Example Pre-trip Briefing for Pelagica

Today we are travelling to …
Once there we will …
Our expected time of arrival is …
We will be returning to … at …

(Here outline any special activities or tasks)

Lifejackets are located in the netting under the canopy or in the plastic tubs under the rear seat. You may wear a lifejacket if you wish; however, everyone must put on a lifejacket if the Master tells you to.

In the event of an emergency please follow the Master’s instructions. The Grab Bag contains the V-sheet, flares, air horn and torch. The fire extinguisher is in the plastic tub.

If the Master is incapacitated you may need to assist.

In the event of an emergency tune the radio to channel 16, listen to ensure the channel is clear, press and hold the push to talk button, speak clearly into the microphone, release the button and listen for a reply.

If you cannot raise assistance using the radio or a phone and you require emergency assistance deploy the EPIRB.

To deploy the anchor, carefully lower it over the bow until it touches the bottom, then pay out as much line as possible and tie it off to the Sampson post. Be careful not to tangle the rope.

Pelagica has two outboard engines with forward controls. Push the throttles forward to go forward and backward to reverse. To disengage the propellers and stop the boat move the throttles to the middle position until you feel them lock. Any throttle movements should be slow and smooth. Steering is with a wheel like a car.

Other procedures are detailed in the quick reference guides.

Please follow the Master’s instructions for loading as the positioning of equipment and personnel can affect the stability of the vessel. Please maintain a good grip of the boat while we are moving and avoid moving around unnecessarily.

Thank you.