Jay Tambe

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Cyber Internship

Reflection 5

This week in my internship was very short but exciting with a good amount of work I needed to finish before I can enjoy the weekend. It was July fourth weekend so we had a lot of workers put in pto so they could leave earlier and go on trips longer, which left my department understaffed. To start this week out I had a project I decided to do work on with the Human resources department which ended up being very good. I made the idea for our template before we had a team meeting. Vanessa, the head of this project, likes my template so she configured it to the Ports template and sent it to the board so we can get feedback and approval. I was glad when I received the email saying how I made it, because it gave me a feeling of accomplishment going forward into the week. I started getting replies to the template by directors and advisors who are in different departments about how they like the format and how it provides information, I also received some feedback about adding some more information about other topics which we didn't focus on.

I had my weekly meeting about EHS with my team. We discussed how they plan on changing the original launch up date from July 1st to mid August. It was discussed how the software is done but there were certain aspects that we weren't particularly sure about like the malware and how to assign roles to certain people. They pushed it back so far because they wanted to do a testing period with a small group of people so they can see how others interact

with the system. While they're doing that we plan on adding classes with our ICAM to teach individuals the basics of the EHS system and why we switched to this and how they should use it going forward. When I realized that the changed launched day will affect my presentation for my internship I asked my VP Solomon what I should do and he discussed how the project is basically done and when I do my end of internship presentation I will just talk about all the parts I played in building the EHS system and the training presentation we plan on using when to comes to the employees and the ILA workers.

Another Task I worked on was our Hurricane protocols. I basically read the tri-fold that Aj made and I copied all the emergency contact information there plus the information of Hampton Roads police, department directors, and the Port police and made an organized list with titles and sections. This was for a Hazard plan and it was also being added to our emergency plan, since the HSE department just recently merged a few months ago to increase overall spending and halt the reduction of pay for departments like environment. The other intern named Aj has been focusing on majority of the environment task like the tri-fold and the 1400 but since she was out of town I was assigned the task which it wasn't hard, it was just more annoying because I didn't have the information need so I had to do research and I also had to email Aj for the tri-fold pdf she made because there was only one printed out so far. Once I got the information everything was smooth, I made my list and went back into the documents and rearranged them because it was an old incomplete attempt I was working on. I update all dates and restrictions while adding some formats I thought would be appealing like the company logo on the cover letter, bullet points on important facts, and I highlighted emergency numbers. I also added the company secondary logos to both sides on the header for all pages. I believe that my

VP was very pleased with it because everything was neat and you could visibly tell while reading it how it originated from the Port of Virginia.