



# MV Queen of Nanaimo

## Evacuation Plan



March 17, 2012

*This plan is only provided as guidance for the Master of the Queen of Nanaimo. 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 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]  
[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. .

**Current Licenses**

A License –  (1000)

ss. 15, 19

B License –  (772)

C License –  (604)

D License –  (469)

**General Description**

The vessel is fitted with  Marine

Evacuation Slides,

The total life saving capacity of the vessel is 1214 persons.

rescue boat

A License -	<input type="text"/>	raft system	<input type="text"/>
B License -	<input type="text"/>	raft system	<input type="text"/>
C License -	<input type="text"/>	raft system	<input type="text"/>
D License -	<input type="text"/>	raft system	<input type="text"/>
<input type="text"/>			

**Refer to Appendix A for sample crew announcements that may be used throughout the evacuation.**

**Refer to Appendix B for Muster List and schematics of crew positions throughout the evacuation.**

**Refer to Appendix C for specific crew duties (EDN Sheets) throughout the evacuation.**

# **A License**

ss. 15, 19

(1000)

**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 [redacted]

ss. 15, 19

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

[redacted]

**Capacities**

[redacted] 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 to [redacted]

[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.

**Communications**

ss. 15, 19

**Disposition of Radios**

[Redacted] will ensure that radios are distributed [Redacted]

Pre-scripted passenger control announcements will be available [Redacted]

**Rescue / Shepherd Boats**

ss. 15, 19

**Preparation of Survival Craft and Stations**

  
 will report  
to their station.   

**Clear Away Party**

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

**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  for possible evacuation.

**Proper Attire**

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

**Sweeping Plan**

	Sweeping Plan

ss. 15, 19

	tally of passengers

	Sweeping Plan



**Stage 2 – Mustering Passengers** [redacted]

**A – Passenger Control Party Initial Response**

ss. 15, 19

- [redacted] all crewmembers assigned Passenger Control duties shall report to [redacted] receive [redacted] instructions on mustering the passengers and the nature of the emergency.
- [redacted]
- [redacted]
- The In Charge of passenger control [redacted] 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 of passenger control [redacted] on the areas they have sweep and checked for passengers.
- In Charge of passenger control [redacted] will report the status of the areas swept (cleared) of passengers to [redacted]
- Await further instruction [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.

ss. 15, 19

- [redacted] may be assigned additional passenger control duties.

- [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]

**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.* Assembly Station crew to request passengers to assist their neighbour in donning their lifejackets and checking they are secure.
- [redacted]

- [Redacted]
- [Redacted] crew will instruct the passengers [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]

ss. 15, 19

**D - [Redacted] Status Reports**

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

**E -**

[Redacted]

**F - Security/Restricted Access**

[Redacted]

**G - Donning Lifejackets**

Lifejackets are located [Redacted]

[Redacted]

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

[Redacted]

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 [redacted]

ss. 15, 19

**I - Passenger Control Crew [redacted] Assignments**

With the passengers are mustered [redacted] the Passenger Control Crew should be at their assigned Assembly Stations. [redacted]

[redacted] will determine if any further passenger control assignments, additional sweeps of staterooms, OFA or Special needs assistance will required. Passenger Control crew [redacted]

ss. 15, 19

**Stage 3 – Preparing the Evacuation Equipment**

**In Charge Evacuation**

**Boat and Raft Stations**

[redacted] the crew will proceed to their respective MES stations to ready for evacuation. [redacted]

- Passenger Control must be maintained [redacted]  
[redacted] It is important to keep the passengers informed but calm and reassured they are in no danger.
- [redacted] Passenger Control Crew will provide instructions [redacted]
- [redacted]
- All lifesaving equipment to be readied for immediate use. Refer to MEC Deployment Procedures.
- [redacted]

**Rescue Boat** [redacted]



ss. 15, 19

**Marine Evacuation Slides**



**Stage 4 – Abandon Ship**

**General**

ss. 15, 19

- [ ] on charge of the embarkation stations 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**

ss. 15, 19

**Embarkation**

**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 MES station will keep an accurate count of the number of passengers evacuated at their station. Passenger counts will be given to [redacted] overseeing the evacuation, [redacted].  
[redacted] The tallies will in turn be relayed [redacted]
- [redacted]
- The In Charge will report [redacted] 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.

ss. 15, 19

**Final Determination of Passengers Evacuated**

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

[redacted]

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

[redacted]

**Crew Assignments to Lifesaving Appliances**

ss. 15, 19

**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.

**Stage 5 – Post Abandon Ship**

**Marshalling of Liferrafts**

[Redacted]

ss. 15, 19

**Dispersement of Crew amongst Liferrafts**

[Redacted]

**Duties of Liferaft Crews**

[Redacted]

- [Redacted] establish contact [Redacted]
- Identify themselves to the passengers in your survival craft as crew and take charge. [Redacted]
- 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. [Redacted]
- [Redacted]
- Dry liferaft floor, if applicable.
- [Redacted]
- 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.

**Appendix A**

***Evacuation Count***

Passenger onboard from terminal: \_\_\_\_\_ handicapped: \_\_\_\_\_

Passengers evacuated from In Charge reports: \_\_\_\_\_

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ss. 15, 19

Passenger Control

Know the nature of the emergency and what is expected of you regarding passenger control.

ss. 15, 19

identify yourself to the passengers as being in charge. Give the basic nature of the emergency and reassure passengers that the situation is under control.

Conscript help from passengers. Are there any doctors, nurses, or paramedics amongst the passengers?

Get a head count.

Adults \_\_\_\_\_

Children \_\_\_\_\_

Injured \_\_\_\_\_

Physically Disabled?

Language Barriers?

Lifejacket demonstration?

Check with  as to when this can be done.

Where are the nearest lifejackets and how many do you need?

Children's?

Distribute and don lifejackets

**REMEMBER, the above are general guidelines and are not meant to replace common sense solutions.**

**Instructions to Passengers on Evacuation Procedure**

**May I have your attention please.**

ss. 15, 19

**May I have your attention please.**

**May I have your attention please.**

Is there any persons who may require special attention?

**Again I remind the passengers this is just precautionary instructions in the unlikely event  requires the ship to be evacuated.**

**We will keep you informed as the situation changes.**

**Appendix B**

**A License**

detailed diagram

ss. 15, 19



**B License**

detailed diagram

ss. 15, 19



C License

detailed diagram

ss. 15, 19

**D License**

detailed diagram

ss. 15, 19

**Appendix C**