

N.Y. City Department of Transportation
Security Measures Against the Possibility of
Terrorist Acts

Two pages of Operations Emergency Phone Numbers
omitted- See For Official Use Only Section for
remaining two pages of emergency numbers.

Seventeen Nine (17) pages total including this cover



New York City
Department of Transportation

Iris Weinshall, Commissioner

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To: Port Captains, All Captains, Port Engineers, All
Chief Marine Engineers, Port Mate, All Mates, Ferry Terminal Manager,
All Ferry Terminal Supervisors, Ferry Agent Supervisor, All Ferry Agents

From: Joseph Albano, Assistant Commissioner, Staten Island Ferry

Subject: Security Measures Against the Possibility of Terrorist Acts

1. ANY TIME THERE IS A POSSIBILITY OF TERRORIST ACTS THESE PROCEDURES ARE TO BE FOLLOWED:

A. Response on Ferryboats

- (1) Captain instructs all personnel to be especially alert for suspicious persons or packages coming onboard and to report anything out of the ordinary to the Mate(s) immediately.
- (2) Captain, Chief Marine Engineer, and Mate keep all doors and hatches locked that can and should be locked, i.e., pilothouses, engine rooms, officers and deckhands' locker rooms, deep sink closets, main deck hatches and scuttles on KENNEDY Class, men's and women's rooms on bridge deck of BARBERI Class, men's and women's rooms (except handicapped person's room), and men's and women's rooms on main deck of AUSTEN Class. Vending alcove doors on BARBERI Class are to be kept up.
- (3) The Mate is to ensure that the Deckhands patrol their stations throughout the trip.
- (4) The Mate is to make frequent rounds to verify that all doors and hatches that can and should be locked are locked.
- (5) The Mate is to notify the Captain of anything out of the ordinary.

B. Response in Ferry Terminals

- (1) The Ferry Terminal Supervisor is to make rounds of the terminal every hour taking extra care to notice any suspicious persons, vehicles, or packages. Any time a suspicious item is noticed, take no action without police assistance.
- (2) The FTS is to instruct all personnel to be especially alert for suspicious persons, vehicles, or packages and to report anything out of the ordinary to them immediately.
- (3) The FTS is to ensure that all doors, gates, and windows are locked that can and should be locked.
- (4) The FTS is to ensure that anyone boarding a tied-up boat (security, cleaning crew, tradesmen, etc.) locks all doors behind them.
- (5) St. George FTS seals off vehicle access to the lower level of the St. George Terminal when directed by the Assistant Commissioner, Staten Island Ferry.
- (6) St. George FTS notifies NYPD of any unattended parked cars on the bus ramps.
- (7) FTS's and Ferry Agents require I.D. for all concessions personnel.
- (8) The Assistant Commissioner, Staten Island Ferry will initiate the tied-up boat security patrol. See enclosure (1) for procedures to be followed by the security patrol.

C. Response in Ferry Maintenance Facility

- (1) Marine Oiler security watch continues to perform normal sounding and security on any operational boats tied up at the Ferry Maintenance Facility. In addition, Marine Oiler checks that all main deck doors are locked and all windows are closed on the operational boats every thirty minutes instead of every hour.
- (2) Marine Oiler boards the non-operational boats every thirty minutes instead of every hour (do not enter the interior spaces of these boats).
 - (a) On KENNEDY Class, Marine Oiler checks that all main and car deck doors and hatches are closed and locked and checks that all main deck windows are closed.
 - (b) On BARBERI or AUSTEN Classes, Marine Oiler checks that all main deck doors at the gangway end of the boat are locked and from the dock visually checks the aft doors and all main deck windows.
- (3) Anytime a door, hatch, or window is found open or unlocked that should have been closed and/or locked, Marine Oiler will contact St.

George Dock Office by radio and get police assistance before investigating further. On non-operational boats, either the Director, Deputy Director, or the Chief of the Bull Gang should be consulted before entering the boat to verify if a hazardous condition exists due to work being performed onboard in the interior of the boat.

- (4) Marine Oiler takes extra care to notice any unauthorized personnel in restricted areas. In event trespassers are discovered, the Marine Oiler shall request police assistance before approaching anyone. Security personnel will have F.T.S. log any unusual incidents. Proper forms concerning any such incidents will be submitted.
- (5) Security Guard will be instructed to make his/her regular patrol every thirty minutes instead of every hour and the rear perimeter patrol every two hours instead of every four hours.

2. BOMB THREAT ON A FERRYBOAT THAT IS AT A FERRY TERMINAL

In the event of a threat that a bomb is onboard a ferryboat that is at a ferry terminal or that a bomb will be placed onboard a ferryboat while the boat is at a ferry terminal, the procedures to be followed are:

A. Response in Ferry Terminal

- (1) FTS informs the Captain of the boat by using the words "SIGNAL 52" on Channel 19 and by messenger and, if the bomb threat was not received from NYPD, calls 911. FTS then notifies NYPD in the terminal.
- (2) FTS requests NYPD to assist in searching the boat.
- (3) If the bomb threat was received after the boat is loaded or while in the process of loading, the FTS immediately secures all boarding doors and gates and off loads passengers that have already been loaded unless directed otherwise by NYPD. If the threat was received before loading commenced, the FTS does not load the boat until NYPD deems it safe.
- (4) The FTS will notify The director of ferry operations at 718 390 5113 or by pager 877 837 8640 or cell phone 646 772 8966. The director of ports and terminals at 718 390 5214 or by pager at 877 832 0799 DOT Communication Center at 718 433 3340.
Any Police in the terminal
St. George terminal will notify the terminal police room 718 390 5252 or the 120 Pct. 718 876 8500.
Whitehall terminal will notify the 1st. Pct. at 212 334 0611 or 0616
The director of ferry operations will ensure the following are notified.
The Assistant Commissioner Staten Island Ferry.
Port Personnel 718 876 8652
Coast Guard at (718) 354 4088.
The Harbor Police at (718) 765 4118.

(5) After the boat has been searched and cleared by NYPD the FTS coordinates with the Captain on when to board passengers.

(6) FTS completes the Bomb Threat Check List Enclosure -(2) .

B. Response on Ferryboat

(1) Captain and Mate ensure that no radio transmissions are made, except in an absolute emergency, until the boat has been searched and it has been determined there are no suspicious packages onboard.

(2) Communications between the Captain, Chief Engineer and Mate are by sound powered phone or PA talk back system.

(3) The Mate will alert NYPD (if onboard).

(4) Mate, CME, Crew, and NYPD (if onboard) search the boat. Crew members search the area they are responsible for and report to the Mate/CME, as appropriate, who notify the Captain.

(5) If no suspicious package is found and the boat is cleared by NYPD:

(a) Captain informs Coast Guard on Ch. 14, Harbor Police on Ch. 17, and St. George FTS on Ch. 19 that the boat is returning to service by using the words "SIGNAL 52 CLEAR".

(b) Captain coordinates with the FTS as to boarding passengers.

(6) If a suspicious package is found:

(a) Mate, CME, and NYPD (if onboard) do not allow anyone to touch the package, secure the area, off-load all passengers, and notify the Captain.

(b) After the suspicious package has been removed by the NYPD Bomb Squad, the Captain coordinates with the FTS as to boarding passengers.

3. BOMB THREAT ON A FERRYBOAT THAT IS UNDERWAY

In the event of a threat that a bomb is onboard a ferryboat that is underway, the procedures to be followed are:

A. Response in Ferry Terminals

- (1) FTS informs the Captain of the boat by using the words "SIGNAL 52" on Ch. 19. If the bomb threat was not received from NYPD, calls 911. FTS then notifies NYPD in the terminal and the FTS at the terminal the boat is proceeding to, who immediately notifies-NYPD in the terminal.
- (2) St. George FTS notifies the DOT Communication Center at (718) 443 3340.
NYPD St. George Terminal Post at (718) 390 5252 or 120 Pct at (718) 876 8500 or the 1ST. Pct at 212 334 0611, 0616
The Director of Ferry Operations at (718) 390 5113 or by Pager at 1 877 837 8640 and by cell phone 1 (646) 772 8966.
The Director of Ports and Terminals at (718) 390 5214 or by pager at 1 877 832 0799
The Director of Ferry Operations notifies the Assistant Commissioner Staten Island Ferry, Harbor Police, The Coast Guard
- (3) FTS at the terminal the boat is proceeding to:
 - (a) Requests NYPD assistance in searching the boat, if required.
 - (b) Coordinates with NYPD in expeditiously off-loading all passengers .
- (4) After the boat has been searched and cleared by NYPD, the FTS coordinates with the Captain as to boarding passengers.
- (5) FTS completes the Bomb Threat Check List (Enclosure (1)).

B. Response on Ferryboat

- (1) Captain and Mate ensure that no radio transmissions are made, except in an absolute emergency, until the boat has been searched and it has been determined there are no suspicious packages onboard.
- (2) Captain Chief Engineer and Mate communicate by sound powered phone and the PA talk back system.
- (3) Mate will alert NYPD (if onboard).
- (4) Mate, CME, Crew, and NYPD (if onboard) search the boat. Crew members search the area they are responsible for and report to the Mate/CME, as appropriate, who notify the Captain.

- (5) If no suspicious package is found and the boat is cleared by NYPD:
 - (a) Captain informs Coast Guard on Ch. 14, Harbor Police on Ch. 17, and St. George FTS on Ch. 19 that the boat is returning to service by using the words "SIGNAL 52 CLEAR".
 - (b) Captain resumes normal operations, proceeds to destination, and off-loads all passengers.
 - (c) Captain coordinates with the FTS as to boarding passengers.
- (6) If a suspicious package is found:
 - (a) Mate, CME, and NYPD (if onboard) do not allow anyone to touch the package, secure the area, evacuate all passengers as far away from the area as possible, and notify the Captain.
 - (b) Captain proceeds to the nearest terminal and expeditiously off-loads all passengers.
 - (c) After the suspicious package has been removed by the NYPD Bomb Squad, the Captain coordinates with the FTS on boarding passengers.

4. BOMB THREAT IN A FERRY TERMINAL

In the event of a threat that a bomb is in a ferry terminal, the procedures to be followed are:

- (1) FTS calls 911 if the bomb threat was not received from NYPD, then notifies NYPD in the terminal.
- (2) FTS requests NYPD to assist in searching the terminal/affected area of the terminal.
- (3) FTS notifies the NYPD at the terminal affected. Unless otherwise directed by NYPD stops approaching ferry boats from docking at the terminal.
- (4) Notifies the DOT Communication Center at 718 443 3340. The Director of Ports and Terminals (718) 390-5214 or by Pager at 1877 832 0799 who will notify the Assistant Commissioner Staten Island Ferry, the Police Department and the Fire Department.
- (5) The terminal crew, assisted by NYPD (if available), search the terminal. NYPD will instruct DOT if it is necessary to evacuate the terminal. The Apron men will search the upper level and bridgemen search the lower level. They will report their results to the FTS.
- (6) If no suspicious package is found and cleared by NYPD, the FTS resumes normal operations.

- (7) If a suspicious package is found:
 - (a) FTS and NYPD (if available) do not allow anyone to touch the package, secure the area, evacuate the terminal, and request NYPD bomb squad assistance.
 - (b) After the suspicious package has been removed by the NYPD bomb squad, the FTS allows people back in the terminal.
- (8) FTS completes the Bomb Threat Check List Enclosure (2).

5. BOMB EXPLOSION ON A FERRYBOAT

In the event a bomb explodes onboard a ferryboat, the procedures to be followed are:

A. Response on Ferryboat

- (1) Captain immediately informs all ships in the harbor on Ch. 13, Coast Guard on Ch. 14, Harbor Police on Ch. 17, and St. George FTS on Ch. 19.
- (2) Captain informs passengers of the explosion via P.A. System to minimize panic and disorderly conduct.
- (3) Mate, Deckhands, and NYPD (if onboard) immediately commence an inspection of the passenger and vehicle areas and all above deck spaces to determine the condition of passengers, extent of damage, and presence of any other bombs or suspicious packages. Deckhands search the area they are responsible for and report to the Mate, who notify the Captain.
- (4) CME and below deck crew immediately commence an inspection of the engineering plant and all below deck spaces to determine the condition of the engineering plant, extent of damage, and presence of any other bombs or suspicious packages. The Marine Engineer/Oilers search the area they are responsible for and report to the CME, who notifies the Captain.
- (5) If boat is underway and assistance will be required to take the boat to the nearest terminal, the Captain requests tugboats on Ch. 13, 14, and 19.
- (6) If boat is underway and it appears it may become necessary to anchor, the Mate send Deckhands to the Main deck to prepare to anchor.
- (8) If boat is underway and the engineering plant is damaged, the CME and below deck crew continue to work on the plant.

- (8) Captain updates Coast Guard, Harbor Police, and FTS on Ch. 14, 17, and 19 on extent of injuries, condition of boat, status of engineering plant, and presence of any other bombs or suspicious packages.
- (9) Mate and Deckhands patrol passenger areas, administering first aid as necessary. Deckhands patrol the area they are responsible for.
- (10) If boat is underway, the Captain determines a course of action in coordination with the Coast Guard and Harbor Police.
- (11) If boat is underway, the Captain alerts the St. George FTS of plans for proceeding to the nearest terminal, St. George if possible.

B. Response in Ferry Terminals

- (1) St. George FTS immediately calls 911, then notifies NYPD in the terminal and the FTS at the Whitewall terminal, who immediately notifies NYPD in that terminal.
- (2) Notifies the Director of Ferry Operations 718 390 5113 by pager 877 837 8640, by cell phone 646 772 8966, who will notify the Assistant Commissioner Staten Island Ferry, the Coast Guard, Harbor police and Fire boat. Then readies Barberi and Austen class boats to stand by if boat to boat evacuation is required.
- (3) St. George FTS notifies DOT Communication Center at 718 443 3340
The Director of Ports and Terminals at (718) 390 5214 or pager at 1 877 832 0799
- (4) FTS at the terminal the boat is at/proceeding to:
 - (a) Requests NYPD assistance, including NYPD bomb squad.
 - (b) Coordinates with NYPD in expeditiously offloading all passengers.
- (5) Bomb squad and NYPD at the terminal the boat is at/proceeded to assisted by the Mate(s), CME, and crew re-search the boat for any other bombs or suspicious packages. Crew members search the area they are responsible for and report to the Mate(s)/CME, as appropriate, who notifies the Captain.

6. BOMB EXPLOSION IN A FERRY TERMINAL

In the event a bomb explodes in a ferry terminal the procedures to be followed are:

- (1) FTS' immediately calls 911 and DOT Communication Center at 718 443 3340 then notifies NYPD in the terminal and, if at the WhiteHall Terminal, notifies the St. George FTS.

- (2) FTS requests NYPD to assist in evacuating the terminal and conducting an inspection.
- (3) St. George FTS notifies. The Director of Ports and Terminals at (718) 390-5214 or by Pager at 1 877 832 0799 who will notify the Assistant Commissioner Staten Island Ferry, the Police Department and the Fire Department.
- (4) FTS informs passengers in the terminal of the explosion via P.A. System to minimize panic and disorderly conduct.
- (5) Terminal crew, assisted by NYPD and bomb squad (if available), secure the area, evacuate the terminal, and immediately commence an inspection to determine the condition of passengers, extent of damage, and presence of any other bombs or suspicious packages. Apronmen search the upper level and bridgemen search the lower level. They report their results to the FTS.
- (6) FTS may allow people back in the terminal if no other bomb or suspicious package is found, subject to the location and extent of damage and with the concurrence of NYPD.

Encls:

- (1) Terminal Security Patrols,
- (2) Bomb Threat Check List,
- (3) Internal and External Emergency Resources.
- (4) Emergency Phone Numbers

ADDENDUM

TERMINAL SECURITY PATROLS

Terminal security personnel will patrol the St. George Terminal area from I Slip to 69th Street. Security personnel will patrol in pairs and are never to make rounds alone. All security patrols must carry a hand held radio. These rounds are to be continuous as soon as the end of a patrol is reached they will immediately begin the next round.

Security personnel will board all tied-up boats and check the main deck Staten Island end doors to ensure that they are secure (on KENNEDY Class vessels they will then proceed down car lanes to the New York end checking all hatches along the way to ensure they are secure). They will also check all fencing and gates surrounding the fuel oil barges to ensure all is secure. Anytime a door or gate that should have been locked is found open, they will use their radio to contact the Terminal Supervisor's office for police assistance before investigating further.

Whenever there is a boat tied-up at the Whitehall Terminal, the Terminal Supervisor on duty at that terminal will take one Deckhand every hour and board the tied-up boat and check the main deck New York end doors and then proceed to the Staten Island end checking all hatches along the way to ensure they are secure. These hourly rounds must be logged in the daily log.

Security patrols must be alert at all times for any unauthorized personnel in restricted areas and in the event trespassers are discovered they will request police assistance before approaching anyone. Security personnel will have the duty FTS log any unusual occurrences that may occur in the Dock Office log. The security patrol will submit the proper forms concerning any incidents.

BOMB THREAT CHECK LIST

1. Original Call Received By: _____

2. Time of Original Call: _____

3. Text of Call: _____

4. Who Notified Ferry Operations: _____

5. Who Did They Notify in Ferry Operations: _____

6. Time Ferry Operations Was Notified: _____

7. Name of Police Officer You Notified: _____

8. Time You Notified Police: _____

9. Who In Ferry Operations Did You Notify: _____

10. Nature of Police Response: _____

11. Nature of Ferry Operations Response: _____

12. Impact on Ferry Service, If Any, Including Time and Origination of Any Trips Cancelled/Late: _____

13. Comments: _____

EMERGENCY RESOURCES

New York City Police Department

New York City Fire Department

United States Coast Guard

Army Corps of Engineers

Other ferries

~~United Pilots~~ tug boats

Other harbor traffic

Emergency Resources:

This section describes the external emergency response resources available to the ferry.

New York City Police Department (NYPD).

The NYPD has marine units that operate 24 hours per day, 7 days per week. There are three bases, Charlie Base, Adam Base, and George Base. Charlie Base is located in Brooklyn, by the 69th Street Pier, and would be the first responder in an emergency involving the ferry. Adam Base, located in Howard Beach near JFK Airport, is about 40 minutes away from the ferry. George Base, located in College Point near LaGuardia Airport, is also about 40 minutes away from the ferry.

Charlie Base could have a boat on scene at the ferry within 15 minutes of a distress call, at any point in the ferry's run. During peak commuter hours this time may be reduced because the Harbor Charlie patrol boat remains underway during that time. Charlie Base has three 55' boats, a 36' boat, and a 30' boat. One of the 5 5'boats is designated to carry the SCUBA team, which is available 24 hours per day. Each boat carries three officers, except the 30' boat, which carries 2 officers.

The Adam and George Bases are similarly equipped, although they each have only one 55' boat.

To supplement the Police Harbor Patrols there is an emergency police helicopter stationed in Brooklyn that can deploy swimmers anywhere on the ferry run within 5 minutes of a distress call. In addition, the 122nd Precinct Headquarters Building is across the street from the St. George terminal, and police can board vessels there to be carried out to the ferry in an emergency.

New York City Fire Department (FDNY).

The FDNY has marine units that operate 24 hours per day, 7 days per week. There are three bases in the vicinity of the ferry operating area. These bases. Marine Companies 9, 1, and 6, are located in Staten Island, Greenwich Village, and Brooklyn Navy Yard, respectively.

Marine Company 9, which would be the first responder in a ferry emergency, has a 134' fireboat with 8 monitors, 20,000 gpm total capacity, and a single monitor maximum capacity of 7,500 gpm. This vessel is operated by a 7 person crew. Marine Company 1 in Greenwich Village has a fireboat with similar capacity, and Marine Company 6 has a fireboat with about one half of the capacity.

In the case of a major emergency, a "special call" would be made. Within 10 minutes, a full fire alarm assignment would be at the ferry terminal, consisting of three 5-person engine companies, two 6-person ladder companies, a 6-person rescue company, a 6-person "fast truck," and a Battalion Chief. These fire fighters would either wait for the ferry to arrive in the terminal, or be transported out to the ferry by either a fireboat or another ferry.

United States Coast Guard.

The USCG Station New York has at least one 41' patrol boat at the ready status (B-0) 24 hours per day, 7 days per week. A second 41' patrol boat is B-0 in the summer, B-2 in the winter. Station New York has a total of four 41' patrol boats and two RHI's for emergency response purposes.

At the Military Oceans Terminal the USCG has two 65' and two 140' cutters, one of which is typically on B-6 status.

Further away, the USCG has resources at Kings Point and Sandy Hook, which are on B-0 status and are less than one hour away from the ferry operating area.

Other Ferries.

The rescue vessel of choice in an emergency would be another ferry. During most operating hours there are a minimum of two ferries operating at the same time. In the case of an emergency, the operating ferry would head to the nearest terminal, discharge passengers, and then go to the aid of the other ferry. By then rescue calls would have been called in, and emergency personnel can board the operating ferry. In the middle of the night, only one ferry operates. Due to crew rotations and watch procedures, there is a 2 hour period each night when a second full engineering crew is not on duty, and a 4 hour period each night when a second full deck crew is not on duty. During these times, a rescue ferry could be mobilized in about an hour. The operator of a ferry encountering an emergency would contact the ferry terminal supervisor (on watch 24 hours per day, at each terminal). The operator would specify what help is required. If another ferry were required, the terminal supervisor would commence vessel preparations. In the terminal there is a qualified engineer and an oiler on duty 24 hours per day. These engineers would immediately start up the rescue ferry plant. As with the engineers, there are five deckhands on duty 24 hours per day. These personnel would be immediately dispatched to ready the ferry and embark emergency personnel as required. During these preparations the terminal supervisor would recall a Captain, which would be either a Port Captain or one of the Captains from the oncoming watch. There are two Port Captains for the ferry system, and one is available on call at all times.

When the Captain arrives, the ferry would be ready to go. This entire evolution can be carried out in about one hour.

Towing Vessels.

MORAN United Pilots towing vessels are available on call 24 hours per day, 7 days per week. While not emergency responders, they would be called upon to tow a disabled ferry back into port.

Army Corps of Engineer (ACOE) Vessels.

The ACOE operates debris collecting vessels during daylight hours, 7 days per week. The vessels are either catamaran design or tow catamaran type barges that have nets stretched between the hulls to pick up floating debris. They are operated by U.S. Federal Employees with appropriate licenses. These vessels have large deck areas and could serve as platforms for ferrying passengers or equipment in an emergency.

General Harbor Traffic.

The high volume of traffic in New York's Upper Bay almost guarantees that there will be a vessel in the immediate vicinity of a ferry if it has an emergency. A study of vessel traffic by VTS New York showed that for February 2000, there was an average of 10 vessels per hour at St. George every night during the hours of 2-3 am, excluding ferry vessels. The least number of non-ferry vessels recorded for that hour was 5, and the most was 19. There was a towing vessel underway in the vicinity during that hour on every day of the study.

Procedures to mobilize emergency response teams.

On the vessel, crewmembers will make up emergency response teams as per the Station Bill and Muster List. External resources are summoned by VHS Radio. The two primary calls always go to USCG VTS New York and the Ferry Terminal Supervisor. VTS and the Terminal Supervisor mobilize the external response teams, contacting NYPD and FDNY by landline (911) or VHS Radio, Channel 17. The ferry can also make direct contact via VHS Channel 17, although initial contact through the VTS and Terminal Supervisor are preferred.