

TENANT PREPARATION PLAN

Port Authority Marine Terminal tenants should plan for implementation of the following recommended procedures at Condition Whiskey stage of readiness.

- Close, secure and brace large cargo doors in sheds and warehouses. It is recommended that containers loaded with low value cargo be used as protection for warehouse doors and yard equipment.
- Place sandbags at the base of cargo doors where necessary to minimize water intrusion.
- Palletize cargo where practicable.
- Secure and cover cargo stored outdoors that cannot be transferred to sheltered areas.
- Items such as drums should be banded on pallets not more than two tiers high or laid horizontally with secure dunnage.
- Remove all trash, pallets and other items that can become a projectile hazard.
- Fuel all vehicles and equipment that could be needed to get operations up and running.
- Provide an update on the location and nature of hazardous material on site to the Port Authority.
- All temporary office and construction trailers to be lashed down.
- Place masking tape over exposed glass; close and secure windows, skylights and doors, and install plywood over glass windows as appropriate to prevent as much breakage as possible.
- Stacks of empty containers to be reduced to a height not exceeding two levels or block stow at lowest possible height.
- Inventory emergency supplies, such as tarpaulins, plastic sheeting, water tanks, etc. and provide additional materials as needed.
- Back up all automated data and store in a safe secure location.
- Facility personnel should ensure that emergency pumps and generators are fueled and tested for readiness.
- Remove chassis from chassis stacking apparatus and store horizontally.
- As practical, vehicles, equipment and machinery should be moved indoors. Equipment left outside should be covered with plastic or tarpaulins and tied.
- As practical, hazardous materials and cargo that reacts dangerously with contact to water should be delivered off the facility.
- If applicable, complete and submit a Coast Guard Remaining In Port Checklist For Self Propelled Vessels and/or Tugs and Barges.