



ATTACHMENT B

Natural Disaster Preparedness Procedure

**(Includes Early Release, Delayed Start, and Base Closure
Guidance Memo and Phone Tree)**



NATURAL DISASTER PREPAREDNESS PROCEDURE

1.0 Policy

Written disaster preparedness procedures must be developed and communicated to ensure actions taken by JE site personnel and subcontractors promote safety and prompt recovery from natural disasters.

2.0 Purpose and Scope

This Bourne/MMR Health and Safety Procedure provides information for each department, group or site to prepare for natural disasters which could endanger personnel or property. This procedure applies to the following natural disasters: hurricanes, tropical storms, and tornadoes. Less severe storms such as thunderstorms and winter storms will be monitored and evaluated on a case-by-case basis, consistent with the MMR Health and Safety Plan. The appropriate preparedness actions will be then implemented.

The checklists developed for this plan are to be used as a guide by the group leads, some items on the checklist will not apply for all scenarios. General procedures related to contingency preparations, communication and key personnel are established in this plan and should be coordinated with the operating departments.

This applies to all employees and on-site contractors and subcontractors working at Jacobs Bourne and MMR offices; administrative, construction, maintenance, or otherwise. It is essential that all site personnel understand the procedures that are specific to their work environment.

3.0 Definitions

Emergency Action Plan: A plan for workplace, or parts thereof, describing what procedures the company and employees must take to ensure employee safety from emergencies.

Hurricane: A violent storm with sustained winds of 74 mph or greater. The size may range from 50 to 1000 miles in diameter.

Forecast Advisory: Advisory messages are issued by the National Weather Service for all tropical depressions, tropical storms, and hurricanes at six-hour intervals. These advisories are increased to three-hour intervals when landfall is expected within 24 hours. Precautionary measures are given for ships and coastal residents near the storm center.

Tropical Storm Watch: An announcement made for specific coastal areas when tropical storm conditions may pose a threat within 36 hours.

Tropical Storm Warning: An announcement warning of tropical storm conditions, including sustained winds of 55-73 mph that are expected in coastal areas within 24 hours.



Hurricane Watch: Indicates that a hurricane is near enough that everyone in the watch area should listen for subsequent advisories and be ready to take precautionary action in case hurricane warnings are issued.

Hurricane Warning: Issued when a hurricane is expected in a specified coastal area within 24 hours or less. When a warning is issued, all precautions should be taken immediately. If the hurricane's path is unusual or erratic, the warnings may be issued only a few hours before the beginning of hurricane conditions.

Stage One: Action level that consists of day-to-day activities or general preparedness intended to minimize the effort and resources required to prepare for subsequent stages of this plan.

Stage Two: Action level that will be instituted when the National Weather Service (NWS) identifies this area is under a hurricane, tropical storm, or tornado watch. Actions will consist of initial preparations appropriate for the type and severity of storm expected.

Stage Three: Action level that will be instituted when the National Weather Service identifies this area is under a hurricane, tropical storm, or tornado warning. Actions will consist of final preparations appropriate for the type and severity of storm expected. At this stage systematic or emergency evacuation of the site will begin. Radar and NWS bulletins will be monitored for potential to affect Bourne office and MMR trailers.

Stage Four: Consists of site recovery activities. This stage is broken into three sections.

Initial Recovery: Small designated group of employees returns to site to verify general safety of site and site structures. Initial cleanup completed to the extent of facilitating access to the site by secondary and general recovery groups. This group of employees may include the Emergency Management Coordinator, HSE Manager, Site Management and Program Manager.

Secondary Recovery: Recovery stage necessary only in the event of severe facility or site damage. Secondary recovery groups will secure damaged trailers and equipment, conduct general site cleanup and provide manpower assistance to the initial recovery team.

Final Recovery: All employees return to site and conduct general clean up and recovery of their own work areas.

4.0 References

- 4.1 OSHA 29 CFR 1910.38: Employee Emergency Plans and Fire Prevention Plans (Subpart E)
- 4.2 OSHA 29 CFR 1926.35: Employee Emergency Action Plans
- 4.3 JE CHSP 1.5: Health and Safety Program Implementation Responsibilities
- 4.4 JE CHSP 14.1: Emergency Evacuation Procedures
- 4.5 JE CHSP 14.3: Hurricanes and Typhoons



4.6 JE CHSP 14.4: Remote Site Emergency Preparedness

5.0 Attachments

Attachment 1: Stage One Checklist

Attachment 2: Stage Two Checklist

Attachment 3: Stage Three Checklist

Attachment 4: Memorandum on Early Release, Delayed Start, Base Closure Guidance

Attachment 5: Phone Tree for Employee Notification

Attachment 6: JE Building List

6.0 Responsibilities

A comprehensive overview of position responsibilities can be found in CHSP 1.5.

6.1 Site Management

6.1.1 Site management must assume ownership and responsibility for implementation of the policy and procedures found in these procedures.

6.1.2 Site management shall be familiar with this procedure and ensure site implementation of the stated requirements.

6.2 Supervision

6.2.1 Supervisors must receive training on this procedure and execute their assigned emergency response duties according to site procedure requirements.

6.2.2 Ensure employees are trained and understand the proper response actions to take in the event of a natural disaster in their workplace.

6.3 Employees

6.3.1 Employees must receive training on the site emergency evacuation procedure and execute their assigned emergency response duties accordingly.

6.3.2 Employees must participate and respond appropriately in any emergency drills affecting their worksite.

6.4 Bourne Health and Safety Department

6.4.1 The Bourne Health and Safety Department (BHSD) will monitor and assist site management in compliance with this procedure.



6.4.2 The BHSD will provide the expertise necessary to ensure the effectiveness of the overall safety and health program.

7.0 Training

All personnel will be briefed on this procedure during orientation. Documented training on this procedure must be given to all personnel on-site. Documentation can be in the form of a tailgate meeting.

7.1 Training will be given upon initial assignment of employees, when the plan is changed or when employees receive new emergency response duties.

7.2 Training shall be repeated periodically, or as deemed appropriate by site management to ensure proper employee actions in an emergency.

8.0 Procedure

8.1 Stage One (normal operations):

8.1.1 Checklist can be found in Attachment 1.

8.1.2 The following areas should be maintained to minimize subsequent preparations:

- Field Locations
- Offices

8.2 Stage Two (NWS Watch Category): Checklist can be found in Attachment 2.

8.2.1 The following areas should undergo initial storm preparations:

- Field Locations
- Offices

8.3 Stage Three (NWS Warning Category):

8.3.1 Checklist can be found in Attachment 3. The initial and secondary recovery teams must verify a secondary means of communication and establish a meeting point for recovery activities.

8.3.2 Information on early releases, delayed start, and office closure is contained in Attachment 4.

8.3.3 The following areas should undergo final storm preparations and initial site evacuation should begin:

- Field Locations
- Offices



8.4 Stage Four:

8.4.1 Initial Recovery: Team should check each building (refer to Attachment 6) and work site for:

- Electrical line damage
- Structural damage to trailers, docks and stairs
- Gas leaks, chemical or fuel spills
- Adequate access to buildings, parking lots and work areas

In the event of significant building or equipment damage, the secondary recovery team should be activated. Upon completion of activities notify senior management of site status. This team may be comprised of the same team members as the initial recovery team.

8.4.2 Secondary Recovery:

- Initiate obtaining repairs on buildings and equipment
- Obtain security personnel if necessary
- Assist initial recovery team where needed
- Survey damage to computer and telephone equipment

8.4.3 Final Recovery: General work force returns to site in accordance with JE Otis/MMR inclement weather policy. Restore all areas to Stage 1 conditions.



Attachment 1

Stage One Checklist (Normal Operations)

Field Locations

- Pick up all loose trash and consolidate unused material in all areas
Secure vehicles and storage containers when not in use
- Secure all flammable and hazardous materials when not in use
- Secure and cap all compressed gas cylinders when not in use
- Secure all items that could become projectiles
- Remove all dead trees or branches overhanging equipment
- Lock all tool boxes when not in use
- Store all equipment when not in use
- Secure sites at night and on weekends

Offices

- Keep electrical and computer cables out of walkways
- Avoid placing food and liquid near computer keyboards and related peripherals
- Logoff and power down computers and peripherals at end of business day
- Store critical documents to ensure they get backed up each evening
- Report any structural damage or excessive wear on trailers to building maintenance
- Maintain supply of ice melt
- Keep walkways and emergency exits clear of debris and clutter



Attachment 2

Stage Two Checklist (NWS Watch Category)

Field Locations

- Fill generators and gas cans with gasoline
- Protect electrical from water infiltration

Offices

- Log off and power down computers at the end of the day
- Unplug power cables from either power strip, or unplug power strip from wall plate
- Unplug network cable
- Unplug telephone wire from beneath the base unit
- Place plastic covering over telephones, computer, monitor, keyboard, mouse and printer (if applicable)



Attachment 3

Stage Three Checklist (NWS Warning Category)

Field Locations

- Put away and secure all tools
- Secure and lower all masts
- Secure all flammables and hazardous materials
- Remove all unnecessary vehicles from site and return to CSA
- Fill all vehicles with gasoline and secure to minimize wind damage, empty truck beds
- Minimize caution tape and secure all snow fence
- Remove tents, tables and chairs from site
- Return all equipment to equipment room
- Reinforce cribbing for outriggers
- Verify all personnel have left the site
- Notify Emergency Management Coordinator when final stages are complete

Offices

- Protect areas near windows; move computer systems away from windows
- Power down all computers and peripherals
- Unplug power cables from either power strip, or unplug power strip from wall plate
- Unplug network cable
- Unplug telephone wire from beneath the base unit
- Place plastic covering over telephones, computer, monitor, keyboard, mouse and printer (if applicable)
- Close all doors, unplug appliances
- Verify all personnel have left the site
- Notify Emergency Coordinator when final stages are complete. The Emergency Coordinator for the Bourne office is Erik Liljegren; for the MMR trailers is Jackie Connor.

Recovery Team

- Obtain 4x4 if needed
- Obtain pager (team members)
- Obtain cell phone (team leader)
- Obtain pager numbers (team leader)
- Verify meeting places for initial recovery
- Obtain radio and charger
- Evacuate site



Attachment 4

MEMORANDUM

Date: January 26, 2004
To: Everyone – Bourne / MMR offices
From: Mike Goydas
c: Pete Dayton, JoEllen Meredith, Debra Hickman, Fred Stuart
Subject: **Early Release, Delayed Start, and/or Base Closure Guidance**

When an Early Release, Delayed Start, and/or Base Closure is announced by the 102nd Fighter Wing or Camp Edwards, the Program Manager or his representative will inform all Jacobs Bourne/MMR personnel regarding the status of the base. A recording with this information will be placed on extension 411 at Bourne and 318. Program management will allow staff to leave the site, delay their start, or not report to work for personal safety; however, alternative work schedules, work from home, vacation time or sick leave will be used to recover hours missed due to an Early Release, Delayed Start, and/or Base Closure. It is noted, the term “non-essential personnel” applies to base staff which comprises military, state and federal employees, not to contractors working on the base.

The message on 411 will be updated if Program management determines conditions have changed. Therefore it is the responsibility of the employee to check the message on 411 for updated information throughout the day.

Early Release, Delayed Start, and/or Base Closure announcements are made during local Boston and Providence newscasts as well as on the following radio stations:

Cape Stations:	WQRC	99.9 FM
	WCIB	101.9 FM
	WPXE	102.9 FM
	WRZE	93.6 FM
New Bedford, MA	WNBH	1340.0 AM
Marshfield, MA	WATB	95.9 FM
Plymouth, MA	WPLM	99.1 FM
Providence, RI	WCTK	98.1 FM

The 102nd Fighter Wing announcement also can be heard by dialing 508-968-4433. This is an automated recording updated throughout the day beginning between 5:30 a.m. and 5:45 a.m.

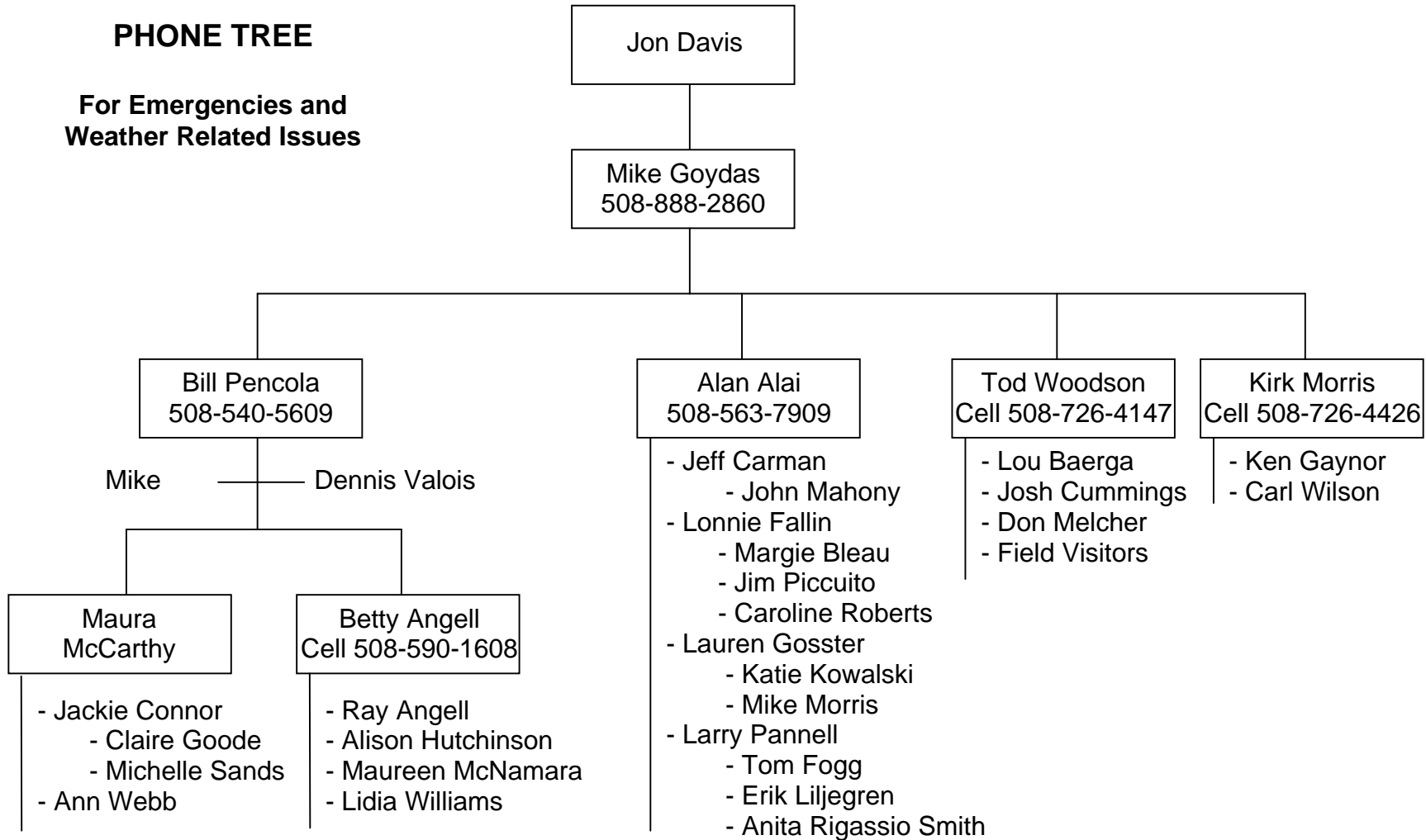
Should the base be “closed” as defined by MMR security prohibiting entrance, further guidance will be given to Jacobs MMR personnel at that time. If you have questions regarding this guidance, please do not hesitate to ask your supervisor or myself.



Attachment 5

PHONE TREE

For Emergencies and
Weather Related Issues





Attachment 6

JE Building List

<u>Facility Number</u>	<u>Description</u>
318A East Inner Road	MMR Site Offices
318E East Inner Road	MMR Document Control Offices
6 Otis Park Drive	Bourne Project Offices