

ANNEX E TO SECTOR NORTHERN NEW ENGLAND SEVERE WEATHER PLAN  
PROCEDURES FOR VESSEL LAYUP PLANS AND FORMS

**HURRICANE – ACTION REQUIRED BY VESSELS OVER 500 GROSS TONS**

**The Captain of the Port (COTP) Northern New England has established a heightened state of awareness in conjunction with Hurricane \_\_\_\_\_'s expected landfall. In the interest of the safety of the port, every effort shall be made for all commercial oceangoing vessels or oceangoing barges over 500 gross tons due to arrive in port be diverted to an alternate location and that all such vessels currently in port be put to sea.**

The safest condition for the port during the arrival of a hurricane (or other unusual extreme weather conditions) is when the inventory of vessels in port is at a minimum. Vessel's owners/operators and agents will make every attempt to put their vessels to sea whenever a hurricane (or other unusual extreme weather condition) threatens the port. In the event a commercial oceangoing vessel or oceangoing barge over 500 gross tons is not capable of safely putting to sea, the person in charge of the vessel must provide specific information concerning the vessel's status prior to the COTP approval to remain in port.

Information required from commercial oceangoing vessels and oceangoing barges over 500 gross tons unable to depart port during hurricanes or severe weather conditions:

The information listed on the attached sheets must be provided in order for an oceangoing vessel/barge to remain in port. It is recommended the vessels and barges be boarded by Sector Northern New England / Marine Safety Detachment personnel, as operational requirements permit. If it is not possible to board each vessel and barge, the forms may be faxed and filled out by the vessel's person-in-charge.

No vessel will be allowed to remain at facilities which are within one half mile of a bridge.

**Vessels allowed to remain in port must have the decks clear of unsecured objects, missile hazards, potential pollution hazards and flammable materials. All persons in charge must ensure hatches are secured for heavy weather.**

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**REMAINING IN PORT CHECKLIST**  
**HEAVY WEATHER - Vessels over 500 gross tons**

The owner, operator or agent of the vessel must submit in writing or orally a mooring plan for acceptance by the Captain of the Port. Vessels remaining in port must have their decks clear of missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure that hatches are secured for heavy weather. The following information must be included in the mooring plan submission.

(For items 1 through 4, the vessel's history may be pulled from MISLE. Ensure the Involved Parties (owner/operator) supplement is included with the history.)

1. Vessel name: \_\_\_\_\_ Official number: \_\_\_\_\_  
Call sign: \_\_\_\_\_ Flag: \_\_\_\_\_ Length: \_\_\_\_\_ Breadth: \_\_\_\_\_  
Gross tons: \_\_\_\_\_ Net tons: \_\_\_\_\_
  2. Owner's name and address: \_\_\_\_\_  
\_\_\_\_\_ Phone number \_\_\_\_\_
  3. Operator's name and address: \_\_\_\_\_  
\_\_\_\_\_ Phone number \_\_\_\_\_
  4. Agent's name and address: \_\_\_\_\_  
\_\_\_\_\_ Phone number \_\_\_\_\_
  5. 24 HR POC & phone number: \_\_\_\_\_
  6. 24 HR POC for QI(s) \_\_\_\_\_
  7. Provide full insurance disclosure to the Captain of the Port (and facility if tied up).
  8. Provide a full stowage plan and manifest to determine cargo and pollution hazards.
  9. Cargo onboard: \_\_\_\_\_ Amount of cargo onboard: \_\_\_\_\_
  10. Amount of oil onboard. Bunkers: \_\_\_\_\_ Diesel: \_\_\_\_\_ Lube oil: \_\_\_\_\_
  11. Draft fwd: \_\_\_\_\_ Draft aft: \_\_\_\_\_ Air draft: \_\_\_\_\_
  12. Amount of ballast onboard: \_\_\_\_\_ Total capacity of ballast tanks: \_\_\_\_\_
  13. Estimated draft with the vessel in ballast: Fwd: \_\_\_\_\_ Aft: \_\_\_\_\_
  14. Number of personnel onboard and positions (Attach list)
  15. Name of Master: \_\_\_\_\_
  16. Condition of vessel: \_\_\_\_\_
  17. Have all non-secured objects been or will be removed from deck? \_\_\_\_\_
  18. How is vessel moored? How many extra mooring lines/cables? \_\_\_\_\_
  19. Describe how the vessel will be secured to the berth. Attach a diagram showing the mooring arrangements with the size, length and lead of mooring lines or wire.
  20. Operational status of machinery: Main engine: \_\_\_\_\_ Single or Twin screw \_\_\_\_\_  
Generators: \_\_\_\_\_ Fire fighting: \_\_\_\_\_  
Bilge pumps: \_\_\_\_\_ Anchors: \_\_\_\_\_  
Mooring machinery: \_\_\_\_\_ Number of anchors: \_\_\_\_\_
  21. Any unusual conditions affecting the vessel's seaworthiness: \_\_\_\_\_  
\_\_\_\_\_
  22. Reason why vessel is staying in port: \_\_\_\_\_  
\_\_\_\_\_
  23. Name and location of facility/berth: \_\_\_\_\_
  24. Depth at berth at mean low water: \_\_\_\_\_
- Additional notes or diagrams as needed

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**REMAINING IN PORT CHECKLIST**  
**HEAVY WEATHER - Tug and Barge Combination over 500 gross tons**

The owner, operator or agent of the barge and assist tug(s) must submit in writing or orally a mooring plan for acceptance by the Captain of the Port.

Tugs and barges remaining in port must have their decks clear of missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure that hatches are secured for heavy weather. The following information must be included in the mooring plan submission.

(For items 1 through 4, the vessel's history may be pulled from MISLE. Ensure the Involved Parties (owner/operator) supplement is included with the history.)

**Tug/Barge Information:**

1. Tug name: \_\_\_\_\_ Official number: \_\_\_\_\_  
Call sign: \_\_\_\_\_ Flag: \_\_\_\_\_ Length: \_\_\_\_\_ Breadth: \_\_\_\_\_  
Gross tons: \_\_\_\_\_ Net tons: \_\_\_\_\_
2. Barge name: \_\_\_\_\_ Official Number: \_\_\_\_\_  
Call sign: \_\_\_\_\_ Flag: \_\_\_\_\_ Length: \_\_\_\_\_ Breadth: \_\_\_\_\_
3. Owner's name and address: \_\_\_\_\_  
\_\_\_\_\_ Phone number: \_\_\_\_\_
4. Operator's name and address: \_\_\_\_\_  
\_\_\_\_\_ Phone number: \_\_\_\_\_
5. Agent's name and address: \_\_\_\_\_  
\_\_\_\_\_ Phone number: \_\_\_\_\_
6. 24 HR POC & phone number: \_\_\_\_\_
7. 24 HR POC for QI(s): \_\_\_\_\_
8. Provide full insurance disclosure to the Captain of the Port (and facility if tied up).
9. Provide a full stowage plan and manifest to determine particular cargo and pollution hazards.

**Barge Information:**

10. Cargo onboard: \_\_\_\_\_ Amount of cargo onboard: \_\_\_\_\_
11. Draft fwd: \_\_\_\_\_ Draft aft: \_\_\_\_\_ Air draft: \_\_\_\_\_
12. Number of personnel onboard: \_\_\_\_\_ Tankerman in charge: \_\_\_\_\_
13. Condition of barge: \_\_\_\_\_
14. Have all non secured objects been or will be removed from deck? \_\_\_\_\_
15. Describe how the barge will be secured to the berth. Attach a diagram showing the mooring arrangements with the size, length and lead of mooring lines or wire.
16. Operational status of machinery Cargo pumps: \_\_\_\_\_ Generators: \_\_\_\_\_  
Firefighting: \_\_\_\_\_ Bilge pumps: \_\_\_\_\_ Anchors: \_\_\_\_\_
17. Any unusual conditions affecting the barge's seaworthiness: \_\_\_\_\_  
\_\_\_\_\_
18. Reason why barge is staying in port: \_\_\_\_\_  
Additional notes or diagrams as needed:

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**Tug Information:**

19. Amount of oil onboard. Diesel: \_\_\_\_\_ Lube oil: \_\_\_\_\_
20. Amount of ballast onboard: \_\_\_\_\_ Total capacity of ballast tanks: \_\_\_\_\_
21. Number of personnel onboard and positions (Attach list)
22. Name of Master: \_\_\_\_\_
23. Condition of tug(s): \_\_\_\_\_
24. Have all non secured objects been or will be removed from deck? \_\_\_\_\_
25. Describe how the tug will be secured to the berth. Attach a diagram showing the mooring arrangements with the size, length and lead of mooring lines or wire.
26. Will the tug be tending the barge(s) while in port? \_\_\_\_\_
27. Operational status of machinery Main engine(s): \_\_\_\_\_ Generators: \_\_\_\_\_  
Firefighting: \_\_\_\_\_ Bilge pumps: \_\_\_\_\_ Anchors: \_\_\_\_\_
28. Any unusual conditions affecting the tugs seaworthiness: \_\_\_\_\_  
\_\_\_\_\_
29. Name and location of facility/berth: \_\_\_\_\_  
\_\_\_\_\_
30. Depth at berth at mean low water: \_\_\_\_\_
- Additional notes or diagrams as needed: