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EMERGENCY PROCEDURES

1. GENERAL

- 1.1. Anyone can alert all on board to an emergency situation by simply activating the general alarm. This, in itself, will do no more than bring the emergency parties to their emergency muster stations.
- 1.2. In any emergency situation, the first priority is usually to raise the alarm. If a fire is discovered do not attempt to fight it without first raising the alarm. Tackling the fire on your own without raising the alarm could result in you being overcome by the smoke or fumes, or the fire could get out of control. In a man-overboard situation it is best to first release or throw a lifebuoy overboard, and then raise the alarm.
- 1.3. The person discovering the emergency situation shall activate the nearest general alarm system and then either proceed to the bridge or communicate with the bridge personnel and report the nature and location of the emergency.
- 1.4. It is then essential that the information concerning the type and location of the emergency be passed to the emergency teams without delay.

2. GENERAL ALARM EMERGENCY

The following procedures are a guideline and some deviation may be necessary to suit the prevailing conditions.

2.1. Vessel at Sea

On the sounding of the general alarm:

- a. Master is to proceed to the bridge.
- b. The emergency parties to muster at the emergency headquarters with the utmost speed. (N.B. – Do not forget portable radios)
- c. The Officer of the Watch is to establish the type and location of the emergency, and announce it over the PA system.
- d. The Officer of the Watch is to remove the contingency plan appropriate to the emergency situation from the Contingency Plan Manual and have it ready for use.
- e. The first officer to arrive at the emergency headquarters will establish communication with the bridge to ascertain/confirm the type and location of the emergency.
- f. The Chief Engineer Officer and Electrical Officer will proceed to the engine room. Contact is to be made with the bridge.

- g. The First Aid Party, the Vent Party and Personnel assigned Special Duties shall proceed to their muster stations and will establish contact with the bridge and await instructions.
- h. If the Officer of the Watch is a member of the emergency party he/she is to remain on watch until relieved.
- i. All other crewmembers and passengers will proceed to the lifeboat embarkation stations where they will await further instructions. A designated crewmember is to ensure that passengers not familiar with the vessel reach their muster points safely.
- j. The emergency party will collect the equipment they require and proceed to the scene of the emergency.
- k. A roll call should be taken to check if all persons are accounted for or they are missing and to launch a search for them.
- l. The procedures contained in the contingency plan should be used as a guide and check list to assist the Master to in controlling the situation.
- m. The Master should designate a Radio Officer to monitor radio stations and conduct radio traffic.

2.2. Vessel in Port

- a. In port, a number of crewmembers may be ashore and emergency parties will have to be made up of those who remain on board. The main force for dealing with the emergency situation or fire on board, will be the local fire service.
- b. The Master or in his absence the Senior Navigating Officer is to proceed to the bridge and establish the type and location of the emergency, which must be announced over the public-address system.
- c. The Chief Engineer Officer and Duty Engineer Officer are to proceed to the engine room and make contact with the bridge.
- d. All other crewmembers are to proceed to the emergency headquarters. Contact must be established with the bridge.
- e. Passengers, visitors and shore labour must proceed ashore and muster in a safe position well away from the vessel and clear of the shore emergency teams.
- f. The Senior Navigating Officer at the emergency headquarters will establish an emergency party from the assembled crewmembers.
- g. If the emergency is in the engine room, the senior Engineer Officer will direct operations. The senior Navigation Officer will direct operations to deal with an emergency situation outside of the engine room.
- h. The emergency party will collect the equipment they require and proceed to the scene of the emergency.
- i. The bridge will be used as the main communications control position and, through V.H.F. contact, will form a link with the shore authorities.

- j. The duty Engineer Officer will ensure that sufficient water for firefighting is provided plus other essential services such as additional electrical power.
- k. The Officer in charge of the emergency party will:
 - Inform the bridge of the emergency situation and manpower available.
 - Take immediate action to contain the emergency.
 - One man to stand by the gangway with the safety wallet documents to give details to the shore emergency party (fire brigade).
- l. The following information should be passed to Senior Fire Service Officer:
 - Location and type of emergency.
 - Action already taken.
 - Equipment and manpower available.
 - Details of the vessels stability.
 - Details of cargo.
 - Tank disposition.
 - Number of casualties (if any) and persons not accounted for.
- m. In most ports regulations state that the Senior Fire Service Officer automatically assumes control of the emergency operation. However, the Master remains ultimately responsible for the safety of his crewmembers, the ship and its cargo and must work in close cooperation with the local authorities. Both the Chief Fire Officer and the Master are experts in their own fields and, mutual cooperation is essential.

3. LIFEBOAT STATIONS

The procedures below are a guideline:

- 3.1. The Master is to proceed to the bridge and gives the order to proceed to life boat stations.
- 3.2. All personnel, except those given special duties, are to don warm clothing and proceed to their allocated lifeboat muster station.
- 3.3. Personnel given special duties are to remain at their posts until relieved or instructed to abandon their posts. The emergency parties engaged in damage control activities are to continue to do so until instructed to proceed to the boats.
- 3.4. The person in charge of the lifeboat, or in his/her absence, the second-in-command of the lifeboat, is to check the personnel present against the boat station muster list and report discrepancies to the Master.
- 3.5. Lifejackets are to be donned and the lifeboats readied for lowering. (Reference should be made to Section 4.6 of the manual, "Safety Training and Drills")

- 3.6. Where free-fall lifeboats are fitted lifejackets are not to be donned and are to be carried into the lifeboat, safely stowed for the launch and donned as required only after the launch.
- 3.7. Depending on circumstances it may also be advisable to ready life rafts for launching as well.
- 3.8. Where time and circumstances permit someone may be sent to obtain extra gear such as blankets, food, water, medical kit and documents such as official logbook, crewmembers licences and passports, bills of lading, certificate of registry, trading certificates and any photographic evidence of the incident etc.
- 3.9. Launching of lifeboats will normally only be carried out if there is no hope of saving the vessel or if lives of all are in jeopardy.

DO NOT LAUNCH THE LIFEBOAT UNLESS SPECIFIC INSTRUCTIONS HAVE BEEN RECEIVED FROM THE MASTER OR HIS DEPUTY.

- 3.10. The Officer of the Watch will collect an EPIRB and additional hand held VHF radios when evacuating the bridge and proceeding to the lifeboat.

4. UNCONSCIOUS PERSON

Action to be taken on discovering an unconscious person should be carefully considered. Hasty action can lead to the situation being aggravated, and could even lead to loss of life.

- 4.1. The general causes of unconsciousness can be identified, vis
 - Physical injury or illness
 - Electrical shock
 - Suffocation or gassing
- 4.2. BEFORE approaching the casualty examine the situation to ensure that it is safe to do so. Special care is necessary if the casualty is in an enclosed space as the atmosphere may not be capable of sustaining human life. Similarly, if the casualty is lying near a switchboard or electric cables his body may carry a large potential.
- 4.3. In the case where it is evident that injury or illness is the cause, first aid treatment should be given, and the casualty would in all likelihood require to be hospitalised. If foul play is evident or suspected the police should also be summoned. In any event careful note should be made of the position of the casualty, the general situation, times and names of any witnesses.
- 4.4. In the case of electric shock, the first option would be to isolate the source of power if possible. Failing this it may be necessary to attempt to move the casualty clear of the source of power, using a well-insulated object. The casualty may well require artificial resuscitation.

4.5. In the case of gassing or suffocation it is essential to bear in mind that the atmosphere in which the casualty is lying is likely to be dangerous. Test the atmosphere before entering the space and follow "Enclosed Space Entry" procedures if the atmosphere is hazardous. If possible ventilate the area to reduce the hazard. Irreversible brain damage may result after as little as 4 minutes, and for this reason the first option, before attempting to move the casualty, is to supply air. If the casualty is breathing, use a breathing apparatus, if not breathing, use a resuscitator.

5. PROCEDURES FOR DIFFERENT SITUATIONS

The procedures in the Company Contingency Plan Manual should be followed.

Reference should be made to the guidelines contained in the chapter "Emergency Drills and Procedures" of COSWP publication.