1. Purpose

The purpose of this instruction is to provide guidelines and establish expectations for all personnel involved in WHOI Security Watches.

2. Scope

This procedure applies to WHOI vessels when at the dock in Woods Hole. It also sets forth what is expected from the security personnel at WHOI. These procedures are particularly important during non-business hours.

3. General

The ARMSTRONG and ATLANTIS have been set up with alarm capability to notify the WHOI security desk that there is either a flooding or fire condition on the vessel. On all its vessels, an alarm rings at the security desk and it is expected that the security personnel will respond to that alarm by checking the vessel before calling in assistance.

During normal WHOI business hours, any alarm sent in from these vessels shall be referred to the Port Office. Port Office personnel will conduct an initial assessment of the vessel's condition and initiate appropriate action.

The remainder of this procedure deals with non-business hour alarms.

In the case of a fire alarm, security personnel are requested to immediately survey the vessel and establish the validity of the alarm. If smoke is found, immediately contact the local fire department. After the local fire department has been contacted, contact Port Office and Designated Person and ship's personnel. Finally, assist local fire personnel that arrive by directing them to where the smoke was located.

In the case of a flooding alarm, security personnel are requested immediately the vessel and determine if the vessel is in a flooding condition. Security personnel are then requested to contact the Port Office or ship's personnel. It is not expected that security personnel should know how to operate the vessel but they are expected to acknowledge alarms, determine the nature of the alarm and call in assistance.

Ship's personnel are responsible for all alarms on their vessel. It is imperative that a qualified individual from the Ship Operations Group respond to an alarm. This may be the Chief Engineer for any flooding alarms and the Master or Chief Mate for any fire alarms. If there is any difficulty contacting responsible ship's officers, the security personnel are to contact members of the Port Office. All alarms must be acknowledged and reset to place the alarm system back in an armed mode.

4. Important Phone Numbers

The Port Office shall prepare a new list of important telephone numbers by each time a WHOI ship arrives in Woods Hole. This list shall be sent to 'Distribution' below. If more than one ship is in port at anyone time, security personnel shall take care to notify the individuals associated with each vessel.

5. Distribution

Facilities Manager
Assistant Facilities Manager
Security
Port Office Bulletin Board

6. List of Science and Crew on Board

A list of all personnel sleeping on board and their locations should be available in case of emergency. This list should be generated by the most Senior Officer onboard and distributed to WHOI security.