Pelagica Emergency Procedures
Quick Reference Guide

Contents
Lifejackets ................................................................. 3
Communication and Emergency Signals ......................... 4
  Grave and Imminent Danger – Mayday ......................... 4
  Urgent message about the safety of your vessel – Pan Pan .... 4
  The Safety Signal – Securite ......................................... 4
  Non-urgent emergency services contact ........................ 5
  The Phonetic Alphabet .................................................. 6
Master Incapacitated .......................................................... 7
Emergency Stopping ......................................................... 8
Breakdown / Loss of Steering ............................................ 9
Person Overboard ............................................................. 10
Fire ........................................................................ 11
Deploying the Sea Anchor / Drogue .................................. 12
  Sea anchor deployed from the bow ................................. 12
  Sea anchor deployed from the stern ............................... 13
  Retrieving the sea anchor .............................................. 13
Injury ........................................................................ 14
Diving Accident / Emergency ........................................ 15
Collision ....................................................................... 16
Damage to Collar .............................................................. 17
Grounding ..................................................................... 18
Flooding / Swamping ....................................................... 19
Capsize ....................................................................... 21
Dangerous Behaviour / Unlawful Acts .............................. 22
Bomb Threat ................................................................... 23
Towing another Vessel .................................................... 24
Being Towed by another Vessel ....................................... 25
Prepare to Abandon Ship ............................................... 26
Abandon Ship ................................................................ 27
Hypothermia and the Heat Escape Lessening Position (HELP) 28
**Lifejackets**

The Faculty of Science provides Type 1 Personal Flotation Devices (PFDs) for use onboard Pelagica. A *Minimum* of one for every person onboard should be carried.

Two types of jackets are provided; Standard Foam PFD Type 1 and Manual Inflatable PFD Type 1.

Lifejackets are located in two places:

- In the netting under the canopy (above the driver’s head)
- In the plastic tubs beneath the rear seat marked “Lifejackets”

The Faculty of Science does not require that lifejackets be worn at all times. However personnel onboard the vessel are encouraged to wear a lifejacket if they wish.

*The wearing of lifejackets is compulsory in the following circumstances:*

- At night and during poor visibility
- When the vessel breaks down or looses manoeuvrability
- When crossing a bar
- At all times by a person wearing waders or any other equipment that would impair the ability to swim
- By anyone who cannot swim
- By anyone who is operating the vessel alone
- By any person who is 17 years or less and is not a university student
- At anytime of heightened risk (i.e. anytime when the risk of falling overboard or the difficulty of recovering a person is greater than normal vessel operations, e.g. poor weather)

All persons should be instructed where the lifejackets are located and how to operate them as part of the pre-trip briefing.

Remember: The manual inflatable jackets need to be activated to provide flotation. Put on the PFD like a jacket and fasten the buckle. Adjust the straps to be snug. Pull down on the toggle to inflate. There is a mouthpiece that can be used to add extra air if the jacket does not fully inflate.
Communication and Emergency Signals

Grave and Imminent Danger – Mayday

The distress signal is the word MAYDAY. The transmission of the distress signal indicates that the vessel, or persons onboard the vessel, are in GRAVE AND IMMINENT DANGER and require immediate assistance.

- Tune VHF radio channel 16
- Listen to ensure channel is clear, however you can break into a conversation
- Depress and hold the push to talk button
- Speak clearly at a normal level into the microphone
- “Mayday, mayday, mayday. This is Pelagica, Pelagica, Pelagica.” Give position, nature of the emergency, and other information (such as number of people onboard)
- Listen for reply
- Repeat until answered
- Communicate with the receiver to arrange assistance

Urgent message about the safety of your vessel – Pan Pan

The urgency signal consists of the words PAN PAN, and indicates that the caller has an urgent message to transmit concerning the safety of the vessel or person. It has priority over all other communications except distress.

The urgency signal may be used to precede a message where urgent assistance is required, e.g. concerning a ‘man over board’ requesting assistance to locate that person.

- Tune VHF radio to channel 16
- Listen to ensure channel is clear, however you can break into a conversation
- Depress and hold the push to talk button
- Speak clearly at a normal level into the microphone
- “Pan Pan, Pan Pan, Pan Pan. All Stations, All Stations, All Stations. This is Pelagica, Pelagica, Pelagica.” Give position and urgent message
- Listen for reply
- Repeat until answered
- Communicate with the receiver to arrange assistance

The Safety Signal – Securite

The safety signal consist of the word SECURITE (pronounced SAY-CURE-E-TAY), and indicates that the caller is about to broadcast a message
concerning an important navigational or weather warning. It has priority over all other messages except distress or urgency messages. Reasons for sending the safety signal may include sighting a hazard to navigation, e.g. a floating shipping container.

The safety warning is announced on the distress, urgency or safety channel (Ch 16) with the safety message being broadcast on a working channel. An acknowledgement is not required.

- Tune VHF radio to channel 16
- Listen to ensure channel is clear
- Depress and hold the push to talk button
- Speak clearly at a normal level into the microphone
- “Securite, Securite, Securite. All Stations, All Stations, All Stations. This is Pelagica, Pelagica, Pelagica.”
- “Navigation warning listen on channel 13”
- Switch to channel 13
- “Securite, Securite, Securite. All Stations, All Stations, All Stations. This is Pelagica, Pelagica, Pelagica.”
- Give navigation warning information.
- Return to channel 16

Non-urgent emergency services contact

Standard radio transmissions of a non-urgent nature can be made using channel 16 to establish communication with the desired receiver before moving to another “working channel”. The most common type of non-urgent communication is to contact Marine Rescue to give Sked calls or request non-urgent assistance.

You should ensure that there is no other traffic on the channel before beginning your broadcast and you should observe radio silence periods.

- Tune VHF radio channel 16
- Listen to ensure channel is clear
- Depress and hold the push to talk button
- Speak clearly at a normal level into the microphone
- “Marine Rescue, Marine Rescue, Marine Rescue. This is Pelagica, Pelagica, Pelagica.”
- Listen for reply
- Other operator will direct you to change channels
- Acknowledge the direction to change and change channels
- Standby on the new channel until called by Marine Rescue
- Communicate with receiver to arrange assistance
The Phonetic Alphabet

When it is necessary to spell words for transmission, ONLY the following phonetic alphabet should be used.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Codeword</th>
<th>Spoken as (bold syllable emphasised)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alfa</td>
<td>AL FAH</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
<td>BRAH VOH</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
<td>CHAR LEE or SHAR LEE</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
<td>DELL TAH</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
<td>ECK OH</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
<td>FOK S TROT</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
<td>GOLF</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
<td>HOH TELL</td>
</tr>
<tr>
<td>I</td>
<td>India</td>
<td>IN D EE AH</td>
</tr>
<tr>
<td>J</td>
<td>Juliet</td>
<td>JEW LEE ETT</td>
</tr>
<tr>
<td>K</td>
<td>Kilo</td>
<td>KEY LOH</td>
</tr>
<tr>
<td>L</td>
<td>Lima</td>
<td>LEE MAH</td>
</tr>
<tr>
<td>M</td>
<td>Mike</td>
<td>MIKE</td>
</tr>
<tr>
<td>N</td>
<td>November</td>
<td>NO VEM BER</td>
</tr>
<tr>
<td>O</td>
<td>Oscar</td>
<td>OSS CAH</td>
</tr>
<tr>
<td>P</td>
<td>Papa</td>
<td>PAH PAH</td>
</tr>
<tr>
<td>Q</td>
<td>Quebec</td>
<td>KEH BECK</td>
</tr>
<tr>
<td>R</td>
<td>Romeo</td>
<td>ROW ME OH</td>
</tr>
<tr>
<td>S</td>
<td>Sierra</td>
<td>SEE AIR RAH</td>
</tr>
<tr>
<td>T</td>
<td>Tango</td>
<td>TAN GO</td>
</tr>
<tr>
<td>U</td>
<td>Uniform</td>
<td>YOU NEE FORM or OO NEE FORM</td>
</tr>
<tr>
<td>V</td>
<td>Victor</td>
<td>VIK TAH</td>
</tr>
<tr>
<td>W</td>
<td>Whiskey</td>
<td>WISS KEY</td>
</tr>
<tr>
<td>X</td>
<td>X-ray</td>
<td>ECK S RAY</td>
</tr>
<tr>
<td>Y</td>
<td>Yankee</td>
<td>YANG KEY</td>
</tr>
<tr>
<td>Z</td>
<td>Zulu</td>
<td>ZOO LOO</td>
</tr>
</tbody>
</table>
Master Incapacitated

- Another person onboard must take control – preferably one with boating experience
- Assess situation, is the vessel in imminent danger?
- If the vessel is underway stop the vessel by placing the throttles in the neutral position
- Follow emergency communication procedures to contact emergency services, Mayday if in imminent danger, Pan Pan if not in imminent danger or dial 000 on a phone. Try to work out the location of the vessel to tell emergency services
- Follow the directions of emergency services
- If the vessel is drifting near the shore deploy the anchor as told in the briefing
- If the vessel is drifting at sea and you cannot drive it deploy the sea anchor as explained in the procedures
- Attend to the well being of the master and any other injured people
- Navigate to nearest safe wharf depending on the needs of the incapacitated person
- Contact the Marine Fieldwork Manager
Emergency Stopping

*Always ensure that the engine tilt is correctly adjusted to prevent “Bow Steering". This must be done at all times as there will not be sufficient time to adjust engines during an emergency stop procedure.*

- Look around to make sure stopping will not cause a collision or roll over if you end up parallel to wave troughs.
- Make sure no one is in a position to be injured by the manoeuvre
- Give a clear warning to other personnel onboard such as: “Hang on! Emergency Stop!”
- If clear put throttle almost back to neutral
- Turn the boat sharply to left or right with steering wheel to end up approximately 90 degrees to your original path.
- Assess the situation (e.g., look for following waves or obstructions) and drive out of danger if necessary.
- See to well-being of those onboard.
- Respond to any other emergencies.
Breakdown / Loss of Steering

- Assess the situation
- Direct all personnel to put on lifejackets
- Confirm the stability and integrity of the vessel
- If the vessel is drifting near to shore deploy the anchor
- If the vessel is drifting at sea deploy the sea anchor
- Are both engines not operational? Can you return to a safe haven on the one engine?

Problems and potential solutions:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine cranks but will not start</td>
<td>Check fuel lines, is the tap on? is it primed? is there water in the fuel?</td>
</tr>
<tr>
<td>Engine will not crank</td>
<td>Check the Kill Switch. Check battery master switch is on, turn on cross over to crank engine from the other battery.</td>
</tr>
<tr>
<td>Engines run but steering is not operational</td>
<td>Motor slowly using the paddles as improvised rudders. If in open waters call for assistance.</td>
</tr>
<tr>
<td>Both engines not functional – vessel on smooth waters not far from shore</td>
<td>Use paddles to manoeuvre the vessel to a safe haven or landing place. Seek assistance.</td>
</tr>
</tbody>
</table>

- If you cannot establish enough propulsion to safely move the vessel to a safe haven call emergency services for assistance.
- While waiting for assistance fly the V-sheet to alert other vessels and help the identification of your vessel
- Contact the Marine Fieldwork Manager
**Person Overboard**

- Call “Man Overboard!” to notify all onboard
- If safe disengage propellers to avoid prop strike, Beware of following seas, don’t get swamped
- Fix position – Man Overboard button on GPS, landmarks or any other way of knowing where the person went into the water
- Assign lookout to look and point at the person in the water – their only job is to keep visual contact with the person
- Throw buoyancy aid / life ring to person in the water
- Perform turn
- Approach the person slowly
- Prepare for recovery during turn and approach
- Lower the ladder into the water
- Approach on the downwind side if possible, the ladder is on the port side of the vessel
- Disengage propellers
- Throw a line to the person
- Bring them along side
- Assist onboard or secure them to the vessel and seek assistance
- If unconscious try to grab clothing / lifejacket with a boathook
- NOTE: only put another person in the water if safe and the person is experienced / trained e.g. a rescue diver.
- Attend to person
- If necessary notify emergency services
- If person is not found notify emergency services
- Conduct systematic sweeps of the area
- Listen for calling or whistle
- At night use a torch or if necessary a flare can be used and the light may reflect on the lifejacket
- Notify the Marine Fieldwork Manager
Fire

- Assess the situation
- Direct all personnel to put on a lifejacket
- Move personnel away from fire – be careful of the stability of the vessel
- If possible contain the fire / remove other flammable material
- If safe to do so, fight the fire using extinguishers / buckets
- Monitor the stability and status of the vessel. Make sure that moving people and bucketing water onto the fire does not unbalance Pelagica
- Prepare anchor or sea anchor for deployment, depending on location, so that you don’t drift into more trouble while trying to sort out the fire.
- If possible navigate to nearest, suitable and safe wharf or shoreline or drop anchor and wait for assistance
- If necessary contact emergency services either using the radio or by phone and inform them of your intentions
- If you cannot control the fire yourself order Prepare To Abandon Ship and Abandon Ship as required
- Contact the Marine Fieldwork Manager

To operate an extinguisher:

1. Pull the pin
2. Aim nozzle at base of fire
3. Squeeze the handle
4. Sweep nozzle side to side

Know your extinguisher
Use the correct extinguisher
(Check your own extinguisher’s label for detailed instructions.)
Deploying the Sea Anchor / Drogue

Pelagica carries a sea anchor or “drogue” to be used to limit drift in open waters and to control surge when being towed in an emergency.

Sea anchor deployed from the bow

The sea anchor should be used when there is an emergency in open water. It will control the rate of drift, making you easier to find as you will stay in a smaller area, and it will maintain the bow into seas / wind, making a safer and more comfortable ride.

- Attach the sea anchor to the end of the spare anchor rope
- Secure the other end of the rope to the bow Sampson post
- If possible a short tripping line and a float should be attached to the closed end of the sea anchor to aid in retrieval
- Lower the sea anchor into the water and slowly pay out the full length of the anchor rope – this will reduce the shock loading on the boat and rope
- Monitor the sea anchor and rode for chafe and function

![Figure 1: Sea Anchor (Drogue) deployed from bow](image)
Sea anchor deployed from the stern

When being towed it may be desirable to trail a sea anchor to keep the vessel tracking behind the towing vessel (i.e. stop it from yawing back and forth) and to prevent it from running up behind the towing vessel.

- Attach the sea anchor to the end of the spare anchor rope
- Secure the other end of the rope to a stern Sampson post – if possible make a bridle to distribute the weight between the two Sampson posts, this will make the boat track straighter
- If possible a short tripping line and a float should be attached to the closed end of the sea anchor to aid in retrieval
- Lower the sea anchor into the water and slowly pay out the full length of the anchor rope – this will reduce the shock loading on the boat and rope
- Monitor the sea anchor and rope for chafe and function

![Figure 2 A sea anchor from the stern](image)

Retrieving the sea anchor

- Motor slowly toward the sea anchor
- Assign a person to retrieve the rope as you motor; making sure it is clear of the propellers
- Use the boat hook to catch the float or the closed end of the sea anchor
- Don’t try to pull the sea anchor in by the rope it is too heavy
Injury

- Assess the situation – Remember your first priority is your own safety
- How many people are injured and what caused the injury
- Remember DR ABC from first aid training – Danger, Response, Airway, Breathing, Compressions
- Provide first aid within your abilities
- If professional medical assistance is required, contact emergency services, advise ETA to destination wharf or landing place and type of assistance required
- Assign tasks to other personnel onboard – the Master will need to drive the vessel
- Obtain any details of injured person(s) and witnesses to the injury (if injury) – these are important for the Ambulance Officers
- Maintain first aid until relieved by medical personnel
- Upon berthing or landing, clear access for medical personnel boarding. Move equipment or people so they have space to work
- Contact the Marine Fieldwork Manager
Diving Accident / Emergency

- Assess the situation – how many people are involved? what are the obvious injuries?
- Assist divers returning to the vessel
- Provide first aid, including oxygen administration (if you are trained to) follow the direction of the personnel trained in diving first aid
- Collect information about diving profile and accident from divers
- If life threatening e.g. CPR being performed, contact emergency services
- If non-life threatening contact DAN (Divers Alert Network) 1800 088 200, if there is no phone service contact emergency services
- Follow instructions of emergency services / DAN, if instructed by DAN contact emergency services
- Notify emergency services of position and intentions
- Navigate to wharf or landing place to meet emergency services
- Upon berthing / landing, clear access for medical personnel
- Supply dive profile information and diving equipment to emergency services
- Contact the Marine Fieldwork Manager and the Diving Officer

[1800 088 200]
Collision

- Assess the situation – what have you hit? What has hit you?
- Check on well being of those onboard, ensuring all are accounted for
- Confirm vessel stability and status
- Ensure that everyone onboard has life jackets on
- Throw life ring or lifejackets to people in water
- Investigate damage and watertight integrity – is the vessel still safe to manoeuvre?
- Assist the other vessel as required
- If possible navigate to recover people from the water
- If possible assess any spillage and pollution
- If possible navigate to nearest, suitable and safe wharf or drop anchor / sea anchor and wait for assistance
- If necessary contact emergency services and inform them of your intentions
- If the vessel is sinking order Prepare to Abandon Ship and Abandon Ship as required
- Contact the Marine Fieldwork Manager
Damage to Collar

- Assess situation – is there obvious damage to the collar or is it just going flat?
- Confirm the stability of the vessel; you've just lost some of your flotation. However, Pelagica has 5 chambers in its collar so damage to 1 should not affect the ability to float
- Inform personnel, ensure life jackets are donned, it may be necessary to move people and equipment to trim the boat and raise the damaged section out of the water
- Prepare anchor or sea anchor for deployment while you fix the problem or wait for assistance
- Assess vessel status and determine nature of the damage, can it be fixed on the water? Can the vessel still be driven? Is there water entering the vessel?
- Contact emergency services and inform them of your intentions
- If the damage is fixable, attempt to patch the hole using the repair kit provided. There is tape for patching tears in the repair kit.
- Use the tape to patch the hole and pump the pontoon up so that it keeps water out of the boat. Don’t try to get it up to full pressure.
- Drive the boat slowly to avoid putting any strain on the patched area
- If damage is too great request assistance
- If water is entering vessel see: Flooding
  - If water ingress is too great order Prepare to Abandon Ship and Abandon Ship as required
  - If possible navigate to nearest, suitable and safe wharf or drop anchor and wait for assistance
  - Contact the Marine Fieldwork Manager

Note:
If there is a large temperature drop while you are onboard Pelagica the pontoons may go soft. Simply use the pump to add more air.
Grounding

- Assess the situation – what have you run aground on? What are the sea conditions?
- Shut off and raise engines to prevent any further damage to the propellers
- Check on the well being of personnel, people may have been injured when you ran aground. Make sure no one was thrown from the boat.
- Ensure all personnel are wearing lifejackets.
- Assess vessel damage and watertight integrity. If you can get off will you still float?
- Prevent environmental harm/pollution. Did the grounding cause the engine to leak oil or rupture a fuel tank?
- Confirm vessel stability and status. Make sure that people moving around the boat don’t destabilise it. Also check if the tide is dropping that the boat will not list. You may need to abandon ship if the boat starts to list too much.
- If possible remove vessel from ground. If you haven’t grounded too hard you should be able to do one of the following.
  - Motor off
  - Lift engine
  - Shift weight
  - Row / punt off using oars
  - Push, if on sand in calm water
  - Wait for tide to rise
- If possible navigate to nearest, suitable and safe wharf or drop anchor and wait for assistance
- If necessary contact emergency services if necessary and inform them of your intentions
- Order **Prepare to Abandon Ship** and **Abandon Ship** as required
- Contact the Marine Fieldwork Manager
Flooding / Swamping

- Assess the situation
- Direct personnel to put on lifejackets
- If the collar is not damaged Pelagica should have sufficient buoyancy to remain afloat even if flooded
- Ensure that the automatic bilge pump is operating. Switch on both battery master switches and the cross-over to ensure it has sufficient power
- Operate the manual bilge pump to pump water from under the floor
- Prepare bucket and if necessary begin bailing
- Investigate the cause, if possible stop the water coming in and monitor the flooding. The most likely location for flooding on Pelagica is through a leaking bung
- If the vessel is stationary and the Venturi bailers are down water may leak back in through them – check and if necessary close them
- Confirm vessel stability and status. You may need to move people and equipment to counter the weight of the water coming into the boat
- Prepare anchor or sea anchor for deployment. You don’t want to drift into more trouble while you sort out the problem.
- Visually check for pollutants/spillage. Is there any fuel or oil in the boat that can mix with the water? – use the spill kit.
- If the engines are still operational and the leak is small or stopped, open / lower the venturi bailers and motor slowly. This will drain water from the floor of the vessel
- Navigate vessel to nearest, suitable and safe wharf or drop anchor and wait for assistance
- If necessary contact emergency services and inform them of your intentions
- If you can’t deal with the flooding prepare people for getting into the water. Order Prepare to Abandon Ship and Abandon Ship as required. Unless there is significant damage to the vessel Pelagica should have sufficient buoyancy in its sealed chambers to stay afloat. Stay with the vessel.
- Contact the Marine Fieldwork Manager
**Capsize**

- Assess the situation
- Try to locate other personnel
- Locate life jackets and put them on
- Assist others who are not wearing lifejackets to put one on
- Remain as a group with the vessel
- If possible get as high on the vessel as you can to get out of the water and be seen
- Locate safety equipment and signal for assistance – display V sheet, sound horn and / or light flares if other vessels or people are nearby
- Deploy EPIRB
- Liaise with emergency services upon arrival
- Contact the Marine Fieldwork Manager
**Dangerous Behaviour / Unlawful Acts**

All persons onboard Pelagica are expected to conduct themselves properly and safely. All people onboard have an obligation to others to act in a safe way. Anyone who observes another person behaving in a dangerous or unlawful way should notify the master of the vessel.

It is an offence to not follow the reasonable directions of the master of the vessel.

- Inform person that behaviour is unacceptable
- If necessary and safe move the vessel to wharf or safe location
- Contact Police (000) if required
- Advise offending person(s) that an offence is being or has been committed and that the Police have been notified to attend
- Inform all personnel, of the situation and your intentions
- Ask all personnel to remain onboard or near the vessel
- Wait for emergency services
- Contact the Marine Fieldwork Manager

**Hold-Up / Hostage Situation**

- Obey the person’s instruction, do only what you are told and nothing more
- Do not volunteer information
- Do not resist the hold up
- Observe what you can from the person and provide all information to police
- Contact the Marine Fieldwork Manager
**Bomb Threat**

- Keep calm
- Listen carefully to the caller
- Record the wording of the threat, date and time
- Note any clues such as: accent / impediment / polite / incoherent / irrational / taped / read out / abusive / traffic / voices / machinery / gender of caller / estimated age
- Ask When, Where, What, Why, Who?
- Keep communications open with the person
- If possible contact emergency services
- Deploy anchor and wait for assistance
- Follow emergency services instructions
- Contact the Marine Fieldwork Manager

**Suspicious Object**

- Do not touch or tilt the object
- Contact emergency services
- If possible deploy anchor and wait for assistance
- Follow instructions of emergency services
- Contact the Marine Fieldwork Manager
Towing another Vessel

- Assess the risk for undertaking an **Emergency** tow only, otherwise contact Emergency Services. Read also Part 8. Clause 69 of MSCV (2010).

- Communicate clearly with the other vessel about your intentions, use the radio if weather conditions prohibit voice communication

- Only approach another vessel if it is safe to do so, **DO NOT Put Your Vessel At Harm**

- To affect a tow, check there is appropriate equipment

- If safe to transfer people, take onboard any people that may be in danger

- Use the longest tow line possible to limit snatch in the line

- Secure the tow line to spread the load over the boat – rig a towing bridle between the Sampson posts at the stern of pelagica

- Direct the recipient where and how to attach the towline _prior_ to throwing the line

- Ensure you have a method to slip the tow line if necessary, always have a knife ready to cut the line

- Accelerate slowly to take up the strain of the tow

- Tow only at a sensible speed

- Watch for following waves behind the vessels that may swamp them, slow down

- Monitor chafe in the tow line

- If possible navigate vessel to nearest, suitable and safe wharf
Being Towed by another Vessel

- Communicate clearly with the other vessel, use the radio if the weather prohibits voice communication
- Prepare a tow line, or prepare the vessel to receive the tow line
- Securely attach the tow, Pelagica is fitted with a bow Sampson post that is the idea location for the tow line
- Ensure the tow can be slipped and that a knife is on hand to cut the tow if necessary
- Do not allow people to stand behind the tow line or in the bight of the line – When being towed everyone should be behind the windshield
- Monitor chafe in the tow line
- Watch for wake building behind the boat that may swamp the vessel, slow down the tow
- Monitor speed, if in a following sea watch for surfing or slewing. If necessary deploy a sea anchor to control the speed and movement of the vessel.
- In heavy weather a weight such as a bucket full of water, anchor, or rubber tyre can be hung from the tow line to act as a shock absorber and maintain the “dip” in the line
Prepare to Abandon Ship

- Send **MAYDAY**
- Ensure all life jackets are donned
- Deploy **EPIRB**
- Stop engines
- Deploy anchor or sea anchor
- Prepare emergency equipment for abandoning ship, take the grab bag with you keep this equipment with you, don’t let it go down with the vessel.
  - Torch
  - Flares
  - Sound Signal
  - V sheet
  - EPIRB
  - Life ring

![Figure 3: Safety Grab bag](image)

The Grab Bag onboard Pelagica. It is stored in the open hatch below the GPS

- Keep all personnel informed, calm and under control, explain to remain with the vessel and together as a group if in the water
- Liaise with emergency services upon arrival
**Abandon Ship**

- Follow procedures for Prepare to Abandon Ship
- Explain how to disembark vessel and to remain together with the vessel
- Order “Abandon Ship”
- Take emergency equipment with you
  - Torch
  - Flares
  - Sound Signal
  - V sheet
  - EPIRB
  - Life ring
- Control transfer of staff/students into the water – check there is no debris or danger in the water before entering
- Muster all personnel together in the water
- Do a head count - Check that all personnel have abandoned ship
- If vessel remains afloat then cling to vessel for support and to be easier to find during a search
- Use emergency equipment to attract attention of emergency services
Hypothermia and the Heat Escape Lessening Position (HELP)

Hypothermia is the condition of low body-core temperature. This condition may result from prolonged heat loss due to long-term immersion or immersion for a short period followed by exposure, particularly to the wind when the body and / or clothing are wet. The combination of wet, wind and cold can kill. Follow your first aid training in the treatment of hypothermia.

H.E.L.P.

A person in the water will lose body heat at a greater rate than in dry air. Attempts to swim or any vigorous movement, while appearing to create body heat, will cause more rapid loss. The areas of the body where the greatest loss of heat occurs are the groin, the trunk, the neck and the head.

Where a person is unable to swim to shore and is likely to be in the water for any length of time they should adopt the Heat Escape Lessening Position (HELP) to minimise the rate of heat loss.

In the HELP the chest and groin are protected from heat loss to the water, with up to a 50% reduction in heat loss.

To effect this position, the person:

- Holds the arms so as to cover the sides of the chest and upper body;
- Raises the legs, shielding the groin and chest; and
- Endeavours to float on their back.

Where a number of people are in the water they should huddle together and should shield as much of their collective body trunks as possible.

Single person HELP  Multiple people HELP