Crisis Management Plan
for the
JOIDES Resolution Science Operator
Contents

Emergency Checklists
  Shore: JRSO and Repositories
  Ship: R/V JOIDES Resolution

JRSO Crisis Management Plan
  Introduction
  Purpose
  Risk Identification
  Crisis Management Guidelines
    Emergency Priorities
    Shore-based Emergency Response Procedures
    Shipboard Response Procedures
    Priority of Restoring Critical Operations
    Department/Specialty Team Responsibilities

Appendixes
  Appendix A—Departmental Recovery Plans
  Appendix B—Public Information
  Appendix C—Building Security Policy: JRSO Building 1601
  Appendix D—Port Call Security Policy
  Appendix E—JRSO-TAMU Emergency Procedure
Emergency Checklist: JRSO and Repositories

Upon emergency at the JOIDES Resolution Science Operator (JRSO) facility or the Gulf Coast Repository, perform the following:

- Call 9-911 and report emergency.
- If necessary, activate building alarm and evacuate personnel.
- Provide immediate attention to injured personnel.
- Notify Director of Science Services (Director), Assistant Director of Science Services (Assistant Director), or other Crisis Management Team (CMT) member of emergency; if it is determined by one of these individuals that a crisis has occurred and the Crisis Management Plan (CMP) should be applied, notify CMT members, defined below, and provide assignments, as listed under team descriptions.
  - **CMT Leader**: designate a JRSO Human Resources representative to account for/provide status of all facility occupants by employee name and department.
  - **CMT Secretary**: begin accumulating documentation and documenting events related to crisis, including summary of events and responses.
  - **CMT Specialty Teams**: Damage Assessment, Facilities, Security, and Transportation teams meet and begin performing assigned individual tasks with the Director’s/Assistant Director’s approval.
  - **Communications Liaison**: notify family members as designated on Emergency Contact List of personnel affected by crisis but not seriously injured (i.e., life-threatening injuries) or deceased, and Ship’s personnel of crisis; provide emergency contact information related to injured or deceased personnel to the University Police Department (UPD).
  - **Director or Assistant Director**: upon serious injury or death of an employee, notify UPD and the Dean of College of Geosciences, TAMU (Dean of Geosciences).
  - **Contract Organization Liaison**: notify the following of the crisis, in the following order:
    - Dean of Geosciences
    - Associate Executive Director of the Office of Sponsored Research Services (SRS) and President of the Texas A&M Research Foundation (TAMRF)
    - ODP Program Director at National Science Foundation (NSF)
    - Siem Offshore Managing Director
  - **Media Liaison**: provide official statements regarding crisis situation in coordination with TAMU.
Specialty Teams Crisis Response Plans: JRSO and Repositories

Damage Assessment Team
- In collaboration with TAMU Facilities Services personnel, conduct preliminary assessment of damage to building structures, equipment, furnishings, fixtures, computer area, storage media including data and software, and utilities; obtain estimate of time required to restore utilities.
- In support of University response teams, take action necessary to prevent further damage to property.
- Evaluate status of work in progress at time crisis began.
- Contact representatives of critical vendors to assist in damage assessment.
- Photograph damaged property.
- Evaluate time required before move to backup site can be initiated.
- Assist Transportation Team in salvaging and relocating usable property.
- Submit final damage assessment report to CMT.
- Submit documentation of all activities to CMT Secretary.

Facilities Team
- Verify adequacy of backup site's power and heating and air conditioning; if inadequate, work with TAMU Facilities Services to have them corrected to required levels.
- Arrange furniture and office equipment (including emergency equipment) and complete other tasks necessary to ready site for occupation.
- Establish cleaning and other maintenance support with TAMU Facilities Services.
- Provide status report to CMT.
- Submit documentation of all activities to CMT Secretary.

Security Team
- After assessment by Damage Assessment Team, determine resources required to secure vulnerable assets, including personnel.
- Communicate requirements to UPD and monitor adequacy of response.
- Obtain telecommunication equipment for continuous communications between the Security Team and CMT.
- If necessary, contact security vendors to arrange for additional security.
- Work with TAMU Facilities Services to establish security devices and modifications to adequately secure the backup site.
- Instruct personnel at backup site on security policies and procedures and monitor implementation.
- Provide summary report to the CMT.
- Submit documentation of all activities to CMT Secretary.

Transportation Team
- Establish list of contacts with truck lines and rental agencies in preparation to move to backup site.
- Arrange and oversee transfer of salvaged property, new property, and personnel.
- Establish courier schedules as required.
- Set up carpooling for personnel as needed.
- Provide status report to CMT.
- Submit documentation of activities to CMT Secretary.
Emergency Checklist: Ship

Note: Shipboard Evacuation Procedures are detailed in the “Safety Procedures” section of the Master’s Marine Operations Manual and the Safety Booklet “Welcome Aboard” that is provided each person upon arrival onboard the JOIDES Resolution.

Once the ship’s Master of the Drilling Vessel (Captain) has declared a crisis exists on board and immediate evacuation and safety requirements have been met, the following activities should be coordinated with JRSO Headquarters (shore-based operations):

- **JRSO Operations Superintendent** (or Laboratory Officer [LO] if Operations Superintendent is unable): notify Director or Assistant Director that crisis has occurred onboard ship.
- **JRSO Operations Superintendent** (or LO) account for and provide status of all JRSO shipboard employees and invited guests (scientific participants).
- **Director or Assistant Director**: notify CMT Secretary, selected Specialty Teams (i.e., Damage Assessment, Facilities, Security, and Transportation), Communications Liaison, Contract Organization Liaison, and Media Liaison of shipboard crisis.
- **Director or Assistant Director**: notify CMT members and provide individual assignments.
- **CMT Secretary**: begin documenting all incoming and outgoing communications concerning shipboard crisis in a crisis management log.
- **CMT Specialty Teams**: meet and begin forming assigned individual tasks; make arrangements for team members or representatives to attend ship’s next port of call to conduct an assessment of crisis’ effect on JRSO’s facilities and ability to continue operations.
- **Communications Liaison**: if there are injured or deceased JRSO employees, notify TAMU UPD.
- **Communications Liaison**: notify family members as designated on Emergency Contact List of personnel affected by crisis. The Emergency Contact List designates what family members to contact. Exception: cases of serious injury or death should be handled as indicated below.
- **Director or Assistant Director**: upon serious injury or death of an employee, notify UPD and the Dean of Geosciences.
- **Contract Organization Liaison**: notify the Dean of Geosciences, Associate Executive Director of SRS, IODP Program Director at NSF, and Siem Offshore Managing Director of the crisis.
- **Media Liaison**: in collaboration with Siem Offshore Managing Director, provide official statements regarding the crisis situation.
Specialty Teams Crisis Response Plans: Ship

Damage Assessment Team (DAT)

- Communicate with JRSO Operations Superintendent (or EPM) and conduct preliminary assessment of damage to lab stack facilities and all other JRSO property; obtain summary of damage to remainder of ship, including JRSO personnel’s living quarters, from ship’s Captain.
- In collaboration with Siem Offshore Managing Director, direct JRSO Operations Superintendent/LO to take action necessary to minimize further damage to JRSO property.
- Evaluate status of work in progress at time crisis began.
- Contact representatives of critical vendors to assist in damage assessment.
- Make travel arrangements for team or team representative to attend ship’s next port of call to make personal assessment of damage to JRSO property.
- Team or team representative: attend port call and prepare report of damage with supporting photographs.
- In collaboration with Siem Offshore Managing Director, evaluate time required before ship can be operational.
- Submit final damage assessment report to CMT.
- Submit documentation of all activities to CMT Secretary.

Facilities Team

- Make arrangements for Facilities Team or representative to attend port call where repairs are being made and assess whether JRSO’s shipboard facilities have returned to original working order.
- Provide status report to CMT.
- Submit documentation of all activities to CMT Secretary.

Security Team

- After assessment by Damage Assessment Team and in collaboration with Siem Offshore’s US office, determine if any special action is required to secure vulnerable assets, including personnel, while the ship remains at sea and in port while ship is undergoing repairs.
- Communicate requirements to JRSO Operations Superintendent/EPM and ship’s Captain.
- Make arrangements for Security Team or team representative to attend port call and oversee security measures.
- Provide summary report to CMT.
- Submit documentation of all activities to CMT Secretary.

Transportation Team

If the decision is made to continue operations temporarily or permanently on a different ship:

- Make arrangements to attend port call where transfer of property and personnel will take place.
- In collaboration with Siem Offshore and JRSO Material Services Team, arrange and oversee transfer of salvaged property, new property, and personnel to new ship.
- Provide status report to CMT.
- Submit documentation of all activities to CMT Secretary.
TAMU Emergency Information

TAMU Emergency Phone Number

Emergency Operator (All life-threatening Emergencies)  9-911

IODP Emergency Information

IODP Main Building:
1000 Discovery Drive, Building 1601
Parking Lot 110, Mail Stop 3469

IODP RELLIS Campus Building:
Hanger Building 8031
Additional Storage Building 8512

Other Emergency Phone Numbers

AggieWorks Zone D Maintenance (Building problems and repair)  458-5500
24 hr Radio Room (Elevator & pest problems, after-hours maintenance)  845-4311
Environmental Health & Safety Department (EHSD)
  Chemical spills/problems  845-2132
  Waste  845-3498
  Laboratories  845-2132
  After hours call the Radio Room  845-4311

JRSO Building Contacts

Building Proctor (Tyrone Brashear)  845-2113
Assistant Building Proctor (Christina Peery)  845-2673
Facility Coordinator (Phil Gates)  845-9298
Facility Coordinator (Phil Rumford)  845-5056
Curator (John Firth)  845-0507
IT Facilities (Cesar Flores)  845-8948
Laboratories/Repository (Chad Broyles)  845-8490

University Police  845-2345
University Hospital  845-1511
College Station Fire Department (Non-Emergency)  764-3705
College Station Police Department (Non-Emergency)  764-3600
Bryan Police Department (Non-Emergency)  361-3888
Bryan Fire Department (Non-Emergency)  361-3888

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I Introduction

This Crisis Management Plan (CMP) provides a framework in which JRSO management can respond and perform emergency functions in the event of a serious, life-threatening, and/or operations damaging incident. Its purpose is to protect the welfare and safety of all employees and personnel, including those at JRSO, remote facilities, and onboard the JOIDES Resolution. The guidelines must be followed by all concerned to assure proper response to, and ultimate recovery from, an emergency or crisis that threatens personnel and/or property.

Supporting Documentation

- JRSO Development, IT, and Databases Disaster Recovery Plan (most current version: \atlantic\Policies\IODP\Policies 2012\IODP_CMP_09032012_1)
- Texas A&M University Emergency Procedures (http://www.tamu.edu/emergency/procedures/index.html)

JRSO Safety Team

The JRSO Safety Team is made up of representatives from the Director’s office, each JRSO department, and Administrative Services. Safety Team member contact information is available in the CMT Supplementary Material.

II Purpose

The CMP identifies the potential risks to JRSO operations and the events that will cause the CMP to be activated. This plan ensures that appropriate individuals are kept apprised of developments related to the emergency situation in a timely and efficient manner and identifies the authority and procedures by which these persons may respond to these situations. The plan is intended to complement the normal operations of JRSO and to prevail only during emergency/crisis situations.

III Risk Identification

The emergency situations that place the program at risk are those that have the potential to shut down shore-based and/or ship operations for unspecified lengths of time. In general, a crisis is a situation that can

- Escalate in intensity;
- Fall under close sponsor, government, or media scrutiny;
- Interfere with normal operations; or
- Jeopardize IODP’s public image.

Emergency/crisis situations include fire, explosion, serious accident onboard ship, or natural disaster that results in

- Evacuations and casualties (including deaths or injuries),
- Loss of vessel, or
- Serious damage to structure or equipment resulting in
  - Major mechanical failure,
Emergency/crisis situations may also include fire, explosion, serious accident, or natural disaster at or near the JRSO Headquarters or remote facility resulting in

- Casualties (including deaths or injuries),
- Loss of building,
- Forced evacuation from building for an indefinite period, or
- Major damage to structure or equipment resulting in
  - Significant loss of data,
  - Inability to communicate with the drillship, or
  - Inability to continuously support ship operations.

**IV Crisis Management Guidelines**

**A. Emergency Priorities**

1. Human safety.
2. Maintenance and preservation of property to prevent further deterioration of the situation.
3. Environmental protection.

**B. JRSO Emergency Response Procedures**

Once notification is completed, emergency response procedures are as follows.

1. **Establish Crisis Management Team (CMT)**

   **Members**

   The CMT directs and coordinates the efforts of individuals and ad hoc groups immediately after and during recovery from a crisis event. The CMT consists of the following:

   - Director, JRSO
   - Assistant Director/Manager of Science Operations
   - General Manager, Administrative Services
   - Manager of Technical and Analytical Services
   - Manager of Development, IT, and Databases
   - Manager of Publication Services
   - Siem Offshore Managing Director

   The JRSO Director or his delegate shall head the CMT and will be responsible for deciding if, when, and where the CMT will assemble to begin assessing the response to the crisis. The Director or his delegate will notify or assign responsibility for notifying the other CMT members of the details regarding meeting place, time, and the circumstances of the critical event.
**Objectives**

- Authorize activation of emergency response and recovery procedures.
- Ensure the safety of all employees.
- Notify emergency response units, employees, immediate family, University departments, regulatory agencies, contractors, subcontractors, and sponsors, as required.
- Establish routine communications with the ship and continue to support operations at sea.
- Implement security measures.
- Control all responses to the news media to maintain a positive program image.
- Authorize initiation of relocation to an alternate work locality.
- Appoint ad hoc recovery teams and team leaders, and provide overall direction to team leaders.
- Evaluate the extent of damage and determine the course or program operations during the repair or reconstruction phase.
- Develop the recovery direction according to the type of situation.
- Oversee notification of vendors providing the Program with critical products and services.
- Authorize necessary expenditures during the recovery effort.
- Coordinate distribution of equipment, furniture, and supplies.
- Document all activities during the recovery effort.
- Phase out ad hoc recovery teams when no longer needed.
- Authorize return to normal operations at the original (or newly designated) site.

**2. Emergency Response Sequence**

**Emergencies occurring during business hours:** Notification of authorities, building evacuation, or other necessary emergency procedures will be handled by the Building Proctor or alternates, or by the Director or Department Managers. The TAMU procedures for reporting emergencies (see TAMU Emergency Procedures [http://www.tamu.edu/emergency/procedures/index.html](http://www.tamu.edu/emergency/procedures/index.html)) must be followed if appropriate. The CMT delegate is responsible for contacting the Siem Offshore Managing Director as necessary, depending upon the nature of the event.

**Emergencies occurring after business hours:** Whenever any JRSO employee receives information regarding a critical event that could be considered a crisis or could escalate to crisis, the employee is required to follow the appropriate sequence below.

**Emergency at JRSO**

In case of emergency at JRSO, initiate the *Emergency Checklist: JRSO and Repositories*.

- Call immediately for emergency medical, firefighting, or law enforcement assistance by dialing 9-911.
- Evacuate building if necessary by setting off building alarm at manual station.
- Ensure that injured personnel receive medical attention immediately.
- Remain on the grounds outside the building at the designated muster location and answer questions when emergency medical personnel arrive.
- Inform one of the following people, in the order given, until someone is reached:
  - The Director,
  - The Assistant Director, or
  - Any JRSO Department Manager or other member of the CMT.

A call list of CMT personnel with current addresses and telephone numbers is available in the CMT Supplementary Material. Home and office phone numbers of CMT members are distributed on wallet cards to all employees. This information will be updated periodically as changes occur.
Emergency aboard Ship*

In case of emergency onboard ship, initiate the *Emergency Checklist: Ship*. Any employee on shore who receives a message regarding a shipboard emergency must inform one of the following people, in the order given, until someone is reached:

- The Director,
- The Assistant Director, or
- Any JRSO Department Manager or other member of the CMT (as explained above).

The CMT delegate is responsible for contacting the Siem Offshore Managing Director when an emergency situation is reported. A CMT member, upon being notified that a critical event has occurred, is responsible for initiating emergency plan procedures. TAMU procedures for reporting emergencies must also be implemented.

3. Define Special Teams

The CMT will form Specialty Teams using individuals from all relevant areas of the organization. These individuals will provide technical advice and support to accomplish time-consuming tasks to restore operations following the crisis event (see *Specialty Teams Crisis Response Plans: JRSO and Repositories* and *Specialty Teams Crisis Response Plans: Ship*). The Specialty Teams will be activated by the CMT, as necessary.

**Damage Assessment Team**

The Damage Assessment Team will work with TAMU Facilities Services to assess the operability of building utilities to restore equipment function.

**Objective:** Report to the CMT assessment of the extent of damage

**Staffing:**

- Team leader: Building Proctor
- Team members: Safety Team members

**Preparation:** Prepare damage assessment report incorporating the following:

- Employee status, family status.
- Operating equipment.
- Furniture/fixtures.
- Electrical supply required for equipment.
- Computer area.
- Storage media including data and software.
- Work in progress at time of disaster.
- List of emergency day/night phone numbers for critical vendors.

**Disaster functions:**

- Contact vendor representatives to assist in damage assessment.
- Summarize damage; report extent of damage to CMT.
- Document damage assessment for future reporting/tracking.
- Prevent further loss/attempt to minimize loss.
- Photograph site and equipment.
- Coordinate activities and discuss damage with TAMU Facilities Services to assess operability of utilities to restore equipment function.
- Make recommendation to CMT regarding move to backup site.
- Work closely with Transportation Team on salvage and relocation of salvaged items.
- Document all activities.

*Shipboard Evacuation Procedures* are detailed in the Safety Procedures Section of the *Master’s Marine Operations Manual* and the Safety Booklet “Welcome Aboard” that is provided each person upon arrival onboard the Joides Resolution.
Facilities Team

Objective: Prepare backup location for occupation and maintain this location during operations

Staffing:
- Team leader: Manager of Development, IT, and Databases
- Team members: Safety Team Members

Disaster functions:
- Determine adequacy of power, heating, and air conditioning.
- Work with TAMU Facilities Services to request or adjust utility requirements.
- Arrange furniture and office equipment.
- Readying location for occupation by people and equipment.
- Set up cleaning arrangements with TAMU Facilities Services.
- Provide ongoing maintenance support.
- Provide status reports to CMT and to dependent departmental users.
- Establish emergency equipment purchase arrangements.
- Document all activities.

The Facilities Team coordinates with the Damage Assessment Team in setting up alternate facilities for emergency operations. In the event that space is available but utilities are not, optional power sources could be employed.

Security Team

Objective: Secure Program assets immediately after a crisis to prevent further loss due to theft, vandalism, environmental elements, secondary damage, etc.

Staffing:
- Team leader: Supervisor of Engineering Services
- Team members: Safety Team Members

Disaster functions:
- After damage is determined by Damage Assessment Team, assess what resources are necessary to secure personnel and the vulnerable assets of the Program.
- Notify UPD and communicate requirements to be taken to protect the building and contents.
- Obtain telecommunications equipment and paging capabilities to allow communication between security personnel and the CMT.
- Contact security vendors to request additional security if necessary. Instruct the security personnel to meet at the damaged building and the temporary facilities to protect the Program's assets.
- Contact TAMU Facilities Services to request additional security devices or repairs needed to secure alternate operating sites. Instruct personnel at alternate operating locations to implement daily security procedures.
- Document all activities.

Transportation Team

Objective: To meet all needs for transportation between old and new localities, including transportation of new and/or salvaged hardware and other materials, media, supplies, etc.

Staffing:
- Team leader: Shipping and Receiving Coordinator
- Team members: Representatives from Shipping and Receiving

Preplanning: Establish list of names and numbers of truck lines and rental agencies.

Disaster functions:
- Arrange transportation for salvaged materials, new hardware, personnel, media, supplies, etc. Coordinate movement of computer equipment with appropriate department personnel and vendor representatives.
- Define courier schedules where appropriate.
- Set up carpooling arrangements with employees, if needed.
- Document all activities.
4. Report Injuries/Casualties (Crisis Management Team)

If casualties or injuries have occurred, immediate notification must be provided to UPD so that the families of the injured or deceased may be contacted. JRSO will be responsible for providing up-to-date information to the UPD on emergency contacts for employees. Emergency contact lists are stored in the JRSO Human Resources Supervisor’s office. If JRSO emergency contact information is destroyed or inaccessible due to the crisis event, JRSO emergency contact information may be able to be restored from computer backup tapes on the Personnel Database system.

The TAMU Human Resources Office also keeps emergency contact information on file for each employee. The TAMU Office of Sponsored Research Services (SRS) may be contacted for information on Administrative Services employees. Refer to TAMU Human Resources website regarding “Campus Death, Medical Situation, and Crisis Response Contacts” (http://employees.tamu.edu/eap/loss/contacts).

5. Conduct Preliminary Damage Assessment (Damage Assessment Team)

Immediately after the onset of the crisis event, ensured safety of personnel, and notification of the emergency response agencies, a preliminary damage assessment must occur. TAMU Facilities Services personnel will conduct damage assessment for University building structures and utilities. Siem Offshore/JRSO staff on board the ship will assess damage to the JOIDES Resolution. Preliminary damage assessment of JRSO’s buildings and equipment, furnishings, and media must be conducted as soon as it is permissible for the Damage Assessment Team Leader to access the building. The Damage Assessment Team Leader is responsible for relaying information to the Director or a member of the CMT. The decision to initiate the appropriate parts of the CMP must be made by the Director or delegate at this time based on the preliminary damage assessment.

The Damage Assessment Team Leader will also prepare to assemble the Damage Assessment Team to perform detailed damage assessment of building contents once the CMP is implemented.

6. Secure/Protect Facilities (Security Team)

Arrangement must be made to protect and secure the building, especially if damage has resulted in a breach of the building structure. Necessary steps to prevent further damage to the building and any equipment and supplies stored within and to prevent damage to records and documents must be taken. The appropriate internal and external security personnel must be notified of the actions to be taken to secure the Program’s assets. Contact UPD for assistance in setting up appropriate security measures.

7. Assign Emergency Staff (Crisis Management Team)

After the CMT has declared a situation to be a disaster and has initiated the CMP, the following roles will be assigned as needed. During an emergency, any calls pertaining to the situation shall be directed to the appropriate CMT member. The CMT shall inform all employees of who is responsible for responding to incoming calls.

   Communication Liaison

The Shore Communication Liaison is the person at JRSO who will be officially in charge of ship-to-shore communication. All communication to and from the ship will go through this individual. The Ship Communication Liaison will be the JRSO Operations Superintendent on board. In the event the Operations Superintendent is unable to do so, the Expedition Project Manager (EPM) on board is the alternate Ship Communication Liaison. This reduces the number of people involved in information relay and minimizes misinterpretation/miscommunication of vital information.

   Employee and Family Contact

The Employee/Family Contact will call JRSO employees and/or immediate family of JRSO employees who are affected by or involved in the crisis situation. Information provided to employees and families must be “official” — approved by CMT leader and appropriate TAMU offices (e.g., TAMU Division of Marketing and Communications) before release.

The designated Employee and Family Contact person must arrange to notify JRSO employees of the emergency event and provide information to each employee on where, when, and to whom to report to work to assist with...
the recovery effort. The Employee and Family Contact person is also responsible for making arrangements to respond to incoming calls from employees and families regarding the crisis situation. The designated Employee and Family Contact will arrange, as appropriate, special confidential counseling through the TAMU Employee Assistance Program to help employees deal with the stress of the crisis event.

**Media Liaison**

The Media Liaison is responsible for developing, writing, and releasing official statements to the media regarding the crisis situation. The CMT leader and TAMU must approve statements before release. The Media Liaison will coordinate with the College of Geosciences Communications Manager and TAMU Division of Marketing and Communications Media Relations Office.

**Contract Organization Liaison**

The Contract Liaison will be one or more persons who will release information to the following: TAMU, TAMU SRS, NSF, etc. (as well as other sponsors and government agencies), as necessary to keep JRSO’s contractual obligations of providing notification. Information must be approved by the CMT prior to release. This person is responsible for reporting casualties and equipment losses to NSF as information becomes available. For all communications, a simple notification system will be set up (i.e., email or fax) to send messages to numerous recipients.

**Secretary**

This individual will maintain documentation, act as central record keeper, and document crisis events and responses. In addition, they will oversee updates of the central “Operations Status Board” to display status of crisis recovery effort and generate reports as needed during and following crisis and recovery.

8. **Enlist Outside Services Support**

Names and telephone numbers for outside services that can lend assistance are listed in the CMT Supplementary Material. Science Operations will maintain the names and contact numbers for current ports of call.

9. **Establish Crisis Management Resource Centers**

Two Crisis Management Resource Centers will be established: (1) JRSO Building, Room C126, and (2) a conference room at the SRS Building. The alternate location will be used in the event of an emergency at the first Crisis Management Resource Center. Both Centers will retain the following resource materials needed by the CMT:

- JRSO Crisis Management Plan (this document)
- Supplementary Material to the Crisis Management Plan (JRSO CMP-SM)
- JOIDES Resolution Marine Operations Manual
- TAMU and Verizon Phone Books
- Lloyd’s Ports of the World
- Hydrogen Sulfide Contingency Manual (ODP Technical Note 33 [2006])
- Other resources as available

The Resource Center materials for both locations will be maintained by the Director’s Office and updated at least annually or as necessary to remain current.
Structure of Crisis Management Team

- **Crisis Management Team**
  - Communication Liaison
  - Employees Families
  - TAMU College of Geosciences Communications/TAMU Division of Marketing and Communications
  - Contract Organization Liaison
  - SIEM/SHIP
  - TAMRF/SRS
  - NSF
  - TAMU

- **Specialty Teams**
  - TAMU Facilities Services
  - Damage Assessment
  - Facilities
  - Security
  - Transportation

- **Department Teams**
  - Science Operations
  - Technical & Analytical Services
  - Publication Services
  - Development, IT & Databases
  - Director's Office
  - Administrative Services
Continuation of Business Plan

Disaster
  - Notification
  - Initial Recovery Team Alert
  - Initial Damage Assessment

Repair Time within Maximum Acceptable Downtime
  - Handle with Standard Operating Procedures

Repair Time in Excess of Maximum Acceptable Downtime
  - Establish Control Center
  - Appoint and Notify Special Teams
  - Disaster Delibration

Detailed Damage Assessment

Are Repairs Feasible?
  - YES: Repair and Reconstruction
  - NO: Search for New Permanent Facilities
    - Equip New Facility

Maintain Supplies to Ship from Inventory at Alternate Receiving Area

Initiate Move to Alternate Operating Site

Continue Critical Business Functions at Alternate Site

Initiate Return Procedures

Return to Repaired/ New Facility

Detailed Review of Operation Plan

Revise Plan Based on Review Findings
C. Shipboard Response Procedures

1. Communication

The Ship Communication Liaison is the person at sea who is officially in charge of direct/official communication from ship to shore. In the event the JRSO Operations Superintendent is unable to fulfill this role, the EPM on board is the alternate Ship Communication Liaison.

All matters involving shipboard safety and security are the responsibility of the Ship’s Captain, and responsibilities will be assigned in accordance with established shipboard safety and emergency response practices.

2. Reporting Responsibilities of Ship Communication Liaison

- Provide earliest possible notification to JRSO.
- Summarize the situation/threat.
- Report on injuries to personnel and medical status, including evacuations.
- Ensure that any alternate operating procedures and directives given from shore are communicated and coordinated with shipboard emergency responses.
- Maintain a written record of decisions reached onboard and reasoning.
- Maintain communication with JRSO and with shipboard personnel.
- Prepare and furnish any required reports.
- Perform other appropriate duties as required by the situation.

The current call sequence list of shore-based personnel shall be posted in the following locations:

1) Radio Room
2) JRSO Operations Superintendent’s Office
3) Siem Offshore Installation Manager’s Office
4) Laboratory Officer’s Office

3. Shore-Based Response to Shipboard Emergency

Any employee who receives a message regarding a shipboard emergency must contact/inform one of the following people, in the order given, until someone is reached:

1) The JRSO Director;
2) The JRSO Assistant Director; or
3) Any JRSO Department Manager or other member of the CMT (as explained above).

The CMT is responsible for contacting the Siem Offshore Managing Director when an emergency situation is reported. A CMT member, upon being notified that a critical event has occurred, is responsible for initiating emergency plan procedures. TAMU procedures for reporting must also be implemented if appropriate.

D. Priority of Restoring Critical Operations

The following recovery time objectives and operational priorities for critical operations were established by an ad hoc crisis management group. The assumptions were that employees could not occupy or work from the JRSO building for an indefinite, extended period because of an emergency event. Every piece of equipment in the building is damaged, inaccessible, or unusable. The emergency event is localized, and alternate storage/operations sites are accessible.

1. Re-establish Communication with the Ship (within 24 hours)

The head of the CMT (or designated representative) must contact the ship to alert them to the crisis event. Alternate arrangements for regular communication must be made and updated frequently as equipment comes back on line. Communication methods include telephone, web conferencing, email, and fax from an alternate location.
2. Restore Computer Operations (within 2 weeks)
Emergency purchase orders for computer equipment and software are issued as soon as practicable. Upon delivery (usually within 30 days), equipment would be installed at an alternate site. Backup tapes or drives would be used to restore JRSO systems.

3. Restore Logistics/Shipping Operations (upon restoration of Computer Services)
If unable to operate in the building, the Shipping and Receiving area will be relocated to the Hangar, Building 8031, at the TAMU RELLIS Campus. Vendors must be notified immediately. It will be imperative to have an inventory of any items pending shipment that may have been damaged or destroyed at the JRSO Headquarters building. Certain phases of the shipping cycle are more critical than others and may have a significant impact on ship operations, especially for long-lead time items.

4. Initiate Backup Plan for Preservation of Cores (within 72 hours)
If backup generator power cannot restore cooling capability, other means of preserving the cores stored in the Gulf Coast Repository (GCR) must be implemented.

5. Restore Purchasing Capability (within 24 hours)
Purchasing capability can be re-established immediately with manual records for a short start-up period.

6. Establish Operational Headquarters for CMT (within 48 hours)
The Crisis Management Team headquarters will operate from the selected Crisis Management Resource Center.

7. Restore Budgets and Payroll (within 72 hours)
Budgets and Payroll may be able to operate at TAMU SRS, depending upon the availability of backup information and terminals at an alternate site.

8. Restore Accounts Payable and Travel (initiate within 72 hours)
Employees may be requested to pay for travel and other emergency charges with personal credit cards and request to be reimbursed when Accounts Payable and Travel have resumed operations, which should be within 1 week. Travel reservations service will be restored within 1–2 days if arrangements can be made to operate from a local travel agency office. Accounts Payable and travel expense account processing may be able to operate at TAMU SRS and/or the alternate site.

9. Implement Departmental Recovery Plans (initiate within 72 hours)
As described in departmental recovery sections (see APPENDIX A: DEPARTMENTAL RECOVERY PLANS).

E. Department/Specialty Team Responsibilities

1. Department Recovery/Specialty Team Leader Responsibilities upon Notification of a Crisis Event
- Set time and place for team meeting.
- Notify team members or alternates of meeting time and place.
- Direct team to activate the recovery plan.
- Gather all relevant information about the crisis event and the extent of facilities loss and/or impairment that is available prior to the team meeting.
- Inspect the damage prior to the meeting, if possible.
- Convene the activation meeting.
- Report results to the Crisis Management Team.
2. Department Recovery/Specialty Team Meeting Agenda

- Report on the damage and present status of facilities.
- Determine the extent of the recovery plan implementation required.
- Determine the necessary liaison with other departments or specialty teams and establish liaison.
- Determine any conditions not covered in the plan and address needs.
- Verify the availability of key personnel or alternates and give prompt direction to proceed according to the plan.

3. Priority Restoration Checklist (conduct within 1 day)

**Responsibility:** Department Team Leaders

**Purpose:** establish essential department functions within the recovery time objective for the department at a backup facility or location within 24–72 hr of notification.

- Serve as a liaison with departmental staff on the requirements at the alternate location.
- Based on the time of day, initiate the supervisor and employee call tree required to meet the needs of the situation. Notify employees to report to the backup site.
- Report to the alternate site and begin obtaining supplies and establishing the department in the designated area. Follow usual or special instructions for emergency purchases, as instructed.
- Notify Department Team Leader and/or Crisis Management Team of progress periodically, as appropriate.
- Instruct personnel on information to be given to key vendors, customers, subcontractors, freelancers, etc.
- As soon as practical, provide information to key vendors, customers, subcontractors, freelancers, etc.
- Determine availability of personnel, and based on circumstances, assign work rotations for the next 72 hr.
- Verify ability to perform department’s critical business functions and report to Team Leader and CMT.
- Begin recovery operations and reconstruction of vital records.
- Participate in primary site restoration, as required.
APPENDIX A: DEPARTMENTAL RECOVERY PLANS

Director’s Office
The following information is based on the premise that critical activities in the Director’s Office are initiated by individuals external to Human Resources and Risk Management Services. Re-establishment of electronic communications will be essential to the re-establishment of the Director’s Office. Electronic Communication via Internet is critical to all operations. Communications with TAMU and SRS are critical. The Director’s Office will focus on the protection and safety of staff. Re-establishment of services is conditional upon safe working conditions. Electronic communications and the level of access to databases and electronic networks inside and outside of JRSO will determine the speed with which normal operations will resume.

Human Resources
Personnel records: hard copy records are stored in Rooms A109, A114, A115, and A116 in the JRSO Building at 1000 Discovery Drive, College Station, Texas. Essential Budget (Pay Database), Payroll, and certain components of personnel files are maintained in electronic files at TAMU or SRS for all JRSO employees.
Physical Exam: dates and personal information on program participants are maintained in an Access database. No backups exist for the hard copy records relative to physical exams.
Employee data (in addition to data maintained in the B/P/P System): Employee Benefits Data, Leave Data, and Training Data are maintained in electronic files at TAMU or TAMUS.
Applicant Data: Job descriptions, advertisements for open positions, and applicants for open positions are available in the electronic files of TAMU or SRS. Hiring processes including screening, matrix development, and reference checks are maintained at JRSO with no backup.

Risk Management
Policies and Related Policy Documents: insurance policies, certificates of coverage, and the insurance register (documentation) are maintained electronically and in hard copy at JRSO. Copies of the insurance policies and certificates of coverage can be obtained from the broker and/or carriers. Insurance register summarizes policy information and cost and could be reconstructed from accounting records with broker assistance.
Insurance Claims: all correspondence is on file with the broker.
Worker Compensation Claims: on file with TAMU and/or the TAMUS Office of Risk Management. All claims filed with the insurance carrier are on file with the broker.
Property Claims: processed claims will be on file with the broker and Corporate TAMRF. Processed claims are on file with the broker and TAMUS Office of Risk Management.

Administrative Services
Contracts, Purchasing, and Property
None of Administrative Services’ documents are “critical”; they can all be recreated except for some backup documentation. If that were destroyed, we would seek relief from the government.
Issuing purchase orders or contracts could start immediately or as soon as a computer is available. Texas A&M University Office of Sponsored Research Services (SRS) Information Services (IS) could provide remote access to TAMUs Financial Accounting Management Information System (FAMIS), or SRS computers could be used. All purchase orders could be reprinted from FAMIS (except documents that were incorporated into the Purchase Order and attached). Subcontract agreements are not input into FAMIS but are kept in a fireproof file, with electronic copies on the shared drive. FAMIS can provide a report showing all vendors and subcontractors that are not complete and phone numbers to call. All vendors or subcontractors should have a copy of the agreements they were sent, and Administrative Services could retrieve data from them. All NSF current correspondence (3 yr) is in
fireproof files, with electronic copies on the shared drive. In the event the fireproof files are destroyed, many of those documents could be obtained from the electronic shared drive, NSF, and Siem Offshore.

The Property database is routinely backed up along with the other JR SO databases, and those backup files are stored off the premises (see Development, IT, and Databases). We would be able to use the latest IS file and very basic FAMIS data to start the process of updating the property database. The permanent records would be lost, but we can retrieve and recreate a written record for the property that was not destroyed. If the IS backup is not available, we can obtain the last inventory report that was sent to NSF and start with that information and the FAMIS data to recreate the records for property that was not destroyed.

Office Administration

In the event of offices being damaged or otherwise inaccessible, activities would resume temporarily at the TAMU SRS main office at Valley Park Center Offices, 400 Harvey Mitchell Parkway, College Station.

Most of the materials stored in the Central Files in Room C147 could be restored from one of the following sources: fireproof safe, network backup, or the originating source if outside of JR SO.

Electronic data could be accessed via remote computers, except for information stored on individual hard drives. The following items could be retrieved from network backup of the \atlantic\adminuser1 network drive.

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous administrative documents (key database, standard operating procedures, calendars, organizational charts, delegations of authority, and program plans)</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>OL contracts and modifications</td>
<td>Adobe PDF</td>
</tr>
<tr>
<td>ODL contracts and modifications</td>
<td>Adobe PDF</td>
</tr>
</tbody>
</table>

Fiscal Affairs

In the event of an emergency all fiscal functions could be reestablished at TAMU SRS main office within 72 hr. Invoice, receivables, and payroll information entered into FAMIS would be retrievable. Access data, such as employee salary histories, leave balances, and US Science Support Program (USSSP) data are on the Administration server, which is backed up to tape weekly (changes are backed up nightly), and the tapes are transferred weekly to an offsite fireproof remote storage facility.

Contractually required reports could continue to be produced from FAMIS. Those reports prepared in Excel could be recreated from data in FAMIS or on the Administration server. Certain receivables (data distribution sales) are prepared on local software rather than FAMIS. This could result in up to $2000 of receivables not being billed. Potentially, enough information could be retrieved from Publications to re-bill those charges. TAMU SRS main office now has the software required to process credit card payments. Drawdown requests and receipt of cash should continue through TAMU SRS main office without interruption.

Most historical data not in FAMIS or the Administration server could probably be retrieved from other sources due to distribution of various reports such as the monthly fiscal report packages and annual closeout reports. Vouchers are stored for a period of time at TAMRF and then scanned.

Payroll would continue to be processed through TAMU or TAMU SRS’s main office without interruption, and payroll records could also be retrieved from those two locations.

Invoices in process not yet entered into FAMIS could be resubmitted by vendors after reconciliation of ensuing statements sent by vendors to payments recorded in FAMIS.

Travel/Conferences

Travel documents and electronic files are stored on \atlantic\adminuser1, GroupWise, and various Microsoft Access databases (hotel rooming list, travel logs). The resources needed by the Travel Services Administrator are available on an IODP issued laptop when work is being performed outside of the office. The IT department would handle the retrieval process.
In many instances, the alternate source for vital travel records not stored electronically would be the individual that completed the original form, e.g., travel authorizations/advances, traveler’s profiles. Unprocessed expense accounts, including receipts and back-up documentation, would need to be recreated by traveler.

The Sabre reservation system is available on an IODP laptop when work is being performed from a remote location. Travel invoices could be regenerated from Sabre. In the absence of the Travel Administrator, travel arrangements could be temporarily handled through A&M Travel or via online travel sites with payment being made by the traveler or departmental purchasing card.

Access to internet for filing weekly ARC Sales report.
Access to FAMIS would be needed for processing and tracking travel advances
Access to Crew & Cruise database (covered in Science Operations)

The following records are vital to the Travel Office and its operations.

**Travel Supervisor, Kathy Bass (current records are stored in C111)**

- Current and next expedition scientific participant information sheets
- Travel information sheets and forms for cruises
- Travel Policy
- Miscellaneous JRSO Policies
- Federal Travel Regulations
- Correspondence Files
- Miscellaneous travel files

**Travel Coordination (Current records are stored in C101)**

- Unprocessed expense account forms with original receipts and passenger coupons attached
- Unprocessed encumbrance forms
- Unprocessed travel advance request forms
- Traveler profile sheets
- Unprocessed travel request forms
- Airline tickets/advance checks

The completed forms are filled out by participants and are the only recorded source of information, other than the participants themselves.

**Event Coordinator (Current records are stored in C112)**

- Planning Calendar
- Completed Meeting questionnaires
- Completed Meeting Information Sheets
- Rolodex
Information Sheets and Forms for Conferences

On an average, there are five unprocessed expense account forms per day and two travel requests. The Event Coordinator could operate from any alternate location at which computers could be installed, and a standard office arrangement (desks, chairs, filing cabinets, etc.) set up.

<table>
<thead>
<tr>
<th>Administrative Services Essential Tasks</th>
<th>Tools Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book airline flights</td>
<td>Sabre reservation system on JRSO laptop</td>
</tr>
<tr>
<td>Make hotel reservations/assist travelers during trip</td>
<td>Hotel rooming lists and travel logs on Microsoft Access on JRSO \atlantic\adminuser1 drive</td>
</tr>
<tr>
<td>Generate travel invoices to reconcile to credit card statement</td>
<td>Sabre reservation system on JRSO laptop and printer</td>
</tr>
<tr>
<td>Issue travel advances</td>
<td>FAMIS, JRSO \arctic\home1 drive</td>
</tr>
<tr>
<td>Process invoices for payment</td>
<td>FAMIS</td>
</tr>
<tr>
<td>Rebill costs as expensed</td>
<td>FAMIS – JRSO re bill account</td>
</tr>
<tr>
<td>Rebill costs already expensed (e.g., data distribution items)</td>
<td>PeachTree Accounting, Onbase (SRS)</td>
</tr>
<tr>
<td>Request wire transfer payments</td>
<td>FAMIS</td>
</tr>
<tr>
<td>Request cash drawdowns from sponsor</td>
<td>FAMIS</td>
</tr>
<tr>
<td>Reconcile monthly ODL reports to IODP cost information</td>
<td>FAMIS, Microsoft Access, JRSO \atlantic\adminuser1 drive</td>
</tr>
<tr>
<td>Process employee payroll action forms (EPAs), monthly and bi-weekly payroll, and payroll supplements (e.g., sea pay)</td>
<td>TAMU Payroll and CANOPY via Internet</td>
</tr>
<tr>
<td>Submit monthly and quarterly financial reports to sponsor</td>
<td>FAMIS, Microsoft Excel, JRSO \atlantic\adminuser1 drive</td>
</tr>
<tr>
<td>Distribute monthly financial reports to department managers</td>
<td>FAMIS</td>
</tr>
</tbody>
</table>

Publication Services

Primary Responsibilities

To the larger community, access to the scientific ocean drilling publications hosted on the JRSO website is the highest priority. Within Publication Services, access to network file servers and email is necessary to complete regular assignments. In the event of an emergency, Publication Services operations may have to be suspended temporarily. The primary focus of Publication Services would be to assist with restoring priority operations in other departments and participating in specialty teams. Groups may have to terminate or suspend action on open projects, document as closely as possible the status of present work, and preserve/restore it to its pre-crisis state so that when operations can be restored, work can resume where it left off. It will be imperative to contact contributors, science parties, peer reviewers, and other vendors or outside contacts to inform them of the status of operations and to answer questions.

This work will be coordinated by the Publication Services Manager or delegate(s). When work can resume, Publications staff may need to operate from home. Although most Publication Services employees have laptop computers as their primary workstations, it may be necessary to purchase or rent computers before work can resume. The University Services Building located at 3380 University Drive East in College Station is designated as a possible alternate operations site.
Preparation/Occupation of Alternate Site

- Secure alternate sites/facilities.
- Order keys to alternate operating sites/facilities if the site is to be occupied. Administrative Services will make
the necessary arrangements in ordering keys.
- Requests installation of additional phone and data lines at the alternate location, and electrical circuits/outlets
if necessary.
- Depending upon damage or accessibility of equipment at the JRSO building, lease/purchase additional
computer terminals.

Computer Information and Backup Procedures

Hardware and Software

Development, IT, and Databases keeps a database of all computer hardware and software that is used by
Publication Services. The records are stored off-site in a fire-proof safe. SRS keeps a database of all property that
belongs to Publication Services. The lists from these databases should be used as a foundation for determining
exactly what software and hardware will need to be borrowed, leased, or purchased.

Author Contact Information

The Expedition Project Managers have the most up-to-date lists of contact information for IODP expedition
scientists. Expedition participants’ email addresses are stored in GroupWise but realistically are probably stored on
individual EPM’s hard drives, so they may not be accessible unless they have their own planned backup systems.
Publication Services utilizes a manuscript-tracking program (ManTrack) for all postcruise research contributions.
The data are stored on the publications server, which is backed up by Development, IT, and Databases. In addition,
the Distribution Specialist in Publication Services maintains a mailing list database. IT is responsible for backing up
this information. These will be the main lists that would be used to contact contributors and peer reviewers. If the
Publications’ server backup files and associated software were not available, Publications would not have a
comprehensive list that could be used to contact peer reviewers, authors, and subcontractors.

Manuscript Materials

Manuscript material that Publication Services receives for publication production is almost exclusively in electronic
format and is rapidly placed on the publications server that is backed up by the Development, IT, and Databases
department.

At the end of each expedition, expedition reports are hand-carried from the ship on flash drives and delivered to
Publication Services. The transferred files contain all of the text, tables, and figures to be published in the
Proceedings of the International Ocean Discovery Program. The transferred files are copied to the Publications
server. The Publication Services staff always works on the files located on the server. When the volume is ready to
be published, a zip file is compiled of the entire volume. This is stored on Publication Services servers. Each
Proceedings volume is replicated on the web.

The Publication Coordinator is responsible for transferring all files from the online submission system to the
Publications server. All work is completed on the server. Although rare, any original material not supplied in
electronic format would be lost if the building were destroyed.

The Publication Services department relies on the Development, IT, and Databases department to create regular
backups and to store backup tapes securely in an off-site room. No secondary backups of in-progress publication
files, including editorial, graphics, and production files, are created and maintained by Publication Services.

Once each Proceedings volume is produced, volume material is published on the web. A complete copy of each
published volume is stored in the Cumulus digital asset management system.

Technical Notes, Scientific Prospectus, and Preliminary Reports are published on the web and stored on the web
server, which is backed up by the Development, IT, and Databases department.
Print Publication Archive
Archive sets of printed publications of the Deep Sea Drilling Project and the Ocean Drilling Program are stored in Room A105 in the 1000 Discovery Drive building. There is no other official backup archive set if these print publications were to be damaged or destroyed during a weather emergency or other crisis; however, it might be possible to assemble a complete or partial replacement archive set with donations from other sources such as academic libraries.

Website
The Development, IT, and Databases department has a plan for backup of all DSDP, ODP, and IODP publications on the World Wide Web.

Science Operations
During normal operations, the primary function of Science Operations is expedition planning and implementation. Functional issues fall into three areas: Science Support, Operational Support, and Engineering and Logistical Support.

Shore-Based Crisis
In the event of a shore-based crisis, the top priority is to provide support for the current expedition and to assess and respond to potential impact for subsequent expeditions. The following steps will be required to meet these objectives.

In a crisis event, restoration of ship support activities is of highest priority and resumption of other departmental functions is of lower priority. Some resumption of operations may be possible on a temporary basis through EPMs and other staff working from laptops at home. If, however, it becomes clear that normal operations will be disrupted for a significant time, then occupation of an alternate work site will be necessary. The following priorities will be addressed by Science Operations:

1. Establish communication with the ship: this function is critical to support expedition functions, issues, and primary contractual requirements as well as expedition participants who may have concerns with affected areas and any emergent issues that could arise on the ship following a shore-based crisis.
2. Restore IT services (see current IT Disaster Recovery Plan at \atlantic\Policies\IODP Policies 2012\IODP_CMP_09032012_1).
3. Restore logistics/shipping operations.
4. Restore purchasing capability.
5. Restore travel capability.
6. Restore payroll.

Preparation/Occupation of Alternate Site
- Identify and secure alternate sites/facilities, either on campus or commercial leased space.
- Order keys to alternate operating sites/facilities if an alternate site is to be occupied.
- Request installation of additional phone and data lines at the alternate location, and additional electrical circuits/outlets if necessary.
- Depending upon damage or accessibility of equipment at the JRSO building, lease/purchase additional computer terminals.
Computer Information and Backup Procedures

See Development, IT, and Databases

Each section in Science Operations utilizes different back-up processes and procedures depending on section function and workflow. Many staff members utilize laptops, which may provide improved IT and data access following a crisis.

Expedition Planning: core planning documentation is stored on the \atlantic\SciOps server. In addition to the routine backup performed by the Development, IT, and Databases department, the key elements of the SciOps server are periodically taken to the ship and stored on the shipboard network. Communication with science parties and among planning teams will also be available upon restoration of the GroupWise email server in addition to what is stored and backed up on individual staff laptops.

Purchasing/Shipping/Logistics: fundamental data in this function are documented in the Asset Management System (AMS), which is synced with the ship system twice daily, providing a robust backup in addition to the routine scheduled server backup.

Staffing: application files are received by the Supervisor of Science Support and distributed to the appropriate Expedition Project Manager and the Science Operations Administrative Assistant. Basic data on each applicant and application status are stored in the Crew and Cruise database, which is included in the Development, IT, and Databases server backup routine.

Operations and Engineering historical files and reports: recent and some historical reports are stored on the \atlantic\SciOps server, AMS, and Cumulus.

Nonelectronic Files

Data critical for departmental functions are stored electronically as detailed above. Science staffing information including outgoing backups and incoming correspondence are kept as hardcopy. Basic data are stored in the Crew and Cruise database, and basic functionality would be retained.

Individual Research Projects

Each scientist maintains an ongoing research program and has materials related to that research stored in his/her office or laptops. These data are not critical to IODP operation, but do represent extensive investment, and are, for the most part, irreplaceable. Each EPM is provided access to servers and external backup storage to be utilized as required.

Technical and Analytical Services (TAS)

During normal operations, primary functions of TAS include scientific technical staffing of the ship, technical guidance in expedition operational planning, and operating and maintaining a broad-based shipboard analytical research laboratory platform and shore-based laboratories.

These responsibilities can be expressed in terms of the human resources (i.e., Laboratory Officers, trained technicians) and the analytical and support equipment maintained by the department.

Shore-Based Crisis

The top priority is support of expeditions. To this end, the following steps are necessary:

1. Ensure the safety of personnel.
2. Establish communication with the ship.
3. Restore ability of personnel to travel to the ship in support of operations.
4. Restore logistics to ensure needed supplies and equipment can be delivered to the vessel.
5. Evaluate impact to shore laboratory operations (e.g., XRF Core Scanner Facility), report the extent of damage and loss, and provide information to CMT.
6. Restore shore laboratory.
Shipboard Crisis
The top priority is support of expeditions. To this end, the following steps are necessary.

If Coring/Logging services are inoperable:
1. Ensure the safety of personnel.
2. Establish communications with shore.
3. If crisis has not affected the laboratory stack, continue operations and preserve core retrieved to date.
4. If the crisis has affected the laboratory stack as well as coring logging services:
   a. Evaluate the extent of damaged equipment and lost technical capabilities and the ability to meet the science objectives and report to the CMT.
   b. Evaluate the ability to restore technical capabilities with the objective of meeting at least some of the science objectives and minimum measurements.
   c. Restore as much technical capability as possible with guidance from CMT. This may mean that instruments acquire data only locally and/or scientists use pen and paper to make observations.
   d. Assist IT in bringing the LIMS, network file servers, printing services, and SampleMaster online.

If Coring/Logging services continue (laboratory stack affected):
1. Ensure the safety of personnel.
2. Establish communications with shore.
3. Continue receiving and processing core, even if in a minimal way (e.g., only cut sections and cap them).
4. Evaluate extent of damaged equipment and lost technical capabilities and the remaining ability to meet the science objectives, including the ability to restore some or all of those services; report to the CMT.
5. Restore as much technical capability as possible with guidance from CMT. This may mean that instruments acquire data only locally and/or scientists have to use pen and paper to make observations.
6. Assist IT in bringing the LIMS, network file servers, printing services, and SampleMaster online.

Photographic Resources

Ship
Reestablishment or maintenance of photographic resources on board should fit within the general priorities above, with an eye toward photographically documenting the crisis and/or damage. Photographic services can be partially restored with personal cameras carried by staff, scientists, and even ship’s company.

In order to avoid loss of images already acquired, photographic data should be backed up on redundant server space whenever possible and practical. Any such data that are solely in the Imaging Office are at risk.

Shore
Hard-copy photographic prime data are stored at JRSO in archival storage in a Halon protected area. Digital photographic assets are written to DVD and stored in the photography area. Consideration should be made for online storage of these assets and off-site backup—the current situation could result in the loss of all photographic assets.

Preparation/Occupation of Alternate Site

• Identify and secure alternate sites/facilities, either on campus or commercial leased space.
• Order keys to alternate operating sites/facilities if an alternate site is to be occupied.
• Request installation of additional phone and data lines at the alternate location, and additional electrical circuits/outlets if necessary.
• Lease/purchase additional computer terminals, depending upon damage or accessibility of equipment at the JRSO building.
Computer Information and Backup Procedures

Commercial software used by TAS (as opposed to commonly used software installed on our computers under a site license) could be an issue. If these were lost, and new hardware was purchased, system (i.e., DIDT) backup tapes would allow us to continue operations, but the original software might be lost.

Several department staff members have home computer systems with similar configurations to IODP systems. These can be made available if necessary or be transported to a temporary work location if necessary.

Nonelectronic Files

Nonelectronic data critical for departmental functions are decreasing, but some vendor documentation is still only in hard copy. A huge amount of historical/legacy documentation is available only in hard copy, but they are not critical to operation.

Purchasing Records

Copies of requisitions and invoices from vendors are retained for a period of 1 year in departmental administrative files. All Purchase Requisitions are scanned into TAMU SRS laserfiche. Fortunately, there are copies of documents existing elsewhere in IODP (e.g., at TAMRF or in the AMS database), so it should be possible to recover from loss of departmental copies.

Curatorial Services

Correspondence: electronic files are maintained on the server.

Sampling: sampling data are electronically maintained. Sampling would cease until electronic communication is restored and sampling work stations are operational.

Files Pre-JRSO: hard copy files on sample requests are stored in Room A109 of IODP Building at 1000 Discovery Drive, College Station, Texas

Cores

Fire Protection

Reefers, the refrigerated areas that stores the core samples have fire detectors, alarms (connected to TAMU Physical Plant Radio Room), and a fire suppressant system. Major/uncontrollable fires will be dealt with by trained firefighters. JRSO staff will not take the risk to try to save any core materials if such conditions arise and will evacuate following the prescribed safety protocol.

Power Outage

Core reefers are to remain closed and the thermal mass of the cold cores will keep the cores cool for 3–5 days (dependent on time of year). For optimal core protection, power restoration to reefers should occur within 3 days. Note: IODP should take proactive steps to ensure that Texas A&M University Physical Plant gives priority to IODP.

If restoration of power is projected to take longer than 5 days, JRSO will make arrangements through TAMU Physical Plant for rental of an emergency diesel power generator to connect to the refrigeration units of the reefers. Minimum power rating for such generators should be sufficient to maintain reefers at A/C condition (75°F), until permanent power is restored.

Microbiology Samples

Microbiology archive deep freezers are connected to existing outside diesel power generator. If this backup generator system fails, the immediate purchase of dry ice and cooler containers would be essential for microbiological sample protection. Monitoring and refill of dry-ice would be necessary until freezers are functional.

Sampling Supplies and Equipment

Water damage would affect mostly electronic equipment. Cores are shrink-wrapped and stored in D-tubes, which provide at least minimal protection from water damage.
Water damage would compromise sampling supplies, most of which are stored in cardboard boxes. In order to avoid contamination of samples, the damaged supplies would need to be replaced before sampling could resume.

*Note: sampling supplies are currently being repackaged into plastic drums which offer more protection, better durability, and easier storage than cardboard boxes. When protected in these sealed plastic drums, sampling supplies would not be susceptible to water damage.*

It is likely that sampling stations, bagging machines, and label printers would be destroyed by prolonged contact with water. They would need to be replaced before sampling operations could resume.

Saws, drills etc., could likely be dried out and salvaged within a day or two of water contact.

Thin section imaging equipment would likely be destroyed by contact with water and require replacement.

Although the thin section collection would likely not be compromised, their storage cabinets certainly would, and would require replacement.

**Development, IT, and Databases**

As with most enterprises, JRSO needs to be resilient, having the ability to carry the program business forward and quickly recover from the impacts of disastrous circumstances. This information provides planning guidance that would facilitate such a recovery. In the event of a prolonged outage, JRSO will restore IT services based on Recovery Time Objective (RTO). RTO is defined as “the duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.” JRSO department RTO requirements are outlined throughout in this document and prioritized below. JRSO’s IT Disaster Recovery Plan, which is stored with the backup tapes off site, provides additional information, diagrams, and guidelines and is the authoritative plan for restoring IT services. A copy of the Crisis Management Plan can be found on the JRSO intranet website at [http://iodp.tamu.edu/internal/hse/IODP_CMP_2017.pdf](http://iodp.tamu.edu/internal/hse/IODP_CMP_2017.pdf) (requires login).

**Assumptions**

Restoring IT services relies on a number of assumptions, as follows:

- Safety of personnel is assured.
- Reasonable physical security can be enforced.
- Resources required for restoration of services exist or can be acquired.
- Facilities or Facilities Services required for service restoration are available and serviceable.
- JRSO may need to purchase, borrow, or rent computers, software, and network equipment.
- Individuals involved in service restoration will not be redirected or burdened with activities not related to service restoration.
- University is able to restore mission-critical services, such as telecommunications infrastructure, within 2 weeks.
- The priority list for restoring services may change during the recovery process; however, changes will be approved by the Director or his designated representative.
- Relocation to a remote site will require additional physical security, power, cooling, and network capability.

**Restoring Services and Data**

TAMU’s Information Security Controls Catalog ([http://cio.tamu.edu/Risk_Management_Policy/IT_Policy/Information_Security_Controls_Catalog.php](http://cio.tamu.edu/Risk_Management_Policy/IT_Policy/Information_Security_Controls_Catalog.php)) defines mission-critical information resources as “specific system resources required to perform critical functions, to include:

- Internal and external points of contact for personnel that provide or receive data or support interconnected systems; and
- Supporting infrastructure such as electric power, telecommunications connections, and environmental controls...”
**Mission-Critical Services**

JRSO identified the following services as mission critical, requiring availability in less than 2 weeks after a catastrophic event. This list reflects services that be restored at 1000 Discovery Drive or at a remote location.

1. Ship and shore email.
2. Internet access.
3. Network file services.
4. JRSO websites.
5. Asset Management System (AMS).
6. Sample Data Request Management (SDRM) or equivalent.
7. Laboratory Information Management System (LIMS).

Additionally, the following systems contain or provide access to data critical to the mission of JRSO:

- **LINUX servers**: eDirectory/LDAP, Tomcat application server, Oracle database, web server, Tomcat application server, and network services such as ftp, email and calendaring services, print services, web search engine, file services, and DNS.
- **Solaris servers**: DHCP and NFS.
- **Windows servers**: application engine, SQL database, backup services, storage management services, license server, monitoring and reporting tools, system and network management tools, software code repository (SVN).
- **Netware servers**: email gateway.
- **UTM appliances**: load balancing, web server protection, and remote office access.

**Other Essential Services**

The following services should be restored as soon as possible, following the successful restoration of mission-critical services:

- Telephone service to the vessel
- Network print services
- SampleMaster
- Crew and Cruise database
- JANUS database
- FTP services
- Net Storage
- Cumulus asset management system
- Access to TAMU financial system
- Microsoft Access applications

**Service Recovery at 1000 Discovery Drive**

Service recovery is to be implemented in levels, as described below. It is recommended that service recovery be pursued in the order described. Care should be exercised if restoring services out of order, as dependencies may not be met. During the service recovery process, care must be taken to protect mission-critical data, as defined above. Customer expectation of critical services restoration ranges from 30 hr for Internet access to 65 hr for LIMS.

**Level 1: Safety**

- Determine if existing plant and infrastructure is safe.
- If safety is assured, proceed to Level 2.
- If safety cannot be assured, work with appropriate members of the Disaster Recovery Team to make plant and infrastructure safe.
• Evaluate safety and consider decision to use Regional Test and Integration Facility (RTIF) as disaster recovery alternative.
• Report results to Disaster Recovery Team liaison.

**Level 2: Facilities Services, Power, and Infrastructure**

Note: Halon will be triggered if ceiling-mounted sensors in A200 and/or A207 detect particles from combustion. Be cautious about excessive dust in the air in A200/A207.

Note: Ambient temperature in A207 above 96°F may trip the main breaker in the power distribution unit (PDU).

Note: TAMU Facilities Services will receive an alarm via their Hawkeye system when ambient temperature in A207 rises above 84°F. The JRSO AVTech monitoring device will send SMS alerts when intake air for primary HVAC reaches 75°F and/or if intake air for secondary HVAC reaches 79°F.

Note: TAMU Zone D Maintenance does not have a stated maximum response time for their staff. Once their on-call staff is actually notified, however, they are typically allowed up to an hour to respond to the site.

• Determine if existing plant and infrastructure is viable.
• If infrastructure is viable, proceed to Level 3.
• If infrastructure is not viable, consider decision to use RTIF as disaster recovery alternative.
• Turn off panel breakers on both panels of PDU in A207.
• Follow procedure to start uninterruptable power supply (UPS.)
• Turn off PDU in each equipment cabinet.
• Turn on panel breakers for both panels of PDU in A207.
• Report results to Disaster Recovery Team liaison.

**Level 3: Critical Systems Start-up**

• Turn on PDU for network switches.
• Turn on PDU for storage cabinets.
• Turn on VMWare servers and start OEM.
• Start ODA.
• Turn on PDU for SLES and Netware servers.
• Start OES/SLES servers.
• Start Netware servers.
• Start Windows host for AMS.
• Start SLES host for SMCS.
• Verify critical services, using service checklist, and troubleshoot problems.
• Report results to Disaster Recovery Team liaison.

**Level 4: Additional Systems Start-up**

• Turn on remaining A207 PDUs.
• Verify and troubleshoot telephone service to and from the vessel.
• Test accessibility of TAMU financial services.
• Verify services, using service checklist, and troubleshoot problems.
• Report results to Disaster Recovery Team liaison.

**Level 5: Loaner Computers**

• If available and required, deploy available loaner laptop computers.
• Report results to Disaster Recovery Team liaison.
Key Roles and Individuals

Disaster Recovery Team Liaison: Manager, Department of Development, IT, and Databases
Disaster Recovery Team Members: Supervisor of Information Technology and Support
Senior Systems Administrator
Information Technology Professionals
Senior Systems Support Specialist
Property/Procurement Purchasing

Security and Access Control

In the event of a power outage to the building at 1000 Discovery Drive, key card access may not be possible. Building entry bypass keys (B9361) for the external doors of the building are in the possession of The Director and the Manager of Development, IT, and Databases. If none of these individuals is available, contact TAMU Facilities Services to gain access to the building.

Location of Key Resources

Software

Most software is available for download:

- Commvault: http://www.comvault.com
- Microsoft: May be obtained from TAMU SELL

Hardware

Hardware will have to be purchased.

Backup tapes

Backup tapes are stored in A207 and off site at Allsafe Storage (Unit B234). Gate code and key are available in key lockbox in A205:

Allsafe Storage
13101 Wellborn Rd.
College Station, TX
(979) 693-0600
(979) 450-1707 (emergency after hours)

The following individuals have access to the storage unit:

- Supervisor of Information Technology and Support
- Information Technology Professionals
- Data Analyst

Network and System Operations onboard the JOIDES Resolution

The working assumption for this section is that the JOIDES Resolution has not been destroyed and is available for occupancy. Computer operations are being re-established in one or more locations onboard the ship so that the cruise can continue. The central computing equipment has not been destroyed and the Marine Computer Specialists are charged with the task of restoring computing services. Otherwise, recovery operations will be delayed until repairs have been made to the vessel.
Data Preservation
The ship’s servers, software, and network equipment are off-the-shelf hardware and easily replaced. The impact of the temporary loss of this equipment would be lack of email between the ship and JRSO and the limited ability for our shipboard party to support science operations.

The key to the successful recovery from a JOIDES Resolution system service outage is in the ability to prevent the loss of data so that the systems can be restored when alternative hardware is made available. All critical data are backed up frequently to tape and stored in a separate compartment on the ship. The highest priority is bringing the LIMS online, along with network file servers, printing services, and Sample Master (can work with paper and pencil for a while), followed by establishing shore communication.

Communications
The JOIDES Resolution is equipped with a very-small-aperture terminal (VSAT) C-band satellite communications system, which supports wide-area network communication for data and voice and plain old telephone service (POTS) capability. An Inmarsat terminal is available for backup should the VSAT system experience a complete outage.

JRSO Application Development
The recovery of the JRSO applications development environment is the lowest priority of steps to be taken to recover operational status on both the ship and shore. The process of recovery on ship and shore will be the same. The primary purpose for using this environment during a crisis is to make modifications to applications software to continue to support Program needs.
Public Information Crisis Plan Outline: Communication Action Plan

A. Internal Notification Procedures
   1. JRSO Director briefs Managers and TAMU officials on crisis event. TAMU officials include Dean of the TAMU College of Geosciences and TAMU Division of Marketing and Communications.

B. Procedures to convene Communication Team
   1. Director assembles Communication Team that includes the following
      a. JRSO Director or Assistant Director
      b. At least two Managers
      c. One official directly related to crisis event if possible (i.e., Operations Superintendent aboard JOIDES Resolution)
      d. TAMU representative from the Division of Marketing and Communications

C. Individual Responsibilities
   1. Communication Team: maintain direct liaison with media, conduct media interviews, arrange interviews with appropriate JRSO officials, prepare written new releases, disseminate all information to media
   2. Director or Assistant Director: conduct media interviews after consulting with TAMU Division of Marketing and Communications, approve dissemination of all information
   3. Other Team Members: distribute appropriate information to Director, Assistant Director, and TAMU Division of Marketing and Communications

D. Guidelines for establishment of Media Center by TAMU Division of Marketing and Communications
   1. Prepare a facility with telephones, modem links, and other appropriate tools to enable the media to contact their headquarters.
   2. Prepare a briefing room for news conferences and announcements.
   3. Station TAMU Division of Marketing and Communications representative or designated JRSO official at Media Center at all times during crisis.

E. Guidelines for gathering information on the crisis
   1. At the scene, JRSO officials
   2. From media coverage
   3. From police, government, medical sources

F. Develop list of key public audiences
   1. Identify and prioritize audiences relevant to current situation
   2. Develop sample message (crisis-related) statements for each audience
   3. Identify best channels to reach each audience
   4. Establish mechanisms for feedback from these audiences

G. Media response
   1. Produce statement of organizational media policy
   2. Identify spokespersons
   3. Establish need/procedures for media training

H. Guidelines for staffing media center
   1. Establish guidelines to monitor internal and external communications
   2. Establish media database; provide for frequent updates
   3. Prepare “boilerplate” kit
I. Guidelines for disclosure of information
   1. System for handling media inquiries
   2. Identify and train additional staff assistance
   3. Establish fact-checking system and procedures for corrections
J. Procedures for activating and monitoring print/broadcast clipping services

**JRSO Public Information Policy for Crisis Communication**

**Purpose**

- To communicate proactively to the media and the public following a crisis event.
- To protect the reputation of the Program by managing and controlling communications to outsiders.

**Staffing**

- Director, Assistant Director, General Manager, Publications Manager, and TAMU College of Geosciences Communications Manager.

**Objectives**

- Establish and maintain good relations with the media and with the TAMU Division of Marketing and Communications.
- The Communications Liaison should be easily and readily accessible to the media.

**Responsibilities**

- Gather facts immediately so that the CMT leader and TAMU Division of Marketing and Communications can immediately formulate the best possible response/release based on the information available.
- Issue press releases or statements that reflect positively on the Program’s efforts to manage and respond to the emergency.
- Plan to meet with media representatives, preferably through interviews, periodically during the crisis period. Prepare for press conferences if necessary.
- Maintain readiness to respond to the media by anticipating questions and by preparing information kits, which can be distributed on short notice.
- Have one Program spokesperson responsible for issuing official communication. Communicate the Program’s message and only authorize the release of responses, which emphasize positive reinforcement of the Program’s position and its ability to protect its people and its assets.
  - Provide accurate information and correct inaccuracies.
  - Never respond with information that is “off the record” and never say “no comment.”
TO: All New IODP-JRSO Employees
DATE: Tuesday, August 7, 2012 [updated to JRSO May 2016]
SUBJECT: Building Security Policy

The JRSO Building Security Policy was adopted to increase workplace safety for all JRSO employees. This can only be accomplished if every employee takes responsibility for making sure that the workplace is secure at the end of each day, and prior to closing for weekends and holidays.

The JRSO Building Security Policy explains the normal procedures for maintaining a secure workplace. The policy has been adopted as a means to make everyone aware of building security.

A security camera system is operating in the building. Vulnerable areas and building entrances are monitored to reduce security risks. Anyone discovering a security problem should report it immediately to a supervisor and to JRSO.

Please read the attached policy to become familiar with our responsibility for maintaining a secure workplace. Please call me if you should have any questions.

Building Security Policy

All JRSO employees are responsible for following reasonable and appropriate procedures to keep JRSO facilities secure. This policy explains the standard guidelines and procedures every employee must be aware of and must follow to ensure a consistent level of security during and after business hours. Enforcing reasonable building security measures at all times ensures that:

- JRSO employees are able to work in a safe and secure environment;
- JRSO facilities are better protected from threat of damage due to accidents or intentional misconduct (such as vandalism); and
- JRSO property is better secured against theft, sabotage, or unauthorized use.

Facilities

JRSO facilities include:

- JRSO building at 1000 Discovery Drive, College Station.
- Hangar and Engineering Test Facility at RELLIS Campus, Bryan.
- Vault data storage facility at RELLIS Campus, Bryan.

Building Keys

JRSO Administration’s Staff Assistant issues keys. Employees receive the minimum number of keys necessary to access the JRSO office, shop, or laboratory where they regularly perform their duties. An employee must obtain the signature of his/her Supervisor and Department Manager on the Key Request and Authorization Form before keys are distributed. Two Department Managers must approve the request for a key in a department other than the employee’s own department.

Guests

Guests and visitors who are conducting official business at JRSO should be informed of the appropriate measures for securing office or laboratory areas if they will be working after normal business hours. Because official Guests and Visitors are not familiar with (and should not be made responsible for) JRSO building security, they should be accompanied by a JRSO employee when working after hours. Exceptions to this guideline should be discussed with the Department Manager responsible for the area in which the guest will be working. During working hours, employees may invite unofficial guests such as friends, children, or spouses to visit the building occasionally for brief periods. After business hours, a JRSO employee must always—without exception—accompany unofficial guests.
guests. Unofficial guests must obtain permission from the appropriate Department Manager to access or utilize JRSO office equipment, supplies, or facilities.

Any employee who encounters someone who is not recognized as an JRSO employee or official visitor when in the building after business hours should make a reasonable effort to find out who the person is and what they are doing in the building (if there are no other employees who can identify the person.) This should be done in a pleasant manner. It is suggested that the employee introduce him/herself to the person and inquire politely about the nature of the person’s work, and for whom they are working.

**Employee Requirements and Responsibilities for Building Security**

- Employees are prohibited from obtaining or making unauthorized copies of keys. All office door keys must be issued by JRSO Human Resources Department.
- Employees may not lend their JRSO keys to non-employees. Guest keys may be requested for visitors who are conducting official business at JRSO.
- It is recommended that employees do not lend JRSO keys to other employees who need to access the building to work after hours. The employee who needs to work after hours may be issued a temporary key on the approval of the appropriate Department Manager(s) or Supervisors.
- Employees must report lost keys to JRSO Human Resources Department as soon as possible after they keys are discovered missing.
- Employees must report any lock needing repair or any key which fails to operate its corresponding lock as soon as possible by contacting JRSO.
- All interior and exterior doors should be closed and locked at the end of every day. All office desks, drawers, and filing cabinets should be closed and locked each day.
- Employees are responsible for keeping exterior doors closed at all times while working in the building after hours. Doors must not be propped open. Any employee finding an exterior door propped open after business hours is responsible for closing the door and making a reasonable effort to locate and notify the person(s) responsible for leaving the door unsecured. All employees who discover an open exterior door after business hours must report it to the Building Proctor if they are unable to lock the door.
- After daily business hours and on weekends or holidays, employees are instructed to use the main building entrance when entering and exiting the building.
- All employees are responsible for immediately reporting obvious security breaches such as theft or vandalism (i.e., broken glass in windows or doors, doorjambs damaged from attempts at forced entry, missing equipment, etc.) by contacting University Police (UPD) by dialing 9-911. No one should attempt to enter the building or touch anything when obvious damage is discovered. The employee should wait for UPD to arrive and assist them by providing as much information as possible.
- All full-time employees attending classes and student employees must request to use JRSO equipment after hours to prepare homework for class assignments. Supervisors shall be informed whenever an employee intends to be in the building after hours for this purpose. Supervisors must grant approval for students to work after hours in JRSO offices. Blanket approval is discouraged. Employees may not bring non-employee students into the building to use JRSO equipment for class assignments or personal use. Employees may not use University property or equipment to produce work for personal gain, income, or profit (TAMU Policy 33.04 and federal regulations). Employees are prohibited from using JRSO copiers for personal use.
- All employees who are leaving employment with JRSO must return all building and office equipment keys on or before the last working day.
- All guests entering the building will be asked to sign in at the Administration Desk located in the front lobby. Each guest checking in will be asked if he/she needs a parking permit while visiting the building. A roster of names of large groups should be turned in to the receptionist. Family members do not need to sign in the guest book.
- Each department will responsible for notifying the Administrative Assistant of large meetings scheduled to take place in the building. The Administrative Assistant will make provide the meeting point of contact information for guest parking and permits as needed.
APPENDIX D: PORT CALL SECURITY POLICY

In an effort to minimize personal risk and to ensure a safe and secure working environment port call procedures have been modified. Please review and ensure compliance with each of the points discussed below. These measures will be effective immediately and will continue for all future port calls.

Responsibilities

Security guards will be employed for each port call to provide 24-hr security. These individuals will be responsible for shipboard security including the verification of all individuals each time they board the vessel. Security guards will compare individual photo identifications to a roster of port call and expedition participants. Individuals without proper identification or roster placement will only be allowed to board the vessel after verification by appropriate JRSO personnel.

The Marine Logistic Coordinator (MLC) is responsible for compiling the roster and providing this information to SIEM Offshore and the ship’s agent. All department managers will be responsible for providing this information to the MLC at least 3 weeks prior to the ship’s arrival. Each manager also will be responsible for providing any modifications to the list. In addition, the list should include all vendors, public relations contacts, or other parties requiring access to the vessel.

JRSO staff members and participating scientists are responsible for carrying personal photo identification and showing this identification to security personnel prior to boarding the vessel. Acceptable identification includes either a passport, driver license, TAMU ID, or JRSO ID.

Ship Access

Individuals requiring access to the ship and are not on an approved roster identification list will remain on the pier until a designated JRSO official verifies identification and authorizes ship access. Note that many ports are now requiring at least 24 hr advance notice to add names to the roster list to access the port.

Ship tours only will occur for groups that have arranged prior to the port call through the JRSO. Open tours for the public will not take place.

JRSO will continue to assist with public relations activities, as appropriate and specifically as these relate to the IODP program.

Personal Safety

Individuals should be continuously aware of their surroundings and travel in groups when visiting foreign ports. Individuals that have concerns with unusual activity should report the situation immediately to the Ship’s Captain or Mate on watch. All sailing personnel must assist with the implementation of the above measures to ensure a safe working environment. SIEM Offshore and JRSO will respond to any indications of a threat seriously and immediately. Please keep the sensitivity of the situation in mind and refrain from comments or jokes that could be misinterpreted.
APPENDIX E: JRSO EMERGENCY PROCEDURES

JRSO Building Occupants

If Fire Alarms Sound during Workday
- Gather personal items quickly, close door, leave building, and report to assigned muster area outside.
- Remain outside but move away from building so as not to interfere with emergency teams arriving.
- Note: DO NOT use the elevators during a fire-related emergency.

Severe Weather Emergency
- Follow prompts given by the TAMU Code Maroon notification system or Emergency Broadcast System.
- Alerts will be broadcast through the building fire, life, and safety address system.
- Shelter-in-place muster is the B-wing hallway between the Lobby and the GCR.
- Remain at muster point until manager or building proctor gives information for release.

Emergencies after Business Hours
- To Evacuate Building: break glass at alarm station and pull handle to sound alarms.
- Dial 9-911 to report location.
- Gather personal items, close door, and leave building.
- Remain outside and answer questions when emergency personnel arrive.

To Report Building Problems Requiring Immediate Repair after Hours
- Call the Radio Room at 845-4311 and/or call the building proctor.
- Provide your name, location, and description of the problem.