

MARYLAND PORT ADMINISTRATION POLICY

OFFICE OF SECURITY



OOS 004
Date: August 24, 2007

TITLE: Vessel Crew Shore Access Procedures

I. References:

- A. Code of Federal Regulations Title 33
- B. This policy supersedes and replaces Vessel Crew Shore Access Procedures dated May 25, 2006 and Confirmation of Faxed Vessel Crew List dated July 25, 2006.

II. Policy Statement:

In keeping with 33 CFR Parts 104.200 and 105.200, the Vessel Master (VM) or Vessel Security Officer (VSO) of vessels, through the Vessel's Agent (VA), will provide the Maryland Port Administration (MPA), Office of Security with a copy of the vessel's I-418, Passenger and Crew List of vessel crew either 24 hours prior to the vessel's arrival in Baltimore or prior to the vessel's departure from the preceding United States Port of Call – whichever occurs the latter.

VM's and/or VSO's, through the VA's, will also provide advance notification to MPA Security of vessel crew changes (joiners and leavers) who require access to MPA restricted facilities. The list of names of vessel joiners and leavers who require access to MPA restricted facilities, in order to leave the vessel for repatriation or to join the vessel as relief crew, must also be provided either 24 hours prior to the vessel's arrival in Baltimore or prior to the vessel's departure from the preceding United States Port of call – whichever occurs the latter.

A list of names of vessel crew intending to exercise shore leave must be provided to MPA Security by the VA prior to the VM/VSO granting permission to vessel crew to go

ashore.

Foreign Nationals intent upon exercising shore leave must have in their possession at the time of disembarking a vessel the following documentation:

- I-94, Arrival-Departure Record or I-95 Crewman Landing Permit and
- Photocopy of the page in a Valid Passport that shows the crew member's photograph, physical information and foreign domicile.

III. Procedures:

The I-418, Passenger and Crew List; crew change-out list; and shore leave list are to be faxed to 410-631-5605. This telephone number resides in the MPA Dundalk Gate Security Building where coverage is provided by MPA contract security personnel 24 hours a day, seven days a week. For confirmation of receipt of lists faxed, Vessel Officers and Agents may telephone the on-site roving security guard supervisor at 410-262-0505 at the time of faxing. If no response is received, on-site security guard managers may be telephoned at either 443-506-5821 or 410-977-4829.

To gain access to and through a MPA restricted facility access gate, vessel crew - to include joiners and leavers - must either:

- use transportation exclusively provided by VA's,
- arrange for transportation to and from the vessel by requesting access (24 hours in advance) through the VA for vessel guest(s)/visitor(s) needing visitor access to furnish said transportation (VA's will use iVisitor for MPA terminal visitor access) or
- arrange for transportation by commercial taxi or limousine service to and from the vessel.

Note: *Transportation by commercial taxi or limousine service will require escort to and from the vessel by MPA contract security personnel. Visitors to MPA marine terminals will also require an authorized escort or escort by MPA contract security personnel to and from the vessel.*

Upon exiting and entering MPA facilities, Foreign Nationals must be in possession of the authorized documentation previously described. I-94 or I-95 documents will be cross-checked by contract security personnel against names listed on the vessel shore leave list; I-418, Passenger and Crew List; and crew change-out list provided for the vessel. MPA contract security personnel will record the name of vessel crew exercising shore leave to include their date of departure, departure time, arrival time and name of vessel to which

assigned.

For vessel crew members requiring immediate emergency medical assistance, appropriate vessel crew should immediately dial 911, and in addition, the Maryland Transportation Authority Police (MdTAP) at 410-633-1092 or 633-1119. MdTAP will respond to the appropriate entrance gate to escort the medical emergency services unit(s) to the vessel. MdTAP will obtain identifying information for vessel crew member(s) needing medical emergency evacuation and escort and provide emergency services unit(s) with exit through a MPA facility exit gate without delay.

For safety and security reasons, all vessel crew are prohibited from wandering or roaming MPA restricted facilities on foot outside of designated authorized clearance areas as determined by either MdTAP, MPA Security or MPA Operations.

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APPROVED: SIGNED COPY ON FILE
Homer Williams, FSO
Director of Security
Maryland Port Administration

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