



# EMERGENCY PROCEDURES FLIP CHARTS



## FO30 – Cape Hawk

NOTE: All Emergency Procedures are written for the minimum crew required as per the vessel's SMS.

Overall vessel operations management per any emergency still rests with the vessel Master.

All extra crew are to be managed by the Vessel Master.

HELM	RADIO OPERATOR	CREW
On the helm. forward seat, starboard side	Rear seat, port side	Any other seat, or on deck



# FIRE - ENGINE ROOM BLACK SMOKE

MASTER	CREW
<ul style="list-style-type: none"> <li>• Slow down or stop vessel.</li> <li>• Point vessel windward if possible.</li> <li>• Assess the situation.</li> <li>• Call PAN PAN if required and advise Lat and Long.</li> <li>• Coordinate all operations.</li> <li>• As required:               <ul style="list-style-type: none"> <li>○ Conduct a head count and ensure all crew are accounted for.</li> <li>○ Switch OFF engines.</li> <li>○ Boundary cooling.</li> <li>○ Activate fire suppression system.</li> <li>○ Activate EPIRB/DSC.</li> <li>○ Launch life raft.</li> <li>○ Abandon ship.</li> </ul> </li> </ul> <p>Note: Opening/cracking of engine hatches will introduce oxygen.</p>	<ul style="list-style-type: none"> <li>• Follow direction from Master.</li> <li>• Assist with communications.</li> <li>• Get ready the fire extinguishers and fire blanket.</li> <li>• When directed:               <ul style="list-style-type: none"> <li>○ Check engine hatches for heat and advise Master.</li> <li>○ Close air intake vents to engine room (x4).</li> <li>○ Isolate fuel.</li> <li>○ Boundary cool hatches with bilge pump.</li> <li>○ Fight the fire.</li> <li>○ Direct all to muster stations.</li> </ul> </li> <li>• Remove the grab bag, First Aid kit and water to a safe area.</li> <li>• If directed, prepare to launch the life raft.</li> <li>• If possible:               <ul style="list-style-type: none"> <li>○ Keep MR Tower advised of situation.</li> <li>○ Record actions in vessel log book.</li> </ul> </li> </ul>

**FOLLOW ABANDON SHIP PROCEDURES IF THE FIRE IS UNABLE TO BE CONTROLLED**

**The vessel Master is required to notify the ZDOM asap and provide a completed MRNSW Vessel Incident/Near Miss Report within 24 hours.**



# FIRE - CABIN WHITE SMOKE

<b>MASTER</b>	<b>CREW</b>
<ul style="list-style-type: none"> <li>• Slow down or stop vessel.</li> <li>• Point vessel windward if possible.</li> <li>• Assess the situation.</li> <li>• Call PAN PAN if required and advise Lat and Long.</li> <li>• Coordinate all operations.</li> <li>• As required:               <ul style="list-style-type: none"> <li>○ Conduct a head count and ensure all crew is accounted for.</li> <li>○ Switch OFF all electrical circuits.</li> <li>○ Activate EPIRB/DSC.</li> <li>○ Launch life raft.</li> <li>○ Abandon ship.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Follow direction from Master.</li> <li>• Assist with communications.</li> <li>• Get ready the fire extinguishers and fire blanket.</li> <li>• If electrical fire, deploy powder extinguisher.</li> <li>• When directed:               <ul style="list-style-type: none"> <li>○ Fight the fire.</li> <li>○ Direct all to muster stations.</li> </ul> </li> <li>• Remove the grab bag, First Aid kit and water to a safe area.</li> <li>• If directed, prepare to launch the life raft.</li> <li>• If possible:               <ul style="list-style-type: none"> <li>○ Keep MR Tower advised of situation.</li> <li>○ Record actions in vessel log book.</li> </ul> </li> </ul>

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# COLLISION

MASTER	CREW
<ul style="list-style-type: none"> <li>• Slow down or stop.</li> <li>• Assess the situation.</li> <li>• Assess damage/water ingress to all compartments and risk to vessel.</li> <li>• Test steerage.</li> <li>• Consider other hazards.</li> <li>• Call PAN PAN if required and advise Lat and Long.</li> <li>• Coordinate all operations.</li> <li>• Check welfare of crew.</li> <li>• If collided with another vessel, check condition of their crew and vessel.</li> <li>• As required:               <ul style="list-style-type: none"> <li>○ Activate EPIRB/DSC.</li> <li>○ Activate the bilge pumps.</li> <li>○ Launch life raft.</li> <li>○ Abandon ship.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assess damage/water ingress to all compartments and risk to vessel.</li> <li>• Assist with communications.</li> <li>• Prepare equipment to isolate, plug or contain the hazard.</li> <li>• Direct all to muster stations if required.</li> <li>• Remove grab bag, First Aid Kit and water to Safe Area.</li> <li>• Standby life raft and launch if directed.</li> <li>• Record external parties' details if appropriate.</li> <li>• If possible:               <ul style="list-style-type: none"> <li>○ Keep MR Tower advised of situation.</li> <li>○ Record actions in vessel log book.</li> </ul> </li> </ul>

## **FOLLOW ABANDON SHIP PROCEDURES IF THE VESSEL IS UNSAFE**

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# GROUNDING

MASTER	CREW
<ul style="list-style-type: none"> <li>• Place engines in neutral.</li> <li>• Assess the situation.</li> <li>• Assess damage to all compartments and risk to vessel.</li> <li>• Consider other hazards.</li> <li>• If possible, proceed astern to try and release the vessel.</li> <li>• Call PAN PAN and advise Lat and Long.</li> <li>• Coordinate all operations.</li> <li>• Check welfare of crew.</li> <li>• As required:               <ul style="list-style-type: none"> <li>○ Activate EPIRB/DSC.</li> <li>○ Activate the bilge pumps.</li> <li>○ Launch life raft.</li> <li>○ Abandon ship.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assess damage to all compartments and risk to vessel.</li> <li>• If ingress of water, prepare equipment to isolate, plug or contain the hazard.</li> <li>• Assist with communications.</li> <li>• Conduct a head count and report to Master.</li> <li>• Direct all to muster stations if required.</li> <li>• Remove grab bag, First Aid Kit and water to safe area.</li> <li>• Standby life raft and launch if directed.</li> <li>• If possible:               <ul style="list-style-type: none"> <li>○ Keep MR Tower advised of situation.</li> <li>○ Record actions in vessel log book.</li> </ul> </li> </ul>

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# PERSON OVERBOARD

MASTER	CREW
<ul style="list-style-type: none"> <li>• Perform Williamson turn.</li> <li>• Approach MOB up weather, and with minimum steerage.</li> <li>• Manoeuvre the vessel to recover the MOB starboard side.</li> <li>• Take vessel out of gear when alongside.</li> <li>• Call PAN PAN and advise Lat and Long.</li> <li>• Go on deck to assist crew with retrieval and First Aid.</li> <li>• Establish communications with MR Base.</li> <li>• Request assistance if required.</li> <li>• Coordinate all operations.</li> <li>• Activate EPIRB if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Call “Man overboard” and direction until acknowledged.</li> <li>• Press “MAN OVERBOARD” button on any of the chart displays.</li> <li>• Maintain visual reference of MOB.</li> <li>• Call out distances to the Master.</li> <li>• Isolate any hazards and prepare for MOB ingress.</li> <li>• Prepare First Aid kit, Defibrillator and O2.</li> <li>• First-aid qualified staff to:               <ul style="list-style-type: none"> <li>○ D = assess danger</li> <li>○ R = check response</li> <li>○ S = send for help</li> <li>○ A = check airways</li> <li>○ B = check breathing</li> <li>○ C = begin CPR</li> <li>○ D = if required, defibrillate</li> </ul> </li> <li>• Don safety harnesses if required.</li> <li>• Open Side Door.</li> <li>• Spinal board ready.</li> <li>• Prepare and assist with MOB recovery.</li> <li>• 2/3 crew lift of MOB, back to vessel against spinal board.</li> <li>• Once on board, apply first aid if required.</li> <li>• Advise Master of patient situation.</li> <li>• Record actions in vessel log book.</li> </ul>

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# FLOOD

MASTER	CREW
<ul style="list-style-type: none"> <li>• Slow down or stop.</li> <li>• Assess the situation.</li> <li>• Consider other hazards.</li> <li>• Call PAN PAN and advise Lat and Long. (If in imminent danger of sinking, elevate to MAYDAY)</li> <li>• Coordinate all operations.</li> <li>• Monitor vessel stability.</li> <li>• Check welfare and reassure crew/passengers.</li> <li>• As required:               <ul style="list-style-type: none"> <li>○ Activate EPIRB/DSC.</li> <li>○ Pump bilges.</li> <li>○ Launch life raft.</li> <li>○ Abandon ship.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Investigate and confirm flooding.</li> <li>• Control or isolate flood if feasible.</li> <li>• Monitor the situation.</li> <li>• Assist in bilge operations.</li> <li>• Remove grab bag, First Aid Kit and water to safe area.</li> <li>• Standby life raft and launch as directed.</li> <li>• Conduct a head count and report to Master.</li> <li>• Assist any crew or passengers to muster stations.</li> <li>• Abandon ship on Masters orders.</li> <li>• Record actions in vessel log book.</li> </ul>

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# ABANDON SHIP

MASTER	CREW
<ul style="list-style-type: none"> <li>• Assess the situation.</li> <li>• Send distress signals. MAYDAY MAYDAY with Lat and Long (see script below).</li> <li>• Activate EPIRB/DSC.</li> <li>• Contact authorities.</li> <li>• Inform and reassure crew and any passengers.</li> <li>• Take handheld VHF radio and mobile phone to muster area.</li> <li>• Order life raft deployment.</li> <li>• Pass order of “ABANDON SHIP, ABANDON SHIP” when required.</li> <li>• Once in the life raft, establish communications via the VHF or phone. Secure the EPIRB to the life raft.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow direction from Master.</li> <li>• Gather any additional floatation devices.</li> <li>• Remove grab bag, First Aid Kit and water to muster area.</li> <li>• Assist any crew/passengers to muster stations.</li> <li>• Assist in launching the life raft from the cabin roof.</li> <li>• Standby life raft and launch as directed.               <ul style="list-style-type: none"> <li>○ Tie the life raft painter to the vessel.</li> <li>○ Release/cut the painter line when directed.</li> </ul> </li> <li>• Conduct a headcount.</li> <li>• Report headcount to Master.</li> <li>• Abandon ship on Masters orders.</li> <li>• Record actions in vessel log book.</li> </ul>

## Mayday Radio Call:

**MAYDAY, MAYDAY, MAYDAY**

**This is Forster 30, Forster 30, Forster 30**

**We are at position \_\_\_\_\_**

**We have \_\_\_\_\_ POB**

**We have (detail problem, eg a fire on board) \_\_\_\_\_**

**We are preparing to abandon ship into our life raft**

**OVER**



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# POLLUTION

MASTER	CREW
<ul style="list-style-type: none"> <li>• Immediately stop any operations.</li> <li>• Assess the situation.</li> <li>• Advise crew to contain the spill.</li> <li>• Notify the MR Base.</li> <li>• Record the incident as soon as practicable.               <ul style="list-style-type: none"> <li>○ Record position.</li> <li>○ Weather conditions.</li> <li>○ Type of spill.</li> <li>○ Approximate quantity.</li> </ul> </li> <li>• Contact ZDOM as soon as practicable.</li> </ul> <p>Note: Any spillage greater than 1L needs to be reported.</p>	<ul style="list-style-type: none"> <li>• If able, contain/isolate spill.</li> <li>• Isolate and keep passengers/crew away from spill.</li> <li>• If refuelling, immediately cease.</li> <li>• Make safe the area around the spill.</li> <li>• Be aware of gases and fumes.</li> <li>• If required, have fire extinguishers ready.</li> <li>• Use PPE where available.</li> <li>• Record actions in vessel log book.</li> </ul>

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# INJURY/MEDICAL EMERGENCY

MASTER	CREW
<ul style="list-style-type: none"> <li>• Stop the vessel if required.</li> <li>• Assess the situation.</li> <li>• Consider other hazards.</li> <li>• Advise MR Base, including condition of patient.</li> <li>• Contact ZDOM, request advice and where to take the vessel.</li> <li>• Request emergency services if required.</li> <li>• Return to Base (or other advised location).</li> </ul>	<ul style="list-style-type: none"> <li>• Make safe the area around the patient.</li> <li>• Use PPE</li> <li>• Prepare First Aid kit, Defibrillator and O2.</li> <li>• First-aid qualified staff to:               <ul style="list-style-type: none"> <li>○ D = assess danger</li> <li>○ R = check response</li> <li>○ S = send for help</li> <li>○ A = check airways</li> <li>○ B = check breathing</li> <li>○ C = begin CPR</li> <li>○ D = if required, defibrillate</li> </ul> </li> <li>• If conscious and safe, treat specific injury and conduct secondary examination to check for further injuries</li> <li>• Keep Master informed of situation.</li> <li>• Handover to shore authorities when they arrive.</li> <li>• Record actions in vessel log book.</li> </ul>

**If the Master is injured, or has a medical emergency, follow the “MASTER INCAPACITATED PROCEDURE”.**

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# MASTER INCAPACITATED

MASTER	CREW
<ul style="list-style-type: none"> <li>• Raise the alarm if possible.</li> <li>• Next most experienced crew person to take control of the vessel.</li> <li>• Isolate any hazards.</li> <li>• Notify MR Base of the situation.               <ul style="list-style-type: none"> <li>○ Request Base to call ZDOM to arrange an ambulance if require.</li> <li>○ Request advice from the ZDOM and where to take the vessel.</li> </ul> </li> <li>• Request assistance if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Take control of the vessel.</li> <li>• Apply first aid if required.</li> <li>• First-aid qualified staff to:               <ul style="list-style-type: none"> <li>D = assess danger</li> <li>R = check response</li> <li>S = send for help</li> <li>A = check airways</li> <li>B = check breathing</li> <li>C = begin CPR</li> <li>D = if required, defibrillate</li> </ul> </li> <li>• If possible, keep MR Base advised of situation.</li> <li>• Record actions in vessel log book.</li> </ul>

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# LOSS OF STEERING

MASTER	CREW
<ul style="list-style-type: none"> <li>• Stop the vessel.</li> <li>• Assess the situation.</li> <li>• Advise MR Base.</li> <li>• Request assistance/tow if required.</li> <li>• Coordinate vessel operations.</li> <li>• Fault find.</li> <li>• Activate vessel emergency steerage system.               <ul style="list-style-type: none"> <li>○ Motors.</li> <li>○ Drogue.</li> </ul> </li> <li>• Return to closest safe haven.</li> <li>• Maintain vessel safety.</li> </ul>	<ul style="list-style-type: none"> <li>• If using a drogue:               <ul style="list-style-type: none"> <li>○ Attach the drogue to the tow line.</li> <li>○ When directed, throw drogue overboard and secure tow line to either the Sampson post or side cleat as directed.</li> <li>○ When directed by the helm, move the tow line to the new location.</li> <li>○ Note: Only move the secured tow line when no tension is on the tow line.</li> </ul> </li> <li>• Keep MR Base advised of situation.</li> <li>• Record actions in vessel log book.</li> </ul>

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# ADVERSE WEATHER

MASTER	CREW
<ul style="list-style-type: none"><li>• Assess the situation.</li><li>• Maintain a weather watch.</li><li>• Monitor vessel stability.</li><li>• Reduce speed if required.</li><li>• Change course if required.</li><li>• Notify appropriate authorities.</li><li>• Activate EPIRB if required.</li></ul>	<ul style="list-style-type: none"><li>• Secure yourself/passengers and remain seated where possible</li><li>• Secure loose equipment.</li><li>• Close all windows, doors and hatches.</li><li>• Emergency equipment on standby.</li><li>• Prepare lifesaving equipment under direction of the Master.</li><li>• Keep the MR Base informed of the on-scene weather conditions, and request more frequent SITREPS.</li></ul>



# INCIDENT REPORTING

MASTER	CREW
<ul style="list-style-type: none"> <li>• Notify ZDOM ASAP.</li> <li>• Submit written MRNSW Incident Report form to the ZDOM within 24 hours.</li> <li>• Debrief the crew.</li> <li>• Be available for interview and an after action review if required.</li> <li>• For major/critical incident or incident reportable to AMSA.               <ul style="list-style-type: none"> <li>○ To complete the report within 24 hours.</li> <li>○ Submit to ZDOM through UC.</li> <li>○ Feedback provided within 48 hours.</li> <li>○ Submitted to AMSA within 72 hours.</li> <li>○ Be available for an interview and after action review.</li> </ul> </li> </ul> <p>DPA/ZDOM Contact: 0429 512 268</p> <p>INCIDENT FORMS AVAILABLE ON OTTER. SOP OP 06.</p> <p><i>INCIDENTS REPORTS SHALL BE DIRECTED TO THE DPA,ZONE DUTY OPERATIONS MANAGER.</i></p>	<ul style="list-style-type: none"> <li>• Be available for an interview and after action review.</li> </ul>

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## Critical contacts

Headquarters phone: 02 8071 4848

Owner: Marine Rescue NSW

Local Unit phone: 02 5556 1600

**Emergencies: VHF 16**

**Emergency services: 000**

**Zone Duty Operations Manager: 0429 512 268**

**Incident Reporting:**

**ZDOM/Radio Base**

**Water police:**

**1800 622 727 (MACSAR)**