

SS Virginia V

Deck Crew Operations

Book 1



Crew Member's Name:

The Steamer Virginia V Foundation

*Dedicated to the Preservation and Operation of Puget Sound's
Last Wooden Passenger Steamship*

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INTRODUCTION

Crewmembers for the Virginia V come from many walks of life, with varying backgrounds, training, and experiences. This manual was designed and written to give all deck crew members of the Virginia V a common orientation to the practices and procedures as adopted by the Virginia V operations staff. It is not intended to give an inexperienced crewmember a thorough orientation of being a shipboard crewmember.

Creation of the manual is based on the input of the Master and crew of the Virginia V. This manual will be modified following recommendations and evaluations from the crew, passengers, and select government agencies (such as the U.S. Coast Guard).

The crew of the Virginia V are the ambassadors to the public. Your actions, or lack thereof, reflect upon the vessel and the organization which runs her. It is your duty to convey an image of professionalism, integrity, and courtesy to all who visit the Virginia V.

Should, for whatever reason, you be in doubt in a particular situation with a guest as to how to handle the problem, seek out the Captain or the Mate for assistance.

GENERAL OPERATIONS AND PROCEDURES

PASSENGER SAFETY

The first priority of the crew is to see to the safety of the passengers and guests of the Virginia V. Take into consideration that many, if not most, of the passengers have no shipboard experience and that even seemingly insignificant actions taken by them can result in devastating damage to the vessel or the passengers themselves. Your vigilance can make a significant difference in the level of comfort and safety for the passengers –and your fellow shipmates.

SMOKING ONBOARD

Due to Fire Safety and the Washington State Ban on smoking in public places, smoking is no longer allowed aboard the *Virginia V* by passengers or crew.

MEDICAL EMERGENCIES

Upon discovery of a medical emergency, notify the Captain or person in charge who will call 9-1-1 to activate the local emergency medical system. The Captain keeps a cell phone with him or leaves it available for crew use. Begin First Aid.

GENERAL ROUNDS ON DECK

After departure, the Mate will assign the deckhands a watch rotation. While on deck and in the passenger areas:

- Periodically scan safety gear and fire-fighting equipment. Take note of deficiencies. Make a habit of checking the fire extinguishers for leaks or expiration. Individual extinguishers

are labeled with a date of inspection. Check for a missing pin, the sign of tampering or unreported discharge.

- Keep fire-fighting equipment unobstructed.
- Check to see that all doors and hatches are either closed or secured in the open position.
- Check the trashcans. It is illegal to throw trash, including plastic and cigarette butts, over the side.
- Check the heads for cleanliness.
- Verify that the engine room emergency escape hatch is unobstructed.
- Keep Foc'sule and aft steering doors locked while passengers or guests are onboard.

DECK SAFETY- SPRING LINE HANDLING

The most common potential problem for deck crewmembers is line handling, particularly when dealing with the spring line.

Do not stick your head out through a window or lean out through the cargo hatch while arriving at a dock, as this exposes crewmembers to possible parting lines resulting from dynamic loading of the spring line.

When surging or belaying the spring line, stand aft of the cleat, keeping enough distance between you and the cleat to prevent your clothing, gloves, hair, or other loose article from getting caught in the loaded line. Keep your feet clear of any bights. Have the spring line faked out before arrival.

Many crewmembers mark the dock lines with electrical tape before departure so that it is easier to position the vessel at the dock when returning. Never "tuck" the line to secure it.

FORWARD HOLD CARGO SAFETY HATCH

When accessing the forward cargo hatch, place prominent markers, such as chairs or garbage receptacles, around the area to prevent someone from accidentally falling in the opening.

EMERGENCY STEERING

The Virginia V is fitted with an emergency steering station. The station is located in the locker just aft of the galley on the main deck. Use the built-in talk-back system or crew radios for communications with the wheelhouse.

SINGLING UP PROCEDURES

Occurs 10-20 minutes before departure, and will be ordered by Mate or Captain.

Procedures:

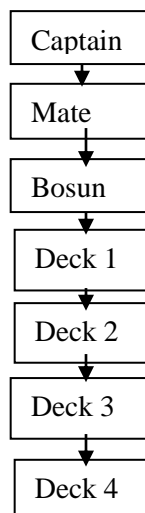
1. Confirm ships forward propulsion, if not, let the Mate know you cannot start single up procedure
2. Untie and slack 3 strand from piling and stow line onboard
3. Tighten up departure spring
4. Release breast line
5. Release landing spring, flake on dock and over piling

6. Re-attach breast line to cleat
7. Remove stern spring line if requested
8. Radio to Mate that you are at single up

DECK CREW ORGANIZATION

During vessel operation, the minimum personnel requirements for the VIRGINIA V are: Master (Captain) and 4 Deckhands. This conforms to the U.S. Coast Guard requirement for manning as per the vessel's Certificate of Inspection (COI). The Foundation organizes the Deckhands into the following positions: Mate, Bosun, Decks 1-4. The Master must be licensed by the U.S. Coast Guard. Licensing requirements are not contained within this manual, but are available for review upon request.

The deck department hierarchy is as follows: Captain, Mate, Bosun, Deck 1, Deck 2, Deck 3, and Deck 4.



DECK CREW ASSIGNMENTS

DECK 4 JOB DESCRIPTION

No prequalification is required to be stationed (assigned) as a Deck 4 crew member. Deck 4 is the entry level position for deck crew aboard the *Virginia V* with the primary responsibility being passenger safety and crowd control. Deck 4 is also an observer position designed to provide exposure to the deck operations and line-handling of the other deck positions.

Under normal circumstances, no line-handling responsibility is associated with the Deck 4 position. However, you may be asked, from time to time, to assist in certain deck operations during special circumstances such as transitioning through the Ballard Locks or landing at a foreign dock.

The primary duty station for Deck 4 is the main deck hatch area during boarding and disembarking of passengers and the departure and arrival of the vessel. At no time should Deck 4 engage in any deck line-handling operations unless instructed to do so by the Mate, Bo'sun, or Deck 1.

DECK 4 JOB DUTIES

Readying the Ship

Attend crew muster meeting
Assist Deck 3

Passenger Boarding

Stand by hatch door to load and assist passengers

Departure & Single Up

Don life jacket and radio
Assist Deck 3 in securing crowd control safety lines for departure
Monitor crowd control lines

Underway

Deck watch duty as directed by Mate and Bos'un
Enforce the ship rules and maintain passenger safety

Arrival

Don life jacket
Assist Deck 3 with securing crowd control safety lines for arrival
Monitor crowd control lines

Disembark Passengers

Stand by boarding hatch to help passengers disembark

Cleaning & Closing the ship

Attend post trip muster meeting with Mate and/or Bos'un
Assist Deck 3 with cleaning duties as directed
Set up for next event as directed

Deck 4– Primary Deck Duty Work Area

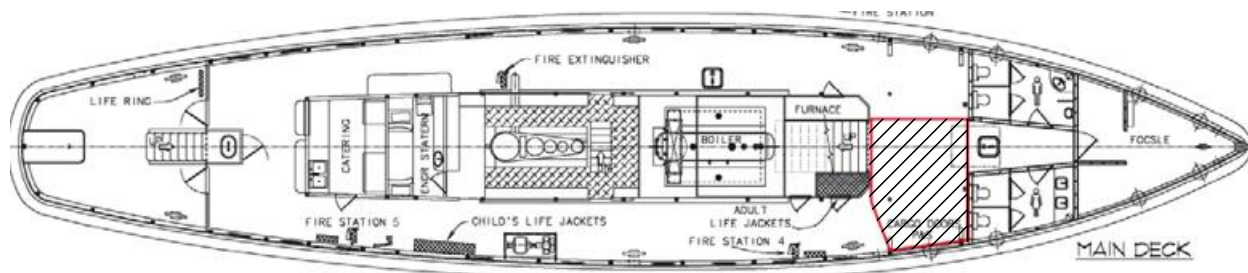


Illustration showing primary deck duty work area for Deck 4

DECK 3 JOB DESCRIPTION

Deck 3 is the first level involving line-handling responsibilities aboard the *Virginia V* and primarily works under the direction of the Bo'sun and Mate. Deck 3 involves line handling associated with the bowlines located in the fo'c'sle area. Deck 3 also attends to the fender(s) upon the arrival at a dock.

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Deck 3 is also responsible in crowd control during all departure and arrivals or any time the main hatch is open while underway.

At no time should Deck 3 be involved in performing any line handling duties on the dock or the outside rail unless instructed to do so by Bos'un or Mate. However, Deck 3, from time to time, might be asked to perform certain deck operations and tasks during special circumstances such as the transitioning through the Ballard Locks or landing at a foreign dock.

DECK 3 JOB DUTIES

Readying the ship

- Attend crew muster meeting
- Raise all 3 official flags and signal flags as directed by the Captain
- Put out garbage cans by stack
- Clean upper deck, foredeck, aft deck, and main saln as directed
- Clean inside of salon windows

Board Passengers

- Stand by hatch door to load passengers

Departure & Single Up

- Secure crowd control safety lines for departure - Forward hatch (1 line) & Engine room (1 line)
- Perform ship departure duties as directed by Bos'un or Mate

Underway

- Secure ship for underway operations
- Deck watch duty – Main, passenger and upper deck
- Ready ship for arrival
- Eyeballs on deck 2 during work on midship guard

Arrival

- Perform ship arrival duties as directed by Bos'un or Mate
- Stand by with arrival fender as directed

Disembark Passengers

- Stand by hatch to help passengers disembark

Cleaning & Closing the ship

- Attend post trip muster meeting with Mate and/or Bos'un
- Secure flags
- Store starboard salon fire axe at Fire Station #2
- Clean upper deck, foredeck, aft deck, and main salon as directed
- Polish brass telegraph in pilothouse
- Polish and store ship's bell
- Spider removal (outside railing, overheads)
- Set up for next event as directed

Deck 3- Primary Deck Duty Work Area

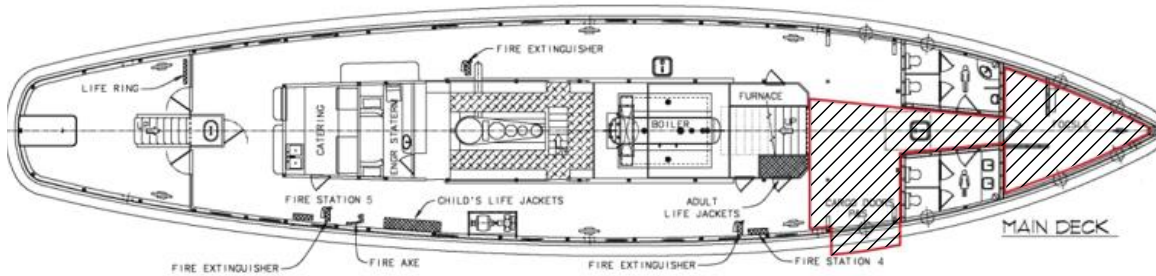


Figure – Illustration showing primary deck duty work area for Deck 3

DECK 2 JOB DESCRIPTION

Deck 2 is one of the more important line-handling positions requiring more responsibility and attentiveness while cruising aboard the *Virginia V*. Deck 2 involves line handling of all onshore and offshore mooring lines from outside the ship's main hatch. These duties and responsibilities primarily lie in the area outside on the ship's rail and on the dock releasing and securing lines. Responsibilities also include inserting and extracting the hawse pipe plugs required to be in place while underway.

Upon all returns to our homeport at the SLU dock, Deck 2 also has the responsibility to retrieve (hook) the arrival-spring line (hanging strategically from the pier piling) and pass it through the hawse to Deck 1. When arriving at a foreign dock (away from SLU), Deck 2 is considered the "Jumper" to receive and secure mooring lines from Deck 1 and Deck 3 aboard ship. Deck 2 also has the responsibility for crowd control during all departure and arrivals, or any time the main hatch is open while underway should Deck 3 and/or Deck 4 attend to other duties. At any time, Deck 2, (as a courtesy to the other deck position), should not be involved in performing any line handling duties associated with Deck 1 or Deck 3. Deck 2, from time to time, might be asked to assist in certain deck operations during special circumstances such as transitioning through the Ballard Locks or landing at a foreign dock.

DECK 2 JOB DUTIES

Readying the ship

- Attend crew muster meeting
- Restock water in crew quarters refer
- Check Cargo/Engine deck (including galley) for cleanliness and clean as necessary
- Inspect galley and clean as necessary
- Wash outside of foredeck and wheelhouse windows
- Additional cleaning duties as directed

Board Passengers

- Assist at boarding hatch as needed

Departure & Single Up

- Perform ship departure duties as directed

Underway

Insert hawse plugs
Store/secure dock lines
Deck watch duty – main, passenger and upper deck

Arrival

Ready ship for arrival as directed

Disembark Passengers

Assist at boarding hatch as needed

Cleaning & Closing the ship

Attend post trip muster meeting with Mate and/or Bos'un
Store life ring from main deck aft
Clean galley as needed
Store ramp as needed
Store steps and railings as needed
Vacuum rugs
Set up for next event as directed
Open forward hold hatch
Set all main deck windows as directed

Deck 2 – Primary Deck Duty Work Area

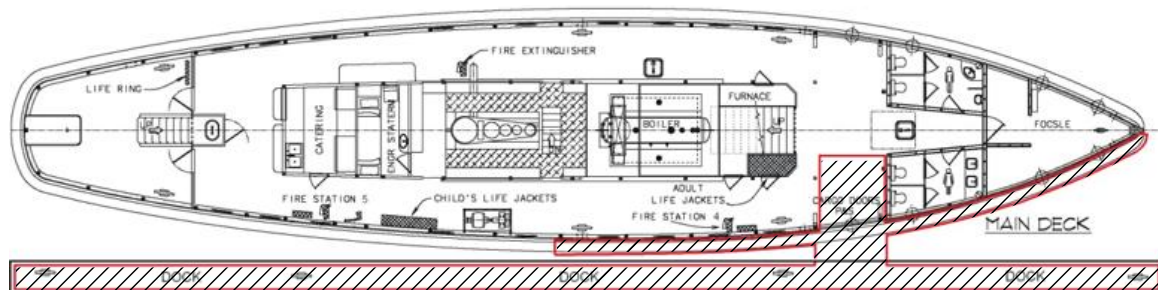


Illustration showing primary deck duty work area for Deck 2

DECK 1 JOB DESCRIPTION

Deck 1 is an important deck position while cruising aboard the *Virginia V* that carries the most responsibility, attentiveness, and forethought. Deck 1 involves line handling of most of the onshore and offshore mooring lines (except the bow lines) from within the ship. During the vessels departures and arrivals, the duties and responsibilities of Deck 1 primarily lie aboard the vessel involving the releasing and securing of the mid-ship and aft mooring lines as well as securing and releasing the mid-ship hawse pipe plugs required to be in place while underway.

Upon the return to the *Virginia V* home dock at the SLU, Deck 1 has the responsibility to receive the arrival-spring line from Deck 2 (as it is passed through the hawse pipe) and to establish control and strategically slack the spring line at an appropriate rate until the ship's main passenger hatch lines up

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with the dock gate. Arriving at a foreign dock (away from our SLU dock), Deck 1 maintains the same primary responsibilities and ensure that all the mooring lines become correctly secured.

Deck 1 is also responsible for crowd control during departure and arrivals, or at any time the main hatch is open while underway, whenever Deck 2, 3, or Deck 4 are attending to other duties.

Deck 1 should not have to perform any line handling duties associated with Deck 2 or Deck 3. However, Deck 1 might find it necessary to take assertive action in certain deck operations and/or deck positions to ensure the safety of the ship.

DECK 1 JOB DUTIES

Readying the ship

- Attend crew muster meeting
- Set out aft seat cushion from top of steering gear box
- Wash outside of foredeck and wheelhouse windows
- Inspect and clean bathrooms as needed
- Fill shower trap with water
- Additional cleaning duties as directed

Board Passengers

- Assist passengers and crowd control as needed

Departure & Single Up

- Perform ship departure duties as directed by Bos'un and Mate
- Confirm secure ship after departure and report status to wheelhouse

Underway

- Deck watch duty – Main, passenger and upper deck

Arrival

- Ready ship for arrival
- Arrival line handling procedures

Disembark Passengers

- Assist passengers and crowd control as needed

Cleaning & Closing the ship

- Attend post trip muster meeting with Mate and/or Bos'un
- Store life ring from main deck aft
- Store aft seat cushion from top of Steering gear box
- Inspect and clean bathrooms as needed
- Polish brass poles main deck
- Vacuum rugs
- Set up for next event as directed
- Open forward hold hatch
- Set all main deck windows as directed
- Additional cleaning duties as directed

Deck 1- Primary Deck Duty Work Area

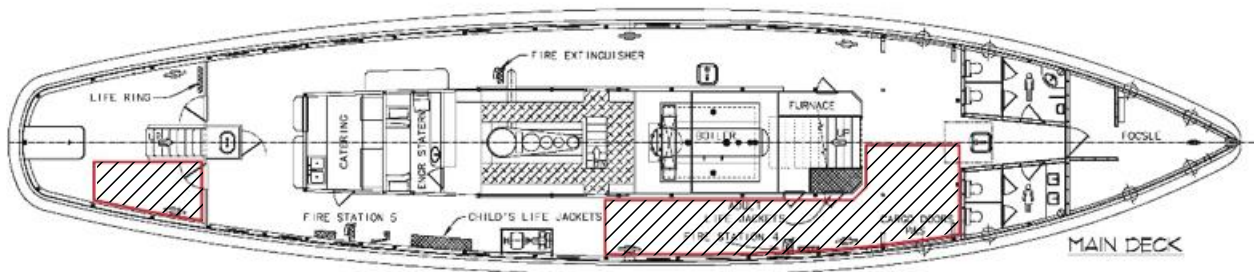


Figure – Illustration showing primary deck duty work area for Deck 1

BOSUN JOB DESCRIPTION

The bos'un is the deck leader, in charge of all arrival and departure procedures on the engine level. The bos'un offers training and support for the deck positions while underway. The bos'un participates in and supervises the opening and closing procedures.

BOSUN JOB DUTIES

Readying the ship

- Crew muster meeting
- Check all deck and salon lights are operational
- Confirm head flushing pump through hull is open and head flushing water pressure is between 60 and 80 psi
- Confirm all red breakers are on (foc'sle, galley, engineering)
- Confirm all doors are unlocked
- Set up main salon as needed
- Confirm heater boiler on and turn on salon heaters and set to 65 degrees (if needed)
- Place the 2 life rings out on port/starboard railings - Verify strobe light is functional
- Place life ring out at main deck aft
- Issue radios to all deck crew
- Place wheelhouse fire axe on aft bulkhead
- Place starboard salon fire axe at Fire Station #2
- Turn on main salon lighting and adjust as needed
- Confirm all trash empty and lined
- Close forward hold hatch

Board Passengers

- Assist with boarding passengers

Departure & Single Up

- Manage/direct deck crew during departure procedures
- Secure ship after departure
- Confirm secure ship after departure and report status to wheelhouse

Underway

Deck watch duty – Main, passenger and upper deck
Deck training as required (emergency and/or advancement)
Monitor sewage tank level

Arrival

Muster crew and confirm positions and responsibilities for arrival (if applicable)
Ready ship for arrival
Confirm ship ready for arrival and report status to wheelhouse
Manage deck crew during arrival procedures

Disembark Passengers

Assist with disembarking passengers

Cleaning & Closing the ship

Muster deck crew and confirm cleaning position detail
Store the 2 life rings from the port/starboard railings
Store wheelhouse fire axe on aft bulkhead
Store life ring from main deck aft
Store Starboard salon fire axe at Fire Station #2
Turn off all heater boiler and main salon heaters
Confirm trash cans empty
Setup main salon tables and chairs (as required)
Verify all deck crew have returned their VHF radios
Close all main deck windows
Confirm through hull for flushing pump shut
Confirm red breakers off (foc'sle, engineering, galley)
Check/close all windows
Debrief meeting with crew

MATE JOB DESCRIPTION

The mate is second in command on the ship. They are responsible for communicating with the deck crew during arrival and departure procedures.

MATE JOB DUTIES

Readying the ship

Crew muster meeting:
Confirm Day-Cabin Heater CB in wheelhouse is on (if required)
Turn on and conform working order of navigation equipment (Rose Point – Coastal Explorer)
Turn on wheelhouse electronics (Depth sounder, radar, VHF Radios, GPS)
Turn on (as required) running, steaming, compass lights and verify
Remove compass cover
Confirm “Sound-Powered –Telephone” is functional
Conduct Engine-Order-Telegraph (EOT) test
Confirm “PA system” is functional
Confirm life rings out are out

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- Check all fire Stations - Free and clear
- Mount Ship's bell
- Check steering fluid level – Wheelhouse and Emergency Steering Station
- Disable wheelhouse alarm from starboard wheelhouse door
- Radio Check - Confirm deck crew radios are in good working order
- Confirm engineering crewmembers and positions and log in logbook
- Confirm cleanliness and set up on all decks
- Check/set emergency power panel to on
- Check with catering as to any special needs.
- Setup and manage bar (as applicable)
- Verify bar register (as applicable) is cleared and cash/change is in draw

Board Passengers

Departure & Single Up

- Ready ship for departure
- Manage deck crew during departure procedures

Underway

- Assign deck watch duties

Arrival

- Ready ship for arrival
- Manage deck crew during departure procedures

Disembark Passengers

Cleaning & Closing the ship

- Turn off navigation equipment (Rose Point – Coastal Explorer)
- Turn off wheelhouse electronics (Depth sounder, radar, VHF Radios, GPS)
- Turn off (as required) running, steaming, compass lights and verify
- Turn off wheelhouse heat – Day cabin and wheelhouse
- Place compass cover on compass
- Store Ship's bell
- Enable wheelhouse alarm on starboard wheelhouse door
- Verify clean main salon
- Clean/secure bar area
- Check/secure liquor lockers
- Cash-out bar register – is cleared and cash/change is in drawer (as applicable)
- Confirm Day-Cabin Heater CB in wheelhouse is off
- Confirm red breakers in foc'sle are "off"
- Check/set emergency power panel to off
- Confirm red galley breakers are off
- Turn off main salon/deck lighting
- Debrief Meeting with Crew

CAPTAIN JOB DESCRIPTION

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The Captain is the master of the ship, in charge of all operations. The primary duty is to safely operate the vessel. The captain serves as the catering contact. The captain is also responsible for mustering all the deck crew and confirming roles, ship's route, and itinerary to the volunteers.

CAPTAIN JOB DUTIES

Readying the ship

- Begin log book entry
- Muster deck crew and confirm deck positions and cruise details
- Check with the Chief on status engine room systems

Board Passengers

- Open ship to passengers

Departure & Single Up

Underway

- Safety announcements
- Ship navigation

Arrival

Disembark Passengers

- Allow passengers to disembark

Cleaning & Closing the ship

- Verify ship is clear of passengers
- Install no boarding sign
- Catering walk through and sign off
- Fill out log book
- Confirm all volunteers filled out crew time sheets
- Secure wheelhouse
- Confirm secured ship
- Close and lock all doors
- End of shift call for crew
- Debrief Meeting with Crew
- Close & lock ship

EMERGENCY PROCEDURES

STATION BILL

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The vessels Station Bill gives all crew a brief and concise overview of their emergency duties, emergency signals, and general crew instructions. Upon boarding the vessel, all crew (including caterers and other guest service representatives) should review the Station Bill and identify their own specific emergency situation assignments. If you are in doubt about your crewing assignment or the emergency duties associated with your crew position, contact the Captain or the Chief Engineer for clarification BEFORE you begin your work routine.

Consult the Station Bill *at each* crew-call, as there might have been changes made since your last time on board.

Emergency Station Bill

S/S Virginia V

Whistle Signals -

<u>Fire and Emergency</u>	Continuous sounding of the ship's whistle for not less than 10 seconds, supplemented by passing the word over the public address system. 
<u>Abandon Ship</u>	Seven short blasts followed by one long blast of the ships whistle, supplemented by passing the word over the public address system. 
<u>Man over board</u>	Hail and pass the word "man overboard" to the wheelhouse. 3 prolonged blasts of the ship's whistle. Then announce "crew to man-overboard stations" over the public address system. 
<u>Grounding</u>	Announce over public address system "All deck crew report to Wheelhouse."
<u>Dismissal from Emergency stations</u>	3 short blasts of the whistle. 

General Instructions -

1. All crew shall familiarize themselves with the *Emergency Station Bill* and the location and duties of their emergency stations immediately upon receiving crew assignment.
2. Life vests shall be worn during all ship drills and emergencies.

Specific Station Bill Instructions -

1. Man-Over-Board (MOB) -
 - a. Any crew member upon witnessing or being informed of a Man-Over-Board (MOB) shall IMMEDIATELY notify the wheelhouse of the event then go to your assigned station bill location.
 - b. Upon hearing the words "MAN OVERBOARD" throw a life ring buoy to

the MOB individual, post look-outs, and prepare MOB Recovery gear for use.

2. Fire at sea –

- a. Any crew member upon discovering or being informed of a fire shall IMMEDIATELY notify the wheelhouse of the event, evacuate passengers in the immediate area of the fire and attempt to fight the fire with the nearest fire extinguisher until other crew arrive then go to your assigned station bill location.
- b. Upon notification and sounding of the Fire and Emergency signal, fire pump shall be started, all hatches closed (except cargo hatches), blowers and fans stopped, and all air ports secured.

3. Abandon Ship –

- a. Upon sounding of the Abandon Ship signal, all air ports shall be secured, bilge and ballast pumps started, and all Life Rafts made ready for launching.

Emergency Station Bill

S/S Virginia V

Duties	Fire Emergency	Man Overboard	Abandon Ship	Grounding	Raft
Master/ Captain	<ul style="list-style-type: none"> • Wheelhouse • In charge overall • Primary radio communicator in Wheelhouse 	<ul style="list-style-type: none"> • Wheelhouse • In charge overall • Throws Life Ring (w/Strobe) overboard (if not done by Mate) 	<ul style="list-style-type: none"> • Wheelhouse • In charge overall • Launch Life Rafts • In command of Life Raft No. 2 	<ul style="list-style-type: none"> • Wheelhouse • In charge overall • Primary radio communicator in Wheelhouse 	2
Mate	<ul style="list-style-type: none"> • In charge at incident area (except Engine Rm) • Primary radio communicator on deck 	<ul style="list-style-type: none"> • Reports to Wheelhouse • Throws Life Ring (w/Strobe) overboard • Relieve the Watch • Primary radio for Wheelhouse 	<ul style="list-style-type: none"> • In charge of embarkation area • In command of Life Raft No. 1 	<ul style="list-style-type: none"> • Assist Chief Engineer at scene • Primary radio communicator on deck 	1
Bosun (Mate in absence of Bosun)	<ul style="list-style-type: none"> • Leads deck crew at incident area • Attend fire station and backup nozzle person 	<ul style="list-style-type: none"> • In charge at incident area • Primary radio communicator on deck 	<ul style="list-style-type: none"> • Leads deck crew not in muster area • Primary radio communicator on deck (not within embarkation area) 	<ul style="list-style-type: none"> • Assist Mate at incident area • Leads deck crew 	1
Deckhand No. 1	<ul style="list-style-type: none"> • Acquire fire Extinguisher • Run out fire hose • Primary on fire hose/nozzle at scene 	<ul style="list-style-type: none"> • Set crowd control lines • Rig MOB gear (at Main Stbd Hatch) • Primary radio (in absence of Boson) 	<ul style="list-style-type: none"> • Divides passengers into Life Raft groups, • Direct addt'l deck crew as Req'd 	<ul style="list-style-type: none"> • Muster passengers in Main Salon area • Direct addt'l deck crew as Req'd 	1
Deckhand No. 2	<ul style="list-style-type: none"> • Acquire Fire Extinguisher • Assist Deck 1 at scene until released by Mate (then) • Muster Passengers 	<ul style="list-style-type: none"> • Acquire MOB gear • Rig MOB gear (from above foredeck) • Assist Deck 1 at Main Stbd Hatch 	<ul style="list-style-type: none"> • Assist Passengers into Life Jackets • Lead Passengers to embarkation area 	<ul style="list-style-type: none"> • Muster passengers in Main Salon area 	2
Deckhand No. 3	<ul style="list-style-type: none"> • Muster passengers 	<ul style="list-style-type: none"> • Muster passengers • Assist Captain as needed 	<ul style="list-style-type: none"> • Assist Captain with launching Life Rafts 	<ul style="list-style-type: none"> • Assist Captain in Wheelhouse 	1

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Deckhand No. 4 and all Deck Observers	<ul style="list-style-type: none"> • Muster passengers 	<ul style="list-style-type: none"> • Muster passengers • Assist as directed by Mate/Bosun 	<ul style="list-style-type: none"> • Assist Passengers into Life Jackets • Lead Passengers to embarkation area 	<ul style="list-style-type: none"> • Assist as directed by Mate or Bosun 	2
Chief Engineer	<ul style="list-style-type: none"> • In charge Engine Rm • Attend boiler • Secure E/R blowers • Secure electrical power in area of fire 	<ul style="list-style-type: none"> • In charge Engine Rm • Attend engine/boiler 	<ul style="list-style-type: none"> • Secure Engine Room and boiler 	<ul style="list-style-type: none"> • In charge, Engine Rm and at incident area 	2
Fireman	<ul style="list-style-type: none"> • Attend fire pump • Attend generators 	<ul style="list-style-type: none"> • Assist Chief Engineer 	<ul style="list-style-type: none"> • Assist Chief Engineer in securing Engine Rm and boiler 	<ul style="list-style-type: none"> • Assist Chief Engineer as directed 	1
Engineering Observer	<ul style="list-style-type: none"> • Report to Engine Room • Assist Chief Engineer as directed 	<ul style="list-style-type: none"> • Report to Engine Room • Assist Chief Engineer as directed 	<ul style="list-style-type: none"> • Report to Engine Room • Assist Chief Engineer as directed 	<ul style="list-style-type: none"> • Report to Engine Rm • Assist Chief Engineer as directed 	2
Additional Crew/Docent Members	<ul style="list-style-type: none"> • Muster passengers 	<ul style="list-style-type: none"> • Assist Deckhand No. 3 to muster passengers away from main hatch 	<ul style="list-style-type: none"> • Assist Deck No. 1 divide passengers into Life Raft groups 	<ul style="list-style-type: none"> • Assist Deckhand No. 1 to muster passengers in Main Salon area 	1

EMERGENCY SIGNALS

Fire and Emergency

Continuous sounding of the ship's whistle for not less than 10 seconds, supplemented by passing the word over the public address system.

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Abandon Ship

Seven short blasts followed by one long blast of the ships whistle, supplemented by passing the word over the public address system.

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Man over board

Hail and pass the word "man overboard" to the wheelhouse. Then announce "crew to man-overboard stations" over the public address system. 3 prolonged blasts of the ship's whistle

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Grounding

Announce over public address system "All deck crew report to Wheelhouse."

Dismissal from Emergency stations

3 short blasts of the whistle.

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EMERGENCY SIGNAL INSTRUCTIONS

Upon sounding of the Fire and Emergency signal, fire pump shall be started, all hatches closed (except cargo hatches), blowers and fans stopped, and all air ports secured.

Upon sounding of the Abandon Ship signal, all air ports shall be secured, bilge and ballast pumps started, and all Life Rafts made ready for launching.

Upon hearing the words “MAN OVERBOARD” throw a life ring buoy to the person, post look-outs, and prepare MOB Recovery Apparatus for use.

EMERGENCY COMMUNICATIONS AND SAFETY ANNOUNCEMENTS

During most emergency evolutions, the Captain will be able to make announcements to the crew and passengers through the public address system. The system is not capable of “talk-back” communications. Handheld radios are available from the wheelhouse for two-way deck crew communications.

A sound-powered phone provides a dependable source of communication between the Engineer’s control station and the wheelhouse. To use this phone, simply push the small black call button near the phone, pick up the handset, hold in the silver button on the handset, and speak normally.

The silver button must be held in during the entire phone call to allow complete communications. This system runs independently of the ship’s electrical circuits, so communication can occur even during power outages.

Safety announcements are done by the Captain over the public address system before departure, these public announcements for the passengers include information on life jacket locations, passenger muster stations, and general vessel safety orientation. During emergency operations, the Captain may use the public address system to communicate with the crew and passengers.

FIRE SAFETY, PREVENTION, AND PROCEDURES

FIRE PREVENTION

Fire prevention is one of the highest priorities aboard the Virginia V. There are No open flames allowed on the ship except as directed by the Captain or Chief Engineer. Damage caused by fire may take the vessel out of service for extended periods of time, which affects the ability of the vessel to serve the community. During your time aboard the vessel, whether or not there are passengers onboard, maintain an active role in preventing potential fires by keeping watch for the following likely sources:

- Improperly discarded cigarette butts, particularly by passengers
- Flammable or combustible products in open containers
- Flammable materials near heat sources, such as paint in the Engine Room
- Piles of oily or dirty rags
- Grease on hot-plates
- Unattended coffee makers

- Unattended torches or heat guns
- Diesel oil spills
- Oily materials sheens in the bilge

Deal directly with any potential fire hazard you see immediately. If you are not sure how to handle the potential problem, contact the Captain or the Chief Engineer for assistance.

FIRE EXTINGUISHERS

Multiple fire extinguishers are located throughout the vessel. All are either dry-chemical or carbon-dioxide charged. You do not need permission from anyone to use a fire extinguisher.

Carbon-dioxide extinguishers are appropriate for electrical fires, while dry-chemical extinguishers are good towards oil, chemical, and wood fires.

FIRE TEAM

The fire team is formed during emergencies to handle fires onboard. The Mate or Bos'un is in charge at the fire scene and directs the fire team except in the Engine room and areas where Chief Engineer is in charge. The rest of the fire team is comprised of various crewmembers. Typically, the fire team consists of the Mate and two deckhands. Check the *Virginia V* Station Bill for specifics on the composition of the fire team.

Not all deck crew are assigned fire-fighting positions, as passenger instruction and mustering needs to be done by a *Virginia V* crewmember. Any additional crewmembers, such as catering staff or cooks, are to be recruited to assist the deck crew in mustering the passengers and distributing life jackets.

Fire drills are held at the discretion of the Captain to assist the *Virginia V* crew in orientation to the firefighting equipment and proper use. The Mate leads the drills under the direction of the Captain.

Fire Stations

There is at least one fire station on each deck. Each fire station has at a minimum 50 feet of 1 ½ inch fire hose, a combination nozzle, a connection to the vessel's fire main, and a spanner wrench.

The fire stations are numbered by their location on the vessel, starting at the upper-most deck and working aft and down.

During routine inspection of the fire stations, check the fire hoses for unwanted water pockets. This would indicate a leaking valve and need for servicing.

Note: When opening a fire line, you may use the available spanner wrench. But when closing the valve, only tighten the valve hand tight.

FIRE HOSE PROCEDURES

When breaking out the fire hoses, make sure to have the hose run out so that it can be charged without having kinks in the lines. It is advisable to drag a bight of the fire hose away from the fire scene to allow for easier maneuvering of the charged fire hose.

Before stowing the fire hose, remove the multi-purpose nozzle, disconnect the hose from the fire main, and drain the water out of the hose by “walking” the water towards one of the open ends.

GALLEY ELECTRICAL CUT OFF

During any fire on board, the electrical power for the galley should be turned off.

The galley electrical supply can be disconnected by a breaker on panel “B” in the engine room on the port bulkhead next to the main electrical bus.

SMOKE DOOR

To secure the main deck and passenger deck for ventilation during a fire, pull down the smoke door at the bottom of the main staircase. The door can subsequently be opened from either side.

When securing the vessel in port, this smoke door can be locked in the closed position.

MAN OVERBOARD PROCEDURES (MOB)

Upon the realization of a “man overboard,” a series of steps must be followed to increase the chances of recovering the person in the water in a safe manner.

1. A life ring, life jacket, or any other floating device should be thrown to the person. This serves two purposes. One is to give the MOB something to assist them in remaining afloat. The other reason is the object will provide a marker in the water for the last known location of the MOB and assist in providing a visual target for the vessel crew.
2. Pass the word “Man Overboard” to the wheelhouse by any means possible. Indicate which side of the vessel the person fell into the water.
3. Post a dedicated lookout on an upper (and outside) deck to keep sight of the MOB. This person will maintain visual contact with the MOB and constantly point at the location of the MOB until relieved, which provides a good reference for the Captain to position the vessel for MOB recovery.
4. Prepare the MOB recovery apparatus on the starboard side of the vessel at the cargo doors. Don work vests, rope off the area from passengers and remove the cargo door hatch.
5. When appropriate, throw the LifeSling to the MOB while another person keeps the bitter end of the LifeSling in hand. Do not secure the bitter end of the LifeSling to the vessel.
6. Once the MOB has their upper body through the center of the LifeSling, gently pull the MOB towards the vessel.

7. Extend the length of the lifting line so that the end reaches the water.
8. Once the MOB is alongside the vessel, instruct the person to clip the two D-rings on the LifeSling onto the end of the lifting line.
9. Pull on the bitter end of the lifting line to raise the MOB out of the water. Keep the line running through the cams to prevent dropping the MOB.
10. When the MOB has been raised high enough, gently pull them on-board the vessel while lowering them onto the deck.

MAN OVERBOARD A FRAME

Key aspects to setting up the MOB A-frame:

- One person attaches the top shackle to the padeye from above, and then lowers the A-frame to another person waiting below.
- Verify that the A-frame feet are inside the sockets, or the pelican hook will not close.
- Extend the recovery line down far enough so that the MOB can hook the LifeLink harness on to the clip from the water's edge.

MAN OVERBOARD RECOVERY

Key aspects to getting a MOB back on the vessel:

- Do not tow the MOB.
- If the MOB is unconscious, a rescue swimmer is needed to put the LifeSling on the MOB.
- If the MOB is unconscious, face them away from the direction being pulled. The rescue swimmer is to hold them in position while being pulled towards the vessel.
- Two people are needed to lift the MOB onboard and on deck: one person to pull the yellow line and one to pull the white lifting line.

ABANDON SHIP PROCEDURES

If instructed to abandon ship, follow the instructions set out for you by the station bill.

Passenger and crew life jackets are located on the main deck in a locker next to the starboard side of the main staircase and on the passenger deck aft near the after staircase.

Issue life jackets to the passengers on the passenger deck aft, instructing the passengers to put them on and take the aft staircase to the main deck for life raft boarding.

Lift Rafts are stored on the upper deck, starboard and aft. Two crewmembers will launch the life rafts, while the remainder of the crew organize and muster the passengers.