

Guidelines for security incident reporting

In accordance with subsection 6 (1) of Regulation of the Government of the Republic of Estonia No. 39 of 24.03.2016 “Procedure for Provision and Receipt of Security Information of Ports, Port Facilities and Ships”, the Estonian Transport Administration as the competent authority for maritime security and the focal point gives the following instructions:

- (1) **Bomb threats.** If a bomb threat is considered credible, and action such as search or evacuation is initiated, the Estonian Transport Administration must be notified immediately. In the case of a bomb threat that is not considered credible, immediate notification is not required. A full record of each incident shall be retained for possible future evaluation.
- (2) **Incidents of which the media are aware.** If the media become aware, or are believed to be aware, of an incident or occurrence, it is important that the Estonian Transport Administration be notified immediately.
- (3) **Discovery of explosives.** Discovery of explosives on board of a ship must be reported to the Estonian Transport Administration immediately.
- (4) **Discovery of firearms and ammunition.** For definition and classification of firearms in Chapter 2 of the Weapons Act has to be taken into account: <https://www.riigiteataja.ee/en/eli/ee/506082018003/consolide/current>. For definition and classification of ammunition, Chapter 2 of the Weapons Act has to be taken into account.

Where the discovery of firearms or ammunition involves suspicion that their carriage was intended for the purpose of endangering passengers, crew or the ship, and further action is initiated, this must be reported to the Estonian Transport Administration within 24 hours.

- (5) **Discovery of explosives component parts.** This incident type includes the discovery of the component parts of an explosive device such as the detonator. For obvious reasons batteries are not considered to be a part of an explosive device unless there are other components present.

Where the discovery of such components involves suspicion that their carriage was intended for the purpose of endangering passengers, crew or the ship, and further action is initiated (e.g. by the Estonian Police and Border Guard Board, Estonian Rescue Board), this should be reported to the Estonian Transport Administration within 24 hours.

- (6) **Unauthorized access to Restricted Areas.** This incident type covers all cases when an individual gains an unauthorized access to a Restricted Area within the ship. Where an unauthorized access involves suspicion that the access was intended for the purpose of endangering passengers, crew or the ship, and further action is initiated (e.g. information

submitted to the Estonian Police and Border Guard Board, a full ship search initiated), this must be reported to the Estonian Transport Administration immediately.

(7) **Hijack.** The hijack of any ship must be reported to the Estonian Transport Administration immediately.

(8) **Other security incidents.** If the ship security officer or company security officer considers it necessary to inform the Estonian Transport Administration of any other security incident, this must be done as they consider appropriate.

Scheme “Reporting the security incidents”

When immediate notification of a security incident is required, the Water Traffic Management Unit of the Estonian Transport Administration must be informed at first by phone and then by e-mail or fax.

Incidents which require notification within 24 hrs may be reported to the Water Traffic Management Unit of the Estonian Transport Administration only by e-mail or fax.

When notification is made by e-mail to the **Water Traffic Management Unit of the Estonian Transport Administration** e-mail address maritime.security@transpordiamet.ee, it is also required that a notification be sent to the e-mail address marsec@transpordiamet.ee.

Incident type	Immediate notification	Notification within 24 hrs
Serious bomb threats	X	
Discovery of explosives	X	
Incidents of which the media are aware	X	
Discovery of firearms and ammunition		X
Discovery of explosives component parts		X
Hijack	X	
Unauthorised access to restricted areas	X	
Other incidents	As considered appropriate	

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