

ICP Relocation Plan

Approved By:

FOSC:

BP Incident Commander:

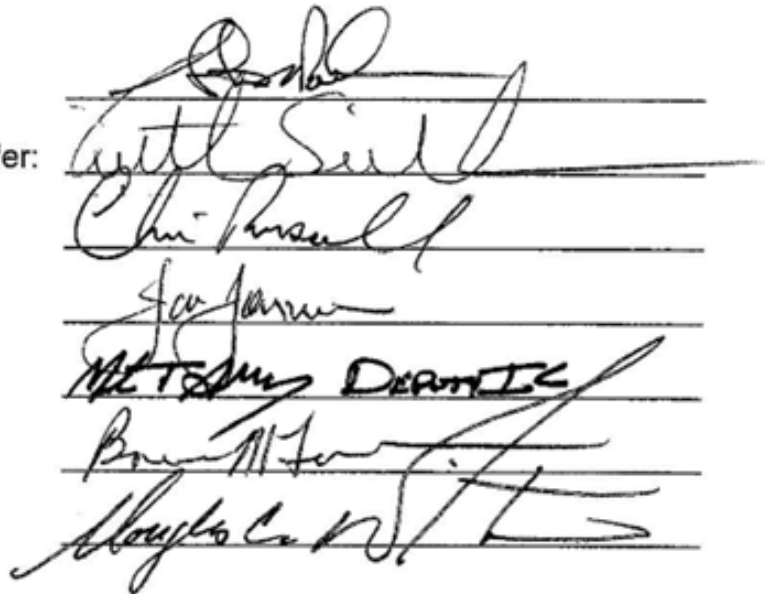
EPA IC:

DOI IC:

SOSC – MS:

SOSC – AL:

SOSC – FL:

The image shows seven horizontal lines, each with a handwritten signature written across it. The signatures are: 1. A cursive signature for FOSC. 2. A cursive signature for BP Incident Commander. 3. A cursive signature for EPA IC. 4. A cursive signature for DOI IC. 5. A cursive signature for SOSC - MS. 6. A cursive signature for SOSC - AL. 7. A cursive signature for SOSC - FL.

Objectives for Relocating the ICP

- Operate in a location more conducive to a steady state operation
- Lease for current location ends 31 May
- Security for new location is more readily manageable
- New ICP located in closer proximity to airport

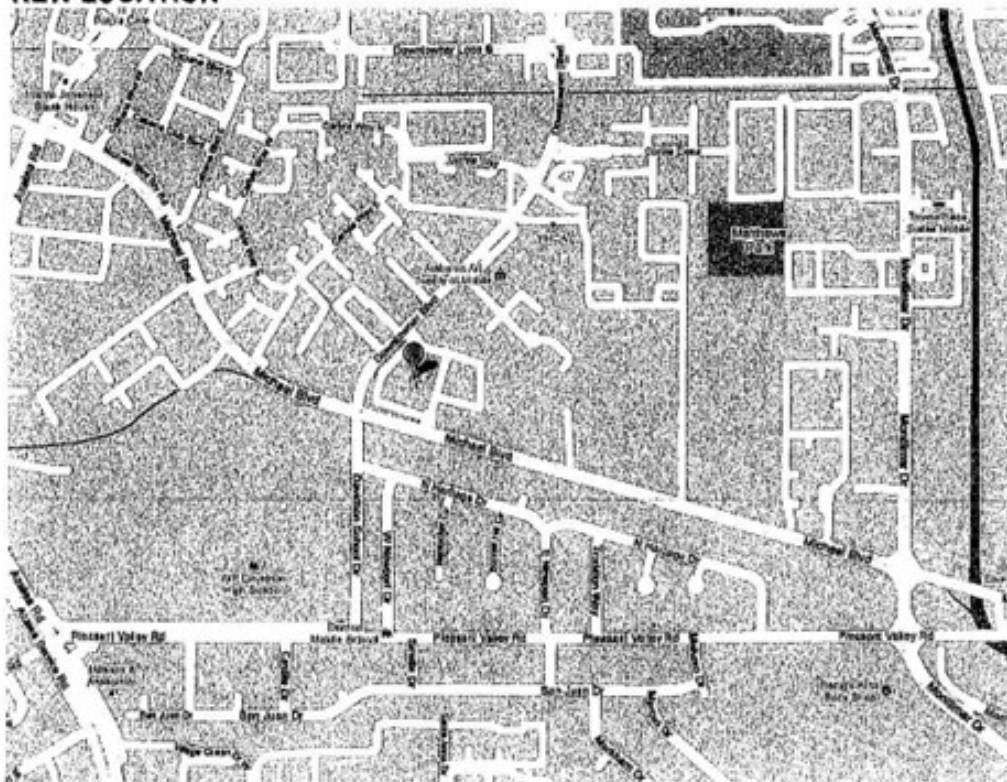


ATTN: All Section Unit Leaders

RE: Move Information Package

Enclosed is critical information you and your team require for the move.

NEW LOCATION



Address: 1087 Downtowner Blvd, Mobile, AL 36609

SCHEDULE

Phase I: Move out of Convention Centre: Tuesday, June 1, 2010 beginning at 1800, Move into New Location: Wednesday June 2, 2010 at 0600

Sections Involved**:

- Operations
- Logistics
- Finance
- 1/2 Documentation
- 1/2 IT

Phase II: Move out of Convention Centre: Wednesday, June 2, 2010 beginning at 1800, Move into New Location: Thursday June 3, 2010 at 0600

Sections Involved**:

- Planning
- Resources
- Government Agencies (NON EMBEDDED)
- JIC
- 1/2 Documentation
- 1/2 IT

****If your section has staff embedded within other sections they are to move with the section they are embedded in. They are to label their totes with the color corresponding to the group they are embedded in not the section they report to.**



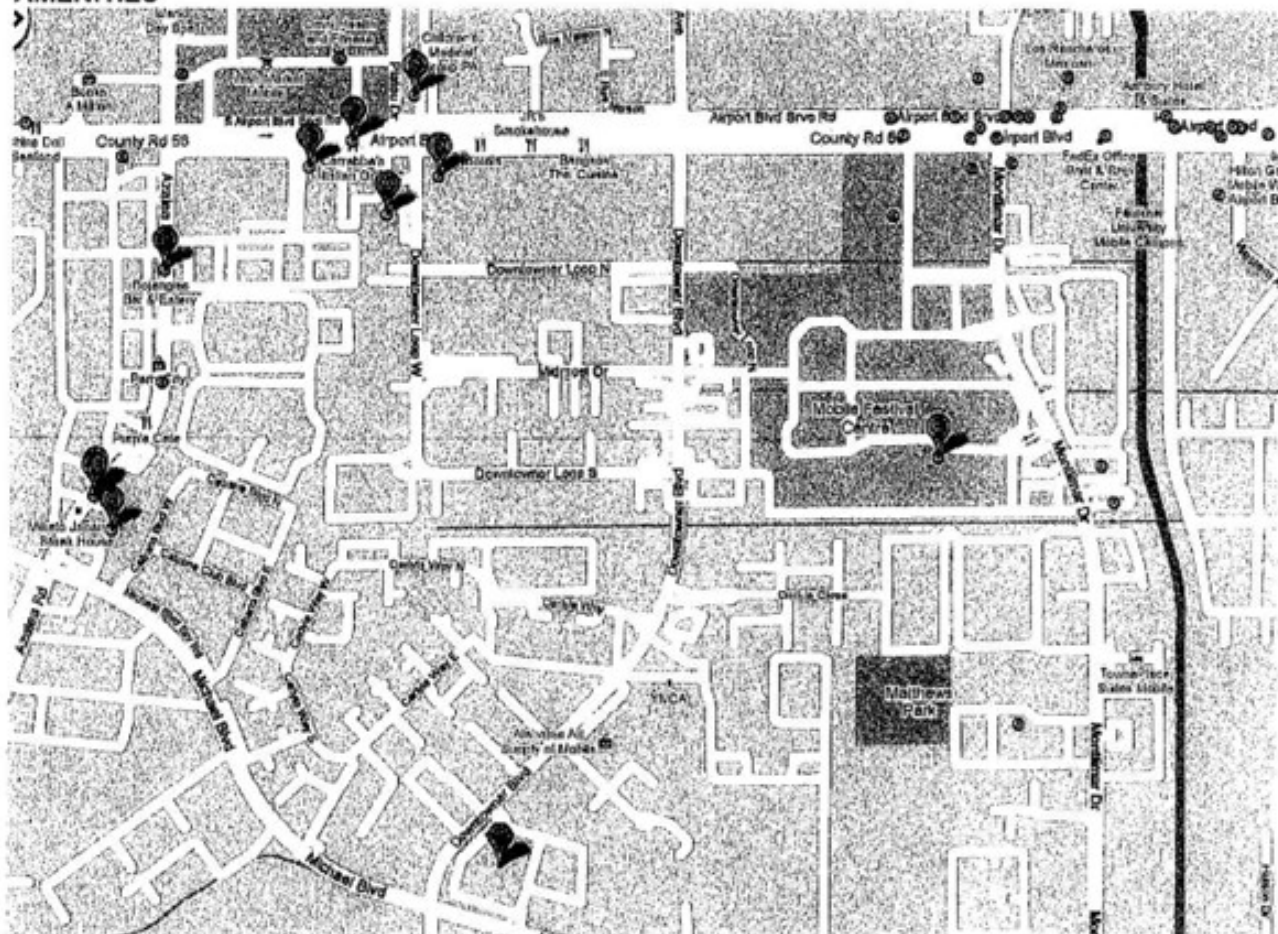
NIGHT CREWS

Night crews will continue working at the convention center during the night of their section move and IT will adjust their equipment to ensure that it is working with the remaining printers. The following day the night crews equipment and totes will be relocated to the new site for them to show up at 1800 the following day.

FLOOR PLAN

Please find attached a color coded floor plan showing where each section will be sitting at the new location.

AMENITIES



Plotted above are all of the restaurants available within close proximity.

SECURITY

All pass cards that are being used by staff for access in and out at the Convention Centre will operate the security access system at the new location. The system at the new location is currently being synced with the software, so there is a possibility that the manual sign in and out system will be required for the first few days of occupancy at the new building. A similar set-up for signing out visitor badges and issuing new badges will be in place at the main entrance of the new location.

New Facility Security is comprised of: controlled entry, perimeter fencing (in progress), video security monitoring, 24/7 off duty police officer guard service and EMT.

DOCUMENTATION

All documents used during the day should be handed in daily to the documentation section with the staff members 214 form at the end of their shift. Very few, if any documents should be within each staff members possession for packing.

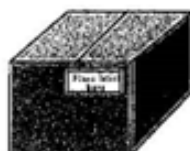
Please have all documents into the Documentation Section by **June 1st at 1600** (for Phase I sections) and **June 2nd at 1600** (for Phase II sections)

PACKING AND LABELING OF ITEMS TO BE MOVED

Staff are responsible for packing their own stations. All contents should be packed carefully into moving totes provided. Staff will be responsible for labeling their own moving tote boxes. The following additional guidelines will assist in accomplishing an orderly and efficient move.

Many staff members will not have enough contents to fill an entire tote. It would be inefficient to move an increased number of 1/2 full totes, so each section will need to ensure that all totes are filled appropriately and contents are labeled so that they will be distinguishable at the new location.

All items that are to be moved must be labeled, IF IT IS NOT LABELED, IT WILL NOT BE MOVED.




Box

- Label every item to be moved. If items are separated, all parts or sections must be tagged
- Labels are pressure sensitive
- Labels must be placed on the "ENDS" of boxes
- The box lids are to be closed, Do not over fill the boxes so that they are unable to be closed
- If you have items that are already in a container with a lid such as Rubbermaid plastic containers, you do not need to put this in a tote, just simply label the end of it

Every section will be provided with blank labels as well as color coded dots to match your section/vest colors (as best as possible). These labels are to be used to label the tote boxes to identify to the movers the destination location for the tote. Two Labels are to be placed on each tote/box. Label #1 is meant to contain the following information: Section (by color and name), sub section** if applicable (example: a sub-section of planning is GIS), description of the tote contents. Label #2 is meant to identify whether you are moving during Phase I or Phase II and whether the contents of the tote belong to a person on the Day Crew or Night Crew.

Your section must **number each of the totes** that are within their department so an inventory can be taken prior to the move. A suggestion for organizing this, is to designate one person to label all bins immediately before the move, to ensure an accurate number is calculated. Each section unit leader is responsible for reporting the number of bins their department is having moved to one of the move representatives that will be present at the convention centre. Full contact list for these representatives will be provided at a later date.

LABEL #1

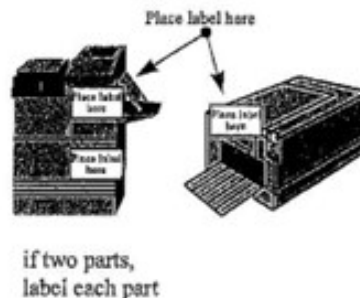
	Section and Sub-section *if applicable* Ex: Planning - GIS
	Description: Examples – maps, reference material, data that is not required to go to documentation, etc.

LABEL #2

PHASE 1 OR PHASE 2 MOVE
DAY CREW OR NIGHT CREW



COMPUTERS



- If you have a laptop PC, take it home, including all cables and battery packs. This is a very valid security concern. It is imperative you take your laptop home during the move.
- Please label your additional monitors, if you have them, per the diagram above. Other accessories such as docking stations, keyboards, mouse, power strips etc. need to be labeled, wrapped up and placed inside a computer bag provided and label the bag as well.
- Please label all components of your computer to ensure that all pieces arrive at the same location.
- Leave all desktop computer equipment intact and connected. You must log-off your computer before leaving for the day. Be sure to place labels on your monitor, CPU, keyboard, and printer.

FILE CABINETS/SUPPLY CABINETS



Please determine if your section has file/supply cabinets that are required at the new location. If you have some in your section, but they are not being utilized properly please do not label them for relocation as space is of a premium.

All filing cabinets need to be completely empty (per BP's protocol) prior to the move. We will have a few move crew on site during May 30th and May 31st to help your departments unload the files onto file carts.

Label both the file cabinet (per the picture above) and the file cart with destination information.

File cabinets should be locked if possible; tape the key to the top of the filing cabinet. **Do not leave keys in locks - keys could get broken off.**

TACK BOARDS

Anything posted within your section that you need moved to the new location is the responsibility of your section to pack and label. This includes: maps, organizational charts, schedules, information tack boards...etc. The movers are going to provide wardrobes for these, so please roll up each map (or group of maps) and secure with an elastic band, and place into the wardrobe and label the wardrobe with the destination location and a description of the maps within it. Please note that the wardrobes can fit any height of roll.

Also note, none of the white boards or tack boards are owned by BP and therefore will not be moving. However, there will be locations at the new site where this information can be hung for your section.



PERSONAL ITEMS

All personal items (plants, pictures, mementos, etc.) must be removed prior to the move. These items will not be moved by the contracted moving company (whether it is labeled or not).

TECHNOLOGY

The IT department will be disconnecting all **desktops**, monitors, etc. so please leave your computers plugged in prior to the move. Simply log off and turn the machine off and the IT department will prep them for the movers. Laptops must be taken home.

On site IT personnel will be available at the new location to help troubleshoot any issues with technology. It is our expectation that each and every telephone and computer operates satisfactorily by 0600 the morning after the move

TELEPHONES

Telephone extensions will not be changing during the move. Please do not label telephones as they are not being relocated.

PRINTERS

Printers, copiers, scanners, plotters etc. will be set-up similar to the convention centre. The goal of the IT department is to have each the same units set up for each group at the new location.

POST MOVE

After the move there will be a station or board set up for questions regarding the move. The location of this will be clearly marked and communicated to all staff.

After the move there will be a few move crew members present at the new site in order to move any additional items that need to be shifted once personnel are on site.

All empty totes will need to be moved into a designated area to reduce clutter in the workspace, maintain a safe environment and allow the movers to remove them quickly.

LOST & FOUND

During and after the move, a Lost and Found area will be set up and location posted. If there are any items missing (beside full totes), be sure to check this area first.

PARKING/SHUTTLE SERVICE

Parking at the new facility will not accommodate all staff. Additional parking will be provided at an alternate location, to be determined. Shuttle service will be provided from that location. Shuttle service will also be provided to and from the hotels directly to the main entrance of the new building. Schedules and routes for the shuttles will be provided at a later date.

CATERING SERVICE

There will be catering service provided at the new site. The service times will be similar to the convention centre, and 4 meals per day will be served.

LODGING

BP Travel has secured several hotel room blocks at hotels near the new location. Due to limited availability of hotel rooms for the first few weeks in June, the moves to new hotels will be phased.

BP employees and BP contractors that are currently staying at the Radisson Hotel or the Holiday Inn Downtown hotel will be relocated to a new hotel property on June 2nd. BP employees and BP contractors currently staying in the Renaissance Riverview or Battlehouse will be relocated to a new hotel property on June 14th.

If you are staying at the Radisson or the Holiday Inn, you will receive a letter in your hotel room on Monday June 1st with the information on your new hotel location, which will be available for you to check-in on Wednesday June 2nd.



Shuttle service will be provided to all staff to and from the new hotels and from the Renaissance Hotel to the new office on a daily basis.

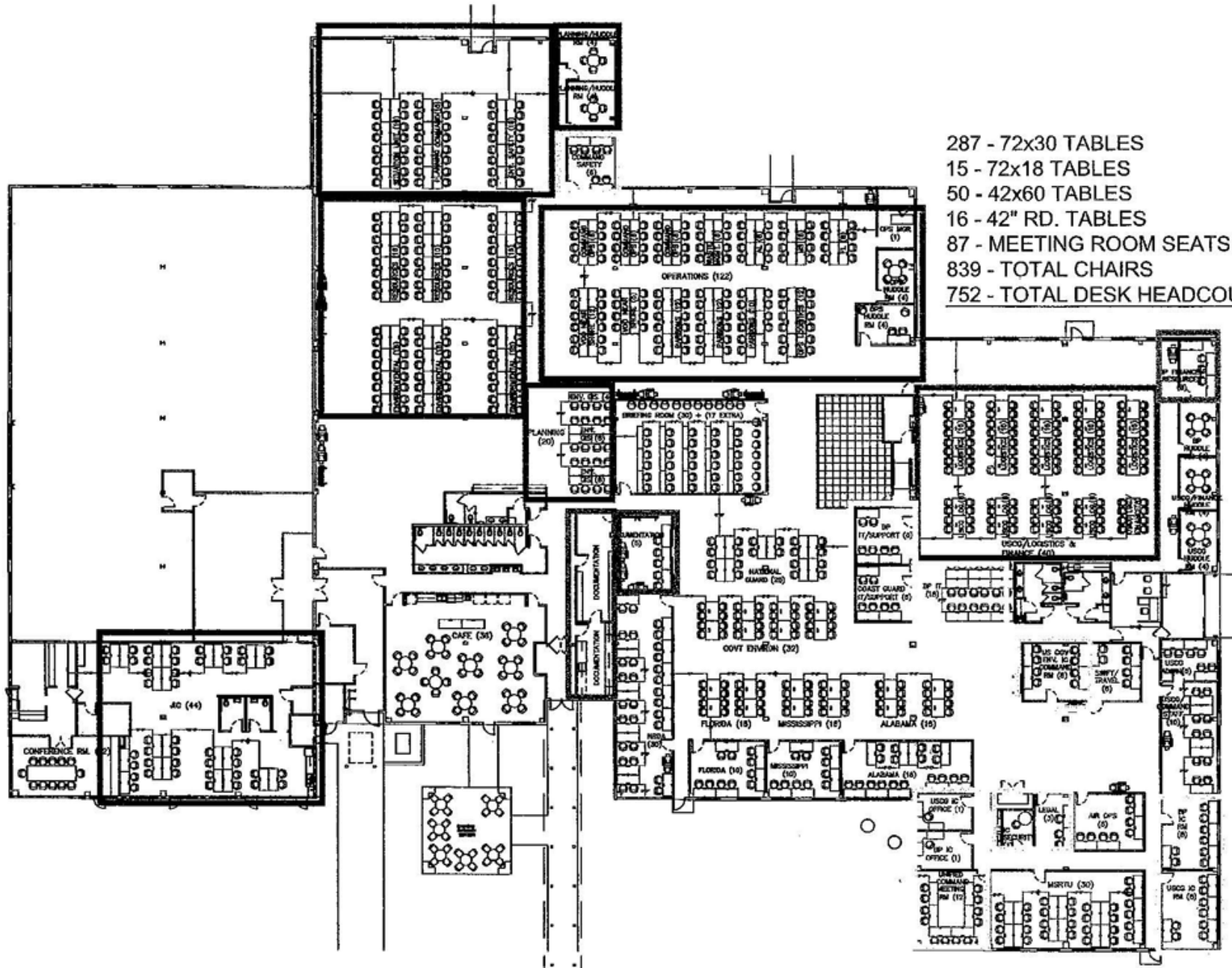
More detailed information about the logistics of the move to the new hotels will be provided at a later date.

For all non BP employees or contractors, **BP will not be booking hotel room blocks for you.** For individual room reservations, flights or car rentals, BP has provided Carlson Wagonlit Travel Agency as a resource to help staff plan their accommodations. Please phone 1-800-260-8742 to make these reservations. No room blocks will be booked through Carlson Wagonlit – should you require a room block it will need to be handled within your department or agency internally.

Office Pavilion
 A Herman Miller Dealer
 10030 Bent Oak Drive
 Houston, Texas 77040
 713-803-0000



287 - 72x30 TABLES
 15 - 72x18 TABLES
 50 - 42x60 TABLES
 16 - 42" RD. TABLES
 87 - MEETING ROOM SEATS
 839 - TOTAL CHAIRS
 752 - TOTAL DESK HEADCOU



- PLANNING/RESOURCES
- DOCUMENTATION
- OPERATIONS
- JIC
- FINANCE
- IT

Contractors and sub-contractors to check and verify all dimensions on site before proceeding with the work. The information contained herein is the sole property to Office Pavilion, and any use thereof and/or reproduction thereof is expressly prohibited without the written consent of Office Pavilion. This drawing and all data it contains are not to be used for fabrication or installation until countersigned on original by the designer or project controller.

SIGNED _____

LOCATION _____

REVISIONS _____

PROJECT
 BP

MOBILE, AL

FURNITURE PLAN

PROJECT NO. 1F594

SCALE NTS

DATE DRAWN 05.27.2010

DRAWN BY AZ/DS

SHEET NO. 1 of 6