

I. Definitions of forecast categories:

- (A) Hurricane **ALERT**: Hurricane force winds are present in the Gulf of Mexico.
- (B) Hurricane **WATCH**: Hurricane force winds threaten area within 24 hours.
- (C) Hurricane **WARNING**: Hurricane is expected to strike an area within 24 hours.

II. LIST OF ATTACHMENTS:

- 1. Communications – List of key telephone numbers.
- 2. Responsibilities during **ALERT, WATCH**.
- 3. Responsibilities during **WARNING**.
- 4. Responsibilities when **ALL CLEAR**.
- 5. Suggested personal preparations to take at beginning of the hurricane season.
- 6. Suggested personal preparations to take when a Hurricane **WARNING** is announced.
- 7. If a Hurricane strikes.
- 8. After a Hurricane.
- 9. Checklist to help you plan for a hurricane.

RESPONSIBILITIES

During Hurricane **ALERT, WATCH** – Hurricane in the Gulf of Mexico

1. All Personnel

- a. Formulate plans and collect items necessary for protection of personal property and family safety (See Attachment 11).
- b. Be sure **Company Transportation** is in good operating condition and keep each vehicle full of gasoline.

2. Foreman

- a. Will make sure all equipment, material, tools, and c-cans are secured with metal banding or store in a secure area.
- b. Maintain constant communication with office for updated information on Storm.
- c. Will assign employees on jobsite to complete these tasks.

3. Off-Shore Platforms (foreman duties)

- a. Will secure all equipment, materials, tools, and gang boxes to platform.
- b. Will contact Company man on platform to arrange plans for evacuating the platform.
- c. Will keep Houston Controls employees updated on information as received.
- d. When time to evacuate, Foreman will check employees off list as they board boat or helicopter. Foreman will be last Houston Controls employee to leave platform.

4. Shop Foreman

Will coordinate with office and Safety Department.

5. Safety Department

Will monitor weather reports and keep foremen informed on updated reports.

During Hurricane **WARNING** - Hurricane is expected to strike an area within 24 hours.

1. **All Personnel**

- a. Notify Foreman of your planned location during Hurricane.
- b. Have battery-powered radio and flashlight available.

2. **Foremen**

- a. Take information on the whereabouts and phone numbers of your crew and turn in to office.
- b. Make available a pager or phone number to office so contact can be made if needed.

3. **Office Personnel**

All office personnel will be responsible for removing all items away from windows and securing paperwork. All computers and important documents will be stored in the print room.

4. **Safety Department**

Will make certain shop and office is all secure.

When **ALL CLEAR**

1. **All Personnel** will be available for clean-up assistance.
2. Foremen will report absent employees to office.
3. Foremen will immediately report assessed jobsite damage to office. All foremen will submit a property damage report to office.
4. Office Personnel will assist foremen if needed in clean-up of jobsites.