1. PURPOSE

1.1 Primarily to comply with statutory / regulatory agency requirements and safe shipboard management practices towards ensuring new crewmembers, embarked science personnel and supernumeraries understand safety and emergency procedures specific to R/V Kilo Moana.

1.2 Secondly to provide a platform on general operating procedures and management protocol for new crew, science party personnel and supernumeraries.

2. SCOPE

2.1 This procedure applies to all new crew, new science party personnel and supernumeraries.

2.2 The policies and procedures outlined apply to all embarked personnel.

3. RESPONSIBILITY

3.1 It is the master’s responsibility to insure the required orientation, familiarization and indoctrination is conducted.

3.1.1 Any licensed or unlicensed member of the deck department may conduct the orientation and familiarization for new crewmembers. The orientation must be completed within 24 hours of a new crewmember reporting aboard, or if the ship is sailing within 24 hours, prior to getting underway. This procedure in conjunction with form MCSP-2.1-02-F1 will be used as the basis of the orientation and familiarization. New crewmembers shall also complete the UH Marine Center (UMC) Personal Data Form which shall be retained aboard the vessel as part of their personnel file.

3.1.2 The Master or a designated licensed deck officer will conduct the orientation and indoctrination utilizing this procedure for science party personnel and/or supernumeraries prior to, or shortly after departure. Attending science party personnel and/or supernumeraries will indicate their presence at the orientation session by signature on form MSCP-2.1-04-F1. Science party personnel and/or supernumeraries must also complete the RCUH Kilo Moana Release and Consent Form as part of the indoctrination and orientation process.
4. POLICIES

1. Emergency Signals – continuous ringing of general alarm and ship’s whistle
   a. Science personnel -- muster in staging bay
   b. Ship’s crew -- muster at emergency stations as per Station Bill

2. Abandon Ship Signal – more than 6 short rings followed by 1 long ring of general alarm and ship’s whistle
   a. Science -- muster in staging bay; Crew -- muster at emergency stations as per Station Bill
   b. Master will decide which side of the vessel will be used for launching life rafts.

3. Security Emergency Signal – 1 short and 1 long ring, sounded 3 times
   a. Science -- muster in staging bay; Ship’s crew -- muster at security stations as per Security Station Bill

4. Man Overboard Signal – Three long rings
   a. Throw a life ring or anything that floats to the person, then pass the word or call the Bridge (203), keep the person in sight.

5. Emergency signals are to be taken seriously. Test of ship’s whistle and general alarm daily at noon. Announcement for the first couple of days.

6. Action in the event of discovering a fire.
   a. Call the Bridge (phone 203) or pass the word immediately.
   b. Use a fire extinguisher to put out the fire if possible.
   c. Contain the fire as best possible, shut doors, fire dampers, etc.
   d. Report to your muster area when emergency signal is sounded

7. Action in event of a medical emergency
   a. Get the word to the bridge; after checking the surrounding area for safety you may render whatever assistance you can.

8. Action in event of a toxic chemical spill
   a. Call the Bridge (203) or pass the word immediately
   b. Contain/isolate the spill as best as possible using the chemical spill kits located in the lab areas after first protecting yourself with PPE.
   c. In lab 2 and Chemical lab there are generic mercury spill kits.

10. Safety is our first order of business. Nothing we do is worth injury and/or death. Take the time that is needed to do the job safely!
   a. Effective 14 June 2011, R/V Kilo Moana will comply with the guidelines set forth in Appendix A of the UNOLS Rope and Cable Safe Working Load Standards. These guidelines effect CTD and Trawl Winch operations. They are in place and have been implemented to enhance safety of personnel and equipment.
11. Science Operations:
   a. OTG (Techs) personnel are responsible for all deck ops, launch, recovery etc.
      1. Master or Ch. Mate may be present as safety observer.
      2. Watch-standing Mates monitor operations from the Bridge via CCTV.
   b. Work vests are required during all aft deck operations; safety shoes recommended, but closed-toed shoes are required (no flip flops); hard hats as appropriate at direction of OTG.
   c. Only personnel directly involved in deployment operations on the aft deck should be in the working area.
   d. If you’re involved with the deployments, keep in mind where your feet are, where bights of line are, where you can go if things begin to go wrong.
   e. If you are using chemicals in your work space on board the Kilo Moana, you are required to wear the appropriate safety equipment, which may include but is not limited to goggles, face shield, gloves and aprons.
   f. The Chief Scientist is responsible to ensure all science crew members are properly trained in the use of chemicals in sample processing including safety precautions

12. New operating environment:
   a. Be aware of your surroundings – look for potential hazards and dangers
   b. Orientation is initially difficult on any ship, more difficult on this vessel, which has 2 separate hulls, take the time to find your way around as soon as possible
   c. Ship lurching, pitching, rolling: hold on to handrails using stairs, one hand above rail and one hand below rail.
   d. Work spaces:
      i. Know where the fire extinguishers and fire stations are.
      ii. Don’t block access to, or cover, fire extinguishers or fire stations.
      iii. Know where Emergency Escape Breathing Devices are (small square orange containers).
      iv. Know where entry and exits are. All public spaces throughout the ship have 2 means of exit.
      v. Know where the nearest phone and fire alarm pull station are. Know how to raise the alarm in the event of an emergency.
   e. Your lifejackets and survival suits may be found in your quarters. Take a moment and check their condition and if they fit. We’ll have a fire and boat drill shortly after departure. If you’ve never put a survival suit on or it’s been a while - try it on.
   f. You should have MSDS on all chemicals and/or hazardous materials you have brought aboard. You should report those materials to the techs and have the MSDS information entered into the Science Party MSDS binder located in the Library. Only small amounts are allowed in the labs. Bulk storage is in the main HazMat Locker on the Fantail. Label all chemical containers with the contents and Cruise number/Chief Scientist’s name.
   g. Medical – advise the Captain of any medical conditions that are important and any medications that you are taking - in private. In case of emergency treatment this information is vital! We have cold, seasickness, etc. medicines on board, ask!
   h. Meal Times at sea: 0715-0815, 1115-1215, 1700-1800
i. Head of line privileges to those on watch.
ii. Limited seating. Please eat and then leave to make room for others.
iii. Let galley crew finish up their job. The Mess deck is secured 1230-1400 and 1900-1945 for cleaning.
iv. Ice cream, sandwich material and snacks available on the mess decks and in the mess deck refrigerators; please stay out of walk-in refrigerator/freezer.
v. Use paper and plastic plates, cups, utensils at night.
vi. Clean up after yourself.

13. Conserve fresh water --
   a. Limited capacity; ability to make fresh water depends on operating speed, number of engines on line and sea water temperature; also we have a very small sewage tank and have to leave the area to pump sewage if we are doing sensitive science.
   b. Laundry schedule in effect at sea -- do laundry only on the days you are scheduled for, the schedule is posted on laundry door. Do large loads only, no single or small items – it takes 35 gal per wash.

14. Housekeeping – it’s self-service: linen, towels, soap, and toilet paper are available in the linen and cleaning gear lockers. Ask techs or crew members where those lockers are. Don’t leave a mess in the public heads! Keep your rooms clean and be respectful of the next science party coming aboard. Ch Scientist is responsible for science stateroom conditions at end of the voyage.
   a. Keep doors to the outside closed – condensation will drip on your computers (also in conference room) – ALL DOORS TO THE LABS ALSO.
   b. Don’t slam doors and be quiet in passageways near berthing areas. Someone is always sleeping. Don’t bang on walls (no matter how frustrated you get) or play loud music – staterooms are not very soundproof and noise carries.
   c. IAW newly instituted regulations governing the disposal of waste at sea, nothing except food content may be disposed of overboard and shipboard segregation of trash has been mandated. Separate paper trash and un-recyclable plastic to appropriate bins. Additional bins are provided for, recyclable plastic items, glass, cans and aluminium, metal waste and food. SHARPS, hazmat, radioactive materials must not be incorporated into regular trash. Contact OTG for disposal of these specialty items. Be particularly mindful of allowing explosive or highly combustible materials in trash eg. paint and aerosol cans. Trash collection point is the incinerator room (outboard on the 01 deck mid ships stbd).
   d. Deadlights must be closed at dusk, during fog, and heavy weather.
   e. Curtains must be closed at dusk or during fog.
   f. The toilets are FW. Report them immediately if you find one running constantly. Nothing is to go into the toilets except food you’ve processed through your body and toilet paper (not paper towels!).
   g. Shared head facilities – if you lock the opposite door, unlock the door when you leave. You may be sharing with the opposite sex, put down the seat!
   h. Orange wires in staterooms are fiber optic cables – they are very fragile, don’t bend, disconnect, or play with them.
i. Personal computers may be plugged into the ship’s intranet. Talk to the techs. Please run a virus scan before plugging in.

j. No smoking inside ship; no alcohol or illegal drugs allowed on board ship.

15. Bridge - anybody is welcome on the bridge during daylight hours, but please be aware that there’s limited space and not everyone can come at once. Also understand there may be traffic or ongoing operations which preclude your presence. Try another time. No persons will be allowed on the bridge while the vessel is arriving or departing port or piers or maneuvering in close quarters.

16. ALL engineering spaces are off-limits at all times for science personnel unless accompanied by an engineer.

17. Forward catwalk is off-limits while the vessel is underway – and don’t sit on rails or lean on safety chains.

18. Bridge, fo’c’sle, stern, and working 01-level are off-limits during mooring and un-mooring operations for personnel not directly involved in the operations.

19. Heavy weather procedures – weather decks will be secured – and you must get permission from the bridge to go outside the interior of the ship.

20. Phone Service – There is a Fleet Broadband telephone available onboard the ship. The use of the Fleet Broadband is limited to emergency related calls only for crew and embarked science personnel. Incoming Iridium phone calls may be set up by either crew or embarked science personnel to either the computer lab or bridge terminal.

20. No inappropriate use of public access computers – no porn, no p2p (Skype, etc) and no chat rooms.

21. Movies - Movies are available for the enjoyment of crew and embarked science party. You’re welcome to take them to your rooms and enjoy them on your personal computer. However, if you take them with you when you leave the ship – you are stealing them. We’ve lost a substantial number of movies either by accident or outright theft. Please put the movies back in the library after viewing. There are two DVD players and they are on channel 101 and 102.

22. “Swim Call” - There is no “swim call” on board Kilo Moana at any time or anyplace.

23. Detailed shipboard policies and procedures may be reviewed in the Kilo Moana Safety Management Manual located in the Ship’s Library. Please do not remove the manual from the Library.

24. Ship’s Order Alcohol Policy: This is to ensure the safety of person, ship, environment and equipment. It establishes a policy of no obviously intoxicated person allowed aboard
the Kilo Moana at any time. The gangway watch will deny access to the ship to anyone that is obviously intoxicated. No exceptions. Procedure number MCSG-2.1-01.