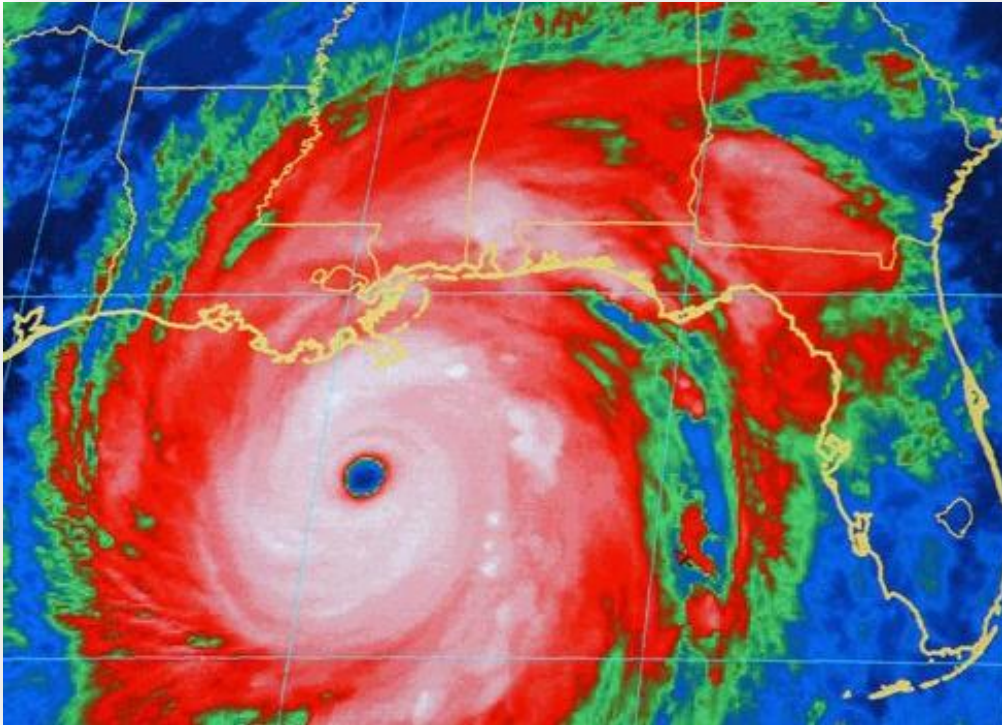


**Gulf Coast Restoration Organization /  
Gulf Coast Incident Management Team**

**2011 Severe Weather Plan**



# **FLORIDA**

**STATE OFFICE / BRANCH PLAN**

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**Version 1.3**

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## **FLORIDA STATE OFFICE / BRANCH 2011 SEVERE WEATHER PLAN**

### **1. INTRODUCTION.**

The Florida State Office/Branch 2011 Severe Weather Plan (SWP) is the product of a detailed and focused planning process that: 1) fully incorporates the National Incident Management System (NIMS) concepts, principles, practices and language; 2) capitalizes on the lessons learned from tropical weather incidents, exercises, and other recent disasters; and 3) incorporates plans, programs and policies from the Gulf Coast Restoration Organization (GCRO) and the Gulf Coast Incident Management Team (GCIMT). As such, the SWP describes the basic strategies, assumptions, operational goals, objectives, and mechanisms through which the Florida State Office/Branch will mobilize resources and conduct activities to guide and support efforts through preparedness, response, recovery and mitigation.

- A. Purpose. This plan establishes preparedness and response procedures for continuity of operations in the event of severe weather relocation and ensures the safeguarding of personnel, equipment and resources assigned to support the response and restoration activities. Specific purposes are to:
- 1) Implement planning contingencies to minimize resource shortages resulting from disaster impacts.
  - 2) Evaluate existing shortfalls in existing measures; update and refine mitigation measures based upon lessons learned.
  - 3) Provide a coordinated response to severe weather contingencies that will protect lives and property.
- B. Scope. The scope of the Florida State Office/Branch 2011 SWP is to identify all planning initiatives associated with notification and warnings, preparation planning, response and recovery actions, mitigation review, and plan adjustment. Specifically, the plan:
- 1) Identifies direction and control procedures, and validates participation in the State or County Emergency Operations Center (EOC) during severe weather contingencies, as a GCRO/GCIMT representative under NIMS compliant Incident Command System (ICS).
  - 2) Describes the response and recovery activities of the Florida State Office/Branch during severe weather contingencies and identifies strategies for coordinated preparedness and mitigation planning.
- C. Applicability. This plan specifically applies to United States Coast Guard (USCG), GCRO or GCIMT BP employees, GCRO or GCIMT contractors, and Federal or State agency personnel assigned to response and restoration activities. This plan does not alter, replace, or otherwise affect existing USCG, BP, state, and/or local plans that direct movement or relocation of personnel not involved in GCRO/GCIMT response and restoration activities.
- D. Mission. Florida State Office/Branch will continue operations to meet the objectives outlined in the Incident Action Plan (IAP) to the fullest extent practicable. Upon execution of the 2011 SWP, the Florida State Office/Branch will:
- 1) Ensure and provide guidance for a safe and timely relocation or release of personnel.
  - 2) Provide 100% accountability of all Retained personnel.
  - 3) Ensure safe and timely relocation of critical equipment.

#### E. Assumptions.

- 1) Flooding will result from a severe weather incident.
- 2) Severe weather will affect land, air, and some waterway transportation routes throughout the Area of Responsibility (AOR).
- 3) Severe weather may cause significant loss of utility and infrastructure services. These include, but are not limited to, electricity, fuel delivery, landline and cellular communications, Internet/Intranet/Coast Guard Message System (CGMS), and street/highway access.
- 4) The occurrence of a catastrophic event may cause widespread damage to the infrastructure and curtail response and restoration activities.
- 5) Post storm federal, state, or local recovery efforts may require USCG personnel, currently assigned to the Deepwater Horizon (DH) response, to be reassigned.
- 6) The identification and continued collection and storage of documents is essential.
- 7) Material in the form of surface residue balls (SRB), surface residue patties (SRP), or submerged oil mats (SOM) was found to be non-toxic as a result of the Operational Science Advisory Team (OSAT) I report and OSAT II report. As such, response and restoration activities towards collection post-event will not come before life-saving and infrastructure reestablishment.
- 8) Tropical Weather Predictions for 2011 (Colorado State University):
  - a) 17 named storms (9 will become hurricanes, 5 will become major hurricanes)
  - b) 48% chance of a Gulf Coast strike
  - c) 85 named tropical storm days

#### F. Methodology.

- 1) The SWP is constantly being challenged through practical experience, improved technology, enhanced operations and as a result is constantly evolving. Every team member has a responsibility to make sure the SWP has up-to-date information.
- 2) Plans, procedures, and processes support the main body of the SWP in a severe weather event. Revisions will be made to the SWP as necessary. Each revision will be dated and distributed to stakeholders. Through the future update process, the plan will be formally revised with the lessons learned.

## 2. SITUATION.

- A. The GCRO/GCIMT AOR is subject to both Atlantic tropical weather systems and sub-tropical storm systems within the Caribbean Sea and Gulf of Mexico. Both types of storms can impact the AOR with high winds and seas, storm surge, and heavy rainfall. This plan outlines required preparations one to six days prior to storm landfall, and directs initial response and reconstitution activities following storm passage.
- B. Extensive engagement is required with state and local emergency management agencies to ensure a seamless relocation and reconstitution. The GCIMT will also coordinate with USCG District Eight. In each state, two BP Liaison Officers (LNOs) will be embedded with the State or County Emergency Operations Center (EOC) to relay critical information to the GCRO/GCIMT. The BP LNOs have been identified as the State/Branch Planning Lead and State Response Lead/Deputy Ops Branch Director.

- C. A Severe Weather Relocation Order (SWRO) will be issued jointly by the GCRO VP of Operations (VP of Ops), the Federal On Scene Coordinator (FOSC), and the BP Incident Commander. For purposes of this SWP, the GCIMT IC encompasses the FOSC and the BP Incident Commander. The SWRO will call for a phased stand-down of Released personnel and recovery activities and a relocation of Retained personnel. All personnel and resources will remain outside the affected area until state and local authorities have granted permission to return to the affected area and it is safe to reconstitute.
- D. Severe weather may cause significant damage to the infrastructure supporting the DH response and restoration. GCRO/GCIMT facilities, lodging, vessels, equipment, and communications systems could sustain heavy damage, be destroyed, or remain disabled for extended periods of time.
- E. The GCRO/GCIMT SWP must be understood by all entities represented in this plan. The GCRO Director of Security & Crisis Management and GCIMT Planning Section Chief shall coordinate the implementation and maintenance of the plan.

### 3. **CONCEPT OF OPERATIONS.**

- A. The majority of response and restoration activities personnel will be released in a Severe Weather event. Two identified personnel, the Response and Planning Lead, will relocate to the State or County EOC. The GCRO Area Operations Manager (AOM)/GCIMT Branch Director will relocate to the Continuity of Operations (COOP) site. The remainder of Retained personnel will relocate to a pre-designated location(s) in accordance with the GCRO/GCIMT SWP. Gulf Coast Properties Management (GCPM) is responsible for the accommodations, food, and service needs of all Retained personnel.
- B. Once relocation is complete, GCRO VP of Ops and the GCIMT IC will jointly make decisions on all future operations including post-storm assessment, recovery, and reconstitution. Florida State Office/Branch will be relieved of all command, control, and operational functions until the GCRO VP of Ops and the GCIMT IC direct post-storm reconstitution.
- C. Florida State Office/Branch is responsible for reporting weekly in preparation of the Hurricane Season (June 1 to November 30) to the GCIMT Resource Unit Lead (RESL) on personnel and critical equipment, as well as reporting to GCIMT Logistics (LOGS) on transportation needs.

### 4. **STRUCTURE.** The organization of the Florida State Office/Branch is under the authority of the GCRO VP of Ops and the GCIMT IC.

- A. Responsibilities. The following positions possess responsibilities during a severe weather event:
  - 1) AOM/Branch Director:
    - a) The GCRO AOM, who is also recognized in the GCIMT as the Branch Director, is accountable for the execution of the Florida State Office/Branch 2011 SWP.
    - b) Provides operational guidance and oversight to ensure safety of life and property.
    - c) Following a SWRO from the GCRO VP of Ops and the GCIMT IC, will commence a phased stand-down in accordance with the SWP.
    - d) Ensure completion of SWP Action Item Checklist (See Enclosures A and E).

- 2) Liaison Officers (LNOs):
  - a) BP Response and Planning Leads are the identified LNOs who will serve as a conduit of information from the State or County EOC to the GCRO VP of Ops and the GCIMT IC at the COOP site.
  - b) The USCG LNOs (Emergency Support Function-10) are pre-designated from the local USCG sector and will also serve as a conduit of information to the GCIMT.
- 3) State/Branch Planning Lead:
  - a) Develop and maintain SWP in coordination with both the GCRO Director of Security and Crisis Management and the GCIMT Planning Section Chief.
  - b) Ensure the SWP is communicated and understood.
  - c) Develop SWP training and ensure all assigned personnel understand requirements.
  - d) Provide weekly update to GCIMT RESL on personnel and critical equipment.
  - e) Ensure contact and recall information is updated for all Retained personnel.
  - f) Develop and execute a Documentation Collection and Relocation Plan in coordination with GCRO/GCIMT.
  - g) Complete SWP Action Item Checklist (See Enclosures A and E).
- 4) Logistics:
  - a) Determine transportation needs for personnel and critical equipment.
  - b) Ensure submission of weekly report detailing transportation needs for critical equipment relocation to the GCIMT RESL.
  - c) Identify Building Closeout Team(BCT)/Damage Assessment Team(DAT) to complete final inspection, secure any equipment in place, and secure the facilities.
  - d) Report lead times and specific actions necessary to decontaminate and/or secure equipment, either for transport or to be secured in place within the timelines specified by the GCRO/GCIMT SWP.
  - e) Complete SWP Action Item Checklist (See Enclosures A and E).
- 5) Operations:
  - a) Coordinate with State/Branch Planning Lead and Logistics to develop, evaluate and execute plans that address the safe and timely relocation of personnel and critical equipment.
  - b) Communicate and provide to LOGS the necessary lead times and specific actions necessary to decontaminate and/or secure equipment.
  - c) Complete SWP Action Item Checklist (See Enclosures A and E).
- 6) Safety:
  - a) Develop and recommend measures for assuring personnel safety.
  - b) Assess or anticipate hazardous and unsafe situations with respect to relocation.
  - c) Complete SWP Action Item Checklist (See Enclosures A and E).

7) GCRO Communications & External Relations (C&ER):

- a) Provide timely and accurate information to the public and/or media regarding BP activities.
- b) Interact and provide timely and accurate information to State and local government officials regarding BP activities.

**5. EXECUTION.**

- A. Overview. In preparation for Hurricane Season, defined by the National Weather Service (NWS) as June 1 to November 30, the Florida State Office/Branch will execute the concepts of operations. The GCRO VP of Ops and the GCIMT IC will jointly direct the SWP and set Severe Weather Readiness Conditions (SWRC). The GCIMT Situation Unit (SITU) is the primary clearinghouse of severe weather information for both the GCRO and GCIMT.
- B. GCIMT SITU will:
  - 1) Receive weather information from the BP Gulf of Mexico (BP GoM) Severe Weather Operations Center (SWOC).
  - 2) Receive weather information from the National Oceanic and Atmospheric Administration (NOAA), NWS, National Hurricane Center (NHC), and others.
  - 3) Process all information and recommend actions and SWRCs to the GCRO VP of Ops and GCIMT IC.
- C. Notifications. When a particular SWRC is set, the State Office/Branch will implement the specific action items required by that condition. Severe weather discussions and directives between the GCRO/GCIMT Leadership and the State Office/Branch will be communicated during scheduled, twice daily, meetings via conference calls.
  - 1) The State Office/Branch must receive a SWRO from the GCRO VP of Ops and the GCIMT IC prior to relocation of any personnel. The State Office/Branch will notify State and local emergency managers of relocation activities.
  - 2) Notification of SWRC will be cascaded to all GCRO/GCIMT personnel via the Calling Tree as the primary system, and the BP Communicator-Alert system as the secondary.
- D. Managing Critical Equipment. The State Office/Branch has identified inland staging sites for temporary, secure storage of critical equipment in the event of relocation.
  - 1) Logistics will coordinate transportation for movement, staging and tracking of equipment that does not already have existing transportation on-site.
  - 2) The State Office/Branch is responsible for weekly tracking of critical equipment and associated transportation needs.

## 6. FLORIDA RELOCATION OVERVIEW

- A. H-Times: An H-time is the expected time before the tropical storm force winds reach the coastline of the State AOR. For example, H-24 means 24 hours prior to expected landfall of tropical storm force winds. The table below outlines H-times:

SWRC 6	(June 1 – November 30)
SWRC 6.a	H-144 hours (6 days out)
SWRC 6.b	H-120 hours (5 days out)
SWRC 5	H-96 hours (4 days out)
SWRC 4	H-72 hours (3 days out)
SWRC 3	H-48 hours (2 days out)
SWRC 2	H-24 hours (1 day out)
SWRC 1	H-0 hours

- B. The State Office/Branch will complete relocation activities prior to the start of the State's evacuation(s) in order to avoid impeding State or local evacuations. A more detailed action item checklist is outlined in Enclosure A, and a Florida State Office/Branch unique action item checklist is outlined in Enclosure E.

RELOCATION TIMELINE OVERVIEW		
TIME	FULL-SCALE RELOCATION	LIMITED RELOCATION
H-144	Update critical equipment list and order any logistical support needed for equipment relocation in the event of SWP activation.	
H-120	Initiate stand down of on-water operations and begin relocation of critical equipment after receiving authorization from the GCRO VP of Ops and the GCIMT IC.	
H-96	Verify the current roster of Retained personnel.	
H-96	Continue relocation or securing in place of critical equipment.	
H-96	Begin dismissal of personnel designated as Released.	
H-96	Execute notification of activities to State and local governments.	
H-72	Complete dismissal of Released personnel.	
H-72	Relocate Retained personnel to pre-designated locations.	Initiate actions to shelter in place.
H-60	Tractor trailers no longer allowed on roadways per Florida law.	



## **7. RELOCATION OPERATIONS**

- A. The GCRO VP of Ops and the GCIMT IC will set SWRCs and issue the SWRO. Florida State Office/Branch will direct relocation of personnel and equipment, as necessary, to ensure safety of personnel and the ability to reconstitute efficiently (See Enclosures A and E).
- B. State Office/Branch is responsible for reporting weekly (during SWRC 6) to GCIMT RESL the consolidated transportation needs for personnel and critical equipment.
- C. With the start of Hurricane season and the implementation of SWRC 6, the State Office/Branch should not store greater than three days of consumable resources at the staging areas. These resources are readily available within the AOR and may be resupplied as conditions warrant.
- D. Based on the forecast path and intensity associated with the tropical/sub-tropical systems, the GCRO VP of Ops and the GCIMT IC will order and the State Office/Branch will implement either Limited or Full-scale relocation. Each severe weather event presents unique challenges.
  - 1) Full Scale Relocation. Will involve movement of all Retained personnel from the State Office/Branch. Critical equipment will be secured or relocated as per the procedures outlined in the SWP. Released personnel will be dismissed as soon as practicable from their point of origin (where their work day began).
  - 2) Limited Relocation. A limited relocation may require the movement of personnel from low-lying and/or vulnerable areas prior to storm conditions. Critical equipment will be secured or relocated per the SWP. Released personnel will be dismissed as soon as practicable from their point of origin (where their work day began).
- E. Retained personnel and locations are as follows (See Enclosure B):
  - 1) AOM/Branch Director – COOP site or New Orleans, LA.
  - 2) State Response and Planning Leads – Two BP LNOs reporting to State or County EOC.
  - 3) Retained Building Closeout Team (BCT)/Damage Assessment Team (DAT) – Safe Haven in Memphis, TN. The team will consist of:
    - a) Facility Rep.
    - b) Facility Safety Rep. (Designated by GCPM)
    - c) State Safety Lead
    - d) I.T. State Lead
  - 4) Shoreline Cleanup Assessment Techniques (SCAT) Strike Team – Safe Haven in Memphis, TN. The team will consist of:
    - a) (2) SCAT Team Leads
    - b) (1) USCG SCAT trained member
  - 5) All USCG personnel – COOP or Safe Haven site.
- F. Released personnel are those who do not meet the criteria to be designated as Retained (including GCRO or GCIMT BP employees, GCRO or GCIMT contractors, and Federal or State agency personnel).
  - 1) All Released personnel contracting companies Single Point of Contact (SPOC) shall contact the GCIMT RESL (severe weather 1-800 number and/or email) to report on accountability of their personnel.

G. The AOM/Branch Director will report to GCIMT SITU upon completion of State Office/Branch relocation.

H. COOP sites and EOCs

1) COOP sites – The AOM/Branch Director will formulate operational plans and coordinate with GCRO VP of Ops and the GCIMT IC in advance of reconstitution. COOP site locations are as follows:

- a) Atlanta, GA (Full-scale regional relocation)
- b) New Orleans, LA (State Full-scale relocation)

2) State or County EOCs – Two BP Liaisons will be embedded to provide information between the EOC and the COOP site. The State EOC is:

- a) Florida State EOC  
2555 Shumard Oak Blvd  
Tallahassee, FL 32399

**8. BUSINESS CONTINUITY PLAN (BCP)**

A. GCIMT does not have a BCP and will reconstitute in accordance with the SWP.

B. GCRO does have a BCP. Business resumption will be the responsibility of the Head of GCRO, the GCRO VP of Ops, and the AOM. The BCP includes the following:

- 1) Local labor may be unavailable due to their personal property and family commitments.
- 2) Contingency contracts provided by BP Procurement and Supply Chain Management (PSCM) will satisfy any requirement that a local workforce would be unavailable for.
- 3) Post-event contracts will be fully operational in coordination with the State Office and local authorities.

**9. PHASED RECONSTITUTION**

A. Priority 1: Initial Situational Awareness - Following a severe weather event a new situational awareness must be developed by the GCIMT SITU. Air operations may be utilized to conduct reconnaissance to provide early assessment.

B. Priority 2: Initial Facility Damage Assessment - The BCT/DAT team will be deployed and conduct initial assessment of GCRO/GCIMT facilities. Reports from the initial assessment will be relayed to the GCPM Facility Director and the GCIMT SITU.

C. Priority 3: Deployment of SCAT Strike Team; The SCAT Strike Team may be deployed by the GCIMT IC to assess and document reports of potential MC252 oiling received from the EOC

D. Priority 4: Re-entry of Retained Personnel - Retained personnel will mobilize into the AOR as conditions support re-entry activities. Once the area has been deemed safe for re-entry by the federal, state and local governments, reconstitution of State Office/Branch facilities can begin. This prioritized reconstitution will be based on assessment information from the BCT/DAT, SCAT Strike Team, and the BP LNOs at the EOC(s).

E. Priority 5: Reconstitution of Released personnel - Released personnel may be recalled based on post-storm conditions within the AOR.

## **10. ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Definition</u></b>
AOM	Area Operations Manager
AOR	Area of Responsibility
BCT	Building Closeout Team
BP GoM	BP Gulf of Mexico
C&ER	Communications and External Relations
CGMS	Coast Guard Message System
COOP	Continuity of Operations
DH	Deepwater Horizon
DAT	Damage Assessment Team
EOC	Emergency Operations Center
FOSC	Federal On Scene Coordinator
GCIMT	Gulf Coast Incident Mgmt Team
GCIMT IC	FOSC and BP Incident Commander
GCPM	Gulf Coast Properties Management
GCRO	Gulf Coast Restoration Organization
IAP	Incident Action Plan
ICS	Incident Command System
LNO	Liaison Officer
LOGS	Logistics
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSAT	Operational Science Advisory Team
PSCM	Procurement and Supply Chain Management
RESL	Resource Unit Leader
RESU	Resource Unit
SCAT	Shoreline Cleanup and Assessment Techniques
SITU	Situation Unit
SPOC	Single Point of Contact
SWRO	Severe Weather Relocation Order
SWOC	Severe Weather Operations Center
SWP	Severe Weather Plan
SWRC	Severe Weather Readiness Condition
USCG	United States Coast Guard

## **Enclosure (A): SWP ACTION ITEM CHECKLIST**

**SHADED SECTIONS ARE COMPLETED OUTSIDE OF STATE OFFICE/BRANCH.**

### **1. SWRC 6 ACTIONS CHECKLIST (JUNE 1 – NOVEMBER 30)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
6.01	PLNS	Develop SWP and submit for IC approval.			
6.02	GCRO VP of Ops / GCIMT IC	Declare SWRC 6: Hurricane Season, June 1 - November 30.			
6.03	GCIMT SITU	Monitor the weather daily and report severe weather 7 days out affecting the AOR.			
6.04	RESU / LOGS	Establish and maintain tracking of critical equipment and all Retained personnel and accountability by contractors of Released personnel.			
6.05	GCRO VP of Ops / GCIMT IC	Oversee all sections involved with hurricane planning operations.			
6.06	ALL	Participate in Hurricane Planning Meetings with GCRO/GCIMT, D8, etc.			
6.07	GCRO VP of Ops / GCIMT IC / AOM	Communicate SWP throughout organization, including those not co-located to ensure understanding of the plan and actions be taken.			
6.08	GCRO VP of Ops / GCIMT IC/ AOM	Identify LNOs who will go to the state/local EOC.			
6.09	State Office	Report all personnel and critical equipment status every Wednesday @ 1500 hrs to GCIMT RESL.			
6.10	ALL	Exercise relocation plans and test systems.			
6.11	PLNS/State Office	Conduct County outreach/input sessions.			
6.12	ALL	Implement SWP training for all personnel.			
6.13	GCIMT RESU	Develop personnel plans/protocols to address recall and reconstitution.			
6.14	LOGS/Safety	Identify BCT/DAT team personnel.			
6.15	State Office	Maintain list of transportation needs of Retained personnel and update GCIMT weekly on Wednesday @ 1500 hrs.			
6.16	COMMS/ALL	Exercise Severe Weather Communications Plan, (Including calling tree process.)			
6.17	PLNS/State Office	Maintain Documentation Collection and Relocation Plan (See Enclosure D).			
6.18	LOGS	Activate team to verify COOP site suitability.			
6.19	LOGS/State Office	Identify and secure storage facilities for critical equipment relocation.			
6.20	USCG COMMS	Develop and execute USCG Communication Contingency to SWP, to preserve computer equipment and information.			
6.21	LOGS	Secure/Contract transportation for personnel relocation.			
6.22	LOGS	Ensure centralized warehousing to minimize field equipment to reduce transportation needs.			
6.23	LOGS	Develop severe weather transportation procedures to relocate personnel and critical equipment in advance of state/local timelines for evacuation(s). Secure wide load permits.			
6.24	PLNS/State	Obtain re-entry authorization placards in			

	Office	coordination with state and local emergency mgmt personnel to ensure re-entry access for Retained personnel, assessment teams.		
6.25	OPS/State Office	Provide lead times for securing operations including demobilization, decontamination and securing critical equipment for relocation.		
6.26	GCIMT RESL	Require all contracting companies to identify SPOCs and contact information. Update weekly.		
6.27	GCIMT RESL	Maintain weekly updating of personnel within the BP Communicator System.		
6.28	SAFETY/State Office	Ensure all personnel are provided briefs on standard transportation safety practices, ensure all sites are properly stocked with safety equipment (i.e. first aid kits, flashlights, megaphones, water, etc.)		
6.29	SAFETY/State Office	Develop and recommend measures for assuring personnel safety and assessing or anticipating hazardous/unsafe situations during severe weather activities.		
6.30	GCRO AOM	Review BCP		

## 2. **SWRC 6.a ACTIONS CHECKLIST (H-144)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
6.a.01	GCIMT SITU	Notify GCIMT IC, Planning Section Chief, and Ops Section Chief of Severe Weather 6 days out.			
6.a.02	OPS/State Office	Recommends to GCRO VP of Ops and GCIMT IC to declare SWRC 6.a			
6.a.03	OPS/State Office	Provide GCIMT IC of timeline for relocation of critical equipment.			
6.a.04	State Office	Provide status updates to GCIMT SITU daily.			
6.a.05	State Office	Report critical equipment list and relocation requirements daily to RESU and LOGS.			

## 3. **SWRC 6.b ACTIONS CHECKLIST (H-120)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
6.b.01	GCIMT SITU	Notify GCIMT IC, Planning Section Chief, and Ops Section Chief of Severe Weather 5 days out.			
6.b.02	Ops/State Office	Recommends to GCRO VP of Ops and GCIMT IC to declare SWRC 6.b			
6.b.03	GCRO VP of Ops/GCIMT IC	Declare SWRC 6.b.			
6.b.04	LOGS	Based on GCIMT IC approval, initiate transportation plans for personnel relocation to the COOP and/or Safe Haven.			
6.b.05	LOGS	Redirect all incoming material and equipment deliveries to the Memphis, TN distribution center.			
6.b.06	LOGS	Notify all personnel to cancel travel plans into the AOR.			
6.b.07	State Office	Suspend all field operations and begin retrieval of island and on-water resources. Notify suppliers of intent to release equipment.			
6.b.08	State Office	Initiate trailer load-out procedure and ensure all equipment that is remaining is secured in place.			

6.b.09	State Office	Notify local County/State EOC of equipment relocation.		
6.b.10	State Office	Update RESU on status of equipment to be released, relocated, or secured.		

#### 4. **SWRC 5 ACTIONS CHECKLIST (H-96)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
5.01	GCRO VP of Ops / GCIMT IC	Declare SWRC 5 - Full-Scale.	Declare SWRC 5 - Limited.		
5.02	GCIMT RESL	Activate the calling tree process and send message(s) to BP Communicator			
5.03	LOGS	Suspend rotations/incoming personnel into AOR			
5.04	GCIMT RESL	Notify contractor SPOCs of change to SWRC 5			
5.05	GCRO VP of Ops / GCIMT IC	Establish regular Severe Weather status meetings and communicate schedule.			
5.06	GCRO VP of Ops / GCIMT IC	Issue written SWRO to begin phased relocation. Determine whether Retained will move to COOP or Safe Haven site.			
5.07	GCIMT COOP Advance Team	If full scale relocation deploy to Atlanta to set up COOP site			
5.08	State Office	Begin dismissal of Released personnel.			
5.09	State Office	Provide names of Retained personnel with contact info to GCIMT RESL.			
5.10	GCIMT RESL	Report Personnel Status to SITU ( Released via contractor SPOC)			
5.11	GCIMT SITU	Report all personnel status daily.			
5.12	GCIMT RESL	Notify Logistics of Retained Personnel Transportation requirements			
5.13	LOGS/State Office	Continue relocating critical equipment to the identified site(s).			
5.14	State Office	Secure non-critical assets in place.			
5.15	GCIMT SITU	Provides weather and H-time updates to GCRO VP of Ops and GCIMT IC.			
5.16	AOM	Notify state EOC of plan activation and anticipated arrival of Retained BP LNOs.			
5.17	State Office / USCG	Secure documents/conduct collection. Prepare to transport documents as required (Refer to Enclosure D)			
5.18	AOMs/State Office/LOGS	Activate relocation procedure and brief BCT/DAT for securing of facilities and equipment on site.			
5.19	LOGS	Activate accommodation plan in Atlanta for Retained relocating to COOP/Safe Haven site.			
5.20	State Office/Safety	Monitor site safety. Ensure equipment secured appropriately.			

**5. SWRC 4 ACTIONS CHECKLIST (H-72)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
4.01	GCRO VP of Ops / GCIMT IC	Declare SWRC 4 - Full-Scale.	Declare SWRC 4 - Limited.		
4.02	GCIMT SITU	Communicate with GCRO VP of Ops / GCIMT IC. Provide updates.			
4.03	LOGS	Retained personnel to COOP/Safe Haven site.	Relocate to Safe Haven.		
4.04	AOM	Deploy state LNOs to State or County EOC.			
4.05	AOM	Complete relocation of critical equipment and dismiss remaining Released personnel.			
4.06	LOGS	Ensure functionality of COOP.			
4.07	State Office	Report to GCIMT SITU when all personnel have departed State Office/Branch.			
4.08	LOGS	Report to GCIMT RESL shortfalls in relocation of critical equipment.			
4.09	GCIMT SITU	Establish common weather picture at COOP site with COOP Advance Team.			
4.10	State Office	Report to COOP on status of Retained personnel relocation progress and accountability			
4.11	State Office / Safety	Monitor site safety. Ensure equipment secured appropriately.			
4.12	State Office / BCT/DAT	Facilities closeout checklist completed before H-48 (See Enclosure C)			
4.13	RESU / LOGS	All remaining Retained personnel relocated (H-66) except BCT/DAT.			

**6. SWRC 3 ACTIONS CHECKLIST (H-48)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
3.01	GCRO VP of Ops / GCIMT IC	Declare SWRC 3 - Full-Scale.	Declare SWRC 3 - Limited.		
3.02	LOGS	Determine status of all critical equipment. Report to RESL			
3.03	GCIMT RESU	Final critical equipment accountability check.			
3.04	GCIMT SITU	Communicate with state EOC's from COOP.			
3.05	GCIMT SITU	Monitor situation at COOP site, give IC / GCRO updates 4 times a day.			
3.06	GCIMT RESL	Confirm that contractor SPOCs have called the severe weather 1-800 number to account for Released personnel.			
3.07	LOGS	All Retained personnel relocated and facilities secured 'lights out.' BCT/DAT relocates to Safe Haven, update SITU. (NLT H-48)			

**7. SWRC 2 ACTIONS CHECKLIST (H-24)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
2.01	GCRO VP of Ops / GCIMT IC	Declare SWRC 2 - Full-Scale.	Declare SWRC 2 - Limited.		
2.02	GCIMT SITU	Maintain situational awareness.			
2.03	SAFETY	Monitor site safety at COOP/Safe Haven.			

**8. SWRC 1 ACTIONS CHECKLIST (H-0)**

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
1.01	GCRO VP of Ops / GCIMT IC	Declare SWRC 1 - Full-Scale.	Declare SWRC 1 - Limited.		
1.02	GCIMT SITU	Maintain situational awareness.			
1.03	LOGS	Monitor functionality of COOP/Safe Haven(s).			
1.04	GCIMT RESU	Maintain personnel accountability.			
1.05	SAFETY	Monitor site safety at COOP/Safe Haven(s).			



### 9. POST LANDFALL (WINDS LESS THAN 39 MPH)

No.	Section	Activity		Complete by:	Completion Date/Time
		Full-Scale Relocation	Limited Relocation		
A.01	BP EOC Liaisons	Contact SITU to indicate local authorities have given clearance for access			
A.02	GCRO VP of Ops / GCIMT IC	Deploy DATs to determine facility conditions. Update SITU.			
A.03	GCRO VP of Ops / GCIMT IC	Deploy SCAT Strike Team if reports from SITU warrant			
A.04	GCRO VP of Ops / GCIMT IC	Establish priorities for resuming response and restoration activities based on all available assessment information from SITU			
A.05	OPS	Develop and update IAP for re-entry and reconstitution activities.			
A.06	RESU	Initiate priority redeployment of response and restoration personnel as authorized by GCRO VP of Ops / GCIMT IC. Maintain personnel accountability.			
A.07	PLNS	As needed, provide names of re-entry personnel to state/local EOC(s) Liaisons for re-entry placards.			
A.08	LOGS	Re-activate contracts for accommodations (as applicable).			
A.09	LOGS	Re-activate transportation contracts.			
A.10	SAFETY	Monitor safety of all activities.			
A.11	GCRO VP of Ops / GCIMT IC	Reset SWRC 6.			

## **ENCLOSURE (B): RETAINED PERSONNEL**

### **1. Retained PERSONNEL:**

#### **A. To Safe Haven in Atlanta, GA:**

- 1) All USCG personnel (except USCG SCAT Strike Team member)

#### **B. To COOP Site:**

- 1) AOM/Branch Director
- 2) GCRO State C&ER Manager (if directed by General Manager of C&ER)

#### **C. To State or County EOC:**

- 1) State Response Lead/Deputy Ops Branch Director
- 2) State/Branch Planning Lead

#### **D. To Safe Haven in Memphis, TN:**

- 1) State Safety Lead (member of BCT/DAT team)
- 2) Facilities Safety Rep (member of BCT/DAT team)
- 3) State IT Lead (member of BCT/DAT team)
- 4) Facilities Manager (member of BCT/DAT team)
- 5) (2) SCAT Strike Team members
- 6) USCG SCAT Strike Team member

## **ENCLOSURE (C): FACILITIES CLOSE-OUT CHECKLIST**

<b>Facility Close-out Check List</b>		
<b>TASK</b>	<b>COMPLETED BY</b>	<b>DATE/TIME</b>
<b>Personnel</b>		
Ensure that there are NO staff on the water		
Ensure that there are NO staff in facility		
Please make sure to check bathrooms, conference rooms, etc.		
<b>Equipment</b>		
Ensure all critical equipment has been relocated		
Ensure all remaining equipment has been tied down and secured properly with tie down straps		
Make sure any left behind equipment/machinery has been secured		
Disconnect propane tank or fuel tanks		
Remove keys, document vehicle information and keep with AOM/Branch Director or Site Manager		
Ensure that all tents or temporary "soft" facilities have been removed from the site		
<b>Fuel/Hazardous Materials</b>		
Make sure all propane/fuel sources have been disconnected		
If any tanks are empty please mark as "Empty" with spray paint		
Identify any Hazardous materials on the facility and ensure that they are clearly marked Haz-Mat		
Make a list of any hazardous material on the facility and bring a copy to the AOM/Branch Director		
<b>Miscellaneous</b>		
Make sure there are no large debris items lying around (e.g. trashcans, that could take flight with strong wind gusts)		
Close or cover outside vents and shutters		
Remove combustible items from around the area		
Turn off appliances, thermostats, lights, etc.		
Plug air vents and openings that are close to the ground		
Remove trash and debris accumulations		
Turn off electricity at the main circuit breaker to protect equipment from power surges		
Make sure that no valuable equipment or items are left on the floor (move to a higher level)		
Ensure all documentation and electronic media have been removed from the site		

## **ENCLOSURE (D): DOCUMENT COLLECTION AND RELOCATION PLAN**

1. **PURPOSE:** This Document Collection and Relocation Plan governs the collection and preservation of response and restoration documents (“Documents”) located in the State Office/Branch. The process of collecting and relocating Documents will begin when SWRC 5 has been declared or when operations are suspended.
  - A. **GCRO Personnel Documentation Responsibilities.** In accordance with the BCP, all GCRO personnel are required to secure and preserve all BP laptops, cell phones, and any other related equipment. Any documentation not collected by the GCRO Information Management Team prior to the activation of the SWP becomes the responsibility of each person to protect and preserve in their possession.
    - 1) GCRO “Preserved Trash” must be provided directly to the Information Management Team for disposition according to the BCP and in compliance with the GCRO Information Management Policy.
  - B. **GCIMT Branch Documentation Unit Responsibilities.** The collection of Documents occurs on a weekly basis with the branches, as the USCG Documentation Unit have a regularly scheduled pickup from each Branch.
    - 1) When SWRC 5 has been declared, the Branch Director/Site Manager will instruct all personnel to deposit their GCIMT Documents in designated Documentation boxes for collection prior to Branch personnel relocation. The AOM/Branch Director and/or Site Manager will be responsible for the Documents at the location since the last collection period. If there is a need to have a special pick up, GCIMT Documentation Unit must be contacted at least 48 hours prior to relocation.
    - 2) The GCIMT Documentation Unit will work with the USCG Documentation Unit to have all Documents picked up at a designated time and location. The USCG Documentation Unit will transport the Documents to the Mandeville warehouse location, where the USCG Documentation Unit Lead will take possession and secure the Documents for preservation.

## **ENCLOSURE (E): FLORIDA UNIQUE SWP ACTION ITEM CHECKLIST**

H-Time	SWRC 6	Position	Full – Scale Evacuation [Limited is shaded]	Completed By	Date/Time
H-120+	6.0401	RESU	Establish and maintain accountability of released personnel associated with transportation plan requirements		
H-120+	6.2302	ALL	Maintain all site specific action checklists on a weekly basis or as updates are necessary and submit to Jean Dean (Demob Unit) for incorporation.		
H-120+	6.2303	ALL	IF Required: Update the Limited Evacuation Florida Branch Action Checklist to ensure completed items are noted and documented.		
H-120+	6.2304	RESU	Prepare and maintain a readiness list for all non-BP owned equipment for demobilization		
H-120+	6.2305	LOGS	Identify Critical Equipment and communicate them to Resources Unit, PSCM Houston, and GCIMT Logistics		
H-120+	6.2307	LOGS	Disseminate Critical Resources List to the Field - Supervisors, FMCs, Resources ,		
H-120+	6.2308	LOGS	Identify Critical Equipment on the Transportation Plan and update weekly		
H-120+	6.2309	LOGS	Identify Decontamination Requirements and Notify Waste Management		
H-120+	6.2310	LOGS	Verify if fork lift is required at FOBs		
H-120+	6.2311	RESU	Create Severe Weather Transportation Plan tracking spreadsheet.		
H-120+	6.2312	FAC	Implement required maintenance procedures to verify that sites are in continual readiness condition with special emphasis placed upon low lying sites for flooding issues.		
H-120+	6.1402	FAC	Develop Reconstitution Teams to support return from COOP site and critical equipment storage locations with RETAINED personnel support services: food, security etc.		
H-120+	6.2301	RESU/DE MOB	Determine site specific manpower needs for demobilizing and loading equipment and materials ensuring the proper organization and documentation of loads to expedite the relocation.		
H-120+	6.2503	LOGS	Ensure all required Transportation for equipment relocation is coordinated, has secured contracts, and required wide-load permitting		
H-120+	6.2504	LOGS	Pre-Arrange additional fuel services for post storm recovery.		
H-120+	6.2505	LOGS	Maintain master list of critical resources and means to secure, transport, and/or demobilize based equipment on categories weekly.		
H-120+	6.2506	OPS	Keep trailers, conex boxes/container, or other equipment/storage that will not be relocated, properly secured thereby reducing time needed for relocation preparation.		
H-120+	6.3001	C&ER	Ensure Branch/GCRO information is consistent with Federal, State, and local information.		
<b>H-120</b>	<b>SWRC 6.b</b>	<b>Position</b>	<b>Full – Scale Evacuation [Limited is shaded]</b>	<b>Completed By</b>	<b>Date/Time</b>
H-120	6.b.0601	DOCS	Request Transportation for Office Documentation		
H-120	6.b.0801	FAC	Check all facilities to ensure no loose debris on roof and parking lot.		
H-120	6.b.0802	RESU	Coordinate with Logistics Field personnel for a pre-transportation list for all equipment		
H-120	6.b.0803	LOGS	Notify Waste Management of plan stand up Milton Decon facility for rapid, high volume decontamination (Situation Dependent)		

H-Time	SWRC 5	Position	Full – Scale Evacuation [Limited is shaded]	Completed By	Date/Time
H-96	5.0102	AOM	Initiate meeting and work hour schedule in alignment with GCIMT/GCRO, SERT, and State EOC.		
H-96	5.1402	PLNS	Establish operational picture and maintain updated checklists and action items for Florida Branch		
H-96	5.1902	RESU	Submit all non-BP owned equipment for demobilization		
H-96	5.1903	RESU	Coordinate with Logistics personnel for transportation for all equipment to be demobilized		
H-96	5.1904	RESU	Create 210's for all BP equipment and place them en route to Hammond LA, Memphis TN, or alternative site depending on storm track		
H-96	5.1905	LOGS	Notify Florida specific suppliers on the Severe Weather Point of Contacts List of evacuation		
H-96	5.1906	LOGS	Initiate "en-route / sourced" material and services notifications		
H-96	5.1907	LOGS	Suspend ice deliveries		
H-96	5.1910	LOGS	Verify external transportation that is enroute. Call in additional transportation if required.		
H-96	5.1911	LOGS	Notify all contractors to pick up equipment		
H-96	5.1912	LOGS	Contract Electrician to disconnect power to facilities.		
H-96	5.1914	LOGS	Confirm out of service equipment and locations for special transportation needs		
H-96	5.1915	LOGS	Suspend fuel deliveries to staging areas		
H-96	5.1916	OPS	Order field to consume fuel tanks to less than 100 gals		
H-96	5.1917	OPS	Fill the fuel of all driven vehicles before departing site in order to assist in fuel consumption		
H-96	5.1918	OPS	Load all loose equipment, consumables, tools, etc. into appropriate conex box for transportation off-site		
H-96	5.1920	LOGS	Load plans complete for all departing vehicles and trailers		
H-96	5.1922	LOGS	Issue guidance for "en-route / sourced" material and services		
H-96	5.1923	SAFETY	Notify Members of the BCT/DAT of sites scheduled for closing		
H-96	5.1924	LOGS	Announce relocation sites for BP equipment		
H-96	5.1925	LOGS	Issue strip maps to the evacuation sites for all drivers to ensure smooth transportation		
H-96	5.1926	OPS	Call BP Security with Relocation timeline		
H-96	5.1927	C&ER	Notify fire and police department of cleared facilities		
H-96	5.1928	C&ER	Notify evacuation site property owners of tentative arrival		
H-96	5.1929	FINANCE	Lift restrictions and adjust limits on pro-cards as appropriate		
H-96	5.1930	FINANCE	Verify pro-card accountability and confirm possession		
H-96	5.1931	LOGS	Issue Severe Weather deployment kits		
H-96	5.1932	LOGS	Record the departure and destination of all departing equipment		
H-96	5.1933	RESU	Down load resource summary list and e-mail to all IAP Specialists, FMCs, Staging Managers, Operations, and PSCM personnel		
H-96	5.1934	LOGS	Notify Waste Management container providers to pick up containers		
H-96	5.1935	LOGS	Notify Waste Management to stand up Milton Decon facility for rapid, high volume decontamination		
H-96	5.1936	LOGS	Call Waste Management to remove all excess portalet and hand wash stations		
H-96	5.1937	IT&S	Load AOMs office-in-a-box into vehicle		
H-96	5.1940	LOGS	Call for Conex Box pickup from sites as they are loaded		
H-96	5.1942	FACILITIES	Verify Anchor points and straps are serviceable, for those that are not, immediately notify LOGS for transportation plan changes		
H-96	5.1946	LOGS	Coordinate with DEMOB the DEMOBILIZED equipment		

			and arrange transportation		
H-96	5.1949	RESU	Once transportation is initiated, track all movement within the IAP system and on additional Severe Weather Transportation Plan spreadsheet.		
H-96	5.1950	RESU	Submit Severe Weather Transportation Plan tracking spreadsheet hourly.		
H-96	5.1953	FACILITIES	Disconnect and remove cell phone repeater antennae from roof.		
H-96	5.1956	FACILITIES	Disable building access systems and manually key-lock all exterior doors.		
<b>H-Time</b>	<b>SWRC 4</b>	<b>Position</b>	<b>Full – Scale Evacuation [Limited is shaded]</b>	<b>Completed By</b>	<b>Date/Time</b>
H-72	4.0101	AOM	Initiate call tree to advise of change in readiness condition and deployment.		
H-72	4.0605	RESU	Record the departure and destination of all departing equipment		
H-72	4.0606	LOGS	Confirm with Waste Management that all receptacles, portable toilets and hand wash stations have been collected.		
H-72	4.0607	ENV	Waste Coordinator deploys to Milton (If Decon was conducted)		
H-72	4.0608	LOGS	Confirm Conex boxes were loaded and transported off site		
H-72	4.0609	LOGS	Drivers pick up "Wheels" Vehicles		
H-72	4.0801	RESU	All RETAINED personnel to verify status with RESU throughout relocation & RESU to initiate contact with IMT.		
H-72	4.1202	AOM	Continue relocation of personnel not needed for decontamination and relocation.		
H-72	4.1203	C&ER	Communicate with government, media, and the public on BP GCRO actions		
H-67	4.0610	FAC	Place generator control switch in "off" position and turn off main disconnect breaker on generator output side.		
H-66	4.0611	FAC	Turn off all breakers on MDP panel and ensure that all power to the building has been disconnected.		
H-66	4.0612	FAC	Turn off main building/site breaker.		
H-66	4.0613	FAC	Shut off domestic water main.		
H-68	4.1301	DAT	Ensure proper close out of all sites is reported through lines of communication and that accountability for departure is communicated for all hands.		
<b>H-Time</b>	<b>SWRC 3</b>	<b>Position</b>	<b>Full – Scale Evacuation [Limited is shaded]</b>	<b>Completed By</b>	<b>Date/Time</b>
H-48	3.0101	AOM	Initiate call tree to advise of change in readiness condition.		
H-48	3.0201	RL/PL	Establish and Maintain LNO duties to include operational picture updates and communications between EOC and COOP. Updates to be provided continually following SWP lines of communication		
H-48	3.0402	C&ER	Communicate with government, media, and the public on BP GCRO actions.		