

Evacuation Plan

| No. | Chapter | Specific Audience <i>(who should be notified)</i> | Sponsor | Approver |
|-----|--------------------|--|---------------|--------------|
| 8.1 | Emergency Response | Vessel Crew | Senior Master | Marine Supt. |

MV Quinsam Evacuation Plan



April 2010

BCF References:

External References:

Date: April 2, 2013

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Quick Guide: Key Decisions and Announcements:

- **Stage 1: Planning and Preparation:** OPEN pink Emergency guide

Px Mustering:

Request for Medical Assistance:

- Passengers, if there are any doctors or first aid responders on board and you are able to assist, would you please identify yourself to a crew-member.

- **Stage 2: Mustering Passengers** []

1. Update passengers to situation and to follow instructions and don lifejackets.

- **Stage 3: Preparing the Evacuation Equipment:**

PX control and Boat Stations:

Boat Stations:

- **Stage 4: Abandon ship:**

Crew report when evacuation complete []

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General Principles, Overview and Licenses:

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The MV Quinsam operates between two ports with a transit distance of

Current Licenses:

British Columbia Coastal Waters / Sheltered Waters Voyage

A License - (400 total)
 B License - (300 total)

Emergency Equipment Description

For evacuation and embarkation purposes, the vessel is fitted slide evacuation system (ESS),

platform raft.

Total capacity of the evacuation equipment on the vessel is thus 450 persons. All

rescue boat

This plan is provided as guidance for the Master of the Quinsam. 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.

This evacuation plan includes:

| | |
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| <p>1. the transition from emergency response to evacuation response;</p> <p>2. procedures to get passengers from various spaces on the vessel; <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> evacuate them to points of safety; <input style="width: 50px;" type="text"/></p> <p>3. the preparation of survival craft and or marine evacuation systems;</p> <p>4. the emergency announcements made by <input style="width: 80px;" type="text"/></p> <p>5. the contact with RCC and nearest terminal;</p> <p>6. the muster and control of passengers <input style="width: 80px;" type="text"/></p> <p>7. the donning of lifejackets;</p> <p>8. the use of communication equipment;</p> <p>9. the ensuring that passengers wear suitable clothing and have donned their lifejackets correctly;</p> <p>10. <input style="width: 100%; height: 40px;" type="text"/></p> <p>11. <input style="width: 100%; height: 40px;" type="text"/></p> <p>12. <input style="width: 100%; height: 40px;" type="text"/></p> <p>13. <input style="width: 100%; height: 40px;" type="text"/></p> <p>14. the crewing of survival craft and emergency stations;</p> <p>15. the launching of survival craft and or marine evacuation systems and rescue boats;</p> <p>16. the orderly evacuation of passengers under supervision <input style="width: 80px;" type="text"/></p> <p>17. the evacuation of the passengers;</p> <p>18. the tally of passengers evacuated;</p> <p>19. the checking that all passengers have left the vessel;</p> <p>20. <input style="width: 100%; height: 20px;" type="text"/></p> <p>21. the releasing of the survival craft;</p> <p>22. <input style="width: 100%; height: 20px;" type="text"/></p> <p>23. and the procedures to account for all employees after an emergency evacuation has been completed.</p> | | | | |
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Evacuation Plan Stage 1 and 2

Fire Party/Emergency Response Duties Overview

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Fire / Emergency Response Party:

Evacuation Plan Stage 3 and 4

Evacuation Duties Overview

Evacuation Party:

| | |
|---------------------|----------------------|
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Stage 1 – Planning and Preparation

General

During the emergency response phase the passengers are mustered in a safe location;

Mustering includes:

- Briefing the Fire Party.
- Issuing passenger control instructions
-

Capacities:

Provision for Medical Assistance

As a precautionary measure and to supplement the crew assigned OFA duties make an announcement requesting any passengers with medical training to make themselves known to the nearest crew member. Should medical assistance be required make additional announcements requesting the individual(s) best qualified to come forward and assist with the OFA.

Communications:

Passenger Control Assignments during emergency response:

Proper Attire

Crew at the assigned will instruct passengers to dress warmly and take any warm clothing they have with them in their immediate area.

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Stage 2 – Mustering Passengers

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A – Passenger Control Party Initial Response:

- [] will advise passengers
[] follow the instructions []
- [] identify themselves as crew and take charge of the passengers.
- Px control crew will ask for any special needs or person requiring assistance to identify themselves.
[]

B – Passenger Count

- [] Passenger Control Crew will commence the following without further instruction [] until directed otherwise.
- If not already completed, Passenger Control Crew to []
 - When all the passengers are mustered [] will count the passengers at each station. This count will be relayed to []
[]

C – Passenger Control Party Activities

- [] will demonstrate how to correctly don the lifejackets. Notices are posted adjacent to the life jacket lockers.
- 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 of children lifejacket in the confusion of an emergency check to ensure children have the correct lifejackets.* [] request passengers to assist their neighbour in donning their lifejackets and checking they are secure.
- []
- [] maintain control []
[] await further instructions []

D – Donning Lifejackets

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

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

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E – Special Needs Passengers

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

F - Passenger Control Crew – Assignments

Stage 3 – Preparing the Evacuation Equipment

In Charge Evacuation:

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Embarkation _____ the crew _____
 _____ will proceed to their evacuation stations

- Passenger Control must be maintained _____

- _____ will provide instructions _____
- _____

_____ **Crewing:**

Stage 4 – Abandon Ship

- General**
- _____
 - _____ shall verify _____ the Abandon Ship command was received and actioned.

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- will deploy the ESS and commence evacuating the passengers.
- maintain a count of passengers evacuated off the vessel.
- The in-charge at each station shall report the completion of the evacuation and the total count

Crewing:

Activities at the Stations during Abandon Ship

Refer to Liferaft training manuals for the specific tasks.

- The crew should advise the passengers on what emergency equipment is available in the life raft and its general use.
- The In Charge at each station will keep an accurate count of the number of passengers evacuated at their station. The tallies will in turn be relayed to
-

Engineering Evacuation Response:

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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.

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 remaining, preferably the rescue boat.

Stage 5 – Post Abandon Ship

Marshalling of Liferrafts

Dispersement of Crew amongst Liferrafts

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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]
- 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

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

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