

# RRS James Clark Ross

## Cabin Safety and Information Booklet

“Welcome  
Aboard”

From the  
Captain



Essential information  
for everyone aboard  
RRS James Clark Ross

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Please print double sided



## **BAS INTERNET / intranet LINKS**

JCR intranet access. Links to all ship related information. <http://jrui/>

**Principal Scientists Handbook** – Details of how to lead a cruise on BAS ships:  
[http://www.antarctica.ac.uk/living\\_and\\_working/research\\_ships/2002-549.pdf](http://www.antarctica.ac.uk/living_and_working/research_ships/2002-549.pdf)

**Information on a specific cruise.** Open the site and select the cruise you want to view.  
[http://www.antarctica.ac.uk/living\\_and\\_working/research\\_ships/cruises/index.php](http://www.antarctica.ac.uk/living_and_working/research_ships/cruises/index.php)

**Cruise Participant's Handbook**  
[http://www.antarctica.ac.uk/living\\_and\\_working/research\\_ships/documents/cruise\\_participants\\_handbook.pdf](http://www.antarctica.ac.uk/living_and_working/research_ships/documents/cruise_participants_handbook.pdf)

**Virtual Tour:** Plans/layouts of the ship and photos JCR and Ernest Shackleton (ES)  
**JCR:** [http://www.antarctica.ac.uk/living\\_and\\_working/virtual/james\\_clark\\_ross/index.php](http://www.antarctica.ac.uk/living_and_working/virtual/james_clark_ross/index.php)  
**ES:** [http://www.antarctica.ac.uk/living\\_and\\_working/virtual/ernest\\_shackleton/index.php](http://www.antarctica.ac.uk/living_and_working/virtual/ernest_shackleton/index.php)

**Ship Safety Management System** <http://basweb.nerc-bas.ac.uk/ships/sms/>

**BAS Safety Policy for Ships** <http://basweb.nerc-bas.ac.uk/ships/sms/documents/MSfwd3C.pdf>

**BAS Health and Safety Policy**  
<http://basweb.nerc-bas.ac.uk/ships/sms/documents/MSfwd4H.pdf>

**Anti social behaviour** <http://net.nerc.ac.uk/policy/notices/sn/sn03-02.asp>

**Alcohol and Drug Policy** [http://basweb.nerc-bas.ac.uk/information/admin\\_notices/2005/03\\_05.pdf](http://basweb.nerc-bas.ac.uk/information/admin_notices/2005/03_05.pdf)

**Your personal itinerary (SOUTH)** <http://www.antarctica.ac.uk/south/main.php>

Visitors to the Antarctic: **Personal, Financial and Medical requirements:**  
[http://www.antarctica.ac.uk/staff/antarctic\\_visitors/introduction.php](http://www.antarctica.ac.uk/staff/antarctic_visitors/introduction.php)

**Participants' Handbook:** A guide to going South with British Antarctic Survey:  
[http://www.antarctica.ac.uk/staff/antarctic\\_visitors/handbook/handbook.pdf](http://www.antarctica.ac.uk/staff/antarctic_visitors/handbook/handbook.pdf)

**Code of practice for safety in laboratories on JCR:**  
[http://www.antarctica.ac.uk/living\\_and\\_working/research\\_ships/laboratories\\_code\\_of\\_practice.pdf](http://www.antarctica.ac.uk/living_and_working/research_ships/laboratories_code_of_practice.pdf)

**BAS Ships - General ship information and specifications: JCR and ES**  
[http://www.antarctica.ac.uk/living\\_and\\_working/research\\_ships/rrs\\_james\\_clark\\_ross/technical\\_data.php](http://www.antarctica.ac.uk/living_and_working/research_ships/rrs_james_clark_ross/technical_data.php)  
[http://www.antarctica.ac.uk/living\\_and\\_working/research\\_ships/rrs\\_ernest\\_shackleton/technical\\_data.php](http://www.antarctica.ac.uk/living_and_working/research_ships/rrs_ernest_shackleton/technical_data.php)

**Computing Facilities on ships**  
**JCR:** [http://www.antarctica.ac.uk/staff/antarctic\\_visitors/computing/rrs\\_james\\_clark\\_ross.php](http://www.antarctica.ac.uk/staff/antarctic_visitors/computing/rrs_james_clark_ross.php)  
**ES:** [http://www.antarctica.ac.uk/staff/antarctic\\_visitors/computing/rrs\\_ernest\\_shackleton.php](http://www.antarctica.ac.uk/staff/antarctic_visitors/computing/rrs_ernest_shackleton.php)

**Marine Standing Instructions** <http://basweb.nerc-bas.ac.uk/ships/sms/msi.php>

**Waste Management Handbook**  
<http://basweb.nerc-bas.ac.uk/ships/sms/documents/Waste-Management-Handbook-Ed.4-Rev1.pdf>

**Science equipment deployed from JCR previously**  
[http://basweb.nerc-bas.ac.uk/ships/sms/rrs\\_james\\_clark\\_ross/science\\_instructions.php](http://basweb.nerc-bas.ac.uk/ships/sms/rrs_james_clark_ross/science_instructions.php)

**BAS information** <http://basweb.nerc-bas.ac.uk> **NERC Staff information** <http://net.nerc.ac.uk/>

**Antarctic Station working procedures** [http://basweb.nerc-bas.ac.uk/knowledge\\_base/base\\_procedures/](http://basweb.nerc-bas.ac.uk/knowledge_base/base_procedures/)

# RRS James Clark Ross

## Cabin Safety and Information Booklet

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# WELCOME TO R.R.S. JAMES CLARK ROSS

## An Introduction by the Ship's Masters

We endeavour to give you the fullest support to make your time onboard both fruitful and pleasant. It is our intention that you will find competent, friendly and courteous support from all ship's personnel. We hope that everyone sailing on JCR will leave the ship with a high opinion of our standard of operation and co-operation.

This file contains the basic information you need to know about life onboard. Everyone staying aboard the ship, even for a short time, should read this file, whether in port only or at sea. Please leave this file in the cabin, in a prominent place, for the next occupant/s.

Have a pleasant voyage.

**Remember: IF IN DOUBT... ASK!**

### Section 1 – Safety Onboard

#### **Safety Onboard**

Officers and Crew must read and sign Masters Standing Orders as soon as practicable.

Instructions in this booklet form part of Master's Standing Orders for both Marine and Non Marine Personnel.

Ships can be dangerous places to those unaware of the hazards – please take care.

**1 Muster List:** As soon as you have embarked make yourself familiar with the Muster List and Emergency Signals posters on each deck in the cross-alleyway and on your cabin door. Locate where your lifejacket, survival suit and smoke hoods are stored in the cabin.

**However please note that in port on hearing any emergency signal (if you are NOT marine crew) you should muster at the foot of the gangway** where you will be accounted for by a member of ship's staff.

**2 Safety Brief and familiarisation:** Prior to the ship's departure everyone will be required to attend a Safety Briefing when the ship's emergency procedures will be explained. Please familiarise yourself with the notices on the back of your cabin door and those in the accommodation alleyways. Make sure you understand fully what different alarm signals signify and what action is required of you. If you are in the slightest doubt, ask any of the ship's staff. Take practice emergency drills seriously and attend them all.

**3 Fire:** Make yourself aware of available fire extinguishers and means of raising the alarm - particularly near your cabin and place of work. Familiarise yourself with escape routes from your cabin and place of work.

**If you are the first to discover a fire** use all available means - including a lot of shouting, regardless of the time of day - to raise the alarm. If you are able, **without danger to yourself**, tackle the fire. If it becomes apparent that your efforts are having, or will have little effect, evacuate the area, closing as many doors and windows as possible.

**Do not place yourself in a position of danger from which you cannot escape.**

**4 Safety Awareness:** Safety is everybody's responsibility. If you notice an unsafe practice, witness a "near miss" or an accident or have any other general comments concerning safety let your Safety Representative or the Chief Engineer (Ship's Safety Officer) know. Reporting a "near miss" even minor could prevent an accident in the future. **"Big or Small, Report them all"**

BAS – "Statement of Safety, Environmental Protection and Security Policy for Ship Operations" is the basis for all safety procedures onboard. This is displayed on the ship's Safety Notice Board.

BAS "Statement of Safety Policy, Organisation and Arrangements" is available on the Intranet – see cover page for link.

There is a Safety Management System (SMS) operating onboard, which expands many of the subjects in this file. The manuals that make up the system are kept in the Combined Office and are available on request from any Officer.

Manuals should not be removed from locations without the Chief Officer's permission. Or refer to the Intranet - see cover page for link.

If something you are asked to do, or some part of the ship appears to you to be unsafe, you should follow the procedure as laid down for complaints. Also each Department has a Safety Representative; such matters must be reported to the rep. who will then refer to the Safety Officer.

Familiarise yourself with the following documents that you will find on the Safety Bookshelf located both in the Officers/Scientists lounge:-

(Marine Personnel should use the Combined Office and Crew Lounge copies)

Marine Standing Instructions,	[Also in Main Lab]
Risk Assessments (Be sure to read all the General Risk Assessments)	
Code of Safe Working Practice for Merchant Seamen	[Also in Main Lab]
SOLAS Manual	(Information on the ship's lifesaving appliances)

In addition if you are a participant in a scientific cruise you should make yourself familiar with additional safety literature to be found in the laboratories as follows:

***In the Main Laboratory on the Upper Deck***

- Laboratory Code of Practice
- COSHH data sheets and information
- Risk Assessments specific to work on deck and in laboratories for your science cruise

***In the UIC Laboratory (in the winch control room)***

- Scientific Equipment Guidance File  
(Records each item of equipment deployed from the ship with the general requirements and measures. {Form MS.AQ}) Copies on the Bridge and in the Crew Lounge.

**5 Electrical Appliances:** The ship's domestic electricity supply is single phase 240v 50Khz but may not be suitable for certain equipment. Most domestic appliances are fine but the cabin sockets have low amperage, and high load items e.g. kettles, heaters are not to be used. If you are not sure please check with the Electro Technical Officer (ETO) or ETO (Comms) before use as many fires are caused by faulty or incorrect electrical equipment. No extension leads or multi-socket adaptors are to be used without permission from the ETO and equipment must have the correct plug for cabin sockets. If you have work related electrical items (ie not for personal use only) they should have been PAT tested before boarding. However if they are untested please advise the ETO before use. Cookers, toasters and irons must be switched off after use.

**6 Smoking: Smoking is NOT allowed in any internal space in the ship.**

Smoking is permitted

In the sheltered external areas designated for smoking on the Forecastle and Boat decks, port and starboard adjacent to the accommodation block.

On Open Decks but:

**Not** near open doors, windows, hatches or ventilation intakes.

**Not** near petrol storage tank on Starboard Boat Deck aft in way of Humber inflatables.

**Not** near gas stowages on Starboard Boat Deck aft in way of Humber inflatables and Port Bridge Deck forward in way of Rescue Boat.

**Not** when banned for bunkering/transfer of oils/sludge or the carriage, loading and discharging of hazardous deck cargo.

Smoking is **NOT** permitted at all during operations such as bunkering/hazardous cargo loading.  
(Announcements will be made over the ship's PA system for such occasions)

Cigarettes etc must be carefully extinguished using the containers in the smoking areas.  
On no account should cigarettes be cast over the side or stubbed out on the deck.

**SERIOUS BREACHES OF SMOKING PROHIBITIONS:-**

**Smoking in any internal space in the ship**

Smoking when it is temporarily banned because of the safety hazard

Smoking in areas which are temporarily banned because of the safety hazard

Repeated minor infringements of Smoking Regulations

**7 Alcohol and Drugs Policy:** You are reminded that BAS operates a strict Alcohol and Drug policy, for your health, safety and the social well being of everyone onboard. You will find a copy in the back of this file. **It applies to ALL onboard (BAS/NERC staff and external Supernumeraries of any organisation) and failure to comply with the policy will result in disciplinary action.**

Drugs other than those prescribed by a Medical Practitioner are strictly forbidden. Any person who is found to be in possession of illegal or non-prescribed drugs will be dismissed and repatriated to the U.K. at the first available opportunity, where the Authorities will be informed of the offence. It is likely that anyone caught in possession of illegal substances abroad will be arrested and subjected to a term in prison on conviction.

**8 Safety Committee:** The ship's Safety Officer is the Chief Engineer. Safety Committee meetings are held at least every six weeks and more frequently if required. Notices before the meeting and minutes of the meeting are posted on notice boards. During scientific cruises one member of the scientific party is elected as Safety Representative for the science and technical support team.

**9 Access to Decks in Heavy Weather:** In heavy weather, access to the Upper Deck (& other open decks) may be banned. Weather-tight doors leading out of the accommodation and laboratories may be closed and dogged tight. **Do not** attempt to open any door you find closed and dogged tight without referring to the Officer of the Watch (OOW) on the Bridge.

**10 Movement around the ship:** Movement around the ship can be dangerous due to wet and slippery decks and the rolling and pitching of the ship.

- Never run in alleyways or on deck.
- Hold handrails provided, especially in rough weather.
- NEVER face outward when using ladders.
- If unsure about descending a stairway, turn to face the stairs, hold the handrails and proceed down backwards.
- Never walk, stand or sit on the bulwarks (rail around ship).
- ALWAYS wear adequate footwear especially on the external decks – no bare feet at any time outside the cabin.
- Always secure doors, hatches and loose equipment

Remember the seaman's motto - "One hand for yourself, one hand for the ship".

For further information see MSI/GEN/10 in the Marine Standing Instructions and in the ship Risk Assessments (see intranet links).

**11 Watertight Doors:** The ship is fitted with hydraulically operated watertight doors. **These doors can kill.** You must not attempt to pass through these doors until you have been instructed in their use by a member of ship's staff. Instruction in the correct and safe way to operate these doors is part of the Safety Brief that is given prior to or immediately after sailing, and to new joining Marine Personnel. If you need to pass through a watertight door ALWAYS observe the safe practice that you have been taught. Never try to pass through a door while the alarm is sounding.

These doors are to remain closed at all times whilst the ship is at sea, except to allow through passage, after which they must be immediately closed. Read and follow the safety signs posted on each door. Generally speaking, especially for non marine personnel, there is little need to pass through these doors as alternative routes are available and should be used.

If you must pass through a door it must be opened to its fullest extent before attempting to pass through. In the normal operational mode the door, having been opened, will not close without manually operating the local control lever. Be warned that the doors can be set to close automatically from the Bridge, in which mode as soon as the local control lever is released the doors will immediately close. Hence the danger of passing through a partially opened door.

**THEREFORE, WHEN PASSING THROUGH WATERTIGHT DOORS, ALWAYS HOLD THE HANDLE IN THE OPEN POSITION UNTIL YOU ARE THROUGH AND CLEAR OF THE DOOR.** Unlike lift doors in buildings ashore, the watertight doors will not cease to close for soft obstructions like your body. **OBEY THESE RULES.**

**12 When working on open decks** remember:

Wear appropriate protective clothing

Keep an eye on what is going on around the rest of the deck and possibly over your head

Identify and be aware of the hazards

Keep out of people's way if you are not involved in the task and do not distract them.

The danger of loose clothing, long hair, rings and other jewellery.

The effect of regular and sudden ship movement on lifting and other manual handling jobs.

Keep clear of working machinery, wires and ropes (under tension and slack).

**13 Use of Knives:** Knives are a common tool aboard ship but extra care should be taken in their use. Sudden movement of the ship, wet, or slippery ropes/surfaces and uncontrolled direction and pressure must be avoided. Clasp knives should be lockable. **Always cut away from yourself.**

## **14 Responsibility of Individuals:**

It is the responsibility of everyone aboard to:

- Take care of their own health and safety and that of their colleagues.
- To follow the health and safety procedures set out by BAS.
- Use the safety clothing and equipment issued or available for use.
- Keep their living and working areas in a clean and safe condition.

Everyone is provided with safety clothing and equipment to protect themselves while working and ashore in Antarctica. Always ensure that you have adequate warm/windproof clothing immediately available in the cabin in case of an emergency. This simple provision may make the difference between life and death should it be necessary to abandon ship.

## **Section 2 – General Domestic Issues**

### **General Domestic Issues**

**15 General:** Supernumeraries, (anyone not a crewmember) are entered on the Ship's Articles and subject to the same disciplinary regulations as the Officers and Crew. As a Supernumerary, you must obey any reasonable instruction given by an Officer or Petty Officer in the course of their duties.

**16 Antisocial Behaviour:** Due to the confined nature of shipboard life tolerance and respect for other people is essential. BAS has a Respect at Work Policy. See Intranet links. It is important that everyone considers the impact of their behaviour upon others. Many of the crew are on "watches" whilst at sea, a routine of 4 hours on 8 off (with frequent requirement for additional work during their "off-watch" periods). This means that at all times of the day and night someone will be sleeping and loud/rowdy behaviour will almost certainly disturb them. Antisocial behaviour onboard constitutes an act of misconduct, which could lead to disciplinary action being taken.

**17 Medical:** The ship normally has a Doctor or Paramedic and if you need any medical care or supplies please ask. Surgery hours are advertised on the Hospital door but medical assistance is generally available at other times if required. If there is no Doctor or Paramedic the Purser/Catering Officer will advise you which officer has been put in charge of medical support.

**18 Garbage Disposal:** Your attention is drawn to the notice in this file concerning waste separation and disposal. Everyone should sort their own personal and work rubbish into the different categories and dispose of it in the correct receptacles. For more detail on BAS waste policy either ask the Chief Officer or refer to the BAS - Waste Management Handbook.

**19 Cabin cleanliness:** Ship's staff will maintain a high standard of cleanliness in all public areas of the ship. You are responsible for maintaining your own cabin in a clean and orderly condition. A vacuum cleaner and cleaning materials can be found on each deck in a locker marked "Cleaning Locker". If you have any queries ask the Purser/Catering Officer or a Steward. By law the Master has to inspect accommodation areas weekly, and normally makes "Rounds" on a Sunday morning.

**20 Laboratory & Work space cleanliness:** The Principal Scientist must ensure that the laboratories are maintained in a clean and orderly condition. The ship's crew will have scrubbed out the laboratories before the start of a cruise. During a cruise, scientific and technical support staff should maintain their own work areas in a clean condition. Waste in the laboratories should be separated in accordance with Para 18, (Garbage Disposal) and put into bins either in the Forecastle deck alleyway leading into the UIC room or in the Rough Workshop on the Upper deck.

During a cruise your work area should occasionally be vacuumed and bench areas wiped down with a damp cloth; any spillages should be wiped up immediately. Basic cleaning materials will be found in the Main Laboratory on the starboard side in lockers under the bench.

**21 Recreational Equipment:** There are some items of gym and exercise equipment available. Always wipe clean and re-secure after use. It is your responsibility to ensure that you know how to use the equipment properly and to only use it when conditions are such that it is safe to do so. Remember the ship is always moving, allow for this. Also as normal build up your exercise routine gradually. There is a sauna onboard, please read the safety notice outside.

**22 Meals, Diet and Dress code:** Vegetarians and others requiring a special diet should tell the Purser/Catering Officer as soon as possible. Please be prompt at meal times. If you are unable to take your meal either in the Saloon or Duty mess at the allocated time please inform the Purser/Catering Officer who will arrange a meal to be put aside for you.

**Saloon : (0730 breakfast, 1200 lunch and 1830 dinner) [Note in port Dinner is at 1800]**

In the Saloon, Steward service is provided. If there are large numbers onboard there may be two sittings. Please keep to your allotted time.

The dress code is as follows:

**For breakfast & lunch** – clean, casual clothes. Working gear and bare feet are not permitted.

**For dinner** – for men, a collared shirt (polo shirt acceptable), smart/ casual long trousers and shoes; no jeans or shorts. Women should adopt a similar level of smart/casual clothing.

**For approved formal events** – for men, a smart collared shirt with or without tie, long trousers, socks & shoes. Women should adopt a similar level of smart-casual clothing.

(Officers as per Master's Standing Instructions)

**Duty Mess: (0730 breakfast, 1130 lunch and 1730 dinner)**

There is a Duty Mess which should only be used when it is really necessary, by those on watch or those about to go on watch. Space in the Duty Mess is limited. At other times the Duty Mess may be used to make snacks and hot drinks; always be sure to clean up after yourself.

**23 Laundry facilities:** The laundry is situated off the cross alleyway on the Boat Deck. There are two washing machines and one drying machine. If everyone removes their washing as soon as the cycle is finished there should be no problem with this number of machines. The use of the drying room (leading off from the laundry) is available to all. Tumble driers should not be used for longer than necessary to dry clothes. **The filter must be cleaned of fluff before and after using the drier.** Ensure irons are cool before stowing.

**24 Fresh Water:** Fresh water is always in short supply onboard. The amount the ship can make is limited. When using the washing machines always do a full load, if necessary share with someone else. Conserve water when possible, report dripping taps etc. If water consumption is too high, rationing may be introduced.

**25 Toilets:** There is a fresh water vacuum flushing system for the toilets. This is efficient and clean if used correctly. Do not put **anything** other than human waste and a small amount of toilet paper into the bowl. Toilets should be cleaned **every day** but only using Bio-Vac enzyme cleaner supplied in each cabin. Extra supplies are kept in the cleaning lockers on each deck.

There is a supply of female sanitary items onboard, available from the doctor. These **MUST NOT** be disposed of through the toilet system. Paper bags are provided which should then be placed in the waste bags to be incinerated. (Dry Waste - Blue bins.).

**26 Libraries:** There is a collection of scientific textbooks, reports, journals and reference books in the Conference Room for your benefit. If you remove any of these from the Conference room please make a note in the book on the sideboard and be sure to return it when you have finished with it. There are also general interest books supplied by the Marine Society (distinguishable by their stamp inside the front cover). Please borrow them but ensure that they are returned when you have finished with them and certainly before you disembark. The Master has a collection of Polar books and all the ship's scientific cruise reports which you are welcome to borrow. On the Bridge there are various marine wildlife books for reference with permission from the Officer of the Watch; but they should not be removed from the Bridge.

**27 Videos:** The ship has a collection of feature film videos. A video is normally shown each evening commencing at 2030hrs in the Officers/Scientists Dining saloon. If you are on watch at this time and wish to view the video, please contact the ETO (Comms). Videos showing, other than at the normal showing, must avoid meal times and also allow for preparation time in laying up. There are also a number of documentary videos, mainly Antarctica related, in the Master's cabin which are available on request.

**28 Machinery Spaces:** The ship's machinery spaces and control room are strictly out of bounds at all times. (This includes the Traction Winch Room and Seismic Compressor rooms). If you are interested in looking around these spaces conducted tours can be arranged. Please speak to one of the Engineer Officers for information.

**29 Bridge visits:** You are welcome to visit the Bridge. Each time you visit it is a courtesy to check with the Officer of the Watch that it is convenient to do so. Please avoid change of watch times ie. 0800, 1200, 1600. hours of darkness, and other busy times unless visiting on science/ship's business. Please do not crowd the Bridge or engage in noisy conversation as this will distract the OOW and the Watchkeeper from their duties.

If the ship is under navigation, pilotage or being conned by the Master or at other busy times, you are welcome to view from the Wheelhouse top deck above the Bridge rather than the Bridge itself. Please do not take offence if you are asked to leave the Bridge or you are not granted permission to visit as this will normally be due to the demands of the current situation or operation.

**30 Canteen and Bond Supplies:** A "no cash" system of accounting operates onboard both in the bar and the "shop" (Bond). The amount spent will either be deducted from your salary, if a BAS/NERC employee, or it will be settled as previously arranged at the end of your voyage. Various goods and souvenirs can be ordered from the shop using the chit system in the bar / lounge. These will later be delivered to your cabin. The bond is open most weekdays (at times advertised by the Purser/Catering Officer) and you are welcome to go and view what is on offer. The Bond is situated in the 'tween deck stores alleyway.

**31 Conference Room:** The Conference Room, opposite the Officers / Scientists lounge, may be used for meetings. At other times it is free for use by anyone as a quiet room. Please observe the no food or drinks rule. Lecture equipment (slide projector, overhead projector and screen) is located here.

**32 Pornography:** The use of BAS supplied equipment/systems to view pornographic material is strictly forbidden. **This constitutes a serious breach of the BAS Code of Conduct, and will result in Disciplinary Proceedings and** may result in Criminal Proceedings in UK or abroad. Be aware that carrying pornography through a port or airport may contravene local Customs regulations and may result in arrest, delay and/or penalties, which may be extreme. BAS accepts no liability for penalties imposed for having such material onboard or in transit. Again you may also be subject to BAS / NERC disciplinary procedures in such cases.

**33 Personal Problems:** If, while onboard, you have a problem of any kind, concerns such as problems at home or onboard etc it is often best to discuss it with someone. You may seek advice from anyone you choose, but it is recommended that you talk to your Head of Department (for Marine Personnel), or the Principal Scientist (for non marine personnel) or the Master. You can be assured that any such matters will be treated in the strictest confidence. BAS Cambridge has a Welfare Officer who can assist if action is needed back in the U.K.

**34 Complaints/Appeals/Suggestions:**

**Non Marine Personnel** - If you have any complaints/appeals or suggestions concerning the service provided or safety onboard, please raise them with the Principal Scientist or the Master. It is important that you to raise any issue onboard where it can be dealt with at an early stage rather than waiting until you return home. This can very often prevent small problems magnifying out of proportion for the rest of your time onboard.

**Marine Personnel** - If you have grievance do not keep it to yourself. The normal chain of communication should be through your P.O. (in the case of a Rating) or your Head of Department (in the case of an Officer); if not satisfied take it directly to the Master. Then if you are not satisfied, you can appeal to the Head of BAS Personnel. If circumstances are such that you wish to speak to either your Head of Dept. or the Master in the first instance, you may do so.

**35 Going Ashore:** Cabins should be locked when unoccupied during port calls.

When you go ashore it is imperative that you move the indicator next to your name on the cabin board at the head of the gangway to show you are not on the ship. Likewise on return please indicate that you are onboard. This board is used in an emergency onboard in port to account for all personnel and it is therefore extremely important to do this.

While ashore take sensible and appropriate precautions for your safety and security.

**36 Base Visits/Going Ashore in Antarctica**

- You must be suitably clothed for going ashore. Always presume that the weather will become unpleasant.
- On entering a Base please leave your boots and outside gear in entrance lobby.
- Obtain permission to look round or ask to be shown round by a Base member.
- Notices are posted prior to arrival advising any special instructions or restrictions.

If you plan to leave the vicinity of the Base ensure that you:

- Are not restricted to the Base area only.
- Have checked with the Base Commander that your route is allowed. Advice is generally on the Base noticeboard
- Never go alone.
- Enter your time of departure, estimated time of return, and route in the “walks book”. If you don’t know where it is, ask.
- Stick to your intended route, so you can be traced in an emergency.
- Listen for the ships whistle and if you hear it, return **immediately** to the ship or embarkation point.

Relief time on Base is a busy period and work must always take priority over recreation.

**37 Base Operational Information on the Intranet:** Details of many of the policies and procedures used on Antarctic Stations are featured on the Intranet. Personnel destined for Bases may find these of interest. See intranet link.

**38 Banned items or persons:** It is forbidden for anyone onboard to have in their possession or to bring aboard any of the following:

- Firearms, ammunition or explosive devices.
- Offensive weapons.
- Illegal drugs
- Alcoholic drink (other than that obtained onboard)
- Unauthorised persons.

**39 Next of Kin and Mail:** All next-of-kin and second contacts receive from BAS Personnel Section, information sheets regarding Mail and Communications.

**Outward Mail from ship:** If time allows, you are responsible for posting your own mail in port. If a very quick call is being made at a port, small items of mail will be collected and the cost of mailing will, in these circumstances, be met by BAS.

**40 Ship Security:** Everyone onboard is requested to be vigilant both onboard and in port areas to assist in keeping the ship secure. If you see anything suspicious or that you think may cause harm to people onboard or to the ship report it immediately to one of the ships crew or port security. Security covers everything from terrorism to minor pilferage.

The Ship's Security Officer is the Second Officer and you are welcome to ask advice about personal safety ashore in port as well as reporting any suspicious activity on or near the ship.

Do not touch suspicious packages and keep yourself and other people as far away as possible until help arrives. If you think there is an unauthorised person onboard alert a crewmember.

If you need to summon assistance urgently onboard, use the phone or in the extreme case of imminent or actual danger use of one of the "break glass" alarm buttons.

Be aware that the ship security system exists for your protection and so please co-operate fully with gangway checks and Identity pass rules. Notices about specific security issues will be posted on the ship's notice boards.

Please obey restricted area signs and keep cabin doors locked in port. If you have responsibility for work areas, please secure them when not in use.

You may be asked to assist the crew in ship searches and patrols, if so please carry out these duties diligently and with caution.

**41 Domestic and Cargo duties:** There may be times when, if you are not employed in carrying out scientific work that you will be asked to assist with ship domestic cleaning or with cargo and logistics work. It is expected that you will carry out these duties under instruction from the Officers and crew willingly. Should you feel that a task is beyond your ability or safety level you should inform either the Purser/Catering Officer or Chief Officer as appropriate to the job.

**42 Information (lack of):** When operating in the Antarctic the Master is at times very busy (believe it or not!) especially when the programme is hampered by bad weather and/or ice. At times like this that you may ask "What the hell is going on". If you genuinely feel that you are being starved of information, ask your Head of Department, who may in turn ask the Master. This will invariably result in the posting of a notice explaining what is going on, or a PA announcement.

### **43 Communications:**

**BASNET:** The JCR is fitted with a satellite communications package [BASNET] that gives Internet access to all onboard. The system operates on a very limited bandwidth, therefore receiving your local radio station or downloading music/videos will slow down all Internet operations aboard dramatically. *DO NOT therefore attempt to download movies etc.*

**Telephone calls:** The BASNET system means that the ship is an “Extension” of the BAS Office Telephone Exchange. Telephone access is possible direct from your cabin. Dial 9 for the Cambridge Office exchange, and then another 9 for external access to the BT network.

BAS should not be paying for **any** portion of your personal telephone calls. **Therefore all personal calls should be routed via 0800 or the BT Odyssey 144 access codes \*\***

\*\*Other Telephone Operator “Account Cards” and “Prepaid Calling Cards” are available via the Internet. If you would like either a BT Odyssey application form or information on other providers, please either ask or (if not onboard) e-mail the ETO(Comms) at [jrcomms@south.nerc-bas.ac.uk](mailto:jrcomms@south.nerc-bas.ac.uk) for details. It is strongly recommended that you arrange for a calling card **before** you arrive aboard ship. Please remember that the telephone system is shared by all persons aboard the ship, and it would be appreciated if you therefore keep the duration of your calls to within reasonable limits.

Calls direct to other extensions within BAS Cambridge can also be made from your cabin. Dial 9 (for an outside line from the ship’s exchange) followed by the four-digit BAS telephone extension number required. Official calls can be made from the Radio Room.

#### **Skype etc & Instant Messenger:**

For those of you who have Skype or a similar system, please note that this is unlikely to work whilst onboard the ship due to the limited bandwidth, however Instant Messenger does work well.

**Internet:** Useful for a broad spectrum of uses. However see Para 32 ref. Pornography.

**Intranet:** The BAS intranet gives access to all aspects of BAS organization and information.

**INMARSAT SAT-B:** You are warned that calls through SAT-B are very expensive, and can quickly run up a very large bill. All such calls will be costed and charged to your account. If you wish to use this facility contact the ETO(Comms), who will advise you of the cost per unit of time.

**Laptop computers:** Do not attempt to connect your Laptop to the internet in your cabin or elsewhere until you have received clearance from the ICT Representative aboard [or in his absence the ETO(Comms)] that you may do so. You will need to have a current version of anti-virus software installed, run regular updates and scan your machine at least once a week. Acceptable software is Norton, McAfee etc.

**E-Mail:** As personnel are no longer provided with an ‘onboard’ e-mail account, please advise the ETO(Comms) by e-mail of the address of the e-mail account you are using as soon as you arrive aboard. Send the message to [jrcomms@south.nerc-bas.ac.uk](mailto:jrcomms@south.nerc-bas.ac.uk) You may then be included in the distribution list for the occasional e-mail circulars for items of general information.

Should you experience any communications problems or have a query relating to Communications, do not hesitate to visit the ETO(Comms).

**Satellite Coverage:** There are occasions especially in the high latitude regions or on certain headings when the ship operates out of satellite coverage and consequently BASNET communications are lost. The ETO(Comms) will be able to advise regarding the limited communications options if this occurs.

#### **44 Crossing the Line Ceremony:**

This is a traditional ceremony carried out when crossing the Equator. It is to be carried out in a manner that is safe and enjoyable for all personnel.

Persons wishing to conduct the ceremony must liaise with the Chief Officer in good time. He will form a Committee to organise the event. As a minimum there must be a representative for the 'Fids' and another for the crew. The 'Fid' representative would normally be the 'King Fid'.

The committee shall organise in reasonable detail the events of the ceremony including the time, place and activities. The Chief Officer will forbid any activity that departs from the safety and social acceptability of the occasion.

The wishes of anyone not wanting to participate in part or all of the activities must be respected.

The following points are among those to be taken into account in the detailed arrangements:

- The Master will sanction the arrangements before any activities take place.
- All taking part must be volunteers, coercion of any kind is strictly forbidden.
- All activities to take place in one area.
- Mock weapons are to be protected and checked.
- Food or drink will be approved by the Purser/Catering Officer.
- Hair cutting/shaving must be of a token nature, and with the full consent of the volunteer.

Any activity outside the approved ceremony is strictly forbidden. If complaints are received of any coercion and those involved identified they may be found in breach of the BAS Code of Conduct. You should be aware that misconduct may lead to immediate dismissal.

**45 Other information** about the ship, BAS and the Antarctic can be found on the Intranet (see cover page for links) and in the back of this file there are additional safety brochures as follows:

BAS Alcohol and Drugs Policy

Know your Limits (Guide to sensible drinking)\*

Drugs (What you should know)\*

Manual Handling Techniques & Advice guide\*

Fires in ships\*

Personal Survival at Sea\*

Work Safely (Ship familiarisation)\*

Hear Today... (Guide to noise exposure)\*

Slips, Trips and Falls\*

Risks from exposure to sunlight\*

JCR Shipboard Garbage Disposal

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Captain M.J.S. Burgan

Captain G.P. Chapman