Mass Rescue Operations Planning Guidance

Passenger Vessel Safety Program
The Passenger Vessel Safety, Joint Mass Rescue Planning Guidance was developed by the U.S. Coast Guard Passenger Vessel Safety Program.

First Edition, 2004

Passenger Vessel Safety Representatives

1st District
Tom Walker
Boston, MA
617-223-8442 / twalker@d1.uscg.mil

5th District
Dennis Spain
Portsmouth, VA
757-398-6558 / dspain@lantd5.uscg.mil

7th District
Paul Culver
Miami, FL
305-415-6876 / pculver@d7.uscg.mil

Puerto Rico
Jerry McMillan
MSO San Juan
787-289-0748 / jmcmillan@msosanjuan.uscg.mil

8th District
Kevin Maehler
New Orleans,
504-589-6197 / kmaehler@D8.uscg.mil

9th District
Mark Bobal
Cleveland, OH
216-902-6052 / mbobal@d9.uscg.mil

11th District
Rob Lee
Alameda, CA
510-437-5960 / glee@d11.uscg.mil

13th District
LCDR Dan Kane
Seattle, WA
206 220-7224 / dpkane@pacnorwest.uscg.mil

14th District
Terry Rice
Honolulu, HI
808 - 541-2118 / trice@d14.uscg.mil
# Table of Contents

I. Table of Contents ........................................................................................................... i

II. Introduction .................................................................................................................. 1

III. General Guidance ....................................................................................................... 2

IV. Mission Objectives ...................................................................................................... 4
    a. Safety of Citizens & Response Personnel ......................................................... 4
    b. Manage a Coordinated Response ...................................................................... 4
    c. Mission Priorities ................................................................................................. 4
    d. Safety of Passengers and Crew ......................................................................... 4
    e. Response to Potential & Actual Security Threats ............................................. 5
    f. Mitigate Threat of Pollution .............................................................................. 5
    g. Manage Information ......................................................................................... 5

V. Quick Start Guides ....................................................................................................... 7
    a. Maritime – Large Passenger Vessel/Cruise Ship ............................................. 7a
    b. Maritime – Other Passenger Vessels ................................................................. To Be Developed
    c. Aircraft – Airline ............................................................................................... To Be Developed
    d. Highway / Railroad / Bridge ........................................................................... To Be Developed
    e. Natural Disaster ................................................................................................. To Be Developed

VI. Industry Planning and Response for Mass Rescue Operations ......................... 8

VII. Information Needs and Information Resources – Large Passenger Ships ..... 12

VIII. Standard Procedures for Evacuee Accountability .................................................. 14
    a. Master of vessel orders evacuation ................................................................ 14
    b. USCG SMC designates OSC ........................................................................... 14
    c. Unified Command actions ................................................................................ 14
    d. Unified Command activates and secures landing sites .................................. 15
    e. Unified Command with FAA designates helo landing pads ............................. 15
    f. Responsible party and transportation arrangements ......................................... 15
    g. Unified Command establishes Evacuee Accountability Branch ..................... 16
    h. Recommended evacuee accountability process and responsibilities ............ 16
    i. Reception Center Requirements ....................................................................... 20
    j. Next of kin notification ...................................................................................... 20

IX. Planning Factors ......................................................................................................... 22
    a. Organizational Structures ................................................................................. 22
    b. Planning Factors ............................................................................................... 22
    c. Public and Media Relations .............................................................................. 23
    d. Practical Advice ............................................................................................... 24
    e. Investigation/Security of Evidence .................................................................... 26
    f. Security ............................................................................................................ 26
    g. Interface/Stakeholder Outreach ....................................................................... 26
    h. Liability / Legal Definitions .............................................................................. 26
    i. Resources .......................................................................................................... 26
# Table of Contents

X.  Search and Rescue Cooperative Plans ........................................................................ 27  
    Purpose .......................................................................................................................... 27  
    Plan Contents.................................................................................................................. 27  

XI.  GMDSS Operating Guidance for Masters of Ships in Distress ........................ Annexe 1  

XII.  U.S. Coast Guard Search and Rescue Coordination Centers and Groups....... Annexe 2  

XIII. U.S. Coast Guard Mass Rescue Operations Check Sheet ................................. Annexe 3
Introduction

Purpose

In the event of a mass rescue operation (MRO), no single organization is fully equipped to mount an effective response. The success of an MRO is contingent upon the seamless efforts of search and rescue agencies, the company, mutual assistance assets, and Good Samaritans. Success is also contingent upon effective plans and the exercising of those plans.

The purpose of this planning guidance is to assist those in developing plans for mass rescue operations in the maritime or navigable waterway environment. Mass rescues could be the result of a ship, aircraft, rail, roadway or natural disaster incident. In any case, the sequence of priority in major multi-mission incidents must be lifesaving, environmental protection, and then property protection.

The intent of this planning guidance is to also generate consistency, raise awareness, identify stakeholders, and provide continuity between existing emergency plans such as: Federal, State, County, City, Industry (e.g. Involved Party, Salvagers, etc.), Good Samaritan, and Volunteer Organizations.

References

IAMSAR Manual
IMO Circ. 31
National SAR Supplement
CG SAR Addendum
Incident Management Handbook COMDTPUB P3120.17

Definition

A Mass Rescue Operation (MRO) is a civil search and rescue activity characterized by the need for immediate assistance to a large number of persons in distress, such that the capabilities normally available to search and rescue authorities are inadequate.

Priorities

I. Lifesaving
II. Environmental Protection
III. Property Protection
### General Guidance

#### Mutual Assistance Program
Search and Rescue authorities, such as the Coast Guard, may not be well equipped on their own to handle the evacuation of large numbers of passengers immediately. Serious consideration should be given by companies and search and rescue authorities to develop a mutual aid system. In this type of system, search and rescue authorities can call upon the use of other company vessels to evacuate passengers to or to serve as triage sites, etc. The ferry and dinner cruise industry in the San Francisco Bay Area established the San Francisco Vessel Mutual Assistance Program (SF-VMAP). For details, contact USCG Marine Safety Office San Francisco Bay at (415) 399-3547 or their domestic vessel inspection website at [www.uscg.mil/d11/msosf](http://www.uscg.mil/d11/msosf).

#### Geographic Areas
Planning considerations should be given to response abilities due to geographic restraints. Resources would decrease and response times increase the farther off shore or the more remote an area an incident occurs. The following general geographic locations should be considered.

- Inland
- Coastal – within state or territorial jurisdiction
- Offshore/High Seas – greater than three miles from shore
- Areas not able to immediately respond (e.g. international waters or remote areas).

#### SAR Mission Coordinator (SMC) Role
For Mass Rescue Operations the SAR Mission Coordinator (SMC) will initiate action and coordinate the overall SAR response. When the Incident Commander is designated for a large response, the SMC function will be placed under the umbrella of the ICS organizational structure. Simply put the SAR Response becomes part of the ICS organizational structure.
# General Guidance

## On Scene Coordinator (OSC)

OSC’s main duty is coordinating SAR assets and rescue efforts under the SMC’s general direction. OSC may be able to handle communications on scene with remote authorities to free the pilot or master to retain the integrity of his or her craft. OSC will normally be designated by an SMC. On Scene responsibilities for safety of passengers and crew will be shared by the OSC and the shipmaster or aircraft pilot in command, with the pilot or master assuming as much of this responsibility as possible before or after the ship or aircraft is abandoned.

## Command, Control & Communications


Establish Missions and Objectives:
1. Address safety of passengers and crew.
2. Respond to potential and actual security threats.
3. Mitigate threat of pollution.
4. Manage information.

Details: see Missions Objectives section.

## Minimize Communication

Minimize unnecessary communication with the shipmaster or aircraft pilot. Persons or organizations in need of information should be directed to a source ashore (as identified in joint planning) that is prepared to handle potentially large requests (e.g. from assisting agencies, the media, relatives, etc.).
Mission Objectives

1. Ensure Safety of Citizens and Response Personnel

2. Manage a Coordinated Response

3. Establish Mission Priorities
   - Safety of Responders
   - Secondary incident
   - Hazardous Materials

4. Address Safety of Passengers and Crew
   - Stabilize the vessel
     - Assess vessel integrity
     - Extinguish fire
     - Initiate damage control
   - Passenger and Crew Management
     - Obtain Crew and Passenger list
     - Account for passengers and crew until they can return home.
     - Evaluate and treat injuries
     - Determine need for evacuation
     - Plan and conduct evacuation, if needed
   - Implement passenger and crew shore side response
     - Quarantine Options for passenger and crew that are landed ashore.
     - Transport passenger and crew that are landed ashore
     - Process and account for passengers and crew landed ashore
     - Provide shore side facilities to care for and house passengers and crew
### Mission Objectives

**5. Respond to Potential and Actual Security Threats**
- Evaluate possible cause of casualty or threat
- Make timely notifications
- Mobilize outside security agencies and support
- Initiate an investigation
- Limit access and establish a security zone and or restricted air space
  - Secure landing sites and reception centers

**6. Mitigate Threat of Pollution**
- Ensure actions are underway to control the source and minimize the total volume of oil or pollutant released
- Ensure all necessary actions have been taken to protect environmentally sensitive areas, to include minimizing wildlife impacts
- Ensure effective containment, cleanup, recovery, and disposal of spilled product

**7. Manage Information**
- Manage Internal Communications
  - Maintain effective information flow to and from the scene and to the responders
    - Establish effective communications flow between:
      - Command Posts
      - Initial Responders
      - Fire/Rescue/Law Enforcement
      - Military/Civil Assets
      - Involved party (i.e. satellite, cellular, virtual…)

Mission Objectives

7. Manage Information (cont.)

☐ External communications
   • Provide first and best source of information for:
     o Families (including next of kin), passengers, and crew
     o The media
     o Stakeholders
   • Establish and implement media strategy (JIC)
     o Press Release
     o Pre-established Web site (Ghost)
     o 800 number
   • Public
   • Stakeholders

☐ Establish methodology for unified command to release common message to avoid confusion.
Quick Start Guides

The following quick start guides were developed to provide an understanding and overview of immediate actions being taken by all involved parties and allow actions to be in concert and complement one another.

i. Maritime – Large Passenger Vessel/Cruise Ship  7a

ii. Maritime – Other Passenger Vessels  To Be Developed

iii. Aircraft – Airline  To Be Developed

iv. Highway / Railroad / Bridge  To Be Developed

v. Natural Disaster  To Be Developed
Cruise Ship Emergency Response Overview & Quick Start Guide

**USCG RCC**
- Complete MRO Checklist. Use VSL SAR Sheet to assist & avoid excess radio comms.
- Issue Urgent Marine Info Broadcast (UMIB).
- Launch/divert appropriate assets.
- Designate OSC and broadcast.
- Request M rep for augmented watch.
- Contact industry EOC and maintain open line as required. Recognize EOC abilities to assist.
- As needed, establish satellite comms w/ vsl.
- Coordinate w/ owner & agents for commercial response resources.
- Notify Alert local hospitals, EMS, and MEDEVAC providers.
- Notify COTP and request safety, security zone
- Contact FAA for temporary airspace restriction
- Coordinate with UC for staging and landing area designations.
- Brief per Briefing Matrix
- Consider implementation of RIC
- Reduce communications to ship to extent possible.
- Locate interpreters as needed for improved communications with ship foreign crew
- Contact communities expect to be impacted

**VESSEL OWNER**
- Activate Crisis Action Team.
- Establish comms with ship and RCC. Maintain open line as needed.
- Share status information regularly.
- Assist Master with stability analysis and supplement decision support system.
- Commence logistics for possible passenger evacuation.
- Coordinate actions / information with Unified Command.
- Contact Flag State, Class, underwriters.
- Initiate spill and security plans.
- Ensure required state and local notification made.
- Activate JIC process w/ USCG – release initial media statement.
- Establish 800 number for next of kin call in.

**USCG Captain of the Port**
- Form & Dispatch Away Team as needed.
- Stand-up Unified Command (CG, SOSC, Local Gov’t, RP). Distribute contact info
- Execute applicable provisions of Area Maritime Security Plan.
- Establish and direct enforcement of safety and/or security zones,
- Direct shore and watershed MHLS patrols.
- Initiate marine casualty investigation/coordinate terrorism investigation with FBI (if appropriate).
- Evaluate terrorism threat/direct increase in Marsec level (if appropriate).
- Coordinate NOAA Scientific Support (weather, spill trajectory)
- Establish communications with RCC and local agents.
- Communicate with ship thru D17 RCC or cruise line EOC conference type calling.

**Unified Command**
- Set organization and objectives. Distribute.
- Manage On-scene info flow. Ensure effective information sharing.
- Stand up JIC w/industry. Issue joint release at earliest time.
- Maintain comms link to industry EOC for current info and plans.
- Assign tasks and responsibilities.
- Establish comms to all regions of response. Complete comms plan and distribute.
- Alert Customs Border Protection Service.
- Establish and maintain effective liaison with key stakeholders.
- Initiate passenger accountability process.
- Establish secure landing sites: decon, triage, medical transport, Pax. Transport, crowd control.
- Monitor/assist evacuate transport.
- Set Security for reception center.
- Coordinate/supervise special teams support (EOD, Strike Team, CSST, NOAA, FEMA, etc.)
- Coordinate marine firefighting support.
- Supervise spill response (source control, containment, recovery, protection of sensitive areas, disposal and decontamination).
- Evaluate damage survey/ approve salvage plan/supervise salvage operation.
- Implement law enforcement requirements for pax. Control.
- Coordinate requirements for damaged ship transit, port entry.

**SHIP**
- Contact CG and company EOC at earliest time.
- Assess damage to vessel/stability.
- Extinguish/contain fire.
- Initiate damage control.
- Treat injured personnel.
- Request MEDVACs as required.
- Determine need for evacuation.
- Evaluate cause of casualty for security threat.
- Mitigate possible release of fuel.
- Keep passengers informed of situation.
- Provide dedicated communicator to reports to EOC and USCG.
- Provide regular updates of status.
- To extent possible, ensure pax and crew have identification prior to evacuation.

**IMMEDIATE**

**WITHIN ONE TO TWO HOURS**

**LOCAL IC**
- City Mgr & Crisis Manager notified.
- Hospital(s) recall available personnel.
- Harbormaster prepares City-owned port facilities. Assist with landing site ops.
- Assist w/ establishment of reception center(s)
- Provide triage, medical treatment, patient transport for injured persons landed ashore.
- Provide reps for UC.

**STATE**
- Activate State Emer. Coord. Center for SAR.
- Provide SOS to initiate State response to pollution.
- Alert DHSS for medical coordination.

**AGENTS**
- Establish comms with EOC (owner) and RCC.
- Arrange for any immediate requests from vessel’s Master.
- Send liaison to RCC and UC.
- Identify and contact all other available commercial assets in region for potential use. Pass info to RCC & UC.
- Souls on Board List to EOC and RCC and reception center.
- Arrange logistics for pax evacuation
- Locate reception center.
- Initiate process to activate reception center.
- Alert Red Cross / Salvation Army
- Locate interpreters.

**Vessel suffers disabling casualty: fire, grounding, security threat, etc.**

**Vessel suffers disabling casualty: fire, grounding, security threat, etc.**
Industry Planning and Response for Mass Rescue Operations

Introduction

SAR authorities should co-ordinate MRO plans with companies that operate aircraft and ships designed to carry large numbers of persons. Such companies should share in preparations to minimize the chances that MROs will be needed, and to ensure success if they are. This Appendix provides guidance on industry roles, and discusses how companies could arrange for use of company field teams and emergency response centers as possible means of carrying out their MRO responsibilities.

Early notification of potential or developing MROs is critical, due to the level of effort required to mount a very large-scale response. It is much better to begin the response process and abort it should it become unnecessary, than to begin it later than necessary should the actual need exist. Pilots and masters should be advised and trained to notify SAR services at the earliest indication of a potential distress situation.

Company Actions

Company response organizations should be able to help SAR services by organizing support, equipment, advice and liaison any of their ships or aircraft.

Companies should be prepared to provide information to preclude the need for multiple sources attempting communications with the aircraft pilot in command or ship captain for information that is unavailable or available from another source. Receiving and handling requests for information aboard the distressed craft can interfere with the pilot’s or master’s ability to handle the emergency and handle critical on scene leadership needs.

Companies operating large aircraft or ships should be advised to be able to field a coordinated team that can handle emergency response functions around the clock should the need arise. Such a team might include staff as indicated in the following Table.

<table>
<thead>
<tr>
<th>Typical Cruise Ship Company Field Team</th>
<th>Team Leader:</th>
<th>Maintains overview, directs operations and keeps management informed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communicator:</td>
<td>Maintains open (and possibly sole) line of communications to craft in distress</td>
</tr>
<tr>
<td></td>
<td>Coordinating Representative:</td>
<td>Usually a pilot or master mariner, who co-ordinates with SAR and other emergency response authorities, organizes tugs, looks at itineraries, arranges to position ships or ground facilities that may be able to assist and organizes security and suitable delivery points for</td>
</tr>
</tbody>
</table>
Industry Planning and Response for Mass Rescue Operations

Typical Cruise Ship Company Field Team (cont.)

passengers crew when they are delivered to safety

**Technical Representative:** Maintains contact with regulatory authorities, classification societies, insurers and investigators and provides liaison and advice for firefighting, damage control, repairs and other specialized or technical matters.

**Environmental Representative:** Involved with environmental impact and spill response

**Medical Representative:** Gives medical advice, tracks casualties and arranges medical and identification services for survivors

**Passenger and Crew Representatives:** Provides information and support to whoever is designated to care for next of kin and keep them informed, identifies transportation needs, and may need to deal with various countries, languages and culture.

**Media Representative:** Gathers information, co-ordinates public affairs matters with counterparts in other organizations, prepares press releases, briefs spokespersons and arranges availability of information by phone and web sites

**Specialists:** From within or outside the company who may facilitate some special aspect of the response or follow up

**Company EOCs**

The company may operate an **Emergency Response Center (ERC)** to maintain communications with the craft in distress, remotely monitor onboard sensors if feasible, and keep emergency information readily available. Such information might include passenger and crew data, aircraft or ship details, incident details, and number of survival craft and status of the current situation.

**Passenger Handling Ashore**

Transportation companies should have readily available contacts with tour companies, shore excursion companies, airlines and cruise lines, hotels, etc., since such resources can be used to address many problems experienced with landing large numbers of survivors into a community.

**Contingency Planning**

Contingency plans for co-operation should be developed between SAR authorities and transportation companies, and these plans should be sufficiently exercised to ensure they would be effective should an actual mass rescue situation arise. Such plans should
## Contingency Planning (cont.)

Identify contacts, co-ordination procedures, responsibilities, and information sources that will be applicable for MROs. These plans should be kept up to date and readily available to all concerned.

Respective functions of the ERC and RCC should be covered in coordinated pre-established plans, and refined as appropriate for an actual incident. These centers must maintain close contact throughout the SAR event, coordinating and keeping each other apprised of significant plans and developments.

## Preparedness Steps

There are other steps the transportation industry could be urged to undertake to improve preparedness for MROs. The following are some examples:

- Carry SAR plans on board aircraft or ships
- Provide water and thermal protection for evacuees appropriate for the operating area
- Provide a means of rescue to bring people from the water to the deck of ships
- Use preparation checklists provided by SAR authorities
- Conduct an actual physical exercise in addition to simulations
- Provide the capability to retrieve fully loaded lifeboats and rafts
- Enhance lifeboat lifesaving capabilities
- Provide ways to assist persons in lifeboats that are seasick, injured or weak
- Provide on-board helicopter landing areas and helicopters
- Prepare to assist survivors once they have been delivered to a place of safety
- Have aircraft or ship status and specifications readily available, such as inspection records, design plans, communication capabilities, stability calculations, lifesaving appliances, classification society contacts,
## Industry Planning and Response for Mass Rescue Operations

<table>
<thead>
<tr>
<th>Preparedness Steps (cont.)</th>
<th>passenger and cargo manifests, etc., so that such information will not need to be obtained directly from a pilot or master</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work with SAR authorities to develop and be able to rapidly deploy air droppable equipment or supplies for survivors, maintain strategically located caches for this purpose</td>
<td></td>
</tr>
</tbody>
</table>

Acceptance of certain responsibilities by industry demonstrates commitment to passenger safety and can free SAR services to handle critical arrangements relating to SAR resources, coordination and communications.
**Information Needs & Information Resources – Large Passenger Ships**

<table>
<thead>
<tr>
<th>Need Information</th>
<th>Provider</th>
<th>Needed By</th>
<th>Forward to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Ship Data</td>
<td>SAR Form</td>
<td>RCC/COTP</td>
<td>UC</td>
</tr>
<tr>
<td>Location and nature of incident</td>
<td>Master</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Condition of Passenger and Crew</td>
<td>Master</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Medical Issues of Passenger and Crew</td>
<td>Master</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Condition of vessel</td>
<td>Master</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Fire Fighting Efforts</td>
<td>Master</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Salvage Efforts</td>
<td>Operator</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Vessel Plans <em>(see note below)</em></td>
<td>Operator</td>
<td>RCC/COTP</td>
<td></td>
</tr>
<tr>
<td>Passenger and Crew Lists [Souls on Board]</td>
<td>Local Agent</td>
<td>RCC/Owner EOC</td>
<td>UC</td>
</tr>
<tr>
<td>Contacts Information for responders</td>
<td>Each EOC</td>
<td>Each EOC</td>
<td></td>
</tr>
<tr>
<td>On Scene Resources</td>
<td>RCC/OSC</td>
<td>Owner EOC/UC</td>
<td>UC</td>
</tr>
<tr>
<td>Availability of Resources not on scene</td>
<td>Agents</td>
<td>RCC/UC</td>
<td>Owner EOC</td>
</tr>
<tr>
<td>Availability of Passenger Staging</td>
<td>City or Agents</td>
<td>RCC/UCC</td>
<td>Owner EOC</td>
</tr>
<tr>
<td>Airport Status</td>
<td>City</td>
<td>UC</td>
<td>Owner EOC</td>
</tr>
<tr>
<td>Medical Services available</td>
<td>City</td>
<td>RCC/UC</td>
<td>Owner EOC</td>
</tr>
<tr>
<td>Oil Trajectory/over flight</td>
<td>NOAA/COTP UC</td>
<td>Owner EOC</td>
<td></td>
</tr>
<tr>
<td>Other: List</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Vessel plans may not be readily available. Not all plans are available for electronic transmission. Requirements for specific plans shall be relayed to vessel owner/operator who will attempt to supply in timely fashion.*
### Information Needs and Information Resources - Large Passenger Ships

Additionally, the following is a list of plans, checklists or information that responders will need available to them for a rapid smooth and coordinated ramp up.

| Industry and Agents | IMT SOP  
|                     | Checklists for EOC Ramp up  
|                     | General spill plan w/ Appendix B  
|                     | General Security Plan  
|                     | Resource database  
|                     | Plan for reception center ramp up  
|                     | Passenger accountability checklist* |
| USCG RCC            | Comms plan  
|                     | MRO/MCC-QRC  
|                     | Command center briefing matrix |
| USCG COTP           | Area Maritime Security Plan  
|                     | Historic preservation programmatic agreement  
|                     | Endangered species  
|                     | Generic IAP  
|                     | Comms plan  
|                     | Incident Management Handbook |
| State Agencies      | Contact your state’s emergency service and environmental service agencies |
| Local Community     | Harbor resources spreadsheet  
|                     | GIS / Aerial maps  
|                     | Emergency Operations Plan  
|                     | Landing area charts as available |
Passenger Evacuation Procedures

If large numbers of passengers and crew are evacuated from a vessel, the following procedure for accountability is recommended.

1. Master of vessel orders evacuation.
   Master notifies USCG SAR Mission Controller (SMC) and responsible industry party of evacuation plan. Notification of impending evacuation is passed as required.

2. USCG SMC designates an On Scene Commander (OSC), if not already assigned.
   - The OSC is responsible to coordinate all on scene rescue assets, to track lifeboats and life rafts, and to manage empty life boats/rafts.
   - Rescue boats report total number of evacuees on board to OSC.
   - OSC directs the rescue boats to landing site, and reports departure of each to USCG (RCC) with total count of evacuees. RCC relays information to the industry EOC.

   Rescue boats report their arrival time at landing site to the OSC, and confirm the total number of persons offloaded. OSC provides additional tasking as required to the rescue boat.

3. Unified Command takes the following action:
   - Implements an evacuee accountability process. [See Items 7 and 8.]
   - Determines / designates best landing site(s) for rescue boats, and relays information to RCC, OSC and responsible industry party EOC. [See Item 4.]
   - Designation of landing sites will depend on weather, travel distance, water depth, transportation support, ability to safely discharge passengers from rescue boats, and other local concerns or limiting factors for ground transportation.

   - If terrorist related incident, landing site(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented taken to deter secondary attacks.
   - Identifies best options for reception center(s) and
**Standard Procedures for Evacuee Accountability**

3. **Unified Command takes the following action:**
   (cont.)
   - If terrorist related incident, reception center(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented to deter secondary attacks.

   3. **Unified Command** 
      
   4. **Unified Command activates and secures landing site(s):**
   - Unified Command designates a Landing Area Manager for each site. The Landing Area Manager is responsible for overall site management, security, safety, and ensuring protocols are followed.
   - Responsible industry party, supported by local community resources and USCG, will normally operate the landing sites.
   - Local, state, or federal law enforcement will secure site and be responsible for site security, crowd and traffic control.
   - If terrorist related incident, landing site(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented to deter secondary attacks.
   - Local emergency response services will establish required decontamination and triage areas at landing site.
   - Port department or facility owner will clear docks and landing areas to facilitate operations.

5. **Unified Command, in consultation with FAA, designates helicopter-landing pads as required.**
   - Assign helicopter pad manager for each site.

6. **Landing Site Transportation**
   - Responsible industry party and local agents arrange transport from landing site(s) to reception center(s) for evacuees not in need of immediate medical attention. [See Item 9 for basic reception center requirements.]
### Standard Procedures for Evacuee Accountability

<table>
<thead>
<tr>
<th>6. Landing Site Transportation (cont.)</th>
<th>• If terrorist related incident, transport vehicles shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions implemented to deter secondary attacks during transport.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Evacuee Accountability Branch</td>
<td>Unified Command establishes an Evacuee Accountability Branch at the appropriate command post or reception center to manage passenger and crew tracking. Responsible Industry party and their agents will normally take the lead, but may be assisted with available resources from the USCG, U.S. Customs and Border Protection (CBP), Red Cross or other local agency.</td>
</tr>
<tr>
<td></td>
<td>• For a foreign flagged vessel or ship arriving from a foreign country, the US Bureau of Customs and Border Protection may require all passengers and crew to be tracked from landing site to reception center. At the reception center, the Bureau of Customs and Border Protection may implement emergency arrival and screening processes. In certain areas, passengers are usually pre cleared in the port of departure.</td>
</tr>
<tr>
<td></td>
<td>• If the situation requires evacuees to be cleared by law enforcement prior to final release, the Unified Command shall implement as quickly as possible procedures to contain all evacuees at the landing site, and to process, screen, and as necessary, interview personnel at the reception center.</td>
</tr>
<tr>
<td>8. Evacuee Accountability Process &amp; Responsibilities (cont.)</td>
<td><strong>Step 1:</strong> MEDEVAC patients from the vessel are tracked by USCG RCC.</td>
</tr>
<tr>
<td></td>
<td>• Specific patient information will be gathered at the earliest time not to interfere with the transport or care of patient and reported to RCC.</td>
</tr>
<tr>
<td></td>
<td>• If information is not available prior to the patient being admitted to the hospital, USCG will coordinate with hospital officials for release of patient information necessary for passenger accountability.</td>
</tr>
<tr>
<td></td>
<td>• Patient information will be relayed to check-in</td>
</tr>
</tbody>
</table>
## Standard Procedures for Evacuee Accountability

### 8. Evacuee Accountability Process & Responsibilities (cont.)

**Step 2:** Evacuees board rescue vessels.

- Each tender or rescue vessel/aircraft will report to the OSC (or SMC if no OSC) the total number of evacuees being transported. OSC will direct the rescue vessel to the designated landing site.

- An accurate list of passenger names is not vital at this stage because when the rescue vessel reaches the landing site, the group will likely be split up or combined with others for transport to reception center(s). (A tender holds 100+ passengers – a bus holds 45).

- A secure landing site is critical to keep people from walking off prior to accounting.

**Step 3:** Evacuees arrive at landing site and are transported to reception center(s).

- *If terrorist related incident, landing sites and reception center(s) shall be inspected for explosive devices prior to the arrival of evacuees, and appropriate actions taken to deter secondary attacks.*

- Evacuees requiring decontamination or medical attention will be decontaminated /triaged by local response personnel. Evacuees in need of immediate medical treatment will be transported by local EMS to medical facilities. If possible, patient identification will be gathered prior to transport and provided to accountability branch. If information is not available prior to the patient being admitted to the hospital, USCG will coordinate with hospital officials for release of patient information necessary for passenger accountability.

- Evacuees not requiring decontamination / medical treatment will be loaded onto buses or other vehicles for transport to reception center(s). Ideally, a responsible industry party official, or other designated officials at Reception Center(s) and to responsible industry party EOC.
8. Evacuee Accountability Process & Responsibilities (cont.)

A person, will accompany each transport vehicle. While enroute to the reception center, this official will develop an accurate list of full names (required), cabin numbers (required), and other requested information. If not possible to place a dedicated official on each transport vehicle, the driver, or a reception center official, will collect required information as passengers depart the transport vehicle. At the latest, this tracking information must be taken as evacuees depart the bus or vehicle.

- For ease of data collection and comparison, a standard format for recording information is recommended, but not critical as long as information is eligible and accurate.

- Throughout the process, the importance of accountability in the rescue process will be stressed to passengers.

Step 4: Evacuees arrive at the Reception Center(s).

- Passengers and crew are escorted into the reception center. The list of evacuees from Step 3 is delivered to the reception area check in manager. Evacuee names are checked against the “souls on board” manifest provided by the agents.

- Passengers are instructed to stay with their group until processed at the reception area. Accountability is again stressed to evacuees so they do not leave reception area until processed by the accountability team, or as required, by the Customs and Border Protection Service and law enforcement officials.

Note: This is good in practice but difficult to enforce. For US citizens, the cruise lines cannot compel them to stay in one place as this may be construed as illegally detaining a person. In the past, some passengers have gotten fed up with waiting and gone off on their own. If passengers are required to be detained for security or other law enforcement purposes, the lead law enforcement agency must be prepared to educate passenger to the legal requirements and provide provisions to enforce the
Standard Procedures for Evacuee Accountability

8. Evacuee Accountability Process & Responsibilities (cont.)

- To encourage evacuees to voluntarily remain during the accountability process, an efficient and rapid check-in process is required. The Unified Command must provide adequate resources to make accountability a smooth process.

- As appropriate, Customs/Border Protection may implement emergency arrival and screening processes.

- If evacuees departed the vessel without proper identification, vessel operators, Customs/Border Protection, and TSA will coordinate on requirements and process to permit clearance and travel. Vessel operators often maintain copies of passports or other identification documents for passengers and crew.

- If available, information sheets are handed out to evacuees.

**Step 5: Accountability Reporting.**

- An agent appointed by the responsible industry party will consolidate accountability reports from all reception centers. The USCG and Customs may provide resources to assist in this process to speed the flow of information.

- Consolidated passenger and crew accountability information will be transmitted at regular intervals by the most rapid means available to the RCC and responsible industry party EOC. If desired, the RCC and responsible industry party EOC may again compare the information received to their copy of the souls on board list.

- Terminations of rescue efforts will occur only after all passengers and crew are accounted for and determined to be safe.

- Responsible industry party shall maintain accountability of passengers and crew ashore until travel arrangements are completed.
8. Evacuee Accountability Process & Responsibilities (cont.)

Step 6: Accounting for personnel remaining on board vessel.

- As required, once all passengers and non–essential crew are evacuated, the master of the vessel will provide the OSC a list of all personnel remaining on board to continue response efforts. This information will be relayed to USCG(RCC), reception center, and responsible industry party EOC.

9. Reception Center Requirements

- Responsible industry party will coordinate with agents and local community resources to identify, secure, and staff a reception center. (High volume passenger ports are recommended to have pre-designated sites)

- If terrorist related incident, reception center(s) shall be inspected for explosive devices prior to the arrival of evacuees, and actions taken to deter secondary attacks.

- As a minimum, reception centers should provide:
  - Registration and check in-out desk
  - Information desk
  - Food / Water (Red Cross / Salvation Army can assist)
  - Rest rooms
  - Security

- The services listed below may be desirable for reception centers if space and resources permit, and they can be provided in time for benefit. In most cases, the cruise lines move the people to hotels or charter planes (busses to planes) to get them home ASAP. If provided, –.. Pre-Planning for the following services should be considered, but not implemented until the need is clear.

  - Communications access: telephone, Internet
  - Medical Services
  - Mental health/stress services
  - Comfort kits: clothing, hygiene items, etc.
  - Rest areas: Cots/blankets
  - Recreation, if possible
  - Message Center
  - Interview rooms
  - Translator services
| **10. Next of Kin** | As necessary, USCG, medical services, and company officials confirm next of kin notification procedures. Morgue services will be provided IAW city/state plans. |
## Planning Factors

<table>
<thead>
<tr>
<th>Organizational Structure</th>
<th>Incident Command System (ICS), National interagency Incident Management System (NIIMS)</th>
</tr>
</thead>
</table>

### Planning Factors

- ID SAR Facilities/Resources, including those not normally used for SAR
- ID & Coordination of Stakeholder Plans
- Ability to activate plans immediately
- ID situations within the Search and Rescue Region (SRR) that could lead to the need for MROs, including scenarios that might involve cascading casualties or outages
- ID Risks you’re planning for
- Call up procedures for needed personnel;
- Need for supplemental communications, possibly including the need for interpreters
- Dispatching of liaison officers
- Activation of additional staff to augment, replace or sustain needed staffing levels
- Recovery and transport of large numbers of survivors (and bodies, if necessary)
- Accounting for survivors potentially having injuries and lack of training, age limitation, hypothermia, etc.
- Reliable accounting for everyone involved, including responders, survivors, crew, etc.
- Care, assistance and further transfer of survivors once delivered to a place of safety and further transfer of bodies beyond their initial delivery point
- Cultural Issues & Considerations - Treatment of Survivors / Deceased
- Activation of plans for notifying, managing and assisting the media and families in large numbers
- Control of access to the RCC, Command Post and other sensitive facilities and locations
- RCC/Command Post backup and relocation plans, as appropriate
- Availability of plans, checklists and flowcharts to users.
Planning Factors

Public and Media Relations

- Establish/Send representatives to Joint Information Center (JIC). Ensures coordinated and unified message;
- ID Spokesperson(s) and outline message – staying factual;
- A single spokesperson not directly involved in the incident can be valuable in relieving the IC and SMC of this duty;
- Ensure media knows who is in charge of coordinating rescue;
- Provide and control media access. By providing transportation to the scene (for photos/video, etc.) and controlling access, safety and what is reported can be improved and better controlled;
- Preparations should be made so that large numbers of callers can be accommodated without saturating the phone system or crashing the computer server.
- Information should be provided to the public on what SAR facilities are being used and, if possible, a web address or list of contact phone numbers should be provided for families, media and others to contact for more information.
- Pre developed inactive web sites (ghosts) specifically activated for incidents. Web pages by companies and SAR authorities can help in responding to flood information requests. Pages can be quickly posted to provide the general information. Web information should be timely and accurate. Once posted, these pages can be easily updated with incident status including:
  - contact information;
  - basic government or industry facts;
  - industry and SAR definitions;
  - photos & stats of aircraft, ships & SAR facilities;
  - answers to frequently asked questions;
  - links to other key sites;
  - ship/aircraft/vehicle information
  - library footage of emergency drills, inspections etc.
Practical Advice

- Plan and exercise notifications:
  - How any agency receiving notification of an actual or potential mass rescue event can immediately alert and conference call other involved authorities
  - Provide briefings
  - Enable immediate actions to be taken by all concerned. Requires:
    - Identification of 24 hour contacts in each agency
    - Contactees have authority to immediately initiate actions and commit resources
  - Co-ordinate all rescue operations effectively from the very beginning;
  - Begin quickly with a high level of effort, stand down as appropriate rather than begin too late with too little effort;
  - Use more capable resources like cruise ships for taking large numbers of survivors on board;
  - Ensure MRO emergency plans address communications interoperability or inter-linking;
  - Retrieve and protect debris as evidence for follow on investigation;
  - Put security plans in place to limit access to the RCC/Incident command center;
  - Arrange in advance to involve the Red Cross, chaplains, critical incident stress experts and other such support for human needs;
  - Identify senior agency spokespersons to protect the time of workers directly involved in the response and designated a senior official to provide information to families;
  - clearly identify the point at which the SAR response (lifesaving) has ended, and the focus shifts to investigation and recovery;
  - be prepared to use an ICS when appropriate;
Planning Factors

Practical Advice (cont.)

- ensure that air traffic and air space can be and is controlled on scene;
- the SMC can often benefit from assigning additional liaison personnel on scene;
- anticipate development and needs and act early;
- ensure that the scopes of SAR plans and other emergency or disaster response plans are coordinated to reduce gaps, overlaps and confusion about who is in charge and what procedures will be followed at various times and places;
- control access to the scene, including access by the media;
- work out in advance how private resources can be appropriately used to supplement other SAR resources;
- ensure that SAR plans provide for logistics support for large numbers of rescuers and survivors, including pre-arranged accommodations, if possible, and availability of food, medical care and transportation;
- consider requesting assistance from airlines and shipping companies other than the one whose aircraft or ship is involved in the incident, and know the types of assistance that such organizations might provide;
- bar coded bracelets can be an effective means of identifying children before, during and after the emergency;
- attempt to reduce the burden on a pilot or master & crews;
- if safe and appropriate to do so, place a marine casualty officer on board to assist the master and SAR personnel;
- share capabilities, expertise and assets among government and industry to take maximum advantage of the strengths of each.
Planning Factors

Investigation/Security of Evidence
For responsible agencies, ID responsible agencies

Security
- Of Triage Site
- Facility
- Vessel

Interface / Stakeholder Outreach
- Military Structure vs. ICS Structure
- Cooperative Agreements
- Informal MOUs/MOAs
- USCG – SAR/M Interface
- Plan Overlap/Coordination
- Congressional/Political

Liabilities – Legal definitions
**Emergency Doctrine** – Black’s Law 7th edition: ‘1. A legal principle exempting a person from the ordinary standard of reasonable care if that person acted instinctively to meet a sudden and urgent need for aid. – Also termed imminent-peril doctrine; sudden emergency doctrine; sudden-peril doctrine. 2. A legal principle by which consent to medical treatment in a dire situation is inferred when neither the patient nor a responsible party can consent but a reasonable person would do so. – Also termed … emergency-treatment doctrine.’

**Good Samaritan Doctrine** - Black's Law 7th edition: 'The principle that a person who is injured while attempting to aid another in imminent danger and who then sues the one whose negligence created the danger, will not be charged with contributory negligence unless the rescue attempt is an unreasonable one or the rescuer acts unreasonably in performing the attempted rescue.'

Resources
- Public
- Private
- NGO – Non Governmental Organization (e.g. Red Cross)
Search and Rescue Cooperative Plans

Purpose

The International Maritime Organization (IMO) recognized that an effective response to a maritime emergencies relied on the ability of a ship, its company, and SAR services to have a mutual understanding of basic key information. The IMO now requires passenger ship companies to develop Plans for Co-operation between Search and Rescue Services and passenger ships on international voyages. While this is only required of SOLAS passenger ships, other companies can develop similar plans and readily share critical information during emergencies. The SAR cooperative plan framework is provided below and details can be found in IMO MSC Circular 1079.

Plan Content

I. List of Contents

II. Introduction

III. Description of a Plan for Co-operation

IV. The Company

1. name and address
2. contact list
   a. 24 hour emergency initial and alternative contact arrangements
   b. further communications arrangements (including direct telephone / fax links to relevant personnel)
3. Chartlet(s) showing details of route(s) and service(s) together with delimitation of relevant search and rescue regions (SRRs)
4. Liaison arrangements between the Company and relevant RCCs
   a. Provision of relevant incident information how specific information will be exchanged at the time of an incident, including details of persons, cargo and bunkers on board, SAR facilities and specialist support available at the time, etc
Search and Rescue Cooperative Plans

Plan Content (cont.)

V. The Company (cont.)

4. b. Provision of liaison officer(s) arrangements for sending Company liaison officer(s) to the RCC, with access to supporting documentation concerning the Company and the ship(s); e.g., copies of fire control & safety plans as required by the flag state

IV. The Ship(s)

1. basic details of the ship
   - MMSI
   - callsign
   - country of registry
   - type of ship
   - gross tonnage
   - length overall (in meters)
   - maximum permitted draught (in meters)
   - service speed
   - maximum number of persons allowed on board
   - number of crew normally carried
   - medical facilities

2. communications equipment carried

3. simple plan of decks and profile of the ship, transmittable by electronic means, and including basic information on
   - lifesaving equipment
   - firefighting equipment
   - plan of helicopter deck / winching area with approach sector
   - helicopter types for which helicopter deck is designed
   - means on board intended to be used to rescue people from the sea or from other vessels and a color picture of the ship
Search and Rescue Cooperative Plans

Plan Content (cont.)

VII. The RCC
1. Search and rescue regions along the route
   - chartlet showing SRRs in relevant area of ships.
   operation
2. SAR mission co-ordinator (SMC)
   - definition
   - summary of functions
3. on scene co-ordinator (OSC)
   - definition
   - selection criteria
   - summary of functions

VIII. Search and Rescue Facilities
1. RCC/RSCs along the route
   - addresses
2. Communications
   - equipment
   - frequencies available
   - watch maintained
   - contact list (MMSIs, callsigns, telephone, fax and telex numbers)
3. General description and availability of designated SAR units (surface and air) and additional facilities along the route, e.g.:
   - fast rescue vessels
   - other vessels
   - heavy / light helicopters
   - long range aircraft
   - fire fighting facilities
4. Communications plan
5. Search planning
6. Medical advice / assistance
7. Firefighting, chemical hazards, etc
8. Shore reception arrangements
9. Informing next-of-kin
10. Suspension / termination of SAR action

Media Relations
See Planning Factors Media Section

Periodic Exercises
See IMO COMSAR 31
Search and Rescue Cooperative Plans
GMDSS Operating Guidance for Masters of Ships in Distress Situations

ANNEX 1
United States Coast Guard
Search and Rescue Coordination Centers and Groups

17th District – RCC Alaska
(907) 463-2000

13th District – RCC (206) 220-7001
Group Seattle, WA, 206-217-6000
Group Port Angeles, WA 360-457-4404
Group Astoria, OR 503-861-6220
Group Portland, OR 503-240-9301
Group North Bend, OR 541-756-9220
Telephone -- 1(800) 982-8813
VHF-FM radio -- ch. 16 (156.8 MHz.)
Cell phone *24 & *CG
(Not all cell phones offer instant access to the Coast Guard. Contact the Coast Guard through the emergency 911 operator.)

11th District - RCC (510) 437-3701
Group Humboldt Bay CA, 707-839-6100
Group San Francisco CA, 415-399-3400
Group Los Angeles CA, 800-221-8724
Activities San Diego CA, 619-683-6320

14th District – RCC (808) 541-2500

8th District – RCC (504) 589-6225
Group Corpus Christi, TX 800-874-2143
Group Galveston, TX 409-766-5620
Group Lower Mississippi River (Memphis, TN) 901-544-0555
Group Mobile, AL 251-441-6211
Group New Orleans, LA 504-846-6160
Group Ohio Valley (Louisville, KY) 1-800-253-7465
Group Upper Mississippi River (Keokuk, IA) 319-524-7511

9th District – RCC (216) 902-6117
Group Buffalo, NY 716-843-9527/25
Group Detroit, MI 313-568-9524
Group Sault Ste Marie, MI 906-635-3236
Group Grand Haven, MI 1-800-492-5983

1st District – RCC (617) 223-8555
Group Boston, MA 617-223-3201
Group Moriches, NY 631-395-4405
Group Long Island Sound, CT 203-468-4404
Group Portland, ME 207-767-0303
Group Southwest Harbor, ME 207-244-4326
Group Woods Hole, MA 508-457-3211
Activities, NY 718-354-4119

5th District – RCC, (757) 398-6231
Group Philadelphia PA 215-271-4940
Activities Baltimore MD 410-576-2525
Group Atlantic City NJ 609-677-2222
Group Fort Macon NC 252-247-4547
Group Hampton Roads VA 757-483-8567
Group Cape Hatteras NC 252-995-6410
Group Eastern Shore VA 757-336-6511

7TH District - RCC, (305) 415-6800
Group Charleston, SC 843-724-7616/17/18/19
Group Key West, FL 305-292-8727/29
Group Mayport, FL 904-247-7311/7312/7318
Group Miami, FL 305-535-4472
Group St. Petersburg, FL 727-824-7554

RCC – Rescue Coordination Center
RSC – Rescue Sub Center
Group – Local SAR Mission Controller

ANNEX 2
U. S. COAST GUARD
Mass Rescue Operations Check List – Supplement to Search and Rescue Checksheets, Appendix G

From the U. S. Coast Guard Addendum to the United States National SAR Supplement
http://www.uscg.mil/hq/g-o/g-opr/manuals.htm

The inclusion of this checklist serves to add insight into the type of information SAR services may need or request from involved parties as part of the response effort.
<table>
<thead>
<tr>
<th>Nature of Distress (Refer to Initial SAR Check Sheet)</th>
<th>Description of Craft (Refer to Initial SAR Check Sheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Mission Objective Options

- [ ] Rescue PIW ____________________________
  ____________________________
  ____________________________

- [ ] Rescue persons in life boats/life floats/ life craft
  ____________________________
  ____________________________

- [ ] Evacuation
  - [ ] Vessel Inshore ____________________________
    ____________________________
  - [ ] Vessel Off Shore ____________________________
    ____________________________
  - [ ] Shore Side ____________________________
    ____________________________

- [ ] Quarantine Options (per Center for Disease Control & Public Health Service)
  ____________________________
  ____________________________

- [ ] Survivors remain w/ stricken craft ____________________________
  ____________________________

- [ ] Consider Rescue & Assist Team ____________________________
  ____________________________

- [ ] Consider place of refuge/safe haven ____________________________
  ____________________________

- [ ] Proceed to scene, stand off & evaluate further due to potentially hazardous conditions ____________________________
  ____________________________

- [ ] Other ____________________________
  ____________________________

2. Hazardous Condition Considerations

- Does the facility/craft/environment have any hazardous cargo/conditions that require special considerations? [ ] YES [ ] NO
  Type: ____________________________ Quantity: ____________________________

- Has the safety of response personnel entering hazardous environment been evaluated? [ ] YES [ ] NO

- Is the proper PPE available for use? [ ] YES [ ] NO
### 3. Recommended SMC/ICS Actions (Use Operational Risk Management throughout)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Maintain comms links necessary for coordination</td>
<td></td>
</tr>
<tr>
<td>[ ] If large P/V involved determine intended action of master (see Annex 1)</td>
<td></td>
</tr>
<tr>
<td>[ ] Assume/Designate SMC</td>
<td></td>
</tr>
<tr>
<td>[ ] Dispatch/ recall high readiness &amp; traditionally used resources as needed</td>
<td></td>
</tr>
<tr>
<td>[ ] Issue UMIB (VHF, MF, NAVTEX, SafetyNET)</td>
<td></td>
</tr>
<tr>
<td>[ ] Brief USCG National Command Center to initiate MRO/Security Forces conference call for outside CG assistance (202) 267-2100</td>
<td></td>
</tr>
<tr>
<td>[ ] Contact capable, available resources as needed to augment high readiness &amp; traditionally used resources (see Annexes 2-5)</td>
<td></td>
</tr>
<tr>
<td>[ ] If Large Passenger Vessel involved refer to pertinent SAR Plan of Cooperation held by District RCC</td>
<td></td>
</tr>
<tr>
<td>[ ] Develop search/response plans</td>
<td></td>
</tr>
<tr>
<td>[ ] Establish safety/security zone</td>
<td></td>
</tr>
<tr>
<td>[ ] Establish flight restriction (land/air)</td>
<td></td>
</tr>
<tr>
<td>[ ] Designate OSC/ ACO(Land/Air) --- Deploy DMB</td>
<td></td>
</tr>
<tr>
<td>[ ] Contact company/ owner of Unit in distress/ obtain POB list(s) (If unknown see Annex 6 for Units at possible risk w/in AOR)</td>
<td></td>
</tr>
<tr>
<td>[ ] Make preparations to accept survivors (see Annex 7) &amp;/or identify options for pick-up &amp; cross decking of survivors</td>
<td></td>
</tr>
<tr>
<td>[ ] Implement ICS in accordance w/CG Incident Management Handbook, COMDTPUB P3120.17 (see Chapter 13, SAR)</td>
<td></td>
</tr>
<tr>
<td>[ ] Select triage/ place of safety sites (see Annex 7)</td>
<td></td>
</tr>
<tr>
<td>[ ] Designate POC to conduct survivor/crew/responder accountability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Deploy CG/ICS Liaison Officer to all sites</td>
</tr>
<tr>
<td></td>
<td>[ ] Deploy medical personnel</td>
</tr>
<tr>
<td>[ ] Notify hospitals</td>
<td></td>
</tr>
<tr>
<td>[ ] Identify temporary shelter/messing for survivor/crew/responder</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Consider security/privacy issues</td>
</tr>
<tr>
<td>[ ] Engage Public Affairs Officer</td>
<td></td>
</tr>
<tr>
<td>[ ] Select staging area(s)</td>
<td></td>
</tr>
</tbody>
</table>
When emergency response in addition to SAR is needed use established Incident Command Post/Unified Command to coordinate overall response in accordance w/ USCG Incident Management Handbook

- Account for activation of Federal Response Plan if presidential declaration of a major disaster/emergency is announced

- Provide supplemental comms capability

- Consider method(s) for keeping track of used/emptied survival craft

- Deploy Decon Teams

- Organize Critical Incident Stress Management (CISM) for survivors/families/crew/responders

- Brief Decedent Affairs Officer

- Brief Casualty Assistance Call Officer

- Establish Next of Kin (NOK) notification
  - Consider NOK muster location
  - Consider security issues

- Establish mortuary affairs

- Deploy mobile comms equipment

- Continue to brief appropriate District Staff and International, Federal, State, Local Agencies, and Private Industry Stakeholders, media

- Document resources used in case of potential cost reimbursement under Stafford Act

- After survivors are accounted for establish plan for recovery of evidence & debris
  - Log the position/time of each piece of debris or human remains

- Re-evaluate Search Plan

- Continue to evaluate PERSTEMPO and OPTEMPO

- Gather more in-depth craft info i.e. plans, cargo layout, arrangements, MISLE

- Consider use of interpreters for survivors, NOK

**4. Sustained Operations (as needed)**

- Consider Case Suspension/Termination Plan

- Consider lessons learned/CG SAILS
### Safety & Survival Equipment

#### Communications Equipment

- [ ] VHF-FM
- [ ] HF
- [ ] DSC
- [ ] Other

- [ ] Cellular: 

- [ ] Frequencies: 

#### Survival Equipment

- [ ] EPIRB
- [ ] VDS/Flares

- [ ] Life floats

- [ ] Life boats

- [ ] Life raft

- [ ] Dinghy/Skiff

- [ ] Other

### Communications Schedule

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] 15 min</td>
<td>[ ] 30 min</td>
</tr>
</tbody>
</table>

| [ ] Other |

<table>
<thead>
<tr>
<th>Time Interval</th>
<th>Set and Drift</th>
</tr>
</thead>
<tbody>
<tr>
<td>D B M</td>
<td>[ ] Not a factor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Datum Marker</th>
<th>Set</th>
<th>Drift</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>[ ] kts</td>
<td>[ ] MPH</td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DMB</th>
<th>Type</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inserted</th>
<th>Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>W</th>
</tr>
</thead>
</table>
ANNEX (1)

GMDSS Operating Guidance for Masters of Ships in Distress Situations

---

1. EPIRB should float free and activate automatically if it cannot be taken into survival craft.
2. Where necessary, ships should use any appropriate means to alert other ships.
3. Nothing above is intended to preclude the use of any and all available means of distress alerting.

---

RADIO DISTRESS COMMUNICATIONS

<table>
<thead>
<tr>
<th></th>
<th>Digital selective calling (DSC)</th>
<th>Radiotelephone</th>
<th>Radiotelex</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHF</td>
<td>Channel 70</td>
<td>Channel 16</td>
<td>2174.5 kHz</td>
</tr>
<tr>
<td>MF</td>
<td>2187.5 kHz</td>
<td>2182 kHz</td>
<td>4177.5 kHz</td>
</tr>
<tr>
<td>HF4</td>
<td>2207.5 kHz</td>
<td>4125 kHz</td>
<td>5266 kHz</td>
</tr>
<tr>
<td>HF6</td>
<td>2227.5 kHz</td>
<td>8215 kHz</td>
<td>8376.5 kHz</td>
</tr>
<tr>
<td>HF8</td>
<td>2247.5 kHz</td>
<td>8291 kHz</td>
<td>12350 kHz</td>
</tr>
<tr>
<td>HF12</td>
<td>12577 kHz</td>
<td>12280 kHz</td>
<td>16995 kHz</td>
</tr>
<tr>
<td>HF16</td>
<td>16804.5 kHz</td>
<td>16420 kHz</td>
<td></td>
</tr>
</tbody>
</table>

---

Printed and published in the UK by IMO. Copyright © 1992 IMO. Sales number: IMO 969E.
Mass Rescue Operation Supplemental Checksheet

**HELO RESOURCES (Within range, as needed, up to 500 miles)**
*To augment high readiness and traditionally used resources*

Static Data for planning (update/keep current)

<table>
<thead>
<tr>
<th>FOR THE PORT/ AOR OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OWNER &amp; POC (24 hour Contact #)</td>
<td>NUMBER OF AVAILABLE HELO(s)</td>
</tr>
<tr>
<td>BY TYPE</td>
<td>RESPONSE TIME</td>
</tr>
<tr>
<td></td>
<td>ENDURANCE (hrs)</td>
</tr>
<tr>
<td></td>
<td>HOISTING CAPABILITY (Y/N)</td>
</tr>
<tr>
<td></td>
<td>OFF-SHORE CAPABILITY (RANGE)</td>
</tr>
<tr>
<td></td>
<td>PASSENGER CAPACITY</td>
</tr>
<tr>
<td></td>
<td>DATE LAST UPDATED</td>
</tr>
<tr>
<td></td>
<td>COMMS FREQs/COMMENTS</td>
</tr>
</tbody>
</table>

**ANNEX (2)**
Helicopter Resources

Annex 3, vii
Mass Rescue Operation Supplemental Checksheet

FIXED WING RESOURCES (Within range, as needed, up to 500 miles)
*To augment high readiness and traditionally used resources*

Static Data for planning (update/keep current)

<table>
<thead>
<tr>
<th>FOR THE PORT/ AOR OF:</th>
<th>OWNER &amp; POC (24 hour Contact #)</th>
<th>NUMBER OF AVAILABLE AIRCRAFT(s) BY TYPE</th>
<th>RESPONSE TIME</th>
<th>ENDURANCE (hrs)</th>
<th>CARGO CAPABILITY</th>
<th>OFF-SHORE CAPABILITY (RANGE)</th>
<th>PASSENGER CAPACITY</th>
<th>DATE LAST UPDATED</th>
<th>COMMS FREQs/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNEX (3)
Fixed Wing Resources

Annex 3,viii
Mass Rescue Operation Supplemental Checksheets

**INSHORE RESOURCES**
(i.e. HARBOR PILOT, TUGS, TOUR BOATS, FERRY, STATE, LOCAL, INDUSTRY, COMMERCIAL PROVIDERS)
*To augment high readiness and traditionally used resources*

Static Data for planning (update/keep current)

<table>
<thead>
<tr>
<th>FOR THE PORT/ AOR OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WHO &amp; POC (24 hour Contact #)</td>
<td>NUMBER OF RESOURCE(s) BY TYPE</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANNEX (4)**
Inshore Resources

Annex 3.ix
Mass Rescue Operation Supplemental Checksheet

OFF SHORE RESOURCES
(i.e. OFFSHORE PLATFORMS, FERRY, NAVY, NOAA, TUGS, COMMERCIAL PROVIDERS)
To augment high readiness and traditionally used resources

Static Data for planning (update/keep current)

<table>
<thead>
<tr>
<th>FOR THE PORT/ AOR OF:</th>
<th>WHO &amp; POC (24 hour Contact #)</th>
<th>NUMBER OF RESOURCE(s) BY TYPE</th>
<th>RESPONSE TIME</th>
<th>DATE LAST UPDATED</th>
<th>COMMENTS/ SPECIAL CAPABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNEX (5)
Offshore Resources

Annex 3,x
Mass Rescue Operation Supplemental Checksheet

UNIT/FACILITIES AT POTENTIAL RISK IN YOUR AREA OF RESPONSIBILITY
(i.e. CRUISE LINE, FERRY, CASINO BOAT, DINNER CRUISE, AIRLINE, CHEMICAL/NUCLEAR FACILITIES)

Static Data for planning (update/keep current)

<table>
<thead>
<tr>
<th>FOR THE PORT/ AOR OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME/ ADDRESS/ CONTACT INFORMATION</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

ANNEX (6)
Potential Risk in Your AOR

Annex 3, xi
Mass Rescue Operation Supplemental Checksheets

POTENTIAL SURVIVOR TRIAGE/STAGING SITES
(Consider SRU turnaround time back to scene)

Static Data for planning (update/keep current)

<table>
<thead>
<tr>
<th>FOR THE PORT/ AOR OF:</th>
<th>DISEMBARK FROM</th>
<th>LOCATION / POC (for further transfer)</th>
<th>LAT/LONG</th>
<th>DATE LAST UPDATED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Vessel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Deep Draft Vessel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Potential Survivor Sites

ANNEX (7)

Annex 3, xii