Business Continuity Policy and Emergency Response Plan
GI Corporate Office
Effective: 6.1.2026

Business Continuity Policy

The purpose of the business continuity policy is to maintain business functions in the event of an emergency. The policy applies to Gallant Industrial's Corporate facility and all employees working at or visiting the Corporate Office. Separate emergency plans and procedures are in place for offsite work locations as determined/required by client and/or Gallant's Safety policies and procedures.

In the event of an emergency, the Emergency Response Team will be responsible for declaring emergencies, evacuating, or shutting down facilities as necessary and contacting employees. The Emergency Response Team will be led by the Incident Commander and will operate out of the designated Emergency Operations Center. The Emergency Response Team has the authority to identify critical business functions impacted by the emergency and initiate the process for recovering each function in the order laid out in the Business Continuity Plan.

The Business Continuity Plan will be enacted with the purpose of ensuring continued business activity in the event of an emergency and ensuring the safety of all employees. Failure to comply with the Business Continuity Plan or any directives issued by the Emergency Response Team may result in verbal reprimands, official write-ups, and termination, as deemed appropriate.

The company will be prepared to respond to emergencies to protect the health and safety of and minimize risk of harm to employees and guests while at the Corporate Office or on worksites. Employees will address all emergencies according to the specific procedures outlined in this policy or site-specific policies depending on the physical work location/client requirements. After the situation has been resolved and/or the person(s) involved are no longer in immediate danger, Employees will complete the necessary documentation to assist in developing preventative measures, if applicable. For bodily injury incident response procedures, Employees will refer to the Company's Safety Policy Manual.

All Employees will be trained on this policy and the safe and appropriate response to and reporting of emergencies during their new hire orientation. The Office Operations Administrator will have contact information of a source of emergency medical care and transportation readily available for quick and easy access at the reception desk. All employees who have specific roles in this plan will be rained on the specifics of their roles.

Emergency Response Team (ERT)

The Emergency Response Team is responsible for controlling all technical aspects of emergency response. The group will be led by the Incident Commander. Members of this group (and only these designated members) have the authority to:

- Order facility shutdown
- Initiate evacuation of employees and customers
- Declare that an incident has ended
- Communicate with the media
- Initiate the emergency response communications to team members

Emergency Response Team Contact Information

Name	Position	Contact
Derik Lundy	President - Partner	713.907.2787
Adam Wheeless	Partner	713.855.8959
Jeffery Tober	Director of Operations and Quality	346.262.5612
Derek Kenney	Area Operations Manager	281.639.7287
Kris McLemore	HR Manager	346.977.8993
Greg Gammons	Corporate Safety Manager	832.414.3493
Noe Boring	Fabrication Shop Manager	832.707.7018

ERT Responsibilities

Partners
The Partners will make decisions needed to manage the emergency situation and determine whether or not to put all or some of the elements of the EAP into effect. Other responsibilities include establishing a secondary command and communication center (if necessary); supervising recovery or damage assessment efforts with onsite first responder; decides when to declare an end to the emergency and issue the all-clear signal; approves all internal and external communications to staff, stakeholders and media. The Partners are also responsible for implementing this plan.

Incident Commander: The incident commander assumes overall leadership during emergencies. They coordinate response efforts, delegate tasks, and ensure a cohesive approach. For example, in a fire emergency, the incident commander would assess the situation, direct evacuation efforts, and coordinate with the safety officer and evacuation coordinator.

Communication Coordinator: The communication coordinator manages internal and external communication during emergencies. They liaise with emergency services, stakeholders, and employees, providing updates and instructions. During a crisis, this role ensures effective communication channels are established, and information is disseminated in a timely manner, promoting calm and mitigating panic through public relations. This role will also report out to any customers in the event of business disruption.

Safety Officer: The safety officer plays a vital role in assessing and mitigating potential hazards. They monitor safety protocols, ensure compliance, and provide guidance on protective measures. The Safety Officer is responsible for initiating and coordinating emergency and evacuation protocols at all job sites.

Evacuation Coordinator: The evacuation coordinator implements emergency evacuation plans, conducts drills, and provides training for evacuation procedures. During an evacuation scenario, this role ensures orderly and efficient evacuation, accounting for all personnel, including anyone with disabilities, and addressing any possible barriers or challenges.

Operations Manager: The operations manager coordinates logistical support and resources during emergencies. They ensure critical operations continue smoothly and facilitate the resumption of normal business activities. For instance, during a power outage, the operations manager would coordinate backup power supply, prioritize essential operations, and liaise with utility companies to restore power.

Documentation Specialist: The documentation specialist records incident details and maintains documentation related to emergencies. They document lessons learned and conduct an after-action review, aiding in continuous improvement. For example, in the aftermath of a cybersecurity breach, the documentation specialist would record

the sequence of events, document the response actions taken, and assist in identifying areas for enhancing cybersecurity measures.

Processes and Procedures

Emergency Operations Center

These centers will serve as a centralized location where the Emergency Response Team can gather in the event of an emergency. The primary center will be at Gallant Industrial Main Office and the secondary center will be located off-site and determined by the Partners as needed. In the event that the primary center is not able to be utilized, the Emergency Response Team will utilize the secondary center.

Both locations will be stocked with the following resources:

- Three cellphone chargers
- Copy of the emergency management plan
- Security information for the building, including the alarm code and activation/deactivation procedures
- Communication Plan for contacting employees
- Emergency generator and gasoline
- Three flashlights equipped with spare batteries
- First-aid kit
- 15 gallons of clean water

Access to the primary and secondary Emergency Operations Centers is limited to members of the Emergency Response Team. Partners, and the Office Operations Administrator will have keys to each facility.

Defining Emergencies

Emergency is defined as any event that affects the ordinary daily operation of the program including, but not limited to:

- Fires.
- Severe weather.
- Natural disasters.
- Power failures.
- Emergency evacuation or moving to an emergency shelter.
- Temporary closure or relocation to another facility or service site for more than 24 hours.
- Other events that threaten the immediate health and safety of persons served and that require calling “911.”

Crisis Levels

The Incident Commander will assess the Crisis level based on the following criteria and initiate a response plan accordingly:

Level 1 – Highly Intense

Media have immediate or urgent need for information about the crisis. Partners may need to provide an opening statement of empathy/caring. One or more groups or individuals express anger or outrage.

Broadcast and print media appear onsite for live coverage.

Level 2 – Intense
Crisis causes growing attention from local or regional media. Media contacts non-Communications staff for information about the crisis. In addition to the media, stakeholders and community partners are present at site. Affected and potentially affected parties threaten to talk to the media.

Level 3 – Moderately Intense
Crisis situation may/may not have occurred; the situation is attracting slow but steady media coverage. External stakeholders receive media inquiries. The public at large is aware of the situation/event but is attracting very little attention.

Level 4 – Minimally Intense
Crisis attracts little or no attention. Pre-event information requests are received. Public and/or media are virtually unaware of the crisis.

Preparing For Emergencies

First aid kits are readily available for use by, and that meet the needs, of guests and Employees for minor injuries or illness. The first aid kit will contain, at a minimum, bandages, sterile compresses, scissors, and ice bag or cold pack, an oral or surface thermometer, adhesive tape, and a first aid manual. All employees are required to familiarize themselves with the location and contents of the first aid station located on the first floor of the building near the copier/printer/office supply area.

A. The Office Operations Administrator will maintain:
    a. A floor plan available that identifies the locations of:
        i. Fire extinguishers and audible or visual alarm systems
        ii. Exits, primary and secondary evacuation routes, and accessible egress routes if any
        iii. An emergency shelter within the facility
    b. A site plan that identifies:
        i. Designated assembly points outside the facility
        ii. Locations of fire hydrants
        iii. Routes of fire department access

B. Fire and severe weather drills will be conducted twice throughout the year on various days of the week and times of the day. Employees and persons in the facility will not be notified prior to the drill, if possible, to ensure correct implementation of Employees responsibilities for response. The Partners in coordination with the Office Operations Administrator will be responsible for the initiation of emergency drills and the Office Operations Administrator will record the date, day, and time of the drill in the emergency plan files located on the Company's N Drive and in the Master Emergency Operations Binder maintained at the reception desk.

C. As part of the emergency plan file kept at the facility site, the following information will be maintained:
    a. The log of quarterly drills.
    b. The readily available emergency response plan.

c. Emergency contact information for all employees and others who utilize office space regularly (sub-lessors).

d. Information on the emergency shelter within the facility and the designated assembly points outside the facility.

e. Emergency phone numbers for fire, police and building management.

D. If any employee requires the use of adaptive procedures or equipment to assist them with safe evacuation, Employees must notify Human Resources who will then initiate specific instruction on the adaptive procedures and equipment implemented for the respective employee.

Responding To Emergencies

A. Medical

a. The Company does not require office-based employees to be first aid or CPR certified. Therefore, in the event of a medical emergency, all employees are instructed to immediately contact 911 should any of the following incidents occur.

B. Fire

a. Employees will respond immediately to all fire and smoke detector alarms or signs of fire by calling 911.

b. Employees closest to the fire area should contain the area of the fire, if feasible, by closing all doors in the area. If it is possible to put out the fire with a fire extinguisher, Employees may attempt to do so but should not put themselves or others at risk in doing so. Employees are required to know the location of fire extinguishers throughout the building and should familiarize themselves with the operation of the extinguishers in order to be ready to use them quickly in an emergency.

c. Fire Wardens will inspect their designated floor and bathroom/break areas on their way out of the building to insure everyone is alerted to evacuate.

d. All persons will evacuate from the building and assemble at the established designated assembly point outside the facility where they will be accounted for by signing in on the Fire Warden's employee list. If an employee is unaccounted for, Fire Wardens will assist in contacting all employees to confirm to the best of their ability that the employee is safe and away from the building.

e. Employees will not reenter the program site until the police or fire department issue instructions that the area is safe. If the building is not habitable, Employees will be notified on alternative work arrangements by their direct Supervisors.

C. Severe weather conditions and natural disasters

a. The Office Operations Administrator will be responsible for daily monitoring the National Weather Service website and report any severe weather conditions that could potentially be a threat to the physical office space or to employees commuting to and from the office to the Emergency Response Team. At the first report of potentially severe weather (including but not limited to flooding, hurricane, tornado), the Office Administrator will call a meeting with at least one Partner, Safety and HR to discuss any actions to be taken based on the severity and likelihood of the threat effecting work continuance or physical damage to the property.

b. The Human Resources Department will be the main communicator of weather-related activities, office closures, etc. to office-based based employees. The Safety Department will be the communication lead for all notifications to field-based employees. The Office Operations Administrator will be communication lead to Building Management and Supporting vendors.

c. Upon hearing sirens or a take cover warning, office employees and visitors should immediately seek shelter in the locker room on the first floor.

d. If injury or damage occurs, Employees will notify the Partners and the Safety Department and follow directions given.

e. If relocation to a designated safe area such as an emergency shelter is necessary, Employees will follow the procedures in Letter E of this **Responding to emergencies** section.

D. **Power failure (electricity outage or gas leak**)

a. During an electrical power failure, employees should remain in the area they find themselves in at the time of the outage if vision is impaired due to darkness, otherwise, they should return to their designated office/workstation and wait for communication from Management.

b. The Office Operations Administrator will contact the power company by cell phone to determine the estimated length of the power outage. If estimated to last less than two hours, the Partners will be contacted to determine what actions will be taken. If the power outage is to last more than two hours, Partners, Area Operations Managers and the CFO will be responsible for determining best practice for their team to ensure work continuation during the situation.

c. If gas is smelled or a gas leak is suspected, the Office Operations Administrator or Fire Wardens will notify Employees to evacuate to the established designated assembly point outside the facility and reminded that no one is permitted to use lighters, matches, open flame or cell phones in the building during the evacuation process.

d. The Office Operations Administrator will contact the gas company immediately and instructions provided will be communicated and followed by all employees.

E. Other events that threaten the immediate health and safety of persons served and that require calling "911"

a. Pandemic event - Upon request, Employees will cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak.

b. Bomb threat

c. Upon receiving a bomb threat, Employees should notify the Office Operations Administrators and Partners immediately then pull the fire alarm located next to the stairs on the 2nd floor or next to the front door on the 1st floor to initiate building evacuation.

d. Employees and guests should exit the building immediately and proceed to the designated assembly point outside the facility.

e. The Office Operations Administrator, their designee or the highest-ranking employee on site will immediately call "911" from a cell phone outside and a safe distance from the building.

f. Employees and guests will remain outside the building until further instructions are received from the police or fire department. Instructions will be communicated to and followed by all Employees.

F. Repeated and unwanted or threatening phone calls

a. Upon receiving repeated and unwanted or threatening phone calls, Employees will hang up the phone immediately.

b. Employees will alert Human Resources and Partners.

c. Employees will monitor the frequency of disruptive phone calls, informing the manager when the calls continue to a point where their safety is in question or when the calls are personally threatening or environmentally threatening to other employees, site or property.

d. Employees will call "911" if at any point they feel threatened.

G. **Active Shooter**

a. If an Active Shooter even occurs, employees should take the following actions:

i. Identify an escape route and if safe to do so evacuate as quickly as possible

ii. If you cannot safely escape:

iii. Close blinds, turn off lights

iv. Silence all noise, including cell phones, radios, and computers.

v. Call 911, if it is safe to do so.

vi. Be prepared to answer the dispatcher's questions.

vii. If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.

viii. Stay out of sight and take cover behind large, thick items or furniture.

ix. Do not open the door until the person can provide an identification badge.

x. Remain under cover until law enforcement advises it is safe to evacuate.

xi. Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.

xii. FIGHT, if you must: If there is no opportunity to run or hide, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

xiii. Use any object in the vicinity to throw at and disorient the shooter, even a couple of seconds of disruption could cause less shooting.

Reporting Emergencies

Employees will immediately notify a Partner and the Safety Manager when an incident or emergency has occurred and follow directions issued to them. The Safety Manager will assist and direct completion of any necessary documentation regarding the incident or emergency. Each incident or emergency report will contain the required information as outlined in the Company's Safety Policies and Procedures Manual.

Employees/Management will not disclose personally identifiable information about any other person when creating an incident report to any persons, legal representatives, or case managers unless the company has the consent of the person and/or legal representative.

If a serious injury or death were to occur as a result of the emergency situation, Employees will follow the response and reporting procedures as stated in Gallant's Safety Policy and Procedures Manual.

Evacuation
Depending on the threat, If they can safely do so, employees should gather personal items and their laptops, quickly unplug all equipment in their respective offices, turn of lights and close their doors then head immediately to nearest exit and meet at the established designated assembly point outside the facility.

Designated ERT members will do a sweep/check of bathrooms, gym, golf simulator and meeting rooms to confirm no one remains in these areas.

ERT members will do a headcount at designated assembly point to provide information to family members and emergency personnel as needed.

All employees should remain at the evacuation point until given the "go ahead" from an ERT member to either return to the office or to leave the area for any other reason.

Shelter In Place
If they can safely do so, employees should quickly gather their personal belongings then head immediately to nearest exit and meet at the established shelter in place location(s) on the first floor.

Designated ERT members will do a sweep/check of bathrooms, gym, golf simulator and meeting rooms to confirm no one remains in these areas.

ERT members will do a headcount at designated shelter in place point(s) to provide information to family members and emergency personnel as needed.

All employees should remain in the shelter in place location until given the “go ahead” from an ERT member to either return to the office or to leave the area for any other reason.

Emergency Communications

As a sub-team of the ERT, the Emergency Communications Team will consist of the Partners, Communication Coordinator, the Human Resources Lead and Gallant’s external legal advisor. The Communications officer will coordinate contacting all members of the Emergency Communications Team (ECT).

ECT Team Responsibilities

Partners
Partners will provide input on all communications and will work with the Communications Officer on developing messages to stakeholders, employees, families, media, etc. and will act as media spokesperson(s)

Communications Officer
The Communications Officer will coordinate Gallant’s communications response; work with partners and outside advisors on message development, arranges ECT team meetings, ensures required resources are available for team member assigned duties

Assistant Communications Officer
The Assistant Communications Officer will assist the Communications officer with prioritizing duties and handling inquires as well as fulfill all the duties of the Communications officer in his/her absence and assists with media relations.

Family Liaison
The Family Liaison establishes, coordinates and initiates contact with family members to notify with updates and information as information becomes available. Family members should always be informed before the media. The Family Liaison will also coordinate with clergy and other special interest groups to assist in family needs.

Legal Counsel/Advisor
The Legal Counsel will provide legal advice on communication strategies and messaging to victim(s), families, media, and other stakeholders.

Communication Tools and Information
The ECT will determine the best way to communicate necessary information during a crisis/emergency including but not limited to text messaging, phone calls, emails and social media outlets.

Emergency communications may include directives about evacuation and return to work, etc. as well as information about response status, family members, available assistance, and other matters that impact response and recovery.

The ECT will be responsible for coordination of obtaining contact information for the following audiences as deemed appropriate by Executive Management. The Human Resources Department will be responsible for contact information of employees and employees’ emergency contacts:

- Customers
- Survivors impacted by the incident and their families
- News media

- Community—especially neighbors living near the facility
- Company management, Area Operations Managers and investors
- Government elected officials, regulators and other authorities
- Suppliers

Information Technologies

Gallant, in conjunction with its offsite IT solutions provider, has put in place redundancies in order to ensure that access to electronic communications, software and files are accessible during a catastrophic event.

Disaster Recovery File

Certain files have been deemed necessary by Gallant Management in order to continue business operations. These materials will be maintained virtually on Gallant's shared drive (also referred to as the N: Drive). These files are accessible through cloud-based programs.

Critical Roles

In the even of an emergency or disaster that renders the Gallant headquarters unusable, the following roles must be enacted quickly in order to avoid a major effect to the business within 0-48 hours:

Leadership Team – Partners, Operational Leads (Area Managers and Project Managers)
Accounting Personnel – CFO, Controller, Accounting Manager
Human Resources
Safety
Within 48 hours – 4 days, **all roles** need to be functional.

IT Recovery Plan

Gallant's offsite IT solutions provider maintains a detailed response plan in place that will be initiated based on the identified crisis and level of response required. This plan is reviewed with Partners at minimum once per year and is updated as needed after any incident occurs.

Payroll

Gallant maintains a co-employment relationship with Insperity for it's payroll administration and extended Human Resources functions. Insperity has redundant offices throughout the US and their own Business Continuation plan in place which will be enacted should the local Insperity office become victim to any of the emergency situations listed herein.

Recovery Objectives

Short term – 24-48 hours

Team leads will work together with Project Management to prioritize personnel assignments and shift assignments as necessary. Once resources and engagement priorities are established, employees will be notified of any changes to existing assignments and assignment locations as well as any additional assignments. In most situations, existing tams will continue intact from whatever location makes the most sense for their circumstances.

Intermediate Term (48 Hours-5 days)

In the event the office or work location is unavailable for several days, additional alternate worksite arrangements may be required. Any alternate worksite arrangements should be made with the approval of Partners. In most cases, work products and papers are stored and accessible electronically. However, where there is a need access hard-copy files from the office, and to the extent it is safe to do so, the Office Operations Administrator will attempt to facility the ability of employees to access the needed materials during this timeframe.

Long Term (5 Days to 2 months)
Team leads will continue to assess and optimize staffing assignments. Executive Management will evaluate options and decide how the business is to continue.

Business Impact Analysis

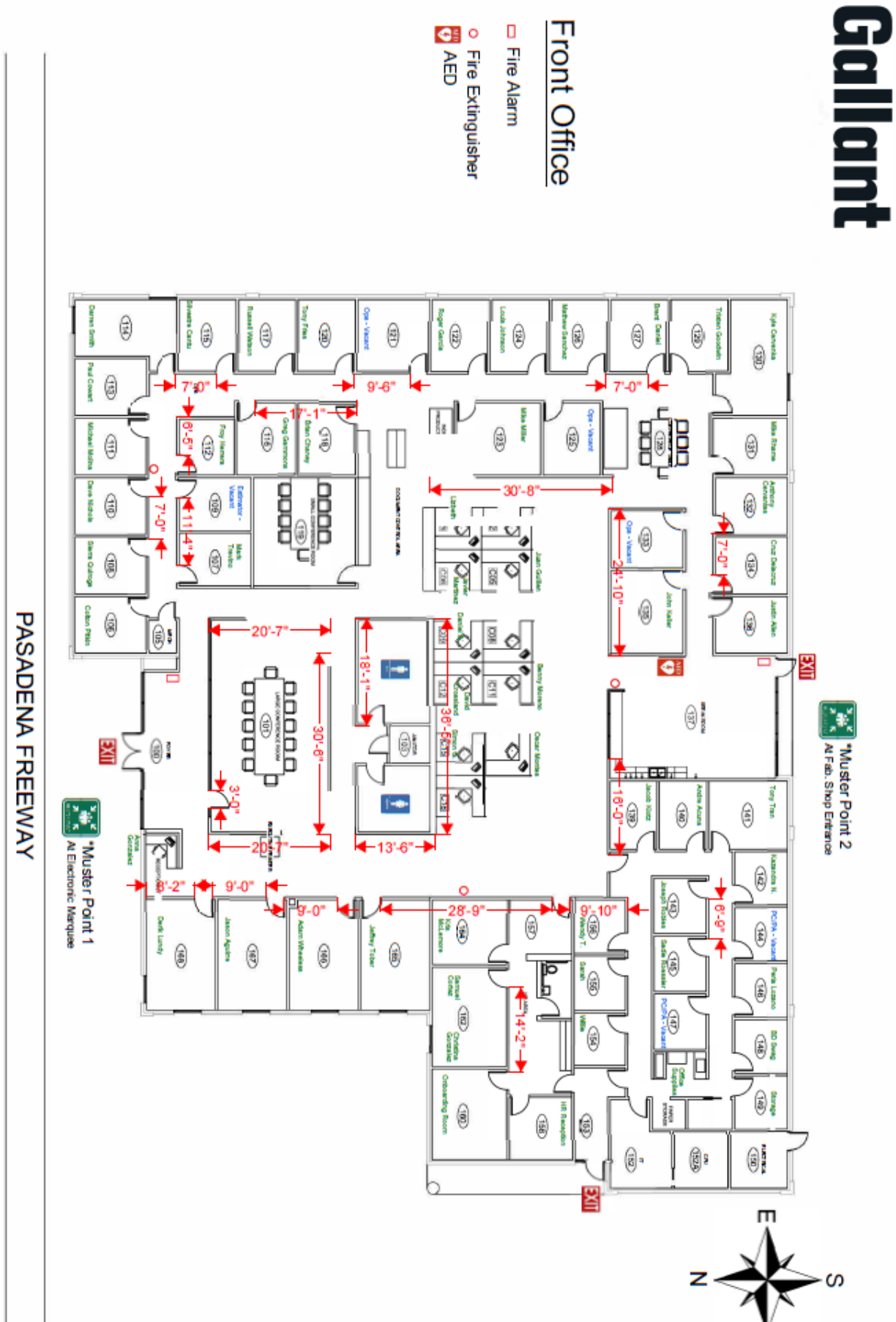
As soon as practicable after a catastrophic event, a Business Impact Analysis should be conducted to examine the potential result of disruption to key business functions and to collect the necessary information to determine short-term and long-term recovery objectives. The following impacts should be considered as part of the BIA:

How many personnel are impacted (potential for outsourcing, overtime labor)
Lost or delayed sales
Regulatory fines
Financial and relationship penalties for not fulfilling contractual obligations
Customer dissatisfaction
Customer loss
Delay of new business plans
Employee recruitment

Modifications to this Policy
Gallant Industrial and its selected outside IT Support team agree to review and revise as appropriate this Business continuation plan at a minimum of one time per year and as deemed necessary after any emergency event that is outlined herein.

Appendices

Emergency Response Floor Plan
Vendor Contact
Emergency Services Contact
American Red Cross Hurricane Preparation Guide
Harris County Hurricane Evacuation Map


Gallant
Front Office
Fire Alarm
Fire Extinguisher
AED
PASADENA FREEWAY
*Muster Point 1
At Electronic Marquee
*Muster Point 2
At Fab. Shop Entrance
EXIT
AED
7'-0"
9'-6"
7'-0"
17'-1"
6'-5"
7'-0"
11'-4"
30'-8"
24'-10"
7'-0"
20'-7"
30'-8"
3'-0"
20'-7"
18'-1"
38'-6"
13'-6"
18'-0"
8'-2"
9'-0"
9'-0"
28'-9"
9'-10"
6'-9"
14'-2"
N
E
S

Evacuation Routes/Emergency Vehicle Access Routes/Fire Hydrant Locations

Access via East Pasadena Freeway (225 E, on Feeder just inside Beltway 8).

In an evacuation from the building, employees will assemble at either the Marquee sign at the north side of the building or the entrance to the fabrication shop on the south side of the building.

Hydrant is located in front of building.

Vendor Contact Information

Precision Gates Repair

2450 South Shore Blvd #278

League City, TX 77573

(281) 784-0566

Solutions Information Systems - IT

Devin & James

10555 Cossey Rd

Houston, TX 77070

(281) 378-7400

City Wide - House Keeping

A1717 N Sam Houston Pkwy, Suite 150

Houston, TX 77038

(Titus Howard) Mobile# 346.382.7868

(713) 773-9998

The Carson Companies – Landscaping

McCay Dickson/Asset Manager

9821 Katy Freeway, Suite 685

Houston, TX 77024

Office: (713) 360-7952

Cell: (713) 705-0741

Johnson Controls Houston Industrial – Key Fobs & Security Alarm System

10644 W Little York Rd #200

Houston, TX 77041

(713) 934-2400

Emergency Services Contact Numbers

Urgent Care near 77503:

Concentra
125 E 8th St, Deer Park, TX 77536
+12819308555
M-F – 8:00 AM – 5:00 PM

NextCare Urgent Care, Pasadena
6825 Spencer Hwy, Pasadena, TX 77505
+12817410070
M-Sun 9:00AM-9:00PM

City of Pasadena Emergency Management
1201 Davis St, Pasadena, TX 77506
Phone: (713) 475-5588
Website: Emergency Management | Pasadena, TX

Pasadena Police Department: 713-477-1221. (non-emergency line)
Pasadena Fire Department: 713-475-5554
United States Coast Guard:
713-578-3000 (Coast Guard Air Station Houston)
281-464-4851
281-464-4852
281-464-4853
Center Point Energy: 713-659-2111
Texas United Way: 211
FEMA: Registration - 1-800-621-3362
National Emergency Child Locator Center: 1-866-908-9570
American Red Cross: 1-800-RED-CROSS
Disaster Distress Hotline: 1-800-985-5990
State Bar of Texas: Legal Hotline - 1-800-504-7030

American Red Cross

TOGETHERWE PREPARE™

American Red Cross preparedness guide for hurricane season

What To Do Now

- Read this guide carefully.
- Decide where you plan to go if you are requested to evacuate. You may go to a hotel or motel, stay with friends or relatives in a safe location or go to a Red Cross shelter.
- Put together your disaster supplies kit as recommended in this guide.
- Plan for pets. Pets are not allowed in public shelters. If you need to make arrangements for your pet, contact your vet, local SPCA or Humane Society.

When the Storm Approaches

- Listen for weather updates. Hurricanes are unpredictable, so remain informed.
- Have your car ready. Check gas, oil, water and maintenance.
- Check your emergency evacuation supplies.
- Board up or put storm shutters on windows. When windows break, homes are destroyed.
- Clear your yard of loose objects, bicycles, lawn furniture, trash cans, etc.
- Secure your boat. Remember that most drawbridges and swing bridges will be closed to all boat traffic after the evacuation order is issued.
- Leave swimming pools filled. Super-chlorinate the water and cover pump and filtration systems and intakes.

If You Can Stay Home

- Obtain and mark clean containers for storing water. You should have a minimum of one gallon per person per day for seven days.
- Obtain a week's supply of non-perishable foods. Don't forget a non-electric can opener.
- Check your disaster supplies kit.
- Be a good friend. Offer your home as shelter to friends or relatives who live in vulnerable areas or mobile homes.
- Stay inside, away from windows.
- Wait for official word that the danger is over. Don't be fooled by the storm's calm eye.

If a Warning Has Been Issued

In the event of a hurricane warning for this area, your local TV will provide frequent updates about the storm as well as advice from local officials. Keep listening to local radio and television for information, as the intensity and the path of the hurricane can change quickly, and without notice.

If You Must Evacuate

- Pack what you will need.
- Turn off water and electricity at the main valve, breakers or fuses.
- Turn off propane gas tanks that serve individual appliances like a stove or grill. Do *not* turn off natural gas unless local officials advise to do so.

Build Your Disaster Supplies Kit

Water

- ☐ Store one gallon of water per person per day (two quarters for drinking, two quarts for food preparation/sanitation)
- ☐ Keep at least a three-day supply of water for each person in your household

Food

- ☐ Ready-to-eat canned meats, fruits and vegetables
- ☐ Canned juices, milk, soup
- ☐ Staples: sugar, salt, pepper
- ☐ High-energy foods: peanut butter, jelly, crackers, granola bars, trail mix
- ☐ Vitamins
- ☐ Food for infants, elderly persons or persons on special diets
- ☐ Comfort/stress foods, cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags

Tools and supplies

- ☐ Mess kits, or paper cups, plates and plastic utensils
- ☐ Emergency preparedness manual
- ☐ Battery-operated radio and extra batteries
- ☐ Flashlight and extra batteries
- ☐ Cash or traveler's checks, change
- ☐ Non-electric can opener, utility knife
- ☐ Fire extinguisher: small canister, ABC type
- ☐ Tube tent
- ☐ Pliers
- ☐ Tape
- ☐ Compass
- ☐ Matches in a waterproof container
- ☐ Aluminum foil, plastic storage containers
- ☐ Signal flare
- ☐ Paper, pencil, needles, thread and medicine dropper
- ☐ Shut-off wrench (to turn off household gas and water)
- ☐ Whistle
- ☐ Plastic sheeting
- ☐ Map of area (for locating shelters)
- ☐ Fully charged cell phone and extra batteries

Sanitation

- ☐ Toilet paper, towelettes, soap, liquid detergent, feminine supplies, personal hygiene items, plastic garbage bags, ties (for personal sanitation uses), plastic bucket with tight lid, disinfectant and household chlorine bleach

Clothing and bedding

- ☐ Sturdy shoes or work boots and rain gear
- ☐ Hat and gloves, thermal underwear and sunglasses
- ☐ Blankets or sleeping bags

Special items

For baby:

- ☐ Formula, diapers, bottles, powdered milk and medications

For adults:

- ☐ Heart and high-blood pressure medication, insulin, prescription drugs, denture needs, contact lenses and supplies, extra eyeglasses, entertainment games and books and important family documents

Keep these records in a waterproof, portable container:

- ☐ Will, insurance policies, contracts, deeds, stocks and bonds
- ☐ Passports, Social Security cards, immunization records
- ☐ Bank account numbers and companies, credit card account numbers and companies
- ☐ Inventory of valuable household goods, important telephone numbers
- ☐ Family records (birth, marriage, death certificates)

Keep disaster checklist in your disaster supplies kit.

After a Storm

- Have valid identification. You will not be allowed back into your area unless you can show proof of residency.
- Stay at home and avoid sightseeing, which can impede emergency and recovery response from officials.
- Beware of snakes, insects and animals driven to higher ground.
- Avoid downed or dangling utility wires.
- Enter your home with caution.
- Be cautious with fires. Do not strike matches until you are certain there are no gas leaks.
- If a power outage occurs, turn off or disconnect all motor-driven appliances and fixtures to avoid damage from sudden surges when power is restored.
- Avoid using candles, as they may result in fire. Use a flashlight.
- Fill clean containers with water for drinking and cooking. Store water in a bathtub for washing and to flush toilets.
- Turn the refrigerator and freezer controls to the coldest settings.
- To keep spoiling and thawing of food to a minimum, open the refrigerator or freezer as seldom as possible during a blackout. Food will stay frozen for up to 48 hours if a freezer is full and tightly packed and the door is kept closed. Food in a partly filled freezer may keep for 24 hours.
- Fill empty freezer spaces with reusable ice containers, or fill empty milk containers about four-fifths full of water, cap the containers loosely and place in empty space.
- If food in freezer does defrost, use it within one or two days. Never refreeze food that has thawed completely. How do you tell if food has gone bad? The rule of thumb is, "If in doubt, throw it out!"

American Red Cross preparedness guide, continued

TOGETHERWE PREPARE™

Helping Children Cope With Disasters

- During a disaster, your family may have to leave your home and daily routine.
- As an adult, you'll need to cope with the disaster in a way that will help children avoid developing a permanent sense of loss.
- How you react to an emergency gives them clues on how to act. If you seem overcome with a sense of loss, a child may feel losses more strongly.
- Children's fears may also stem from their imagination, and you should take these feelings seriously. A child who feels afraid is afraid.
- When talking with your child, be sure to present a realistic picture that is both honest and manageable.

Lessons Learned From Past Hurricanes

- Remember that some areas of your state may have been asked to evacuate before yours, so even if you leave early, roads may be congested.
- If possible, you should know where you are going and how you plan to get there before you leave home.
- Using alternate routes may lessen your travel time. Know what alternate routes are viable before you leave.
- Leaving early will shorten your travel time. Leaving later may not allow you enough time to reach safe shelter.
- You will need a full tank of gas, and cash.

How to Prepare for a Tornado

What to listen for

Tornado watch: Tornadoes are possible in your area. Remain alert for approaching storms.

Tornado warning: A tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety.

Severe thunderstorm watch: Severe thunderstorms are possible in your area.

Severe thunderstorm warning: Severe thunderstorms are occurring.

What you can do before the storm

- Develop a plan for you and your family for home, work, school and when outdoors.
- Have frequent drills.
- Know your county and keep a highway map nearby to follow storm movement from weather bulletins.
- Have a NOAA weather radio with a warning alarm tone and battery backup to receive warnings.
- Listen to radio and television for information
- If planning a trip outdoors, listen to the latest forecasts and take necessary action if threatening weather is possible.

If a warning is issued or if threatening weather approaches

- In a home or building, move to a designated shelter.
- If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
- Stay away from windows.
- Get out of automobiles.
- Do not try to outrun a tornado in your car.
- If caught outside or in a vehicle, lie flat in a ditch or depression.
- Mobile homes, even if tied down, offer little protection from tornadoes and should be abandoned.

Tips on Flooding

Before the flood

- Know the elevation of your property in relation to nearby streams and other waterways.
- Make plans of what you will do and where you will go in a flash-flood emergency.

When a flash-flood watch is issued for your area

- Listen to area radio and television stations and NOAA weather radio for possible flash-flood warnings and reports of flooding in progress from the National Weather Service and public safety agencies.
- Be prepared to evacuate at a moment's notice.
- If you are on a road, watch for flooding at highway dips, bridges and low area.
- Watch for signs (thunder, lightning) of distant heavy rainfall.

When a flash-flood warning is issued for your area

- Act quickly to save yourself and those who depend on you. You may have only seconds.
- Do not attempt to cross a flooding stream on foot where water is above your knees.
- If you are driving, don't try to drive through water of unknown depth. If your vehicle stalls, abandon it immediately and seek higher ground. Rapid rising water may sweep the vehicle away. Many deaths have been caused by attempts to move stalled vehicles.
- Keep children away from floodwaters near culverts and storm drains.
- Be especially cautious at night when it is harder to recognize flood danger.
- When you are out of immediate danger, tune in to area radio and television stations and NOAA weather radio for additional information.

TOGETHERWE PREPARE

The American Red Cross *Together We Prepare* campaign challenges individuals, businesses and communities to take responsibility for their safety and that of their families, homes and neighborhoods. By following five basic steps, we can all move toward greater safety. To find out more, visit **www.redcross.org.**

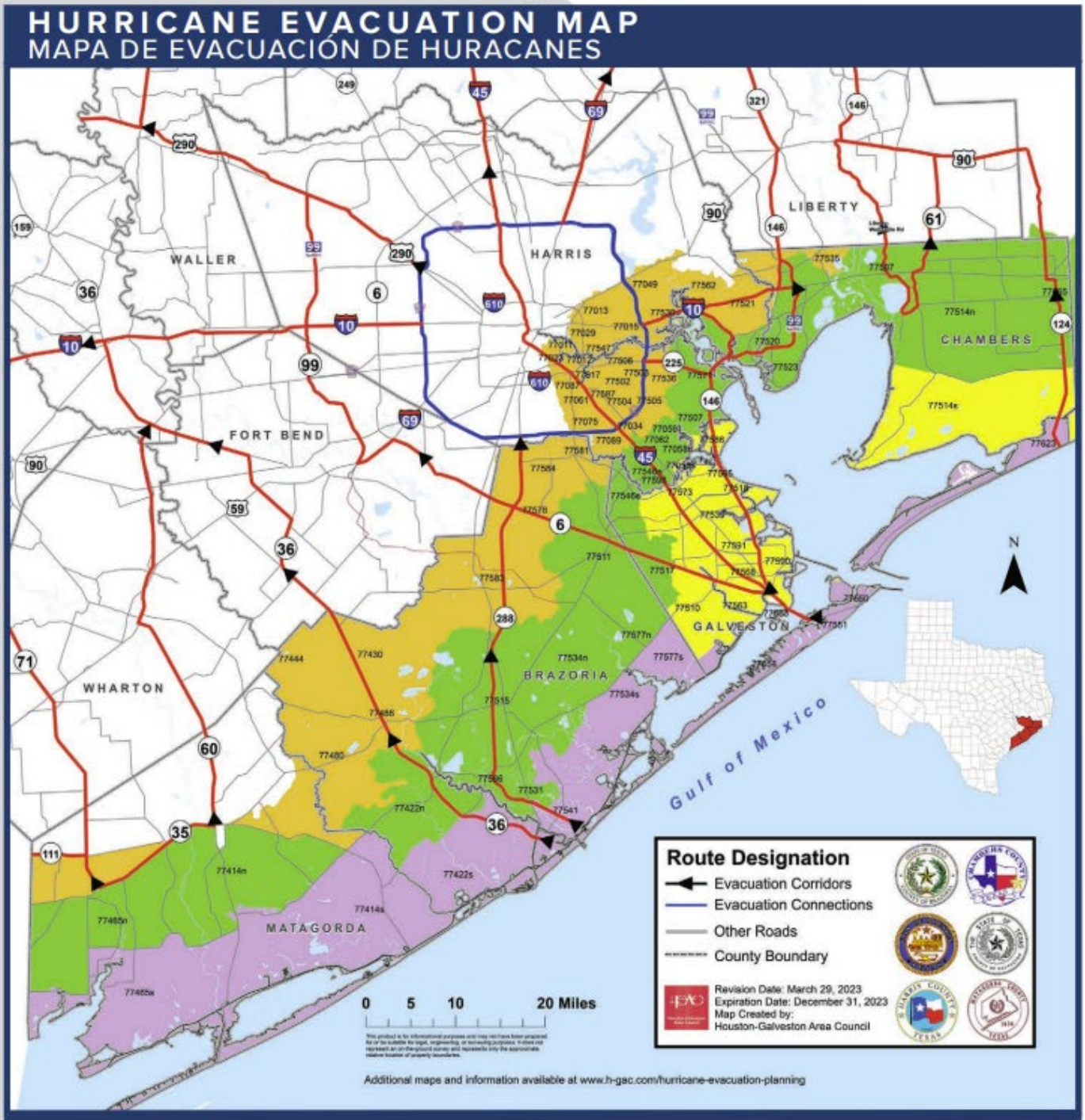
Make a plan
Design a family (home) disaster plan. Work with neighbors and co-workers to create community and workplace disaster plans.

Build a kit
Assemble a disaster supplies kit, which contains items that you may need in an emergency.

Get trained
Learn to save lives. The Red Cross offers classes year-round to individuals and businesses on first aid, CPR, defibrillator use and much more.

Volunteer
Give of yourself. Sharing your time or money means that the Red Cross will be there to respond whenever needed.

Give blood
Become a regular and frequent blood donor to ensure a blood supply that meets all needs, all of the time.



Hurricane Evacuation Zip-Zones: Coastal, A, B, C
Brazoria, Chambers, Galveston, Harris and Matagorda County

ZIP ZONE COASTAL																
77414s	77422s	77465s	77534s	77541	77550	77551	77554	77563	77577s	77623						
ZIP-ZONE A																
77058s	77510	77514s	77518	77539	77563	77565	77568	77573	77586	77590	77591					
ZIP-ZONE B																
77058n	77059	77062	77414n	77422n	77465n	77507	77511	77514n	77515	77517	77520	77523	77531	77534n	77546n	77546s
77560	77566	77571	77577n	77597	77598	77665										
ZIP-ZONE C																
77011	77012	77013	77015	77017	77023	77029	77034	77049	77061	77075	77087	77089	77430	77444	77480	77486