



# U.S. Department of Transportation National Response Program Standard Operating Procedure

**Subject:** Maritime Administration (MARAD) Vessel Mobilization

**SOP-1-7**

**Date Modified: April 5, 2013**

**Total Pages: 4**

## **Purpose**

This Standard Operation Procedure identifies the Emergency Support Function -1 (ESF-1) National Response Program (NRP) procedures and operational considerations for utilization of MARAD vessels for Federal Emergency Management Agency (FEMA) disaster response.

## **Mission**

Mobilize MARAD vessel(s) to provide disaster response assistance including, but not limited to:

- Billeting (housing)
- Protection and storage (SafeStor) of equipment, vehicles and supplies
- Transportation of equipment, vehicles, supplies, and personnel
- Command, control, and communication platforms
- Fueling station
- Firefighting capabilities
- Emergency power
- Hoist and lift capabilities (cranes)

## **Procedures:**

### **Prior to Vessel Activation**

1. To request activation of a MARAD vessel in the event of an incident, contact the assigned MARAD representative and obtain a current update of MARAD vessel availability related information (link below).

[http://www.marad.dot.gov/ports\\_landing\\_page/port\\_emergency/maritime\\_emergencyparednessandresponse.htm](http://www.marad.dot.gov/ports_landing_page/port_emergency/maritime_emergencyparednessandresponse.htm)

2. For any disasters with significant maritime impact, mobilize your assigned MARAD ESF-1 cadre member.
3. Review disaster response requirements prior to and throughout the response effort to assess whether MARAD vessel(s) can provide effective assistance (see link from #1 above for MARAD Response Capabilities related information). Once reviewed:
  - Coordinate with FEMA Logistics and/or other interagency partners
  - Coordinate with MARAD representatives

4. If a MARAD vessel can be effectively utilized, initiate a request, utilizing the scope of work in the relevant Pre-Scripted Mission Assignment (“MARAD Berthing Ship” or “MARAD Cargo Ship”). Determine:
  - When would FEMA (or other partner) like the vessel on station
  - “Projected Start Date” – Activation Date of Vessel
  - “Estimated Days for Vessel to Arrive on location” - MARAD estimated days required to activate vessel + MARAD estimated steaming days from homeport to incident location
  - “Projected End Date”- estimated vessel departure date from location (based upon the approximate length of time the vessel(s) might be required)
  - Who will procure the pier for the vessel at incident location – MARAD, FEMA, or another entity
  - “Total Cost Estimate” - MARAD provided cost estimate
5. Coordinate Mission Assignment (MA) processing, obtain the executed MA from FEMA authorizing funding for the MARAD ship mission, post to WebEOC and provide to the assigned MARAD ESF-1 cadre member.

#### **Prior to Arrival of the ship(s) to the affected Area/Port**

6. Coordinate with FEMA to identify the FEMA Onboard Coordinator for the mission and provide contact information to the MARAD representative. Establish a single point of contact in FEMA (or partner) with the authority and responsibility to coordinate, on behalf of FEMA (or other), with MARAD POC on vessel utilization throughout the mission regarding:
  - Which group(s) or individual(s) will stay on board (for Berthing Ship)
  - What cargo/supplies will be transported/stored (realizing there will most likely be a separate load port for a Cargo Ship)
  - Which ship capabilities will be used (e.g.; berthing vs. cranes vs. bridge communications gear vs. cargo storage/transport vs. electrical power supply...)

It is important to note that the NRP personnel are not to become the customer’s Hotel or Cargo Manager so it is important to identify an onboard coordinator as soon as possible.

7. For berthing ships, request FEMA promptly deploy a shipboard FEMA onboard coordination/processing team and MARAD deploy their onboard liaison to each vessel as soon as the MA is initiated and prior to arrival of any FEMA boarders. Ideally, the FEMA Onboard Coordinator and MARAD onboard liaison should arrive at the vessel as soon as possible after commencement of vessel activation and sail on the vessel to the destination berth.
8. Coordinate with FEMA Logistics Chief and MARAD POC to determine the following operational considerations:
  - Develop an optimal berth location within the affected area through coordination with FEMA and MARAD
    - Suitability of pier (configuration, fendering, water depth, navigation channel, etc.) for each vessel - to be approved by MARAD

- What services will be available to the ship at the berth (i.e. security (identify the agency responsible for providing security), power, parking, water, sewage, trash disposal, etc.)
- Determine the parking arrangements for all personnel that will be staying on the ship(s)
- Transportation arrangements to/from the ship(s) to work sites and/or to/from the parking area to the ship(s)
- For Berthing Ships:
  - Determine number, gender, type, and special needs of boarders who will be staying aboard each vessel:
    - Gender - Berths for Men; Berths for Women
    - Special needs - Physical limitations, medical needs, special dietary needs
    - Law enforcement with firearms (Require safe to stow weapons)
    - Service Animals
    - Age (youth, elderly)
  - Provide FEMA Onboard Coordinator with a ship orientation brief supplied by MARAD to advise personnel on the limitations to billeting on a ship (i.e. bunk beds (top bunk requires climbing)), narrow passages, communal spaces, lack of privacy, noise, and luggage quantity and size limitations
  - Identify any specific amenities required by FEMA (or customer) to be provided by ship to boarders:
    - Internet (estimate data usage need (# of users and bandwidth required))
    - TV
    - Newspapers
    - Other

Notify MARAD about above determinations as soon as possible (ideally before vessel departure from homeport).

### **After the arrival of the ship(s) to the affected Area/Port**

9. Coordinate with MARAD POC and FEMA Onboard Coordinator to ensure that Vessel Master (Vessel Master has the overriding authority and the responsibility to make decisions with respect to safety and pollution prevention and to request MARAD's assistance as necessary) and onboard FEMA coordinating team jointly implement effective onboard processes to ensure the following:
  - Safety and security of boarders, crew and vessel
  - Prompt identification and resolution of issues requiring joint MARAD/FEMA coordination
  - Daily Vessel Report – boarder count (by gender), meals served, available berths (by gender), issues, etc. in accordance with format promulgated by MARAD Command Center (MCC) after coordination with FEMA

- For Berthing Ships:
  - Boarder Onboard Coordination
  - Boarder Pre-arrival Orientation
  - Boarder Special Needs Identification
  - Boarder Shipboard Checking-in/Checking -out
  - Boarder Vessel Access Control
  - Boarder Berth Assignment
  - Boarder Baggage Handling
  - Vessel Medical Services to Boarders
  - Boarder Services and Amenities

10. Participate in and/or monitor daily or periodic FEMA/MARAD coordination telcons
11. Coordinate with FEMA (or customer) to ensure FEMA (or customer) satisfaction and work with MARAD POC to resolve any issues
12. Coordinate with MARAD POC weekly to monitor the MA burn rate
13. Coordinate with FEMA and MARAD to determine if the MA needs to be extended or modified
14. Monitor the daily MARAD situation reports and have MARAD's Emergency Coordinator post them in WEBEOC

### **Vessel Demobilization**

15. Coordinate with FEMA to determine the anticipated date(s) of MARAD ship(s) demobilization from incident site and promptly notify the MARAD POC.

### **Prior to the departure of the ship(s) from the affected Area/Port**

16. Coordinate with the MARAD POC and FEMA on the following:
  - Notifications to FEMA and MARAD on boarder's final disembarkation and vessel departure date and time
  - Accountability and disposal/return arrangements for any equipment/supplies that were provided to the vessel(s) for the mission by FEMA (or the customer)
  - Recognition ceremonies/events for vessel crew and FEMA onboard coordination team
  - Submit appropriate lessons learned to NRP leadership related to the mission via After Action Review Board in WebEOC

**Approved by: Jeremy Greenberg, National Response Program**

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