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. 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
### POP-01 Port Office
#### Emergency Response Procedures

**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.

#### Important Emergency Numbers

##### Port Office Personnel

- **Director of Ship Operations**
  - Work: 508-289-2624
  - Cell: 907.317.7729 (Falmouth)

- **Port Engineer**
  - Work: 508-289-3640
  - Cell: 508-524-7401 (Falmouth)

- **Port Engineer/ISM Coordinator**
  - Work: 508-289-2750
  - Cell: 508-566-0612 (Falmouth)

- **Port Captain**
  - Work: 508-289-3770
  - Home: 508-540-2894 (Falmouth)
  - Cell: 508-737-7180

- **Marine Personnel Coordinator**
  - Work: 508-289-2414
  - Cell: 774-392-0067 (Falmouth)

##### Vessel Personnel

- **Derek Bergeron** Master, ATLANTIS 508-477-6626 Marthas Vineyard
- **Roy “Joey” Daigle** Relief Master, ATLANTIS 281-732-4954 Bacliff TX
- **Nicholas Alexander** Chief Eng., ATLANTIS 719-375-9911 Pike, NH
POP-01 Port Office
Emergency Response
Procedures

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<th>Originator:</th>
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<td>Hank Ayers</td>
<td>Paul Gallagher</td>
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Kent Sheasley    Master, ARMSTRONG    508-477-6626    Mashpee
Piotr Marczak   Chief Eng., ARMSTRONG   508-274-2851    Mashpee
Michael Singleton  Relief Master, ARMSTRONG  401-829-7140    Rhode Island

Guards WHOI Switchboard

WHOI Emergency Line

Guards WHOI Switchboard  508-548-1401    Woods Hole
WHOI Emergency Line

From Cell: 508-289-2911
From WHOI Landline: 2911