

**PORT FREEPORT  
PRACTICES AND PROCEDURES**

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**SUBJECT: HURRICANE PROCEDURES**

**SECTION: 8.3**

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**PURPOSE**

Hurricane season begins each year June 1<sup>st</sup> and ends November 30<sup>th</sup>. These procedures are intended to help provide safety and security to Port Freeport personnel, assets and cargo in its possession during a hurricane. They also restore Port Freeport to normal operating status as soon as possible after hurricane passage. As much pre-storm preparation shall take place at the beginning of the hurricane season to minimize last minute preparation.

**DEFINITION OF CONDITIONS**

The following hurricane conditions are established by the U.S. Coast Guard:

<b>Conditions</b>	<b>Description</b>
Hurricane Season (Condition V)	The condition given stating that hurricane season is in effect.
Alert Phase (Condition IV - Whiskey)	The alert condition during which sustained gale force winds are possible within 72 hours.
Preparation Phase (Condition III - X-Ray)	The readiness condition during which sustained gale force winds are possible within 48 hours.
Final Preparation Phase (Condition II - Yankee)	The warning condition during which sustained gale force winds are possible within 24 hours.
Secure Phase (Condition I - Zulu)	The danger condition during which sustained gale force winds are possible within 12 hours.

**HURRICANE TERMINOLOGY**

***Gale Force Winds*** – Sustained wind speeds above 35 knots (39 mph).

***Tropical Disturbance*** – An organized thunderstorm activity in the tropics or subtropics not associated with a front maintaining its identity for 24 hours or more.

***Tropical Depression*** – A tropical, low-pressure system in which the maximum sustained wind is 33 knots (38 mph) or less.

***Tropical Storm*** – A tropical low-pressure system in which the maximum surface wind ranges from 34 to 63 knots (39 through 73 mph).

***Tropical Storm Watch*** – Issued when a tropical storm or forecast of tropical storm conditions pose a threat to coastal areas within 36 hours. A tropical storm watch shall be issued if the system is forecast to attain hurricane strength.

***Tropical Storm Warning*** – Issued when tropical storm conditions with sustained wind speeds of 39 to 73 mph are expected in coastal areas within 24 hours.

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***Hurricane*** – A tropical low-pressure system in which the maximum surface wind is above 63 knots (74 mph and above).

***Hurricane Intensity*** – In relation to the Saffir-Simpson Hurricane Scale, the intensity of a hurricane is defined as follows.

<b>CATEGORY</b>	<b>WIND SPEED</b>	<b>STORM SURGE</b>	<b>FUJITA (F) SCALE</b>	<b>CENTRAL PRESSURE</b>
1	74 to 95 mph	4 to 5 feet	F1.0 to F1.4	> 980 mb
2	96 to 110 mph	6 to 8 feet	F1.5 - F1.9	965-979 mb
3	111 to 129 mph	9-12 ft	F2.0 - F2.4	945-964mb
4	130 to 156 mph	13-18 ft	F2.5 - F2.9	920-944mb
5	> 157 mph	> 18 ft	> F3.0	< 920mb

***Hurricane Watch*** – Issued for a coastal area when there is a threat of hurricane conditions within 36 hours.

***Hurricane Warning*** – Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 mph or higher, and/or dangerously high tides and waves. Action for protection of life and property should begin immediately when warning is issued.

***Hurricane Categories*** – Hurricanes are categorized 1 to 5 based on the Saffir-Simpson Hurricane Scale. The Intensity Categories are as follows:

- Category 1 - Minimal Damage with winds from 74 to 95 mph;
  - Damage primarily to shrubbery, trees, foliage, and unanchored homes. No real damage to other structures.
  - Some damage to poorly constructed signs.
  - Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.
- Category 2 - Moderate Damage with winds from 96 to 110 mph
  - Considerable damage to shrubbery and tree foliage; some trees blown down.
  - Extensive damage to poorly constructed signs.
  - Major damage to exposed mobile homes. Some damage to roofing materials of buildings; some window and door damage. No major damage to buildings.
  - Coast roads and low-lying escape routes inland cut by rising water 2 to 4 hours before arrival of hurricane center.
  - Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorages torn from moorings.
  - Evacuation of some shoreline residences and low-lying areas required.

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- Category 3 - Extensive damage with winds from 111 to 129 mph
  - Foliage torn from trees; large trees blown down.
  - Practically all poorly constructed signs blown down.
  - Some damage to roofing materials of buildings; some wind and door damage. Some structural damage to small buildings. Mobile homes destroyed.
  - Serious flooding at coast and many smaller structures near coast destroyed; larger structures near coast damaged by battering waves and floating debris.
  - Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives.
  - Flat terrain 5 feet or less above sea level flooded inland 8 miles or more.
  - Evacuation of low- lying residences within several blocks of shoreline possibly required.
- Category 4 - Extreme damage with winds from 130 to 156 mph
  - Shrubs and trees blown down; all signs down.
  - Extensive damage to roofing materials, windows and doors. Complete failures of roofs on many small residences. Complete destruction of mobile homes.
  - Flat terrain 10 feet or less above sea level flooded inland as far as 6 miles. Major damage to lower floors of structures near shore due to flooding and battering by waves and floating debris. Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives.
  - Major erosion of beaches.
  - Massive evacuation of all residences within 500 yards of shore possibly required, and of single- story residences within 2 miles of shore.
- Category 5 - Catastrophic damage with winds greater than 157 mph
  - Shrubs and trees blown down.
  - All signs down.
  - Considerable damage to roofs of buildings is very severe and extensive damage to windows and doors. Complete failure of roofs on many residences and industrial buildings. Extensive shattering of glass in windows and doors. Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore.
  - Low-lying escape routes inland are cut-off by rising water 3 to 5 hours before hurricane center arrives.
  - Massive evacuation of residential areas on low ground within 5 to 10 miles of shore possibly required.

## **OVERVIEW**

Port Freeport's proximity to the Gulf of Mexico subjects the Port to hurricanes, flooding and tornadoes. Additionally, severe weather occurs throughout the year in the area. Since a hurricane can severely damage Port facilities, the Port must plan to care for itself both before and after such a natural disaster. The intent of this Hurricane Plan is to establish basic procedures and assign

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responsibilities for securing Port facilities prior to an emergency and for the assessment of damage and restoration of normal operations after the emergency period has passed.

The predicted strength category of storms may require an accelerated implementation of procedures. The Executive Director/Chief Executive Officer shall make such determinations and advise department directors accordingly.

### **AREA EVACUATIONS**

**VOLUNTARY EVACUATIONS:** Should the County Judge call for a voluntary evacuation of the Brazoria County coastal areas, the Port shall remain open for business unless determined to be unsafe by the Executive Director/CEO. A liberal leave policy shall be in effect for Port non-essential personnel affected by the voluntary evacuation recommendation. Port employees wanting to voluntarily evacuate are expected to contact their department director prior to evacuating to request excused leave and provide a location and phone number to where they may be contacted.

Hotel rooms shall be reserved for the Coordination and Assessment Team and Key Personnel in the Houston area. If available, the selected hotel should have a back-up generator and Wi-Fi services.

**MANDATORY EVACUATIONS:** In the event the County Judge orders a mandatory evacuation; Port administrative offices and facilities shall close as soon as all preparations are in order. Employees are also expected to provide a location and phone number to where they may be contacted upon evacuation.

Hotel rooms shall be reserved for the Coordination and Assessment Team and Key Personnel in the Houston area. If available, the selected hotel should have a back-up generator and Wi-Fi services.

**RETURN TO WORK:** Employees are responsible for checking their checking the Port website [www.portfreeport.com](http://www.portfreeport.com) and/or contacting their supervisor to determine when they are to return to work.

### **COORDINATION AND ASSESSMENT TEAM**

**Coordination and Assessment Team** - The following personnel shall be part of the Coordination and Assessment Team (CAT):

- Executive Director/Chief Executive Officer,
- Chief Financial Officer
- Director of Operations
- Director of Engineering
- Director of External/Government Affairs

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- Director of Protective Services
- Director of Business & Economic Development

Members of the CAT may assign additional Key Personnel for support as necessary. The CAT shall be housed at a safe location and available to immediately conduct post-storm Port assessments.

The following Key Personnel shall support the CAT and be housed at a safe location and available to immediately conduct post-storm Port assessments:

- Controller
- Operations Manager
- Project Engineer
- Crane Maintenance Manager
- Mechanic
- Electrician
- Maintenance Foreman
- Safety Supervisor
- Contract Security Manager (Captain)
- Network Systems Manager

Security Personnel shall be assigned as necessary by the Director of Protective Services.

### **EMERGENCY OPERATION CENTER**

The Emergency Operation Center shall be manned with an Initial Response Team (IRT) through a Category III storm with the following personnel:

- Director of Protective Services
- Security Technician
- Security Lieutenant
- Communications Officer

If the storm is projected to be above a Category III, the IRT shall relocate to the Brazoria County Courthouse.

Members of the IRT shall keep members of the CAT and port employees updated with the AtHoc Crisis Communications System and email on an as needed basis.

The following personnel shall be set up with Motorola WAVE Communicator application for back-up method of communications with Protective Services while in the Houston hotel:

- Chief Executive Officer
- Chief Financial Officer
- Director of Engineering
- Director of Operations

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- Security Captain

**PROCEDURES**

**PRIOR TO HURRICANE SEASON**

The Executive Director/Chief Executive Officer (CEO) shall complete the following items prior to the start of hurricane season:

- Establish alternate sites for use as a temporary place of business in case of destruction of Port facilities.

The Chief Financial Officer (CFO) shall complete the following items prior to the start of hurricane season:

- Revise if needed and present the Purchasing and Contract Authority Resolution to the Board of Commissions for approval.

Department Directors and Chief Executive Officers shall complete the following items prior to May 1<sup>st</sup>:

- Review the Employee/Contractor Personnel Directory (Exhibit 1) for your staff and forward any modifications to the Safety Supervisor.
- Review the Contractor/Vendor Directory (Exhibit 2) and forward any modifications to the Safety Supervisor.

The Director of Protective Services shall complete the following items prior to the start of hurricane season:

- Review the Hurricane Procedure and modify as needed.
- Coordinate a Hurricane Prep meeting with the CAT and Key Personnel to refresh everyone on duties and responsibilities defined within this document. This meeting shall also include FEMA and other governmental documentation required during an incident.
- Verify the level of non-perishable meals (i.e. meals ready to eat; MREs) at the EOC for the IRT and purchase more as necessary. At minimum, there should be enough food for three (3) days for IRT operations.
- Confirm that the County and State have contact information for appropriate Port personnel for notification of activation of emergency operations.
- Monitor the USCG Marine Safety Information Bulletins and share with essential team, tenants and others as deemed necessary.
- Purchase non-perishable food (to provide for employees upon returning to work). Ensure the food is properly stored at the EOC or an offsite climate controlled storage building.

The Network Systems Manager shall complete the following items prior to the start of hurricane season:

- Inspect all network cabling located in the network server rooms located that the Emergency Operation Center (EOC) and the Administrative Building.
- Inspect all uninterruptible power supplies (UPS) to assure proper battery condition and functionality.

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- Verify that system back-ups are properly configured and properly functioning.

The Safety Supervisor shall complete the following items prior to the start of hurricane season:

- Confirm that all contact information for Port Employees is up to date in the AtHoc Crisis Communications System.
- Confirm that all contact information for Port Users is up to date in the AtHoc Crisis Communications System.
- Update the Personnel Directory prior to May 5<sup>th</sup> (Exhibit 1).
- Update the Contractor/Vendor Directory prior to May 5<sup>th</sup> (Exhibit 2).
- Update the Port Tenants Directory prior to May 5<sup>th</sup> (Exhibit 3).
- Update the Emergency Numbers Directory prior to May 5<sup>th</sup> (Exhibit 4).
- Check first aid kit supplies and purchase necessary replacement items.
- Check shelter in place kits and purchase necessary replacement items.
- Coordinate tenant meeting to review plans for the hurricane season. Review individual tenant's hurricane plans as deemed necessary.
- Test the Government Emergency Telecommunications Service.

The Controller shall complete the following items prior to the start of hurricane season:

- During the Hurricane Prep meeting, assist the Director of Protective Service with the presentation of FEMA and other governmental documentation related to expenditures, financial recovery and reimbursement.
- Review status of emergency funds.
- Review Insurance Information and Bank Information and update Practices and Procedures Manual as necessary.
- Review procedures for recording storm preparation and recovery costs with individual departments, stressing FEMA documentation requirements for overtime and work performed.
- Assure members of the CAT a GETS (Government Emergency Telecommunications Service) and WPS (Wireless Priority Service) access.

The Accounts Receivable (purchasing clerk) shall complete the following items prior to the start of hurricane season:

- Purchase childcare items (colors, coloring books) and store with hurricane supplies in evacuation trailer.

The Executive Assistant shall complete the following items prior to the start of hurricane season:

- Arrange hotel accommodations for CAT and Key Personnel.

The Director of Operations shall complete the following items prior to the start of hurricane season:

- Coordinate with CAT members regarding equipment which needs to be put on retainer to ensure post event availability.
- Review storm fiberglass panel procedures with Velasco Drainage District.

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The Operations Manager shall complete the following items prior to the start of hurricane season:

- Ensure Gottwald crane is connected to electrical ground.
- Make sure rental generators are on standby and inspect connection points.
- Check supplies of materials/equipment necessary to prepare for hurricane.
- Minimize outside storage of storm vulnerable materials.
- Check supply of plastic sheeting and distribute as necessary.
- Window panels and other protection devices should be inventoried and made ready.
- Establish accounts with vendors/subcontractors for emergency supplies and repairs.
- Prepare emergency trailers for use.
- Verify all transit shed and warehouse doors can be closed and secured.

The Director of Engineering shall complete the following items prior to the start of hurricane season:

- Video record all Port Freeport facilities/infrastructures. Copy video to the Engineering drive and a second copy to physically be maintained by the Director of Engineering. The videos shall be stored under a directory called "Hurricane" and the subdirectory called "(Storm's Name)".
- Establish accounts with vendors/subcontractors for emergency supplies and repairs.
- Ensures pre-storm hydrographic/land and other applicable surveys are conducted.

The Director of Business and Economic Development shall complete the following items prior to the start of hurricane season:

- Review the Port Tenant Directory (Exhibit 3) prior to May 1<sup>st</sup> and forward any modifications to the Safety Supervisor.
- Send a written communication to tenants regarding hurricane season and request they review their hurricane plan and submit a copy to the Port's Safety Supervisor.

The Director of External/Government Affairs shall complete the following items prior to the start of hurricane season:

- Review public information/media communication plans with Executive Director/Chief Executive Officer and department staff.
- Update list of media contacts.
- Test posting of information on website.
- Coordinate with AAPA for posting emergency information on the AAPA website.

All Personnel shall complete the following items prior to May 1:

- If you had any changes to your contact information, send the new contact information to the Safety Supervisor. Contact information shall include the following when applicable full name, home number, cell number, personally email, work email, emergency contact name, emergency contact phone number.



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**GENERAL REQUIREMENTS DURING HURRICANE SEASON**

If you have hurricane duties, you shall appoint a designee in case you are out of town or otherwise unavailable during a hurricane. Ensure your designee understands and can perform the required duties.

The berthing of vessels unable to move without tug assistance (i.e. repairs or extended lay berth) shall be determined by the Director of Operations.

**ALERT PHASE**

The Alert Phase starts when sustained gale force winds (>39-MPH) are possible within 72 hours.

The Executive Director/Chief Executive Officer (CEO) shall be responsible for the following actions during the Alert Phase:

- Update Port Commissioners on preparations at the Port.
- Obtain information from Commissioners on their evacuation plans and alternate contact information.

The Chief Financial Officer (CFO) shall be responsible for the following actions during the Alert Phase:

- Evaluate whether the evacuation of hardcopy files is necessary and coordinate administrative personnel to move files as needed.
- Authorize contractors to assist Port maintenance with storm related duties.

Department Directors and Chief Executive Officers shall be responsible for the following actions during the Alert Phase:

- Obtain employee evacuation plans with alternate contact information from their personnel and communicate such information to the Safety Supervisor.

The Director of Protective Services shall be responsible for the following actions during the Alert Phase:

- Conduct meetings as necessary to review updates and conditions. Determine a consensus on tentative timetable for closing Port terminal for business and releasing non-essential employees.
- Continue to monitor and plot storm's position and monitor NOAA (National Oceanic & Atmospheric Administration) weather channel, website and television forecast.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT, IRT, Key Personnel, and tenants as needed.

The Network Systems Manager shall be responsible for the following actions during the Alert Phase:

- Backup network computer.

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The Safety Supervisor shall be responsible for the following actions during the Alert Phase:

- Ensure satellite phone are activated and batteries are charged.
- Collect and organize employee evacuation plans with alternate contact information from Department Directors and Chief Executive Officers and give that information to the staff in the Communication Center.

The Director of Operations shall be responsible for the following actions during the Alert Phase:

- Monitor status of incomplete operational projects.
- Establish lockdown and security of Gottwald crane.
- Ensure ZPMC cranes are properly secured per manufacturers recommendations.
- Actively track vessel activities, work schedule and sailing times and dates with agents and stevedores.
- Review procedures with Director of Protective Services, Security Captain, and Security Lieutenant.
- Provide the Captain of the Port with List of vessels and rigs over 500 GT.
- Participate in advance notice meeting with USCG, vessel agents and tenants, and update Executive Director/Chief Executive Officer as needed.
- Participate in Port Coordination Team calls with USCG and update Executive Director/Chief Executive Officer as needed.
- Assure all transfer operations cease upon the arrival of sustained 40MPH winds.

The Operations Manager shall be responsible for the following actions during the Alert Phase:

- Remove loose objects/debris that could become projectiles or cause damage during high winds.
- Fuel all vehicles and terminal storage tanks.
- Begin moving non-essential equipment and supplies to off-site storage.

The Director of Engineering shall be responsible for the following actions during the Alert Phase:

- Assess the status of existing projects.
- Monitor status of incomplete projects.
- Establish accounts with subcontractors for emergency supplies and repairs.
- Set plans for emergency backup power distribution for Port usage.
- Establish contact with CenterPoint and AT&T regarding post storm utility repairs.
- Contacts hydrographic/land survey companies and puts them on stand-by for post storm surveys.

The Director of Business and Economic Development shall be responsible for the following actions during the Alert Phase:

- Update website with latest information.

The Director of External/Government Affairs shall be responsible for the following actions during the Alert Phase:

- Prepare press release on Port preparations.

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- Coordinate release timing with Executive Director/Chief Executive Officer.

All Personnel shall be responsible for the following actions during the Alert Phase:

- Check battery supplies and operability of assigned electronics devices, such as two-way radios, computers, flashlights and any other necessary devices.

**PREPARATION PHASE**

The Preparation Phase starts when sustained gale force winds (>39-MPH) are possible within 48 hours.

The Executive Director/Chief Executive Officer (CEO) shall be responsible for the following actions during the Preparation Phase:

- Update Port Commissioners on preparations at the Port.
- Obtain information from Commissioners on their evacuation plans and alternate contact information.
- Allow Coordination/Assessment Team members time to get personal affairs in order.

The Chief Financial Officer (CFO) shall be responsible for the following actions during the Preparation Phase:

- Coordinate the Administrative staff with the relocation of Port Freeport hard copy files as deemed necessary.

The Director of Protective Services shall be responsible for the following actions during the Preparation Phase:

- Conduct meetings as necessary to review updates and conditions. Determine a consensus on tentative timetable for closing Port terminal for business and releasing non-essential employees.
- Continue to monitor and plot storm's position and monitor NOAA (National Oceanic & Atmospheric Administration) weather channel, website and television forecast.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT, IRT, Key Personnel, and tenants as needed.
- Alert employees and tenants of possible closing plans using the crisis communication system.
- Report any potential problems identified by Security Patrol to the Director of Operations and the Operations Manager.
- Fuel all Protective Services vehicles.
- Have the contract security company place all officers on standby alert.
- Assure the Emergency Operation Center is properly stocked with food, water, and supplies.
- Send hurricane updates to tenants as they become available.

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The Safety Supervisor shall be responsible for the following actions during the Preparation Phase:

- Issue Port letters and communicate to all employees their responsibilities in returning to work and possible alternate sites for administrative offices.
- Issue Port Freeport Area Re-entry Forms to CAT members and the Tenants' essential personnel.
- Check first aid supplies at all locations.
- Assign satellite phones to Executive Port Director/CEO, Director Operations, and Director of Protective Services.
- Pass out hurricane lock keys/combinations.

The Controller shall be responsible for the following actions during the Preparation Phase:

- Prepare and transmit payroll information for next pay period and request manual checks, if necessary.
- Get multiple cashier's checks for the Chief Financial Officer to have monies for use after the storm (\$15,000).

The Director of Operations shall be responsible for the following actions during the Preparation Phase:

- Review vessels at berth, Hazmat situation, vessel arrival/departure information and timetable for channel closing. Relate same to Port Coordination/Assessment Team as requested.
- Notify users, vessels, agents, and pilots of the Port's intentions to cease operations.
- Call agents and stevedores to review vessel status and sailing plans.
- Assure all transfer operations cease upon the arrival of sustained 40MPH winds.

The Operations Manager shall be responsible for the following actions during the Preparation Phase:

- Fuel Operation vehicles, equipment and refill terminal fuel tanks.
- Check sprinkler system's pumps and valves and prepare for system shutdown.
- Remove loose objects/debris that could become projectiles or cause damage during high winds.
- Coordinate blocking the warehouse doors.
- Inventory any hazardous materials.
- Cover sensitive cargo with plastic sheeting.
- Position Port equipment in warehouse.
- Protect outside fuel tanks (diesel, gas, and propane) with concrete barriers.
- Notify vendors & contractors of Port's intention to cease operations.
- Coordinate relocation of select Port equipment to alternate storage site.
- Secure Gottwald and Gantry cranes.

The Director of Business and Economic Development shall be responsible for the following actions during the Preparation Phase:

- Update website with latest information.

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The Director of External/Government Affairs shall be responsible for the following actions during the Preparation Phase:

- Prepare press release on Port preparations.
- Coordinate release timing with Executive Director/Chief Executive Officer.

All Personnel shall be responsible for the following actions during the Preparation Phase:

- Move important files to building interior.

**FINAL PREPARATION PHASE**

The Final Preparation Phase starts when sustained gale force winds (>39-MPH) are possible within 24 hours.

The Executive Director/Chief Executive Officer (CEO) shall be responsible for the following actions during the Final Preparation Phase:

- Update Port Commissioners on preparations at the Port.
- Determine dismissal time for employees

The Chief Financial Officer (CFO) shall be responsible for the following actions during the Final Preparation Phase:

- Conduct the final check of the Administration Building.

The Director of Protective Services shall be responsible for the following actions during the Final Preparation Phase:

- Continue to monitor and plot storm's position and monitor NOAA (National Oceanic & Atmospheric Administration) weather channel, website and television forecast.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT, IRT, Key Personnel, and tenants as needed.
- Coordinate meeting with senior staff concerning the status of all preparations
- Check harbor for unauthorized vessels/boats
- Alert employees concerning the approved dismissal time using the crisis communication system.
- Conduct the final check of the Port Freeport EOC.

The Network Systems Manager shall be responsible for the following actions during the Final Preparation Phase:

- Program phone system for disaster routing
- Coordinate the labeling and moving of Administration and Operation computers/clients to interior room or EOC.
- Create a storage area on the network to store photos and video for pre- and post-storm activities. The subdirectories shall be labeled as follows:
  - o (Enter Storm Name and Year)
    - Pre-Storm Pics

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- Admin Building
- EOC
- Operations
- Other Port Property
- Tenants
- Post-Storm Pics
  - Admin Building
  - EOC
  - Operations
  - Other Port Property
  - Tenants

The Receptionist shall be responsible for the following actions during the Final Preparation Phase:

- Empty refrigerator in the Administration Building and take to dumpster.

The Director of Operations shall be responsible for the following actions during the Final Preparation Phase:

- Position all essential equipment/vehicles not moved to off-site storage in warehouse or in storage area
- Ensure the Gottwald and ZPMC cranes are storm ready.
- Shutdown and disconnect non-essential power supplies
- Block all warehouse doors from the inside with cargo on pallet boards
- Notify tenants/users of closure of terminal
- Contact with U.S. Coast Guard and Brazos Pilots of channel closure
- All vessels should be out of the Port; any remaining vessels must complete USCG application and be approved to stay in port (A1-1 Sector Houston Galveston)
- Assure all transfer operations cease upon the arrival of sustained 40MPH winds.
- Conduct the final check of the Port Freeport secure and restricted areas/facilities.
- Coordinate with agents to ensure vessels in Port have completed the proper USCG documents to remain in Port

The Operations Manager shall be responsible for the following actions during the Final Preparation Phase:

- Final securing of doors, storm panels, unfastened materials stored
- Pack Operations radios for use upon return
- Turn off gas and water to all Port Freeport facilities, except for the EOC. If the storm is over a CAT III, then turn off gas and water to the EOC.
- Disconnect the back-up diesel fire protection pump.
- Fuel all vehicles

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The Operations Coordinator shall be responsible for the following actions during the Final Preparation Phase:

- Empty refrigerator in the Operations Building and take to dumpster.

The Director of Engineering shall be responsible for the following actions during the Final Preparation Phase:

- Verify status of sub-contractors and their preparations

The Director of Business and Economic Development shall be responsible for the following actions during the Final Preparation Phase:

- Update website with latest information

The Director of External/Government Affairs shall be responsible for the following actions during the Final Preparation Phase:

- Prepare and issue press release on Port preparations and closure.

All Personnel shall be responsible for the following actions during the Final Preparation Phase:

- Charge all cell phones
- Move critical items to interior of building
- Unplug all equipment
- Lock all doors
- Close all blinds

**SECURE PHASE**

The Secure Phase starts when sustained gale force winds (>39-MPH) are possible within 12 hours.

The CAT and Key Personnel shall be responsible for the following actions during the Secure Phase:

- Relocate to the safe location/hotel

The Director of Operations shall be responsible for the following actions during the Secure Phase:

- Transfer operations shall cease when winds reach a sustained 40-MPH.

The Director of Protective Services shall be responsible for the following actions during the Secure Phase:

- When conditions become unsafe the Director of Protective Services shall secure Port access points, coordinate with the CAT and order the evacuation of all security personnel.
- Coordinate closure of the Port with Director of Operations.
- Pack Security radios for use upon return (if above a CAT III).
- Secure Administration office, Operations offices, EOC, and access gates

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- When sustained winds of 40-MPH is reached, all vehicle traffic within the Port shall be stopped unless approved by the Director Protective Services for emergency operations.

The Director of Business and Economic Development shall be responsible for the following actions during the Preparation Phase:

- Update website with latest information.

**ITEMS TO BE EVACUATED**

The Chief Financial Officer shall be responsible for taking the following items when he/she leaves the Port:

- Transcription machine
- Extra checks
- Extra purchase orders

The Controller shall be responsible for taking the following items when he/she leaves the Port:

- Bank deposit stamps
- Bank deposit slips

The Director of Operations shall be responsible for taking the following items when he/she leaves the Port:

- Two-way radios and chargers
- First aid kit

Security Captain

- Assigned P25 and UHF radios

All Personnel shall be responsible for taking the following items when they leave the Port:

- Assigned tablets and laptops (if applicable)
- Copy of is Hurricane Plan
- Port Identification Badge
- TWIC Identification Badge

**RECOVERY PHASE**

**PORT PERSONNEL NOTIFICATIONS**

After the storm, employees shall monitor the following sources for information concerning time to return to work and the status of the Port.

- Port Freeport Crisis Communication Alerts
- Email
- Port website ([www.portfreeport.com](http://www.portfreeport.com))
- Area news and radio stations



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**INITIAL POST STORM ASSESSMENT**

When it's safe to do so, the IRT shall do an assessment of all Port facilities. The Director of Protective Services shall develop a communication for the CAT that summarizes the damage to Port assets.

If the storm is greater than a CAT III, the IRT shall deploy from the Brazoria County Courthouse immediately when it is safe to do so. The IRT should respond in marked vehicles since some roads may still be closed to non-official vehicle traffic.

The IRT shall videotape and/or photograph damages for use in loss claims.

**ESTABLISHING PRIORITIES**

When developing priorities for repairs, the following definitions of priorities shall be used:

- Priority 1: Life threatening or can cause further damage if not repaired
- Priority 2: Non-life threatening, but required to reopen the Port
- Priority 3: Repair can take place after the Port reopens.

The Director of Engineering shall establish priorities in regards to the repair of facilities/structures, docks, power poles, utilities

The Director of Operations shall establish priorities in regards to light poles, motorized Operation's equipment, cranes, fencing around the non-TWIC and non-secure areas

The Director of Protective Services shall establish priorities in regards to communication systems (radio & VoIP), IT/security networks, security cameras, wireless mesh, access control, perimeter fencing around the TWIC and secure areas

**POST STORM ASSESSMENT**

The Executive Director/Chief Executive Officer shall be responsible for the following items during the Post Storm Assessment:

- Update the Commissioners on the damage and recovery efforts daily
- Conduct daily CAT meetings to discuss the recovery effort
- With the feedback of the CAT, determine when all personnel can safely return to work

The Director of Engineering shall be responsible for the following items during the Post Storm Assessment:

- Videotape and/or photograph damages for use in loss claims.
- Communicate with tenants and survey damage of tenant property.
- Review conditions of work areas and report same to Executive Director/Chief Executive Officer and Chief Financial Officer.
- Approve Port structures as safe for re-entry

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The Director of Operations shall be responsible for the following items during the Post Storm Assessment:

- Videotape and/or photograph damages for use in loss claims.
- Establish contact with Pilots to set up preliminary survey of channel and inner harbor.
- Establish contact with Velasco Drainage pump house personnel (979-417-7044)
- Communicate with U.S. Coast Guard and Brazos Pilots on Port status.
- Obtain/review results of channel survey conducted by U. S. Coast Guard/U. S. Army Corps of Engineers.
- Establish one berth ready for use.
- If generator sets are used for temporary power, insure main circuits and disconnects.

The Director of Protective Services shall be responsible for the following items during the Post Storm Assessment:

- Videotape and/or photograph damages for use in loss claims.
- Review conditions of work areas in relation to safety requirements.
- Participate in meetings and calls with United States Coast Guard (USCG), Texas DPS, Brazoria County Emergency Management and update CAT as needed.
- Coordinate property for public emergency relief if needed (i.e. storage of ice, water, staging area, debris mulching).
- Assign someone to oversee and coordinate food services for Port Freeport staff, contract security officers, and volunteers.

The Director of External/Government Affairs shall be responsible for the following items during the Post Storm Assessment:

- Monitor State and Federal announcements for disaster relief.

**MEDIA COMMUNICATIONS:**

The Director of External/Government Affairs shall work with the Executive Director/Chief Executive Officer so information on damage, recovery activities, and Port status can be formulated into press releases.

Unless otherwise directed to, only the Executive Director/Chief Executive Officer and Director of External/Government Affairs shall talk to the media.

The Director of Business and Economic Development shall update the website with the information obtained from the press releases.

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**EXHIBIT 1: EMPLOYEE/CONTRACT PERSONNEL DIRECTORY**

Name	Title	Ext.	Home Phone #	Mobile Phone #
Aparicio, Randy	Crane Operator		979-705-3349	979-201-1443
Barrera, Jennifer	Customer Service Coordinator	5365	979-482-7047	979-482-7047
Bevers, Michaela	Executive Assistant	4326		979-799-7785
Blackstock, Rodney	Mechanic	5323	979-239-3439	979-230-6810
Booth, Cecil	Project Engineer	4323	979-849-4929	979-824-1787
Bowers, Nadia	Engineering Secretary	4318	979-798-7116	979-824-0794
Brightwell, Meri Joy	Operations Coordinator	5314	903-521-7687	903-521-7687
Campus, Mary	Controller	4320	979-798-5272	979-665-7066
Caywood, Jason	Security Technician	5914	206-355-3791	979-248-4683
Cole, Callie	Accounting Clerk	4305		903-570-9310
Durel, Al	Director of Operations	5340	979-529-9487	979-239-8005
Evans, Donnie Joe	Operations Foreman	5356	979-233-8723	979-236-3446
Fuller, Trey	Electronics Tech		619-807-4581	619-807-4581
Gautreaux, Holly	Accounting Clerk	4331	979-799-6718	979-799-6718
Hibbetts, Jesse	Operations Manager	5319	979-480-0686	979-239-8937
Hogan, Chris	Director of Protective Services	5911	979-864-4383	979-481-1285
Hooser, Pete	Operations/Maintenance		979-848-8428	979-709-3333
Hull, Jason	Director of Engineering	4322	281-756-0530	832-544-6865
Johnston, Roger	Electrician		979-266-8630	979-285-5041
Lopez, David	Operations/Maintenance	5333	979-798-6040	979-299-8719
Malambri, Nicholas	Engineering Specialist	4319		713-392-2735
Martinez, Constantino	Operations/Maintenance	5332	979-233-9601	979-824-8356
Miura, Jason	Director of Bus/Eco Development	4332	832-679-4145	832-679-4145
Mullett, Don	Crane Maintenance Manager	5337	787-402-3082	787-402-3082
Pham, Vu	Electronics Tech		979-299-8336	979-299-8336
Robertson, Brandon	Network Systems Manager	5369		979-799-6409
Saathoff, Phyllis	Executive Director/CEO	4304	979-239-8001	979-239-8001
Smith, Vicki	Accounting Manager	4303		979-235-0646
Stephens, Nancy	Administrative Supervisor	4315		979-345-4605
Thompson, Randy	Electrician		979-665-3910	979-709-4299
Vela, Tricia	Receptionist	4301		409-526-4114
Westerlin, Ben	Port Safety Supervisor	5913		979-665-6348
Wilson, Mike	Director of Economic Development	4325	832-446-3841	979-239-8002
Winkler, Darlene	Communications/P.R. Supervisor	4327	979-482-9156	561-843-5343

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**EXHIBIT 2: CONTRACTOR/VENDOR DIRECTORY**

Company	Phone #	Emergency Contact	Emergency # 24-7 Callout
<b>Banks</b>			
First National Bank (Lake Jackson)	979-297-4012		
Texas Gulf Bank	979-233-4401		
<b>Civil/Site Contractors</b>			
Matula & Matula	979-480-0030	John Matula	979-482-0786
		Doug Peltier	979-848-7573
Vernor Materials	979-233-3366	Mike Damian	979-482-2816
<b>Electrical Services/Electricians</b>			
Turnkey Electric	979-233-7484	Charles Rogers	979-236-9984
CD Collins	979-265-5906	David Collins	979-285-8360
		Heath Collins	817-637-6523
UEI	979-265-1256		979-265-1256
Crawford	979-529-4220	Donny Utley	979-482-3890
		National Call Number	800-825-5517
Instrumentation Inc	979-265-8163		
D-Sqaure Electric	979-233-5771	Paul Slovarp	979-482-0842
		Jeri Rhodes	979-482-0801
National Efficient Energy	888-507-3614	Gina Paul	972-467-2003
Summit	979-265-9371	Steve Lincoln	979-417-6177
		Gerald Balusek	979-415-4457
<b>Equipment &amp; Repair</b>			
Brazosport Tire	979-265-7434		
NES (Tank Branch)	979-265-0031		
NES (Equipment)	979-388-0078	Steve Laney	979-299-5490
Briggs Equipment	979-233-1300	Brandon Fraker	979-482-0559
Mike Sorrell	979-233-6655	24-7 Emergency Call Out	979-482-0276
		Mike Sorrell	979-482-0270
Sunbelt	979-233-8833		
United Rentals	979-233-5418		
<b>Generators</b>			
Coastal Power Products	979-583-7010	Matt Davenport	713-213-4214
		Luke Davenport	713-725-8006
<b>Heating, Ventilation, and Air Conditioning</b>			
Davis Air Conditioning	979-265-2332	24-7 Emergency Call Out	800-254-8124
A1 Comfort System	979-233-8754		
Prather & Harlen	979-265-4094	Stephen	979-248-1884

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Lumber			
Brazoria Lumber	979-798-2011	Randy	979-482-1033
Lowe's	979-297-9999		
Lake Hardware	979-388-8800	Sehon Warneke	979-285-7342
McCoy's Building Supplies	979-265-7483	Corporate	800-542-8986
Plumbers			
Brazosport Plumbing & Heating	979-233-3551	Jeremy Cross	979-482-1765
Coastal Plumbing Company	979-233-7134		
Luycx	979-265-5938	Travis Norsworthy	979-236-4966
Roto Rooter Plumbing & Drain	979-297-6103	National Call Number	800-438-7626
Tools			
Gentry Motor Parts	979-233-5329	Lupe Trevino	979-233-4839
EVCO	979-233-5303	24-7 Emergency Call Out	979-299-9223
		Darryl Evans	979-299-9106
		Joe Harrison	979-480-5126
Specialties Company	979-233-6223	Gordon	979-285-7230
		David	979-285-4598
		Dustin	979-285-8474
Wilson Supply	979-239-2278	24-7 Emergency Call Out	979-482-0396
Roofing & Glass			
JACO Construction	979-265-6101	Glen Christensen	979-236-4405
Strategic Roofing		Mike Martin	832-878-6674
Technologies			
Bay Area Fire	979-285-5576	Nathan Whipple	
Comcast	800-741-4141	Carl Sugden	956-831-8256
Protection One	713-766-3838	Brian Studdert	713-585-6058
Service Radio	281-241-4646	Jim Kasarda	281-808-4689
Waypoint	281-378-8049	Stephanie Hutson	832-954-7043
Verizon Wireless	800-922-0204		
Utilities			
AT&T	800-286-8313		
Centerpoint Entex	713-659-2111		
Centerpoint	713-207-2222		
Direct Energy	888-925-9115		
Comcast	800-934-6489		
Railroad Services			
Bayou City Railroad Contractors	713-330-1600	Harlan Bench	281-330-8411
Railworks	713-815-7800		
Union Pacific Railroad	979-233-2004	Tommy Angel	979-824-8376

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<b>Retail &amp; Supplies</b>			
Culligan	979-265-0050		
Dooley Tackaberry	979-233-1214	John Wolken	832-276-1010
EM-Print Company	979-798-4596		
Girouard's General Store	979-233-4211	Margaret Botelo	979-236-5210
Hagemeyer Safety Supply	979-239-4131	24-7 Emergency Call Out	979-233-5451
Office Max	979-297-0009		
Office Universe	979-265-8500		
Ozarka Water	800-950-9397		
Wal-Mart	979-297-9757		
<b>Waste Management &amp; Debris Removal</b>			
BEARS	979-388-9998		
Seabreeze Environmental Landfill	979-864-4442		
Waste Management	979-233-0026	Corporate	800-553-1902

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**EXHIBIT 3: PORT TENANTS DIRECTORY**

Name	Business Phone	Mobile Phone	Home Phone
<b>Chiquita Brands, Inc.</b>			
Benny Sanders	979-233-0844 x224	979-235-9089	979-798-6210
Delores Garcia	979-233-0844 x221	979-299-5875	979-299-1542
<b>Dole Fresh Fruit</b>			
Sarah Marsh	979-233-6030 x101	979-824-9463	979-299-1084
Bill Metzroth	979-233-6030 x107	979-236-0941	
Karen Thompson	979-233-6030 x103	979-482-1201	
<b>Freeport Terminals</b>			
Reuben "Ben" Reimer	979-233-9777	832-309-7775	
Sam Bosworth	281-291-8400	713-494-4606	
<b>G &amp; H Towing</b>			
Office	409-744-6311		
24-Hour Dispatch	979-233-2201		
<b>Gulf Stream</b>			
Brett Holiday	713-545-7527	713-545-7527	
Jorge Loredó	713-289-2179	281-660-8478	
<b>HTS/Hoegh Autoliners</b>			
Anthony Vrban	516-935-1600	516-351-7542	
James Nash	979-871-3160	979-373-8556	
Lee Brown	979-871-3045	904-302-4818	
<b>Kirby Towing</b>			
Todd Miksch	713-435-1822	713-539-6664	
Freeport Office	979-239-1081		
<b>Paradise Trucking</b>			
Keith Stotler	979-415-0253	979-482-4770	979-230-9979
Nancy Rooney	979-415-0253	979-236-5985	979-299-3303
<b>Ports America Texas</b>			
Michael Tiscornia	979-239-1065	832-207-0757	
Christine Lewis	979-239-1065	979-236-3364	
<b>MC Trucking</b>			
Mike Crisp	979-239-1984	979-482-4370	979-265-6882
<b>Vulcan</b>			
Tony Flores		832-473-3990	
<b>Red Hook</b>			
Michael Stamatis	718-875-0777	908-590-0341	
Tim Kulcsar	979-871-3060	908-590-0341	410-807-1729
<b>Riviana Foods (ARI)</b>			
Keith Gray	979-233-8248	979-235-7407	979-285-0597
Noelia Castro	979-233-8248	832-350-9136	979-265-1297

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<b>US Customs &amp; Border Protection</b>			
Local Office	979-373-5920		
Radiation Portal Monitor (RPM)	979-230-9364		
Leticia Allenburg		832-758-2833	



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**EXHIBIT 4: EMERGENCY NUMBERS**

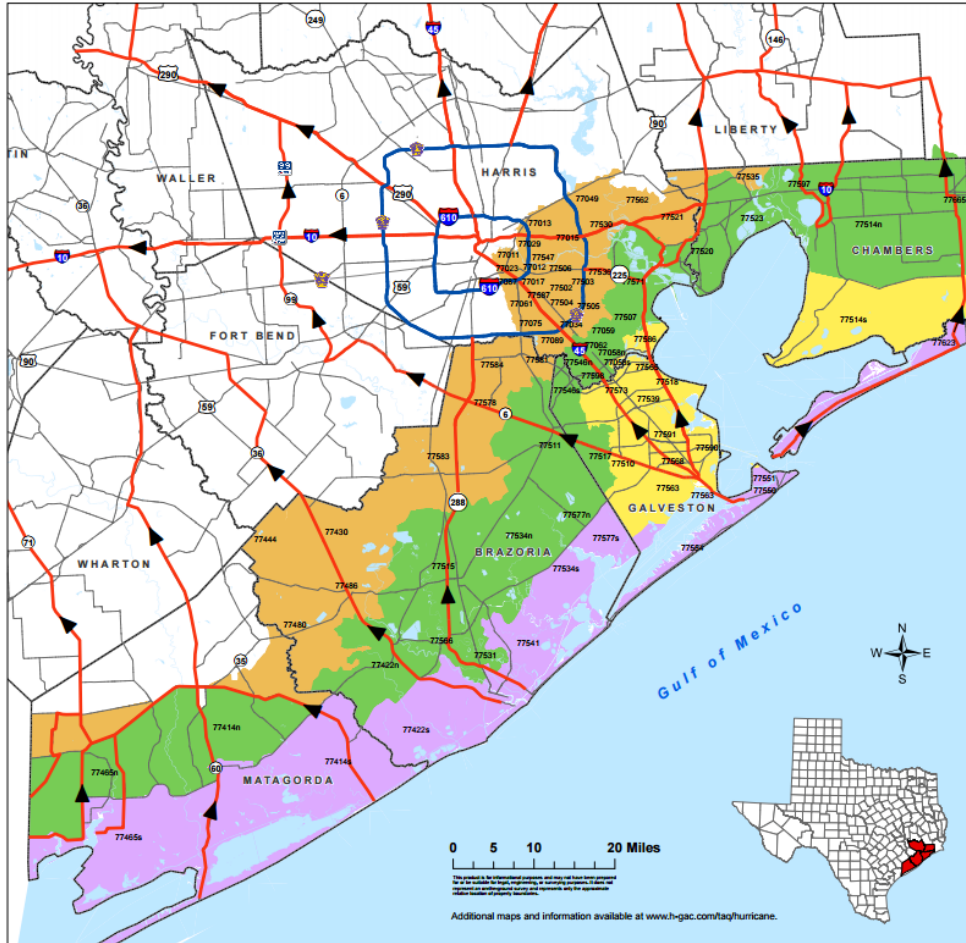
Name	Business Phone
<b>Federal Government</b>	
US Coast Guard Sector (USCG) Houston-Galveston	281-464-4800
USCG 24 Hour Emergency	281-464-4840
USCG 24 Hour Emergency	281-464-4855
USCG National Response Center	800-424-8802
USCG MSU Texas City (24 Hour)	409-682-1264
EPA Emergency Line	866-372-7745
EPA Regional Office	214-665-2760
EPA Response Center	800-424-8802
FBI	713-693-5000
ICE/HIS	281-985-0500
U.S. Army Corps of Engineers	409-766-3957
United States Fish and Wildlife Service	281-286-8282
United States Maritime Administration (MARAD)	202-366-8211
USCG Captain of the Port	281-464-4801
USCG MSU Texas City - Facilities	409-682-1269
USCG National Strike Force - Gulf Strike Team	251-441-6601
<b>State Government</b>	
DPS Division of Emergency Management	512-424-2208
Railroad Commission Houston District (Emergency)	512-463-6788
State of Texas Emergency Spill Reporting Hotline	800-832-8224
TCEQ Local	713-767-3563
Texas Department of Public Safety (DPS)	281-517-1200
Texas General Land Office - Regional	281-470-6597
Texas Parks and Wildlife Department (24 Hour)	512-389-4848
<b>Local Government</b>	
Brazoria County Emergency Management	979-864-1801
Brazoria County EOC	979-864-1425
Brazoria County Health Department	281-331-6101
City of Freeport	979-233-3526
Community Awareness & Emergency Response (CAER)	979-238-2237
Freeport Fire Department	979-233-2111
Freeport Police	979-239-1211
Velasco Drainage District	979-265-4251
Velasco Drainage District Pump House	979-665-6597
<b>Others</b>	
Brazos Pilots (Marine Radio VHF Channel 14 & 16)	979-233-1120
Dow Chemical - Emergency Services	979-238-2112
National Weather Service (Local)	281-337-5192

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## EXHIBIT 5: HURRICANE EVACUATION ROUTE & ZONE MAP



**Brazoria, Chambers,  
Galveston, Harris  
and Matagorda  
Hurricane Evacuation  
Zip-Zones  
Coastal, A, B, C**

ZIP ZONE COASTAL				
77414s	77422s	77465s	77534s	77541
77550	77551	77554	77563	77577s
77623				
ZIP ZONE A				
77058s	77510	77514s	77518	77539
77563	77565	77568	77573	77586
77590	77591			
ZIP ZONE B				
77058n	77059	77062	77414n	77422n
77465n	77507	77511	77514n	77515
77517	77520	77523	77531	77534n
77546n	77546s	77566	77571	77577n
77597	77598	77665		
ZIP ZONE C				
77011	77012	77013	77015	77017
77023	77029	77034	77049	77061
77075	77087	77089	77430	77444
77480	77486	77502	77503	77504
77505	77506	77521	77530	77535
77536	77547	77562	77578	77581
77583	77584	77587		

Some zipcodes are split into north (n) and south (s) for evacuation purposes.

**Route Designation**

- Evacuation Corridors
- Evacuation Connections
- Other Roads
- County Boundary



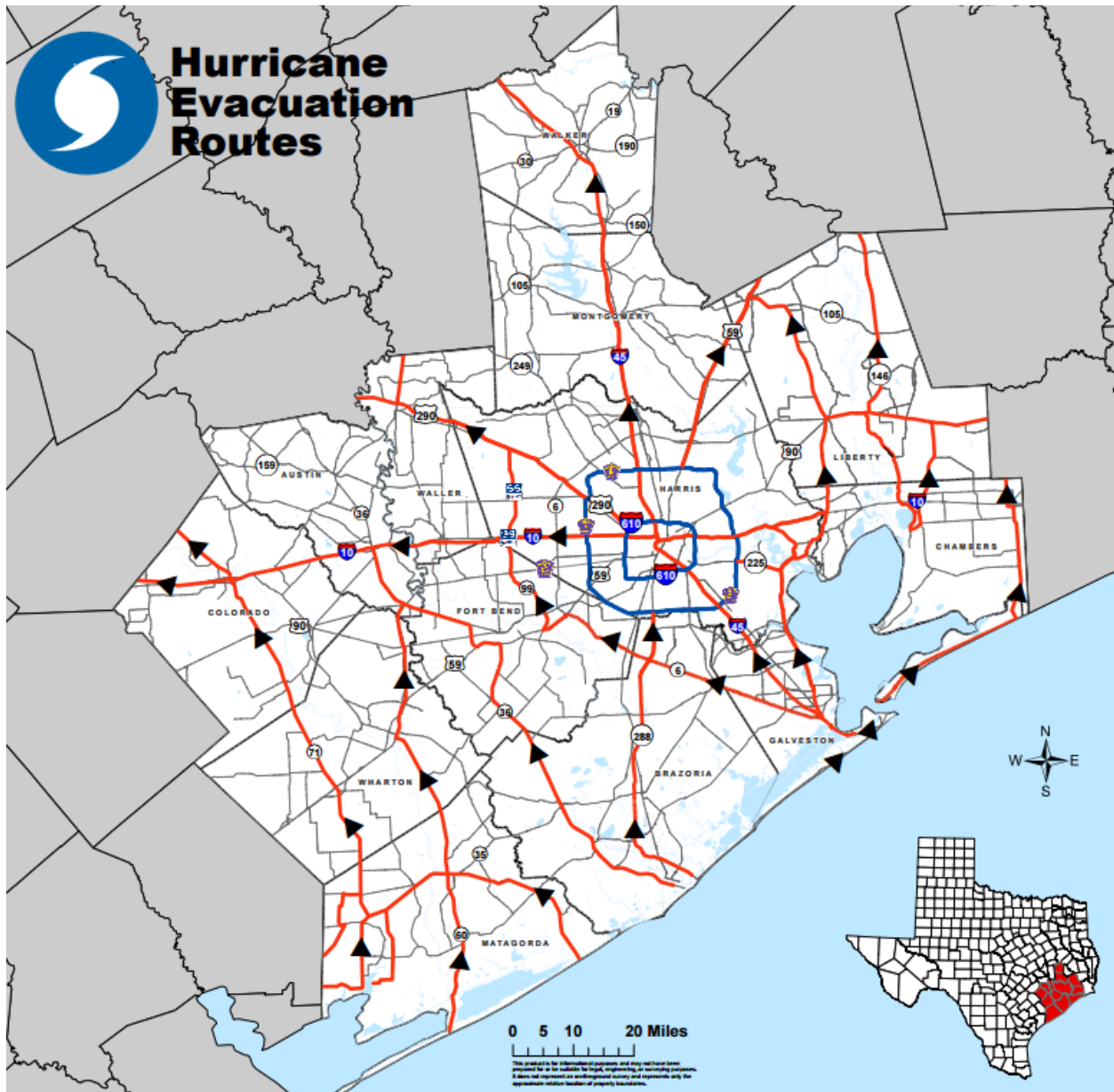
**PC** Expiration Date: December 31, 2016  
Map Created by:  
Houston-Galveston Area Council

You can view a larger map at:  
<http://brazoriacountytx.gov/home/showdocument?id=1160>

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You can view a larger map at:

<http://brazoriacountytexas.gov/home/showdocument?id=1158>

Detailed Texas evacuation maps can be seen at:

<http://www.txdot.gov/inside-txdot/division/traffic/safety/weather/hurricane.html>