



# SAFETY MANAGEMENT MANUAL

## POP-01 Port Office Emergency Response Procedures

Originator:

Hank Ayers

Approved By:

Timothy Twomey

### 1. Purpose

The purpose of this procedure is to establish guidelines to be followed by Ship Operations personnel at Woods Hole Oceanographic Institution (WHOI) upon receiving notification of a shipboard emergency from the Master aboard the R/V Atlantis, R/V Armstrong, or any other research vessels operated by WHOI.

### 2. Scope

The Emergency Response Procedures apply to any shipboard situation in which the Master deems outside intervention, assistance or advice is necessary or required for successful resolution or mitigation.

### 3. Responsibility

The designated Port Engineer shall be responsible for maintaining a current list of contacts and numbers to be used in emergency situations. The Port Engineer shall also be responsible for ensuring these lists are on board all ships operated by WHOI and are delivered to the WHOI Switchboard in Smith Lobby.

The Masters shall notify the Ship Operations Group as indicated in Section 8.1 of this manual. The Director of Ship Operations is to be notified of all emergencies involving personnel, safety of the ship and/or equipment or the inability to carry out the ship's assigned mission,

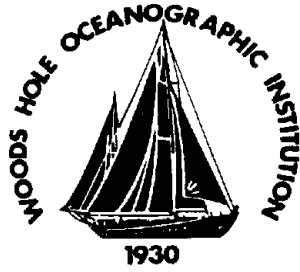
Ship Operations personnel shall be prepared to respond to emergencies on board WHOI vessels.

### 4. General

The Port Office at WHOI maintains documented procedures for responding to emergency situations on board WHOI ships. These procedures are located on the Ship's Station Bills, SOLAS training manual and in the SOPEP Manual on board each ship.

All emergencies or situations on board WHOI ships deemed serious enough to threaten the safety of personnel and/or the ship, or that may interfere with the scheduled work routine must be reported by the Master to the Director of Ship Operations. In addition, the Master may contact the Director of Ship Operations or other relevant office personnel any time he/she feels that the Port Office or other outside assistance will aid in resolving a situation on board.

If the emergency occurs during non-business hours, the emergency call shall be directed to the WHOI main switchboard. The security guard shall take the information and fill in the Emergency Response Form attached to this procedure. Once the information has been recorded, the security guard shall immediately contact the Director of Ship Operations or the next in line on the emergency contact list attached.



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The completed Emergency Response Form shall be sent to the Port Office the next business day.

If the emergency call occurs during non-business hours and is received by someone in the Ship Operations Group, the Emergency Response Form shall be completed and the information immediately passed on to the Director of Ship Operations or his designee. The completed form shall be brought to the Port Office the next business day.

The Port Office shall maintain a current list of names and numbers of key contact personnel for emergency situations. All ship Masters will have a copy of the current list on board and a copy will be available at the WHOI Switchboard.

In emergency situations, the Masters are urged to communicate with shoreside personnel in a way that will guarantee the message will be received and passed on immediately; if communication is via telephone, a written message shall follow at the earliest convenience.

### 5. Procedure

The Director of Ship Operations is the contact person for all shipboard emergencies. In his absence, his designee shall be contacted. The Director of Ship Operations and his designee have access to the highest levels of management within the Institution.

Upon receiving word of an emergency or a situation requiring a response, the Director of Ship Operations or his designee shall, in turn, take action and bring appropriate resources to assist with the situation. This may include but not be limited to:

- Calling in WHOI employees to assist as needed
- Notifying regulatory bodies and insurers as appropriate
- Notifying senior management within the Institution
- Notifying family members of embarked personnel as appropriate
- Deciding arrangements for berthing/repairing/provisioning the ship

At least once a quarter, an SSAS and an emergency drill that will include verbal communication with the Ship Operations, shall be conducted on each WHOI vessel. The Master, as required by the U. S. Coast Guard and other regulations, shall conduct these emergency drills. Drills are to be logged accordingly in NS.



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## Important Emergency Numbers

### Port Office Personnel

Director of Ship Operations (Timothy Twomey)	Work: 508-289-2624 Home: 774-763-6533 (Falmouth) Cell: 203-383-9309 ALT. Cell 508-360-3291
Port Engineer (Gary McGrath)	Work: 508-289-2232 Cell: 508-524-7401 (Falmouth)
Port Engineer/ISM Coordinator (Hank Ayers)	Work: 508-289-2750 Cell: 508-566-0612 (Falmouth)
Port Captain (Eric Benway)	Work: 508-289-3770 Home: 508-540-2894 (Falmouth) Cell: 508-737-7180
Marine Personnel Coordinator (Bethann Ryan)	Work: 508-289-2414 Cell: 774-392-0067 (Falmouth)

### Vessel Personnel

Allan Lunt	Master, ATLANTIS	503 338 9900	Reno, NV
Chris Morgan	Chief Eng., ATLANTIS	954 415 3978	Deerfield Bch, FL
Kent Sheasley	Master, ARMSTRONG	508-477-6626	Mashpee
Piotr Marczak	Chief Eng., ARMSTRONG	508-274-2851	Mashpee
Derek Bergeron	Relief Master ATL & ARM	508-494-0318	Martha's Vineyard
Guards WHOI Switchboard		508-548-1401	Woods Hole