

2008 Evans-Graves Team Emergency Preparedness Plan

PURPOSE

The purpose of this plan is to provide guidance to the Evans-Graves Team (EGT) staff when a hurricane or other emergency event requires closure of the New Orleans Corps of Engineers District office.

CONCEPT

Staff designated as “Essential Personnel” with respect to their role in this Program will relocate to locations indicated below. All non-essential team members should identify a safe haven location that they will move to upon the decision to close the District and evacuate the city. It is strongly encouraged that you remain within a one day drive or 550 mile radius of New Orleans. In the event that you experience difficulty in evacuating to a safe haven, advise a member of the EGT Management group immediately. The Management group consists of Tony Brocato, Gasper Chifici, Bob Rowlette, Brett Perry, Kevin Johnson, and John Saia.

It is critical that the EGT Management group maintain contact with and accountability for all personnel so that efficient recall for client support is possible. All personnel must contact the EGT relocation Headquarters in Baton Rouge (225-926-1620) and your designated contact upon reaching their safe haven location. The attached rosters have the contact information for members of the team. (Attachment 1 and 2)

ESSENTIAL PERSONNEL

Task Force Hope, MVN/PRO and HPO will relocate to three locations:

- *Forward Element*
 - Joint field office (JFO) – Reconnaissance center
451 N. 15th Street, Baton Rouge, Louisiana
 - REOC
Port Allen, Louisiana
- *Rear Element*
 - MVD-ERDC – Vicksburg

The following E-G Team members have been identified as essential personnel and will be required upon notification (typically H-72 hours) to report to these locations:

TASK FORCE HOPE

CEMVDF OPS JFO Baton Rouge

Erich Soraghan – IT Communications Specialist/ Battle Captain

Lu Christi – Sr. Project Manager – STRATCOM Specialist

CEMVDF REOC Port Allen

Jim Marshall– Resource Manager / Project Manager

CEMVD MAIN ERDC

Robert Rowlette – Program Manager/ Sr. PM

Jim Annaccone – Sr. Project Manager/ Program Manager

Henry Bordelon – Resource Manager/Program Budget Analyst

Raquel Greenup – Administrative Manager

MVN/PRO

CEMVD MVN/ERDC

Brad Drouant – Civil Engineer- PRO Support

HPO
CEMVD HPO
NONE

WORK RELATED ITEMS & EQUIPMENT

Work Related Items to bring with you at time of evacuation (All Personnel):

- CAC Card
- Government Laptop
- Critical Working Files
- Passwords
- Cell Phone
- Blackberry
- Voice over IP Phone (essential personnel only)
- Supervisors Telephone #

The following will be provided at evacuation site (Essential Personnel):

- Copier
- Fax
- Printer
- Office Supplies
- Extension Cords
- Radio
- Rolling Foot Locker
- Maps

EGT RELOCATION HEADQUARTERS

(9800 Airline Hwy., Suite 200, Baton Rouge, LA 70816)

The Evans-Graves Company will establish a team relocation headquarters at the Evans-Graves Baton Rouge office. The Evans-Graves Headquarters (225-926-1620) will be managed by Tony Brocato (504-343-0556). Contract Financial Management will be performed by Financial Analyst Lauren Thomas. As non-essential personnel are required to be recalled to work, the EGT relocation headquarters will coordinate these requirements with the MVD forward elements in Baton Rouge, LA and the MVD rear element in Vicksburg, MS and then contact personnel to report to their respective locations.

PAYMENT POLICY

Non-essential contract employees will be in a non-pay status until recalled to work. If recalled, then normal time sheet recording procedure will be in effect during the relocation period. The Senior EGT Staff Member at Baton Rouge and Vicksburg will approve the time sheets. Travel and per diem for EGT corporate employees will be in accordance with their individual company policies. Contract employees for Evans-Graves will be reimbursed for round trip travel to Baton Rouge and Vicksburg and for the cost of living expense while at Baton Rouge and Vicksburg. The standard JTR per diem rates will apply to MVD Forward and MVD Rear. For those contract personnel who are entitled to lodging in the New Orleans District Area, they will be allowed dual lodging expense while deployed to alternate locations.

Lodging at Baton Rouge will be arranged at the following:

Holiday Inn South
9940 Airline Hwy
Baton Rouge, LA 70816
Phone: (225) 924-7021
Group Name: Evans-Graves Engineers, Inc.

Lodging at Vicksburg will be arranged at the following:

Cedar Grove Mansion Inn & Restaurant

2200 Oak Street
Vicksburg, MS 39180
800-862-1300
Group Name: Ashlyn Graves

Ware House

1412 Washington Street
Vicksburg MS 39180
601-634-1000
Group Name: Ashlyn Graves

Stain Glass Manor

2430 Drummond Street
Vicksburg, LA
601-638-8893

Anabelle Bed & Breakfast: Flowerree Guest House

501 Speed Street Vicksburg MS
800-791-2000

RECALL PROCEDURE

A phone tree is included and will be used to provide information to all members of the team. (Attachment 2). Designated supervisors will be provided with contact numbers for communication to their team. Team members must retain supervisor's phone numbers and EGT Relocation Headquarters numbers. The EGT Headquarters staff will maintain contact with all members of the team, as well as MVD Forward and MVD Rear.

Attachments:

1. Personnel roster
2. Phone Tree