



Australian Government

Australian Maritime Safety Authority

Domestic Commercial Vessel

EMERGENCY PROCEDURES

Idea Generator

AMSA 581 (3/13)

This document is for guidance only. It should be altered to suit the particular vessel and organisation.

It is intended to generate ideas for documenting easy-to-use, relevant maritime emergency procedures. Other procedures to consider include:

- Security Breach
- Bomb Threat
- Severe Weather
- Search and Rescue

DISCLAIMER: National Standards Guidelines are guides to applicable standards and do not constitute the provision of professional or legal advice. The Commonwealth, its agents, instrumentalities, officers and employees do not guarantee and accept no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in the National Standards Guidelines.

Users should seek appropriate independent professional advice prior to relying on, or entering into any commitment based on material in the National Standards Guidelines, which is material purely published for reference purposes alone.

Master/ (engineer)

- Assess situation
- Contact authorities (below)
- Coordinate all operations
- Consider fire smothering equipment (engineer)
- Notify appropriate authorities
- Record the incident as soon as practicable
- Inform and reassure passengers and direct to muster stations

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer/ (master)

- In charge at fire scene
- Start fire pumps
- Initiate closing of air intake vents to fire area
- If fire in engine room:
 - ensure engine room clear of personnel
 - set off Fire Smothering System on order from Master
- Inform master of situation
- Record incident

Crew 1

- Inform Master
- Report to Engineer at fire scene
- Fight fire only if:
 - Master says “fight the fire”
 - Engineer confirms “fight the fire”
 - You will not put yourself in danger
 - You have been trained

Crew 2

- Remain with passengers
- Issue lifejackets to passengers
- Assist passengers to muster stations
- Conduct a head count
- Report head count to Master
- Abandon ship on Masters orders

FIRE

Master/ (engineer)

- Assess situation
- Contact authorities (below)
- Coordinate all operations
- Inform and reassure passengers and direct to muster stations
- Notify appropriate authorities
- Record the incident as soon as practicable

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer/ (master)

- In charge at scene
- Investigate to confirm no fire
- Inform master – “no fire”

Upon confirmation of “no fire”:

- Ensure engine room clear of personnel
- Manage smoke situation to eliminate source
- Inform master of situation
- Record incident

Crew 1

- Inform Master
- Report to Engineer at scene

Crew 2

- Remain with passengers
- Issue lifejackets to passengers
- Assist passengers to muster stations
- Conduct a head count
- Report head count to Master
- Abandon ship on Masters orders

SMOKE - NO FIRE

Master/ (engineer)

- Assess situation
- Contact authorities (below)
- Coordinate all operations
- Contact other vessels in vicinity to assist
- Inform and reassure passengers
- Notify appropriate authorities
- Record the incident as soon as practicable

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer/ (master)

- In charge at scene
- Assess damage
- Inform master of situation
- Record incident

Crew 1

- Inform Master
- Report to Engineer at scene

Crew 2

- Remain with passengers
- Issue lifejackets to passengers
- Assist passengers to muster stations
- Conduct a head count
- Report head count to Master
- Abandon ship on Masters orders

COLLISION OR GROUNDING

Master/ (engineer)

- Assess situation
- Contact authorities (below)
- Contact other vessels in vicinity to assist
- Coordinate all operations
- Notify appropriate authorities
- Record the incident as soon as practicable

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer/ (master)

- Maintain safety of vessel
- Inform and reassure passengers

Person spotting POB

- Yell “man overboard, man overboard”
- Point to casualty, keep pointing
- Do not turn eyes away from casualty

Other crew

- Inform Master
- Prepare lifebuoy
- Do not enter the water to retrieve the casualty
- Prepare to retrieve the POB
- Retrieve the first aid kit

PERSON OVERBOARD

Master/ (engineer)

- Assess situation
- Contact authorities (below)
- Coordinate all operations
- Inform and reassure passengers
- Notify appropriate authorities
- Record the incident as soon as practicable

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer/ (master)

- In charge at scene
- Investigate and confirm flooding
- Start bilge pumps
- Isolate flood
- Inform master of situation via crew
- Monitor situation
- Record incident

Crew 1

- Inform Master
- Report to Engineer at scene

Crew 2

- Issue lifejackets to passengers
- Assist passengers to muster stations
- Conduct a head count
- Report head count to Master
- Abandon ship on Masters orders

FLOOD

Master

- Assess situation
- Send mayday distress
- Contact authorities (below)
- Coordinate all operations
- Inform and reassure passengers
- Record the incident as soon as practicable
- Order “abandon ship, abandon ship”

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer

- In charge at muster stations
- In charge of passengers
- Inform and reassure passengers
- Passengers to muster stations
- All pax to don lifejackets
- Oversee deployment of liferafts
- If more than one raft, appoint a ‘lead survivor’ for each liferaft
- Record incident

Crew 1

- Report to Engineer at scene
- Deploy liferafts (on orders from Master)

Crew 2

- Conduct a head count
- Report head count to engineer and master
- Provide all support to engineer and passengers

ABANDON SHIP

Master

- Assess situation
- Contact authorities (below)
- Coordinate all operations
- Inform and reassure passengers
- Consider issuing lifejackets
- Coordinate all operations
- Record the incident as soon as practicable
 - record position
 - weather conditions
 - type of spill
 - approximate quantity

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer

- In charge at scene
- If able, isolate spill
- For sewage, isolate and keep passengers/crew away from spill
 - be aware of H₂S gas
- Make safe the area around the spill
- If available, deploy boom (on order from Master), utilise crew as required

All crew

- Report to Engineer at scene
- Provide all support to engineer and passengers

POLLUTION

Master/ (Engineer)

- Assess situation
- Contact emergency services
- Coordinate all operations
- Inform and reassure passengers
- Notify appropriate authorities
- Record the incident as soon as practicable

**Immediate assistance:
local VTS (VHF 16)
emergency services (000)**

Engineer/ (Master)

- Maintain safety of vessel
- Standby to assist as directed by most senior first-aider

All crew

- Investigate situation
- First-aid qualified staff to:
 - utilise DRABC
 - if conscious and safe, treat specific injury and conduct secondary examination to check for further injuries
 - inform Master of situation
 - handover to shore authorities when they arrive
 - record what first-aid stores were used

D = assess danger

R = check response

A = check airways

B = check breathing

C = begin CPR

D = if required, defibrillate

First aid equipment

First Aid Equipment Location

1. Kit 1
2. Kit 2
3. Splints
- 4.

Stocktake of equipment in the first aid kit:

- Band-aids
- Bandages
- More....
- Even more...

PASSENGER/CREW INJURY

Company contacts

Phone/mobile

Name

Owner:

Master:

All emergencies: VHF HF

Emergency services: 000

Harbour control:

Water police:

1800 _____

Marine authority

incident reporting:

Marine pollution

emergency line:

EPA:

Workcover:

TYPE OF INCIDENT

AUTHORITY TO CONTACT

Fire/smoke:

Immediate assistance: VHF CH. 16

Collision/Grounding/Near misses:

Coast radio HF

Man overboard:

Emergency Services 000

Passenger/crew injury:

Within 24 hrs: Marine Authority ()

Water Police: 1800 xxx yyy

Flood/Abandon ship:

Immediate assistance: VHF CH. 16

Coast radio HF

Oil or sewage spill:

Emergency Services 000

EPA (metro):

EPA (rural):

Within 24 hrs: Marine Authority ()

Water Police 1800 xxx

INCIDENT REPORTING

