

U.S. Department of
Homeland Security

United States
Coast Guard



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January 31, 2005

From: Area Maritime Security Committee
To: Distribution

Subj: AREA MARITIME SECURITY MARSEC 3 PULL-OUT

The Area Maritime Security MARSEC 3 Pull-Out serves as a tool for facilities, vessels and vendors within the Houston Ship Channel to quickly implement transitional measures for an increase in MARSEC Level. This Pull-Out consists of a MARSEC 3 Pause Checklist providing specific procedures and considerations for facilities and vessels as well as contact information for the Port Coordination Centers (PCC) and facilities within the port. In the event of a MARSEC 3 PAUSE, all MTSA regulated facilities and commercial vessels within the Ports of Houston, Galveston, Texas City, Freeport, and offshore must complete the checklist and contact the applicable PCCs to report attainment of MARSEC 3 security measures as outlined in 33 CFR Parts 104 and 105. Directions for anchored and underway vessels are also included at the conclusion of the checklist.

Along with the transitional measures provided within the checklist, facilities and vessels must implement their own Facility Security Plan (FSP) and Vessel Security Plan (VSP) measures in order to comply with 33 CFR Parts 104 and 105.

The facility contact information is listed under the PCC contact information to facilitate the communication flow between facilities, vessels and the PCCs to which they must report attainment.

The MARSEC 3 Pause Checklist and Contact Information is TAB C of the Area Maritime Security Plan.

Sincerely,

A handwritten signature in black ink that reads "Richard M. Kaser".

RICHARD M. KASER
Captain, U.S. Coast Guard
Federal Maritime Security Coordinator

Dist: All facilities, vessels and vendors within the Houston COTP Zone

TAB C MARSEC 3 Pause Checklist and Contact Information

During MARSEC 3, all regulated facilities and commercial vessels within the Ports of Houston, Galveston, Texas City, and Freeport must complete the following Pause Checklist and contact the applicable Port Command Center to report attainment of security measures.

Pause Checklist

Checklist and notification to Port Command Center (PCC) during MARSEC 3 PAUSE.

- 1. Upon notice that the port has entered into MARSEC 3, immediately implement the transitional MARSEC 3 Pause measures (TAB C-1) and your VSP or FSP security measures.**
- 2. Contact the applicable PCC (TAB C-2) and provide the following information:**
 - i. Person making report & their contact information**
 - ii. Facility or vessel and company name**
 - iii. Location**
 - iv. Confirm implementation of transitional measures**
 - v. Confirm implementation of VSP/FSP**
 - vi. Confirm that cargo transfer operations have been secured**
 - vii. If underway vessel, declare intentions**
 - viii. Declare any security anomalies**

Vessel Considerations

- What is your destination?**
- Is it known that the destination or route to the destination poses a significant risk?**
- If no significant risk identified, proceed to your destination.**
- If significant risks are identified (determined by the threat), proceed to a safe haven.**
- One person may call on behalf of many vessels.**
- The following qualified individuals may call on behalf of a vessel: Agents, Pilots, Vessel Security Officers, Company Security Officers, Owners, Operators, Charterers, and Managers.**

Facility Considerations

- Are there high risk operations (unrelated to waterside transfers) in progress?**

- What vessels are moving? Are you expecting inbound vessels?

TAB C-1 MARSEC 3 Pause Checklist and Contact Information

Check	PORT PAUSE (the initial port activity response during MARSEC Level 3 directive)				
	TRANSITIONAL MEASURES (Screening people, cargo, equipment, & packages to MARSEC Level 3.)		FACILITIES	VESSELS	VENDORS ⁽¹⁾
	Implement Security Plan for MARSEC Level 3.		X	X	X
	Stop all cargo transfers.		X	X	X
	Secure cargo handling equipment, disconnect hoses, & shut hatches.		X	X	
	Identify responsible party for all vessels moored at facilities.		X	X	
	Conduct perimeter search to ensure no breaches of security or suspicious activity or packages along perimeter or elsewhere on facility. (Ensure new & previously delivered packages are screened.) Check docks & unattended vessels at facility.		X		
	Evacuate non-essential employees & visitors.		X		
	Evacuate all vendors conducting non-essential services.		X	X	X
	Screen all essential vendors & activities. (Also includes vendor self-assessment.)		X	X	X
	Verify all cargo & containers including rail & truck. (At a minimum, use cargo manifests and container identification info.)		X		
	Conduct face-to-face verification of all remaining personnel to the level required by security plan for MARSEC Level 3. (Accountability of who is supposed to be there.)		X	X	X

Note: (1) Vendors include delivery services, pilot boats, line handling boats, harbor tug boats, etc. (2) Vessels underway will be directed by VTS.

TAB C-1 MARSEC 3 Pause Checklist and Contact Information
(cont'd)

Check	PORT PAUSE (the initial port activity response during MARSEC Level 3 directive)				
	TRANSITIONAL MEASURES (Screening people, cargo, equipment, & packages to MARSEC Level 3.)		FACILITIES	VESSELS	VENDORS ⁽¹⁾
	Conduct operational checks of all security systems.		X	X	X
	Report status to Security Officer for subsequent report to PCC.		X	X	X
	Conduct a vessel search IAW Security Plan.			X	X
	Prepare to execute MARSEC Level 3 departure procedures.			X	
	Prepare to execute emergency evacuation procedures IAW Security Plan.			X	
	Secure access points except for 1 controlled access point or controlled access points listed in approved Security Plan.		X	X	
	Vessels that are ready to sail (checklist done) contact PCC for release. ⁽²⁾			X	
Note: (1) Vendors include delivery services, pilot boats, line handling boats, harbor tug boats, etc. (2) Vessels underway will be directed by VTS.					

Underway Vessels

Inbound Vessels may be allowed to continue to their destination and shall coordinate MARSEC Level 3 measures with the Facility Security Officer. The Facility will then be responsible for ensuring and reporting attainment of MARSEC Level 3 measures. However, depending upon their location within the Houston Ship Channel, inbound vessels may be directed to leave the Houston Ship Channel.

Outbound vessels shall continue their outbound transit.

Anchored Vessels

Any vessels anchored in the Bolivar Roads Anchorage, and the Galveston Fairway Anchorage will be required to leave the immediate area in the event of a MARSEC 3 PAUSE.