

<b>Baja Ferries, S.A. de C.V.</b> <b>FLEET OPERATIONS MANUAL</b> <b>VOLUME 3 - SAFETY AND ENVIRONMENTAL</b> <b>PROTECTION</b>	Section:	352
	Version:	1
	Issued (mm/yy):	01/14
	Revision:	0
	Issued (mm/yy):	

## **52.0 EMERGENCY DRILLS FOR NEWLY JOINED CREW**

- 52.1** In each ship, all newly joined crew are to be mustered at a suitable time prior to the full emergency drill. This muster will be conducted by the Safety Officer.
- 52.2** He must ensure that each man knows the emergency signals and what action to take when these signals are heard. Life jackets are to be collected and worn and instruction in the use of fire extinguishers carried in the ship is to be given.
- 52.3** All newly joined crew must bring with them their emergency stations card which should be checked against the Station Bill.
- 52.4** All newly joined members of Ship's Staff are to be instructed as necessary in watertight door procedures. This will be completed on the day of joining, before sailing, if possible.
- 52.5** This training, and the safety inductions, will be recorded on form SAF16 Record of Crew Induction and Watertight Door Training, following the guidelines on this form.

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## **51.0 CREW EMERGENCY DRILLS**

### **51.1 Crew Fire, Abandon Ship and Damage Control Drills**

Crew Drills are to be carried out in accordance with SOLAS & Flag State requirements and as required in these procedures

#### **51.1.1 Crew Fire and Abandon Ship Drills**

- .1 These drills are to be held weekly. They should be held in port whenever practicable and will involve all the crew including stairway guides and muster station personnel. Passengers shall be strongly encouraged to attend.

51.1.2 A Crew Fire and Abandon Ship drill is to be held within 24 hours of leaving port if more than 25 % of the crew is changed.

### **51.2 Muster List**

51.2.1 The Muster List is always to be kept up to date and copies posted in conspicuous places in the Officers' and Ratings' accommodation, Engine Room and on the Bridge.

51.2.2 In addition, each crew member is to be issued with an individual Emergency Stations card and is to be instructed in his duties.

### **51.3 Exemption List**

51.3.1 Crew Exemption Lists are to be considered and the Safety officer notified the day before a drill in the light of on board service requirements. The numbers, however, are to be kept to a minimum.

51.3.2 The Safety Officer is to keep a record of these exemptions and is to ensure that all crew members attend two drills per month.

### **51.4 Types of Drills**

The opportunity must be taken to exercise all aspects of the Emergency Organisation and, in particular:-

51.4.1 Ship's staff who are detailed as "Muster Personnel" or "Stairway Guides" must take an active part in Emergency Drills.

51.4.2 All members of the Ship's Staff including Muster and Evacuation Personnel should be exercised in their duties but such exercises should NOT include the lowering or hoisting

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of lifeboats containing crew other than the minimum operating crew (see the precautions in FOM 353.4 “Boat Training”)

- 51.4.3 "Boat Guides" are to be instructed on the safe loading of lifeboats with passengers, and observe the procedure for lowering and sending away a lifeboat. They should not, however, take an active part in the operation of the lowering and getting a lifeboat away. Other crew should only enter lifeboats during drills or training when the boat is either waterborne or securely stowed and lashed. A Risk Assessment is to be carried out for this and SAF68”Permit to Work Working Aloft-Overside - On Lifeboats” completed.
- 51.4.4 All ship’s staff should be aware of the location of alternate muster station(s) should the main station(s) not be available.
- 51.4.5 During crew drills, "Boat Guides" should be exercised in their duties by "shepherding" groups of crew to boat embarkation stations.
- 51.4.6 When in port, with insufficient passenger volunteers to warrant a valuable exercise for "Stairway Guides" and "Muster Personnel" members of the Ship's Staff should take the place of passengers and the "Muster Personnel" and "Stairway Guides" exercised as above.
- 51.4.7 Every "Stairway Guide" or member of the "Muster Personnel" must receive regular, practical training in their Emergency Duties which should, occasionally, be followed up by Emergency Drills instruction/discussion sessions by the Safety Officer.
- 51.4.8 For all emergency drills other than for national or port state drills, by rotation a senior deck and engine officer (including the captain and chief engineer) will be removed from the response team, requiring other officers to take on senior duties. The absent officer will be then involved in setting the emergency scenario and giving independent debrief feedback
- 51.4.9 Crew not involved in a particular emergency drill will be engaged in alternative or complementary training (e.g. via VOD Box, SOLAS Training Manuals review or other means) after the muster under the supervision of the safety officer
- 51.4.10 Boat and Abandon Drills will involve:

Ship specific Risk Assessments to address the scenarios below and control measures implemented to reduce the risks as low as reasonably practicable and these exercised for the following cases:

- .1 all of the survival craft on one side of the ship is damaged or not available for use (e.g. the vessel has a heel greater than the SOLAS/design limit for lowering of its survival craft)

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- .2 one survival craft or its launching arrangements are damaged and not available for use

51.4.11 Fire drills will involve:

- .1 smoke management to help reduce smoke spread and allow continued use of escape routes (as a minimum to include passenger and crew accommodation alleyways and all stairs) and muster stations
- .2 use of thermal imaging devices (when available)

51.4.12 Damage control drills will involve:

- .1 testing knowledge and response on any of the provisions per the Damage Control Plan (including but not limited to down/cross flooding valves arrangements etc)
- .2 response measures to keep the vessel within the limiting angle of heel for the launching of all its survival craft
- .3 identifying and utilizing suitable shipboard equipment and available materials for damage control use and to minimize flooding

## 51.5 Debriefing of Drills

It is important that all Officers and Leading Hands, who are involved as Zone Commanders at Crew Alert, should be at all drills. At the finish of a drill there should be a 'wash-up' meeting, chaired by the Officer setting the drill. All emergency party leaders and deck and engine officers involved should attend.

## 51.6 Attitude to Drills

The purpose of any drill is to prepare for emergencies. This should be borne in mind when drills are organised. **They are not to be allowed to degenerate into a periodic chore with no semblance to reality.** Ship's Staff are to be trained:-

- 51.6.1 to carry out their own emergency duty efficiently;
- 51.6.2 to know as much about other people's emergency duties as is possible.

## 51.7 Other safety-related drills and exercises

Other safety-related drills and exercises must be carried out in accordance with current legislation and advice.

## 51.8 Records

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All drills are to be recorded in the Deck and Official Log Books and on form SAF22 Monthly Drills Return.