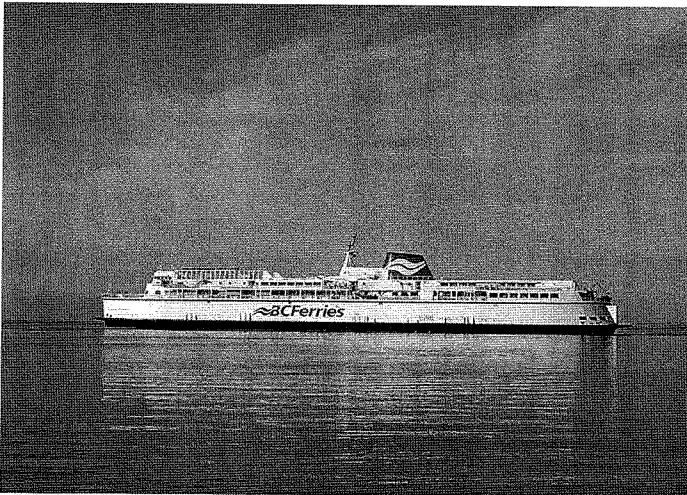




Queen of Burnaby Evacuation Plan



February 10, 2013

Vessel Evacuation Plan – Multiple License

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Definitions:

Assembly Station

Areas throughout the vessel, which are designated for the safe mustering of passengers during an emergency.

Evacuation Equipment

All lifesaving equipment fitted to the vessel to accommodate the evacuation of the passengers and crew. This includes liferafts, marine evacuation systems and rescue boats.

Abandon Ship Signal

Marine Evacuation System (MES)

The Queen of Burnaby is fitted with Marine Evacuation Chutes

Embarkation

Liferafts

The Queen of Burnaby is fitted with liferafts.

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Master's Overriding Authority

The Master has the overriding authority to alter the evacuation plan(s), as described in this document, to address changes in the emergency circumstances that may befall the vessel.

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Emergency Signals

The normal progression of signals used on this vessel will be:

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This plan is only provided as guidance for the Master of the Queen of Burnaby. This plan in no way removes the Master's overriding authority to take what ever action he/she deems necessary for the safety of the passengers and crew.

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The evacuation plan shall include:

1. the transition from emergency response to evacuation response;
2. procedures to get passengers from various spaces on the vessel [redacted] and [redacted] evacuate them to points of safety [redacted];
3. the preparation of survival craft and or marine evacuation systems;
4. the emergency announcements made by [redacted];
5. the contact with RCC and nearest terminal;
6. the muster and control of passengers [redacted];
7. the donning of lifejackets;
8. the use communication equipment;
9. the ensuring that the passengers wear suitable clothing and have donned their lifejackets correctly;
10. [redacted]
11. [redacted]
12. [redacted]
13. [redacted]
14. the crewing of survival craft and emergency stations;
15. the launching of survival craft and or marine evacuation systems and rescue boats;
16. the orderly evacuation of passengers under supervision [redacted];
17. the evacuation of the passengers;
18. the tally of passengers evacuated;
19. the checking that all passengers have left the vessel;
20. [redacted];
21. the releasing of the survival craft and [redacted];
22. [redacted];
23. procedures to account for all employees after an emergency evacuation has been completed.

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Current Licenses

A License	<input type="text"/>	(904*)	<input type="text"/>
B License	<input type="text"/>	(452**)	<input type="text"/>
C License	<input type="text"/>	(302**)	<input type="text"/>

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(*A license crew in rescue boat. ** B & C license crew in rescue boat)

General Description

Evacuation Equipment:

The vessel is fitted with Marine Evacuation Chutes,

The total life saving capacity of the vessel is 1200 persons

rescue boat

Note: There are individual EDN duty sheets for each crew member that show the same information as noted on the Muster List

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A License

(904 total complement)

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Stage 1 – Planning and Preparation

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General

During the emergency response phase the Master shall ensure that all precautions are made to muster the passengers in a safe location [redacted] This includes:

- [redacted]
- Briefing the Passenger Control Party
- Issuing passenger control instructions [redacted]
- Brief the Clear Away Party

[redacted]

[redacted] Station Capacities

[redacted] Stations capacities are based on [redacted]

[redacted]

Provision for Medical Assistance

As a precautionary measure and to supplement the crew assigned OFA duties [redacted] shall make a Passenger Services Announcement requesting any passengers with medical training to make themselves known [redacted] A record shall be maintained of the names, experience and assistance that can be provided in order to ascertain the type of medical response that can be mustered. Should medical assistance be required [redacted] will make additional Passenger Services Announcements requesting the individual(s) best qualified to come forward and assist the OFA.

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Communications:

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Disposition of Radios

Pre-scripted passenger control announcements are available

Passenger Control communications will be handled by

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Preparation of Survival Craft and Stations (Clear Away Party)

[redacted] the
Clear Away party will report [redacted] and take direction [redacted] The Clear Away party

Clear Away Party

- The duties of the Clear Away Party are minimal due to the design of the MEC units.

Passenger Control Assignments

Passengers will be swept [redacted]

Passenger Control crew will wait [redacted]

Passenger Control crew will remain in their designated area to maintain control and reassure the passengers on the vessel emergency response plan. The emergency may not escalate to a situation that requires [redacted] possible evacuation.

Proper Attire

As the passenger control crew sweep the passengers [redacted] they are to instruct the passengers to take any warm clothing they have with them in their immediate area.

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	Sweeping Plan

	Sweeping Plan

	Sweeping Plan

Reporting Sweep: on receipt of a sweep report will forward this information to

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Stage 2 – Mustering Passengers at Assembly Stations

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A – Passenger Control Party Initial Response

- [redacted] all crew members assigned Passenger Control duties shall report to [redacted] receive [redacted] [redacted] instructions on mustering the passengers and the nature of the emergency.
- [redacted]
- [redacted]
- The In-Charge [redacted] to gain passengers attention and give specific passenger control instructions.
- All crew will identify themselves as crew and take charge of the passengers in their area of responsibility.
- Crew will use the standard passenger control techniques as listed on the Passenger Control checklist [redacted]
- Crew will ask for any special needs or person requiring assistance to identify themselves. Arrangements will be made to assist those persons [redacted]
- Crew will report to [redacted] on the areas they have swept and checked for passengers.
- Await further instruction from [redacted]
- In accordance with the instructions provided [redacted]

B – Passenger Control Party Response Guidelines

When [redacted] the Passenger Control Crew will commence the following without further instruction [redacted] until directed otherwise.

- If not already completed, Passenger Control Crew to [redacted]
- Passenger Control Crew throughout the vessel will provide directions in a clear and concise manner [redacted]
- Instructions will be given that the muster [redacted] is purely a precautionary [redacted]
- The Passenger Control In Charge [redacted] will gain the attention of the passengers [redacted] providing reassurance this is only a precautionary action.
- [redacted] will be assigned additional passenger control duties.

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- [Redacted]
- Crew will ask for any special needs or person requiring assistance to identify themselves.
[Redacted]
- When all the passengers are mustered [Redacted] the crew shall obtain an accurate count of the passengers at each station. This count will be relayed to [Redacted]
[Redacted]
- [Redacted]

C – Passenger Control Party Activities [Redacted]

- [Redacted] Crew will demonstrate how to correctly don the lifejackets.
- Lifejackets are stored [Redacted]
[Redacted] A lifejackets will be issued to each person. Special attention is to be made to ensure children's lifejackets are fitted correctly and are not adult lifejackets. *Note there are no distinctive colours or identification markers to readily identify between adult or children lifejacket in the confusion of an emergency check to ensure children have the correct lifejackets.* [Redacted] crew to request passengers to assist their neighbour in donning their lifejackets and checking they are secure.
- [Redacted]
- [Redacted] Regular situational updates shall be provided [Redacted]
[Redacted]
- [Redacted] will instruct the passengers [Redacted]
[Redacted] Additional instruction will be given [Redacted]
[Redacted] These instructions will be followed by announcements reassuring the passengers that this is only a precaution.
- Crew will await further instructions from [Redacted]

D - [Redacted] Status Reports

- [Redacted] In Charge of Passenger Control will report [Redacted]
ongoing status of the readiness for possible evacuation of the passengers [Redacted]
[Redacted]

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F - Security/Restricted Access

G – Donning Lifejackets

Lifejackets are located

H – Special Needs Passengers – Passenger Assist Party

Special needs passengers need to be identified at the beginning of the emergency

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I - Passenger Control Crew [redacted] Assignments

When the passengers are all mustered [redacted] the Passenger Control Crew should be at their assigned [redacted]

[redacted] will determine if any further passenger control assignments, additional sweeps of cabins, OFA or Special Needs assistance will required. [redacted]

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Stage 3 – Preparing the Evacuation Equipment

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In Charge Evacuation

Prepare Evacuation Stations

_____ the crew will proceed to their respective evacuation stations to ready for evacuation. _____

- _____
- Passenger Control must be maintained _____
It is important to keep the passengers informed but calm and reassured they are in no danger.
- Passenger Control Crew will provide instructions _____

- _____
- All lifesaving equipment to be readied for immediate use.
- _____

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Rescue Boat

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Marine Evacuation Chutes

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Stage 4 – Abandon Ship

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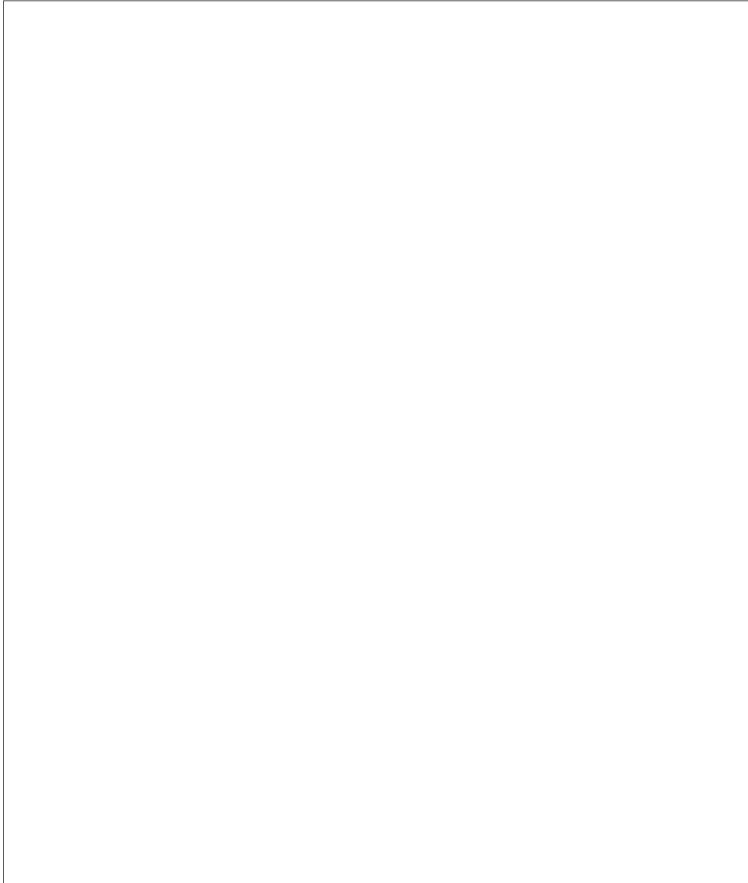
General

- [] shall verify [] the Abandon Ship command was received and actioned.
- [] shall verify [] that the command to Abandon Ship command was received and actioned []
- []

Engineering Evacuation Response

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Embarkation



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Activities at the Stations during Abandon Ship

All activities at the embarkation decks will be supervised by the following:

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Refer to evacuation equipment training manuals for the specific tasks.

- The Passenger Control in charge will ensure an accurate count of the number of passengers evacuated at each station. Passenger counts will be given to [] overseeing the evacuation. The tallies will in turn be relayed to [] Counts in each liferaft will be maintained by each raft I/C.
- []
- The In Charge will report [] when all liferafts are deployed for that station.
- As the evacuation stations are closed, crew are to move to the nearest active evacuation station and lend assistance.

Final Determination of Passengers Evacuated

The In Charge at each station will communicate the final tally []
[] This information will be checked against the vessel passenger count and become part of the emergency log.

Passengers who may be taken elsewhere for medical reasons must also be tracked. Assistance from local authorities, RCMP may be required.

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Crew Assignments to Lifesaving Appliances

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Final Duties –

- Ensure the last position broadcast for external rescue notification.
-
- Ensure a final sweep of the vessel completed and all passengers and crew are accounted for.
- Records for the number of passengers evacuated from each station, confirming tally sheets are taken.
- Log books and other pertinent documents collected.
- Leaves vessel by best means left.

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Stage 5 – Post Abandon Ship

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Marshalling of Liferrafts

Distribution of Crew amongst Liferrafts

Duty of

Duties of Liferaft Crews

- [] establish contact []
- []
- Identify themselves to the passengers in your survival craft as crew and take charge.
[]
- Open up the survival craft emergency pack – consult instructions as required.
- Dispense seasick pill as soon as possible.
- Check surrounding area for possible passengers in the water, safely maneuver to them and bring onboard.
- Dispense thermal protective aids as required.
- Check amongst the passengers for injuries. Administer first-aid as required. []
[]
- Dry liferaft floor, if applicable.
- []
- Close canopy openings to retain warmth and keep from shipping water.
- Try to busy the passengers with various tasks to keep their mind occupied.
- Maintain a look out.
- Prepare for rescue.

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Evacuation Plan – At BCF Terminal

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Any evacuation plan must be flexible to account for numerous scenarios, which include:

- Vessel docked
- Vessel proceeds to dock
- Type of emergency –

Vessel Loading

Vessel Discharging

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Vessel Arriving with Onboard Emergency

Emergency Response Team (ERT):

Emergency Response Team Duties:

Shipboard Assembly Area:

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Final Sweeps of vessel

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