

Title	Version	Date
<b>Crew 1 and crew 2 emergency procedures</b>	1.0	16 Feb 2025

<b>GENERAL NOTES</b>
<p><b>Normal allocation of duties</b>                      At the beginning of the trip the skipper will tell you which duties you will perform and when. On one leg of the trip you will be posted to the stern (alongside the skipper or 2<sup>nd</sup> in command). On the other leg of the trip, you will be posted to the galley.</p> <ul style="list-style-type: none"> <li>- When posted to the <b>STERN</b> you must undertake <b>CREW 1</b> duties</li> <li>- When posted to the <b>GALLEY</b> you must undertake <b>CREW 2</b> duties</li> </ul> <p>If the above arrangements are modified the skipper will explain to you which duties you should perform, and when.</p> <hr style="border-top: 1px dashed black;"/> <p><b>Records and investigation</b>                      Following an incident the skipper may well ask you to provide a witness statement. When asked, you must provide this at the earliest opportunity before the end of the trip. If you are aware of anything that might assist a later investigation you must inform the skipper.</p>

<b>EMERGENCY PROCEDURES APPLICABLE TO CREW 1 AND 2</b>	
If you become aware of fire or smoke	Apply procedure 1.1
If you are instructed to disembark passengers from the bow	Apply procedure 1.2
If you become aware that a person has fallen into the water	Apply procedure 1.3
If there has been a severe collision	Apply procedure 1.4
If there is a medical emergency	Apply procedure 1.5
If there are one or more unruly passengers	Apply procedure 1.6

# John Pinkerton II

<b>Procedure 1.1</b> <b>FIRE or SMOKE</b> Crew 1 and crew 2 procedure	
1) If you become aware of, or suspect a fire/smoke, raise the alarm. 2) If you are helming, you should also: <ul style="list-style-type: none"> <li>a) Steer bow towards and against towpath</li> <li>b) Keep engine running and hold bow in position as close to towpath as possible until the situation has been assessed by the skipper and/or 2nd in command</li> <li>c) Hand over the tiller to the 2nd in command (or skipper) as soon as practicable</li> </ul> 3) If the fire/smoke is from electrical panel or any other electrical equipment, provided it is safe to do so, use the CO2 extinguisher to suppress the fire 4) For a non-electrical fire involving solids, provided it is safe to do so, use a foam or water extinguisher to suppress the fire 5) For a non-electrical fire involving a flammable liquid, provided it is safe to do so, use a CO2 or foam extinguisher	
Crew 1	Crew 2
When instructed by the skipper or 2nd in command, inform crew 2 what is happening and then go to the bow prevent it from drifting away from the towpath by using a pole on the side furthest from the towpath	As soon as you are aware of the situation, send all passengers forward into the passenger salon. Check and clear toilet area.
	Close and latch the bar hatch. Then go to the passenger salon, closing the corridor door behind you.
Remain at bow in readiness to secure the boat to the towpath should this prove necessary	Consider the need to vent any smoke by opening windows or door to well deck
	Inform passengers that there is a technical problem and reassure them
Await instruction	Await instruction

## John Pinkerton II

<b>Procedure 1.2</b> <b><u>DISEMBARKATION FROM THE BOW</u></b> <b>Crew 1 and crew 2 procedure</b>	
1) Except in extreme emergency, do not disembark passengers from the bow until ordered by the skipper  2) When so ordered, the following instructions should be applied	
<b>Crew 1</b>	<b>Crew 2</b>
Securely tie the bow of boat to the towpath bank using a tree, or pin and mallet (you may need to deploy the emergency gangplank to achieve this)	Go to the bow and assist crew 1 to secure the boat to the towpath
With the assistance of crew 2, ensure that the emergency gangplank is safely deployed and ready for use by passengers (with the pin correctly applied in the hole in the gunwale)	Assist crew 1 with the deployment of the emergency gangplank
Manage disembarkation of passengers using a pole to act as a handrail	Assist crew 1 to disembark passengers in an orderly fashion and assist with management of passengers, particularly those who are mobility impaired
Reassure and inform passengers	Reassure and inform passengers
Establish assembly area away from boat and take headcount when all passengers are off boat	If safe to do so, return to the galley and assemble the contents of the grab bag. Take it to the bow, closing the corridor door behind you
	Assist crew 1 to establish assembly area and taking headcount

<b>Procedure 1.3</b> <b><u>PERSON FALLS IN THE WATER</u></b> <b>Crew 1 and crew 2 procedure</b>	
1) If you become aware of a person(s) in the water who needs to be rescued, raise the alarm  2) If you are helming, you should immediately: <ol style="list-style-type: none"> <li>a) Put the throttle into neutral</li> <li>b) If you know where the person is, take necessary evasive action to prevent the boat hitting or crushing the person.</li> </ol>	
3) If you know where the person is, inform the helm as quickly as you can. If you don't know where they are, look around and ask others to help	
4) Keep passengers calm and try to prevent well-intentioned relatives/friends jumping in to attempt a rescue.	
5) <i>If you are crew member designated to wear the PFD,</i> if instructed by the skipper, go to the stern and put on the PFD (remember to attach the throw line). Await instruction.	

Procedure 1.4 **SEVERE COLLISION**  
Crew 1 and crew 2 procedure

- 1) *If you are helming.*  
you should immediately stop the boat and explain to the skipper the sequence of events that led to the collision
- 2) *If you are not helming.*  
Check for damage to the boat and/or injuries to passengers. Report your findings to the skipper and, if needed, apply the 'medical emergency' procedure.
- 3) Take steps to protect passengers from broken glass or other hazards

Procedure 1.5 **MEDICAL EMERGENCY**  
Crew 1 and crew 2 procedure

- 1) Inform the skipper of the situation. If you have not been trained to render first-aid ask for assistance from a crew member who has been trained (Note: 'blue badged' crew members will have undertaken first-aid training). If you have been trained in first-aid use your skills in support of the skipper.
- 2) Ask the passengers if there's a doctor or nurse on board to assist.
- 3) Assist as required by the skipper. Manage the other passengers and make arrangements to ensure the patient's safety, comfort, dignity and privacy.
- 4) *If you have been instructed by the skipper to call 999.*  
be sure to inform the ambulance service operator of the person's condition and that you are calling from a boat on the Basingstoke canal. Inform the operator of your location (using what3words and/or grid reference) or agree with the skipper and the operator a suitable RVP (these are listed on the clip board in the galley). Inform the helm of any RVP that is decided upon.

Procedure 1.6 **UNRULY PASSENGER**  
Crew 1 and crew 2 procedure

- 1) Inform the skipper if one or more passengers appears to be intoxicated or is showing signs that they may be unruly during the trip.
- 2) Inform the skipper if: one or more passengers are becoming unruly; or if they appear to have drunk far too much; or if you see signs of drug taking; or if their behaviour is inappropriate.
- 3) **Never try to physical restrain an unruly passenger.** Try your best to defuse a tense situation.
- 4) Be aware of danger at all times and try to prevent an unruly passenger putting themselves or others into danger.