EMERGENCY PROCEDURES MANUAL

NEW YORK CITY DOT

Staten Island Ferry

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Documents revised in this distribution of the manual:

Section	Document Title	Summary of Revision
3.1	Emergency Communications	Updated Reference Section
3.2	Fire Response	Updated Reference Section
3.3	Man Overboard Response	Updated Reference Section
3.4	Propulsion & Steering Loss Response	Updated Reference Section and revised per SMS Alert #104.
3.5	Collision & Allision Response	Updated Reference Section
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Introduction

Section 1

Introduction

This manual provides guidance for various emergency situations and conditions that may involve a vessel, a terminal, the Fuel Facility or the maintenance facility.

These procedures provide basic guidance for response to various emergency situations. Proficiency in proper responses to emergency situations is obtained through effective training and drills by all involved. Maintaining and testing emergency equipment at prescribed intervals will ensure that all emergency equipment and gear is ready to be utilized for any emergency situation.

The following sections of this manual provide the standard operating procedures (SOPs) documented in support of emergency responses to various scenarios.

The final section provides supporting documentation including forms and checklists referenced within SOPs.

Implementation Responsibility

All personnel within the SMS organization are responsible to implement processes and procedures as documented within the Safety Management System. Personnel are expected to maintain familiarity with their respective responsibilities and duties as written within the individual SOPs found in this manual.

Senior management and individual Team Leaders are responsible to verify that their respective emergency responses have been implemented and trained to in accordance with documented requirements.

Onboard each ferry, it is the responsibility of the Captain to ensure that requirements of this manual are understood and implemented as specified.

Periodic Review

This and other documents comprising the Safety Management System shall be reviewed for continued accuracy and effectiveness in documenting responsibilities, requirements and planned results for activities involving emergency procedures.

All personnel are expected to take suitable opportunities to identify appropriate corrections and opportunities for improvement to the procedures, forms and checklists provided in this manual.

Inspection, Drilling and Training SOPs

Lifesaving & Firefighting Equipment Inspection Procedure - Section 2.1

Purpose

Details the requirements necessary to ensure emergency and rescue equipment is inspected at periodic intervals.

Responsibility

The **Senior Port Captain** shall coordinate with the appropriate personnel to ensure that inspections of lifesaving and firefighting equipment are implemented in accordance with this procedure.

The vessel **Captain** shall to ensure that all vessel lifesaving and firefighting equipment is inspected as documented in these procedures.

The **Director of Terminal Operations** is responsible to ensure that all facility lifesaving and firefighting equipment are inspected as documented in these procedures.

The **Port Captain, Port Engineer** and **Deputy Director of Ferry Maintenance** are responsible to coordinate immediate corrective action for any lifesaving or firefighting equipment discrepancies noted during the vessel equipment inspections.

The **Port Mate** shall ensure the proper monthly inspections of each ferry's lifesaving and firefighting equipment.

Reference

- Emergency Equipment Inspection (FORM-58 thru 61).

Definitions

Lifesaving equipment – any equipment located or stowed onboard a vessel or terminal that may be utilized while performing medical assistance or rescue evolution (i.e. first aid kits, inflatable rafts, rescue boats, AEDs, lifejackets, liferings).

Firefighting equipment – any equipment located or stowed onboard a vessel or terminal that may be utilized to combat a fire (i.e. hoses, nozzles, applicators, spanners, wye gates, fixed and portable CO_2 systems, sprinkler systems, fire screen doors).

Procedure

Vessels

1) In accordance with *Ferry Operations Manual* requirements, all lifesaving and firefighting equipment shall be visually inspected by Above-Deck and Below-Deck Teams during start-up.

2) All lifesaving and emergency equipment shall be periodically inspected to ensure its readiness for use by crew members on station while the vessel is operational. All noted discrepancies shall be reported to the Captain for proper corrective action.

3) Captains shall coordinate with shoreside facilities to ensure that all lifesaving and firefighting equipment is properly inspected prior to the equipment's inspection expiration date.

4) Port Mate(s), assisted by the operating vessel's Mate(s), shall conduct a monthly lifesaving and firefighting equipment inspection for each operational vessel and prior to any vessel being returned to service. *Vessel Emergency Equipment Inspection Form* (FORM-58A-D) specific for each class of vessel shall be used for these inspections.

5) The Captain shall coordinate the monthly inspections for the City Island and F/B Michael Cosgrove operations.

6) The Port Mates shall maintain a record of all vessel's lifesaving and firefighting equipment and its related gear's inspection expiration dates and communicate that information to the vessel Captains.

7) All noted discrepancies shall be reported to the Supervisor for proper corrective action.

Shoreside Facilities

1) The Fuel Facility Supervisor and Ferry Terminal Supervisors shall conduct a visual Inspection of all lifesaving and firefighting equipment while performing daily walk throughs of their respective area of responsibility.

2) The Fuel Facility Supervisor shall perform a monthly inspection of all firefighting and lifesaving equipment utilizing the *Fuel Facility Emergency Equipment Inspection Form* (FORM-62).

3) The Director of Terminal Operations shall ensure that a monthly inspection of all firefighting and lifesaving equipment is performed utilizing the *Whitehall Emergency Equipment Inspection Form* (FORM–59), *St. George Emergency Equipment Inspection Form* (FORM–60) at each respective facility.

4) The Director of Ferry Maintenance shall ensure that a monthly inspection of all firefighting and lifesaving equipment is performed utilizing the *Ferry Maintenance Facility Emergency Equipment Form* (FORM -61) at the Ferry Maintenance Facility.

5) All noted discrepancies shall be reported to the Supervisor for proper corrective action.

Records

Port Mates, Fuel Facility Supervisors, Director of Terminal Operations, and the Deputy Director of Ferry Maintenance shall maintain a record of their respective *Emergency Equipment Inspection Form* (FORM-58 thru 61) in an appropriate file.

Inspection, Drilling and Training SOPs

Drills & Exercise Procedure - Section 2.2

PURPOSE

To detail the requirements necessary to ensure all Staten Island Ferry crew members perform and participate in the required emergency drills and exercises.

RESPONSIBILITY

The **Port Captain** shall ensure that each vessel crew is scheduled to perform the drills and exercises required by this procedure in accordance with the specified intervals.

The ferry **Captain** and **Ferry Terminal Supervisors** shall ensure that all crew members participate in scheduled emergency drills and exercises as scheduled.

REFERENCE

- Ferry Drill & Exercise Schedule (FORM-01)
- Facility Drill & Exercise Schedule (FORM-01A)
- Ferry Emergency Response SOPs (EPM 3)
- Emergency Action Plans (WHT & STG)
- Vessel Drill Scenarios

DEFINITIONS

Drill – means instruction that is coordinated to provide "hands on" training in the use of emergency procedures.

Exercise – means instruction that is coordinated to provide discussion and review of the actions to be taken in the event of an emergency as guided by emergency procedures.

Firefighting equipment – any equipment located or stowed onboard a vessel or terminal that may be utilized to combat a fire (i.e. hoses, nozzles, applicators, spanners, wye gates, fixed and portable CO_2 systems, sprinkler systems).

Lifesaving equipment – any equipment located or stowed onboard a vessel or terminal that may be utilized while performing medical assistance or rescue evolutions (i.e. first aid kits, inflatable rafts, rescue boats, AEDs, lifejackets, liferings).

PROCEDURE

1) The Port Captain shall ensure that the *Ferry Drill & Exercise Schedule* (FORM-01) is completed and made available to each ferry Captain to detail required drills and exercises to be performed.

   The schedule may be updated and revised as necessary – though the Port Captain must ensure that obsolete versions are removed from each distribution location.

   The Port Captain shall also maintain a mechanism to track each Captain's adherence to and completion of scheduled drills and exercises.

2) The Safety Manager shall ensure that the *Facility Drill & Exercise Schedule* (FORM-01A) is completed and made available to each Ferry Terminal Supervisor to detail required drills and exercises to be performed as per the WHT & STG Emergency Action Plans.

The Safety Manager shall also maintain a mechanism to track each Ferry Terminal Supervisor's adherence to and completion of scheduled drills and exercises.

3) Captains and FTSs shall coordinate drills to include the following:

   a. Identification of the drill scenario: Drill scenarios should be utilized for all emergency drills and include real life scenarios developed from drill scenario books, events at the SIF, from within our industry or from crewmember input. Drill scenarios should be discussed with all participants prior to execution of the drill response.

   b. Execution of the drill response: This element should include a "as close to real-life" response as possible. At a minimum "Execution" should include: 1) The utilization or demonstration of any related equipment and response gear that crewmembers may be required to deploy and use in response to the scenario; 2) A walk through of areas identified in the scenario - including the area of the event and evacuation routes and muster locations.

   c. Drill Debrief: Upon completion of the execution of the drill response, Supervisors should lead a debrief or "hot wash" with all drill participants. The "Hot Wash" should include a discussion of the drill response and actions taken by participants to identify: 1) Best practices demonstrated during the drill; and 2) Problem areas that may require better team coordination or changes to existing procedures.

      Items noted as part of the Drill Debrief as "best practices" or "OFIs" should be included in deck logbook entries and drill report forms to allow for sharing of the information throughout the fleet.

   d. Record Keeping: Document details of each of the drill elements as indicated above in logbooks and drill reports as required by procedures.

4) Captains and FTSs shall coordinate exercises with crewmembers to include:

   a. A review of the actions to be taken in the event of an emergency.

   b. Crewmember discussion related to emergency response procedure requirements and additional best practices that may be utilized.

5) All crewmembers are required to participate in all emergency drills and exercises.

6) Captains shall ensure that once a month, the weekly "boat" drill will be conducted in accordance with the Abandon Ship Procedures found in (EPM 3.14). The three remaining weekly "boat" drills shall be conducted as Man-Overboard Response Drill (EPM 3.3).

7) If a scheduled drill or exercise is not held on the scheduled day – an entry must be made in the Deck Logbook stating the circumstances and the extent of the drill or training session held.

8) Individual units of instruction may cover different parts of the vessel's lifesaving and fire-extinguishing appliances, but all the vessel's lifesaving and fire-extinguishing appliances must be covered within any period of 2 months.

RECORDS

Deck Logbook - Onboard training and drills shall be documented by the Captain in the *Deck Logbook*. The entry shall provide sufficient details regarding date, time, equipment used and other items as specified by 46 CFR Part 199.180.

Terminal Drill Report – Ferry Terminal Supervisors shall document details of emergency response drills, exercises and training on the Terminal Drill Report (FORM-64) and submit completed copies to the Executive Director of Safety & Security.

Ferry Emergency Response SOPs

Emergency Communication Procedure - Section 3.1

PURPOSE

Details requirements for communication during emergency evolutions.

RESPONSIBILITY

The **Port Captain** shall ensure that updated communication contact information is provided to each vessel Captain.

The **Captain** shall ensure compliance with procedures set forth in this manual during all emergency evolutions.

The **Safety Officer** shall coordinate the monitoring and implementation of the procedures set forth in this manual and to provide training and assistance as necessary.

REFERENCE

- Emergency Notification Call Tree (F-56)
- Ferry Emergency Checklist (F-54)

PROCEDURE

1) Captains and crew members shall use the provided and/or installed communication equipment onboard each vessel to internally communicate information and updates during emergency evolutions.
2) Effective use of communication equipment onboard may vary depending upon the conditions of the actual emergency. Captains shall utilize the most efficient means of communication to ensure effective communication is maintained during all emergency evolutions.
3) Effective communication should include the following:
   a. Be brief, factual and to the point;
   b. Listen before you begin your transmission;
   c. Think of what you want to communicate before speaking;
   d. Speak directly and clearly; and
   e. Acknowledge the receipt of all messages.
4) Internal communications may be conducted through use of, but are not limited to:
   a. Crew issued handheld UHF radios;
   b. Fixed station and handheld VHF radios;
   c. Public Address System;
   d. Sound powered phone system;
   e. Talk-back system / Intercom System;
   f. Messenger; and
   g. Voice Communication.

5) Captains shall initiate and maintain communication with shore based Staten Island Ferry personnel and other regulatory agencies as required by regulations and procedures. A communications log shall be maintained for all such transmissions

6) External communications may be conducted through the use of, but are not limited to;
   a. VHF radio; and
   b. Pilothouse Cell Phones

7) When making announcements to inform the passengers of an emergency Captains shall communicate:
   a. Factual information on the nature of the emergency;
   b. The steps being taken to deal with the emergency; and
   c. Frequent updates as to the state of the emergency.

8) Captains shall reference the *Emergency Notification Call Tree* and to ensure that all required parties are contacted in the event of an emergency evolution.

RECORDS

The Captain shall maintain a record of all communications required by this procedure. The record shall include the date, time, method of communication, call from/to, brief descriptions of the nature of the call, and time communication ended.

Ferry Emergency Response SOPs

Fire Response Procedure - Section 3.2

PURPOSE

Details requirements for the response to fire emergencies onboard the Staten Island Ferry.

RESPONSIBILITY

The **Captain** shall ensure compliance with procedures set forth in this manual during all fire response emergencies.

The **Safety Officer** shall coordinate the monitoring and implementation of the procedures set forth in this manual and to provide training and assistance as necessary.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Abandon Ship Procedures, EPM 3.11
- Ferry Emergency Checklist (F-54)
- Below Decks Emergency Checklist (F-73)
- Emergency Notification Call Tree (F-56)
- Vessel Station Bill

DEFINITION

Fire emergency – any fire or explosion emergency onboard that requires the use of firefighting equipment to contain or extinguish.

PROCEDURE

1) Upon the crew's discovery of a fire onboard the Pilot House should immediately be notified. Information that should be communicated must include:
   a. Location of fire;
   b. Class of fire (A, B, C, D);
   c. Extent of fire; and
   d. Any other information relating to the emergency.
2) Upon notification of a fire or an emergency, the Captain will sound the fire and emergency signal to alert crew members of the fire or emergency as per the Vessel Station Bill.
3) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14. Communication with other vessels rendering assistance (FDNY, NYPD, etc.) shall vary depending on the circumstances of the emergency.
4) If possible, the Captain shall navigate the ferry to a passenger terminal for evacuation utilizing the normal points of disembarkation. Vessel engineering and structural limitations, weather conditions and personnel casualties shall be considered in the Captain's decision as to which terminal shall be used.

5) The crew shall report to the scene and carry out the duties and responsibilities as prescribed in accordance with the Station Bill for each class of vessel.

6) If the crew's fire response includes donning of the self-contained breathing apparatus and bunker gear, the Mate shall designate which crewmember shall don the gear. Particulars such as facial hair, physical condition and personal limitations of crewmembers shall be taken into consideration when making this designation. Crew members selected for donning of the gear should be identified when conducting weekly drills and training.

7) The Captain shall ensure that appropriate public address system announcements are made informing the passengers of the fire or emergency and directing them to an area onboard for safe refuge. Crew members shall assist passengers as directed.

8) Fire screen doors shall be secured either by means of the local or remote door release switches.

9) Use of ventilation exhausts and intakes shall be energized / de-energized as necessary.

10) The on-scene Officer-in-Charge, as designated by the *Vessel Station Bill*, shall ensure that the Captain receives communication updates related to the status of the emergency.

11) The crew shall utilize all the appropriate firefighting gear onboard to combat the fire. The specific gear to be used shall be in response to the location and class of fire or emergency onboard.

12) Crew members should be assigned to check all adjacent compartments as soon as feasible. All reports should be communicated to the Officer-in-Charge.

13) Any fixed CO_2 flooding system shall only be discharged upon orders from the Captain and only after all applicable ventilation and exhaust closures have been made. This includes main spaces, emergency diesel generator rooms and fixed motor systems.

14) If the decision is made to abandon ship, the Captain shall follow the procedures set forth in the *Abandon Ship Procedure*.

15) Upon notification of a fire being reported as extinguished, a re-flash watch will be set and all adjacent compartments checked for fire and damage. All status reports to the Officer-in-Charge shall be communicated to the Captain.

16) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during all fire emergencies.

RECORDS

All records of fires or emergencies shall be documented by the Captain on required reports.

Ferry Emergency Response SOPs

Man Overboard Response Procedure - Section 3.3

PURPOSE

Details the requirements for response to man-overboard (MOB) emergencies onboard the Staten Island Ferry.

RESPONSIBILITY

The **Captain** shall ensure compliance with procedures set forth in this manual during all man-overboard emergencies.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)
- Vessel Station Bill

PROCEDURE

1) Upon witnessing a man overboard, a lifering or other marker shall be thrown overboard from the same side of the vessel as the man overboard.

2) Upon the crew's discovery of a man overboard, the pilothouse shall immediately be notified. Information that shall be communicated will include:

   a. Location of the person (side and end); and

   b. Any other pertinent information relating to the emergency.

3) One crewmember shall maintain visual contact of the location of the man overboard at all times.

4) Upon notification of a man overboard, the Captain will sound the man-overboard signal to alert crew members of the man overboard emergency as per the signals in the Vessel Station Bill.

5) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14. Communication with other vessels rendering assistance (FDNY, NYPD, etc.) shall vary depending on the circumstances of the emergency.

6) The Captain should attempt to navigate the vessel to a close proximity to the victim to allow for a quick rescue boat recovery.

7) Upon signal of the MOB the crew shall report to the designated rescue boat station and carry out the duties and responsibilities as prescribed in accordance with the *Station Bill* for each class of vessel.

8) Upon the Captain's orders, the Mate shall direct the launching of the rescue boat as per the below procedures for each class of vessel.

a) Austen, Kennedy and Barberi class rescue boat launching:

- Release the belly gripes and ready the boat falls to be slacked off.
- Remove the davit stays and lift the davit arm lock.
- Deploy the ladder over the bulwark.
- Swing davits so that the boat is over the side and lower the boat to the vessel's rail.
- With the boat falls secured to the davit arm cleat, secure the bilge plug.
- Tend the painter line and slack the boat falls until the boat reaches to the water.
- The boat crew enters the boat; readies the oars and releases the bow and stern hooks;
- Release the painter line and boat is launched.

b) Molinari Class rescue boat launching:

Boat Launching

- Place the fuel can in the boat and connect the fuel line to the engine.
- Turn the Boat davit Motor Controller to "On" by closing the disconnect lever.
- Switch the Boat Davit Controller from "Local" to "Remote" control. Pass the controller to the main deck.
- Open the hydraulic actuator valve.
- Bring the ferry to a complete stop or minimum speed with a Lee at the discretion of the Captain.

Primary Boarding – Crew boards from the main deck.

- Deploy the ladder over the bulwark.
- Linehandlers shall tend the forward and aft lines during lowering operations.
- Push "Extend" button to extend the boat outward to its limit stops.
- Push "Lower" button to lower the boat to the top of the main deck edge.
- Push "Retract" button to retract the side of the boat against the ferry.
- Boat crew enters the boat from the main deck. The aft crewmember will tend the aft hook and operate the engine; forward crewmember will tend the forward hook.
- Push "Extend" button to extend the boat outward to its outer limit stops.
- Push "Lower" button until the keel touches the water. Keep tension on the wire ropes.

- Lower and start the engine. After the engine is started, push 'Lower" until slack develops in the wire ropes. Note: Never remove safety pins wile under load.

Secondary Boarding – Crew boards at the boat platform

- Crew enters the rescue boat at the boat platform. Taglines may be lowered to the main deck linehandlers.
- Boat may be lowered with remote controller as listed in Primary Boarding or with launching cables as follows:
- Forward boat crewmember pulls the teardrop shaped cable handle to extend the boat to its outer limit stop.
- Forward boat crewmember pulls the round shaped cable handle to lower the boat to the main deck, passes taglines, and continues lowering to the water.
- As the boat nears the water, the aft crewmember lowers and starts the engine.
- Release boat hooks at direction of the operator.

Alternate Boarding – Crew boards with the boat in the water.

- Same as "Primary Boarding" except that crewmembers board the boat utilizing the ladder with the boat in the water.

Engine Starting:

- Squeeze the fuel priming bulb until it feels firm.
- Put the "emergency stop switch clip" into the Emergency stop switch.
- Ensure gearshift is in Neutral position (N).
- Pull choke knob to the "closed" position for cold starts.
- Place "throttle grip" in START position.
- Pull the recoil starter grip slowly until you feel resistance, then pull briskly.
- Gradually push the choke to the OPEN position as the engine warms up.
- During drills, allow engine time to warm up sufficiently to ensure good performance.

9) All crew members entering the rescue boat must be outfitted with a personal flotation device. The rescue boat must have an additional Type I PFD onboard to assist the person being rescued.

10) When appropriate, the Captain shall ensure that a public address system announcement be made to inform the passengers of an emergency situation and direct them to stay clear of the rescue boat area. Crew members shall assist with crowd control as directed.

11) The Mate shall ensure that a first aid kit, an automatic external defibrillator and a blanket are on scene and ready for use.

12) Upon recovery of the man overboard, the Captain shall decide whether to take the victim back aboard, transfer the victim to an assist vessel, or direct the rescue boat to proceed directly to the designated terminal.

13) If the man overboard is recovered and brought aboard the ferry, the Captain shall proceed to the nearest terminal, conditions permitting, and request EMS, through the Ferry Terminal Supervisor.

14) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during all man overboard drills or otherwise.

15) During a MOB emergency on the F/B Michael Cosgrove, the rescue boat procedures are not applicable. The captain shall utilize onboard equipment to aid in the recovery of the MOB. Equipment such as life rings, boat hooks and buoyant apparatus may be deployed. Additionally, other vessels operating in the area should be hailed as necessary to render aid.

RECORDS

All records of man overboard events shall be documented by the Captain.

Ferry Emergency Response SOPs

Propulsion & Steering Loss Response Procedures - Section 3.4

PURPOSE

Details the requirements for an effective response to a loss of steering or propulsion.

RESPONSIBILITY

The **Captain** and **Chief Marine Engineer** shall ensure compliance with procedures set forth in this manual during all propulsion/steering loss emergencies.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Anchoring Procedures, EPM 3.6
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)

PROCEDURE

1) Upon a machinery failure resulting in loss of steering or propulsion, the Captain and Chief Marine Engineer shall be notified. Information to be communicated shall include:

   a. Nature of casualty and restrictions on the vessel's operation; and

   b. Additional information concerning damage or emergency (fire, personnel casualty).

2) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG Vessel Traffic Service (VTS) on VHF Channel 16 and 14. Additionally, the Captain will request tugboat assistance on VHF Channel 13.

3) The Captain shall slow or stop the vessel as appropriate to the conditions. Additional lookouts shall be posted.

4) When appropriate, the Captain shall ensure that a public address system announcement be made to inform the passengers of an emergency situation onboard. Crew members shall assist with crowd control as directed.

5) Upon orders from the Captain, the Mate will direct the deckhands to ready the anchor for deployment and/or prepare to tend lines from a tugboat or assist vessel.

6) Immediately upon discovery of a loss of steering or propulsion, the Captain will take the appropriate following procedures respective for each class of ferry as listed below:

<u>Kennedy Class</u>

I. Loss of Propulsion:

   1) Return the throttle lever control to the **stop** position and verify the correct positioning of the remote control switch. Maneuver the location of the remote switch. Test propulsion, if none,

   2) Signal the engine room with one ring of the cowbell and communicate by use of the sound powered phone. The Chief Marine Engineer will transfer propulsion control to the engine room control mode.

3) The Captain will communicate engine order commands to the Chief Marine Engineer through use of the engine order telegraph.

II. Loss of Steering:

1) Ensure that the rudder pin is not engaged.

2) Switch to the stand-by steering motor using the Pilothouse steering motor control buttons.

3) Direct the Chief Marine Engineer to energize the steering motors using the Engine Room control panel.

4) The Mate, Marine Engineer and #1 Marine Oiler will muster in the designated emergency steering compartment. Upon orders from the Captain and CME, the steering will be placed into **local control mode** and the **hydraulic valve** shall be aligned. The Captain will relay rudder angle commands to the Mate via sound-powered phones. The Mate will repeat the commands for verification and then communicate the commands to the Marine Engineer for operation on the rudder angle trick wheel.

Barberi Class

I. Loss of Propulsion and Steering – other than Propulsion / Steering Unit:

1) Ensure all Pilothouse pitch gauges are at Zero position. Signal the engine room with one ring of the cowbell and communicate by use of the sound powered phone. The Chief Marine Engineer will transfer propulsion control to the engine room control mode.

2) The Captain will communicate the engine order commands and emergency steering commands through use of the emergency telegraphs.

3) **This step performed only at the completion of Emergency Steering Drills:** Ensure all engine control room pitch gauges are at zero position. Ensure all gauges zero Indicator lights are illuminated prior to transferring propulsion control back to appropriate Pilothouse.

II. Loss of Propulsion and Steering –Propulsion / Steering Unit:

1) The Captain will transfer power to the non-operational pilothouse as conditions permit. Consideration shall be given to which propulsion unit has suffered a casualty.

2) CME will open couplings or secure engines to propulsion unit as required.

III. Loss of Throttle Command:

1) Alarm on the throttle power head will alarm. Press the “silence” button.

2) Continue on to the terminal to which the vessel was proceeding. The speed of the engines will remain at the last speed reference. The vessel can be controlled by using the Voith speed and steering pitch controls.

3) If the speed of the engines needs to be adjusted flip the "Normal/Manual" switch to the manual position, and use the raise and lower buttons to change the speed of the engines. When in the manual position both ends of the boat have to be controlled by the push buttons.

4) To return to throttle control of the engines (In MCR):

   a. Turn "Master Reset" to on then switch to off.

   b. Silence the alarms on the control consol and the HMI panel.

   c. Reset all the engine alarms on the HMI panel.

   d. Push the green command button on the Throttle control head.

   e. Then press reset button.

   f. Push the red locking button on the control head so that the light extinguishes and the pilothouse can resume command.

Austen Class

I. Loss of Propulsion and Steering – other than Propulsion / Steering Unit:

1) The Captain shall direct the Mate, one deckhand and one Engineering Crew member to muster in the designated propulsion room.

2) The Deckhand shall man the sound powered phones and communicate propulsion and steering commands to the emergency propulsion and steering control operators.

3) The Mate and the Engineering Department crewmember shall disengage the linkage on the appropriate propulsion and steering controls and manually maneuver the controls as per the Captain's commands.

II. Loss of Propulsion and Steering –Propulsion / Steering Unit:

1) The Captain will transfer power to the non-operational pilothouse as conditions permit. Consideration shall be given to which propulsion unit has suffered a casualty.

2) CME will secure engines to the propulsion unit as required.

Molinari Class

I. Loss of Propulsion

A. Loss of Single Propulsion Drive Response Procedure

1) In the event of the loss of a SINGLE drive, the *"SHUTDOWN"* button will be the flashing red and accompanied by the sounding of an audible alarm. The Captain (or Assistant Captain) should silence the audible alarm by depressing the *"ACKNOWLEDGE ALARM / LAMP TEST"* button. The "SHUTDOWN" button will continue to flash.

2) The Captain (or Assistant Captain) should then initiate communications with the Machinery Control Room to confirm that there has been a loss of a SINGLE drive.

3) The Captain (or Assistant Captain) should initiate “Split Mode” on the drives.

4) The Chief Marine Engineer (or Marine Engineer) will proceed to the affected Propulsion Room where he can diagnose the cause of the drive failure and re-establish communications with the Captain.

5) With the loss of a single drive, the Captain should proceed with the voyage. After docking, the Chief Marine Engineer will then confirm with the Captain the sequence for resetting the drive.

6) When the throttle has been moved to the neutral position, the “READY” button will light up. If throttle is not in neutral position, the *“READY”* light will not be lit green and you will not be able to restart the drive.

7) When the Chief Marine Engineer has confirmed that the drives are in neutral and the shaft has stopped, the Captain will then press *“STOP”* button for 5 seconds or until light is steady; then press the “RESET” button and the “SHUTDOWN” light will go out; finally press the “START” button to restart the drives.

8) Chief Marine Engineer will confirm with the Captain that the drive is operating correctly.

B. Loss of Both Propulsion Drives (One End) Response Procedure

1) In the event of the loss of a BOTH drives at ONE end, the *“SHUTDOWN”* button will be lit solid red and the *“RUNNING”* button will be the extinguished. With the loss of BOTH drives, there will also be the sounding of an audible alarm. The Captain (or Assistant Captain) should silence this alarm by depressing the *“ACKNOWLEDGE ALARM / LAMP TEST”* button. The “SHUTDOWN” button will continue to flash.

2) The Captain (or Assistant Captain) should then initiate communications with the Machinery Control Room to confirm that there has been a loss of BOTH drives.

3) In the event of a failure of BOTH drives at one end of the vessel, the “Split Mode” should have automatically engaged. This should also be confirmed with the Chief Marine Engineer.

4) The Chief Marine Engineer (or Marine Engineer) will proceed to the affected Propulsion Room where he can diagnose the cause of the drive failure and re-establish communications with the Captain.

5) With the loss of BOTH drives, if the situation allows, the Captain should take all way off the vessel. Once the way has been taken off, the Captain will then confirm with the Chief Marine Engineer the sequence for resetting the drive.

6) When the throttle has been moved to the neutral position, the "READY" button will light up. If throttle is not in neutral position, the *"READY"* light will not be lit green and you will not be able to restart the drive.

7) When the Chief Marine Engineer has confirmed that the drives are in neutral and the shaft has stopped, the Captain will then press *"STOP"* button for 5 seconds or until light is steady; then press the "RESET" button and the "SHUTDOWN" light will go out; finally press the "START" button to restart the drives. Chief Marine Engineer will confirm with the Captain that the drives are operating correctly.

III. Loss of Throttle Command:

I. In the event of a loss of throttle command with no audible or visual alarms, the Operating Officer should take the following actions:

1) The throttle controls brought to neutral.

2) The "Reset" button for the drive(s) should be depressed.

3) The "Start" button for the drive(s) should be depressed.

4) The throttles should be re-checked for response.

5) Simultaneously, notification should be made to the Machinery Control Room so that the above procedure can be monitored. If the throttles do not respond to this "Reset" process, the throttles must be brought to the neutral position again and power transferred to the Machinery Control Room at that time.

II. In the event of a loss of throttle command with audible or visual alarms, the Operating Officer should take the following actions:

1) Silence the audible with the *"Acknowledge/Lamp Test"* button.

2) Banner on the MPCMS screen will indicate which throttle is affected (i.e. NY pilothouse SIE Throttle Loss of Speed Command).

3) The drive will maintain the last speed signal that it received.

4) A- *Option #1*: The Captain can press the *"Emergency Stop"* button for the affected end (this will return the speed on that end to zero). The Captain can then try to reset the affected end and restart the drive. Once the drive is restarted test the response.

B- *Option #2*- The throttle command can be transferred to the Machinery Control Room or to the opposite Pilothouse. Once the throttle is transferred to the different operating station, the speed command comes from that powerhead.

III. Loss of Steering:

1) Check to ensure that a steering pump is running, switch to alternate pump if auto-switch did not activate.

2) Engage the Non-Follow-Up (NFU) / back up steering system by pressing the desired *Port* or *Starboard* steering buttons to achieve the desired rudder angle. (To disengage the NFU system, activate the Override Tiller Release button.) If the NFU system does not respond, then,

3) The Mate, Marine Engineer and # 1 Marine Oiler will muster in the designated emergency steering compartment. Upon orders from the Captain, the selector switch on the motor controller unit will be placed into *Local Control position.* The Captain will relay rudder angle commands to the Mate via the sound-powered phones or talk back system. The Mate will repeat the commands for verification and then communicate the commands to the Engineering Crew member. The Engineering Crew member will use the steering solenoid push button on the desired steering motor to achieve the requested rudder angle.

7) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during all loss of propulsion and steering emergencies.

RECORDS

All records of equipment failure resulting in loss of propulsion and/or steering shall be documented by the Captain on required reports.

PURPOSE

Details requirements for effective response to a collision or allision.

RESPONSIBILITY

The **Captain** and **Chief Marine Engineer** shall ensure compliance with procedures set forth in this manual during all collision and allision emergencies.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Anchoring Procedures, EPM 3.6
- Grounding Response Procedures, EPM 3.7
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Abandon Ship Procedures, EPM 3.11
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)

PROCEDURE

1) If time permits, alert the passengers and crew onboard, including below-decks, to prepare for impact, should a collision or allision be imminent.

2) Passengers and crew should be cleared from the projected point of impact.

3) All watertight and fire screen doors shall be secured.

4) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14. Additionally, the Captain will request tugboat assistance on VHF Channel 13.

5) The Above-deck and Below-deck teams shall assess the vessel for damage and commence dewatering and damage control as necessary. Responses to situations such as fire and/or pollution events shall follow procedures set forth in the appropriate sections of this manual.

6) The passengers shall be directed to an area of safe refuge. Crew members shall assist with crowd control as directed and administer first aid as required.

7) Pilothouse shall attempt to confirm that no passengers are located in the elevator using voice and visual means. When confirmed, if time & manpower allow, the electric power to the elevator shall be shutdown.

8) When appropriate, the Captain shall ensure that public address system announcements are made to update the passengers of the emergency situation.

9) In addition, Below-deck team members shall:

   a) Establish and maintain communications with the pilothouse in command using sound powered phone and UHF radios.

   b) Line up pump for de-watering the affected space, and start the fire pumps and secure power to the affected space.

c) Send a two-man team (M/E and an Oiler) to the scene to access the damage, take soundings and report the findings to the Chief Engineer**.** Team must take flashlights, radio and EEBD (Emergency Escape Breathing Device) when they leave the control room.

d) Report the extent of damage, action taken and the possibility that oil may be entering the water to the pilothouse.

e) Commence with de-watering the affected space, and fighting any localized fires if necessary or possible.

f) If the fires get out of control, evacuate the engine room. Activate the fixed CO2 system upon orders from the Captain.

g) If flooding in the engine room becomes uncontrollable, notify the Captain, E-stop propulsion generators, evacuate the engine room. While exiting the control room open the emergency bus tie to start the Emergency Generator and have it power the emergency switchboard. Also activate the fixed CO2 system, secure the boilers if running. Prohibit reentry in to the space until tested for oxygen and combustible gases.

h) If necessary to abandon the Engine Room, the members of the Below-Decks Team shall muster on the main deck at the New York end. The chief engineer and one Oiler will then deploy to stand by the emergency generator and monitor operations. The Marine engineer and one Oiler shall go to the fire pump in the N.Y. end and standby. If possible, in groups of two (1 Engineer & 1 Oiler) check all void spaces for additional flooding, starting with the compartment adjacent to the affected area. Report the findings to the Captain.

i) If out of the engine room, the Bilge pump can be run locally from the fresh water compartment if needed. Reach rods in the car lanes can be opened to de-water void spaces.

10) Upon orders from the Captain, the Mate will direct the deckhands to ready the anchor for deployment and/or prepare to tend lines from a tugboat or assist vessel.

11) Any decision to move the vessel and proceed to a terminal facility shall depend on the structural integrity of the vessel's hull and operational capabilities.

12) Depending on the extent of damage, the Captain may decide to intentionally ground the vessel.

13) If the decision is made to abandon ship, the Captain shall follow the procedures set forth in the *Abandon Ship Procedure*.

14) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during all collision and allision situations.

RECORDS

All records of collision and or allision shall be documented by the Captain on required reports.

Ferry Emergency Response SOPs

Anchoring Procedures - Section 3.6

PURPOSE

Details requirements for anchoring.

RESPONSIBILITY

The **Captain** shall ensure compliance with procedures set forth in this manual during anchoring.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)

PROCEDURE

1) Certain engineering or structural casualties may call for the Captain to order the deployment of the vessel's anchor(s).

2) The Captain shall ensure that the crew is informed of the emergency situation and plan of action.

3) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14. Additionally, the Captain will request tugboat assistance on VHF Channel 13.

4) The Captain shall consider the vessel's heading, and the wind and current direction and speed when deciding which anchor to deploy.

5) Depending on the vessel's set and drift the Captain shall also consider deploying both anchors on the same end to increase holding strength.

6) When circumstances require deploying the anchor, the Captain should consider the possibility of collision, allision and/or grounding. The below decks crew should be advised of the possibility and the above decks crew should take appropriate measures to minimize access to main deck passenger spaces.

7) The Mate shall direct the deckhands to ready the anchor for letting go using the following steps:
   a. All crew members shall don a personal flotation device (PFD);
   b. The anchor line shall be faked down outboard of the safety gates;
   c. The shackle end shall be laid outboard of the line;
   d. The secured end shall be reeved around the bulwark, through the chock and secured using figure eight turns on the forward cleat;
   e. On the JFK, AJB and GVM class vessels, the anchor cradle will be rolled out to a position inboard of the gate and clear of the anchor line;
   f. The anchor line shall be shackled to the anchor;

g. On the Austen class vessels the anchor line shall be shackled to the anchor and all anchor securing brackets shall be removed;

h. The Mate will stand-by for the Captain's orders to deploy the anchor; and

i. All crew members not involved shall stand clear.

8) The passengers shall be directed to an area of safe refuge. Crew members shall assist with crowd control and first aid as directed.

9) Upon the Captain's order to let go the anchor, the Mate will direct one deckhand to push the anchor and cradle assembly over the end of the boat, staying clear of the anchor line

10) When appropriate, the Captain shall ensure that public address system announcements are made to update the passengers of the emergency situation.

11) When releasing the anchor line from the vessel, attach a marker (PFD, lifering) to the anchor line to mark the location.

12) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during all emergency anchoring evolutions.

RECORDS

All records of anchoring shall be documented by the Captain on required reports.

Ferry Emergency Response SOPs

Grounding Response Procedure - Section 3.7

PURPOSE

Details requirements for a response to a grounding incident.

RESPONSIBILITY

The **Captain** shall ensure compliance with procedures set forth in this manual during any response to a grounding.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)

PROCEDURE

1) Grounding of the vessel may be a result of various factors, including but not limited to:
   a. Unexpected navigation out of navigational channels resulting in the vessel running aground.
   b. Intentional grounding of the vessel by the Captain due to an engineering or structural casualty onboard the vessel.
2) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14. Additionally, the Captain will request tugboat assistance on VHF Channel 13.
3) All watertight doors shall be secured.
4) The passengers shall be directed to an area of safe refuge. Crew members shall assist with crowd control and first aid as directed.
5) The Above-deck and Below-deck teams shall assess the vessel for damage and commence damage control as necessary.
6) When appropriate, the Captain shall ensure that public address system announcements are made to update the passengers.
7) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during grounding emergencies.

RECORDS

All records of vessel grounding shall be documented by the Captain on required reports.

Ferry Emergency Response SOPs

Pollution Incident Response Procedure - Section 3.8

PURPOSE

Details requirements for pollution incident responses. The requirements of this section are general in nature and shall be used in conjunction with the Non-Tank Vessel Response Plan (NTVRP) for specific guidance on how to respond to a pollution incident.

RESPONSIBILITY

The **Captain** and **Chief Marine Engineer** shall ensure compliance with procedures set forth in this manual during any pollution incidents.

The **Ferry Terminal Supervisor** shall ensure any required notifications of the QI and the Hazmat Response Team occur.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)
- Non-Tank Vessel Response Plan

DEFINITIONS

Pollution Incident – any incident resulting in the accidental release of pollutants such as petroleum products, raw sewage or any chemical substance harmful to personnel or the environment.

PROCEDURE

1) The Captain shall follow all procedures found in the *Non-Tank Vessel Response Plan* for any pollution incidents.

2) Upon discovery of a pollution incident, the crew shall identify and secure the source. If the vessel is fueling or transferring oil, all pumping operations shall be stopped immediately.

3) The Captain and Chief Marine Engineer shall ensure that any potential sources of ignition are removed or disabled.

4) The Captain (or CME in his absence) shall notify the QI, the St. George Ferry Terminal Supervisor on VHF Channel 19a, and the USCG on VHF Channel 16 and 14. The FTS shall ensure notification of Qualified Individual (QI) and the Hazmat Response Team.

5) The vessel's crew shall attempt to contain the spread of pollution utilizing the appropriate equipment onboard IAW 33 CFR 155.205.

6) Mechanical and natural ventilation shall be used accordingly to contain or to ventilate any area affected by a pollution release.

7) The passengers shall be directed to an area of safe refuge. Crew members shall assist with crowd control and first aid as directed.

8) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during pollution incidents.

RECORDS

All records of a pollution incident shall be documented by the Captain on required reports, including the Oil Record Book.

Ferry Emergency Response SOPs

Flooding Response Procedure - Section 3.9

PURPOSE

Details requirements for a flooding incident response onboard.

RESPONSIBILITY

The **Captain** and **Chief Marine Engineer** shall ensure compliance with procedures set forth in this manual during any incidents of flooding.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Abandon Ship Procedures, EPM 3.14
- Ferry Emergency Checklist (F-54)
- Below Decks Emergency Checklist (F-73)
- Emergency Notification Call Tree (F-56)

PROCEDURE

1) During a Flood incident the Captain shall:
   a. Return to the nearest Terminal;
   b. Alert the crew as to the nature of the emergency and plan of action;
   c. Notify the St. George Ferry Terminal Supervisor on VHF Channel 19a, and the USCG on VHF Channel 16 and 14;
   d. When appropriate, ensure that public address system announcements are made to update the passengers of the situation; and
   e. Follow the procedures set forth in the *Abandon Ship Procedure*, if the decision to abandon the ferryboat is made.
2) The crew (Damage Control Team) shall perform the following:
   a. Muster at the designated location upon notification of an emergency;
   b. Determine the extent of the damage and/or source of flooding;
   c. Secure all watertight doors and isolate the area affected by the flooding;
   d. Close fire screen doors;
   e. Secure electrical power in the area; and
   f. Start pumps in the affected areas.
3) Crew (other than Damage Control team) shall:
   a. Direct the passengers to an area of safe refuge. Crew members shall assist with crowd control and first aid as directed.

RECORDS

All records of flooding emergencies shall be documented by the Captain on required reports.

Ferry Emergency Response SOPs

Crowd Control – Crisis Management Response Procedure - Section 3.10

PURPOSE

Details requirements for crowd control and crisis management response. Effective crisis management must be instituted and practiced at all levels throughout the vessel's chain of command.

RESPONSIBILITY

The **Captain** shall ensure compliance with procedures set forth in this manual during all crises requiring crowd control.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Ferry Emergency Checklist (F-54)
- Emergency Notification Call Tree (F-56)

PROCEDURE

1) Crew members should remain visible to reassure the passengers that the situation is under control and corrective action is being taken.

2) Avoid panic. Act confident when communicating and performing emergency duties.

3) When communicating with passengers and crew, provide clear and concise direction and factual information updates.

4) During emergency situations all passengers shall be kept clear of the event location. In the event of an engineering or structural casualty or fire onboard, all passengers shall be directed to a place of safe refuge. Assistance from off-duty emergency personnel may be utilized.

5) The Mate shall ensure that specific crew members are designated to assist disabled and /or handicapped passengers.

RECORDS

None

Ferry Emergency Response SOPs

Abandon Ship Procedure - Section 3.11

PURPOSE

Details requirements for abandoning the ferryboat.

RESPONSIBILITY

The **Captain** is responsible to ensure compliance with this procedure if abandoning the ship becomes necessary.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Ferry to Ferry Transfer Procedures, EPM 3.12
- Ferry Emergency Checklist (F-54)
- Vessel Emergency Notification Call Tree (F-56)
- Vessel Station Bill

PROCEDURE

1) Only after all other options have been exhausted shall the order to abandon ship be given by the Captain
2) If a vessel is secured at a Terminal, passengers and crew shall evacuate the vessel through normal means of egress.
3) If a vessel is underway, adrift, aground or at anchor the options for evacuating the vessel are limited. They include, but are not limited to:
    a. Staten Island Ferry vessel to vessel transfer;
    b. Personnel transfer to various assist vessels; or
    c. Water entry using PFDs, inflatable lifeboats and buoyant apparatus.
4) When the Captain makes the decision to abandon ship he will inform all crew members of the decision and instruct them to go to their stations as per the *Vessel Station Bill*.
5) The Captain shall inform the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14 and make the proper notifications on VHF Channel 13.
6) The Captain shall initiate and maintain contact with other vessels in the area through VHF radio.
7) The Captain shall ensure that public address system announcements are made to inform the passengers of the intended action and debarkation location.
8) Crew members shall report to their abandon ship stations and assist passengers with donning of lifejackets as per the *Vessel Station Bill.*
9) The crew shall instruct passengers as to:
    a. The next course of action;

b. Entering a rescue boat, liferaft, or buoyant apparatus;
c. Boarding an assist rescue vessel; and
d. Wearing available clothing to prevent hypothermia.

10) The Mate shall ensure that specific crew members are designated to assist disabled and /or handicapped passengers as necessary.

11) Upon the Captain's orders, the Mate shall direct crewmembers to ready and deploy the vessel's buoyant apparatus, inflatable liferafts and rescue boats.

12) Upon the Captain's orders the Mate shall direct the crewmembers to ready the anchor for letting go and actual deployment.

13) The rescue boats shall be used to marshal the inflatable liferafts and buoyant apparatus, should conditions warrant an actual water-entry.

14) As passengers abandon the vessel they shall be directed to the designated points of safety.

15) The Captain shall utilize the *Ferry Emergency Checklist* (F-54) during all emergencies.

RECORDS

All records of abandon ship evolutions shall be documented by the Captain on required reports.

Ferry Emergency Response SOPs

Ferry to Ferry Transfer Procedure - Section 3.12

PURPOSE

Details requirements for a ferry to ferry transfer.

RESPONSIBILITY

The **Captain** shall ensure compliance with the procedures set forth in this manual during a ferry to ferry transfer.

REFERENCE

- Emergency Communication Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Abandon Ship Procedures, EPM 3.11
- Ferry Emergency Checklist (F-54)
- Vessel Emergency Notification Call Tree (F-56)

PROCEDURE

Disabled Vessel Procedures

1) The Captain shall ensure compliance with the Abandon Ship Procedures prior to ordering a Ferry to Ferry transfer.

2) Crew members shall report to their assigned stations and assist passengers with proper donning of lifejackets as per the *Vessel Station Bill*.

3) All crewmembers will don a personal floatation device.

4) The Mate shall direct the crew in the following procedures:
   a. Designated deckhands shall receive and pass the rescue vessel's mooring lines through the chock and secure them to the cleat.
   b. Designated deckhands will receive the safety net lines and secure them to the disabled vessels cleats or padeyes.
   c. After the safety net is secured, the gangway will be received from the rescue boat and passed to the disabled vessel. The gangway shall be lowered and the wheels shall be raised and locked. Gangway securing lines shall be secured on the disabled vessel's cleats / padeyes.
   d. Designated deckhands and engineering personnel shall assist with crowd control. All passengers are to be kept inside cabin until the evacuation gangway is properly secured.
   e. When the Captain gives the order to commence the evacuation, crewmembers will assist passengers over the gangway and monitor gangway position and mooring lines.
   f. As manning levels vary upon class of ferryboat, the Mate will assign duties.

6) When passenger transfer is completed, the crew will return the gangway, safety net, release the mooring lines and stand by for further orders.

Ferry Emergency Response SOPs

Rescue Vessel Procedures

1) Upon notification of being designated as the rescue vessel, the Captain shall return to the nearest terminal, discharge all passengers and load the rescue gangway.
2) The Captain may request additional dockside personnel, if available.
3) The Captain shall navigate to the disabled vessel and maintain communication with the disabled vessel's Captain.
4) The Captain shall notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and the USCG on VHF Channel 16 and 14.
5) As conditions permit, the Captain should approach the disabled vessel slowly and stem the current.
6) The Mate shall direct the crew in the following preparations while enroute to the disabled vessel:
   a. Designated deckhands shall ready the emergency gangway for passing;
   b. Designated deckhands shall prepare double headlines with heaving lines to be passed to the disabled vessel;
   c. Safety net lines shall be secured to the padeyes and readied for passing to the disabled vessel; and
   d. Fire hoses shall be laid out on the upper decks.
7) Upon the Captain's orders, the Mate shall direct the crew in the following procedures:
   a. Designated deckhands shall pass the head lines to the disabled vessel. Lines shall be tended from the rescue vessel;
   b. Designated deckhands shall pass the safety net lines to the disabled vessel;
   c. When the safety net is secured, the gangway and hoist assembly shall be placed between the vessels;
   d. The gangway shall be lowered and the wheels shall be raised and locked. The launching apparatus shall be removed and the gangway securing lines shall be secured to the cleat/padeye;
   e. When the Captain gives the order to commence the transfer, crewmembers will assist passengers over the gangway and monitor gangway position and mooring lines; and
   f. As manning levels of the vessels crew vary upon class of ferryboat, the Mate will assign duties as necessary.
8) The Captain shall ensure that the appropriate public address system announcements are made to inform the passengers. Information that should be passed:
   a. Request to move to other end of the vessel;
   b. Remain calm;
   c. Remain seated;
   d. Listen for further instructions from crewmembers; and

e. Notify crewmembers if you are need of medical attention.

9) When passenger transfer is completed, the crew will retrieve the gangway, safety net, take in mooring lines and Captain will proceed to the designated terminal for passenger offload.

10) The Captain should utilize the *Ferry Emergency Checklist* (F-54) during all emergencies.

RECORDS

All records of vessel to vessel transfers shall be documented by the Captain on required reports.

Elevator Extrication Procedure - Section 3.13

PURPOSE

Details requirements for effective extrications of passenger or crew from a malfunctioning elevator on the Molinari Class vessels.

RESPONSIBILITY

The **Captain** and **Chief Marine Engineer** shall ensure compliance with the procedures set forth in this manual during elevator extrications.

REFERENCE

- Emergency Communications Procedures, EPM 3.1
- Crowd Control and Crisis Management Response Procedures, EPM 3.10
- Ferry Emergency Checklist (F-54)

PROCEDURE

1. Using the telephone located in the Machinery Control Room, the Marine Engineer shall communicate with the trapped person(s) to inform them that the rescue is commencing. The Marine Engineer shall remain in the Machinery Control Room and maintain communications with all parties.
2. Immediate notifications shall be made to the Captain from the Machinery Control Room. The Captain shall in turn notify the St. George Ferry Terminal Supervisor on VHF Channel 19a and continue to provide updates as available.
3. Unless required for medical or other emergency reasons, the opening of the elevator's outer doors and the actual extrication shall not be started until the vessel is in the berth.
4. The Mate shall meet the Chief Marine Engineer on the main deck at the affected elevator and quickly review the procedure for opening the elevator, as well as determining the UHF frequency to be monitored during extrication.
5. Chief Marine Engineer shall utilize the "door opening tool" & "door hold-back tool" to secure the main deck outer elevator doors.
6. Mate shall remain at the elevator doors on the main deck of the vessel where he will utilize deckhands to maintain a safe working area around the elevator. Extreme care must be exercised when opening the outer doors as this now exposes all persons outside the doors to the open elevator shaft.

   Note: At no time shall any SIF employee enter into the space located below the elevator cab and every effort should be made to keep arms and head clear of the area below the elevator.
7. Chief Marine Engineer shall then report to the hydraulic control in the intermediate deck access space where he shall initiate "lock out – tag out" of the electrical power to the elevator motors using the lock kept on location for that purpose. The Chief Marine Engineer shall notify the Mate once the electric has been locked out.

Note: It should be noted that although this switch deactivates the electric to the motor system, electric will remain on in the elevator for lighting and ventilation.

8. Chief Marine Engineer shall then remove the required bolts to expose the hydraulic release button inside the reservoir.
9. When the Chief Marine Engineer has indicated to the Mate that he has access to the release button, the Mate shall provide the Chief Marine Engineer with start and stop instructions regarding the descent of the elevator. Again, at no time shall any SIF employee enter into the space located below the elevator cab and every effort should be made to keep arms and head clear of the area below the elevator;
10. Optimum conditions are to have the floor of the elevator stop even with the floor of the main deck;

    Note: care should be taken to stop the elevator from going past the main deck level to facilitate easy removal of handicapped or wheelchair bound passengers who are inside the elevator and to **avoid activating the limit switch**.
11. Only when the elevator has been lowered to the main deck shall the inside elevator doors be opened. Mate shall depress plate on right hand door to slide open the doors.
12. After all occupants have been removed, first the interior and then the exterior doors can be closed; the Captain should be notified that the elevator has been cleared; the Chief Marine Engineer shall re-install the cover for the hydraulic reservoir; “lock out- tag out” shall remain in effect and the elevator should remain closed until a determination can be made for the malfunction.
13. In the event that communications are strained or the occupants are agitated and/or injured, the Captain should request that EMS personnel meet the boat on arrival.
14. In the event that the elevator can not be brought to the main deck for extrication, notification should be made to the St. George Ferry Terminal Supervisor so that FDNY can be alerted and brought in to complete the extraction.

RECORDS

All records of elevator extrication shall be documented by the Captain on required reports.

Passenger Terminal Emergency Response SOPs

Emergency Communication Procedure - Section 4.1

PURPOSE

Details requirements for communication during an emergency involving the Passenger Terminal area.

RESPONSIBILITY

The **Executive Director of Safety & Security** shall ensure that updated communication contact information is provided to each Facility Supervisor.

The **Ferry Terminal Supervisor** shall ensure compliance with procedures set forth in this manual during all emergency evolutions.

The **Safety Officer** shall coordinate the monitoring and implementation of the procedures set forth in this manual and to provide training and assistance as necessary.

REFERENCE

- Facility Emergency Checklist (FORM -55)
- Emergency Notification Call Tree (FORM –56)
- Vessel Emergency Notification Call Tree (FORM -57)

PROCEDURE

1) All Ferry Terminal Supervisors shall familiarize themselves and follow the emergency communication procedures found in the *St. George and Whitehall Terminal Emergency Action Plan*.
2) Ferry Terminal Supervisors (FTS) and dock crew members shall use the provided and/or installed communication equipment at each terminal to communicate information and updates during emergency evolutions.
3) Terminal crew members shall maintain communication and provide periodic information updates when requested during any emergency.
4) During an emergency it is critical that information communicated adheres to the following guidelines:
   a. Be brief and to the point;
   b. Listen before you begin your transmission;
   c. Think of what you want to communicate before speaking;
   d. Speak directly and clearly; and
   e. Acknowledge the receipt of all messages.
5) Communications may be conducted through use of, but are not limited to;
   f. Crew issued handheld UHF radios;
   g. Land line phones;

h. Cell phones;
i. Fixed station and handheld VHF radios;
j. Public Address System;
k. Messenger; and
l. Voice Communication.

7) The FTS shall initiate communication and provide updates with shore based Staten Island Ferry personnel and other regulatory agencies as required by regulations and procedures.

8) Until relieved by a member of the SIF Senior Staff, the FTS shall be the point of contact (POC) for all incidents occurring when outside agencies respond to the ferry terminal. The POC will interface with the Incident Commander (IC). Further consideration should be made to following items; assigning SIF personnel to take lead on these elements of incident response may be required:

a. Establish a designated Incident Command area from where the ICS is to be operated. Generally, it should be away from the dock office area. If in St. George, it can be located in the break room on the lower level near Slip 3. In Whitehall, rooms on the 3rd floor, such as the small training room, should be utilized for this response. Access to the terminal should be considered when deciding where to set up the ICS.

b. Recognize that if the event is large enough or service is interrupted, passenger vehicles, deliveries and buses may need to be routed away from the terminal. Assign a liaison, generally the Security Inspector, to work with NYPD to ensure integrity of the terminal area is maintained.

c. Establish a communication protocol, ensuring all understand what the primary means of communication should be with due consideration given to the incident's characteristics. Instruct all that one point of contact with the vessel by the FTS will be maintained until such time senior management arrives.

d. Notify the Security Inspector to ensure the incident and subsequent response is monitored closely via the CCTV room. Obtaining forensic video is of the utmost importance when determining cause and verifying responding events.

e. Designated one or two phone lines in the dock office or ICS, if necessary, as primary lines for communication to NYCDOT SIF Senior Management. Information on the incident will need to be given to the Commissioner, press office and communications center to proper DOT support can be provided. This will be done via senior management staff with information provided to them by the FTS or his designee.

f. Establish a protocol with NYPD that allows for responding employees to get on site when the site or access to the site is secure. This will be necessary for varying types of events such as oil spill response, or when a crew change is anticipated to occur. When calling employees to report to SIF, brief them on the event and include alternate access instructions and remind them to bring proper identification.

9) When making announcements to inform the passengers of an emergency, Ferry Terminal Supervisors shall communicate:
   a. Factual information on the nature of the emergency;
   b. The steps being taken to deal with the emergency; and
   c. When next updates will be provided regarding the emergency.
10) Ferry Terminal Supervisors shall reference the *Emergency Notification Call Tree* (Form-56) to ensure that all required parties are contacted in the event of an emergency evolution or any event resulting in DOT Situation Room notification.
11) The *Facility Emergency Checklist* (FORM-55) shall be utilized during a facility emergency.

RECORDS

The FTS shall ensure that the Clerk maintains an accurate log of all notifications and calls to/from regulatory, NYCDOT and SIF personnel. The Clerk shall also note the times and content of message of all announcements made in the terminals.

Passenger Terminal Emergency Response SOPs

Fire & Emergency Response Procedure - Section 4.2

PURPOSE

Details requirements for response to a fire and emergency at the St. George and Whitehall Terminal.

RESPONSIBILITY

The **Ferry Terminal Supervisor** shall ensure compliance with procedures set forth in this manual during all fire and emergency response evolutions.

The **Safety Officer** shall coordinate the monitoring and implementation of the procedures set forth in this manual and to provide training and assistance as necessary.

REFERENCE

- St. George Terminal Emergency Action Plan
- St. George Station Bill
-

PROCEDURE

1) The Ferry Terminal Supervisors shall familiarize themselves and follow the emergency procedures found in the *Emergency Action Plan.* Relevant procedures shall be reviewed with Terminal Team members during scheduled emergency drills and Safety Meetings.
2) Dock team members shall familiarize themselves with their responsibilities as identified on the Station Bill.
3) The *Emergency Action Plan* shall be maintained by the Safety Manager.
4) The *Emergency Action Plan* is located at the following locations:
    a. St. George Dock Office;
    b. Whitehall Dock Office;
    c. Safety Office.
5) The Ferry Terminal Supervisor shall utilize the *Facility Emergency Checklist* (FORM-55) during all fire and emergencies.

RECORDS

All response actions taken and the time of the fire or emergency situation completion shall be recorded in the *Ferry Terminal Logbook* (FORM-22).

An *Event Report Form* (FORM-16) must be completed by the FTS at the completion of a fire or emergency situation.

MOLINARI CLASS VESSEL STATION BILL
(Guy V. Molinari, Sen. John J. Marchi, Spirit of America)

EMERGENCY SIGNALS: Upon hearing the following below listed signals, all crewmembers will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the muster list.

FIRE AND EMERGENCY: The Master will sound one (1) continuous blast of the ship whistle and continuous ringing of the general alarm for a period of at least 10 seconds to signal a fire emergency. Additional signals as follows:

Engine Room	One (1) short blast of the whistle and general alarm.
Main Deck	Two (2) short blasts of the whistle and general alarm.
Intermediate Deck	Three (3) short blasts of the whistle and general alarm.
Saloon Deck	Four (4) short blasts of the whistle and general alarm.
Bridge Deck	Five (5) short blasts of the whistle and general alarm.
Hurricane Deck	Six (6) short blasts of the ships whistle and general alarm
Stack Deck	Seven (7) short blasts of the ships whistle and general alarm.

MAN OVERBOARD

The following announcement over the public address system and whistle signals will be utilized for a rescue operation. The words "man overboard" will not be used. These unusual signals are to minimize panic, confusion, and passenger interference during the rescue operation.
"All crewmembers report to Station Number One (1)" signifies that the rescue operation will be conducted from the New York End of the vessel.
"All crewmembers report to Station Number Three (3)" signifies that the rescue operation will be conducted from the Staten Island End of the vessel.

One (1) short blast of the whistle:	Lower the Boat
Two (2) short blasts of the whistle:	Stop Lowering the Boat
Three (3) short blasts of the whistle:	Dismiss crew from boat stations

ABANDON SHIP: Seven (7) short blasts of the ship whistle and general alarm followed by one (1) long blast of the whistle and general alarm.

When the Master announces over the PA system to prepare for abandoning ship and for passenger's to put the life jackets on over their warmest clothing, each deckhand will go to their assigned deck station to aid and assist in the distribution and donning of life jackets. A final check of the passenger's life jackets and clothing will be performed at the evacuation platform.

The vessel's inflatable liferafts will be deployed from the hurricane deck upon the orders of the Master.

FIRE RESPONSE

In the event of a vehicle fire requiring the activation of the sprinkler system, the Marine Engineer and Mate will muster at the control valves located in the New Jersey Side vehicle deck engine room entrance. The Marine Engineer will energize the sprinkler zones as directed by the Mate.

In the case of a fire in the engine room, motor rooms, emergency diesel generator room, steering compartments or any below deck area, the deck crew will muster outside the effected compartment equipped with hoses, fire extinguishers and axes and await instructions from the Chief Engineer. Each deck crewmember will arrive at the scene with a fire extinguisher. Due to the high amperage produced by the propulsion system, water spray in the main engine room, motor rooms, generator room and steering rooms is extremely dangerous and should be avoided.

MOLINARI CLASS VESSEL STATION BILL
(Guy V. Molinari, Sen. John J. Marchi, Spirit of America)

Billet	Fire Station	Rescue Boat Station	Reports to:
Master	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, FDNY, NYPD, and USCG.	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, USCG, and NYPD.	Port Captain
Assistant Captain	In the pilothouse to assist the Master in navigation and communications; closes the fire screen doors; secures ventilation; insures proper information is presented to passengers via the public address system.	In pilothouse; assist the Master in navigation and communications	Master
Mate # 1	Officer-in-Charge on scene; arrives on scene with an axe; remains in continual contact with the pilothouse via VHF/UHF radio.	On scene in charge of rescue boat launch and recovery operation; remains in continual communications with the Pilothouse	Master
Mate # 2	On scene in charge of passenger control; if two hoses are required, in charge of 2nd hose team; remains in continual contact with Mate #1 via VHF/UHF radio.	In charge of passenger control; assists rescue team as needed. Brings AED / First Aid kit to boat station	Master
Mate # 3	Reports to Pilothouse and assists as directed by the Captain.	Reports to Pilothouse and assists as directed by the Captain.	Master
Deckhand # 1 NY Main Dk.	Arrives on scene and operates the fire station valve for hose team #1.	Rescue boat motor operator.	Mate
Deckhand # 2 SI Main Dk.	Arrives on scene with a fire extinguisher; acts as # 1 hose team nozzleman.	Rescue boat bow hook man.	Mate
Deckhand #3 NJ Saloon Dk.	Arrives on scene with a fire extinguisher; acts as # 1 hose team member	Assists w/ deploying ladder; crowd control.	Mate
Deckhand # 4 Bk. Saloon Dk	Arrives on scene with the fog applicator; acts as #1 hose team back-up nozzle man.	Operates davit / winch controls on direction from the Mate Assists with crowd control.	Mate
Deckhand # 5 Men's Room.	Reports to Pilothouse and assists pilot house team.	In the Pilothouse to assist the Master and Assistant Captain; acts as lookout	Mate
Deckhand # 6 NJ Bridge Dk.	Arrives on scene with a fire extinguisher, acts as #2 hose team nozzleman; crowd control.	Assists w/ deploying ladder; tends forward rescue boat line.	Mate
Deckhand # 7 Bk Bridge Dk	Arrives on scene with a fire extinguisher, acts as #2 hose team back-up nozzleman; crowd control.	Assists w/ deploying ladder, tends aft rescue boat line.	Mate
Deckhand # 8 Hurricane Dk	Arrives on scene with a fire extinguisher, acts as #2 hose team; crowd control.	Assists with crowd control	Mate
Chief Engineer	In charge in the Engine room; remains in communication with pilothouse; ensures electrical power is shut off to the affected area; activates the CO2 flooding system if needed.	In charge in the Engine Room; prepares for recovery maneuvers and high speed return to a terminal.	Master
Marine Engineer	On scene in charge of below deck fires; ensures that the oilers have lined up bilge and fire systems; starts fire pump and bilge pump.	Assists the Chief Engineer.	Chief Engineer
Oiler # 1	Lines fire pump valves; Nozzleman for below decks fires, if portable CO2 system is used, tend the discharge nozzle.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Marine Engineer
Oiler # 2	Lines up the valves for the bilge system; plugman for below decks fires; when the semi portable CO2 system is used, tend the valve on the bottle; activates the individual CO2 release on the propulsion motors.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Marine Engineer

BARBERI CLASS VESSEL STATION BILL (Andrew J. Barberi, Samuel I. Newhouse)

EMERGENCY SIGNALS: Upon hearing the following below listed signals, all crewmembers will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the muster list.

FIRE AND EMERGENCY: The Master will sound one (1) continuous blast of the ship whistle and continuous ringing of the general alarm for a period of at least 10 seconds to signal a fire emergency. Additional signals as follows:

Engine Room	One (1) short blast of the whistle and general alarm.
Main Deck	Two (2) short blasts of the whistle and general alarm.
Saloon Deck	Three (3) short blasts of the whistle and general alarm.
Bridge Deck	Four (4) short blasts of the whistle and general alarm.
Hurricane Deck	Five (5) short blasts of the whistle and general alarm.

MAN OVERBOARD

The following announcement over the public address system and whistle signals will be utilized for a rescue operation. The words “man overboard” will not be used. These unusual signals are to minimize panic, confusion, and passenger interference during the rescue operation.
“All crewmembers report to Station Number One (1)” signifies that the rescue operation will be conducted from the New York End of the vessel.
“All crewmembers report to Station Number Three (3)” signifies that the rescue operation will be conducted from the Staten Island End of the vessel.

One (1) short blast of the whistle:	Lower the Boat
Two (2) short blasts of the whistle:	Stop Lowering the Boat
Three (3) short blasts of the whistle:	Dismiss crew from boat stations

ABANDON SHIP: Seven (7) short blasts of the ship whistle and general alarm followed by one (1) long blast of the whistle and general alarm.

When the Master announces over the PA system to prepare for abandoning ship and for passenger’s to put the life jackets on over their warmest clothing, each deckhand will go to their assigned deck station to aid and assist in the distribution and donning of life jackets. A final check of the passenger’s life jackets and clothing will be performed at the evacuation platform.

The vessel’s inflatable liferafts and buoyant apparatus will be deployed from the hurricane deck upon the orders of the Master.

FIRE RESPONSE

In the case of a fire in the engine room, motor rooms, emergency diesel generator room, steering compartments or any below deck area, the deck crew will muster outside the effected compartment equipped with hoses, fire extinguishers and axes and await instructions from the Chief Engineer. Each deck crewmember will arrive at the scene with a fire extinguisher.

BARBERI CLASS VESSEL STATION BILL (Andrew J. Barberi, Samuel I. Newhouse)

Billet	Fire Station	Rescue Boat Station	Reports to:
Master	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, FDNY, NYPD, and USCG.	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, USCG, and NYPD.	Port Captain
Assistant Captain	In the pilothouse to assist the Master in navigation and communications; closes the fire screen doors; secures ventilation; insures proper information is presented to passengers via the public address system.	In pilothouse; assist the Master in navigation and communications	Master
Mate # 1	Officer-in-Charge on scene; arrives on scene with an axe; remains in continual contact with the pilothouse via VHF/UHF radio.	On scene in charge of rescue boat launch and recovery operation; remains in continual communications with the Pilothouse	Master
Mate # 2	On scene in charge of passenger control; if two hoses are required, in charge of 2nd hose team; remains in continual contact with Mate #1 via VHF/UHF radio.	In charge of passenger control; assists rescue team as needed. Brings AED / First Aid kit to boat station	Master
Mate # 3	Reports to Pilothouse and assists as directed by the Captain.	Reports to Pilothouse and assists as directed by the Captain.	Master
Deckhand # 1 NY Main Dk.	Arrives on scene with a fire extinguisher, acts as #2 hose team nozzleman; crowd control.	Assists w/ deploying ladder; tends forward boat fall, crowd control.	Mate
Deckhand # 2 SI Main Dk.	Arrives on scene with a fire extinguisher, acts as #2 hose team back-up nozzleman; crowd control.	Assists w/ deploying ladder, tends aft boat fall, crowd control.	Mate
Deckhand #3 NJ Saloon Dk.	Arrives on scene and operates the fire station valve for hose team #1.	Releases gripes, assists with swinging out boat, acts as forward oarsman	Mate
Deckhand # 4 BK Saloon Dk.	Arrives on scene with a fire extinguisher; acts as # 1 hose team nozzleman.	Releases gripes, assists with swinging out boat, acts as aft oarsman	Mate
Deckhand # 5 Men's Room	Arrives on scene with the fog applicator; acts as #1 hose team back-up nozzle man.	Readies boat gear, assist with swinging out boat, crowd control	Mate
Deckhand # 6 NJ Bridge Dk.	Reports to Pilot house and assists pilot house team.	In the Pilothouse to assist the Master and Assistant Captain; acts as lookout.	Mate
Deckhand # 7 BK Bridge Dk.	Arrives on scene with a fire extinguisher, acts as #2 hose team; crowd control.	Assists with crowd control	Mate
Chief Engineer	In charge in the Engine room; remains in communication with pilothouse; ensures electrical power is shut off to the affected area; activates the CO2 flooding system if needed.	In charge in the Engine Room; prepares for recovery maneuvers and high speed return to a terminal.	Master
Marine Engineer	On scene in charge of below deck fires; ensures that the oilers have lined up bilge and fire systems; starts fire pump and bilge pump.	Assists the Chief Engineer.	Chief Engineer
Marine Oiler # 1	Lines fire pump valves; Nozzleman for below deck fires, if the portable CO2 system is used, tend the discharge nozzle.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Marine Engineer
Marine Oiler # 2	Lines up the valves for the bilge system; plugman for below deck fires; when the semi portable CO2 system is used, tend the valve on the bottle.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Marine Engineer

AUSTEN CLASS VESSEL STATION BILL
(Alice Austen, John Noble)

EMERGENCY SIGNALS: Upon hearing the following below listed signals, all crewmembers will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the muster list.

FIRE AND EMERGENCY: The Master will sound one (1) continuous blast of the ship whistle and continuous ringing of the general alarm for a period of at least 10 seconds to signal a fire emergency. Additional signals as follows:

Engine Room	One (1) short blast of the whistle and general alarm.
Main Deck	Two (2) short blasts of the whistle and general alarm.
Bridge Deck	Three (3) short blasts of the whistle and general alarm.
Hurricane Deck	Four (4) short blasts of the whistle and general alarm.

MAN OVERBOARD

The following announcement over the public address system and whistle signals will be utilized for a rescue operation. The words "man overboard" will not be used. These unusual signals are to minimize panic, confusion, and passenger interference during the rescue operation.
"All crewmembers report to Station Number One (1)" signifies that the rescue operation will be conducted from the New York End of the vessel.
"All crewmembers report to Station Number Three (3)" signifies that the rescue operation will be conducted from the Staten Island End of the vessel.

One (1) short blast of the whistle:	Lower the Boat
Two (2) short blasts of the whistle:	Stop Lowering the Boat
Three (3) short blasts of the whistle:	Dismiss crew from boat stations

ABANDON SHIP: Seven (7) short blasts of the ship whistle and general alarm followed by one (1) long blast of the whistle and general alarm.

When the Master announces over the PA system to prepare for abandoning ship and for passenger's to put the life jackets on over their warmest clothing, each deckhand will go to their assigned deck station to aid and assist in the distribution and donning of life jackets. A final check of the passenger's life jackets and clothing will be performed at the evacuation platform.

The vessel's inflatable liferafts and buoyant apparatus will be deployed from the hurricane deck upon the orders of the Master.

FIRE RESPONSE

In the case of a fire in the engine room, motor rooms, emergency diesel generator room, steering compartments or any below deck area, the deck crew will muster outside the effected compartment equipped with hoses, fire extinguishers and axes and await instructions from the Chief Engineer. Each deck crewmember will arrive at the scene with a fire extinguisher.

AUSTEN CLASS VESSEL STATION BILL
(Alice Austen, John Noble)

Billet	Fire Station	Rescue Boat Station	Reports to:
Master	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, FDNY, NYPD, and USCG.	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, USCG, and NYPD.	Port Office
Assistant Captain	In the pilothouse to assist the Master in navigation and communications; closes the fire screen doors; secures ventilation; insures proper information is presented to passengers via the public address system.	In pilothouse; assist the Master in navigation and communications.	Master
Mate # 1	Officer-in-Charge on scene; arrives on scene with an axe; remains in continual contact with the pilothouse via VHF/UHF radio.	On scene in charge of rescue boat launch and recovery operation; remains in continual communications with the Pilothouse.	Master
Mate # 2	Reports to pilothouse and assists as directed by the Captain.	Reports to pilothouse and assists as directed by the Captain.	Master
Deckhand # 1 End Man.	Arrives on scene with a fire extinguisher; acts as hose team nozzleman.	Releases gripes, assists with swinging out boat, acts as aft oarsman.	Mate
Deckhand # 2 Men's Utility	Arrives on scene with the fog applicator; acts as hose team back-up nozzle man.	Assists with readying ladder, readies boat gear, assist with swinging out boat, crowd control.	Mate
Deckhand # 3 NJ. Bridge Dk.	Arrives on scene and operates the fire station valve for hose team.	Releases gripes, assists with swinging out boat, acts as forward oarsman.	Mate
Deckhand # 4 BK Bridge Dk.	Reports to pilothouse and assists pilot house team.	In the Pilothouse to assist the Master and Assistant Captain; acts as lookout.	Mate
Chief Engineer	In charge in the Engine room; remains in communication with pilothouse; ensures electrical power is shut off to the affected area; activates the CO2 flooding system if needed.	In charge in the Engine Room; prepares for recovery maneuvers and high speed return to a terminal.	Master
Marine Oiler # 1	Lines up the valves for the fire and bilge system; starts pumps; tends nozzle for below deck fires.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Chief Engineer

KENNEDY CLASS VESSEL STATION BILL
(John F. Kennedy)

EMERGENCY SIGNALS: Upon hearing the following below listed signals, all crewmembers will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the muster list.

FIRE AND EMERGENCY: The Master will sound one (1) continuous blast of the ship whistle and continuous ringing of the general alarm for a period of at least 10 seconds to signal a fire emergency. Additional signals as follows:

Engine Room	One (1) short blast of the whistle and general alarm.
Main Deck	Two (2) short blasts of the whistle and general alarm.
Saloon Deck	Three (3) short blasts of the whistle and general alarm.
Bridge Deck	Four (4) short blasts of the whistle and general alarm.
Hurricane Deck	Five (5) short blasts of the whistle and general alarm.

MAN OVERBOARD

The following announcement over the public address system and whistle signals will be utilized for a rescue operation. The words "man overboard" will not be used. These unusual signals are to minimize panic, confusion, and passenger interference during the rescue operation.
"All crewmembers report to Station Number One (1)" signifies that the rescue operation will be conducted from the New York End of the vessel.
"All crewmembers report to Station Number Three (3)" signifies that the rescue operation will be conducted from the Staten Island End of the vessel.

One (1) short blast of the whistle:	Lower the Boat
Two (2) short blasts of the whistle:	Stop Lowering the Boat
Three (3) short blasts of the whistle:	Dismiss crew from boat stations

ABANDON SHIP: Seven (7) short blasts of the ship whistle and general alarm followed by one (1) long blast of the whistle and general alarm.

When the Master announces over the PA system to prepare for abandoning ship and for passenger's to put the life jackets on over their warmest clothing, each deckhand will go to their assigned deck station to aid and assist in the distribution and donning of life jackets. A final check of the passenger's life jackets and clothing will be performed at the evacuation platform.

The vessel's inflatable liferafts and buoyant apparatus will be deployed from the bridge deck upon the orders of the Master.

FIRE RESPONSE

In the event of a vehicle fire requiring the activation of the sprinkler system, the Marine Engineer and Mate will muster at the control valves located in the New Jersey Side vehicle deck engine room entrance. The Marine Engineer will energize the sprinkler zones as directed by the Mate.

In the case of a fire in the engine room, motor rooms, emergency diesel generator room, steering compartments or any below deck area, the deck crew will muster outside the effected compartment equipped with hoses, fire extinguishers and axes and await instructions from the Chief Engineer. Each deck crewmember will arrive at the scene with a fire extinguisher. Due to the high amperage produced by the propulsion system, water spray in the main engine room, motor rooms, generator room and steering rooms is extremely dangerous and should be avoided.

KENNEDY CLASS VESSEL STATION BILL
(John F. Kennedy)

Billet	Fire Station	Rescue Boat Station	Reports to:
Master	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, FDNY, NYPD, and USCG.	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, USCG, and NYPD.	Port Office
Assistant Captain	In the pilothouse to assist the Master in navigation and communications; closes the fire screen doors; secures ventilation; insures proper information is presented to passengers via the public address system.	In pilothouse; assist the Master in navigation and communications	Master
Mate # 1	Officer-in-Charge on scene; arrives on scene with an axe; remains in continual contact with the pilothouse via VHF/UHF radio.	On scene in charge of rescue boat launch and recovery operation; remains in continual communications with the Pilothouse	Master
Mate # 2	Reports to Pilot House and assists as directed by the Captain.	Reports to Pilot House and assists as directed by the Captain.	Master
Deckhand # 1 NY Main Dk.	Arrives on scene with a fire extinguisher; acts as hose team member	Assists w/ deploying ladder; tends forward boat fall, crowd control.	Mate
Deckhand # 2 SI Main Dk.	Arrives on scene with fire extinguisher. Assists hose team and crowd control	Assists w/ deploying ladder, tends aft boat fall, crowd control.	Mate
Deckhand # 3 Men's Room	Arrives on scene with the fog applicator; acts as hose team back-up nozzle man.	Readies boat gear, assist with swinging out boat, crowd control	Mate
Deckhand #4 Bk. Saloon Dk.	Arrives on scene with a fire extinguisher; acts as hose team nozzleman.	Releases gripes, assists with swinging out boat, acts as aft oarsman	Mate
Deckhand # 5 NJ Saloon Dk.	Arrives on scene and operates the fire station valve for hose team.	Releases gripes, assists with swinging out boat, acts as forward oarsman	Mate
Deckhand # 6 Bridge Dk.	Reports to Pilot house and assists pilot house team.	In the Pilothouse to assist the Master and Assistant Captain; acts as lookout.	Mate
Chief Engineer	In charge in the Engine room; remains in communication with pilothouse; ensures electrical power is shut off to the affected area; activates the CO2 flooding system if needed.	In charge in the Engine Room; prepares for recovery maneuvers and high speed return to a terminal.	Master
Marine Engineer	On scene in charge of below deck fires; ensures that the oilers have lined up bilge and fire systems; starts fire pump and bilge pump.	Assists the Chief Engineer.	Chief Engineer
Marine Oiler #1	Lines fire pump valves; Nozzleman for below decks fires, if the portable CO2 system is used, tend the discharge nozzle.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Marine Engineer
Marine Oiler # 2	Lines up the valves for the bilge system; plugman for below decks fires; when the semi portable CO2 system is used, tend the valve on the bottle; activates the valves for the individual CO2 propulsion generators and motors.	If released by the Chief Engineer assist the Deck Crew with crowd control.	Marine Engineer

F/B MICHAEL COSGROVE STATION BILL

EMERGENCY SIGNALS: Upon hearing the following below listed signals, all crewmembers will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the muster list.

FIRE AND EMERGENCY: The Master will sound one (1) continuous blast of the ship whistle and continuous ringing of the general alarm for a period of at least 10 seconds to signal a fire emergency. Additional signals as follows:

ABANDON SHIP: Seven (7) short blasts of the ship whistle and general alarm followed by one (1) long blast of the whistle and general alarm.

When the Master announces to prepare for abandon ship, passengers are to put life jackets on over their warmest clothing. Deckhands will assist in the distribution and donning of life jackets. A final check of the passenger's life jackets and clothing will be performed at the evacuation platform.

FIRE RESPONSE: In the case of a fire in any below deck area, the deck crew will muster outside the effected compartment equipped with hoses, fire extinguishers and axes and await instructions from the Engineer.

Billet	Fire Station	Abandon Ship	Reports to:
Master	In the pilothouse in charge of all operations; informs the Chief Engineer of the situation; insures notifications are made to the Ferry Terminal Supervisor, FDNY, NYPD, and USCG.	Informs crewmembers to prepare for abandon ship. Makes notifications to FTS, USCG, NYPD and FDNY.	Port Office
Chief Engineer	In charge in the Engine room; maintains communication with Master; ensures electrical power is shut off to the affected area; activates the CO2 flooding system if needed.	Makes preparations an closures to prepare for abandon ship.	Master
Deckhand # 1	Arrives on scene with a fire extinguisher; acts as hose team nozzleman.	Prepares buoyant apparatus for deployment; assists with PFD donning.	Master
Deckhand # 2	Arrives on scene with a fire extinguisher; acts as hose team back-up nozzleman.	Assists with PFD donning	Master
Additional Crew	Assists as directed by the Master	Assists as directed by the Master	Master

ST. GEORGE STATION BILL

EMERGENCY SIGNALS: Upon notification of an emergency situation by audible alarm, voice communication, radio or public address system, all dock team members will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the Station Bill, Emergency Procedures Manual and the Facility Emergency Action Plan.

FIRE RESPONSE: Upon discovery of a fire emergency, dock team members shall notify the FTS before any attempt to fight the fire. Dock Team members shall communicate the following:
1) Location of the fire emergency, **2)** Class of Fire (A, B, C, D), if known, **3)** Extent of Damage.

EVACUATION RESPONSE: Dock Team members shall be readily familiar with all primary and secondary means of egress from all facility spaces and the primary and secondary evacuation assembly areas.
1) Primary Evacuation Assembly Area: ***South Parking Lot near 8 Slip.***

2) Secondary Evacuation Assembly Area: ***North Parking Lot near the Ball Park***

Billet	Fire Response	Evacuation Response	Reports to:
FTS ***(24 hrs)***	In charge of all operations until relieved by Emergency Response Personnel; alert dock team of nature of emergency and directs dock team response; makes the required Emergency Call Tree notifications.	Designates the Evacuation Assembly Area; in charge of all operations until relieved by Emergency Response Personnel; directs dock team response; makes the required Emergency Call Tree notifications.	Exec. Dir. Safety & Security
FSO	Maintains communication with FTS, alerts security personnel of the nature of emergency and directs security personnel to assist with crowd control and secured needed area closures.	Assists FTS by assigning security personnel needed to secured area closures and crowd control issues.	Exec. Dir. Safety & Security
Security Officers	Assists with crowd control and area closures	Assists with crowd control and as directed.	FTS / FSO
CLERK ***(24 hrs)***	Remains in the Dock Office; notifies 911; maintains communications with FTS and provides updates to vessels and Emergency Response Teams.	Remains in the Dock Office; maintains communications with FTS and provides updates to vessel's Captains. Takes muster at designated evacuation assembly area.	FTS
APRON 1 ***(24 hrs)***	Nozzle man for hose team.	Assists with Upper Level evacuation.	FTS
APRON 2 ***(24 hrs)***	Back-up nozzle man for hose team.	Assists with Upper Level evacuation; Assists with handicapped / disabled passengers.	FTS
BRIDGE 1 ***(24 hrs)***	Arrives on scene with fire extinguisher; Plug man for hose team; makes appropriate closures.	Assists with Lower Level evacuation.	FTS
GATES ***(AM & PM)***	Arrives on scene with fire extinguisher; assists with crowd control.	Directs passengers and crew to designated evacuation assembly area.	FTS
APRON 3 ***(AM & PM)***	Arrives on scene with portable extinguisher; assists with crowd control.	Assists with Upper Level evacuation.	FTS
BRIDGE 2 ***(AM & PM)***	Meets and directs Emergency Response Team to location (FDNY, NYPD, EMS); assists with crowd control.	Assists with Lower Level evacuation; Assists with handicapped / disabled passengers.	FTS
APRON 3 ***(AM shift) &*** **TERMINAL UTILITY** ***(PM shift)***	Makes appropriate closures; Assists with crowd control.	Assists with handicapped / disable passengers.	FTS
Attendants & Debris Removers	Assists with crowd control.	Assists with Waiting Room, Rest Room & concession evacuation.	FTS
Additional Personnel	Assists with crowd control and as directed.	Assists with crowd control and as directed.	FTS

WHITEHALL STATION BILL

EMERGENCY SIGNALS: Upon notification of an emergency situation by audible alarm, voice communication, radio or public address system, all dock team members will immediately report to their assigned stations fully prepared to perform their assigned tasks according to the Station Bill, Emergency Procedures Manual and the Facility Emergency Action Plan.

FIRE RESPONSE: Upon discovery of a fire emergency, dock team members shall notify the FTS before any attempt to fight the fire. Dock Team members shall communicate the following:
1) Location of the fire emergency, **2)** Class of Fire (A, B, C, D), if known, **3)** Extent of Damage

EVACUATION RESPONSE: Dock Team members shall be readily familiar with all primary and secondary means of egress from all facility spaces and the primary and secondary evacuation assembly areas.
1) Primary Evacuation Assembly Area: ***South Street in front of USCG.***

2) Secondary Evacuation Assembly Area: **State Street** ***& Peter Minuit Way***

Billet	Fire Response	Evacuation Response	Reports to:
FTS ***(24 hrs)***	In charge of all operations until relieved by Emergency Response Personnel; alert dock team of nature of emergency and directs dock team response; makes the required Emergency Call Tree notifications.	Designates the Evacuation Assembly Area; in charge of all operations until relieved by Emergency Response Personnel; directs dock team response; makes the required Emergency Call Tree notifications.	Exec. Dir. Safety & Security
FSO	Maintains communication with FTS, alerts security personnel of the nature of emergency and directs security personnel to assist with crowd control and secured needed area closures.	Assists FTS by assigning security personnel needed to secured area closures and crowd control issues.	Exec. Dir. Safety & Security
Security Officers	Assists with crowd control and area closures	Assists with crowd control and as directed.	FTS / FSO
CLERK ***(24 hrs)***	Remains in the Dock Office; notifies 911; maintains communications with FTS and provides updates to vessels and Emergency Response Teams.	Remains in the Dock Office; maintains communications with FTS and provides updates to vessel's Captains. Takes muster at designated evacuation assembly area.	FTS
APRON 1 ***(24 hrs)***	Nozzle man for hose team.	Assists with Upper Level evacuation.	FTS
APRON 2 ***(24 hrs)***	Back-up nozzle man for hose team.	Assists with Upper Level evacuation; Assists with handicapped / disabled passengers.	FTS
BRIDGE 1 ***(24 hrs)***	Arrives on scene with fire extinguisher; Plug man for hose team.	Assists with Lower Level evacuation.	FTS
GATES ***(24 hrs)***	Arrives on scene with fire extinguisher; Makes appropriate closures; assists with crowd control.	Directs passengers and crew to designated evacuation assembly area.	FTS
APRON 3 ***(AM & PM)***	Arrives on scene with portable extinguisher; assists with crowd control.	Assists with Upper Level evacuation.	FTS
BRIDGE 2 ***(AM & PM)***	Arrives on scene with portable extinguisher; assists with crowd control.	Assists with Lower Level evacuation.	FTS
Outer Gates ***(AM & PM)***	Meets and directs Emergency Response Team to location (FDNY, EMS); assists with crowd control.	Assists with Lower Level evacuation; Assists with handicapped / disabled passengers.	FTS
Attendants & Debris Removers	Assists with crowd control.	Assists with Waiting Room, Rest Room & concession evacuation.	FTS
Additional Personnel	Assists with crowd control and as directed.	Assists with crowd control and as directed	FTS