

## 2009 Severe Weather Season

Tenant Guide

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### Warning/Activation Levels

PROJECTED STORM PATH AND SEASONAL CONSIDERATIONS	MARITIME HURRICANE CONDITIONS (Waterside)	BREVARD COUNTY EOC (Landside)
1 December - 31 May	NONE	
1 June - 30 November	SEASONAL ALERT (set automatically)	<b>LEVEL 3</b> Monitoring Activation
Gale force winds are expected within 72 hours at (geographic point)	CONDITION WHISKEY	
Gale force winds are expected within 48 hours at (geographic point)	CONDITION X-RAY	<b>LEVEL 2</b> Partial Activation of County Emergency Response Team
Gale force winds are expected within 24 hours at (geographic point)	CONDITION YANKEE	<b>LEVEL 1</b> Full Scale Activation of County Emergency Response Team
Gale force winds are expected within 12 hours at (geographic point)	CONDITION ZULU	
After the storm passes or when projected path has storm not impacting (geographic point)	Return to SEASONAL ALERT	

### Preparations

#### General Information

- Vital records and computer equipment should be secured and covered with plastic
- Cover and secure all filing cabinets with plastic
- Secure current emergency home telephone numbers of employees and designates time/place for call-in of employees after hurricane to assess damage. All phones, equipment, etc. should be locked into filing cabinets and workstations should be cleared
- Move computers, printers and copy machines etc. into the computer rooms, secured areas or plastic bags. All electrical equipment will be unplugged
- Ground-level building/offices should place equipment off the floor in case of tidal surge
- Move all valuable papers into secured locations. All loose equipment, papers, etc., will be removed from desks and placed in secure areas
- Establish meeting places and alternates for the post-event meeting
- Contact contractors (if any, for contract for post event assistance)
- Contact insurance company for alternate numbers
- Obtain additional cash for recovery operations and advise employees to have extra cash and to ensure that they have extra supplies (food, water, batteries, medical prescriptions, etc.)

#### Tenant Responsibilities

- Preparation of office areas to minimize water intrusion damage
- Secure all loose gear and stevedoring equipment, such as pallets, dunnage, lumber, forklifts, etc.
- Preparation of leased buildings and facilities against damage
- Secure fuel tanks and storage areas
- Maintain a site-specific severe weather plan outlining preparations and post recovery response



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### Evacuation

#### Vessels in Port of 500 Gross US Tons or More

The vessel master or person-in-charge, jointly with its owners and agent shall conform to the procedures outlined in the USCG's, Port Heavy Weather Plan for NE and E. Central Florida.

Port Hurricane Condition	Action Required by Commercial, Oceangoing Vessels and Barges Over 500 GT
<b>Condition WHISKEY</b> (72 hrs. before onset of gale force winds)	Make all preparations to get under way within 24 hours. "Dead" ships or vessels or barges unable to put to sea must make written application to the Captain of the Port (COTP) to remain in port.
<b>Condition X-RAY</b> (Readiness - 48 Hrs.)	All vessels are required to give COTP advanced notice of arrival. All vessels should prepare to complete cargo operations and depart port within 24 hours, or when Condition YANKEE is set.
<b>Condition YANKEE</b> (Warning - 24 Hrs.)	Port is closed to incoming traffic without specific written approval of COTP. All cargo operations must stop. All vessels must put to sea unless in receipt of specific written approval of the COTP to remain in port.
<b>Condition ZULU</b> (Max Prep - 12 Hrs.)	Port is closed. No terminal, facility, or vessel operation permitted.

#### Vessels in Port under 500 Gross US Tons

All mariners are reminded that there are no safe havens in the Port of Canaveral area, including the Barge Canal, and that the Port is safest when the inventory of vessels is at a minimum. For planning purposes, all vessels and barges under 500 GT are required to put to sea if Hurricane Condition Yankee (24 hrs.) is set. Inland vessels and barges under **500** GT are required to seek safe refuge in a port outside the Port of Canaveral area.

All vessels or barges under **500** GT (both ocean going and inland) that wish to remain in the Port of Canaveral area must submit a **Remain in Port Checklist** to the Port by fax or in person to:

Stan Payne, Chief Executive Officer  
445 Challenger Road  
Cape Canaveral, FL 32920  
Telephone: 321-783-7831 x 232  
Fax: 321-783-4651

If Condition Yankee (24 hrs.) is set, vessel movement will be restricted and allowed only on a case-by-case basis by approval of the CEO. All vessels expecting to conduct cargo operations during Condition Yankee (24 hrs.) shall have a Cargo Operations Plan pre-approved by the Port. All ship-to-shore operations must be completed 6 hours prior to the setting of Port Condition ZULU (12 hrs.).



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### Departures

Upon receiving notification by COTP (vessels over 500 gross tons) or Canaveral Port Authorities Chief Executive Officer (vessels under 500 gross tons) that hurricane Condition X-Ray (48 hours prior to strike) is in effect, the master or person-in-charge shall commence to evaluate the situation and formulate a decision to depart.

When the vessel elects to depart port, it should depart as soon as possible, in no case less than 24 hours prior to the predicted hurricane strike time (Condition Yankee). Masters are cautioned that pilot services are normally suspended when wind forces reach 39 knots and are advised of the limited number of tugs for port use. Close contact will be maintained between the CPA, Vessel, Pilot, and Tug Companies.

Disabled vessels which request to remain in port shall make their request in writing and hand deliver said request to the U.S. Coast Guard Captain of the Port and Port Chief Executive Officer no less than 48-hours prior to the predicted strike time (Condition X-Ray). The form is available on the website or contact Darlene Meekins at x250.

The Chief Executive Officer and Captain of the Port, upon receiving this request, will evaluate the situation and so notify the vessel of the determination.

### **Locks**

Vessels evacuating to the inland waterway should move through the locks as early as possible. Master should not expect the locks to operate after eight (8) hours prior to storm strike. The locks may be contacted on Marine Channel 16 and/or by phone at (321) 783-5421.

### **Bridge (401)**

Under Maritime Law and DOT regulations, the drawbridge on SR401 will not impede vessel traffic for vehicular traffic. However, SR401 is the southern evacuation route for KSC and Canaveral Air Station as well as the north side of Port Canaveral. Masters and owners should not expect the bridge to remain open so as to trap vehicular traffic on the Barrier Island during a storm. The drawbridges at SR3 and SR401 will operate hourly on the hour and begin closing eight (8) hours before gale force winds are present. The bridge may be contacted by phone (321) 783-3759.

**NOTE: THE BRIDGES WILL NOT OPEN UNLESS THERE ARE BOATS QUEUED TO PASS THROUGH**

### **Port Tenants**

- Barge Operators and Fuel Facilities:
  - Barges and tugs should be moved
  - Bring storage tanks to the recommended level
  - Secure hoses, booms and trailers in the Port Canaveral area
- Warehousemen will:
  - Remove all missile hazards, secure loading docks and all pallets
  - Advise ships and agents of the time that cargo operations will cease
  - Secure any hazardous materials indoors off the ground
- Marinas will:
  - Assist owners in securing all hauled vessels
  - Ensure that masts, outriggers and antennas will not foul power lines
  - Direct owners to secure all missile hazards
  - All docked vessels whose owners do not make arrangements to remove their vessels from port waters **will be held liable for any damage their vessels cause**



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The Canaveral Port Authority strongly recommends the removal of all floating docks. This operation should commence 24 hours prior to hurricane strike (Condition Yankee). Dock owners who elect not to remove their floating docks will be liable for any damages caused by these docks.

- Pilots
  - Pilots will not take vessels in or out of port when wind forces reach 39 knots
  - Pilots should not be expected to operate after eight (8) hours prior to storm strike
  - Pilots may be contacted on Marine Channel 12 and/or by phone (321) 783-4645
- Tug Companies – Tug companies should have hurricane recovery plans, which provide for the earliest possible resumption of service after the storm has passed.
  - Seabulk/Port Canaveral Towing - contact on Marine Channel 12 and/or by phone (321) 784-4358
  - International Towing and Salvage -contact on Marine Channel 12 and/or by phone (321) 799-8697 or (321) 403-4428
  - Petcham - contact on Marine Channel 12 and/or by phone (321)-783-7147

### Owners should expect to pay for tug assistance

### Evacuation Routes

It is expected that all personnel will evacuate the port area if a hurricane threatens to strike. Land evacuation should commence 24 hours prior to strike time (Condition Yankee). All non-essential personnel should begin leaving to avoid the congestion and long lines of traffic along the evacuation route. It is also possible that SR528, Bennett Causeway, Beachline will be impassable very quickly if the winds are high enough. The Brevard County traffic circulation plan indicates it will take at least 4.6 hours to evacuate the port area.

#### **Landside**

North of SR520 and South of SR528, exit to the north and cross at SR528 Causeway. Those requiring public shelter should proceed to Brevard Community College, Cocoa.

#### **Waterside**

Evacuation at sea is the recommended course of action for seaworthy vessels when winds of hurricane force (60 knots or 74 mph) are expected in the Port Canaveral area. Port Canaveral is very susceptible to the effects of storm surge and is NOT a safe haven during hurricane conditions.

All small craft that can be hauled out or trailered should do so. Masts and rigging should be lowered to present the least wind resistance. Craft on stands or trailers should be tied down (similar to mobile homes). Small craft that cannot be hauled out should move into the inland waterway and seek safe anchorage away from the area susceptible to storm surge this does not include the barge canal. Masters, owners and agents are responsible and will ensure their vessels are moving out of Port Canaveral no later than Condition Yankee (24 hours prior to strike). Vessels evacuating should not anchor in any intercoastal waterway channel (such as the Barge Canal).

### Re-Entry (Procedure is Currently Under Review)

The Cape Canaveral Volunteer Fire Department will be the first to re-enter the port after the hurricane to ensure the land side area is safe. State and County law enforcement personnel will have roadblocks to prevent anyone from entering the area until all damage surveys are complete. When the fire department gives the clearance for essential personnel to enter the port, only those on the Critical Return List that have been issued a placard by the Police Department will be authorized to enter the Port. No vessel shall transit the Port Canaveral harbor, unless allowed by the COTP for evaluation purposes until the port has been declared open by the CEO.

#### **Hazard Mitigation**

The Damage Assessment Team will survey for damage. The Police Department Port Control Center (321) 394-3281 should be notified of non-emergency conditions posing an actual or potential threat to property or environment. Those posing an actual or potential threat to life should be reported by calling 911. Some disruptions to communications should be anticipated. Coast Guard will conduct surveys of port areas.



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### Damage Assessment Teams

Coast Guard Captain of the Port safety teams, the Police Department Damage Assessment Team will conduct hazard assessments of port areas. The Team and Pilots will also perform security duties and oil spill and hazardous materials responses during this time, and conduct follow-up investigations as time permits.

### Port Reopening

The Canaveral Chief of Police shall make a recommendation to the CEO on the operational status of the Port following consultation with all regulatory parties involved and the extent of recovery necessary to open the Port safely to its tenants and users.

The Canaveral Chief of Police shall coordinate the post recovery effort and shall maintain the Incident Response Team's operational status until it is determined that all initial recovery and response efforts have been completed.

### Contact Numbers

<b>Canaveral Port Authority Port Status</b>	(321) 394-3210
<b>Brevard County Emergency Management</b>	(321) 637-6670
<b>Brevard County Sheriff's Office</b>	(321) 264-5209
<b>The Canaveral Lock</b>	(321) 783-5421
<b>Port Control</b>	(321) 394-3281
<b>U.S. Coast Guard</b>	(321) 868-4200

