



DRILL / EXERCISE REPORT TEMPLATE

for

FACILITY/ VESSEL NAME

DATE OF DRILL/EXERCISE

SIGNATURE OF SECURITY OFFICER

This Drill/Exercise Reporting Template was developed by the Sector San Francisco Area Maritime Security Committee – Training and Exercise Work Group. It is intended to provide a compliant guide to documentation a qualifying Maritime Transportation Security Act drill or exercise in accordance with 33 CFR 105.220 and 33 CFR 101.

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MTSA Security Drill/ Exercise Report

Date:			
Company Name:			
Address:			
Facility/Vessel Name:			
Facility/ Vessel Plan Number:			
Exercise Point of Contact:			
Phone/Fax:			
Type of Drill/Exercise:	<input type="checkbox"/> Drill <input type="checkbox"/> Exercise <input type="checkbox"/> Actual Event		
Date and Time:			
Location:			
Overview of Exercise Scenario:	<input type="checkbox"/> Tabletop <input type="checkbox"/> Full Scale		
Scenario Tests - Vulnerability or Lessons Learned	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Comments: _____			
Objectives for this Drill/exercise:	MARSEC 1	MARSEC 2	MARSEC 3
1. Response to Change in MARSEC Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interfacing with Facility/Vessels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Declaration of Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communications (Internal/ External)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Security Systems (Equipment/ Maintenance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Access Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Restricted Area Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cargo Handling Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Vessel Bunker/ Stores Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Monitoring Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Incident Reporting Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drill/Exercise Participant Log <input type="checkbox"/> Attach List	Drill/Exercise Action Summary <input type="checkbox"/> Attach List		
Drill/Exercise Evaluation Worksheet <input type="checkbox"/> Attach List	Non-Disclosure Agreement(s), if required <input type="checkbox"/> Attach		

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SECTION A. DRILL/ EXERCISE PARTICIPANT LOG

NAME	ID	POSITION/ ROLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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25.		

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SECTION B. DRILL/EXERCISE EVALUATION WORKSHEETS

Notes to Drill/ Exercise Coordinator: This template is intended to provide you with a set of fixed objective categories which need to be addressed “as identified in your Security Plan” for compliance with the Maritime Transportation Security regulations. The events listed are to provide general guidance on example types of events that would demonstrate your capabilities and preparedness. These events can be completed as written, augment the list, or revised events to fit the described actions and responsibilities per your Security Plan. Please note that the purpose of the drill/exercise is to improve your readiness and the capture of “lessons learned” in the table in section C.

General

Objective Events	Obj. Met	Comments	Real or Sim
1. Were all personnel knowledgeable of the applicable security guidelines for this type of event?	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Were all personnel capable of performing the applicable security guidelines for this type of event?		•	
3. Were the proper procedures followed		•	
4. Was the security plan and other written instructions accurate?		•	
5. Was incident accurately documented during the incident?		•	
		•	

Objective 1. MARSEC Level Coordination and Implementation

Objective Events	Obj. Met	Comments	Real or Sim
1. Notify all Vessels at Facility and arriving in 96 hrs.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Notify COTP within 12 hrs.		•	
3. Inform facility personnel of change in MARSEC level and implement procedures		•	
4. Implement control procedures		•	
5. Implement access procedures		•	
6. Inspect pier wharves and structures		•	
		•	

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Objective 2. Communications

Objective Events	Obj. Met	Comments	Real or Sim
1. Personnel notified of change in MARSEC level	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Test of communication with local emergency response agencies (e.g. police, fire, USCG)	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test backup communications	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

Objective 3. Interfacing with Vessels

Objective Events	Obj. Met	Comments	Real or Sim
1. Test measure with communicating changes in operation and restrictions	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Coordinate implement facility and vessel security procedures	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

Objective 4. Declaration of Security

Objective Events	Obj. Met	Comments	Real or Sim
1. Implement DoS procedures with vessels at Increased MARSEC levels	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Insure DoS is maintained according to security plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

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Objective 5. Security Systems (Equipment/ Maintenance)

Objective Events	Obj. Met	Comments	Real or Sim
1. Test operation of security system/ equipment	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. List the equipment tested	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

Objective 6. Access Controls

Objective Events	Obj. Met	Comments	Real or Sim
1. Timely implementation of required controls per security plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Test access controls at MARSEC 1	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test access controls at MARSEC 2	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Test access controls at MARSEC 3	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
5.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

Objective 7. Restricted Area Security

Objective Events	Obj. Met	Comments	Real or Sim
1. Timely implementation of required controls per security plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Test restricted area security at MARSEC 1	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test restricted area security at MARSEC 2	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Test restricted area security at MARSEC 3	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
5.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

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Objective 8. Cargo Handling Security

Objective Events	Obj. Met	Comments	Real or Sim
1. Timely implementation of required controls per security plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Test cargo handling security at MARSEC 1	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test cargo handling security at MARSEC 2	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Test cargo handling security at MARSEC 3	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
5.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

Objective 9. Vessel Bunker/ Stores Security

Objective Events	Obj. Met	Comments	Real or Sim
1. Timely implementation of required controls per security plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Test vessel bunker/stores security at MARSEC 1	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test vessel bunker stores security at MARSEC 2	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Test vessel bunker stores security at MARSEC 3	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
5.	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

Objective 10. Security Monitoring

Objective Events	Obj. Met	Comments	Real or Sim
1. Timely implementation of required controls per security plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Test security monitoring at MARSEC 1	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test security monitoring at MARSEC 2	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Test security monitoring at MARSEC 3	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

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Objective 11. Security Incident Procedures

Objective Events	Obj. Met	Observations	Real or Sim
1. Complete internal notifications per plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
2. Complete outside notifications identified in the plan	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
3. Test response to security threat	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Test evacuation plan of the facility/vessel	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
4. Complete situation briefing to all facility/vessel personnel	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
5. Secure all non-critical operations	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S
	<input type="checkbox"/> Y <input type="checkbox"/> N	•	<input type="checkbox"/> R <input type="checkbox"/> S

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SECTION C. LESSONS LEARNED REPORT

The following information intends to summarize the Lessons Learned relating to improving the Facility/Vessel Security Plan and its implementation.

1. Are modifications to the Facility/ Vessel Security Plan required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	
b.	
c.	
d.	

2. Is new or modified training for personnel or contractors needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	
b.	
c.	
d.	

3. Do policies or procedures need to be modified or created?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	
b.	
c.	
d.	

4. Are there changes to any safety or protective equipment/ policies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	
b.	
c.	
d.	

5. Are there any suggestions for future security drills or exercises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	
b.	
c.	
d.	

Note: Expand comments as required on additional sheets

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