

U.S. Department of
Homeland Security

United States
Coast Guard



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6260.

MSSTANCHINST 6260.2

MSST ANCHORAGE INSTRUCTION 6260.2

Subj: PRE-MISHAP PROGRAM

Ref: (a) Safety and Environmental Health Manual, COMDTINST M5100.47

1. **PURPOSE.** This instruction establishes guidance for personnel responsible for mishap response and reporting at Coast Guard Maritime Safety and Security Team Anchorage. Reference (a) provides additional guidance.
2. **ACTION.** All department heads, detachment Officers in Charge (OICs), and Tactical Action Officers shall ensure compliance when a reportable mishaps occur involving, Active Duty on or off duty, Reserves on active duty, and Auxiliary Coast Guard under orders, and Contractors working on Coast Guard installations. For flight or ready-for-flight mishaps, refer to reference (a).
3. **DIRECTIVE AFFECTED.** None.
4. **DISCUSSION.** It is Coast Guard policy that mishaps be reported. Prompt mishap investigation and reporting provides supervisors and managers with information to prevent mishaps and prioritize resources.
5. **PROCEDURE.**
 - a. Rescue, recovery and emergency medical care phase. The Anchorage Fire Department will serve as Rescue and Recovery on and around the MSST Facility at the Port of Anchorage. The MSO Anchorage Captain of the Port shall serve as the on-scene commander for natural or manmade disaster rescue and recovery efforts. In accordance with the Maritime Safety and Security Team Program Manual (COMDTINST M3510.3, Search and Rescue is a secondary priority mission for MSST Anchorage. The following doctrine applies only when MSST Anchorage is tasked by the PACAREA Commander to conduct Search and Rescue.
 - b. Responsibilities:
 - 1) Tactical Action Officer/Command Duty Officer: Incident Command
 - 2) Radio Watch Stander: Notify Chain of Command
 - 3) Planning Officer: Project operations longer than 24 hours
 - 4) Executive Officer: Personnel & budget

shutdown due to the presence of explosive vapors in shop spaces, personnel shall be notified verbally, without using electronic devices. Personnel shall evacuate the facility in accordance with Emergency Escape Route placards posted in each space. The designated muster point shall be in the freight yard, across the trestle nearest the MSST portion of the Port of Anchorage facility.

- (2) Location/Paths of Emergency Escape Routes. Emergency Escape routes are posted at the exit doors to each work-space. Maps are attached in (Enclosure (1)).
- (3) Designation of Primary and Secondary Muster Stations.

- (a) The Primary Muster Station shall be in the freight yard, across the trestle nearest the MSST portion of the Port of Anchorage facility.
- (b) The Secondary Muster Station shall be in the freight yard to the east of the Port of Anchorage Administration facility. Personnel shall take the next trestle north of the Primary Muster Station evacuation trestle.

- (4) Muster procedures. Personnel shall muster at the muster location directed by the Commanding Officer (CO), Executive Officer (XO) or Operations Officer (OPS). Accountability reports shall be made as follows:

- (a) Detachment OICs shall be responsible for accounting of Waterside and Shoreside security forces. OICs will make their reports to OPS who shall report to the XO. In the OICs' absence the reporting parties shall be the Detachment Chiefs.
- (b) The Planning Officer (PLANS) shall be responsible for accounting for Support personnel. PLANS will report directly to the XO. In PLANS absence the reporting party shall be the Command Senior Chief.

- c. Shelter-in-Place Policy. MSST Anchorage does not possess the capabilities or organic logistical support necessary to shelter in place for periods longer than 24 hours. However, limited support functions may be implemented:

- (1) Use of pre-stocked contingency supplies (e.g., water, food, blankets). MSST Anchorage possesses limited supplies of emergency deployment gear for use in "shelter-in-place sustainment:

- (a) Showers/Locker rooms. Shall be used for personal hygiene and gear storage. Use schedules will be established by the MAA.
- (b) Water. Limited self contained supplies exist to support shelter-in-place for 24 hours. Barring contamination considerations, an unlimited supply of running water can support personnel for longer periods. Rationing will be established by the XO.
- (c) Food. No food services or supplies exist at the MSST facility. Rationing will be established by the XO.
- (d) Rest. The MSST possesses enough tents, cots and sleeping bags to outfit two full MSSTs. Sleep schedules will be established by PLANS.

- (2) Watchstanding operations. While the MSST does not possess the capability to stand a live command and control watch, the entire unit is fully capable of standing security watches. Watch schedules will be established by OPS.

- (3) Shutdown procedures of ventilation systems, if necessary. The MSST facility is not an airtight facility, nor does the unit possess the capability of securing ventilation. Port of Anchorage facility maintenance personnel shall be contacted for this task.

d. Notification Procedures.

- (1) Local Chain-of-command phone roster. The phone roster for crew notification shall consist of the following:

- (a) Coxswains report to Waterside Detachment Chiefs
- (b) Waterside Detachment Chiefs report to Detachment OICs
- (c) Waterside & Shoreside Detachment OICs report to OPS
- (d) OPS reports to XO
- (e) XO reports to CO

- (2) Phone numbers of other Coast Guard requiring notification.

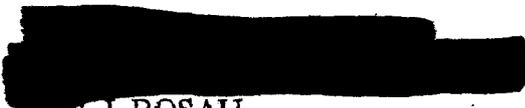
- (a) PACAREA Command Center 510-437-3701
- (b) PACAREA (pre) 510-437-3185
- (c) District Seventeen Command Center 907-463-2330

- (3) Notification of higher Coast Guard chain-of-command that the facility is mission-capable for normal operations or not mission capable shall be conducted by the Commanding Officer. During working hours, reports shall be made to PACAREA (pof). After-hours, reports shall be made to the PACAREA Command Center.

e. Recovery Operations.

- (1) Facility integrity checks by qualified individuals prior to reoccupancy shall be conducted by Port of Anchorage facility maintenance personnel.
- (2) Utility checks by shall be conducted by Port of Anchorage facility maintenance personnel prior to commencing normal operations.
- (3) Final accountability of all unit personnel shall be conducted in accordance with "notification procedures."

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.


S. J. BOSAU
Commanding Officer

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**Pages withheld in
their entirety
pursuant to FOIA
exemption
5 USC 552(b) 2, 7(e)**

(Law enforcement sensitive
information)