

HURRICANE PLAN

CENTER FOR COASTAL FISHERIES AND HABITAT RESEARCH (CCFHR)

101 Pivers Island Road
Beaufort, North Carolina 28516-9722

Revision date: May 30, 2008

PURPOSE OF THE PLAN:

The purpose of the Plan is to guide Center staff in preparations for a hurricane, including protocols for catastrophic storms.

DOCUMENT ACCESS:

Paper copies of this plan are held by the Center Director, Division Chiefs, head of IT, head of maintenance, Safety Officer and Security Officer.
Digital copies of the Plan are available to staff on the CCFHR Intranet

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INTRODUCTION

Hurricanes, Hurricane Plan and Continuity of Operations

The Center for Coastal Fisheries and Habitat Research (CCFHR) is vulnerable to the destructive force of hurricanes. The CCFHR Hurricane Plan is designed to facilitate actions to fulfill our mission objectives in the event of a hurricane. Mission Essential Functions need to be protected during a Hurricane Watch or Hurricane Warning at our location. Mission Essential Functions also need to be sustained following possible closure or infrastructure damage at CCFHR and in the surrounding community. This Hurricane Plan is intended to help minimize damage from hurricanes and to restore Center operations. The Plan lists necessary preparations, practices, and actions to maintain continuity of operations in the event of a hurricane strike. The Plan deals with both severe hurricanes and other natural and human associated disasters. It specifically identifies personnel and procedures to evacuate and relocate Mission Critical Items in order to continue operations at alternative locations to maintain Mission Essential Functions.

Tropical storms or minor hurricanes (Saffir-Simpson Category 1, or 2) can result in minimal to moderate damage. Recovery of local supporting infrastructure such as electrical power and telephone service usually occurs within days to weeks. Major hurricanes (Saffir-Simpson Category 3, 4, or 5) result in widespread damage to or destruction of buildings and residences. Electrical power and telephone service can be lost for weeks to months, with possible long term closure of CCFHR. Prolonged dysfunction of local services and infrastructure could necessitate long term closure of the facility, and displacement of our operations, staff, and their families to remote locations. Hurricane planning and preparation is a year round activity so that we are ready when a hurricane watch or warning is issued. There is usually only a limited time between a Hurricane Watch, Hurricane Warning, and Hurricane strike. Being prepared in the event of a hurricane warning permits timely action to minimize loss of life and property, ability to endure a minor storm in comfort and safety, or evacuate Mission Critical Assets before a major hurricane.

ADVANCE PREPARATIONS

The **Director** or his designee will monitor the forecasts of the NWS Tropical Prediction Center and Emergency Management site for alerts and advisories issued for the Beaufort area (<http://www.nhc.noaa.gov/> and <http://www.homelandsecurity.noaa.gov/>)

Roger Mays will transfer our one satellite phone located on the HILDEBRAND, with charged batteries, to the Center Director or his designate when the HILDEBRAND is secured.

Branch Chiefs should take the lead in implementing advance preparations. They will confirm the availability of emergency supplies, materials, and personnel necessary for hurricane preparations for each hurricane season. They will take action to maintain secure grounds, minimize light objects and any equipment or material subject to being blown about. They supervise branch personnel in removing such items from the grounds and storing them inside buildings. CCFHR will ship out all accumulated waste prior to hurricane season. All above ground tanks will be secured to their foundation pads and all first floor HAZMAT cabinets will be secured to prevent their floating away if flood waters enter. They should develop a secure storage area on second floor of Building 1, load the area with emergency equipment, medical and food supplies such as MRE military meals and drinking water and assemble an inventory list of the supplies.

Branch Chiefs should assure that cell phones are converted to extended-range cell phones to increase communication ranges after hurricane passage. They should assure that each employee under their supervision is issued a wallet-sized information card with the following emergency contact information: (1) the satellite telephone number at the facility - 011 8816 21447651 and (2) the telephone number (888-662-2991) and website (www.homelandsecurity.noaa.gov) for the NOAA Employee Check-in Service. The latter service can assist staff members and their dependents following a hurricane catastrophe.

Branch Chiefs will approve and organize protocols for staff removal of communication and data storage items: center cell phones, lap top computers, and portable computer back up drives and other media. They will establish yearly commitments from local suppliers for critical services in the event of a hurricane emergency. They should monitor television and radio for severe weather warnings, instructions to initiate the hurricane plan, and Carteret County Emergency Management Evacuation orders/recommendations.

Each employee should learn about the potential threats of hurricanes to his or her life and home and initiate plans to safeguard his or her family. This is particularly important for employees who have not experienced a hurricane. During hurricane season, close attention should be paid to guidance from Center management, Carteret County Emergency Management Office, and National Weather Service severe storm advisories.

Employees on leave, travel, or off duty should exercise good judgment in determining the safety of their travel for duty. The conditions forecast or experienced in Beaufort, North Carolina may differ from travel or home locations.

The appendices to this plan provide additional advice and information in preparation for hurricane season. The appendices include civil emergency contact information, useful web sites, weather related emergency kit, flood bucket/cleaning kit. The following websites provide additional important information.

NOAA National Hurricane Center

<http://www.nhc.noaa.gov/>

NOAA Emergency Information

<http://www.homelandsecurity.noaa.gov/>

Carteret County Emergency Management Office

Telephone 728-8470

Fax 728-8459

E-mail allens@carteretcountygov.org

GENERAL GUIDANCE

When a Tropical Storm Warning is issued for Beaufort, specific instructions within this plan will be implemented as determined by the Center Director. The Director or his designee will determine what precautions will be taken depending on the severity, timing and predicted movement of the storm. Implementation of the Plan will begin as soon as a National Weather Service forecast identifies Beaufort as a possible target of a storm and the Director initiates preparations. After the facility is secured for a hurricane, all Center facilities will be evacuated and doors and entry ways will be sand-bagged. Personnel will be excused from work only if specifically told by their Supervisor that the Center is officially closed.

Staff will be advised by the Director when the Center is to be officially closed and when staff will be placed on administrative leave. When employees are released from duty, they should leave Pivers Island and consider evacuation to an area advised by the National Weather Service or local news media. When released of duty, employees should inform their supervisors of their evacuation intentions.

General Responsibilities

The Center Director will designate personnel to assist the head of maintenance and Branch Chiefs, as needed, to secure the facility. The head of maintenance is responsible for directing the securing of the grounds and the exterior protections for all buildings. Branch Chiefs or their designees are responsible for interior offices and laboratories under their management. They will assign personnel to perform the duties of employees on leave or travel. Each employee is responsible for securing his or her individual work space. Once assigned these personal responsibilities are completed, staff should contact the Director or their Branch Chief to offer additional assistance.

The Center Director or his designee, assisted by Center staff prepares the Plan under the review of NCCOS Headquarters. They identify Mission Essential Functions, essential emergency personnel, emergency equipment, and Mission Critical Equipment and Assets. They establish and maintain CCFHR's personnel roster and contact information. They develop plans to establish another NCCOS Center site if the center is incapacitated, in accordance with the details in Appendix 1.

In addition they maintain up-to-date transportation routes to emergency relocation sites. They provide instructions for appropriate CCFHR staff, suppliers, contractors, and others and develop methods for emergency notification of personnel during working hours. These include e-mail, telephone and word-of-mouth. They maintain current rosters of employee points of contact with telephone numbers and information on other means of contact. They provide updated vital electronic files (and essential paper documents) to emergency relocation and storage sites. NOAA window decals are provided to staff to identify personal vehicles.

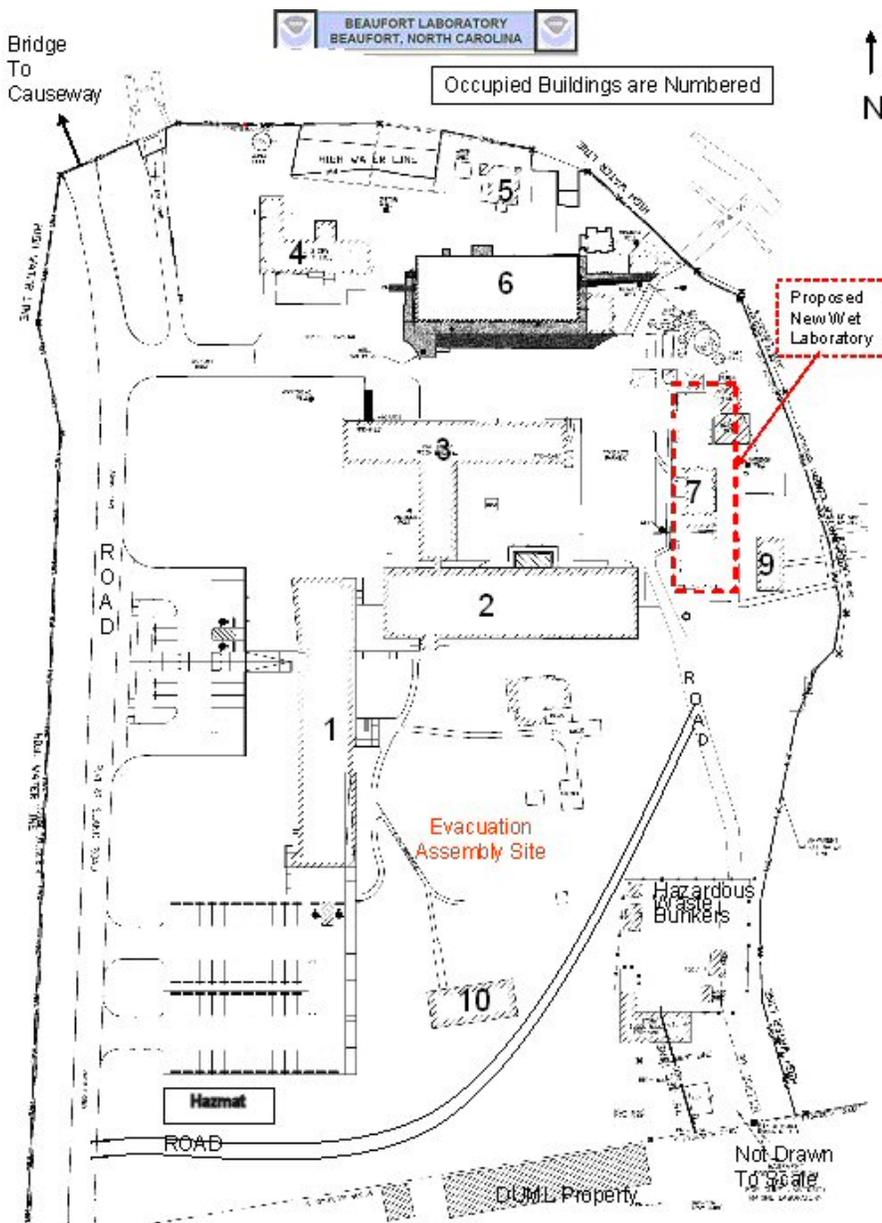
INSTRUCTIONS FOR ALL TROPICAL STORM OR HURRICANE WARNINGS

The following instructions are to be followed when the Hurricane Plan is activated by the Center Director in order to prepare the Center for **tropical storms and hurricanes up to and including severe hurricanes of Saffir-Simpson Category 3 or greater**. These instructions are in addition to those described in the previous Section, INSTRUCTIONS FOR SEVERE HURRICANE WATCH.

SECURING INTERIOR SPACES

All employees are responsible for securing their individual workspace. Personal computers should be secured by employee. Back them up locally, not to network drives. Do not back up system and application files. Label back up media with computer identification and responsible employee and give to IT staff for safe storage. Shut down, unplug, and move PC's away from windows and elevated above the floor. Disconnect electricity from computers and monitors, if not connected to an Uninterruptible Power Supply (UPS). Unplug the network connection from the wall. Unplug and power down the UPS. Cover all items including computers tightly with heavy plastic garbage bags and plastic sheets secured with duct tape. Windows are to be closed and locked. If Maintenance provides interior shutters, install over the windows per instructions. Working supplies of hazardous chemicals should be secured in secondary containment, moved to chemical storage cabinets, or hazmat bunkers. Center cell phones, lap top computers and portable computer back up drives and other media will be removed and taken with employees in preparation for work from remote sites. **DO NOT** put tape on any windows. **DO NOT** unplug telephones. **Do** close office doors on departure.

MAP (NOT TO SCALE) OF CCFHR BEAUFORT LABORATORY BUILDINGS



Some employees are assigned responsibility for specific areas of the facility as follows.

BUILDINGS 1 AND 2

Patti Marraro, assisted by **David Evans**, **Jim Waters**, **Jennifer Potts**, and **Betsy Laban** will secure the library. They will turn off electricity to all machines, cover bookshelves, computers and office machines with plastic, and place sandbags at the back door.

Linda Matthews has overall responsibility to secure the computer room, network print areas and telecommunication areas. **Forty-eight hours** prior to shutdown, **Linda Matthews** will remind Lab personnel to backup critical files, label back up media with computer identification and responsible employee and give media to IT staff for safe storage. She will direct IT staff to conduct a differential backup of all network servers, package disaster recovery media and contingency plan and mail to offsite storage site (Attn: *Mark Mohs*, N/SCI NCCOS Headquarters, SSMC, 1305 East-West Hwy, Silver Spring, MD 20910-3281).

Twenty four hours prior to network shutdown, **Linda Matthews** will notify Lab personnel of anticipated server shut down time. She will notify the Network Operations Center (301-713-0600), NOS CIO's Office (301-713-1156 x102), and Mark Mohs (301-713-2043) of network shutdown. She will remove all media from bottom two drawers of safe, cover safe with plastic, shutdown servers, unplug and power down all UPSs. **IT staff** will move Net Shelters to the center of the computer room and cover with plastic and unplug and power off UPSs supporting communication devices in rooms 3, 228, 513, 801, 705 and Habitat Conservation Building after shutting down servers. **IT staff** will disconnect uplinks to Building 2, cover devices with plastic, unplug and power off UPSs in room 22 supporting communications equipment. They will elevate UPSs in Room 22, cover devices with plastic. Equipment in Room 1, 2, and 14 will be elevated and covered with plastic and the IT area will be secured consistent with work space requirements.

IT staff will coordinate in shutting down the Linux server and covering it with plastic. Unless directed otherwise, **the telephone system** will remain powered on and will only have plastic loosely draped. **Network printers in rooms 19, 108, 801, and 210** will be draped with plastic and disconnected from power and the network.

IT staff will shutdown video conferencing equipment, unplugged from its power source and communication cable, and covered with plastic. The projector in large conference room will be disconnected from power and covered with plastic. Restoration media (last complete weekly backup and differentials) will be packaged with contingency plans in a dry container to be maintained by **Linda Matthews** or designee.

James Morris will secure cultures and seawater system of the First Floor Wet Lab (Room 2-110).

Sharon Sechler will secure lobby, conference room, and Director's office according to individual work space procedure.

Dorothy Smith will secure main photocopier room and mail room, turn off all electricity to office machines, and cover office machines with plastic.

OTHER BUILDINGS

Barbie Byrd verify office space in Building 7, Hildebrand Building, is secure per employee workspace instructions and confirms movement of computers into Building 1, second floor.

Mark Fonseca and **Gretchen Lovewell** will remove light equipment and supplies outside Building 9 (Gray's Shop) and sandbag doors.

Dave Gloeckner will verify that office space is secure, consistent with employee workspace instructions and confirm the transfer of computers into Building 1, second floor.

Randy Grady with **Travis Austin** and other personnel as requested will secure maintenance Building 11.

Mike Prager will secure Building 3, (Annex) according to individual workspace instructions.

GOVERNMENT VEHICLES

For severe hurricanes (category 3,4, and 5), government vehicles will be moved to the Newport National Weather Service facility, following the transport of small boats and trailers. Randy Grady, vehicle fleet manager, will coordinate this movement.

BOATS

Mike Lacroix, Brian Degan, Annie Gorgonne, and Larry Hansen will coordinate the securing of small boats for their respective NOS and NMFS branches. Secure the small boats and move them to the quadrangle for hurricanes of category 1 and 2 or to the Newport National Weather Service for hurricanes of category 3, 4, and 5 as assigned.

SECURING OUTDOOR SPACES

Mark Fonseca will secure the dive locker, store and secure equipment and any loose items.

Dan Carr and Amy Uhrin will secure east small boat docks and store and secure equipment and any loose items.

Randy Grady has overall responsibility for government vehicles. Each NOS and NMFS Branch will assign two staff to be responsible for filling with gas and for securing and moving vehicles to the parking lot adjacent to the quadrangle or to another location (e.g. Newport NWS) as assigned by him; will store and secure equipment and any loose items associated with the Emergency Generator and adjacent electronics building; will secure floating docks and aluminum ramps and store and secure equipment and any loose items; and will secure the Residence Building power and store and secure equipment and any loose items.

Mike Greene will secure doors and air conditioner of sample storage garage and with **Rance Hardison** will secure the fenced compound area adjacent to Building 11, the Maintenance Building, remove light materials from yard to storage buildings, and secure and lock all storage buildings.

Jud Kenworthy will secure north small boat docks and boat ramp and store and secure equipment and any loose items.

Roger Mays will store and secure equipment and any loose items in the boat equipment storage area, secure the Hildebrand Dock, store and secure equipment and any loose items. **Roger Mays and Ken Brennan** will secure NOAA Vessel HILDEBRAND, contact Bock Marine Services to receive the NOAA vessel HILDEBRAND (telephone 726-6855), and determine time for delivery of vessel to Bock Marine Services. When notified, the designated qualified vessel crew will move vessel (minimum crew of 2) to Bock Marine

Services where vessel will be hauled and blocked and loose items secured. The vessel's portable satellite telephone with fully charged batteries will be delivered to the Center Director or his designate. The satellite telephone number is 011 8816 21447651.

James Morris and John Burke will secure sea water laboratories, outside culture tanks, and sea water pump-filter building and store and secure equipment and any loose items.

Safety Officer will bring outside fire extinguishers, absorbents and absorbent cabinets indoors.

Safety Officer is responsible for the hazardous materials and gas cylinder storage areas. The areas must be inspected and secured. He/She will bring empty hazmat containers inside hazmat bunkers and sandbag the bunkers and closing the vents.

INSTRUCTIONS FOR SEVERE HURRICANE STRIKE SAFFIR-SIMPSON CATEGORY 3 OR GREATER

The instructions in this section enable the Center Director and key staff to resume performing the full range of Mission Essential Functions after interruption by a severe hurricane strike and one expected to inundate the Pivers Island facilities. The following section “**INSTRUCTIONS FOR ALL TROPICAL STORM OR HURRICANE WARNINGS**” has instructions for facility preparation for all tropical storm and hurricane warnings.

Instructions in this section are intended to maintain **Mission Essential Functions** and to preserve and protect **Mission Essential Equipment and Assets** in the event of a severe hurricane of Saffir-Simpson Category 3 or greater threat to our facility. The facility could be closed for more than a few days in the event of such a severe hurricane strike. Mission Essential Functions include Directorate, Vessels, Algal Cultures, Preserved Samples, Frozen Samples, and Cultivated Animals. **Appendix 1** identifies minimal personnel requirements, Mission Essential Functions, vital web addresses and telephone numbers, CCFHR emergency relocation sites, Mission Essential Equipment and Assets and local civil emergency contact information.

Directorate is the leadership group needed to maintain communications and information flow in responding to an emergency that disrupts Mission Essential Functions. Vessels are small boats and automobiles that provide mobility required to maintain research and development missions. Algal cultures are unique living cultures required for research and development. Preserved and frozen samples are irreplaceable materials used in fulfilling contractual obligations. They include both reference materials and field collected samples requiring future analysis in support of mission specific scientific research. Cultured animals are living specimens collected, held, and propagated for mission specific scientific research.

Upon plan activation, the **CCFHR Director** or his designee, assisted by **CCFHR staff**, is responsible for planning and executing the following emergency operations: coordinate the execution of office emergency plans, alert and notify **Emergency Response Staff** and other staff conducting damage assessments, facilitate movement to and set up of Emergency Relocation Site(s), render status reports to NCCOS Headquarters, provide a facility orientation briefing and walk-through for Emergency Response Staff upon occupation of the Emergency Relocation Site.

Electronic and paper records and data necessary to conduct Mission Essential Functions are “vital information” for purposes of the Plan. Backup/duplicate copies of vital information identified in Appendix 1, Tables 1-6 are created for evacuation to the relocation site. Copies of vital electronic data or files maintained on employee standard and stand alone PCs will be saved at specified intervals and evacuated to the Emergency Relocation Site(s).

The emergency relocation site for the Directorate and Vessels is Newport National Weather Service, Director, (252) 223-5222. This site is 13 miles from CCFHR, not immediately on the water and is on higher ground. An alternative site is Marine Corps Air Station, Cherry Point, Havelock, North Carolina, Military Emergency Services, (252) 466-4367, located 21 miles from CCFHR on higher ground and is a military facility.

EMPLOYEE ACCOUNTABILITY FOR COMMUNICATIONS DURING CLOSURE OF FACILITY

For Information on the Work Status of CCFHR dial (252) 728-8738. **Employees** are required to contact a member of NCCOS or NMFS management, starting with their Branch or Division Chief.

TABLE OF MANAGEMENT PHONE NUMBERS

	<u>HOME</u>	<u>CELL</u>	<u>WORK</u>
David Johnson		252-241-5271	252-728-8746
Jeff Govoni	252-728-6932	252-723-7105	252-728-8727
Aleta Hohn	252-728-3215	252-723-7108	252-728-8797
Pat Tester	252-728-4537	252-723-7106	252-728-8792
Mark Fonseca	252-728-2337	252-723-7102	252-728-8729
Gretchen Bath-Martin	252-241-5887	252-222-3334	252-728-8794
Erik Williams	252-726-1860	252-422-9001	
L. Hansen	252-728-4071	530-518-9623	252-728-8725

NCCOS Headquarters:

Gary Matlock	301-713-3020 x 183
Alica Jarboe	301-713-3020 x 182

NMFS Regional Headquarters:

SEFSC:

Bonnie Ponwith (Dir)	305-361-4264
Heather Blough (Dep Dir)	727-824-5301

Toll-Free Call-In Number (1-888-NOAA-911 or 1-888-662-2911): If you are directed or forced to evacuate your current location to an alternate site, contact NOAA as soon as possible to advise NOAA that you are safe and how to contact you. This toll free number also should be used by employees, their families, contractors and friends to report the whereabouts of another NOAA employee or contractor.

Website Check-In: In addition to the toll-free number, employees and contractors can report their status via a website check-in system that can be accessed from the web, at <http://www.homelandsecurity.noaa.gov>, or from the NOAA home page (<http://www.noaa.gov>)

If you have evacuated to a location not covered by the emergency telephone tree numbers listed for you or that you communicated to your supervisor upon evacuation, contact your supervisor as soon as possible following the passage of a storm. If you have access to a working telephone but the telephone system, including cell phone, is not functioning in the Beaufort area, David Johnson or his designee can be telephoned via the satellite telephone number 011 8816 21447651

Information Website: To provide employees and contractors with relevant information during an emergency, NOAA established the following web pages, <http://www.homelandsecurity.noaa.gov> and <http://www.wfm.noaa.gov>. These websites will be updated on a continual basis to ensure employees and contractors are able to get the information they need in a timely manner

Need Help: If you are experiencing unique situations and don't know where to turn for help, please contact us at Employee.status@noaa.gov with your specific question or need. While this e-mail address will generally not be staffed on a 24x7 basis, we promise to acknowledge your e-mail by the next business day, and to address your emergency situation as quickly as possible.

REOPENING OF THE FACILITY

The **Center Director** will determine when the Center can reopen, and employees will be advised of the opening time and date— Staff may not return to the facility until it is reopened unless specifically requested to do so by supervisory staff. Staff should not visit the center except with another authorized person

In the case of a severe hurricane warning, damage, and extended closure, maintenance and restoration of Mission Essential Functions (MEF) will follow the Mission Critical Assets guidance in this Plan. Certain staff members may be required to implement this effort and should be prepared with their “Ditch Bag” items in case it is necessary to resume work at their evacuated or other location after receiving instructions from their official supervisor. Information systems will be restored and maintained consistent with the National Centers for Coastal Ocean Science (NCCOS) Research Support System, NOAA6301, IT Contingency Plan

APPENDICES

APPENDIX 1 CCFHR MAJOR HURRICANE EMERGENCY RESPONSE PLAN

TABLE 1.1 Minimal Personnel Requirements (Numbers of staff, names and telephone numbers).

Position Title/Skill	Number of staff	Name and Cell or Home Phone of Staff
Director	1	David Johnson 252-241-5271
NMFS Program Director	1	Aleta Hohn 252-723-7108
Maintenance Chief	1	Randy Grady 252-241-8579
Branch Chief - NOS	1	Pat Tester 252-723-7106
Branch Chief - NOS	1	Mark Fonseca 252-723-7102
Branch Chief - NOS	1	Jeff Govoni 252-241-7105
Branch Chief - NMFS	1	Larry Hansen 530-518-9623
Branch Chief - NMFS	1	Erik Williams 252-422-9001
Branch Chief - NMFS	1	Gretchen Bath Martin 252-241-5887
Algal Culturist	3	Wayne Litaker 252-672-8881 Steve Kibler 252-728-8737 Chris Holland 919-219-1977
Boat Operators	10	Roger Mays 252-393-6923 Jud Kenworthy 252-241-3474 Amy Uhrin 252-725-2426 Jenny Vander Pluym 919-349-7214 Dave Meyer 910-326-6039 Mike LaCroix 252-728-0663 Paula Whitfield 252-726-8640 Don Field 252-504-6295 Greg Piniak 252-646-5625 James Morris 252-838-1150
Live Animal Husbandrist	1	James Morris 252-838-1150
Driver	1	TBD

TABLE 1.2 MISSION ESSENTIAL FUNCTIONS

Function	Definition of Function
Directorate	Leadership group to maintain communications and information flow in the process of responding to an emergency that disrupts Mission Essential Functions
Vessels	Small boats (and automobiles) to provide mobility required to maintain research development missions
Algal Cultures	Unique algal cultures required for research and development of Harmful Algal Bloom stressor.
Frozen Samples and Preserved Samples	Irreplaceable and contractual reference and field samples required for analysis associated with research and development of Ecological Forecasting, Pollution, Land and Resource Use, Invasive Species, Climate Change or Extreme Natural Events.
Cultivated Animals	Living specimens collected, held and propagated for research and development in Ecological Forecasting, Pollution, Land and Resource Use, Invasive Species, Climate Change or Extreme Natural Events

TABLE 1.3. VITAL WEB ADDRESSES AND TELEPHONE NUMBERS

Vital Web Site	Address		Owner
Red Cross	www.redcross.org		Red Cross
Email Website	https://mail.nems.noaa.gov		NOAA
Dept of Commerce	www.doc.gov		DOC
National Hurricane Center	http://www.nhc.noaa.gov/		NOAA
NOAA Emergency Information	http://www.homelandsecurity.noaa.gov/		NOAA
Emergency Contacts			
NC Highway Patrol	(252)726-5766	Carteret County Sheriff's Department	(252)504-4800
Ambulance	(252)728-4111	Hospital	(252)808-6000
Red Cross	(252)637-3405	Coast Guard	(252) 354-2719
Progress Energy	800-419-6356	Sprint	(252)977-7100
Health Department	(252)728-8550	Poison Control	800-848-6946
FEMA	800-621-FEMA (3362)	National Weather Service	(252)223-5737
Carteret County Emergency Management	252)728-8470	Emergency Medical Service	(252)728-8471
Hazard. Material Emer. Response	800-564-7577	Federal Information Center	800-FED-INFO

TABLES 1.4 CCFHR EMERGENCY RELOCATION SITES

Table 1.4 A Directorate Relocation Sites

Newport National Weather Service, Close by
Richard Bandy, Director
(252) 223-5222
13 Miles
ALTERNATE RELOCATION SITE
Marine Corps Air Station, Cherry Point, Havelock, North Carolina, Close by
Military Emergency Services
(252) 466-4367
21 miles

Table 1.4 B Directorate Relocation Travel Instructions

FROM	TO	DISTANCE	TIME
CCFHR	NEWPORT NATIONAL WEATHER SERVICE	12.95 miles	25 minutes
1:	Start out going NORTH on PIVERS ISLAND RD toward HWY 70.		<0.1 miles
2:	Turn LEFT onto US-70 W.		12.4 miles
3:	Turn LEFT onto ROBERTS RD.		0.4 miles
4:	Arrive at National Weather Svc: 477 Roberts Rd, Newport, NC 28570, US		

Table 1.4 C. Vessels Emergency Relocation Sites for Category 3 or Higher Hurricane

Newport National Weather Service, Close by
Director
(252) 223-5222
13 Miles (SEE TRAVEL INSTRUCTIONS TO NEWPORT NWS IN TABLE 1-4-B ABOVE)

Table 1.4 D. Vessels Emergency Relocation Sites for Laboratory Closure

OPTION A	OPTION B	OPTION C	OPTION D
Newport National Weather Service, Close by	Duke University Marine Laboratory Close by	North Carolina Division of Marine Fisheries Close by	Marine Corps Air Station Cherry Point Close by
Richard Bandy, Director	Duke University Marine Operations	NCDMF	USMC-CP
(252) 223-5222	(252) 728 7506	(252) 726 7021	(252) 466 2811
13 Miles	<1 Mile	5 Miles	25 Miles

Table 1.4 E. FISH HUSBANDRY AND LIVE ANIMAL RELOCATION Emergency Relocation Sites

OPTION A	OPTION B	OPTION C	OPTION D	OPTION
Carteret Community College Close by	NC Aquarium Pine Knoll Shores Close by	University of North Carolina at Chapel Hill	University of North Carolina at Wilmington Not close by	North Carolina State University Not close by
Skip Kemp	Stewart May	Niels Lindquist	Wade Watanabe	Dr. Harry Daniels
(252) 223-5327	1-866-294-3477	(910) 256-3721	252 466 2811	(919) 515.4589

Table 1.4 F. ALGAL CULTURES EMERGENCY RELOCATION SITES

69 Fern Chapel Hill (personal residence)	TBD	TBD
Wayne Litaker	Steve Kibler	Chris Holland
919-672-8881 (cell)	252-726-7457 (home)	919-219-1977 (cell)

TABLE 1.4 G. Coastal Process and Resource Research Frozen Samples EMERGENCY RELOCATION SITES

Environmental. & Molecular Toxicology	North Carolina State University
Box 7633, NCSU	School of Veterinary Medicine
Damian Shea	Ed Noga
919 513 3899	(919) 513-6236
155 Miles	

TABLE 1.4 H. Forecasting and Related Research Team Frozen Samples EMERGENCY RELOCATION SITES

TBD

TABLE 1.4 I. Critical Assets (Instruments and Equipment) for Evacuation EMERGENCY RELOCATION SITES

ERS-3 Evacuation and Storage to Avoid Possible Loss Due to Hurricane Category 3+	
Newport National Weather Service, Close by	
Director	
(252) 223-5222	
13 miles	

TABLES 1.5 Mission Essential Equipment and Assets

Table 1-5A. NOAA Beaufort NMFS and NOS Boats, and Vehicles for Evacuation (Towing)			
Boat		Length	Vehicle
Carson II		21' Parker	C17162 F350 pickup
Douglas		18' Parker	C17231 F250 pickup
Slue		18' Parker	C17140 1500 Pickup
Killifish		22' Jones Brother	Surburban
Cheloniid		18' Parker	C17223 Chevy Silverado turtle truck
Stenella		20' Zodiac	C17130 S10 Pickup
Julius		22' Zodiac	C17251 Chevy stranding truck
Remora		13' Avon	C17233 Ford Explorer
Carolina Skiff		17' (arrives 9/06)	C17201 F150 Ford truck
Dolphin Processing Boat		30'	C17250 Dual Wheel Crew Cab
Flatbed trailer with sea lab			Recycle C17162 F350 pickup

Table 1-5B. Staff to trailer boats:

Christine Addison	Larry Hansen	Brad Teer
Larisa Avens	Emma Jugovich	Amy Uhrin
Ken Brennan	Jud Kenworthy	Jenny Vander Pluym
Mike Burton	Trip Kolkmeier	Paula Whitfield
Barbie Byrd	Mike LaCroix	Erik Williams
Brian Degan	Gretchen Lovewell	James Morris
Mark Fonseca	Neil McNeill	Brett Harrison
April Goodman	Dave Meyer	
Annie Gorgone	Roldan Munoz	
Mike Green		
Barry Guthrie	Greg Piniak	
Patti Haase	Kyle Shertzer	
John Hackney	Joe Smith	

Table 1-5C Applied Ecology and Restoration Research Division / CCFHR 2006-2007
CRITICAL ASSETS FOR EVACUATION

CATEGORY 1-2: Possibly put all or selected items in Sea Lab anchored in Newport – otherwise ensure they are sealed; on ground floor, move to countertops or upstairs into 1-213 back room.

CATEGORY 3-5:
Put all following items in sealab which is anchored in Newport

Orange tag #	Critical Asset	Current Location	Case Description	Responsible Individuals
A1	Sport Scan units	1-106	large, black Pelican roller	Fonseca / Degan
A2	weather station	1-106	yellow Pelican case	Malhotra / Hay
A3	wave sensors	1-106	yellow Pelican case	Malhotra / Hay
A4	bathymetry unit (also transducer & spare parts)	1-213 back room	yellow Pelican case (spares will need to be consolidated into another case)	Kenworthy / Uhrin
A5	Travel LiCOR	1-213	black Pelican case	DiCarlo / Landry
A6	LiCOR	1-213	gray Pelican case	DiCarlo / Landry
A7	fluorometer	1-213	yellow Pelican case	DiCarlo / Landry
A8-10	Microscopes (3)	processing lab (Room 212)	will need to be packaged	LaCroix / Teer
A11-14	Balances (4)	processing lab (Room 212)	will need to be packaged	LaCroix / Teer

Table 1-5C Continued				
A15	portable HP printer	1-106	original packaging – put in larger waterproof box	Uhrin / Taylor
A16	digital calipers	1-106	black Pelican case	Uhrin / Taylor
A17	Hobo temp loggers & Sensus Pro	1-106	plastic totes (3) – put into larger water proof box	Uhrin / Taylor
A18	QTC system	1-106	Black Pelican case	Piniak/Fonseca
A19	Marsh-McBirney flow meter (3 parts)	1-106	RubberMaid tote	Fonseca / Degan
A20-21	Seaviewer cameras (one 300' and one 50')	1-106 – top shelf	original tool boxes	Fisher / Degan
A22	Horita units	1-106	handled tote	Taylor / Piniak
A23	binoculars	1-106	black Pelican case	Taylor / Piniak
A24	Ocean Optics	1-213	gray Pelican case	Kenworthy / DiCarlo
A25-38	recorded VHS tapes	1-106	several plastic totes – will need to be put into coolers or some other waterproof case	Vander Pluym / Fisher
A39	Channel & Banks recorded mini DV's & misc books	1-213 (Shay's desk)	plastic totes – please put inside another waterproof case	Vander Pluym / Fisher
A40	old recorded VHS tapes on top shelf in Shay's office	1-213	tapes are all loose – will need to consolidate into waterproof case	Vander Pluym / Fisher
	old recorded VHS tapes on top shelf in Shay's office	1-213	tapes are all loose – will need to consolidate into waterproof case	Vander Pluym / Fisher
	handheld radios	1-213	none – will need to be packaged in waterproof case	Degan / Meyer

Table 1-5C Continued			
Trimble 5800 2 yellow tripods and one blue tripod	1-106 Big White Cabinet	2 black cases	Field/
Trimble 1 – Pro XR, TSC1	1-213 Back Room	Black Pelican Case	Field/
Trimble 2 – Pro XR, TSC1	1-213 Back Room	Black Trimble Case	Field/
Trimble 3 – Pro XRS, TSC1	1-213 Back Room	Black Trimble Case	Field/
Trimble 4 – Pro XR, Recon4	1-213 Back Room	Black Trimble Case	Field/
Trimble 5 – Pro XT, Recon5, GeoBeacon	2-018	Yellow Pelican Case	Field/
Trimble 6 – Pro XT, Recon6, GeoBeacon	2-018	Yellow Pelican Case	Field/
Trimble 5800 RTK, 2 Recons 3, 5800	1-106 Big White Cabinet	1 Yellow Pelican Case for base and 1 Yellow Pelican Case for the Rover	Field/
TSCe data logger	2-018	Black Trimble Case	Field/
Trimble 5800 2 yellow tripods and one blue tripod	1-106 Big White Cabinet	2 black cases	Field/
VX-2100 Camera and housing	1-213 Paula’s office	Black pelican	Whitfield/ Landry
VH-1000 & VX1000 Housing & camera	Upstairs storage 1-213	1 pelican case	Whitfield/ Landry
Light and Motion video lights	Paula’s office 1-213	Black Pelican	Whitfield/ Landry
Sony 900 housing and camera	Upstairs storage 1-213	1 yellow pelican	Whitfield/ Kenworthy
Sony 950 and Gates housing	Upstairs storage 1-213	Black pelican & soft case with camera	Whitfield/ Kenworthy

Table 1-5C Continued				
Trimble 5800 2 yellow tripods and one blue tripod	1-106 Big White Cabinet	2 black cases		Field/
Trimble 1 – Pro XR, TSC1	1-213 Back Room	Black Pelican Case		Field/
Trimble 2 – Pro XR, TSC1	1-213 Back Room	Black Trimble Case		Field/
Trimble 3 – Pro XRS, TSC1	1-213 Back Room	Black Trimble Case		Field/
Trimble 4 – Pro XR, Recon4	1-213 Back Room	Black Trimble Case		Field/
Trimble 5 – Pro XT, Recon5, GeoBeacon	2-018	Yellow Pelican Case		Field/
Trimble 6 – Pro XT, Recon6, GeoBeacon	2-018	Yellow Pelican Case		Field/
Trimble 5800 RTK, 2 Recons 3, 5800	1-106 Big White Cabinet	1 Yellow Pelican Case for base and 1 Yellow Pelican Case for the Rover		Field/
TSCe data logger	2-018	Black Trimble Case		Field/
Trimble 5800 2 yellow tripods and one blue tripod	1-106 Big White Cabinet	2 black cases		Field/
VX-2100 Camera and housing	1-213 Paula’s office	Black pelican		Whitfield/ Landry
VH-1000 & VX1000 Housing & camera	Upstairs storage 1-213	1 pelican case		Whitfield/ Landry
Light and Motion video lights	Paula’s office 1-213	Black Pelican		Whitfield/ Landry
Sony 900 housing and camera	Upstairs storage 1-213	1 yellow pelican		Whitfield/ Kenworthy
Sony 950 and Gates housing	Upstairs storage 1-213	Black pelican & soft case with camera		Whitfield/ Kenworthy
Table 1-5C Continued				
P14-17	Halcyon HID lights #2, #3, #4, #5	Upstairs storage 1-213	Pelican	Piniak/ Whitfield

P18	DV	Upstairs Storage	Blk pelican	Piniak/ Whitfield
P19	Walkman (2)	1-213		
	Ultralight arms	Upstairs storage 1-213	Plastic case need to be in cooler	Piniak/ Whitfield
	Halcyon HID lights #1	Upstairs storage 1-213	Pelican	Piniak/ Whitfield
	Tetra 7070 #1 still camera and housing	Upstairs storage 1-213	Pelican	Whitfield/ Piniak
	Tetra 7070 #2 still camera and housing	Upstairs storage 1-213	Pelican	Whitfield/ Piniak
	Tetra 7070 #3 still camera and housing	Upstairs storage 1-213	Pelican	Whitfield/ Piniak
	8mp Olympus camera and Ikelite housing	Upstairs storage 1-213	Pelican	Whitfield/ Piniak
	Spare halcyon kit with bulbs	Upstairs storage 1-213	Plastic case needs to be in cooler	Whitfield/ Piniak
CRITICAL FROZEN AND PRESERVED SAMPLES FOR EVACUATION				
	Frozen bags	Freezers Rm 212	250x1gal	Meyer
	Ethanol fixed	Rm 212	27 8 oz cups	Meyer

Table 1-5 D Applied Ecology and Restoration Research Division / CCFHR 2006-2007
STAFF DITCH BAG ITEMS FOR EVACUATION .

(ALL STAFF ARE TO INCLUDE WORK CELL PHONE, NOAA ID,
LABORATORY KEY, HURRICANE PLAN, TELEPHONE TREE NOAA CREDIT
CARDS IN DITCH BAG)

Dave Meyer	Laptop Backpack with travel office supplies Portable inkjet printer and paper
Gary Fisher	Iomega HDD PDA CD/DVD
Mike LaCroix	External hard drive Fish id books Personal memento's Copy of backup data disks Any unentered data
Christine Addison	external hard drive w/recent backup of p, q, and C drives laptop field data books (□lympu, navassa, san □lympus□o, TER) all daily lab green books dive medical info & dive certifications dive gear passport & copies of personnel paperwork password info
Mark Fonseca	external hard drive, PDA daily log/note books for last year personal photos Passports Various vendor cards and cert. cards Theses, media, ~ a dozen personal book
Brooke Landry	external hard drives, personal laptop contents of top file cabinet drawer thumb drive certification cards
Degan, Brian	Laptop, Dell Laptop Fujitsu Tablet Computer Palm m515 Maxtor 300GB external firewire harddrive (2) Iomega 80 GB external USB harddrive Erdas Imagine Software and Envi Software CD's NC Seagrass DVD's
Amit Malhotra	Laptop, PDA External hard drive

	Passport Books Software CDs (Fortran compiler, VB.Net, VB6, Matlab)
Wood, Lisa	Laptop external hard drives thumb drive most recent project notes
Jenny Vander Pluym	external hard drive put in safe, thumb drive, back-up to q drive green book of notes hard copies of all health records, dive physical and certifications, including cards hard copies of dive log: before and during NOAA my favorite binder clips and sharpie collection
Amy Uhrin	Laptop external hard drive Palm Pilot thumb drive World Atlases of Seagrasses and Coral Reefs photographic slides SAS course notes dive log book photo cd's daily log book for last 2 years prescription SCUBA mask Diplomas, all certification cards, dive physical Indo-West Pacific Seagrasses, Marine Plants of the Caribbean, Benthic Habitats Symposium Proceedings, Global Seagrass Research Methods, all Alaska & Pacific fish & algae ID books, Statistics with R (4), Experiments in Ecology, Biometry, Humann (3), Karl Popper (2) Official Passport
Shay Viehman	laptop & waterproof case backup hard drives used green books several books: stats & ID books dive gear personnel file containing personal ID information
Paula Whitfield	laptop Olympus 5060 camera most recent notebooks (4)
Brad Teer	2006 Poplar data binder Island marsh trap binder night vision goggles fish id books

Patricia Hay	Laptop pda
Chris Taylor	Laptop, external hard drive

Evacuation for Rice Library

Table 1-5 E Research Coordination and Administrative Support Branch, 2006-2007
CRITICAL ASSETS FOR EVACUATION – There is no planned relocation site or means to transport these items at this time.

Table 1-5 F FARR GROUP CRITICAL ASSETS FOR EVACUATION LIST / CCFHR 2006-2007
 CRITICAL. Two suburban vehicles, approximately 60 cubic feet will carry critical instruments, balances and grinders to NWS for storage with the boats and other vehicles. Other critical priority items will be placed in water tight containers and stored in FARR space on the second floor of building 1. Other less critical items will be secured consistent with the Hurricane Plan.

SCORING INFORMATION Critical Priority: A – Highest, B – Moderate, C – Lowest
 Relocation Feasibility A – Easiest, B – Moderate, C – Hardest

Item Description	Bldg #	Rm. #	Critical Priority	Relocation Feasibility	Cover & Secure	Pack to Move If Time Permits	Staff
<u>Balances</u>							
Sartorius Balance Connected to DMA 80	1	206 B	A	B		X	Rochelle
Balance 6 Place Manual	1	209 B	C	C	X		Crumley
Balance 5 Place Electronic	1	209 B	B	B		X	Crumley
Balance 2 place Electronic	1	209 B	A	A		X	Crumley
<u>Cameras</u>							
Kodak Digital Camera	1	206 C	C	C	X		Crumley
<u>Chemicals</u>							
Chemical Inventory List	1	206 C	A	A		X	Crumley
MSDS Hard Copies	1	206 C	A	A		X	Crumley
SRM Inventory	1	206 C	A	A		X	Crumley
Two Desiccators Door Style – Storage for SRMS	1	209 B	A	A		X	Crumley
<u>Chemicals</u>							
Chemicals	1	206 A	C	C	X		Evans
Chemical Storage	1	206 A	C	C	X		Evans

Cabinets Corrosives, Oxidizers, General							
<u>Computers</u>							
Computer Rochelle	1	206 C	A	B		X	Rochelle
Maxtor Backup Drive Rochelle	1	206 C	A	A		X	Rochelle
Computer Evans	1	206 D	A	B		X	Evans
Maxtor Backup Drive Evans	1	206 D	A	A		X	Evans
Computer Crumley	1	206 C	A	B		X	Crumley
Maxtor Backup Drive Crumley	1	206 C	A	A		X	Crumley
Onset Temp. Probe	1	206 C	B	B			Crumley
Bar Code Reader	1	206 C	B	B			Crumley
<u>Equipment</u>							
Clean Room Laminar Flow Exhaust Hood	1	206 A	B	C	X		Crumley
Blower for Salare Hood	1	Roof	C	C	X		Crumley
Labconco 4ft LPE Bench Extraction Hood	1	206 A	C	C	X		Crumley
Blower for Labconco Hood	1	Roof	C	C	X		Crumley
AA Exhaust Blower	1	Roof	C	C	X		Crumley
Water Distillation System	1	207	B	C	X		Crumley
Elevated	1	207	C	C	X		Crumley

Holding Tank							
Water Softener Dedicated to Distillation System	1	207	C	C	X		Crumley
Liquid Nitrogen Dewar	1	206 B	B	B			Crumley
Vacuum Pump	1	207	C	C	X		Crumley
Tool Cart & Hand Tools	1	206 B	B	B			Evans
Water Purification Resin Bed System	1	209 B	A	B		X	Crumley
Laminar Flow 6ft Bench Hood	1	209 B	B	C	X		Crumley
Marble Balance Table	1	209 B	C	C	X		
Antistatic Gun	1	209 B	C	A	X		Crumley
Electric Grinder – Coffee Style	1	209 B	C	A	X		Crumley
Electric Grinder – Process Chop Style	1	209 B	C	A	X		Crumley
Dissection Tools	1	206 B	C	A	X		Rochelle
Clean Laminar Exhaust Hood Poly	1	209D	A	C	X		Crumley
Exhaust Blower	1	Roof	C	C	X		Crumley
Teflon Screw Top Vials & Racks 500 vials	1	209 D	B	A			Crumley
Teflon Squirt Bottles	1	209 D	B	A			Crumley
Teflon Bottles	1	209 D	B	A			Crumley

LPE Bottles	1	209 D	B	A			Crumley
AA Exhaust Blower	1	Roof	C	C	X		Crumley
<u>Freezers</u>							
Freezer Upright	1	207	C	C	X		Evans
Freezer Upright	1	206 B	C	C	X		Evans
Freezer Upright	1	206 B	C	C	X		Evans
<u>Frozen Samples</u>							
40 cubic feet	1	206	A	B		X	Evans
20 cubic feet	1	207	A	B		X	Evans
<u>Gases</u>							
Gas Argon – Z5100 & FIMS	1	206 B	C	C	X		Crumley
Argon Regulator	1	206 B	B	B			Crumley
Gas Oxygen – DMA 80	1	206 B	C	C	X		Crumley
Oxygen Regulator	1	206 B	B	B			Crumley
Gas Nitrogen – Alternate FIMS	1	206 B	C	C	X		Crumley
Nitrogen Regulator	1	206 B	B	B			Crumley
Gas Acetylene – 603 Flame AAS	1	206 B	C	C	X		Crumley
Acetylene Regulator	1	206 B	B	B			Crumley
Gas Air – 603 Flame AAS	1	206 B	C	C	X		Crumley
Air Regulator	1	206 B	B	B			Crumley
Gas Nitrous Oxide – 603 Flame AAS	1	206 B	C	C	X		Crumley
Nitrous Oxide Regulator	1	206 B	B	B			Crumley
<u>Instruments</u>							
pH/DO/ORP/	1	206 A	A	A		X	Evans

Conductivity Meter System							
Orion pH, DO, conduct., Ref. Probes	1	206 A	B	A			Evans
Corning pH Meter	1	206 A	C	A	X		Crumley
Cole Parmer Bench Sonicator	1	206A	B	A			Rochelle
Polytron Tissue Homogenizer w/3 heads	1	206 A	B	A			Evans
Milestone Direct Hg Analyzer	1	206 B	A	B		X	Rochelle
Control Module for DMA 80	1	206 B	A	B		X	Rochelle
Quartz Sample Boats for DMA 80	1	206 B	A	B		X	Rochelle
Catalyst Tubes for DMA 80	1	206 B	A	B		X	Rochelle
Amalgamators for DMA 80	1	206 B	A	B		X	Rochelle
DMA 80 Software	1	206 B	A	B		X	Rochelle
Computer to Convert DMA 80 Data	1	206 B	A	B		X	Rochelle
Monitor for DMA 80	1	206 B	A	B		X	Rochelle
Printer Connected to DMA 80	1	206 B	A	B		X	Rochelle
EDL Power Supply for 603 AAS	1	206 B	B	B			Crumley
Two EDL Power Supplies for	1	206 B	B	B			Crumley

Z5100 AAS							
EDL Lamps 12 Lamps – List Available	1	206 B	B	B			Crumley
HCL -15 Lamps – List Available	1	206 B	B	A			Crumley
Zeeman 5100 AAS	1	206 B	A	C	X		Crumley
HGA 600 Controller & Zeeman Furnace	1	206 B	A	C	X		Crumley
AS 60 Autosampler	1	206 B	A	C	X		Crumley
Graphite Tubes & Platforms & Contact Rings	1	206 B	A	B		X	Crumley
Z5100 Software	1	206 B	A	A		X	Crumley
Computer Controller for Z5100 & FIMS 400	1	206 B	A	B		X	Crumley
Laser Jet Printer – Output Z5100 & Fims	1	206 B	B	B			Crumley
Consumable AS60 Sample Cups & Caps	1	206 B	B	A			Crumley
Flame AAS	1	206 B	B	C	X		Crumley
Gas Control Box	1	206 B	B	C	X		Crumley
D ₂ Bkg. Correction	1	206 B	B	C	X		Crumley
Flow Injection Mercury Spectropho meter	1	206 B	A	B		X	Crumley
AS 90 Autosampler	1	206 B	A	B		X	Crumley
FIMS 400 Software	1	206 B	A	A		X	Crumley

Consumable Tubing & Connection Lines	1	206 B	A	B		X	Crumley
Gas Liquid Separator	1	206 B	A	A		X	Evans
Variac	1	206 B	B	B			Crumley
Pyrolyzer	1	206 B	C	B	X		Crumley
Integrator	1	206 B	B	A			Evans
Hg Fluorescence Detector	1	206 B	A	A		X	Evans
4 channel peristaltic pump	1	206 B	B	A			Crumley
Consumable Tubing for Rabbit Pump	1	206 B	B	A			Crumley
Freeze Drier	1	207	A	C	X		Crumley
High Pressure Pump	1	207	A	C	X		Crumley
Mixing Mill	1	209 B	A	A		X	Evans
Mixing Mills & Grinding Balls	1	209 B	A	A		X	Evans
Wig L Bug	1	209 B	B	A			Crumley
Microwave Digestion System	1	209 D	A	B			Crumley
Controller – Keyboard & Mouse	1	209 D	A	B			Crumley
Sample Rotor 50 ml Vial Capacity	1	209 D	A	A			Crumley
Sample Rotor Pressurized Vessel Style	1	209 D	A	A			Crumley
Tightening Station for Pressurized Vessels	1	209 D	A	A			Crumley
Pressurized Vessels 12	1	209 D	A	A			Crumley
<u>Pipets</u>							
Pipets	1	206 B	A	A		X	Crumley
Pipet tips	1	209 B	B	A			Crumley

Pipet filters	1	209 B	B	A			Crumley
<u>Stored Files</u>							
Purchase Card Folder Copies	1	209 C	A	B			Crumley
<u>Microscopes</u>							
Leica DFC320 R2-Camera	1	113	A	A		X	Morris
OLYMPUS compound microscope	1	113	C	A		X	Morris
ZEISS dissecting microscope	1	113	C	C	X		Morris
LEITZ compound microscope	1	113	A	C	X		Morris
WILD dissecting microscope	1	113	A	C		X	Morris
Zeiss Stemi DV4 dissecting microscope	1	113	B	C	X		Morris
Vibration Isolation Table	1	113	A	C	X		Morris
<u>Computer equipment</u>							
HP Inkjet printer-Morris desk	1	113	A	A		X	Morris
Laptop computer	1	113	A	A		X	Morris
Desktop computer-Morris desk	1	113	A	A		X	Morris
Desktop Computer-Image analysis	1	113	A	C	X		Morris
Desktop computer – Seawater system	5		C	C	X		Morris
<u>Laboratory equipment</u>							
METTLER	1	113	C	C	X		Morris

balance							
METTLER balance	1	113	C	C	X		Morris
METTLER balance	5		C	C	X		Morris
METTLER balance	5		C	C	X		Morris
METTLER balance	5		A	B			Morris
SONY	1	113	C	C	X		Morris
GILSON Respirometer	GS		C	C	X		Morris
GILSON Respirometer	GS		C	C	X		Morris
NESLAB	GS		C	C	X		Morris
Sartorius balance	1	113	A	A		X	Morris
Heat exchanger	5		C	C	X		Morris
Research inventory and supplies							
Morris Freezer 1	GS	SW Pen	A	C	X		Morris
Morris Freezer 2	GS	SW Pen	A	C	X		Morris
Morris Freezer 3 (Ernie)	1	111	A	C	X		Morris
Lionfish histology slides	1	113	A	A		X	Morris
Aquaculture supplies (tanks/heaters, etc.)	VA RIO US		A	C	X		Morris
Live fish	6		A	C	X		Morris
Chemicals	1	113	A	C	X		Morris
Research technical books and notes	1	113	A	A		X	Morris
General laboratory supplies	1	113	A	C	X		Morris
General laboratory supplies	5		A	C	X		Morris
Workstation	1	113 A	A	A		X	
Universal	1	113 A	A	A		X	

Power Supply							
External Hard Drive	1	113 A	A	A		X	
Flat panel monitor	1	113 A	A	A		X	
Flat panel monitor	1	113 A	A	A		X	
Universal Power Supply	1	113 A	C	C	X		
Blank CD ROMs	1	113 A	B	B			
PDA	1	113 A	A	A		X	
Computers							
DELL Workstation	2	15	A	A		X	Davenport
DELL Flat Panel Monitor	2	15	A	A		X	Davenport
Dell Laptop	2	15	A	A		X	Davenport
PDA	2	15	A	A		X	Davenport
Base PowerVault 220S External SCSI Storage Array	2	1	A	A		X	Matthews
PowerEdge 1850 Intel Xeon processor	2	1	A	A		X	Matthews
<u>Equipment</u>							
YSI CTDs	2	15	A	A		X	Cerino
<u>Cruise Materials</u>							
Research Cruise Binders	2	15	B	B			Davenport
Research Cruise Samples	Bunker		B	C	X		Bizzell

Table 1-5 G. Research Coordination and Administrative Support Branch, 2006-2007 DITCH BAG ITEMS FOR EVACUATION.

(ALL STAFF ARE TO INCLUDE WORK CELL PHONE, NOAA ID, LABORATORY KEY, HURRICANE PLAN, TELEPHONE TREE NOAA CREDIT CARDS IN DITCH BAG

Each IT Staff Member	Laptop w/VPN and active account Thumb drive with copy of following printed documents: NCCOS IT Contact List, NOS IT Contact List, NOAA6301 Contingency Plan, DHCP Configuration, File Services and Permissions List, Server and Services Recovery Procedures, Server Configurations, Backup job definitions and strategy, Trackit configuration CD Pack with critical software CDs with licensing keys Sealed envelope with all administrative passwords
Jeff Govoni	
Eric Davenport	Maxtor external hard drive Laptop Backup external drives Storage Media Pertinent Books and Research Papers PDA
James Morris	Laptop External harddrive Log books Technical manuals Lionfish histology slides Chemical inventory list
Colleen Rochelle	DMA-80 back-up floppy disks Maxtor external hard drive Hard copies of DMA-80 reports (3 binders) Binder of South Florida CERP QA/QC requirements File Folders of DMA-80 info; South Florida CERP docs.; MeHg research info.; FRG Reef fish folder; and Tournament Fish Binder of FARR Team meeting minutes, meeting handouts Personal Items
Peter Crumley	Maxtor external hard drive Instrument manuals Chemical Inventory

	MSDS Info
David Evans	Maxtor external hard drive
Dorothy Smith	
Tammy Polling	Be sure that my hard drive is listed as being shipped to SS
Larry Dunn	Copy of Employee Home Addresses Employee Association Funds
Randy Grady	
Jeanne Boyer	Thumb drive
Patti Marraro	Music CDs Photos Diplomas ARIEL Software CDs Caribbean Journal of Science CD Thumb drive with files from C, D and P drives Back up of Library Website Back up of Laboratory Publications

Table 1-5 H Coastal Process and Resource Research Critical Assets for Evacuation

Items in Molecular laboratory (Rooms 201 & 205) need to be packed. In addition to the critical items below as many disposable supplies as can be readily removed will be included (e.g. plastic water, racks, gel boxes, bacterial plating equipment etc.) These items will be placed in a rented van and moved to NWS Newport.

Item	Current Location	Staff
Light Cycler Quantitative PCR Machine, centrifuge and computer	201	Vandersea/Litaker
Robocycler PCR machine	201	Vandersea/Litaker
BioRad PT 100 cycler PCR machine	201	Vandersea/Litaker
Pipettors (50)	201/205	Vandersea/Litaker
Gel electrophoresis systems and power supplies (6)	205	Vandersea/Litaker
Genequant spectrophotometer	201	Vandersea/Litaker
Pharmacia spectrophotometer	201	Vandersea/Litaker
Vortexers (3)	201	Vandersea/Litaker
Microfuges (2)	201	Vandersea/Litaker
lab data books 1998-2006	201	Vandersea/Litaker
microbalance	201	Vandersea/Litaker
heatblock	201	Vandersea/Litaker
waterbath	201	Vandersea/Litaker
stirplate	201	Vandersea/Litaker
“-80 sample binder	201	Vandersea/Litaker
sequence data sample binder	201	Vandersea/Litaker
metamorph image log	201	Vandersea/Litaker
PCR primer binder	201	Vandersea/Litaker
Maniatis et al.	201	Vandersea/Litaker
2002 Luigi Provasoli Award	201	Vandersea/Litaker
Transilluminator	201	Vandersea/Litaker
Hybridization oven	201	Vandersea/Litaker
Autoclave	201	Vandersea/Litaker
Clone Zone	201	Vandersea/Litaker
Dell computer system and monitor	201	Vandersea/Litaker
Table Top Centrifuge	201	Vandersea/Litaker
Tissue Culture scope	201	Vandersea/Litaker
ELISA Plate Reader	205	Vandersea/Litaker
Plate Washer	205	Vandersea/Litaker
Microfuges	205	Vandersea/Litaker
Bead Beater	205	Vandersea/Litaker
gel documentation system	205	Vandersea/Litaker
BioRad electroporator	205	Vandersea/Litaker
Brunswick shaking incubator	205	Vandersea/Litaker
plate reader	205	Vandersea/Litaker
DGGE system	205	Vandersea/Litaker

BioRad PT 100 cycler PCR machine	205	Vandersea/Litaker
Dell Portable computers (2)	205	Vandersea/Litaker
Rotovap system	205	Vandersea/Litaker
Power Supplies (2)	205	Vandersea/Litaker
Clone Zone	205	Vandersea/Litaker
Electrochemical plate reader	205	Vandersea/Litaker

And as many disposable items as can also be safely removed from the laboratory including plastic ware, racks, gel boxes, reagents, bacterial plating equipment, etc.

Table 1-5-H (CONTINUED) Coastal Processes & Resource Research Division,
ANALYTICAL EQUIPMENT FOR EVACUATION.

If all of this equipment and instrumentation cannot be packed and removed to NWS via rented van then the second story of the new Admin Building (when completed) should be evaluated for the possibility to house some items.

Critical Asset	Current Location	Vulnerability	Protective Measures to be Implemented Category 3 or greater	Responsible Individuals
Gas Chromatograph (GC)	204	High	Packup and ship out	Hardison / Sunda
CHN Analyzer	204	High	Packup and ship out	Hardison / Sunda
Balance	204	High	Packup and ship out	Hardison / Sunda
Coulter Counter	202	High	Packup and ship out	Hardison / Sunda
HPLC	202	High	Packup and ship out	Hardison / Sunda
Clean Hood	202	High	Packup and ship out if space is available	Hardison / Sunda
Vacuum Pump	202	High	Packup and ship out	Hardison / Sunda
Peristaltic Pump	202	High	Packup and ship out	Hardison / Sunda
5 Pipettors / tips	202	Medium	Packup and ship out	Hardison / Sunda
Cultures	202	High	Take backups to temporary incubator	Hardison / Sunda
Balance	202	High	Packup and ship out	Hardison / Sunda
Milli-Q System	209	High	Packup and ship out	Hardison / Sunda
HPLC Mass Spect.	CMAST CMAST	High EXTREMELY HIGH	Packup and ship out Shutdown and wrap with plastic	Hardison / Sunda Hardison / Sunda

Table 1-5 H (Continued). Coastal Processes & Resource Research Division, Live cultures and equipment.

Litaker's home in Chapel Hill will serve as the primary deposit site for one isolate of critical culture material. A second sample will be stored on the top floor of Building 1. For the few non replaceable cultures we have a 3rd sample will moved to incubator space on the UNC or NC State campus.

Critical Asset	Current Location	Vulnerability High-Low	Protective Measures Category 3-5	Staff
Turner Fluorometer	107	high	packup and ship out	Holland
10-AU fluorometer	205	high	packup and ship out	Holland
TD-700 fluorometer	107	high	packup and ship out	Holland
two YSI's spectrophotometer	107	high	packup and ship out	Holland
scanning fluorometer	208	high	packup and ship out	Holland
	201	high	packup and ship out	Holland
recent strain of several unreplaceable cultures	202	high	take home or ship to makeshift incubator on UNC or NC State Campus	Holland
one carboy of filter seawater	107	medium	send with cultures	Holland/Kibler
Tropical cultures	201	Need to pack	Kibler	
401 prioritized samples	202	high	place most important samples in charged dewar	Tester team
in -80 freezer and dewar				
spectrix	107	high	packup and ship out	Holland

Table 1-5 H (Continued). Coastal Processes & Resource Research Division,
 MICROSCOPES AND IMAGE ANALYSIS/CAPTURE SYSTEM FOR
 EVACUATION

Item	Rm No.		Staff
Inverted Microscope, Nikon T100	201	Need to pack	Kibler
Metamorph System –Computer, Monitors, Shutter, Cameras, Cables, Power supplies	107b	Need to pack	Kibler
Compound Microscope, Westron	107b/	Need to pack	Kibler
Stereo Microscope, Nikon	107b	Need to pack	Kibler
Critical Software: Metamorph, YSI, MATLAB, Ocean Optics, SigmaStat, Photoshop	201	Need to pack	Kibler
Steam Sterilizer	107	Need to pack	Kibler
2 cases Sterile Culture flasks	107a	Need to pack	Kibler
Sterile pipettes (5 packs)	107a	Need to pack	Kibler
Inverted Microscope, Nikon TE300	107b	Need to pack	Kibler
1 Carboy Gulf Stream Water	107	Need to pack	Kibler
1L, 2L plastic Bottles for sterilizing media	107	Need to pack	Kibler
Glass Flasks for Tropical cultures	107	Need to pack	Kibler

Table 1-5 H (CONTINUED). Coastal Processes & Resource Research Division, CEE team CRITICAL ASSETS AND ASSIGNMENTS FOR EVACUATION

Critical Asset	Current Location	Protective Measures to be Implemented		Responsible Individual
		TS to Category 2	Category 3-5	
Equipment:				
ACS unit and cables	211 Lab	Stored in crate with dummy plugs on ports	Relocate to NWS in Newport in crate	
Spectrophotometer	208 Lab	Unplug and cover with plastic	Relocate to NWS with Tester equipment	Currin
Trimble Unit	Revolving		?	Field
Self leveling laser level	211 Lab	Remains in lab	Relocate to NWS in Newport in pelican case	
SET Instrumentation	211 Lab	In pelican case	Relocate to NWS in Newport in pelican case	
YSI's	211 Lab	Store in Room 211	Relocate to NWS in Newport in crate	
New balance	211 Lab	Unplug and cover with plastic	Unplug and cover with plastic	
Microbalance	Clean room	Unplug and cover with plastic	Unplug and cover with plastic	
Handheld GPS	211 Office	In pelican case room 211	Relocate to NWS in Newport in pelican case	
Portable centrifuge	Greys Shop	Crate in Gray's shop	Relocate to NWS in Newport in crate	Greene
Refrigerated centrifuge	208 Lab	Unplug and cover with plastic	Relocate to NWS with Tester equipment	Currin
Alpkem autoanalyzer	208 Lab	Unplug and cover with plastic	Unplug and cover with plastic	Currin
Laptops:				
Baby Dell	208 Office	Accompanies responsible individual	Accompanies responsible individual	Currin
Mama Dell (Latitude D600)	Annex	Accompanies responsible individual	Accompanies responsible individual	Hilting
Papa Dell	211 Lab	Accompanies responsible individual	Accompanies responsible individual	
Mr. Bill	208 Office	Accompanies responsible individual	Accompanies responsible individual	Greene
Sony Vaio	208 Lab	Accompanies responsible individual	Accompanies responsible individual	

Digital Cameras:				
Sony	211 Office	In pelican case	Accompanies responsible individual in pelican case	
Nikon Coolpix 800	211 Office	In pelican case	Accompanies responsible individual in pelican case	Currin
Nikon Coolpix 5700	211 Office	In pelican case	Relocate to NWS in Newport in crate	
Safes:				
#1	208 Office	Store high on shelf	Relocate to NWS	Currin
#2	211 Office	Store high on shelf	Relocate to NWS	
#3	211 Office	Store high on shelf	Relocate to NWS	
Desktops:				
Dell Optiplex GX400 + Samsung SyncMaster 171s monitor	Annex	Move to safer room in building, unplug and cover with plastic	Move to safer room in building, unplug and cover with plastic	Hilting
Dell Optiplex GX240 + Samsung SyncMaster 171s monitor	211 Office	Unplug and cover with plastic	Unplug and cover with plastic	
Dell Optiplex GX240 + Samsung SyncMaster 171s monitor	211 Office	Unplug and cover with plastic	Unplug and cover with plastic	
Carolyn's	208 Office	Unplug and cover with plastic	Unplug and cover with plastic	Currin
Mike's	203	Unplug and cover with plastic	Unplug and cover with plastic	Greene
External Drives:				
#1	Annex	Assigned files are backed up and accompanies responsible individual	Assigned files are backed up and accompanies responsible individual	Hilting
#2	208 Office	Assigned files are	Assigned files are	

		backed up and accompanies responsible individual	backed up and accompanies responsible individual	
#3	208 Office	Assigned files are backed up and accompanies responsible individual	Assigned files are backed up and accompanies responsible individual	
#4	211 Office	Assigned files are backed up and accompanies responsible individual	Assigned files are backed up and accompanies responsible individual	Currin
#5	203	Assigned files are backed up and accompanies responsible individual	Assigned files are backed up and accompanies responsible individual	Greene

Person Responsible for Providing Information	Vital Item
<p>Table 1-5 I- Coastal Processes & Resource Research, Tester Branch. STAFF DITCH BAG ITEMS FOR EVACUATION,</p> <p>(ALL STAFF ARE TO INCLUDE WORK CELL PHONE, NOAA ID, LABORATORY KEY, HURRICANE PLAN, TELEPHONE TREE NOAA CREDIT CARDS IN DITCH BAG</p>	
CEE Team, Each member	Designated laptop, External drives Designated laboratory notebooks Personal effects (books, pictures, etc.)
Pat Tester	Dell Notebook and peripherals, thumb drives HAB Conference volumes Computer Desk top files Back up on all manuscripts in progress data sets
Chris Holland	YSI manuals, data logbooks, and other software manuals (surfer, chemtax, sigma plot, GPS), and datasheet templates HPLC data CD's Culture notebooks and media recipes Personal information folders Passport Laptop for spectrix Unprocessed data on CD's, Pigment book
	Back-up copy of data, Personal laptop Data notebooks & binders – on bookshelf Dissecting and inverted microscopes Back-up cultures – leave here or with Wayne File folders with data from published papers – dissertation data,
Rebecca Waggett	Plankton nets, Cod Ends, Video camera and accessories, Sony mini-DVCR Chaetognath files Video tapes of experiments (2 desk drawers) Miscellaneous filming chambers/kreisels Back-up copy of data Personal laptop Data notebooks & binders – on bookshelf Dissecting microscope, Inverted microscope Back-up cultures leave here or with Wayne File folders with data from published papers – dissertation data,
Bill Sunda	~20 notebooks containing primary research data. Lap top computer

Steve Kibler	Tropical cultures Karlodinum, K. brevis Heterotroph cultures Rhodomonas Cultures for feeding heterotrophs Belize, Grazing Data Inverted Microscope, Nikon T100 Transfer hood Steam Sterilizer Sterile pipettes (5 packs) Phone Card 1 Carboy of Gulf Stream Water, 2 cases Sterile Culture flasks 1L, 2L plastic Bottles for sterilizing media, Glass Flasks for Tropical culture
Hardison	Personal Files Textbooks Lab Notebooks All Instrument manuals Culture Notebook Data Backup on all instruments

Table 1-5J. NMFS Critical assets and ditch bags.

Critical Asset	Current Location	Vulnerability High-Low	Protective Measures to be Implemented		Responsible Individual
			Category 1-3	Category 4-5	
R/V Remora Hull# F1307	Beaufort lab boat parking area	Medium	Move to Quadrangle	Trailer boats inland	A. Gorgone
R/V Cheloniid Hull# F1804	Beaufort lab boat parking area	Medium	Move to Quadrangle		A. Gorgone
R/V Stenella Hull# F2002	Beaufort lab boat parking area	Medium	Move to Quadrangle		A. Gorgone
R/V Julius Hull# F2213	Beaufort lab boat parking area	Medium	Move to Quadrangle		A. Gorgone
R/V Megamouth Hull# F3001	Beaufort lab boat parking area	Medium	Move to Quadrangle		A. Gorgone
S-10 PICKUP	Beaufort lab	Medium	Relocate inland		A. Hohn
F-150	Beaufort lab	Medium	Relocate inland		A. Hohn
F-350 CREW CAB	Beaufort lab	Medium	Relocate inland		A. Hohn
Computer	Bldg 3-038	Low	Move to main building, cover with plastic	Move to safer location inland	Larisa Avens
2 Iomega 150 GB external hard drives for data back-up	Bldg 3-038	Low	Take off site and secure until emergency situation has passed	Move to safer location inland	Larisa Avens
Olympus BX41 microscope	Lab 2-109c	Low	Cover with plastic	Move to safer location inland	Larisa Avens
CC12 digital camera	Lab 2-109	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Imaging computer & software	Lab 2-109	Low	Cover with plastic	Move to safer location inland	Larisa Avens
400 GB external hard drive for data back-up	Bldg 3-038	Low	Take off site and secure until emergency situation has passed	Move to safer location inland	Larisa Avens
Nikon SMZ-U microscope	Lab 2-109	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Olympus SZ61 microscope	Lab 2-109	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Swift M28 Zoom stereo microscope	Lab 2-109c	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Leica SM2000R microtome	Lab 2-109c	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Physitemp BFS-3, BFS-5 freezing stages & PTU-3 pump & tank unit	Lab 2-109c	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Shandon microtome knife sharpener	Lab 2-109c	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Buehler Isomet low-speed saw	Lab 2-109c	Low	Cover with plastic	Move to safer location inland	Larisa Avens
Dell Desktop Computer	Bldg 3-001	Low	Wrap in Plastic		Larry Hansen
Dell Desktop Computer	Bldg 3-002	Low	Wrap in Plastic		Patti Haase
Dell Desktop Computer	Bldg 3-003	Low	Wrap in Plastic		Trip Kolkmeier
Dell Desktop Computer	Bldg 3-004	Low	Wrap in Plastic		Brarry Guthrie
Dell Desktop Computer	Bldg 2-115	Low	Wrap in Plastic		Gretchen Lovewell
Dell Desktop Computer	Bldg 3-002	Low	Wrap in Plastic		Annie Gorgone
Dell Desktop Computer	Bldg 2-111	Low	Wrap in Plastic		Emma Jugovich
Dell Desktop Computer	Bldg 2-111	Low	Wrap in Plastic		Lisa Goshe
Dell Desktop Computer	Bldg 3-021	Low	Wrap in Plastic		Barbie Byrd
Dell Laptop PC (2)	Bldg 3-002	Low	Wrap in Plastic		Emma Jugovich
ATS VHS Receiver (2)	Bldg 3-002	Medium	Protected in cabinet		Emma Jugovich
Telonics VHS Receiver (2)	Bldg 3-002	Medium	Protected in cabinet		Emma Jugovich
Telonics Uplink Receiver	Bldg 1-109	Medium	Protected in cabinet		Emma Jugovich
Cannon Digital Cameras D20	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone
Cannon Digital Cameras D60	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone
Cannon Digital Cameras D10 (3)	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone
Cannon Digital Cameras D10 (1)	Rutgers, NJ	Low	Protected in cabinet		Jackie Toth
Nikon N90 S 35mm Camera	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone
Nikon N50 35mm Camera	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone
Cannon EOS 5 35mm Camera (2)	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone
Cannon Zoom lens EF100-300 (8)	Bldg 3-002	Medium	Protected in cabinet		Annie Gorgone

Cannon Macro lens	Bldg 3-002	Medium	Protected in cabinet	Annie Gorgone
Nikon SuperCool Scan 8000	Bldg 3-002	Medium	Protected in cabinet	Annie Gorgone
YSI (2)	Bldg 3-002	Low	Protected in cabinet	Patti Haase
Small GPS for Boats (4)	Bldg 3-002	Low	Protected in cabinet	Patti Haase
Load Cell	Bldg 3-002	Low	Protected in cabinet	Larry Hansen
Binoculars (4)	Bldg 3-002	Low	Protected in cabinet	Annie Gorgone
Finscan Photo ID Database	Bldg 3-002	High	Remote backup	Annie Gorgone
Dolphin Sighting Database	Bldg 3-002	High	Remote backup	Annie Gorgone
Stranding Database and physical records	Bldg 2-115	High	Wrap in Plastic	Gretchen Lovewell
Dell Desktop Computer	Bldg 2-115	Low	Wrap in Plastic	Gretchen Lovewell
Marine Mammal Stranding Samples	Necropy Lab	Medium	Some can be wrapped in plastic, others are not able to be secured	Gretchen Lovewell
Walk-In Freezer	Necropy Lab	High	Can not be secured	Gretchen Lovewell
Upright Ultracold Freezer	Necropy Lab	High	Can not be secured	Gretchen Lovewell
Upright Freezer	Necropy Lab	Medium	Wrap in Plastic	Gretchen Lovewell
Table scale	Necropy Lab	Medium	Can not be secured	Gretchen Lovewell
Table scale	CMAST	Medium	Can not be secured	Gretchen Lovewell
Marine Mammal Stranding Records (paper copies)	Bldg 2-115	High	Wrap in Plastic	Gretchen Lovewell
2 Chest Freezers	Outer Banks, NC	High	Can not be secured	Bruce Ferrier
Canopy for Dolphin pool	Necropy Lab	Medium	Can not be secured	Gretchen Lovewell
Pop-up Pool for Dolphins	Necropy Lab	Medium	Can not be secured	Gretchen Lovewell
Bottlenose dolphin telemetry tracking database	Bldg 2-001	High	Remote backup	Larry Hansen
Bottlenose dolphin capture/health database	Bldg 2-001	High	Remote backup	Larry Hansen
Capture/health physical records	Bldg 2-001	High	Wrap in Plastic	Move to safer location inland Larry Hansen

Ditch bags

Aleta Hohn
Dell laptop
Satellite phone and dish
Liz Everett
Alltel cell phones
Larisa Avens
Data notebooks
3 external hard drives with back-ups from imaging and office computers, as well as public drives
Thumb drive
Slides and photographs
Personnel files
Govt. ID's and credit cards
Hurricane plan
Patti Haase
data notebook
CDs of photo-ID photos
CDs of backup hard drive
Hurricane plan
Government ID
Annie Gorgone
Maxtor External Hardrive

Photo-id catalog - slides
Photo-id catalog - Digital images and Finscan
Government id's and credit cards
Daily log book
Thumbdrive
Mammal books
Hurricane plan
Emma Jugovich
CD of hard drive back up
Daily log book (small green)
Info notebook (regular size blue)
Bridgenet larval ID book
Hurricane plan
Government ID
Larry Hansen
Backup hard drive
Personnel files
Capture Binders
Working notebook
Hurricane plan
Government ID and credit cards
Gretchen Lovewell
Personal files/pictures
Mammal books
CD of hard drive back up
Hurricane plan
Government ID
Stranding log (green book)
Thumb drive
Trip Kolkmeier
Hurricane plan
2 green notebooks
Completed trips folders
Government ID
Barry Guthrie
Hurricane plan
Stick Drive
Grouper Files
Shape Analysis Files
Log Folders
Government ID
Lisa Goshe
lab log book
Hurricane plan
Government ID

Joanne McNeill
Hurricane plan
Backup of Hard Drive (on external hard drive)
Govt. ID and credit cards, keys
Laptop and thumb drive
Turtle project cell phone
April Goodman
Hurricane plan
Backup of Hard Drive
Sea turtle sighting cards (2 boxes)
Sea turtle reference library (2 boxes)
Cherry Point aerial survey binders with original datasheets (6)
Government ID
Barbie Byrd
Hurricane plan
BDTRT binders/folders
Daily log book (green)
ArcView/GIS and marine mammal books
Backup of Hard Drive
Original Datasheets for Stop Net, Aerial Survey Projects
Personal Reference Library
Spiny Dogfish, Monkfish, and Striped Bass Fisheries folders
Fishery Liaison Folder Government ID and credit cards

Table 1-6 LOCAL CIVIL EMERGENCY CONTACT INFORMATION

Emergency Calls	911	
NC Hwy Patrol	(252)726-5766	
Sheriff's Dep't	(252)504-4800	
Ambulance	(252)728-4111	
Hospital	(252)808-6000	
Red Cross	(252)637-3405	
Coast Guard	(252) 354-2719	
Progress Energy	800-419-6356	
Sprint	(252)977-7100	
Health Department	(252)728-8550	
Poison Control	800-848-6946	
FEMA	800-621-FEMA (3362)	
National Weather Service	(252)223-5737	
Carteret Co. Emerg. Mgt	(252)728-8470	
Emerg. Medical Service	(252)728-8471	
NC Emergency Mgt	(252)-520-4923	Eastern Branch Office
Federal Info. Center	800-FED-INFO	
Disease & Health Risk	888-232-3228	
Hazard. Material Emer. Response	800-564-7577	

LOCAL CIVIL EMERGENCY CONTACT INFORMATION

Emergency Calls	911
NC Hwy Patrol	(252)726-5766
Sheriff's Dep't	(252)504-4800
Ambulance	(252)728-4111
Hospital	(252)808-6000
Red Cross	(252)637-3405
Coast Guard	(252) 354-2719
Progress Energy	800-419-6356
Sprint	(252)977-7100
Health Department	(252)728-8550
Poison Control	800-848-6946
FEMA	800-621-FEMA (3362)
National Weather Service	(252)223-5737
Carteret Co. Emerg. Mgt	(252)728-8470
Emerg. Medical Service	(252)728-8471
NC Emergency Mgt	(252)-520-4923 Eastern Branch Office
Federal Info. Center	800-FED-INFO
Disease & Health Risk	888-232-3228
Hazard. Material Emer. Response	800-564-7577

USEFUL WEB SITES

General post-hurricane web sites (from large scale issues to Pets and common household issues):

<http://sis.nlm.nih.gov/enviro/hurricane.html#a9>

Drinking water – what to do if your well floods:

<http://www.nlm.nih.gov/cgi/medlineplus/leavemedplus.pl?theURL=http%3A%2F%2Fwww%2Eepa%2Egov%2Fsafewater%2Fprivatewells%2Fwhatdo%2Ehtml>

WEATHER-RELATED EMERGENCY KIT

Road maps and evacuation route maps

Portable radio or portable TV and extra batteries

Anti-bacterial hand wipes, gel soap, bar soap, liquid detergent and shampoo

Washcloth, hand towel, hair comb, nail file or clippers

Toothpaste and toothbrushes

Prescription Medicines

First aid kit and instructions: waterproof container, assortment of band-aids, gauze pads, butterfly bandages, cotton balls, small roll of gauze, adhesive tape, cotton swabs (Q-Tips), safety pins, Pepto-Bismol tablets, antacid tablets (good for bee sting), cold pack, hydrogen peroxide, alcohol (disinfectants), smelling salts, medicine dropper, tweezers, alcohol wipes, Benadryl capsules, aspirin (promotes healing of burns), Tylenol (chewable for children), collapsible scissors, thermometer, crushable heat pack, special prescriptions or equipment, small tube or packets antiseptic cream, ointment, small spool thread/two needles.

Toilet paper and Feminine hygiene supplies

Water - 3 to 7 gallons per person.

Special foods and supplies for infants, children, and the elderly

Pre-cooked, non-perishable foods and Cooking Supplies: snack crackers, hard candy, dried fruits, raisins/nuts, gum, instant oatmeal, powdered milk, jerky, bouillon cubes, instant rice/potatoes, dried soups, granola bars, instant pudding, powdered drink mixes, mess kit or other compact equipment for cooking and eating.

Water, leash, medications and carrier for pets

Large plastic trash bags for waste

Non-electric can opener

Large trash cans

Flashlight and extra batteries

Extra keys for house and cars

Fire extinguisher ABC type

Household bleach

Rubber gloves

Tarps and Rain Ponchos, seasonal change of clothing and sturdy shoes

1 Blanket or sleeping bag per person

Extra pair of eyeglasses

Cash and change

Copies of important papers, insurance policies, medical records for special medical conditions

Full name and social security numbers of all family members

Listing of vehicles, boats etc. with identification and license numbers

Listing of all charge account card numbers and expiration dates, bank account numbers (both checking and saving), insurance policy numbers, securities, deeds, and loan numbers showing the company name, address and telephone numbers.

Name, address, and telephone number for each of civil employer and family contacts

Location of important documents: insurance policies, deeds, securities, licenses, loans, will, safe-deposit box key, vehicle titles (pink slips), birth/death certificates, social security I.D. cards \citizenship papers, tax returns (last 5 years).

Matches in a waterproof container and candles

Pocketknife

FLOOD BUCKET/CLEANING KIT (FOR SMALL-SCALE CLEANUP):

5 gal bucket with reseal able lid, Bleach – 82 oz container minimum, Liquid laundry detergent – two 25 oz or greater, 1 Household cleaner 12 oz or greater, Disinfectant dish soap – 16 oz or greater, Insect repellent - 6 oz or greater, Air freshener – 8 oz or greater, 50 clothes pins, Clothesline – 100 ft or greater, 5 scouring pads, 1 scrub brush, 7 sponges – assorted sizes, 18 cleaning towels (reusable wipes), Dust masks – one 5 package, latex or non latex kitchen gloves – 2 or more pair, work gloves – 2 or more pair, heavy duty trash bags – at least 24.