

Transport Canada, Marine Safety and Security
Place of Refuge Regional Annexes Standard Requirement

Date: 03-April-2023

Place of Refuge Regional Annexes Standard Requirement

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Purpose

The purpose of this document is to provide the regions with the national standard of minimum requirements needed for all Regional Annexes.

Scope

Regional Annexes are developed by regional TC, Marine Safety and Security (TC MSS) personnel in collaboration with relevant local marine communities and stakeholders including Port Authorities and interested Indigenous partners. This collaborative and in-depth approach will ensure that the best possible decision will be made during a real-time place of refuge incident

Each Regional Annex should provide “site-specific” information on a **Pre-Identified Place of Refuge (PPOR)**, whereby an incident may impact the environmental marine and human health and safety. This includes technical and logistical information and a list of pertinent contact persons and resource information intended to inform decision-making and the identification of preferred options at the time of an incident.

The contents of a Regional Annexes will also change over time, therefore will require a review and update on an annual basis and following an incident.

Regional Annexes need to be referenced in conjunction with the National Places of Refuge Contingency Plan (NPORCP). Webpage links to the Regional Annex are included under Part 5 of the NPORCP.

Regional Annexes do not need to be a separate Marine Safety Transport Publications (TPs) but must be developed in the proper TC webpage format [RDIMS # 10883866](#) to be accessible through individual webpages.

The Regional Annexes must be saved in both EMSA’s regional PPOR web platform and in a shared space (i.e., a shared departmental document repository such as Cloud, G Drive, RDIMS, etc.).

Criteria for selecting a suitable Place of Refuge

All the Pre-Identified Places of Refuge (PPOR) must be identified and selected in compliance with the **Pre-identification of Potential Places of Refuge Guide** [RDIMS#15162054](#) to ensure national consistency.

Pre-Identified Places of Refuge are pre-surveyed to support vessels in need of assistance and will require sheltered waters to manage an incident. Pre-surveyed sites have associated cultural, ecological, or socio-economic values which should be carefully weighed against the risks posed by the vessel.

When considering a suitable place of refuge, pre-planning of potential sites plays an important part to support decision-making. This approach allows for the methodical consideration of information before an actual incident, such as local logistics support, environmental sensitivities, human use and navigation, potential use conflicts, and local knowledge.

EMSA regional POR web platform

Transport Canada's Enhanced Maritime Situation Awareness (EMSA) web platform provides accessible and near real-time maritime information and a common operating picture for coastal communities. It also supports local and collaborative planning, analysis, and decision-making.

TC MSS regional personnel can access the EMSA web platform through their overall regional/personal account and from there, create their regional POR web application page.

The regional POR web application page must contain the Pre-Identified Places of Refuge locations shown on the map and the Regional Annexes as attachment.

1- PRE-IDENTIFYING PLACES OF REFUGE

1.1 Background, Culture, Communities

Provide a short paragraph about culture, communities, and details of any existing partnership with Indigenous partners or local communities in the region.

It is important to engage and consult with Indigenous partners and other coastal communities when creating a PPOR to enhance the completeness of information intended to support a robust risk assessment and informed decision-making process.

1.2 Operational, Ecological and Socio-economic Considerations

The **Matrix to Assist with the Pre-Identification of Potential Places of Refuge** [RDIMS-# 15333749](#) contains all operational, ecological, cultural, and socio-economic considerations for each PPOR, and must be filled out for all Pre-Identified Places of Refuge.

Regarding the filling of the Ecological Considerations tab of the Matrix to Assist with the Pre-Identification of Potential Places of Refuge, Regional TC MSS should seek assistance from the following organizations to get ecological and environmental information related to the Potential Places of Refuge:

- National Environmental Emergencies Centre (NEEC)
- Canadian Wildlife Service (CWS)
- Environment and Climate Change Canada (ECCC)
- Fisheries and Oceans Canada and Canadian Coast Guard

The Matrix must be inserted in this paragraph of the Regional Annexes.

	Pre-identified Places of Refuge - Area Name - Operational Considerations for Each Site				
Site Name	PPOR 1 Name	PPOR 2 Name	PPOR 3 Name	PPOR 4 Name	Sources of Information/Data
Site Code	Example DE-1	Example DE-2	Example DE-3	Example DE-4	
Nautical Chart #					Example: CHS
Location (lat./long.)					
Maximum Vessel Size					
Swing Room (in metres)					
Minimum Water Depth (in swing area)					
Maximum Water Depth (in swing area)					
Maximum Vessel Draft					
Bottom Type / Holding Ground					
Dock / Moorage Information					
Navigational Approach					
Entrance Width (m or km)					
Shelter Provided (or opposite -"Exposure"?)					
Prevailing Winds					
Currents					
Tides					
Hazards					
Seasonal Ice Conditions (if applicable)					
Navigational Aids					
Communications: VHF and Cellular coverage					
Infrastructure (ports, docks, facilities, etc.)					
Response and Salvage Resource Considerations					
Containment / Ability to Boom Vessel					
Response Infrastructure Available					
Geographic Response Strategies					
Security					
Beaching Capability					

Access (road, boat and/or air)					
Air support (proximity)					
Nearby cargo reception facilities					
Salvage/Towage companies					
Proximity to repair facilities/technical support					
Neighboring countries (USA, Denmark, France)					

Pre-identified Places of Refuge - Area Name: Site Considerations (Cultural, Ecological, Socio-economic, Emergency Response)

Site Name	PPOR 1 Name	PPOR 2 Name	PPOR 3 Name	PPOR 4 Name	Sources of Information/Data
Site Code	Example DE-1	Example DE-2	Example DE-3	Example DE-4	
Human Health & Safety					
Communities – distances - km (approx. as crow flies)					
Ecological and Cultural Values					
Listed species of Conservation Concern (e.g., SARA, COSEWIC)					
Birds (non-listed)					
Marine/coastal mammals (non-listed)					
Fish and invertebrates (non-listed)					
Marine/coastal plants (non-listed)					

Other important natural resources considerations (e.g., estuaries, seamounts, corals/sponges)					
Shorezone Shoreline Sensitivity/Vulnerability Rating					
Shoreline Sensitivity/Vulnerability Rating - Bunker Heavy Fuel Oil Dominant + (highest) in area	example: Sensitivity: High + (High) example: Vulnerability: Very High + (Very High)	Sensitivity: Vulnerability:	Sensitivity: Vulnerability:	Sensitivity: Vulnerability:	
Shoreline Sensitivity and Vulnerability Rating - Diesel Dominant + (highest) in area	Sensitivity: Vulnerability:	Sensitivity: Vulnerability:	Sensitivity: Vulnerability:	Sensitivity: Vulnerability:	
Cultural Values					
Food - Fishing / Harvesting (use ranking - VH, H, M)	Example: Very high				
Other (e.g., Seasonal Camps, Spiritual Place)					
Archaeological					
Social and Economic Values					
Fisheries - Commercial (all types)					
Fisheries - Sport / Recreational					
Aquaculture - Shellfish					
Tourism/Recreation (e.g., Coastal Trails, Kayaking, Surfing)					
Waterfront Public Facilities/Parks					
Waterfront Private Facilities (e.g., Lodge)					
Administrative - Zoning Designations (MPA, RCA)					

1.3 Pre-Identified Place of Refuge Key Map

Provide large-scale and small-scale key maps for each PPOR area, making sure to use our headquarters' in-house GIS mapping service to ensure that all regional key maps are in the same standard format.

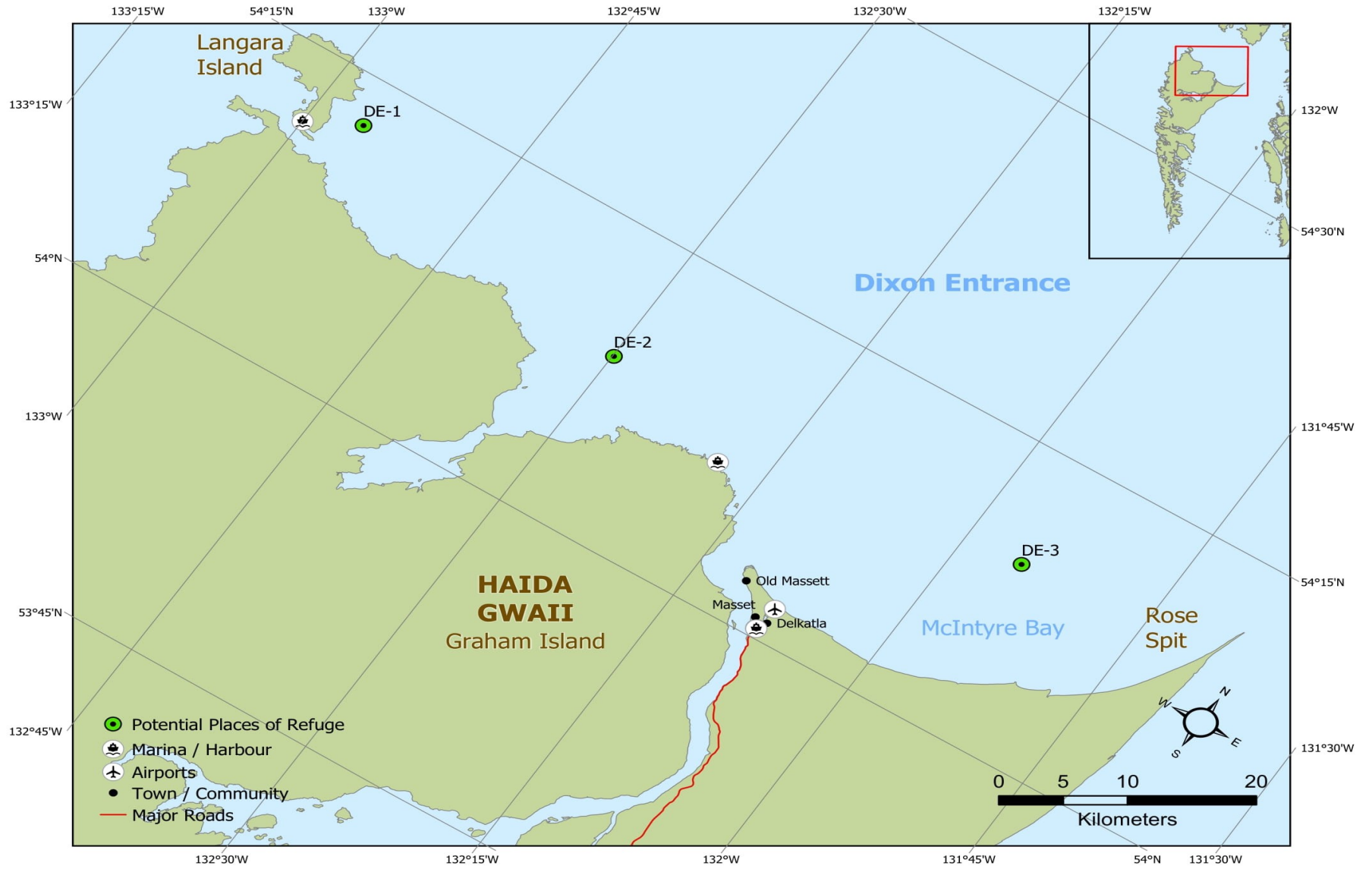
In-house GIS mapping contact: William Andrusyk (William.Andrusyk@tc.gc.ca)

The key map must include the following data, and any other relevant information:

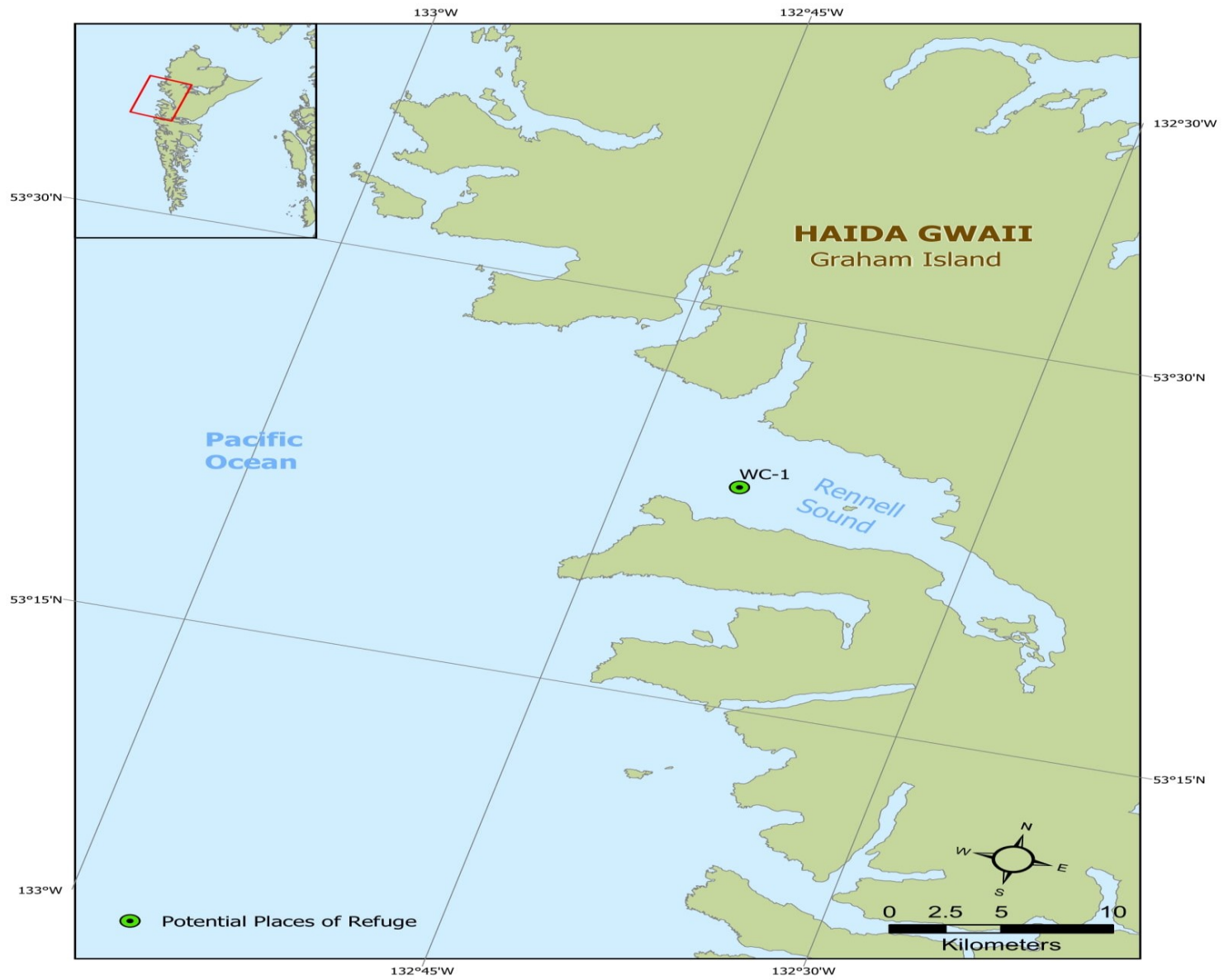
1. PPOR site locations
2. Town/Communities
3. Sensitive marine areas
4. Marina/Harbour/Airport
5. Major paved roads
6. Longitude/Latitude

Example of a Pre-Identified Places of Refuge key maps taken from Haida Gwaii pacific coast:









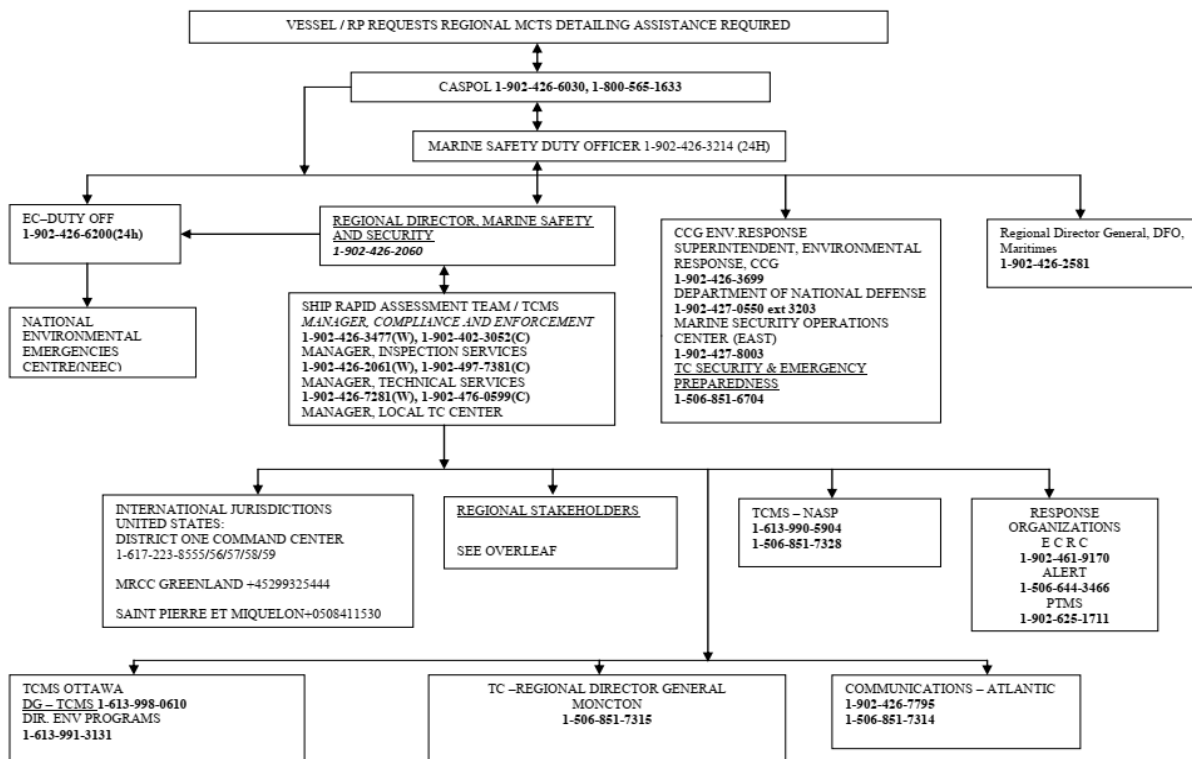
2- MARINE INCIDENT RESPONSE

2.1 Regional Process Flowchart

Envision shared decision-making and cooperative governance across levels of government and main communities. Each region must have a Regional Process Flowchart to handle marine incident.

Example of Atlantic region Regional Process Flowchart:

PLACES OF REFUGE CONTINGENCY PLAN PROVINCIAL PROCESS FLOWCHART, (NS, NB, PEI)



2.2 Notification Procedures and Contact Lists

-Please refer to the MSS EMERGENCY MANAGEMENT contact list ([RDIMS #13658111](#))

- Have a contact list of applicable United States (US), Danish, and French authorities when dealing with incidents in boundary waters or where the outcomes could have an impact on the US, Greenland or St. Pierre and Miquelon

3- EMERGENCY RESOURCES AND POINT OF CONTACT

Regional Annexes should not ask for personal information, and they shouldn't list people's names rather the organisation name and the person's title. They need to be vetted first by the Records and Forms Management Office for any ATIP discrepancies.

-Provide all available regional capacities and contacts to respond to and manage a marine casualties and environmental emergencies.

Resource	Description and Capacity	Location	Point of Contact
Marine Search and Rescue			
Regional Canadian Coast Guard			
Firefighting			
Fire Departments			

Resource	Description and Capacity	Location	Point of Contact
Medical Emergency			
Ambulance Service			
Medical Service (Ex: Hospital, Clinic, etc.)			
Law Enforcement			
Royal Canadian Mounted Police			
Pollution Response			
Canada Marine Response Corporation			
Emergency Planning Resources			
Communities			
Risk Assessment Team			
Potential Risk Assessment participants			
Regional Contacts			
Indigenous partners			
Municipal			

Resource	Description and Capacity	Location	Point of Contact
Regional Authorities			
Regional Ports and Pilots			