



SAFETY MANAGEMENT MANUAL

8.1 EMERGENCY PREPAREDNESS

Originator:

Hank Ayers

Approved By:

Albert F. Suchy

1. Purpose

The purpose of this procedure is to identify potential emergency shipboard situations and establish procedures to respond to them on Woods Hole Oceanographic Institution operated vessels covered by the Safety Management System.

2. References

- Shipboard Oil Pollution Emergency Plan ATLANTIS
- Shipboard Oil Pollution Emergency Plan ARMSTRONG
- Emergency Action Plans

3. Responsibilities

The responsibility for emergency preparedness rests with the Director of Ship Operations. It is his/her responsibility to ensure that adequate plans are in place and personnel are adequately trained to deal with emergency situations on Ship Operations Group vessels. On each vessel managed or operated by the Ship Operations Group, the Master is responsible to ensure that plans have been prepared, shipboard personnel are adequately trained for emergency situations and that the Director of Ship Operations is notified of all emergencies. The Master is responsible for an adequate supply of equipment to react to an emergency on board. It is also the responsibility of the Master to identify potential emergency shipboard situations and establish procedures to respond to them.

It is the responsibility of each Master to ensure that the Shipboard Oil Pollution Emergency Plan (SOPEP) for his/her vessel is up to date and it accurately details the procedures to be undertaken in emergency situations. Any changes to the SOPEP shall be documented and sent to the Marine Engineer for review and incorporation. Review of the SOPEP should be accomplished at least annually to allow changes to be incorporated in time for submission to the U.S. Coast Guard.

The Marine Engineer, under the direction of the Director of Ship Operations, shall be responsible to ensure that annual review of the SOPEP has been completed and that notice of the review is sent to the U. S. Coast Guard.

4. Master

The Master of each vessel shall be familiar with the contents of the SOPEP and shall conduct training to ensure that shipboard personnel are aware of their duties in the various emergency conditions outlined in the SOPEP.

Emergency drills shall be conducted under the direction of the Master as required by the U. S. Coast Guard and other regulations. In addition, the Master shall evaluate the adequacy of shipboard personnel to address emergency situations and shall



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conduct such training as deemed necessary to adequately train shipboard personnel in the various emergency situations typical to shipboard operations.

- A. At least once a quarter, a drill will be conducted that will include verbal communication with the Ship Operations Group. Refer to the Emergency Report Form to be used during these drills in Administrative Procedure Number 2002-005 and section POP.01 in this manual.

Emergency situations that each Master shall prepare for include but are not limited to:

- Fire (refer to Station Bill and SOPEP)
- Explosion (refer to SOPEP and Emergency Action Plans)
- Loss of steering (refer to SMM – ATL 8.6, ARM 8.6)
- Grounding (refer to SOPEP)
- Flooding (refer to SOPEP)
- Collisions/Hull Damage/Excessive List (refer to SOPEP)
- Oil spill (refer to SOPEP)
- Man overboard (refer to Station Bill)
- Abandon ship (refer to Station Bill)
- Medical emergencies (refer to emergency action plans and SMM 8.4)
- Hazmat spills/Clean up (refer to SMM ATL 8.10, ARM 8.10)
- Piracy (refer to SMM 8.3)

To adequately prepare, the Master shall set forth additional procedures in NS-5 when more detail is needed than is provided in the SOPEP. These procedures shall be submitted to the Marine Engineer to be included in NS-5. All drills, exercises and safety meetings will be documented and recorded in NS-5.

The Master shall ensure that safety equipment is maintained in a ready condition and inspected regularly to adequately insure its readiness. Documentation of inspections shall be recorded in NS-5.

The servicing of safety equipment beyond the capability of shipboard personnel shall be entered as a service request in NS-5.

5. Ship Operations Group – Port Office

The Ship Operations Group shall be responsible for providing the vessels with adequately trained personnel to man the vessels. This shall be accomplished through careful consideration of new hires and planned outside training for WHOI shipboard personnel.



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The Marine Engineer shall be familiar with the SOPEP for each vessel and ensure that it is maintained current. The Marine Engineer shall submit changes to the U. S. Coast Guard for review in a timely manner as required by regulations.

Shore side personnel shall provide the vessel with adequate safety equipment for shipboard personnel to handle emergency situations. Shore side personnel shall also provide shipboard personnel with contractor assistance in servicing safety equipment beyond the capability of shipboard personnel, such as life rafts and fixed fire suppression systems.

Detailed information concerning Port Office Emergency Response Procedures is located in section POP-01 of this manual.

6. Reporting

Emergency Drills shall be entered in NS-5. They shall be placed in the ISM/STCW Compliance module as a drill. Drills entered may be closed upon completion unless a Corrective Action Report has been initiated or if the quarterly communication drill is included.

Emergency Drills, including the quarterly communications with the Port Office, shall be entered in NS-5 as follows:

- A. Ship personnel will initiate the report in NS-5, referencing "Quarterly Drill with Port Office" on the title line. This report shall not be completed so Port Office personnel can edit the report.
- B. Port Office personnel shall edit the report to include who took the call, who the information was passed on to and what outside response centers were notified, if applicable. When the applicable information has been entered, Port Office personnel shall complete the report.