



Dupuy Storage & Forwarding, L.L.C.
Hurricane Operating Manual

Guidelines	2
Hurricane Facts	2
Responsibility	2
Hurricane Management Team Contact Info	3
Pre Hurricane Long-term action	4
Pre Hurricane Short-term action	5
Evacuation	5
Hurricane	6
Post Hurricane Short-term action	6
Post Hurricane Long-term action	6
Appendix A	7
Appendix B	7

Guidelines

1. Dupuy Storage & Forwarding, L.L.C. recognizes that the number one priority in case of an emergency is the safety and well being of the employees and their families.
2. Dupuy furthermore will do their utmost to protect the facilities owned and operated by them and to secure and protect the commodities stored in these facilities.
3. Dupuy will thoroughly prepare for the event of an emergency and thereby cooperate with federal and local authorities and other stakeholders.
4. Adequate planning, leadership, and effective communication are critical to minimizing the impact of a hurricane on the company's operations.

Hurricane Facts

A hurricane is a storm with rotary circulation that originates in a tropical depression over the sea and whose winds exceed 74 miles per hour. Hurricanes are usually accompanied by torrential rains and flooding along coastal areas. These severe storms occur from mid-June to mid-November.

The National Weather Service is responsible for issuing warnings of hurricanes and tropical storms, which approach the U.S. mainland. The National Weather Service will categorize their information into certain groups such as:

- Advisories
- Hurricane Watch
- Hurricane Warning
- Evacuation
- Hurricane
- After Hurricane

If a Hurricane is approaching, the advisories and warnings should be monitored closely. Information about the hurricane and its development can be accessed by local radio, TV, or the Internet at: <http://www.nhc.noaa.gov> or <http://www.weather.com> and <http://www.wvl.tv.com/weather>.

Responsibility

The Dupuy Management Team consisted of Allan Colley, President, Kevin Colley, Vice President, Jan Smith, Financial Manager, Karen Cameron, Assistant Financial Manager, Donna Loescher, Customer Service Manager, Chris Colley, Drayage Manager, Garry Luter, Warehouse Manager, Lenny Morse, Assistant Warehouse Manager, Janet Colley Morse, Customer Service Representative, Dwayne Leon, Bulk Facility Supervisor, and Clint Weber, IT Manager, are assigned the positions of the Hurricane Coordinators for Dupuy Storage & Forwarding LLC. Their responsibilities include planning and implementing the company's hurricane response plan as well as coordinating all activities related to the employees, facilities, and commodities handled by Dupuy.

Dupuy Management Team Contact Information

President / Owner – Allan Colley
39 Mistletoe Dr.
Covington, La. 70433
Home: 985-893-4524
Cell: 504- 669-4511

Vice President / Owner - Kevin Colley
352 South Diamond St.
New Orleans, La. 70130
Home: 504-528-9134
Cell: 504-232-6125

Financial Manager – Jan Smith
93 Walnut Pl.
Covington, La. 70433
Home: 985-892-9213
Cell: 504-415-2564

Assistant Financial Manager – Karen Cameron
913 Carnation Ave.
Metairie, La 70001
Home: 504-454-6563
Cell: 504-329-6773

Customer Service Manager – Donna Loescher
2918 Desert Ct.
Mandeville, La 70448
Home: 985-674-2164
Cell: 504-915-0114

Drayage Manager/ Owner – Christopher Colley
1131 Bay ridge Dr.
Slidell, La. 70460
Home: 985-661-8019
Cell: 504-915-3106

Warehouse Manager -Garry Luter
6981 Ridgefield Dr.
New Orleans, La. 70128
Cell: 504-382-7117
Home: 504-241-5323

Assistant Warehouse Manager – Lenny Morse
607 Bentwood Dr.
Covinton, La 70433
Home/Cell: 504-234-1741

Customer Service Representative – Janet Colley Morse
 607 Bentwood Dr.
 Covington, La 70433
 Home/Cell: 504-234-6836

Bulk Facility Supervisor - Dwayne Leon
 2033 Dylan Dr.
 Slidell, La. 70461
 Cell: 504- 915-0119

IT Manager – Clint Weber
 113 Timbers Dr.
 Slidell, La. 70458
 Cell: 504-818-3776

Hurricane Preparation Timeline

Hurricane Season	Hurricane Watch	Hurricane Warning	Evacuation	Post-Hurricane
Annually: June 1	48-72 Hours	24-48 Hours	12 Hours	24 Hours After
	Time frame will be subject to change determined by management due to locations current status.	Time frame will be subject to change determined by management due to locations current status.	Time frame will be subject to change determined by management due to locations current status	Time frame will be subject to change determined by management due to locations current status
1. Insure all buildings are up to date on regular maintenance, 2. Complete emergency materials and equipment check list	1. Management meeting to evaluate severity and determine appropriate courses of action.	1. Complete unloading of all containers and initiate securing equipment and buildings.	1. Complete securing of all locations and shut down office.	1. Determine staffing availability 2. Initiate start-up plan.

Pre-Hurricane Long-term action

- a. Regular and specific preventive maintenance practices on buildings, grounds, and equipment including appropriate scheduling of maintenance inspections and the recording of such maintenance activity information. See Appendix A for checklist.
- b. Maintenance of adequate supplies of emergency materials and equipment should be performed annually. See Appendix B for checklist.
- c. An Emergency plan has to be ready and distributed to all stakeholders such as employees, management, insurance, fire department, and customers.
- d. A hurricane response team has to be assembled and tasks have to be clearly communicated to the team members.

Pre-Hurricane Short-term action

- a. In the event the National Weather Service has issued a Hurricane Watch, the management of the company shall convene to discuss the appropriate courses of action and implement the hurricane response plan.
- b. At the point a Hurricane Watch is upgraded to a Hurricane Warning in the New Orleans Metropolitan area, the Hurricane Coordinator should coordinate all or part of the following tasks. The completion of parts or all of the tasks depend on the severity of the hurricane and the assessment of the Hurricane Coordinator.
 - Move all cargo into secure locations.
 - Unload all containers and trailers.
 - Return containers and trailers to their respective owners.
 - Shutter or board up windows.
 - Clean out floor drains and catch basins.
 - Anchor structures, trailers, and yard storage. Move yard storage or trailers inside where practical.
 - Anchor and fill above ground tanks to capacity with product or water.
 - Move drums and portable containers of flammables to a secure area.
 - Fill emergency generator and fire pump fuel tanks.
 - Inspect all fire protection equipment.
 - Move all computers and other water sensitive equipment away from windows and doors.
 - Duplicate and move important records such as computer backup files and accounting information to a secure location.
 - Shut down production processes safely.
 - If the utility company instructs it shut off electricity, all flammable and combustible liquid and gas lines.
 - Place sandbags at doorsills.
 - Send employees home.
- c. The company should communicate with vendors, suppliers, and customers of changes or shutdown in production.

Evacuation

- a. In the event the hurricane is projected to hit New Orleans and the National Weather Service or any other appropriate authority has issued an Evacuation Order the Hurricane Coordinator should perform the following tasks:
 - Complete all tasks not finished from the above-mentioned list.
 - Shut down office completely.
 - Send hurricane response team home.

Hurricane

- a. In the event the hurricane hits New Orleans maintain communication if possible. Log on to www.dupuystorage.com for employee and customer information.

Post-Hurricane Short-term action

- a. After the hurricane no longer poses an immediate threat and the local authorities have canceled the Evacuation Order or Hurricane Warning, the Hurricane Coordinator together with the Hurricane Response team should assess the immediate damage and perform the following tasks:
 - Look for downed power lines, exposed electrical wires, and leaking gas.
 - Appraise buildings for structural or foundation damage.
 - Evaluate fire protection and alarm systems. Repair as needed.
 - Evaluate production equipment. Repair as needed.
 - Evaluate coffee and other commodities inventory for water or other damages.
 - Record and photograph damage.
 - Inform insurance agent of damage and follow their instructions.
 - Perform necessary repairs to resume production.
 - Remove debris from the yard and clean buildings.
- b. The company should attempt to initiate operations as quickly as possible.
- c. All employees should contact the office to determine availability and work schedules.

Post-Hurricane Long-term action

- a. The Hurricane Coordinator together with the Hurricane Response Team should review the damage done by the hurricane and adjust the hurricane operating guidelines in order to minimize the inevitable damage done by the next hurricane.
- b. Contact information and site information should be updated yearly or as changes are made throughout the year.

Appendix A

Long-Term Maintenance Checklist

Completed: Date:

- _____ Roof Coverings
- _____ Flashing
- _____ Gutters
- _____ Downspouts & Drains
- _____ Roof mounted signs and equipment
- _____ Doors, hinges, and latches
- _____ Lighting

Appendix B

Emergency Materials and Equipment Checklist

- ___ Medical/First Aid Supplies
- ___ Portable pumps and hose
- ___ Emergency lighting
- ___ Lumber and nails
- ___ Sandbags
- ___ Sand
- ___ Mops and squeegees
- ___ Tarpaulins/plastic sheeting
- ___ Shovels and axes
- ___ Ropes/fasteners
- ___ Batteries
- ___ Diesel fuel
- ___ Flashlights
- ___ Portable radios
- ___ Electric Generator
- ___ Chain Saw
- ___ Potable water
- ___ Gloves
- ___ Boots
- ___ Wipes
- ___ Satellite Phones w/ backup batteries