

MARINE TRANSPORTATION SYSTEM RECOVERY PLAN TEMPLATE

Instruction on the use of this template – This Marine Transportaiton System Recovery Plan template provides standard plan concepts which should be used to address MTS disruptions.

The template contains standardized text in Sections 1 and 2 appropriate for all MTS Recovery Plans. Use of standardized text and development of specific actionable information will facilitate an All-Hazards approach to prepare for and respond to MTS disruptions.

The template captures the **minimum standards** for a MTS Recovery Plan. Contingecy Planners have the discretion to expand the plan to better address port-specific MTS Recovery processes.

Standardized (cut and paste) text is shown in **Regular Font**.

Bracketed [Italics] text provides instructions or suggested text for the corresponding plan element. Instructional text (e.g. *[Insert Country-specific Agency Name]*) shall be replaced where indicated.

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**MARINE TRANSPORTATION
SYSTEM RECOVERY PLAN
(MTSRP)**

FOR

[Insert County-specific Agency Name]

[Insert Geographic Relevant Graphics]

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REFERENCES

(a) [List Applicable References]

(b) XXXXX

(c) XXXXX

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SECTION 1: INTRODUCTION

The Marine Transportation System (MTS) Recovery Plan (MTSRP) for *[Insert Country-specific Agency Name]* supports recovery and restoration of the MTS. Responsibilities extend to incident and non-incident areas, requiring engagement with a broad spectrum of port stakeholders. The MTSRP may be referenced in other contingency plans (Mass Rescue Plan, Severe Weather Plan, etc.) that have recovery elements.

A. PURPOSE: The MTSRP provides procedures to facilitate a safe, efficient, and timely restoration of the MTS to pre-disruption condition. Potential cascading affects extending beyond a local MTS disruption are addressed. Regional or National impacts may be felt when a major port is interrupted or closed with restrictions. Establishing an effective and efficient MTS Recovery framework to facilitate short-term recovery of the MTS, and support restorative efforts beyond the initial response/recovery phase is vital to local, regional, and national economic and security interests. The MTSRP will be activated when the following categories of MTS disruptions occur:

1. **Infrastructure Impact** – A significant incident causing damage to a component or components of the MTS infrastructure that will likely require repair, alternative strategies, and/or vessel traffic control actions prior to resumption of MTS operations. Examples include:

- a. Hurricane/Tropical Storm/Heavy Weather
- b. Flood
- c. Earthquake/Tsunami
- d. Major Infrastructure Casualty to Bridges, Roads, or Public Infrastructure
- e. Cyber Attack with Infrastructure Damage
- f. Terrorist attack

[Amend or add list of examples as warranted.]

2. **Constrained Operational Capacity** – An event without infrastructure damage that interrupts the normal port rhythm, including cargo operations, vessel movement, and physical security capabilities. Examples include:

- a. Security (MARSEC) Level Increase
- b. Cyber Attack without infrastructure damage
- c. Labor Shortage-Disruption Event
- d. Security or Casualty-related incident in an impacted port area causing enhanced cargo movement in other non-impacted ports within the Region

[Amend or add list of examples as warranted.]

3. **Constrained by Response Operations** – An incident with response operations whose mitigation activities may disrupt the normal MTS operations beyond ***pre-determined***

steady state thresholds as identified in Section 2 of the MTSRP. Examples include response to:

- a. Oil Discharge/Hazardous Substance Release
- b. Mass Rescue Operations
- c. Marine Casualty that may or may not involve infrastructure damage. MTS Recovery will be a consideration in the primary response.

[Amend or add list of examples as warranted.]

B. SCOPE: The MTSRP will be implemented during the **short-term recovery phase** of an incident to stabilize the MTS and support transition to long-term recovery in accordance with the National Disaster Recovery Framework.

1. **Framework** – The MTS Recovery incident management structure is a scalable and cooperative process for restoring MTS functionality within the incident area, to include resumption of trade outside of incident areas. The incident management structure must address three key operational planning factors when implementing the MTS Recovery function:
 - a. System stabilization;
 - b. Short-term recovery; and
 - c. Transition from short-term recovery to long-term recovery.
2. **Incident Management System (IMS) Incident Command System (ICS)** – The MTSRP supports the use of the IMS ICS planning process. This process is used in several other response plans (i.e., Mass Rescue Plans, Severe Weather Plan, etc).
3. **Critical Success Factors** – The processes outlined in the MTSRP address five critical success factors for efficient and effective MTS Recovery preparedness and response activities, which include:
 - a. Inventory and identify MTS capabilities and constraints;
 - b. Communication of capabilities and constraints with stakeholders;
 - c. Collaboration on mitigation plans between public and private stakeholders;
 - d. Alignment of resources; and
 - e. Unity of effort to mitigate constraints and maximize use or return to service of available capabilities.

C. OVERARCHING GOALS AND OBJECTIVES:

1. **Overarching Goals** – The goal for the MTSRP is to ensure preparedness and unity of effort between the *[Government Agency]* and port stakeholders to safely, effectively, and efficiently recover from a MTS disruption.
2. **Objectives** – The objectives for MTS Recovery include but are not limited to:

- a. Establish a Marine Transportation System Recovery Unit (MTSRU) within the Planning Section of the Incident Command System (ICS) structure. Refer to Section 2.D.1 and 2.F. of this plan for MTSRU Staffing/Training.
- b. Identify resources, stakeholders, potential incident impacts, and courses of action for the recovery of the MTS, including additional support to the impacted area.
- c. Prioritize MTS Recovery operations by identifying critical ATON, infrastructure, and waterways prior to an event.
- d. Identify and prioritize cargo streams, maritime Critical Infrastructure (CI/), and methods to aid in their recovery. A prioritized list of infrastructure, cargo, and vessels can be found in Section 3.B.3.b.
- e. Review and maintain the Essential Elements of Information (EEI) to support recovery planning and operations.
- f. Track and report the status of MTS infrastructure recovery through the use of *[Reporting Method]* and EEIs.

[Add list of objectives as warranted.]

D. ORGANIZATION: As the lead federal agency within the maritime domain, *[Government Agency]* will work with governmental agencies, advisory committees, port partners, and stakeholders to coordinate recovery of the MTS. Incident communications, coordination, requests for support, infrastructure liaison and similar requirements will be guided by the Incident Management System.

1. **Area of Responsibility** – *[Insert the description of the Area of Responsibility.]*
[Insert image(s) of the port areas.. Obtain images from geospatial system graphics.]
2. **Port Area Overview** – *[Insert a general description of the Port Areas to include port(s) and the primary industries within each port area. Greater details included in Section 2.B]*
 - a. **Local MTS Facts:** Tab A is a one page fact sheet of the local MTS.
[Replace Tab A with a one-page fact sheet of the local MTS. Include a brief description of the MTS in the respective Port Area, to include: major waterways, ports, and intermodal landside connections; important list of facts about the port, the types and annual average amount of vessel arrivals that normally visit the port or port areas. Currently, a sample MTS Fact sheet is included as Tab A to this plan template.]

b. Uniqueness of the Port Area(s):

[What makes your Port Areas unique? e.g. environmental, cruise ship, economic drivers, fishing, passenger ferries]

c. Immediate Impacts:

[Insert a description of one or more most likely scenarios that may cause a MTS disruption to occur and a brief description of the potential immediate impacts to the MTS. Use the categories of MTS disruptions listed in Section 1.A. as applicable to your AOR.]

d. Maritime Critical Infrastructure Covered by Essential Elements of Information (EEI):

[Include the type and number of port area maritime critical infrastructure for each applicable EEI category accounted for in this plan as an overview.]

E. LEGAL CONSIDERATIONS: MTSR authorities include:

[List Legal Authorities]

- a. XXXX
- b. XXXX

F. FUNDING CONSIDERATIONS:

[List Funding Considerations]

1. XXXX
2. XXXX

G. GOVERNING RESPONSIBILITIES: The *[Government Agency]* is responsible for implementing procedures designed to ensure our nation's ports and waterways are safe and secure from the impacts of all hazards.

H. MEMORANDUM OF UNDERSTANDING/MEMORANDUM OF AGREEMENT (MOU/MOA): MTSR activities may require the aid and cooperation of several public and private entities. When necessary, MOU/MOAs may be established beforehand between various agencies to facilitate cooperation.

[If applicable, insert a list of MOU/MOAs that address MTSR support with a brief description of the agreement. Include copies of MTS recovery-related MOU/MOAs in Tab B to this plan as a reference.]

[When MOU/MOA's do not exist, state here and in Tab B, "There are currently no MOU/MOA's between the (Insert COTP Name) and the various supporting agencies for MTS recovery."]

- I. OUTSIDE SUPPORT:** Public and private entities listed in other contingency plans may have overlapping capabilities pertinent to MTS recovery, and may be leveraged to support recovery efforts.

Assets may be available through Mutual Aid processes coordinated through liaison officials and the identified Emergency Management Agency.

The table below provides a list of public and private entities that may have MTS Recovery support capabilities.

[Insert table here or include as part of Tab B to this plan as a reference. Add or modify list of agencies or entities applicable.]

Table 1 – Outside Support

1. Federal

[Modify or amend the federal agency list as needed.]

Agency	Functions
	<ul style="list-style-type: none">•••••

2. Regional and Local

[Include list of Regional and Local agencies/entities.]

Agency/Entity	Functions
	<ul style="list-style-type: none"><li data-bbox="468 1710 1313 1714">•<li data-bbox="468 1714 1313 1717">•

	<ul style="list-style-type: none"> • •
--	--

3. Industry

[Include list of Industry representatives.]

Representative	Functions
	<ul style="list-style-type: none"> • •
	<ul style="list-style-type: none"> • •

J. PLANNING ASSUMPTIONS: The following list of assumptions apply to the MTSRP:

[Amend, remove, or add list of planning assumptions as applicable.]

1. The MTSRP was developed for response to a smaller incident.
2. The threat of a Security Incident resulting in an increased Security Level and associated security measures may require coordinated recovery actions among stakeholders to restore the flow of commerce.
3. With the exception of severe weather, most MTS disruptions will occur with little or no warning.
4. Cargo diversions from areas impacted by large-scale MTS disruptions will require surge management and increased safety and security measures.
5. Large-scale cargo diversions may require reallocation of federal resources and regulatory waivers to support reestablishment of trade.
6. A catastrophic event may seriously degrade local capabilities and require large-scale support from resources outside the affected area.
7. A MTS disruption may have regional and national implications.
8. An incident of any nature may adversely affect the MTS.
9. Other contingency plans may be executed in conjunction with the MTSRP.

10. The discharge or potential discharge of oil or release of a hazardous substance may impede recovery.

K. KEY TERMS AND DEFINITIONS:

[Insert the list of definitions in this sub-section of the plan, or include them as a Tab with reference]

1. **All Hazards** – A threat or an incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. It includes natural disasters, cyber incidents, industrial accidents, pandemics, acts of terrorism, sabotage, and destructive criminal activity targeting critical infrastructure.
2. **Business Continuity** – The ability of an organization to ensure that critical business functions will be available to customers and suppliers before, during, and after a disaster. Business Continuity should not be confused with disaster recovery.
3. **Critical Infrastructure** – Systems, assets, and networks, whether physical or virtual, so vital that the incapacitation or destruction would have a debilitating impact on the security, economy, public health or safety, environment, or any combination of these matters, across any federal, state, regional, territorial, or local jurisdiction. DHS has identified 16 Critical Infrastructure sectors.
4. **Essential Element of Information (EEI)** – Quantitative and objective information that will be used to ascertain, communicate, and track the status of MTS infrastructure and activity. The information will also be used to complete status report templates. These templates are designed to facilitate the collection and dissemination of consistent information regarding the status of the MTS during and following an incident.
5. **Interdependency** – Mutually reliant relationship between entities (objects, individuals, or groups). The degree of interdependency does not need to be equal in both directions.
6. **Marine Transportation System (MTS)** – The MTS consists of navigable waterways, ports, and intermodal landside connections that allow the various modes of transportations to move people and goods to, from, and on the water as part of the overall global supply chain or domestic commercial operations. The MTS also includes vessels, port facilities, and intermodal connections and users, including crew, passengers, and workers.
7. **Marine Transportation System Recovery Unit (MTSRU)** – An Incident Command System (ICS) planning function which is established and staffed for incidents that significantly disrupts the MTS. This unit is primarily staffed by government personnel and is augmented by local marine industry experts.

8. **Maritime Critical Infrastructure (CI)** – The CI specific to or connected to the maritime environment includes ports, waterways, military facilities, nuclear power plants, locks, oil refineries, levees, passenger terminals, fuel tanks, pipelines, chemical plants, tunnels, cargo terminals, and bridges that are essential to the effective operation of the MTS.
9. **Maritime Domain** – The maritime domain is all areas and things of, on, under, relating to, adjacent to, or bordering on a sea, ocean, or other navigable waterway, including all maritime-related activities, infrastructure, people, cargo, and vessels and other conveyances.
10. **Preparedness** – Activities necessary to build, sustain, and improve readiness capabilities to prevent, protect against, respond to, and recover from natural or manmade incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and the private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources to prevent, respond to, and recover from major incidents.
11. **Resilience** – The capability of an asset, system, or network to maintain its function during or following a terrorist attack, natural disaster, or other incident.
12. **Response** – Activities that address the short-term, direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and incident mitigation activities.
13. **Recovery**
 - a. **Short-Term Recovery** – That period where impacted infrastructure and supporting activities within the incident have been returned to service and are capable of operations or service at some level. Initial activities, policies, or mitigation strategies aimed at initial recovery are considered to be achievable within 90 days or less.
 - b. **Long-Term Recovery** – That period in which infrastructure and supporting activities have been returned to pre-incident conditions or service or have the capacity or capability to operate or provide service at pre-incident levels. Activities, policies, or mitigation strategies aimed at long-term recovery may take longer than 90 days.
14. **Restoration** – The level or degree to which recovery efforts are capable of returning the MTS to pre-incident capacity. Measurement is based upon industry potential movement of cargoes.
15. **System Stabilization** – The process by which the immediate impacts of an incident on community systems are managed and contained. MTSR activities and measures needed to stabilize critical MTS infrastructure functions following a transportation disruption to minimize health, safety, environmental, and maritime security threats when necessary; and to efficiently restore and revitalize systems and services essential to maritime supply chain support for communities and critical infrastructure sectors.

16. **Steady State** – The posture for routine, normal, day-to-day operations as contrasted with temporary periods of heightened alert or real-time response to threats and/or incidents.
17. **Transportation Disruption** – Any significant delay, interruption, or stoppage in the flow of trade caused by a natural disaster, heightened threat level, act of terrorism or any transportation security incident.

TAB A: TEMPLATE FOR SAMPLE LOCAL MTS FACT SHEET

The MTS Example

The Marine Transportation System (MTS) in the _____ consists of waterways, ports, and intermodal landside connections that allow the various modes of transportation to move people and goods to, from, and on the water. The local MTS includes the following:

- 2 cruise ship terminals
- 8 ferry terminals
- 10 passenger ferries
- 27 offshore oil platforms
- 59 miles of rail track
- 64 marine terminals
- 95 recreational marinas & 105 Yacht Clubs
- 1,010 commercial fishing vessels
- 200,000 personal water craft



The bridge runs parallel to the Heim Bridge and carries trains across the Cerritos Channel to Terminal Island and the ports of _____.

Important Facts

The _____ accounted for over \$430 billion in foreign trade in 2012 and support approximately 4 million jobs nationwide.

As the top two container ports in _____, the Ports of _____ each account for almost 1/3 of all U.S. containerized cargo imports and exports.

Petroleum refineries in _____ are responsible for supplying fuel needs for entire American _____.

As a major shipping hub for fresh fruits and vegetables, the _____ imports and exports over 700-thousand tons of produce annually.

Approximately half-a-million new automobiles are imported through the Ports of _____ each year.

20__ Vessel Calls in the Ports of _____



Vessel Type	Amount	Rank in _____.
Container	2,927	1 st
Tanker	1,311	3 rd
Dry Bulk	581	7 th
Ro-Ro	321	4 th
All Vessel Types	5,364	2nd

Source:

Source:

Source:

TAB B: MTS RECOVERY-RELATED MOU/MOAs

[Insert Port Area Specific information]

SECTION 2: PLANNING AND PREPAREDNESS

A. PURPOSE: Emergencies evolve rapidly and become too complex for effective improvisation, therefore, a successful response can only be achieved by planning and preparing beforehand. Pre-identifying priorities, levels of performance, and capability requirements allows for the assessment of present state capabilities, vulnerabilities, and mitigating strategies.

Planning and preparedness includes establishing priorities, identifying expected levels of performance, determining capability requirements, providing the standard for assessing capabilities, helping stakeholders learn their roles/responsibilities, and building stakeholders' relationships. Accordingly, these planning and preparedness activities and measures are crucial to operational success and should not be improvised or handled on an ad hoc basis.

The physical characteristics of a nation's Port Areas and the general description of its MTS are described in Section 1.D. This section, however, focuses on the Port Areas within the maritime environment and describes the port's general priorities. The process of prioritizing port operations provides the initial planning outlook. It should identify key infrastructure, operations, and linkages within each port. The end product will assist the port's emergency managers [*Insert Country-specific Agency Name*] in triaging the state of the MTS following an incident.

The planning elements listed in this section require input from stakeholders to ensure accuracy:

1. Describe normal port operations, the average day in Port(s) [*Insert Port(s) Name*],
2. Identify key infrastructure,
3. Clarify stakeholders' roles, responsibilities and coordination,
4. Pre-establish MTSRU membership,
5. Identify incident response facility locations,
6. Conduct training and exercises, and
7. Determine the decision points for transitioning from a small incident to a larger more complex incident.

Bottom Line: Preparation Equals Performance

B. NORMAL PORT OPERATIONS: In order to facilitate the recovery of the MTS or restore the basic functionality of the port after a major disruption, it is necessary to know and understand the port's critical infrastructure and operations including the intermodal dependencies required to support commerce.

Tab D, located in Section 2 of the plan, describes in general the "normal operations" of the MTS in port [*Insert Port Name*]. Another way to say it is; "what's normal or what's happening" in port [*Insert Port Name*] on an average day. To understand the normal operations of the MTS it is important to consider three distinct elements: Infrastructure, Operations, and Linkages.

1. **Infrastructure** – Ports are complex entities, involving facilities and structures supporting transportation by several modes: water, rail, road, or even air. Consequently, ports are a vitally important part of the nationwide MTS, which includes not only ports, but also inland and coastal waterways, and inter-modal connectors.
2. **Operations** – Those activities that must be done for the safe, secure, and efficient movement of cargo and people. This may include vessel movement, loading and offloading, and transport mode transition. It may also include port maintenance such as dredging, waterway clearance, and Aids to Navigation.
3. **Linkages** – These are downstream impacts that go beyond the local area when an MTS disruption occurs. Cargo and commodity distribution disruptions that could impact other regions in the *[Insert Country's Name]* or its territories and can be described as the port's 'Regional Linkages.' Both a receiving port (reliant) and a providing port (supplier) will be affected by a disruption but in different ways. Downstream or cascading impacts can be described in operations and or capabilities, e.g. container transshipment and bunkering operations.

[Some Examples of regional linkages having potential cascading effects would be the reliance of the Pacific Islands on West Coast Ports; Alaska on Pacific Northwest Ports; and Puerto Rico on Northeast and Central Florida Ports].

Note: Do not include in the MTSRP any proprietary information or any information that is designated by the Transportation Security Administration as Protected Critical Infrastructure Information (PCII) under 6 CFR Part 29.

[Tab D of Section 2 of your plan, needs to provide a port-specific overview, covering the Port's operations, infrastructure and cascading impacts. Currently, MTSRP Tab D is an example of a fictitious port (Hiatusport) and its subports (Richmond and San Padre) to help illustrate the minimally required specifics. Every port is unique in its characteristics and specific in its value to the region and nation. This is where the plan captures that uniqueness. Most of the information needed for Tab D is already available somewhere else, such as in current assessments and plans or located on the internet, it just needs to be refined and collated.]

[The "Country-specific Agency" has discretion on how to present geographic areas within the nation. This flexibility is necessary because some ports may have multiple large or complex ports or even completely separated geographical ports. It is recommended that the "Country-specific Agency" align Tab D with its Port Facility Security Plan and/or Emergency Response Plans.. How it is presented is not as important as what is presented.]

4. **General Priorities and Critical Infrastructure** *[Minimally required content]* – Within Tab D are the major economic elements, operations and physical characteristics of *[insert port]* complex. It is not intended to replace the EEI data base or provide details of all trade activities and is intended to provide MTS Recovery officials a broad understanding

of the pre-incident normal state and the general priorities for recovering port operations. Refer to the EEI data base and Appendix C for a complete list of EEIs.

a. *[Include the regional linkages (short and long term) that must be anticipated from an MTS disruption. Include the major economic elements of the Port Area to include*

- *Types of industry*
- *Overview of major intermodal connectors*
- *Major cargos and major cargo streams including those that involve regional or national economic implications if disrupted (i.e., dependent and interdependent effects). Include volumes and average daily activity].*

b. *[Description of major operations to include intermodal operations*

- *List key facilities by name and capacities*
- *Rail and truck key interface facilities*
- *Include facilities handling hazard materials (HAZMAT).*
- *Include waterside refineries and storage tanks*
- *List waterside utility facilities dependent on the MTS*
- *Include cruise ship operations and terminals*
- *Describe intermodal operations critical to the AOR's MTS*
- *Describe vital Ferry system operations and infrastructure*
- *Vessel Traffic Services (VTS) if applicable*
- *Vessel Piloting services]*

c. *[Physical characteristic*

- *List key waterways critical to major commercial operations, relief efforts, and homeland Security and National Defense. Include depths of water.*
- *List critical aids to navigation*
- *List highway and rail bridges crossing key waterways*
- *List anchorages with charted depths*
- *List pipelines crossing over/under waterways*
- *Provide a description of the MTS infrastructure not associated with facilities (e.g., physical features; piers, docks, and wharves)]*

[Wherever possible include digital photos, aerial images or graphically depicted images on chartlets and maps.]

Note: Do not include in the MTSRP any proprietary information or any information that is designated by the Transportation Security Administration.

C. STAKEHOLDER COORDINATION:

1. **MTS Recovery Planning Coordination** – Advanced planning and preparedness requires the expertise of public and private sector specialists, and the support of stakeholder leadership. Proactive engagements with stakeholder groups are vital to advance preparation and effective incident response and recovery.

[Port areas have various stakeholder groups such as a Port Facility Security Committee, Harbor Safety Committee, Port Coordination Team, etc.]

2. **MTS Recovery Workgroup**

- a. *[Insert Country-specific Agency Name]* established a *[Insert name of Port level workgroup]* to gather and maintain up-to-date information with respect to MTS Recovery planning, coordination, and best practices, including the development and maintenance of the MTSRP.
- b. *[Insert name of Port level workgroup]* will develop, maintain, exercise and validate MTS information during port level normal operations identified in Tabs E and F. The workgroup shall identify and prioritize critical industries, facilities, and infrastructure with its AOR. In addition, the workgroup shall identify possible port recovery solutions and contingencies that support business continuity planning. The workgroup shall at a minimum meet on an annual basis to maintain the accuracy of this information.
- c. Membership in the *[Insert name of Port level workgroup]* includes representatives from port stakeholders listed in Tab C, of Section 2 of this plan. Required information for each member includes:
 - Local stake holder agency
 - POC Name
 - Business Telephone number
 - Business e-mail address

D. PRE-ESTABLISHED MTSRU:

1. **MTSRU Staffing** – The MTSRU shall be staffed by *[Insert Country-specific Agency Name]* personnel and supplemented by public and private stakeholder subject matter experts. The MTSRU may consist of representatives from:
 - *[MTSRU Leader]*
 - *Members with facilities subject matter experts (SMEs)*
 - *Member with waterways management SMEs*
 - *Corps of Engineers*
 - *National Weather Service*
 - *Local Goverment's Office of Emergency Services*

- *Ports Administration*
- *Marine Exchanges*
- *Pilot Services*
- *Private Stakeholders]*

The success of the MTSRU depends on having an adequate number of qualified members. Each incident type or location may require members with different skill sets. *[Insert unit's unique traits and operational challenges]*. Nonetheless, a baseline of qualified members shall be established to exercise MSTRU objectives that will enhance capability.

2. Additional members of the MTSRU will come from port stakeholders as incidents require. Port stakeholders, who are jurisdictionally or organizationally responsible for assisting with port recovery, may be identified through the Area Maritime Security Committee and the MTS Recovery Workgroup. Tab C, of Section 2 of this plan, lists organizations and potential member contact information.
3. MTSRU personnel shall be familiar with MTS Recovery policies, procedures, and EEIs. The initial representatives should be trained, qualified, and be prepared for rapid activation to establish a MTSRU.
4. Section 2.F. (training) outlines the recommended training levels for MTSRU personnel.

E. MTSRU RESPONSIBILITIES MTSRU core responsibilities are:

1. Track, document, and report MTS status in the CART,
2. Understand critical recovery pathways,
3. Recommend courses of action,
4. Provide pertinent MTS stakeholders a communication channel to the Incident/Unified Command (IC/UC),
5. Provide IC/UC with recommend priorities for cargo flow resumption and vessel movement, and
6. Identify long-term recovery issues and needs.

F. TRAINING:

1. **Training Requirements for MTSRU Personnel**
 - a. **MTSRU Leaders (MTSL)** – The MTSRU Leader should be trained to meet the requirements to lead the team and have completed basic ICS training.
 - b. **MTSRU Members** – Members should be familiar with port facilities, vessels and/or waterways management functions.
 - c. All MTSRU members shall be familiar with the MTSRP.
 - d. *[Insert Country-specific Agency Name]* personnel engaged in incident response (including ICS Section Chiefs and Command Staff, Situation Unit Leaders, Emergency Managers) will be familiar with this Plan.
2. **Non-CG MTSRU Members**
 - a. Members will be familiar with this Plan.
 - b. Members are encouraged to participate in MTS Recovery training.

G. ICP/IMT LOCATIONS AND EQUIPMENT:

1. **MTSRU Work Space** – The MTSRU should remain near the Incident Command Post. This provides a better communication network with other incident command sections or units and reduces the cost of added logistics. A secondary location is the *[Insert Country-specific Agency Name]* offices. See Section 3.B.1.d for greater detail.
2. **MTSRU “Go kits” Equipment**: *[Insert Country-specific Agency Name]* will establish a “go kit” with the following equipment to support a response to an all threats, all hazard event. Supplies will be in sufficient quantity to allow the MTSRU to function for at least 48 hours without re-supply. Once the Logistics Section is established, the MTSRU can order new supplies through the incident organization.

[Update the following items to identify items in your kit]

- *Standard Laptops:*
- *External Hard Drive: Loaded with the following minimum files/documents:*
 - *The Baseline EEIs in Excel Format*
 - *Electronic Executive Summary*
 - *Vessel Scoring and Prioritization Tool (Optional)*
 - *ICS Forms (ICS 213RR; ICS 214; ICS 233)*
 - *Stock GIS Imagery or Satellite Imagery/Electronic Charts specific to the MTS within AOR (Optional)*
 - *Executive Summary Templates (Word Document)*

- *Post Incident Assessment Forms*
 - *Additional Checklists as determined by the MTSRU Leader*
 - *Electronic copy of unit MTSR Plan*
- *Cell phone with access to a conference call line*
- *Portable Printers*
- *Wi-Fi Hotspot/Mobile Internet connection*
- *Projector: Portable projector for display purposes. Enhances ability to adequately display MTS Status, Satellite Photos, etc. along with SITU Status Boards.*
- *Extension Cords/Surge Protectors*
- *Copies of Plans, charts, maps, policy, procedures and protocols (electronic and paper)*
- *ICS forms catalog digital and hard copy*
- *Easel pads/markers*
- *In/Out Trays*
- *Paper/Pens/Masking, Duct, and Painter's Tape/Paper Clips/Staplers/Folders/Markers/Accordion Folder/Notebooks*
- *Empty Binders*
- *Reference Binder: Contains hard copies of all reference documents/procedures/policies*
- *General office supplies to support anticipated unit members.]*

H. LARGER MORE COMPLEX EVENT CONSIDERATIONS:

1. **Concept** – This MTSRP is based on requirements for small incident responses. When an incident extends beyond the capabilities of local control and assets it may be classified as a larger more complex event. An incident management organization may expand and positions merge into larger sections. It is imperative that the MTSRU be flexible in response to an organizational shift. When a shift occurs, there will likely be considerable oversight and external management of certain functions, priorities, and/or expectations of the MTSRU and trade resumption efforts in the affected area.
2. **Request for Forces (RFF)** – Based on the complexity of the incident and the response organization requirements, the MTSRU Leader may require additional resources to support the expanding roles and responsibilities. Should the MTSRU identify need for additional personnel, the established process for the RFF should be used. The RFF should specify what skill set is needed, such as SME in MTS recovery. The [*Insert Country-specific Agency Name*] assist in sourcing the requests.
3. **MTS Recovery Trade Resumption** – The requirement to understand critical trade resumption needs and how recovery operations may affect resumption of trade in regions of the country is important larger more complex events. MTS Recovery and resumption of trade requires coordination with land transportation modes such as the highway, rail, and pipelines. The ability to land relief supplies or necessary commodities ashore is of limited utility if there is no means of transporting and distributing the commodities to locations ashore where they are needed.

4. **Incident Management Structure** – Emergency Support: In a larger more complex incident, local, regional, and National Emergency Operations Centers (EOCs), Regional Emergency Coordination Centers, and a National Emergency Coordination Center could be stood up and fully staffed. It is essential for the *[Insert Country-specific Agency Name]* to provide MTS Recovery SMEs to these organizations. These MTS Recovery SMEs are a direct link to the National, Regional, and Local levels. The SMEs can deliver MTS status reports, coordinate emergency supply distribution routes with port opening efforts, and have open communication up and down the chain. The SMEs are critical to ensure seamless communication flow between the Incident/Unified Command, the EOCs, and the National incident management.

Local knowledge of port infrastructure and operations are critical at the local level of the incident management/response. To support success of the recovery effort the local MTSRU should develop and maintain a strong working relationship with the Regional and National Emergency Coordination Centers

5. **Operational Committees and Task Forces** – An incident may require the activation of various operational units or taskforces within and outside the command structure. The MTSRU Leader should identify such groups and engage them where possible. They may include the *[Insert Country-specific Committees or Agencies]*

TAB C: LIST OF ORGANIZATIONS TO PROVIDE SME ASSISTANCE TO THE MSTRU

[List each SME with Agency Name, POC Name, Business telephone number, Work e-mail address. The SMEs can include members of the pre-established MSTRU or Port Coordination Team.]

Personnel telephone numbers/e-mail address should not be used due to personally identifiable information policy.]

National Representation

- [National Defense
- Emergency Management
- Salvage
- Safe Navigation Agencies
- Customs
- Security Administrations
- Maritime Administrations
- Environmental Agency (EPA)
- USCG Atlantic/Pacific Area, Incident Management Assistance Team (IMAT)]

Regional and Local Government Representation Recommendation

- Pilots Association
- Port Authority
- Regional/Local Emergency Management
- Marine Police
- Fire Departments
- Local Law Enforcement
- Fish & Wildlife
- Public Health
- Department of Natural Resources
- Regional Business Development Agencies/Chamber of Commerce]

Local Industry Representation Recommendation

- Shallow-Draft Vessel Operators
- Deep-Draft Vessel Operators
- Port Facility Owner/Operators
- Other Facility Owner/Operators
- Terminal Owner/Operators
- Shippers and Freight Forwarders
- Trade Organizations
- Recreational Boating Associations
- Railroad Companies
- Trucking Companies
- Shipyards/Fleeting Operations

- *Towboat Operators*
- *Marine Exchanges*
- *Maritime Associations*
- *Labor*
- *Vendors and Ship Chandlery Service Operators*
- *Mutual Aid/Co-Ops (spill response, security)*
- *Salvage Companies*
- *Local Law Enforcement & Public Safety Officers*
- *Commercial Fishing Co-Ops and Organizations*
- *Port coordination team]*

TAB D: EXAMPLE NORMAL PORT OPERATIONS

Port of HIATUSPORT

Hiatusport is the most significant economic port in this region. It is an international cargo transportation and distribution hub located on the shore of Hiatusport Bay, USA specializing in intermodal container operations.

Overview of operations in the Area: Five container terminals and two intermodal rail facilities serve the Hiatusport waterfront. All shipping channels and 90% of berths at the Port are dredged to 50 feet, capable of accommodating vessels up to 13,000 Twenty-foot Equivalent Unit (TEU) capacities. Union Pacific and BNSF railroad facilities are located adjacent to the heart of the marine terminal area to provide reliable and efficient movement of cargo between the marine terminals or trans-load facilities and the intermodal rail facilities.

Approximately 75% of Hiatusport's trade is with Asia. Europe accounts for 14%, Australia/New Zealand and Oceania approximately 5% and other foreign economies approximately 6%.

Hiatusport supports the Pacific Islands: more than 80% of goods consumed in Hawaii are produced elsewhere and shipped to the islands, and 90% of those are shipped through the West Coast ports on the ships of Matson Navigation Co, Horizon Lines and Pasha Hawaii Transport. An incident affecting these respective ports will have a secondary or cascading effect that would cripple Hawaii's economy within days. Routinely Matson runs a 9 ship container fleet out of this port meaning 3 ships call on Honolulu per week. Pasha Hawaii runs weekly departures on Wednesday and Saturday with a quick 4 day transit. (Greater detail in routinely scheduled transits could be helpful here)

Information on types of Port: Port of Hiatusport consists of many ports each owned and operated by individual Port Authorities. The Port of Hiatusport may be considered the principal port within the Area due to its proximity to a major city and its maritime activities, however the larger maritime port complex consist of other important ports (referred to as sub-port areas) and are listed below but described at the end of this section. [It will be up to the County-specific Agency's discretion how to incorporate the sub-port areas in this plan – this example placed the sub-port at the end of this section.]

- **Port of Richland**
- **Port of San Padre**

Hiatusport Container Operations

Approximately 43% of all containerized cargo shipments imported into the United States comes through the Port of Hiatusport's port complex. On average, the port handles approximately 15 million TEUs (Twenty-foot Equivalent Units) annually. According to the port authority, the total cargo value passing through the port complex each year exceeds \$200 billion. On any given day, there are approximately 35 vessels pier-side or at anchorage waiting pier-side availability.

The Port of Hiatusport is a “Handymax / Panamax Port / Post Panamax”, is the 3rd largest Container port on the West Coast, and 5th busiest in the United States. The port occupies nearly 1,100 acres of the waterfront on the inland side of the Bay, and has 1,040 acres of adjacent commercial real estate with three container terminals occupying 818 acres and including 24 berths and 36 cranes, (30 post-Panamax cranes, 22 of which are super post-Panamax cranes) capable of loading and unloading the latest-generation containerships. The port is effective because of its central location, abundant industrial acreage for container handling and logistics services, and its proximity to interstate highways and continental rail services.

List key facilities here; include as much infrastructure details as possible.

Sky Terminal handles containerized cargo of 20 feet, 40 feet, and 45 feet in length. The facility handles approximately 200,000 containers annually. The facility is 93 acres in size and employs approximately 100 people with 24/7 operations. Facility is located seaward of all bridges.
Freeways Serving Port: Interstates 80 (north & eastbound) 880(southbound) 580(eastbound) 980 (eastbound). (Number of berths and gantry cranes)

Add Arial image of facility

Bagus Terminals 4 handles containerized general cargo and hazardous materials. The facility handles approximately 300,000 containers annually. The facility is approximately 150 acres in size and conducts 24/7 operations. Terminal employs 17 individuals from Ports America and up to 200 longshoremen when a ship is present. Facility is located inland of the _____ bridge crossing the _____ River. (Number of berths and gantry cranes)

Add Arial image of facility

Westland Services Terminal cargo consists of break bulk and containerized freight. In addition, Westland handles explosive material; however, there is no terminal storage for this cargo. The facility is approximately 80 acres and operates Monday through Friday from 0700 to 1700. The facility may conduct night operations when necessary. Northland Services employs 120 employees, 110 of which maintain TWIC cards. Facility is located seaward of all bridges and tunnels. (Number of berths and gantry cranes)

Add Arial image of facility

Facility XYV(Continue to add key facilities)

Rail

Intermodal rail with double stack trains serve the port and link it to major markets in North America via two Class 1 railroads: Burlington Northern Santa Fe and Union Pacific. Four interstate freeways provide connections throughout the region and the west.

Trains represent an essential link in the intermodal transportation and delivery of transcontinental freight loaded into marine cargo containers. Port of Hiatusport rail service infrastructure consists of three parts in addition to the actual rail laid;

- **On-Dock Intermodal Service,**
- **Intermodal Container Transfer Facility (ICTF) (Near-dock),**
- **And Alameda Corridor.**

The intermodal train traffic network at the Port of Hiatusport has been carefully planned and designed to merge and funnel onto the Alameda Corridor. The Centralized Traffic Control (CTC) System, which is operated by Pacific Harbor Lines for the ports of XXXX and XXXXX, manages all rail dispatching and switching functions to govern inbound and outbound train movements with the highest levels of efficiency and safety. All of the Port's existing on-dock rail yards are linked to the CTC System. 40 percent of all container imports leave the port complex by rail (3.1 Mil TEUs in CY 2016). The XXXXX Corridor averages about 400,000 TEUs each month. That breaks down to about 13,000 TEUs per day.

Provide images here showing rail infrastructure locations

Facilities handling HAZMAT

Nothing to report

Large quantities of HAZMAT cargoes are transported, transferred, and stored throughout the Marine Transportation System every day. Though liquefied natural gas (LNG) has received the most national attention, other dangerous commodities regularly traverse the Marine Transportation System. These cargoes are crucial to industry and the manufacturing of many products and should be captured here if present in your port.

Vessel Pilot

All vessels are met by the Hiatusport Pilots Association, which provides pilotage to vessels arriving and departing the Port of Hiatusport. The pilots maintain a vessel by the sea buoy 365/24/7. The distance from the sea buoy to port facilities is approximately 25 nautical miles and the main entrance channel is 1000 yards wide. Pilot's working channels are VHF 13 and 14. Pilot's office phone number is 888-888-1234.

Utility plant - water-side

There are two nuclear power facilities located on the Del River in Hiatusport. The facilities draw intake from the Del River.

Provide images here showing general location of intakes

Ferry Systems

Largest ferry system in the XXXX. – 22 vessels and 20 terminals operate in Hiatusport. Ferries move more than 23 million passengers and 11 million vehicles per year. It runs 10 routes serving 20 terminals throughout the bay. The largest vessels carry 2,500 passengers and 200 vehicles. Smaller vessels carry 200 passengers and 34 vehicles. Vessels are specially constructed to accommodate commercial vehicles; they are the primary link for goods and services to the _____ islands and across the bay.

Ferry operations can be supported, if needed, by a significant availability of other “tourist” type vessels, such as dinner and sightseeing cruise vessels, within the region. Ferry vessels carry sufficient fuel at all times to continue operations for several days before needing additional fuel. They have redundant communication systems, and can adapt their routes to meet the evolving needs of a regional or sub regional response.

May wish to list Ferries by name and size here

Insert images of ferry routes and terminals here

Key Waterways

All shipping that enters the port complex transits the Straits from seaward to berths. Below is a list of the critical waterways;

Additionally, recommend identifying the critical channels and bays likely to freeze during winter months.

Channel	Location	Depth
Golden Gate Strait	Gateway into Central San Francisco Bay from Pacific Ocean	333 ft
San Francisco - Central Bay	Central San Francisco Bay	88 ft
South San Francisco Bay	South San Francisco Bay	49 ft
Oakland Bar Channel	South San Francisco Bay	42 ft
Oakland Outer Harbor Channel	South San Francisco Bay	42 ft
Oakland Inner Harbor Channel	South San Francisco Bay	42 ft
Redwood City Channel	South San Francisco Bay	28 ft
Southampton Shoal Channel	Central San Francisco Bay	45 ft
Richmond Harbor Channel	Central San Francisco Bay	35 ft
San Pablo Strait	North of the Southampton Shoal Channel	79 ft

Bridges (HWY and Rail) over key deep waterways (Recommend adding Air Draft)

Bridge	Route	Waterway Crossing
Golden Gate Bridge	US – 101	Passage from Pacific Ocean into San Francisco Bay Air Draft 220 ft MHW
San Francisco - Oakland Bay Bridge	I- 80	Passage from North Bay into South Bay Air Draft 220 ft MHW
San Mateo - Hayward Bridge	HWY -92	South San Francisco Bay - Port of Redwood Air Draft _____
Richmond – San Rafael Bridge	I-580	San Pablo Strait Air Draft _____
Carquinez Bridge	I-80	Carquinez Strait Air Draft _____
Benicia – Martinez (northbound)	I-680	Carquinez Straits air draft _____
Benicia – Martinez (southbound)	I-680	Carquinez Straits air draft _____
Benicia – Martinez (Railroad) Bridge Union Pac		Carquinez Straits drawbridge, vertical clearance: 70 feet closed, 135 open.

Anchorages (recommend adding charted depths at mean low water)

Anchorage 04: West Shore of the Central San Francisco near the Tiburon Peninsula eastern shoreline

Anchorage 05: Central San Francisco Bay at Southampton Shoal

Anchorage 06: East side of Central San Francisco Bay near Emeryville's west shoreline
Anchorage 07: Central San Francisco Bay near west side of Treasure Island
Anchorage 08: East side of South San Francisco Bay south of the Oakland Inner Harbor entrance
Anchorage 09: East shore of South San Francisco Bay south of San Leandro Channel
Anchorage 10: West shore of the Central San Francisco Bay near the Sausalito shoreline
Anchorage 12: West shore of South San Francisco Bay near Hunters Point, north of Anchorage 14
Anchorage 13: West Shore of the Central San Francisco near the Tiburon Peninsula eastern shoreline, and north of Anchorage 14: West shore of South San Francisco Bay near Hunters Point, south of Anchorage 12
Anchorage 18: West shore of San Pablo Bay near McNears Beach and Pt. San Pedro

Consider including chart images as necessary

Port of Richland Overview:

The Port of Richland is a “Handymax/Panamax Port”, and is the 8th busiest Bulk and Break-Bulk port in California. The port is located nine miles from the Golden Gate on the east shore of San Francisco Bay, is accessed via the Richmond Harbor Channel and strategically located by land and sea. The port is served by two major railroads, BNSF and Union Pacific. Highways converge near the port – Transcontinental Interstate 80 leads to Sacramento, Reno, and eastward, while Interstate 580 passes through the port area and connects Interstate 80 with the Richmond-San Rafael Bridge, which leads to US Highway 101. The channel was recently deepened from 35 to 38 feet, and currently ranks number one in liquid bulk and automobile tonnage among ports on San Francisco Bay. There are five city-owned terminals at the port. These tenant-operated terminals handle a wide range of liquid and dry bulk commodities, automobiles, and diversified cargo. The Port of Richland also includes ten privately owned terminals that handle bulk liquid, dry bulk materials, metals, and break-bulk cargoes. In addition, with foundations in petroleum and liquid bulk cargos, Richmond has expanded its Dry Bulk, Break Bulk, and increased its automobile processing facilities.

Petroleum

Over 35 billion gallons of petroleum was transported by ship and barge in 2014, the most of any port in the nation. On an average day, six tank ships arrive and 70 barges transport oil in the port. Approximately 75% of this oil goes to the _____ area, 20% goes to terminals in the _____ River, and 5% is destined up the _____ River. The largest oil storage facility in the port of Richland stores approximately 20 million barrels (840 million gallons) of various petroleum products and is located on the _____ River. There are 18 facilities which store over one million barrels of oil each, with a combined storage capacity of 68 million barrels. It has been estimated that there is a three-day oil reserve in the storage tanks to supply the country prior to significant oil shortages and economic damage.

Provide images here showing petroleum storage facilities

Refineries

Richland’s western entrance has great economic significance given the high density of petroleum industry facilities there. Refineries have critical interdependencies; dependable power and water

sources are needed to continue operations. There are three refineries: the ABC Refinery, the 123 Refinery, and the XYZ Refinery. All three refineries are inland of two Highway bridges; the _____ and _____ bridges.

The ABC Refinery is on approximately 1,000 acres of land with two piers. The western pier is 450 yards long and the eastern pier is 325 yards long. Each pier is approximately 300 yards offshore with a depth of over 50 feet each. The refinery converts up to 165,000 barrels of crude oil a day into automotive gasoline, jet fuel, diesel, petroleum coke, industrial fuel oils, liquefied petroleum gas, asphalt, and sulfur.

Provide Image

The 123 Refinery has a single pier at the western base of the Overwater Bridge. The pier can only handle a single vessel and is 120 yards in length. It is naturally 40 feet deep. It processes over 170,000 barrels of crude per day and produces approximately 25% of the Hiatusport area's gasoline. The refinery also has significant asphalt production capabilities. It produces 35 percent of the asphalt supply in this state. Currently, the refinery processes domestic crude from the San Joan Valley and the Alaska North Slope along with foreign sour crudes.

Provide Image

The XYZ Refinery pier is east of the Plains Products pier on East Bay. The pier is 360 yards long and about 400 yards offshore. Water depth is 46 feet. The pier is off of the East Rams Head Channel. The XYZ Refinery refines oil into gasoline and other petroleum based products. Tesoro Petroleum Co owns the refinery. The refinery has a crude oil capacity of 166,000 barrels per day and is the fourth largest refinery in the state.

Provide Image

The port contains both interstate and intrastate pipelines that are critical components to the nation's fuel supply as well as pipelines that serve strategic military bases.

Provide images here showing pipelines crossing bay and rivers; include responsible party or owners of pipeline.

Port of San Padre Overview:

The Port of San Padre is a "Handymax/Panamax Port", and is the 5th busiest Bulk and Break-Bulk port in California. The port features some of the most modern and flexible shipping-terminal facilities on the West Coast. Many of the City's leading tourist attractions are located on Port property, including the famous Fisherman's Wharf, Pier 39, and AT&T Ballpark. It is also the center of Northern California's commercial fishing industry. Pier 45 is one of the nation's most modern fish-processing centers. Cruise ships call at the Port year round with itineraries that span the world.

Cruise Ship terminals and operations

The Port of San Padre owns the East Street and Broadway Pier Cruise Ship Terminals. The East Street Cruise Ship Terminal is located on East Street Pier, between the foot of Broadway and A

Street in downtown. The facility is equipped to handle embarkation and debarkation of passengers and baggage with a 35,000 sq. ft. passenger reception and baggage handling area with a rated capacity of 3,419 persons. Broadway Cruise Ship Terminal is located at the base of Broadway Street. This facility has a 52,000 sq. ft. passenger reception area that can accommodate nearly 3,000 passengers. The Port of San Pedro hosts an average of 250 port calls and more than 800,000 passengers per year with most occurring during the spring and summer.

Provide images here showing location of cruise ship terminals

SECTION 3: MTS RECOVERY MANAGEMENT

A. PURPOSE: This section outlines the process and procedures for the Incident Commander / Unified Command to ensure MTS Recovery Objectives are met, providing effective management of MTS Recovery operations in an all-hazard framework. It also defines and describes short-term recovery priorities and the transition to long-term recovery. When an MTS event occurs there is a normal cycle to the incident management response. This cycle provides a pathway for the Planning and Operations Sections when considering strategies and tactics during incident management planning including key stakeholder involvement, execution of pre-identified priorities and procedures, and a seamless transition into a long-term restoration phase, when appropriate.

1. Objectives – Responses to all contingencies in the maritime domain must take into consideration the impacts of that response on the MTS. MTS Recovery achieves multiple objectives:

- a. Maintains open port concept,
- b. Mitigates impact on the MTS, trade, and the economy,
- c. Identifies resources, agencies involved, incident effects, and course of action for the recovery of maritime infrastructure,
- d. Prioritizes MTS Recovery operations,
- e. Identifies and prioritizes cargo streams,
- f. Coordinates with operational elements conducting salvage or marine debris removal operations, and
- g. Reports the status of the MTS through EEIs.

B. PROCESS: MTS Recovery at the port level contributes to national goals and is guided by the policies and priorities of local and regional needs. [Insert Country-specific Agency Name] will engage and activate key port stakeholders and government agencies to ensure short-term recovery is considered during operational planning, recovery operations, and hand-off to other agencies for long term recovery action. To accomplish this [Insert Country-specific Agency Name] will follow this process:

- Establishing the MTSRU,
- Obtaining situational awareness,
- Determining the impacts to the MTS and developing courses of action,
- Communicating the status of the MTS and recovery activities, and
- Demobilizing the MTSRU and transition into long-term restoration.

1. Recovery Task 1 - Establishing the MTSRU

- a. The determination to establish the MTSRU is the responsibility of the Planning Section Chief (PSC) (or Incident Commander if there is no PSC) and will be based on factors including: the length of the interruption, scale of the interruption to the MTS, or Security Level increases. Although all MTS disruption scenarios are different, and

may require participation from myriad stakeholders, there are basic assumptions for each event. These assumptions include:

- (1) A written process exists to notify all members of the MTSRU that activation is required.
- (2) Members have received appropriate training and have awareness of the priorities, procedures, and protocols of the plan.
- (3) Members have pre-determined roles and responsibilities with the MTSRU.

Upon determination that the MTSRU will be activated, the PSC, or appropriate Command and General Staff, will notify the MTSRU Leader and provide initial direction. This is vital to establishing a sound foundation of MTS Recovery reporting and should include at a minimum:

- (1) Direction to activate the full or parts of the MTSRU,
- (2) Estimate the duration of activation days,
- (3) Location of Incident Command Post and MTSRU,
- (4) Expectation for the MTSRU to be functional (stood up and operational),
- (5) Expectation for stakeholder notification,
- (6) Brief description of the disruption with copy of ICS-201 if possible,
- (7) Incident Commander (IC) current objectives of the basic MTSRU Objectives, if established, and
- (8) Expectation to attend the planning meeting at *[location/time]*.

- b. The MTSRU will be established under the Planning Section as shown in Figure 3.1. As the Incident Command System is flexible and scalable, the MTSRU may be placed in other ICS positions to satisfy unique needs of the IC/UC. Moving the MTSRU to another ICS position should only be done when critically required to address unique elements in the recovery operation. MTS Recovery requirements will be addressed during the Incident Action Plan development cycle no matter the location of the MTS Recovery Unit within the organization.

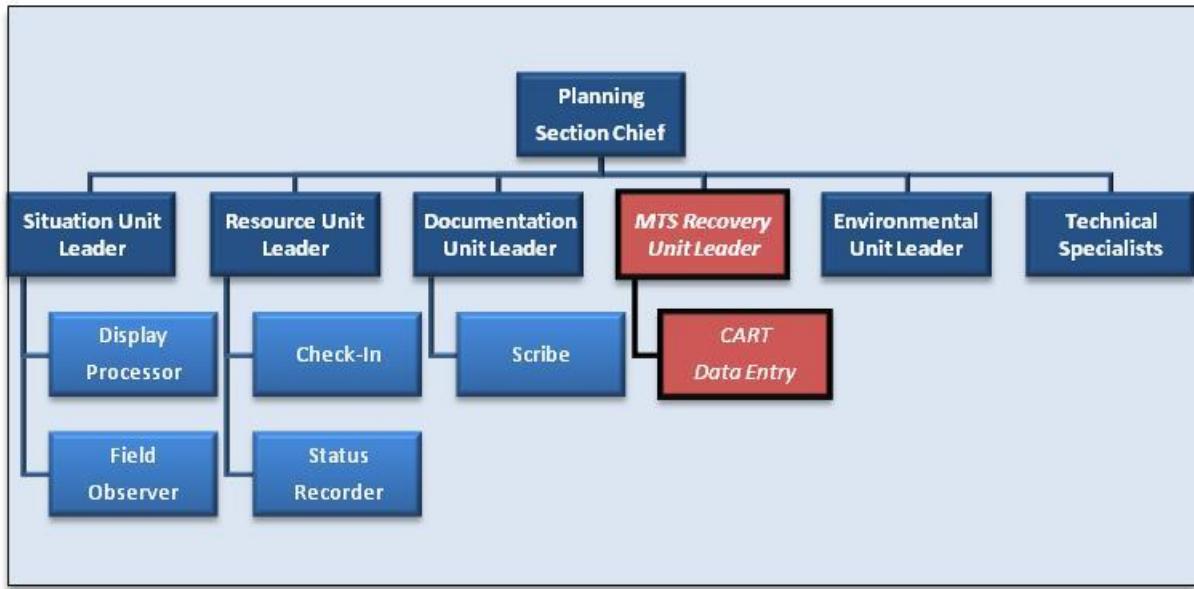


Figure 3.1 Example of ICS Organization including MTSRU

- c. There are fundamental considerations that are essential to the MTSRU establishment process. Figure 3.2 is an extract from a recognized Incident Management Handbook of the basic activities the MTSRU Leader shall consider when activating the MTSRU. This checklist and an expanded checklist of MTSRU Activities are included as Tab F of Section 3 to this Plan.

Unit Leader Task	Unit Leader Activity	Description	Complete ✓
MTSL-1	Initial Assignment	Meet with PSC or IC (if no PSC) and receive initial briefing on MTSRU objectives. Identify the Operations Section units that may have been activated and determine sources of information for MTS Status. Identify location of the Situation Unit Leader (SITL) and review the initial Common Operating Picture (COP)	<input type="checkbox"/>
MTSL-2	Initial Brief	Review ICS-201 or existing Incident Action Plan (IAP) to determine size and complexity of incident. Visit Sector Command Center (SCC) or SITL for complete assessment of incident area and impact. Identify other agencies/groups that may have to be incorporated into the MTSRU.	<input type="checkbox"/>
MTSL-3	Notify MTSRU	Access the appropriate WQSB for the MTSRU Staffing. Ensure the assigned representatives are contacted and notified of the initial meeting time and location. Initiate ICS-214 Activity Log.	<input type="checkbox"/>

Figure 3.2 Example Extract from Unit Leader Checklist

- d. MTSRUs will be established in a location that will provide sufficient space, access, and functionality to support the management of MTS Recovery Planning and Reporting. The space required to establish a functional MTSRU will vary from incident to incident and will depend on the number of personnel assigned and anticipated participation of industry stakeholders. The space should be adequate to

accommodate the MTSRU for a minimum of at least 15 days and have the ability to expand if necessary. Some primary considerations for the space include:

- [*Space for a minimum of two (2) tables (30" x 48") and at least 4 chairs*
- *Space for small table for printer/Fax*
- *Access to electrical outlets*
- *Adequate lighting*
- *Telephone Line (2 phones) and dedicated Fax Line*
- *Private Space for Industry Discussions*
- *Close Proximity to Situation Unit*
- *Internet Access (if not available use portable Hot Spot for wireless)]*

The location(s) of the MTSRU are listed below:

[Government-specific Agency identify by address or mapped location of the pre-determined spaces for establishing the MTSRU. Include primary, secondary and tertiary location as necessary.]

Figure 3.3 is an example of a standard MTSRU footprint within the Incident/Unified Command.

[Provided as an example only. Government-specific Agency should insert a graphic or provide their own anticipated MTSRU layout based on pre-planning and coordination with stakeholders and the anticipated needs for expansion and privacy.]

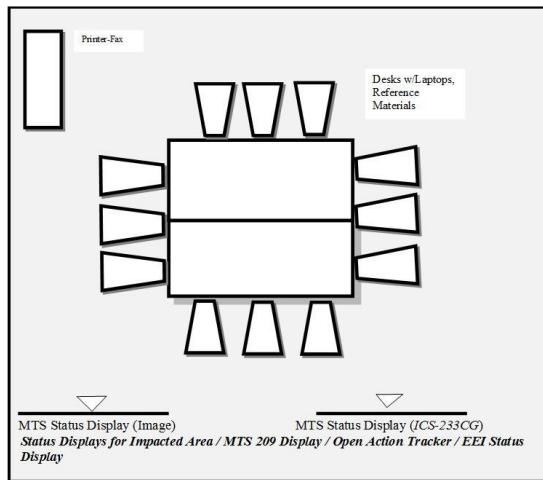


Figure 3.3 Example MTSRU Space Organization

- e. MTSRUs can function only when appropriately supported with resources and materials to ensure sustained operations for a minimum of 48 hours before resupply is required. Standard MTSRU Go-Kits or ICS MTSRU Kits are located in [*insert location*].

f. The MTSRU is comprised of key [Insert Country-specific Agency Name] members, port stakeholders, Regional and local Emergency Management / Response managers, and other critical maritime response and recovery representation as determined in the pre-event planning environment. [Insert Country-specific Agency Name] will activate its Personnel using the process and protocols outlined below:

(1) [Insert Country-specific Agency Name] Personnel Notification: [Describe process for notification. Include any reference to standing Incident Management Team (IMT) Duty rotations or other unit-policy for IMT establishment and notification if applicable]

(2) Port Stakeholder/Regional-Local Government/Other Government Agency: [Describe process for notification. Refer to by team name, i.e. Port Coordination Team; Port Advisory Group; etc.]

[Refer to Tab C, of Section 2 (List of Organizations to Provide SME Assistance to the MTSRU)]

[Government-specific Agency should enter their process or procedure for notification of additional MTSRU membership and any pre-determined communication nodes for conferencing including established/standing teleconference lines; copies of Quick Reference Guides for the notification process; teleconference scripts; and agency briefing scripts that may be pre-developed by oversight committees such as the Port Security Committee or the Harbor Safety Committee.]

2. **Recovery Task 2** - Obtaining Situational Awareness

[This Task description will include process and procedures for obtaining all information necessary to determine the full extent of the incident; impacted area within the port or Asreas of Responsibility; threatened infrastructure or cargo streams; and stakeholders already involved in response operations.]

MTSRU personnel will obtain overall situational awareness of the MTS, the impacted area, and any area that could be potentially impacted. This will require outreach to different Sections or Units within the Incident/Unified Command as well as industry. All MTSRU personnel will:

- a. Receive initial briefing on the incident from the MTSL, SITU, PSC, or Command Duty Officer. Review current ICS-201 and/or Incident Action Plan for overview of command objectives and current operations. Review the [Insert Country-specific Agency Name] MTSRP's pre-established processes, procedures, and priorities. This is a critical step in gaining situational awareness.
- b. Determine which EEI category(s) have been impacted.

Waterways &	Port Area	Port Area	Offshore	Monitoring
-------------	-----------	-----------	----------	------------

Navigation Systems	Critical Infrastructure	Vessels	Energy	Systems
--------------------	-------------------------	---------	--------	---------

[Refer to Tab D, of Section 2, to identify the critical infrastructure within the impacted areas. Check with Situation Unit if they have a status of the infrastructure.]

- c. Recommend to Operations Section the critical infrastructure and waterways to conduct Port Assessments to identify potential MTS impacts. Tab G, of Section 3, provides an example of an infrastructure assessment checklist.
- d. Identify potential resources that may be deployed along with their application.

[What Government-specific Agency resources will be deployed (pollution responders, facility inspectors, vessel inspectors, vessels, boats, ATON vessels, air station) to provide information on the status of the MTS post event?]

[What partner resources will be deployed (police, fire, harbor patrol, port authority, pilot association, Other Government Agency) and what will their duties be (windshield surveys, channel surveys with side-scan sonar, aerial surveys)?]

Example:

[In accordance with Sector XXXX WQSB, City of Los Angeles Harbor Department Port Recovery Plan, and the POLB Post-Earthquake Infrastructure Inspections SOP, the following resources may be dispatched to conduct infrastructure assessments in and around the LA-LB Port Complex.]

Port Survey Teams			
Team	Focus/Task	Area/Location	Report to:
<i>Assets</i>			
AirSta AF/FOB Mugu	PWCS/MER	AOR/Impacted Area	SCC
ANT XXXX-01	ATON- Day Boards/Lights	Port of XXXX	WWM
ANT XXXX-02	ATON- Buoys	Port of XXXX	WWM
Station XX	ATON- All	Port of YYYY	WWM
Station XXX	MCI Windshield Survey	Port of YYYY	SCC
Station YYY	ATON- All	Morro Bay	WWM
Agency MER 01	Oil/Hazmat/Wrecks	HB/Newport/ ZZZZt	IMD
AgencyMER 02	Oil/Hazmat/Wrecks	San ZZZZ	IMD
Agency MER 03	Oil/Hazmat/Wrecks	Kings GGGG Harbor	IMD
Agency INSP 01	MTSA/ISPS/Facility Status	Port of XXXX- Zone 1	FAC
Agecny INSP 02	MTSA/ISPS/Facility Status	Port of XXXX- Zone 2	FAC
Agency INSP 03	MTSA/ISPS/Facility Status	Port of XXXX- Zone 3	FAC
Agency INSP 04	MTSA/ISPS/Facility Status	Port of XXXX- Zone 4	FAC/
YYYY INSP 01	MTSA/ISPS/Facility Status	Port of YYYY	SCC
YYYY. Patrols	Marina Surveys	Impacted Area	SCC
<i>Port Partners</i>			

Port Police	MCI Windshield Surveys	PO- All Zones	PP DOC
PO Harbor Dept.	Waterway Impact Surveys	PO- All Zones	Harbor Dept. DOC
PO Assmt Teams	Port Landside Infrastructure	PO- All Zones	Harbor Dept. DOC
PO – Security Branch	MCI Windshield Survey	POLB- All Zones	PO DOC
PO – Structure Group	Bridges/Wharfs	PO- All Zones	PO DOC
PO – Roadway Group	Roadway/Overpasses	PO- All Zones	PO DOC
PO – Rail Group	Rail Lines	PO- All Zones	PO DOC
PO – Nav. Water Grp	Channel Surveys	PB- All Zones	PO DOC
PO– Wet Utility Grp	Utilities/Pipelines	PO- All Zones	PO DOC
PO – Elect. Group	Electrical Utilities	PO- All Zones	PO DOC
Regional Lands Comm.	Marine Oil Terminals	XXXXI/Impacted Area	SLC- LB Office
Navigation Team	Government Navigation Channels	YYYY/Impacted Areas	Region EOC

- e. Conduct outreach to port partners and maritime stakeholders to determine the status of the MTS, including commercial vessel traffic.

[Describe process for liaising with port partners and stakeholders who may have detailed information on damages or impacts to the MTS. Does your agency have an established port or maritime stakeholder workgroup that can be assembled physically or telephonically after an MTS incident to provide status information on targeted infrastructure? If so, is there an established membership, meeting call-in number or standard meeting script? Does your agency have a MTS/Facility status reporting form available? If so, how are the reports collected and incorporated into a comprehensive situation summary?

Please be specific here. Have a telcon? Meeting? What is the pre-established process that this plan is recommending?]

Example checklist:

✓	Convene information sharing meeting with port partners and stakeholders as appropriate (see Information Update Meeting Agenda in Tab I)
✓	Provide a situation brief/update
✓	Identify any port security concerns
✓	Identify any additional MTS restrictions
✓	Identify vessel queue and anchorage status
✓	Identify information distribution requirements
✓	Identify meeting schedule for future port partners briefs

- f. Compare the status reports from field assessment teams and information from port partners. Begin tracking the status of impacted EEIs by imputing initial information. Ensure port and harbor status information (Open, Open with Restrictions, Closed) is being utilized in the agencies port communication page with any amplifying information.

- g. In coordination with the Situation Unit Leader, develop/update incident command post situational display. Utilize GIS overlays, Executive Summary Reports, and photos of infrastructure damages. Maps, charts, and status boards will greatly aid situational awareness of MTSRU members as well as other members of the IC/UC organization.

3. **Recovery Task 3** - Determine Impact to the MTS and Develop Courses of Action

[This Task description will include recommended Courses of Action developed based on the assessments and current operations. This includes references to cargo-vessel-recovery prioritization, prioritized list of cargoes/industry segments/ATON/Waterways.]

MTS recovery recommendations are provided to the Incident Commander from the MTSL. Determining how to prioritize the recovery of waterways, facilities, and the flow of cargo in the region will be a significant and long running task of the MTSRU. The priorities of the Unified Command regarding opening waterways and supporting infrastructure may impact local and national economies as well as the national defense posture and other regional recovery efforts. These decisions may also be influenced by the impact to international commerce.

When assessing the impact of the MTS and developing associated courses of actions (COAs), the following should be considered:

- a. **Determine the extent of the disruptions to the MTS.** After assessing the status of the baseline EEIs, identify the impacts to cargo flow, vessel movement, critical infrastructure and waterways according to the priorities.
- b. **Determine priorities.** Section 2.B identifies planning priorities which need to be considered when developing COAs. Many factors could amplify, modify, or reprioritize these lists both before and during an incident. Incident specific infrastructure recovery priorities must be communicated to the Operations Section of the IC/UC. The following information on cargo, infrastructure and vessel priorities will assist in this development.
 - (1) **Cargo Priorities.** For the purpose of advance planning, guidelines for understanding potential national or regional level needs and priorities should be established in a joint protocol [Insert Country-specific Agency Name] and Other Government Agencies. These priorities are in order:

- National response supplies
- National recovery supplies
- National defense materials
- Other national priority cargo
- Local response supplies
- Local recovery supplies
- Local fuels and energy cargo
- Local consumption food

National Level Cargo Priorities
--

- Other local priority cargo
- All other cargo

- (2) **Infrastructure Recovery Priorities**. Local pre-incident infrastructure recovery priorities have been developed with input from local industry and agency stakeholders. MTSRU should develop a list of infrastructure priorities based on extent of impact and information within Section 2.B.
- (3) **Vessel movement**. When developing vessel movement priorities, the MTSRU will take into account vessel characteristics (cargo, draft, height, port state, security restrictions, or stability issues), waterway restrictions (draft, air gap, visibility, sea state, tug and pilotage requirements), as well as facility restrictions (berth availability, power, security, availability of labor).

The MTSRU may use the ***Vessel Arrival Scoring and Prioritization Tool (VASPT)*** to score arriving vessels. The VASPT is a risk-based and weighted scoring system that takes into consideration the cargo, facility status, operating restrictions, and any security or safety issues inherent with the vessel itself. ***The results of the VASPT are not final and are designed solely to provide a discussion for any prioritization scheme.***

After evaluating the results of the VASPT against any incident specific criteria or priorities, the MTSRU will provide recommended vessel queue priorities to the Incident/Unified Command.

[Describe the process within your port areas for vessel prioritization. Some ports may have strong pilots association and marine exchanges and prefer to use their knowledge and experience in determining vessel priority.]

- c. **Identify industry solutions**. Industry will make decisions on the movement of their cargo and the operations of their port facilities. This may include automatic rerouting of cargo vessels to ports outside the incident area or the use of trade alliances to offload cargo at a competitor's terminal. Industry SMEs in the MTSRU will have access to this information. The MTSRU should be prepared to report on vessel or cargo diversions.

4. Recovery Task 4 - MTS Status Reporting

[This Task description will include detailed information on key reporting considerations for accurate and timely reporting of the status of the MTS and Recovery efforts, and possibly referencing best practice graphics such as slide decks, graphics, etc]

The primary mission of the MTSRU is to provide accurate and timely status reporting of the MTS and effectiveness of the operations. Status reporting will be done in accordance with [Insert Country-specific Agency Name] policy.

In addition to internal reporting, there are external communication nodes that the MTSRU will be required to maintain and validate for accuracy. These include [*Provide Name of External Communication Nodes*], if utilized for response communications. [*Insert Country-specific Agency Name*] will ensure the internal and external MTS Status Reporting expectations are met.

- **Internal Communications:** [*Insert Country-specific Agency Name*] MTS status reporting provides all levels of the organization the ability to quickly access key recovery process measurements and information in the form of an Executive Summary/MTS Status Report. The executive summary provides senior managers and other appropriate incident management groups with the following:
 - (1) Description(s) of the MTS in the impacted area,
 - (2) Recovery Actions by the IC/UC,
 - (3) Summary description of the impact of the incident on the MTS,
 - (4) Summary of condition and impact to each of the EEIs appropriate for the incident,
 - (5) Vessels in the queue,
 - (6) Future plans to facilitate MTS Recovery and resumption of commerce, and
 - (7) Intermodal impacts and considerations.

Tab E provides a job aid to assist in the development of the MTS Executive Summary. The MTSL will provide MTS status specific information during all phases of the planning cycle. The following table provides recommended information elements to insert during critical stages of Incident Action Plan development.

Table 2: Incident Action Plan Development Meeting Cycle

Meeting	Information Required
IC / UC Objective Development	<p>Provide Core MTS Recovery Objectives for consideration.</p> <ul style="list-style-type: none"> • Rapid and comprehensive assessment of the MTS Infrastructure. • Open Communication with stakeholders via [<i>insert port level team name, i.e. Port Coordination Team, Port Advisory Group</i>]. • Identification of critical local and regional cargo needs. • Use of all communication nodes including social media to accurately report the status of the MTS and recovery plans.
Command & General Staff Meeting / Briefing	<p>Brief on objectives for MTS Recovery or provide a status update of current recovery operations.</p> <p>Include a reminder on key priorities.</p>
Preparing for Tactics Meeting	<p>Provide initial assessment results and potential COA. These may include:</p> <ul style="list-style-type: none"> • Waterway and ATON Status.

	<ul style="list-style-type: none"> • Vessel Management Scheme. • Stakeholder concerns and means of input. • Critical economic considerations.
Tactics Meeting	SME for MTS Recovery operations. Monitor discussion and ensure accuracy of recommendations including traffic management, vessel queue management, ATON issues, or recommended/required [Insert Country-specific Agency Name] actions.
Preparing for the Planning Meeting	Finalize plan for recovery operations during the next operational period. Ensure final outreach and assessment via stakeholders for updated waterway and infrastructure status.
Operations Briefing	Entire MTSRU staff should attend if possible. Provide any clarification to field Divisions/Groups/ Branches regarding planned recovery ops.
Monitor Ongoing Operations	Receive, monitor, and assess field-generated information to measure progress toward operational goals and overall incident objectives. Adjust as necessary during the next Command/General Staff meeting.

- **External Communications:** The MTSRU will leverage the external outreach capabilities of [Provide Name of External Communication Nodes] to communicate critical MTS Status information and operational restriction updates to an unlimited number of users. Examples of stakeholder information that should be displayed include:
 - Port Status Information (See Example in Figure 3.4 below),
 - Operational Restrictions, and
 - Critical Cargo Management Information.

Port Status Information				
<u>Port Status Information</u>				
JACKSONVILLE Port Status Information				
Port	Status	Comments	Last Changed	
PORT CANAVERAL	● OPEN	Port Condition V	12/05/2016	
PORT OF FERNANDINA	● OPEN	Port Condition V	12/05/2016	
PORT OF JACKSONVILLE	● OPEN	Port Condition V	12/05/2016	

Figure 3.4: Port Status Information

- (1) **Port Status:** [Insert Country-specific Agency Name] will use [Provide Name of External Communication Nodes] to notify MTS stakeholders of any change in the port status and amplifying information. This will be maintained real-time by

[Describe the appropriate Agency entity charged with maintaining the external communication nodes]. The MTSRU will monitor this closely when expected changes occur and require adjustment.

- (2) Operational Restrictions: As appropriate, Marine Safety Information Bulletins (MSIB); Broadcast Notice to Mariners; or other documents describing operational restrictions of the MTS will also be posted in *[Insert Country-specific Agency Name]*. *[Insert Country-specific Agency Name]* will ensure that appropriate operationally restricting information will be uploaded to *[Provide Name of External Communication Nodes]*.
 - (3) Critical Cargo Management Information: *[Insert Country-specific Agency Name]* provides for real-time critical trade messaging. This information provides the status of Customs capabilities to manage cargo flow within the affected port areas, including future plans and alternative procedures.
 - (4) Business Resumption Messaging *[Optional: Insert any marine exchange website or other non-formal communication node along with accompanying description]*.
 - (5) Currency and Accuracy: *[Insert Country-specific Agency Name]* will be reviewed daily to ensure the most current information is available to Port Stakeholders and that information is accurate.
- Reporting Standards: The following basic reporting standards will be implemented as a best-practice for MTS Status Reporting:
 - (1) Baseline: The PSC or MTS will determine if the entire baseline of all EEIs will be tracked during an event or only the impacted EEIs. If all EEIs are not being tracked during an event *[Insert Country-specific Agency Name]* will clearly note this in the Event Summary.
 - (2) Status: The designation of Fully Available (**FA**); Partially Available (**PA**); or Not Available (**NA**) will be made. When the designation is PA or NA, comments will be added in the EEI as well as the Summary Table. This information is critical to understanding impacts to individual EEIs as well as the aggregate impact on the EEI categories themselves along with potential local, regional, or national level impacts.
 - (3) EEI Comments: As noted above, comments shall be included when status designations are PA or NA. Comments should be brief but include information on the impacts of the disrupted EEI Categories at local thru national levels, anticipated repair dates in a MM/DD/YY format, and any other information determined to be significant to understanding the impact to the MTS.
 - (4) Report Summaries: The MTS has the responsibility of reviewing the Report Summary. The Report Summaries should be reviewed for:
 - Format
 - Accuracy
 - Spelling
 - Currency
 - Alignment with any other Public Messaging or other internal-external MTS Status reporting source.

See the guidance in Tab E to this section for detailed guidance and recommended templates for the Report Summaries.

- **Alternative Reporting Process:** In the event [*Insert Country-specific Agency Name*] does not have internet access, the MTSRU will manually track EEI Status and any significant changes in MTS recovery actions or recovery plans using the templates provided in Table 3 to this section. The manually generated MTS Status tracking and reports will be archived and delivered to the Documentation Unit Leader (DOCL) at the conclusion of each operational period. Transmission of this information will be under the direction of the Situation Unit Leader, consistent with senior management communication requirements, and available means.
 - (1) [*Insert Country-specific Agency Name*] will maintain all EEIs in a separate spreadsheet to include EEI Name, Category, and Latitude/Longitude in a Decimal Degree format. See Appendix B on EEIs.
 - (2) Guidelines for reporting in the template will adhere to the [*Insert Country-specific Agency Name*] Reporting Standards previously described.

Table 3: Alternative Reporting Template

EEI	Base	FA	PA	NA	Comment
Waterways and Navigation Systems					
Aids to Navigation					
Deep Draft Channel					
Non-Deep Draft Chan.					
Locks					
	Open	Investigation	Closed		
Vessel Salvage/Wrecks					EEI must be created for each Event.
Oil Pollution Incidents					EEI must be created for each Event.
HAZMAT Incidents					EEI must be created for each Event.
Port Area – MTS Essential Infrastructure					
Bridges					
Bulk Liquid Facilities					
Container Facilities					
Non-container Facilities					
Shipyards					
Pass/Ferry Terminals					
Port Area - Vessels					
Commercial Fishing					
Passenger and Ferries					
Small Passenger					
Gaming					
Barges					
Offshore Energy					
Offshore Platforms					
Offshore Production (liquid hydrocarbons)	Pre-incident bbl/day		Current bbl/day		
Offshore Production (natural gas)	Pre-incident mcf/day		Current mcf/day		
Offshore Renewable Energy Installations					
Monitoring Systems					
Monitoring Systems					

5. Recovery Task 5 – Demobilize the MTSRU

Demobilization of the MTSRU is a critical element of the overall recovery mission. Restoration of the MTS to 100 percent of pre-incident functionality/productivity may be an unrealistic goal, and normally beyond the capability of the Incident/Unified Command. The MTSRU will establish a process for ensuring an orderly and effective transition into the long-term restoration of the MTS. The following guidelines will facilitate this transition and form the basis for the MTSRU Demobilization Report.

- (1) Recognize when the MTSRU functions are winding down and develop a demobilization strategy.
- (2) Identify and develop a list of issues or recovery actions that have not been completed and will need to be transition to long-term restoration.
- (3) Determine a timeline for the transition to long-term restoration actions and the agency/stakeholder assigned.
- (4) Recommend any legal, regulatory, or policy initiatives needed to address outstanding MTS Infrastructure issues or facilitate future MTS Recovery operations.
- (5) List any stakeholder concerns regarding MTS Recovery and restoration issues.
- (6) List and provide any MTS Recovery and restoration lessons learned to be included in the overall Incident After-Action Report (if required).

Tab H, of Section 3, provides a sample demobilization report.

6. Recovery Task 6 – Additional Tasking

As determined by the local [*Insert Country-specific Agency Name*].

[Any additional Tasks will be described only after the preceding 5 Recovery Tasks are addressed. These tasks may include any pre-determined process for coordination on a local, regional, or national level for long-term restoration]

[All above tasks are required to describe in sufficient detail so that the reader will understand the existing process for management of the MTS Recovery mission. Generous use of checklists, graphic templates, diagrams, etc., is encouraged]

TAB E: MTS REPORTING TEMPLATE

1. The purpose of MTS Status Reporting is to ensure accuracy and consistency among [*Insert Country-specific Agency Name*] units of port status and recovery operations reporting. To ensure consistency with other [*Insert Country-specific Agency Name*] units, [*insert name*] will align its reporting with the templates noted below. Electronic versions of this template will be maintained by the [*insert name*] in accessible Electronic Folders as well as maintained on a portable hard drive/laptop stored in the MTSRU Go-Kits.

Appropriate review and archiving of these reports will be the responsibility of the MTSRU Leader and in coordination with the DOCL.

Summary Topic	Category	Description
Port Incident/Area Summary Provide an overall description of the AOR and/or port area. This description should include an executive level description of the key port activities and, if available, basic economic impact information from publicly available sources (i.e. Economic Impact Reports, etc.).	Waterways and Navigation	Describe impacts to waterways or specific ATON EEIs.

Table 4: Port Incident/Area Summary Guidance

Summary Topic	Category	Description
MTS Impact	Waterways and Navigation	Describe impacts to waterways or specific ATON EEIs.
Provide an overview of the most critical impacts to the MTS. List the names of the ports and port status (OPEN/OPEN WITH RESTRICTIONS/ CLOSED). Give the reason and estimated date of repair. For ease of reading, group the impacts under the broad EEI Categories.	Port Area – Critical Infrastructure	Describe impacts to critical infrastructure in the impacted area.
	Port Area – Vessels	Describe impact to vessels that operate within the impacted area including High Capacity Passenger Vessels, Ferries, and the Small Passenger/Commercial Fishing Vessel Fleets.
	Monitoring Systems	Describe impacts to port monitoring systems including any integrated camera systems, Rescue 21, waterway monitoring stations, VHF Towers, VTS systems.

Table 5: MTS Impact Guidance

<p><i>The Port of [insert name] is OPEN.</i></p> <p><i>The Port of [insert name] is OPEN WITH RESTRICTIONS. A significant amount of storm debris has accumulated in the vicinity of the Trout River Cut in between Buoys R64 and R66. The debris includes a number of small boats rafted together, vegetation, various size containers/drums. The Port is open to normal deep draft traffic to all facilities N and E of this area. All inbound and outbound traffic W and S of this area has been restricted. Corps of Engineers and City Solid Waste Management Division estimates the debris field to be cleared by 22 May 2017. Due to damaged critical range lights the COTP has directed daylight transits only until repairs are completed. The estimated time for repair to the range lights is 24 May 2017.</i></p> <p><i>The Port of [insert name] is CLOSED until surveys of the channel have been completed. Corps of Engineers estimates that surveys will be completed by 21 May 2017.</i></p> <p>WATERWAY & NAVIGATION: <i>The following ATON have been reported damaged/missing: River Bar Cut Front Range; Training Wall Front Range Light; SJR Lighted Buoy 69.</i></p> <p>PORT AREA – CRITICAL INFRASTRUCTURE: <i>No critical infrastructure impacted. All Fully Available.</i></p> <p>PORT AREA – VESSELS: <i>The River Ferry allided with the Main St. Bridge during transit to safe haven. Officer in Charge, Marine Inspection (OCMI) and Vessel Operator conducting structural assessment. No operations authorized until OCMI makes final determination. Additional information found in MISLE Case # 1234567.</i></p>
--

Summary Topic	Category	Description
MTSR Actions Taken	Establishment of MTSRU	Describe MTSRU activation and stakeholder involvement.
Provide a description of the activities the IMT has taken to initiate or continue MTS Recovery Actions	Assistance/Support	Any support via District or other units.
	Assessments	Status of impact assessments/damage assessments. Note in a % completion format addressing EEI Categories.
	Established objectives, goals, or milestones set by the Incident/Unified Command.	Describe in broad terms the overall MTS Recovery objectives/goals/milestones. Refer to a posted IAP if available.
	Outreach meetings and/or meeting schedule for stakeholder participation.	Describe any activities, taken or planned, to ensure stakeholder participation in key MTS Recovery decisions.
	Cyber	Note any activities to determine if cyber was a causal factor in the MTS disruption, types of disruptions, and any actions taken to initiate cyber recovery.

Table 6: MTS Recovery Actions Guidance

Enter Date/Time Group: The MTSRU has been established in [location] and currently staffed by USCG personnel. The Port Coordination Team (PCT) has been activated via the Alert Warning System and in accordance with standing notification protocols. The first PCT teleconference is scheduled for [date/time]. No additional support determined to be necessary. MTSU will continue to assess personnel needs and request via Logistics and CG-213RR.

Port Infrastructure Assessment Teams have been deployed in the northern and southern portions of the port area. Priority is assigned to energy and Caribbean Cargo terminals for assessment with secondary priorities assigned to Ro-Ro and bulk aggregate terminals.

The Incident Command has established the following objectives/goals/milestones:

- *Complete full port infrastructure assessments, taking safety into consideration, within 24 hours of event.*
- *Review and determine any vessel queue that may require IC evaluation and prioritization.*
- *Identify additional resources required to complete corrective actions to navigational channel(s) and aids to navigation.*

PCT has been activated and participating in all Recovery Planning discussions.

No Cyber disruption or issues.

Summary Topic	Category	Description
Vessels in Queue	Estimated number of vessels in the queue with detailed descriptions (name, official number, type, cargo, destination, number of barges if a towing vessel).	List vessels that are in the immediate recovery area (at a local anchorage, facility or loitering just outside the port) and waiting for permission to enter or depart the affected area. If there is a departure queue established, describe the necessity for a departure queue and its impact on arrival scheduling.
	Cause of the queue.	Describe the factors causing the queue, i.e. port closure due to channel assessments; obstruction; need to verify appropriate MARSEC attainment.
	Estimated time to have the issue resolved.	Describe using specific DD/MM/YY dates the estimated date to resolve the causal factors for disruption.
	Estimate the amount of time necessary to eliminate the vessel queue after basic functionality has been restored and the IC has authorized initiation of vessel and cargo ops.	Note the anticipated DD/MM/YY that the vessel management protocols will return to normal scheduling.

Table 7: Vessels in Queue Guidance

Insert Date/Time Group:

- *Estimated Number of Vessels in the Queue:* 24
 - *M/V Carnival Glory, 1234567, Cruise, City Dock 29*
 - *M/V Bow Sun, 9876543, Tank, Gasoline, Shell*
 - *T/V Ms Sarah, 4567891, 2 Barges, Containers, Pier 7*
- *Cause of the Queue:* *The Port of [insert name] remains closed due to impacts from Hurricane SMITH, assessment of the channel and associated ATON pends.*
- *Date to resolve queue:* *It is estimated that the assessment will be completed by [insert DD/MM/YY]. The Navigational Assessment Branch will review all data and make appropriate recommendations to the IC/UC.*
- *Time to Resolve the Vessel Queue:* *After the IC/UC determines the channel and ATON are in sufficient state to initiate operations, it is estimated that it will take 36 hours to reduce the vessel queue to a normal state and return all scheduling and arrivals back to the appropriate stakeholder groups.*

Summary Topic	Category	Description
Waterway Management Actions	Daytime/Nighttime Operating Restrictions	Describe any operational restrictions impacting a 24 hour vessel movement cycle.
Document any operational controls or restrictions on waterways or vessels.	Draft Restrictions	Describe any restriction on operating in port areas based on obstructions or other restrictions preventing vessels from entering or departing the port area.
Describe where appropriate Safety or Security Zones or other pertinent restrictions are located. If available, direct via hyperlink or other means to the posted location of restrictions.	Ice related restrictions	Note in detail any specific ice restrictions including size of available waterways, channel portions open for traffic, need for assist vessels, etc.
	Tow Restrictions	Note any requirement for towing vessel assistance and required size/bollard pull/horsepower restrictions.
	Speed Restrictions	Note any speed restricted areas within the port, reason, and anticipated date of corrective actions.

Table 8: Waterway Management Actions Guidance

Insert Date/Time-Group: The Port of [insert name] is OPEN WITH RESTRICTIONS. The restrictions currently include daylight operations only due to noted damage to key Priority range lights at the port entrance and high risk areas within the port as determined by the Harbor Safety Committee.

There are draft restrictions to vessels greater than 20' draft noted in the vicinity of [insert port location] due to identification of submerged objects in the navigable channel. MSIB [insert number] has been issued and currently posted on the unit HOMEPART site. The PCT has been notified along with the Marine Exchange, who is socializing this restriction.

[Note any ice-related restrictions here]

Vessels transiting in the port between Buoys [x] and [x] will require tug assistance due to the missing range light and dayboards. Note MSIB number and location.

Vessels are restricted to no more than 10kts in the vicinity of [insert name] channel and Buoy [x] due to removal of submerged objects from the navigable waterway.

Summary Topic	Category	Description
Future Plans Describe the anticipated activities for the next operational cycle or plans to address critical local/regional/national level imperatives.	Waterways and Navigation	Describe future plans for waterway and navigational assessment or corrective actions. Note any key dates or milestones in DD/MM/YY format.
	Port Area – Critical Infrastructure	Describe any future plans for critical infrastructure within the port including repairs, assessments, or key milestones/dates in DD/MM/YY format.
	Port Area – Vessels	Describe future plans for vessels that operate within the impacted area including High Capacity Passenger Vessels, Ferries, and the Small Passenger/Commercial Fishing Vessel Fleets.
	Offshore Energy	Note key Offshore Energy plans and major impacts/requirements.
	Monitoring Systems	Describe future plans for port monitoring systems including any integrated camera systems, Rescue 21 (R21), waterway monitoring stations, VHF Towers, VTS systems.
	Cyber Infrastructure	Note any future plans to address cyber infrastructure impacts.

Table 9: Future Plans Guidance

Enter Date/Time-Group: Future Plans:

- *Waterways and Navigation: Continue Assessment operations of all navigable channels and ATON. Develop a prioritized corrective list of all ATON for the Navigational Branch in Operations based on assessment reports. Coordinate navigable channel issues with USACE.*
- *Critical Infrastructure: Coordinate with State Dept of Transportation to complete assessment of all key bridges with MTS nexus as noted in CART and coordinate with State Police to complete assessment of major highways with port nexus. Coordinate with Rail for intermodal impacts and corrective actions and key repair milestones.*
- *Offshore Energy: Note any offshore energy future plans.*
- *Monitoring Systems: R21 remains inoperable in the southern portion of the AOR until repairs can be made to the [name R21 tower/note]. Port Entrance cameras remain inoperable until repairs can be completed on DD/MM/YY.*
- *Cyber Infrastructure; Note any future plans to address cyber impacts and note critical dates.*

Summary Topic	Category	Description
Intermodal and Supply Chain Impact Describe the impacts, if available, to the intermodal connections at the port between waterway/rail/highway, critical cargoes or commodities impacted, and information on how this may interrupt the local, regional, or national supply chain. This impact may be seasonal by nature so ensure this detail is included in the impact descriptions.	Intermodal Impact Supply Chain Impact	Describe future plans for waterway and navigational assessment or corrective actions. Note any key dates or milestones in DD/MM/YY format. Describe any future plans for critical infrastructure within the port including repairs, assessments, or key milestones/dates in DD/MM/YY format.

Table 10: Intermodal and Supply Chain Impact

Enter Date/Time-Group:

- *Intermodal Impact: The linkage between the cargo handling at the terminal [name terminal or terminals or Port Authority] has been interrupted due to [describe limiting factor or factors]. Describe the impact in terms of delay, percentage of thru-put, or other descriptive factor other than a financial description*
- *Supply Chain Impact: The movement of [describe critical cargoes or key supply chain] through the port of [insert name] has been interrupted. Alternate pathways have been discussed with the PCT and in coordination with the Port of [name]. Potential delays for the delivery of [cargo] and [cargoes] to the East Central United States will continue until repairs to the railway links are completed on [DD/MM/YY]. Upon completion it is anticipated that an x % increase in deliveries will continue daily until normal inventory delivers are resumed.*

TAB F: MTSRU SOP

USCG Sector [Insert Sector Name]

Marine Transportation System Recovery Unit (MTSRU)

Standard Operating Procedure

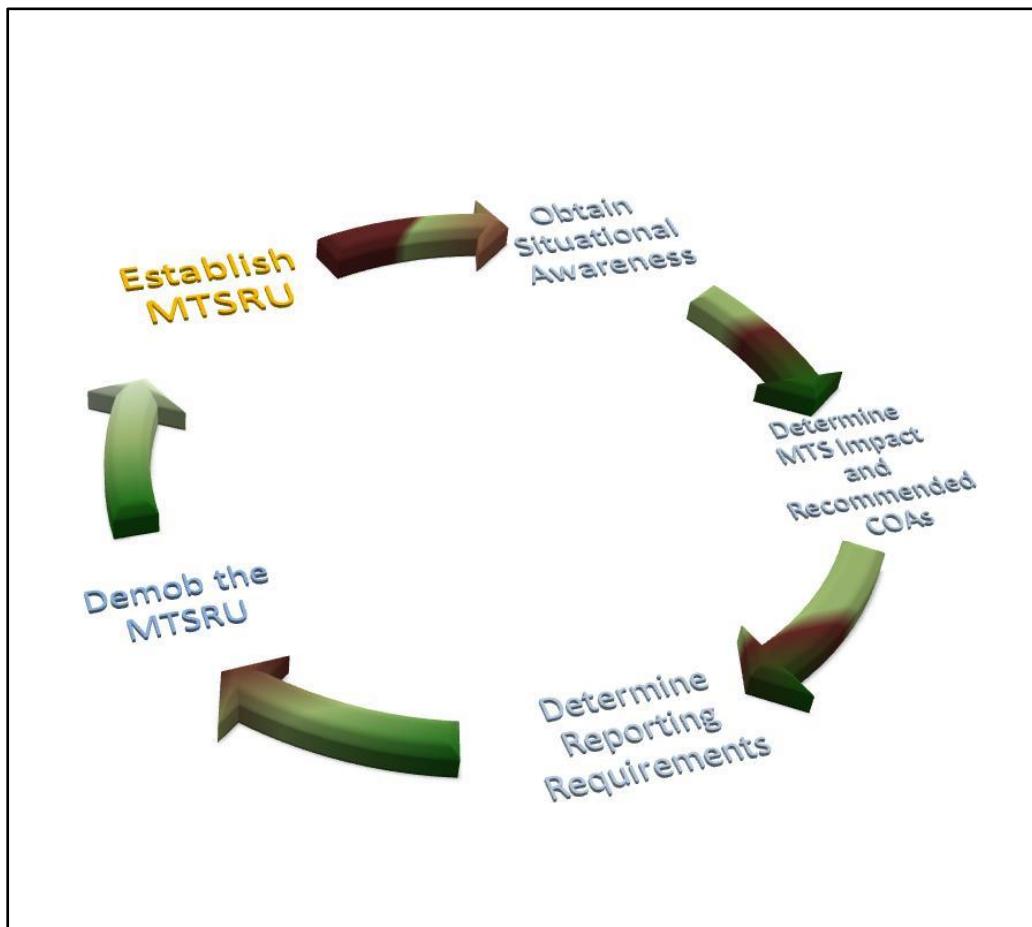


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USCG [Insert Country-specific Agency Name] Marine Transportation System Recovery Unit (MTSRU) Standard Operating Procedure

Executive Summary

The MTSRU is part of the Planning Section of the ICS established for every incident that significantly disrupts the MTS in [*insert Area of Responsibility*] and in accordance with the activation policies outlined in the [*insert Agency name here*] MTS Recovery Plan. The MTSRU is primarily staffed by [*Insert Country-specific Agency Name*] personnel and augmented by local maritime industry experts.

The MTSRU is primarily responsible for identifying the impacts to the MTS from a disruption incident utilizing all expertise available to assess the scope and degree of impacts, developing recommended courses of action to the IC/UC for both recovery and resumption of commerce, and identifying essential functions that will require long-term restoration efforts. This Standard Operating Procedure (SOP) is based on the cycle of a MTSRU and provides guidance to [*Insert Country-specific Agency Name*] members assigned to the MTSRU including detailed procedures for:

1. Establishing the MTSRU
2. Gaining situational awareness of the impact
3. Determining the impacts to the MTS and recommending COAs to the IC/UC
4. Determining reporting requirements
5. Demobilizing the MTSRU

Some stages of this process will likely be performed simultaneously so it is important to assign the tasks as appropriate when establishing the MTSRU under Stage 1. Any annexes mentioned in the required actions are located in reference (c) of this Standard Operating Procedure (SOP).

References: Copies of these reference materials are included in the **MTSRU Go-Kit** in the Manual labeled REFERENCE MATERIALS and are also located on the **MTSRU Go-Kit** Hard Drives.

A. [List References]

B.

C.

D.

E.

Common Terms: This section defines certain terms/acronyms which might be unique to the MTSRU; it is designed to explain terms which personnel may encounter while assigned to the MTSRU.

Term	Description
Essential Elements of Information (EEIs)	Templates designed to facilitate collecting and disseminating consistent information of 35 key MTS functions and services regarding the status of the MTS following a significant disruption in Incident Areas and specified Non-Incident Areas. Reporting and maintenance of this information will reside within CART.
MTSRU	MTS Recovery Unit. Unit of the Planning Section staffed by members of the USCG, State, and Industry stakeholders when necessary to identify MTS impacts and facilitate long-term planning to restore the MTS to pre-incident status.
MTSL	MTSRU Leader. The MTSL will track and report on the status of the MTS, its recovery or alternative courses of action.
Recovery	Emergency measures, operations, and actions that facilitate the resumption of commerce and re-establish basic functionality of the MTS. (typically 03-30 days in duration)
Restoration	Actions taken to restore the MTS to pre-incident capacity. Restoration is principally structural measures but may include other courses of action such as regulatory measures.
Resumption of Commerce	Facilitating the movement of vessels, commodities, and passengers following a disruption to the MTS.
Significant disruption of the MTS	Major interruption or delay to a normally functioning MTS for a period possibly exceeding 3 days.
SITL	Situation Unit Leader.
SITU	Situation Unit. Unit of the Planning Section responsible for collecting, processing and organizing incident information.

Stage 1: Establishing the Marine Transportation System Recovery Unit

The MTSL will notify the members assigned to [insert Agency name here] the MTSRU of activation and the location of the MTSRU. The initial meeting **MUST** be attended by all members if operationally available so that critical information can be passed. This information will include:

- Initial Incident Brief
- Specific MTSRU assignments
- Location of MTSRU (if remote)
- Work Schedule

1.1 The following are general initial activities to be considered and implemented by the **MTSL** upon activation of the MTSRU by the PSC:

Task	LEADER Activity	Description	Complete ✓
MTSL-1	Initial Assignment	Meet with Planning Section Chief (PSC) or Incident Commander (IC) (if no PSC) and receive initial briefing on MTSRU objectives. Identify the Operations Section units that may have been activated and determine sources of information for MTS Status.	<input type="checkbox"/>
MTSL-2	Initial Brief	Review ICS-201 or existing IAP to determine size and complexity of incident. Visit Sector Command Center (SCC) or Situation Unit for complete assessment of incident area and impact. Identify other agencies/groups that may have to be incorporated into the MTSRU.	<input type="checkbox"/>
MTSL-3	Notify MTSRU	Access the appropriate WQSB for the MTSRU Staffing. Ensure the assigned representatives are contacted and notified of the initial meeting time and location. Initiate ICS-214 Activity Log.	<input type="checkbox"/>
MTSL-4	MTSRU Workspace Assessment	Determine space requirements for MTSRU and possibility for expanding to include industry/other government agency stakeholders. <i>See Space requirements in Section 3.B.1.d to this Plan.</i> Ensure there is adequate space for private discussions with industry.	<input type="checkbox"/>
MTSL-5	Assign Tasks to MTSRU	Ensure personnel are appropriately assigned tasks and understand expectations. At a minimum, a CART Specialist , Operations/Assessment Team Liaison , and Situation Unit Liaison should be assigned immediately.	<input type="checkbox"/>
MTSL-6	Consider additional resources necessary to support MTSRU	Identify potential need to request resources via ICS-213RR-CG , including MTSRSC (via District IMT), GIS Specialist, or additional personnel to support MTSRU from within or outside of Sector.	<input type="checkbox"/>
MTSL-7	Conduct Initial Outreach to MTS Recovery stakeholders (scenario dependent)	Coordinate with Operations Section and Liaison Officer to initiate formal outreach efforts to industry stakeholders via teleconference, meetings, or other means. Goal is to solicit a standard set of information and post-incident reporting/info gathering requirements to assist in prioritizing recovery activities.	<input type="checkbox"/>
MTSL-8	Establish impact area and initial list of EEIS.	Review input from MTSRU team (see MTSRU-6) and SITL to provide PSC with the initial list of the EEIs impacted by the event and extent of impact area. If available provide an initial status report of all EEIs.	<input type="checkbox"/>

Stage 2: Obtain Situational Awareness

The second stage of the MTSRU cycle is to obtain Situational Awareness. As the MTSL is coordinating activities with the PSC and attending initial meetings, it is critical that the MTSRU act immediately and independently to provide the initial snapshot of the status of the MTS and impacted/potential impacted areas. This activity will require outreach efforts with different Sections or Units within the Incident Command as well as industry.

The following are general activities for **MTSRU** personnel to accomplish during the first operational period.

Task	MEMBER Activity	Description	Complete ✓
MTSRU-1	MTSRU Set-Up and Organization	Upon receiving direction to establish and set-up the MTSRU the team should refer to the guidance and recommendations in section 3.B.1.d to this Plan for required space, materials, and recommended setup/displays	<input type="checkbox"/>
MTSRU-2	Meet with SITL	The MTSRU Rep assigned as the Situation Unit Liaison should conduct an initial meeting with SITL prior to the Initial Unified Command Meeting. Identify critical reporting times, display information required, and the assigned Battle Rhythm. Ensure this information is disseminated within the MTSRU.	<input type="checkbox"/>
MTSRU-3	Meet with Operations /Assessment Teams	The MTSRU Rep assigned as the Operations/Assessment Team Liaison should conduct an initial meeting with his/her counterpart in Operations to outline an information sharing process, identify location of forms/displays to assist in identifying impacted area(s). Some recommended forms for display can be found in the MTSRU Go-Kit.	<input type="checkbox"/>
MTSRU-4	Create Contact List for EEIs impacted.	Based on the impact area and EEIs affected, create a comprehensive list of Names/Telephone #/E-mail Addresses/Fax # for facility and vessel operators. A Baseline Contact List should be available in the Sector MTS Recovery Plan.	<input type="checkbox"/>
MTSRU-5	Solicit Industry Feedback	Depending on the stage of the incident the MTSRU will be expected to provide detailed information to the PSC and IC/UC on the status of the EEIs, critical needs within the local/regional area, and what additional resources may be required to facilitate a rapid recovery. Access the Industry Feedback Form and utilize the most efficient means to distribute to industry: posting the form to Homeport, use of e-mail, fax, and consider providing blank copies to Port Assessment Teams to deliver/distribute during their post-incident activities.	<input type="checkbox"/>
MTSRU-6	Develop Initial List of Impacted EEIs	If received, start to develop and provide the MTSL (see MTSL-8) with the initial list of impacted EEIs, current status, and any information on possible dates of repair/correction based on the information received.	<input type="checkbox"/>

Stage 3: Determine MTS Impact and Recommend COAs

The third stage of the MTSRU cycle is to determine the impacts to the MTS and recommended COAs. These actions will be taken after the initial Situational Awareness stage is completed and the MTSL has determined there is sufficient information to provide the PSC and UC/IC with a valid status of the MTS, current impacts, possible secondary impacts, and recommended COAs. This stage requires the MTSL and all members of the MTSRU to ensure that all operational assessments (field assessment team info) and information received from stakeholders is accounted for, reviewed, and considered while developing the MTS Impact Report and identifying possible COAs.

The following are general activities for the **MTSRU** personnel to accomplish during the first operational period after completion of MTSRU Tasks 1-6 and all critical EEI Information is received.

Task	Unit Member Activity	Description	Complete ✓
MTSRU-7	Create Event in CART	Using the guidance provided in the CART User Manual and Job-Aid, create an event in CART.	<input type="checkbox"/>
MTSRU-8	Enter all EEI Status information into CART	The CART Specialist assigned should coordinate with MTSL to determine which EEIs are expected to be included within the incident. The CART Specialist will create the Event in CART consistent with the CART User Manual and enter all EEIs affected, the status, and additional information required.	<input type="checkbox"/>
MTSRU-9	Identify vessels currently in port and all arrival information for at least the next 48 hours.	Coordinate with Port Assessment Teams to develop a comprehensive list of vessel movements for at least a 48 hour period. If possible utilize the Vessel Prioritization Tool and develop a DRAFT prioritized list of vessels to present to the PSC/IC/UC. This may not be required depending on whether this event resulted in a port closure longer than 24 hours.	<input type="checkbox"/>
MTSRU-10	Coordinate with Operations on identifying need for and development of any control measures applied within the port.	Identify potential courses of action that will assist in recovery efforts or support resumption of vessel/cargo movements. This may require collaboration with Operations Section and other external partners such as CBP, Bar Pilots, Towing Vessel Operators, USACE, and possibly DoD. Some possible COAs include special traffic management plans, draft restrictions, Safety/Security Zones, or temporary reduction in federal oversight/regulations.	<input type="checkbox"/>
MTSRU-11	Develop recommended prioritization of MTS Recovery Operations within the port based on the assessment information received from the OSC.	Based on the scoring as a result of utilizing the Vessel Prioritization Tool and the collaboration/outreach efforts noted above, develop a prioritized list of MTS Recovery operations and possible activities necessary to recommend goals for the next Operational Period. Completion of this list of action items will be necessary for the Tactics Meeting .	<input type="checkbox"/>
MTSRU-12	Review all EEI Categories for Quality Control.	Ensure all areas of emphasis within the port network have been appropriately assessed and are assigned a mission via - ICS204s (ATON/Bridges/Facilities/Waterways/Monitoring Systems)	<input type="checkbox"/>
MTSRU-13	Develop EEI and COA Work List for next shift.	Identify issues that will require additional work by the on-going MTSRU personnel. Provide out-brief and ensure all critical times/deliverables are discussed.	<input type="checkbox"/>

Stage 4: MTS Reporting Requirements

The fourth stage of the MTSRU cycle is maintain the reporting requirements established during Stage 2 of the MTSRU cycle. CART will be the main reporting tool for the status of the MTS to all stakeholders unless otherwise directed. The MTS-209 Executive Summary can be provided for external stakeholders. The **MTSL** will assign at least one representative of the MTSRU to the **CART Specialist** position. This position requires familiarity with CART, the *[insert Agency name here]* EEIs, and how to navigate CART to ensure all applicable MTS Sections are appropriately addressed and populated in accordance with the existing Data Integrity Standards in the CART User Manual. See CART Job-Aid for more information on basic CART procedures. There are also critical periods during the Planning Cycle that information must be available to the PSC and UC/IC so that vital prioritization and operational decisions can be made. These periods include the initial IC/UC meeting, the period prior to the Tactics Meeting, during the Planning Meeting, and during the IAP Prep & Approval period.

The following are general activities for **MTSRU** personnel to accomplish during the first operational period and updated as necessary. This stage may be completed concurrent with stages 2-3 as external reporting requirements may not wait until all required information on the EEIs and status are received.

Task	Unit Member Activity	Description	Complete ✓
MTSRU-14	Maintain Battle Rhythm and critical reporting times for the IC/UC.	The CART Specialist(s) assigned to the MTSRU must ensure that the MTS status in CART is updated as required at the critical times previously determined, both to the IC/UC as well as to senior CG Stakeholders. The former may require specific reports (i.e. MTS-209) while the latter will rely solely on the information entered into CART.	<input type="checkbox"/>
MTSRU-15	Create Open Action Tracking List	The MTSRU may receive and is expected to reply to Requests for Information (RFI) during operational periods from within the UC/IC as well as RFIs originating from outside of the organization. The CART Specialist as well as the SITL Liaison should also be aware of these requests and route them as appropriate to the MTSL as well as documenting the status when completed. Utilize form ICS 233-CG for RFI Status Reporting.	<input type="checkbox"/>
MTSRU-16	Update CART EEI Status and Information	Real Time Updates. As information is obtained on the status of EEIs, ensure the information is entered into CART as soon as practical.	<input type="checkbox"/>
MTSRU-17	Prepare MTS Recovery Status Information/Slide/Table for Situation Brief	The MTS-209 automatically generated in CART will act as the main reporting tool for external CG stakeholders. Within the IC/UC it may be necessary to create or update a daily MTS Status Slide/Table/Display for use during the Command Staff and General Briefing	<input type="checkbox"/>
MTSRU-18	Review Joint Information Center Public Statements for MTS Accuracy	If established, a Joint Information Center may issue frequent public statements or publish incident information for the public, including MTS Status Information. Review any releases for MTS Accuracy. <u>Ensure that ONLY information allowed to be released as per the CART policy is released outside the MTSRU.</u>	<input type="checkbox"/>

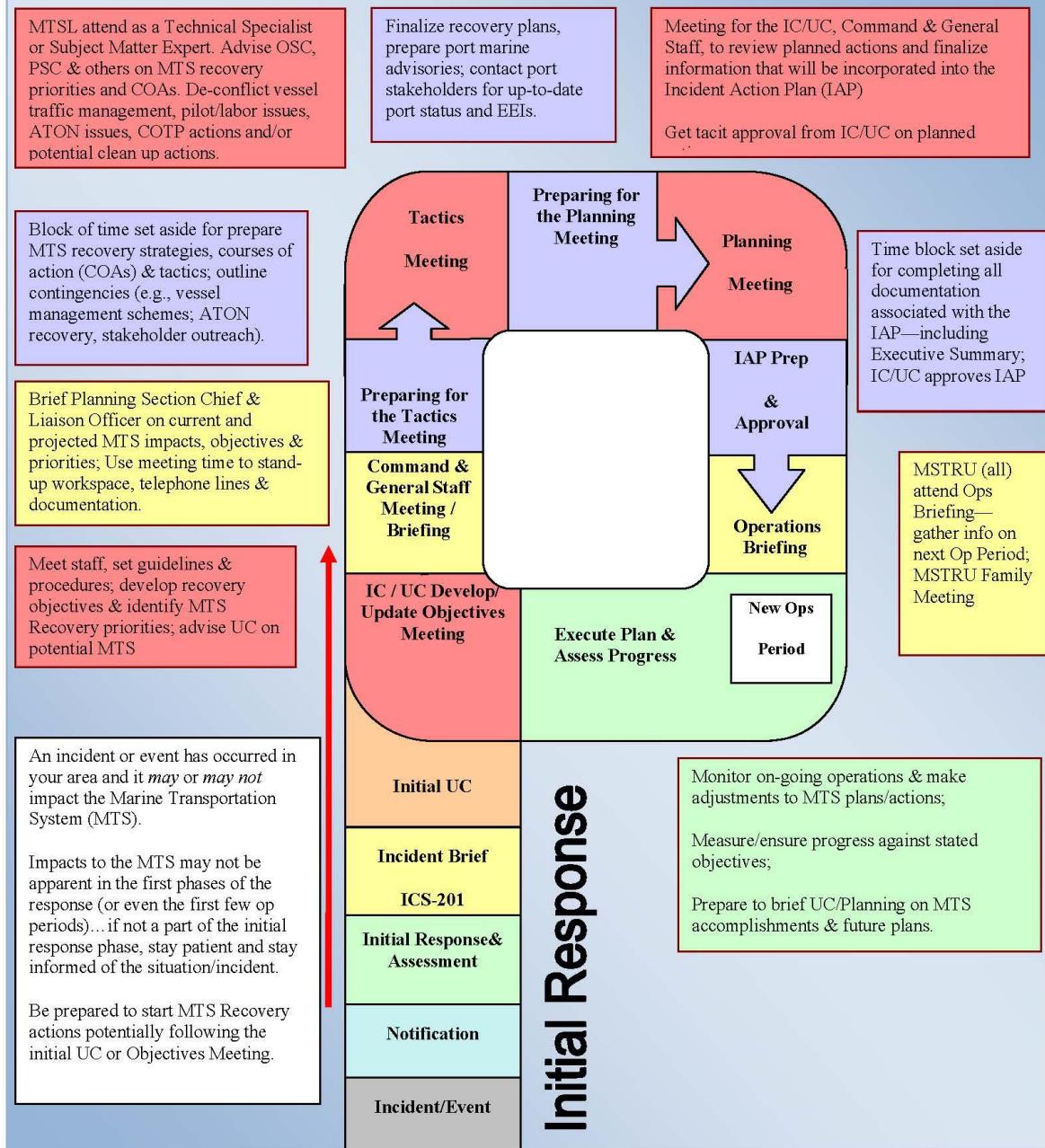
Stage 5: Demobilization of the MTSRU

The fifth and final stage of the MTSRU cycle is to determine when the MTS has been recovered to the levels stated in the original incident objectives, to develop a phased demobilization strategy, and to prepare a Demobilization Report to the UC/IC outlining any remaining activities that require long-term management or support. These long-term actions will be taken after all MTS Recovery Objectives are sufficiently met.

The following are general activities for the **MTSRU** personnel to accomplish when the objectives of restoring the MTS to pre-incident status or as near as possible have been achieved.

Task	Unit Member Activity	Description	Complete ✓
MTSRU-19	Prepare MTS Status Report for PSC at 15-30-45-60 Day Intervals	A report should be generated at 15 day cycles or sooner if the recovery is stood down. This report will be provided to the PSC and identifies the status of all EEIs, remaining actions necessary to bring all EEIs to a Fully Available Status (if possible in the short term), and include a list of long-term restoration issues that will extend beyond Incident Management period.	<input type="checkbox"/>
MTSRU-20	Receive Demobilization Plan from PSC or Demobilization Unit Leader.	Review the plan, including critical dates/times to ensure it is consistent with the remaining objectives for the MTSRU. If there is a conflict immediately notify the MTSU/PSC.	<input type="checkbox"/>
MTSRU-21	Brief MTSRU on Demobilization Plan	Brief the entire MTSRU on the Demobilization Plan if possible to ensure all questions/areas of emphasis are asked and answered. Assign tasking as appropriate to each member. If necessary, assign 1 member as the MTSRU Unit Demobilization Liaison to the PSC/SITL.	<input type="checkbox"/>
MTSRU-22	Supervise Demobilization of MTSRU	Ensure all electronic equipment is accounted for and returned as appropriate to the responsible groups/individuals.	<input type="checkbox"/>
MTSRU-23	Supervise organization and transfer of all forms and documentation to the Documentation Unit.	The MTSRU will contain numerous documents that will be required to be maintained. Ensure all RFIs, MTS-209s, Status Reports, and ICS 214 Logs are archived and delivered to the Documentation Unit Leader.	<input type="checkbox"/>
MTSRU-24	Meet with MTSRU for Lesson Learned	Provide each MTSRU member with an opportunity to provide any feedback or lessons learned during the MTSRU activation period. Lessons learned can be broken down consistent with stages of the MTSRU Cycle or any other way the MTSU determines. Ensure this information is provided to the unit Contingency Planning/Force Readiness Division for inclusion in MTSRP updates.	<input type="checkbox"/>
MTSRU-25	Complete Check-out	Ensure all members complete the MTSRU Check-Out Sheet (ICS-221 or locally developed from specific to MTSRU).	<input type="checkbox"/>
MTSRU-26	Awards / Recognition	Maintain a list of all personnel (name/unit/dates/position) assigned to the MTSRU and ensure appropriate recognition for services performed.	<input type="checkbox"/>

Annex 9 The MTS Recovery Unit Planning "P"



TAB G: INFRASTRUCTURE ASSESSMENT CHECKLIST(s)

Date:	Marina/Harbor:	Time:
Reporting Person(s):		
Agency:	Contact Information:	

<i>Critical Infrastructure Element</i>	<i>Description of Damage Observed</i>	<i>Location/Identifier</i>	<i>Comment</i>
Port Area – MTS Essential Infrastructure			
Bridges/Overpasses			
Roads			
Railways			
Petroleum Pipelines			
Wharfs			
Buildings			
Cargo Handling Equip.			
Facility Security Fencing			
Electrical Power			
Data/Communications			
Water/Sewer Pipes			
Notes:			

<i>Critical Infrastructure Element</i>	<i>Description of Damage Observed</i>	<i>Location/Identifier</i>	<i>Comment</i>
Waterways and Navigation System			
Harbor Access			
Main Channel			
Turning Basins			
Aids to Navigation			
Hazards to Navigation			
Damaged Vessels			
Oil Pollution Incidents			
HAZMAT Incidents			
Fires			
Notes:			

TAB H: MTSRU DEMOBILIZATION REPORT TEMPLATE

[“Event Name”]
Marine Transportation System (MTS) Recovery
Demobilization Report
For
[SECTOR/MSU NAME]

From : [Sector Name]

To: Area

Via: [District Name WWM]

Ref: (a) [Area Policy]
(b) [District Policy]
(c) [Sector/MSU Name] INST [Enter #]) Marine Transportation System Recovery Plan

1. In accordance with reference (a), this Demobilization Report captures the current status of the MTS, including outstanding issues, post <**Event Name**>. This report contains the following:
 - a. By category, the status of Essential Elements of Information (EEIs) that remain in a condition of other than fully available.
 - b. List of recommended legal, regulatory, or policy initiatives that address outstanding MTS infrastructure issues, and
 - c. List of stakeholder concerns regarding infrastructure restoration.
2. **EEI Status Information:** The following is a complete list of relevant EEIs and their current status:
 - a. **Waterways and Navigation Systems**
 - i. Aids to Navigation:
 - ii. Deep Draft Channels:
 - iii. Non-Deep Draft Channels:
 - iv. Locks:
 - b. **Waterway Incidents**
 - i. Vessel Salvage/Wrecks:
 - ii. Oil Pollution Incidents:
 - iii. HAZMAT Incidents:
 - c. **Port Area – MTS Infrastructure**
 - i. Bridges:
 - ii. Bulk Liquid Facilities:
 - iii. Container Facilities:
 - iv. Non-Container Facilities:
 - v. Shipyards:
 - vi. Passenger Ferry Terminals:
 - d. **Port Area – Vessels**
 - i. Commercial Fishing:
 - ii. Passenger and Ferries:
 - iii. Barges:

- e. **Monitoring Systems**
 - i. Radar:
 - ii. Communications:
 - iii. Cameras:
 - iv. Automated Identification System:
 - v. Vessel Traffic Service:
 - vi. Cyber / Information Systems
- 3. **Policy Recommendations**: The following is a list of recommended legal, regulatory, or policy initiatives that address the outstanding MTS infrastructure
 - a. Type 2 or higher event MTS Recovery Unit (MTSRU) Staffing (example):
 - b.
- 4. **Stakeholder Concerns**: The following is a list of stakeholder concerns regarding infrastructure restoration.
 - a. Regulatory Agency communications (example):
 - b.
- 5. **USCG Best Practices and Lessons Learned**: The following is a list of observed best practices and lessons learned for MTSR of the [Sector/MSU] area of responsibility.
 - a. Best Practices:
 - i. (example)
 - b. Lessons Learned:
 - i. (example)

TAB I: MTSRU NOTIFICATION PROCESS GUIDE

[Location for process guides for notification of Active Duty and/or civilian membership of the MTSRU. Decision Flow-Charts; etc.]

Policy/Program Information
<p>[Enter MTSRU Team Name] Alert is the process by which the Command Center (SCC) alerts the members of [Enter MTSRU Team Name] that the MTSRU has been activated in response to a port disruption incident or an incident that could affect normal port operations. These incidents could range from major infrastructure damage incidents to a MARSEC increase in another port. The MTSRU serves as the Captain of the Port's subject matter expertise for all segments of port operations and provides advice and status updates of critical infrastructure and key operations within the MTS.</p> <p>REFERENCES:</p> <ul style="list-style-type: none">(a) Area Maritime Security Plan for <i>[Name or other reference]</i>(b) USCG <i>[Insert Unit Name]</i> Marine Transportation System Recovery Plan (Series)

KEY DATA: Establish Situational Awareness	
Person Activating the [MTSRU Team Name]:	Phone Numbers: 1. <u>Enter Phone Numbers or Standing Teleconference Line Info as appropriate</u>
Reason for Activation: Describe incident	
What action is being taken? Describe any initial actions of USCG, OGAs, or Industry.	

GATHER OTHER SIGNIFICANT INFO: If reported into the CC...	ANSWER
How long will port operations be interrupted?	
Is the security of the port or port facilities at risk as a result of the incident?	
Have any other agencies been notified?	
Has the immediate threat been mitigated?	
What are the short-term effects of the incident on facility, vessel, and MTS operations?	

NOTIFICATIONS: Improve/Strengthen Agency Partnerships	TIME
Prepare Incident Brief for Moderator (Prevention/Planning Dept Heads)	
Utilize the <i>[Pre-Developed AWS Scenario Created for this QRC.]</i> Follow the guidance in Alert Warning System (AWS) Alert Quick Response Card (QRC) for <i>[MTSRU Team Name]</i> Activation. Coordinate initial text verbiage * with Prevention/Planning Dept Heads. Provide a minimum of 30 minutes from Text Alert to Teleconference.	
Track responses to AWS. If no response within 30 minutes notify Prevention/Planning Dept Heads. Move on to secondary means of communication via personal telephone notification.	
Brief CDO, COTP and Prevention/Planning Dept Heads when 100% notification has been achieved.	
Dial into Conf Room established for Team Notification.	

* **<Recommended text for Scenario>** There is basic text already in the Scenarios for the Port Coordination Team activation. There may be need to add additional text such as an official time for a teleconference, etc. The following is basic text to consider:

“The [MTSRU Team Name] has been activated. It is requested that you dial into the [MTSRU Team Name] teleconference number and pass-code located on your quick reference guide at (Insert Time). Please be prepared to provide a briefing to the [MTSRU Team Name] on your assigned missions. Contact the [location/phone number] with any urgent questions. Thank you.”

The below script will be used for the **Activation** teleconference:

The below Conference Call Script is provided as a tool to assist in facilitating a port-wide teleconference to discuss the status of the MTS, concerns & recommendations from industry and other federal-state-local stakeholders, and provide an overview of current and future operations.

“Good (*morning/afternoon/evening*). My name is (*name*) of USCG **[Enter Sector/MSU Name]**. The [*MTSRU Team Name*] has been activated in response to [*identify the name of the incident*]. I will serve as the facilitator for this conference call. This meeting (*is /is not*) recorded and will not contain any classified information.

The USCG has initiated this Conference Call to brief you on the [*describe incident*], assess the current status of the MTS, the need to establish any cargo and vessel priorities, the decisions and actions that the (***Incident Command or Unified Command***) that have been made to support industry’s efforts to effect port recovery efforts and to solicit input for future decisions and operational planning.

The purpose of the brief is to facilitate the communication of the status of the MTS to large segments of industry in a concise and uniform way and to solicit feedback or recommendations to achieve our objectives.

At the end of this **Status Report Brief**, participants will be provided an e-mail address and Homeport Website to forward their issues or concerns for consideration in future decision-making as well as providing the time for the next [*MTSRU Team Name*] Conference Call. The [*MTSRU Team Name*] Conference Calls will continue every (*12/24 hours*) until the (***Incident Command /Unified Command***) determines they are no longer necessary.

Before we begin I ask that all participants observe the following rules:

- Please use the **MUTE** feature on your phone to minimize background noise.
- Please hold all comments and questions to the portion of the meeting where we open the floor to agency/organization/port affiliation comments.
- Please identify yourself and your organization/company when speaking.
- Please do not talk over others as they are offering comments or questions.
- Only members of the [*Team Name*] will provide information during this teleconference.

A brief summary of the agenda for this Conference Call is as follows:

- a. *Provide a brief summary of the incident and its impact on the MTS.*
- b. *Provide a brief summary of previous calls held and any issues that need to be addressed during this call.*
- c. *Respond to questions for clarification from Conference Call participants.*
- d. *Request each participant provide/share any information of critical importance regarding the recovery of the MTS.*

“Representing the USCG is: (*name/rank/position*)

Representing U. S. Customs & Border Protection (if included) is: (*name/rank/position*)

As I run down the list of invited participants please indicate that you are on the line (*facilitator reads the list of participants.*). Have we missed anyone?

I will now turn the conference over to (*name/position*) who will provide an assessment of the incident.”

Assessment should include:

- Area affected
- Status of port approaches [*Refer to Pilots; Towing Vessel Operator for additional or verification information if USCG does not have full awareness of status*]
- Status of Channel (**includes ATON Status**) [*Refer to USACE and NOAA if necessary*]
- Status of Waterway Closures (**List by name and reason for closure**)
- Status of port facilities and infrastructure [*Refer to port and industry stakeholders for validation or verification of information*]
- Status of downstream transportation systems (**roads/highways/rails/secondary waterways**)
- Current priorities and location of the Incident/Unified Command
- Resources en route and/or requested-ordered

If Previous Conference Calls external to this group have been held provide a summary of that call, the attendees to that call if different, and any actions or decisions that may have been taken that has impact on the current status of the MTS.

“I will now go down the list of participants so that you may state your status as Fully Operational or Limited Operations, ask questions about the situation, share information of critical or strategic importance regarding the recovery of the MTS, and brief the group on any actions you may currently be taking within your company or organization”.

By name ask each participant to provide their report and any recommendations for action.

“I will now open the floor for any other discussion, recommendations, or questions.”

Address the issues presented by the participants.

“Thank you all for the participation. The next conference call is scheduled for (**Date/Time**) and the number. Please refer to the USCG Homeport web page for any updates.”

-END-

Chronological Log

Contact QRC owner or SCC QRC Manager to make corrections/updates.

SECTION 4: MTSRP MAINTENANCE

A. PURPOSE: This section discusses plan validation and update requirements. Lessons learned and recommended actions from training and exercises as discussed in the enclosed MTSR Plan Exercise Guidance can be used to identify best practices and areas of needed improvement.

B. MTSRP VALIDATION:

1. Annual MTSRP Validation

- a. *[Insert Country-specific Agency Name]* will evaluate the MTSRP annually for adequacy, accuracy, consistency, and completeness. The purpose of the review is to ensure that the plan incorporates changes based on policy, lessons learned, and changes to port operations.
- b. Annual validation will be completed prior to the initial planning phase of the MTS Recovery exercise. This will ensure that the MTS Recovery exercise scenario is developed using the most accurate information available. The MTS Recovery exercise and/or real world event can be used to validate any plan updates.
- c. Minor amendments or updates to the plan do not require formal review by *[Insert Country-specific Agency Name]* as needed.

2. EEI Validation

- a. Valid EEIs ART are a critical element to support post-incident stabilization and short term recovery of the MTS.
- b. *[Insert Country-specific Agency Name]* will review all EEI data for accuracy annually, but no later than 31 May.
- c. Each EEI has data integrity standards that provide uniformity to report current status and potential consequences from the event. *[Insert Country-specific Agency Name]* will use MTSR EEI Form to capture the necessary information. (See Appendix A)

C. MTSRP UPDATES:

1. Five Year Review and Approval of MTSRP

- a. *[Insert Country-specific Agency Name]* will conduct a formal detailed review of the MTSRP every five years. The review will focus on policy changes, and identified best practices and lessons learned. In review, the following documents must be considered:
 - (1) Lessons learned from local stakeholder exercises,

- (2) Lessons learned from past disaster recovery events (e.g. severe weather events, oil spill incidents, mass rescue operations),
 - (3) Review of government, industry and academic studies of industry interdependencies, downstream effects of transportation disruptions, and the resiliency of industries and transportation sectors in recovering from a disaster or an incident, and
 - (4) Policy updates.
- b. *[Insert Country-specific Agency Name]* will approve the plan.

APPENDIX A: MTS RECOVERY EEI FORM

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard		OMB No.1625-0127 Expires: 04/30/2021	
MARINE TRANSPORTATION SYSTEM RECOVERY ESSENTIAL ELEMENTS OF INFORMATION			
U.S. Coast Guard policy requires Sector Commanders to create, and update annually, Essential Elements of Information regarding the Marine Transportation System within their Captain of the Port Zones. This form is used to capture data and compare data gathered with information maintained by the U.S. Coast Guard.			
SECTION I: FACILITY CONTACT INFORMATION			
1. Facility Name			
2. Facility Point of Contact			
3. Position/Title			
4. Telephone	5. Email	6. Fax	
7. Location	8. Lat-Long		
SECTION II: CARGOES			
9. Products or goods received (<i>liquid or dry bulk cargo by name(s), containers, autos etc.</i>)			
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
SECTION III: SHIP - BARGE ARRIVALS			
10. On a weekly basis, how many ships/barges call at this facility?			
Vessel Type/Name	Arrivals per week	Cargo	
Vessel Type/Name	Arrivals per week	Cargo	
Vessel Type/Name	Arrivals per week	Cargo	
Vessel Type/Name	Arrivals per week	Cargo	
Vessel Type/Name	Arrivals per week	Cargo	
Vessel Type/Name	Arrivals per week	Cargo	

SECTION IV: CRITICALITY OF CARGO TO RECOVERY

11. Does facility transfer cargoes critical* to port recovery? Yes No (If yes, list critical cargoes below)

**Criticality may reflect the need of this cargo to the port or region. Ex: The product received is needed to support port recovery or emergency response efforts; or to another process based on unique components/design/ limited supply source.*

Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>
Cargo Name	Liquid <input type="checkbox"/>	Dry <input type="checkbox"/>	Container <input type="checkbox"/>

Provide any additional information pertinent to the cargo criticality

Privacy Act Statement

Authority: 33 U.S.C. §1225, 46 U.S.C. §70103, and 50 U.S.C. §191 authorize the collection of this information.

Purpose: Gathering essential elements of information before a port disruption enables the U.S. Coast Guard to establish a normal port condition baseline. Then, following a port disruption, the port's condition can be measured against the normal baseline to provide critical input to those federal, state, and local response organizations that are engaging in restoring the port to its pre-disruption condition.

Routine Uses: It is used by the U.S. Coast Guard Marine Transportation System Recovery Unit to assess the condition of the port, prioritize recovery efforts, and gauge the effectiveness of the response. A complete list of the routine uses can be found in the system of records notice associated with this form, "Department of Homeland Security/U.S. Coast Guard-013 - Marine Information for Safety and Law Enforcement (MISLE)." The Department's full list of system of records notices can be found on the Department's website at <http://www.dhs.gov/system-records-notices-sorn>.

Disclosure: This is a voluntary solicitation for information and is not mandatory; however the U.S. Coast Guard cannot properly prioritize recovery efforts without this valuable input.

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 30 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-FAC), U.S. Coast Guard Stop 7318, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7318 or Office of Management and Budget, Paperwork Reduction Project (1625-0127), Washington, DC 20503.

APPENDIX B: MTS RECOVERY FACILITY STATUS FORM

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

**MARINE TRANSPORTATION SYSTEM RECOVERY
FACILITY STATUS**

OMB No.1625-0127
Expires: 04/30/2021

U.S. Coast Guard _____ is gathering critical facility status information
for the port of _____ following _____.

Information you voluntarily provide will enable the U.S. Coast Guard (USCG) to understand your facility's current status and will be used by the USCG Marine Transportation System Recovery Unit to prioritize port-wide recovery efforts.

This is a voluntary solicitation for information and is not mandatory; however, without this information, the USCG cannot properly assess the condition of your facility and must consider it closed with no critical impact until the USCG is able to conduct an on-scene assessment.

We request you review the criteria below and provide the information to:

Name	via Fax	via Email
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SECTION I: FACILITY INFORMATION

1. Facility Name

2. Facility Status (Check one)

Fully Available Partially Available Not Available

3. Describe Reason the Facility is Partially Available or Not Available and at what % capacity the facility is operating and when you anticipate it being fully available. (i.e. no utility service, channel closure, damage to pier, reduced personnel, damage to facility, cranes, pumps or cyber attack.).

(continue on page 2)

4. If you do not receive your next scheduled ship/barge on time what is the significant impact? (i.e. your facility supplies the fuel for all city busses or an airport).

(continue on page 2)

SECTION II: FACILITY CONTACT INFORMATION

5. Facility Point of Contact	6. Telephone	7. Fax	8. Email	9. Date
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MARINE TRANSPORTATION SYSTEM RECOVERY - FACILITY STATUS	
Name of Event:	Facility Name:
SECTION 1. FACILITY INFORMATION (Cont.)	
<p style="text-align: center;">Privacy Act Statement</p> <p>Authority: 33 U.S.C. §1225, 46 U.S.C. §70103, and 50 U.S.C. §191 authorize the collection of this information.</p> <p>Purpose: Following a port disruption, the U.S. Coast Guard must quickly gather port impact information to determine what infrastructure and support services are not available or only partially available. Gathering port disruption information enables the U.S. Coast Guard to provide critical input to those federal, state, and local response organizations that are engaging in restoring the port to its pre-disruption condition.</p> <p>Routine Uses: It is used by the U.S. Coast Guard Marine Transportation System Recovery Unit to assess the condition of the port, prioritize recovery efforts, and gauge the effectiveness of the response. A complete list of the routine uses can be found in the system of records notice associated with this form, "Department of Homeland Security/U.S. Coast Guard-013 - Marine Information for Safety and Law Enforcement (MISLE)." The Department's full list of system of records notices can be found on the Department's website at http://www.dhs.gov/system-records-notices-sorns.</p> <p>Disclosure: This is a voluntary solicitation for information and is not mandatory; however the U.S. Coast Guard cannot properly assess the condition of the port without this valuable input.</p> <p>An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 15 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-FAC), U.S. Coast Guard Stop 7318, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7318 or Office of Management and Budget, Paperwork Reduction Project (1625-0127), Washington, DC 20503.</p>	

APPENDIX C: LIST OF ESSENTIAL ELEMENTS OF INFORMATION (EEI)

