

- Review vessels at berth, Hazmat situation, vessel arrival/departure information and timetable for channel closing. Relate same to Port Coordination/Assessment Team as requested.
- Notify users, vessels, agents, and pilots of the Port's intentions to cease operations.
- Call agents and stevedores to review vessel status and sailing plans.

The Operations Manager shall be responsible for the following actions during the Preparation Phase:

- Fuel Operation vehicles, equipment and refill terminal fuel tanks.
- Check sprinkler system's pumps and valves and prepare for system shutdown.
- Remove loose objects/debris that could become projectiles or cause damage during high winds.
- Coordinate blocking the warehouse doors.
- Inventory any hazardous materials.
- Position Port equipment in warehouse.
- Protect outside fuel tanks (diesel, gas, and propane) with concrete barriers.
- Notify vendors & contractors of Port's intention to cease operations.
- Pass out hurricane lock keys/combinations.
- Coordinate relocation of select Port equipment to alternate storage site.
- Secure Gottwald and Gantry cranes.

The Director of Business and Economic Development shall be responsible for the following actions during the Preparation Phase:

- Update tenants with port status and hurricane conditions as needed.

The Public Affairs Manager shall be responsible for the following actions during the Preparation Phase:

- Prepare press release on Port preparations.
- Coordinate release timing with Executive Director/Chief Executive Officer.
- Update website with latest information.

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All Personnel shall be responsible for the following actions during the Preparation Phase:

- If directed, move important files to building interior.

FINAL PREPARATION PHASE (YANKEE)

The Final Preparation Phase starts when sustained gale force winds (>39-MPH) are possible within 24 hours.

The Executive Director/Chief Executive Officer (CEO) shall be responsible for the following actions during the Final Preparation Phase:

- Update Port Commissioners on preparations at the Port.
- Determine dismissal time for employees

The Chief Financial Officer (CFO) shall be responsible for the following actions during the Final Preparation Phase:

- Conduct the final check of the Administration Building.

The Director of Protective Services shall be responsible for the following actions during the Final Preparation Phase:

- Continue to monitor and plot storm's position and monitor NOAA (National Oceanic & Atmospheric Administration) weather channel, website and television forecast.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT, IRT, and Key Personnel as needed.
- Coordinate meeting with senior staff concerning the status of all preparations
- Check harbor for unauthorized vessels/boats
- Alert employees concerning the approved dismissal time using the crisis communication system.
- Conduct the final check of the Port Freeport EOC.

The Network Systems Manager shall be responsible for the following actions during the Final Preparation Phase:

- Program phone system for disaster routing
- Create a storage area on the network to store photos and video for pre- and post-storm activities. The subdirectories shall be labeled as follows:
 - (Enter Storm Name and Year)
 - Pre-Storm Pics
 - Admin Building
 - EOC
 - Operations
 - Other Port Property
 - Tenants
 - Post-Storm Pics

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- Admin Building
 - EOC
 - Operations
 - Other Port Property
 - Tenants
- Inform senior staff of the location of the network storage area and how to access the subdirectories.

The Receptionist shall be responsible for the following actions during the Final Preparation Phase:

- Empty refrigerators in the Administration Building and take to dumpster.

The Director of Operations shall be responsible for the following actions during the Final Preparation Phase:

- Participate in the PCT conference calls.
- Position all essential equipment/vehicles not moved to off-site storage in warehouse or in storage area
- Ensure the Gottwald and ZPMC cranes are storm ready.
- Shutdown and disconnect non-essential power supplies
- Block all warehouse doors from the inside with cargo on pallet boards
- Notify tenants/users of closure of terminal
- Contact with U.S. Coast Guard and Brazos Pilots of channel closure
- All vessels should be out of the Port; any remaining vessels must complete USCG application and be approved to stay in port (A1-1 Sector Houston Galveston)
- Conduct the final check of the Port Freeport secure and restricted areas/facilities.
- Coordinate with agents to ensure vessels in Port have completed the proper USCG documents to remain in Port

The Operations Manager shall be responsible for the following actions during the Final Preparation Phase:

- Final securing of doors, storm panels, unfastened materials stored
- Pack Operations radios for use upon return
- Turn off gas and water to all Port Freeport facilities, except for the EOC. If the storm is over a CAT III, then turn off gas and water to the EOC.
- Fuel all vehicles

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The Operations Coordinator shall be responsible for the following actions during the Final Preparation Phase:

- Empty refrigerator in the Operations Building and take to dumpster.

The Director of Engineering shall be responsible for the following actions during the Final Preparation Phase:

- Verify status of sub-contractors and their preparations

The Director of Business and Economic Development shall be responsible for the following actions during the Final Preparation Phase:

- Update tenants as needed.

The Public Affairs Manager shall be responsible for the following actions during the Final Preparation Phase:

- Prepare and issue press release on Port preparations and closure.
- Update website with latest information

All Personnel shall be responsible for the following actions during the Final Preparation Phase:

- Charge all cell phones
- Move critical items to interior of building
- Unplug all equipment
- Lock all doors
- Close all blinds

SECURE PHASE (ZULU)

The Secure Phase starts when sustained gale force winds (>39-MPH) are possible within 12 hours.

The CAT and Key Personnel shall be responsible for the following actions during the Secure Phase:

- Relocate to the safe location/hotel

The Director of Operations shall be responsible for the following actions during the Secure Phase:

- Participate on PCT conference calls.

The Director of Protective Services shall be responsible for the following actions during the Secure Phase:

- Secure Port access points, coordinate with the CAT and order the evacuation of all security personnel.
- Coordinate closure of the Port with Director of Operations.
- Pack Security radios for use upon return (if above a CAT III).
- Secure Administration office, Operations offices, EOC, and access gates

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- When sustained winds of 40-MPH is reached, all vehicle traffic within the Port shall be stopped unless approved by the Director Protective Services for emergency operations.

The Director of Business and Economic Development shall be responsible for the following actions during the Preparation Phase:

- Update tenants as needed.

The Public Affairs Manager shall be responsible for the following actions during the Final Preparation Phase:

- Prepare and issue press release on Port preparations and closure.
- Update website with latest information

ITEMS TO BE EVACUATED

The Chief Financial Officer shall be responsible for taking the following items when he/she leaves the Port:

- Recorders and accessories/cables
- Extra checks
- Extra purchase orders

The Controller shall be responsible for taking the following items when he/she leaves the Port:

- Bank deposit stamps
- Bank deposit slips

The Director of Operations shall be responsible for taking the following items when he/she leaves the Port:

- Two-way radios and chargers
- First aid kit

Security Captain

- Assigned P25 and UHF radios

All Personnel shall be responsible for taking the following items when they leave the Port:

- Assigned tablets and laptops (if applicable)
- Copy of Hurricane Plan
- Port Identification Badge
- TWIC Identification Badge

RECOVERY PHASE

PORT PERSONNEL NOTIFICATIONS

After the storm, employees shall monitor the following sources for information concerning time to return to work and the status of the Port.

- Port Freeport Crisis Communication Alerts
- Email

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- Port website (www.portfreeport.com)
- Social media

Resource Tracking

The following individuals shall be responsible for tracking storm-related hours for all employees and contractors during and after the storm:

- Director of Engineering
- Director of Operations
- Director of Protective Services
- Director of Business Development
- Controller
- Public Affairs Manager

The information collected for personnel resources shall include, but not be limited to:

- Date
- Personnel Name
- Start and Finish Times

The same individuals shall track equipment utilized during the storm and for recovery after the storm (ex. cranes, forklifts, vehicles, etc.). The equipment information collected shall include, but not be limited to:

- Date
- Equipment Description (i.e. cranes, forklifts, vehicles, etc.)
- Equipment Year, Make and Model
- Equipment Serial Number
- Start and Finish Times
- Start and Stop Mileage (if applicable)

All resource tracking information shall be submitted to the Controller in a timely manner.

INITIAL POST STORM ASSESSMENT

When it's safe to do so, the IRT shall do an assessment of all Port facilities. The Director of Protective Services shall develop a communication for the CAT that summarizes the damage to Port assets.

If the storm is greater than a CAT III, the IRT shall deploy from the Brazoria County Courthouse immediately when it is safe to do so. The IRT should respond in marked vehicles since some roads may still be closed to non-official vehicle traffic.

The IRT shall videotape and/or photograph damages for use in loss claims. All damage video and photos shall be sent to the Controller as soon as possible, so she can consolidate the damage information for loss claims.

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ESTABLISHING PRIORITIES

When developing priorities for repairs, the following definitions of priorities shall be used:

- Priority 1: Life threatening or can cause further damage if not repaired
- Priority 2: Non-life threatening, but required to reopen the Port
- Priority 3: Repair can take place after the Port reopens.

The Director of Engineering shall establish priorities regarding the repair of facilities/structures, docks, power poles, utilities.

The Director of Operations shall establish priorities regarding light poles, motorized Operation's equipment, cranes, fencing around the non-TWIC and non-secure areas.

The Director of Protective Services shall establish priorities regarding radio communication systems, security cameras, access control, perimeter fencing around the TWIC and secure areas.

The Network Systems Manager shall establish priorities regarding the phone systems (i.e. VoIP) and network infrastructure.

POST STORM ASSESSMENT

The Executive Director/Chief Executive Officer shall be responsible for the following items during the Post Storm Assessment:

- Update the Commissioners on the damage and recovery efforts daily
- Conduct daily CAT meetings to discuss the recovery effort
- With the feedback of the CAT, determine when all personnel can safely return to work

The Director of Engineering shall be responsible for the following items during the Post Storm Assessment:

- Videotape and/or photograph damages for use in loss claims.
- Communicate with tenants and survey damage of tenant property.
- Review conditions of work areas and report same to Executive Director/Chief Executive Officer and Chief Financial Officer.
- Approve Port structures as safe for re-entry

The Director of Operations shall be responsible for the following items during the Post Storm Assessment:

- Participate on PCT conference calls.
- Videotape and/or photograph damages for use in loss claims.
- Establish contact with Pilots to set up preliminary survey of channel and inner harbor.
- Establish contact with Velasco Drainage pump house personnel (979-417-7044)
- Communicate with U.S. Coast Guard and Brazos Pilots on Port status.
- Obtain/review results of channel survey conducted by U. S. Coast Guard/U. S. Army Corps of Engineers.
- Establish one berth ready for use.
- If generator sets are used for temporary power, insure main circuits and disconnects.

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The Director of Protective Services shall be responsible for the following items during the Post Storm Assessment:

- Videotape and/or photograph damages for use in loss claims.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT as needed.
- Coordinate property for public emergency relief if needed (i.e. storage of ice, water, staging area, debris mulching).
- Assign someone to oversee and coordinate food services for Port Freeport staff, contract security officers, and volunteers.

The Controller shall be responsible for the following items during the Post Storm Assessment:

- Monitor State and Federal announcements for disaster relief.

The Safety Coordinator shall be responsible for the following items during the Post Storm Assessment:

- Review conditions of work areas in relation to safety requirements.

MEDIA COMMUNICATIONS:

The Public Affairs Manager shall work with the Executive Director/Chief Executive Officer so information on damage, recovery activities, and Port status can be formulated into press releases.

Unless otherwise directed to, only the Executive Director/Chief Executive Officer and Public Affairs Manager shall talk to the media.

The Public Affairs Manager shall update the website with the information obtained from the press releases.

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EXHIBIT 1: EMPLOYEE/CONTRACT PERSONNEL DIRECTORY

Name	Title	Ext.	Home Phone #	Mobile Phone #
Aparicio, Randy	Crane Operator	-	979-705-3349	979-201-1443
Barrera, Jennifer	Customer Service Coordinator	5365	979-482-7047	979-482-7047
Bevers, Michaela	Executive Assistant	4326		979-799-7785
Blackstock, Rodney	Mechanic	5323	979-239-3439	979-230-6810
Booth, Cecil	Project Engineer	4323	979-849-4929	979-824-1787
Bowers, Nadia	Engineering Secretary	4318	979-798-7116	979-824-0794
Brightwell, Meri Joy	Operations Coordinator	5314	903-521-7687	903-521-7687
Campus, Mary	Controller	4320		979-665-7066
Caywood, Jason	IT Technician/System Administrator	5914	206-355-3791	979-248-4683
Demetrio, Jose	Crane Operator	-		281-705-9210
Durel, Al	Director of Operations	5340	979-529-9487	979-239-8005
Evans, Donnie Joe	Operations Foreman	5356	979-233-8723	979-236-3446
Gautreaux, Holly	Accounting Analyst	4315	979-799-6718	979-799-6718
Hibbetts, Jesse	Operations Manager	5319	979-480-0686	979-239-8937
Hogan, Chris	Director of Protective Services	5911		979-481-1285
Hull, Jason	Director of Engineering	4322	281-756-0530	832-544-6865
Johnston, Roger	Electrician	-	979-266-8630	979-285-5041
Knapp, Brian	Electronics Technician	-		979-665-5786
McCormick, Lauren	Public Affairs Manager	4306		979-264-6912
Lopez, David	Operations/Maintenance	5333	979-798-6040	979-299-8719
Lowe, Rob	Chief Financial Officer	4366		979-248-7701
Malambri, Nicholas	Engineering Specialist	4319		713-392-2735
Martinez, Constantino	Operations/Maintenance	5332	979-233-9601	979-824-8356
Miller, Shantelle	Accounts Payable Specialist	4331		979-709-2954
Miura, Jason	Director of Bus/Eco Development	4332	832-679-4145	832-679-4145
Mullett, Don	Crane Maintenance Manager	5337	787-402-3082	787-402-3082
Pham, Vu	Electronics Tech	-	979-299-8336	979-299-8336
Quilty, Mike	Safety Specialist	5913		979-480-4168
Robertson, Brandon	Network Systems Manager	5369		979-799-6409
Saathoff, Phyllis	Executive Director/CEO	4304	979-239-8001	979-239-8001
Seth, Austin	Operations Specialist	5320		979-248-4683
Smith, Vicki	Accounting Manager	4303		979-235-0646
Thompson, Randy	Electrician	-	979-665-3910	979-709-4299
Vela, Tricia	Receptionist	4301		409-526-4114
Wiegel, Connie	Sales & Marketing Specialist	4324		713-857-9015
Wilson, Mike	Director of Economic Development	4325	832-446-3841	979-239-8002
Winkler, Darlene	Communications Specialist	4327	979-482-9156	561-843-5343

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EXHIBIT 2: CONTRACTOR/VENDOR DIRECTORY

Company	Phone #	Emergency Contact	Emergency # 24-7 Callout
Banks			
First National Bank (Lake Jackson)	979-297-4012		
Texas Gulf Bank	979-233-4401		
Civil/Site Contractors			
Matula & Matula	979-480-0030	John Matula	979-482-0786
Vernor Materials	979-233-3366	Mike Damian	979-482-2816
Electrical Services/Electricians			
Turnkey Electric	979-233-7484	Charles Rogers	979-236-9984
CD Collins	979-265-5906	David Collins	979-285-8360
		Heath Collins	817-637-6523
UEI	979-265-1256		979-265-1256
Crawford	979-529-4220	Donny Utley	979-482-3890
		National Call Number	800-825-5517
D-Square Electric	979-233-5771	Paul Slovarp	979-482-0842
		Jeri Rhodes	979-482-0801
Summit	979-265-9371	Steve Lincoln	979-417-6177
		Gerald Balusek	979-415-4457
Equipment & Repair			
Brazosport Tire	979-265-7434		
NES (Tank Branch)	979-265-0031		
NES (Equipment)	979-388-0078	Steve Laney	979-299-5490
Briggs Equipment	979-233-1300	Brandon Fraker	979-482-0559
Mike Sorrell	979-233-6655	24-7 Emergency Call Out	979-482-0276
		Mike Sorrell	979-482-0270
Sunbelt	979-233-8833		
United Rentals	979-233-5418		
Generators			
Coastal Power Products	979-583-7010	Matt Davenport	713-213-4214
		Luke Davenport	713-725-8006
Heating, Ventilation, and Air Conditioning			
Davis Air Conditioning	979-265-2332	24-7 Emergency Call Out	800-254-8124
A1 Comfort System	979-233-8754		
Prather & Harlen	979-265-4094	Stephen	979-248-1884

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Lumber			
Brazoria Lumber	979-798-2011	Randy	979-482-1033
Lowe's	979-297-9999		
Lake Hardware	979-388-8800	Sehon Warneke	979-285-7342
McCoy's Building Supplies	979-265-7483	Corporate	800-542-8986
Plumbers			
Brazosport Plumbing & Heating	979-233-3551	Jeremy Cross	979-482-1765
Coastal Plumbing Company	979-233-7134		
Luycx	979-265-5938	Travis Norsworthy	979-236-4966
Roto Rooter Plumbing & Drain	979-297-6103	National Call Number	800-438-7626
Tools			
Gentry Motor Parts	979-233-5329	Lupe Trevino	979-233-4839
EVCO	979-233-5303	24-7 Emergency Call Out	979-299-9223
		Darryl Evans	979-299-9106
		Joe Harrison	979-480-5126
Specialties Company	979-233-6223	Gordon	979-285-7230
		David	979-285-4598
		Dustin	979-285-8474
Wilson Supply	979-239-2278	24-7 Emergency Call Out	979-482-0396
Roofing & Glass			
JACO Construction	979-265-6101	Glen Christensen	979-236-4405
Strategic Roofing		Mike Martin	832-878-6674
Technologies			
Bay Area Fire	979-285-5576	Nathan Whipple	
Comcast	800-741-4141	Carl Sugden	956-831-8256
JTS	972-620-1435	Kyle Fuller	972-620-1435 x125
Layer 3	281-310-9800	Brian Morales	979-709-9700
Service Radio	281-241-4646	Jim Kasarda	281-808-4689
Star Asset Security	877-801-1616	John Kelly	832-657-7316
Waypoint	281-378-8049	Stephanie Hutson	832-954-7043
Verizon Wireless	800-922-0204		
Utilities			
AT&T	800-286-8313		
Centerpoint Entex	713-659-2111		
Centerpoint	713-207-2222		
National Efficient Energy	888-507-3614	Gina Paul	972-467-2003
Comcast	800-934-6489		
Railroad Services			
Bayou City Railroad Contractors	713-330-1600	Harlan Bench	281-330-8411
Railworks	713-815-7800		
Union Pacific Railroad	979-233-2004	Tommy Angel	979-824-8376

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Retail & Supplies			
Culligan	979-265-0050		
Dooley Tackaberry	979-233-1214	John Wolken	832-276-1010
EM-Print Company	979-798-4596		
Girouard's General Store	979-233-4211	Margaret Botelo	979-236-5210
Hurt RelaDyne	713-747-7411	Arron Ucci	832-334-6202
Lee Oil Company	281-331-3445	LuAnne Glardon	
Office Max	979-297-0009		
Office Universe	979-265-8500		
Ozarka Water	800-950-9397		
Suncoast Fuel	713-844-9600	Robert Fojtik	361-782-5120
Valen	979-239-4131	24/7 Emergency Call-out	979-233-5451
Wal-Mart	979-297-9757		
Waste Management & Debris Removal			
BEARS	979-388-9998		
Seabreeze Environmental Landfill	979-864-4442		
Waste Management	979-233-0026	Corporate	800-553-1902

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EXHIBIT 3: PORT TENANTS DIRECTORY

Name	E-Mail	Business Phone	Mobile Phone	Home Phone
AM Ports				
Jay Davis	JayDavis@amports.com	-	904-562-8591	-
A&R Logistics				
Jacob Pointer	:	-	678-490-6403	-
Bryan Coastal				
Mike Bryan	:	-	979-236-5190	-
Chiquita Brands, Inc.				
Blair Brownlow (primary)	BBrownlow@chiquita.com	954-924-5904	979-236-7218	979-248-6439
Chris Davidson	cdavidson@chiquita.com	954-924-5909	954-842-5791	-
Delores Garcia	delgarcia@chiquita.com	954-924-5905	979-299-5875	979-299-1542
CMA				
Brian Doyle	:	281-471-3400 x6210	757-647-3243	-
Dole Fresh Fruit				
Chris Noble	Chris.Noble@dole.com	979-233-6030 x101	832-256-3106	-
Bill Metzroth	Bill.Metzroth@dole.com	979-233-6030 x107	979-236-0941	-
Karen Ramirez	Karen.Ramirez@dole.com	979-233-6030 x103	979-482-1201	-
Freeport LNG				
Colleen Kallestad	-	713-333-4254	-	-
Tim McClain	tmcclain@freeportlng.com	979-824-7569	281-614-9287	-
Freeport Terminals				
Reuben "Ben" Reimer	-	979-233-9777	832-309-7775	-
Craig Green	cgreen@houtml.com	979-233-9777	832-655-4236	-
G & H Towing				
Jason Rimington	jrimington@gandhtowing.com	409-744-6311	713-899-0188	-
Marcus Christensen	Marcusc@gulfstreammarine.com	-	821-245-8065	-
Jesus Fernandez	-	281-546-7034	956-536-8457	-
Office	-	409-744-6311	-	-
24-Hour Dispatch	-	979-233-2201	-	-

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Gulf Stream				
Marcus Christianson	marcusc@gulfstreammarine.com	-	281-245-8065	281-245-8490
Jesus Fernandez	jesusf@gulfstreammarine.com	281-546-7034	956-536-8457	
Horizon Terminal Services				
James Nash (Primary)	james.nash@horizonterminals.com	979-871-3160	979-373-8556	
Lee Brown (Secondary)	lee.brown@horizonterminals.com	979-871-3045	904-302-4818	
Ross Kovar (Third)	ross.kovar@horizonterminals.com	-	979-665-7536	
Jetco Delivery				
Steve Simmons	steve@jetcodelivery.com	713-676-1111	713-678-6439	-
Brian Fielkow	brian@jetcodelivery.com	713-676-1111	713-725-6435	-
Kirby Inland Marine				
Anthony Hunter	anthony.hunter@kirbycorp.com	713-435-1816	218-839-8474	-
24-hr Emergency Reporting	-	713 435-1195	-	-
Mammoet Americas				
Michael Cook	michael.cook@mammoet.com	281-595-2844	281-914-2139	979-265-6882
James Bryan	-	-	832-621-9655	-
Paradise Trucking				
Keith Stotler		979-415-0253	979-482-4770	979-230-9979
Nancy Rooney	paradise_dispatch@sbcglobal.net	979-415-0253	979-236-5985	979-299-3303
Ports America				
Troy Gouger (primary)	troy.gouger@portsamerica.com	979-239-1065	346-263-9799	-
Christine Lewis	-	979-239-1065	979-236-3364	-
Charlie Moore	-	979-239-1065	409-370-5752	-
Red Hook Terminals				
Tom Griffith	tgriffith@redhookterminals.com	908-230-00182	-	-
JD Bean	jbean@redhookterminals.com	979-871-3077	979-299-9816	-
Riviana Foods (ARI)				
Jorge Idiarte Balada	jorge.idiarte@ebrofoods.es	-	-	281-685-2104
Keith Gray	kgray@riviana.com	979-233-8248	979-235-7407	979-285-0597
John Kastelic	JKastelic@riviana.com	979-233-8248 x0	979-230-8367	-
Seaway Enterprise				
John Hazley		979-237-6756	281-799-7387	-

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Tenaris				
Sorin Moga	smmoga@tenaris.com	-	(713) 458-0854	-
Thomas Foster	-	-	832-477-2960	-
Yazmin Sanchez	YSANCHEZ@TENARIS.COM	(713) 767-4400	(832) 331-0792	
Yajaira Villarreal	-	-	713-670-3533	-
Vulcan				
Tony Flores, Jr.	florest@vmcmail.com	713-455-6984x223	832-473-3990	
US Customs & Border Protection				
Local Office	-	979-373-5920		
Radiation Portal Monitor (RPM)	-	979-230-9364		
Leticia Allenburg	-		832-758-2833	

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EXHIBIT 4: EMERGENCY NUMBERS

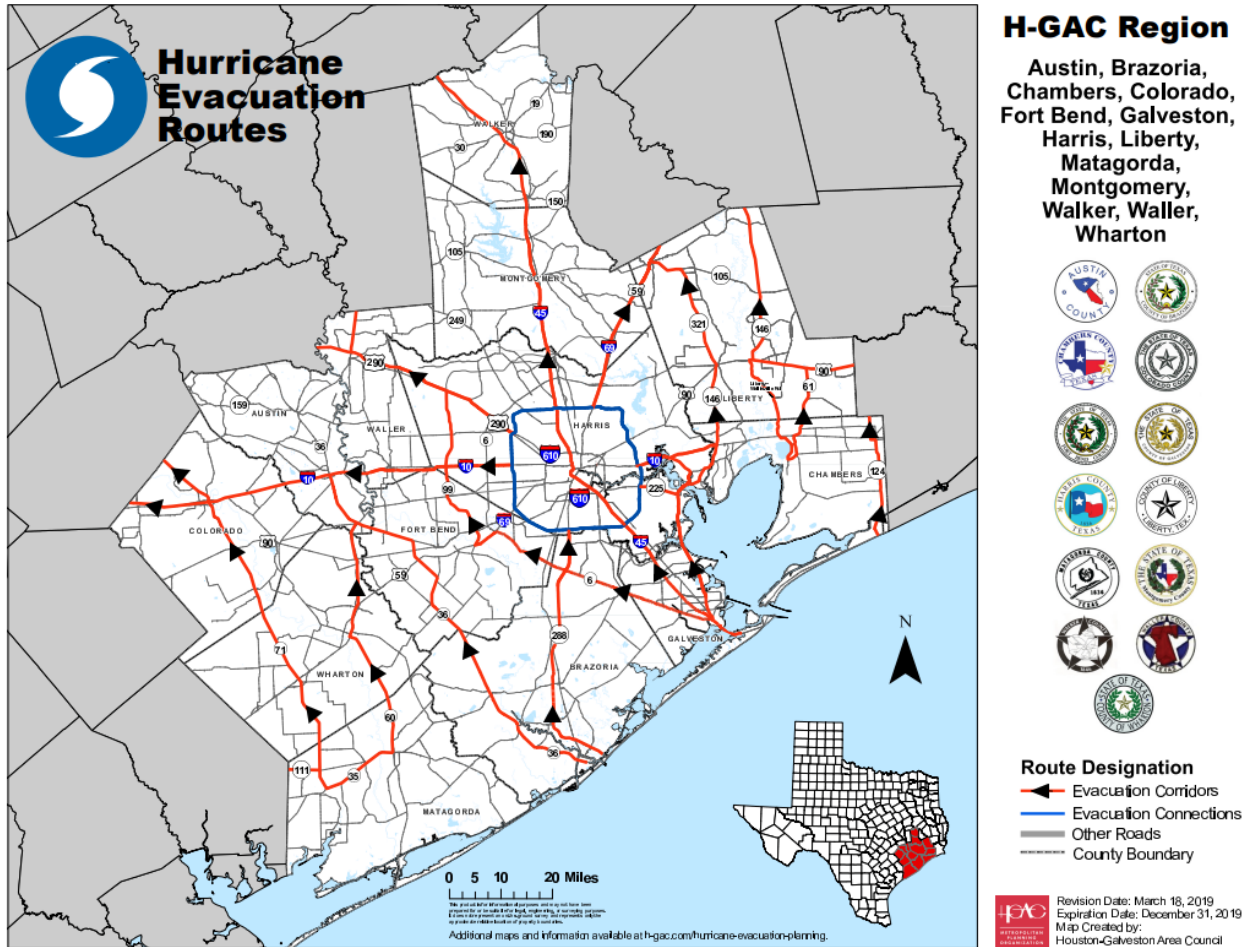
Name	Business Phone
Federal Government	
US Coast Guard Sector (USCG) Houston-Galveston	281-464-4800
USCG 24 Hour Emergency	281-464-4840
USCG 24 Hour Emergency	281-464-4855
USCG National Response Center	800-424-8802
USCG MSU Texas City (24 Hour)	409-682-1264
EPA Emergency Line	866-372-7745
EPA Regional Office	214-665-2760
EPA Response Center	800-424-8802
FBI	713-693-5000
ICE/HIS	281-985-0500
U.S. Army Corps of Engineers	409-766-3957
United States Fish and Wildlife Service	281-286-8282
United States Maritime Administration (MARAD)	202-366-8211
USCG Captain of the Port	281-464-4801
USCG MSU Texas City - Facilities	409-682-1269
USCG National Strike Force - Gulf Strike Team	251-441-6601
State Government	
DPS Division of Emergency Management	512-424-2208
Railroad Commission Houston District (Emergency)	512-463-6788
State of Texas Emergency Spill Reporting Hotline	800-832-8224
TCEQ Local	713-767-3563
Texas Department of Public Safety (DPS)	281-517-1200
Texas General Land Office - Regional	281-470-6597
Texas Parks and Wildlife Department (24 Hour)	512-389-4848
Local Government	
Brazoria County Emergency Management	979-864-1801
Brazoria County EOC	979-864-1425
Brazoria County Health Department	281-331-6101
City of Freeport	979-233-3526
Community Awareness & Emergency Response (CAER)	979-238-2237
Freeport Fire Department	979-233-2111
Freeport Police	979-239-1211
Velasco Drainage District	979-265-4251
Velasco Drainage District Pump House	979-665-6597
Others	
Brazos Pilots (Marine Radio VHF Channel 14 & 16)	979-233-1120
Dow Chemical - Emergency Services	979-238-2112
National Weather Service (Local)	281-337-5192

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EXHIBIT 5: HURRICANE EVACUATION ROUTE & ZONE MAP



You can view a larger map at:

<http://www.h-gac.com/hurricane-evacuation-planning/documents/2019-evacuation-route-map-small.pdf>

Detailed Texas evacuation maps can be seen at:

<http://www.h-gac.com/hurricane-evacuation-planning/default.aspx#>

Drive Texas.org (road closures)

<https://drivetexas.org>

Brazoria County Emergency Management (local update)

<https://brazoriacountytx.gov/departments/emergency-management>