

# **Maryland Port Administration**

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## **Hurricane Preparedness Plan** For **Marine Terminals**

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**Maryland Port Administration  
Hurricane Preparedness Plan**

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# Maryland Port Administration Hurricane Preparedness Plan

## A. PURPOSE

1. The purpose of this plan is to establish policy and procedures for protecting personnel and securing Maryland Port Administration (MPA) property and equipment in preparation for hurricane force weather. The MPA will provide guidance, act as liaison to the U.S. Coast Guard, and disseminate advisory information to MPA tenants in preparation for a possible hurricane strike on Baltimore. The goal is to minimize potential deaths, injuries, and property damage and return MPA facilities to normal operations as quickly as possible after a hurricane impact on the Baltimore area.
2. This plan is advisory in nature and does not supersede any directives or requirements established by the Maryland Emergency Management Agency's (MEMA) State of Maryland Emergency Operations Plan (EOP) or those promulgated in the U.S. Coast Guard Captain of the Port (COTP) Upper Chesapeake Bay Hurricane Contingency Plan. <http://homeport.uscg.mil/mycg/portal/ep/home.do> **(Copy and paste the address)** Click Port Directory, then under Safety & Security Section, click COTP Orders-Local Contingency Plans, and click Upper Chesapeake Maritime Hurricane Contingency Plan 2009.

These plans should be consulted and their policies, directives, and recommendations adhered to, as they apply, in the event of a hurricane emergency.

## B. APPLICATION

This plan applies to all MPA personnel and facilities and includes recommended actions for leasees of MPA property.

## C. DISCUSSION

1. Hurricanes pose a threat to life and property on the east and gulf coasts of the United States from high winds, heavy rains, and flooding. Fortunately, hurricanes can be detected and their movements closely monitored making the threat they pose relatively predictable. With sufficient notice and preparation, people and property can be protected and losses minimized.
2. June 1st through November 30th is the period of greatest hurricane activity and is referred to as hurricane season. The Coast Guard COTP will establish and publish maritime conditions based on when gale force winds are predicted to arrive on the Maryland waters of the Chesapeake Bay (or the COTP Zone). The intent of setting port maritime hurricane conditions is to give the port community time to prepare. Attachment 1 is a chart comparing the various maritime hurricane conditions. These conditions are described as follows:

- a) **SEASONAL ALERT:** Set on June 1st and remain in effect through November 30. At this time hurricane plans should be reviewed and weather reports closely monitored for any hurricane activity.
  - b) **STORM CONDITION:** Set when high winds 55mph/48kts or greater are forecast. This condition includes all phases of the approaching storm.
  - c) **WHISKEY.** Set when gale force winds (34+ mph) associated with tropical cyclone activity are expected to arrive at the Port within **72 hours.**
  - d) **XRAY:** Set when gale force winds (34+ mph) associated with tropical cyclone activity are expected to arrive at Port within **48 hours.**
  - e) **YANKEE:** Set when gale force winds (34+ mph) from a hurricane force storm are expected to arrive at the Port within **24 hours**, and as soon as practical after the storm passes.
  - f) **ZULU:** Set when gale force winds (34+ mph) from a hurricane force storm are expected to arrive at the Port within **12 hours.**
3. The MdTA Police Department (P.D.) maintains a 24-hour watch and communications system. U.S. Coast Guard will make notification of maritime condition (via telephone and through teleconferences) changes to the MPA. Notifications and advisories to MPA tenants will be made using the MPA eBroadcast system; therefore it is important to provide current information to the eBroadcast administrator.
  4. The Coast Guard COTP Baltimore will take action to control ship movements based on the prevailing maritime condition. Sector Baltimore is an inland port and there are several factors to consider when deciding whether or not to allow a vessel to transit to sea or remain in Port. It takes 8 hours to transit through the C&D canal and 12 hours to transit through Hampton Roads to reach the Sea Buoy. Also the COTP has to consider what port conditions both Sector Delaware Bay and Sector Hampton Roads have set.
  5. The COTP Baltimore will dispatch harbor patrols into the port during the various maritime conditions to check for any potential hazards and may require facility operators to take action to eliminate hazardous conditions.

D. VESSEL PREPAREDNESS

- 1 The MPA, through eBroadcast, will transmit maritime condition advisories and preparedness recommendations to vessel owners, operators, agents, and steamship companies.
- 2 At **WHISKEY**, advise all vessels that **NO VESSEL CAN REMAIN MOORED AT MPA FACILITIES UNTIL and UNLESS THE FOLLOWING OCCURS**. Preparations should begin.

*Commercial Oceangoing Vessels and Barges Greater than 500 Gross Tons*

- a) Commercial oceangoing vessels and barges greater than 500 gross tons must seek COTP approval and have a COTP verification number for remaining in Port. This requires submission of a written request to COTP, using the USCG's [Commercial Vessel Authorization Checklist/Survey](#).
- b) For commercial oceangoing vessels and barges greater than 500 gross tons, permission must be granted by the COTP Baltimore before MPA will consider allowing a vessel to remain at its berths. The MPA requires that the vessel requests permission in writing and submits a completed Commercial Vessel authorization Checklist/Survey. The MPA Director of Operations or designee will determine whether to grant permission to the vessel, depending on operational considerations.
- c) The COTP Baltimore directs vessel movements and usually orders vessels greater than 500 gross tons to anchorage or to sea if conditions permit. Advanced planning and timely coordination with the MPA and the COTP will be critical in determining the safest course of action for each vessel.

*Vessels with COTP's Preapproval to Remain in Port*

- d) Vessels with COTP preapproval to remain in port should verify that the approved plan remains valid and notify the COTP of their intentions. If any of these vessels are moored at an MPA facility, The MPA Director of Operations or designee will determine whether to grant permission to the vessel, depending on operational considerations.

*Vessels Less Than 500 Gross Tons*

- e) Any vessel less than 500 gross tons must complete the USCG's Commercial Vessel Authorization Checklist/Survey, submit to MPA, and request permission from the MPA to remain in port. The MPA Director of Operations or designee will determine whether to grant permission to the vessel, depending on operational considerations. .

### ***Vessels Requesting Permission to Remain at Anchorage***

- f). Vessels electing to remain at anchorage in Baltimore Harbor or Chesapeake Bay must notify the COTP Baltimore. These arrangements must be confirmed when maritime condition YANKEE has been set or sooner.

### ***MPA Schedule 20A, Vessels Seeking Safe Refuge, Section II.B.5 States:***

***“A” 5. Safe Refuge:***

*A Vessel obtaining safe refuge at any MPA pier, if granted by the Administration in its sole discretion, shall accept all risks and full responsibility for any and all damage to property and bodily injury to persons resulting from said Vessel’s safe refuge status while berthing at MPA facilities.*

*In consideration for obtaining refuge, the Vessel, its owners, and Master shall indemnify the Maryland Port Administration and the State of Maryland for all property damage or personal injury emanating from safe refuge status, regardless of negligence on the part of the Vessel.*

*The Administration shall notify the Vessel’s Master, and the Master, on behalf of its owners and/or operators, shall acknowledge by written communication in the form of email, facsimile, or other record-establishing means, that the Vessel, its owners and/or operators are bound by this "Safe Refuge provision."*

### ***Precautionary Measures for Moored or Anchored Vessels***

- g) **Recommended Precautionary Measures for Ships and Recommended Precautionary Measures for Barges** remaining moored or anchored in port are included in the COTP Upper Chesapeake Bay Hurricane Contingency Plan. Also owners of vessels and barges should review the **Hurricane Prep Checklist for Ships and Barges**. These checklists/surveys/forms can be found in U.S.C.G Hurricane Contingency Plan.

<http://homeport.uscg.mil/mycg/portal/ep/home.do>

Click Port Directory, then under Safety & Security Section, click COTP Orders-Local Contingency Plans, then click Upper Chesapeake Maritime Hurricane Contingency Plan 2009.

- 3. When **XRAY** is set, the following is required:
  - a. Vessels with COTP pre-approval to remain in port should verify that the approved plan remains valid and notify the COTP and the MPA of their intentions.
  - b. Other vessels intending to remain at their moorings in port must obtain the COTP’s permission and the MPA’s approval.
- 4. When **YANKEE** is set, all vessels intending to remain moored at an MPA facility should have COTP and MPA permission.

5. At maritime conditions X-RAY and Yankee, the MPA Operations Department will notify the USCG of all vessels and barges arriving and departing MPA facilities.
6. When **ZULA** is set, COTP's team will ensure that all vessels are moored or anchored in preparation for the hurricane.
7. **Post Hurricane:** Vessel operators should be aware that after a hurricane passes, all navigation channels must be surveyed for possible submerged hazards to navigation and navigational aids must be checked to ensure they are functioning properly and in their proper location. The COTP Baltimore may not permit vessel movement in the Port of Baltimore until these precautionary measures are completed. This could delay vessel arrivals and departures for several days after a hurricane. Any decision to keep a vessel in port during a hurricane should be made with this in mind.

E. FACILITY PREPAREDNESS

- **WHISKEY:** The MPA, through eBroadcast, will transmit the following to MPA departments, its tenants, and other port users:
  - a) Review Hurricane Preparedness and Contingency Plans. Prepare (MPA) to initiate work order for Hurricane Preparedness.
  - b) Advise vessels who want to remain moored at an MPA facility of the requirement identified under Vessel Preparedness Section.
  - c) Normal facility operations may continue during maritime condition WHISKEY.
- **XRAY:** The MPA, through eBroadcast, will transmit the following to MPA departments, its tenants, and other port users:
  - a) Normal facility operations may continue during maritime condition X-RAY
  - b) Begin clearing missile hazards such as loose gear, equipment, dunnage, sheet metal, pallets, trash, drums, etc.
  - c) Plan for moving and securing dangerous cargo and hazardous materials to a safe location. Advise the COTP Baltimore of any concerns regarding dangerous cargoes or hazardous materials.
  - d) If practical, prepare stacking plan for empty and full containers. The COTP may require this action for containers with hazardous materials. Each tenant is to survey its area and use appropriate judgment as to the safest manner in which to store containers and other cargoes.
  - e) Survey moored vessels and notify the COTP Baltimore of any potential problems.

- f) Advise vessels who want to remain moored at an MPA facility of the requirement identified under Vessel Preparedness Section.
  - Vessels with COTP pre-approval to remain in port should verify that the approved plan remains valid and notify the COTP of their intentions.
  - Other vessels intending to remain at their moorings in port must obtain the COTP's permission and the MPA's approval.
- g) Review schedules of inbound and departing vessels and barges. Notify the COTP Baltimore of any vessels arriving or departing the Port of Baltimore within the next 48 hours.
- h) Where possible, engineering should photograph construction projects and facility improvements for use as verification of hurricane damage.
- i) Keep abreast of weather conditions.
- j) Consider the possibility of flooding and prepare to take measures to mitigate damage as much as possible (e.g. sandbag doors, move critical equipment, documents, and records to a higher location such as the second floor of a multi-story building or on top of tables or desks, etc.)
- k) Check and test back-up generators, including fueling.
- **YANKEE:** The MPA, through eBroadcast, will transmit the following to MPA departments, its tenants, and other port users. Some items will be for MPA only.
  - a) Normal operations may continue.
  - b) Plan for the possible termination of cargo operations.
  - c) Begin securing buildings and equipment for heavy weather, if necessary.
  - d) Begin securing containers, both empty and full, if appropriate.
  - e) Secure non-essential fuel and chemical storage and supply facilities (close valves, secure openings, etc.), if appropriate.
  - f) Advise vessels who want to remain moored at an MPA facility of the requirement identified under Vessel Preparedness Section.
    - Notify the COTP Baltimore of any vessels still moored at a terminal.
    - Advise all vessels intending to remain moored at an MPA facility that they should have COTP and MPA permission.

- g) Survey terminal areas for any potential hazards. Notify the MdTA Police and the COTP Baltimore if any hazards are found.
- h) Ensure all hazardous cargo is secured and protected from damage as much as possible, if appropriate.
- i) Review the MPA Crane Operating Procedures during Forecast and Actual Winds.
- j) Consider the possibility of flooding and prepare to take measures to mitigate damage as much as possible (e.g. sandbag doors, move critical equipment, documents, and records to a higher location such as the second floor of a multi-story building or on top of tables or desks, etc.)
- k) Normal telephone service may not be available after a hurricane. Review radio procedures and protocols and ensure radio batteries are available and charged.
- l) The MdTA Police will patrol MPA facilities and report any problems or hazardous conditions noted to the responsible terminal operator and the MPA Ops. Department
- m) Once Condition YANKEE is set, a MPA Command Post may be established. Request ISD to prepare command post.
- n) MPA Command Post Procedures dictate who should be present.
- o) SERM or designee should make regular status reports to the MEMA Emergency Operations Center (EOC) or DOTOps in accordance with Appendix 3 to Annex C of the Maryland EOP.
- p) Continue to evaluate weather conditions.
- q) The MPA Ops Department will request more frequent weather reports from the weather service provider.
- r) MPA will identify & schedule personnel who will be required to report to DOT OPS and CP.
- s) MPA will identify & schedule personnel who may be required to remain at or near the facility.
- t) Ensure procedures are in place so that MPA and tenant 'essential personnel' can get onto the terminal.
- u) Ensure that employee phone numbers are available.

8. ZULU: The MPA, through eBroadcast, will transmit the following to MPA departments, its tenants, and other port users:
- a) Prepare for possible termination of cargo operations. Determine time for termination and broadcast.
  - b) Establish the MPA Command Post with pre-designated personnel. Refer to CP procedures.
  - c) Continually evaluate weather conditions
  - d) Ensure all final preparations to secure buildings and equipment are in place.
  - e) Backup computer files and applications.
  - f) Secure all fuel and chemical storage and supply facilities (close valves, secure openings, etc.)
  - g) Notify the COTP Baltimore of any vessels still moored at a terminal.
  - h) Survey terminal areas for any potential hazards. Notify the MdTA Police and the COTP Baltimore if any hazards are found.
  - i) Refer to the MPA Crane Operating Procedures During Forecast and Actual Winds.
  - j) Prepare for flooding and take measures to mitigate damage as much as possible (e.g. sandbag doors, move critical equipment, documents, and records to a higher location such as the second floor of a multi-story building or on top of tables or desks, etc.).
  - k) Move vehicles and equipment to higher ground.
  - l) The MPA small boat facility should take the following actions:
    - (1) Secure all boats and scows with additional lines.
    - (2) All vessel-mooring lines should be lengthened to accommodate for exceptionally high tides.
    - (3) Clear missile hazards such as loose gear, equipment, dunnage, trashcans, etc. from pier and work areas.
    - (4) Park vehicles in garage.
    - (5) Seek safe harbor for debris scows at North Locust Point Terminal.
    - (6) Ensure electrical service to small boats is maintained for bilge pumps.

- (7) Assign personnel to facility after normal working hours to address any unforeseen occurrences, if appropriate.
- m) The MdTA Police will patrol MPA facilities and report any problems or hazardous conditions noted to the responsible terminal operator and MPA Command Post.
  - n) Test radios, radio procedures and protocols and ensure batteries are available and charged.
  - o) Move equipment to higher ground.
  - p) Review evacuation plans.
  - q) The MPA SERM should make regular status reports to the MEMA EOC or DOTOps in accordance with Appendix 3 to Annex C of the Maryland EOP.
  - r) Dispatch persons to DOT OPS, if required.
  - s) Post schedule for MPA employees required to remain on terminal.
  - t) Plan schedule for replacements at MPA Command Post.
  - u) Ensure that CP has up-to-date list of names from tenants of “essential personnel,” those who may remain onsite or will need access to site after weather event has subsided.
  - v) Provide with options and information regarding home preparation to employees, as appropriate.

F. POST-HURRICANE ACTIVITIES

1. The MPA, through eBroadcast, will publish advisories to MPA departments, tenants, and port users regarding their responsibilities for their own and MPA's equipment and property.
2. The MPA CP will establish ICS and adhere to principles of ICS.
3. Preliminary actions of CP:
  - Select best-qualified Operations Section chief and Deputy.
  - Select other key Command and General Staff.
  - Establish telephone and/or radio communications with the MPA CP.
  - Verify status of all personnel. Report findings/problems to the MPA CP.
  - Request that onscene personnel survey terminal areas for any dangerous conditions (e.g. fire/explosion hazards, oil/hazardous material spills, etc.) Report problems to MPA CP.
  - Survey terminal for status of intermodal operations.

- Contact tenants/port users and advise of situation and status on reopening terminals via eBroadcast.
- The MdTA Police and MPA Maintenance Departments and MPA tenants should cooperate to clear roadways of debris and restore transportation routes.

#### 4. Operations Section Chief:

- Select Inspection Teams, consisting of Engineering, Operations, & Maintenance (Others as appropriate – ISD, SERM, Security)
- Assign appropriate teams to infrastructure areas:
  - Piers, Berths, Decking, & Fenders
  - Cranes
  - Roadways
  - Electrical Distribution
  - Communication
  - Building Structures & Fire Suppression Systems
  - Vehicles & Equipment
  - Fencing & Security
  - Sanitary & Ejectors
  - Potable Water
  - Environmental (ASTs, O/W, Stormwater structures)
- Teams will inspect terminal structures and equipment for damage and document damage.
- Teams will assess damage and estimate of time to restore.
- Operations Chief will recommend priority for restoration of infrastructure.
- Operations Chief will brief the Command Post and Incident Commander.

#### 6. Other General and Command Staff Activities

- The MPA Office of Communications will prepare news releases of terminal situation, condition, and employees' work status.
- MPA Human Resources will provide guidance on MPA employee issues.
- Marketing will contact customer and update on status of terminal and operations.
- The MPA SERM should make regular status reports to the MEMA EOC or DOTOps in accordance with Appendix 3 to Annex C of the Maryland EOP.

## Comparison of Civilian, Maritime and Military Hurricane Conditions

| <i>Projected Storm Path and Seasonal Considerations</i>  | <b><i>Maritime Hurricane Conditions</i></b> | <i>Civilian Hurricane Conditions</i> | <i>Military Hurricane Conditions</i> |
|--|---|--------------------------------------|--------------------------------------|
| 1 December - 31 May  | NONE  | NONE                                 | NONE                                 |
| 1 June - 30 November   | SEASONAL ALERT (set automatically)          | HURRICANE SEASON (set automatically) | SEASONAL ALERT (set automatically)   |
| Hurricane force winds are expected within <b>72 hours</b> at (geographic point)                | CONDITION <b>WHISKEY</b>                    | HURRICANE SEASON                     | CONDITION FOUR                       |
| Hurricane force winds are expected within <b>48 hours</b> at (geographic point)                | CONDITION <b>XRAY</b>                       | HURRICANE WARNING                    | CONDITION THREE                      |
| Hurricane force winds are expected within <b>24 hours</b> at (geographic point)                | CONDITION <b>YANKEE</b>                     | HURRICANE WARNING                    | CONDITION TWO                        |
| Hurricane force winds are expected within <b>12 hours</b> at (geographic point)                | CONDITION <b>ZULA</b>                       | HURRICANE WARNING                    | CONDITION ONE                        |
| After the storm passes or when projected storm path has storm not impacting (geographic point) | Return to SEASONAL ALERT                    | Return to HURRICANE SEASON           | RESPONSE & RECOVERY                  |

**Attachment 1**

**Maryland Port Administration  
Hurricane Preparedness Plan**

**List of Essential Telephone Numbers**

| <u><b>Department/Agency</b></u>                                       | <u><b>Telephone Number</b></u> |
|---|--------------------------------|
| Baltimore City Fire Department Ops Center                             | 410-396-3086                   |
| Baltimore County Fire Department                                      | 410-887-4592                   |
| Chesapeake and Delaware Canal Operator                                | 410-575-6714                   |
| Maryland Department of the Environment<br>MDE Emergency Response Team | 410-537-3975<br>1-866-633-4686 |
| Maryland Emergency Management Agency<br>Emergency Operations Center   | 410-517-3600<br>410-517-3600   |
| MdTA Police Department Communications Section                         | <b>410-633-1092</b>            |
| MdTA Police Detachment Commander                                      | 410-631-1071                   |
| Operations Lieutenant   | 410-633-1070                   |
| On Duty Supervisor  | 410-633-1067                   |
| MPA Security Office   | 410-633-1150                   |
| MPA Office of Communications  | 410-385-4483                   |
| MPA Safety and Risk Management Department                             | 410-633-1147                   |
| MPA Terminal and Vessel Operations Department - Main<br>Line          | 410-633-1077                   |
| MPA Terminal Operations Cellular                                      | 410-302-9581                   |
| Director of Operations  | 410-633-1043                   |
| Gen. Manager, Terminal Operations                                     | 410-633-1124                   |
| Vessel Operations   | 410-633-1160                   |
| Steamship Trade Association of Baltimore, Inc.                        | 410-248-3377                   |
| U.S. Coast Guard Captain of the Port, Baltimore, MD                   | 410-576-2693                   |
| Vessel information Telephone  | 410-576-2517                   |
| USCG Recorded 24/7 Message  | 410-576-2682                   |
| USCG Crisis Action Center (CAC)                                       | 410-576-2699                   |
| <b>Vessel Information Fax</b>   | <b>410-576-2524</b>            |
| U.S. Coast Guard Captain of the Port, Hampton Roads, VA               | 757-441-3302                   |
| U.S. Coast Guard Captain of the Port, Philadelphia, PA                | 215-271-4881                   |

Attachment 2