

R.R.S ERNEST SHACKLETON

CABIN SAFETY AND INFORMATION BOOKLET

Welcome aboard R.R.S Ernest Shackleton

The information in this booklet is for your interest and safety whilst onboard.

It is essential that you read this booklet as soon as possible after embarkation.

The safety information duplicates that given to you by the Ship's Officers when you embarked and safety notices around the ship.

The BAS policy - 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 or on the Intranet - <http://basweb.nerc-bas.ac.uk/ships/sms/mpm.php>

There is a Safety Management System operating on this ship which expands many of the subjects in this booklet. Access to the manuals which comprise the system is available on request from any Officer or directly on the Ship's Intranet Site. <http://basweb.nerc-bas.ac.uk/ships/sms/>

Some of the manuals, the Marine Standing Instructions, the Emergency Plan, Risk Assessments and the Code of Safe Working Practice for Merchant Seamen are available in the Red Room.

The Public Room General Information files in the Red and Yellow Rooms also provide further guidance and should be used for reference.

Other information can be found on the Intranet as follows:

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

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

This booklet is to remain in the cabin.

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Introduction

New seafarers may not be familiar with the standards and codes of behaviour required aboard this ship. Their attention will be drawn to the most important points by their Familiarisation instruction and should take further guidance from the behaviour of the more experienced Officers and crew.

All other personnel (Supernumeraries), aboard are subject to the Ship's Articles and the same disciplinary regulations as the Officers and Crew. Their working arrangements are somewhat different although they may at times be working alongside the crew. Organisation of their work is co-ordinated by the Chief Officer, Boatswain and "King Fid" (or Charterers representative). Any problems arising from these arrangements should be advised to the Chief Officer.

Supernumeraries must obey any reasonable instruction given to them by an Officer or Petty Officer in the course of their duties.

Due to the confined nature of shipboard life tolerance and respect for other people is essential. BAS has a Respect at Work Policy. <http://net.nerc.ac.uk/policy/notices/sn/sn03-02.asp>

Smoking

Smoking is only permitted in certain areas within the accommodation and on deck.

- Smoking is prohibited on the Main Deck, cargo hatches, 'tween decks, and engine room.
- **Smoking in bunks or in the mess room is strictly forbidden.**
- Permanently prohibited areas have NO SMOKING signs displayed.
- Dispose of matches, butt ends and ash in the ash trays and sand bins provided. Do not throw cigarettes or matches overboard as they can be blown inboard and start fires.

At times it may be necessary to extend the NO SMOKING areas. An announcement will be made from the Bridge at these times.

Fire

Fire at sea is particularly nasty as it's not possible to just escape and call the Fire Brigade.

If you discover fire – do the following:

- Raise the alarm immediately
There are Break Glass alarm points on every deck within the accommodation, these will activate a bell throughout the ship. Tell an Officer, there is always one on the Bridge, so that emergency procedures can start.
- If appropriate try fighting the fire with an extinguisher.
- Do not use the fire hoses as they are not permanently charged.
- If it is 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.

Watertight and Fire Doors

- Fire doors close automatically on sounding of the fire alarm, keep clear of the doors until closed, if necessary, re-open, pass through and CLOSE after you.
- You will be instructed in the use of Watertight doors, but the main point to remember is NEVER pass through until it is FULLY OPEN, and ALWAYS close it afterwards.

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Emergency Musters

Immediately after sailing there will be an emergency muster drill.

This may involve everyone onboard or be limited to those newly embarked.

- Details of your Muster Point and emergency signals are displayed in your cabin.
- Familiarise yourself with the whereabouts of your Muster Point as soon as possible.
- An Officer will instruct you as soon as possible after embarkation in the emergency procedures, whereabouts of life jackets and survival equipment.

Emergency drills will be carried out during the voyage.

Use of Electrical Equipment

- Cookers, toasters, irons and boilers should be switched off or to low heat after use.
- Ensure irons are cool before stowing.
- Keep flammable material away from heat.
- Tumble driers should not be used for longer than necessary to dry clothes. Clothes must not be left in the drier as they may spontaneously combust. **The filter must be cleaned of fluff before and after using the drier.**

Electrical Appliances

The ship's domestic electricity supply is single phase 240v 60Khz. **This is different to the UK and may not be suitable for certain equipment.** Most domestic appliances are fine but 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 electrical equipment.

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..

Safety

Each department and the supernumeraries have a Safety Representative onboard with whom you can raise safety issues. There is also a Safety Officer.

It is your responsibility to report any incident or near miss you are involved in or witness. This is not to lay blame but to prevent similar occurrences in the future.

- Further details of the safety organisation can be found in the Management Procedures Manual, specifically, the Forewords, MS.11, MS.17 and Annex 2 located in the Ships Office.
- There is further safety literature including the Risk Assessment File in the Red Room and the Ships Office. There is a safety notice board on "A" Deck with relevant information and a book for noting safety observations and near misses.
- The manuals of the Safety Management System are in the Ship's office, freely available to all crew and on request by Supernumeraries.
- A Ship's Intranet version is available on all the ships computers. (See page 1)

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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.
- Individuals are provided with safety clothing and equipment to protect them while working and ashore in Antarctica. Everyone should ensure that they have an adequate stock of warm/windproof clothing immediately available in their cabin should they require it in an emergency. This simple provision may make the difference between life and death should it be necessary to abandon ship.

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. Take special care on the Monkey Island ladder.
- If unsure about descending a stairway, face the bulkhead and proceed backwards.
- Never walk, stand or sit on the bulwarks (rail around ship).
- Always wear adequate footwear – no bare feet at any time outside the cabin.

For further information see MSI/GEN/10 in the Marine Standing Instructions.

Cargo Hatches

There should be no reason for anyone to enter a cargo hold at sea. If it is necessary, consult the Chief Officer first. The only exceptions to this rule are:

- If space has been allocated for gym equipment and exercise.
- The starboard 'tween deck alleyway for access aft to under the Heli-deck.
- The port 'tween deck alleyway to the Engine Control Room.

Engine Room

Unless your job specifically requires otherwise, the engine room and other machinery spaces are out of bounds. Engine Room visits may be arranged with the Chief Engineer.

Bridge

Under normal circumstances it is acceptable to visit the Bridge, but please note the following:

- Do not visit for the first 3 days after departing UK.
- Do not visit between 0330 – 0430, 0730 – 0830, 1130 – 1230, 1530 – 1630, 1930 – 2030, 2330 – 0030.
- Do not visit during the hours of darkness.
- Do not visit in large groups.
- If the Bridge looks crowded postpone your visit until a quieter time.
- During periods of high work loads, approaching/leaving ports/bases, poor visibility, working ice, etc – do not disturb the Officer of the Watch.
- If your request to visit is refused or you are asked to leave please do so without argument or comment. The Officer of the Watch is responsible for the safety of the ship and all onboard and needs to be able to concentrate on his duties.
- DO NOT TOUCH any of the equipment or controls.

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Watchkeepers – need proper rest to ensure YOUR safety.

Many of the crew are on watches whilst at sea, a routine of 4 hours on 8 off.

Please keep noise to a minimum especially at night and in the afternoon between 1200 & 1600.

Avoid using external doors on the Upper Bridge Deck, use A Deck and internal stairways.

As a general rule a closed cabin door means the occupant does not want to be disturbed and a door with a curtain drawn indicates the occupant is off duty but can be approached.

Accommodation

The Boatswain has direct responsibility under the Chief Officer and Master for the cleanliness and smooth running of the crew accommodation. Accommodation is expected to be kept clean and tidy at all times. There will be a Masters inspection of accommodation every Sunday morning subject to operational restraints.

General Tidiness

- Keep all areas clean and tidy.
- Do not expect others to clear up after you.
- Mop up and dry any liquid spills immediately.
- Keep walkways clear of obstruction.

Meal Times

A communal system of messing is operated onboard.

Times at sea are:

	All	Watchkeepers Priority
Breakfast	0730 – 0800	continues to 0815
Lunch	1210 – 1300	1130 – 1210
Dinner	1800 – 1900	1800 – 1810

Revised times may be announced in port, while working cargo at bases and occasionally at sea.

Dress in the Mess room is to be clean casual at all times. Working gear and bare feet are forbidden. At dinner it is requested that a shirt with a collar is worn (polo shirt acceptable), with long trousers and shoes.

The Mess room may be used during smoko periods. At all other times it will be kept clear except for making tea and coffee etc.

Anyone with special dietary requirements should advise the Purser/Catering Officer as soon as possible after joining.

Morning Calls

Morning calls can be arranged with the Officer of the Watch but are restricted to stewards, Bridge watchkeepers, and early start cargo work.

Fresh Water

Fresh water is always in short supply onboard. The amount the ship can make is limited and is often less than daily consumption. When using the washing machines always do a full load, if necessary share with someone else. If water consumption is too high, rationing may be introduced, washing machines switched off.

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Linen Change

- Linen will normally be changed weekly. You will be advised of the day and time of the change for your deck. At this time you should take your linen to the linen locker where you will be given a clean set.
- Watchkeepers whose sleeping pattern does not allow them to meet the normal time should discuss alternative exchange times with the Steward. Anyone else who misses the deadline has to wait till the next change.
- If the ship is short of water the change may be reduced to once a fortnight. In this case, DO NOT wash your own linen as this defeats the object of water control and brings forward the time when washing machines are turned off.
- No ship supplied bedding or towels are to be used on deck for sunbathing.
- Upholstered chairs are not to be taken on deck. Plastic chairs are available.

Personal Laundry

The laundrette, starboard side “A” deck, comprises of 2 washing machines and 2 tumble driers. This is for normal personal laundry only. Heavily soiled clothing and boiler suits should be collected together and washed separately in the ship’s main laundry. Instructions for machines are posted on the adjacent bulkhead.

- **Washing machine** - “normally” use on programme 4 without pre-wash cycle.
- “Normal” temperature should be 40 deg.C
- Do NOT exceed the stated dose of powder/liquid (or the machine will overflow).
- **Tumble drier** filters are to be cleaned before and after use.
- The Heat button is depressed for “low” heat and extended for “normal” heat.
- Doors are right hand opening with a delay action on the switch.
- “Normal” recommended programmes are 1 or 2.

Ensure pockets are emptied of all objects including tissues before using any machines.

Bar

- Alcohol, soft drinks and confectionery are available from the chillers in the public rooms on an honesty tick sheet basis.
- The availability of alcohol is a privilege which will be removed if abused.
- All onboard are reminded that BAS operates a strict Alcohol and Drug policy, which is contained in the Public Room Information Files in the Red and Yellow Rooms.
Or refer to the Intranet http://basweb/information/admin_notices/2003/06_03.pdf

Canteen and Bond

The Catering Officer has a Canteen List of available items with instructions for ordering.

Recreational Equipment

There are some items of gym and exercise equipment available. Always wipe clean and re-secure after use. There is a sauna onboard, please read the safety notice outside.

Videos

A video will be broadcast by the ETO(Comms) 3 times a week. Watchkeepers may view this the next day at a time convenient to themselves, subject to the ship’s routine and not disturbing the sleep of others. There are other videos available in the Green Room. Personal videos may only be broadcast with the approval of the ETO(Comms).

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Pornography

- The use of BAS supplied equipment to view pornographic material is strictly forbidden.
- Everyone is reminded that carrying pornographic material through a port may contravene local customs regulations and may result in delay and/or penalties.
- BAS accepts no liability for penalties imposed on an individual for possession of such material onboard or in transit.
- Personnel may also be subject to disciplinary procedures in such cases.

Boat Travel

- Do not attempt to embark/disembark until instructed to do so by the person in charge.
- Rucksacks and hand luggage must be loaded/unloaded by rope not carried on ladders.
- When in the boat sit down if possible and keep quiet. Pay attention to what is going on and listen for instructions from the person in charge.
- Never put your hands, arms, legs or feet over the side.
- When the boat is alongside the ship do not pass between the cab and the ship's side.
- A buoyancy aid shall be worn. For travel in inflatableables an immersion suit will be provided as well.
- Make sure you are suitably clothed for the intended trip.

For more information see MSI/DEK/06 in Marine Standing Instructions.

Ships Internal Telephone

The Stentofon Telephone system is primarily for internal communication.

Ship telephone numbers are 3 digit and there should be a telephone list alongside each telephone. If a list is missing please inform the ETO (Comms).

Another important function of the system is as a Public Address and Announcement system.
THIS SYSTEM IS PART OF THE SHIP'S EMERGENCY COMMUNICATIONS FACILITY.

Telephones **MUST NOT** be abused, left off the hook or unplugged from the wall socket or anyway disabled in pursuit of privacy.

To dial	Either direct dial the 3 digits for operation through the internal speaker or lift the handset and direct dial.
To receive	Either push the "M" button to take the call on the speaker or lift the handset and take the call directly.
Satcalls	You can send/receive satellite calls from any of the telephones. You will require a "personal code" to do this, please see the ETO(Comms).
Volume	There is a volume control on the unit giving limited adjustment.
Radio	There is a provision for listening to the Bridge radio/hi-fi. It is dependant on what is being listened to on the Bridge and radio reception. Please do not contact the Bridge for radio requests, they will be unwelcome.
ON	Dial 81 or 82 (depending on availability)
OFF	Dial 80 Do not unplug from wall.

If you have any doubts or questions, or if you find any defects with any of the units please contact the ETO(Comms).

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Mail and Private Communications.

- Crew may use any of the computer terminals onboard. Supernumeraries are limited to the units in the Dry Lab and the Clients Office.
- You are responsible for posting your own outward mail during a normal port call.
- The BAS air letter facility is available to anyone on Antarctic duty and crew. Your communication is sent by computer to BAS where it is enveloped and posted. You are limited to 1000 words per communication once a week.
- For details of Fax and Radio Traffic please contact the ETO(Comms).
- You are warned that satellite phone calls can quickly run up a large bill.
- Interflora flowers and messages can be arranged by BAS, please see the ETO(Comms).

Vacuum Toilet System

The toilets work on a vacuum flush system and **NOTHING** except bodily waste and toilet paper is to go into the toilet. Please read the notice next to each toilet. Blockages are inconvenient and unpleasant for you and time consuming and nasty for the crew to rectify.

Onboard Waste Policy

All waste generated onboard is to be split into the following categories and dealt with as indicated. All waste shall be put in the correct bin in the port and starboard alleyways aft of the Mess room.

- **Food waste** – (Comminuted) Either through the galley Waste Disposal Unit or into the gash room buckets – as indicated by signs in gash room.
- In Antarctic area bones must be kept separate from other food waste as these are retained onboard and frozen.
- **Wet Food contaminated packaging** – Contaminated plastics are frozen, glass and cans are shredded.
- **Dry waste** – is incinerated. Cardboard boxes can be taken to the incinerator room.
- **Glass** – crushed and discharged in port.
- **Drinks Cans** – crushed /shredded and discharged in port.
- **Aerosols/Batteries** – to appropriate bins in the port and starboard alleyways aft of the Mess room. Do not puncture aerosols. Battery terminals must be taped up..
- **Sharps** – Razor blades etc into the yellow sharps bin in the hospital.
- **Oil/paint covered rags** – stored in yellow bins in the Engine room or Boatswains store.
- **Medical waste** – into yellow bags and incinerated.

For full details of the BAS Waste management policy and it's shipboard application are to be found in the B.A.S. Waste Management Handbook and MSI/GEN/21 of the Marine Standing Instructions.

It is essential that these instructions are followed at all times, not just in Antarctica. A summary of waste and disposal is shown on the next page.

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GARBAGE TYPE	BIN	FINAL DISPOSAL
Dry Plastics and Synthetic materials	White Lidded	Shore facility
Paper, Cardboard, Fruit peel, Tea bags, Milk cartons, Sanitary towels, Bones and heavy skins from the galley	Blue Lidded	Incinerator or Shore facility (Shore facility in port)
Incinerator Ash	Collected	Shore facility
Cans and Bottles, Broken glass and crockery	Red Lidded	Shredder then sacked and stored to be discharged to a shore facility. Direct to shore facility in port without shredding
Oil and Paint Impregnated rags	Yellow Lidded	Stored and discharge to shore facility
Aerosols and Batteries	Green Lidded	Stored and discharge to shore facility
Wet food slops	Slop Buckets, then Waste food Disposer	The comminuted waste will be discharged directly overboard except when within 12nm of the coast when it will be held in the ship's waste retention tank. In certain ports wet food slops will be discharged directly to a shore facility.
Wet Plastic Food Wrappings	Waste Chest deep freezer	Contents to be compacted as necessary and replaced in chest freezer. Contents to be discharged to shore facility
Waste Poultry Products	Treated by boiling for at least 10minutes.	Comminuted as wet food slops
Cooking Oil	Dirty Lub Oil Tank	Shore facility
Waste FO, lub oil, hydraulic oil	Dirty Lub Oil Tank	Shore facility
Flourescent Tubes and Lamps	To be handed to Electrical Officer	Shore facility
Cargo hold waste	Collected	Shore facility
Hazardous / Medical Waste	Refer to the Ch. Off.	Shore facility
Bilge Waste	Bilge Retention Tank	Shore facility or via oily water separator outside restricted areas

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Information/Complaints

Crewmembers should refer to their PO or Head of Department (for complaints use the agreed procedures in Conditions of Employment). Supernumeraries should refer to the “King Fid” or charterers representative.

Personal Problems

Any personal problems should be brought to the attention of the Master. He has a wealth of experience and if unable to help there are facilities to communicate confidentially with BAS.

Base Visits/Going Ashore in Antarctica

- You must be suitably clothed for going ashore. Prepare for worsening weather.
- 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/restrictions.

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

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

Remember if in doubt, ASK. Relief time on Base is a busy period and relief work must take priority.

Crossing the Line Ceremony

Persons wishing to conduct this traditional ceremony must liaise with the Chief Officer in good time. He will form a Committee which will organise the event in detail.

- 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 Catering Officer.
- Hair cutting/shaving must be of a token nature

Base Operations on the Intranet

Details of many of the policies and procedures used on Antarctic Bases are featured on the Ship’s Intranet. Personnel destined for Bases may find these of use and general interest.

On the Intranet http://basweb.nerc-bas.ac.uk/knowledge_base/base_procedures/

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Ship Security

All persons onboard are 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.

Do not touch suspicious packages and keep yourself and other people as far away as possible until help arrives. If you think that 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 any 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.

Appendix 1 Safety Briefing Summary - RRS Ernest Shackleton

This is your Safety Briefing summary. It reminds you of what you were told in the briefing and gives some quick reminders of the important points.

This briefing is given in English, which is the working language of the ship. If you know of someone who does not speak good English please tell the Briefing Officer who will find an opportunity for an individual briefing, or some other way to overcome the problem.

Remember **EVERYONE** onboard is responsible for their own and their shipmate's safety.

Safety Brief Reminders	Things for you to note
Part 1. Covers the following.	
Emergency Alarms.	
Life Saving Equipment,	
What to do in an Emergency.	
Emergency Alarms.	<p><u>Fire Alarm</u> Continuous sounding of the alarm bells plus seven short & one long blast on the ships whistle with a single pulse on the PA system.</p> <p><u>General Alarm.</u> Pulse sounding of the alarm bells plus seven short & one long blast on the ships whistle with a two tone pulse on the PA system</p>
<u>Man Overboard</u>	<p><u>If you see someone fall overboard</u> Throw out a lifebuoy and raise the alarm by dialling 700 on any phone.</p> <p>Keep an eye on his/her location and instruct anyone else in the vicinity to do the same.</p> <p>As soon as you raise the alarm a rescue operation will swing into action starting with the general alarm and a tannoy stating "<u>man overboard</u>" repeated three times.</p>
<u>Cabin Telephones</u>	<p><u>All telephones aboard the vessel are part of the ships emergency alarm system.</u> Make sure your cabin telephone volume is set to maximum as the ships alarm and any tannoy announcements will sound via the phones speaker.</p>
<u>What Action to take when the alarms are sounded</u>	<p>Grab some warm clothing & report to your muster station as soon as possible.</p> <p><u>Normal muster station is in the mess room.</u></p> <p><u>Alternate muster station is below the helicopter deck</u></p>
<u>In Port Muster Stations</u>	<p><u>When in port muster at the bottom of the gangway</u> Don't forget to use the T card system for tagging out</p>
<u>When to raise the Alarm</u>	<p><u>Examples of when to raise the Alarm</u> On discovering a fire In the event of an accident Man overboard Finding an injured person If in any doubt raise the alarm</p>

<u>How to raise the alarm</u>	Dial 700 on any ships phone
	Use the <u>break glass alarm points.</u>
	<u>Shout</u> for help
<u>Small Fires</u>	<u>Action to take on discovering a small fire</u>
	Raise the alarm.
	Attempt to put out the fire using an extinguisher without endangering yourself or anyone else
<u>Large Fires</u>	<u>If the fire is too big to be safely extinguished</u>
	Raise the alarm.
	Close the door or hatch
	Make your way to your muster point
	Use a smoke hood or escape set as required
<u>Smoke Hoods</u>	Smoke hoods are located in each cabin and at various points around the ship
<u>Make a mental note of the following.</u>	Location of fire Extinguishers.
	Break glass fire alarm points
	Smoke Hoods & Escape Sets
	Direction of the exit arrows that will glow if the ship blacks out
	Your nearest escape route
<u>Fire Detectors</u>	The fire detectors cover all spaces aboard the vessel.
	They are very sensitive so take extra care in your cabins to avoid false alarms.
<u>Preventing alarms in your cabin</u>	<u>To prevent false alarms in your cabin.</u>
	Close the bathroom door when showing as steam will set the alarm off.
	No Smoking.
	Only use smelly sprays and talc inside the bathroom with the door shut
	Leave your cabin door ajar when using the steam irons
<u>Important things to remember when the alarms are sounded</u>	<u>Alarm Reminders</u>
	Grab some outdoor clothing
	Report to your muster station
	Do not get preoccupied by what the emergency teams are doing, If they need help they will ask for it.
	For routine drills in the North Sea please wear full PPE
<u>Last Resort measures that are available when all attempts to save the ship have failed.</u>	Abandon ship by lifeboat.
	Abandon Ship by life raft.
	Survival Suits & Life Jackets.
	Jumping into the sea.
<u>REMEMBER.</u>	<u>THE BEST LIFEBOAT IS THE SHIP.</u>
	The ship will not be abandoned unless all attempts to save it have failed and it will only be abandoned on command by word of mouth from the Master.

<u>Part 2. Covers</u>	
<u>General Shipboard Guidance</u>	
<u>P.P.E</u>	<u>Full P.P.E. is to be worn at all times in the working areas.</u> In the main working deck, workshops, holds during cargo operations etc. <u>P.P.E.</u> to be worn during any routine drills whilst in the North Sea.
<u>Attention to safety manuals & emergency plans</u>	Emergency plans; risk assessments and each department's information files are located at designated points around the ship. You will find the main files in the following locations: Red Room/ Ships Office/ Bridge & the Engine Control Room. <u>Feel free to read any of the manuals.</u>
<u>Permit To Work</u>	<u>The permit to work system is controlled from the bridge.</u> If you are not 100% sure that a task you are about to perform needs a P.T.W then report to the bridge and consult the relevant risk assessment for the task before you start working on it.
<u>Areas that are off limits</u>	All machinery spaces Workshops Store Rooms Galley Funnel Conning Tower Foremast
<u>Times when the bridge is closed to Visitors</u>	Entering and leaving Port. Passage through busy shipping lanes. During heavy weather or thick fog. Where there are large concentrations of icebergs. At night. Visitors are allowed at the discretion of the Officer on Watch.
<u>Focsle & After Deck in heavy weather</u>	During Bad weather the Focsle and After Deck ship large volumes of water. Keep an eye on the warning signs on exits that access these areas.
<u>Sea Sickness</u>	This ship has a vigorous pitching motion during bad weather. If you suffer from motion sickness however slight this ship will make you ill. See the Doctor/Medic for tablets or patches before sailing or the forecast of bad weather sets in.
<u>Movement around the ship</u>	Wear something on your feet at all times, not just socks or bare feet. When using the stairways always keep one hand on the rails. When using the chained stairways always replace the chain after passing through. Keep noise to a minimum in the cabin areas. Make use of the cups with lids when taking drinks out of the mess room to prevent spillage.
<u>Care with Doorways</u>	Beware of internal fire doors that will automatically shut without warning if a fire alarm is detected. Any other doors that you need to be open make sure that it is firmly pinned or dogged back into its clip, So it does not slam shut if there is movement aboard the ship in heavy weather. Keep your fingers away from all doorframes. All doorways have a sill so always be aware of the trip hazard

<u>Watertight Doors</u>	Care should be taken when passing through any watertight doors.
	No one should pass through while the door is in the process of opening or closing.
	The alarm must be silent before anyone is allowed to pass through.
	When at sea, Once you have passed through a closed watertight door then it must be closed behind you.
<u>Smoking Policy</u>	The red room on the starboard side of the ship is the only smoking area internally.
	In certain areas smoking outside is allowed on the walkway outside the yellow room and the afterdeck outside the dry lab.
	Use the red containers for stubbing out cigarettes and never throw them over board.
	No smoking in shared and small cabins.
	Never smoke in your bunk.
<u>Waste Management</u>	It is the ships policy to separate all waste for recycling.
	Eg: Plastics/Glass/Tins/Dry waste/Batteries/Aerosols etc..
	Collection points are available on the ship.
	<u>Nothing should be dumped overboard.</u>
	If you need to dispose of a waste product & are not sure of where it is collected then ask the Chief Officer or one of the crew for direction.
<u>Security during port calls</u>	Keep your cabin doors locked.
	Unfamiliar people should be politely challenged or reported to the gangway watch.
	If you find any suspicious packages, Do not touch
	If in doubt contact the ships security officer (2 nd Officer) for guidance
<u>Security & Controlled Access</u>	During port calls access to the vessel will be strictly controlled.
	All visitors are required to sign in & will receive a visitors tag to wear.
	Any visitors including contractors may be subject to a random search when arriving or departing the vessel.
	No unauthorized person is to be allowed to stay overnight on the vessel without prior arrangement with the Captain or the security officer.
<u>Toilets and Showers</u>	The shower trays only have a small drain.
	After each use, clear any obstruction of hair etc so the water can drain away.
	Don't put hair down the toilet, as it will block up.
	Only bodily waste & toilet paper should be flushed down the loo. Anything else will block it.
<u>DVD's & Videos</u>	Feel free to watch any of the films that are stored in the green room.
	Please return after use.
<u>Drinks & Confectionary</u>	If you take drinks, chocolate etc out of the fridges in the public rooms then put your name on the tick sheets that are available.
	Spare tick sheets are in the back of the book.
<u>Complaints & Suggestions</u>	If you have any complaints or suggestions about the way the ship is managed then please let us know so we can do something about it.
	The ship has a zero tolerance policy when it comes to bullying & sexual harassment.
	If you get any problems feel free to see one of the senior officers aboard the ship.