

## STORM PREPARATION CHECKLIST FOR AGENTS

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A. Hurricane Condition ALERT: A seasonal alert during which a hurricane can be expected to occur. This alert condition is automatically set on June 1<sup>st</sup> and remains in effect through November 30<sup>th</sup>, unless otherwise established.

- \_\_\_\_\_ Review this plan to ensure familiarity upon setting Hurricane Condition ALERT.
- \_\_\_\_\_ Coordinate any changes, updates or suggestions to this plan with MSO Wilmington's planning staff prior to May 15<sup>th</sup>.
- \_\_\_\_\_ Notification should be made to the Coast Guard COTP of any problems noted that would prevent or limit preparedness for the hurricane, and identify potential problems or conditions that cannot be mitigated within 72 hours
- \_\_\_\_\_ Ensure that the vessels under contract are provided with the contents of this plan and made aware of their responsibilities regarding safety of the port in the event of a hurricane. Agents shall act as liaison between the Coast Guard and the vessels.

B. Hurricane Condition 4 (72-Hour Alert): The COTP normally sets this condition 72 hours before the expected arrival of gale force winds (34 knots or 39 mph) at Frying Pan Shoals Buoy #7.

- \_\_\_\_\_ Monitor the approach of the hurricane as broadcast by the National Weather Service (NWS) and Coast Guard BNTMs and MSIBs. Utilize the web pages for the NWS ([www.nwsilm.wilmington.net/](http://www.nwsilm.wilmington.net/)) and the National Hurricane Center ([www.nhc.noaa.gov/](http://www.nhc.noaa.gov/)).
- \_\_\_\_\_ Notify the COTP of any problems noted that would prevent or limit preparedness for the hurricane, and identify potential problems or conditions that cannot be corrected or mitigated within 48 hours.
- \_\_\_\_\_ Due to the limited availability of resources as the storm approaches, labor should be scheduled and/or hired accordingly.
- \_\_\_\_\_ Anticipate and notify the COTP Wilmington which vessels will be in port or bound for the COTP Zone within 48 hours. Review expected vessel arrivals and departures to identify any potential need for assistance or impairment of port operations.
- \_\_\_\_\_ Notify all vessels that cargo operations must be completed within 24 hours and that they should depart port for open ocean immediately upon completion.

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- \_\_\_\_\_ Ensure that all vessels in Lay-up Status under your control are prepared for arrival of hurricane conditions.
  
- \_\_\_\_\_ Review port emergency procedures and contacts with vessel masters.
  
- \_\_\_\_\_ All self-propelled oceangoing vessels over 500 GT, all oceangoing barges and their supporting tugs, and all tank barges over 200 GT are expected to begin preparations for departure during this Port Condition unless granted permission to remain in port from the COTP. This request must be submitted to the Captain of the Port ***within the next 24 hours or prior to the setting of Hurricane Condition 3***. The request may be faxed to the Marine Safety Office, Attn: Inspections Department at (910) 772-2238 and shall include the information on the Vessel Checklist included in this section.

C. Hurricane Condition 3 (48-Hour Alert): The COTP normally sets this condition 48 hours before the expected arrival of gale force winds at Frying Pan Shoals Buoy #7.

- \_\_\_\_\_ All self-propelled oceangoing vessels over 500 GT, all oceangoing barges and their supporting tugs, and all tank barges over 200 GT must schedule departure to **clear** the sea buoy at least 12 hours prior to gale force winds at Frying Pan Shoals Buoy #7 unless granted permission to stay by the COTP.
  
- \_\_\_\_\_ Maintain close contact with COTP Wilmington to advise of any unusual or dangerous situations. Notification should be made to the COTP of any problems noted that will prevent or limit preparedness for the hurricane, and identify potential problems or conditions which cannot be mitigated within 24 hours.
  
- \_\_\_\_\_ Review and prepare for Hurricane Conditions 2 and 1. Contact COTP with specific questions.
  
- \_\_\_\_\_ Ensure vessels that have COTP permission to remain in port conduct final preparations for seeking shelter. Notify vessel operators to anticipate delays at drawbridges due to vehicular evacuation routing or the possible securing of drawbridges for their protection. Bridges along the Atlantic Intracoastal Waterway and Cape Fear River may be secured at Hurricane Condition 1 or when winds exceed 39 mph.

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D. Hurricane Condition 2 (24-Hour Alert): The COTP normally sets this condition 24 hours before the expected arrival of gale force winds at Frying Pan Shoals Buoy #7.

**THE DESIGNATED WATERS OF THE COTP WILMINGTON ZONE, INCLUDING WILMINGTON, MOREHEAD CITY, THE INTRACOASTAL WATERWAY AND INLETS, ARE CLOSED TO INBOUND TRAFFIC.**

\_\_\_\_\_ Anticipate closure of the port to inbound and outbound traffic when Hurricane Condition 1 is set.

\_\_\_\_\_ Maintain close contact with COTP Wilmington to advise of any unusual or dangerous situations. Notification should be made to the COTP of any problems noted that will prevent or limit preparedness for the hurricane, and identify potential problems or conditions which cannot be mitigated within 12 hours.

\_\_\_\_\_ Agents should ensure timely and adequate preparations are being conducted by the vessel master and crew. All self-propelled oceangoing vessels over 500 GT, all oceangoing barges and their supporting tugs, and all tank barges over 200 GT must schedule departure to **clear** the sea buoy at least 12 hours prior to gale force winds at Frying Pan Shoals Buoy #7 unless permission has been granted by the COTP to remain in port.

E. Hurricane Condition 1 (12-Hour Alert): The COTP normally sets this condition 12 hours before the expected arrival of gale force winds at Frying Pan Shoals Buoy #7.

**THE DESIGNATED WATERS OF THE COTP WILMINGTON ZONE, INCLUDING WILMINGTON, MOREHEAD CITY, THE INTRACOASTAL WATERWAY AND INLETS, ARE CLOSED TO INBOUND AND OUTBOUND TRAFFIC.**

A Safety Zone will be established for all waters within the COTP Wilmington Zone at Hurricane Condition 1 and will remain in effect until terminated by the Captain of the Port. Vessel movements without specific authorization from COTP Wilmington are prohibited. Permission for vessels to move within the port may be granted up until 12 hours before the projected arrival of hurricane force winds at Frying Pan Shoals Buoy #7.

\_\_\_\_\_ Cease regular cargo and bunker handling operations and drain all lines (as applicable).

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- \_\_\_\_\_ Maintain close contact with COTP Wilmington to advise of any unusual or dangerous situations. Notification should be made to the COTP of any problems noted that will prevent or limit preparedness for the hurricane, and identify potential problems or conditions which cannot be mitigated.
  
- \_\_\_\_\_ Notify vessels en route to the Cape Fear River or Morehead City area that gale force winds are expected to reach the Frying Pan Shoals Buoy #7 within 12 hours and the waters of the COTP Wilmington are closed; direct vessels to remain at sea or seek alternate ports.

F. Hurricane Condition RECOVERY (Post-Storm): The COTP normally sets this condition once sustained winds drop below gale force at Frying Pan Shoals Buoy #7.

COTP Wilmington will begin conducting port surveys to assess damage to port infrastructure (Bridges, Aids to Navigation, etc..) to ensure that the waterways are safe to transit. Once these surveys are complete port restrictions will be eased as conditions allow.

- \_\_\_\_\_ Conduct a damage assessment survey as soon as possible after the passing of the storm. Notify the COTP Wilmington of any persons in distress, major damage, pollution or any other hazardous situations as soon as possible.
  
- \_\_\_\_\_ It can be anticipated that commercial power and consequently other utilities will be interrupted for up to 96 hours or more. The various draw and swing span bridges may experience delays or closures, which could severely hinder both marine and vehicle traffic.
  
- \_\_\_\_\_ Contact vessels and collect status assessments. Report same to COTP Wilmington. Direct vessels not to move or resume operations until authorized by the Captain of the Port.