



MV Queen of Capilano Evacuation Plan



June 2012

Vessel Evacuation Plan – Multiple License

This plan is only provided as guidance for the Master of the Queen of Capilano. 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.

ss. 15, 19

The validity of the evacuation plan was based on the issuance of an SIC 16 by the attending Transport Canada Marine Safety surveyor.

Current Licenses

HT IV - A License -

HT IV - B License -

General Description

The vessel is fitted with Rescue Boat Chute MES units,

Refer to Appendix A for schematics of crew positions throughout the evacuation.

Vessel Evacuation Plan – Multiple License

Stage 1 – Planning and Preparation

General

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

- []
- []
- Briefing the Passenger Control Party
- Issuing passenger control instructions []

[]

[] Capacities

[] capacities are based on []

[]

Provision for Medical Assistance

As a precautionary measure and to supplement the crew assigned OFA duties, [] will make a Passenger Services Announcement requesting any passengers with medical training to make themselves known to [] 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, [] will make additional Passenger Services Announcements requesting the individual(s) best qualified to come forward and assist the OFA.

Vessel Evacuation Plan – Multiple License

Communications

ss. 15, 19

Disposition of Radios

Preparation of Survival Craft and Stations (Clear Away Party)

Clear Away Party

Passenger Control Assignments

Passengers will be swept

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 possible evacuation.

Proper Attire

As the passenger control crew sweep the passengers to they are to ensure the passengers dress and take any warm clothing they have with them in their immediate area.

Vessel Evacuation Plan – Multiple License

	Sweeping Plan

ss. 15, 19

	Sweeping Plan

	Sweeping Plan

Vessel Evacuation Plan – Multiple License

Stage 2 – Mustering Passengers

ss. 15, 19

A – Passenger Control Party Initial Response

- [redacted] all crew members assigned Passenger Control duties; [redacted] instructions on mustering the passengers and the nature of the emergency.
- [redacted]
- [redacted]
- The In Charge at each [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 the In Charge [redacted] on the areas they have swept and checked for passengers.
- In Charge [redacted] will report the status of the areas swept (cleared) of passengers to [redacted]
- Await further instruction from [redacted]
- [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 move.
- The Passenger Control In Charge [redacted] will gain the attention of the passengers [redacted] providing reassurance this is only a precautionary action.
- [redacted]
- [redacted] will be assigned additional passenger control duties.
- [redacted]
- Crew will ask for any special needs or person requiring assistance to identify themselves. [redacted]

Vessel Evacuation Plan – Multiple License

- When all the passengers are mustered [redacted] crew shall obtain an accurate count of the passengers at each station. This count will be relayed to [redacted]

ss. 15, 19

- [redacted]

C – Passenger Control Party Activities [redacted]

- [redacted] Crew will demonstrate how to correctly don the lifejackets.
- Lifejackets are stored [redacted]
- A lifejacket 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 of 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]
- Regular situational updates shall be provided [redacted]
- [redacted] crew will instruct the passengers [redacted]
[redacted] Additional instruction will be given [redacted] These instructions will be followed by announcements reassuring the passengers that this is only a precaution.
- Crew will await further instructions [redacted]

D [redacted] Status Reports

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

E [redacted]

F – Security / Restricted Access

[redacted]

Vessel Evacuation Plan – Multiple License

G – Donning Lifejackets

Lifejackets are located

ss. 15, 19

the Passenger Control Crew will commence handing out lifejackets, giving instructions and demonstrating the correct method to don the lifejacket.

Be aware that children and adult lifejackets can be misidentified in an emergency. Ensure children are fitted with the correct lifejackets.

H – Special Needs Passengers

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

I - Passenger Control Crew Assignments

When the passengers are mustered the Passenger Control Crew should be at their assigned Assembly Stations.

will determine if any further passenger control assignments, additional sweeps of cabins, OFA or Special needs assistance will required.

Vessel Evacuation Plan – Multiple License

Stage 3 – Preparing the Evacuation Equipment

ss. 15, 19

In Charge Evacuation

[Redacted]

Boat Stations

[Redacted] the crew will proceed to their respective MES stations [Redacted]

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

Rescue Boat Station Crewing

[Redacted]

Vessel Evacuation Plan – Multiple License

MES Station Crewing – Deck 4



ss. 15, 19

Vessel Evacuation Plan – Multiple License

Stage 4 – Abandon Ship

ss. 15, 19

General

Engineering Evacuation Response

Vessel Evacuation Plan – Multiple License

Embarkation

ss. 15, 19

Activities at the Stations during Abandon Ship

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

Refer to MES training manuals for the specific tasks.

- The In Charge at each station will keep an accurate count of the number of passengers evacuated at their station. Passenger counts will be given to overseeing the evacuation. The tallies will in turn be relayed to
-
- The In Charge will report to when all Liferafis are deployed for that station.
- As the evacuation stations are closed, crew are to move to the next 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.

Vessel Evacuation Plan – Multiple License

Assistance from local authorities, RCMP may be required.

ss. 15, 19

Crew Assignments to Lifesaving Appliances

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 available.

Vessel Evacuation Plan – Multiple License

Stage 5 – Post Abandon Ship

ss. 15, 19

Marshalling of Life Rafts

Duties of Lifeboat and Life Raft Crews

On entering the survival craft the crew members shall:

- [] 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 Life Raft 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.

Vessel Evacuation Plan – Multiple License

14

Evacuation Plan – At BCF Terminal

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

- Vessel docked [redacted]
- Vessel proceeds to dock [redacted]
- Type of emergency [redacted]

ss. 15, 19

Vessel Loading

Vessel Discharging

Vessel Evacuation Plan – Multiple License

Vessel Arriving with Onboard Emergency

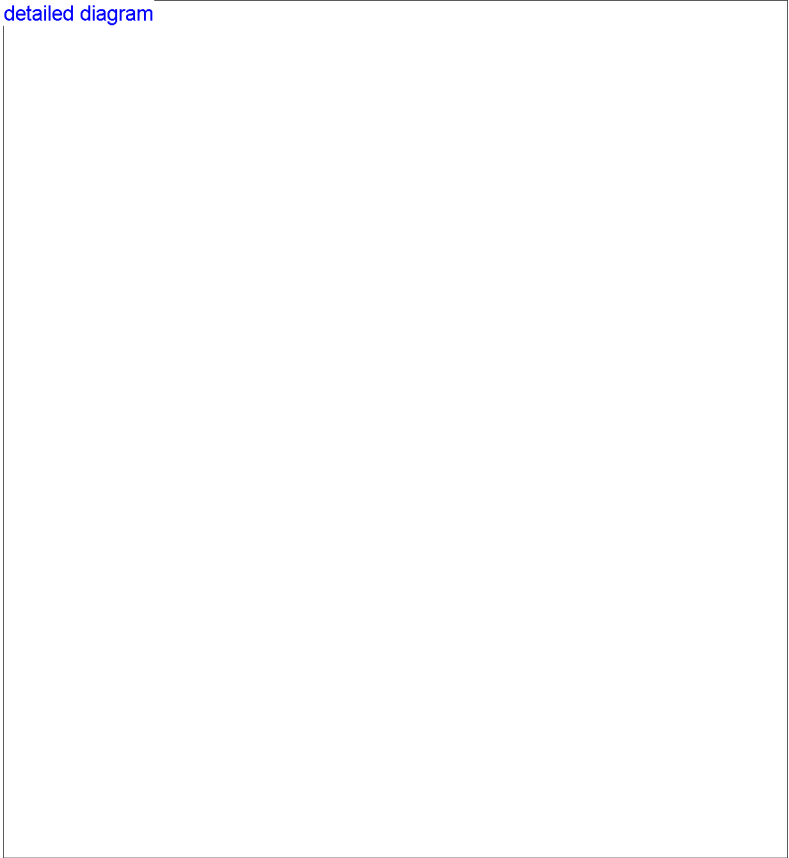
ss. 15, 19

Vessel Evacuation Plan – Multiple License

Appendix A

Crew Assignments at Abandon Ship Stations

detailed diagram



ss. 15, 19

Vessel Evacuation Plan – Multiple License

Abandon Ship Stations B License

[detailed diagram](#)

ss. 15, 19

