



**BRIS Engineering, LLC**

**Brown & Root**

8585 Archives Avenue, Suite 210  
Baton Rouge, LA 70809  
225.932.6000

## **Communication**

**Issue Date:** Monday, June 1, 2020  
**Originator:** Safety Department  
**Audience:** All Employees and Subcontractors  
**Subject:** 2020 Hurricane Preparedness Packets

### **Purpose**

The purpose of this communication is to provide employees with valuable hurricane and emergency preparedness information.

### **General**

It is that time of the year once again. Hurricane Season will soon be here. The time to prepare is now. Please find your Employee's Hurricane Preparedness Packet attached to this communication. The packet will provide you with great information to help you develop your own plan in the event of a hurricane event this year.

\*\*\* Please note the Employee Temporary Contact Sheet should be completed and turned in to your manager / supervisor in preparation of a storm event so they have the most up to date information on your evacuation plans.\*\*\*

We understand that not all operations or employees that may receive this material are in coastal regions threatened by hurricane systems. While hurricanes may not pose a direct threat to your area, valuable emergency preparedness information may be collected from this material.





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**To:** All BRIS Engineering, LLC Employees  
**From:** Kevin D. Steed, P.E., President  
**Date:** May 18, 2020  
**Re:** Emergency Preparedness Packet

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The 2020 hurricane season is upon us. Tools and resources you can use to help you prepare both personally and professionally should a hurricane threaten our area are available at the BRIS Emergency Webpage [www.wink911.com](http://www.wink911.com). Below is a list of information you can find:

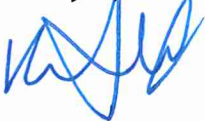
- ✓ Employee Evacuation Preparation Checklist
- ✓ Emergency Preparedness Contact Links Flyer
- ✓ Communication Procedure for Pay During a disaster
- ✓ Emergency Text Communication Procedure
- ✓ Instructions for Retrieving Voicemail
- ✓ Communication Procedure for BRIS's Emergency Text System
- ✓ **Louisiana Emergency Preparedness Guide** at <http://www.lsp.org/lcadeg.html>.

For this season, we will continue to have in place and use the Brown and Root Emergency Hotline number 1-866-946-5911, our emergency webpage [www.wink911.com](http://www.wink911.com), and our email address [911wink@gmail.com](mailto:911wink@gmail.com). Please make sure that you have these resources available to receive company information and instructions in the event of any office closure. BRIS Engineering has implemented an Emergency Texting System to allow us to quickly communicate critical information to participating employees via text message. If you have not done so, you are strongly encouraged to connect with this system. A Communication Procedure explaining the process is included with this packet.

Please remember, it is each employees' responsibility to remain in touch with the company and their direct supervisor in these situations. Upon notification of potential hurricane evacuation, employees will be responsible for completing the "**Employee Temporary Contact Sheet**" included in this packet and submit to their manager/supervisor prior to leaving.

Please review this information and take all necessary measures to prepare yourself and your family for the upcoming hurricane season. If you have any questions or would like further information, please feel free to contact Human Resources.

Thank you,



Kevin D. Steed, P.E.  
President  
BRIS Engineering, LLC



## Communication

**Issue Date:** May 2, 2019  
**Originator:** Safety Department  
**Audience:** All BRIS Engineering Employees and Subcontractors  
**Subject:** Emergency Text Communication System

### General

History tells us, when many other forms of communication are unavailable during emergencies, text messaging can remain an option even with relatively low cellular signal and connection availability. In an effort to improve communications during emergency events, such as severe weather events, BRIS Engineering will be utilizing a mass texting system to help communicate with all employees. This text message system will function by sending employees in the system text messages to communicate important company information during emergency events like an office closure.

Participation in this system is not mandatory. However, employees are strongly encouraged to participate in this system to allow for efficient and timely communication of important information during emergencies. BRIS has an obligation to communicate critical data to employees and employees should be willing, if possible, to receive that data.

Currently, **we are not eliminating the other forms of emergency communication**, which include:

- Emergency Hotline – 1-866-wink911
- Emergency webpage – [www.wink911.com](http://www.wink911.com)
- Emergency email – [911wink@gmail.com](mailto:911wink@gmail.com)

However, we will continue to evaluate the effectiveness of these systems in the future. Any changes will be communicated.

In order to activate your cell phone as part of this system, you are asked to text the information listed below to **41411** based on your location.

- '01wink911' – Baton Rouge Office
- '02wink911' – New Orleans Office
- '03wink911' – Covington
- '05wink911' – Houston
- '06wink911' – All onsite Locations
- **Please Note there is no '04wink911'. There is no longer an office corresponding with this keyword.**

The system will automatically request your name. Please know this is for us to be able to associate your number with your name. Otherwise, the system will only record and report a 10 digit phone number.

Completing this action will enter your name and cell number into the appropriate emergency communication system. You will begin receiving emergency text messages developed by management and sent to users.



### **Frequently Asked Questions:**

**Q. What is Text Marks?**

A. Text Marks is the communications company that manages the text messaging system.

**Q. Who will be sending me text messages?**

A. BRIS Engineering, LLC Management will appoint designees to develop and distribute emergency text messages in order to quickly and efficiently communicate important information to employees. The designees will typically be Safety and Office Management personnel.

**Q. What will be the nature of the messages?**

A. Currently, BRIS will be utilizing this system to communicate important emergency information such as closed offices, brief weather emergency messages, emergency situations, etc.

**Q. How do I sign up for this system?**

A. In order to activate your cell phone as part of this system, you are asked to text the information listed below to **41411** based on your location.

- '01wink911' – Baton Rouge Office
- '02wink911' – New Orleans Office
- '03wink911' – Covington
- '05wink911' – Houston
- '06wink911' – All onsite Locations
- **Please Note there is no '04wink911'. There is no long an office corresponding with this keyword.**

\*\*\* Keyword '04wink911' is no longer used as it represented the West Monroe office. \*\*\*

Completing this action will enter your name and number into the appropriate emergency communication system. You will begin receiving emergency text messages developed by management and sent to users.

**Q. Will I be able to respond to messages?**

A. **No.** This system is intended to quickly distribute critical information to employees. It is **NOT** intended to create an enormous group text with free flowing conversation. You may continue to utilize the emergency email [911wink@gmail.com](mailto:911wink@gmail.com) to attempt to communicate critical information back to the Company.

**Q. How large will these text messages be?**

A. Text messages will be limited to 160 characters. Information to be communicated in the texts will be short and concise to convey the critical information in as little time as possible.



**Q. Will the vendor send me advertisements?**

A. Text Marks does not utilize your data to send advertisements.

**Q. After I texted my corresponding code to the TextMarks system, I received a reply asking for my name. Why do I have to give my name?**

A. Entering your name in the system lets us (BRIS) know who you are. Otherwise, all that would show would be a 10-digit phone number that would be difficult for us to track.

**Q. I signed up for this system previously. Do I need to complete this process again?**

A. No. Thanks for participating. You are all set unless you change your mobile phone number. This process is intended to be a one-time process.

**Q. Will charges be assessed to my cellular plan for these messages?**

A. It will depend on your cellular plan. Most cellular plans include text messaging as part of the plan. Most cellular phones, even if you do not text regularly, are capable of receiving text messages. If your plan does not include a texting feature, standard data/message rates may apply according to your plan.





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## **Communication**

**Date:** June 1, 2020  
**To:** All Employees  
**From:** Eric Williamson  
**Subject:** Disaster Office Closure Pay

Regarding pay during a company declared disaster office closure; you may use your PTO for the time the office is closed or make up the missed time during the pay period in which the office was closed with supervisor approval. Please code your timesheet accordingly.

Eric Williamson  
Director of Finance  
BRIS Engineering, LLC





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## **Employee Evacuation Preparation Checklist**

Once an office closure has been issued:

- ✓ Submit all hours for payroll.
- ✓ Complete instructions from IT regarding data backup processes.
- ✓ Set applicable voicemail greeting and "Out of Office Assistant" message.
- ✓ Leave an emergency number and/or email address where you can be reached with your supervisors and coworkers and be sure to have their contact information as well.
- ✓ Let your supervisor know your evacuation plans by submitting a completed employee temporary contact sheet and remember to check in to keep them posted on your whereabouts.
- ✓ Take your disaster packet with you and be sure to have the company hotline number handy. It is 1-866-946-5911. Call in daily to get company updates regarding office closures, etc. Also, be sure to check updates on our emergency webpage [www.wink911.com](http://www.wink911.com), and send messages to [911wink@gmail.com](mailto:911wink@gmail.com).
- ✓ Be sure to sign up for the BRIS Emergency Text System.

Make sure the following items are completed for your personal space:

- ✓ Turn off your computer and monitor. Unplug your computer. If you have a laptop computer take it with you.
- ✓ Unplug surge strips, phones, and other items that might be damaged by power surges or water.
- ✓ Cover your computer screen with a small or medium garbage bag to avoid damage from leaking ceilings.
- ✓ Take home personal items or move them to a desk drawer or file cabinet.
- ✓ Make sure all file cabinets are closed and locked.
- ✓ If you have a window in your office, please make sure it is closed and locked. Pull down and close any shades.
- ✓ Turn off all lights in your area.
- ✓ Close and lock door to your office.

Before leaving the office:

- ✓ Remove food from refrigerator and freezer.
- ✓ Make sure company vehicle is secured in a safe place.



## Employee Temporary Contact Sheet

**Instructions:**

This form is to be issued and completed prior to an evacuation. **Please complete the requested information and return to your manager, prior to your departure.**

Employee Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Alternate phone numbers: \_\_\_\_\_

### **Emergency Contact Information**

**Primary** Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Alternate phone numbers: \_\_\_\_\_

**Secondary** Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Alternate phone numbers: \_\_\_\_\_

### **Evacuation Plans**

Primary Evacuation Destination: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Secondary Evacuation Destination: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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## Emergency Preparedness Contact Links Flyer

<p><b><u>BRIS ENGINEERING SITES</u></b></p> <p><i>Brown and Root Emergency Hotline Numbers</i> <b>1-866-946-5911</b></p> <p><i>Brown and Root / BRIS Engineering Emergency Information Site</i> <a href="http://www.wink911.com">www.wink911.com</a></p> <p><i>BRIS Engineering "Stay in Touch" Emergency Email</i> <a href="mailto:911wink@gmail.com">911wink@gmail.com</a></p> <p><i>EAP</i> <i>UNUM</i> <a href="http://www.unum.com/lifebalance">www.unum.com/lifebalance</a> 1-800-854-1446</p>	<p><b><u>GENERAL WEBSITES</u></b></p> <p><i>Hurricane Preparedness</i> <a href="http://www.hurricanes.gov/prepare">www.hurricanes.gov/prepare</a></p> <p><i>Locate pet friendly hotels and motels</i> <a href="http://www.petswelcome.com">http://www.petswelcome.com</a></p> <p><i>National Hurricane Center</i> <a href="http://www.nhc.noaa.gov">http://www.nhc.noaa.gov</a></p> <p><i>American Red Cross:</i> <a href="http://www.redcross.org">http://www.redcross.org</a></p> <p><i>Federal Emergency Management Agency</i> <b>1-800-621-FEMA (3362)</b> <a href="http://www.fema.gov">http://www.fema.gov</a></p> <p><i>Disaster Help</i> <a href="http://www.disasterassistance.gov">www.disasterassistance.gov</a></p> <p><i>Emergency Preparedness for Children</i> <a href="http://www.sesamestreet.org/ready">http://www.sesamestreet.org/ready</a></p>
<p><b><u>TRAFFIC HOT LINES</u></b></p> <p><i>MDOT Traffic Hotline</i> <b>1-866-521 MDOT (1-866-521-6368)</b></p> <p><i>Louisiana DOT Traffic Hotline</i> <b>1-877-4LA-DOTD (1-877-452-3683)</b></p> <p><i>Alabama DOT Traffic Hotline</i> <b>1-334-242-6358</b></p> <p><i>Texas DOT – Drive Texas</i> <b>1-800-452-9292</b></p>	<p><b><u>LOUISIANA</u></b></p> <p><i>Louisiana Emergency Preparedness Guide:</i> <a href="http://www.lsp.org/pdf/2016EmergencyGuide_English.pdf">http://www.lsp.org/pdf/2016EmergencyGuide_English.pdf</a></p> <p><i>Emergency Information in Louisiana</i> <a href="http://emergency.louisiana.gov">http://emergency.louisiana.gov</a></p> <p><i>Get a game plan (Emergency Preparedness)</i> <a href="http://getagameplan.org">http://getagameplan.org</a></p> <p><i>La Capitol Red Cross Website</i> <a href="http://www.redcross.org/la/baton-rouge">http://www.redcross.org/la/baton-rouge</a></p> <p><i>Parish information</i></p> <ol style="list-style-type: none"><li>1) Go to Louisiana.gov</li><li>2) Scroll down until you see a small La map on the left hand site</li><li>3) Select desired parish in drop down menu</li></ol> <p><i>State Emergency Alert Broadcasting</i></p>



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## Emergency Preparedness Contact Links Flyer

	<p><i>System</i></p> <p>Northshore 106.7 FM  Greater N.O. 870 AM (WWL)  101.9 FM (WLMG)  Baton Rouge 1150 AM (WJBO)  102.5 FM (WFMF)  Lafayette 1330 AM (KVOL)  99.9 FM (KTDY)</p>
<p><b><u>CONVENTION AND VISITOR BUREAUS</u></b></p> <p><i>Alabama:</i>  Birmingham 1-800-458-8085  Huntsville 1-800-843-0468  Montgomery 1-800-240-9452</p> <p><i>Arkansas:</i>  Little Rock 1-800-844-4781</p> <p><i>Florida:</i>  1-800-735-2872</p> <p><i>Georgia:</i>  Atlanta 1-800-285-2682</p> <p><i>Louisiana:</i>  Baton Rouge 1-800-527-6843  Lafayette 1-800-346-1958  Lake Charles 1-800-456-7952  Shreveport 1-800-551-8682</p> <p><i>Mississippi:</i>  Jackson: 1-800-354-7695</p> <p><i>Tennessee:</i>  Chattanooga 1-800-322-3344  Memphis 1-800-462-8366  Nashville 1-800-657-6910</p> <p><i>Texas:</i>  Austin 1-866-462-8784  Dallas 1-800-232-5527  Houston 1-800-446-8786</p> <p>*These numbers are subject to change without our knowledge.</p>	<p><b><u>HOTEL CHAIN CONTACT NUMBERS</u></b></p> <p><i>Best Western</i>  1-800-780-7234</p> <p><i>Comfort Inn</i>  1-877-424-6423</p> <p><i>Hampton</i>  1-800-HAMPTON</p> <p><i>Hilton</i>  1-800-HILTONS</p> <p><i>Holiday Inn</i>  1-888-HOLIDAY</p> <p><i>Hotels.com</i>  1-800-2-HOTELS</p> <p><i>Hyatt</i>  1-800-233-1234</p> <p><i>La Quinta</i>  1-866-725-1661</p> <p><i>Le Meridien</i>  1-800-543-4300</p> <p><i>Marriott</i>  1-888-236-2427</p> <p><i>Motel 6</i>  1-800-4-MOTEL6</p> <p><i>Quality Inn</i>  1-877-424-6423</p> <p><i>Radisson Hotels</i>  1-888-201-1718</p> <p><i>Ramada</i>  1-800-2RAMADA</p> <p><i>Sheraton</i>  1-800-325-3535</p> <p><i>Sleep Inn</i>  1-877-424-6423</p>



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## Emergency Preparedness Contact Links Flyer

	<p><i>Super Motel 8</i> 1-800-800-8000</p> <p><i>Westin</i> 1-800-937-8461</p> <p><i>Wyndham Hotels</i> 1-877-999-3223</p>
<p><b><u>MISSISSIPPI INFORMATION</u></b></p> <p><i>Mississippi Emergency Management Agency</i> 1-866-519-MEMA (1-866-519-6362) <a href="http://msema.org">http://msema.org</a></p> <p><i>Mississippi State Department of Health-Find info on emergency preparedness</i> <a href="http://www.msdh.state.ms.us/index.htm">http://www.msdh.state.ms.us/index.htm</a></p> <p>On the internet: <a href="http://www.mpbonline.org">www.mpbonline.org</a></p> <p>Biloxi 90.3 FM Booneville 89.5 FM Bude 88.9 FM Greenwood 90.9 FM Jackson 91.3 FM Meridian 99.1 FM Mississippi State 89.9 FM Oxford 90.3FM</p>	<p><b><u>TEXAS INFORMATION</u></b></p> <p>TEXAS EMERGENCY MANAGEMENT WEBSITE – <a href="https://www.preparingtexas.org/">HTTPS://WWW.PREPARINGTEXAS.ORG/</a></p> <p>TEXAS GULF COAST RED CROSS <a href="http://www.redcross.org/local/texas/gulf-coast">HTTP://WWW.REDCROSS.ORG/LOCAL/T EXAS/GULF-COAST</a></p> <p>TEXAS DEPARTMENT OF PUBLIC SAFETY – HURRICANE PREPAREDNESS <a href="https://www.dps.texas.gov/dem/t&lt;br/&gt;hreatawareness/weather_aware_hurricane.htm">HTTPS://WWW.DPS.TEXAS.GOV/DEM/T HREATAWARENESS/WEATHER_AWARE HURRICANE.HTM</a></p>



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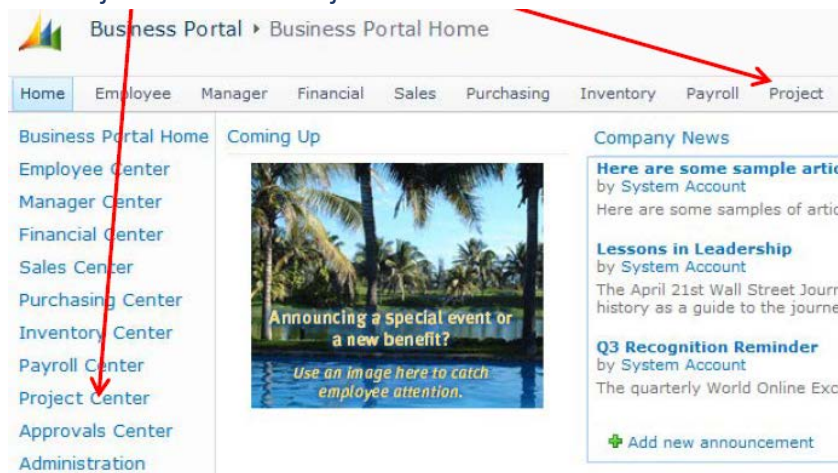
**BRIS Engineering, LLC**

## How to Login to Engineering Timesheets Remotely/Offsite

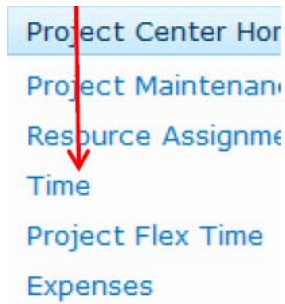
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1. Go to <https://timesheets.winkengr.com/bp>
2. Login with your network user ID and password credentials with the following format:
  - **User Name: brownandroot\first.last**
  - **Password: Current network password**  
*\*Please contact your Brown & Root Engineering supervisor if you have not received your network user ID and password.\**  
**\*NOTE THAT IN ORDER TO PUT WINKENGR BEFORE YOUR USERNAME YOU MIGHT BE REQUIRED TO CHOOSE "USER ANOTHER ACCOUNT" OR "SWITCH USER".\***

3. Click on Project Center or Project



4. Click **Time** on the left side of the screen, then enter your time.



5. To log out of the system, click on the arrow in the upper right hand side of the screen, then click **Sign Out**

**The instructions included in this document are only supported on Microsoft Windows based systems utilizing the Internet Explorer browser. If your device meets these requirements and you are unable to view and/or edit your Timesheets, please follow these steps:**

Add **winkengr.com** to compatibility view settings

- a. Go to the timesheets site and sign in with your Wink credentials if prompted, using this format for the user ID: winkengr\fm1ast
- b. Click on the **Tools** icon in the upper right-hand corner, then click **Compatibility View Settings**
- c. Add the winkengr.com website, then click close
- d. Try to access the site again – you may need to close Internet Explorer, then re-open it.

If that does not work, you can also try the following:

Add **winkengr.com** to trusted sites

- a. After you've added the site to compatibility view settings, click on the **Tools** icon again, then click Internet Options
- b. Click on the **Security** tab
- c. Click **Trusted Sites**, then **Sites**



- d. Add the website to the zone, then click **Close**, then click **OK**.
- e. Try to access the site again – you may need to close Internet Explorer, then re-open it.

- You may also receive an error message stating that the site is being blocked by the client's IT. You will need to contact the client's IT team for them to un-block the site.

***If you have not received an email from your HR representative or notified by your supervisor that your Business Portal account has been setup, you will not be able to login to the Timesheets site.***



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## How to Retrieve Voicemail

Location	Internal Access	External Access
<b>BRIS Engineering Offices.</b>	<ul style="list-style-type: none"><li>• Confirm the message waiting indicator is on. (red light on handset or message on phone display)</li><li>• Press the messages button.</li><li>• Enter your password.</li><li>• Retrieve your messages.</li></ul>	<ul style="list-style-type: none"><li>• Call your direct number</li><li>• At the greeting press the * key</li><li>• When prompted enter your ID (5 digit ext) followed by the # key.</li><li>• Enter your password followed by the # key.</li><li>• Listen to the available options.</li></ul>