

**5.080 SEVERE WEATHER**

**GENERAL GUIDANCE/OVERVIEW**

The purpose of this policy is to establish a Severe Weather Plan to adequately prepare personnel and resources to meet the challenges accompanied by severe weather events and mitigate the effects of those challenges. Severe Weather will be defined in this procedure as Hurricanes and/or any other weather event that has the potential to cause flooding or swift water within the company's area of operations.

**RESPONSIBILITY/AUTHORITY**

The President/CEO or the Executive Vice President of Operations, in the absence of the President/CEO shall have the responsibility to initialize the execution of this plan. The Executive Vice President of Operations, Vice President of Maintenance, Fleet Operations Manager, and Port Captain shall have the responsibility and authority for the implementation of this plan as it applies to their departments. An annual table-top exercise will be conducted under the direction of the Executive Vice President of Operations to ensure a companywide state of readiness.

**Declaration of an Event:**

The U.S. Coast Guard Captain of the Port (COTP) in the forecasted storm impact area, or in this case, the Houston Galveston COTP, will declare any changes to Port Conditions. Cheryl K will at a minimum follow the U.S. Coast Guard port condition requirements. However, the President and/or Executive Vice President of Operations shall have the authority to declare a severe weather event that will trigger implementation of this procedure. The President and/or Executive Vice President of Operations can also declare severe weather conditions ahead of official U.S. Coast Guard promulgation as historically U.S. Coast Guard changes to port conditions have been inconsistent which resulted in a more reactive response vs. proactive preparation for severe weather events. The purpose of a Management declared storm event and the associated severe weather conditions is to enhance preparation and maximize mitigation efforts to the approaching system as it strengthens into an actual hurricane or strong tropical storm.

**Timeline:**

The following diagram summarizes the timetable during which a severe weather event would be declared and processes initiated. It should be noted under certain circumstances hurricanes or tropical storms which move into the upland watersheds can trigger prolonged periods of weather restrictions due to high or swift water conditions downstream.

Procedure No.: 5.080	Issued: 08/24/2020	Approved By: E. Thrift, Jr.
Version 01	Page 1 of 4	Written By: Brian Darnell

# EMERGENCY RESPONSE PROCEDURES

## 5.080 SEVERE WEATHER

	June 1 <sup>st</sup> -Nov 30	Minus 72 hours	Minus 48 hours	Minus 24 hours	Minus 12 hours	
USCG Port Conditions	SEASONAL ALERT	Whiskey	X-Ray	Yankee	Zulu	Recovery
	All Vessels, Dispatch and Management Personnel review Severe Weather Procedures	Complete applicable section of Checklist	Complete applicable section of Checklist	Complete applicable section of Checklist	Complete applicable section of Checklist	Complete applicable section of Checklist
	Pre-Storm Preparations Complete applicable section of Checklist	Update and Send in USCG Facility Pre-Storm Checklist	Update and Send in USCG Facility Pre-Storm Checklist	Update and Send in USCG Facility Pre-Storm Checklist	Update and Send in USCG Facility Pre-Storm Checklist	Complete USCG Facility Self-Assessment Checklist
	Complete and Send in USCG Facility Pre-Storm Checklist	Inbound & Outbound Barge Operations	Inbound Barge Activity Only. Barge to be wired and line over-tied.	Inbound Barge Activity Only Weather Permitting. Barges to be wired and line over-tied.	Fleet Closed to Inbound & Outbound Barge Operations	Once Safe Transiting has been approved – normal operations will resume
	Executive V. P. of Operations conducts a table-top Severe Weather Exercise	Contact customers to discuss potential movement of storage containers	Notify Customers of Operational Changes	Notify Customers of Operational Changes	Notify Customers of Operational Changes	Coordinate the return of Customer's storage containers.
	Executive V. P. of Operations calls a Severe Weather Planning meeting as soon a tropical storm enters the Gulf of Mexico	Tier 3 & 4 to be evacuated until the severe weather event has past.	Temporary Dispatch Office moved to 717 Lakeside Dr. Channelview, TX 77530		All retract vessel to maintain fleet integrity	Notify Customers of Operational Changes

### **Human Resources:**

Prior to severe weather condition "Whiskey" the Port Captain will assemble a list of volunteers to remain on board the SJRC-Fleet Vessels in order to maintain the barges and vessels that are within the fleet. All volunteers will be paid missing man pay for a twelve (12) hour period of time on duty while on their hitch during the severe weather event. All Employees who have volunteered will remain onboard starting at the beginning of Condition Yankee and until such time as the Post Storm Assessment and/or into the recovery period, and it has been determined that the conditions and situation allows the Employee Volunteers to disembark the vessel.

### **Plan Implementation:**

The implementation of the plan will begin with the declaration of severe weather event from the President/CEO or the Executive Vice President of Operations. Severe Weather Plan checklists have been developed with all the required actions items needed to prepare and respond to severe weather conditions. Assigned Cheryl K Personnel shall print the applicable forms, complete the required action items for the current severe weather condition and sign as verification of completion. The completed forms will be forwarded up the chain of command through appropriate

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## 5.080 SEVERE WEATHER

supervisors to the Executive Vice President of Operations. The forms and responsible personnel are identified as follows:

AD-44A-XX Severe Weather Plan Checklist – Vessels (Vessel Captains)  
AD-44B-XX Severe Weather Plan Checklist – Facilities (V. P. of Operations)  
AD-44C-XX Severe Weather Plan Checklist – Barges (Lead Wheelman)  
AD-44D-XX Severe Weather Plan Checklist – Dispatch (Fleet Operations Manager)  
AD-44E-XX Severe Weather Plan Checklist – Vessel Preparedness List (Vessel Captains)

Additionally, Prior to Minus 72 hours/severe weather condition “Whiskey” the Captain of each vessel will adhere to the following:

1. **All vessels located at the 717 Lakeside, Channelview, Texas boat dock shall:**
  - a. At any declared severe weather condition when the water conditions move above the lower level “Navy Dock” (metal walkway grating) **boat Captains shall turn their boats and face their side-sheets against the pylons;**
  - b. Vessel Captains in coordination
  - c. with dispatch can choose to maneuver to any location of their choosing to achieve whatever safe mooring they require;
  - d. **Under no circumstances shall boats be allowed to remain tied up with their side-sheets against the pylons, approach or tie up to the dock facility when the water level reaches the upper level of the “Navy dock.” (At or above the concrete pad.)** Certain circumstances for vessels to approach or tie off shall only be approved by the President or Executive Vice President of Operations.

### **Conclusion:**

The Severe Weather Plan is a set of preparatory and response oriented tasks found on checklists to be completed within the time frames identified in this plan.

### **APPLICABLE DOCUMENTS**

AD-44A-XX Severe Weather Plan Checklist – Vessels  
AD-44B-XX Severe Weather Plan Checklist – Facilities  
AD-44C-XX Severe Weather Plan Checklist – Barges  
AD-44D-XX Severe Weather Plan Checklist – Dispatch  
AD-44E-XX Severe Weather Plan Checklist – Vessel Preparedness List

Procedure No.: 5.080	Issued: 08/24/2020	Approved By: E. Thrift, Jr.
Version 01	Page 3 of 4	Written By: Brian Darnell

5.080 SEVERE WEATHER

RELEVANT LINKS

- <http://www.nhc.noaa.gov/>
- [https://homeport.uscg.mil/cgi-bin/st/portal/uscg\\_docs/MyCG/Editorial/20170504/3006%20Severe%20Weather%20Plan%20Internet%20Releasable%202015.pdf?id=5d61fcd93c5bfe837a722e31fb2cebc777f01a35&user\\_id=8449e75f7847e2880475ddacb14d1e1a](https://homeport.uscg.mil/cgi-bin/st/portal/uscg_docs/MyCG/Editorial/20170504/3006%20Severe%20Weather%20Plan%20Internet%20Releasable%202015.pdf?id=5d61fcd93c5bfe837a722e31fb2cebc777f01a35&user_id=8449e75f7847e2880475ddacb14d1e1a) (USCG Sector Houston/Galveston Plan)

SURF & CHERYL K