

## **Disaster Recovery Plan**

### **Distribution**

**All Ogdensburg Bridge & Port Authority Employees  
CBP Warehouse room # 214/215  
Port operations building**

### **Disaster:**

**A disaster is defined as any event that will render the workplace a threat to human health, or safety. This plan is to address what employees of the Authority are expected to do in reaction to that threat and from where they will conduct day to day operations in the event that their workplace is deemed unfit for occupancy. The term of the recovery and the use of this plan may require hours, days, weeks, or months, all depending on the type or scope of disaster that occurs.**

**The event causing the disaster can occur at any time. This plan outlines what employees are expected to do in the event of a disaster should the event occur while the building is occupied or vacant.**

### **Safety Precautions:**

**The Bridge Administration Building (BAB) is equipped with a sprinkler system that is automatically activated by heat sensors. There are fire extinguishers strategically located throughout the building. The building has multiple exits and emergency lighting, (see building diagram attached for location of fire extinguishers and exits).**

### **Occupied Building**

**If an event occurs while the building is occupied that is a threat to the occupants' safety, each occupant's primary responsibility is to insure his/her own safety. A secondary concern would be the safety of other occupants but only if such action will not place ones self in danger. Occupants, if time permits, should gather personal belongings, shut and lock the vault, put away files or records and exit the building by way of the closest exit. Once clear of the building employees and occupants will be directed to a safe location so that an accurate head count can be taken. Suggestions for this assembly include:**

**The salt and sand storage garage on the West side of the BAB  
CBP warehouse facility.  
Far corner of the BAB's parking lot**

**As soon as possible a call to 911 must be made to notify emergency personnel of the event.**

If time permits you are to warn other occupants of the emergency and call 911 to report the incident.

If you are confident that you can safely eliminate or minimize the potential disaster by action you are comfortable taking, proceed to take what you deem to be necessary action, but only to the point that you are comfortable with your own safety.

### **Unoccupied Building**

If a disaster occurs during the hours when the building is not occupied, you will be notified by phone and given instructions of when and where to report for work (see phone tree exhibit A)

### **Alternative Work Sites:**

In the case where your normal work place becomes uninhabitable you will be contacted and told where and when to report to work.

Finance and Office staff will be assigned to space on the second floor of the CBP warehouse. This space has hookups available for telephones, fax, and computers.

Maintenance staff will be assigned to space in the maintenance building at the port or the garage behind the BAB if usable.

### **Exhibit A**

#### **Telephone Tree**

### **Exhibit B**

#### **Floor plan of BAB**

Location of fire extinguishers  
Exits and emergency lighting