



Turn Services
HURRICANE
PREPAREDNESS
PLAN 2017



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2017 Hurricane Preparedness Plan – Customer Copy

This Hurricane Preparedness Plan (“Plan”) is intended to provide an organized process for **TURN SERVICES, LLC (“Turn Services”)** to protect the employees, environment, equipment, and customer’s equipment from adverse effects of a tropical storm or hurricane. The Plan assigns responsibilities and establishes procedures for the coordinated efforts necessary to provide for the mitigation, preparedness, response, and recovery involving hurricanes.

The Plan outlines the steps the individuals and company should take to handle the emergency. The Plan was approved by the management of Turn Services.

The task of providing for all contingencies associated with such emergencies is impossible. Should any situation not covered by this Plan arise, the manager in charge shall take appropriate action and/or refer the matter to a higher authority.

Turn Services’ entire Gulf Coast geographic area is subject to the destructive force of hurricane winds. Because of low elevations, many areas of the operation are subject to flooding or pooling of water caused by intense hurricane-associated rainfall. Hurricane winds do much damage, but tidal surges can and do cause substantial damage, too.

June through November is “Hurricane Season” in the Gulf Coast area, with August, September and October as the peak months. Hurricanes bring violent winds and torrential rains, which may result in widespread devastation.

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STORM DEFINITIONS (per the National Hurricane Center):

Gale Warning	Non-tropical, sub-tropical, or post-tropical sustained surface winds of 39-54 miles per hour are expected.
Tropical Storm Warning	Tropical, sub-tropical, or post-tropical cyclone winds of 39-73 miles per hour MAY threaten an area within 36 hours.
Hurricane Watch	Tropical, sub-tropical, or post-tropical cyclone winds of 74 miles and above MAY threaten an area within 48 hours.
Hurricane Warning	Tropical, sub-tropical, or post-tropical cyclone winds of 74 miles and above WILL threaten an area within 36 hours.

HURRICANE CATEGORIES (per the National Weather Service):

Storm size or force is based on the Saffir/Simpson Hurricane Scale. This scale defines five categories as follows:

CATEGORY	SUSTAINED WIND	STORM SURGE (approximate)	ANTICIPATED DAMAGE
1	74-95	4-5 Feet	Minimal
2	96-110	5-8 Feet	Moderate
3	111-129	9-12 Feet	Extensive
4	130-156	13-18 Feet	Extreme
5	157 and above	Above 18 Feet	Catastrophic

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HURRICANE CONDITIONS (per the U.S. Coast Guard):

For the purpose of this Plan, operational procedures and associated responsibilities are outlined according to the following hurricane conditions.

Hurricane conditions are based on predictions by the National Weather Service and the National Hurricane Center and describe the time remaining before hurricane force winds are possible in the area. Normally the Commander of the Eighth Coast Guard District sets hurricane conditions for the LMR.

CONDITION FIVE	An alert condition automatically set annually on June 1, which remains in effect through November 30.
CONDITION FOUR (WHISKEY)	An alert condition in which gale force winds are possible within 72 hours at the Southwest Pass Farewell Buoy.
CONDITION THREE (X-RAY)	A readiness condition in which gale force winds are possible within 48 hours at the Southwest Pass Farewell Buoy.
CONDITION TWO (YANKEE)	A warning condition in which gale force winds are possible within 24 hours at the Southwest Pass Farewell Buoy.
CONDITION ONE (ZULU)	A danger condition in which gale force winds are possible within 12 hours at the Southwest Pass Farewell Buoy.

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COMMAND STRUCTURE:

FACILITY or DEPARTMENT	PRIMARY CONTACT	SECONDARY CONTACT
Towing Vessels and External Vessels	Shawn Dauzat Jason Pitre	Mike Marshall Brad Chauvin
Crew Boats	Robert Dick	Brad Chauvin
New Roads	Shawn Dauzat Jason Pitre	Brad Chauvin
Welcome Fleet	Ricky Stein Aaron LeBlanc	John Garner
Triangle Fleet	Mark St. Ament Dustin Smith	John Garner
Harahan Fleet	Ted Monroe Jeffery Turner	John Garner
Meraux Fleet	Ray Watson Calvin Honora	John Garner
Myrtle Grove Fleet	Allen Synigal Chris Harvey	John Garner
Administrative Office	Virginia Overall	Marcel Jaubert
Côte Blanche	Shawn Dauzat Jason Pitre	Brad Chauvin
Safety and Compliance	Robert Mueller	Mike Breslin
Risk Management and Claims	Placito Miceli	Reece Wilson
Dispatch	Gena Wilson	Matt Hayden
Crew Logistics and Supply	Stacey Migliore	Raymond Fleming
Fleet Operations	John Garner	Mike Marshall

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FACILITY or DEPARTMENT	PRIMARY CONTACT	SECONDARY CONTACT
Shipyards	Ronnie Rogers Jason Toombs	Ronald Breaux
Operations Planning	Mike Marshall	Mario Muñoz
Vessel Logistics	Shawn Dauzat Jason Pitre	Brad Chauvin
Customer Information	Matt Hayden	Gena Wilson
Vessel Logistics	Shawn Dauzat Jason Pitre	Brad Chauvin
Vessel and Facility Maintenance	Ronald Breaux	Jason Toombs Ronnie Rogers
Marketing and Public Affairs	Dawn Lopez	N/A

CONDITION FIVE

This condition should be maintained at all times throughout Hurricane Season

HURRICANE SEASON PREPAREDNESS

APRIL

04/01: The risk management department will distribute to management a copy of the draft Turn Services “Hurricane Preparedness Plan”. Each manager will review the Plan for any revisions or updates needed.

04/10: By this date Turn Services management will hold a meeting to make changes to this Plan.

04/20: By this date the risk management department will have edited all initial revisions to the Plan and sent them out to managers for their review.

MAY

05/01: By this date, the manager in charge of each facility or vessel will evaluate his facility or vessel, per the edited Plan, for any deficiencies and document any required modifications. A final report shall be made and submitted to the facility’s or vessel’s manager by May 15 either stating the facility or vessel is in compliance with the Plan or that it is out of compliance, along with what is needed to bring it to compliance.

05/10: By this date, the Vice President of Fleet Operations and the Vice President of Vessel Operations will assure that all elements of Condition 5 of this Plan can be implemented and that the items on the “Pre-Hurricane Supply Checklist” are in stock or being ordered for receipt by the beginning of hurricane season.

05/15: By this date, the risk management department will have provided the final plan to marketing/public affairs.

05/30: By this date, the Plan will be distributed to crew and customers.

ALL EMPLOYEES ARE ENCOURAGED TO HAVE THEIR OWN HURRICANE PREPAREDNESS PLAN IN PLACE WELL AHEAD OF ANY IMPENDING STORM.

PUSH BOATS

Shawn - Jason

1. Ensure crew phone and availability list is up to date.
2. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

CREW BOATS

Robert D. – Brad

1. Ensure crew phone and availability list is up to date.
2. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

NEW ROADS

Shawn - Jason

1. The assigned vessel(s) should consult with Turn Services' vessel management department whenever there is weather of a tropical nature in the gulf.
2. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

WELCOME FLEET

Ricky – Aaron – John

1. Visually inspect all shore wires and winches for proper tension.
2. Check all spar barges for leaks and repair as needed.
3. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
4. Check and trim trees to protect power lines.
5. Check all pumps for proper operation and gas supply.
6. Inventory emergency supplies and obtain missing items.
7. Remove loose lines and rigging from barges in fleet.
8. Check all voids on crane in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
9. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
10. Make temporary repairs to hulls, decks and covers as needed.
11. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

TRIANGLE FLEET

Mark – Dustin – John

1. Visually inspect all shore wires and winches for proper tension.
2. Check all spar barges for leaks and repair as needed.
3. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
4. Check and trim trees to protect power lines.
5. Check all pumps for proper operation and gas supply.
6. Inventory emergency supplies and obtain missing items.

CONDITION FIVE (cont'd):

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7. Remove loose lines and rigging from barges in fleet.
8. Check all voids on crane barge in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
9. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
10. Make temporary repairs to hulls, decks and covers as needed.
11. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

HARAHAN FLEET

Ted – Jeff – John

1. Ensure Turn employees are familiar with the customer's hurricane plan and they are familiar with ours.

MERAUX FLEET

Ray – Calvin – John

1. Visually inspect all shore wires and winches for proper tension.
2. Check all spar barges for leaks and repair as needed.
3. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
4. Check and trim trees to protect power lines.
5. Check all pumps for proper operation and gas supply.
6. Inventory emergency supplies and obtain missing items.
7. Remove loose lines and rigging from barges in fleet.
8. Check all voids on crane barge in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
9. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
10. Make temporary repairs to hulls, decks and covers as needed.
11. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

MYRTLE GROVE FLEET

Allen – Chris – Albert

1. Visually inspect all shore wires and winches for proper tension.
2. Check all spar barges for leaks and repair as needed.
3. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
4. Check and trim trees to protect power lines.
5. Check all pumps for proper operation and gas supply.
6. Inventory emergency supplies and obtain missing items.
7. Remove loose lines and rigging from barges in fleet.
8. Check all voids on crane barge in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
9. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
10. Make temporary repairs to hulls, decks and covers as needed.

CONDITION FIVE (cont'd):

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11. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

CHS FLEET

Shawn - Jason

1. Check all pumps for proper operation and gas supply.
2. Inventory emergency supplies and obtain missing items.
3. Remove loose lines and rigging from barges in fleet.
4. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
5. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

CÔTE BLANCHE

Shawn - Jason

1. Visually inspect all shore wires and winches for proper tension.
2. Check all spar barges for leaks and repair as needed.
3. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
4. Check and trim trees to protect power lines.
5. Check all pumps for proper operation and gas supply.
6. Inventory emergency supplies and obtain missing items.
7. Remove loose lines and rigging from barges in fleet.
8. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
9. Ensure that Turn employees are familiar with the customer's hurricane plans and that the customer is familiar with ours.

ADMINISTRATIVE OFFICE

Placito – Marcel – Mike M.

1. A meeting will be held within the first week of hurricane season and then monthly thereafter through the hurricane season to ensure elements of this Plan are being met and changes made, if warranted.

RISK MANAGMENT

Placito – Reece

1. Risk management will obtain re-entry passes for appropriate personnel.

DISPATCH

Gena – Tommy – Matt

1. Update dispatch backup laptops with most recent BargeOps data.
2. Ensure an up-to-date AirCard is available for backup laptops.
3. Matt shall ensure customers are informed of our Plan requirements (e.g., Turn requires that covers be secured during a hurricane or customer barges must be removed).

CONDITION FIVE (cont'd):

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CREW LOGISTICS AND SUPPLY

Stacey – Raymond

1. Ensure fuel for all equipment is available. The amount is to the discretion of this department.
2. Increase critical supply inventory to supply all boats and fleets for 1 week.
3. Keep three (3) 3” trash pumps with hoses and gaskets on hand.
4. Keep three (3) 2” trash pumps with hoses and gaskets on hand.

VESSEL AND FACILITY MAINTENANCE

Ronnie – Jason – Brad

1. M/V Mr. Ed (If in storage):
 - a. Visually inspect M/V MR. ED and trailer and ensure the boat is properly supplied.
 - b. Start up and run M/V MR. ED to ensure everything is in working order.
2. M/V Mr. Ed (if in service):
 - a. If in service, the crew boat port captain is in charge of the M/V Mr. Ed.
3. Ensure the 300-gallon portable fuel tank, which is stored at Chalmette Slip, is serviceable, clean, and ready to be filled.

CONDITION FOUR

Gale Force Winds Possible Within 72 Hours at Southwest Pass Farewell Buoy

PUSH BOATS

Shawn - Jason

1. Top off fuel and water tanks.
2. Inventory supplies and submit to crew logistics and supply department.
3. Create grocery order and submit to crew logistics and supply department.
4. Test all pumps for proper operation.
5. Check and secure all manhole covers and repair as needed.
6. Check all dogs and gaskets on water tight doors and repair as needed.
7. Verify crew availability and contact numbers.
8. Secure missile hazards and stow all equipment not needed.
9. Verify that oil changes will not be needed in next 150 hours and change if needed.
10. Review recent monthly inspection for outstanding items that might affect hurricane preparedness.
11. Charge all portable radios.
12. Inspect all skiffs and davits for proper operation.
13. Review Plan guidelines for fleet in which each boat is operating.
14. Leave both engines running during all storm conditions to prevent rain water from entering exhaust stacks.

CREW BOATS

Robert D. – Brad

1. Top off fuel tanks.
2. Inventory supplies and submit to crew logistics and supply department.
3. Test all pumps for proper operation.

CONDITION FOUR (cont'd):

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4. Check and secure all manhole covers and repair as needed.
5. Check all dogs and gaskets on water tight doors and repair as needed.
6. Verify crew availability and contact numbers.
7. Secure missile hazards and stow all equipment not needed.
8. Verify that oil changes will not be needed in next 150 hours and change if needed.
9. Review recent monthly inspection for outstanding items that might affect hurricane preparedness.
10. Charge all portable radios.
11. Review Plan guidelines for fleet in which each boat is operating.
12. Coordinate with Associated Terminals for crew movements.

NEW ROADS

Shawn - Jason

1. Confirm available personnel and contact numbers.
2. Confirm all barge pumps are in working condition.
3. Secure all missile hazards and equipment not needed.
4. Ensure adequate gasoline and barge pumps are available.
5. Double – up wires on barges and moorings.
6. Wrap any available empties around loads in lower fleet.
7. Place boom on track-hoe in lowest position inside recovery barge.
8. Check and secure hatches on all barges.
9. Secure work barge, excavator barge, and boats behind the dock.
10. Take accurate fleet picture.
11. Confer with customer concerning barge movements.
12. Confer with Plant regarding any issues that may need to be addressed.

WELCOME FLEET

Ricky – Aaron – John

1. Vessels consult with Traffic Manager for orders.
2. Managers meet and delegate duties to employees.
3. Visually inspect all shore wires and winches for proper tension.
4. Check all spar barges for leaks and repair as needed.
5. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
6. Check and trim trees to protect power lines.
7. Check all pumps for proper operation and gas supply.
8. Check crane for fuel and top off as needed.
9. Check with dispatch for barges leaving the fleet before the storm.
10. Block fleet: Loads below and empties above.
11. Inventory emergency supplies and obtain missing items.
12. Remove loose lines and rigging from barges in fleet.
13. Check crane barge for missile hazards and secure all gear.
14. Check all tanks on crane barge and pump any water over 2". Secure manhole covers.
15. Lower crane boom and tie down to deck and secure all hatches and doors.
16. Turn off power to all equipment not in use.
17. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.

CONDITION FOUR (cont'd):

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18. Make temporary repairs to hulls, decks and covers as needed.
19. Start tie down of all fiberglass covers and secure grain door latches.
20. Continue to monitor storm track and progress.

HARAHAN FLEET

Ted – Jeff – John

1. Managers shall meet and delegate duties to employees.
2. Inventory emergency supplies and obtain missing items.
3. Check wash dock for missile hazards and secure all gear.
4. On the wash dock, check all voids on all barges. Inform customer representative of any tanks with 2 or more inches of water.
5. On the wash and repair dock, start the tie down of all fiberglass covers and secure grain door latches.
6. Continue to monitor storm updates and track of hurricane.
7. Coordinate our actions with customer's fleet office.

TRIANGLE FLEET

Mark – Dustin – John

1. All Managers meet and delegate duties to employees
2. Check all pumps for proper operation and gas supply.
3. Inventory emergency supplies and obtain missing items.
4. Check wash dock and crane barge for missile hazards and secure all gear.
5. Check all tanks on crane barge and pump any water over 2". Secure manhole covers.
6. Check crane and M/V Grindstone for fuel and fill as needed.
7. Check with dispatch for barges leaving the fleet before the storms
8. Lower crane boom and tie down to deck and secure all hatches and doors
9. On the wash and repair dock, check all voids on all barges. Pump all tanks with 2 or more inches of water.
10. Make temporary repairs to hulls, decks and covers as needed.
11. Place all equipment that could be damaged by water on high ground.
12. Secure gas and diesel tanks that could float away.
13. In the fleet and on the wash and repair dock, start the tie down of all fiberglass covers and secure grain door latches.
14. Turn off gas and oxygen to work dock (at main tank and each substation).
15. Turn off non-essential power from main breaker box.
16. Continue to monitor storm updates and track of hurricane.
17. Coordinate our actions with customer's Fleet office.

MERAUX FLEET

Ray – Calvin – John

1. Close the fleet to all parties except Turn Services.
2. Managers shall meet and delegate duties to employees.
3. Visually inspect all shore wires.
4. Check all pumps for proper operation and gas supply.
5. Check crane for fuel and top off as needed.

CONDITION FOUR (cont'd):

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6. Check with dispatch for barges leaving the fleet before the storm.
7. Block fleet as loads and empties dictate.
8. Inventory emergency supplies and obtain missing items.
9. Remove loose lines and rigging from barges in fleet.
10. Check crane barge for missile hazards and secure all gear.
11. Check all tanks on crane barge and pump any water over 2". Secure manhole covers.
12. Lower crane boom and tie down to deck and secure all hatches and doors.
13. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water.
14. Make temporary repairs to hulls, decks and covers as needed.
15. Start wash pump engine. Prime and test pump. Notify senior management of any problems.
16. Start the tie down of all fiberglass covers and secure grain door latches.
17. Continue to monitor storm updates and track of hurricane.

CHS FLEET

Shawn - Jason

1. Managers shall meet and delegate duties to employees.
2. Check all pumps for proper operation and gas supply.
3. Check with customers/CHS for barges leaving the fleet before the storm.
4. Block fleet as loads and empties dictate (if needed).
5. Inventory emergency supplies and obtain missing items.
6. Remove loose lines and rigging from barges in fleet.
7. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water.
8. Start the tie down of all fiberglass covers and secure grain door latches.
9. Continue to monitor storm updates and track of hurricane.
10. Take accurate fleet picture.
11. Confer with customer concerning barge movements.

CÔTE BLANCHE

Shawn - Jason

1. Managers shall meet and delegate duties to employees.
2. Visually inspect all shore wires.
3. Check all pumps for proper operation and gas supply.
4. Check with Ingram for barges leaving the fleet before the storm.
5. Block fleet as loads and empties dictate.
6. Inventory emergency supplies and obtain missing items.
7. Remove loose lines and rigging from barges in fleet.
8. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water.
9. Start the tie down of all fiberglass covers and secure grain door latches.
10. Continue to monitor storm updates and track of hurricane.
11. Take accurate fleet picture.
12. Confer with customer concerning barge movements.
13. Confer with salt mine management regarding any outstanding issues.

CONDITION FOUR (cont'd):

MYRTLE GROVE FLEET

Allen – Chris – Albert

1. Close the fleet to all parties except Turn Services.
2. Managers shall meet and delegate duties to employees.
3. Visually inspect all shore wires and winches for proper tension.
4. Check all spar barges for leaks and repair as needed.
5. Check sump pumps and float switches in all spar barges. Repair or replace as needed.
6. Check and trim trees to protect power lines.
7. Check all pumps for proper operation and gas supply.
8. Check crane for fuel and top off as needed.
9. Check with dispatch for barges leaving the fleet before the storm.
10. Block fleet: Loads below and empties above.
11. Inventory emergency supplies and obtain missing items.
12. Remove loose lines and rigging from barges in fleet.
13. Check crane barge for missile hazards and secure all gear.
14. Check all tanks on crane barge and pump any water over 2". Secure manhole covers.
15. Lower crane boom and tie down to deck and secure all hatches and doors.
16. Turn off power to all equipment not in use.
17. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
18. Make temporary repairs to hulls, decks and covers as needed.
19. Start tie down of all fiberglass covers and secure grain door latches.
20. Continue to monitor storm track and progress.
21. Coordinate with Associated Terminals for movement of MGMT or any other rigs they may need assistance with moving.
22. **SEE SPECIAL INSTRUCTIONS.**

ADMINISTRATIVE OFFICE

Virginia – Victoria – Darlene – Mike M.

1. Receive all personnel phone and availability lists. Coordinate logistics of personnel.
2. Process any payroll that could possibly be impacted by hurricane.
3. Coordinate with NOPP (or other private security company) to obtain security for Chartres if we are evacuating.

RISK MANAGMENT

Placito – Reece

1. Process upcoming maintenance checks that could possibly be impacted by hurricane.
2. Confirm with all local parishes that there is no change in re-entry requirements should a storm enter the gulf.

CONDITION FOUR (cont'd):

DISPATCH

Duty Dispatcher – Gena – Tommy – Matt

1. Coordinate with customers for barges entering and leaving fleets throughout storm and communicate same with boats and fleets.
2. Coordinate with Associated Terminals on location and timing of rig movements and requirements for towboats up river.
3. Continue to monitor storm updates and track hurricane.

CREW LOGISTICS AND SUPPLY

Stacey - Raymond

1. Coordinate logistics of vessel personnel.
2. Review supply and grocery inventories and obtain needed items.
3. Confirm that all vans and trailers are inspected and preventive maintenance completed.

VESSEL AND FACILITY MAINTENANCE

Ronnie – Jason – Brad

1. Coordinate with shipyards for securing any vessel with work in progress.

CONDITION THREE

Gale Force Winds Possible Within 48 Hours at Southwest Pass Farewell Buoy

ALL AREAS

1. We have established a hurricane emergency phone number. At Condition 3, employees will be given this phone number, **1-877-731-7323**. All employees are to call this number every 12 hours after they have left their work assignments for instructions on post storm assignments.
2. Trash pumps and safety cans should be moved from the fleet storage area to boats that are assigned to that fleet.

PUSH BOATS

Shawn - Jason

1. Coordinate with Captains to ensure customer requirements are being met.
2. Coordinate with Captains to ensure Turn requirements are being met.

CREW BOATS

Robert D. – Brad

1. Crew boats at Convent and NuCor will be secured at Welcome Fleet.
2. Crew boats at Myrtle Grove Fleet, Meraux Fleet, and Chalmette Slip will be secured at Chalmette Slip.
 - o Crew boat use will be limited in duration, in conditions that allow safe use, and only operate per request of Turn Services' executive management.
3. Upon arrival at Chalmette Slip, tie boats together and secure in the Slip.
4. Continue to closely monitor storm track.
5. Keep in close contact with Turn Services' main office.

CONDITION THREE (cont'd):

6. 2" pumps will be accessible on crew boats.

NEW ROADS

Shawn - Jason

1. Vessels should keep customer advised regarding our Plan implementation.

WELCOME FLEET

Ricky – Aaron – John

1. Complete securing all barges in fleet with extra wires and lines.
2. Complete tying down grain doors and fiberglass covers.
3. Continue to pick up all hoses, ladders, etc. and secure same.
4. Store all oxygen and acetylene/propylene bottles in welders shed.
5. Pick up or strap down all loose plate.
6. Tape up all exhaust on equipment.
7. Have accurate fleet picture taken.
8. Continue to closely monitor storm track.

TRIANGLE FLEET

Mark – Dustin – John

1. Complete tying down grain doors and fiberglass covers.
2. Continue to pick up all hoses, ladders, etc. and secure same.
3. Tape up all exhaust on equipment.
4. Secure M/V Grindstone.
5. Continue to closely monitor storm track.
6. Keep in close contact with customer office.
7. Keep in close contact with Turn Services' main office.

HARAHAN FLEET

Ted – Jeff – John

1. Complete tying down grain doors and fiberglass covers.
2. Continue to pick up all hoses, ladders, etc. and secure same.
3. Tape up all exhaust on equipment.
4. Continue to closely monitor storm track.
5. Keep in close contact with main office.
6. Consult with the local office and management of the customer regarding our Plan and their expectations of our involvement in their hurricane plan.

MERAUX FLEET

Ray – Calvin – John

1. Complete securing all barges in fleet with extra wires and lines.
2. Complete tying down grain doors and fiberglass covers.
3. Continue to pick up all hoses, ladders, etc. and secure same.
4. Store all oxygen and acetylene/propylene bottles in welders shed.
5. Pick up or strap down all loose plate.
6. Tape up all exhaust on equipment.

CONDITION THREE (cont'd):

7. Have accurate fleet picture taken.
8. Continue to closely monitor storm track.
9. Keep in close contact with main office.
10. Secure crane barge in fleet.

CHS FLEET

Shawn - Jason

1. Complete securing all barges in fleet with extra wires and lines.
2. Complete tying down grain doors and fiberglass covers.
3. Have accurate fleet picture taken.
4. Continue to closely monitor storm track.
5. Keep in close contact with the customer.
6. Remove all pumps, gasoline, other fuels, removable maintenance equipment and other miscellaneous equipment onto Turn Services' boat.
7. **IN THE EVENT OF A STRONG CATEGORY 2 (OR STRONGER) HURRICANE, ALL FLOATING EQUIPMENT SHALL DEPART UP RIVER 36 HOURS PRIOR TO FORECASTED HURRICANE FORCE WINDS. UPON ARRIVAL AT DESTINATION ALL BARGES WILL BE TIED DOWN WITH 2" POLY-DACRON LINE ACCORDING TO SPECIFIC PROCEDURE OR AS DIRECTED BY THE USCG.**

CÔTE BLANCHE

Shawn - Jason

8. Complete securing all barges in fleet with extra wires and lines.
9. Complete tying down grain doors and fiberglass covers.
10. Have accurate fleet picture taken.
11. Continue to closely monitor storm track.
12. Keep in close contact with salt mine management.
13. Keep in close contact with the customer.
14. Remove all pumps, gasoline, other fuels, removable maintenance equipment and other miscellaneous equipment onto Turn Services' boat prior to the boat leaving to the marina.

MYRTLE GROVE FLEET

Allen – Chris – Albert

1. Complete securing all barges in fleet with extra wires and lines.
2. Complete tying down grain doors and fiberglass covers.
3. Continue to pick up all hoses, ladders, etc. and secure same.
4. Store all oxygen and acetylene/propylene bottles in welders shed.
5. Pick up or strap down all loose plate.
6. Tape up all exhaust on equipment.
7. Have accurate fleet picture taken.
8. Continue to closely monitor storm track.
9. Keep in close contact with main office.

CONDITION THREE (cont'd):

- 10. IN THE EVENT OF A STRONG CATEGORY 2 (OR STRONGER) HURRICANE, ALL FLOATING EQUIPMENT SHALL DEPART UP RIVER 36 HOURS PRIOR TO FORECASTED HURRICANE FORCE WINDS. UPON ARRIVAL AT DESTINATION ALL BARGES WILL BE TIED DOWN WITH 2" POLY-DACRON LINE ACCORDING TO SPECIFIC PROCEDURE OR AS DIRECTED BY THE USCG.**

ADMINISTRATIVE OFFICE

Victoria – Marcel – Mike M.

1. Unplug all machines and move away from windows or any potential source of water ingress.
2. Procure any necessary food, drink or clothing as necessary.
3. Marcel will provide gate keys (and instructions) to appropriate personnel.
4. Marcel will provide entrance keys for Chartres St. building to appropriate personnel.
5. Store all patio furniture inside.
6. Begin call tree to Management Personnel to verify their plans and work/travel/evacuation location (see below).

Call Tree:

- a. **Bob Calls;** Executive Staff (Frank, Mario, Mike M, John, Brad, Marcel, and Buky).
- b. **John Calls;** Albert, Allen, Ray, Ted, Mark, Ricky.
- c. **Brad Calls;** Ronald, Ronnie, Jason, Shawn, Stacey Virginia, and Robert D.
- d. **Marcel Calls;** Tommy, Maria, Victoria, and, Dawn.
- e. **Matt Calls;** Dispatchers, Gina, and Buky.
- f. **Placito Calls;** Reece and Darlene
- g. **Shawn and Jason Calls;** Fleet/Trip Captains.
- h. **Robert D. Calls;** Crew boat captains.
- i. **Ronald Calls;** Mechanics, mechanic helpers, and electricians.
- j. **Stacey Calls;** Drivers

** Call tree parties below will call or e-mail Placito so an e-mail can be sent out to executive management on their plans.

RISK MANAGEMENT

Placito – Reece.

1. After all above contacts are made; above call tree parties will notify Placito so he can consolidate the information and then send that information to executive management.

DISPATCH

Duty Dispatcher – Tommy – Gena – Matt

1. Continue to coordinate barge movements with customers and field personnel.
2. Continue to monitor storm updates and track hurricane.

CREW LOGISTICS AND SUPPLY

Stacey – Raymond

1. Coordinate logistics of vessel personnel.
2. Review supply and grocery inventories and obtain needed items.
3. Confirm that all vans and trailers are inspected and preventive maintenance completed.

CONDITION THREE (cont'd):

VESSEL AND FACILITY MAINTENANCE

Ronnie – Jason – Brad

1. Coordinate with shipyards for securing any vessel with work in progress.

CONDITION TWO

Gale Force Winds Possible Within 24 Hours at Southwest Pass Farewell Buoy

PUSH BOATS

Shawn - Jason

1. Coordinate with Captains to ensure customer requirements are being met.
2. Coordinate with Captains to ensure Turn requirements are being met.

CREW BOATS

Robert D. – Brad

1. Coordinate with Captains to ensure customer requirements are being met.
2. Coordinate with Captains to ensure Turn requirements are being met.
3. Crew boats at Convent and Nucor will be secured at Welcome Fleet.
4. Crew boats at Myrtle Grove Fleet, Meraux Fleet, and Chalmette Slip will be secured at Chalmette Slip.

NEW ROADS

Shawn - Jason

1. Keep customer informed of our activities and their expectations of us.

WELCOME FLEET

Ricky – Aaron – John

1. Complete final inspection of fleet.
2. Contact Turn Services' main office and advise of final inspection and completion of all procedures.

TRIANGLE FLEET

Mark – Dustin – John

1. Complete final inspection of dock.
2. Contact customer's office and advise of our final inspection, completion of all procedures, and departure of personnel from premises.
3. Contact Turn Services' main office and advise of our final inspection and completion of all procedures.
4. Coordinate with the customer on the implementation of our Plan and their expectation of our involvement in their plan.

HARAHAN FLEET

Ted – Jeff – John

1. Complete final inspection of dock.

CONDITION TWO (cont'd):

2017 Hurricane Preparedness Plan – Customer Copy

2. Contact Turn Services' main office and advise of final inspection and completion of all procedures.
3. Consult with the customer office regarding the status of this Plan.

MERAUX FLEET

Ray – Calvin – John

1. Complete our final inspection of fleet.
2. Contact Turn Services' main office and advise of our final inspection and completion of all procedures.

MYRTLE GROVE FLEET

Allen – Chris – Albert

1. Complete our final inspection of the fleet.
2. Contact Turn Services' main office and advise of our final inspection and completion of all procedures.

CHS FLEET

Shawn - Jason

1. Keep CHS informed of our activities and their expectations of us.
2. Keep the customer informed of our activities and their expectations of us.

CÔTE BLANCHE

Shawn - Jason

3. Keep salt mine informed of our activities and their expectations of us.
4. Keep the customer informed of our activities and their expectations of us.

ADMINISTRATIVE OFFICE

Virginia – Marcel – Mike M.

1. Unplug all machines and move away from windows or any potential source of water ingress.
2. Lock all exterior doors.
3. Update personnel phone list for employees and email to managers.
4. If Chartres Street office is powered/has back up power, ample food and drink for 1 week should be on hand.

RISK MANAGEMENT

Placito – Reece

1. Reece Wilson will be on call for any injury or other risk management issues that arise at Harahan fleet, Triangle fleet, Welcome fleet, and any vessels.
2. Placito will be on call for any risk management issues that arise at Myrtle Grove fleet, Meraux fleet, Alvar Street office personnel, Chartres Street office personnel and all property damage incidents.

DISPATCH

Duty Dispatcher – Tommy – Gena – Matt

1. Transfer BargeOps database to backup laptop.
2. Run BargeOps on backup laptop until the storm has passed.

CONDITION TWO (cont'd):

VESSEL AND FACILITY MAINTENANCE

Ronnie – Jason – Brad

1. Confirm location and availability of mechanics and electricians.

CREW LOGISTICS AND SUPPLY

Stacey – Raymond

1. Unplug all machines, place inside plastic trash bags and move away from windows or any potential source of water ingress.
2. Turn off all air conditioners.
3. Lock all exterior doors.

SPECIAL INSTRUCTIONS

MYRTLE GROVE FLEET, CONDITION FOUR (72 HOURS PRIOR TO LANDFALL)

Allen – Albert – John

1. Managers meet and delegate duties to employees.
2. Check all spar barges for leaks and repair as needed.
3. Remove shore wires from spar barges and secure to dolphins.
4. Build tow of spar barges. If some spar barges have to be left behind secure together at bottom of fleet:
 - a. Spar barge numbers are: TSI 134, 139, 124, XL 799, TSI 177, TSI 117, TSI 108, TSI 176, TSI 125, TSI 118, TSI 166 (gangway barge), TSI 167 (office barge), TSI 135 (wash barge), TS 6 (crane barge), PMC 883 (crew room barge), Karen B 211 (coal receiver barge), TSI 178 (coal reclaim barge), TS 12 (excavator barge), TSI 136, TSI 121, TSI 137, TSI 140, TSI 141, TSI 138, TSI 172, TSI 167, TSI 171, CBY 203, and the TSI 116.
5. Check and trim trees to protect power lines.
6. Check all pumps for proper operation and gas supply.
7. Check with dispatch for barges leaving the fleet before the storms.
8. Inventory emergency supplies and obtain missing items.
9. Turn off power to all equipment not in use.
10. Remove loose lines and rigging from barges in fleet.
11. Check crane barge for missile hazards and secure all gear. Lower crane boom to deck and secure all hatches and doors.
12. Check all tanks on crane barge and pump any water over 2".
13. Secure manhole covers.
14. Turn off power to all equipment not in use.
15. Check all voids on all barges in fleet. Pump all tanks with 2 or more inches of water. Secure all manholes after pumping.
16. Make temporary repairs to hulls, decks and covers as needed.
17. **BOATS TO LEAVE FLEET WITH ALL BARGES, INCLUDING OFFICE, RAMP AND SPAR BARGES**
IN TOW AT LEAST 36 HOURS BEFORE FORECAST HURRICANE FORCE WINDS.

SPECIAL INSTRUCTIONS (cont'd):

TAR 1 (ALL TIMES DURING HURRICANE SEASON)

John – Mike M

1. Ensure that TAR 1 is in full working and ready state.
2. Know location of TAR 1 at all times.
3. TAR 1 is subject to the procedures of the fleet it is located.

**MOVEMENT OF MISCELLEANOUS BARGES IN CHALMETTE SLIP
(ALL TIMES DURING HURRICANE SEASON)**

1. Coordination will be made between Turn Services and Associated Grain Terminals for movement/storage of the below barges at the Chalmette Slip:

a. MGMT BARGE

- i. Turn parties will coordinate with ATSB and Associated Grain Terminals.
- ii. The MGMT will be on upriver wall, section C, all the way to the end.
- iii. The MGMT will have to be in the slip with the stern close to the river end of the slip and the bow pointed to the land end of the slip (so the CBU will be outboard).
- iv. MGMT Rig (and any rig in the fleet) to start up river to Chalmette Slip with two boats as soon as fleet is secure or other boats become available to assist in fleet work.
- v. Upon arrival at the Chalmette Slip, the MGMT rig must be moored on the upriver wall (section 'c') of the slip, riverward.
- vi. Two deck barges must be placed alongside the MGMT rig to protect the continuous belt unloader on the starboard side of the rig.
- vii. This must be closely coordinated with Perry Becnel of Associated Grain Terminals.
- viii. All empty barges are to be moved up river to the respective barge lines fleet. In the event fleets are closed and will not accept barges the tows will continue up river to MI 263 or closer safe harbor.

b. OTHER BARGE(S)

- i. There will be two barges located on the starboard side of the MGMT under the CBU (digging buckets).

c. CRANE BARGES

***The below named equipment may be substituted for another due to operation commitments.**

The below will be positioned in the Slip as they come in, but after the MGMT is in place:

- i. T. May
- ii. T. Lange
- iii. Talley Perez
- iv. Attitude
- v. K. Robertson

POST STORM CONDITION

2017 Hurricane Preparedness Plan – Customer Copy

FACILITIES MANAGERS WILL:

1. Inspect all facilities and equipment and report any damage.
2. Notify utility companies of any telephone, electric, or gas outages as soon as possible.

VICE PRESIDENT OF VESSEL OPERATIONS WILL:

1. Notify crew members of storm's passing and notify the Senior Vice President of Operations of the number and positions available on each vessel for each watch.

MANAGERS WILL:

1. When the all clear is given and it safe for employees to report to work, managers will advise employees directly and via 1-877-731-7323 message number.
2. Managers to form damage assessment teams to inspect facility and vessels for any damage and record same.
3. Inspect all barges in fleet for damage and water.
4. When post storm recovery is complete, return all unused supply items and equipment to storage.
5. Make complete inventory and replace items as necessary.
6. Update BargeOps database on server from backup laptop.
7. Inform the risk department of all damages or personal injuries that have or may have occurred due to the storm.

CREW LOGISTICS AND SUPPLY WILL:

1. Survey current inventory at warehouse.
2. Coordinate with vessels and fleets for supply needs.
3. Determine which vendors are open for business (as some may have closed for the storm).

EMPLOYEES WILL:

1. Employees returning to job site should bring their own food.
2. When returning to work, watch out for snakes, downed power lines, and other hazards.

TURN SERVICES, LLC CONTACT LIST

