Port of Palm Beach District

HURRICANE PLAN

Effective Date: June 1, 2014
Expiration Date: Until Amended

The purpose of this Plan is to provide steps and procedures that should be taken before, during and after the passage of a severe storm or hurricane. This edition supersedes the previous plan dated June 2013.

The intent of the Plan is to have the Port in the safest possible condition at least six (6) hours prior to landfall by a hurricane. Factors considered are a minimum of vessels in-port, removal of potential missile/debris material, adequately moored vessels that have complied with requirements of the Executive Director and the COTP (Captain of the Port) Miami regulations, and the evacuation or relocation of equipment, supplies, records, and cargo to high ground or best available storage locations.

The Port will follow the United States Coast Guard (USCG) benchmarks for hurricane status.

HURRICANE PORT CONDITION REQUIREMENTS - USCG COTP MIAMI

Hurricane Port Condition Whiskey

Sustained gale force winds (39-47) knots) are predicted to arrive within **seventy-two hours.**

- Take due diligence to prepare for potential storm impacts.
- Ports and Waterfront Facilities begin removing all debris and secure potential flying hazards.
- Container stacking plans should be implemented. Waterfront facilities that, due to space constraints, are unable to reduce container stacking height to no more than four high, must submit a container stacking protocol to the Captain of the Port (COPT) Miami for approval.

- The COPT will convene the Strategic Weather Advisory Team (SWAT) via conference call.

Hurricane Port Condition X-Ray

Sustained gale force winds are expected within **forty-eight hours.**

- All potential flying debris will be removed or secured.
- Hazardous materials/pollution hazards must be secured in a safe manner away from waterfront areas.
- Facilities continue to implement container stacking protocols to be complete by setting of Port Condition YANKEE.
- Containers must not exceed four tiers unless previously approved by the COPT.
- Containers carrying hazardous materials may not exceed two tiers.
- All oceangoing commercial vessels greater than 500 gross tons must prepare to depart the ports and anchorages. These vessels shall depart immediately upon the setting of Port Condition Yankee.
- Vessels that are unable to depart the port must contact the COPT to request and receive permission to remain in port. Proof of facility owner/operator approval is required.
- Vessels with COPT's permission to remain in port must implement their approved mooring arrangement.
- Terminal operators should prepare to terminate all cargo operations
- The COPT may require additional precautions to ensure the safety of the ports and waterways.
- Coast Guard Port Survey Teams will be deployed to validate implementation of the Ports Condition X-Ray.
- The COPT will convene the SWAT via conference call.

Hurricane Port Condition Yankee

Sustained gale force winds are expected to arrive within **twenty-four** hours.

- Affected ports are closed to inbound vessel traffic.
- Appropriate container stacking protocol must be completed.
- Terminal operators must terminate all cargo operations not associated with storm preparations.
- Cargo operations associated with storm preparations include moving cargo within or off the port for securing purposes, crane and other port facility equipment preparations, and similar activities are authorized. Moving cargo onto the port or vessel loading/discharging operations are not authorized unless specifically cleared by the COPT.
- All facilities shall continue to operate in accordance with their approved Facility Security Plans and comply with the requirements of the Maritime Transportation Security Act (MTSA).
- Oceangoing commercial vessels greater than 500 gross tons must depart the ports and anchorages unless prior permission to remain has been granted by the COPT.
- Anticipate that drawbridges may be closed to vessel traffic as early as eight hours prior to the arrival of tropical storm winds.

• Safety Zones established around the ports during the event will remain in effect until rescinded by the CDOPT. No vessel movement or port operations will be authorized without the express permission of the COPT. Anticipate the potential for draft and other restrictions based upon the assessment of waterways and aids to navigation surveys.

• Coast Guard Port Survey Teams will be deployed to validate implementation of the Ports Condition Yankee.

• The COPT will convene the SWAT via conference call.

Hurricane Port Condition Zulu

Sustained gale force winds are expected to arrive within **twelve** hours.

• All affected waterfront operations are suspended except for final preparations previously permitted by the COPT as deemed necessary to ensure the safety of the ports and facilities.

• All vessels must have departed the ports and anchorages unless otherwise authorized by the COPT.

• Coast Guard Port Survey Teams will conduct finial port assessments.

• Ports will remain closed to waterfront activities until the passage of the tropical storm force winds and the COPT, in conjunction with the SWAT, has determined that it is safe to reopen the ports based upon:

• Aids to navigation verification.

• Status and condition of drawbridges

• Re-establishment of required port security measures in accordance with respective Facility Security Plans.

• The COPT will convene the SWAT via conference call.

Post-Hurricane Conditions

Affected ports will remain closed until the following conditions are met to the satisfaction of the COPT:

• Ports should begin to conduct assessments. Movement within the port landside is authorized when deemed safe, provided appropriate security measures are in place in accordance with MTSA requirements. Designated Maritime Transportation System Recovery Port Coordination Team (PCT) members must notify the COPT upon determination that the port is physically/structurally safe to recommence operations.

• Coast Guard Ports and Waterways Survey Teams will conduct preliminary assessments in the ports and waterways as soon as weather conditions permit.

• Facilities may not receive cargo or passengers until specifically authorized by the COPT. At a minimum, the COPT must be advised by the facility Security Officer that facility security plans are fully implemented and Customs and Border Protection is prepared to process.

• Bridge operations will remain coordinated through respective Emergency Operations Centers until the COPT determines that resumption of bridge operations is safe.

• Safety Zones established around the ports during the event will remain in effect until rescinded by the CDOPT. No vessel movement or port operations will be authorized without the express permission of the COPT. Anticipate the potential for draft and other restrictions based upon the assessment of waterways and aids to navigation surveys.

HURRICANE CATEGORIES
As Defined By The National Hurricane Center

Category 1

- Sustained winds 74- 95 MPH (64-82 knots).
- Damage to shrubbery, trees, unanchored mobile homes, and poorly constructed signs.
- Low-lying coastal roads flooded, minor pier damage, and tearing exposed small craft from moorings.

Category 2

- Sustained winds 96-110 MPH (83-95 knots).
- Considerable damage to shrubbery and trees, many felled. Major damage to exposed mobile homes. Extensive damage to poorly constructed signs. Damage to roofing materials, windows, doors and minor damage to buildings.
- Coastal roads and low-lying escape routes inland are cut off by rising water, 2 to 4 hours before hurricane eye. Considerable damage to piers and marinas flooded.
- Small craft in unprotected anchorages torn from moorings.

Category 3

- Sustained winds 111-130 MPH (96-113 knots).
- Extensive damage to large trees. Poorly constructed signs blown away. Damage to roofing materials, windows and doors. Structural damage to small buildings. Mobile homes demolished.
- Serious flooding along coast, many small structures near coast destroyed. Larger structures battered by waves and debris.
- Low-lying escape routes more quickly flooded. Water rises 3-5 hours before hurricane eye.

Category 4

- Sustained winds 131-155 MPH (114-135 knots).
- Shrubs and trees uprooted and all signs downed. Extensive damage to roofs, many of them collapsing. Damage to windows and doors. Complete destruction to mobile homes.
- Flood damage to lower floors of structures near shore line.
- Low-lying inland escape routes completely cut off by rising water 3 – 5 hours before hurricane eye.
- Major beach erosion.

Category 5

- Sustained winds of 156 MPH or greater (135+ knots).
- Shrubs and trees blown down; considerable damage to roofs of buildings; all signs down. Very severe and extensive damage to windows and doors. Complete failure of roofs on many residences and industrial buildings. Extensive shattering of glass in windows and doors.

• Some complete building failures. Small buildings overturned or blown away. Complete destruction of mobile homes.

DEFINITIONS OF WEATHER TERMINOLOGY

Advisory

• Advisory messages are issued by the U. S. Environmental Science Services Administration, Weather Bureau concerning tropical storms and hurricanes. They are issued by the Hurricane Warning Centers. An advisory gives details as to where the tropical storm or hurricane is located, its intensity, direction and speed of movement. Precautionary measures are given for ships in or near the storm. See also "Hurricane Warning."

Bulletin

• A weather bulletin is a public release from a U. S. Weather Bureau Hurricane Warning Center during periods between advisories, giving latest details on the tropical storm or hurricane.

Local Statements

• A public information release prepared by the U. S. Weather Bureau in or near the threatened area giving details on conditions that will be felt locally, as well as, areas that should be evacuated and other precautions in the local area to protect life and property.

Squall

• A strong wind usually associated with a thunderstorm or shower which maintains its peak speed over a period of two (2) or more minutes and then decreases quickly.

Tropical Disturbance

• Any observable weather pattern which persists for at least 24 hours, exhibiting rain and/or low barometric pressure.

Tropical Depression

• An area of low atmospheric pressure originating over tropical waters with winds blowing counterclockwise around the center at speeds less than 39 MPH (34 knots).

Gale Warning

• A warning of strong winds in the range of 39-54 MPH (34-47 knots). Gale warnings may precede or accompany a hurricane watch and may be used as the warning for coastal sections adjacent to an area under hurricane warning.

Tropical Storm

• Further intensification of the weather pattern exhibited by a tropical depression with sustained winds between 39-73 MPH (34-64 knots). Wind speed is the major factor in defining a "storm". An "eye" may form as the storm strengthens.

Hurricane

• A violent storm originating over tropical waters with winds near its center reaching 74 MPH (64 knots) or greater. The size of the storm may range from 50 to 1,000 miles in diameter.

Hurricane Center or "Hurricane Eye"

• The relatively calm area near the center of the storm. In this area winds are often light and the sky may be seen, as it is often only partly covered by clouds.

Storm Surge

• Increase in sea level water height from what would exist with no hurricane. A storm surge is associated with tropical storms or hurricanes as they approach or move across the coastal line. Advisories often contain information as to how many feet the "storm surge" will exceed the normal water level. Typically the stronger the hurricane, the greater the storm surge.

Hurricane Watch

• An announcement issued by the U. S. Weather Bureau to the public and all other interests via press, radio and T. V. whenever a tropical storm or hurricane becomes a possible threat to coastal areas within 24 to 48 hours.

• The Hurricane Watch is not a Warning. It indicates that the hurricane is close enough that everyone in the area covered by the "watch" should listen for subsequent advisories and be ready to take precautionary action in case hurricane warnings are issued. A Hurricane Watch implies the possibility of dangerous conditions within 24 to 48 hours.

Hurricane Warning

• A warning which indicates that hurricane winds of 74 MPH (64 knots) and greater, or a combination of dangerously high water and very rough seas (in this case with winds as low as 60 MPH) are expected in a specified coastal area.

• When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours.

• It is of utmost importance that ALL precautionary measures and actions be initiated immediately for the protection of life and property when a hurricane warning is announced.

RESPONSIBILITIES

PORT EXECUTIVE DIRECTOR

The Executive Director has overall local responsibility of the piers, warehouses and facilities at the Port.

Joint water and shore side preparedness surveys will be conducted by the Port's representatives and Port tenants to ensure the highest degree of preparedness is achieved. The requirements of the Executive Director to ensure the safety of the facility will be adhered to and followed promptly.

The Port shall maintain a readiness condition during the hurricane season that includes the following responsibilities and preparations throughout the season:

Port Responsibilities

- Preparation of roads, gates and other structures to provide for prompt restoration of normal operations.
- Conduct Port/Tenant preparations meetings.
- Maintain communications with USCG and National Weather Service.
- Preparation of buildings and facilities against damage.
- Coordinate the removal of debris to keep evacuation routs open.
- Maintain/trim trees and scrubs for high wind weather conditions.
- Maintain inventory of materials and equipment suitable for use in emergency operations.
- Test and inspect emergency generators and power equipment monthly.
- Pre-stage emergency generators. (lift stations)
- Assign individuals to damage assessment teams.
- Establish Port USER conference calls. Number to be published.
- Check all sump pumps, float switches and alarms to insure proper operation.
- Provision of information to EOC regarding all estimated or known damages and emergency actions.
- Check storm shutters for condition and readiness for installation. Conducting repairs as deemed necessary.
- Stockpile fuel and top off all fueling stations.
- Check operation of all building vents and openings to elevator machine room's and hoist way walls to insure proper operation.
- Inspect and stage window panels at Bldg #4.

Items to be reviewed for purchase in case of need;

- Portable Emergency Generators.
- Wet Vac's
- De-Humidifiers
- Flashlights
- Food / Water / Ice

• Portable AC units for Control Center and Computer room
• Cameras

Tenant Responsibilities and General Preparedness

Port tenants will take prompt, effective action to ensure the safety of their terminal facility and its personnel and the environment.

• Secure and or remove hazardous materials.
• Secure all loose gear and stevedoring equipment such as pallets, dunnage, lumber, etc.
• Preparation of leased buildings and facilities against damage.
• Secure fuel tanks and storage areas.
• Remove trash dumpsters, Port-O-Lets, any loose receptacles.
• Provide updated point of contact name and number to the port (Person in charge of preparing for heavy weather conditions).
• Vital records and computer equipment should be secured and covered with plastic.
• Cover and secure all filing cabinets with plastic.
• Secure current emergency home telephone numbers of employees and designates time/place for call-in of employees after hurricane to assess damage. All phones, equipment, etc. should be locked into filing cabinets and workstations should be cleared.
• Move computers, printers and copy machines etc. into the computer rooms, secured areas or plastic bags. All electrical equipment will be unplugged.
• Move all valuable papers into secured locations. All loose equipment, papers, etc., will be removed from desks and placed in secure areas.
• Establish meeting places and alternates for the post-hurricane meeting.
• Contact contractors (if any, for contract for post hurricane assistance).
• Contact insurance company.
Get additional cash for recovery operations, tell employees to have extra cash and to insure that they have extra supplies; (food, water, batteries, medical prescriptions, etc.)

Communications

• All tenants should have or will be provided a “Port Radio”. Channel “1” of the “Port Main” frequency will be the preferred method of tactical or urgent detailed message traffic. Secondary will be the updated listed mobile numbers that are provided to the port prior to hurricane season. Ensure all radios and phones are always fully charged. The notification to return to Port will first be broadcasted on the “Port Radio” since there is no guarantee that wireless service will be available after a hurricane.
• Marine message traffic will be conducted on marine VHF CH. 16 and 12, and will be used also as a secondary communications channel.

PORT COMMAND CENTER

Upon declaration of Hurricane Port Condition Yankee, Port Security office will be equipped to become the Command Center. Communications will be established and maintained with the following agencies;

- U.S.C.G.
- Customs and Border Protection
- County Emergency Management
- Riviera Beach Police Department
- Riviera Beach Fire Department

DIRECTOR OF OPERATIONS

SPECIFIC DUTIES AND RESPONSIBILITIES UPON SETTING OF -
PORT CONDITION WHISKEY (72 HOUR)

The Director of Operations will control the movement and status of vessels at the Port in compliance with the Executive Port Director's requirements and COTP directions.

Upon **CONDITION WHISKEY (June 1st through November 31st) P**ort Operations will monitor and maintain vessel status conditions, as to ensure vessels are in "ready condition" (sea-worthy) in the event the order to evacuate is given by the Port Executive Director or the COTP. Any vessel currently or projected to not be in "ready condition" may be ordered out of port by the Executive Director.

Port Maintenance

Preparations and assignments to be conducted per addendum I priority items "A – B". (Port of Palm Beach Maintenance Pre-Hurricane Tasks)

SPECIFIC DUTIES AND RESPONSIBILITIES UPON SETTING OF -
PORT CONDITION X-RAY (48-HOUR WARNING)

- The Director of Operations will control the movement and status of vessels at the Port in compliance with the Executive Port Director's requirements and COTP directions.
- Upon **CONDITION X-RAY** notification, port operations will convene a tenant meeting (and/or contact tenants) as appropriate, to maintain open communication between the port and all stake holders.
- After consideration and approval of the Port Executive Director, Port Operations will contact all agents and shipping lines to determine vessel arrivals, departures and requests from vessels to stay in-port.

The Deputy Port Director and the Director Operations will conduct a survey of the terminal and Port area. The Deputy Port Director and Director of Operations will:

- Coordinate with the terminal operators the actions necessary to secure equipment and cargo to minimize potential damage and missile/debris material which will include having all containers stacked no higher than 2-high in block fashion for empties with loaded containers surrounding blocked areas.
- Assemble information on Port preparation activities and provide status reports to the Executive Port Director and the COTP Miami,
- Coordinate security operations.
- Commence removal of potential missile/debris material.
- Determine railroad movements required for the next 24 hours.
- Photograph and document Port property structures and facilities and preparations taken to protect from storm damage. (Before/after hurricane pictures)

SPECIFIC DUTIES AND RESPONSIBILITIES UPON SETTING OF - PORT CONDITION YANKEE (24-HOUR WARNING)

A Safety Zone will be in effect. No vessel may anchor within the boundary lines of the Port. All vessels and barges in excess of 500 gross tons are prohibited from anchoring within the territorial waters under the cognizance of COTP Miami. All ocean-going vessels not having permission to remain in-port should initiate action to depart to open sea at this time.

The Port Duty Officers will inspect all vessels which will remain in port:

- Sufficient lines and wire to resist the effects of wind
- Sufficient officers and crew on board to tend the lines and machinery
- All side ports, hatches, portholes and other openings shall be closed and secured
- Bilge pumps shall be in good working order
- Firefighting equipment shall be ready
- At least one pilot ladder will be rigged on the onshore and off shore sides
- A gangway or other suitable means of access between the vessel and the pier shall be rigged
- At least one fire warp of sufficient strength to tow the vessel shall be rigged at the bow and stern on the off shore side, no more than 6 feet from the water's edge
- Spare mooring lines and wires will be readily available on deck
- Continuous radio checks
- All galley fires shall be extinguished

Construction Sites:

- Secure Equipment
- Remove road signs

The Director of Operations will make a vessel status report to the Executive Director, keeping the Executive Director advised as to when pilotage service will be suspended.

SPECIFIC DUTIES AND RESPONSIBILITIES UPON SETTING OF - PORT CONDITION ZULU (12 HOUR WARNING)

Director of Operations:

- Make a status report to the Executive Director on the securing of the facilities. All securing activities should be done prior to **CONDITION ZULU (12 Hour Warning)**
- Make a survey of the facilities to determine that the pre-hurricane checklists have either been completed or determine their state of completion.
- Unresolved problems posing a threat to Port operations will be addressed and contingency plans formulated for action after the passage of the hurricane.
- Vessels moored at wharves should be ballasted down, have the outboard anchor at short stay, maximum mooring lines out, maintain standby power, set a navigation watch and guard CH 16 VHF-FM.

Port Operations will coordinate with the Pilots and shipping lines to have vessels sail from the Port prior to the suspension of their services.

Port Operations will coordinate with the local tug company to provide for a recovery and assistance plan to provide for prompt resumption of Port operations and services after a hurricane.

Director of Security:

- The security gatehouse will undergo final preparations for securing which includes removal of all equipment, paperwork, etc.
- Coordinate final shutdown time of the buildings with various tenants. The MOC/MOB/Gate 5 Complex buildings will be completely evacuated at the announcement of **CONDITION ZULU (12 Hour Warning).**
- Main phone lines from Bellsouth will be forwarded to Command Center.
- The main gate is closed and secured by order of the Executive Director.
- The Executive Director will give the order to close the Port.

Port Maintenance

- Port Maintenance will continue preparations and assignments per addendum I priority items "A – B – C – D". (Port of Palm Beach Maintenance Pre-Hurricane Tasks)

POST HURRICANE SURVEY

After the passage of the hurricane, the Executive Director, Deputy Director, Director of Operations, Director of Engineering/Maintenance and Director of Security will conduct a survey of the Port areas to assess damage.

After the "ALL CLEAR" has been given as directed by the Executive Director, the following items will be checked;

- Wind and water damage
- Passenger loading bridge (FMT)
- Fenders; missing or damaged
- Water outlets
- Electrical and telephone circuits
- Fire sprinkler systems
- Power pole line hazards
- Traffic signs and controls
- Roadway debris removal
- Passenger and Cargo Terminals
- Lighting and fixtures
- Elevators

After an initial safety inspection of the port is conducted, teams will survey for post-hurricane damage assessments.

Damage reports will be prepared and corrective action implemented as necessary.

Pilots will be requested to take soundings of channel, turning basin, and Port.

The Port Director will disseminate through normal communication channels, as well as through the broadcast media return to work instructions. Emergency schedules will be based on these general announcements;

- The Port Director has ordered employees with recovery responsibilities to report to work.
- The Port Director has opened the port and all employees are to resume normal operational duties.

Employees are responsible for following advertisements regarding the return to work instructions. Employees who have experienced hurricane damage that will prevent their compliance with the return to work instruction should make every effort to inform their immediate supervisor.

Once it is clear for employees to report for work, proceed as follows:

- Report to normal work location unless otherwise instructed.

- If upon arrival the location is damaged such that one is unable to perform normal work functions, employees are to await instructions from their immediate supervisor.
- For the first few days following the passing of a disaster, casual wear will be acceptable for non-security related assignments.
- Reassigned duties and work hours will be scheduled as needed for emergency response functions.

AT HOME PREPARATIONS:

Make sure you have:

- Battery operated Flashlights or lanterns
- Extra batteries
- Battery operated Radio or TV
- Emergency cooking facilities
- Canned food
- A hand operated can opener
- Extra plastic trash bags
- Bleach
- Storm shutters for windows
- Fire extinguisher
- Matches
- First aid kit
- Fully charged cell phone
- Medicine
- **WATER –** no such thing as too much

Pay attention to official announcements on radio and T.V. from the National Hurricane Center and Red Cross Disaster Committee**. DON'T** pay attention to rumors!

If you are in a coastal or low lying area, be ready to evacuate early. Pre-storm tides may cut you off if you don't evacuate when instructed to do so.

YOU WILL NOT BE ASKED TO LEAVE YOUR HOME UNLESS YOUR LIFE IS SERIOUSLY THREATENED. IF YOU RECEIVE WORD TO LEAVE . . . GO!

Gas-up your cars ahead of time to avoid long lines. Fuel may be unavailable for days after a hurricane. If you intend to drive somewhere before the hurricane comes, do it early. This will help prevent traffic tie-ups and avoid storm damage to your vehicle. As winds become stronger, vehicles will be harder to control, and roads will be full of debris. Pavement may become undermined and collapse under the weight of a car.

Make sure emergency equipment is in good working order, and that you have enough supplies for several days.

Be sure all fire extinguishers are ready to use. If you expect to evacuate, make plans in advance: where to stay, how to get there. Check with your doctor on what you should do for the elderly and invalid in your home. If you have a boat, make arrangements in advance for safe harbor.

If you are locating outside the hurricane threatened area, carry a current road map and follow a route away from seashores, lakes, canals, etc. Watch T.V./radio for updates on the Port's status.

ANNEX 1: VESSELS REMAINING IN PORT

HEAVY WEATHER MOORING PLANS

The vessel's Master will take prompt, effective action to ensure the safety of his ship and crew. If possible, the Master will avoid the hurricane by putting to sea. If the Executive Director allows the vessel to stay in-port, the Master will follow all Port and COTP requirements as a condition for remaining in-port. This includes providing the Port a detailed heavy weather mooring plan. **THE DECISIONS OF THE EXECUTIVE DIRECTOR ARE FINAL.**

Should a vessel be required to stay in port, the vessel owner, is **REQUIRED** to submit to the COPT Heavy Weather Mooring Plan. Additionally insurance documentation indicating appropriate coverage for all possible damages incurred by the port should the vessel sink, come aground, damage the docks and/or sea guards or any other damages to include, liability insurance for crewmembers staying on the vessel will be submitted to the Port of Palm Beach prior to the approval of the Heavy Weather Mooring Plan.

Port Operations will notify those vessels that are allowed to remain in-port, and will obtain the following information for the Port records (same information as required by the USCG COTP Miami).

- Name, call sign, and official number of vessel
  Nationality of vessel
- Name of Master
- Name, address, and phone number of agent
- Name, mailing address, and phone number of the chatterer or operator
- Name, mailing address, and phone number of the owner
- Gross tonnage
- Amount of ballast the vessel may hold
- Amount of bunkers, lube oil and diesel oil on board
- Amount and type of dangerous cargo on board (enclose copy of the dangerous cargo manifest)
- Estimated draft with vessel ballasted
- Name of berth and location
- Depth of water in the vessel’s berth at low water
- Availability of vessel's main propulsion system
- Describe how vessel will be secured to the berth, Submit a diagram showing the mooring arrangements with the size mooring lines or wire
- Condition of vessel's anchors, and number of anchors
- Number of officers, and crew that will be on board, and their position.
- Next of “kin” emergency contact information for all crew to stay aboard.

Vessels remaining in Port must also comply with the following COTP requirements:

• The vessel shall be moored with sufficient mooring lines and wire to resist the effects of hurricane force winds. The Master should be alert to possible rapid change in water level due to storm surges and tend mooring lines accordingly.
• Sufficient officers and crew shall be on board to tend mooring lines, the vessel's main propulsion unit and other machinery.
• The vessel shall be ballasted in accordance with the approved request to remain in- port.
• All practical, and reasonable, measures shall be taken to ensure maximum vessel stability and all vessels removed from shore power.
• All side port, hatches, portholes, and other openings shall be closed and secured.
• Bilge pumps shall be in good operating condition and ready for immediate use.
• All firefighting equipment shall be ready for immediate use.
• At least one (1) pilot ladder shall be rigged on each vessel on the onshore and offshore sides: i.e. a gangway, or other suitable means of access between the vessel and the pier shall be rigged.
• At least one fire steel line of sufficient strength to tow the vessel shall be rigged at the bow and at the stern of the offshore side of the vessel, no more than six (6) feet from the water's edge.
• Spare mooring lines and/or wires shall be readily available on deck, forward, and aft. No less than six (6) hours before strike time, all galley fires shall be extinguished. No less than six (6) hours before strike time, a continuous radio watch shall be maintained on Channel 16 VHF.
• It shall be the Master's responsibility to ensure that all of the above conditions are maintained until he is notified that normal operations may be resumed.)

All other ocean-going vessels should make ready for departure to open sea prior to the setting of **CONDITION YANKEE,** or suspension of pilotage service, **WHICHEVER OCCURS FIRST.**