



# CCS EMERGENCY PLAN PROCEDURES

## TERMINAL LOCATIONS – OPERATIONS

### **WARNING**

1. **(BY DIRECTION OF PLAN COORDINATOR ONLY)** Initiate the immediate movement of tractors, vehicles, fork lifts and other designated operational assets to pre-planned locations for safety and protection. (Designated office equipment and files will also be included in offsite protective inventory)
2. **Containerize and ground all out of gauge yard freight, loose plywood and dunnage, and any other loose items.**
3. **Ground empty 20' containers around fuel pumps with doors open.**
4. **Stack and secure all chassis.**
5. **Move all yard freight in shop.**
6. **Park all yard equipment in warehouse facilities where available.**
7. **Chain gates closed and place (2) empty 20' containers in front of both gates with doors open.**
8. **Remove trash/debris/pallets/trash containers from yard.**

### **WATCH**

1. **Activate lines of communications, review Team Member responsibilities and initiate initial contacts.**
2. **Distribute emergency phone lists and Emergency Plan Procedures with Team Members. Confirm state of readiness of all Team Members.**
3. **Check water supply level, order if necessary.**
4. **Contact Security Company to have personnel available for around-the-clock coverage, if necessary.**

# **CCS EMERGENCY PLAN PROCEDURES**

## **ALL ADMINISTRATIVE OFFICES**

**TERMINAL COORDINATORS** will be responsible for ensuring that these necessary steps are performed.

### **WARNING**

1. **Back-up all computer files and confirm receipt by Enveloc. (Where possible, make a hard copy back up.) Call Security Firm to request a pick up of computer disks and store in vault until notified to return (If Applicable).**
2. **Unplug all electronic equipment, including computers, calculators, radios, phones, and printers that remain at the Terminal location.**
3. **Remove all pre-designated files and documents and place in moving containers for storage at safe facilities beyond the emergency exposure. (Mobile/New Orleans – Remove central computer CPU [Server] a relocate to safe storage.)**
4. **Store all remaining files and documents in locked filing cabinets and desks, and elevate to highest level possible within the Terminal area.**

### **WATCH**

1. **Activate pre-planned contacts for communications.**
2. **Activate an initial planning session with designated staff Team Members.**
3. **Update and distribute emergency phone lists.**
4. **Document concerns/questions of staff Team Members.**
5. **Update and document addresses and phone numbers where Team Members can be contacted following the emergency event.**
6. **Communicate the availability of a CCS Emergency Web Page at [www.ccsusa.biz](http://www.ccsusa.biz). This will be updated regularly with important information for Team Members, and can be updated and accessed from remote locations.**
7. **Instruct all Team Members to remove all personal items from the Terminal location.**

# CCS EMERGENCY MANAGEMENT PLAN

## TERMINAL MAINTENANCE/YARD

### WARNING

1. Secure all parts and materials in shop.
2. Move all small shop equipment to highest possible level (jacks, jackstands, etc)...
3. Clean off all materials on top of workbenches.
4. Clear shop bays of miscellaneous items and store in parts stockroom.
5. Move water sensitive equipment to highest level (A/C Recycler, battery charger, welder, etc).
6. Move shop utility trailers into shop bay.
7. Load small equipment into utility trailer.
8. Move support vehicles into shop bays.
9. Fasten all shutters.
10. Secure dumpster in warehouse.
11. Centrally locate mechanic's toolboxes.
12. Disconnect power to shop equipment, fuel pump, etc. in order to prevent surge damage.
13. Stage 40' containers in front of shop bay doors.
14. Unplug all office and shop equipment (computers, phones, etc...)
15. Secure all documents and manuals in locked cabinets and desks, at highest level...

### WATCH

1. Identify lines of Emergency Management Plan communications.
2. Conduct Emergency Plan meeting with maintenance/yard staff.
  - A. Review responsibilities and duties.
  - B. Distribute emergency phone lists.
  - C. Discuss concerns and questions.
  - D. Team Members should list emergency address and phone numbers, if dislocated.
3. Order fuel and oil for storage tanks.
4. Return all equipment to the Terminal site.
5. Empty all garbage containers.
6. Call to have dumpsters emptied.
7. Empty all waste oil containers into storage tank.
8. Move all equipment inside Warehouse.
9. Move all water sensitive equipment to dock level.
10. Top off all oil/water levels on all equipment.
11. Fuel all shop support equipment.
12. Fuel and top off fluid levels of emergency support equipment (generators, external fuel tanks, etc).

### Supply Inventory Check List

Item	Quantity	U/OM	Need	Ordered By:
Visqueen				
Shrink Wrap				
Flashlights/Batteries				
Diskettes				