



**M.V. TROPICAL BREEZE  
M.V. ISLAND LADY**

**EMPLOYEE EMERGENCY AND  
SAFETY MANUAL**

**INCLUDING VESSEL PARTICULARS,  
SAFETY PROCEDURES,  
FIRE BEHAVIOR AND PRINCIPALS OF FIRE  
AND COMPANY ALCOHOL  
AND DRUG POLICY**

**PORT RICHEY CASINO, INC.  
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Welcome Aboard!

Along with your specialized department training, you will be subject to Federal Laws which govern the maritime industry. It SHALL be nited and understood that all personnel aboard ship fall under the authority of the Ships Officers; more specifically, the Captain. It is his or her responsibility to provide the necessary training to all employees on board.

We have an excellent record of safety and professionalism, which is a direct result of said training. Therefore, you will be given a thorough familiarization of all emergency equipment and procedures on board the vessel immediately and periodically.

Each employee and/or independent contractor will be required to complete a shipboard familiarization form and vessel tour prior to working their first scheduled shift.

**SAFETY IS OUR PRIMARY CONCERN**  
**AND IT'S EVERYONE'S RESPONSIBILITY!**

The enclosed safety manual is yours to keep and must be read thoroughly.

If at any time you have any questions, contact your Supervisor or any of the Ship's Officers.

# TROPICAL BREEZE

## SAFETY MANAGEMENT INFORMATION AND PROCEDURES

The purpose of this manual is to educate and train the staff and crew of the TROPICAL BREEZE and other interested parties about the vessel and its procedures so that response to emergency situations are organized, efficient and most of all, effective. The goal is to have all ships personnel proficient in emergency procedures to prevent the loss of life or serious injury to our passengers and ship mates during an emergency.

Certain information about the vessel and its procedures has been deemed classified or restricted. This information is made available to the appropriate crew members on a need to know basis by the vessel and or company security officer and is to be kept confidential.

Motor Vessel TROPICAL BREEZE was built Marine Builders, Inc. in 1991. Official records show the TROPICAL BREEZE to be 77'6" long and 20' wide, drafting 5'.

The TROPICAL BREEZE is laid out to provide the safest and most enjoyable Las Vegas style gaming while experiencing Florida's Nature Coast from the waters of the Gulf of Mexico. Three decks are accessible by passengers of the TROPICAL BREEZE with below deck voids/compartments restricted to crew only for stores and machinery.

The lower deck consists of the men's and women's restrooms, surveillance, employee bathroom and an employee's break room area. The 01 Deck consists of the Bridge with a Captains Head, a dice table, roulette table and wheel, five various table games, a cashiers cage and twelve slot machines. The 02 (Top) Deck consists of a bar and various tables and chairs four life floats with beacon lights and 188 life jackets

Passengers wishing to take a break from the casino environment are encouraged to enjoy the views of the Gulf of Mexico and Florida's Coast from our 02 covered deck with a full service bar.

### Man Overboard Equipment

- 2 Life Rings Total, 1 Life Ring w/Beacon Light
- 1 Life sling
- 1 Recovery Ladder
- 2 Designated Work Vests (equipped with tagline)

### Fire Fighting Equipment

- 1 Fire Axe
- 1 Fire Damper for Bow Thruster Room
- 3 Fire stations equipped with 50' of 1 1/2" fire hose
- Spanner Wrench
- 14 ABC Extinguishers
- 1 Salt water supplied fire pump - electric
- 1 CO2 Fire suppression system for the Bow Thruster
- 1 Potassium Carbonate Fire Suppression System for Galley
- 12 Smoke and Heat Detectors
- 1 Emergency fuel shut off valve

### Abandon Ship Equipment

- 188 Life vests Coast Guard approved (170 Adult, 18 Children)
- 4 22 Passenger Life Floats with Beacon Light
- 1 Registered EPIRB with Hydrostatic and manual activation

### Additional Safety Equipment

- 15 Emergency Lighting Systems (Individual Lights)
- 2 Public Address Systems
- 1 Back Board
- 2 First Aid Kits; One in Bridge, One in Galley
- 2 VHF marine radios w/distress capabilities and remote stations
- 1 Radar unit
- 2 G.P.S. with chart/plotter
- 1 Magnetic compass
- 8 Day and Night Flares
- Ships house phone system
- Multiple handheld VHF marine radios (Every Marine Crew member has one)
- Video/Audio surveillance system
- High water alarms in every below deck void/compartments with audible and visual Enunciator panel located in Bridge

In an effort to provide the safest experience for the passengers aboard the TROPICAL BREEZE, the crew is trained and drilled on a regular basis on the use of the vessels safety equipment and procedures. Unscheduled drills ensure that the crew can react in an efficient and productive manner. These drills simulate as realistically as possible Man Overboard, Fire Emergencies and Abandon Ship.

During the "Man Overboard" drills an object is put into the water (typically a life jacket or weather and temperature permitting a crew member) and a retrieval of the object/person is performed.

Fire Drills are simulated in various areas of the vessel to familiarize the crew with the danger and/or requirements to a specific area. During the drill the relevant equipment is put into actual use when practical (dampers activated, fire hoses pulled & charged, fire pump engaged, ventilation shunts activated). When not practical, simulation of the equipment being used, takes place (CO2 Fire Suppression System, Emergency fuel shut off valve, etc.).

Abandon Ship Drills involve evacuating the main and 01 deck to the designated muster area, donning of life jackets and passing life jackets out to passengers. Marine Crew don life jackets and launch life floats into the water. Life floats are launched in order for the Marine Crew to be aware of the difficulties launching the floats.

Security Drills are conducted without notice at the discretion of the company/vessel security officer. During these drills a "suspicious package(s)" is placed on the vessel so the crew can simulate and practice their response.

Other aspects of the Marsec Plan are discussed with the appropriate crew on a "need to know" basis as determined by the Company/Vessel Security Officer.

## CAPTAINS DUTIES; FIRE

In the event of an active fire alarm the Master of the TROPICAL BREEZE will alert the Marine Crew of the location of the alarm and wait for a report. The Master will at this time gauge the direction of the wind and tide so as to set the vessel in such a manner to minimize the winds effect on any fire or smoke condition. The Master will begin to maneuver the vessel based on the location of the alarm.

Once receiving reports from each member of the crew that all decks and compartments are clear and secure the Master will continue operating the vessel in accordance with the daily schedule and inform all crew to secure from alarm stations and continue with their routine.

In the event a crew member reports locating a fire or smoke condition the Master will immediately sound the vessel's alarm/horn for 10 seconds or longer continuously and activate the automated distress device on the Marine VHF. If at this time the Master has not already begun to set the vessel on a course to limit the effect of the wind on the fire and or smoke the Master will alter the course while sounding the alarm/whistle/horn. Following the completion of the 10 second blast of the ships alarm/whistle/horn the Master of the vessel will make the following announcement: "Attention all Marine Crew, report to the (give location of fire/smoke condition). All other ships personnel please direct and assist passengers to (give the designated muster area. The 02 Deck is designated muster station. If the situation makes this area unsafe the Master will specify a different location).

The Master will repeat this announcement a second time. After directing the crew to begin fire fighting duties and passenger evacuation the Master will send the following distress call over the Marine VHF radio on channel 16:

"Mayday-Mayday-Mayday this is the motor vessel TROPICAL BREEZE, TROPICAL BREEZE, TROPICAL BREEZE, Whiskey Delta Alpha 2-8-7-1" (wait for reply from Coast Guard or other boat/agency) If no reply repeat Distress call. Once reply is received, acknowledge reply by responding:

"This is the passenger vessel TROPICAL BREEZE currently located at (give latitude/longitude and heading) we have a fire aboard the vessel with (give passenger & crew count) on board."

"The TROPICAL BREEZE is a 77.6-foot white aluminum vessel and (estimate current seaworthiness of vessel) this is the TROPICAL BREEZE Whiskey Delta Alpha 2-8-7-1 standing by on 16."

When the Captain receives word from engineering that the fire pump is engaged power & ventilation secure the Master will relay this information to the fire crew.

The Captain will then attempt to notify the Port Captain to have any available shuttle boat and ERT make way to the TROPICAL BREEZE to offer any assistance. At this point the Captain should don a life vest.

The Captain will then request an update on the firefighting effort and evaluate the condition to determine if it is necessary to post fire watch check for extension or abandon the vessel.

## **CAPTAINS DUTIES; ABANDON SHIP**

Abandon ship if the vessel's sea worthiness has deteriorated to the point that it becomes necessary to abandon ship. The Captain will sound the ships alarm/whistle/horn seven (7) short blasts and one (1) prolonged blast followed by the following announcement:

"Attention all ship's crew, this is the Captain speaking. All ships personnel please direct and assist passengers to the (give disembarkation area)."

After a brief pause repeat the announcement.

The Captain will then give a mayday call over the VHF Marine radio:

"Mayday-Mayday-Mayday this is the passenger vessel TROPICAL BREEZE, TROPICAL BREEZE, TROPICAL BREEZE, Whiskey Delta Alpha 2-8-7-1 with (give passenger and crew count). At this time, we are forced to abandon ship our current position is (give latitude/longitude)." And repeat.

After issuing the distress call the Captain will exit the bridge with hand held signaling devices.

The Captain will then make his way to the disembarkation area and join the passengers and crew abandoning the vessel.

The Captain will make every effort to keep the passengers and crew as close together as possible by lashing life floats together.

## **CAPTAINS DUTIES; MAN OVERBOARD**

When the Master of the vessel receives report of a person overboard the Master will immediately mark the position of the person on the G.P.S./Chart Plotter and sound the ships alarm/whistle three (3) prolonged blasts and make the following announcement.

"Attention all crew, we have a person overboard on the port/starboard side. We will be making the recovery on the \_\_\_\_\_ side. All crew report to your "Man Overboard" stations. All passengers please follow all directions issued by the ships crew. The Captain will then notify all ships in the area over the Marine VHF radio on channel 16."

If the passenger is not located the Captain will make the following announcement.

"Security-Security-Security motor vessel TROPICAL BREEZE, motor vessel TROPICAL BREEZE Whiskey Delta Alpha 2-8-7-1 our current position is (latitude/longitude/heading). We have a person overboard at this time and are currently making efforts to recover the person. TROPICAL BREEZE I Whiskey Delta Alpha 2-8-7-1 standing by on 16 for concerned traffic."

When the Spotter has a visual on the person, inform the Captain that he has visual over the ships radio:

"Spotter to Bridge; I have a visual on the person at (give distance and direction based on the hour hand of a clock with the bow of the vessel being 12 o'clock and the stern being 6 o'clock)."

The Captain will then broadcast a VHF security call informing other vessels and our agencies that the person has been located and recovery underway.

“Security-Security-Security motor vessel TROPICAL BREEZE Whiskey Delta Alpha 2-8-7-1 we have located the person overboard and are in the process of recovering the passenger. TROPICAL BREEZE Whiskey Delta Alpha 2-8-7-1 standing by 16.”

The Captain will maneuver the vessel to allow for a recovery. When the Captain receives a report from the ship’s crew on scene at the recovery location that the person is on board the vessel safely and an appraisal of the passenger’s physical condition and vital signs are given, the Captain will announce to the crew to secure from M.O.B. station.

“Attention all crew the passenger has been safely brought aboard the vessel. All crew secure from M.O.B. stations.”

The Captain will then transmit a message over V.H.F. radio. “To the U.S.C.G. this is motor vessel TROPICAL BREEZE Whiskey Delta Alpha 2-8-7-1 we have recovered the person reported overboard. The person is (give state of passenger such as in shock, appears fine, not breathing, etc...) over” waiting for instructions from the Coast Guard.

## **ENGINEERS DUTIES; FIRE EMERGENCY**

In the event of an active fire alarm the Engineer will proceed to the engine room. The Engineer will ensure the engine room is secure from fire and or smoke and inform the bridge via VHF radio channel 77:

“Engineering to Bridge, Engine Room secure standing by engine room”.

The Engineer will stand by the entrance to the engine room and wait for an update on the situation. If the alarm was unfounded the engineer will resume his daily routine. In the event an actual fire is located, the Engineer will immediately engage the fire pump located in the Engineers Room on the port side of the engine room door. The fire pump is plumbed directly to a sea chest with the valve left in the open position. The sea chest and valve are located underneath the deck plate forward of the buss panel. The valve can be observed from the deck without lifting the plate. This valve should be checked after engaging the pump to ensure it is in the open position (in line with the pipe). After checking the valve to the fire pump the Engineer proceeds to the buss panel where the main breaker to the HVAC units are opened (turned off) along with the main breakers for the affected area of the vessel. The Engineer will then report to the captain:

“Engineering to Bridge, fire pump engaged, ventilation and power to (affected area) secured”.

The Engineer will then take one of the two extra lengths of hose and add it to the second closest fire station to be used for a backup line, (the first being used initially for firefighting) and or ventilation purposes. The Engineer will then start dewatering the affected area from the water used to put out the first. Remember what goes in must get pumped out.

The Engineer will then stretch out the second line and stand by to back up the initial hose crew or use the hose set to a wide fog to ventilate the area through a doorway or portal to the exterior, and inform the bridge:

“Engineer standing by for backup with fire station \_\_\_\_\_”.

Once the fire is extinguished and the adjacent compartments checked for extension, (the Engineer will assist in checking for extension) the Engineer will begin damage control. The Engineer will inform the Captain of the extent of the damage and what steps are required to prevent further damage or deterioration of the vessel's seaworthiness.

### **ENGINEERS DUTIES; ABANDON SHIP**

When the Captain sounds the signal for Abandon Ship, the engineer will secure the watertight door to the engine room then proceed to the top deck. Once reaching the top deck the engineer will don a life jacket and direct and assist the marine crew in the launching of the life floats, relieving the Senior Deckhand who will proceed to the disembarkation point to coordinate the evacuation of passenger into the water. After the last life float is launched the Engineer will direct and assist all remaining passengers and crew to the disembarkation point.

Once in the water the Engineer will make every effort to ensure the passengers unable to remain afloat on their own are placed in the center of the life floats and that the floats and passengers are kept together to await recovery.

### **ENGINEERS DUTIES; MAN OVERBOARD**

In the event of a person overboard the Engineer will proceed to the top deck to act as a spotter and communicate the victim's location to the bridge. The victim's location will be relayed in terms of an approximate range and direction. The direction is based on the hours of a clock with the bow of the vessel being 12 o'clock and the stern being 6 o'clock. For example, a victim 100 yards 90° off of the starboard bow would be called into the bridge as "Man overboard at 3 o'clock approximately 100 yards". The Engineer will remain on the top deck keeping a visual on the victim until directed by the Captain to assist at the recovery site or until the Captain secures all hands from M.O.B. stations.

In the event the Engineer arrives on the top deck and finds the Senior Deckhand has a visual on the victim and is acting as a spotter for the bridge the Engineer will assume the station bill duties for the Senior Deckhand (see Senior Deckhand M.O.B. for description of M.O.B. Duties).

### **SENIOR DECKHAND DUTIES; FIRE**

Senior deckhand will in the event of a fire alarm will investigate and request the location of the alarm if the Captain has not reported it over the radio and proceed to that area to investigate.

If all areas of the vessel are secured report this to the bridge:

"Senior Deckhand to bridge all areas secure."

If a fire is located or the Captain has sounded the ships alarm for 10 seconds, the Senior Deckhand/Deckhand will respond to the location of the fire bringing with him a portable fire extinguisher. The Senior Deckhand will set an initial safety perimeter and inform passengers and marine crew to clear that area.

The Senior Deckhand will make an initial size up of the situation and report to the bridge, for example:



“Senior Deckhand to Bridge on scene, galley door is hot to touch preparing to cool door and investigate further.”

“Senior Deckhand to bridge we have a Class A fire consisting of dry stores attempting to extinguish with (fire hose, portable fire extinguishers).”

The Senior Deckhand will direct the on-scene firefighting activities keeping the safety of the passengers and crew in mind when undertaking any firefighting activities.

For example, prior to opening a doorway/portal/hatch to the affected compartment the Senior Deckhand will make sure that the hose crew is safely positioned to limit the exposure to smoke and heat, and that passengers and non-marine crew have been safely evacuated from the immediate area. The Senior Deckhand will update the bridge on the progress and effectiveness of the firefighting activities.

“Senior Deckhand to Bridge. We have the fire contained/or extinguished, or the fire is spreading, we are unable to contain it at this time.”

If the fire cannot be extinguished and is burning out of control the Senior Deckhand will direct the hose crew to evacuate the area backing out away from the fire, bringing the hose with them and close any door/portal or hatch while making their egress. The Senior Deckhand will inform the Bridge of this via VHF radio channel 77:

“Senior Deckhand to Bridge the fire is spreading and out of control we are forced to evacuate the area standing by for further orders”.

At this time the Captain may request more detailed information concerning the conditions of area affected in order to best plan the course of action for the safety and wellbeing of the passengers.

In all likelihood the fire will be extinguished, in which case the Senior Deckhand will designate the Deckhand to stand fire watch over the affected area with the fire hose. The Senior Deckhand will, following the procedures for locating a fire, check for extension in all compartments/voids/decks above/below, forward/aft, port/starboard of the area that was involved in the fire. The Senior Deckhand will report to the Bridge all areas secure if no other fire is found. If a fire is found the Senior Deckhand will inform the Bridge and begin taking appropriate steps of setting a fire boundary and giving an initial size up to the Bridge and attempting to extinguish following the same principals and procedures spelled out above.

### **SENIOR DECKHAND DUTIES; ABANDON SHIP**

When the Captain gives the order to abandon ship the Senior Deckhand will don a life jacket and proceed to the top deck to direct the launching of the life floats. When the launching of the life floats is underway the Senior Deckhand will proceed to A disembarkation point to assist/direct passengers into the water.

Once in the water the Senior Deckhand will make every effort to ensure passengers unable to remain afloat on their own are placed in the center of the life floats and the floats and passengers are kept together to await recovery.

### **SENIOR DECKHAND DUTIES; MAN OVERBOARD**

In the event of a person overboard the Senior Deckhand will proceed to the recovery location as determined by the Master of the vessel to coordinate the retrieval. The Senior Deckhand will take every precaution to ensure the safety of the crew during the recovery. These mates will instruct members of the crew involved with ground control of the boundaries necessary for a safe recovery. All personnel assisting at the recovery point will don a work vest. The Senior Deckhand will attach the painter to the vessel for the crew member that will perform the actual recovery. When the captain informs the crew that the vessel is at all stops the Senior Deckhand will put the recovery ladder in place and initiate the steps necessary for a safe recovery of the victim. Once the victim is brought aboard the vessel the Senior Deckhand will assess the victims' condition/vitals and relay this information to the bridge.

## **DECKHAND #1 DUTIES; FIRE**

In the event of a fire alarm Deckhand 1 will be responsible for investigating the main deck and reporting the status of the main deck to the Bridge and standing by for further instructions, either to stand down or report to the location of the fire.

When the Captain sounds the fire signal, Deckhand 1 will take with him to the location of the fire a portable extinguisher and begin to flake out fire hose from the closest fire station.

Deckhand 1 will take a position affording him access to the affected area of the ship without jeopardizing his personal safety any more than necessary. The Deckhand will then check the setting on the nozzle to ensure it is set to a 30° fog pattern and operate the bail to its full open position to make sure of good water flow and proper operation prior to engaging in fire suppression activities. If necessary, the Deckhand will use the fire hose at the direction of the on-scene leader to cool the door/hatch/portal enabling entry way to be opened. The Deckhand will then prepare to advance the hose line to further investigate the situation and or extinguish the fire while remaining as low as possible. For a Class A fire the Deckhand will aim the fog pattern at the base of the fire and sweep the nozzle back and forth until extinguished. If the on-scene leader determines that a straight stream setting is necessary, the Deckhand will deflect the stream off of a deck or bulkhead to break up the stream into a finer pattern. For Class B and C fires water will not be used for extinguishment, instead the appropriate portable extinguisher will be used. The Deckhand will follow the directions of the on-scene leader concerning fire watches and the checking for extension.

If the fire cannot be extinguished and evacuation becomes necessary the Deckhand will back away from the fire bringing the hose with him continuing to apply water. When the last crew member exits the area, the entry will be closed to slow and or limit the spread of smoke and fire.

## **ABANDON SHIP - All Deckhands DUTIES**

When the Captain sounds the signal for abandon ship, Deckhands will don life jackets and proceed to the top deck to begin launching life floats. When the last life float is in the water the Deckhands will check for any passengers or crew still on the top deck and direct them to the disembarkation point. The Deckhands will check for passengers and crew on each deck as they make their way to the disembarkation point. Once in the water the Deckhands will make every effort to ensure passengers unable to remain afloat on their own are placed in the center of the life float and that passengers and floats are kept together while waiting to be recovered.

## **DECKHAND #1; MAN OVERBOARD DUTIES**

Deckhand 1 will report to the portside embarkation station and make ready the recovery equipment. If the Master of the vessel designates a recovery point other than the portside embarkation doors, Deckhand 1 will relocate the recovery equipment to the location indicated by the Master and or On Scene Leader (Senior Deckhand/Engineer). The Deckhand will don the U.S.C.G. approved work vest with tag line attached and give the working end of the line to the on-scene leader to attach to the vessel. When directed by the On-Scene Leader the Deckhand will deploy the recovery ladder and begin the actual retrieval of the victim and assist the person safely back aboard the vessel. If the utilization of the life sling becomes necessary Deckhand 1 will remove the life sling from the bag and follow the directions for its use.

## **EXTRA MARINE CREW; FIRE**

For fire emergencies extra Marine Crew, such as additional Deckhands on shift for whatever reason – Marine Crew that have been relieved of the watch but still on the vessel, etc will assist in setting fire boundaries and initial evacuation of passengers. The On-Scene Leader will assign tasks to extra personnel where they will be most productive.

## **EXTRA MARINE CREW; ABANDON SHIP**

For abandon ship – extra Marine Crew don life jackets and follow the procedures as if on watch.

## **EXTRA MARINE CREW; MAN OVERBOARD**

In the event of M.O.B. additional Marine Crew will assist in crowd control and help with recovering efforts as directed by the on-scene leader.

## **SURVEILLANCE DUTIES; FIRE**

In the event of the ships fire detection system sounds an active alarm, Surveillance will utilize the available cameras to check for visible fire or smoke. If no fire or smoke is located, Surveillance will stand by for order to institute fire emergency procedures. If Surveillance identifies a fire or smoke condition, they will notify the Captain immediately and begin to follow their Fire Emergency procedures.

Once being informed of a fire emergency, Surveillance will make one attempt to contact the in-house emergency contact numbers. First to ERT, second to the Port Captain in an effort to have any and all available shuttle boats and ERT's get underway to assist with the developing situation.

Surveillance will then secure any ventilation equipment in the security room and exit the room closing and locking the door. It will be the responsibility of Surveillance to turn off power to the slot machines. After securing power to the slots he/she will exit out and proceed to the second deck to direct passengers evacuating to the top deck.

All passengers coming from the main deck are to be directed to continue up the port side staircase to the top deck. All passengers evacuating the 01 deck or to be directed to the top deck via the port side staircase.

Surveillance will standby on the 01 Deck until told to stand down or directed by the master of the vessel or on scene leader to assist in another fashion.

### **SURVEILLANCE DUTIES; ABANDON SHIP**

In the event of an Abandon Ship signal, Surveillance will man the 02 deck forward and direct passengers to don lifejackets and proceed to the muster area. Surveillance will standby on the 02 deck to assist passengers to the disembarkation station after all life floats have been launched. Once in the water surveillance will follow the direction of the senior marine crew member with the assisting of passengers.

### **SURVEILLANCE DUTIES; MAN OVERBOARD**

In the event of a M.O.B. Surveillance will standby on the 02 deck and direct crowd control efforts keeping passengers and uninvolved crew clear of the recovery effort.

### **ENTERTAINERS DUTIES**

For all emergency situations the Entertainer will report to the Bridge to assist the Master with communications and announcements unless otherwise directed by the Master.

### **FOOD AND BEVERAGE DUTIES**

Galley cook will, when hearing the ships signal for fire or abandon ship, report to the main deck to begin the evacuation of passengers directing them to the top deck muster area unless otherwise instructed by the Master of the vessel.

The Food and Beverage staff will make sure all passengers have evacuated the main deck and immediately proceed to the top deck and don a life jacket. The F&B staff will make every effort to ensure that every crew member and passenger have donned a life jacket, have mustered as far forward on the top deck as possible and assist with crowd control.

The 01 Deck server will proceed to the top deck, don a life jacket then assist passing life jackets out to passengers.

### **SLOT TECHS DUTIES; FIRE**

Slot tech duties during fire emergencies will evacuate the main deck of all passengers. After clearing the main deck of passengers, the slot tech will don a life jacket. proceed to the top deck and assist in crowd control.

### **SLOT TECHS DUTIES; MAN OVERBOARD**

In the event of a M.O.B. the Slot Tech will secure the main deck doors where the recovery will be made and keep passengers away from the immediate area.

### **CASHIERS DUTIES; FIRE**

In the event of a fire emergency the Cashiers will close and secure the Cashiers Cage. The Cashiers will then check the restrooms to ensure no passengers remain in the heads and evacuate to the muster area. In route to the muster area the Cashiers will don life jackets and assist with crowd control.

## **CASINO STAFF DUTIES; FIRE**

In the event of a fire emergency the Casino Manager and or Assistant Manager will Secure the gaming tables to facilitate an orderly evacuation of passengers. Passengers will be directed to take their chips and proceed to the muster area as designated by the Captain of the vessel.

All casino personnel will direct all passengers to the muster area. When the 01 deck is cleared of all passengers the Casino staff will evacuate to the muster area, don a life jacket and wait for instructions from the marine crew or the on-scene leader.

## **CASINO STAFF DUTIES; ABANDON SHIP**

In the event of an abandon ship all non-marine crew staff will follow the direction of the on-scene leader.

***NOTE: It is the duty of every employee to notify the Captain of any "down" or injured passengers and/or personnel and to move them, if possible, to a place of safe refuge.***

# MV TROPICAL BREEZE I – STATION BILL

## Responsibilities

1. These instructions apply to each and every person aboard this vessel.
2. You must learn the location of your assigned fire and emergency station and become thoroughly familiar with your duties immediately upon boarding the vessel. Passengers must be directed to the Muster Area, the Top Deck of the vessel.
3. Upon hearing the Fire and Emergency signal or the Abandon Ship signal, all gaming activities will immediately cease. All passengers will proceed to the Muster Area.
4. Whether participating in a drill or an actual emergency, you must perform all duties in a professional manner. Remember to keep calm, show courtesy, and reassure passengers of their safety.

## Fire and Emergency Instructions

1. If you discover a fire, notify the Bridge immediately and fight the fire with suitable available equipment.
2. Immediately upon hearing Fire and Emergency signal, start all pumps, close all watertight doors, fire doors, hatches and airports, stop all fans, blowers, and heating air conditioning or ventilating equipment. Lead fire hose out in the affected area as directed.

## Man Overboard Instructions

1. Immediately throw a life-ring buoy overboard. Hail and pass the word "Man overboard - port (or starboard) side" to the Bridge.
2. If you hear the signal for Man Overboard, throw a life-ring buoy overboard.

MARINE DEPARTMENT	FIRE AND EMERGENCY	ABANDON SHIP	MAN OVERBOARD
Master	On bridge, in command. Maneuvers ship to minimize spread of fire by wind. Announces passenger traffic flow over P.A. system.	Transmits mayday, announces passenger traffic flow over P.A. system. Maneuvers ship for embarking of passengers. Brings flares and EPIRB.	Records position. Maneuvers ship for rescue of M.O.B.
Senior Deckhand	On scene, in command. Ensure fire dampers are closed and fire boundaries are secure. Reports developments to the bridge.	Refuge deck, life float launching, then assists passengers into the water from the main deck.	Forward embarkation doors, prepares retrieval ladder for on-scene recovery of M.O.B.
Engineer	Engine Room. Establish contact with Bridge. Secure power and ventilation as directed. Start pumps.	Secure Engine Room, proceed to Top Deck. Assist with life float launching.	Spotter. Locate and maintain visual contact with M.O.B. Inform Bridge. Throw ring buoy.
Deckhand #1	On scene, bring fire extinguisher. Hoseman.	Refuge Deck life float launching. Main deck crowd control, send passengers to the 02 deck to don life jackets and to continue to the muster station. Assist passengers into life floats from main deck.	Prepares life sling at stern door for on-scene recovery of M.O.B.
Slot Cashier	Main Deck crowd control. Send passengers to 02 deck to don life jackets and continue to Muster Station.	Main Deck crowd control. Send passengers to 02 deck to don life jackets and continue to Muster Station.	Main Deck. Keep passengers away from open embarkation door.
Security	01 Deck crowd control. Send passengers to 02 deck to don life jackets and continue to Muster Station.	01 Deck crowd control. Send passengers to 02 deck to don life jackets and continue to Muster Station.	01 deck crowd control. Keep passengers from interfering with M.O.B. recovery.
Casino/Food and Beverage Supervisors	02 Deck. Issue life preservers.	02 Deck. Issue life preservers. Direct passengers down to main deck to enter water and life floats. Assist with launch of floats, if needed.	02 Deck lookout. Assist as instructed.

Fire and Emergency Signal	Abandon Ship Signal	Man Overboard
Upon hearing the ships general alarm sound for ten (10) seconds or more, go to your stations.	Upon hearing the ships general alarm sound for seven (7) short bursts followed by one long burst, muster at stations.	Three (3) long bursts on the ships general alarm.

# USCG APPROVED TYPE I OFFSHORE PFD DONNING INSTRUCTIONS

**1**



**Put on lifejacket**

**2**



**Pull and Tie the Top strap  
& also the Bottom strap**

**3**



**Locate the strap that goes  
around the middle of the lifejacket**

**4**



**Clip the strap to the ring**

**5**



**Pull the strap tight**

**6**



**Finished Look  
If night-time: turn on the water-light**

## ISLAND LADY

### STATION BILL: EMERGENCY DUTIES

#### ❖ FIRE

- **MASTER:** Assess extent of danger, signal for assistance and, if necessary, make preparations for donning life jackets and launching life rafts.
- **CREWMEMBER #1:** Assess extent of fire, cut off air supply by closing doors, hatches and ventilation to the area. If the fire is in the engine room, cut off the fuel supply.
- **CREWMEMBER #2:** Assemble all passengers as far away from the fire as possible. Keep all passengers calm.
- **CREWMEMBER #3:** Assist Crewmember #1 in extinguishing the fire by providing fire extinguishers, water, etc. as needed. Report progress to the Master.

#### ❖ LEAKS AND DAMAGE CONTROL

- **MASTER:** Switch on bilge pumps and, if necessary, make preparations for donning life jackets and launching life rafts.
- **CREWMEMBER #1:** Examine area and inspect all intake and discharge lines in the engine and generator rooms. If a problem is found, notify Crewmember #2 stationed in the main cabin with passengers.
- **CREWMEMBER #2:** Assemble all passengers in seats, evenly distributed. Keep all passengers calm and stand by for a report from Crewmember #1. Be prepared to have passengers don life jackets if instructed to do so by the Master.
- **CREWMEMBER #3:** Inspect forward crew's quarters for leaks and/or damage. Set up pump and hose as needed to assist Crewmember #1 in containing damage or leaks. Report progress to the Master.

*When there are less than 149 passengers, Crewmember #1 will assume Crewmember #3's duties.*



# ISLAND LADY

## RECOMMENDED EMERGENCY CHECKLIST

### ROUGH WEATHER AT SEA OR CROSSING HAZARDOUS BARS:

1. Close all watertight and weathertight doors, hatches and air ports to prevent taking water on board.
2. Keep bilges dry to prevent loss of stability.
3. Keep passengers seated and evenly distributed.
4. Have passengers don life preservers if necessary.
5. Never abandon a vessel unless you are forced to do so.
6. If assistance is needed, use the International Distress Call over the radio or call the Coast Guard immediately.
7. Prepare life boats for launching.

### MAN OVERBOARD:

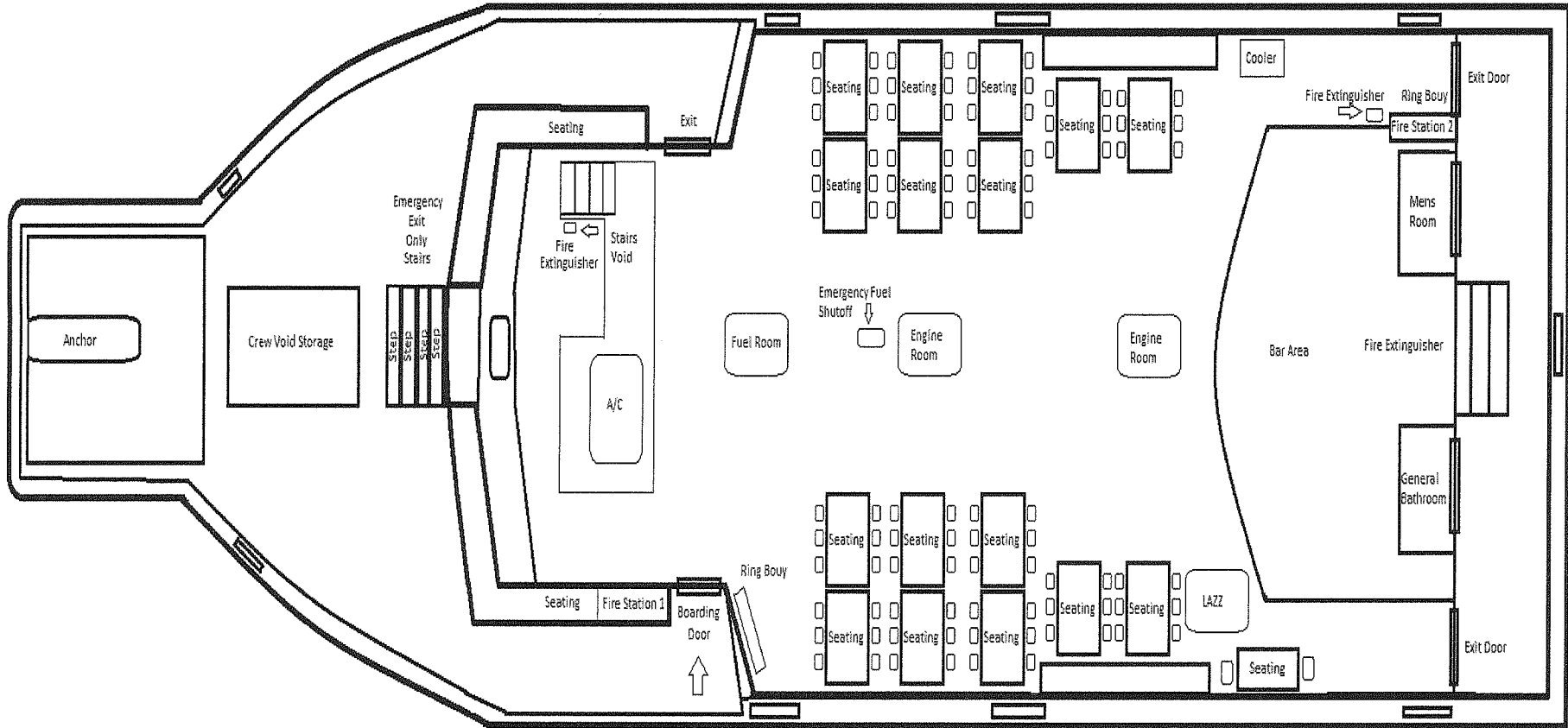
1. Throw a ring life buoy overboard as close to the person as possible.
2. Post a lookout to keep the person overboard in sight.
3. Maneuver the vessel as close to possible to the person in the water.
4. Have a crew member don a life jacket. Attach a safety line to him or her hand have them stand by to jump into the water if necessary to assist the person overboard.
5. If the person overboard is not immediately located, notify the Coast Guard and other vessels in the vicinity via the radio and/or telephone.
6. Continue the search until you are released by the Coast Guard.

### FIRE AT SEA:

1. Cut off the air supply to the fire by closing hatches, doors, ports, ventilators, etc.
2. Immediately use portable fire extinguishers at the base of the flames for inflammable liquids or grease fires or water for fires of ordinary combustible materials.
3. If the fire is in machinery spaces, shut off the fuel supply and compartment ventilation and discharge the fixed CO<sub>2</sub>.
4. Maneuver the vessel to minimize the effort of wind on the fire.
5. If unable to control the fire, immediately notify the Coast Guard and other boats in the area by radio, telephone, etc.
6. Move passengers away from the fire, have them don life preservers and, if necessary, prepare to abandon ship.

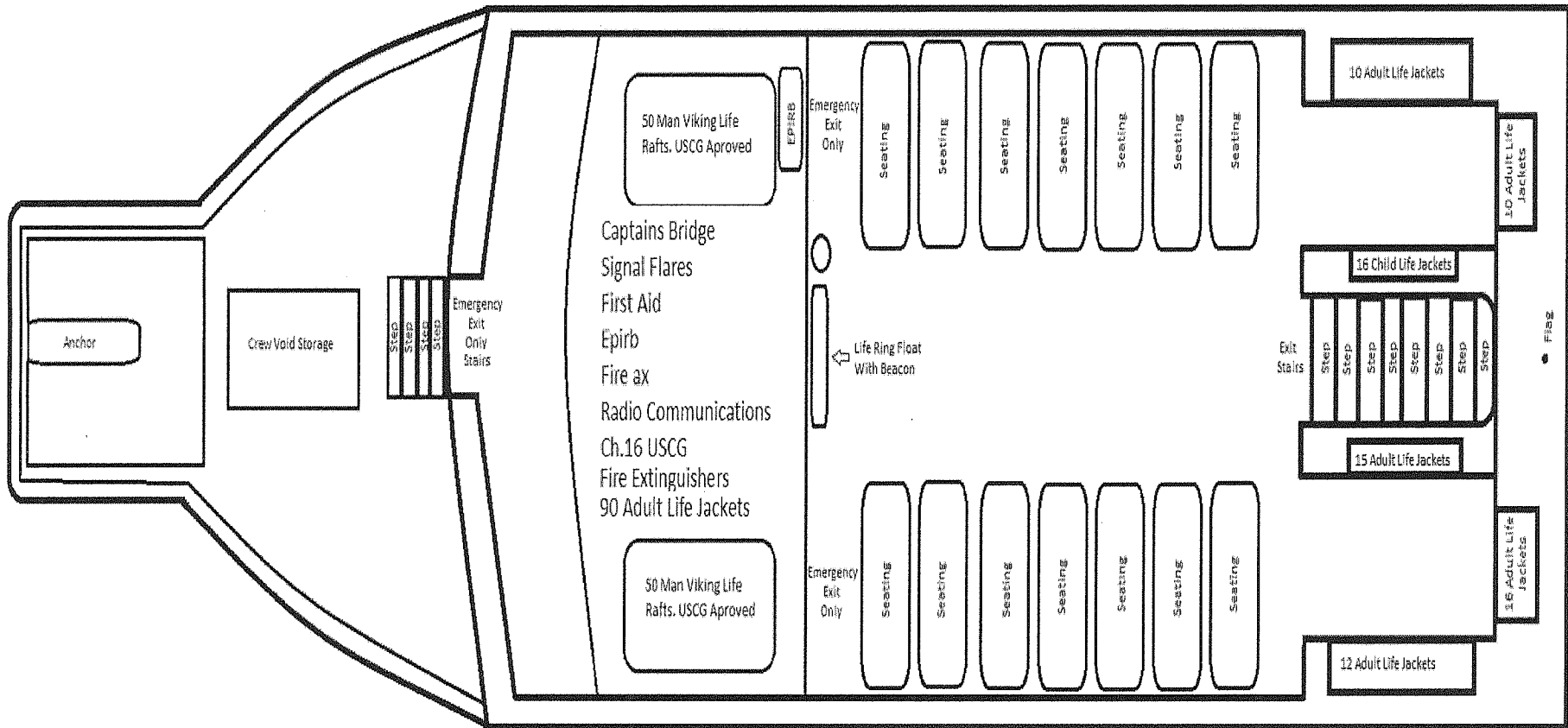
***NOTE: Nothing in these recommended emergency instructions shall exempt any operator from the exercise of good judgement in any situation.***

# ISLAND LADY Main Deck Safety Equipment Locations



Life Jackets Are located On the Top Deck In Bridge And Stern Of Vessel  
154 Adult and 16 Child.

# ISLAND LADY Top Deck Safety Equipment Locations



Life Jackets Are located On the Top Deck In Bridge And Stern Of Vessel  
154 Adult and 16 Child.

# ISLAND LADY

## SAFETY PROCEDURE MANUAL

The purpose of this manual is:

- To keep a uniformity in fire training among our Marine Crew (Captains, Deckhands, and Senior Deckhands).
- To ensure the safety of the passengers and crew.

Remember the life you save may be your own.

### **CAPTAIN'S DUTIES FOR FIRE FIGHTING**

1. Confirmation from mate or mates that there is a serious fire.
2. Sounding of general alarm and/or over PA.
3. Mayday call to USCG and any other vessels that may be in the area - they may be able to assist.
4. Make sure a deckhand has started evacuation of passengers to a safe refuge. (top deck, outside cabin)
5. Be in constant contact with On Scene Leader giving direction.
6. Maneuver vessel so smoke is down wind of passengers.
7. If fire is in engine room, be sure fuel shut off valves have been turned off, fire dampers are in place, no passengers by vents, Hatches closed, and no one in cabin or engine room.
8. Give orders to deploy CO2 or do so in Bridge.
9. If fire is deemed out of control and CO2 does not work after using fire stations, extinguishers, etc., the Captain will then give order to abandon ship using the horn or PA.
10. Floats/rafts will be lowered over (not thrown) on the windward side of the vessel. Passengers will exit on same side as rafts.
11. Captain should stay in contact with USCG and any vessels in the area that may assist.
12. Will stay with passengers until help has arrived.

### **CREW MEMBER #1 (SENIOR MATE)**

Assess location and the extent of fire. Report to Captain; let him know what's going on. If fire is in the engine room use the fire dampers located on the Port & Starboard side of the vessel. Feel the door or hatch with the back side of the hand. Do not use your palm. If hatch or door is hot to touch use fire hose to cool it off. Check door or hatch again. If now cooled then stand behind door or hatch to use as a shield and slowly open allowing smoke to clear. Assess problem area. If able to enter tell Captain before doing so. Captain may give orders to shut off fuel supply located by engine room entrance. Try to extinguish fire with fire extinguisher first aiming at base of fire. If not effective use fire hose stay in contact with Captain. If fire is uncontainable notify Captain. Prepare for abandon ship.

### **CREW MEMBER #2 (DECKHAND ON FIRST FLOOR)**

Crowd control. In charge of evacuation of passengers. Assemble all passengers as far away from the fire as possible. Try to keep them calm & help them put on life jackets. Put your on first & have 3 for Captain, and Mate 1 and 3. For passengers 90 pounds or less use child lifejackets located on 01 deck. You may put up to 216 passengers on 2nd deck and the rest on the bow or outside of cabin. Be sure no one jumps over board until or unless Abandon Ship is ordered. Most importantly keep passengers calm. Wait for further instructions.

### **CREW MEMBER #3 (DECKHAND ON SECOND FLOOR)**

Assist Crew Member # 1 on scene to help. Always bring fire extinguishers find fire station 1 or 2 and flake out hose. Be sure hose will reach fire area. Have this ready for any fire. Be sure fire dampers are over ventilation for engine room. Captain may give orders to shut off supply. After crew member #1 has felt with the back of his hand on hatch or door if hot, cool off with fire hose. Crew member #1 will then feel door or hatch again. When crew member #1 opens door/hatch, be clear but ready for flames/smoke to roll out. Do not put your face near opening. Pay attention to crew member #1's orders. If ordered so enter area and communicate with crew member #1 on if you're able to extinguish the fire. Try to use a fire extinguisher first. If ineffective use fire hose: Use a 30° fog pattern to clear smoke so you can see. Open to straight stream after smoke has cleared to extinguish fire. If fire is not going out, tell crew member #1. Get out of the engine room. Await orders from crew member #1.

You may have to abandon ship.

### **ABANDON SHIP**

Crew Members # 1, #2, & #3

All crew members keep passengers calm. Make sure all passengers and crew members have life jackets on. Lower life floats, rings, rafts over the windward side of the vessel. Stay with passengers until help has arrived from the USCG or other vessels in area. Put the weak or injured passenger in the life rafts.

### **MAN OVERBOARD**

In the unlikely event that a Crew Member finds a person in water or sees someone fall over board, they must alert the wheelhouse by yelling out loud "MAN OVERBOARD". Do this three times and point in the direction and do not take your eyes off of that person. This will get the attention of other crew or passengers and will help keep eye's on that person.

Throw in a life ring, life jackets, or anything that floats as close to that person as possible. Use your radio to alert the Captain that there is a Man Overboard situation. The Captain will use PA and whistle. The Captain will notify USCG and any other vessels in the area of person over board. Captain will then maneuver vessel in position to retrieve said person over board.

Other crew members will put on a work vest with painter line attached, and get the man over board ladder ready at the loading doors. You may need to use a hook pole to help grab the person. If needed, one man may go down on the ladder to help the person over board. If person is unable to swim to you, you may have to go into the water with a work vest and painter line attached to yourself and to the vessel. DO NOT enter the water without painter line attached to yourself and the vessel. The one that spotted the person over board needs to stay in contact with the Captain letting him know where that person is and all developments of what is happening. After person is aboard make sure the Captain is aware the person is aboard.

Notify Captain of person's condition. Have first aid ready and anything else that can help. Get that person medical attention as soon as possible.

# VESSEL EMERGENCY PROCEDURES

The following section describes the directions to be utilized to properly determine and respond to an emergency situation while on board the vessel. This information shall only be used as a guide and common sense shall always prevail. It is of the utmost importance that ALL members of the crew study and become familiar with the emergency procedures as the safety of the passengers, crew and vessel is at risk.

U.S. Coast Guard regulations, restrictions, and inspections help to ensure that this vessel is operated to the highest level of preparedness. It is the responsibility of the ship's officers to ensure that the crew is familiarized and trained on a continuous basis. Monthly Safety Meetings will be held to discuss questions and concerns. Always feel free to discuss a safety issue at any time.

## SAFETY IS EVERYONE'S RESPONSIBILITY!

### STATION BILL

The Station Bill is a document that is required by federal regulations. It lists the special duties and responsibilities of each member of the crew during emergencies, and the specific signals for those emergencies. The Station Bill shall be posted in conspicuous places around the vessel. It is the crewmember responsibility to become familiar with the duties listed on the Station Bill.

### EMERGENCY SIGNALS

The following signals have been promulgated for use on board

#### **FIRE/EMERGENCY**

A continuous ringing of the ship's whistle and general alarm for a period of at least 10 seconds followed by an announcement over the ship's PA system.

#### **MAN OVERBOARD**

3 Prolonged (4-6 seconds) blasts of the ship's whistle and general alarm followed by an announcement over the ship's PA system.

#### **ABANDON SHIP**

More than 6 short blasts and 1 long (10 second) blast of the ship's whistle and general alarm followed by an announcement over the ship's FA system.

*Note: The ship's whistle may be used for navigational signals and warnings, i.e. departing the dock, maneuvering, and in restricted visibility. Do not confuse these signals as emergency signals.*

Shipboard Emergencies are broken down into the following categories:

ROUGH WEATHER AT SEA OR CROSSING HAZARDOUS BARS  
FIRE AT SEA  
MAN OVERBOARD  
COLLISION OR GROUNDING  
ABANDON SHIP  
POLLUTION  
BOMB THREAT  
MEDICAL EMERGENCIES  
HURRICANE PREPARATION

## **ROUGH WEATHER AT SEA OR CROSSING HAZARDOUS BARS**

Close all watertight and weather tight doors, hatches and ventilation dampers to prevent taking on water.

Keep bilge's dry to prevent loss of stability due to water in bilges

Secure loose lines, equipment and furniture.

Check and secure machinery spaces.

Check engine exhausts for backflow of water.

Check all hull penetrations for backflow of seawater.

Keep passengers and non-essential crewmembers seated and evenly distributed.

Have personnel put on life jackets (PFD) if the sea becomes very rough or you are about to cross a hazardous bar.

Never abandon a vessel unless forced to do so and directed by the Captain.

If assistance is necessary, notify the U.S. Coast Guard via Ship/shore radio or cellular telephone.

Prepare the life rafts for launching as directed by the Captain.

## **FIRE AT SEA**

Upon notification, confirm location, type and extent of the fire. Sound the alarm.

Maneuver the vessel to minimize the effects on the fire.

Instruct all personnel to report to their fire stations per Station Bill

Start Fire Pump; apply full pressure to fire main.

Cut off air supply to location of fire - close hatches, door vents and secure ventilation.

Immediately use portable extinguishers at base of flames. If a Class A fire, apply water utilizing fog patterns and steady stream to attack fire.

If fire is in machinery spaces, shut off fuel supply and ventilation. If space is covered by fixed suppression system, evacuate the space and discharge CO2 system. If not, use portable extinguishers at base of flames. If unable to control fire, immediately notify the U.S. Coast Guard via ship/shore radio or cellular telephone using distress message format.

Move all personnel away from the fire towards designated refuge area. Have all personnel don PFD's, and if necessary, abandon ship.

## **MAN OVERBOARD**

While underway (especially during cold water season) the amount of time a victim spends in the water is critical. ANYONE seeing a person fall overboard shall immediately cry out "MAN OVERBOARD" followed by the side which he fell. Pass and hail the word to the bridge. .

Upon receiving the word "MAN OVERBOARD", immediately sound the signal and begin maneuvering the vessel away from the person in the water.

Throw a ring buoy(s) over the side in the direction of the victim as close as possible (Do not throw directly at victim).

Post Lookouts to keep the victim in sight. Have lookout point with outstretched arm to aid in the spotting of victim.

Maneuver vessel to pick up the person in the water (Stay upwind and drift down to the victim)

Rig recovery equipment at the boarding door. Have crewmember with PFD and safety line attached standing by to enter the water if necessary to assist victim on board.

Administer First Aid as necessary.

If the person is not located immediately, notify other vessels in the area as well as the U.S. Coast Guard via ship to shore or cellular telephone.

## **COLLISION OR GROUNDING**

A Collision or grounding may result in fire, loss of control of vessel, sinking, and pollution. Immediate response to this emergency situation is critical.

1. Sound Emergency Signal
2. Maneuver vessel to minimize effect of damage.
3. Close watertight and fire screen doors.
4. Start bilge pump to dewater any excess water in the bilges.
5. Have ALL personnel go to emergency stations.
6. Determine nature and extent of damage by visual inspection. Sound tanks, bilge's and voids.
7. Establish flooding boundaries, and prevent down flooding. Maintain watertight integrity of vessel.
8. Secure electrical power to affected areas
9. Assess personnel. administer first aid search and rescue as needed
10. Transmit distress message to U.S. Coast Guard via ship/shore radio or cellular telephone.
11. Increase stability (GM), and remove any list to vessel.
12. Proceed towards assistance.
13. If intentional grounding is necessary to prevent sinking, follow procedures for Fire.

## **ABANDON SHIP**

The decision to Abandon Ship is the worst fear of any ship's Captain. This is a decision that is based on several factors, the most important of which is the safety of the souls on board. It must be understood that abandoning ship is the most dangerous act that can be undertaken at sea. This act signifies the end of all attempts to save the vessel. If all other efforts to resolve the situation have failed, ONLY the Captain can make this ultimate final decision. Every effort: shall be made by all resources to remain on board or at least with the vessel until the last possible minute. This will assist with rescue operations.

1. Sound the Abandon Ship signal; make the appropriate announcement over PA system.



2. Muster personnel at emergency stations per evacuation plan.
3. Transmit distress message to U.S. Coast Guard via ship/shore telephone to U.S. Coast Guard. Include last position, weather conditions and vessel status.
4. Maneuver vessel to provide maximum protection for personnel entering life rafts.
5. Marine Crew shall deploy life rafts and secure them at the embarkation stations.
6. Board life rafts; take accurate muster to account for all personnel.
7. Secure all machinery, secure fuel shut off.
8. Stand off vessel in a group at a safe distance from the vessel. Rig sea anchors as needed.
9. Post a lookout for rescue craft.
10. Use distress flares only when vessel or aircraft are in sight.

### **POLLUTION**

All oil or chemical spills originating from a vessel whether due to a casualty or negligence shall be reported immediately to the U.S. Coast Guard and local authorities. The U.S. Coast Guard will ensure the vessel owners or responsible person has adequate "clean up" efforts in place.

NOTE: Chemical dispersants are not to be used to attempt to minimize a spill. Federal law provides severe penalties, and criminal charges for attempting to disperse oil spill. There is also a significant effect to the environment.

1. Detection - Visual, audible
2. Notify U.S. Coast Guard.
3. Evaluate effects to vessel and surrounding water.
4. Contain the spill using all available means.
5. Clean up/decontamination.
6. Disposal.
7. Compliance with reporting requirements.
8. Company audit for preventative measures.

### **BOMB THREAT**

Security on a vessel is a primary concern for all personnel on board. The threat of a domestic attack must be considered a REAL emergency until proven otherwise. If an unidentified package or device is found or reported, DO NOT attempt to touch or move the object. Notify security immediately!

1. Notify Security/Ship's Officer.
2. Calmly and expeditiously clear all personnel from the area, including spaces above, below and adjacent to the compartment where the device is located.
3. Have emergency squad stand by with portable and ships fire equipment.
4. Start fire pump.

5. Notify U.S. Coast Guard via secured link. (Cellular Telephone or direct VHF Frequency)
6. Proceed as directed by authorities.
7. Keep all personnel well clear until told otherwise by governing authority.
8. If device is activated, proceed as Fire at Sea.
9. Attend to personnel needing medical attention.

If a Bomb Threat is called in:

1. While alongside the pier, evacuate the vessel. Otherwise clear all personnel to Refuge areas.
2. Start fire pump, have emergency squad stand by.
3. Notify U.S. Coast Guard
4. Ship Officers/crew that are familiar with layout of vessel shall conduct search.
  - a. Start at the perimeter of the deck and sweep inward.
  - b. Divide the deck in thirds: Floor to waist, waist to ceiling, and overhead areas (Ceiling tiles, vent areas, and light fixtures).
  - c. *Start* at the bottom and sweep up
  - d. Upon entry in to compartment, stop and listen for timing mechanism.
  - e. Upon completed search of area, mark area as searched.
5. Any person finding a suspicious object shall be instructed not to touch it and report findings to the Captain.
6. If search is completed with no findings, vessel shall return to port as directed for additional searches.

## HIJACKING/ROBBERY

If the vessel is approached whether underway or while at the dock by a person or group of persons intending to rob or seize the vessel, NO PERSON shall attempt to stop the intrusion or put him or herself in jeopardy.

If possible, secure the critical areas of the ship (Count Room, Surveillance, Pilot House and Engine Room). Notify Authorities by any means possible and give as much information as possible of the situation.

## HURRICANE PREPARATION

The Master shall be responsible for the safe and proper avoiding action in the event of a forecasted hurricane or severe weather bulletin. A hurricane plan shall be submitted to the corporate office and kept on file with the Insurance Company. In the event of imminent severe weather, the following procedures shall be followed:

1. Vessel shall be stocked with adequate food provisions for 4 persons for at least 5 days.
2. First Aid kit to be fully stocked.

3. Ensure that all liquor is removed from the vessel to a place of safety. Inventory and record all items removed.
4. All glassware to be secure and galley equipment stowed.
5. Stow and secure any furniture, including Casino equipment, dining room furniture, and lounge furniture. All slot equipment and table games to be checked for integrity.
6. Obtain and place on board a cutting torch, oxygen and acetylene, welding machine and shoring materials.
7. Remove all safety equipment including ring buoys, EPIRB and secure them inside.
8. Affix a safety lash all inflatable life rafts.
9. Place extra heavy dock lines on board.

15 Gallons of spare lube oil. 5 Gallons of hydraulic oil shall be stored on board.

Spare search light, emergency flashlight and navigational light bulbs shall be kept on board.

200' Lifeline shall be placed on board.

Mattresses and linen for crew shall be placed on board.

**See USCG required Hurricane Plan for additional information.**

# Fire Behavior / Principles of Fire

Fire is a rapid oxidation of fuel.

Fire can best be understood by thinking of a triangle. There are 3 sides to a triangle and fire requires 3 things: Oxygen, Heat and Fuel.

## The Five Stages of a Fire

### Ignition Stage

Every fuel source has a temp which flammable vapors are released. These vapors have a temp that once reached the fuel will start to burn.

### Free Burning

At this stage the oxygen content and temperature is such that the fuel will burn and spread to other sources.

### Flash Over

In addition to ignition temp, fuel sources have a temp in which vapors will be given off and ignite but not continue to burn. Flash Over is every fuel in the area reaches its Flash temp.

### Back Draft

Everyday breathing air contains 21 % oxygen. People require 18% oxygen to survive. Fires require a minimum % of oxygen to sustain free burn. When oxygen % drops the fire will smolder until it uses all the oxygen and dies out or until oxygen is re-introduced to the area.

### Rollover

Unburned fuel vapors rise and travel with the smoke. As they accumulate and reach their ignition temp. Fire will "rollover" your head as the vapors are burned off.

## By-Products of Fire

Fire gives off heat and smoke. There are 3 ways heat is transferred.

The first is conduction. Conduction is direct contact (i.e. the frying pan on the stove top). Second is Convection, heated air in motion. Think of a hair dryer or convection oven. Third is radiation. Radiation is when heat travels thru air. Think of a toaster or fireplace/campfire.

Heat typically rises. Smoke is another by-product of fire. Smoke consists of carbon monoxide, unburned fuel vapors, toxic fumes and ash among other things. Smoke rises and follows the path of least resistance.

## The Five Classes of a Fire

"A" is ordinary cellulose materials such as wood, paper and plastics.

"B" is flammable liquids such as petroleum product and cooking oil/grease.

"C" is live electrical equipment. Plugged in appliances would be class "C". Once equipment is de-energized (power is turned off) the fire can be treated as a class "A" fire.

These 3 are the most common types of fire and can easily be remembered as "A" Ash, "B" Boil and "C" Electric Current.

The last 2 classes of fire are "D" which is combustible metals such as magnesium and "E" which is radioactive or nuclear.

## Methods of Fire Extinguishment

When putting out a fire essentially what you are doing is removing a leg of the triangle Suffocate or starve the fire of oxygen. Cool the temp by lowering the heat below the ignition temp. Cut off the fuel supply to the fire.

The most common instruments of fire suppression are portable fire extinguishers and fire hose/pump and fixed fire suppression systems.

Fire extinguishers are rated by the type of fire they are best suited to extinguish. Many are suited for multiple classes. The class of fire the extinguisher is rated for will be on the label. It is important to match the extinguisher to the fire. Failure to do this can result in fire spread, injury and worst case death.

The proper use of fire extinguishers can easily be learned. Basically remember PASS.

**P** – Pull, **A** – Aim, **S** – Squeeze, **S** – Sweep

That is the most basic directions. Before approaching a fire with an extinguisher check the gauge to make sure it is fully charged. Check the class of extinguisher. Test the fire extinguisher to ensure it functions properly. Approach the fire with the wind at your back, upwind if at all possible. Aim it at the base of the fire and sweep back and forth until the fire is out or the extinguisher is empty. If a second extinguisher is standing by use the entire contents of the first extinguisher even if you think the fire is out. Post a fire watch and ensure the fire is completely extinguished.

The fire hose is used on fires that a handheld extinguisher can not put out due to size. Fire hoses enable you to apply large volumes of water from a relative safe distance. There are 2 types of nozzles you need to be concerned about at the end of the hose - an adjustable nozzle and smooth bore nozzle.

With an adjustable nozzle, as the name implies, you can change the pattern of the water stream from a straight stream to a wide fog pattern. There are pros and cons to adjustable nozzles. It afford the hose crew better protection from heat when set to a fog pattern. It gives greater coverage to the area on fire cooling the fuel source rapidly due to finer water droplets and larger coverage. Unfortunately

the reach when set to fog is decreased so you need to get closer to the fire. It can be set to straight stream however, when conditions do not allow you to get close a fog pattern can be used to clear smoke as well.

With a straight stream or smooth bore nozzle you get more distance than an adjustable nozzle set to straight stream. A straight stream must be broken up to effectively extinguish a fire. This is done by "banking" the stream off a wall or ceiling.

Communication during an emergency is vital to a successful outcome. Always follow your chain of command. To many people trying to relay information is confusing. To many people relaying the same information is overwhelming. Before relaying information think. Be accurate and concise other wise K.I.S.S. (Keep it simple stupid). Speak clearly. The person receiving the information should repeat for 2 reasons. The first is to acknowledge they heard you. Second is to make sure they heard you correctly. If a messenger is used make sure the messenger returns to you verifying delivery of the message. Use proper terms as they relate to a ship. Everyone needs to be on the same page. Port/Starboard, Bow/Stern, Forward/AFT etc.

When first arriving on scene give initial size up and what steps need to be taken by others and what steps you are taking. After engaging in fire fighting give a progress report. Follow chain of command.

## **Feeling Doors/Sounding Decks and Steps**

When the fire is located behind a closed door or hatch you need to check for heat prior to opening. Always use the back of your hand to do this. There are two reasons why. The first reason is when you reach for something with your palm towards it you are predisposed to grab the object. Second if you bum your palm you essentially cut your ability to perform your job in half. When you feel the door/hatch start low and away from the doorknob working you way across the entire door/hatch. If the door is too hot to touch cool the door and check it again.

Prior to opening the door have a fire hose at the door ready. It is easier to put the hose back than scramble for the hose with fire blowing at you. The fire load may be too great for extinguishers to handle. Make sure the area is de-energized. Only essential crew is in the immediate area. All passengers and other crew have been evacuated to a safe area. If area has been flooded with CO<sub>2</sub>, vent CO<sub>2</sub> to open area prior to entering. Check nozzle for proper operation. If adjustable set to 30\* fog pattern. If smooth bore nozzle be ready to "bank" stream off of ceiling/walls. Make sure crew is in place. Check for signs of back draft (walls/doors look like they are breathing - smoke will whisp out and get sucked right back in). When opening door the person opening the door needs to be on the side closest to the hinges and down low with the hose. Crew should be down low and at a relatively safe distance so that any fire/beat coming from the open door doesn't hurt/kill the crew.

Attack the base of the fire if using fog pattern, sweeping the nozzle back & forth. With a smooth bore nozzle bank the stream off of the ceiling or wall. Once you put water to the fire whatever visibility you had will be decreased to zero.

If the fire cannot be extinguished or contained and evacuation becomes necessary DO NOT leave the hose behind. Back away from the fire continuing to apply water to the fire. Close all doorways, etc. as you back out.

After the fire is extinguished the crew needs to check for extension. Remember the 3 methods of hear

transfer and the fire triangle. The heat from the fire can be spread to other areas where a fuel source and oxygen are waiting for heat. At this time check the immediate area affected by the fire. Pull down any drop ceiling that may be present, starting 5 to 6 feet from seat of fire, keeping a fire hose standing by. Check below any deck plates as well. Move to adjoining areas after posting fire watch while checking for extension. Remember check doors prior to opening them, closing them as you exit and have a fire hose ready.

The best tool for fighting fire is fire prevention. Preventing fires is as easy as good housekeeping. Keep things stowed in their proper places. Do not allow trash to accumulate. Wipe up any spills of oil or diesel and properly dispose of oily rags/diapers etc.

## **Procedures for Fire at Sea**

- Notify the Captain
- Cut off air supply to fire. Close hatches, ports, doors, and ventilators ( this will prevent or slow down the spread of smoke and fire)
- Immediately use portable fire extinguishers at base of fire and flammable liquid, grease fires or water for fires in ordinary combustible materials & match class of fire with class of extinguisher.
- If fire is in machinery spaces shut off fuel supply and ventilation and discharge fixed CO2 if installed
- Shut off fuel and activate CO2 on the CAPTAINS ORDERS. He needs to move boat possibly to minimize damage to other vessels and to be in position to abandon ship.
- If CO2 has been discharged do not enter area until CO2 is vented to exterior. Maneuver vessel to minimize the effect of wind or fire. This is one of the reasons to use proper nautical terms when 'relaying information (also speaking clearly). If unable to control fire, immediately notify the Coast Guard and other boats in the vicinity by radio-telephone.
- Communication to the Captain regarding fire fighting progress is key.
- Move passengers away from the fire; Have them put on life preservers, and if necessary prepare to abandon ship, this should be done early on during the situation.

# **DRUG AND ALCOHOL EMPLOYEE INFORMATION**

## **SUBSTANCES OF ABUSE POLICY**

This company strives to provide a safe work environment and encourages personal health. In regard to this, the company considers the abuse of drugs and alcohol on the job to be an unsafe and counterproductive work practice.

It is, therefore, company policy that an employee found with the presence of alcohol or illegal drugs in his/her system, in the possession of, or using, or selling, or trading, or offering for sale illegal drugs or alcohol during working hours, will be subject to disciplinary action up to and including termination of employment. (Company sponsored activities, which may include alcohol beverages, are not included in this provision).

Substance abuse includes possession, use purchase, or sale of drugs or alcohol on company grounds, premises or parking lots. It also includes reporting to work under the influence or drugs or alcohol.

This policy will be strictly enforced and will be properly monitored on the schedules contained in the Drug Free Workplace Policy.

An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor should seek another supervisor's opinion of the employee's status or condition. Then the observing supervisor should consult privately with the employee with the observation, to rule out any problems that may have been caused by prescription drugs.

If, in the opinion of the supervisor, the employee is considered impaired, the employee should be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee should not be allowed to drive. The employee may be required to submit to drug and alcohol testing if in the opinion of the supervisor, the employee is considered impaired.

Prescription drugs prescribed by the employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescribed prescription drugs would affect the employee's work performance. Abuse of prescription drugs will not be tolerated.

It is the responsibility of the company's supervisor to counsel with an employee who voluntarily seeks help from the company's Employee Assistance Program (EAP) or decide, that the severity of the observed problem is such, that an involuntarily referral to the EAP should be made.

## **EMPLOYEES SUBJECT TO TESTING**

Employee's of Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. fall under one of the following testing requirements and are thus subject to testing:

**Federal Transit** that regulates the transportation of passengers on buses under Federal



Department of Transportation regulations.

**Coast Guard** that, under the Federal DOT, regulates those employees that work on any of the vessels.

Any employee not covered under the DOT regulations will be covered under the Florida Drug Free Workplace program.

Any employee that will drive a bus designed to carry 16 or more passengers will be subject to testing under the Federal Transit regulations.

Crewmembers on the vessels operated by Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. are subject to testing under the Federal Coast Guard regulations.

Any employee that works on one of the vessels at any time is subject to testing under the Federal Coast Guard regulations.

### **PROHIBITED CONDUCT**

No Employee Shall:

1. Report to the work site or remain on duty performing a safety-sensitive function while having a blood alcohol concentration of 0.04 or greater.
2. Use alcohol while performing safety-sensitive functions.
3. Abuse controlled substances.
4. As part of the crew or a driver be on duty while possessing alcohol.
5. Use alcohol for 8 hours following an accident unless a post accident test has been performed.
6. Refuse to submit to a required alcohol or drug test involving post -accident, random, reasonable suspicion and follow-up testing.
7. Report to work within four hours after using alcohol.

### **WHEN AN EMPLOYEE MUST BE TESTED**

The Federal regulations as well as the Florida Drug Free Workplace requirements outline when an employee has to be tested. A drug test will be performed using urine and the alcohol test will use breath.

<b>TYPE OF TEST</b>	<b>ALCOHOL</b>	<b>DRUGS</b>
Pre-Employment	No	Yes
Random	Yes	Yes
Reasonable Suspicion	Yes	Yes
Post-Accident	Yes	Yes
Return to Duty	No	No
Follow-Up	No	No

Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. does not perform Return to Duty and Follow-Up tests as the company policy states that any employee that has a positive result will be terminated.

Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. operations follow the Federal regulations as to the number and type of drugs that can be tested for. These are shown below

along with the test levels for both the screening and confirmation tests.

Drug testing is a regulated procedure that must be done with a urine specimen collected with the proper procedure. Specimen collections require that the collection site follows the regulations as set forth in 49 CFR using security procedures, chain-of-custody forms, authorized/trained personnel, privacy, and proper identification of those to be tested and secure transportation to the laboratory.

In order to assure the protection of those being tested under regulations only laboratories certified by Federal Government can be used. The Substance Abuse and Mental Health Services Administration certifies that they have met the guidelines established by the Department of Health and Human Services.

<b>DRUGS</b>	<b>INITIAL TEST LEVELS (ng/ml)</b>	<b>CONFIRMATION TEST LEVELS (ng/ml)</b>
Marijuana	50	15
Cocaine	300	150
Opiates	2000	
Morphine		2000
Coedine		2000
Phencyclidine (PCP)	25	25
Amphetamines	1000	500
Methamphetamine		500

ng/ml means nanograms per milliliter

If the initial screening results are negative the Medical Review Officer will be notified by the laboratory and will report out a negative result to the company. If the initial test for any of the drugs is positive the laboratory will conduct a completely different second test using gas chromatography/mass spectrometry techniques. Specimens that are confirmed positive using the gc/ms techniques are reported to the Medical Review Officer for review.

Federal tests also require the use of split specimens. At the time of collection two sample containers are used with a bottle seal placed on each. At time of testing at the laboratory, only bottle "A" is used with bottle "B" being kept in the event of a positive test result. If you have a positive test result you have the option to have the second sample sent to a different SAMSHA certified laboratory to confirm the results of the first test. If the second laboratory does not confirm the results of the first laboratory the Medical Review Officer will cancel the results of the first test. If you have a need to test a split specimen you must advise the Medical Review Officer within 72 hours of being notified of the positive test result of the primary specimen.

## **ALCOHOL TESTING**

Alcohol testing is performed using an Evidential Breath Testing device (EBT). Alcohol testing is done by this method, as it is a non-invasive technique with almost instant results. Results are displayed and printed in terms of grams of alcohol per 210 liters of breath. An EBT unit determines the concentration of alcohol expressed as "percent by weight". By analyzing a specific volume of expired breath the weight of the alcohol in the breath sample is determined and the quantity of the alcohol converted to its equivalent value in blood. A BAC (blood alcohol concentration) of 0.10 means one tenth of a gram of alcohol per 210 liters of breath. The EBT unit performing the test will print out three copies of the result. Each test is assigned an identifi-

cation number. This number is printed on the result along with the serial number of the machine; date last calibrated and date last verified.

When you report to have a breath alcohol test performed the operator will show you how the machine operates. The operator should turn the machine on in your presence so that you can see it go through the checks and steps prior to the test. Prior to the actual test the unit will perform an air blank to confirm that there is no alcohol residue in the fuel cell. After this the unit will assign a test number. The operator will allow you to select a mouthpiece, which will be enclosed in plastic, which will be inserted into the end of the unit prior to removing the plastic for testing. You will be instructed to place your lips on the mouthpiece and when instructed to blow for as long as you can, until your lungs are empty. The unit will take a sample of the air from the mouthpiece to be processed. The unit will immediately process the result printing out a result. As the employee being tested you will be provided with a form filled out and the result affixed to the back. If you have any questions or concerns about the process please ask the operator to explain the process. If they are unable to explain this properly contact the company representative or Columbia Laboratory Services so that it may be investigated.

If a test result has a BAC of less than 0.02 the result is negative. A result of 0.02 or higher will result in a tentative positive. At this point the operator will wait fifteen minutes repeating the test to verify the first result. The same operator and the same EBT unit will be used to perform the test. The fifteen minute waiting period is to ensure that any product in the mouth that may have caused an artificial alcohol reading has had time to be eliminated. The results of the confirmation test will be the test result reported and used. In the event that a breath alcohol test cannot be performed a blood alcohol test will be substituted. In some cases in which a coast guard representative or law enforcement officer performs this test their result will satisfy the requirements.

## **COMPANY REPRESENTATIVE**

In accordance with our company policy Beth Fifer in the corporate office will be the contact to clarify questions and concerns that involve our drug and alcohol testing policies and procedures. Mrs. Fifer will be able to assist you in understanding the requirements placed on you the employee and for Paradise of Port Richey, Inc., Port Richey Casino, Inc., and/or SunCruz Port Richey Casino the employer. Please call (727) 849-2789.

As an employee you also have the right to contact National Testing Association (NTA) that manages the drug and alcohol testing programs for Paradise of Port Richey operations. They can answer any of your questions and explain in detail the drug testing process. National Testing Association can be reached at (800) 452-0030.

## **REFUSAL TO TEST; ADULTERATED SAMPLE**

As an employee with for Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. under the Federal Regulations and our company policy you may not refuse to submit to a random selection test, post-accident test or reasonable suspicion test.

Under the Federal guidelines any employee that refuses to test cannot perform in a vehicle, on a vessel or in their safety sensitive function.

In Alcohol testing, the refusal to sign the certification in Step 2 on the form is regarded as a refusal to take the test. Not providing an adequate amount of breath may under certain

conditions be regarded as a refusal to take a test.

In drug testing failure to provide sufficient urine may be considered a refusal.

Drug test results that show the following will be considered "Positive - Refusal to Test":

- Specimen Substituted: Not consistent with normal human urine
- Specimen Adulterated: Nitrate is too high
- Specimen Adulterated ph is too high or low
- Specimen Adulterated: Presence of (specific product) detected.

The above reasons also cancel the employee's option to have the split specimen tested by a second laboratory.

### **CONSEQUENCES OF A POSITIVE TEST RESULT WITH SAC OF 0.04 AND HIGHER**

An employee that tests 0.04 or above:

- Under the policy for Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. this will mean termination;
- Will be made aware of resources available for alcohol problems;

As an employee you should be aware that even after you leave the company if you are a driver under the Federal Transit regulations or a crewmember under the Coast Guard regulations you will have to comply with the above programs prior to working for another company. You will have to see a SAP, comply with treatment programs and perform the required testing. This applies to both alcohol and drug testing compliance. As an employer we are required to advise your future employers when they submit the background request of your positive result.

### **CONSEQUENCES OF A POSITIVE DRUG TEST**

An employee who tests positive for drugs:

- Under the policy for Paradise of Port Richey, Inc. and/or Port Richey Casino, Inc. this will mean termination;
- Will be made aware of resources available for drug problems;
- Test results will be reported to the Coast Guard

### **EFFECTS OF ALCOHOL AND DRUG MISUSE**

The misuse of alcohol or drugs by an employee goes much further than the individual user. Employees with drugs or alcohol in their system are a danger to others as they perform their duties. A user of drugs or alcohol is less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Medical costs are higher and these are passed on to the employer in higher health insurance rates and higher workers compensation rates. Alcohol remains the number one abused drug in this country causing changes in behavior, impairment of judgment and coordination, increases the incidence of aggressive acts, marked impairments in higher mental functions and can severely alter a person's ability to learn and remember information. High doses of alcohol cause respiratory depression and death. Long term use of alcohol can cause permanent damage to vital organs such as the brain and liver.

## **SIGNS AND SYMPTOM OF ABUSE**

Drugs can show their effects in many ways such as drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time/distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs of alcohol misuse are odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls, swaying while maintaining balance, and confusion.

“Multiple Substance Abuse” is abuse of more than one drug, either at the same time or over a period of time that involves:

- Alcohol
- Prescription drugs
- Over the counter drugs
- Illegal drugs

Multiple Substance Abuse is extremely dangerous because different substances interact with each other to produce unexpected effects and dangers.

<b>Does Substance Abuse Negatively Affect:</b>	Attendance	64%	<b>YES</b>
	Productivity	63%	<b>YES</b>
	Morale	63%	<b>YES</b>
	Health Care Cost	59%	<b>YES</b>
	Safety	57%	<b>YES</b>

## **METHODS OF INTERVENTION FOR SUSPECTED SUBSTANCE ABUSE PROBLEMS**

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Do not help or aid a person who you think has an alcohol or drug abuse problem, don't make excuses for them, don't do their work for them, and don't look the other way. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT in the regulations require that the person with a problem be evaluated by a professional such as a physician, psychologist, other persons with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.