 <b>OP-SAF-04</b>	<b>HSEMS OPERATING PROCEDURE</b>		
	<b>SHIPBOARD EMERGENCY CONTINGENCY PLAN</b>	rev.: 6 issue: 03/20	Page 1

References: Manual Chapt.7; Chapt.8.

## 1. SCOPE

This Procedure defines the general directions for managing the potential emergency situations, identified by the Company, which are likely to occur and that might affect the safety of persons, of the ship and her cargo, or to cause damage to the environment. It defines the drills and the exercise to prepare the crew to deal with any emergency situation on board.

### WARNING

**In case of an emergency, the crew's main duty is to limit and minimize damages to people, to the environment, to the ship and her cargo.**

## 2. PROCEDURE

### 2.1 General criteria

The Company has identified those potential emergency shipboard situations, which pose an immediate threat to the safety of the personnel, the environment and the ship, and has established instructions and procedures to overcome them, and appropriate measures to respond at any time to emergency situations involving vessels. For any potential emergency listed in this procedure, Company has established appropriate emergency plan and emergency checklist, which provide instructions to the ship's command to face these situations.

Other emergency situations may be identified through the analysis of accidents, serious failures and hazardous situations (see also dedicated **OP-SAF-03, OP-SAF-06 and Bridge Management Manual**), in which case instructions, plans and procedures will be prepared by the Company and sent to the vessel's command.

The SOLAS and MARPOL Conventions, and other national and international rules and regulations, require periodic drills and exercises to be carried out in order to train the vessel's personnel to deal with these situations. These rules and regulations require periodic tests to be carried out on equipment, systems and appliances (for navigation, communication, lifesaving and firefighting, etc.) in order to verify their availability and correct functioning.

**In case of serious pollution or risk of pollution**, the instructions given with the **SOPEP** (in accordance with the Reg. 26 of MARPOL), or with the **VRP/NT-VRP (for ships within the USA territorial waters**, in accordance with the OPA 90), have to be followed.

**Note:** SOPEP is annually reviewed by the Safety Superintendent, the DPA and concerned department, making use of the suggestions and evaluation arising from the result of the drill carried out on board of Company vessels, and from the monitoring of any change in the regulations en force, and evaluating the result of annual ship shore emergency plan. VRP (or NT-VRP as necessary) is reviewed by Q.I. on behalf of DPA (analyzing the result of drills and new regulations).

All managed vessels are supplied with the "Shipboard Oil Pollution Emergency Plan (**SOPEP**)". Ships trading with the USA are additionally provided with the "Vessel Response Plan (**VRP**)" (or NT-VRP as necessary) in accordance with the USCG Oil Pollution Act 1990. These plans foresee procedures and actions, by the shipboard and shore personnel, having the purpose to limit the damage to the environment in emergency situations such as collision, stranding etc.

The involved personnel shall be prepared to deal with these situations, and therefore exercises and drills have to be carried out to this purpose as per Company scheduled drill program issued to all vessels.

It is the responsibility of the Master to verify that the scheduled tests and drills are regularly carried out, and to program further drills if deemed necessary.

The drills, exercises and tests carried out on board shall be recorded and appropriate record books shall be provided to this purpose.

Prepared by:	Reviewed by:	Approved by:
HSE Dept.	Fleet Director	Chief Executive Officer
Distribution: <b>to all managed vessels</b>		

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## 2.2 Responsibility

In the event of accident or emergency situations on board, the following responsibilities are assigned:

The **Master** shall take total control of the ship during all shipboard accidents and emergency situations. He is also responsible for the training of onboard personnel to face emergencies.

The **Chief Engineer** will take control of all machinery spaces during accidents or shipboard emergencies.

The **Chief Officer** will take control of all deck operations, e.g. fire party, clearing away life saving equipment and lifeboats, anchoring, tow lines etc., during accidents or shipboard emergencies.

The **Second Officer** will assist the Master on the bridge or as otherwise ordered during accidents or shipboard emergencies. He/she is the designed GMDSS operator in emergency.

The **Second Engineer** will assist the Chief Engineer, or as otherwise directed during accidents or shipboard emergencies including taking soundings of tanks, bilges etc.

## 2.2 Emergency procedures

If a ship is involved in an emergency situation, the Master has the responsibility to take whatever action he sees fit to minimize risks and to save life.

In deciding if assistance is required, the Master should always assume that the conditions will worsen and take whatever action is necessary as soon as possible.

The Masters must summon assistance in good time in the event that the ship is in danger. The Coast Guard or rescue authorities and other ships can be alerted.

Whatever the emergency, the Company should be informed as soon as is practicable. It is generally in the best interests of the Company and the Master if the first report of any accident or incident comes to the Company directly from the Master and not from a third party. This however does not detract from the Master complete authority and duty to take whatever steps he deems necessary to ensure safety and the pollution prevention.

The Master should be guided at all times by his primary responsibilities, which are for the safety of those entrusted to his care, the safety of the ship, the safety of the cargo and the protection of the marine environment. All other considerations are secondary to these.

In a salvage situation, the Master remains in command even when salvors are appointed. While the Master and his crew should make all efforts to assist and co-operate with the salvors, the Master may override their advice if he has good cause. A detailed record of any salvage services received should be kept.

In any casualty situation it is probable that the ship will be contacted in one way or other by radio, television or press representatives to answer questions or make statements. The Master, the Officers and the crew have to refer all such questions and requests for statements to the Company.

For details see dedicated **WIN-SAF** for dealing with media.

## 2.3 Drills

Drills have to be performed according to International Requirements (SOLAS, Marpol, VRP/NT-VRP, SOPEP, etc.), National Requirements ( e.g. the Italian "Regolamento di Sicurezza") and Company's Requirements.

Company will issue at the beginning of every year a **DRILL SCHEDULE** (the dedicated Company form will have to be used) for the current year, and will send it to all fleet vessels. All vessels have to comply with above schedule and the drill shall be completed during the month in which it is scheduled.

Additionally, one vessel will be selected by the office to take part in the EGA drill as described in related **OP-SAF**.

The Master shall ensure that drills are carried out for identified emergencies.

The purpose of these drills is to:

- ✓ improve awareness of the potential hazards facing personnel and the ships
- ✓ increase the standard and speed of response to identified potential emergency situations
- ✓ to establish individual training needs
- ✓ to take into account lesson learnt from drill and exercise when updating the emergency response plans.

Lesson learnt with subsequent improvements, corrective actions and resolutions have to be recorded and filed in Company office.

- ✓ to fully test the contingency plans.

It is the responsibility of the Master to verify that the scheduled tests and drills are regularly carried out and to program further drills if deemed necessary.

Drills must be recorded in the official log book and in the dedicated file.

For more details, the dedicated **WIN-SAFs** should be referred to.

#### 2.4 Shipboard Emergency Contingency Plan

The potential emergency situations identified by the Company are listed below:

##### IDENTIFIED POTENTIAL ACCIDENTS/INCIDENTS AND EMERGENCY SITUATIONS

Description
Critical Plant failure
Collision
Grounding
Fire on board
Abandon ship
Man overboard - immediate discovery - unknown point of time
Personnel injury and illness
Cargo shifting
Act of piracy
Salvage of own ship
Oil pollution
Flooding

For each of them the Company has established appropriate “**Emergency plans**” (as hereafter detailed) to provide instructions to the ship’s command on how to face these situations, specific **Muster Lists** and “**Emergency checklists**” to assist vessel crew on the tasks of monitoring and reporting the occurrence.

The instructions included in the Emergency plans and in the Emergency checklists do not relieve the Master and the ship’s command from their duty to carefully evaluate the situations and take those actions, complying or not with the instructions supplied by the Company, which are considered necessary for the safety of life, the ship and cargo as well as for the protection of the environment.

These checklists are not intended to be strictly followed by the crew, as it is not possible to foresee in detail what might occur in all such emergencies. They have to be considered as a list of possible development of these situations and a list of consequent actions that the crew might possibly apply.

EMERGENCY CHECK LIST	
D 090	0 - Emergency Check List (Index)
D 091	1 - Main Propulsion Machinery Failure
D 092	2 - Steering Gear Failure
D 093	3 - Gyro Compass Failure
D 093A	3A - ECDIS Failure
D 093B	3B - GPS Failure
D 094	4 - Engine Telegraph Failure
D 095	5 - Collision
D 096	6 - Stranding or Grounding
D 097	7 - Fire
D 098	8 - Flooding of Compartments
D 099	9 - Man Overboard
D 100	10 - Search and Rescue
D 100A	10A - Recovery of Persons from Enclosed Spaces
D 101A	11A - Unexpected List of Ship
D 101B	11B - Unexp.list of Ship during Cargo Ops
D 102	12 - Explosion
D 103	13 - Heavy Weather Damage
D 104	14 - Helicopter operations
D 105	15 - Medical Matters Injury
D 106	16 - Stowaways, Drugs & Security Search
D 107	17 - Piracy and Robbery
D 108	18 - Jettisoning of cargo (Safety aspect)
D 109	19 - Oil Spill (situat.covered by SOPEP or VRP)
D 110	20 - Inert Gas System failure
D 111	21 - Break away from jetty
D 112	22 - Salvage
D 113	23 - Abandoning ship
D 114	24 - Risk of Toxic Cargo Vapours Exposure

## 2.5 Reporting

If a ship is involved in an accident or emergency situation, the Master must report the matter according to:

- the SOPEP (or VRP, NT-VRP), in the cases of severe pollution or risk of pollution
- dedicated **OP-SAF**, in all other cases.

In case any of the above reports is issued, the **DPA MUST BE IMMEDIATELY INFORMED** so that he can liaise with all concerned parties.

## 2.6 Emergency Plans for identified potential emergency situations

### 2.6.1 Critical plant failure

#### 2.6.1.1 Main Engine Failure - Immediate Actions

Bridge	Engine Room
a) Call Master. b) Exhibit not under command signals. c) If in danger of grounding, consider: <ul style="list-style-type: none"> <li>• Anchoring</li> <li>• Towage (<u>ref. to ETB as necessary</u>)</li> </ul> d) Inform Port Authority, ships in vicinity. e) Inform Company.	a) Call Chief Engineer. b) If black out occurs – restore electrical power. c) Check main engine starting interlocks not activated. d) Locate fault. e) Check main engine systems operational. f) Restart main engine. g) Proceed on passage.

#### 2.6.1.2 Power Failure - Immediate Actions

Bridge	Engine Room
a) Call Master. b) Exhibit "Not Under Command" signals. c) If in danger of grounding, consider: <ul style="list-style-type: none"> <li>• Anchoring</li> <li>• Towage (<u>ref. to ETB as necessary</u>)</li> </ul> d) Inform Port Authority and ships in vicinity. e) Inform Company.	a) Locate fault b) Check prime mover is running. c) Check reverse power/preference trips reset. d) Standby pumps to manual mode. e) Restore switchboard power. f) Restart all required pumps and auxiliary machinery. g) Check appropriate ships side valves open. h) Restart ventilation fans. i) Restart main engine systems. j) Prepare for sea going condition (i.e. all systems operational). k) Restart main engine. l) Standby pumps to automatic mode. m) Check sewage system. n) Inform Bridge that power restored.

#### 2.6.1.3 Steering Gear Failure - Immediate Actions

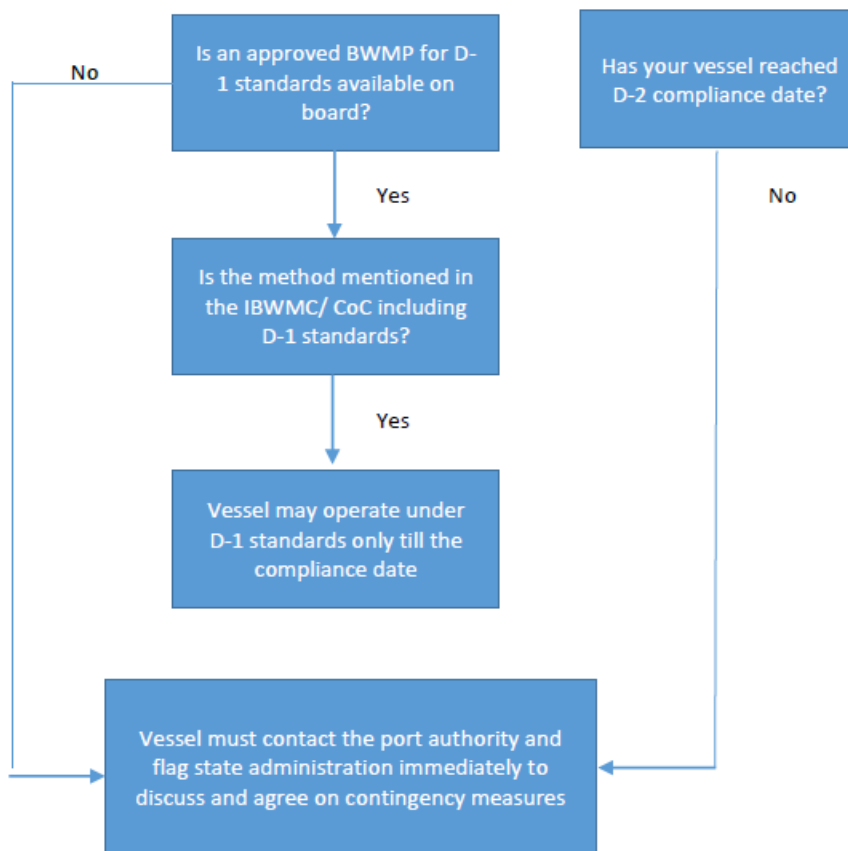
Bridge	Engine Room
a) Call Master. b) Exhibit "Not Under Command" signals. c) Main Engine to be stopped. d) If in danger of grounding consider: <ul style="list-style-type: none"> <li>• Emergency Steering</li> <li>• Anchoring</li> <li>• <u>Towage (ref. to ETB as necessary)</u></li> </ul> e) Inform Port Authority and ships in vicinity. f) Inform Company.	a) Call Chief Engineer. b) Locate fault. c) Check Electrical Supply. d) Check oil levels. e) Change over to emergency steering (if required). f) Test steering gear/bridge talkback system. g) Proceed on passage.

**2.6.1.4 Failure of Ballast Water (Treatment) System - Immediate Actions**

**-Ships certified for both D-1 & D-2 standards:**

- Failure to be recorded in the Ballast Water Record Book
- Flag Administration and Classification Society to be informed accordingly

**-Systems of ships certified for D-2 standard only, contingency measure to be agreed by the Port State as well.**



Immediate actions	Then
a) Call Master. b) Stop all bunkering and ballasting operations (possibly also cargo handling). c) Nominated personnel under direction of Chief Officer (Deck) and Chief Engineer (Machinery Space) to take soundings of ballast tanks. d) Inform relevant shore/port state authorities dependent upon Seriousness of situation, but notifying the Company in any event.	e) From soundings data obtained: <ul style="list-style-type: none"> <li>• Calculate present effects on stability and stress.</li> <li>• Calculate effect on stability and stress for any anticipated corrective actions to be taken against the status e.g. to correct any resultant list etc.</li> <li>• Calculate whether ship has pumping means and capacity to discharge ballast water.</li> </ul>

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Practical measures in the case of a ship unable to manage Ballast Water in accordance with its approved Ballast Water Management plan to meet the D-1 or D-2 standard
<ul style="list-style-type: none"> <li>- Ballast Water Exchange where possible</li> <li>- Discharge of BW to another ship or to an appropriate port-based and/or shore-based reception facility</li> <li>- Partial treatment, i.e. bypassing filter</li> <li>- Disinfection even when operating outside the SDL (low salinity, high DOC content, low UVT)</li> </ul>
<p>If your vessel is sailing to call a United States port, the following steps will need to be followed as the vessel will have to comply with US discharge standards:</p> <ul style="list-style-type: none"> <li>• Give prompt notice to the cognizant Captain Of The Port or District Commander</li> <li>• COTP will assess the ship's BWMS contingency plan and/or repair proposal (Repair proposal in the same manner as when a ship experiences operational issues en route to a U.S. port e.g., navigation safety, propulsion or cargo equipment related).</li> </ul> <p>If your vessel is crossing multiple port zones with an inoperable BWMS, then the COTP at the final destination must be contacted for any additional guidance specific to that geographic location.</p>

**In any case, the ship is required to do its best to correct malfunction of the Ballast Water Management system as soon as possible and submit its repair plan to the port State control authorities and the flag State.**

**The port State, the flag State and the ship should work together to agree on the most appropriate solution to allow for the discharge of ballast water found to be non-compliant.**

**NOTE: In case of Ballast Water Management Treatment System failure**

In case of an alarm due to a malfunction of the system, the vessel's owner/operator must keep track and assess the duration of the malfunction in order to understand the nature of the failure:

- A short-term alarm when a vessel is operating its BWMTS smoothly could possibly be caused by a nearby crossing ship that "stirred-up" the seabed thus causing the water intake to become inappropriate for treatment.
- If the alarm continues, then the vessel must stop the operation of the system immediately and proceed with the following actions/contingency measures:

→ Contact the local Port State Authorities and ask for guidance on how to proceed. PSC is the only authority than can decide and responsibly advise as in most cases the BWMTS manufacturer won't have something radical to add.

→ Proceed with Ballast Water Exchange (BWE) when the ship enters waters of better quality (300/400 m away) so that the water input/intake can become appropriate and treatable by the system with no alarm or malfunction.

## 2.6.2 Collision

### 2.6.2.1 Collision at Sea

Immediate Actions	Then
a) Call the Master. b) Check for personal injuries, damage to ship and cargo. Check for possible leakages, take soundings of tanks and bilges (SALVAGE OF OWN SHIP PLAN to be used in case of salvage). c) Crew 'stand-by' d) Prepare life-boats and life-saving equipment. e) Keep the radio station or 'stand-by' – with current and updated position available. f) Show applicable signal from the International Code of Signals (VHF could also be used to indicate distress). g) Fix time for and position of the collision.	a) Take necessary actions to minimise further damages to personnel, environment and ships. (SOPEP Manual to be used in case of oil spill). b) Contact the other ship: <ul style="list-style-type: none"> <li>• State your ship's name, call sign, port of registry.</li> <li>• Nationality, owners name and your destination.</li> <li>• Request the same information from the other ship.</li> <li>• If interlocked – agree with the other ship whether you should separate the ships or not, considering the risk (for any of the two ships) of, oil spill, sparks, ignition of fire, fire spread between the ships, sinking and manoeuvrability.</li> <li>• Maintain contact on VHF as long as needed.</li> </ul> c) Report to the Company by the fastest and most efficient way. Keep them continuously informed. d) Enter continuously any actions taken in ship's log book.

### 2.6.2.2 Collision in Inner Waterways (Pilotage Waters) and within Port Areas

Immediate Actions	Then
a) Call the Master. b) Check for personal injuries, damage to ship and cargo. Check for possible leakages, take soundings of tanks and bilges. (SALVAGE OF OWN SHIP PLAN to be used in case of salvage). c) Crew 'stand-by' d) Prepare life-boats and life-saving equipment. e) Keep the radio station 'stand-by' – with current and updated position available. f) Show applicable signal from the International Signal Manual. (VHF could also be used to indicate distress). g) Fix time for and position of the collision.	a) Take necessary actions to minimise further damages to personnel, environment and ships. (SOPEP Manual to be used in case of oil spill). b) Contact the other ship or the Owner of the object damaged or any other responsible party (for example Captain of the Port or Lock – Master): <ul style="list-style-type: none"> <li>• State your ship's name, call sign, port of registry, nationality, Owner's name and your destination.</li> <li>• Request the same information from the other ship.</li> <li>• Offer your help and assistance to the other ship.</li> <li>• Consider danger to other traffic.</li> <li>• Maintain contact on VHF as long as needed.</li> </ul> c) Report to the Company by the fastest and most efficient way. Keep them continuously informed. d) Report on VHF to Port Authorities. e) Enter continuously any actions taken in the ship's log book.



### 2.6.3 Grounding

Immediate Actions	Then
<ul style="list-style-type: none"> <li>a) Call the Master.</li> <li>b) Check for personal injuries, damages to ship and cargo. Check for possible leakages, take soundings of tanks and bilges. (SALVAGE OF OWN SHIP PLAN to be used in case of salvage).</li> <li>c) Crew 'stand-by'.</li> <li>d) Prepare life-boats and life-saving equipment.</li> <li>e) Keep the radio station 'stand-by' - with current and updated position available.</li> <li>f) Show applicable signal from the International Code of Signals Manual. (VHF could also be used to indicate distress).</li> <li>g) Lay down the exact position on the chart indicating the heading. Fix time.</li> <li>h) Take soundings around the ship. Sketch the ship with draft before and after the grounding indicating soundings taken as well as the bottom texture. Record the time soundings taken.</li> <li>i) Check tide table for HW and LW times and range.</li> <li>j) Check weather forecast, wind and current, direction and force.</li> <li>k) Consider the risk of heavy waves, strong current or flood, and if filling of empty tanks is needed in order to prevent the ship from drifting higher up or off the grounding spot.</li> <li>l) Judge whether refloat attempts should be made or not based on above information and trim-and-stability calculations as well as possible damages to propeller and rudder, which may cause manoeuvring problems once refloated. Consider the increased risk of oil spill.</li> <li>m) Do not underestimate the risk of oil spill. Therefore, always make preparations for oil pollution preventions. (Ref: SOPEP Manual). Some state authorities might require clean-up contractors stand-by before any refloat attempts are allowed.</li> <li>n) It could be wise to wait with the refloat attempt until the ships position on the grounding spot, possible damages to the propeller, rudder. main engine, steering gear and/or lubricating oil tanks are thoroughly examined, as well as the arrival of the Clean-Up Contractors.</li> <li>o) Take necessary actions to minimize further damages to personnel, environment and ships. (SOPEP Manual to be used in case of oil spill).</li> </ul>	<ul style="list-style-type: none"> <li>a) Report to the Company by the fastest and most efficient way. Keep them continuously informed.</li> <li>b) Enter continuously any actions taken in ship's log book.</li> </ul>

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#### 2.6.4 Fire on board

Immediate Actions	Then
a) Call the Master and start fire alarm. b) Shut off fans, dampers, skylights, fire doors, other openings, stairways, ramps etc. c) Locate the fire. d) Crew 'stand-by' – prepare for fire fighting. e) <b>In port</b> – call the fire brigade. f) Prepare life-boats and life-saving equipment. g) Keep the radio station a 'stand-by' - with current and updated position available. h) Show applicable signal from the International Code of Signals. (VHF could also be used to indicate distress). i) Check that nobody is missing or trapped (verify at muster stations). j) Fix time and position.	a) Seal off (gas-tight) the affected area. b) Search the affected area. c) Decide on the best way to fight the fire based on: all available information and knowledge of contents of the affected area and its surrounding' information on hazardous and dangerous goods onboard. d) Fight the fire (together with the fire brigade). Pay attention to: <ul style="list-style-type: none"> <li>• Risks for explosion and spread of fire – onboard and ashore</li> <li>• Loss of stability when using water</li> <li>• Water shall not be used on electrical equipment</li> <li>• Use of CO2 could require up to 8–10 days Keep the area shut off. (Order replacement of CO2 for next port of call)</li> <li>• Towing/salvage could be needed. (<u>ETB</u> and <i>Plan Salvage of own ship</i> to be used).</li> </ul> e) Report to the Company by the fastest and most efficient way. Keep them continuously informed. f) Continuously watch and measure the temperature in the affected area and its surroundings.

#### 2.6.5 Abandon ship

Immediate Actions – Bridge	Then
a) Sound abandon ship signal and call Master. b) Fix ship's position. c) Sound "Mayday" signal with position. d) Main engine stopped and propeller secured. e) Overboard discharges stopped especially I.W.O. craft launch areas. f) Extra blankets, water, food etc. to craft (if time permits). g) Check all hands at muster stations with lifejackets and thermal suits if applicable. h) Run out painters from boats if applicable. i) Lower boats/life crafts to water.	a) Some ship's have been reboarded after abandonment during fire etc. To aid survivability of the ship some additional items are recommended (where time permits): <ul style="list-style-type: none"> <li>• Shut all watertight doors.</li> <li>• Close all fuel at closing valves in Engine Room.</li> <li>• Stop all ventilation fans and close all ventilation ducts dampers/flaps/louvers.</li> <li>• Leave emergency fire pump runnings with hoses rigged over top of accommodation.</li> </ul> <p><b><u>NOTE: The ship's Master has no authority to order the "Abandon Ship" in peril without making all attempts to save vessel/crew as suggested by good seamanship practice and experience, even without success and not until he has listened to the opinion of deck officers, or, in alternative, at least of two most competent members of the crew.</u></b></p>

## 2.6.6 Man overboard

### 2.6.6.1 Immediate discovery

Immediate Actions	Then
<p>a) When the officer on watch is notified that someone has fallen overboard he shall:</p> <ul style="list-style-type: none"> <li>• Drop one or both light and smoke buoys located on the bridge wings.</li> <li>• Sound the life-boat signal.</li> <li>• Call the Master.</li> <li>• Notify the engine room.</li> </ul> <p>b) Bring the ship back to the scene of the accident with a suitable manoeuvre, for example 'Williamson turn'. Reduce the speed.</p> <p>c) Stop when back at the scene of the accident. Launch a lifeboat.</p> <p>d) Fix time and position.</p> <p>e) Notify ships in surrounding waters, coast radio stations and Search and Rescue Centers.</p> <p>f) Enter continuously any actions taken in ships logbook.</p> <p>g) If the person is found injured, decide if the injuries can be treated onboard or if medical assistance should be requested from other sources.</p> <p>h) If the person is found without injuries – resume the voyage.</p>	<p>a) If the missing person cannot be found immediately, a search operation should be organised in accordance with enclosed IMO Merchant Ship Search and Rescue Manual.</p> <p>b) If the missing person is not found or is found seriously injured or dead, inform Company and complete an Accident Report.</p> <p>c) Notify the agent in the next port in case of changed ETA.</p>

### 2.6.6.2 Unknown point of time

At Time of Discovery	When Turning
<p>a) When the officer of the watch finds out that someone is missing and may have fallen overboard he shall:</p> <ul style="list-style-type: none"> <li>• Call the Master</li> <li>• Keep the radio station 'stand-by'.</li> <li>• Sound the General Alarm signal.</li> </ul> <p>b) Organise a search of the entire ship to make sure that the missing person is not onboard.</p> <p>c) Following facts can, among other things, be of importance:</p> <ul style="list-style-type: none"> <li>• Observations about the missing person; when and where last seen. Condition and other relevant information (family and personality etc). water temperature.</li> <li>• The course at time of accident.</li> <li>• Course changes with time stated.</li> <li>• Visibility before and at time of accident.</li> <li>• Wind and current, direction and force.</li> <li>• Speed before and at time of accident – according to log reading.</li> </ul>	<p>a) Notify the engine room. Fix and synchronise time onboard. Transfer position to a clean chart and keep tracks continuously. If course/rudder manoeuvre records are used time statements should be made.</p> <p>b) Notify Company and Agent at next port of call.</p>

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<ul style="list-style-type: none"> <li>• Bearings and distances to other ships with time stated.</li> <li>d) Enter continuously any actions taken in ship's logbook.</li> <li>e) Notify ship's in surrounding waters, coast radio station and "SAR" Centers.</li> <li>f) Decide whether to turn or not:</li> <li>g) The Master is solely responsible to decide whether the ship should turn or not. Even if a long time has passed, since the missing person has fallen overboard, the slightest possibility that the missing person is still alive is reason enough to turn and search.</li> </ul>	
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### 2.6.7 Personnel injury and illness

Immediate actions	
<ul style="list-style-type: none"> <li>a) On receipt of an injury or serious illness report, inform the Master and call the following to the location of the casualty: <ul style="list-style-type: none"> <li>• Members of the First Aid Squad with relevant equipment (first aid kit, stretcher, resuscitator, splints etc).</li> <li>• the designated on board medical officer.</li> </ul> </li> <li>b) Where there is no threat to his own life, the person initially at the scene to administer 'First Aid': <ul style="list-style-type: none"> <li>• Airway kept clear.</li> <li>• Breathing and heart beat ensured</li> <li>• Bleeding controlled (casualty not to be moved unless imperative).</li> </ul> </li> <li>c) In the situation where there could be a threat to a rescuer's life (eg. casualty in a gas or oxygen deficient atmosphere in a confined space), then the resources of the normal on-board emergency squad must be called for with safety equipment such as Compressed Air Breathing Apparatus etc.</li> <li>d) Portable radio communication means to be set up between on site operations and Master.</li> <li>e) Method for transporting casualty to ship's hospital to be formulated and additional equipment and personnel called in the case that a vertical or near vertical lift/hoist will be required.</li> </ul>	<ul style="list-style-type: none"> <li>f) Company communication and relevant International Radio Station manuals to be consulted in order to plan for a possible "medivac", with notification to relevant external parties.</li> <li>g) If a "medivac" is envisaged, preparations to be made to either: <ul style="list-style-type: none"> <li>• Receive a launch from shore or other ship alongside (fenders, stretcher transfer means, position rendez-vous etc).</li> <li>• Receive a helicopter (consult ICS Guide to Helicopter/Ship Operations for safety requirements dependent upon whether helicopter will land on deck or winching only possible).</li> <li>• Transfer casualty using own rescue or survival craft, to nearby ship with better medical facilities.</li> </ul> </li> <li>h) If necessary, seek medical advice by radio using the International Radio Station in Rome that offers free medical advice to merchant ships.</li> <li>i) Record to be kept of events in the case that an accident report form may be required to be completed.</li> </ul>

### 2.6.8 Cargo shifting

Immediate actions	Then
<p>a) Sound General Alarm and call Master.</p> <p>b) If the shift of cargo is suspected due to ship rolling or pitching, then the OOW should immediately alter course in order to reduce the effects.</p> <p>c) Crew to 'stand-by'. Survival craft to be prepared by a designated boat preparation party.</p> <p>d) Main Engine to manoeuvring RPM. Depending upon situation, it might be necessary to reduce speed to the minimum required to retain steering capability. The appropriate navigation signals would need to be given if any future manoeuvring would be restricted.</p> <p>e) If night time, the OOW to switch on deck floodlights.</p> <p>f) Chief Officer with the Bosun and other chosen members of crew to investigate the cargo shift and report to Master:</p> <ul style="list-style-type: none"> <li>• What has shifted.</li> <li>• Reasons, if known, for shift.</li> <li>• Damage sustained (if any).</li> <li>• Likelihood of further shift and/or damage.</li> <li>• Proposed actions.</li> </ul> <p>g) Chief Engineer to ensure that all possible required deck services are made available (e.g. ballast pumps, deck hydraulic systems etc).</p> <p>h) If the Master considers that there is any risk to the ship or if any cargo has been lost overside, then notification is to be made to the relevant shore authorities.</p> <p>i) In all cases, the Company must be informed of the situation, with regular updates.</p>	<p>a) Where applicable and where there is no risk to life, the Chief Officer in consultation with the Master shall make arrangements to secure the shifted cargo.</p> <p>b) Based on estimations of the weight shifted, stability calculations should be made to assess whether ballast can be safely utilised to correct any resultant list to prevent further shift.</p> <p>c) For shifted deck cargo, consideration may have to be given to jettisoning it if the safety of life or the safety of the ship is in imminent danger. Notification of any jettisoning along with a position report would have to be given to the relevant shore authorities.</p> <p>d) Only when the Master is satisfied that it is safe to do so should the ship 'resume passage'. The Company in consultation with the Master will give consideration to diverting the ship to a nearer port if it is necessary to discharge cargo for reasons of safety.</p> <p>e) Any earlier prepared survival craft should now be restowed.</p>

### 2.6.9 Act of piracy (SSO will refer to the SSP)

### 2.6.10 Salvage of own ship

***It is always up to the Master's decision to confirm if salvage is needed or not.***

For normal assistance a fixed price shall always be negotiated and agreed prior to operations starting , i.e. prior to handling a vessel rope/wire to the salvor.

**NOTE:** by connecting a rope/wire to the salvor's vessel, salvage is accepted.

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Immediate actions	
<p>a) Fix time and position.</p> <p>b) Keep the radio station 'stand-by' – with current and updated position available.</p> <p>c) Enter continuously any actions taken in ship's log book. If possible take photographs (or film/videotape).</p> <p>d) If time permits always consult Company before ordering salvage assistance.</p> <ul style="list-style-type: none"> <li>• If immediate danger is at hand for ship and/or cargo – the Master should order salvage and accept offered help. The Company should be notified as soon as possible. <u>Follow provisions in the ETB.</u></li> <li>• Do not let negotiations cause unnecessary delay. Agreement of Salvage should be made on enclosed Lloyd's Open Form 'No Cure, No Pay'.</li> </ul>	<p>e) Salvage can be ordered through: salvage companies, coast radio stations, coast guards, life boat services, customs, towing companies, local Agents etc. (Other Owners' ships close by)</p> <p>f) Prepare the salvage operation in co-operation with the Salvor. The Master should assist the Salvor for best possible outcome <u>referring to provisions in the ETB.</u></p> <p>g) Should the situation so demand: do not forget to use other suitable plans.</p>

#### 2.6.11 Oil pollution

Immediate actions	Master	Oil Pollution Prevention Team
<p>a) Call the Master.</p> <p>b) Stop all bunkering and ballasting operations (possibly also cargo handling). Be aware of the inflammable gases and the risk of fire.</p> <p>c) Alert the Oil Pollution Prevention Team.</p> <p>d) Identify the source of the oil spill and establish the cause thereof. Should the situation so demand – use other suitable checklist.</p>	<p>a) Make necessary notifications immediately as per the lists and special form (Oil Pollution Report) in the SOPEP Oil Spill Contingency Plan, i.e.</p> <ul style="list-style-type: none"> <li>• National Response Center,</li> <li>• Local Coast Guard/Port Authority,</li> <li>• Local Agent</li> <li>• Company</li> <li>• Clean-up contractors (in case not able to get in contact with local Agent).</li> </ul> <p>b) Act as the on-scene co-ordinator) (OSC) until Company appointed OSC arrives at the scene.</p>	<p>a) Take immediate steps to control the spill, try to prevent the oil from escaping overboard;</p> <ul style="list-style-type: none"> <li>• Shut all valves.</li> <li>• Inspect and seal off outflows</li> <li>• Change oil levels in tanks</li> <li>• Transfer oil to empty (to barge, to shore, to void spaces).</li> <li>• Seal off tanks hermetically.</li> </ul> <p>b) Clean up the oil on deck by using absorbents. Degreasing agents and solvents could be used but only with great care. Spilled oil must never be washed overboard nor shall degreasing agents or solvents be used on oil spilt in the water.</p>
<b>Then</b>		
<p>a) Co-operate with clean-up contractors and/or local authorities to minimise further damage to the environment.</p> <p>b) Enter continuously any actions taken in ship's log book.</p> <p>c) Continuously report to the Company by the fastest and most efficient way.</p>		

### 2.6.12 Flooding

Immediate actions	Then
<p>f) Sound appropriate emergency stations signal and call Master.</p> <p>g) Crew to 'stand-by'.</p> <p>h) Main Engine(s) to Stand-By, ships speed reduced to manoeuvring revs.</p> <p>i) Manoeuvre ship as required to:</p> <ul style="list-style-type: none"> <li>• Safeguard personnel</li> <li>• Reduce effect of flooding (if cause known).</li> </ul> <p>j) Nominated personnel under direction of Chief Officer (Deck) and Chief Engineer (Machinery Space) to take soundings of tanks and spaces to establish:</p> <ul style="list-style-type: none"> <li>• Extent of flooding</li> <li>• Approximate rate of water ingress.</li> </ul> <p>k) As a precaution, prepare survival craft and other life saving appliances (EPIRBS's etc). In this case, ship course to be stopped.</p> <p>l) Inform relevant shore/port state authorities dependent upon Seriousness of situation, but notifying the Company in any event.</p>	<p>h) <b>From soundings data obtained:</b></p> <ul style="list-style-type: none"> <li>• Calculate present effects of flooding on stability and stress.</li> <li>• Calculate effect on stability and stress for any anticipated corrective actions to be taken against the flooding e.g. to correct any resultant list etc.</li> <li>• Calculate whether ship has pumping means and capacity to discharge or stem flood water ingress. If the answer to this is no, then what is the probable final effect of the flooding with regards to stability.</li> </ul> <p>i) Where possible, pump out flooded spaces using ships fixed pumping system. Otherwise use portable equipment such as eductors.</p> <p>j) Where the possibility exists, make preparation for oil pollution prevention (Ref SOPEP Manual).</p> <p>k) Use on-board materials where possible to stem flow of water (dunnage, mattresses etc).</p>

#### References

- WIN-SAF-25 Drills on Board
- WIN-SAF-28 Media Advisory and Public Information Service
- WIN-SAF-39 Report of Failure, Accident, Incident, Near Miss: Handling and Filing
- BRIDGE Management Manual
- SOPEP with Lists of Contacts
- VRP or NT-VRP
- Emergency Towing Booklet (ETB)
- Ballast Water Management Plan
- Attachment N.16A Plans and procedures for recovery of persons from enclosed space