

**PERMANENT RULE AMENDMENTS TO THE MISSISSIPPI STATE PORT  
AUTHORITY HURRICANE PROCEDURES AS PART OF THE 1998  
MISSISSIPPI STATE PORT AUTHORITY OPERATIONS AND PROCEDURES  
MANUAL**

**Mississippi State Port Authority at Gulfport Hurricane Procedures**

**I. Introduction**

This document is intended to establish guidelines and procedures for personnel at the Mississippi State Port Authority at Gulfport ("Port Authority") before, during, and after a tropical storm or hurricane striking in proximity to the Port pursuant to the Mississippi Emergency Management Law, §§ 33-15-1, *et seq.*, of the Mississippi Code. The guidelines and procedures contained herein are not designed to handle every situation an employee may encounter during a tropical storm or hurricane. Considering the uncertainty and unpredictability associated with a tropical storm or hurricane, employees are encouraged to use their basic common sense, personal experience, and discretion in responding to specific situations. Accordingly, all guidelines and procedures contained herein shall be exercised in the discretion of Port Authority employees regardless of whether a particular provision purports to require or mandate certain action. The timelines for certain guidelines and procedures expressed herein assumes that sufficient notice of a potential tropical storm or hurricane is given so that such guidelines and procedures may be utilized, which may or may not be the circumstance with any given tropical storm or hurricane.

Besides this Procedure, the following associated policies and procedures apply:

- 1) Port Authority Terminal Tariff No. 5, as amended from time to time, or any successor tariff;
- 2) Administrative Codes of the State of Mississippi; and
- 3) Port Authority Port Facility Security Plan.

Any conflict between these Hurricane Procedures and other agreements and regulations should be referred to the Executive Director for resolution.

**II. Oversight Responsibilities**

The following are the general responsibilities of the Port Authority during a threat of a tropical storm or hurricane striking near the Port:

1. **Executive Department** - Declare the emergency, coordinate intergovernmental activities, keep Board of Port Commissioners and the Mississippi Development Authority informed of all ongoing activities, and supervise overall emergency activities.

2. **Trade and Development** - Establish a public information service, establish communications with Port Authority customers and assess their needs, and coordinate logistic services in support of recovery.

3. **Finance & Administration** - Maintain the Port Authority's overall administration functions, human resource functions, and assist Port Authority employee family members.

4. **Operations & Maintenance** - Maintain operations at the deepwater Harbor, maintain communication with the U.S. Coast Guard, monitor weather channels and stations and other broadcasts for notification of severe weather reports, implement this Hurricane Procedure, prepare for the threat of the tropical storm or hurricane striking near the Port, and report the status of the tropical storm or hurricane, and the Port Authority's preparations for same, to the Executive Director of the Port Authority.

The official spokesperson for the Port Authority during any emergency is the Executive Director.

### III. Conditions of Readiness

Hurricane Season begins on June 1<sup>st</sup> and extends through November 30<sup>th</sup>. Hurricane Conditions are set by the U.S. Coast Guard Captain of the Port ("COTP"), Mobile Area of Responsibility, and are used to alert the maritime community to changes that may need to be made in the port operations in preparation of an upcoming tropical storm or hurricane. The COTP will provide Maritime Safety Information Bulletins ("MSIB") to all port interest via fax or email whenever a tropical storm or hurricane is approaching or may affect the Port.

The following designations will be used for describing the Port Authority's Hurricane Readiness Conditions:

<u>Hurricane Condition</u>	<u>Corresponding Coast Guard Classification</u>	<u>Approximate Time</u>
5	N/A	June 1 – November 30
4	WHISKEY	72 hrs prior to landfall
3	X-RAY	48 hrs prior to landfall
2	YANKEE	24 hrs prior to landfall
1	ZULU	12 hrs prior to landfall
Recovery		After the storm passes

The U.S. Coast Guard (Mobile) will keep the Port Authority informed of the formation, path, and threat of a Hurricane or tropical storm. Besides the U.S. Coast Guard, the Port Authority will maintain contact with the Harrison County Civil Defense Office. A Port Emergency Action Team (PEAT) within the Coast Guard has been established to monitor and set storm conditions for the Port. The Port Authority will use the PEAT for assistance in the implementation of the Port Authority's hurricane preparations.

Prior to Condition 5 (the duration of hurricane season), tenants are requested to review their own hurricane program, provide a copy of their program to the Port's Operations Department, and to be alert for hurricane warnings. Tenants should secure all non-utilized equipment and/or cargo in their respective leased areas during hurricane season.

#### **IV. Condition-Related Preparation**

As Hurricane Conditions are set by the Coast Guard, the Port Authority will make efforts to notify tenants and customers so that appropriate action can be taken:

##### **Hurricane Alert Condition Five (5) (Hurricane Season):**

1. Every effort should be made by tenants and customers to secure or remove non-utilized or non-essential equipment or products (e.g., pallets, gear, dunnage, etc.).
2. The Deputy Director, Engineering, will make arrangements as necessary, based on the Deputy Director's discretion, for emergency services and equipment to be made available to the Port on a contingency basis.
3. The Deputy Director, Facilities, will make an inventory list of supplies, materials and equipment which, in the Deputy Director's discretion, are necessary to perform any and all tasks called for in an emergency situation. The inventory list will be submitted to the Port's Finance and Administration Office for appropriate purchase.
4. The Deputy Director, Operations, will check the emergency communications equipment to verify that it is in a ready condition.
5. The Trade and Development Department will prepare an emergency contact list with the names and telephone numbers of key personnel to be distributed to the employees of the Port Authority for use during the recovery phase.

##### **Hurricane Alert Condition Four (4) (Hurricane force winds are possible within 72 hours):**

1. The Operations Department will make efforts to notify tenants, stevedore companies, vessel masters, owners and agents in the main harbor, and Port Authority personnel that Condition 4 is in effect.
2. Port Authority employees will be assigned appropriate materials, equipment and supplies. The Deputy Director, Facilities, will, as he or she determines, procure any additional materials needed for the possible hurricane or tropical storm. The Finance and Administration Department will prepare and proceed with any and all purchases for supplies, materials and equipment deemed necessary in the event of a hurricane.
3. The Operations Department will prepare a list of expected vessel arrivals and sailings. All expected vessel movements will be confirmed with the vessel masters, owners or

agents. Vessels and tenants should complete cargo operations within 36 hours prior to the predicted landfall of the storm and be encouraged to leave the Port.

4. The Trade and Development Department will make efforts to notify the cargo interests and tenants at the Port to remove sensitive cargoes from the Port to a safe location.

5. Tenants and customers should submit a plan to the Port Authority for securing and/or removing equipment, containers and general cargoes.

6. The Deputy Director, Operations, will make efforts to contact the masters, owners and agents of ocean-going vessels at the Port and request that same vessels be removed to a safe haven. Masters, owners and agents of all ocean-going vessels and Coast Guard regulated barges must advise the Coast Guard and the Port Authority of their intentions and schedule for departing the Port. Vessels that desire to remain in Port must have approval from the Deputy Director, Operations, of the Port Authority and provide a heavy weather mooring plan to the Coast Guard for approval.

7. The Operations Department will make efforts to notify ship owners and agents, Gulfport Towing and the Gulfport Pilot Association that any ocean-going vessel with an estimated time of arrival at the Port of less than 72 hours prior to predicted hurricane force winds should be directed elsewhere to seek shelter.

8. All cranes and conveyors will be secured with lashing.

9. A Command Center will be set up and manned in the Port Authority's Administration Offices to monitor the progress of the storm and to be a clearinghouse for all communications. Employees of the Port Authority and local emergency management officials will be notified of the location of the Command Center.

10. The Administration and Finance Department shall prepare, as determined necessary within the discretion of same Department, for evacuation of the Port Authority's records. Computers and related equipment will be removed from the Operation and Maintenance buildings. Any transportation needed by the Administration and Finance Department for evacuation of records and/or equipment will be arranged by the Operations Department.

**Hurricane Alert Condition Three (3) (Hurricane force winds are possible within 48 hours):**

1. The Operations Department will make efforts to notify tenants, stevedore companies, vessel masters, owners and agents in the main harbor, and Port Authority personnel that Condition 3 is in effect.

2. The Deputy Director, Operations, will, within his discretion, notify service providers and contractors to stand by for contingent assignments at the Port and will distribute the Port Authority's vehicles and emergency equipment to assigned personnel as necessary.

3. No ocean-going vessel will be allowed into the Port after the setting of Hurricane

### Alert Condition 3.

4. The Deputy Director, Operations, will make efforts to contact the masters, owners and agents of ocean-going vessels at the Port and request that same vessels be removed to a safe haven. Masters, owners and agents of all ocean-going vessels and Coast Guard regulated barges must advise the Coast Guard and the Deputy Director, Operations, of the Port Authority of their intentions and schedule for departing the Port. Vessels that desire to remain in Port must have approval from the Port Authority and provide a heavy weather mooring plan to the Coast Guard for approval.

5. Upon recommendation of the Deputy Director, Operations, and in consultation with PEAT, the Executive Director may order vessels to evacuate the Port despite the vessel master's, owner's or agent's desire to remain in Port. If an evacuation is not ordered or a vessel cannot evacuate, the Deputy Directors of Engineering and Operations, in consultation with PEAT and the vessel's master, owner and/or agent, will establish a storm mooring system for the vessel which must be approved by the Coast Guard.

6. The Trade and Development Department will make efforts to notify tenants and customers at the Port to secure and/or remove their equipment, containers and general cargoes.

7. The Maintenance Department will tape or board up the windows and glass doors to the Port Authority's offices.

8. Cargo operations will be ordered to end by the Operations Department of the Port Authority prior to the entry of Condition 2.

9. The Deputy Director, Operations, or his or her designee, will make efforts to inspect Port areas and finalize preparations for the storm. Refrigeration equipment in the chillers and freezers will be secured within the buildings. Upon completion of the inspection and any remaining cargo operations, the Deputy Director, Operations, or the Executive Director will declare the Port closed to all personnel and vessels. The Harrison County Civil Defense Center shall be contacted indicating that the Port is closed.

### **Hurricane Alert Condition Two (2) (Hurricane force winds are possible within 24 hours):**

1. The Operations Department will make efforts to notify tenants, stevedore companies, vessel masters, owners and agents in the main harbor, and Port Authority personnel that Condition 2 is in effect.

2. The Mississippi Gaming Commission shall be notified that the Port has declared Condition 2.

3. Emergency communications will be established between Harrison County Civil Defense and designated Port Authority personnel. The Port Authority will man the Communications Center at the Harrison County Civil Defense Center on a 24-hour basis.

4. It is anticipated that the Harrison County Civil Defense will require the evacuation of all persons south of Highway 90.

**Hurricane Alert Condition One (1) (Hurricane force winds are possible within 12 hours):**

1. Emergency communications will continue with the Harrison County Civil Defense Headquarters. The Harrison County Civil Defense Headquarters shall be provided names of any personnel remaining at the Port, and the names of vessels and their owners, agents and crews remaining on a vessel.

2. The Finance and Administration Department will contact all Port Commissioners, officers, and employees to find out their availability for post-storm recovery actions. A full list of names and telephone numbers of Port Commissioners, directors, and employees will be supplied to the Port's representative at the Civil Defense Headquarters, and the Port Authority Executive Director and Deputy Director, Operations.

3. It is anticipated that the Coast Guard will order that all waterways in the Mobile Area of Responsibility be secured.

**Hurricane Arrival:**

1. The Port's designated representatives at the Harrison County Civil Defense Headquarters are to maintain regular contact with key personnel of the Port Authority by telephone or by cellular phone if possible.

2. All Port Authority officers and employees will comply with all directions provided by the Harrison County Civil Defense Headquarters.

**V. Administrative Offices and Other Port Authority Offices**

**Office Preparation:**

The Mississippi State Port Authority administrative offices are at One Hancock Plaza, 14th floor, Gulfport, Mississippi. The Deputy Director, Finance, will be responsible for securing the Port Authority offices at this location. Similar procedures should be followed by all other Deputy Directors for each of their respective offices.

These suggested procedures are to be guidelines for office personnel in preparation for a storm:

1. Desktops, shelves and work tables are to be completely clear of objects (paper and desk items may be placed in desk drawers).

2. Computers and printers are to be moved away from windows, labeled, placed in double

plastic bags, and placed in interior office areas.

3. Telephones are to be unplugged, wrapped in plastic bags and stored in desks or file cabinets.
4. Small personal objects (e.g., wall pictures, coffee cups, lamps, etc.) are to be stored in desks or file cabinets.
5. File cabinets are to be moved away from exterior walls and if possible moved to an interior area.
6. Office doors are to be closed.
7. Official documents, personnel files, agreements, contracts, permits, and other critical Port Authority documents are to be placed in fire-proof cabinets.
8. All items being moved to interior areas are to be clearly labeled for ease of identification upon return to the offices.
9. In cases of forecasted Category 3 or greater hurricanes, Port Authority office equipment located on Terminals will be placed in a marine container and moved to a designated offsite location. The Deputy Director, Operations, will be responsible for providing the Finance and Administration Department with a marine cargo container and transportation for the evacuation of the office materials, supplies, and equipment. Materials, supplies, tools, and equipment that may be necessary for recovery should be evacuated to an offsite location.

## **VI. Aftermath and Recovery**

Following a tropical storm or hurricane striking near the Port, the mission of the Port Authority is to:

First, help local, state, and federal emergency agencies in the immediate protection of life and safety of the public. Second, with the assistance of appropriate State and Federal Agencies, reestablish commercial, deepwater cargo activities at the facilities of the Port. Third, reestablish other business activities at the Port.

Following a hurricane or tropical storm striking near the Port, all employees of the Port Authority will attempt to contact the Port Authority's Command Center within six hours of the storm passing inland. All employees are expected to return to work as soon as practical and feasible, but should exercise caution in traveling back to work. All employees are needed as soon as possible for recovery efforts; therefore, employees should attempt to contact the Port Authority Command Center for recovery effort schedule information. Each employee will be provided with an emergency contact list to use as needed prior to and after the storm.

The following recovery process will be followed for placing the Port back into operation:

1. The Port Authority personnel at the Harrison County Civil Defense Headquarters will establish communications with the Executive Director, Deputy Directors, and the Temporary Command Center.
2. The Executive Director, all senior Directors and consulting engineers will assemble at the Port Authority's Temporary Command Center as soon as possible following the storm passing inland. Any member unable to travel to the Command Center will contact the Center by telephone, if possible.
3. Communications will be reestablished with the Coast Guard COTP, Mobile, the Coast Guard Aids to Navigation Office in Mobile and the Army Corp of Engineers in Mobile to coordinate with PEAT and in consultation with the Gulfport Pilots' Association.
4. The Operations Department and representatives will as soon as possible report to the main East and West Gates at the Port. No one will be allowed to enter the Port Authority without prior approval of a director of the Port Authority or the Harrison County Civil Defense. Engineering and maintenance personnel will as soon as possible report to the West Terminal Operations Offices for job assignments in conducting a full condition survey of the Port.
5. When possible, a full condition survey will be made of all Port facilities and navigation leading to and from the Port. The results of this condition survey need to be transmitted to the Command Center immediately after its completion. The Port will be reopened to inbound and outbound traffic at the completion of the survey and when the Coast Guard and the Gulfport Pilot Association deem the channel safe for transit. Should a tropical storm or hurricane restrict navigation in or around the Port, the Coast Guard is to be informed so that a Notice to Mariners may be issued indicating same.
6. The Executive Director or his designee will establish contact with appropriate Municipal, County, State and Federal authorities to seek assistance for early reactivation of the Port and to offer assistance when possible.
7. A special meeting of the Board of Port Commissioners will be called when practical to review damage reports and plans for restoration of Port operations.

**PERMANENT RULE AMENDMENTS TO THE MISSISSIPPI STATE  
PORT AUTHORITY HURRICANE PROCEDURES AS PART OF  
THE 1998 MISSISSIPPI STATE PORT AUTHORITY  
OPERATIONS AND PROCEDURES MANUAL**

**Mississippi State Port Authority at Gulfport Hurricane Procedures**

**I. Introduction:**

~~Due to its location on the Gulf of Mexico,~~ This document is intended to establish guidelines and procedures for personnel at the Mississippi State Port Authority at Gulfport (herein referred to as "MSPA," "Port Authority" or "Port of Gulfport") is exposed to risks associated with tropical storms and hurricanes. We intend this document to establish guidelines and procedures for Port Authority personnel) before, during, and after a tropical storm or hurricane striking in proximity to the Port of Gulfport. We have not designed these procedures pursuant to the Mississippi Emergency Management Law, §§ 33-15-1, et seq., of the Mississippi Code. The guidelines and procedures contained herein are not designed to handle every situation an employee may encounter during a tropical storm or hurricane. While these procedures set forth specific instructions for restricting Port access and insuring proper responses. Considering the uncertainty and unpredictability associated with a tropical storm or hurricane, employees are encouraged to use their basic common sense and, personal experience, and discretion in responding to specific situations. Accordingly, all guidelines and procedures contained herein shall be exercised in the discretion of Port Authority employees regardless of whether a particular provision purports to require or mandate certain action. The timelines for certain guidelines and procedures expressed herein assumes that sufficient notice of a potential tropical storm or hurricane is given so that such guidelines and procedures may be utilized, which may or may not be the circumstance with any given tropical storm or hurricane.

Besides this Procedure, the following associated policies and procedures apply:

- 1) ~~MSPA Port Authority Terminal~~ Terminal ~~Tariff No. 4, 5,~~ as amended from time to time, or any successor tariff;
- 2) Administrative Codes of the State of Mississippi; and
- 3) ~~MSPA Operating Procedures; Port Authority Port Facility Security Plan.~~
- 4) ~~Mississippi Gaming Commission Rules and Regulations;~~
- 5) ~~Gulfside Partnership/d.b.a. Copa Casino – Evacuation Plan;~~

~~Conflicts~~ Any conflict between these Hurricane Procedures and other agreements and regulations should be referred to ~~either the Executive Director or Deputy the Executive Director for interpretation resolution.~~

Issued by:

~~Executive Director~~

~~Deputy Executive Director~~

~~This day, \_\_\_\_\_ March 1998 at the Mississippi State Port Authority at Gulfport, Gulfport, Mississippi.~~

### **III. Oversight Responsibilities**

~~The Executive Director of the Mississippi State Port Authority is responsible for the administrative matters referred to in these procedures. The Deputy Executive Director of the Mississippi State Port Authority is responsible for carrying out operational aspects of the procedures. In cases where the Governor issues a "Declaration of Emergency", all officers and employees of the Mississippi State Port Authority at Gulfport will help the State agencies in the emergency and follow any orders and directions issued by the appropriate authority.~~

~~Following a tropical storm or hurricane striking near the Port of Gulfport, the mission of the Port Authority shall be:~~

~~First, help local, state, and federal emergency agencies in the immediate protection of life and safety of the public.~~

~~Secondly, with the assistance of appropriate State and Federal Agencies, reestablish commercial, deepwater cargo activities at the facilities of the Port of Gulfport.~~

~~Thirdly, reestablish other business activities (e.g., gaming operations) at the Port of Gulfport.~~

~~The official spokespersons for the Mississippi State Port Authority during any emergency are the President of the Board of Port Commissioners and the Executive Director. The staff "Chain of Command" for carrying out this procedure is:~~

- ~~1. Executive Director~~
- ~~2. Deputy Executive Director~~
- ~~3. Chief Fiscal Officer~~
- ~~4. Port Engineer~~
- ~~5. Chief Wharfinger~~
- ~~6. Facilities Manager Wharves & Docks~~

~~Firms that will provide professional support services are:~~

~~Allen, Vaughn, Cobb & Hood - Legal Services  
URS/Greiner - Project Management  
Brown & Mitchell, Inc. - General Engineering  
Simpkins & Costelli - Structural Engineering~~

~~During Hurricane Season (June 1st to November 1st), Hurricane Procedures are under the authority of the Wharfinger Division within the Operations Department. However, all officers and employees of the Mississippi State Port Authority have a responsibility to insure that they are followed.~~

The following are the general responsibilities of the ~~Mississippi State Port Authority~~ during a threat of a tropical storm or hurricane striking near the Port of Gulfport:

1. **Executive Department** - Declare the emergency, coordinate intergovernmental activities, keep Board of Port Commissioners and the Mississippi Department of Economic and Community Development Authority informed of all ongoing activities, and supervise overall emergency activities.
2. **Business Trade and Development** - Establish a public information service, establish communications with Port Authority customers and assess their needs, and coordinate logistic services in support of recovery.
3. **Finance & Administration** - Maintain the MSPA Port Authority's overall administration functions, human resource functions, and assist Port Authority employee family members.
4. **Operations & Maintenance** - Maintain operations at the deepwater Harbor ~~and at the Commercial Small Craft Harbor. Monitor, maintain communication with the U.S. Coast Guard, monitor weather channels on VHF frequencies and stations and other broadcasts for notification of severe weather reports Prepare, implement this Hurricane Procedure, prepare for the threat of the tropical storm or hurricane striking near the Port of Gulfport. Each employee of the Mississippi State Port Authority is an extension of the Port Authority in carrying out these procedures. After a, and report the status of the tropical storm or hurricane strikes near the Port of Gulfport, the reestablishment of daily operations, such as berthing, shed usage, open area use, security, and access to Port facilities is essential for the health and welfare of our community, and the Port Authority's preparations for same, to the Executive Director of the Port Authority.~~

## **~~H. CONDITIONS OF READINESS~~**

~~There are five (5) Conditions of Readiness that the Mississippi State Port Authority at Gulfport will use for implementing these Hurricane readiness procedures. These Conditions are:~~

The official spokesperson for the Port Authority during any emergency is the Executive Director.

### **III. Conditions of Readiness**

~~Hurricane **Alert Condition Five (5)**— This condition is the normal readiness condition in effect during a hurricane season (June 1<sup>st</sup> through November 1<sup>st</sup>). Season begins on June 1<sup>st</sup> and extends through November 30<sup>th</sup>. Hurricane Conditions are set by the U.S. Coast Guard Captain of the Port (“COTP”), Mobile Area of Responsibility, and are used to alert the maritime community to changes that may need to be made in the port operations in preparation of an upcoming tropical storm or hurricane. The COTP will provide Maritime Safety Information Bulletins (“MSIB”) to all port interest via fax or email whenever a tropical storm or hurricane is approaching or may affect the Port.~~

~~**Hurricane Watch Condition Four (4)**— This condition suggests the possibility of hurricane force winds impacting the Port within 72 hours.~~

~~**Hurricane Watch Condition Three (3)**— This condition suggests hurricane force winds are possible within 48 hours.~~

~~**Hurricane Warning Condition Two (2)**— This condition suggests hurricane force winds are possible within 24 hours.~~

~~**Hurricane Warning Condition One (1)**— This condition suggests hurricane force winds are possible within 12 hours.~~

~~*There will be a Senior Management meeting as we reach each Condition level to review status and address specific issues.*~~

~~The National Weather Service, as well as area Civil Defense agencies, categorize Hurricane strength utilizing the Saffir-Simpson Scale which follows:~~

~~**Category 1**— Storms with sustained winds of 74—95 mph. Storm surge 4 to 5 feet above normal. Minor pier damage. Some small craft in exposed anchorages torn from moorings.~~

~~**Category 2**— Storms with sustained winds of 96—110 mph. Storm surge 6 to 8 feet above normal. Major damage to exposed mobile offices. Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorages torn from moorings.~~

~~**Category 3**— Storms with sustained winds of 111—130 mph. Storm surge 9 to 12 feet above normal. Mobile offices destroyed. Serious flooding at coast and many small structures near coast destroyed. Larger structures near coast damaged by battering waves and floating debris. Flat terrain 5 feet or less above sea level flooded inland 8 miles or more.~~

The following designations will be used for describing the Port Authority's Hurricane Readiness Conditions:

~~Category 4~~— Storms with sustained winds of 131—155 mph. Storm surge 13 to 18 feet above normal. 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. Major erosion of beaches.

Hurricane Condition    Corresponding Coast Guard Classification    Approximate Time

~~Category 5~~— Storms with sustained winds of greater than 155 mph. Storm surge greater than 18 feet above normal. All signs down. Complete failure of roofs on many structures. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile offices. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore.

5	N/A	June 1 – November 30
4	WHISKEY	72 hrs prior to landfall
3	X-RAY	48 hrs prior to landfall
2	YANKEE	24 hrs prior to landfall
1	ZULU	12 hrs prior to landfall
Recovery		After the storm passes

The U.S. Coast Guard (Mobile) will keep the Port Authority informed of the formation, path, and threat of a Hurricane or tropical storm. Besides the U.S. Coast Guard, the Port Authority will maintain contact with the Harrison County Civil Defense Office. A Port Emergency Action Team (PEAT) within the Coast Guard has been established to monitor and set storm conditions for the Port of Gulfport. ~~To assure that we have quality communications, the Mississippi State. The Port Authority will use the PEAT for assistance in the implementation of these procedures. the Port Authority's hurricane preparations.~~

~~At the beginning of each Hurricane Season, the Executive Director will contact the Harrison County Civil Defense Director and the U.S. Coast Guard at Mobile to confirm that the Port will participate in joint emergency readiness alerts and training. A test of inter-agency communications will occur each year before June 1st.~~

~~The Mississippi State Port Authority at the start of Hurricane Season will notify Port Tenants and Licensees in writing that Hurricane Condition Five (5) Hurricane Alert is in effect. At this time, we will request Prior to Condition 5 (the duration of hurricane season), tenants are requested to review their own hurricane program, provide a copy of their program to the Port's Operations Department, and to be alert for hurricane warnings. We will send test fax messages to tenants, ship agents, and major participants of our Hurricane Readiness Program. Besides all other rules and regulations issued by the Mississippi State Port Authority, tenants and users of the Port of Gulfport must comply with these Hurricane Procedures. The Business Development Department will be~~

~~responsible for furnishing a copy of these procedures to tenants and users of the Port of Gulfport. Tenants should secure all non-utilized equipment and/or cargo in their respective leased areas during hurricane season.~~

#### **IIIIV. Condition-Related Preparation**

~~As Hurricane Conditions are set, tenants and users will be notified by fax and will be requested to take by the Coast Guard, the Port Authority will make efforts to notify tenants and customers so that appropriate action can be taken:~~

##### **Hurricane Alert Condition Five (5) (Hurricane Season):**

~~1. Every effort shall should be made by tenants and customers to remove or secure any potential flying debris secure or remove non-utilized or non-essential equipment or products (e.g., pallets, gear, dunnage, etc.). The Port Authority's Maintenance Department will perform a routine inspection and remove possible flying debris from common user, general Port areas.~~

~~2. The Chief Wharfinger will inspect Port areas to insure that they are properly secured. A list of deficiencies will be prepared and distributed to tenants and Port Authority management. Deputy Director, Engineering, will make arrangements as necessary, based on the Deputy Director's discretion, for emergency professional services and equipment are to be made available to the Port on a contingency basis.~~

~~3. The Port Engineer will insure that The Deputy Director, Facilities, will insure that make an inventory list of supplies, materials, and equipment which, in the Deputy Director's discretion, are necessary to do perform any and all tasks called for in emergencies are available. The Chief Wharfinger will transmit a list of needed supplies, materials, and equipment to the Chief Fiscal Officer an emergency situation. The inventory list will be submitted to the Port's Finance and Administration Office for appropriate purchase, inventory, and control. Emergency first aid and hurricane readiness packages will be placed in every Port vehicle. We will inventory all emergency supplies monthly to insure availability throughout the Hurricane season.~~

~~4. The Chief Wharfinger The Deputy Director, Operations, will check the emergency communications equipment to insure verify that it is in a ready condition. Business Development will conduct a periodic test of the communications equipment and network (PEAT, tenants, and users) throughout Hurricane season.~~

~~5. The Trade and Development Department will prepare an emergency contact list with the names and telephone numbers of key personnel to be distributed to the employees of the Port Authority for use during the recovery phase.~~

~~6. The Deputy Executive Director will conduct a meeting of employees of the Mississippi State Port Authority to review these policies and procedures and to make any necessary assignments.~~

~~7. The Deputy Executive Director will inform the Executive Director when all Condition Five actions have been completed.~~

~~8. Throughout Hurricane Season it shall be the responsibility of the Wharfinger Division to collect and maintain on file crew lists for all vessels in port. Vessel crew lists may be destroyed upon each vessel's departure from port.~~

**Hurricane Watch Alert Condition Four ~~Either (4) (Hurricane force winds are possible within 72 hours or a Tropical Depression, Storm, or Hurricane may form or enter the Gulf of Mexico within 24 hours (See Copa Evacuation Plan):~~**

~~1. We will notify tenants and Port personnel via faxes that a Hurricane Watch Condition Four is in effect. The Operations Department will contact Stevedore Companies and Vessel Masters of any deep draft vessel make efforts to notify tenants, stevedore companies, vessel masters, owners and agents in the main harbor, and Port Authority personnel that a Hurricane Watch Condition 4 is in effect. When all notifications have been completed, the Deputy Executive Director will inform the Executive Director.~~

~~2. The Chief Wharfinger will inspect all areas of the Port and notify tenants or users of any noncompliance with these procedures to include possible flying objects. The Chief Wharfinger will report all violations to the Deputy Executive Director. MSPA Port Authority employees will be assigned appropriate materials, equipment and supplies. The Chief Wharfinger will advise the Deputy Executive Director of any repair materials and equipment not available. The Chief Fiscal Officer will proceed with any Emergency Purchases of Director, Facilities, will, as he or she determines, procure any additional materials needed for the possible hurricane or tropical storm. The Finance and Administration Department will prepare and proceed with any and all purchases for supplies, materials, and equipment deemed necessary in the event of a hurricane.~~

~~3. The Operations Department will prepare a list of expected vessel arrivals and departures sailings. All expected vessel movements will be confirmed with the Vessel Masters or Agent. vessel masters, owners or agents. Vessels and Tenants are to tenants should complete cargo operations within 36 hours prior to the predicted landfall of the storm and be prepared encouraged to leave the Port.~~

~~4. The Chief Wharfinger The Business Trade and Development Department will make efforts to notify all the cargo interests and tenants at the Port to remove sensitive cargoes from the Port to a safe location.~~

~~5. Tenants and customers should submit a plan to the Port Authority for securing and/or removing equipment, containers and general cargoes.~~

~~6. The Deputy Executive Director will activate the Gulfside Casino Partnership Evacuation Plan. The Deputy Director, Operations, will make efforts to contact the masters, owners and agents of ocean-going vessels at the Port and request that same vessels be removed to a safe haven. Masters, owners and agents of all ocean-going~~

vessels and Coast Guard regulated barges must advise the Coast Guard and the Port Authority of their intentions and schedule for departing the Port. Vessels that desire to remain in Port must have approval from the Deputy Director, Operations, of the Port Authority and provide a heavy weather mooring plan to the Coast Guard for approval.

7. The Executive Director, Deputy Executive Director, and Mississippi Department of Economic and Community Development will discuss Emergency preparation and readiness. A written report will be submitted to each member of the Board of Port Commissioners. The Operations Department will make efforts to notify ship owners and agents, Gulfport Towing and the Gulfport Pilot Association that any ocean-going vessel with an estimated time of arrival at the Port of less than 72 hours prior to predicted hurricane force winds should be directed elsewhere to seek shelter.

8. All cranes and conveyors will be secured with lashing.

9. A Command Center will be set up and manned in the Port Authority's Administration Offices to monitor the progress of the storm and to be a clearinghouse for all communications. Employees of the Port Authority and local emergency management officials will be notified of the location of the Command Center.

10. The Administration and Finance Department shall prepare, as determined necessary within the discretion of same Department, for evacuation of the Port Authority's records. Computers and related equipment will be removed from the Operation and Maintenance buildings. Any transportation needed by the Administration and Finance Department for evacuation of records and/or equipment will be arranged by the Operations Department.

**Hurricane Watch Alert Condition Three (3) (Hurricane force winds are possible within 48 hours):**

1. Faxes The Operations Department will make efforts to notify tenants, stevedore companies, vessel masters, owners and agents in the main harbor, and Port Authority personnel that a Hurricane Watch Condition 3 is in effect. Stevedore companies and Vessel Masters will be notified by radio or telephone.

2. The Deputy Executive Director, Operations, will, within his discretion, notify service providers and contractors to stand by for contingent emergency assignments at the Port of Gulfport, and will distribute MSPA the Port Authority's vehicles and emergency equipment to assigned personnel as necessary.

3. No ocean-going vessel will be allowed into the Port after the setting of Hurricane Alert Condition 3.

4. The Chief Wharfinger will arrange with barge owners or agents to have all barges, tugs, and other small craft removed to a safe haven. The Deputy Director, Operations, will make efforts to contact the masters, owners and agents of ocean-going vessels at the Port and request that same vessels be removed to a safe haven. Masters, owners and agents of all ocean-going vessels and Coast Guard regulated barges must advise the Coast

Guard and the Deputy Director, Operations, of the Port Authority of their intentions and schedule for departing the Port. Vessels that desire to remain in Port must have approval from the Port Authority and provide a heavy weather mooring plan to the Coast Guard for approval.

5. ~~The Chief Fiscal Officer will prepare for evacuation of the Port's records. Computers and other vital equipment will be removed from the Operations Office and Maintenance buildings. The Operations Department will provide transportation for the Administration and Finance Department evacuation. Upon recommendation of the Deputy *Executive* Director, Operations, and in consultation with PEAT, the Executive Director ~~will~~ may order vessels to evacuate the Port. ~~If no~~ despite the vessel master's, owner's or agent's desire to remain in Port. If an evacuation is not ordered or a vessel cannot evacuate, the ~~Deputy Executive Director and Chief Wharfinger~~ Directors of Engineering and Operations, in consultation with PEAT and the ~~Vessel's Master~~ vessel's master, owner and/or agent, will establish a storm mooring system for the vessel ~~and establish a storm watch on all moorings. Crew members of any vessel remaining in Port during a storm shall not be permitted to leave their vessel. which must be approved by the Coast Guard.~~~~

6. ~~The Business Development Department will set up a Temporary Command Center, and will advise all officers and employees of the Port Authority of the location and telephone number of the Temporary Command Center. The Executive Director will set up the Port's Administration at the Temporary Command Center. The Trade and Development Department will make efforts to notify tenants and customers at the Port to secure and/or remove their equipment, containers and general cargoes.~~

7. ~~The Chief Wharfinger will notify responsible agents and the Gulfport Pilots that any vessels with ETA's to the Port of Gulfport of less than 48 hours should be directed to seek shelter elsewhere. The Maintenance Department will tape or board up all the windows and glass doors to MSPA the Port Authority's offices.~~

8. ~~All gantries, cranes, and conveyors will be secured with proper lashing (cables, turnbuckles, chains, etc.) to insure survivability after the storm's passing. Maintenance personnel will immediately inform the Deputy Executive Director of missing cables, turnbuckles, and chains necessary for the lashing of the Port's equipment. Cargo operations will be ordered to end by the Operations Department of the Port Authority prior to the entry of Condition 2.~~

9. ~~Business Development will notify cargo interests to protect and/or remove their cargoes. The Deputy Director, Operations, or his or her designee, will make efforts to inspect Port areas and finalize preparations for the storm. Refrigeration equipment in the chillers and freezers will be secured within the buildings. Upon completion of the inspection and any remaining cargo operations, the Deputy Director, Operations, or the Executive Director will declare the Port closed to all personnel and vessels. The Harrison County Civil Defense Center shall be contacted indicating that the Port is closed.~~

10. ~~The Deputy Executive Director will report to the Executive Director, who will in turn report to MDECD and to each Commissioner that all procedures have been completed.~~

**Hurricane Warning Alert Condition Two (2) (Hurricane force winds are possible within 24 hours):**

1. ~~Faxes will notify tenants and Port personnel that a Hurricane Warning Condition Two is in effect. The Operations Department will make efforts to notify tenants, stevedore companies, vessel masters, owners and agents in the main harbor, and Port Authority personnel that Condition 2 is in effect.~~

2. ~~The Mississippi Gaming Commission shall be notified that the **Mississippi State Port Authority at Gulfport** Port has declared a **Hurricane Warning** Condition Two. 2. Under the supervision of the Chief Fiscal Officer, all valuable or irreplaceable Port records shall be removed by prearranged transport to the "Temporary Command Center". (See a subsection entitled Administrative Offices – Office Preparation)~~

3. ~~Major office equipment and/or valuable tools that may be at risk shall be moved to a safe location. Emergency communications shall will be established between Harrison County Civil Defense and designated Port Authority personnel. The Port Authority shall will man the ~~communications center~~ Communications Center at the Harrison County Civil Defense Center on a 24-hour basis.~~

4. ~~The Executive Director shall order cargo handling operations to end. The Operations Department shall immediately notify the Deputy Executive Director of any cargo operation not ended. It is anticipated that the Harrison County Civil Defense will require the evacuation of all persons south of Highway 90.~~

5. ~~Buildings shall have a final inspection and shall be secured for the storm. Refrigeration equipment in the Port Chiller, Turbana Chiller, and ITO Freezer shall be secured. All hazardous materials shall be identified and safely secured. Preferably all hazardous materials should be removed from the Port. The Operations Department shall inform the Deputy Executive Director of the location of any hazardous materials being stored on Port premises.~~

6. ~~Cargo and personnel doors to offices, transit sheds containing cargo and other buildings shall be secured. Doors shall remain open in sheds not containing cargo.~~

7. ~~Windows and glass doors to offices and buildings not previously taped shall be taped or boarded up at this time.8.~~

9. ~~The Business Development Department shall prepare an emergency contact list with the names and telephone numbers of key personnel to be distributed to each employee for use during the recovery phase.~~

10. ~~The Executive Director will call a special meeting of the Mississippi State Port Authority at Gulfport Board of Port Commissioners and shall report on the status of emergency preparations.~~

~~11. The Executive Director and the Deputy Executive Director shall make an inspection of all terminals to insure all is secure.~~

**Hurricane Warning Alert Condition One: (1) (Hurricane force winds are possible within 12 hours):**

~~1. Faxes will notify tenants and Port personnel that a Hurricane Warning Condition One is in effect. All nonessential personnel shall be evacuated from the Port premises. Emergency communications will continue with the Harrison County Civil Defense Headquarters. The Harrison County Civil Defense Headquarters shall be provided names of any personnel remaining at the Port of Gulfport, and the names of vessels and their owners, agents and crews remaining inside the Port on a vessel.~~

~~2. The Executive Director and Deputy Executive Director will inspect Port areas and make final preparations for hurricane force winds. Upon completion of the inspection, the Executive Director will declare the Port Closed and will notify the U.S. Coast Guard of the closure. West and East Gates shall remain manned by the Port's Wharfinger Division. The Harrison County Civil Defense Center will be contacted indicating that the Port of Gulfport is secure. The Finance and Administration Department will contact all MSPA Port Commissioners, officers, and employees to find out their availability for post storm recovery actions. A full list of names and telephone numbers of Port Commissioners, officers directors, and employees will be supplied to the Port's representative at the Civil Defense Headquarters, and to the Deputy Port Authority Executive Director and Executive Director Deputy Director, Operations.~~

~~3. The Deputy Executive Director may request Mississippi Power Company to secure all electrical power to the Port area. Power will be secured from dockside gantry cranes. It is anticipated that the Coast Guard will order that all waterways in the Mobile Area of Responsibility be secured.~~

~~4.5. When directed by the Executive Director, the Port of Gulfport terminal gates will be secured. 6.~~

**Hurricane Arrival:**

1. The Port's designated representatives at the Harrison County Civil Defense Headquarters are to maintain regular contact with ~~the Deputy Executive Director and Executive Director~~ key personnel of the Port Authority by telephone or by cellular phone if possible.

2. All MSPA Port Authority officers and employees will comply with all directions provided by the Harrison County Civil Defense Headquarters.

#### **IVV. Administrative Offices and Other MSPA Port Authority Offices**

##### **Office Preparation:**

The Mississippi State Port Authority administrative offices are at One Hancock Plaza, 14th floor, Gulfport, MS. ~~It is unlikely that a storm would severely damage these offices. The Chief Fiscal Officer~~ Mississippi. ~~The Deputy Director, Finance,~~ will be responsible for securing the Port Authority offices: at this location. Similar procedures should be followed ~~for other MSPA Offices~~ by all other Deputy Directors for each of their respective offices.

These suggested procedures are to be ~~followed by~~ guidelines for office personnel in preparation for a storm:

1. ~~Desk tops~~ Desktops, shelves and work tables are to be completely clear of objects (paper and desk items may be placed in desk drawers).
2. Computers and printers are to be moved away from windows, labeled, placed in double plastic bags, and placed in interior office areas.
3. Telephones are to be unplugged, wrapped in plastic bags and stored in desks or file cabinets.
4. Small personal objects (e.g., wall pictures, coffee cups, lamps, etc.) are to be stored in desks or file cabinets.
5. File cabinets are to be moved away from exterior walls and if possible moved to an interior area.
6. Office doors are to be closed.
7. ~~Official Documents, Personnel Files, Agreements, Contracts, Permits~~ documents, personnel files, agreements, contracts, permits, and other critical Port Authority documents are to be placed in fire-proof cabinets.
8. All items being moved to interior areas are to be clearly labeled for ease of identification upon return to the offices.
9. In cases of forecasted Category 3 or greater ~~Hurricanes, MSPA~~ hurricanes, Port Authority office equipment located on Terminals will be placed in a marine container and moved to a designated offsite location. ~~The Chief Wharfinger~~ Deputy Director, Operations, will be responsible for providing the Finance and Administration Department with a marine cargo container and transportation for the evacuation of the office materials, supplies, and equipment. ~~Besides office equipment, materials~~ Materials, supplies, tools, and equipment that may be necessary for recovery should be evacuated to an offsite location.

### **Telephone System:**

~~Securing of the telephone system will occur only at the direction of the Executive Director. The Port Authority Receptionist will follow the instructions for moving computers to interior office areas. Before securing the telephone system, the Receptionist will contact all extensions advising them that the telephone system will be secured.~~

### **V. MSPA Commercial Small Craft Harbor**

~~1. At the beginning of Hurricane Season, the Property Manager will form a Commercial Small Craft Harbor Hurricane Readiness Team (consisting of one Wharfinger and one member of the Maintenance Division) to periodically inspect the Commercial Small Craft Harbor area for possible flying debris and other deficiencies that need to be addressed under this procedure. The Property Manager will contact all tenants, boat owners, and users of the Commercial Small Craft Harbor at the beginning of Hurricane season and request their assistance with a general clean up of the area.~~

~~2. Under Hurricane Watch—Condition Four, the Property Manager will communicate with the Harrison County Civil Defense Agency regarding evacuation of small craft fishing vessels to Biloxi Back Bay (date and time of bridge openings). Evacuation information will posted and distributed to vessel owners at the Small Craft Harbor.~~

~~3. Under Hurricane Warning—Condition Two, the Property Manager will turn over responsibilities of the Commercial Small Craft Harbor to the Chief Wharfinger. The Property Manager will inform and advise the Deputy Executive Director at the time the transfer of duties is accomplished.~~

~~4. The Chief Wharfinger will continue to supervise Commercial Small Craft Harbor operations during a Hurricane situation.~~

### **VI. Aftermath and Recovery**

~~Following a hurricane or tropical storm or hurricane striking near the Port of Gulfport, all employees of the Mississippi State, the mission of the Port Authority is to:~~

~~First, help local, state, and federal emergency agencies in the immediate protection of life and safety of the public. Second, with the assistance of appropriate State and Federal Agencies, reestablish commercial, deepwater cargo activities at the facilities of the Port. Third, reestablish other business activities at the Port.~~

~~Following a hurricane or tropical storm striking near the Port, all employees of the Port Authority will attempt to contact the Port Authority's Command Center within six hours of the storm passing inland. All employees are expected to return to work as soon as practical and feasible, but should exercise caution in traveling back to work. All employees are needed as soon as possible for recovery efforts; therefore, employees~~

should attempt to contact the MSPA Port Authority Command Center for recovery effort schedule information. Each employee will be provided with an emergency contact list to call use as needed prior to and after the storm.

The following recovery process will be followed for placing the Port of Gulfport back into operation:

1. The Port Authority Liaison Desk personnel at the Harrison County Civil Defense Headquarters will establish communications with the Executive Director, Deputy ~~Executive Director~~ Directors, and the Temporary Command Center.
2. The Executive Director, ~~Deputy Executive Director, Port Engineer, Manager of Business Development,~~ all senior Directors and consulting engineers will assemble at the Port Authority's Temporary Command Center immediately as soon as possible following the storm passing inland. ~~Managers may consult in the Harrison County Civil Defense Headquarters to determine where the Port's Recovery Command Center should be located.~~ Any member unable to travel to the Command Center will contact the Center (601-860-2770) by ~~cellular telephone,~~ if possible.
3. ~~The Chief Wharfinger and Wharfingers will immediately~~ Communications will be reestablished with the Coast Guard COTP, Mobile, the Coast Guard Aids to Navigation Office in Mobile and the Army Corp of Engineers in Mobile to coordinate with PEAT and in consultation with the Gulfport Pilots' Association.
4. The Operations Department and representatives will as soon as possible report to the main East and West Gate Gates at the Port. No one will be allowed to enter the Port Authority without prior approval of an officer a director of the Port Authority or the Harrison County Civil Defense. Engineering and Maintenance Personnel will immediately maintenance personnel will as soon as possible report to the West Terminal Operations Offices for job assignments in conducting a full condition survey of the Port.
5. ~~Communications will be established with the U.S. Coast Guard Captain of the Port, U.S. Coast Guard Aids to Navigation Office, and U.S. Army Corps of Engineers to provide status reports as to damages to Port facilities and to aids to navigation. PEAT will coordinate these activities in consultation with the Gulfport Pilots' Association. When possible, a full condition survey will be made of all Port facilities and navigation leading to and from the Port of Gulfport. The results of this condition survey need to be transmitted to the Command Center immediately after its completion. The Port will be reopened to inbound and outbound traffic at the completion of the survey and when the Coast Guard and the Gulfport Pilot Association deem the channel safe for transit. Should a tropical storm or hurricane restrict navigation in or around the Port, the Coast Guard is to be informed so that a Notice to Mariners may be issued indicating same.~~
6. ~~Only Federal, State, or Local law enforcement officers will be responsible for preventing vandalism, pilferage, theft, and public disturbances within the Port areas. The Executive Director or his designate designee will establish contact with appropriate Municipal, County, State and Federal authorities seeking to seek assistance for early~~

reactivation of the Port; and to offer assistance- when possible.

7. A special meeting of the ~~Mississippi State Port Authority at Gulfport~~ Board of Port Commissioners will be called when practical to review damage reports and plans for restoration of Port operations.

#### **~~VII. Port Facilities Security Following a Storm~~**

~~Following a tropical storm or hurricane striking near the Port of Gulfport, the Deputy Executive Director will be responsible for establishment of Port Facilities Security. Appropriate State or Federal Agencies will provide this security and will be coordinated with the Harrison County Civil Defense Agency. The Port Authority may employ private contract security on an as needed basis. The Port Authority will permit only official law enforcement officers or agents to carry fire arms and enforce any security laws and regulations on Port property.~~

##### **~~Access to Port Premises:~~**

~~After a storm, restricting Port access to only Port Authority personnel or tenants of the Port Authority is necessary. Governmental agencies (U.S. Customs, U.S. Coast Guard, U.S. Department of Agriculture, State Agencies, etc.) will have access to the Port on an as needed basis for the purposes of exercising their duties.~~

##### **~~Departing and Returning Seamen:~~**

~~In accordance with this procedure, crew members are not permitted to leave their vessel during or after a storm. Any person identifying themselves as a returning crew member shall not be permitted access to the Port until they have presented proper Immigration and Naturalization Service documentation and have been properly identified by the Vessel's Master or Agent.~~

##### **~~Vehicles or Personal Inspections:~~**

~~All vehicles entering or leaving the Port are subject to inspections, to include trunk or storage locations. Any individual wishing to enter or leave the Port on foot is subject to search of their person and personal belongings. Contraband will not enter or leave Port premises. After a storm, cargo operations will not commence without an order from an officer of the Mississippi State Port Authority. Cargo shall not be permitted to enter or leave the Port until authorized by MSPA.~~

##### **~~Waterside Access:~~**

~~For the purposes of these procedures, waterside access to the Port will be denied until the Executive Director opens the Port for vessel activities. Parties wishing to enter Port premises without the approval of the Mississippi State Port Authority do so at their own risk. Should unauthorized parties enter the Port via water, the Wharfinger Division will try to reach them via VHF Channel 16 to inform them they have entered~~

~~restricted waters. Should this prove unsuccessful, we will attempt direct communications to inform them of their entry into restricted waters. Should this also prove unsuccessful, the U.S. Coast Guard will be contacted to escort the parties from Port premises.~~

**~~Inaccessible Harbor Notification:~~**

~~Should a tropical storm or hurricane restrict navigation in or around the Port, the U.S. Coast Guard is to be informed so that a Notice to Mariners may be issued indicating same. This notice to the U.S.C.G. will be issued by the Executive Director, or in his absence the Deputy Executive Director.~~