



## **EMPLOYEE EVACUATION PROCEDURE**

In the event of a hurricane or any natural occurrence that requires mandatory evacuation by your parish, please follow the procedures below to assure management that every Pelican employee and their families are safe and accounted for (Note: The following procedures apply for voluntary evacuation as well):

1. Make necessary reservations or boarding arrangements as early as possible to an area away from the hurricane path or danger zone. Please do not ride out the storm!
2. Evacuate as early possible to minimize travel time due to heavy traffic.
3. Take all important personal documents and valued items with you.
4. Do not forget your pets. Make boarding arrangements if necessary.
5. All employees with company laptops shall bring their work computer with them to have the capability of communicating via email if cell phone towers are down. Most hotels have wireless internet access these days.
6. Upon arrival at your destination, every employee should contact their supervisor immediately to inform him/her of their location and status. Below is the contact information of the supervisors for the following personnel:

- Engineers (Covington office): Keith Dusang (504-458-3835);  
[keith.dusang@pelicanenergy.com](mailto:keith.dusang@pelicanenergy.com)
- Drafting personnel (Covington office): Mike Sparacio (985-377-3415);  
[mike.sparacio@pelicanenergy.com](mailto:mike.sparacio@pelicanenergy.com)
- Construction Coordinators: Adam Scalise (504-329-7916);  
[adam.scalise@pelicanenergy.com](mailto:adam.scalise@pelicanenergy.com)
- Administrative staff: Michelle Palmisano (504-432-0597);  
[michelle.palmisano@pelicanenergy.com](mailto:michelle.palmisano@pelicanenergy.com)

## Employee Evacuation Procedure, continued...

- Procurement agent: Juan Valence (504-813-0018);  
[juan.valence@pelicanenergy.com](mailto:juan.valence@pelicanenergy.com)
- Marketing & all other personnel: Tony Rossi (504-427-1556);  
[tony.rossi@pelicanenergy.com](mailto:tony.rossi@pelicanenergy.com)
- All Metairie office personnel: Edsel Beltran (504-343-2358);  
[edsel.beltran@pelicanenergy.com](mailto:edsel.beltran@pelicanenergy.com)
- All Valero on-site personnel: Joe Norris (504-715-6399);  
[joe.norris@pelicanenergy.com](mailto:joe.norris@pelicanenergy.com)

7. In the event of an extended evacuation, visit Pelican's website at [www.pelicanenergy.com](http://www.pelicanenergy.com) to obtain company updates. The website will be updated as frequently as possible.
8. If communication via cell phone is a problem, try to access the internet and email your supervisor to inform him/her of your status and location. Employees can access their Pelican email via the OWA (Outlook Web Access) link on the website.
9. Return to your homes only after your parish has allowed re-entry.
10. Contact your supervisor to inform him/her that you and your family made it home safely.