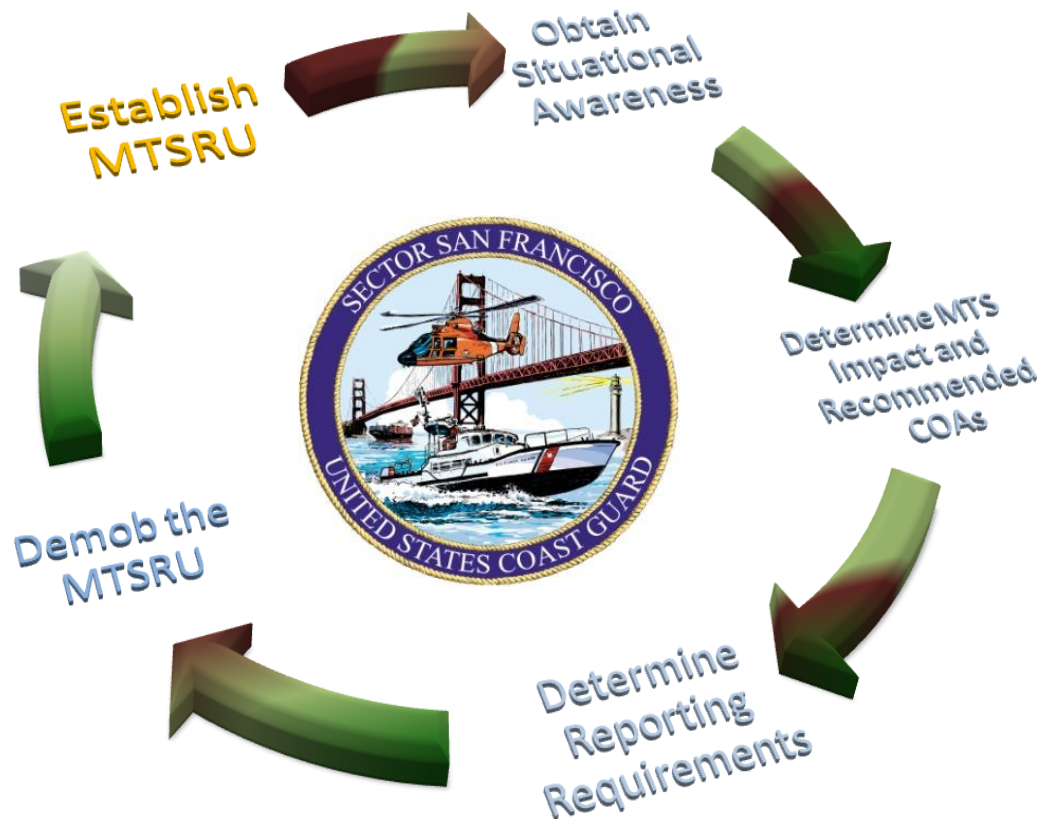


# U.S. Coast Guard – Sector San Francisco Marine Transportation System Recovery Unit



**Job-Aid**

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## Executive Summary

The Marine Transportation System Recovery Unit (MTSRU) is a unit within the Incident Command System (ICS) Sector San Francisco's MTSRU is activated when an incident disrupts the Marine Transportation System (MTS) within Sector San Francisco's Area of Responsibility. The MTSRU is initially stood up and staffed by USCG personnel, and augmented with government personnel and private industry / port stakeholder representatives impacted by the MTS disruption.

The MTSRU is responsible for identifying waterways, vessel traffic, and port stakeholders affected by an MTS disruption incident and working with port stakeholders to recommend courses of actions for both recovery and resumption of trade.

The focus of this Job Aid is to provide MTSRU team members with quick and initial guidance.

- ✓ Establish the MTSRU,
- ✓ Gaining situational awareness of the impact,
- ✓ Determine impacts to the MTS and recommend courses of action (COAs),
- ✓ Reporting MTS impacts and status changes, and
- ✓ Demobilizing the MSTRU.

If conflicts arise between this Job Aid and CG doctrine outlined in COMDTINST 16000.28 and PACAREAINST 16001.1A, the latter will take precedence.

## Focus of Sector San Francisco's MTSRU

Maintain cohesive relationship with government agencies and private stakeholders to sustain an effective state of readiness level with focus on mitigating marine transportation incidents, minimize impact to commerce, and reestablish the marine transportation system.

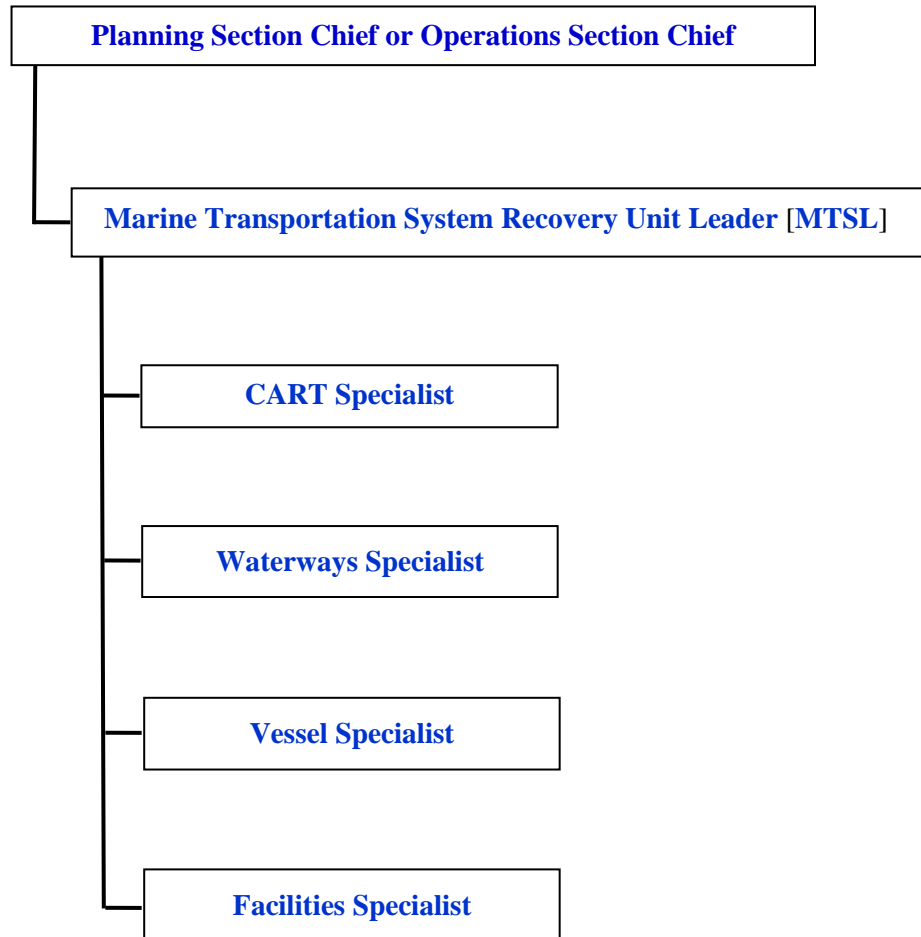
## Point of Contact

### *MTSRU Coordinator for Sector San Francisco*

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## MTSRU Organization (Organization Chart)



## **MTSRU – Job Positions and Responsibilities**

### **MTS Recovery Coordinator (MTSRC)**

Between incidents (daily basis), and post incident, the “Security Specialist (Port/Recovery)” serves as the MTSRC working as a liaison with industry, federal and state agencies with a vested interest in the MTS Recovery operations.

### **Marine Transportation System Recovery Unit Leader (MTSL)**

The MTSL is responsible for oversight of the MTSRU, and works closely with MTSRU members to review up-to-date port status information, and develop best practice planning strategies for maritime infrastructure / port recovery.

### **CART Specialist**

The CART Specialist is responsible for working with MTSRU members to update the CART data-base to reflect real-time status of the maritime waterway / port infrastructure. In addition, the CART Specialist will utilize EEI data to assist the MTSL in the development of a summary report.

### **Waterways Specialist**

The Waterways Specialist is responsible for serving as the conduit between the MTSRU and USCG – Vessel Traffic Service, San Francisco Marine Exchange, and US Army Corps of Engineers in respect to information pursuant to maritime deep-draft waterway(s) infrastructure. At the beginning of the incident, the Waterways Specialist will focus on conditions of the navigable waterways.

### **Vessel Specialist**

The Vessel Specialist for serving as the conduit between the MTSRU and USCG – Vessel Traffic Service, San Francisco Marine Exchange, and Vessel Agents in respect to information pursuant to vessel traffic pursuant to transiting schedules in-and-out of the impacted MTS. At the beginning of the incident, the Vessel Specialist will obtain a 72-hour vessel transit schedule of vessels transiting in and out of the affected area.

### **Facilities Specialist**

The Facilities Specialist is responsible for serving as the conduit between the MTSRU and San Francisco Marine Exchange, Ship Agent(s), and Port Stakeholder(s) in respect to information relevant to commercial maritime cargo vessels and ports/terminals infrastructure.

## MTSRU Job Specific Checklists

### (1) MTSL Job Specific Checklist

Immediate actions to ramp up the MTSRU:

- Gain Situational Awareness,
- Get briefed on incident/review 201,
- Activate the MTSRU, make assignments,
- Establish MTSRU within UC,
- Establish work schedule / battle rhythm,
- Brief MTSRU team members, issue tasking, and provide clear expectations,
- Reach out to outside agency counterparts.

Forms / Templates needed to complete task (*forms/templates are located on CD in Go-Kit*):

- CART – MTS Summary *Template*
- MTSRU – ICS 214 (Activity Log)
- MTSRU – ICS 221prp (Port Reopening Plan)
- MTSRU – Planning P

<i>Task</i>	<i>Activity</i>	<i>Description</i>	<i>Comp.</i>
<b>1-a</b>	Initial Brief	Get a situation brief. Determine size and complexity of incident. Visit Sector Command Center (SCC) or Situation Unit for complete assessment of incident area and impact. Identify other agencies/groups that may have to be incorporated into the MTSRU.  Identify the Operations Section units that may have been activated. Determine incident specific sources of information for MTS Status.	<input type="checkbox"/>
<b>1-b</b>	Activate Initial MTSRU Team	Access the appropriate WQSB for the MTSRU Staffing. Ensure the assigned representatives are contacted and notified of the initial meeting time and location.	<input type="checkbox"/>
<b>1-c</b>	Set prioritizations for MTSRU team based on the assessment information received	Develop a prioritized list of MTS Recovery Operations and possible activities necessary to accomplish the goals during the next Operational Period. Completion of this list of action items will be necessary for the Tactics Meeting.  Ensure the MTSRU personnel attend expected meetings shown on the MTSRU “Planning P”	<input type="checkbox"/>
<b>1-d</b>	Identify Battle Rhythm and critical reporting times for the IC/UC	Identify the critical times for reporting MTS Status both to the IC/UC as well as to District 11 and PACAREA. They may require specific reports along with information entered into CART.	<input type="checkbox"/>

## (1) MTSL Job Specific Checklist (*Continued*)

<b>Task</b>	<b>Activity</b>	<b>Description</b>	<b>Comp.</b>
<b>1-e</b>	Create Open Action Tracking List	Track all taskers and Requests for Information (RFI) on a MTSRU ICS-233 ensure Team is working these items and updating tracker accordingly.	<input type="checkbox"/>
<b>1-f</b>	Attend Command and General Staff Meeting and Provide Initial Assessment to CMD	The MTSL will be expected to provide detailed information to the PSC, OSC and IC/UC on the status of the EEIs, critical needs within the local/regional area, and what additional resources may be required to facilitate a rapid recovery.	<input type="checkbox"/>
<b>1-g</b>	Review input to Public Statements for MTS Accuracy	MTSL should clear on any info provided to the Public Affairs effort to ensure accuracy and <u>ensure no proprietary information is released outside of the MTSRU.</u>	<input type="checkbox"/>
<b>1-h</b>	Prepare MTS Recovery Status Info/Slide/Table for Situation Brief	The MTS-209 generated in CART should act as the main reporting tool for external CG stakeholders. However, within the IC/UC it may be necessary to create or update a daily MTS Status Slide / Table / Display for use during the Command Staff and General Briefing.	<input type="checkbox"/>
<b>1-i</b>	External Reporting	Update port status in Homeport and post Incident specific MSIBs.	<input type="checkbox"/>
<b>1-j</b>	Recommend MTS Priorities	Meet with Waterways Specialist, Vessel Specialist, Facilities Specialist, and state agency representatives (CA OES and CA State Lands Comm.) to establish a MTS Prioritization List (use MTSRU – ICS 221prp) for the next Operational Period based on priority commerce needs and waterways to support vessel movement to the prioritized facilities.	<input type="checkbox"/>
<b>1-k</b>	Planning Meeting	Attend Planning meeting to present MTS Prioritization strategies using MTSRU – ICS 221prp	<input type="checkbox"/>
<b>1-l</b>	Develop COA Work List for next shift	Identify issues that will require additional work by the on-going MTSRU personnel. Provide out-brief and ensure all critical times/deliverables are discussed.	<input type="checkbox"/>
<b>1-M</b>	Requesting additional staffing	Use ICS-213RR to request additional MSTRU staffing (as needed).	<input type="checkbox"/>
<b>1-N</b>	CART Executive Summary Report	Using the CART Event and Summary Template Section on page 40, each member ( <i>MTSL, CART Specialist, Waterways Specialist, Facilities Specialist, Vessel Specialist</i> ) will input his/her information on the template (MS Word doc.) creating a draft Summary Report. <b>Prior to cutting &amp; pasting information from the template into CART, the draft Summary Report will be provided to FOSC or COTP for review and approval.</b>	<input type="checkbox"/>

## (1) MTSL Job Specific Checklist (*Continued*)

<i>Special Notations</i>	<i>Description</i>
<b>Job Aids</b>	<ul style="list-style-type: none"> <li>• Use <b>Planning “P”</b> form for MTSRU, and attend scheduled meetings.</li> <li>• Use customized <b>ICS forms</b> developed for Sector SF’s MTSRU.</li> </ul> <p style="text-align: center;"><i>All forms can be found on portable hard-drive in MTSRU Go-Kit</i></p>
<b>Type I Event [Stafford Act] situation</b>	<p>During a Stafford Act Declaration, Sector San Francisco’s MTSRU has been listed in the following operational plans (plans are located on portable hard-drive in the Go-Kit):</p> <ul style="list-style-type: none"> <li>• USCG – Sector San Francisco’s 2014 MTS Recovery Plan  Page 37: Working relationship between FEMA and Sec. SF’s MTSRU  <i>Overview:</i> In the event of a Stafford Act Declaration, the ES-1 (Transportation Branch) positioned within the Joint State / Federal Operations Section will establish a communications conduit with the USCG – Sector San Francisco’s Marine Transportation System Recovery Unit to coordinate maritime vessel movement prioritization of emergency response commodities and general commerce commodities.</li> <li>• Cal OES / FEMA 2016 Bay Area Earthquake Plan  [<i>Maritime operations related to MTSRU functions</i>]  Page C-2: (Table C-1) Identified State and Federal Maritime Staging Areas.  Page C-6: Maritime Ports of Embarkation and Debarkation  Page C-5 (Appendix C-5) Concept of Operations related to MTS Recovery Operations.  Page C-13-6: Infrastructure Systems related to MTS Recovery operations</li> <li>• 2016 DSCA CONPLAN supporting 2016 Cal OES / FEMA Bay Area Earthquake Plan  [<i>Maritime operations related to MTSRU functions</i>]  Page C-18-1: Appendix 18 to Annex C to COMTHIRDFLEET CSCA CONPLAN  References to 2016 San Francisco Bay Area Earthquake Plan.  (a) Bay Area Earthquake Plan, DHS/FEMA/Cal OES, 6 July 2016  (b) Standardized Emergency Management Systems (SEMS)  (c) USCG – Sector San Francisco’s MTS Recovery Plan, July 2014  Page C-18-4: (h) Liaison Officer(s)  It may be necessary to provide a LNO to the State Operations Center (SOC), the Joint Field Office (JFO), the staff of the Dual Status Commander (DSC) (if established), and/or to the DCO/DCE staff for coordination of naval assets. Coordinate with NAVNORTH, the DCO/DCE, and NEPLOs for LNO placement. If tasked with port survey, dive, and/or salvage support, an LNO should be placed with the Maritime Transportation System Recovery Unit (MTSRU).</li> </ul>

## (2) CART Specialist Job Specific Checklist

Immediately after receiving briefing from MTSL;

- Log into CART and create an event. <https://cgcart.uscg.mil>
- Gain Situational Awareness on affected EEI's.

Forms / Templates needed to complete task ( *forms/templates are located on CD in Go-Kit*):

- CART – MTS Summary *Template*

<b>Task</b>	<b>Activity</b>	<b>Description</b>	<b>Comp.</b>
<b>2-a</b>	Initial Action	Locate work area, Log-on to CART, and locate copy of MTSRU (Sector San Francisco) Quick Reference Guide for GWZ's in Go-Kit.	<input type="checkbox"/>
<b>2-b</b>	Initial Brief	Get a situation brief from MTSL. Determine size and complexity of incident.	<input type="checkbox"/>
<b>2-c</b>	Initial Action in CART	Create an incident in CART (include all EEIs). Ensure alignment of Incident Summary with SITL.	<input type="checkbox"/>
<b>2-d</b>	Initial Meeting	Meet with Waterways Specialist, Vessel Specialist, Facilities Specialist, SITL, and develop initial list of impacted EEI's.	<input type="checkbox"/>
<b>2-e</b>	EEI entries in CART. Develop Initial List of Impacted EEIs	Enter affected EEI status in CART impacted based on current status, and any information on possible dates of repair/correction based on the information received.	<input type="checkbox"/>
<b>2-f</b>	Review all EEI Categories for Quality Control	Ensure all areas of emphasis within the port network have been appropriately assessed and if not are assigned a mission via - ICS204s (ATON/Bridges/Facilities/Waterways/Monitoring Systems).	<input type="checkbox"/>
<b>2-g</b>	CART Summary Fields	Utilize CART Template to develop summary fields highlighting port impacts based upon synthesis of EEI understanding.  Note: Work with Waterways Specialist, Vessel Specialist, and Facilities Specialist to get their part of the information relevant to the CART <b>Summary Report</b> . After all fields in the CART Summary Report has been completed, forward the report onto the MTSL.	<input type="checkbox"/>
<b>2-h</b>	Update CART: Incident Summary, Port Impacts and EEI Status	Continue to do real time updates. As information is obtained on the status of the incident, port, and EEIs ensure the information is entered into CART. ( <b>Port Incident / Area Summary</b> )	<input type="checkbox"/>
<b>2-i</b>	Develop COA Work List for next shift	Identify issues that will require additional work by the on-coming CART Specialist. Provide out-brief and ensure all critical times/deliverables are discussed.	<input type="checkbox"/>

### (3) Waterways Specialist Job Specific Checklist

Immediate after receiving briefing from MTSL;

- Gain Situational Awareness on affected Waterways (Deep Draft Channels)
- Establish communication pathways with;
  - Situation Unit Leader,
  - Vessel Traffic Service, and
  - US Army Corps of Engineers (Waterways Division).

Forms / Templates needed to complete task ( *forms/templates are located on CD in Go-Kit*):

- CART – MTS Summary *Template*
- MTSRU – ICS 209dwc (Deep-water Channel Worksheet)
- MTSRU – ICS 221wrp (Waterways Reopening Plan)
- MTSRU – ICS 221prp (Port Reopening Plan)

<i><b>Task</b></i>	<i><b>Activity</b></i>	<i><b>Description</b></i>	<i><b>Comp.</b></i>
<b>3-a</b>	Initial Action	Locate work area, and locate copy of MTSRU (Sector San Francisco) Quick Reference Guide for GWZ's.	<input type="checkbox"/>
<b>3-b</b>	Initial Brief	Get a situation brief from MTSL. Determine size and complexity of incident.	<input type="checkbox"/>
<b>3-c</b>	Coordinate with Waterways Management Partners	Establish contact with external MSTRU partners / representatives pursuant to deep-draft waterways operations such as VTS, USACE, and San Francisco Marine Exchange. (Refer to MTSRU_Quick Reference Guide for GWZ's)	<input type="checkbox"/>
<b>3-d</b>	Provide updates to CART Specialist	After determining what deep-draft waterways a have been impacted along with any other information such “closed” or “open with restrictions”, etc. Convey information to CART Specialist along with real time updates throughout the OP's Period.  Continue to keep Cart Specialist informed throughout the incident and complete your section of the CART – Summary report pursuant to you area of responsibility.	<input type="checkbox"/>
<b>3-e</b>	CART Summary for CART Specialist	Using the CART Summary Template, complete the <b>MTS Impact and MTS Recovery Action Taken</b> sections forward to the CART Specialist.	<input type="checkbox"/>

### (3) Waterways Specialist Job Specific Checklist (*Continued*)

<i>Task</i>	<i>Activity</i>	<i>Description</i>	<i>Comp.</i>
<b>3-f</b>	Establish Recommended MTS Prioritizations	<p>Prior to the Tactics meeting, a meeting with Waterways Specialist, Vessel Specialist, Facilities Specialist, and state agency representatives (CA OES and CA State Lands Comm.) is needed to establish a Recommended MTS Prioritization List for the next Operational Period based on priority commerce needs and waterways to support vessel movement to the prioritized facilities.</p> <p>Identify potential courses of action that will assist in recovery efforts or support resumption of vessel/cargo movements. Some possible COAs: VTS restrictions, special traffic management plans, draft restrictions, Safety/Security Zones, COTP Orders. (Coordinate Waterways Div.) Utilize Harbor Safety Committee and Marine Exchange email distribution lists to notify port partners, and ensure direct communication with Pilots.</p>	<input type="checkbox"/>
<b>3-g</b>	Tactics Meeting	Attend Tactics Meeting to start establishing a deep-water reopening prioritization strategy based on commerce prioritization and vessel movement prioritization strategies.	<input type="checkbox"/>
<b>3-h</b>	Develop COA Work List for next shift	Identify issues that will require additional work by the on-going Waterways Specialist. Provide out-brief and ensure all critical times/deliverables are discussed.	<input type="checkbox"/>

#### (4) Vessel Specialist Job Specific Checklist

Immediate after receiving briefing from MTSL;

- Gain Situational Awareness on vessels schedules affected Waterways (Deep Draft Channels) closures
- Establish communication pathways with;
  - Waterways Specialist,
  - Vessel Traffic Service (request 72-hour vessel traffic transit schedule pursuant to closed waterways),
  - San Francisco Marine Exchange, and
  - Work with Shipping Agent(s) representing vessels whom have been affected by waterway closure.

Forms / Templates needed to complete task (*forms/templates are located on CD in Go-Kit*):

- CART – MTS Summary *Template*
- MTSRU – ICS 209ft (Ferry Traffic Worksheet)
- MTSRU – ICS 221vtp (Vessel Transit Plan)
- MTSRU – ICS 221prp (Port Reopening Plan)

<b>Task</b>	<b>Activity</b>	<b>Description</b>	<b>Comp.</b>
<b>4-a</b>	Initial Action	Locate work area, and locate copy of MTSRU (Sector San Francisco) Quick Reference Guide for GWZ's.	<input type="checkbox"/>
<b>4-b</b>	Initial Brief	Get a situation brief from MTSL. Determine size and complexity of incident.	<input type="checkbox"/>
<b>4-c</b>	ID vessel(s) transits	Coordinate with VTS to develop a comprehensive list of vessel movements for at least a 72 hour period.  Note: Obtain vessel transit report from VTS and twice daily Port State Control ANOA list to best identify vessels transits affected by the MTS disruption. (For large MTS disruptions add Port State Control to MTSRU Team)	<input type="checkbox"/>
<b>4-d</b>	Prioritize Arrivals	Utilize ICS form 221vtp to create vessel transiting priorities based on vessel cargo prioritizations.  Remember to gather pre-existing information from VTS (Pilots list), Pilots dispatch board ( <a href="http://sfbarpilots.com/webdoc/list_nonames.pdf">http://sfbarpilots.com/webdoc/list_nonames.pdf</a> ), Port State, and Domestic branch.	<input type="checkbox"/>
<b>4-e</b>	Initial Meeting	Meet with Waterways Specialist, Vessel Specialist, Facilities Specialist, SITL, and develop initial list of impacted EEI's.  Also work will work with Operations to influence ICS-204 tasking and ensure information sharing processes.  Note: In the event of oil spill incident, work with Decontamination Unit Leader to coordinate vessels that may need to be decontaminated if they need to transit through the contaminated waterway in or out of a facility.	<input type="checkbox"/>

#### (4) Vessel Specialist Job Specific Checklist (*Continued*)

<i>Task</i>	<i>Activity</i>	<i>Description</i>	<i>Comp.</i>
<b>4-f</b>	Update Vessel Queue in CART	Continue to keep Cart Specialist informed throughout the incident and complete your section of the CART – ( <b>Vessels in Queue</b> )	<input type="checkbox"/>
<b>4-g</b>	Port Reopening Strategy Meeting	Meeting with Facility Specialist, CA OES – Ports and Harbor / CA State Lands Commission, WETA representatives, and affected Port Stakeholder representatives to identify facility, vessel transit, and waterway reopening prioritization schedule based on critical ferry passenger transportation and critical cargo needs.	<input type="checkbox"/>
<b>4-h</b>	Tactics Meeting	Attend Tactics Meeting to start establishing a deep-water reopening prioritization strategy based on commerce prioritization and vessel movement prioritization strategies.	<input type="checkbox"/>
<b>4-i</b>	Meeting with MTSL	Vessel Specialist and Facility Specialist will meet with MTSL to develop “Recommended” Port Reopening Plan for the immediate and next Operational Period in preparation for the Planning Meeting.	<input type="checkbox"/>
<b>4-j</b>	Develop COA Work List for next shift	Identify issues that will require additional work by the on-going Vessel Specialist. Provide out-brief and ensure all critical times/deliverables are discussed.	<input type="checkbox"/>

## (5) Facilities Specialist Job Specific Checklist

Immediate after receiving briefing from MTSL;

- Gain situational awareness on Facilities (Port Stakeholders) impacted due to vessels traffic delays.
- Establish communication pathways with;
  - Vessel Specialist,
  - San Francisco Marine Exchange, and
  - Shipping Agent(s) representing vessels / facilities whom have been affected by waterway closure.
  - Cal OES – Ports and Harbors representative, and
  - CA State Lands Commission representative

Forms / Templates needed to complete task ( *forms/templates are located on CD in Go-Kit*):

- CART – MTS Summary *Template*
- MTSRU – ICS 209mi (Maritime Infrastructure Impact Worksheet)
- MTSRU – ICS 209vc (Vessel & Cargo Impact Worksheet)
- MTSRU – ICS 221prp (Port Reopening Plan)

<i>Task</i>	<i>Activity</i>	<i>Description</i>	<i>Comp.</i>
<b>5-a</b>	Initial Action	Locate work area, and locate copy of MTSRU (Sector San Francisco) Quick Reference Guide for GWZ's.	<input type="checkbox"/>
<b>5-b</b>	Initial Brief	Get a situation brief from MTSL. Determine size and complexity of incident.	<input type="checkbox"/>
<b>5-e</b>	Initial Meeting	Meet with Waterways Specialist, Vessel Specialist, Facilities Specialist, SITL, and develop initial list of impacted EEI's.  Also work will work with Operations to influence ICS-204 tasking and ensure information sharing processes.	<input type="checkbox"/>
<b>5-f</b>	EEI data for CART Specialist	After determining what facilities have been impacted along with any other information such “closed” or “open with restrictions”, etc., and convey information to CART Specialist along with real time updates throughout the OP's Period.  Continue to keep Cart Specialist informed throughout the incident and complete your section of the CART – <b>(Intermodal and Supply Chain Impact)</b>	<input type="checkbox"/>
<b>5-g</b>	Port Reopening Strategy Meeting	Meeting with Vessel Specialist, Facility Specialist, CA OES – Ports and Harbor / CA State Lands Commission, WETA representatives, and affected Port Stakeholder representatives to identify facility, vessel transit, and waterway reopening prioritization schedule based on critical ferry passenger transportation and critical cargo needs.	<input type="checkbox"/>

**(5) Facilities Specialist Job Specific Checklist (Continued)**

<b>Task</b>	<b>Activity</b>	<b>Description</b>	<b>Comp.</b>
<b>5-h</b>	Tactics Meeting	Attend Tactics Meeting to start establishing a deep-water reopening prioritization strategy based on commerce prioritization and vessel movement prioritization strategies.	<input type="checkbox"/>
<b>5-i</b>	Meeting with MTSL	Vessel Specialist and Facility Specialist will meet with MTSL to develop "Recommended" Port Reopening Plan for the immediate and next Operational Period in preparation for the Planning Meeting.	<input type="checkbox"/>
<b>5-j</b>	Develop COA Work List for next shift	Identify issues that will require additional work by the on-going Facilities Specialist. Provide out-brief and ensure all critical times/deliverables are discussed.	<input type="checkbox"/>

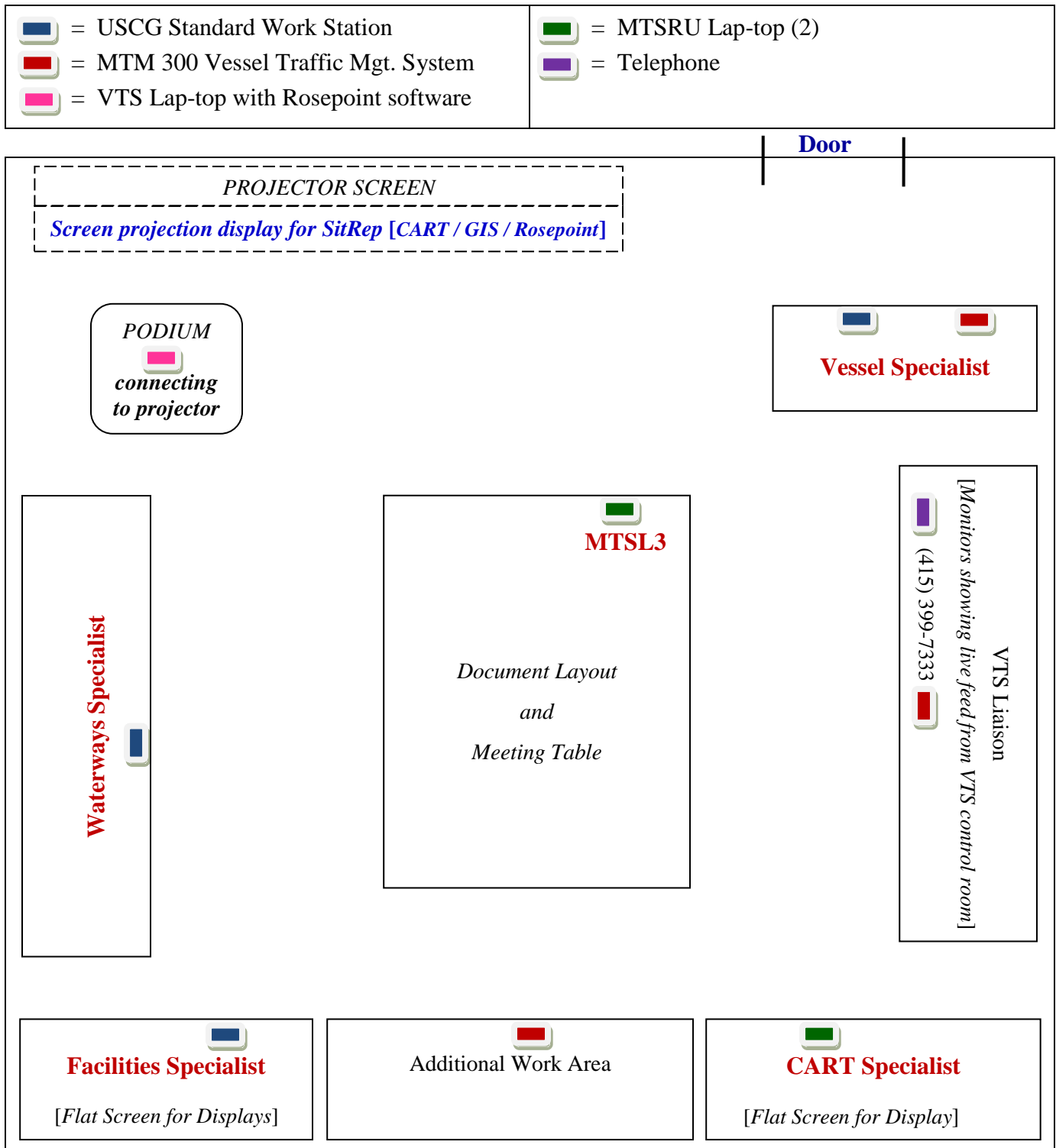
## (6) DEMOB Job Specific Checklist

The following are general activities for the **MTSRU Team** to accomplish when the objectives of restoring the MTS to pre-incident status or as near as possible have been achieved.

<i>Task</i>	<i>Activity</i>	<i>Description</i>	<i>Comp.</i>
5-a	Prepare MTS Status Report for PSC and OSC at 15-30-45-60 Day Intervals	A report should be generated at 15 day cycles and presented to the PSC and OSC that identifies the status of all EEIs, remaining actions necessary to bring all EEIs to a Fully Available Status (if possible in the short term), and include a list of long-term restoration issues that will extend beyond IC/UC period.	<input type="checkbox"/>
5-b	Receive DEMOB Plan from DEMOB Unit Leader	Review the plan, including critical dates/times to ensure it is consistent with the remaining objectives for the MTSRU. If there is a conflict bring to the immediate attention of the MTSL, PSC, and OSC.	<input type="checkbox"/>
5-c	Brief MTSRU on DEMOB Plan	Brief MTSRU personnel on the DEMOB Plan if possible to ensure all questions / areas of emphasis are asked-answered. Assign tasking as appropriate to each member. If necessary, assign 1 member as the MTSRU's DEMOB Liaison.	<input type="checkbox"/>
5-d	Supervise DEMOB of MTSRU	Ensure all electronic equipment is accounted for and returned as appropriate to the responsible groups/individuals.	<input type="checkbox"/>
5-e	Supervise organization and transfer of all forms & documentation to the Documentation Unit	The MTSRU will contain numerous documents that will be required to be maintained. Ensure all RFIs, MTS-209s, Status Reports, and ICS 214 Logs are archived and delivered to the Documentation Unit Leader.	<input type="checkbox"/>
5-f	Meet with MTSRU for Lesson Learned	Provide each MTSRU member with an opportunity to provide any feedback or Lessons Learned during the MTSRU Activation Period. These can be broken down consistent with the MTSRU Cycle or any other way the MTSL determines. Ensure this information is provided to the unit MTS Recovery Specialist for inclusion in MTS Recovery Plan updates.	<input type="checkbox"/>
5-g	Complete Check-out	Ensure all members complete the MTSRU Check-Out Sheet	<input type="checkbox"/>
5-h	Award Recognition	Maintain a list of all personnel (name/unit/dates/position) assigned to the MTSRU & ensure appropriate recognition for services performed.	<input type="checkbox"/>

## Annex A: Room Configuration Layout for MTSRU

The following configuration is for the MTSRU using the VTS training room during an incident.  
[Located at Sector San Francisco on Yerba Buena Island, Bldg. 100, 1<sup>st</sup> deck]



## Annex B: Cargo Priorities

Sector San Francisco's AOR – Priority Assumption reflecting National, State, Regional, and Local Cargo criteria, and utilizing the USCG's <i>Vessel Arrival Scoring and Prioritization Tool (VASPT)</i> .			
Category	Score	Cargo	Ports/Facility
National Priorities	10	National Defense & Security	<ul style="list-style-type: none"> <li>▪ MOTCO</li> </ul>
National Priorities (Response & Recovery)	10	As identified by JFO	<ul style="list-style-type: none"> <li>▪ Staging / Embarkation points <ul style="list-style-type: none"> <li>- Port of Benicia (<i>Primary</i>)</li> <li>- Port of Stockton (<i>Secondary</i>)</li> </ul> </li> <li>▪ Debarkation points <ul style="list-style-type: none"> <li>- Port of Oakland</li> <li>- Port of Redwood City</li> <li>- Port of San Francisco</li> </ul> </li> </ul>
Regional, State, and Local (Response & Recovery)	9	As identified by the SOC/JFO	<ul style="list-style-type: none"> <li>▪ Federal / State Staging Area</li> </ul>
Regional and State Fuels & Energy Cargo	8	Stock; Refined Products; Diesel Additive; Air 1; Pet Coke; Sulphur; Coal	<ul style="list-style-type: none"> <li>▪ Petroleum Refineries <ul style="list-style-type: none"> <li>- Marathon Petroleum (Martinez)</li> <li>- Chevron (Richmond)</li> <li>- Phillips (Rodeo)</li> <li>- Shell (Martinez)</li> <li>- Valero (Benicia)</li> </ul> </li> <li>▪ Petroleum Storage Terminals <ul style="list-style-type: none"> <li>- Humboldt Bay</li> <li>- Martinez</li> <li>- Richmond</li> <li>- Rodeo</li> <li>- Stockton</li> </ul> </li> <li>▪ Petroleum Bi-Products (<i>Coke</i>) <ul style="list-style-type: none"> <li>- Benicia</li> <li>- Richmond</li> <li>- Pittsburg</li> <li>- Stockton</li> </ul> </li> </ul>
Regional/State Priority Cargoes	7	Ammonia (Anhydrous); Urea; Molasses, Raw Sugar; Barley; Beans; Cotton Seeds; Beet Pulp Pellets; Rice; Safflower; Wheat	<ul style="list-style-type: none"> <li>▪ Port of Stockton,</li> <li>▪ Port of West Sacramento</li> <li>▪ Crockett Terminal</li> </ul>
Just In time Cargoes <i>and/or</i> Time-sensitive Cargoes	6	Aggregate; Automobiles; Cement; Containers; Tire chips (rubber); Steel Coils; Brine Salt; Project Cargo ( <i>Construction Supplies</i> )	<ul style="list-style-type: none"> <li>▪ Port of Benicia</li> <li>▪ Port of Redwood City</li> <li>▪ Port of Richmond</li> <li>▪ Port of San Francisco</li> <li>▪ Pittsburg Terminal</li> <li>▪ Port of Stockton</li> <li>▪ Port of West Sacramento</li> </ul>
Local Priority Cargo	5	Commercial Fishing Catch; Food Grade Oils; Wax (food grade) Logs; Lumber; Wood Chips;	<ul style="list-style-type: none"> <li>▪ Port of Humboldt Bay</li> <li>▪ Port of Richmond</li> <li>▪ Port of San Francisco</li> <li>▪ Port of Stockton</li> <li>▪ Monterey Bay</li> </ul>
All Other Cargo	4	Bauxite; Gypsum; heavy Equipment; Iron Ore; Rail Steel; Slag; Scrap Metal	<ul style="list-style-type: none"> <li>▪ Port of Oakland</li> <li>▪ Port of Redwood City</li> <li>▪ Port of Stockton</li> <li>▪ Port of West Sacramento</li> </ul>

## **Annex C: Status Board Display**

Develop a MTS Status Display. Coordinate efforts and update with the incident SITL and VTS Liaison. Update throughout response. MTSL to validate before and end of each operational period. The following list minimum expectations for this display. May use GIS/projectors in lieu of hard copy format.

1. **Visual of Impacted Area(s):**

Wall mounted poster sized chart of area affected, labeled with impacts based on CART, and waterway management measures.

2. **EEI Summary Status:**

Print and post the latest EEI Summary Status table.

3. **Open Action Tracker:**

Display the MTSRU **ICS 233** that displays the status of all open action items. Ensure every Request for Information (RFI) is assigned a number and included in this list.

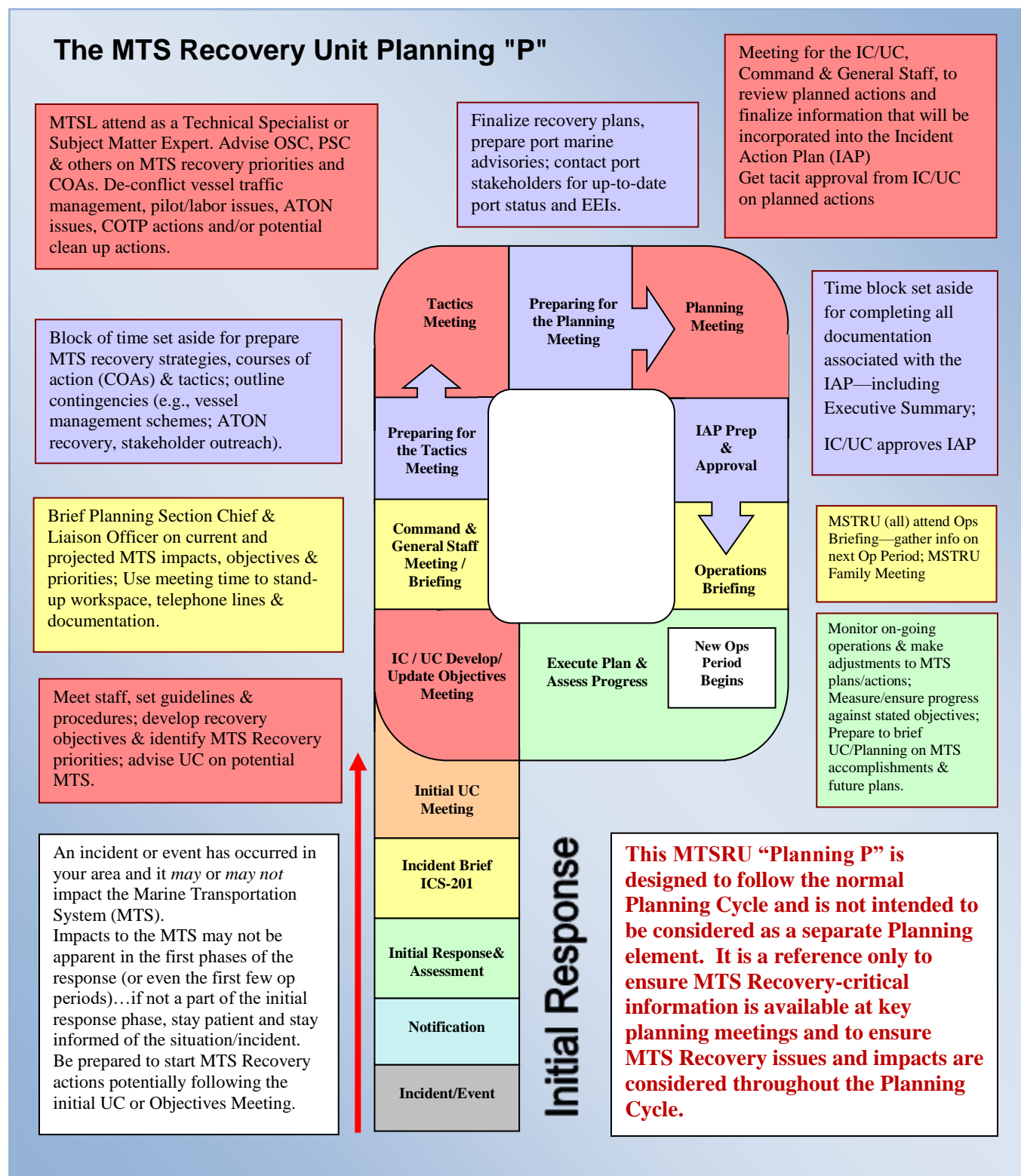
4. **MTS-209:**

Print and post the latest approved MTS-209.

5. **Battle Rhythm:**

Print and post the Battle Rhythm for the IC/UC and ensure critical reporting times are identified and highlighted.

## Annex D: Planning “P” for MTSRU



## Annex E: Customized ICS forms developed for Sector SF's MTSRU

Form #	Form Title	Form Used For
MTSRU_ICS 209 dwc	Deep-water Channel Worksheet	The Deep-water Channel Worksheet (DWC) is used to identify what channels have been impacted by the MTS disruption along with identifying ports / stakeholders impacted by the deep-water closure.
MTSRU_ICS 209 ft	Ferry Traffic Worksheet	The Ferry Traffic Worksheet (FT) is designed to address passenger ferry traffic effected by the MTS disruption, and timelines for reopening ferry routes.
MTSRU_ICS 209 vc	Vessel & Cargo Impact Worksheet	Vessel & Cargo Impact Worksheet (VCIW) is designed to identify vessel(s) impacted by the MTS disruption, and critical cargo based on primary and secondary impacts to local, state, and national supply chain prioritizations. The information is then utilized to populate information in the MTSRU_ICS 221 wrp.
MTSRU_ICS 214	Chronological Log	Used by the MTSL to document project timelines and accomplishments.
MTSRU_ICS 221 prp	Port Reopening Plan	Port / Stakeholder Reopening Plan (PRP) [recommendations] based on critical cargo priorities. Plan will be presented to UC for approval.
MTSRU_ICS 221 wrp	Waterways Reopening Plan	Waterways Reopening Plan (WRP) will support the port / stakeholder reopening priorities listed in the Port Reopening Plan.  Note: If marine salvage and/or emergency vessel decontamination is needed to support the WRP, work with the Operations Section.
MTSRU_ICS 221 vtp	Vessel Transit Plan	Vessel Transit Plan (VTP) will support the port / stakeholder reopening priorities listed in the Port Reopening Plan.  Note: After the VTS has been completed, work with Sector SF's Vessel Traffic Service to accommodate vessel transit scheduling.
MTSRU_Plan "P"	-----	MTSRU Planning "P" is designed to inform the MTSRU personnel what meetings needs to be attended.
<b style="color: red;">NOTE: MTSRU_ICS forms can be found on the portable hard-drive in MTSRU Go-Kit</b>		

## Annex F: MTSRU – Notification Process Guide – AWS process

*The below AWS instruction is a tool to assist in facilitating a port-wide notification and instruction for setting up a teleconference to discuss the status of the MTS with PORT members to include Active Duty, Reservist, Auxiliarist, Federal/State Agency, and Private Port/Facility representatives.*

### Policy/Program Information

**Sector San Francisco ALERT** is the process by which the Sector Command Center (SCC) alerts the members of the PORT workgroup the MTSRU has been activated in response to a port disruption incident or an incident that could affect normal port operations. These incidents could range from major infrastructure damage incidents to a MARSEC increase in another port. The MTSRU serves as the Captain of the Port's subject matter expertise for all segments of port operations and provides advice and status updates of critical infrastructure and key operations within the MTS.

### KEY DATA: Establish Situational Awareness

**Person Activating the [MTSRU Team Name]:**

**Phone Numbers:**

**1. Enter Phone Numbers or Standing Teleconference Line Info as appropriate**

**Reason for Activation:** Describe incident

**What action is being taken?** Describe any initial actions of USCG, OGAs, or Industry.

**GATHER OTHER SIGNIFICANT INFO:** If reported into the CC...

**ANSWER**

How long will port operations be interrupted?

Is the security of the port or port facilities at risk as a result of the incident?

Have any other agencies been notified?

Has the immediate threat been mitigated?

What are the short-term effects of the incident on facility, vessel, and MTS operations?

<b>NOTIFICATIONS: Improve/Strengthen Agency Partnerships</b>		<b>TIME</b>
Prepare Incident Brief for Moderator (Prevention/Planning Department Heads)		
Utilize the <i>[Pre-Developed AWS Scenario Created for this QRC.]</i> Follow the guidance in Alert Warning System (AWS) Alert Quick Response Card (QRC) for <i>[MTSRU Team Name]</i> Activation. Coordinate initial text verbiage * with Prevention/Planning Department Heads. Provide a minimum of 30 minutes from Text Alert to Teleconference.		
Track responses to AWS. If no response within 30 minutes notify Prevention/Planning Department Heads. Move on to secondary means of communication via personal telephone notification.		
Brief CDO, COTP and Prevention/Planning Department Heads when 100% notification has been achieved.		
Dial into Conference Room established for Team Notification.		

**Recommended Pre-Developed scenario for AWS message to consider:**

Title:

PORT MTS Coordination Conference Call

Message (Example):

Following the 7.3 magnitude earthquake at 3 am, Coast Guard Sector San Francisco's Marine Transportation System Recovery Unit is facilitating a PORT MTS Coordination Conference call at 9:30 am today to share initial waterway impacts and future actions. Call in phone number is 605-472-5394 with a pin number 570691#

## Annex G: Port Operations Recovery Team – Coordination Conference Call Script

*The below Conference Call Script is provided as a tool to assist in facilitating a port-wide teleconference to discuss the status of the MTS, concerns & recommendations from industry and other federal-state-local stakeholders, and provide an overview of current and future operations.*

### ➤ Opening Remarks:

Good (*morning/afternoon/evening*) Port Partners. My name is [*name, (MTSL)*] of the **Sector San Francisco's Marine Transportation Recovery Unit (MTSRU)**. Due to an (*type of incident*) resulting in a closure of the Deep-Water Channel (*name of channel*) and most likely impacting the MTS in and out of your facility, the MTSRU will be conducting ongoing scheduled conference calls with our port stakeholders until the MTS is back to a normal operating state.

This meeting (*is /is not*) recorded and will not contain any classified information

The intent of this Port Stakeholder Coordination Conference Call is to brief you on the [*describe incident*], assess the status of the MTS, the need to establish any cargo and vessel priorities, the decisions and actions (*Incident Command or Unified Command*) that have been made to support industry's efforts to effect port recovery efforts and to solicit input for future decisions and operational planning.

NOTE for MTSRU representative facilitating the call ...

- *The purpose of the brief is to facilitate the communication of the status of the MTS to large segments of industry in a concise and uniform way and to solicit feedback or recommendations to achieve our objectives.*
- *At the end of the **Status Report Brief**, participants will be provided an e-mail address to forward their issues or concerns for consideration in future decision-making as well as providing the time for the next Port Stakeholder Conference Call. The Port Stakeholder Conference Calls will continue every (**12/24 hours**) until the (**Incident Command /Unified Command**) determines they are no longer necessary.*

### ➤ Agenda:

Through agenda for this morning's conference call, we will be covering ...

- Port stakeholder roll call,
- Situation Update
- Current Actions addressing the Marine Transportation System
- Future Plans to restore the Marine Transportation System
- Open Discussion

### ➤ Ground Rules:

Before we begin, I ask that all participants observe the following rules:

- Once you confirm that your agency is present during the Roll Call, please use the **MUTE** feature on your phone to minimize background noise,
- Please hold all comments and questions until we open up for a round robin session,
- Please identify your organization and yourself when speaking, and
- Please do not talk over others as they are offering comments or questions.

➤ **Roll Call:**

As I run down the list of invited participants please indicate that you are on the line (*facilitator reads list of participants*) Have we missed anyone?

I will now turn the conference call over to [*name, (MTSRU team member)*] who will provide a Situation Update and Current Actions.

➤ **Situation Update:**

- *Provide situation brief about what caused the event and convey up-to-date MTS assessment information MTSRU has received.*

➤ **Current Actions:**

- The initial Marine Transportation System Recovery Unit, staffed only by Coast Guard members, has been stood up in the Sector's Interagency Operations Center on Yerba Buena Island.
- *Provide information regarding the status of Sector SF's COTP's intent, Vessel Traffic Service, etc.*

I will now turn the conference call back over to [*name, (MTSL)*].

➤ **Future Plans:**

- Continue working closely with port partners and various agencies to gain and share accurate damage assessment information connected to the Marine Transportation System. For the Marine Transportation System Recovery Unit, here are the best numbers for phone, fax, and email for reaching the team here. (*For real incident we would provide specific contact numbers*)
- *If available, list additional planning strategies.*
- If you have not sent us your Facility Status Form (CG-11410A), please complete the form and send it to us as soon as possible. If you do not have a specific damage assessment form, send in what information you have and we will follow up with you.

➤ **Open Discussion:**

- Next we will go into a focused discussion (*discussion facilitated by MTSL*). As I run down the list, please indicate your organization and name. During this time, you may ask questions about the situation, share information of critical or strategic importance regarding the recovery of the Marine Transportation System, and brief the group on any actions you may currently be taking within your company or organization along with any recommendations for action?

➤ **Next Call:**

- *Provide date, time, and phone number for next conference call.*

➤ **Closing Remarks:**

- Thank you all for the participation, and please continue to monitor for e-mails and voice mail for updates from Sector San Francisco.

**~ END OF SCRIPT ~**

## Annex H: Maritime Stakeholder Checklist – MTS Disruption Incident

### Pre-Incident

- ☐ Update your Continuity of Operations / Emergency / Recovery Plans.
- ☐ Establish & maintain to linkages to your Local and State emergency response agencies.
- ☐ Update your emergency contact information with Sector San Francisco's MTS Recovery Unit.

### Post Incident:

Waterway Management Strategy - Sector San Francisco seeks to rapidly gain situational awareness of the incident and selectively implement waterway restrictions based upon specific impacts to the MTS vice a "blanket closure of the port" approach.

<i>Task</i>	<i>Activity</i>	<i>Description</i>
1	Activate Your Plan	<input type="checkbox"/> Activate your Continuity of Operations / Emergency / or Recovery Plan. <input type="checkbox"/> Address safety and security needs of personnel and equipment at your facility.
2	Gain Situational Awareness	<input type="checkbox"/> Assess damage, impacts to public safety, and your ability to continue or reconstitute operations. Coordinate with your reporting aggregator (if applicable).
3	Notifications	<input type="checkbox"/> Monitor email and/or phone for an Alert and Warning System (AWS) message detailing initial MTS Recovery conference call time/number. <input type="checkbox"/> Mariners - monitor VHF Channels 12 or 14 for a SECURITE broadcast.
4	Information Sharing	<input type="checkbox"/> Document findings on <b>MTS Recovery – Facility Status form (CG-11410A)</b> , email or fax to Sector San Francisco per instructions on form. <input type="checkbox"/> Mariners – report MTS anomalies (bridges, bottoms, berths, overhead or submarine pipe and cable lines, and levees) directly to the CG Vessel Traffic Service via VHF Channel 14.
5	Port Coordination Conference Call	<input type="checkbox"/> If impacted by the incident, call into Port Coordination Conference Call. <ul style="list-style-type: none"> <li>• Reporting Aggregators - be prepared to provide a consolidated report following CG overall MTS Situation Report.</li> <li>• Other stakeholders, provide amplifying information as needed.</li> </ul>
6	Response & Recovery Coordination	<input type="checkbox"/> Based upon the incident, identify your level of liaison with the core MTSRU (none, monitoring/providing input, present as needed, fulltime). <input type="checkbox"/> Coordinate implementation of MTS disruption mitigation measures: <ul style="list-style-type: none"> <li>• Alternate scheduling, routes, destinations, etc.</li> <li>• Waterway restrictions, draft, one way traffic, daytime only, etc.</li> </ul> <input type="checkbox"/> Provide response and recovery updates to MSTRU (per established frequency)
7	Stand Down	<input type="checkbox"/> Provide feedback to MSTRU for lessons learned once MTS is back to normal operations and your agency has concluded recovery efforts.

## Annex I: MTS Recovery – Facility Status form (CG-11410A form)

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard <b>MARINE TRANSPORTATION SYSTEM RECOVERY          FACILITY STATUS</b>		OMB No.1625-0127 Expires: 04/30/2021
<p>U.S. Coast Guard - <u>Sector San Francisco</u> is gathering critical facility status information for the port of _____ following _____.</p> <p>Information you voluntarily provide will enable the U.S. Coast Guard (USCG) to understand your facility's current status and will be used by the USCG Marine Transportation System Recovery Unit to prioritize port-wide recovery efforts.</p> <p>This is a voluntary solicitation for information and is not mandatory; however, without this information, the USCG cannot properly assess the condition of your facility and must consider it closed with no critical impact until the USCG is able to conduct an on-scene assessment.</p>		
We request you review the criteria below and provide the information to:		
Name	via Fax	via Email
<b>SECTION I: FACILITY INFORMATION</b>		
1. Facility Name		
2. Facility Status (Check one)		
Fully Available <input type="checkbox"/> Partially Available <input type="checkbox"/> Not Available <input type="checkbox"/>		
3. Describe Reason the Facility is Partially Available or Not Available and at what % capacity the facility is operating and when you anticipate it being fully available. (i.e. no utility service, channel closure, damage to pier, reduced personnel, damage to facility, cranes, pumps or cyber attack.).		
(continue on page 2)		
4. If you do not receive your next scheduled ship/barge on time what is the significant impact? (i.e. your facility supplies the fuel for all city busses or an airport).		
(continue on page 2)		
<b>SECTION II: FACILITY CONTACT INFORMATION</b>		
5. Facility Point of Contact	6. Telephone	7. Fax
8. Email		9. Date

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MARINE TRANSPORTATION SYSTEM RECOVERY - FACILITY STATUS	
Name of Event:	Facility Name:
<b>SECTION 1. FACILITY INFORMATION (Cont.)</b>	
<b>Privacy Act Statement</b>	
<p><b>Authority:</b> 33 U.S.C. §1225, 46 U.S.C. §70103, and 50 U.S.C. §191 authorize the collection of this information.</p> <p><b>Purpose:</b> Following a port disruption, the U.S. Coast Guard must quickly gather port impact information to determine what infrastructure and support services are not available or only partially available. Gathering port disruption information enables the U.S. Coast Guard to provide critical input to those federal, state, and local response organizations that are engaging in restoring the port to its pre-disruption condition.</p> <p><b>Routine Uses:</b> It is used by the U.S. Coast Guard Marine Transportation System Recovery Unit to assess the condition of the port, prioritize recovery efforts, and gauge the effectiveness of the response. A complete list of the routine uses can be found in the system of records notice associated with this form, "Department of Homeland Security/U.S. Coast Guard-013 - Marine Information for Safety and Law Enforcement (MISLE)." The Department's full list of system of records notices can be found on the Department's website at <a href="http://www.dhs.gov/system-records-notices-sorns">http://www.dhs.gov/system-records-notices-sorns</a>.</p> <p><b>Disclosure:</b> This is a voluntary solicitation for information and is not mandatory; however the U.S. Coast Guard cannot properly assess the condition of the port without this valuable input.</p>	
<p>An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 15 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-FAC), U.S. Coast Guard Stop 7318, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7318 or Office of Management and Budget, Paperwork Reduction Project (1625-0127), Washington, DC 20503.</p>	

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**After completing form CG-11410A, please return information back to USCG – Sector San Francisco.**

**E-mail: [NorCal.mtsru@uscg.mil](mailto:NorCal.mtsru@uscg.mil) / Attn: MTS Recovery Unit**

## Annex J: MTS Infrastructure – Damage Assessment Checklist form

<b>Port Area – MTS Essential Infrastructure (Waterways)</b>			
Geographic Waterway Zone (GWZ):		Date:	Time:
Reporting Person(s):			
Agency:		Contact Information:	
<i><b>Critical Infrastructure Elements</b></i>	<i><b>Location / Identifier within the GWZ</b></i>	<i><b>Description of Damage Observed / Reported</b></i>	<i><b>Comments</b></i>
Aids to Navigation			
Anchorage			
Bridge: Highway			
Bridge: Railway			
Deep-Water Channels			
High Voltage Lines			
Fire			
HazMat release			
HazMat spill			
Levy Damage			
Oil Pollution Incidents			
Piers / Wharfs			
Turning Basins			
Vessels in Distress			
<b>Subsea Concerns</b>			
BART tube			
High Voltage Lines			
IT Lines			
Petroleum Pipelines			
Other Pipelines			
Notes:			

<b>Port Area – MTS Essential Infrastructure (Landside)</b>			
Geographic Waterway Zone (GWZ):		Date:	Time:
Reporting Person(s):			
Agency:		Contact Information:	
<i><b>Critical Infrastructure Elements</b></i>	<i><b>Location / Identifier within the GWZ</b></i>	<i><b>Description of Damage Observed / Reported</b></i>	<i><b>Comments</b></i>
Buildings			
Cargo Handling Equip.			
Communication (IT)			
Fire			
HazMat release			
HazMat spill			
Labor Force			
Security (Facility)			
Transportation: Railways			
Transportation: Roadways			
Utility: Electrical Power			
Utility: Sewage Pipes			
Utility: Water Pipes			
Notes:			

## Annex K: Alternative EEI Reporting form

EEI	Base	FA	PA	NA	Comment
<b>Waterways and Navigation Systems</b>					
Aids to Navigation	xxxx	xxxx			
Deep Draft Channel					
Non-Deep Draft Chan.					
Locks					
		Open	Investigation	Closed	
Vessel Salvage/Wrecks					EEI must be created for each Event.
Oil Pollution Incidents					EEI must be created for each Event.
HAZMAT Incidents					EEI must be created for each Event.
<b>Port Area – MTS Essential Infrastructure</b>					
Bridges					
Bulk Liquid Facilities					
Container Facilities					
Non-container Facilities					
Shipyards					
Pass/Ferry Terminals					
<b>Port Area - Vessels</b>					
Commercial Fishing					
Passenger and Ferries					
Small Passenger					
Gaming					
Barges					
<b>Monitoring Systems</b>					
Monitoring Systems					

## Annex L: CART and Baseline Job Aid Instruction

**PURPOSE:** To export the Baseline of EEIs from CART and maintain as an Excel file to facilitate annual validation, data review, and reporting EEI Status when CART is unavailable.

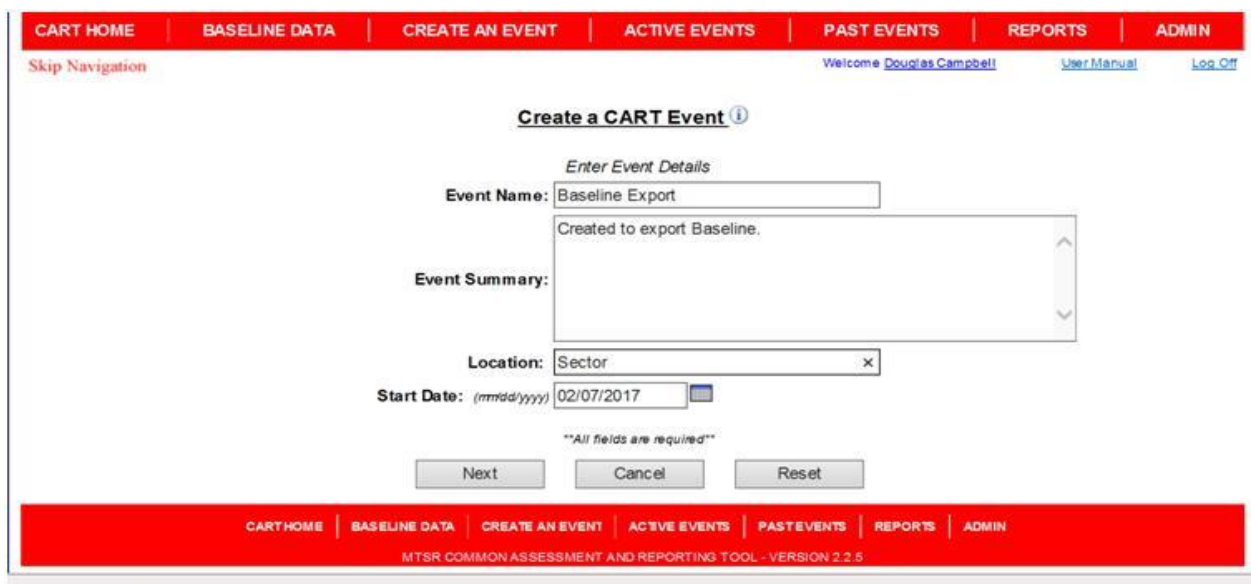
**Step 1:** Log into CART [ <https://cgcart.uscg.mil> ]

**Step 2:** Create an Event.



The screenshot shows the MTSR CART homepage. The header includes the MTSR logo, the title "MTSR Marine Transportation System Recovery CART Common Assessment and Reporting Tool", and a navigation bar with links: CART HOME, BASELINE DATA, CREATE AN EVENT, ACTIVE EVENTS, PAST EVENTS, REPORTS, and ADMIN. Below the header, there is a welcome message: "Welcome to the USCG Marine Transportation System Recovery Common Assessment and Reporting Tool". A paragraph explains the purpose of the tool. A notice mentions training and exercise requirements. An announcement states that the CART Program Administrators have issued an important announcement. A disclaimer is provided at the bottom. The footer indicates the version: "MTSR COMMON ASSESSMENT AND REPORTING TOOL - VERSION 2.2.5".

**Step 3:** Enter basic required information to create the Event. Ensure the name of the Event contains either “Baseline” or “Exercise”.



The screenshot shows the "Create a CART Event" form. The header is the same as the previous screenshot. The form title is "Create a CART Event". Below the title, there is a section "Enter Event Details". The form fields are: Event Name (text input, value: "Baseline Export"), Event Summary (text area, value: "Created to export Baseline."), Location (text input, value: "Sector"), and Start Date (text input, value: "02/07/2017"). There are three buttons at the bottom: "Next", "Cancel", and "Reset". The footer is the same as the previous screenshot.

**Step 4:** Use the Pull Down Menu to select the appropriate Unit.

**Step 5:** Click the <View All> prompt at the bottom. This will ensure all EEIs are displayed. Click the <Select All> check box and all the unit's Baseline EEIs will be loaded into the Event. If only a portion will be entered, select those individually.

Instance Name	EEI Type	Select EEI
St Marys Entrance Range Front Light (CRITICAL ATON) LLNR 6525	Aidsto Navigation	<input checked="" type="checkbox"/> (Select All)
St Marys Entrance Range Rear Light (CRITICAL ATON) LLNR 6530	Aidsto Navigation	<input checked="" type="checkbox"/>
Cumberland Sound Upper Range A Front Light LLNR 6690	Aidsto Navigation	<input checked="" type="checkbox"/>
Cumberland Sound Upper Range A Rear Light LLNR 6695	Aidsto Navigation	<input checked="" type="checkbox"/>
Cumberland Sound Lower Range A Range Front Light LLNR 6735	Aidsto Navigation	<input checked="" type="checkbox"/>
Cumberland Sound Lower Range A Range Rear Light LLNR 6740	Aidsto Navigation	<input checked="" type="checkbox"/>
St Marys Entrance Lighted Buoy 1 LLNR 6515	Aidsto Navigation	<input checked="" type="checkbox"/>
St. Marys Entrance Lighted Buoy 18 LLNR 6630	Aidsto Navigation	<input checked="" type="checkbox"/>
St. Marys Entrance Lighted Buoy 19 LLNR 6635	Aidsto Navigation	<input checked="" type="checkbox"/>
St. Marys Entrance Lighted Buoy 20 LLNR 6650	Aidsto Navigation	<input checked="" type="checkbox"/>

**Step 6:** Complete the remaining steps to review and create the Event in CART. After the event is created select the Status Tab.

Summary	Status	Report Summaries	Port Status
---------	--------	------------------	-------------

Event Summary: Export Baseline							
EEI Group	EEI Type	Baseline	Fully Available	Partially Available	Not Available	Comments (For Executive Summary Report)	Edit Comments
Monitoring Systems	Monitoring Systems	24	24 (100%)	0 (0%)	0 (0%)		Edit
Port Area - Critical Infrastructure	Facilities	30	30 (100%)	0 (0%)	0 (0%)		Edit
	Facilities	18	18 (100%)	0 (0%)	0 (0%)		Edit
	Facilities	11	11 (100%)	0 (0%)	0 (0%)		Edit
	Facilities	25	25 (100%)	0 (0%)	0 (0%)		Edit
	Facilities	11	11 (100%)	0 (0%)	0 (0%)		Edit
Port Area - Vessels	Pass/Ferry Terminals	11	11 (100%)	0 (0%)	0 (0%)		Edit
	Shipyards	5	5 (100%)	0 (0%)	0 (0%)		Edit
	Commercial Fishing	131 (Vessels)	131 (100%)	N/A	0 (0%)		Edit
	Passenger and Ferries	11	11 (100%)	0 (0%)	0 (0%)		Edit
	Small Passenger	135 (Vessels)	135 (100%)	N/A	0 (0%)		Edit
Waterways and Navigation Systems	Aids to Navigation	126	126 (100%)	0 (0%)	0 (0%)		Edit
	Deep Draft Channel	42	42 (100%)	0 (0%)	0 (0%)		Edit
	Locks	1	1 (100%)	0 (0%)	0 (0%)		Edit
	Non-Deep Draft Chan.	13	13 (100%)	0 (0%)	0 (0%)		Edit

CARTHOME	BASLINE DATA	CREATE AN EVENT	ACTIVE EVENTS	PASTE EVENTS	REPORTS	ADMIN
----------	--------------	-----------------	---------------	--------------	---------	-------

MTSR COMMON ASSESSMENT AND REPORTING TOOL - VERSION 2.2.5

**Step 7:** Again select the <View All> option at the bottom to display all the Baseline EEIs.

Summary	Status	Report Summaries	Port Status
---------	--------	------------------	-------------

EEI Instance Status <span>Add an EEI Instance</span>								
Filter by District		Filter by Sector		Filter by COTP		Filter by MSU		Filter by EEI Type
Select One		Select One		Select One		Select One		Select One
EEI Type	Instance Name	Status	Condition	Sector	Status Date	Edit Condition	Remove EEI	
Aidsto Navigation	Amelia Island Light LLNR 565	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Amelia River Lighted Buoy 1 LLNR 7050	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Amelia River Lighted Buoy 2 (CRITICAL ATON) LLNR 7045 / 37925	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Amelia River Lighted Buoy 4 (CRITICAL ATON) LLNR 7060 / 37940	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Amelia River Lighted Buoy 6 (CRITICAL ATON) LLNR 7070 / 37950	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Amelia River Lighted Buoy 8 (CRITICAL ATON) LLNR 7080 / 37960	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Blount Island Channel Range Front Light LLNR 7400	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Blount Island Channel Range Rear Light LLNR 7405	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Brills Out Range Front Light LLNR 7475	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	
Aidsto Navigation	Brills Out Range Rear Light LLNR 7480	<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove	

1 2 3 4 5 6 7 8 9 10 ... [View All](#)

**Step 8:** Select the <Export to Excel> option at the bottom right of the EEI List.

EEL Instance Status									
Filter by District:		Filter by Sector:		Filter by COTP:		Filter by MSU:		Filter by EEL Type:	
Select One		Select One		Select One		Select One		Select One	
Aids to Navigation	Sherman Cut Range Front Light LLNR 7235			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	Sherman Cut Range Rear Light LLNR 7240			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Chaseville Turn LB 71 (CRITICAL ATON) LLNR 7590			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Drummond Creek Cut Lighted Buoy 59 (CRITICAL ATON) LLNR 7500			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Drummond Creek Lighted Buoy 58 (CRITICAL ATON) LLNR 7505			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Entrance Lighted Buoy 3 (CRITICAL ATON) LLNR 7125			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Entrance Lighted Buoy 4 (CRITICAL ATON) LLNR 7130			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Lighted Bell Buoy 6 (CRITICAL ATON) LLNR 7140			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove
Aids to Navigation	SJR Lighted Buoy 5 (CRITICAL ATON) LLNR 7135			<input checked="" type="radio"/> FA <input type="radio"/> PA <input type="radio"/> NA (Fully Available)		Jacksonville	07-Feb-2017	Edit	Remove

[Export to Excel](#)

CARTHOME | BASELINE DATA | CREATE AN EVENT | ACTIVE EVENTS | PASTEVENTS | REPORTS | ADMIN

**Step 9:** When prompted Open and/or Save the Excel File to a location on your network. At this point you will be able to manage the available information in the Baseline and use to prepare and submit status reports if necessary.

## **Annex M: Instruction and Template for CART – Event Summary Report**

The following document in MS Word format can be found either downloaded on the MTSRU Lap-top, or on the CD named Go-Kit Tools.

The purpose of CART is to ensure accuracy and consistency among CG Units in reporting the status of ports and recovery operations. To ensure consistency with other USCG units, Sector San Francisco will align its reporting with the templates noted below. Electronic versions of this template will be maintained on the Sector San Francisco server in accessible Public Folders as well as maintained on a portable hard drive / laptop stored in the MTSRU Go-Kits.

Appropriate review and archiving of these reports will be the responsibility of the MTSRU Leader and in coordination with the DOCL.

### **CART Instruction: How to Create an Event and Required Report Data:**

1. Log into CART.
2. Click on “Create An Event”.
3. In “Event Name” box, assign a name to the event.
4. In “Event Summary” box, provide a brief summary of the event.  
(see example in Template Section)
5. In “Location” box, name location of where the event is taking place.
6. In “Start Date” box, enter date the event started.
7. Click Next
8. In “Filter by Sector” box, scroll down and click on San Francisco.
9. In the “Select EEI”, in the light green heading area, click the box (select all). This will list all of the EEI’s in our AOR.
10. Click on the “Review Event” box.
11. On the page showing “Event Details” and “Assigned EEI’s” go to bottom of page and click “Enter Event” box (Now the event has been entered into the CART system and will prompted back to the CARTR home page).
12. Click on “Active Event” tab, and type in the name of the event in the “Search by Event Name” box, and click the search box and the next page will appear showing your event.
13. Under the “Event Name” box, click on the event and the next page will come up with the event information and the following tabs “Summary”, Status”, Report Summaries”, Port Status”, and Command Status”.

14. Click on the “Status” tab, and it will show all the EEI’s in your AOR. Identify the EEI’s that have been impacted in your incident and click the status under the “Status” heading box. Next, in the EEI “Edit” section, add any information regarding the situation of the EEI.
15. The “Command Comments” tab is only to be completed by District Eleven and PACREA
16. Click on the “Report Summaries” tab,
  - a. In the “Filter by District” tab, scroll down and click on District Eleven,
  - b. In the Filter by Sector” tab, scroll down and click on San Francisco,
  - c. In the “Filter by COTP” tab, click on San Francisco Bay,
  - d. In the “Filter by Summary Title”, scroll down to the following options:
    - Port/Incident Area Summary
    - MTS Impact
    - Intermodal and Supply Chain Impact
    - MTS Recovery Actions
    - Vessels in Queue
    - Waterways Management Actions
    - Future Plans

The top seven topics are in the listed in CART Summary Template along with instruction of how to complete the information.

## CART Summary Template

EVENT SUMMARY		
<i>This portion of the CART Summary Template assigned to the <u>CART Specialist</u></i>		
Summary Topic	Category	Description
<b>Event Summary Section</b>  <i>Provide an overall description of the event and what caused the MTS Disruption.</i>  Note: When the CART Report is generated, the “Event Summary” title will read “Incident Summary”.	<u><b>EXAMPLE</b></u>	<i>At approximately [insert time] on [insert DD/MM/Year], a magnitude 7.3 Earthquake struck the San Francisco Bay area causing severe infrastructure damage.</i>  <i>USGS has reported that the epicenter of the earthquake struck along the San Andreas Fault line offshore approximately 3-miles west of the Golden Gate Bridge.</i>

## Port/Incident Area Summary

*This portion of the CART Summary Template assigned to the CART Specialist*

Summary Topic	Category	Description
<p><b>Port Incident / Area Summary</b></p> <p><i>This should include a brief description of the date, time, location, and circumstances of the incident. The circumstances described should also include the initiator of the incident.</i></p> <p><i>If a Cyber / IT event contributing factor causing an MTS disruption, the summary should include what Cyber / IT elements are disrupted: Internet, Telephone, Radio, Private Network, Satellite, communications, SCADA, and/or other automated systems.</i></p>	<p><u><b>EXAMPLE</b></u></p> <p><i>A magnitude 7.3 San Andreas Earthquake impacted the Sector San Francisco on [insert DD/MM/Year].</i></p> <p><i>Sector San Francisco has stood up Incident Command at Yerba Buena Island (San Francisco) and is working local, state, and federal emergency representatives along with port stakeholders via port-wide teleconferences and e-mail traffic to develop initial assessment priorities.</i></p> <p><i>Senior Leadership Interest:</i></p> <ol style="list-style-type: none"> <li><i>1. Working with FEMA/Cal OES and developing maritime vessel transit schedules supporting the emergency response/humanitarian mission via waterway.</i></li> <li><i>2. Regional Energy needs remain at approx. 3-4 days of available inventory.</i></li> <li><i>3. Resupply of Hawaiian Islands will receive high priority as soon as the port of Oakland is open.</i></li> <li><i>4. Regional Agricultural Fertilizers supply chain supporting California's agriculture industry is a high priority as soon as the Deep-Draft Channels leading to the Port of Stockton and Port of West Sacramento are open.</i></li> <li><i>5. Full details of all activities can be found under the MTS Impact; MTS Recovery Actions Taken; and Future Plans.</i></li> </ol>	

**MTS Impact**

*This portion of the CART Summary assigned to the Waterway Specialist*

Summary Tab Section	Category	Description
<b>MTS Impact</b>  <i>Provide an overview of the most critical impacts to the MTS. List the names of the ports and port status (OPEN / OPEN WITH RESTRICTIONS / CLOSED). Give the reason and estimated date of repair. For ease of reading group the impacts under the broad EEI Categories.</i>	Waterways and Navigation	Describe impacts to waterways or specific ATON EEIs.
	Port Area – Critical Infrastructure	Describe impacts to critical infrastructure in the impacted area.
	Port Area – Vessels	Describe impact to vessels that operate within the impacted area including High Capacity Passenger Vessels; Ferries; and the Small Passenger/Commercial Fishing Vessel Fleets.
	Monitoring Systems	Describe impacts to port monitoring systems including any integrated camera systems; Rescue 21; waterway monitoring stations; VHF Towers; VTS systems.

**EXAMPLE**

- **PORTS:**  
*All ports in Sector San Francisco's AOR are OPEN with the exception of the following:*
  - *Port of Oakland (Container Port) is PARTIALLY OPEN. Dock 32 & 33 at TraPac Terminal is closed due to a damaged gantry crane.*
  - *Port of San Francisco is PARTIALLY OPEN. Pier 41 (Ferry Terminal) is closed due to piling damage caused by liquefaction.*
- **WATERWAY & NAVIGATION:**
  - *Local bar pilots have reported that the deep-draft channels appear to be okay without any obstructions.*
  - *No ATON have been reported damaged or missing.*
- **PORT AREA – CRITICAL INFRASTRUCTURE:**
  - *California Department of Transportation and California Office of Emergency Services, highway and rail transportation has been severely impacted and all transportation bridges are currently being inspected.*
- **PORT AREA – VESSELS:**
  - *Until more information is available to accurately validate damage assessment(s), the COTP has directed daylight transits only.*
- **MONITORING SYSTEMS:**
  - *None subject to repair at this time.*

## Intermodal and Supply Chain Impact

*This portion of the CART Summary assigned to the Facilities Specialist*

Summary Tab Section	Category	Description
<b>Intermodal and Supply Chain Impact</b>  Describe the impacts, if available, to the intermodal connections at the port between waterway / rail / highway; critical cargoes or commodities impacted, and information on how this may interrupt the local, regional, or national supply chain. This impact may be seasonal by nature so ensure this detail is included in the impact descriptions.	Intermodal Impact	Describe future plans for waterway and navigational assessment or corrective actions. Note any key dates or milestones in DD/MM/Year format.
	Supply Chain Impact	Describe any future plans for critical infrastructure within the port including repairs, assessments, or key milestones/dates in DD/MM/Year format.

### EXAMPLE

- *Intermodal Impact:*
  - *The linkage between the cargo handling at the terminal [name terminal or terminals or Port Authority] has been interrupted due to [describe limiting factor or factors]. Describe the impact in terms of delay, percentage of thru-put, or other descriptive factor other than a financial description.*
- *Supply Chain Impact:*
  - *The movement of [describe critical cargoes or key supply chain] through the port of [insert name] has been interrupted. Alternate pathways have been discussed with the port stakeholders and in coordination with the Port of [name]. Potential delays for the delivery of [cargo] and [cargoes] to the San Francisco Bay (Central and South Bay) area will continue until repairs to the highway railway links are completed on [insert DD/MM/Year]. Upon completion it is anticipated that an x % increase in deliveries will continue daily until normal inventory deliveries are resumed.*
- *Critical Infrastructure:*
  - *Coordinate with State of California Department of Transportation (CalTRANS) to complete assessment of all key bridges and major highways to include rail linking to maritime facilities as noted in CART. In addition, if information is available, mention corrective actions and key repair milestones.*

## MTS Recovery Actions

*This portion of the CART Summary assigned to the **MTSL***

Summary Tab Section	Category	Description
<b>MTS Recovery Actions Taken</b>  <i>Provide a description of the activities the IMT has taken to initiate or continue MTS Recovery Actions</i>	Establishment of MTSRU	Describe MTSRU activation and stakeholder involvement.
	Assistance / Support	Any support via District or other units.
	Assessments	Status of impact assessments / damage assessments. Note in a % completion format addressing EEI Categories.
	Established objectives, goals, or milestones set by the Incident/Unified Command.	Describe in broad terms the overall MTS Recovery objectives/goals/milestones. Refer to a posted IAP if available.
	Outreach meetings and/or meeting schedule for stakeholder participation.	Describe any activities, taken or planned, to ensure stakeholder participation in key MTS Recovery decisions.
	Cyber / IT Infrastructure	Note any Cyber Security / Internet, Phone (landline & cell), etc.) impacting the MTS, and actions taken to initiate recovery.

### EXAMPLE

- *Sector San Francisco's MTSRU has been stood up on Yerba Buena Island (San Francisco) and staffed by USCG personnel. Current actions have been working with California Office of Emergency Services, US Army Corps of Engineers, and Port Stakeholder representatives in an ongoing effort to gain up-to-date port status (via schedules conference calls/e-mails).*
- *Waterways Management Division is currently working with California Department of Transportation regarding highway and rail bridge damage assessments.*
- *The Incident Command has established the following objectives/goals/milestones:*
  - *Complete full port infrastructure assessments, taking safety into consideration, within [insert ?? Hours] of event.*
  - *Review and determine any vessel queue that may require IC evaluation and prioritization.*
  - *Identify additional resources required to complete corrective actions to navigational channel and aids to navigation.*
- *Cyber / IT Infrastructure damage assessment in the SF Bay Area impacting the MTS is unknown at this time.*
  - *Sector SF's CG Portal is currently non-operational on Yerba Buena Island (San Francisco).*

## Vessels in Queue

*This portion of the CART Summary assigned to the Vessel Specialist*

Summary Tab Section	Category	Description
<b>Vessels in Queue</b>  Report significant vessel queues in Coastal or River ports as a result of the disruption event. Information should include description of the disruption including waterways, ATON, locks, or obstructions.	Estimated number of vessels in the queue.	Describe in numbers only the number of vessels currently in a queue and awaiting arrival. If there is a departure queue established describe the necessity for a departure queue and its impact on arrival scheduling.
	Cause of the queue.	Describe the factors causing the queue, i.e. port closure due to channel assessments; obstruction; need to verify appropriate MARSEC attainment.
	Estimated time to have the issue resolved.	Describe using specific DD/MM/Year dates the estimated date to resolve the causal factors for disruption.
	Estimate the amount of time necessary to eliminate the vessel queue after basic functionality has been restored and the IC has authorized initiation of vessel and cargo ops.	Note the anticipated DD/MM/Year that the vessel management protocols will return to normal scheduling.

### EXAMPLE

- *Estimated Number of Vessels in the Queue: 03*
  - *Inbound: 02*
  - *Outbound: 01*
- *Cause of the Queue: Pier 32 & 33 at TraPac Container Terminal located at the Port of Oakland is temporarily closed due to damaged gantry crane with no repair estimated repair date.*
- *Date to resolve queue:*
  - *Outbound vessel is scheduled to transit back out to sea on [insert DD/MM/Year].*
  - *According to shipping agent representative, the two inbound vessels in queue will most likely be rerouted to Port of Long Beach on [insert DD/MM/Year].*

## Waterways Management Actions

*This portion of the CART Summary assigned to the Waterway Specialist*

Summary Tab Section	Category	Description
<b>Waterway Management Actions</b>  Provide overview of current status of the waterways and what actions USCG – Sector San Francisco’s Waterways Division is taking.	Impacted Waterways	List Waterways Impacted and if they are Closed or Closed with Restrictions.
	Daytime / Nighttime Operating Restrictions	Describe any operational restrictions impacting a full 24 hour vessel movement cycle.
	Draft Restrictions	Describe any restriction on operating in port areas based on obstructions or other restrictions preventing vessels of all normal drafts from entering or departing the port area.
	Speed Restrictions	Note any speed restricted areas within the port; reason; and anticipated date of corrective actions
	Broadcast Notice to Mariners.	List if VTS is putting out a Broadcast Notice to Mariners (closure, safety zone restrictions, etc.)
	Port Stakeholder Notifications	List messages notifying port stakeholders about keeping them updated about status of waterways.

### EXAMPLE

- *Impacted Waterways:*
  - *All Deep-Draft Channels and Ferry Routes are currently OPEN*
- *Daytime / Nighttime Operating Restrictions:*
  - *Until more information is available to accurately validate damage assessment(s), the COTP has directed DAYLIGHT TRANSIT ONLY.*
- *Draft Restrictions:*
  - *NO DRAFT RESTRICTIONS*
- *Speed Restrictions:*
  - *All vessels (Deep-Draft and Ferry) will PROCEED SLOWLY WITH CAUTION*
- *Broadcast Notice to Mariners:*
  - *VTS ALERTS*
- *Port Stakeholder Notifications:*
  - *DAILY ENGAGEMENT WITH IMPACTED STAKEHOLDERS*

## Future Plans

*This portion of the CART Summary assigned to the **MTSL***

Summary Tab Section	Category	Description
<b>Future Plans</b>  Provide overview future actions to restore the MTS addressing each topic matter for the next operational cycle.	Plans to reopen the Impacted Waterways	Bullet point current operational actions taken to restore the waterways, ports, etc.
	Port Area – Critical Infrastructure	Describe any future plans for critical infrastructure within the port including repairs, assessments, or key milestones/dates in DD/MM//Year format.
	Port Area – Vessels	Describe future plans for vessels that operate within the impacted area including High Capacity Passenger Vessels; Ferries; and the Small Passenger/Commercial Fishing Vessel Fleets.
	Monitoring Systems	Describe future plans for port monitoring systems including any integrated camera systems; Rescue 21; waterway monitoring stations; VHF Towers; VTS systems.
	Cyber / IT Infrastructure	Note any future plans to address Cyber / IT infrastructure impacts [Internet, Cyber Security, Phone (landline & cell), etc.].

### EXAMPLE

- *Waterways and Navigations:*
  - *USACE and NOAA will continue waterway(s) assessment operations.*
- *Critical Infrastructure:*
  - *TraPac Container Terminal located at the Port of Oakland is working with contractor to repair gantry crane, but no estimated repair date has been determined at this time.*
  - *Port of San Francisco is currently working with marine construction company to repair Pier 41 (Ferry Terminal), and repair date has been estimated for [insert DD/MM/Year].*
- *Port Area – Vessels:*
  - *Work with Cal OES regarding Ferry traffic supporting emergency operations (transport of emergency responders and evacuee's).*
- *Monitoring Systems:*
  - *VTS will notify mariners of waterway restrictions (daytime transit only and speed controls).*
- *Cyber / IT Infrastructure:*
  - *Sector SF's CG Portal is currently non-operational on Yerba Buena Island (San Francisco).*

## Annex N: MTSRU – Demobilization Report form

[“Event Name”]  
**Marine Transportation System (MTS) Recovery  
Demobilization Report**  
for  
**USCG – Sector San Francisco**

**From : Sector San Francisco**

**To: PACAREA**

**Via: District Eleven**

Ref: (a) PACAREA Instruction 16001.1 series  
(b) *[District Policy utilizes PACAREA instruction]*  
(c) Sector San Francisco INST. 2019 Marine Transportation System Recovery Plan

1. In accordance with reference (a), this Demobilization Report captures the current status of the MTS, including outstanding issues, post <***Event Name***>. This report contains the following:
  - a. By category, the status of Essential Elements of Information (EEIs) that remain in a condition of other than fully available;
  - b. List of recommended legal, regulatory, or policy initiatives that address outstanding MTS infrastructure issues; and
  - c. List of stakeholder concerns regarding infrastructure restoration
2. EEI Status Information: The following is a complete list of relevant EEIs and their current status:
  - a. **Waterways and Navigation Systems**
    - Anchorages:
    - Deep Draft Channels:
    - Non-Deep Channels:
  - b. **Waterway Incidents**
    - Vessel Salvage/Wrecks:
    - Oil Pollution Incidents:
    - HAZMAT Incidents:
  - c. **Port Area – MTS Infrastructure**
    - Bridges (Hwy):
    - Bridges (Railroad):
    - Break-Bulk Facilities:
    - Bulk Facilities:
    - Bulk Liquid Facilities:

- Chemical Facilities:
- Container Facilities:
- LNG/LPG Facilities:
- Military Out-Load Facilities:
- Petro-Chemical (Tank-farm) Facilities:
- Petro-Chemical (Refinery) Facilities:
- Ro/Ro Facilities:
- Shipyards (Dry-Docks):

**d. Port Area – Vessels**

- Commercial Fishing:
- Passenger/Ferry Terminals:
- Ports:
- Tugboat / Barge Facilities:
- USCG Units:
- US DoT – MARAD Facilities:

**e. Monitoring Systems**

- Radar:
- Communications:
- Cameras:
- Automated Identification System:
- Vessel Traffic Service:
- Cyber / Information Systems

3. Policy Recommendations: The following is a list of recommended legal, regulatory, or policy initiatives that address the outstanding MTS infrastructure.

a. Type 2 or higher event MTS Recovery Unit (MTSRU) Staffing:

4. Stakeholder Concerns: The following is a list of stakeholder concerns regarding infrastructure restoration.

a. Regulatory Agency communications:

5. USCG Best Practices and Lessons Learned: The following is a list of observed best practices and lessons learned for MTSR of the [Sector/MSU] area of responsibility.

a. Best Practices:

b. Lessons Learned:

## **Annex O: Go Kit Tools (files, templates, and websites)**

- IT Equipment:
  - ✓ Qty. 2 – Non-standard lap-top computers with 2-mouse and power cords
  - ✓ Qty. 1 – Compact Printer with USB cable and power cords
  - ✓ Qty. 1 – Compact Scanner with USB cable and power cord
- General Items:
  - ✓ Qty. 5 – MTSRU ICS Vest
  - ✓ Qty. 1 – Box with desk supplies
- Hard Copy Documents:
  - ✓ Go-Kit Inventory List
  - ✓ Port Stakeholder Contacts
  - ✓ 2019 Marine Transportation System Recovery Plan [MTSRP] (Base Plan)
  - ✓ MTSRU\_Job-Aid Handbook (Appendix A of 2019 MTSRP)
  - ✓ NorCal – Geographic Waterway Zones, Port Stakeholders, Maritime Cargo, and Maritime Cargo Identification Guide (Appendix B of 2019 MTSRP)
  - ✓ GWZ's Quick Reference Guidebook
  - ✓ ICS forms – Specific to MTSRU
  - ✓ USCG – Incident Management Handbook
  - ✓ Yachtsman 9<sup>th</sup> Edition – Northern California Chart Book, and Charts
  - ✓ San Francisco Marine Exchange – Golden Gate Ports Handbook
- Folders with documents copied onto External Hard-Drive include:
  - Folder 01: Job Aid Handbook and IMH
    - 2019 MTSRP\_Appendix A
    - 2014 IMH
  - Folder 02: CART & EEI's – Tool-box
    - CART 2.0\_User Manual\_APR 17.doc
    - CART\_EEI – Baseline data backup spreadsheet
    - CART\_Policy\_Enclosure
  - Folder 03: GWZ's – Port Stakeholders and Cargo
    - 2019 MTSRP\_Appendix B\_Full edition
    - 2019 MTSRP\_Appendix B\_Quick Reference Guide

## **Annex O: Go Kit Tools (files, templates, and websites) *Continued***

### Folder 04: GWZ's – Wall Charts

- GWZ – A\_Wall Chart
- GWZ – B\_Wall Chart
- GWZ – C\_Wall Chart
- GWZ – D\_Wall Chart
- GWZ – E\_Wall Chart
- GWZ – F\_Wall Chart
- GWZ – G\_Wall Chart
- GWZ – H\_Wall Chart
- GWZ – I\_Wall Chart
- GWZ\_Overview of AOR

### Folder 05: ICS forms used by MTSRU

- Overview instruction on how to use the MTSRU ICS forms
- MTSRU\_Planning P
- MTSRU\_ICS 209dwc\_Deep-water Channel Worksheet
- MTSRU\_ICS 209ft\_Ferry Traffic Worksheet
- MTSRU\_ICS 209vc\_Vessel & Cargo Impact Worksheet
- MTSRU\_ICS 214\_Chronological Log
- MTSRU\_ICS 221prp\_Port Reopening Plan
- MTSRU\_ICS 221vtp\_Vessel Transit Plan
- MTSRU\_ICS 221wrp\_Waterways Reopening Plan

### Folder 06: Waterway Reopening Priorities

- Deep-Draft Channel Reopening Strategy 1 & 2
- Earthquake: Port Reopening Strategy
- Earthquake: Waterway Reopening Strategy

### Folder 07: ATON

- Spreadsheet listing Essential ATON in GWZ's and CG unit responsible for repair

### Folder 08: Web-sites & passwords

- CART: <https://cgcart.uscg.mil>
- Email – Shared Mailbox (USCG): [NorCal.mtsru@uscg.mil](mailto:NorCal.mtsru@uscg.mil)
- Email – Backup (Non-USCG mailbox): [MTSRU.USCG@gmail.com](mailto:MTSRU.USCG@gmail.com)
- San Francisco Bar Pilot
- Marine Traffic (real time global marine traffic):  
<http://www.marinetraffic.com/ais/default.aspx?centerx=30&centery=25&zoom=2&level1=140>

### Folder 09: MTSRU – Shared Mailbox Account

- MTSRU\_shared mailbox and e-mail address
- How to – Add Additional Mailbox
- How to – Modify Security or Distribution Group

### Folder 10: 2019 MTS Recovery Plan (core plan)

- 2019 Marine Transportation System Recovery Plan

### Folder 11: PACAREA Instruction

- PACAREAINST 16001.1A
- Enclosure PACAREAINST 16001.1A

## **Annex O: Go Kit Tools (files, templates, and websites) *Continued***

### Folder 12: Other supporting Agency's & Plans

- Bay Area Earthquake Plan
- DSCA\_CONOP
- IUPA\_Supporting MOTCO
- MARAD
- National Supply Chain
- USN\_SUPSALVE\_IAA
- WETA plan
- ESF's
- MTSRU and FEMA

### Folder 13: VASPT

- PPT slide\_CART Status for VASPT
- Sec. SF\_VASPT scoring categories
- Sec. SF\_VASPT\_Log-in site

### Folder 14: Forms supporting MTSRU task

- AWS\_Notification Process Guide (see folder 14 for contacts)
- CG-11410A\_Facility Status Form
- CG-11410A\_MTSRU e-mail address
- Port Coordination Call Template
- Stakeholder Checklist\_MTS Disruption
- Infrastructure Damage Assessment Checklist
- Alternative EEI Reporting form
- VASPT\_Cargo Priorities
- Overview of ICS forms for MTSRU
- Planning P for MTSRU

### Folder 15: Port Stakeholders Contact List

- PORT – Workgroup\_Roster