



MSOCHASINST M3141.1H  
7/07/03

MARINE SAFETY OFFICE CHARLESTON INSTRUCTION M3141.1H

Subj: HEAVY WEATHER PLAN

Ref: (a) CGD SEVEN OPLAN 9770-95, APPENDIX 21 TO ANNEX C

1. PURPOSE. This document provides guidance to personnel assigned to MSO Charleston in the event that heavy weather preparations are required. The objective of this heavy weather response plan is to maintain or regain the unit's ability to perform its assigned mission. The Commanding Officer will determine, in existing circumstances, how this objective can best be accomplished and adjust the priority of response efforts accordingly. It is important to note, however, that saving lives and protecting property is a statutory Coast Guard mission, and that during a natural disaster other unit actions and missions have a much lower priority.
2. ACTION. This instruction is effective upon receipt. The Chief, Port Operations Department is responsible for maintaining and annually reviewing this plan in accordance with local and Seventh District directives. All personnel assigned to MSO Charleston shall read this instruction and become familiar with their responsibilities during heavy weather/hurricanes.
3. DIRECTIVES AFFECTED. Hurricane Contingency Plan, MSOCHASINST 3141.1G is cancelled.
4. DISCUSSION. This document is divided into four major parts.
  - a. Introduction. The first part, Chapter 1, of this document provides brief descriptions of the authority and purpose of this instruction. Also included are some common terms and their definitions.
  - b. Unit Preparedness. The second part, Chapter 2, of this document provides instructions to be followed by personnel from Coast Guard Marine Safety Office Charleston. It is designed to ensure the security of Coast Guard and related non-Coast Guard personnel and property in the COTP Charleston area during the hurricane season. This chapter deals solely with internal unit policy; only standard distribution addressees will receive this section of the plan.
  - c. Port Preparedness. The third part, Chapter 3, provides guidance for the Charleston area maritime community and the Coast Guard on steps that should or will be taken before, during, and after heavy weather. Chapter 3 and selected annexes shall be used as a planning tool for the maritime community. This chapter and associated annexes will be distributed to the maritime community in accordance with Annex G.

Subj: HEAVY WEATHER CONTINGENCY PLAN

- d. Post Incident Response. Perhaps one of the most difficult aspects of planning for heavy weather is that of the aftermath. Chapter 4 provides guidance for returning the unit and the port community to an operational status, identifying mission priorities, and coordinating unit resources with those of other Coast Guard and civilian agencies within the community.

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## PORT SURVEYS ASSIGNMENTS

A. DUTIES: Evaluation teams, each consisting of three personnel, will perform the following

1. Determine the preparedness of designated waterfront facilities to weather the storm. Facility evaluation forms and instructions are included in ANNEX D. These are to be used as a guide for team members and the maritime community.
2. Determine the preparedness of vessels in the port. Vessel sortie checklist/survey forms are included in Annex I. These are to be used as a guide for team members and the maritime community.
3. Report in after each facility and vessel has been examined or every 1/2 hour, whichever is sooner.

B. TEAM MAKEUP:

Survey Team # 1: See Annex A for personnel assignments

Detyens Marine Repair Facility (Bushy Park)  
Naval Weapons Station  
Petro Chem facilities along "Oil Can Alley" on Cooper River  
Terminate at Alumax/Chem Marine

Survey Team # 2: See Annex A for personnel assignments

Metal Trades  
All facilities/piers on ExNAVBASE  
Shipyard River facilities

Survey Team # 3: See Annex A for personnel assignments

SPA Passenger Ship Terminal  
McAllister Towing  
Detyens Wando Shipyard  
Halsey-Cannon Shipyard  
BP/Amoco  
NUCOR Steel

Survey Team # 4: See Annex A for personnel assignments

Port of Georgetown  
Wando Terminal

Survey Team # 5: See Annex A for personnel assignments

Myrtle Beach  
Little River

## ANNEX I

### COMMERCIAL VESSEL SORTIE GUIDANCE

There are no "safe havens" identified within the Marine Safety Office Charleston area of responsibility for a vessel to safely survive threatening winds, hurricane force winds, or potential storm surges without creating a threat to the safety of the port and public welfare. The safest condition for the port during the arrival of a hurricane is when the inventory of vessels is at a minimum.

Vessel owners/operators and agents will make every attempt to put their vessels to sea in the event a hurricane threatens the MSO Charleston area of responsibility. Oceangoing commercial vessels and oceangoing barges greater than 200 gross tons are to depart the port area. The criteria for this requirement was chosen for the following reasons:

1. "Oceangoing" is an important term because it creates a standard for vessel construction. For this planning effort, the term "oceangoing" is defined as U.S. vessels with a Certificate of Inspection authorizing ocean service and foreign vessels possessing an international load line certificate, oceans route, "registry vessels;"
2. The Load Line Rules apply to commercial/merchant vessels greater than 150 gross tons; and
3. Master competency rules apply to commercial/merchant vessels greater than 200 gross tons.

In the event a commercial oceangoing vessel or Coast Guard certificated oceangoing barge over 200 gross tons is not capable of putting to sea, the person-in-charge of the vessel must submit a written request to the COTP to allow the vessel to remain in the port.

### PERMISSION TO STAY

Vessels allowed to remain in port must have the decks clear of any missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure hatches are secured for heavy weather. The following information at a minimum should be included in requests to the COTP to allow a commercial oceangoing vessel or Coast Guard certificated oceangoing barge of over 200 gross tons to remain in port through a hurricane.

### VESSEL INFORMATION

1. Time/Date
2. Name, call sign, and official number of vessel.
3. Nationally of vessel.
4. Name of master.
5. Name, address, and phone number of agent.
6. Name, mailing address, and phone number of the charterer or operator.
7. Name, mailing address, and phone number of owner.
8. Vessel particulars including length and gross tonnage.
9. Reason why vessel cannot leave port & Condition of vessel.

10. Number of personnel to remain on vessel and their qualifications.
11. Amount of ballast the vessel may hold.
12. Amount of bunkers, lube oil, and diesel oil on board.
13. Estimated draft with vessel ballasted.
14. Name of berth and location.
15. Depth of water in the vessels berth at low tide.
16. Availability of vessel's main propulsion.
17. Describe how vessel will be secured to the berth. Submit a diagram showing the mooring arrangements with the size mooring lines or wire.
18. Operational status of machinery on board (i.e. engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors etc.)
19. Fire fighting capabilities of vessel.
20. Any unusual conditions affecting its seaworthiness.

**The attached "Commercial Vessel Sortie Checklist/Survey" template must be completely filled out and submitted to the COTP. It must be signed by both the person in charge of the vessel and the person in charge of the facility to which the vessel is moored.**

**VESSEL INFORMATION REQUIRED BY THE COTP FOR COMMERCIAL  
OCEANGOING VESSELS AND OCEANGOING BARGES OVER 200 GT REMAINING OR  
REQUESTING TO REMAIN IN PORT.**

VESSEL NAME \_\_\_\_\_ CALL SIGN: \_\_\_\_\_

CURRENT

LOCATION/FACILITY: \_\_\_\_\_

FACILITY POC/PHONE NUMBER: \_\_\_\_\_ / \_\_\_\_\_

OFFICIAL NUMBER OF VSL: \_\_\_\_\_ VSL NATIONALITY: \_\_\_\_\_

NAME OF MASTER: \_\_\_\_\_

AGENT NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CHARTER/OPERATOR \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS \_\_\_\_\_

**VESSEL/BARGE PARTICULARS**

LENGTH: \_\_\_\_\_ GROSS TONAGE: \_\_\_\_\_

CURRENT CONDITION/WHY VESSEL CAN'T LEAVE PORT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PERSONNEL TO REMAIN ON VESSEL AND

QUALIFICATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BALLAST VSL MAY HOLD: \_\_\_\_\_ BUNKERS ON BOARD: \_\_\_\_\_

LUBE OIL ON BOARD: \_\_\_\_\_ DIESEL OIL ON BOARD: \_\_\_\_\_

ESTIMATED DRAFT WITH VSL BALLASTED: \_\_\_\_\_

NAME OF BERTH AND LOCATION: \_\_\_\_\_

DEPTH OF WATER IN VSL'S BERTH AT LOW TIDE: \_\_\_\_\_

AVAILABILITY OF VSL'S MAIN PROPULSION: \_\_\_\_\_

Describe how vessel will be secured to the berth. (submit a diagram showing the mooring  
arrangements with the size mooring lines or wire.) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Operational status of machinery onboard (i.e. engines, generators, fire fighting pumps, bilge  
pumps, anchors and number of anchors etc.): \_\_\_\_\_

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Fire fighting capabilities of vessel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any unusual conditions affecting its seaworthiness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITY MOORING PARTICULARS**

Fendering configuration and condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has an engineering study been performed to determine maximum size vessel with maximum winds which could safely be moored at facility. Condition of bollards, dolphins, and deadmen. Is it capable of holding the vessel? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shoreside fire fighting capabilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tugboat capabilities/assistance. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distance of closest obstruction which may cause damage to the vessel (i.e. cranes, drydocks, buildings, tanks, etc.) \_\_\_\_\_  
\_\_\_\_\_

Distance to nearest oil storage facility, hazardous material facility, oil or hazardous material storage tanks at facility where vessel will be moored, and any oil pipelines). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hazardous materials should be removed from areas prone to flooding: \_\_\_\_\_

\_\_\_\_\_

Facility operators should ensure the open areas of their docks, wharves, and piers are cleared of all missile hazards: \_\_\_\_\_

\_\_\_\_\_

Drums should be banded on pallets not more than two tiers high or laid horizontally with secure dunnage. \_\_\_\_\_

\_\_\_\_\_

**CONTINGENCY INFORMATION**

Equipment available to remove a sunken vessel. \_\_\_\_\_

\_\_\_\_\_

Equipment/personnel available to fight fire. \_\_\_\_\_

\_\_\_\_\_

Plans for emergency evacuation of crewmen. \_\_\_\_\_

\_\_\_\_\_

Plans for emergency medical services. \_\_\_\_\_

\_\_\_\_\_

Plans to contain and remove oil discharges or hazardous material releases into the environment.

\_\_\_\_\_

Discrepancies: \_\_\_\_\_

\_\_\_\_\_

Master: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Facility Manager: I agree/do not agree to allow vessel to remain at the facility.**

Manager: \_\_\_\_\_ Date/Time: \_\_\_\_\_



## CHAPTER 1. INTRODUCTION

- A. General. Various forms of natural disasters may present a serious threat to life and property within the Captain of the Port, Charleston, SC zone. They may include floods, tornadoes, and hurricanes. By far, hurricanes pose the greatest threat to this area. Hurricanes have inflicted heavy losses to people and property along the South Carolina coastal area. This heavy weather plan is especially cognizant of the vulnerability of vessels and marine facilities which may lie in the path of an approaching hurricane or other significant storm. Proper liaison and planning among maritime interests can mitigate the threats presented by impending heavy weather.
- B. Authority. This plan is derived from the authority contained in 14 U.S.C. 88, 14 U.S.C. 141, 33 U.S.C. 1221, Coast Guard Regulations, and other directives. It supports the policies of the Commandant; Commander, Atlantic Area; and the Commander, Seventh Coast Guard District.
- C. Purpose. This plan is intended to outline the steps to take in preparation for, and recovery from, heavy weather, particularly hurricanes. In the execution of this plan, MSO Charleston will render aid to distressed persons and property at any time and at any place where personnel are available, consistent with Coast Guard mission areas. Expected tasking includes:
1. Port Preparedness. Take all necessary actions to prepare the Ports of Charleston and Georgetown for approaching heavy weather in order to prevent loss of life and minimize damage.
  2. Pollution Response. Provide oversight during the clean up of all marine pollutants spilled during the passage of heavy weather.
  3. Survey damage. Conduct surveys of port facilities and vessels for damage caused by the passage of significant storms with the goal of rapidly opening the Ports of Charleston and Georgetown to commerce.
- D. Priority Of Response Effort. Heavy weather disaster response shall be in accordance with the following priority list:
1. Priority 1. Continue essential assigned missions and assure internal security of the unit, including safety of members and their families.
  2. Priority 2. Provide other military commands assistance, as required, to allow them to execute their assigned missions.
  3. Priority 3. Provide nonmilitary federal agencies whatever off-station assistance is required to protect the interests and property of the United States Government.

4. Priority 4. Provide aid to civil authorities in the event the capabilities of established civilian agencies are overwhelmed.
  5. Priority 5. In cases of domestic disturbance, take action in accordance with the Coast Guard Civil Disturbance Support Plan (COGARD-Garden Plot), COMDTINST M3010.14.
- E. Heavy Weather Plan Update and Review Policy. Coast Guard Seventh District policy requires that MSO Charleston maintain a current heavy weather plan. This plan will be reviewed annually. Once approved by the Command, an updated copy shall be submitted to CCGD7(mr) for review and reference.
- F. Definitions.
1. Hurricane Season. The hurricane season in the Seventh Coast Guard District is from 1 June through 30 November.
  2. Hurricane Categories. The National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) provides advance warning of hurricanes. A "hurricane watch" is issued whenever a hurricane becomes a threat to coastal areas. A "hurricane warning" is issued when hurricane winds of 74 MPH or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. The strength of a hurricane is measured by its maximum sustained winds. Hurricanes are categorized as follows:

<u>Category</u>	<u>Winds</u>
Category One	74-95 MPH
Category Two	96-110 MPH
Category Three	111-130 MPH
Category Four	131-155 MPH
Category Five	over 155 MPH

Note: These five HURRICANE CATEGORIES should not be confused with the five HURRICANE CONDITIONS discussed below.

3. Hurricane Conditions. Hurricane conditions for Coast Guard units will be set by the District Commander. Hurricane conditions for area maritime communities in the ports of Charleston and Georgetown will be set by the Captain of the Port (COTP). (Note: The *unit* hurricane conditions for MSO Charleston may be different than our local *port* conditions, e.g.- MSO - *Unit* Condition Three, Port of Charleston - *Port* Condition Two (Port Condition YANKEE), Port of Georgetown - *Port* Condition Four (Port Condition WHISKEY)). There are five hurricane conditions established to alert communities to the degree of possible danger expected in the area involved. The five conditions are:

- a. Condition Five. This is a stand down condition set from 1 December to 31 May each year except when modified by a rare winter storm.
  - b. Condition Four. (Port Condition WHISKEY) A seasonal heavy weather condition set automatically each year on 1 June and extending through 30 November, unless otherwise directed by Commander, Seventh Coast Guard District.
  - c. Condition Four (Enhanced). (Port Condition WHISKEY ENHANCED) Set when weather advisories indicate that heavy weather with threatening winds MAY impact a specific area of the Seventh Coast Guard District mainland within 72 hours.
  - d. Condition Three. (Port Condition X-RAY) Set when weather advisories indicate that heavy weather with threatening winds MAY impact a specific area of the Seventh Coast Guard District mainland within 48 hours.
  - e. Condition Two. (Port Condition YANKEE) Set when weather advisories indicate that heavy weather with threatening winds WILL PROBABLY impact a specific area of the Seventh Coast Guard District mainland within 24 hours.
  - f. Condition One. (Port Condition ZULU) Set when weather advisories indicate that heavy weather with threatening winds WILL impact a specific area of the Seventh Coast Guard District mainland within 12 hours.
4. Threatening Winds. Any projected sustained wind speeds equal to or in excess of 34 knots/39 mph.
- G. Implementation. The Captain of the Port may implement any procedures contained in this plan, deemed necessary, for heavy weather not necessarily constituting a hurricane.

## CHAPTER 2. UNIT PREPAREDNESS

- A. Hurricane Procedures. The following procedures shall occur when each respective hurricane condition is set:
1. CONDITION FIVE (1 December - 31 May). See Annex B for checklist.
    - a. All Department Heads and the Duty Officer shall be alert to the precautions necessary to prepare and protect Unit personnel and equipment from heavy weather. This is critical during hurricanes, as indicated throughout this plan, but also particularly important when heavy weather not necessarily constituting a hurricane is forecasted. Threatening winds in excess of 34 knots/39 mph associated with significant rainfall necessitates taking various precautions throughout the Unit. Department Heads and the Duty Officer, as well as Unit personnel, shall take it upon themselves to be ever vigilant and proactive in this regard. Also, since flooding downtown is common during periods of heavy rainfall, the Executive Officer will communicate delayed office operating hours to Department Heads as appropriate. This applies inside and outside of hurricane season.
    - b. Department heads shall review the supply list in Annex J and procure supplies as necessary.
    - c. The Public Affairs Officer (see Annex A) shall contact the local radio stations, which have agreed to broadcast post-hurricane announcements for the MSO, to ensure that they will continue to issue broadcasts for the unit.
    - d. The Chief, Administration Department, shall continuously update personnel addresses and telephone numbers.
    - e. The Emergency Operation Center (EOC) liaison (see Annex A) shall:
      - (1) Acquire information pamphlets from the EOC on flood and evacuation zones and distribute to unit personnel for their family members no later than 1 June. Civil authorities' plans may change from year to year and it will be necessary to check with these authorities to see what resources shall be available for care of family members. Provide any changes to the Chief, Port Operations Department, to update the plan.
      - (2) Identify one Reservist to augment the EOC watch following a hurricane and two Reservists to augment FEMA Emergency Support Function One (ESF-1), as requested under the Federal Response Plan.
    - f. The Chief, Port Operations Department shall:
      - (1) Review this plan and recommend appropriate changes to the Commanding

Officer by 1 May of each year.

- (2) Notify D7(m) that the plan has been reviewed, no later than 31 May. Include any updates to the plan.
- (3) Ensure that the 3 portable electric generators are maintained, examined, and tested no later than 1 June of each year.
- (4) Conduct disaster preparedness training for all hands prior to 1 June of each year. All unit personnel, military and civilian, shall attend; family members are also invited. Training topics shall include:
  - (a) The nature and effects of a hurricane disaster in the Charleston, SC, area.
  - (b) The primary means of self-help and survival.
  - (c) Distribution of hurricane information to family members; including evacuation routes, maps showing expected flood and evacuation areas, emergency phone numbers, and recommended supplies/articles which should be taken to a shelter, etc.
  - (d) The need for protective measures and emergency recovery operations. Unit members shall be aware of the potential damage from loose gear lying around the building.
  - (e) Specific plans of the unit for natural disaster response operations.
- (5) Conduct a hurricane preparedness outreach program with private marinas, small recreational craft and fishing vessels as an extension of the ongoing Sea Partners and Vessel Safety Check (VSC) activities of the Unit's Reserve and Auxiliary members.

2. CONDITION FOUR (1 June - 30 November). See Annex B for checklist.

- a. All Department Heads and the Duty Officer shall be alert to the precautions necessary to prepare and protect Unit personnel and equipment from heavy weather. This is critical during hurricanes, as indicated throughout this plan, but also particularly important when heavy weather not necessarily constituting a hurricane is forecasted. Threatening winds associated with significant rainfall necessitates taking various precautions throughout the unit. Department Heads and the Duty Officer, as well as unit personnel, shall take it upon themselves to be ever vigilant and proactive in this regard. Also, since flooding downtown is common during periods of heavy rainfall, the Executive Officer will communicate delayed office operating hours to Department Heads as appropriate. This applies inside and outside of hurricane season.

- b. Department Heads shall:
  - (1) Ensure that requirements of Condition Five have been met and report the status to the Executive Officer.
  - (2) Review Condition Three requirements.
- c. The Executive Officer and Department Heads shall carefully consider the impact of authorizing leave and liberty during this condition. Personnel shall be reminded that they are subject to recall.
- d. MSO personnel using government vehicles and boats shall ensure that they are returned to the office with fuel tanks at least 3/4 full. The vehicle officer shall verify fuel levels weekly.
- e. The Chief, Port Operations Department shall:
  - (1) Verify that emergency equipment (such as generators and boats) is operational.
  - (2) Ensure there are sufficient quantities of critical spare parts and consumables for the emergency equipment.
  - (3) Contact representatives of Coast Guard Group Charleston to ensure coordination of planning and alignment of response postures. Industry related and port authority contingency plans shall be reviewed or requested as necessary.
  - (4) Maintain a communications watch for National Weather Service advisories and plots of developing hurricanes. Known hurricanes shall be plotted on the "Hurricane Plotting Board" located outside the Second Floor Conference Room with each message or other official positioning information received. The initial plot will include the known position of the storm and its 72-hour forecast position. Around the 72-hour position the predicted threatening wind radius shall be drawn. This wind radius will be used to trigger setting Enhanced Condition Four for the Ports (landfall within 72 hours) as the forecast winds touch landmass within the AOR. The same process will be continued for the 48-hour forecast which will prompt the setting of unit and port Condition Three, but not necessarily at the same time since unit condition is set by district and port condition is set by the COTP.
  - (5) Send an attainment message (see Annex D) for the unit attaining Condition Four no later than 1 June.
- f. The Chief, Administration and Supply Department shall:

- (1) Update the personnel recall list by 1 June, distribute it to MSO department heads, and review recall procedures. The recall list shall include active duty and reserve personnel.
  - (2) Ensure sufficient quantities of plastic sheeting are on hand to cover electronic equipment after it has been relocated, as required during the setting of Hurricane Conditions Three, Two, and One.
- g. All MSO personnel shall take necessary steps to limit potential missile hazards.
- h. When the speed of advance of heavy weather with threatening winds is such that landfall could be projected within 96 hours, the Executive Officer shall:
- (1) Alert all hands to developing conditions and their need to arrange for quarters and safety of their family members in potential evacuation areas.
  - (2) Consider alteration of liberty and leave status.
- i. The Chief, Inspections Department shall:
- (1) Determine the status of any vessels laid up in port (Review MSOCHASINST 16601.1A on laid up vessels).
  - (2) Coordinate preliminary Port Surveys utilizing available designated Regulars and available Reserve and Auxiliary personnel. The purpose of these surveys is to identify any unsafe conditions in the port area, such as derelict ships, excessive uncovered storage, or intermodal containers or tanks that could pose a pollution or navigation hazard if damaged or displaced by high winds or storm surge.
- j. When weather advisories indicate heavy weather with threatening winds is within 72 hours of landfall in the area, the Commanding Officer shall set the MSO Heavy Weather Watch, Quarter and Station Bill (Annex A). The purpose shall be to begin securing MSO Charleston buildings and equipment against the possible heavy weather threat (see Annex B for checklist).

**NOTE:** Unit members are reminded that when passing weather advisories, whether by phone, radio, or in person, the member shall indicate that the information is an advisory only, the accuracy of the advisory cannot be guaranteed.

3. CONDITION THREE (48 hours prior to landfall). See Annex B for checklist.

- a. All Department Heads shall:
- (1) Ensure that requirements of Condition Four have been met and report the status to the Executive Officer.

- (2) Review Condition Two requirement.
- b. The Executive Officer shall:
- (1) Order the recall of personnel not on leave and the setting of the Heavy Weather Watch, Quarter, and Station Bill Condition Three.
  - (2) Ensure that Reserve personnel are placed on standby and establish recall procedures. The reserve recall status goal is: within 4 hours; 20%, 8 hours; 30%, and 24 hours; 50%.
  - (3) Be prepared to direct unit members located in areas subject to evacuation to move to appropriate civilian shelters.
  - (4) Allow unit personnel, as operations permit, time to prepare their homes and families for the oncoming storm.
  - (5) Establish post-hurricane recall, muster, and initiation of post-hurricane operations procedures.
- c. The Communications Officer (see Annex A) shall check all communications equipment to ensure proper working condition.
- d. Chief, Port Operations Department shall:
- (1) Ensure unit vehicles and boats have full fuel tanks when not being used. Determine sites at which boats, government vehicles, and trailers shall be located during the hurricane. Sites shall be separated as widely as possible and consistent with projected storm track, elevation, and security of the selected sites. The small boat shall be trailered, fueled and stored with the VOSS and Command Post at the Navy Base.
  - (2) Continue to maintain a plot of each hurricane's progress and log the unit's hurricane readiness actions and attainment. The plot will include the known position of the storm and its 24-hour forecast position. Around the 24-hour position the predicted threatening wind radius shall be drawn. This wind radius will be used to trigger setting Port Condition Two as the forecast winds touch landmass within the AOR.
  - (3) Continue coordination with Group Charleston regarding preparations.
  - (4) Review pollution contingency plans in preparation for post-hurricane pollution response.
  - (5) Verify operation of hurricane critical equipment. Ensure necessary

consumables and spare parts are on hand and readily accessible. All equipment shall be prioritized, stored, or evacuated according to need in accomplishing mission responsibilities with particular attention to Port Safety, Environmental Response and SAR duties

- (6) When directed by the Captain of the Port, inform the maritime community that Condition Three has been set for the port. (The setting of Condition Three for the MSO and the port may not correspond precisely.)
  - (7) Send the attainment message (see Annex D) for Condition Three.
- e. Chief, Administration and Supply Department shall:
- (1) Distribute plastic sheeting for covering computers.
  - (2) Verify the recall list. Develop a list of locations and telephone numbers where dependents and civilians will be staying during the storm. Establish a check-in (by phone or otherwise) requirement for personnel who shall be within the storm-affected area.
  - (3) Advise all department heads to contact Reserve personnel assigned to their department in accordance with MSOCHASINST 1601.7. Reserve personnel shall be instructed to prepare to respond to oil spills and casualty investigations
- f. Chief, Inspections Department shall:
- (1) Conduct Port Surveys to determine and report the state of hurricane preparations by the maritime industry. Particular attention shall be paid to operators of vessels under 5,000 gross tons and their sailing intentions. Due to the relatively slow speed of these vessels, they may need to take early action to properly evade an approaching storm.
  - (2) Assist other departments as personnel availability allows.
4. Condition Two (24-hours). See Annex B for checklist.
- a. Department Heads shall:
- (1) Ensure that requirements of Condition Three have been met and report the status to the Executive Officer.
  - (2) Track the whereabouts of department personnel who relocate.
  - (3) Implement the unit evacuation as ordered by the Commanding Officer.

- (4) Coordinate the muster of personnel at the rendezvous location and post-hurricane response activities.
- c. The Commanding Officer shall designate a post-hurricane rendezvous location(s) for unit personnel, based on the projected path of the hurricane.
- d. The Executive Officer shall:
  - (1) Ensure department heads are advised of the rendezvous location.
  - (2) Order the release of civilian personnel and any others without assigned duties.
  - (3) Begin to reduce personnel on board to only those who are essential. Non-essential personnel shall be released to their homes or safe shelter, but will remain on standby.
- e. Chief, Administration and Supply Department, shall make hotel arrangements for the EOC Liaison Officer and one assistant.
- f. The Chief, Port Operations Department, shall:
  - (1) Direct the movement of unit vehicles, not currently in use, to safe locations in accordance with ANNEX O, Government Vehicle Action Plan.
  - (2) Maintain contact with Coast Guard Group Charleston to coordinate Coast Guard resources for post-hurricane activities.
  - (3) Notify D7(oan) via D7 CAC/Command Center of state ordered evacuations affecting bridge closures.
  - (4) Inform the maritime community, when directed by the Captain of the Port, that Condition Two has been set for the port. (The setting of Condition Two for the MSO and the port may not correspond precisely).
  - (5) Send the attainment message (see Annex D) for Condition Two.
  - (6) Close the port to inbound traffic, when directed by the Captain of the Port. This shall normally be 24 hours prior to landfall of heavy weather.
  - (7) Maintain accurate plot of the storm and trajectories. Inform command immediately of any radical changes in course, speed, or intensity.
- f. The unit's System Manager shall:
  - (1) Follow proper shut down procedures.

- (2) Disconnect power and communication ties to the computer terminals.
  - (3) Cover and secure the equipment against water, missile, and wind damage (and away from windows to the greatest possible extent).
- g. The Classified Material Control Officer shall, in accordance with the MSO Charleston Physical Security Plan, MSOCHASINST M5500.1F:
- (1) Secure all classified documents.
  - (2) Provide one copy of the inventory to the EOC liaison for safe keeping at the EOC.
- h. The Communication Officer shall issue portable 800 system radios with spare batteries to the Port Survey Teams, the EOC representatives and the OOD. The Communications Officer shall ensure distribution of portable 800 system radios and unit cell phones. See unit recall / phone cards for cell phone numbers. Any radios or cellular telephones that were not distributed to MSO personnel shall be given to a crewmember that live in Summerville, North Charleston or at the Naval Weapons Station for safekeeping until post hurricane operations can be conducted.
- i. The Chief, Inspections Department, shall continue to conduct port surveys to monitor vessels and the readiness conditions within the Ports of Charleston and Georgetown.
5. Condition One: (12 Hours). See Annex B for checklist.
- a. Department heads shall ensure that requirements of Condition Two have been met and report the status to the Executive Officer.
  - b. If not already completed, the system manager and Classified Material Control Officer shall execute plans to secure the computer and classified documents.
  - c. The Chief, Port Operations Department, shall:
    - (1) Send attainment message (see Annex D) for Condition One. Include a statement regarding the manning status of the MSO (i.e., manned/evacuated).
    - (2) Advise Group Charleston that EOC Liaison Officer and one assistant have relocated to the EOC, Third Floor, Lonnie Hamilton Building, 4045 Bridge View Drive, North Charleston
    - (3) Inform the maritime community, when directed by the Captain of the Port, that Condition One has been set for the port. (The of setting of Condition One for the MSO and the port may not correspond precisely.)

- (4) Close the port to outbound traffic, when directed by the Captain of the Port. This decision shall be based on discussions with Charleston and Georgetown harbor pilots and the State Ports Authority.
  - (5) Send the attainment message (see Annex D) for Condition One.
- d. Chief, Administration and Supply Department, shall:
- (1) Brief Reserve and Auxiliary personnel on recall and anticipated post-hurricane procedures in accordance with MSOCHASINST 1601.7. All other personnel to be released to home or safe shelters.
  - (2) Secure the office, including the main electrical panel.
- e. Unit personnel shall initiate the following hurricane communication procedures:
- (1) MSO personnel with portable 800 radios shall conduct communication checks with the liaison officer at the EOC. Portable transceivers shall be energized for a ten-minute period five minutes before, to five minutes after each even numbered hour to conserve battery power.
  - (2) Information, which shall be supplied to the Commanding Officer by the EOC liaison, includes evacuation status of civilian populations, as well as MSO personnel; storm tide estimate; vessel distress information; status of MSO vehicles, if known; hurricane progress and prognosis.
  - (3) All hands shall listen on commercial and emergency frequencies for announcements that may require action, such as a local evacuation. When an "all clear" announcement is made by the National Hurricane Center, MSO military personnel shall follow recall procedures for muster and post-hurricane response. The Charleston County Emergency Broadcasting System stations are WPAL (730 AM), WTMA (1250 AM) and WXTC (1390 AM).

**CHAPTER 3. PORT PREPAREDNESS**

**A. DISCUSSION.**

1. Of the various forms of natural disasters, hurricanes and violent non-tropical storms are the most prevalent in the Captain of the Port (COTP) Charleston area of responsibility (AOR), which includes the ports of Charleston and Georgetown. Disastrous hurricanes are relatively infrequent occurrences for any particular segment of coastline, but are so destructive that adequate planning is essential to prevent and limit the loss of life and property. An example of the extent of destruction of these hurricanes is evidenced by the impact of recent Hurricanes Andrew and Hugo on the Miami and Charleston areas. Damages due to hurricanes in the United States average one half billion dollars annually. Although the hurricane damage by wind, flood and storm surge is well known, the greatest loss of life occurs from drowning (by a ratio of about nine to one), followed by such secondary causes as electrocution from fallen power lines and from flying debris.
  
2. The Port of Charleston and the Port of Georgetown are not considered hurricane havens since surrounding low topography does not provide an adequate windbreak. The Port of Charleston should not be used as a haven from tropical storms unless there is certainty that winds will not intensify above 60 knots/69 mph. The National Weather Service's Sea, Lake and Overland Surges from Hurricanes (SLOSH) model indicates that water surges of over 19 feet can be expected in the Port of Charleston if a Category 5 hurricane were to strike the Charleston area. Special care should be taken with storms approaching from the southeast, where storm tides are more frequent than destructive winds and are the major threat to shipping and residents in coastal areas. The maximum height storm surges will occur along the beaches, the entrance jetties at Charleston, and the City of Charleston. The NWS Storm Surge Atlas lists the following maximum tidal surges for downtown Charleston:

<u>Category</u>	<u>FT Above Mean Tide</u>
Category One	5 FT
Category Two	10 FT
Category Three	15 FT
Category Four	17 FT
Category Five	19 FT

3. Charleston's latitude of 32N is well within the normal area in which tropical cyclones slow and intensify. During this period it is difficult to predict the storm's speed of movement, direction of travel and, obviously, the storm's precise position at a future point in time. In addition, the shape of the South Carolina coast limits evasive courses a vessel may steer to avoid these cyclones.

4. The Port of Georgetown is located in Winyah Bay approximately 60 miles north of Charleston, South Carolina. The Georgetown area is not considered a hurricane haven since the low topography does not provide adequate windbreak. Deep draft vessels will not be allowed to enter or remain in this port if hurricane force winds are anticipated.
5. The National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) provides advance warning of hurricanes. A "hurricane watch" is issued whenever a hurricane becomes a threat to coastal areas. A "hurricane warning" is issued when hurricane winds of 74 MPH or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. The strength of a hurricane is measured by its maximum sustained winds. Hurricanes are categorized by the Saffir-Simpson Scale as follows:

<u>Category</u>	<u>Winds</u>
Category One	74-95 MPH
Category Two	96-110 MPH
Category Three	111-130 MPH
Category Four	131-155 MPH
Category Five	over 155 MPH

**Note:** These five hurricane categories should not be confused with the five Hurricane Conditions discussed in paragraph A.8.

6. Hurricane Conditions are based on predictions by the NWS and serve to describe the time interval remaining before hurricane force winds are possible. The COTP Charleston is responsible for setting hurricane/tropical storm conditions for the Charleston AOR when local conditions warrant. Vessel operators will be notified of these conditions by broadcasts on VHF FM radio. Some COTP notifications will also be made via faxed Port Community Information Bulletins (PCIB). See Annex E for examples of broadcasts. The hurricane conditions are:
  - a. Condition Five: This condition is set from 1 December to 31 May each year, except when modified by a rare winter storm. Hurricanes are not expected in this period.
  - b. Condition Four: (Port Condition WHISKEY) A condition automatically set annually on 1 June which remains in effect through 30 November, or a heightened condition in which threatening winds (sustained 34 knots/39 mph) are possible within 72 hours.
  - c. Condition Three: (Port Condition X-RAY) The condition in which threatening winds are possible within 48 hours.
  - d. Condition Two: (Port Condition YANKEE) The condition in which threatening winds are possible within 24 hours.

- e. Condition One: (Port Condition ZULU) A danger condition exists in which threatening winds are possible within 12 hours.
1. South Carolina uses Operational Conditions (OPCONs) to increase their state of readiness for disaster response. Their OPCONs do not correlate with the COTP setting hurricane Conditions within the ports. The OPCONs are not based on time intervals. The following chart provides a comparison between Coast Guard COTP Conditions and state OPCONs (also see Charleston County Emergency operations Plan Annex V):

<u>Events</u>	EPD OPCON	USCG Condition
Hurricane season begins	5	4
Threatening Winds within 72 hours	5	4
Operational area of Charleston County threatened	4	4
Threatening Winds within 48 hours	4	3
Hurricane Watch set	3	3
Threatening Winds within 24 hours	3	2
Hurricane Warning set	2	2
Evacuation "order" given	1	2
Threatening Winds within 12 hours	1	1

**B. CONSIDERATIONS.**

1. **THE PORTS OF CHARLESTON AND GEORGETOWN ARE NOT CONSIDERED SAFE HAVENS DURING HURRICANE CONDITIONS**
2. **Small Craft and ICW Traffic.** A massive civilian evacuation from the at-risk coastal areas could create severe problems for marine interests transiting the intracoastal and inland waterways. Both land and water-borne travel routes are affected by a network of major and minor drawbridges. The order to secure these drawbridges in the down position may be given by local government officials at any time to accommodate evacuation and could occur well in advance of severe weather. Consequently, it is incumbent on marine interests to initiate necessary action at the earliest stage of storm preparations.
3. **Pilot Availability.** The limited number of pilots and tugs available also mandates early decision making and action by oceangoing and other commercial marine interests. It is expected that pilots may refuse to move vessels when wind velocities exceed gale force (34 knots/39 mph).
4. **Evasion at Sea.**
  - a. Evasion at sea is the recommended course of action for all seaworthy vessels when Charleston is directly threatened with threatening winds and/or inundating severe storm surge from an intense tropical cyclone or hurricane. This rationale is based on the lack of terrain features that could provide shelter, the lack of anchorages

suitable for use during a hurricane, and the over-riding concern for the effects of a strong storm surge.

- b. A critical aspect of the decision to sortie from this particular port is its timeliness. The decision should ideally be made 36-48 hours before the onset of threatening winds (near the time of the decision to set Condition III). The need for early sortie from Charleston is a result of the coastline orientation, the nature of the harbor makeup, and the distance to deep water. The somewhat concave shape of the southeastern U.S. coastline restricts running room to the north and south. The northeastward-aligned coastline, to the north, and the south-southeastward-aligned coastline of Florida, limit the maneuvering options when evading in those directions. Taking an easterly course results in crossing the track of all storms that recurve or pass north of Charleston; in addition, it places the ship in the dangerous semicircle of the storm. A course north of east could place the ship in a position of being overtaken by a fast-moving recurving storm. Evading to the south, while positioning the ship in the less dangerous semicircle, results in very limited maneuvering space because of the eastward curvature of the Florida Atlantic coastline. Furthermore, for those storms that do not recurve but assume a more westerly course, evasion to the south can create a dangerous situation because of the closing storm and limited evasion routes.
- c. The need for the early sortie is further necessitated by the general characteristics of a multi-river harbor, i.e., distance to harbor mouth, limited navigable water, bends in the channel, bridge obstructions, converging traffic at confluence of rivers, and the outflowing river current requiring greater speeds in order to maintain steerage without the assistance of a flood tide. All of these factors can come into play in departing the Charleston Harbor. These harbor characteristics, plus the tendency for a strong storm surge, make late efforts to sortie or change berthing/anchorage the worst possible position to be caught in.
- d. An early port departure is recommended for all intense or developing hurricanes that are approaching on over-water tracks and are expected to pass "close" to Charleston. "Close" is a variable; it is a function of the distance that threatening winds extend from the storm center, with an allowance for error. A forecast of a 250 nm Closest Point of Approach (CPA) for a hurricane with maximum sustained winds of 150 kt may be "close" whereas a 100 nm CPA of a 55 kt storm may not be "close". All storms forecast to pass within 180 nm of Charleston are a threat, but those storms approaching from the sector between a bearing of 120° true (the axis of the entrance channel) from Charleston clockwise to the Atlantic coast south of Charleston pose the greatest threat. A storm within this sector, moving northwest and expected to make landfall close to Charleston is the most threatening situation. These storms tend to be the most intense and also produce the earliest and highest storm surge. Considering only recent climatology for Charleston in making hurricane preparation decisions is being shortsighted. Those recent storms of disastrous potential have either made landfall at low tide, at such a small angle to the coast, or too great a CPA to produce the threatening winds and

surge of past major hurricanes. The nature of the coastline in this AOR makes an early departure imperative if a real threat is in the offing. The following describes the most likely threat situations and the recommended courses of action. In reality each threat must be considered on its own merits.

- (1) A tropical cyclone located within the sector formed between a bearing 120° true from Charleston and the 82nd meridian: Tropical cyclones approaching from this sector are the greatest threat for both wind intensity and probability of high surges. Some of the worst conditions ever recorded have progressed on this path. They are also the most difficult to evade in that transiting east or northeastward positions the ship in the dangerous semicircle and the region the storm is likely to move into. Early departure is imperative in order to either cross ahead of the storm and obtain sea room in which to maneuver toward the southeast, or outrun the storm to some haven or region to the northeast. The likely action of the storm is to recurve to a northeasterly path and accelerate.

**NOTE:** The 120° bearing rule appears least reliable in the July-August period. During this time frame storms near the 120° bearing radial are more likely to continue westward than during other periods.

- (2) A tropical cyclone that has passed west of the 82nd meridian and is approaching from Florida or the Gulf of Mexico and forecast to pass close to Charleston: This situation is the least threatening. The intensity of the storm will have been significantly reduced by the overland passage. Surge buildup will be minimal and evacuation is not normally recommended. If evasion action were chosen, the best route would be to the southeast. In this special case, it is unlikely that threatening winds (>33 kt) will occur at Charleston, but it is reasonable that a tropical cyclone can regenerate into a severe threat to ships in the open Atlantic. All of the previous cautions should be taken into consideration, in that early evasion cannot be effective after tide and storm combine to make it unwise to leave port.
- (3) A tropical storm north of the 120° radial from Charleston: This situation is less common than (a) or (b). Storms that continue on a westward track are a threat to Charleston. Evasion action would be to steam southwestward along the coast. This action would situate the vessel in the less dangerous semicircle.
- (4) Other cases will have to be considered individually. Also, a close watch must be kept on all warnings even after the danger has apparently passed. There is always a possibility of a tropical cyclone stalling, or looping to rethreaten a particular location.

4. **Navigation Controls.** The COTP may establish Safety Zones during Hurricane Conditions One and Two. If a Safety Zone is established, no vessel may enter into or transit the area to which the Safety Zone applies without permission from the Captain of the Port. Safety Zones may be established after the storm has passed in order to

expedite the clean up and to prevent unlawful acts against unmanned vessels, waterfront facilities, etc.

C. RESPONSIBILITIES.

1. **Coast Guard.** The primary responsibility for disaster preparedness response rests with state and local governments. However, Federal assistance may be provided when state and local governments are unable to cope with the effects of a disaster. Additionally, the Coast Guard has statutory responsibility to save lives, protect property, and assist other government agencies. Responsibilities of the Marine Safety Office include:
  - a. Providing advance warning to commercial shipping interests.
  - b. Ensuring major pier areas are clear of explosives, dangerous substances, and polluting materials, and that adequate control of these materials is maintained during and after the storm.
  - c. Monitoring port areas for hazards, pollution, debris, etc., after passage of the storm/hurricane. In addition, MSO Charleston personnel must plan to protect themselves, their families, and equipment to best enable a prompt post-hurricane response.
    - (1) Pre-Hurricane Surveys. Water and shoreside surveillance patrols will be conducted by COTP personnel in order to determine the degree of preparedness within the ports. These patrols will generally begin when the COTP sets Condition Three for the port.
    - (2) Post Hurricane Survey/Recovery Phase.
      - (a) It is anticipated that ports may be closed because of damage caused by the storm. To help restore the port to operation, ports will be surveyed by COTP personnel or other designated agencies as resources permit.
      - (b) Safety Zones established by the COTP prior to the hurricane shall remain in effect until rescinded. If the COTP has safety concerns about the port because of hazardous conditions, including navigational hazards, spilled oil, or other dangerous conditions within the port, the COTP may establish additional Safety Zones or otherwise prohibit ship movements or cargo transfers.

2. **State Ports Authorities/Port Directors/Facility Managers.** State Ports Authorities/Port Directors are responsible for the security of piers, warehouses, and roadways within their jurisdiction. Private facility managers are responsible for security of their facilities. At least twelve (12) hours before the predicted arrival threatening winds, port areas should be secured for heavy weather. Particular attention shall be given to dangerous cargoes within the port. The COTP shall be notified by the Port Director/facility manager when they secure a terminal. Include any problems noted.
3. **Pilots.** The Pilots shall inform the COTP and Port Authority in advance of pilot services being suspended, when services are predicted to resume, and upon resumption of services. Pilots should keep in close contact with the COTP and advise of any unusual or dangerous situations.
4. **Vessel Masters.** Vessel masters shall take prompt effective action to ensure the safety of their ship and crew. Masters should plan to avoid the hurricane by putting to sea. The master of any commercial oceangoing vessel or Coast Guard certificated oceangoing barge over 200 gross tons that is unable to put to sea must request permission to remain in port from the COTP in writing. Requests to remain in port shall include completing the survey form in Annex I, as a minimum. The request may be faxed to (843) 720-3289. Masters of vessels having the COTP's permission to remain in port shall follow the guidance in this plan, in addition to applicable standards of seamanship and the master's judgement, to weather the storm.
5. **Vessel and Tug Companies.** Maritime companies should review or develop hurricane recovery plans that provide for the earliest possible resumption of services after the hurricane has passed. Individual companies should review and prepare to implement their post hurricane pollution contingency plans.
6. **Agents.** Shipping agents are responsible for providing all vessels they represent a copy of this plan, including the Vessel Survey Form in Annex I. Shipping agents shall assist any vessel master requesting permission from the COTP to stay in port during a hurricane in submitting the completed survey form to the COTP. Forms may be faxed to the COTP at (843) 720-3289.

D. COMMUNICATIONS.

1. Initial communication call-up with nonmilitary vessels assisting the Coast Guard Captain of the Port will be on Channel 16 VHF-FM radio. Vessels will be shifted to Channel 22 (157.1 MHZ). Landline communications (if operational) will be via telephone. MSO Charleston's telephone number is (843) 720-3240.
2. In the event of waterfront or vessel related emergencies contact the Coast Guard at:

COTP/MSO Charleston (0730 - 1600)	(843) 720-3240
Coast Guard Group and MSO Charleston (24 hrs)	(843) 724-7616/7/8/9

Coast Guard Station Georgetown (24 hrs)

(843) 546-2742

- E. PREPAREDNESS RESPONSIBILITIES. The actions and responsibilities for each condition of readiness are listed below for both Coast Guard and the maritime community.
1. Condition Five (Stand Down 1 Dec to 31 May):
    - a. Individual company and agency hurricane plans should be reviewed internally and updated prior to 1 June of each year.
    - b. Any vessel owner or agent desiring to lay-up a vessel in the Port of Charleston or Georgetown shall comply with Marine Safety Office Charleston Instruction 16601.1A. The responsible party for any vessel currently laid-up in the MSO Charleston AOR shall verify that a current lay-up plan is on file with the COTP no later than 31 May of each year.
  2. Condition Four (Port Condition WHISKEY) (Seasonal Alert 1 Jun to 30 Nov):
    - a. COTP Charleston will ensure all ports are notified via Marine Safety Information Bulletin (MSIB) that the seasonal hurricane Condition Four has been set.
    - b. COTP will brief the Maritime Association on hurricane preparedness and provide a current copy of Chapter 3 of this plan. All local shipping agents will be sent a copy of Chapter 3 of this plan as well.
    - c. COTP personnel will conduct preliminary surveys of ports and marinas to determine the present state of readiness and to alleviate potential problems that are discovered.
  3. Condition Four Enhanced (Port Condition WHISKEY ENHANCED) (72 Hour Alert):
    - a. COTP Charleston will ensure ports are notified via Broadcast Notice To Mariners (BNTM) and a Marine Safety Information Bulletin (MSIB) that hurricane winds are expected within 72 hours. A draft BNTM is included in Annex E.
    - b. Manned, self-propelled, oceangoing vessels moored or at anchor should be prepared to get underway immediately, have a navigation watch set, and maintain a listening watch on Channel 16 VHF-FM radio. Operators/agents shall notify the COTP of all unmanned or "dead" vessels over 200 gross tons within the COTP AOR.
    - c. Masters, owners, operators and agents of commercial oceangoing vessels and Coast Guard certificated oceangoing barges greater than 200 gross tons desiring to remain in port during a hurricane must request permission, in writing, from the COTP at least 48 hours prior to the storm's expected landfall (prior to Condition Three). This also applies to vessels that have received prior approval to lay-up.

Use the form in Annex I to request permission from the COTP to remain in port.

- d. Port Directors and facility managers shall review vessel lay-up plans to ensure owners/operators are taking appropriate action to prepare their vessel(s) for hurricane conditions.
- e. Port Directors and facility managers shall remove hazardous materials from areas prone to flooding.
- f. Vessel masters shall take all practicable and reasonable measures to ensure the stability of their vessels (i.e. ballasting, shifting of cargo, securing hatches).
- g. Facility operators shall ensure the open areas of their docks, wharves and piers are cleared of all missile hazards.
- h. Facility operators shall notify the COTP of any labeled dangerous cargo that must remain in open areas due to insufficient shed space or stowage regulations. Items such as drums should be banded on pallets not more than two tiers high or laid horizontally with secure dunnage.
- i. Oceangoing vessels completing cargo-handling operations prior to Condition Two are encouraged to clear the port, subject to anticipated storm conditions.
- j. Small craft that can be hauled out of the water and/or trailered, should be. Other small craft should be moved to sheltered locations. It should be noted that the Ports of Charleston and Georgetown are not designated safe havens.
- k. Marine and port interests should review expected arrivals and departures to identify potential needs for assistance or possible disruption to port operations. Vessels entering or leaving port should confirm that sufficient tug assistance has been arranged, and ensure coordination with pilots and port authorities.
- l. COTP personnel will conduct preliminary surveys to identify any unsafe conditions in port areas, especially in vulnerable areas. Marine and port interests should conduct preliminary checks of their own and advise the COTP of any circumstances that cannot be corrected within 48 hours. Any deficiencies found by the COTP Port Survey Teams will be documented in the form of a COTP Order issued to the facility manager to be corrected.
- m. The COTP may restrict the operations of, or deny port entry to vessels transporting oil or certain hazardous materials.
- n. The COTP will consider the disposition of any ships in the port lacking mechanical or electrical power, or otherwise restricted in their ability to maneuver.
- o. The COTP and Group Charleston will monitor small craft activity with regard to

movements and mooring locations.

- p. The COTP will identify the location of dredging vessels within the Ports of Charleston and Georgetown and elsewhere in the COTP AOR.
  - q. The COTP will closely review expected vessel arrivals and departures. Vessels entering or departing the Ports of Charleston or Georgetown should ensure that sufficient tug assistance has been arranged in light of increased demand for tug assistance.
  - r. The COTP will contact Port Authority directors in Charleston and Georgetown to determine the status of hurricane preparedness actions.
  - s. The COTP will ask pilots and industry representatives to provide information regarding vessel location, cargo, destination and estimated time of departure or arrival of vessels.
4. Condition Three (Port Condition X-RAY) (48 Hour Alert):
- a. The COTP will ensure all ports are notified that Condition Three has been set. A draft BNTM is included in Annex E.
  - b. The COTP will inform vessels, pilots, and local agents of the possibility of evacuating anchorages and moorings. Commercial oceangoing vessels and Coast Guard certificated oceangoing barges over 200 gross tons should make ready for departure to open sea prior to the setting of Condition Two. At this time, other vessels should seek safe refuge.
  - c. Owners, operators, agents, masters of vessels, and managers of waterfront facilities should account for the following:
    - (1) Masters of vessels over 200 gross tons that are given permission to remain in port shall take all necessary precautions to secure the vessel for forecasted winds and tidal surges. Sufficient crew must be onboard to adjust mooring lines for all changes in tide, current and surge.
    - (2) All petroleum barges remaining in port shall be emptied of cargo and ballasted. They shall be moved to safe moorings where possible.
    - (3) Dredge operators shall move dredges to sheltered moorings.
    - (4) Facility managers shall review and prepare to implement their post hurricane pollution contingency plans.
    - (5) Facility managers and vessel masters should anticipate completion of cargo-handling operations in time to allow vessels to depart the port and proceed

well clear of the impending storm.

- (6) Vessel masters and shipping agents should expect pilots will deny their services threatening wind conditions.
- (7) Shipping agents should anticipate that the COTP will not allow inbound traffic once Condition Two (24 hour warning) is set. Vessels with an arrival of less than 24 hours before threatening winds shall arrange to seek shelter elsewhere.
- (8) Facility managers should anticipate that the COTP will order suspension of cargo handling operations **during** Condition Two (24 hour prior to landfall). Facilities should hire and schedule labor accordingly.
- (9) Vessel masters and facility managers should anticipate storms may strengthen and movements may accelerate between "conditions;" and cargo/vessel operations should be planned accordingly.
- (10) Vessel masters, recreational vessel operators, and shipping agents should anticipate that upon the declaration of a state of emergency, movable bridges in the local area will be closed in the down position to facilitate a smooth and orderly evacuation of low lying coastal areas.
- (11) Vessel masters having received COTP permission to remain in port shall ensure that an inventory of necessary ship's stores is made to determine that adequate quantities of such items as wire rope, mooring lines, fenders, etc., are on hand to double-up and secure any vessels expected to remain in port. Supply sources will "dry-up" quickly. In addition, vessels must have sufficient fuel onboard to put to sea and ride out the storm. Bunkers must be ordered well in advance of a hurricane reaching port.
- (12) Loose materials that may become missile hazards shall be removed from waterfront facilities, piers and docks or properly secured. Container stacks shall be reorganized in accordance with the facility's heavy weather plan.
- (13) Facilities that normally moor barges shall reduce their fleets as much as possible. Remaining barges should not be more than one barge wide and shall have sufficient fastenings to prevent the vessels from breaking loose by wind, current, wave action, surge, or other forces which might cause the vessel to break its moorings. During hurricane conditions, barges and vessels will not normally be allowed to remain at facilities that are in close proximity of bridges. Operators/owners of these vessels shall make provisions to move them well in advance of threatening winds. Barge fleets not moored at facilities shall be relocated upriver from Charleston bridges or removed from the port.

- (14) Facility managers shall address any deficiencies noted during port surveys and waterfront facility inspections conducted by COTP personnel, and notify the COTP when they are corrected.
  - (15) Ship/tug services shall maintain communications with the COTP via Channel 16 VHF-FM radio or by telephone. Approximately 17 tugs are available in the port of Charleston and 3 in the port of Georgetown to assist in vessel movement. Based on the small number of tugs available, ship owners/operators must plan well in advance for the service of these tugs.
  - (16) Facility managers shall ensure that laid-up vessels are not breasted.
- d. The COTP will contact port facilities regarding facility operational shutdowns. Vessels and terminal operators should prepare to terminate all cargo-handling operations 24 hours prior to threatening winds.
  - e. MSO personnel will conduct follow-up surveys to ensure that any hazards identified earlier are being resolved.
  - f. The COTP will issue orders requiring 24-hour advance notification of arrivals and departures for **all** vessels including barges over 200 gross. All vessels at anchor shall make preparations to depart prior to the COTP setting Condition Two. No oceangoing vessel may remain in port at anchor after the COTP has set Condition Two.
  - g. The COTP will evaluate the status of port activities with regard to hazardous and polluting substances. Under authority of the Ports and Waterways Safety Act, consideration is to be given to ordering tankers and vessels carrying hazardous substances to prepare to depart the port immediately, and coordinate this with the Pilot's Associations.
5. Condition Two (Port Condition YANKEE) (24 Hour Warning):
- a. The COTP will ensure all ports are notified that Condition Two has been set. See draft BNTM in Annex E.
  - b. The ports in MSO Charleston's AOR should not be used as a haven from tropical storms unless considerable confidence exists that the sustained wind speed will not exceed 60 knots/69 mph. Prior to winds reaching a sustained velocity exceeding 34 knots/39 mph (gale force), State Pilots may decline boarding vessels. Anytime prior to landfall of the hurricane, state and county officials (as noted in their Emergency Operations Plans) may elect to "lock down" bridges in the port on short notice to facilitate evacuation of low lying areas. Where vessels are upstream of moveable bridges, transits must start early enough to avoid being locked in once bridges are secured in the down position.

- c. Evasion at sea is the recommended course of action for all commercial oceangoing vessels and Coast Guard certificated oceangoing barges over 200 gross tons when winds of hurricane force are expected in MSO Charleston's area of responsibility (AOR).
- d. Certain waterfront facilities may insist vessels depart their docks during this period. No moves will be permitted by the COTP unless the move can be done safely and mooring space has been identified at another pier, wharf or local shipyard, unless the vessel is departing to sea.
- e. As stated before, pilots may elect not to move deep draft vessels after winds increase to 34 knots/39 mph. However, if vessels are moved, they shall be under tug escort. Decisions regarding the appropriate number and size of escort tugs shall be made by the COTP in conjunction with the pilots.
- f. All small craft located in the Ports of Charleston and Georgetown, should move upriver of downtown bridges and tie up in sheltered locations. If possible, small craft should be hauled out or trailered. If owners are unable to remove their boats from the water, they should be storm moored at docks with all available fenders and allowances made for tidal changes. Small craft owners may wish to move their boats into a small winding stream for protection.
- g. COTP survey teams, port authority personnel, and/or waterfront facility representatives will conduct final facility and vessel surveys to address any remaining unresolved discrepancies.
- h. The COTP will make a final decision concerning which vessels must be moved from the Port of Charleston or Port of Georgetown. Masters of vessels that have been granted permission to remain at a berth shall be examined by the host facility operator for proper mooring and stowage practices. Waterfront facility operators shall report to the COTP, the status of vessels remaining at their facilities throughout the storm, and report when the last departing vessel has sailed.
- i. Owners, operators, agents and/or masters of vessels and waterfront facilities should:
  - (1) Commence/continue removing/securing missile hazards and hazardous cargoes at open wharves.
  - (2) Terminate all cargo handling operations and commence securing equipment. Product storage tanks ashore should be loaded to optimum level to withstand winds and flooding.
  - (3) Anticipate that the COTP may close the port to incoming traffic at this time and to all but emergency vessel movements when Condition One is set. Broadcast Notice to Mariners and Port Community Information Bulletins

will be used to announce impending port closures and special conditions deemed necessary by the COTP. Vessels not permitted to remain in port should plan to depart the port as soon as possible.

- (4) Remove remaining equipment from vulnerable areas.
- (5) Inspect moorings of vessels that have been granted permission to remain in port; doubling up of mooring lines or changing the mooring arrangement as may be necessary.
- j. Local towing companies should contact the COTP to advise their operational status prior to and after the hurricane winds pass the area. The COTP's goal is to have a listing of tugs available for assistance.

6. Condition One (Port Condition ZULU) (12 Hour Warning):

- a. COTP Charleston will notify the maritime community that Condition One has been set via Broadcast Notice to Mariners and Marine Safety Information Bulletins. Draft BNTM is included in Annex E.
- b. The maritime community should anticipate that the COTP will secure all port operations and vessel movements.
- c. Facility managers of oil transfer terminals shall ensure that loading arms and transfer hoses are drained of all product, flanged off and secured to the dock; and close all valves on transfer piping leading to the docks.
- d. The following information is intended for masters of vessels moored at docks:
  - (1) Place the outboard anchor at short stay.
  - (2) The vessel shall be moored with sufficient mooring lines and wire to resist the effects of hurricane force winds.
  - (3) Sufficient officers and crew shall be on board to tend mooring lines, maintain a navigational watch, and to ensure the operation of the vessel's main propulsion unit and other machinery.
  - (4) The vessel shall be properly ballasted.
  - (5) All side ports, hatches, portholes and other openings shall be closed and secured.
  - (6) Bilge pumps shall be in good operating condition and ready for immediate use.

- (7) All fire fighting equipment shall be ready for immediate use.
  - (8) At least one pilot ladder shall be rigged on the onshore and offshore sides of the vessel.
  - (9) A gangway or other suitable means of access between the vessel and the pier shall be rigged.
  - (10) At least one hawser of sufficient strength to tow the vessel should be rigged at the bow and at the stern, on the offshore side of the vessel, no more than six feet from the water's edge.
  - (11) Spare mooring lines and/or wires shall be readily available on deck, forward and aft.
  - (12) Maintain a continuous radio watch aboard the vessel on Channel 16 VHF-FM radio.
- e. Owners, operators, agents, and/or Masters of vessels on waterfront facilities shall make final inspections of their vessels and facilities, and verify resolution of any discrepancies noted earlier in surveys.
  - f. Facilities shall ensure cranes are properly secured, missile hazards cleared, and remaining containers secured.
  - g. A COTP representative will relocate to the Charleston County Emergency Operation Center (EOC) at the following location:

County Emergency Operations Center  
Third Floor  
Lonnie Hamilton III Public Service Building  
4045 Bridge View Drive  
North Charleston, SC 29405

7. Post Hurricane Actions.

- a. Once the hurricane has passed, COTP Port Survey Teams, port authority personnel, and waterfront facility representatives will conduct damage surveys to port areas. COTP survey teams shall notify the COTP of conditions that pose an actual or potential threat to life, property or the environment. COTP survey teams will also perform oil spill and hazardous materials response operations during this time and follow up with investigations as time permits. Some disruption to communications should be anticipated.
- b. The members of the Maritime Association shall assemble at the MSO Charleston Conference Room or other viable location (designated by the COTP) to discuss

and prioritize emergency and restorative projects essential to reopening the port.

- c. The COTP will reopen the port to commerce as recovery operations progress. This will come in stages beginning with the Coast Guard and Army Corps of Engineers verifying that channels are clear and adequately marked to permit safe navigation; port terminals are sufficiently cleaned to allow safe cargo operations, and tugs of sufficient size and horsepower are readily available
- d. **Vessels Returning to Harbor.** After the passage and successful evasion of a tropical cyclone, returning to harbor is itself not without hazard. There may well be sunken wrecks in the channels, there may be damage to the piers and normal alongside services may well be disrupted. There is also a high probability that channel markers and other navigation aids have shifted position or have become otherwise unreliable. The utmost caution must therefore be taken. The Coast Guard will conduct harbor surveillance as soon as possible after the storm passes and will issue advisories. Traffic control measures may be imposed as necessary by the Captain of the Port.

F. PORT EMERGENCY INFORMATION CENTER.

1. The Maritime Association of the Port of Charleston (MAPCHA) will stand up a Port Emergency Information Center (PEIC) following the passage of severe weather. The PEIC has three primary goals:
  - a. Facilitate the reopening of the Port of Charleston to commercial navigation,
  - b. Establish an effective communication system within the maritime community and,
  - c. Assist the return of normal port operations.

The PEIC will be manned as soon as possible following the passage of severe weather by MAPCHA staff and volunteers from various port industries and will be located at the Embassy Suites on International Blvd in North Charleston, SC.

2. The PEIC will gather and distribute vital information needed by the port industries in order to plan for and resume normal port operations as soon as possible. Information such as the status of road closures, power outages and channel opening/restrictions will be vital for the commercial marine industry to know when attempting to resume operations. The PEIC will gather this information from many sources including the USCG MSO Charleston representative assigned to the Charleston County Emergency Operations Center.
3. The PEIC can be reached at (843)725-1335/1336/1337/1338. A copy of MAPCHA's Hurricane Consequence Management Plan can be obtained from the MAPCHA website at <http://www.mapcha.com/>.

## CHAPTER 4. POST INCIDENT RESPONSE

### A. Initiate Recall Procedures.

1. After confirming the post-hurricane muster location, the Commanding Officer shall notify the department heads and the EOC liaison of the location via the cellular phone.
2. The department heads shall contact the members of the unit in their area using the recall contact lists verified during Condition Three.
3. The Charleston County EOC Liaison shall announce the recall and muster location for MSO military personnel on emergency broadcast frequencies. The Charleston County Emergency Broadcasting System stations are WPAL (730 AM), WTMA (1250 AM) and WXTC (1390 AM).
4. Personnel shall report prepared for foul weather and long hours. Bring rain gear, extra clothing, flashlight, and other personal items which may enhance your effectiveness during this initial period.

### B. Conduct Damage Assessment.

1. Chief, Port Operations Department, shall submit by priority message, within 12 hours of hurricane passage, a report of all damage to MSO property and equipment. Negative reports are not required (CCGDSEVEN OPLAN 9770-95 APPENDIX 21 to ANNEX C).
2. The Executive Officer shall:
  - a. Account for all unit personnel.
  - b. Find out the extent to which they were affected by the hurricane.
  - c. Assist unit personnel in obtaining specific needs including mutual assistance loans, housing, clothing and subsistence needs. Coordinate with D7 to deploy the Emergency Information Team (EIT), which consists of a Work-Life Supervisor Public Affairs Assistant, and two Admin yeoman to assist unit personnel in their hurricane recovery efforts (as necessary). 1-800-872-4957.
  - d. Reopen the MSO building, with the assistance of the Building Manager (see Annex A) and begin efforts to restore it to operation.
  - e. Coordinate with the other departments to move files and equipment back to their original locations.
3. The Chief, Inspection Department, shall:

- a. Assign Port Survey Teams to conduct a post-hurricane port assessment.
  - b. Maintain a status sheet for all facilities in the port.
  - c. Conduct vessel inspections for damages resulting from the hurricane.
4. The Port Survey Teams shall visit all facilities in their assigned area to conduct surveys. Travel will normally be by vehicle. If there is significant collateral damage preventing vehicular traffic, then alternative port assessment arrangements should be made (e.g., AirFac overflight, harbor patrol by boat, etc.) Unit video and camera equipment shall be used to record status.
- a. The boat crew should conduct a waterside survey of port facilities that pose the greatest potential for a spill of national significance, including:
    - Amerada Hess - Cooper River
    - Marathon Oil - Cooper River
    - Amerada Hess - South Cooper River
    - Shell Oil (ex-Equilon) - Cooper River
    - ex U. S. Navy Base - Cooper River
    - BP (former BP Amoco) - Cooper River
    - Kinder Morgan Terminal - Shipyard River
    - Chevron Terminal- Shipyard River
    - Allied Terminals - Cooper River

C. Restoration.

1. The Captain of the Port, shall:
  - a. Reopen the port to commerce, as outlined in Chapter 3 of this plan. This may occur in stages as the Army Corps of Engineers verifies that channels are clear, Coast Guard Group Charleston verifies that channels are adequately marked, State Ports Authority clears terminals, and sufficient tugs are available.
  - b. Contact CCGDSEVEN to request Reservists from Coast Guard units outside the hurricane area to provide augmentation of post-hurricane recovery operations.
  - c. Provide personnel to assist Coast Guard Group Charleston and local agencies in performing SAR missions and local recovery efforts, when personnel are available.

**Note:** In accordance with the Federal Response Plan, MSO Charleston may be tasked by the Federal Emergency Management Agency (FEMA) to provide assistance in local recovery operations.

2. The Chief, Inspections Department, shall:
  - a. Prioritize vessel arrivals as the Captain of the Port reopens the port. The priority of vessels to enter the port will be as follows: Government vessels, emergency and relief support vessels, vessels necessary to support infrastructure, wreck removal vessels, Commercial vessels, and other vessels.
  - b. Act as primary point of contact for the SCSPA, pilots and facility operators.
3. The Chief, Port Operations Department, shall:
  - a. Maintain liaison with Group Charleston and Civil Defense. Act as primary point of contact for the ACOE, and SCDOT.
  - b. Coordinate the clean up of all reported pollution through the use of AirFac, Strike Team, and Reserve personnel.
  - c. Conduct marine investigations as necessary.
  - d. Coordinate w/ ACOE and or NOAA to conduct a side-scan sonar survey of the channel prior to the restoration of one-way daylight traffic. D7(m) and D7(oan) can assist in locating a sonar if ACOE's is inoperative; a local ATON platform or ACOE resource can be used to conduct the survey.
  - e. Send daily SITREPS to the District Commander detailing the recovery efforts to the unit and the port (see Annex C).

D. Stand down.

1. The COTP shall set Condition Four for the Ports of Charleston and Georgetown after the hurricane threat has passed.
2. MSO Charleston shall resume Condition Four, when ordered by the District Commander, after the hurricane threat has passed.
3. After recovery operations have been completed, each department shall prepare a "lessons learned" and hold a debrief. All comments shall be forwarded to Chief, Port Operations Department, to be incorporated into an update for this plan.

ANNEX B

CONDITION FIVE (1 DEC - 31 MAY) CHECK OFF LIST

UNIT PREPAREDNESS

\_\_\_\_\_ *All Department Heads*, review supply list in Annex J and procure supplies as necessary.

\_\_\_\_\_ *Chief, Administration and Supply*, update personnel addresses and telephone numbers.

\_\_\_\_\_ *Public Affairs Officer* (see Annex A), contact local radio stations, who have agreed to broadcast post-hurricane announcements for the MSO, to ensure that they will continue to issue broadcasts for the unit.

\*5 \_\_\_\_\_ *EOC liaison*. Identify one Reservist to augment the EOC watch following a hurricane and two Reservists to augment FEMA Emergency Support Function One (ESF-1), as requested under the Federal Response Plan.

\_\_\_\_\_ *Port Operations*:

\*5 \_\_\_\_\_ By 1 May, review plan and recommend appropriate changes to the Commanding Officer.

\*5 \_\_\_\_\_ Notify D7(m) the plan has been reviewed, no later than 31 May. Include any updates to the plan.

\*5 \_\_\_\_\_ Ensure that the five portable electric generators are maintained, examined, and tested by the Leading Petty Officer (LPO) no later than 1 June of each year.

\_\_\_\_\_ Conduct disaster preparedness training for all hands prior to 1 June of each year.

PORT PREPAREDNESS

\_\_\_\_\_ *Inspections*, Verify that a current lay-up plan is on file with the COTP no later than 31 May of each year for any vessel currently laid-up in the MSO Charleston AOR.

\_\_\_\_\_ *Port Operations*:

\_\_\_\_\_ Update Chapter 3 and distribute to the maritime community IAW Annex G.

\_\_\_\_\_ Conduct community outreach program using Reserve and Auxiliary unit members in conjunction with their existing Sea Partners and CME activities.

**Note: "\*" indicates CCGDSEVEN requirements to be met prior to attaining the associated readiness level. (Condition FIVE = \*5)**

**CONDITION FOUR (1 JUN - 30 NOV) CHECK OFF LIST**

**UNIT PREPAREDNESS**

\_\_\_\_\_ *All Department Heads* shall ensure that requirements of Condition Five have been completed and report the status to the Executive Officer.

\*4 \_\_\_\_\_ *Government Vehicle Officer*, Ensure vehicle and boat fuel tanks at least 3/4's full. Spot-check at least once a week.

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Verify that all emergency equipment is operational.

\_\_\_\_\_ Ensure there are sufficient quantities of critical spare parts and consumables for the emergency equipment.

\*4 \_\_\_\_\_ Contact representatives of Coast Guard Group Charleston to ensure coordination of planning and alignment of response postures. Industry related and port authority contingency plans shall be reviewed or requested as necessary.

\*4 \_\_\_\_\_ Maintain a communications watch for National Weather Service advisories. Plot all hurricane positions, forecasts and updates on the "Hurricane Plotting Board" located outside the Second Floor Conference Room.

\_\_\_\_\_ When attained, send Condition FOUR message (see Annex D) for the unit no later than 1 June.

\_\_\_\_\_ *Administration and Supply:*

\_\_\_\_\_ Update the personnel recall list by 1 June, distribute it to MSO department heads, and review recall procedures. The recall list shall include active duty and reserve personnel.

\_\_\_\_\_ Ensure sufficient plastic sheeting and boxes are on hand.

\_\_\_\_\_ *Executive Officer:*

\*4 \_\_\_\_\_ Monitor leave and liberty.

\*4 \_\_\_\_\_ When a threatening winds projected to make landfall within 96 hours, implement the following HEIGHTENED ALERT STATUS procedures:

\_\_\_\_\_ Alert all hands to developing conditions and arrange for quarters and safety of family members in potential evacuation areas.

**CONDITION FOUR (1 JUN - 30 NOV) CONT'D**

\_\_\_\_\_ Consider alteration of liberty and leave status.

\_\_\_\_\_ Direct preliminary harbor patrols be conducted.

**PORT PREPAREDNESS**

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Ensure all ports are notified via Broadcast Notice to Mariners and Port Community Information Bulletin that the seasonal Hurricane Condition Four has been set for the AOR.

\_\_\_\_\_ COTP will brief the Maritime Association on hurricane preparedness and provide a current copy of Chapter 3 of this plan.

\_\_\_\_\_ *Inspections:*

\_\_\_\_\_ Conduct preliminary surveys of ports and marinas to determine the present state of readiness and to alleviate potential problems discovered.

\_\_\_\_\_ Verify U.S. Marshal and Customs have plans to secure seized vessels during the storm.

\_\_\_\_\_ Determine the status of any vessels laid up in port (Review COTP Public Notice 1-96 on laid up vessels).

**Note: "\*" indicates CCGDSEVEN requirements to be met prior to attaining the associated readiness level. (Condition FOUR = \*4)**

**CONDITION FOUR "ENHANCED" (72 HR ALERT) CHECK OFF LIST**

**UNIT PREPAREDNESS**

\_\_\_\_\_ *All Department Heads*, ensure all requirements of Condition Four have been met.

\_\_\_\_\_ *Executive Officer*, set the Hurricane Watch, Quarter and Station Bill.

**PORT PREPAREDNESS**

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Ensure D7 (m) & (cc) and all ports and adjacent MSOs are notified via BNTM, MSIB and standard message that threatening winds are expected in AOR within 72 hours. (Annex E)

\_\_\_\_\_ Identify the location of dredging vessels within the COTP zone.

\_\_\_\_\_ Review expected arrivals and departures to identify potential need for assistance or impairment of port operations.

\_\_\_\_\_ Ask pilots and industry representatives to provide info regarding vessel location, cargo, destinations and estimated time of departure/arrival.

\_\_\_\_\_ Monitor small craft activity via Group Charleston regarding movements and mooring locations.

\_\_\_\_\_ Contact Port Authorities in Charleston and Georgetown to determine status of hurricane preparedness actions.

\_\_\_\_\_ *Inspections:*

\_\_\_\_\_ Conduct preliminary surveys to identify any unsafe conditions in the port, especially in vulnerable areas. Any deficiencies found by the COTP Port Survey Teams will be documented and a COTP Order may be issued to the facility manager if serious deficiencies are noted.

\_\_\_\_\_ Consider the disposition of any ships in the port without mechanical or electrical power or otherwise restricted in their ability to maneuver.

**Note: "\*" indicates CCGDSEVEN requirements to be met prior to attaining the associated readiness level. (Condition FOUR = \*4)**

**CONDITION THREE (48 HRS) CHECK OFF LIST**

**UNIT PREPAREDNESS**

\_\_\_\_\_ *Executive Officer:*

\_\_\_\_\_ Ensure that all department heads have reported meeting the requirements of Condition Four.

\_\_\_\_\_ Order the recall of personnel not on leave and the setting of the Heavy Weather Watch, Quarter, and Station Bill Condition Three.

\_\_\_\_\_ Ensure that Reserve personnel are placed on standby and establish recall procedures.

\_\_\_\_\_ Ensure unit members have made arrangements for their family members. Advise unit members to heed public safety announcements on flood zones and evacuation.

\_\_\_\_\_ Establish post hurricane recall, muster and initiation of post hurricane ops procedures.

\_\_\_\_\_ *Regional Exam Center*, begin boxing files for placement above floor level.

\_\_\_\_\_ *Inspections*, conduct harbor patrols to determine and report the state of hurricane preparations by the maritime industry. The Port Survey Teams are identified in Annex A

\_\_\_\_\_ *Communications Officer*, ensure all communications equipment is checked (see Annex A) and in proper working condition.

\_\_\_\_\_ *Government Vehicle Officer*, ensure all vehicles have full fuel tanks when not being used (100%).

\_\_\_\_\_ *Port Operations:*

\*3\_\_\_\_\_ Maintain plot of hurricane's progress and log the unit's hurricane readiness actions and attainment.

\_\_\_\_\_ Verify operation of hurricane emergency equipment.

\_\_\_\_\_ Continue coordination via Group Charleston to determine if movement of small craft and vessels to safe harbor has commenced.

\_\_\_\_\_ Review pollution contingency plans in preparation for post-hurricane pollution response.

\_\_\_\_\_ When attained, notify D7 (m) & (cc) and adjacent units that Condition THREE has been set for the UNIT. (Annex E)

**CONDITION THREE (48 HRS) CONT'D**

\*3 \_\_\_\_\_ Send attainment message (Annex D)

\_\_\_\_\_ *Administration and Supply:*

\_\_\_\_\_ Distribute plastic sheeting for covering computers.

\_\_\_\_\_ Verify recall list. Develop a list of locations and telephone numbers where dependents and civilians will be staying during the storm. Establish a check-in (by phone or otherwise) requirement for personnel who shall be within the storm-affected area.

\_\_\_\_\_ Place all Reservists on standby. Establish recall procedures.

\_\_\_\_\_ Obtain temporary quarters in vicinity of EOC for EOC Liaison. Coordinate with Group.

**PORT PREPAREDNESS**

\_\_\_\_\_ *Inspections*, conduct surveys of vessels and facilities to determine their state of hurricane preparation.

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Ensure D7 (m) & (cc) and all ports and adjacent MSOs are notified via BNTM, PCIB and standard message that Condition THREE has been set for the AOR. (Annex E)

\_\_\_\_\_ Contact port facilities regarding operational shutdown schedules.

\_\_\_\_\_ Issue orders requiring 24 hour advance notification of arrivals and departures for all vessels including barges over 200 gross tons.

\_\_\_\_\_ Inform vessels, pilots, and local agents of possibility of evacuating anchorages and moorings.

\_\_\_\_\_ Evaluate status of port activities with regard to hazardous and polluting substances.

**Note: "\*" indicates CCGDSEVEN requirements to be met prior to attaining the associated readiness level. (Condition Three = \*3)**

**CONDITION TWO (24 HRS) CHECK OFF LIST**

**UNIT PREPAREDNESS**

\_\_\_\_\_ *Executive Officer:*

\_\_\_\_\_ Verify all department heads have attained the requirements of Condition THREE.

\*2 \_\_\_\_\_ Ensure department heads are advised of the rendezvous location.

\*2 \_\_\_\_\_ Recall essential unit personnel.

\*2 \_\_\_\_\_ Release civilian personnel to their homes or to seek safe shelter, but advise they will remain on standby.

\*2 \_\_\_\_\_ *System Manager*, disconnect power and communications ties on first floor. Cover computers with plastic sheeting and move away from potential hazards.

\_\_\_\_\_ *Communications Officer*, issue portable 800 system radios and unit cellular phones as per chapter 2, paragraph A.4.h. of unit heavy weather plan.

\_\_\_\_\_ *Inspections*, coordinate and conduct harbor patrols using the four Port Survey Teams identified in Annex A.

\_\_\_\_\_ *Port Operations:*

\*2 \_\_\_\_\_ Move unit vehicles to safe locations (Annex O).

\*2 \_\_\_\_\_ Contact Group Charleston to coordinate CG resources for post hurricane activities. (ie. harbor patrol, damage assessment and assist local law enforcement)

\_\_\_\_\_ Notify D7 (oan) via D7 CAC/Command Center of anticipated bridge closures due to evacuations.

\_\_\_\_\_ Close port(s) to inbound traffic upon COTP order.

\*2 \_\_\_\_\_ When attained, notify D7 (m) & (cc) and adjacent units that Condition TWO has been set for the UNIT. (Annex E)

\_\_\_\_\_ Send attainment message (Annex D).

**CONDITION TWO (24 HRS) CONT'D**

\_\_\_\_\_ *Classified Materials Control Officer:*

\*2 \_\_\_\_\_ Secure all classified documents.

\_\_\_\_\_ Provide one copy of the inventory to the EOC liaison for safe keeping at the EOC.

**PORT PREPAREDNESS**

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Ensure D7 (m) & (cc) and all ports and adjacent MSOs are notified via BNTM, PCIB and standard message that Condition TWO has been set for the AOR. (Annex E)

\_\_\_\_\_ When notified by the COTP, the Chief, Port Operations Department shall close the port to inbound vessel traffic.

\_\_\_\_\_ *Inspections:*

\_\_\_\_\_ Make final recommendations to Commanding Officer concerning which vessels must be removed from the Port of Charleston or Port of Georgetown. If possible, inspect vessels approved to remain at their berth for proper mooring and stowage practices and assure that all others have departed.

\_\_\_\_\_ Survey teams, port authority personnel, and waterfront facility representatives will conduct joint final facility and vessel surveys to address any remaining unresolved discrepancies.

**Note: "\*#" indicates CCGDSEVEN requirements to be met prior to attaining the associated readiness level. (Condition Two = \*2)**

**CONDITION ONE (12 HRS) CHECK OFF LIST**

**UNIT PREPAREDNESS**

\_\_\_\_\_ *Executive Officer:*

\_\_\_\_\_ Verify all department heads have attained the requirements of Condition ONE.

\_\_\_\_\_ Release all personnel to their homes or evacuation points when appropriate.

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ When attained, notify D7 (m) & (cc) and adjacent units that Condition ONE has been set for the UNIT. (Annex E). Include a statement regarding the manning status of the MSO and location and contact numbers for EOC personnel. (i.e., manned/evacuated). (Annex D).

\*1 \_\_\_\_\_ Advise Group Charleston that the EOC Liaison Officers are relocating to the Emergency Operations Center.

\_\_\_\_\_ Inform the maritime community, when directed by the Captain of the Port, that Condition One has been set for the port.

\_\_\_\_\_ Close the port to outbound traffic, when directed by the Captain of the Port.

\*1 \_\_\_\_\_ *System Manager and Classified Material Control Officer*, execute plans to secure 2nd floor computers and classified documents, if not complete. (After Condition One message sent)

\_\_\_\_\_ *Administration and Supply:*

\*1 \_\_\_\_\_ Secure the office, including the main electrical panel.

\_\_\_\_\_ Brief Reserve and Auxiliary personnel on recall and anticipated post-hurricane procedures.

\_\_\_\_\_ *EOC Liaison Officer*, relocate to Emergency Operation Center (EOC) at the following location: Thrid Floor, Lonnie Hamilton III Public Service Building, 4045 Bridge View Drive, North Charleston, SC 29405

**PORT PREPAREDNESS**

*Port Operations*

\_\_\_\_\_ Ensure D7 (m) & (cc) and all ports and adjacent MSOs are notified via BNTM, MSIB and standard message that Condition ONE has been set for the AOR. (Annex E)

**CONDITION ONE (12 HRS) (CONT)**

\_\_\_\_\_ Advise the maritime community that they should anticipate that the COTP will secure all port operations and vessel movements.

\_\_\_\_\_ Notify the maritime community via Marine Safety Information Bulletin of post-storm points of contact (primary, secondary and tertiary numbers). (Annex N)

**Note: "\*#" indicates CCGDSEVEN requirements to be met prior to attaining the associated readiness level. (Condition One = \*1)**

**POST HURRICANE CHECK OFF LIST**

**UNIT PREPAREDNESS**

\_\_\_\_\_ *EOC Liaison:*

\_\_\_\_\_ Confirm location of post-hurricane operations muster area and advise department heads, CO, XO.

\_\_\_\_\_ Pass the word for recall and muster location.

\_\_\_\_\_ Announce the recall/muster location on emergency broadcast frequencies.

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Set Condition Four when attained or directed by District Commander. Send attainment message (Annex D).

\_\_\_\_\_ Within 12 hours of hurricane passage, send priority message to CCGD7 describing damage to Coast Guard property and equipment. (SITREP format, see Annex C)

\_\_\_\_\_ *Inspections*, conduct harbor patrols and assess damage.

\_\_\_\_\_ *Executive Officer:*

\_\_\_\_\_ Recall all personnel. Assess need for additional personnel and contact D7 for additional Reservists, if needed.

\_\_\_\_\_ If hurricane damage is extensive coordinate relief efforts for members and their family members. Coordinate with D7 to deploy the Emergency Information Team (EIT), which consists of a Work-Life Supervisor Public Affairs Assistant, and two Admin yeoman to assist unit personnel in their hurricane recovery efforts (as necessary). 1-800-872-4957.

**PORT PREPAREDNESS**

\_\_\_\_\_ *Inspections*, COTP survey teams conduct assessment of damage to port areas. Survey teams will also perform oil spill and hazardous materials response during this time and follow up with investigations as time permits.

\_\_\_\_\_ *Port Operations:*

\_\_\_\_\_ Provide primary point of contact for the SCSPA, pilots and facility operators.

\_\_\_\_\_ Provide primary point of contact for the ACOE, and SCDOT.

**POST HURRICANE (CONT)**

\_\_\_\_\_ Conduct waterside survey of port facilities that pose the greatest potential for a spill of national significance.

\_\_\_\_\_ Coordinate w/ ACOE to conduct a side-scan sonar survey of the channel prior to the restoration of one-way daylight traffic. D7(m) and D7(oan) can assist in locating a sonar if ACOE's is inoperative; a local ATON platform or ACOE resource can be used to conduct the survey.

\_\_\_\_\_ COTP and members of the Maritime Association will assemble at the MSO Charleston Conference Room to discuss damage to port and vessels. An assessment of the port should be completed as soon as possible after passage of the hurricane and a plan developed to bring the port back to normal operating conditions.

\_\_\_\_\_ Determine the availability of harbor assist tugs.

\_\_\_\_\_ Return to Condition Four when notified by COTP.

ANNEX C

**DISASTER RESPONSE SITREP**

O DDTTTTZ MMM YY  
 FM COGARD MSO CHARLESTON  
 TO CCGDSEVEN MIAMI FL//O/M/CC//  
 INFO COMCOGARDGRU CHARLESTON SC  
 BT UNCLAS//N03006//  
 SUBJ: DISASTER RESPONSE SITREP (NUMBER) (AND FINAL FOR LAST REPORT)  
 A. (LAST SITREP DTG)

1. SITUATION

- A. OVERALL SITUATION DESCRIPTION.
- B. SUMMARY OF ACTION SINCE LAST REPORT (REF A).
- C. CURRENT WX AND WX FORECAST.
- D. MEDIA COVERAGE.

2. OPERATIONS .

A. BOAT SORTIES:

UNIT	LOCATION	SOR	HRS	P/A	COMMENT
MSO***	CITY, STATE	1	4.3	2	TRANS 2 POB FM FLD HOME
STA***	CITY, STATE	1	3.5	3	LOCAL EMT TRANS TO FARM

B. AIRCRAFT SORTIES:

UNIT	LOCATION	SOR	HRS	P/A	COMMENT
CG 65XX	CITY, STATE	1	4.2	0	AREA SURVEY, OVERFLIGHT OF DAMAGED BRIDGE AT *-*. *N, *-*. *W, ABOARD: USACE, CEMA

C. VEHICLE SORTIES:

UNIT	LOCATION	SOR	HRS	P/A	COMMENT
MSO***	CITY, STATE	1	3.0	0	PORT SURVEY, CHECK OF WATERFRONT FACILITIES AND VESSELS IN PORT

3. ACTION TAKEN. (CHRONOLOGY)

4. PERSONNEL .

- A. ACTIVE: (NUMBER ONBOARD/ASSIGNED TO UNIT & TAD).
- B. RESERVES: (NUMBER ONBOARD/ASSIGNED TO UNIT)
- C. AUXILIARY: (NUMBER ONBOARD/ASSIGNED TO UNIT)
- D. CIVILIANS: (NUMBER ONBOARD/ASSIGNED TO UNIT)

5. FUTURE PLANS AND RECOMMENDATIONS.

- A. RESOURCE REQUIREMENT PROJECTIONS
- B. RESOURCES RECEIVED (I.E. PEOPLE, PLANES, ETC.)
- C. PLANS (INCL RELEASE OF RES OR TAD #)
- D. SPECIFIC DIRECTION NEEDED (I.E., EVACUATION).

BT

**DISASTER RESPONSE SITREP (CONT)**

**SITREP DEFINITIONS.**

1. Terms for columns appearing within paragraph 2 (Operations) are defined as follows:
  - a. UNIT - Defined as responding unit. The responding unit is identified by parent Coast Guard unit. Aircraft should be identified by tail number.
  - b. LOCATION - The area of the sortie. If multiple areas occur for a single unit provide multiple entries.
  - c. SOR - (SORTIE) A sortie is counted each time a unit deploys.
  - d. HRS - (HOURS) Total hours for that line entry and activity.
  - e. P/A - (PEOPLE ASSISTED) Total number of people assisted.
  - f. COMMENT - A brief description of unit activity and notable events.

ANNEX D

1. READINESS CONDITION ATTAINMENT MESSAGES

\*Attainment Messages are to be sent by Group Charleston. Samples are attached.

2. POST HEAVY WEATHER (SITREPS)

**12 HOUR SITREP**

O ddttttZ mmm yy  
 FM COGARD MSO CHARLESTON SC  
 TO CCGDSEVEN MIAMI FL//O/M/CC/CAC//  
 INFO COMCOGARDGRU CHARLESTON SC  
 COGARD MSO WILMINGTON NC  
 COGARD MSO SAVANNAH GA  
 BT  
 UNCLAS //N03006//  
 SUBJ: SITREP ONE (AND FINAL) , HEAVY WEATHER  
 1. SITUATION:  
 A. VEHICLES: OPERABLE \_\_\_\_, INOPERABLE \_\_\_\_  
 B. VESSELS: OPERABLE \_\_\_\_, INOPERABLE \_\_\_\_  
 C. SHORE FACILITIES:  
 1) MSO \_\_\_\_\_: (LIST OF DAMAGES TO MSO)  
 2) (OTHER MAJOR FACILITIES DAMAGE)  
 D. CASUALTIES:  
 1) INJURED: \_\_\_ DIRECT \_\_\_ INDIRECT  
 2) DEATHS: \_\_\_ DIRECT \_\_\_ INDIRECT  
 E. OTHER DAMAGES: \_\_\_\_\_  
 2. ADDITIONAL INFO: \_\_\_\_\_  
 3. FUTURE PLANS: (PLANS FOR FURTHER POST-HEAVY WEATHER RESPONSE;  
 REQUEST FOR CCGD7 NATURAL DISASTER COMMAND AND CONTROL TEAM IF  
 NEEDED, ETC.).  
 BT

**24 HOUR SITREP**

O ddttttZ mmm yy  
 FM COGARD MSO CHARLESTON SC  
 TO CCGDSEVEN MIAMI FL//O//M/CC/CAC//  
 INFO COMCOGARDGRU CHARLESTON SC  
 COGARD MSO WILMINGTON NC  
 COGARD MSO SAVANNAH GA  
 BT  
 UNCLAS //N03006//  
 SUBJ: SITREP ONE (AND FINAL) , PORT OF \_\_\_\_\_  
 1. SITUATION: FOLLOWING PASSAGE OF HEAVY WEATHER \_\_\_\_\_ THROUGH  
 THE PORT OF \_\_\_\_\_, OPERATION OF THE PORT HAS (BEEN SEVERELY  
 IMPACTED/TEMPORARILY CURTAILED/RETURNED TO NORMAL). (REPORT ACTIONS  
 TAKEN TO THIS POINT).

2. ADDITIONAL INFO: (DESCRIBE SPECIFIC CASUALTIES OR SITUATIONS IMPAIRING OPERATION OF THE PORT).

3. FUTURE PLANS: (DESCRIBE FUTURE PLANS TO MITIGATE DAMAGE AND RETURN TO NORMAL OPS).

BT

ANNEX E

1. BROADCAST NOTICE TO MARINERS

**72 HOUR ALERT (ENHANCED)**

O ddtttZ mmm yy  
FM COGARD MSO CHARLESTON SC  
TO COMCOGARDGRU CHARLESTON SC//OPS//  
INFO CCGDSEVEN MIAMI FL//CC/O/M/CAC//  
BT  
UNCLAS//N03140//

SUBJ: REQUEST BROADCAST NOTICE TO MARINERS

1. THE U.S. COAST GUARD CAPTAIN OF THE PORT HAS SET HEAVY WEATHER CONDITION 4 (PORT CONDITION WHISKEY) FOR THE PORTS OF (CHARLESTON, AND GEORGETOWN). THREATENING WINDS FROM HURRICANE \_\_\_\_\_ ARE EXPECTED TO MAKE LANDFALL ALONG THE COAST OF SOUTH CAROLINA WITHIN 72 HOURS. PLEASURE CRAFT ARE ADVISED TO SEEK SAFE HARBOR. DRAWBRIDGES MAY NOT BE OPERATING WHEN SUSTAINED WIND SPEEDS REACH 25 MPH OR WHEN EVACUATION IS IN PROGRESS. ALL OCEANGOING COMMERCIAL VESSELS AND OCEANGOING BARGES GREATER THAN 200 GROSS TONS ARE TO MAKE PLANS FOR DEPARTING THE PORT AREA. VESSELS DESIRING TO REMAIN IN PORT MUST CONTACT THE CAPTAIN OF THE PORT TO REQUEST PERMISSION. VESSELS BOUND FOR THIS PORT WHICH ARE UNABLE TO DEPART 24 HOURS PRIOR TO HURRICANE LANDFALL ARE ADVISED TO SEEK AN ALTERNATE DESTINATION.

BT

**48 HOUR BROADCAST**

O ddtttZ mmm yy  
FM COGARD MSO CHARLESTON SC  
TO COMCOGARDGRU CHARLESTON SC//OPS//  
INFO CCGDSEVEN MIAMI FL//CC/O/M/CAC//  
BT  
UNCLAS//N03140//

SUBJ: REQUEST BROADCAST NOTICE TO MARINERS

1. THE U.S. COAST GUARD CAPTAIN OF THE PORT HAS SET HEAVY WEATHER CONDITION 3 (PORT CONDITION X-RAY) FOR THE PORTS OF (CHARLESTON, AND GEORGETOWN). THREATENING WINDS FROM HURRICANE \_\_\_\_\_ ARE EXPECTED TO MAKE LANDFALL ALONG THE COAST OF SOUTH CAROLINA WITHIN 48 HOURS. PLEASURE CRAFT ARE ADVISED TO SEEK SAFE HARBOR. DRAWBRIDGES MAY NOT BE OPERATING WHEN SUSTAINED WIND SPEEDS REACH 25 MPH OR WHEN EVACUATION IS IN PROGRESS. ALL OCEANGOING COMMERCIAL VESSELS AND OCEANGOING BARGES GREATER THAN 200 GROSS TONS ARE TO MAKE PLANS FOR DEPARTING THE PORT AREA. VESSELS DESIRING TO REMAIN IN PORT MUST CONTACT THE CAPTAIN OF THE PORT TO REQUEST PERMISSION TO REMAIN. VESSELS BOUND FOR THIS PORT WHICH ARE UNABLE TO DEPART 24 HOURS PRIOR TO HURRICANE LANDFALL ARE ADVISED TO SEEK AN ALTERNATE DESTINATION.

BT

**24 HOUR BROADCAST**

O ddtttZ mmm yy  
FM COGARD MSO CHARLESTON SC  
TO COMCOGARDGRU CHARLESTON SC//OPS//  
INFO CCGDSEVEN MIAMI FL//CC/O/M/CAC//

BT

UNCLAS//N03140//

SUBJ: REQUEST BROADCAST NOTICE TO MARINERS

1. THE U.S. COAST GUARD CAPTAIN OF THE PORT HAS SET HEAVY WEATHER CONDITION 2 (PORT CONDITION YANKEE) FOR THE PORTS OF (CHARLESTON AND GEORGETOWN). THREATENING WINDS FROM HURRICANE \_\_\_\_\_ ARE EXPECTED TO MAKE LANDFALL ALONG THE COAST OF SOUTH CAROLINA WITHIN 24 HOURS. PLEASURE CRAFT ARE ADVISED TO SEEK SAFE HARBOR. DRAWBRIDGES MAY NOT BE OPERATING WHEN SUSTAINED WIND SPEEDS REACH 25 MPH OR WHEN EVACUATION IS IN PROGRESS. ALL OCEANGOING COMMERCIAL VESSELS AND OCEANGOING BARGES GREATER THAN 200 GROSS TONS THAT HAVE NOT RECEIVED PERMISSION TO REMAIN IN PORT MUST DEPART THE PORT BY (time , day , date). VESSELS BOUND FOR THIS PORT MUST SEEK AN ALTERNATE DESTINATION.

BT

**12 HOUR BROADCAST**

O ddtttZ mmm yy  
FM COGARD MSO CHARLESTON SC  
TO COMCOGARDGRU CHARLESTON SC//OPS//  
INFO CCGDSEVEN MIAMI FL//CC/O/M/CAC//

BT UNCLASS//N03140// SUBJ: REQUEST BROADCAST NOTICE TO MARINERS

1. THE U.S. COAST GUARD CAPTAIN OF THE PORT HAS SET HEAVY WEATHER CONDITION 1 (PORT CONDITION ZULU) FOR THE PORTS OF (CHARLESTON, AND GEORGETOWN). THREATENING WINDS FROM HURRICANE \_\_\_\_\_ ARE EXPECTED TO MAKE LANDFALL ALONG THE COAST OF SOUTH CAROLINA WITHIN 12 HOURS. AT THIS TIME THE PORTS OF CHARLESTON, AND GEORGETOWN ARE CLOSED TO ALL TRAFFIC. NO VESSELS MAY ENTER OR TRANSIT THESE PORTS WITHOUT THE PERMISSION OF THE CAPTAIN OF THE PORT.

BT

## ANNEX F

### **PORT SURVEY TEAM PROCEDURES AND CHECK OFF LISTS**

**GENERAL:** Port survey teams will be tasked by the Chief, Inspections Department, and sent out to evaluate and report back to the MSO on facilities and vessels in the COTP AOR. The information will be used by the COTP to determine current readiness status of the port and to determine possible future courses of action. Vessel owners/operators and agents will make every attempt to put their vessels to sea in the event a hurricane threatens the ports of Charleston and/or Georgetown. No vessels normally will be allowed to remain at the facilities. Two forms have been developed to assist the port survey teams in data gathering. The facility readiness form is located in this annex. The two-age vessel survey form is located in Annex I.

1. The Chief, Inspections Department, shall assign the teams to survey/evaluate facilities and vessels within the Ports of Charleston and Georgetown.
2. Teams shall make contact with facility and/or vessel personnel and determine their intentions to prepare for the hurricane
3. If a commercial oceangoing vessel or Coast Guard certificated oceangoing barge greater than 200GT desires to remain in the Ports of Charleston or Georgetown, the information required in the attached form must be provided in writing to the COTP.
4. Ensure vessels allowed to remain in port have the decks clear of any missile hazards, potential pollution hazards, and flammable materials. Tank vessels must be certified gas free or inerted. All persons in charge of the vessel must ensure hatches are secured for heavy weather.
5. Report information back after each facility is evaluated. When checking in with the command, determine if any COTP orders have been issued and any changes in Port Readiness Conditions.

**NOTE:** Port survey teams are out for the purpose of gathering information and to determine intentions.

## PORT SURVEY ASSIGNMENTS

- A. DUTIES: Evaluation teams, each consisting of three personnel, will perform the following
1. Determine the preparedness of designated waterfront facilities to weather the storm. Facility evaluation forms and instructions are included in ANNEX D. These are to be used as a guide for team members and the maritime community.
  2. Determine the preparedness of vessels in the port. Vessel sortie checklist/survey forms are included in Annex I. These are to be used as a guide for team members and the maritime community.
  3. Report in after each facility and vessel has been examined or every 1/2 hour, whichever is sooner.
- B. Survey Team Areas of Responsibility: (see Appendix A for team membership)

### Survey Team # 1:

Detyens Marine Repair Facility (Bushy Park)  
Naval Weapons Station  
Petro Chem facilities along "Oil Can Alley" on Cooper River  
Terminate at Alumax/Chem Marine

### Survey Team # 2:

Metal Trades  
All facilities/piers on ExNAVBASE  
Shipyard River facilities

### Survey Team # 3:

SPA Passenger Ship Terminal  
McAllister Towing  
Detyens Wando Shipyard  
Halsey-Cannon Shipyard  
BP/Amoco  
NUCOR Steel

### Survey Team # 4:

Port of Georgetown  
Wando Terminal

**HURRICANE FACILITY READINESS SURVEY**

CURRENT LOCATION/FACILITY: \_\_\_\_\_  
FACILITY POC/PHONE NUMBER: \_\_\_\_\_ / \_\_\_\_\_

HAZARDOUS MATERIALS SHOULD BE REMOVED FROM AREAS PRONE TO FLOODING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FACILITY OPERATORS SHOULD ENSURE THE OPEN AREAS OF THEIR DOCKS, WHARVES, AND PIERS ARE CLEARED OF ALL MISSILE HAZARDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRUMS SHOULD BE BANDED ON PALLETS NOT MORE THAN TWO TIERS HIGH OR LAID HORIZONTALLY WITH SECURE DUNNAGE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTAINERS SHOULD BE STACKED IN ACCORDANCE WITH APPROVED HEAVY WEATHER PLANS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISCREPANCIES/COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SURVEY TEAM: \_\_\_\_\_ NAME: \_\_\_\_\_  
TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

## ANNEX G

### **NON-STANDARD DISTRIBUTION (CHAPTER 3 - PORT PREPAREDNESS)**

Charleston County Emergency Preparedness  
Naval Weapons Station Charleston  
Georgetown County Emergency Preparedness  
Charleston District, ACOE Charleston  
Branch Pilots Association  
South Carolina Port Authority  
Georgetown Pilots Association  
Shipping Agents  
Shipyards  
Towing Companies, Maritime  
Waterfront Facilities  
Maritime Association

ANNEX H

**SAMPLE CAPTAIN OF THE PORT ORDER**

16600  
Date

Owner, Operator  
Address  
Address 2  
Attn:

Captain of the Port Order #\_\_-CY to read as follows:

At \_\_\_\_\_, Hurricane Condition \_\_ ( \_\_-hour warning) was set for the Port of \_\_\_\_\_ . Members of my staff conducted an inspection of your vessel/facility pursuant to this Condition at \_\_\_\_\_ and noted the following discrepancies:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

In view of the emergent weather conditions and the potential threat to port safety posed by your ship's/facility's condition, you are hereby directed to take the following corrective action:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Failure to comply with these orders, issued under the provisions of Title 33 U. S. Code, Section 1232, subjects you to a civil penalty of \$25,000 for each day the vessel is in violation and/or a criminal penalty of not more than \$50,000 or imprisonment of not more than five years or both. This order is issued without prejudice as to the initiation of civil penalty proceedings for any violations which may have previously occurred.

Should you be aggrieved by this decision, you may appeal to the Commander, Seventh Coast Guard District, Brickell Plaza Federal Building, 909 S.E. 1st Avenue, Miami, Florida 33131-3050, in writing, within 30 days of receipt of this order.

Sincerely,

G. W. MERRICK  
Commander, U. S. Coast Guard  
Captain of the Port

Copy: Charleston Branch Pilots

Group Charleston

## ANNEX I

### COMMERCIAL VESSEL SORTIE GUIDANCE

There are no "safe havens" identified within the Marine Safety Office Charleston area of responsibility for a vessel to safely survive threatening winds, hurricane force winds, or potential storm surges without creating a threat to the safety of the port and public welfare. The safest condition for the port during the arrival of a hurricane is when the inventory of vessels is at a minimum.

Vessel owners/operators and agents will make every attempt to put their vessels to sea in the event a hurricane threatens the MSO Charleston area of responsibility. Oceangoing commercial vessels and oceangoing barges greater than 200 gross tons are to depart the port area. The criteria for this requirement was chosen for the following reasons:

1. "Oceangoing" is an important term because it creates a standard for vessel construction. For this planning effort, the term "oceangoing" is defined as U.S. vessels with a Certificate of Inspection authorizing ocean service and foreign vessels possessing an international load line certificate, oceans route, "registry vessels;"
2. The Load Line Rules apply to commercial/merchant vessels greater than 150 gross tons; and
3. Master competency rules apply to commercial/merchant vessels greater than 200 gross tons.

In the event a commercial oceangoing vessel or Coast Guard certificated oceangoing barge over 200 gross tons is not capable of putting to sea, the person-in-charge of the vessel must submit a written request to the COTP to allow the vessel to remain in the port.

### PERMISSION TO STAY

Vessels allowed to remain in port must have the decks clear of any missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure hatches are secured for heavy weather. The following information at a minimum should be included in requests to the COTP to allow a commercial oceangoing vessel or Coast Guard certificated oceangoing barge of over 200 gross tons to remain in port through a hurricane.

### VESSEL INFORMATION

1. Time/Date
2. Name, call sign, and official number of vessel.
3. Nationality of vessel.
4. Name of master.
5. Name, address, and phone number of agent.
6. Name, mailing address, and phone number of the charterer or operator.

7. Name, mailing address, and phone number of owner.
8. Vessel particulars including length and gross tonnage.
9. Reason why vessel cannot leave port & Condition of vessel.
10. Number of personnel to remain on vessel and their qualifications.
11. Amount of ballast the vessel may hold.
12. Amount of bunkers, lube oil, and diesel oil on board.
13. Estimated draft with vessel ballasted.
14. Name of berth and location.
15. Depth of water in the vessels berth at low tide.
16. Availability of vessel's main propulsion.
17. Describe how vessel will be secured to the berth. Submit a diagram showing the mooring arrangements with the size mooring lines or wire.
18. Operational status of machinery on board (i.e. engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors etc.)
19. Fire fighting capabilities of vessel.
20. Any unusual conditions affecting its seaworthiness.

**The attached "Commercial Vessel Sortie Checklist/Survey" template must be completely filled out and submitted to the COTP. It must be signed by both the person in charge of the vessel and the person in charge of the facility to which the vessel is moored.**

**VESSEL INFORMATION REQUIRED BY THE COTP FOR COMMERCIAL  
OCEANGOING VESSELS AND OCEANGOING BARGES OVER 200 GT REMAINING OR  
REQUESTING TO REMAIN IN PORT.**

VESSEL NAME \_\_\_\_\_ CALL SIGN: \_\_\_\_\_

CURRENT

LOCATION/FACILITY: \_\_\_\_\_

FACILITY POC/PHONE NUMBER: \_\_\_\_\_ / \_\_\_\_\_

OFFICIAL NUMBER OF VSL: \_\_\_\_\_ VSL NATIONALITY: \_\_\_\_\_

NAME OF MASTER: \_\_\_\_\_

AGENT NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CHARTER/OPERATOR \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS \_\_\_\_\_

**VESSEL/BARGE PARTICULARS**

LENGTH: \_\_\_\_\_ GROSS TONAGE: \_\_\_\_\_

CURRENT CONDITION/WHY VESSEL CAN'T LEAVE PORT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF PERSONNEL TO REMAIN ON VESSEL AND

QUALIFICATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BALLAST VSL MAY HOLD: \_\_\_\_\_ BUNKERS ON BOARD: \_\_\_\_\_

LUBE OIL ON BOARD: \_\_\_\_\_ DIESEL OIL ON BOARD: \_\_\_\_\_

ESTIMATED DRAFT WITH VSL BALLASTED: \_\_\_\_\_

NAME OF BERTH AND LOCATION: \_\_\_\_\_

DEPTH OF WATER IN VSL'S BERTH AT LOW TIDE: \_\_\_\_\_

AVAILABILITY OF VSL'S MAIN PROPULSION: \_\_\_\_\_

Describe how vessel will be secured to the berth. (submit a diagram showing the mooring arrangements with the size mooring lines or wire.) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Operational status of machinery onboard (i.e. engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire fighting capabilities of vessel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any unusual conditions affecting its seaworthiness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITY MOORING PARTICULARS**

Fendering configuration and condition: \_\_\_\_\_  
\_\_\_\_\_

Has an engineering study been performed to determine maximum size vessel with maximum winds which could safely be moored at facility. Condition of bollards, dolphins, and deadmen. Is it capable of holding the vessel? \_\_\_\_\_  
\_\_\_\_\_

Shoreside fire fighting capabilities. \_\_\_\_\_  
\_\_\_\_\_

Tugboat capabilities/assistance. \_\_\_\_\_  
\_\_\_\_\_

Distance of closest obstruction which may cause damage to the vessel (i.e. cranes, drydocks, buildings, tanks, etc.) \_\_\_\_\_  
\_\_\_\_\_

Distance to nearest oil storage facility, hazardous material facility, oil or hazardous material storage tanks at facility where vessel will be moored, and any oil pipelines). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hazardous materials should be removed from areas prone to flooding: \_\_\_\_\_  
\_\_\_\_\_

Facility operators should ensure the open areas of their docks, wharves, and piers are cleared of all missile hazards: \_\_\_\_\_  
\_\_\_\_\_

Drums should be banded on pallets not more than two tiers high or laid horizontally with secure dunnage. \_\_\_\_\_  
\_\_\_\_\_

**CONTINGENCY INFORMATION**

Equipment available to remove a sunken vessel. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment/personnel available to fight fire. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans for emergency evacuation of crewmen. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans for emergency medical services. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans to contain and remove oil discharges or hazardous material releases into the environment. \_\_\_\_\_  
\_\_\_\_\_

Discrepancies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Master: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**Facility Manager: I agree/do not agree to allow vessel to remain at the facility.**

Manager: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**ANNEX J**

**HURRICANE EQUIPMENT/SUPPLY LIST**

**PORT OPERATIONS DEPARTMENT:**

1. Maintain the dually outload and pollution response trailers in accordance with the attached check lists.
2. Provide 1 box of pollution investigation booklets (form cg-3639a), in addition to copies of notices of federal interest and notices of federal assumption.

**ADMINISTRATION AND SUPPLY DEPARTMENT:**

1. Provide copies of the MSO Organizational Manual, contingency plans, phone book (local, D7 and HQ), CCGD7 OPLAN, unit credit cards, blank purchase orders, and SF 44s.
2. Provide sufficient quantity of miscellaneous office supplies including note pads, memo books, pens, pencils, scissors, rulers, folders, etc.

**INSPECTIONS DEPARTMENT:**

1. Provide 1 case of cg-840 series books including books for t-boats, barges, dry docks, and tank vessels.
2. Provide a copy of the Marine Safety Manual.

**EMERGENCY LOADOUT CHECK LIST FOR DUALY**

The following equipment and supplies will be loaded in the dually prior to departing the unit

- \_\_\_\_\_ 12k generator & cover
- \_\_\_\_\_ 40 gals gas
- \_\_\_\_\_ 35 gals water
- \_\_\_\_\_ Small ice chest
- \_\_\_\_\_ 5 gal water cooler
- \_\_\_\_\_ Ice for chest & water cooler
- \_\_\_\_\_ All remaining hand held radios
- \_\_\_\_\_ Tarp/plastic to cover generator if needed
- \_\_\_\_\_ Office paper and forms, as needed by each DEPT.
- \_\_\_\_\_ 100' electrical extension chord
- \_\_\_\_\_ All cameras and film
- \_\_\_\_\_ Spare batteries: 1 dozen - 6 volt, 1 case - aa

Completed by \_\_\_\_\_

**POLLUTION RESPONSE TRAILER ADDITIONAL HURRICANE LOAD**

1. In addition to the standard trailer loadout the following supplies will be added:

\_\_\_\_\_ 1 rl 1/4 inch line

\_\_\_\_\_ 1 rl 1/2 inch line

\_\_\_\_\_ All extra sample bottles

\_\_\_\_\_ All extra rain gear

\_\_\_\_\_ All extra life jackets

\_\_\_\_\_ Spare yellow lights

\_\_\_\_\_ All available oil spill kits

\_\_\_\_\_ Navigation charts

\_\_\_\_\_ Street maps

\_\_\_\_\_ 1 case of plastic garbage bags

**ANNEX K**

16601  
07/15/03

From: Commanding Officer, Coast Guard Marine Safety Office Charleston  
To: All MSO family members

Subj: HURRICANE INFORMATION FOR DEPENDENTS

1. Welcome to the new members of the MSO Charleston family. I look forward to meeting you during one of the unit's many morale events. I look forward to seeing the "seasoned veterans" as well.
2. With the passing of July 4, we are definitely in the heat of the summer and all the great outdoor activities that come with it in the Low Country. Unfortunately, that also means that hurricane season should be heating up soon as well. We should all be as informed as possible about what to expect and how to react should a major storm threaten this area.
3. This package contains information to assist you in making your hurricane preparations. Although no information package can provide solutions for all difficulties that may arise, it does provide useful information for taking precautions and making general preparations. Please review this information with your family and discuss your family hurricane plan. I encourage you to review this package and your plan again whenever a storm threatens.
4. I assure you that we will make every possible effort to provide for the security and safety of the entire Coast Guard family in Charleston. If you have any questions regarding this information or any issues not covered by this package, please call.

G. W. MERRICK

Enclosures: (1) Hurricane safety tips  
(2) Hurricane shelter list  
(3) Tropical weather info/terms to know

## HURRICANE SAFETY TIPS

### 1. BEFORE THE HURRICANE:

(a) Keep your radio or television on and listen for the latest weather bureau warnings and advisories. If power fails use a battery powered radio. Keep extra batteries on hand for your flashlights and radio.

(b) Have a supply of cash in small bills no larger than \$20.

(c) Stay away from low-lying beaches or other locations that may be swept by high tides or storm waves. Leave those areas early because roads to safe locations may become impassable several hours prior to the arrival of hurricane conditions.

(d) Follow state/local EPD evacuation instructions.

(e) Secure loose material and movable objects that might blow away or be torn loose and thrown against buildings or through windows. Garbage cans, garden tools, toys, signs, porch furniture, and other similar objects become much more damaging than the wind itself. Secure garage doors. Awnings that can be moved should be raised and tied securely or taken down. Fasten storm shutters or board up windows.

(f) Boats should be hauled out of water if possible. If a boat must remain in the water take extra precautions in anchoring or mooring. Mooring lines should consider storm surge. Anchor lines should have maximum possible scope. Avoid trying to secure boats after water becomes dangerously rough.

(g) Make certain your automobile is on high ground, away from trees, preferably in a garage or other shelter. Check battery and tires. Fill your tank with gasoline because most gasoline pumps cannot be operated if power fails.

(h) Have a flashlight in good working condition. If it is necessary to use candles or other emergency lighting and cooking facilities, be careful of fire. It is not advisable to use open flame lighting or cooking indoors.

(i) Store a supply of water for drinking and other purposes by filling clean containers, bottles, cooking utensils, and bathtubs. Clean bathtubs with plain liquid bleach (no lemon) and rinsed with clear water.

(j) Store a supply of non-perishable foods and a non-electric can opener. Stock foods which can be eaten without cooking or with very little preparation. Remember, electric power may be off and you may be without refrigeration.

(k) Consider obtaining emergency cooking equipment such as camp stoves. Practice using them well before a storm arises to make sure you know how to operate them. Use outdoors to prevent carbon monoxide poisoning.

(l) Have first aid supplies ready.

(m) Consider obtaining a chainsaw and a generator. Practice using them well before a storm arises to make sure you know how to operate them. Also purchase safety equipment such as safety goggles, leather gloves, and chain guard.

(n) Be especially careful of fires. Have a fire extinguisher available.

(o) Become familiar with the hurricane storm surge and evacuation map located in the community interest section of the yellow pages of the local telephone book.

(p) Plan ahead! When and where will your family go? Learn the location of the closest hurricane shelters. Evacuate when advised by the emergency preparedness division. Don't wait.

(q) **Pay no attention to rumors.**

## 2. DURING THE HURRICANE:

(a) Stay tuned to your radio or television for the latest advisories.

(b) Stay calm.

(c) Don't go outside during the storm, except for emergencies or in case of evacuation.

(d) Opening a window or door during a hurricane - even slightly - is not recommended.

(e) Stay away from windows especially on windward side.

(f) In case the eye or center of the hurricane passes directly over your area, skies may clear and there will be a lull in the wind lasting from a few minutes to a half hour or even longer. Remain in a safe place. Be extremely cautious since the wind will return from the opposite direction suddenly and possibly with even greater violence.

(g) Use your phone for emergency calls only.

## 3. AFTER THE STORM:

(a) Stay away from broken or low hanging power lines as well as metal objects that may be in contact with damaged power lines. Notify police or utility companies of dangling or broken wires.

(b) Persons injured during the storm should seek medical help at hospitals or Red Cross disaster stations.

(c) Do not drive unless it is absolutely necessary. If you must drive, watch out for debris, fallen wires, wash-outs, and flooding.

(d) Report broken sewer and water mains to the proper authorities.

(e) Be on the alert for rising water in streams and rivers even after the heaviest rain has ended.

(f) Unless especially qualified to render emergency assistance, stay away from disaster areas where you may hamper first aid or rescue work.

(g) Listen to your radio or television for instructions about the need to sterilize drinking water.

(h) Guard against spoiled food in refrigerators/freezers if power has been off for any length of time.

(i) Be alert to prevent fires. Lowered water pressure makes fire fighting difficult after storms.

(j) Use the telephone for emergencies only. Jammed switchboards prevent emergency calls from going through.

(k) Be cautious of dangerous animals, especially poisonous snakes, which may have been driven to higher ground by flood waters. Bees and spiders may be covered by debris or soil.

(l) Additional safety precautions should be taken as required by the peculiarities of the situation involved. Above all, remember to keep calm and follow the dictates of common sense in order to avoid injury and loss of life and property.

## SHELTER LIST

1. Not all shelters on this list will be selected by local authorities. Listen to all media announcements for designated shelters.
2. Schools listed in **bold face** are the only shelters that have received Red Cross approval. There are NO Red Cross approved shelters East of the Cooper or in the City of Charleston.
3. School names followed by **(V)** will open when governor requests voluntary evacuation. School names followed by **(M)** will open when governor declares mandatory evacuation.

<u>NAME</u>	<u>ADDRESS</u>	<u>AREA</u>	<u>PHONE NO</u>
<b><u>CHARLESTON COUNTY</u></b>			
<b>ALICE-BIRNEY (M)</b>	<b>7750 PINEHURST ST.</b>	<b>ASHLEY HGTS</b>	<b>764-2212</b>
ANGEL OAK ELEM	6134 CHISOLM RD.	JOHNS ISL	559-0363
ASHLEY RIVER ELEM	1871 WALLACE RD	W. ASHLEY	763-1555
BRENTWOOD MIDDLE	2685 LEEDS AVE	CHAS HGTS	745-7094
BURKE HIGH	244 PRESIDENT ST	CHAS	724-7784
<b>BURNS ELEM (M)</b>	<b>3750 DORCHESTER</b>	<b>N. CHAS</b>	<b>745-7113</b>
<b>C.C BLANEY ELEM (M)</b>	<b>7184 HWY 162</b>	<b>YOUNGS ISL</b>	<b>889-3992</b>
<b>CC SCHOOL OF ARTS (M)</b>	<b>1600 SARNAC ST</b>	<b>N. CHAS</b>	<b>529-4990</b>
C.E.WILLIAMS MIDDLE	640 BUTTE ST	W. ASHLEY	763-1529
CHICORA ELEM	1912 SUCCESS ST	N. CHAS	745-7099
<b>CORCORAN ELEM (M)</b>	<b>8585 VISTAVIA</b>	<b>N. CHAS</b>	<b>764-2218</b>
DRAYTON HALL MIDDLE	3183 ASHLEY RIVER RD	W. ASHLEY	763-1541
<b>DUNSTON ELEM (M)</b>	<b>1825 REMOUNT RD</b>	<b>N. CHAS</b>	<b>745-7109</b>
<b>E.B. ELLINGTON ELEM (M)</b>	<b>5600 ELLINGTON SCL RD</b>	<b>RAVENEL</b>	<b>889-9411</b>
EAUT GAP MIDDLE	1861 BOHICKET RD	JOHNS ISL	559-9102
FT JOHNSON MIDDLE	1825 CAMP RD	JAMES ISL	762-2740
FRIERSON ELEM	WADMALAW ISL	WADMALAW ISL	559-1182
GARRETT HIGH	31 GORDON ST	N. CHAS	745-7126
<b>GOODWIN ELEM (V)</b>	<b>5501 DORCHESTER RD</b>	<b>N. CHAS</b>	<b>767-5911</b>
HARBORVIEW ELEM	1576 HARBORVIEW DR	JAMES ISL	762-2749
<b>HUNLEY PARK ELEM (M)</b>	<b>1000 MICHIGAN AVE</b>	<b>N. CHAS</b>	<b>767-5914</b>
JAMES ISL HIGH	1000 FT JOHNSON RD	JAMES ISL	762-2754
JAMES ISL MIDDLE	1484 CAMP RD	JAMES ISL	762-2786
JAMES SIMMONS ELEM	741 KING ST	CHAS	724-7763
JANE EDWARDS ELEM	RT 1 BOX 557	EDISTO ISL	559-4171
<b>LADSON ELEM (M)</b>	<b>LADSON RD</b>	<b>LADSON</b>	<b>764-2225</b>
LAING MIDDLE	2213 HWY 17 N	MT.PLEASANT	849-2809
<b>LAMBS ELEM (M)</b>	<b>6800 DORCHESTER RD</b>	<b>N. CHAS</b>	<b>767-5900</b>
LINCOLN HIGH	714 LINCOLN SCL DR	MCCLELLANVILLE	577-0970
MARY FORD ELEM	3180 AZALEA DR	N. CHAS	745-7131
MIDDLETON HIGH SCHOOL	1776 WM KENNERTY DR	W. ASHLEY	763-1546
<b>MIDLAND PARK ELEM (V)</b>	<b>2415 MIDLAND PK RD</b>	<b>CHAS HEIGHTS</b>	<b>764-2221</b>

<b>MINNIE HUGHES ELEM (M)</b>	<b>8548 WILLTOWN RD</b>	<b>YOUNGS ISL</b>	<b>889-2976</b>
<b>MORNINGSIDE MIDDLE (M)</b>	<b>1999 SINGLEY LN</b>	<b>N. CHAS</b>	<b>745-7122</b>
MOULTRIE MIDDLE	645 COLEMAN BLVD	MT.PLEASANT	849-2819
MT. ZION ELEM	3464 RIVER RD	JOHNS ISL	559-3841
MURRAY-LASAINÉ ELEM	691 RIVERLAND DR	JAMES ISL	762-2764
<b>N. CHAS ELEM (M)</b>	<b>4921 DURANT AVE</b>	<b>N. CHAS</b>	<b>745-7121</b>
<b>N. CHAS HIGH SCHOOL (V)</b>	<b>1087 E. MONTAGUE AVE</b>	<b>N. CHAS</b>	<b>745-7140</b>
NORMAN TOOLE MIDDLE	2950 CARVER AVE	N. CHAS	745-7102
OAKLAND ELEM	2728 ARLINGTON DR	W. ASHLEY	763-1510
<b>PEPPERHILL ELEM (M)</b>	<b>3300 CREOLA RD</b>	<b>N. CHAS</b>	<b>767-5905</b>
<b>RD SCHRODER MIDDLE (V)</b>	<b>7224 HWY 162</b>	<b>YOUNGS ISL</b>	<b>889-2391</b>
RIVERS MIDDLE	1002 KING ST	CHAS	724-7789
RONALD E. MCNAIR	3795 SPRULL AVE	N. CHAS	745-7107
SPRINGFIELD ELEM	2741 CLOVER ST	W. ASHLEY	763-1538
<b>STALL HIGH SCHOOL (V)</b>	<b>7749 PINEHURST ST</b>	<b>N. CHAS</b>	<b>764-2200</b>
ST. ANDREWS ELEM	30 CHADWICK DR	W. ASHLEY	763-1503
ST. ANDREWS HIGH	721 WAPPOO RD	W. ASHLEY	763-1533
STILES POINT ELEM	883 MIKELL DR	JAMES ISL	762-2767
ST. JAMES-SANTEE	HWY 17 N	MCCLELLANVILLE	887-3491
ST. JOHNS HIGH	1518 MAIN RD	JOHNS ISL	559-9115
WANDO HIGH SCHOOL	1560 MATHIS FERRY RD	MT.PLEASANT	849-2830
W.J. FRASER ELEM	63 COLUMBUS ST	CHAS	724-7766

### **BERKELEY COUNTY**

BERKELEY MIDDLE SCHOOL	320 N. HIGHWAY, 17-A	MONCK'S CORNER	899-8840
BONNER ELEM	171 MACEDONIA FOXES CIR	MONCK'S CORNER	899-8950
CAINHOY ELEM	2434 CAINHOY RD	CAINHOY	899-8975
CROSS HIGH	1293 OLD HIGHWAY #6	HUGER	899-8900
SANGAREE ELEM	201 SCHOOL HOUSE LANE	SUMMERSVILLE	820-3868
STRATFORD HIGH	951 CROWFIELD BLVD	GOOSE CREEK	820-4000
GOOSE CREEK HIGH	1137 REDBANK ROAD	GOOSE CREEK	553-5301
HANAHAN MIDDLE	5815 N. MURRAY AVE	HANAHAN	820-3800
MARRINGTON ELEM	101 GEARING STREET	GOOSE CREEK	820-4041
ST STEPHEN MIDDLE	225 CAROLINA AVE	ST STEPHEN	567-3128
WHITESVILLE ELEMENTARY	324 GAILLARD ROAD	MONCK'S CORNER	899-8880

### **DORCHESTER COUNTY**

ALSTON MIDDLE #2	500 BRYAN ST	SUMMERSVILLE	873-3890
DUBOSE MIDDLE #2	1000 DUBOSE SCHOOL RD	SUMMERSVILLE	875-7012
KNIGHTSVILLE ELEM	535 WEST OLD O'BURG RD	SUMMERSVILLE	873-4851
FLOWERTOWN ELEM	20 KING CHARLES CIR	SUMMERSVILLE	871-7400
NEWINGTON ELEM	10 KING CHARLES CIR	SUMMERSVILLE	871-3230
ROLLINS ELEM	815 SOUTH MAIN ST	SUMMERSVILLE	873-3610
SPANN ELEM	901 S. MAGNOLIA ST	SUMMERSVILLE	873-3050

SUMMERVILLE ELEM	835 SOUTH MAIN ST	SUMMERVILLE	873-2372
SUMMERVILLE PINWOOD	808 WEST OLD O'BURG RD	SUMMERVILLE	873-4568
SUMMERVILLE HIGH	1101 BOONE HALL RD	SUMMERVILLE	873-6460
OAKBROOK MIDDLE	4704 OLD FORT RD	LADSON	873-9750
OAKBROOK ELEM	4700 OLD FORT RD	LADSON	871-1165

**SPECIAL NEEDS SHELTER**

HEALTH SOUTH REHAB HOSPITAL	9181 MEDCOM ST	N. CHAS	820-7677
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**REMOTE SHELTER**

The Group has made arrangements for a remote shelter in Columbia, SC. In order to use the shelter the Group Commander must specifically request it from the school's principle. When this is done the information will be passed to members if they wish to evacuate to this location.

SUMMIT MIDDLE SCHOOL                      SUMMIT PKWY                      COLUMBIA

**DIRECTIONS:** Take I-26 West toward Columbia, SC, to I-77, Exit #116 approximately 2-2.5 hours. Follow I-77 toward Charlotte, NC for approximately 15 miles to I-20. Go East on I-20 toward Florence, SC, to the first exit, which is Clemson Rd. When you exit turn left on to Clemson Rd. and stay on it through four traffic lights. At the fourth light you will see "Summit Estates" on the right, at the next light turn right into Summit Estates. The Summit Middle School is the second right turn once you're in the estates. After you turn into the school area you will see a parking lot directly ahead of you. This is the area you are to park and the doors to the shelter are directly in front of you.

## **TROPICAL WEATHER INFORMATION**

Tropical Weather Outlook - Discusses potential areas of tropical cyclone development as well as tropical/subtropical cyclones; issued by NHC at about 5:30am, 11:30am, 5:30pm, and 10:30pm EDT.

Tropical Weather Summary - Summary of tropical cyclones during the past month; issued by NHC.

Special Tropical Disturbance Statement - Provides information on strong formative, non-depression systems; issued by NHC.

Public Tropical Cyclone Advisory - Primary public advisory issued for tropical depression, hurricane and tropical storm; probability of hurricane conditions are appended to this advisory; issued by NHC at about 10:30pm, 6:00am, noon, and 6:00pm EDT.

Tropical Cyclone Updates - Brief statements in lieu of or preceding special advisories to inform of significant changes in a tropical cyclone or posting or cancellation of watches and warnings; issued by NHC.

Tropical Cyclone Position Estimate - Position estimate between scheduled advisories may be issued whenever the storm center is within 200nm of a U.S. land-based radar; issued by NHC.

Marine Tropical Cyclone Advisory - Issued for all depressions, tropical storms, and hurricanes; contains forecasts to 24 hours and outlooks to 72 hours for named storms; issued by NHC at about 11:30pm, 5:30am, 11:30am, and 5:30pm EDT.

Marine Subtropical Storm Advisory - Contains forecasts to 24 hours and outlooks to 72 hours for named storms; issued by NHC at about 11:30pm, 5:30am, 11:30am, and 5:30pm EDT.

Local statements - Issued by the Charleston or Columbia offices of the National Weather Service; gives information specifically for the office's area of responsibility on current and anticipated storm effects.

NHC = National Hurricane Center

## **TERMS TO KNOW**

Flash Flood Warning: A flash flood is imminent ; take immediate action.

Flash Flood Watch: A flash flood is possible in the area; stay alert.

High Wind Warning: Sustained winds of 40 mph or greater, or winds gusting to 58 mph or greater which are either expected or observed regardless of duration. Issued for inland areas where hurricane force conditions are not expected.

Hurricane: Pronounced rotary circulation constant wind speed of 74 miles per hour (mph) or more.

Hurricane Watch: Issued for coastal areas when there is a threat of hurricane conditions within 24-36 hours.

Hurricane Warning: Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles an hour and/or dangerously high tides or waves. Actions for protection of life and property should begin immediately when the warning is issued.

Small Craft Cautionary Statements: When a tropical cyclone threatens a coastal area, small craft operators are advised to remain in port and not venture into the open sea.

Storm Surge: An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the storm.

Tropical Depression: Rotary circulation at the surface, highest constant wind speed 38 miles per hour.

Tropical Disturbance: A moving area of thunderstorms in the tropics that maintains its identity for 24-hours or more. A common phenomenon in the tropics.

Tropical Storm: Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour.

Tropical Storm Watch: An announcement that a tropical storm or tropical storm conditions poses a threat to coastal area generally within 36 hours.

Tropical Storm Warning: A warning for tropical storm conditions including sustained wind within the range 39-73 mph which are expected in a specified coastal area within 24 hours.

Tropical Wave: A trough or cyclonic curvature in the easterly trade winds.

ANNEX L

**TELEPHONE/FAX NOTIFICATION DIRECTORY**

<u>Company/Agency</u>	<u>Fax Number</u> (Area 843)	<u>Phone Number</u> (Area 843)
<b>Pilots</b>		
Charleston	577-0632	577-6695
Georgetown	546-6343 *51 *	546-6243
U. S. Navy Waterfront ops	764-4380	764-7908
<b>SC State Port Authority</b>		
Main Charleston Office	577-8616/8127	577-8115
Harbormaster	577-8711	577-8192
Columbus Street	577-8662	577-8658
North Charleston	745-6523	745-6529
Union Pier Terminal	577-8771	577-8776
Wando	856-7035	856-7028
Georgetown	527-2601	527-4476
<b>Bulk Liquid Facilities</b>		
BP/Amoco	881-5262	881-5110
Amerada Hess Corp.	747-0268	554-1581
Shipyards River	722-5720	722-2878
Exxon	723-4205	723-4200
Koch (caretaker)	744-4252	747-3711
Chevron USA	724-6839	722-3858
Marathon	554-5441	554-5440
SCE&G	748-3691	553-8672
Shell Oil	554-7105	747-5262
Westvaco	745-3318	745-3326
<b>Shipping Agents</b>		
Atlantic Cargo/Strachan	856-1013	856-1000
B&R Agency	577-4391	577-9316
Capes/Cooke & Anderson	884-1086	881-0331
Carolina	556-8470	577-5753
Colonial Marine	723-5030	724-3565
Evergreen	853-5072	722-4431
Farrell Lines	881-8587	881-9260
Gulf & Atlantic	571-0890	766-0100
<u>Company/Agency</u>	<u>Fax Number</u>	<u>Phone Number</u>

	(Area 843)	(Area 843)
<b>Shipping Agents (cont)</b>		
Inchcape Shipping Chasn	723-7289	722-0066
Inchcape Shipping Gtwn	(803) 546-7624	(803) 527-3476
Lykes Line	720-5212	723-1335
Maersk Line	849-2674	881-2700
Nedlloyd lines	747-8238	566-9090
NOL	571-1612	571-1445
Norton Lilly	769-5664	769-5670
NYK Line	766-6481	766-3250
OOCL USA, Inc.	884-6825	881-2910/849-5634
P & O	747-7189	554-2951
Palmetto	529-4742	529-4750
SeaLand	971-3231	971-3200
Stevens Shipping	577-8869	577-6610
Strachan	763-1275	763-1260
Wallenius Lines	722-4353	722-1117
Weco Agencies	937-4054	937-4050
Wilmington Shipping	849-1209	723-7766

#### **Tug Companies**

McAllister	577-4768	577-6449
Stevens	889-6119	889-2254
Whitestack/Moran	723-5431	577-6556
Georgetown Towing	(803)546-1589	(803)527-3262

#### **Shipyards**

Detyens	849-3130	884-2811
Braswell	720-8242	577-4692
Ross Marine	559-3172	559-0379

#### **Dredge Companies**

Salmons	723-4630	722-2921
Southern	559-0566	559-7500

#### **Maritime Association**

Mr. John Hassel	722-3433	577-7678
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**COUNTY, STATE, AND FEDERAL AGENCIES  
INVOLVED IN HURRICANE RESPONSE  
(AREA CODE 843)**

<u>State Agencies</u>	<u>Phone</u>
SC Department Of Public Safety Bureau Of Protective Services Clayton Spradley, Deputy Director	737-8233
SC Emergency Preparedness Division Ron Osborne, Chief, Area B Plans	734-8020 (24 Hrs) 734-8062 (Fax)
SC Law Enforcement Division Capt Ben Thomas Emergency Management Liaison Public Safety Programs Office Of The Governor	737-9000 896-7000 A/H* 896-7041 (Fax) Division Of
SC Wildlife & Marine Resources Department Lt Robert Mccullough Training Officer	734-4013 734-3881 (24 Hour)
SC Department Of Social Services James Gregory, Jr. Planner Emergency Welfare Service	734-6121 734-4650 (Fax) 1-800-800-7066
SC Highway Patrol Capt Steve D. Wilson Administrative Officer	896-9621 (24 Hrs)
<u>County Agencies</u>	<u>Phone</u>
Allendale County Emergency Preparedness Agency Director, Mickey Smith      584-7042 (Fax)	584-3438
Beaufort County Emergency Preparedness Department Director, William M. Winn, Jr.	525-7353 525-7192 (Fax)
Berkeley County Disaster Preparedness Agency Director, Wes Blanchard	723-3800 Ext 4166 719-4111 (Fax)
Charleston County Emergency Preparedness Agency Director, Dennis L. Clark	202-7400/7401 202-7408 (Fax) 554-4700 A/H*
<u>County Agencies (cont)</u>	<u>Phone</u>

Colleton County Emergency Preparedness Agency Director, Suzanne Gant	549-5632 549-2529 (Fax)
Dillon County Disaster Preparedness Agency Director, Paul L. McKenzie	774-1414/1415/1442 774-8679 841-3707/13 A/H 774-1442 (Fax) A/H
Dorchester County Disaster Preparedness Agency Director, Kenneth R. Harrell	832-0341 832-0343 (Fax)
Florence County Disaster Preparedness Agency Director, Danny Snead	665-7255 662-9939 (Fax)
Georgetown County Civil Defense Agency Director, Louis Dugan	546-6869 527-7820 (Fax)
Hampton County Civil Defense Agency Coordinator, Thomas E. Watson	943-7518 943-7502
Horry County Emergency Preparedness Agency Director, E. T. Harrison, Jr.	248-1225 248-1300 A/H* 248-1228 (Fax)
Jasper County Disaster Preparedness Agency Director, Rudy Smith	726-7740 724-7743 (Fax)
Marion County Emergency Management Agency Director, Linda C. Grice	423-8270 423-8267 (Fax)
Williamsburg Co. Disaster Preparedness Agency Director, Victor Rowell	354-9330 354-6306 (Fax)

<u>Federal Agencies</u>	<u>Phone</u>
Charleston National Weather Service Meteorologist In Charge, Steve Rich Hurricane Specialist, John Townsend	744-0211
Columbia National Weather Service Warning Preparedness Meteorologist, Steven Naglil	765-5501 822-8038 24 Hrs
<u>Federal Agencies</u>	<u>Phone</u>

U.S. Army Corps Of Engineers  
Chief, Emergency Management, David Harris

727-4579  
727-4798 (Fax)

Port Services (Weapons Station)  
Waterfront Officer

764-7543  
764-4380 (Fax)

Federal Emergency Management Agency  
Regional Director (Region Iv), Kenneth D. Hutchison

(770)220-5200  
(770)220-5230 (Fx)

American Red Cross Ms. Terry Kornahrens  
Disaster Specialist Charleston, SC

744-8021

**ANNEX M**

**SAFETY ZONE TEMPLATE**

**DEPARTMENT OF TRANSPORTATION**

**Coast Guard**

**33 CFR Part 165**

[COTP \_\_\_\_\_ - \_\_\_\_ ]

**SAFETY ZONE REGULATIONS; [CITY, STATE]**

**AGENCY:** Coast Guard, DOT.

**ACTION:** Temporary Rule.

**SUMMARY:** The Coast Guard is establishing a temporary safety zone for (city) and its approaches during the passage of hurricane \_\_\_\_\_. This safety zone is necessary to protect vessels and the port from navigation hazards associated with vessels anchoring in or transiting restricted waters and channels experiencing high winds and tidal surges during hurricane conditions. All cargo operations shall stop and all vessels are prohibited from anchoring in or transiting the prescribed safety zone is set unless specifically authorized by the Captain of the Port Charleston, SC.

**EFFECTIVE DATE:** This regulation becomes effective at **(time)** (a.m. or p.m.) On **(month, day, year)** until terminated by the Captain of the Port Charleston, SC.

**FOR FURTHER INFORMATION CONTACT:** (fill-in point of contact) Marine Safety Office Charleston, SC at telephone (843) 724-7683.

**SUPPLEMENTAL INFORMATION:** In accordance with 5 U.S.C. 553, a notice of proposed rulemaking was not published for this regulation and good cause exists for making it effective in less than 30 days after federal register publication. Publishing a NPRM and delaying its effective date would be contrary to the public interest since immediate action is needed to protect the environment from pollution and the port from navigation hazards with vessels anchoring and transiting in restricted channels during hurricane conditions, high winds and tidal surges.

**DRAFTING INFORMATION:** The drafters of this regulation are (title, initials, name), project officer for the Captain of the Port Charleston, SC and (title, initials, name) Project Counsel, Seventh Coast Guard District Legal Officer.

**BACKGROUND AND PURPOSE:** This regulation is necessary to protect the ports of (city, state) and their approaches from navigation hazards associated with hurricane conditions such as high winds and tidal surges. All vessels are prohibited from conducting cargo operations and from anchoring or transiting restricted waters and channels unless specifically authorized by the Captain of the Port Charleston, SC. This regulation does not apply to authorized law enforcement or search and rescue vessels operating within the safety zone. Captain of the Port Charleston, SC will issue a marine safety information broadcast notice to mariners (BNTM) to notify the marine community of the safety zone and the imposed restrictions. A separate BNTM will be issued to notify when the safety zone is no longer in effect.

**FEDERALISM:** This action has been analyzed in accordance with the principles and criteria contained in executive order 12612 and has been determined that the proposed rulemaking does not have sufficient federalism implications to warrant the preparation of a federalism assessment.

**ENVIRONMENTAL ASSESSMENT:** The Coast Guard has considered the environmental impact of this proposal consistent with section 2.b.2.e.(34)(g) of Commandant Instruction M16475.1b and has determined this action is categorically excluded from further environmental documentation.

**REGULATORY EVALUATION:** This rule is not a significant regulatory action under section 3(f) of Executive Order 12866 and does not require an assessment of potential costs and benefits under section 6(a)(3) of that order. It has been exempted from review by the Office of Management and Budget under that order. It is not significant under the regulatory policies and procedures for the Department of Transportation (DOT) (44FR 11040; February 26, 1979). The Coast Guard expects the economic impact of this rulemaking to be so minimal that a full regulatory evaluation under paragraph 10e of the regulatory policies and procedures of DOT is unnecessary. Since the impact of this rulemaking is expected to be minimal, the Coast Guard certifies that it will not have a significant impact on a substantial number of small entities.

**List of Subjects in 33 CFR Part 165:**

Harbors, Marine safety, Navigation (water),  
Reporting and recordkeeping requirements,

Safety measures, Waterways.

**TEMPORARY REGULATION:** In consideration of the foregoing, Subpart C of Part 165 of Title 33, Code of Federal Regulations, is amended as follows:

**Part 165- [AMENDED]**

1. Authority citation for Part 165 continues to read as follows:

**AUTHORITY:** 33 U.S.C. 1231; 50 U.S.C. 191; 33 CFR 1.05-1(g), 6.04-1, 6.04-6 and 160.5; 49 CFR 1.46. Section 165.100 is also issued under authority of Sec. 311, Pub. L. 105-383.

2. A new temporary section is added to read as follows:

**165.T07-(###) Safety Zone: Port of (city, state)**

(a) Location . The following area is a safety zone: All waters and channels from the sea buoy to the port of (city, state), including all approaches thereto.

(b) Effective Dates . This regulation becomes effective at (time) (a.m. or p.m.) on (month, day, year) until terminated by the Captain of the Port Charleston, SC.

(c) Regulations :

(1) The waters within (city, state) are closed to vessel traffic and cargo transfer operations shall terminate due to threat of hurricane \_\_\_\_\_.

(2) In accordance with the general regulations in 165.23 of this Part, all vessels are prohibited from anchoring in or transiting the waters or channels of the Port of (city, state) unless specifically authorized by the captain of the port (city, state).

(3) This regulation does not apply to authorized law enforcement or search and rescue vessels operating within the safety zone.

(4) The Captain of the Port Charleston, SC will issue a Marine Safety Information Broadcast Notice to Mariners (BNTM) to notify the maritime community of the safety zone and the restrictions imposed. A BNTM will notify the marine community when the safety zone is no longer in effect.

Dated:

Commander, U. S. Coast Guard  
Captain of the Port  
Charleston, SC

ANNEX N

**U. S. Coast Guard  
Marine Safety Office Charleston  
Marine Safety Information Bulletin**

**MSIB XX-03**

**May 29, 2003**

The Captain of the Port, Charleston, South Carolina will set Condition 1 (Port Condition Zulu) for coastal South Carolina on **Thursday June 14, 2003 at 7:30 a.m.** At that time, the Ports of Charleston and Georgetown will be closed to all traffic, as threatening winds from Hurricane **XRAY** are possible in the area.

Recreational boat owners are advised to seek safe harbor and ensure their vessels are secure at berth so that they will not hazard surrounding vessels or the environment. Also be aware that drawbridges may be in the down and locked position to facilitate vehicle movements from the coast.

In the event of an emergency, the Coast Guard Marine Safety Office Charleston Duty Officer may be reached at the Charleston County Emergency Operations Center at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

**MSIB XX-03**

**May 29, 2003**

The Captain of the Port, Charleston, South Carolina, has set Modified Condition 2 (Port Condition Yankee) of the Heavy Weather Contingency Plan for coastal South Carolina. Threatening winds (34 kts/39 mph) or greater from **Tropical Storm Gabrielle** are possible along the coast within 24 hours.

Port users are reminded that drawbridges may not be operating when sustained wind speeds reach 25 MPH or when evacuation is in progress.

Facilities are advised to review their heavy weather plan and take all necessary precautions to adequately prepare for the expected conditions.

Pleasure craft are advised to seek safe harbor. Vessel operators and recreational boat owners should ensure their vessels are secure at berth and will not hazard surrounding vessels or the environment.

The Captain of the Port does not anticipate any harbor restrictions or vessel operating restrictions at this time. Marine Safety Office Charleston will provide additional information as the situation warrants.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3270, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

MSIB **XX-03**

**May 29, 2003**

The Captain of the Port, Charleston, South Carolina, has set Condition 2 (Port Condition Yankee) of the Heavy Weather Contingency Plan for coastal South Carolina. Threatening winds (34 kts/39 mph) from Hurricane **XXXXXX** are possible along the coast within 24 hours. The Ports of Charleston and Georgetown are closed to all inbound vessel traffic effective immediately.

All oceangoing commercial vessels and oceangoing barges greater than 200 gross tons are to make plans for departing the port area. Vessels desiring to remain in port must immediately contact the Captain of the Port to receive permission to do so and are required to submit a safe mooring plan in writing. All oceangoing commercial vessels and oceangoing barges greater than 200 gross tons that have not received permission from the Captain of the Port to remain in port must depart by **time** , **day** , **dd mmm yy** , if not sooner.

Port users are reminded that drawbridges may not be operating when sustained wind speeds reach 25 MPH or when evacuation is in progress.

Facilities are advised to review their heavy weather plan and take all necessary precautions to adequately prepare for the expected conditions.

Pleasure craft are advised to seek safe harbor. Vessel operators and recreational boat owners should ensure their vessels are secure at berth and will not hazard surrounding vessels or the environment.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3270, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

MSIB **XX-03**

**May 29, 2003**

The Captain of the Port, Charleston, South Carolina, has set Modified Condition 3 (Port Condition X-RAY) of the Heavy Weather Contingency Plan for coastal South Carolina. Threatening winds (34 kts/39 mph) or greater from **Tropical Storm XXXXX** are possible along the coast of South Carolina within 48 hours.

Pleasure craft are advised to seek safe harbor. Drawbridges may not be operating when sustained wind speeds reach 25 mph or when evacuation is in progress.

Facilities are advised to review their heavy weather plan and take all necessary precautions to adequately prepare for the expected conditions.

Vessel operators and recreational boat owners should ensure their vessels are secure at berth and will not hazard surrounding vessels or the environment.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3270, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

**MSIB XX-03**

**May 29, 2003**

The Captain of the Port, Charleston, South Carolina, has set Condition 3 (Port Condition X-RAY) of the Heavy Weather Contingency Plan for coastal South Carolina. Threatening winds (34 kts/39 mph) from Hurricane XXXXXXXX are possible along the coast of South Carolina within 48 hours.

Pleasure craft are advised to seek safe harbor. Drawbridges may not be operating when sustained wind speeds reach 25 mph or when evacuation is in progress. All oceangoing commercial vessels and oceangoing barges greater than 200 gross tons are to make plans for departing the port area. Vessels desiring to remain in port must immediately contact the Captain of the Port to receive permission to do so and are required to submit a safe mooring plan in writing. Vessels bound for this port, which are unable to depart 24 hours prior to threatening winds making landfall, are advised to seek an alternate destination.

Facilities are advised to review their heavy weather plan and take all necessary precautions to adequately prepare for the expected conditions.

Vessel operators and recreational boat owners should ensure their vessels are secure at berth and will not hazard surrounding vessels or the environment.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3270, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

MSIB **XX-03**

**May 29, 2003**

The Captain of the Port, Charleston, South Carolina, has set enhanced Condition 4 (Port Condition Whiskey) for coastal South Carolina. Threatening winds (34 kts/39 mph) from Hurricane **XXXXXX** are possible along the coast of South Carolina within 72 hours.

Pleasure craft are advised to seek safe harbor. Drawbridges may not be operating when sustained wind speeds reach 25 mph or when evacuation is in progress. All oceangoing commercial vessels and oceangoing barges greater than 200 gross tons are to make plans for departing the port area. Vessels desiring to remain in port must immediately contact the Captain of the Port to receive permission to do so and are required to submit a safe mooring plan in writing. Vessels bound for this port, which are unable to depart 24 hours prior to threatening winds making landfall, are advised to seek an alternate destination.

Facilities are advised to review their heavy weather plan and take all necessary precautions to adequately prepare for the expected conditions.

Vessel operators and recreational boat owners should ensure their vessels are secure at berth and will not hazard surrounding vessels or the environment.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3270, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

MSIB **XX-03**

**May 29, 2003**

At   time  ,   day  ,   ddmmmyy  , the Captain of the Port, Charleston, South Carolina, will reset Condition 4 and reopen the Ports of Charleston and Georgetown including their approaches.

\*\*\*\*\* *other possibilities* \*\*\*\*\*

- *opening to daylight transit only*
- *conditions in Charleston and Georgetown may be drastically different, therefore opening one port and not the other*
- *may need to keep sections of the ICW closed due to flooding or shoaling*

\*\*\*\*\*

Due to the potential effects of Hurricane **XXXXXX** throughout Coastal South Carolina, mariners are cautioned not to rely solely on channel markers as they may have moved off station.

Users of the ICW are cautioned that bridges may still be in the down and locked position preventing passage. Also, surveys have indicated that extensive shoaling has taken place in the vicinity of \_\_\_\_\_ and numerous dayboards are missing throughout the waterway.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3270, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

**U. S. Coast Guard**  
**Marine Safety Office Charleston**  
**Marine Safety Information Bulletin**

MSIB **XX-03**

**May 29, 2003**

At **11:30 a.m. on Sunday, September 16, 2001**, the Captain of the Port, Charleston, South Carolina, reset Condition 4 for the Ports of Charleston and Georgetown, South Carolina.

Be advised that hurricane season runs from June 1<sup>st</sup> through November 30<sup>th</sup> each year. During this period coastal South Carolina is subject to tropical storms and hurricanes. The Captain of the Port encourages all members of the maritime community to review their heavy weather plans.

For further information on vessels contact the Inspection Department at (843) 720-3260, on port information contact the Port Operations Department at (843) 720-3260, or for after-hours emergencies contact Coast Guard Group Charleston at (843) 724-7616.

G. W. MERRICK  
Commander, U.S. Coast Guard  
Captain of the Port  
Charleston, South Carolina

## **ANNEX O**

### **GOVERNMENT VEHICLE ACTION PLAN**

1. All government vehicles shall be maintained with full fuel tanks (100%) when not actually in use.
2. The Port Operations Department shall ensure that the dual-wheel pickup and Ford van are staged at naval base storage facility when Port Condition 2 is set.
3. The EOC Liaison Officer shall take possession and responsibility for the commercial fishing vessel safety examiner's pickup and stage same at the EOC, for use by the liaison and alternate liaison officers for transportation as necessary.
4. The Inspections Department shall stage the remaining three vehicles at the security parking lot adjacent to Building 31, Naval Weapons Station. A copy of the written security agreement with NWS shall be placed on each vehicle's dashboard and Building 31 security personnel shall be notified that the vehicles have been staged, with a copy of the agreement provided to the desk sergeant.