



**Manual of Maritime Security
Drills and Exercises
for Port Facilities**

**Volume I
Maritime Security Drills
Book D1
Access Control**

Version 1 – August 2008



PREFACE

Under the provisions of the ISPS Code Part A, Sections 18.3 and 18.4 and Part B, Sections 18.4, 18.5 and 18.6, Port Facilities are required to conduct maritime security drills at least every three months and participate in maritime security exercises at least once a calendar year, with not more than 18 months between exercises.

The Asia-Pacific Economic Cooperation (APEC), specifically, the APEC Transportation Working Group, recognized the need to assist Port Facilities with guidelines for the conduct of maritime security drills and exercises so that they may comply faithfully with the ISPS requirements. These guidelines are therefore published as part of the APEC Transportation Working Group's technical assistance program through the MEG-SEC.

The development of this Manual was assisted by the conduct of a Questionnaire on the best practices in maritime security among the APEC Economies. Responses to the questionnaire contributed to the comprehensiveness of the Manual, which now reflects those best practices of the APEC member economies.

Drills and exercises take up organizational time and resources, and must therefore be conducted in as efficient and effective a manner as possible. This Manual serves to provide a systematic and comprehensive approach to the planning, preparation for, conduct, debrief and reporting of maritime security drills and exercises. It comprises two Volumes – Volume I for Drills and Volume II for Exercises.

Volume I comprises a series of Books of Maritime Security Drills. These books of Drills are prefixed with “D”, and are purposefully categorized with a collection of similar sets of drills according to the security functions to be acted upon such as D1 - Access Control, D2 - Contiguous Zone Security and D3 - Materials Handling etc.

Volume II comprises a series of Books of Maritime Security Exercises. These books of Exercises are prefixed with “E”, and are purposefully categorized with a collection of similar sets of exercises according to the level from which the exercises are initiated - such as the Principal Exercises (PE series) as initiated by the Administration or Port Authority and Port Facility Exercises (FE series) as initiated by the Port Facility.

Each Book of Drills / Exercises is documented as complete stand-alone publication that is user friendly with appropriate and complete comprehensive guidelines to the menus of maritime security drills and exercises to facilitate reference and practical usage.

The structure of each Book of Drills / Exercises in both volumes includes 2 parts.

Part 1 provides the planning guidelines for Maritime Security Drills / Exercises that may be used to plan and conduct drills and exercises of any types for reference by users of the Manual to initiate new drills and exercises.



Part 2 provides the menu of pre-planned maritime security drills / exercises that users can immediately adopt fully or adapt as necessary. The structure of this part of the manual allows for expansion of additional drills / exercises within similar sets and / or additional categories to be included, as well as update revisions to be effected through the passage of its use.

Users of this manual are strongly encouraged to provide recommendations and updates through the secretariat of MEG-SEC to maintain currency of this manual.

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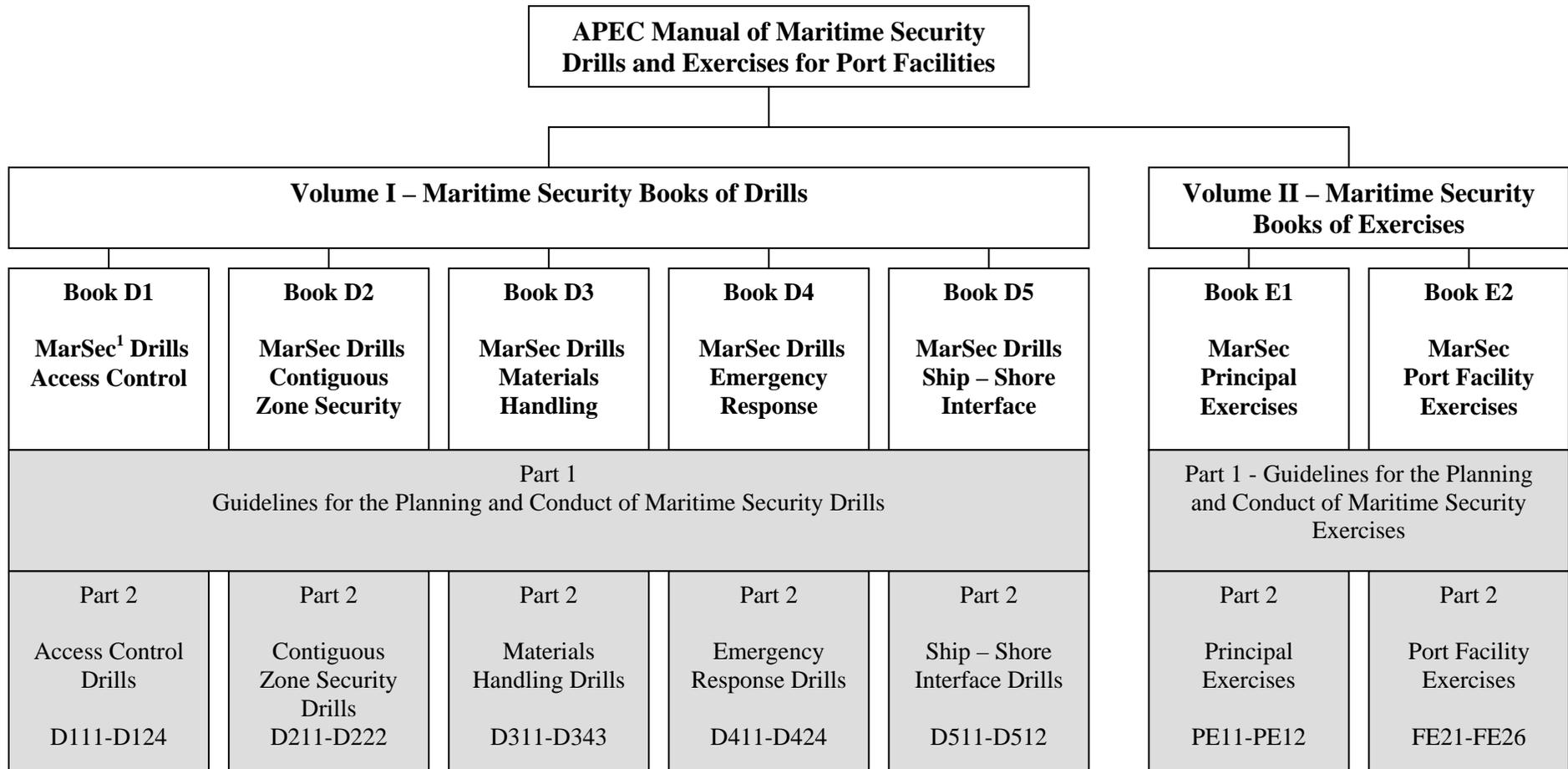
The manual is available for free upon request

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FRAMEWORK OF THE MANUAL



¹MarSec – Maritime Security



GLOSSARY

AIS	Automatic Identification System (SOLAS Amendments 2002 - Chapter 5, amended Regulation 19).
Communications security	Prevention of eavesdropping on communications.
Controller	An individual who plans and conducts an exercise or drill by providing guidance, instructions and directions to the participants.
Debrief	Discussion on the proceedings of the drill or exercise in order to derive the lessons learnt and recommendations.
EPCT	Exercise Planning and Control Team – A team of controllers.
Hot Washup	A small group debrief that is immediately conducted after the small group's drill / exercise activity, to capture the comments, lessons learnt and recommendations from the small group participants. It is often necessary when various small groups are being exercised so that a representative (Controller or Group Leader) can represent the views of the group participants at the main / combined debrief.
Initiating Directive	A document that sets out the tasks and requirements for the participants to address.
Inject	An event introduced during the conduct of a drill or exercise designed to elicit a response from the participants for the purpose of evolving the scenario and/or achieving one or more of the drill/exercise objectives.
Line authority	Hierarchical authority within any organization.
MarSec	Abridged version for Maritime Security.
Participants	Individuals who are the subject of the exercise or drill i.e. the persons being exercised.
Recce	Reconnoiter or survey.
Scenario	A fictitious account or tale to set the scene for the exercise.
Scenario synopsis	A brief account of the scenario, in written form.
SSAS	Ship Security Alert System (SOLAS Amendments 2002 – Chapter 11-2, Regulation 6).



Stakeholder	Person or organization with a vested interest in an activity.
Start State	The situation at the commencement of the execution phase of an exercise, giving the location and numbers of forces and personnel at a point in time.
VACIS	Vehicle And Cargo Inspection System – gamma-ray viewer.



BOOKS OF MARITIME SECURITY DRILLS FOR PORT FACILITIES

AMENDMENT RECORD

Volume Title : Maritime Security Drills

Book of Drills : D1 – Access Control

Instructions to Users

1. The various Books of Maritime Security Drills in Volume I of the APEC Manual of Maritime Security Drills and Exercises for Port Facilities shall be endorsed by MEG-SEC and updated through the APEC website.
2. Requests for amendments and additional inclusions as received from users shall be submitted to the Secretariat MEG-SEC for analysis and processing through MEG-SEC meeting for endorsement.
3. Advisory on endorsed amendments shall be posted by the Secretariat, MEG-SEC in the APEC website to promulgate revisions to the appropriate volume of the promulgated manual, with appropriate guidance on:
 - a. Amendments and deletions as well as replacement of pages to the Books of Maritime Security Drills,
 - b. Updating of entries into the Amendment Record sheets of the Books of Maritime Security Drills.
4. This Amendment Record sheet(s) shall be included in each Book of Maritime Security Drills of the APEC Manual of Maritime Security Drills and Exercises for Port Facilities.
5. Users of this Book of Maritime Security Drills in Volume I Part 2 of the APEC Manual of Maritime Security Drills and Exercises for Port Facilities are requested to follow through the amendment advisories upon receipt of amendments endorsed at the MEG-SEC and posted in the APEC website.



BOOKS OF MARITIME SECURITY DRILLS FOR PORT FACILITIES

PREAMBLE

The collection of maritime security drills that may be conducted by a Port Facility using the guidelines provided in Part 1 of each Book of Maritime Security Drills is in categories as follow:

- Book D1 – Maritime Security Drill (Access Control)
- Book D2 – Maritime Security Drill (Contiguous Zone Security)
- Book D3 – Maritime Security Drill (Materials Handling)
- Book D4 – Maritime Security Drill (Emergency Response)
- Book D5 – Maritime Security Drill (Ship-Shore Interface)

The guidelines for each maritime security drill as designed, may be referred to, and used to conduct the drill(s) independently of any other instructions or guidelines, or reference to other drills.

The provision of the guidelines is to facilitate the planning and conduct of drills by Port Facilities without the need to make reference to any other instructions, aside from each organization's internal regulations. However, it is suggested that personnel responsible for the planning and conduct of maritime security drills should be familiar with Volume I Part 1 - Guidelines for the Conduct of Maritime Security Drills.

While Port Facilities are encouraged to conduct as many different types of security and safety drills as possible provided in the “menu” of the respective Books of Maritime Security Drills, it is recognized that not all drills will be suitable for all types of Port Facilities. Thus, each maritime security drill may be either applied as is or adapted for application. There is no specific sequence recommended for their conduct. Wherever possible, specific drills should not be repeated so that a wide range of different drills may be experienced by the Port Facility's security staff or agency. However, repetition of the more pertinent drills may be necessitated by factors such as staff turnover, reinforcement of basic concepts / requirements or to advance the security staffs' competency standards.

As the Port Facility security managers become familiar with planning and conducting these drills, several different types of drills may be combined to make up a more complex scenario to maximize the benefit from the conduct of the training event.

The conditions for all drills in this Book of Drills are set at Security Level 1 and 2. No drills are specified for Level 3 when it is expected that the local authority's security apparatus would come in force.

Users of this Book of Drills are strongly encouraged to provide recommendations and updates through the secretariat of MEG-SEC to maintain currency of this book.