



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

**Volume II
Maritime Security Drills
Book E2
Port Facility Exercises**

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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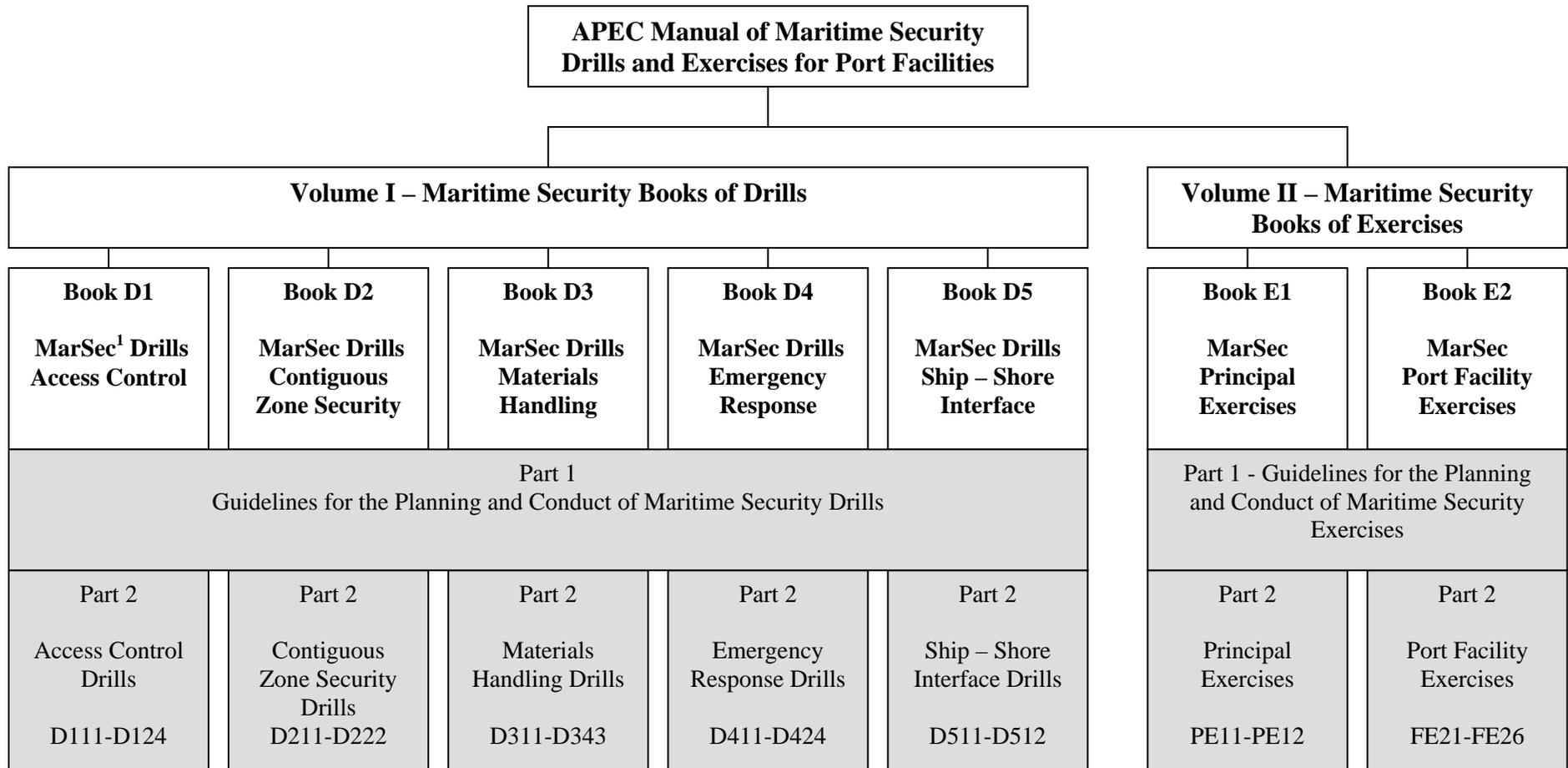
The manual is available for free upon request

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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 EXERCISES FOR PORT FACILITIES

AMENDMENT RECORD

Volume Title : Maritime Security Exercises

Book of Drills : E2 – Port Facility Exercises

Instructions to Users

1. The various Books of Maritime Security Exercises in Volume II 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 Exercises,
 - b. Updating of entries into the Amendment Record sheets of the Books of Maritime Security Exercises.
4. Amendment Record sheet(s) shall be included in each Book of Maritime Security Exercises of the APEC Manual of Maritime Security Drills and Exercises for Port Facilities.
5. Users of this Book of Maritime Security Exercises in Volume II 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 EXERCISES FOR PORT FACILITIES

PREAMBLE

Exercises emphasize management-level competencies in planning, command, control, coordination and communications in perspectives of practicing or testing the Port Facility Security Plan as initiated by the Designated Authority, Port Authority (or its equivalent) or the Port Facility Management. Port Facility exercise planners should also recognize that exercises are intended for the higher echelons of organizational activity, and therefore should seek opportunities to involve, or be involved in exercises by state agencies or authorities, as well as engage other related entities, such as port authorities, port facilities, shipping companies and ships.

Volume II of the APEC Manual of Maritime Security Drills and Exercises for Port Facilities comprises 2 Books of Maritime Security Exercises. It contains both planning guidance and a collection of pre-planned exercises that are distributed into Books of Maritime Security Exercises. The pre-planned exercises are pegged at two levels:

Book E1 – Maritime Security Exercises (Principal Exercises) is pegged at the Authority level as the initiating agency. Principal Exercises are envisaged as comprehensive large scale exercises designed to facilitate the understanding of Port Facility participants in State-sponsored maritime security exercises, as well as provide a platform for the review of the Port Facility Security Plan in an exercise environment.

Book E2 – Maritime Security Exercises (Port Facility Exercises) is pegged at Port Facility level as the initiating agency. Port Facility Exercises serve to practice, test, evaluate and validate the measures and processes of a Port Facility relating to specific threat scenarios and meet the need for periodic reviews in light of changing circumstances such as the threat and political profile, business environment and organizational changes.

Each Book of Exercises is designed to be stand-alone documents that contains 2 parts that users may extract, read and use to plan and conduct the exercise independent of any other instructions or guidelines, aside from each organization's security plans and internal regulations, and a considered review of the lessons learnt from previous exercises.

Part 1 - Guidelines for the Conduct of Port Facility Security Exercises. It provides the planning guidance that users may use to review and adjust the extracted pre-planned maritime security exercises from Part 2 to suit individual port facility requirements and conditions; or, design new exercises / additional maritime security exercises for the Port Facility. This planning guidance is common in all Books of Exercises. It is suggested that managers responsible for the planning and conduct of exercises should be familiar with this part of the Books of Exercises.



Part 2 – Pre-planned Maritime Security Exercises. This part contains a collection of pre-planned maritime security exercises for port facilities. These pre-planned exercises may be used as are; or, reviewed and adjusted to meet individual port facility needs.

Port Facilities may exercise their discretion on the types of exercises they conduct from these Books of Exercises. As Port Facility security managers become familiar with planning and conducting these exercises, drills may be readily incorporated into the exercise scenario to maximize the benefit from the conduct of the training event such as standards may be included to gain the expected outcomes in competency standards of the participants involved in the re-run of similar exercises.

Events or “injects” in the Master Events List for each exercise are not meant to be exhaustive. They are designed as examples upon which many more injects could be generated by the EPCT during the exercise planning stage. Such injects could then be written in context with, and specific to the local conditions at the Port Facility or with value-add to elicit standards of competency expected from the Communications, Coordination , Resource Availability and Response (C2R2) components such as response time.

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