



# General duties in case of emergency

Applies to all crew

## Crew 1 (usually the crew member who is posted to the STERN)

- Handover helm to 2<sup>nd</sup> in command
- Lead responsibility for enabling passengers to disembark from the bow, should this be required

## Crew 2 (usually the crew member who is posted to the GALLEY)

- Ensuring the safety of all passengers, including any in the toilet at time of emergency
- Assisting crew 1 should disembarkation from the bow be needed

## 2<sup>nd</sup> in command (blue badge competence)

- In most scenarios, the 2<sup>nd</sup> in command is responsible for taking over the helm and ensuring the safe movement of the boat (leaving the skipper free to manage the incident)
- Offer advice and support to the skipper, as required, throughout the incident

## Skipper (red badge competence)

- Must ensure that all crew are always aware of their duties in case an emergency occurs
- Incident management and operational decision making
- Recording and investigating an incident

# Fire or smoke in engine bay

Applies to skipper  
(2<sup>nd</sup> in command  
to note)

## In case of fire or smoke from engine bay

- Skipper must first check if suppression system has discharged by checking the gauge in rear locker

### **There is a fire and/or suppression system has discharged**

- Stop engine
- Close engine air vents
- Operate fuel cut-off
- If necessary, manually discharge the fire suppression system
- If warranted, alert the emergency services

### **There is smoke but the suppression system has not discharged**

- Look for signs of fire. If it becomes evident that there is a fire apply the red procedure. Otherwise:
- When boat is secure, stop the engine
  - If no sign of fire after 15 minutes, carefully open engine hatch to investigate condition of engine
  - Decide whether or not to disembark passengers

- In both cases, the bow must be secured against towpath as soon as possible in readiness for evacuation if needed – this is undertaken by crew 1 and 2

# Crew 1 and crew 2 duties in case of fire or smoke

Applies to crew 1 & 2

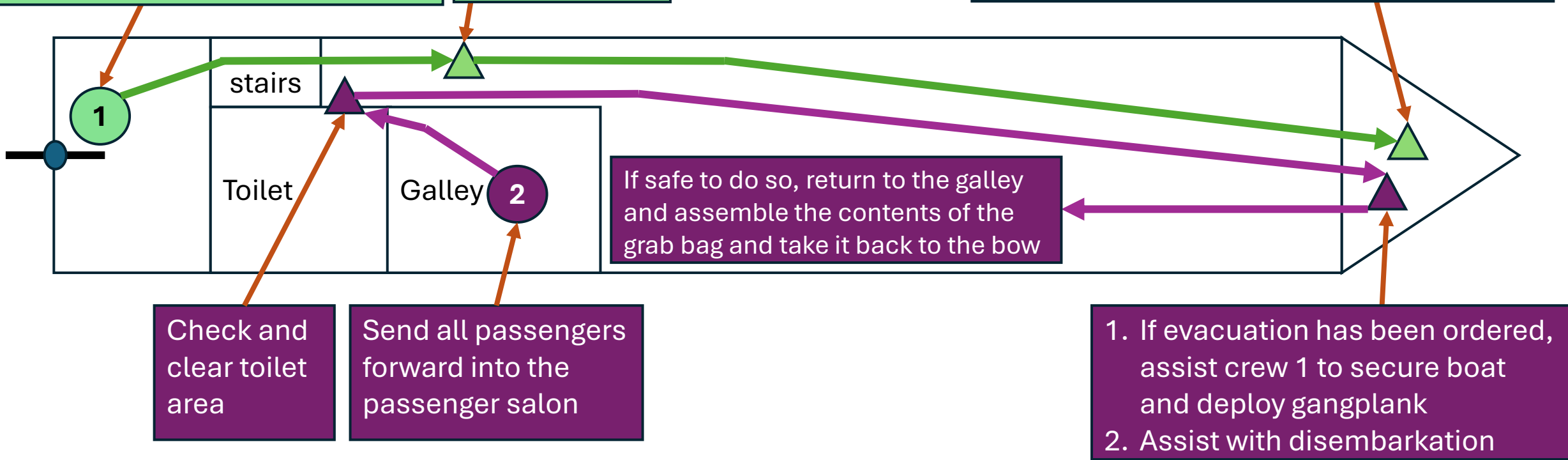
## 1. *If you are at the helm;*

- steer towards towpath
- handover to 2<sup>nd</sup> in command a.s.a.p.

## 2. Immediately go to bow

Inform/update crew 2

1. Hold bow against towpath using pole on opposite side, and await instruction
2. If instructed, secure boat to towpath with assistance of crew 2
3. Deploy gangplank
4. Manage safe disembarkation



## Crew 1 and 2 should also remember

- When possible and safe to do so, close doors and hatches between the fire and the passengers
- Consider need to open windows to vent smoke from the passenger saloon

## Engine bay

The engine bay is fitted with a gas fire suppression system that is automatically triggered by heat or flame. It can also be activated manually using a plunger in the rear locker.

## FIRE or SMOKE in the galley, toilet area, corridor, electrical panel or passenger saloon

After raising the alarm, firefighting may be attempted by any crew member with the sole objectives of protecting life and enabling evacuation

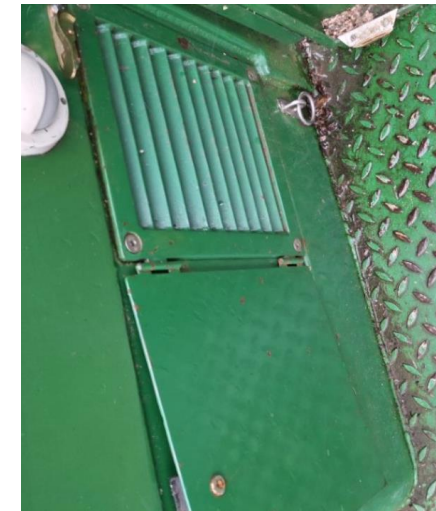
- 1) If the fire/smoke is from electrical panel or any other electrical equipment, provided it is safe to do so, use the **CO2** extinguisher to suppress the fire
- 2) For a non-electrical fire involving solids, provided it is safe to do so, use a **foam** or **water** extinguisher to suppress the fire
- 3) For a non-electrical fire involving a flammable liquid, provided it is safe to do so, use a **CO2** or **foam** extinguisher



# Firefighting on JP



Engine bay fire suppression system manual activation plunger



Engine bay ventilation opening and flap

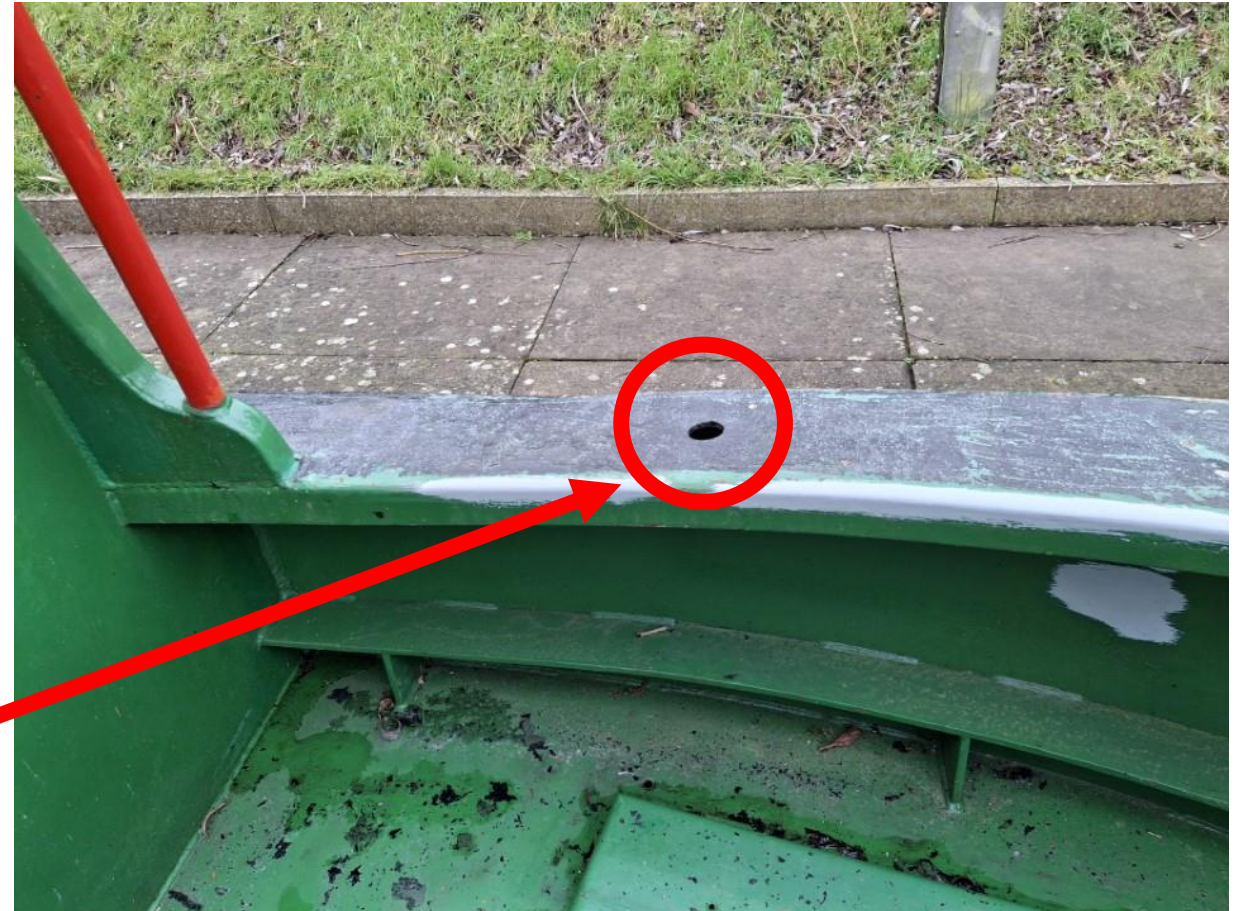
# Disembarkation from bow

**Except in extreme emergency, do not disembark passengers from the bow until ordered by the skipper**

- 1) When so ordered, crew 1 (lead) and crew (assisting) should work together to:
  - securely tie the bow of boat to the towpath bank
  - 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)
  - manage disembarkation of passengers using a pole to act as a handrail
- 2) If safe to do so, crew 2 should then return to the galley, assemble the contents of the grab bag and bring it to the bow
- 3) Crew 1 should take lead on establishing an assembly area away from boat and taking a headcount



# Emergency gang plank



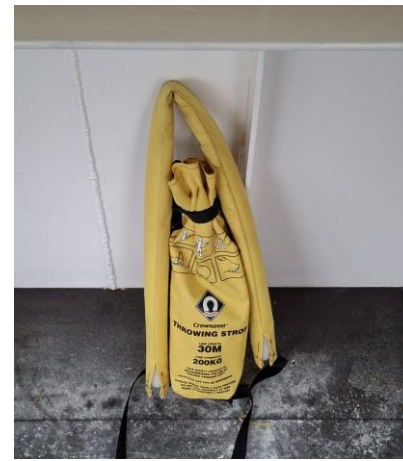


# Person falls in water

Applies to all crew

- 1) If you become aware of a person(s) overboard **who needs to be rescued**, raise the alarm
- 2) If you are helming, you should immediately:
  - Put the throttle into neutral [do not stop the engine]
  - If you know where the person is, take necessary evasive action to prevent the boat hitting or crushing the person. If you don't know where they are, look around and ask others to help
- 3) Look for where the person is in the canal. If you know where the person is, inform the helm as quickly as you can
- 4) Keep passengers calm and try to prevent well-intentioned relatives/friends jumping in to attempt a rescue
- 5) Implement suitable recovery strategy (e.g. self-rescue, reach out with pole, throwline, life-belt, volunteer crew member with Personal Floatation Device)
- 6) Administer first-aid

# Rescue equipment



Throwing line



Personal floatation device (PFD)



Life ring with throwline



Floating self-lighting light (for use after dark)

# Medical emergency

Applies to all crew

- 1) If you have been trained in first-aid use your skills in support of the skipper (first-aid kit is located in the galley)
- 2) Ask the passengers if there's a doctor or nurse on board to assist
- 3) Manage the other passengers and make arrangements to ensure the patient's safety, comfort, dignity and privacy
- 4) If instructed by the skipper, inform and liaise with the emergency services

## **Procedure for skipper (and/or other trained first aider)**

*If the person has collapsed and is neither responding nor breathing*

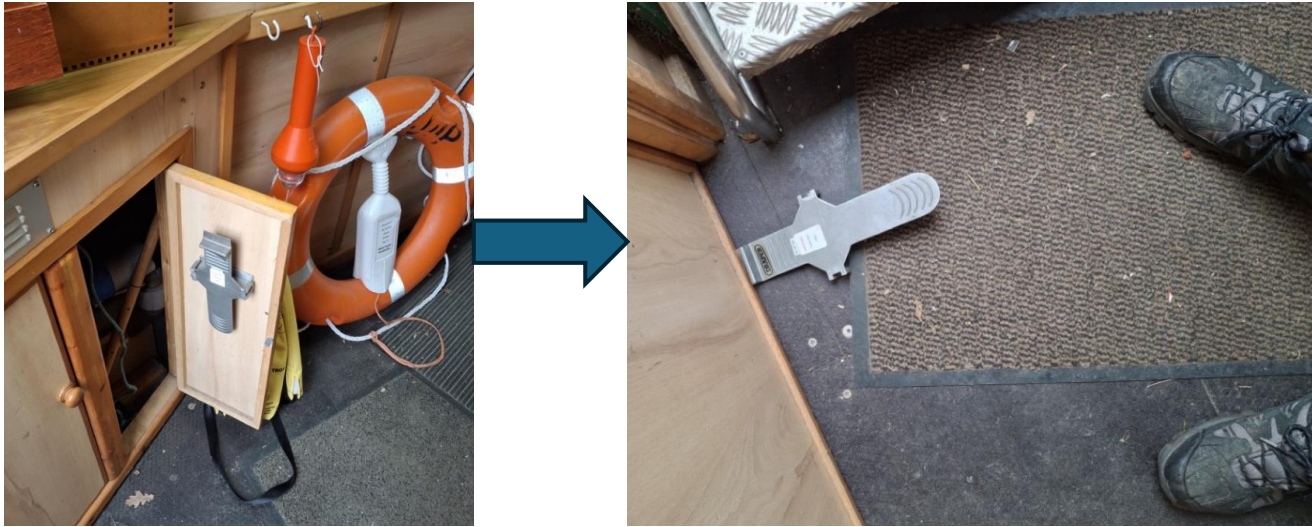
- start CPR and deploy the defibrillator without delay and instruct a crew member to call the emergency services

*If the person is breathing*

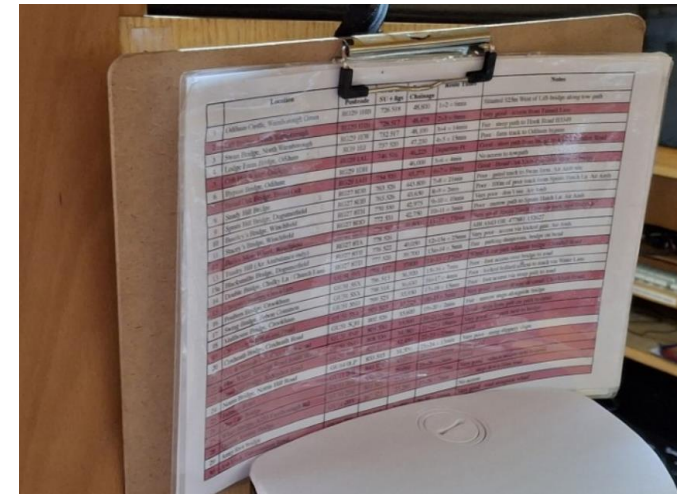
- consider the need to call for ambulance - ask for details of any pre-existing conditions or allergies - check for a Medi-alert



# Equipment for use in medical emergency



Location and use of the door lifting device



List of rendezvous points (RVPs)



Defibrillator

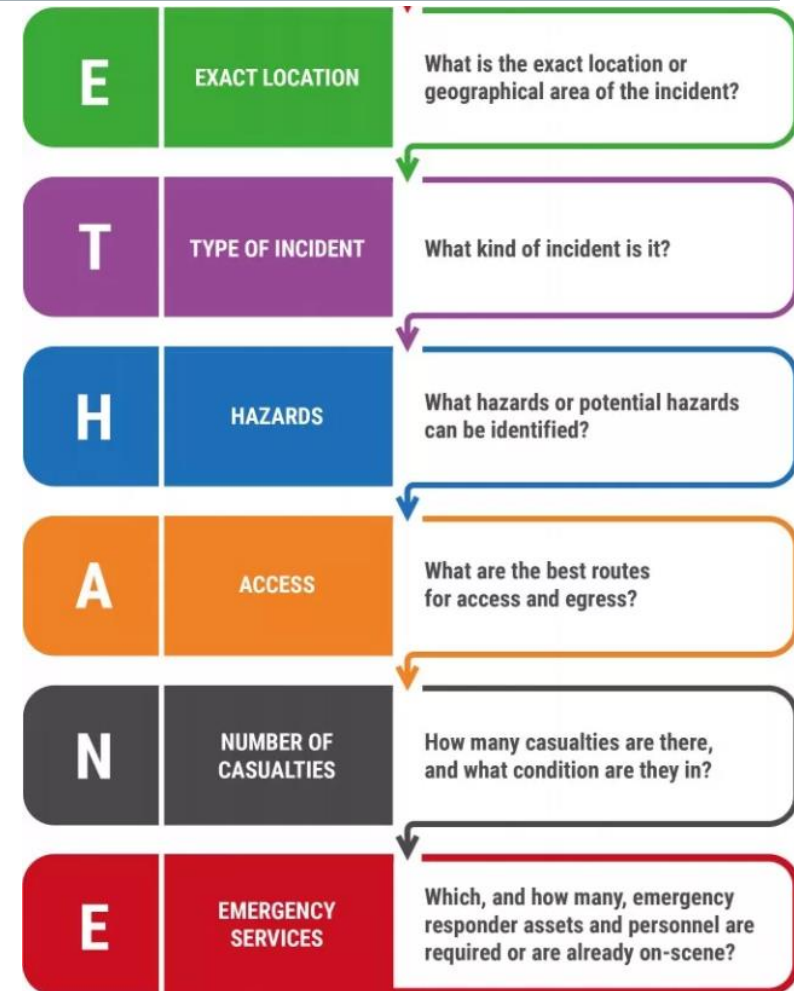


# Informing the emergency services

- 1) Dial 999
- 2) Inform the ambulance service operator of the situation, including the condition of any unwell person, and that you are calling from a boat on the Basingstoke canal
- 3) Inform the operator of your current 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)
- 4) Stay on the line until told to hang up, or until you hand over to the skipper

Applies to all crew

Note  
When giving information to the emergency services you can use the ETHANE mnemonic as a prompt



- 1) If 2<sup>nd</sup> in command (or any other crew member) is at the STERN and has no safe route to reach the bow, they should travel along gunwale (maintaining three points of contact with the boat at all times). The requirement to take the ladder with them no longer applies
- 2) In all scenarios, consider the needs of vulnerable and mobility impaired passengers
- 3) Avoid unduly alarming passengers by shouting out words like 'fire'; keep them informed and reassure them as necessary
- 4) In difficult situations, consider 'recruiting' one or more passengers to assist you
- 5) Never try to physically restrain an unruly passenger. Try your best to defuse a tense situation
- 6) If an unruly passenger is endangering the safety of crew and passengers consider calling the police