

## Section 14 – Contingency Plans

The management of security onboard ships is primarily concerned with deterrence and prevention. Nevertheless, the system should make provision for instances where these objectives have not been fully achieved. Contingency plans are an essential part of the preparation for such events. In addition, contingency plans make a very useful basis for onboard training, drills and exercises. The need for individual contingency plans will be identified from the outcome of the security threat assessment conducted in Section 7. Contingency plans will also be unique to certain ship types. For example; planning for the catastrophic loss of cargo containment will have more relevance to a LNG tanker than to a general cargo vessel.

There is no need for security contingency plans to duplicate the sections of the Safety Management System concerned with “Emergency Preparedness”.

Possible contingency plans include:

- Action on Bomb Threat
- Action on Finding a Suspicious Device or Package
- Action on Searching the Ship
- Establishing a Search Plan
- Action on Weapons / Explosives Discovered On Board
- Action on Hijacking or Hostile Boarding
- Action on a Suspect Vessel Approaching the Ship
- Action on a Breach of Security

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### Action on Bomb Threat

Ships are vulnerable to explosive or incendiary devices.

There is a real possibility that a ship may receive a bomb threat being made against it.

Ships personnel should be prepared to deal with such incidents. It is important that as much information regarding the threat should be logged and recorded.

Threat	Actions
Bomb Threat	<p>If a bomb threat is received, it is the responsibility of the SSO to decide with the information he has been given, and in conjunction with advice from the relevant authorities, whether the threat is legitimate.</p> <p>All crew should know the drills for the response to such a threat, for example, vessel search, evacuation, procedures etc.</p>
Chemical Threat	As for Bomb Threat.

### Examples of how a bomb can be placed or delivered

A bomb can be disguised in many ways. It can be placed or delivered in a number of ways.

- In accompanied passenger cars, freight vehicles or coaches
- In mis-declared cargo
- Carried on board by current passengers, or those from a previous sailing leaving a timed device
- In luggage placed in a baggage trolley
- In the ship's stores
- In the post
- Carried onboard by shore workers in port or by contractor's personnel
- Placed under the hull by divers

**Questions to ask person making a bomb threat**

If there is a bomb threat, whoever receives the call must ask the following questions, noting the time of call.

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

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### Bomb Threat Check List

Details Required	Details Received
<b>Details of Call</b>	
Time and Date of Call	
Name of ships personnel who took the call	
Name of the caller and organisation, if given.	
<b>Time the Bomb is set to Explode</b>	
Is there more than one bomb?	
Location of the bomb	
What does it look like?	
What type of bomb is it?	
Why did you plant the bomb?	
Note down the exact words of the caller.	
Voice of the caller Did he have an accent? Was he distressed?	
Nature and extent of threat with respect to vessel, crew, cargo and environment.	
Who has been notified?      When? CSO Company Local Authorities	
Follow up Actions	

### Action on Finding a Suspicious Device or Package

If a suspicious device is discovered, which could be an **Improvised Explosive Device (IED)**, it is important that this is not made public straight away. The discovery should be reported immediately to the Ship Security Officer.

#### Priorities on discovering a Suspicious Device

The 4 C's	Action
<b>Confirm</b>	Confirm that the device is an IED Done by line of sight, using caution and common sense.
<b>Clear</b>	Clear the area of all personnel including, areas above and below the suspect device.
<b>Cordon</b>	Cordon the area so no one can gain access thereby placing themselves in danger. This should be done in a controlled manner avoiding any panic among the crew or passengers.
<b>Control</b>	Control the situation until skilled help arrives. Contact the relevant authorities giving them as much information as possible. This will include its, appearance, size, colour, any attachments or wires and its location on board.

No action should be taken that affects or changes the environment near the device (for example, lighting, temperature, noise etc.).

The disposal of any device is the responsibility of explosive experts from the security services and no attempt should be made to deal with any discovered device.

#### Guidelines for dealing with a suspicious device

- Do not approach the device.
- Do not handle, touch, shake, open or move suspected explosives or devices.
- Do not cut, pull or touch wires, switches, fuses or fastenings.
- Do not use VHF/UHF radios within 3 metres of the device.
- Do not put the device in water or direct water onto it as this could short a control circuit and cause detonation.
- Do not pass metallic tools near the suspected device.
- Do not run in the vicinity of the device.
- Do not direct people past the suspected device.
- Do not smoke nearby.
- Do not move the device away from people – **Move people away from the device.**

### **Master's/SSO Response**

If a device is found onboard a ship in port, the master or responsible officer will be required to decide at what stage he should evacuate the ship, if necessary in accordance with an emergency plan, retaining only sufficient staff to provide technical support to the security services. The evacuation point on shore would need to have been searched and cleared prior to moving passengers and crew.

If a device is found whilst the ship is at sea, the master's response will be based on the size and location of the device, the ship's location and the time until the security services and other assistance becomes available.

The Master's/SSO response should include consideration of the following measures:

- The need to proceed if/when necessary to General Emergency Stations
- The need to evacuate the area (above and below), directing everyone well clear of the suspected device
- Inform Company and relevant authorities in the area in which the ship lies
- Open up doors and port holes to minimize the primary damage
- The need to build a containment wall (sand bags or mattresses) around the device to absorb a blast
- Follow company or shore authority instructions
- Establish closest safe port and change course
- Instructing all onboard to keep clear of all doors, trunks and hatches leading from the space containing the device to avoid possible blast injuries
- The likely damage stability state of the vessel if the device were to detonate
- The need to man the drencher room if a device is found on a vehicle deck

### **Action on Searching the Ship**

The Master and SSO are responsible for establishing search procedures.

Drills should be held to ensure that such plans are efficient, workable and understood.

These should include:

- How to recognise a suspected Improvised Explosive Device (IED)
- How to deal with a suspected IED

The search should be conducted according to a specific plan and must be carefully controlled to ensure a complete search is conducted.

The plan should cover all options and ensure no overlap or omission.

There must be a system for marking or recording searched or 'clean' areas.

Ideally, decks and areas to be searched should be numbered. This enables searched areas, spaces and decks to be checked off when searched and 'clean'.

The searchers should be familiar with the areas to be searched. This will help suspicious articles being noticed.

A central point should be established to which searchers report.

Plans should be drawn up for a quick search and a comprehensive search.

A quick search could be used when a short warning time is given before a potential bomb detonation.

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**Searches after Leaving a Port**

Searches carried out after leaving a port can ensure no explosives devices or weapons have been placed on the ship during the visit, stowaways have not hidden themselves on board and drugs have not been secretly stowed on the vessel.

Action	Notes
Establish central control point and a secondary control point if required	
Establish a command structure	
Create plan of all areas to be searched. General Arrangement plans can be used to enable incident controller (SSO) to mark off areas when they have been searched. This must be a rehearsed system	
Nominate search team leaders. They must be able to recognise a bomb, IED or suspect package	
Brief searchers on: What they are looking for Areas to be searched How they report back areas are clear How they mark areas that have been searched How they should deal with a suspect device.	
Centralise all non involved personnel using nominal to locate all personnel	
Brief General Emergency Contingency Plans if necessary	



### **Establishing a Search Plan**

The search plan should be established to ensure, when necessary, the procedure can be implemented quickly and effectively. It should be practised regularly to ensure all crew members are familiar with its operation.

Searches should be made in areas of high risk or if information of a specific threat is received.

#### **Preparing for the search**

- Nominate incident controller (SSO).
- Nominate the incident control point.
- Using the ship GA plans, establish priority and direction of areas to be searched.
- Indicate a method of marking and reporting areas that have been cleared. An approach would be to code all areas of the ship to be searched by deck and room/space number.
- Designate search team leaders from each of the areas to be searched.
- Search teams should be one or two persons.
- Centralise all personnel not involved, if possible close to evacuation points.

#### **Conducting the search**

UHF or VHF radios should not be used during the search.

Do not assume that only one device is present. Continue the search until the entire ship has been searched.

Searches should be divided into heights for multiple sweeps.

- The first sweep should cover all items from the floor to the waist.
- The second sweep should cover items from the waist to shoulder height.
- The third sweep should cover shoulder height to the ceiling.
- Final sweep should cover light fittings, vents and piping running across the ceiling.

After the room has been divided horizontally it should be divided vertically into two parts. An imaginary line is drawn through the centre of the room to a reference point at the far wall. The search team split up and sweep everything on opposite sides of the room up to that point, then back through the centre of the room to the start point. See room search diagram on next page.

A rectangular box is divided by a vertical dashed red line. Arrows indicate flow directions: on the left side, two arrows point up and one points left; on the right side, two arrows point up and one points left; in the center, two arrows point down. A small black line segment is at the bottom center, pointing towards the dashed line.

If you can see the bomb you are too close.

**Action on Weapons / Explosives Discovered On Board**

These are not the actions for dealing with a Suspected Improvised Explosive Device (IED).

When a discovery of either weapons or explosives has been made, the discovery needs to be reported to the SSO as quickly as possible. This will enable the SSO to react accordingly.

The SSO will be required to conduct a risk assessment of the immediate dangers to the ship, crew, passengers and cargo.

Discretion should also be a major priority.

All effort is required to ensure panic or confusion is not passed on to the crew or passengers.

Details Required	Details Received
Who found or discovered the weapons/explosives	
Location of find	
Description of find	
Actions of those making the find	
Does the find pose an immediate risk to the ship, crew, passengers or cargo (hazmat threat)	
Are any people involved	
Who has been informed? CSO Company Local Authorities	
Complete Breach of Security Form	

## **Action on a Hijacking or Hostile Boarding**

### **Guidance for Masters in the event of a Hostile Boarding**

Keep calm and advise all others to do the same.

Do not try to resist armed boarders.

Ensure the safety of the ship, in accordance with maritime practice.

Broadcast a distress message and initiate the Ship Security Alert System, if possible.

Offer reasonable co-operation.

Abuse or aggression should not be returned.

Intruders are unlikely to understand how a particular ship works.

Try and establish what Intruders want and where they are from.

Without suggesting what they may be, seek to establish the hijackers demands and what deadlines have been set for meeting them.

Assume that the incident will be prolonged. The longer that incidents last, the more likely they are to end without injury to the hostages.

Recognise that hostages will feel isolated during the incident, as they will be unaware of steps being taken by the company and/or government authorities on their behalf. This can lead to antagonism against the authorities and sympathy for the terrorists. Every effort will be being made to end the incident with the utmost emphasis on the preservation of life and personal safety of all innocent parties involved.

Understand that a reasonable rapport between hostages and captors is likely to reduce the chances of the terrorists acting violently against their hostages.

Be aware that, at some stage in the incident, a confrontation between the terrorists and the outside authorities may occur.

Encourage the establishment of a secure, direct negotiation channel with the authorities.

Avoid crew members becoming directly involved in negotiations. If crew members are forced to take part they should simply relate the dialogue back and forth.

Wherever and whenever possible, the hijackers should be encouraged to surrender peacefully and should be discouraged from mistreating either passengers or crew.

Be aware also that military action may, in the last resort, be taken in order to save life and recapture the ship.

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Before this confrontation, an opportunity may arise or may be created to pass on information about the hijackers, for example:

- Their number
- Descriptions
- Sex
- How they are armed
- How they deploy themselves
- How they communicate with each other
- Their cause
- Nationality
- Language(s) spoken and understood
- Their standard of competence and their level of vigilance
- Whether they have separately identified any of the hostages with regard to nationality, religion or occupation; for example, ex-military.

### **Action on a Suspect Vessel Approaching the Ship**

If another vessel approaches the ship at sea in a suspicious or threatening manner:

- Increase speed and alter course, if safe to do so.
- Give no opportunity for the other vessel to come along side.
- Do not respond to messages by radio, light or loud hailer.
- Keep personnel clear of the upper deck.
- Note details of other vessel and photograph it if possible.
- At night, direct search lights onto approaching vessel and switch off upper deck lighting.
- Report details of incident to the company and government claiming authority over the area you are in.
- Using water hoses may be another option to deter intruders scaling on to the ship.
- If repelling boarders has been unsuccessful, close the ship down to 'citadel', ensuring all crew and personnel are inside and all external doors and hatches are secure.

If actions are not enough to deter vessel/intruders, issue a distress call and initiate Ship Security Alert System prior to intruders boarding.

### Action on a Breach of Security

A breach of security is any act that may threaten the security of the ship. The action that is carried out will depend on the seriousness of the breach.

Reports on incidents and measures taken should be employed to prevent their recurrence. This may involve amendments being recommended for the Ship Security Plan. These would be forwarded to the Company Security Officer so they can be implemented within the Ship Security Plan.

All incidents should be reported even if no action is taken.

### Incident Report

Details Required	Details Recorded
Date	
Name of Ship	
Flag	
Master	
Location of Ship (Lat & Long) (at sea, at anchor, in port)	
Port Facility Security Officer	
Reporting Officer	
Ship Operations (loading/ discharging cargo, bunkering, awaiting pilot etc).	
Date, time and place of Incident	
Brief Description of Incident	
Number of those involved Passengers, crew, other.	
Action Taken	
Subsequent Action	
Reported To: (as required) CSO Company Local Authorities	
What measures are recommended to prevent recurrence of a similar event	