

# Medusa Training Manual

**Medusa Support Group**

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Medusa Training Manual, including Policies	
Purpose, Updates, Review, Coverage & Promulgation .....	4
Essential Training .....	5
Emergency Alarm Signals .....	5
Emergency situations .....	5
Fire Alarm .....	5
Lifejackets.....	6
Use .....	6
Man over Board - MoB.....	9
The Four Phases .....	9
Debrief, after the exercise .....	11
Fire Prevention.....	13
Flood Prevention .....	13
Life Raft .....	14
Launching .....	14
Boarding.....	15
Flares .....	16
Mayday.....	18
The Main Radio .....	18
Portable VHF Radio .....	18
Using DSC .....	20
Cold Shock, and Cold Water Immersion – the differences.....	21
Cold Shock, CS .....	21
Cold Water Immersion, CWI .....	22
Circum Rescue Collapse .....	23
Exposure - Hypothermia.....	24
Warm Clothing .....	24
Thermal Protective Aids.....	25
Garbage Disposal Plan.....	26
Seagoing Checks .....	26
Medusa Policies and Forms.....	27

Child Protection Policy and Code of Conduct.....	28
Equal Opportunities Policy.....	32
Health & Safety Policy Statement .....	33
Officer of the Day - OoD.....	34
Volunteers Confidential Medical Questionnaire.....	35
Volunteers Confirmation of Reading the Training Manual .....	36
Action Cards .....	37
Anchoring – Action Card .....	38
Collision & Flood – Action Card .....	39
Loss of Engines – Action Card.....	40
Fire Fighting – Action Card .....	41
Helicopter Rescue – Action Card.....	42
Medical Incident – Action Card .....	43
MOB – Action Card.....	44
Skippers Standing Orders .....	46
Steering Gear Failure – Action Card .....	47

## **Purpose, Updates, Review, Coverage & Promulgation**

### **Purpose**

This document is designed to provide training for the crew of Medusa.

At sea, situations, weather, and circumstances may vary widely, making it impossible or foolish to prescribe specific actions. All activity must be scenario dependant, and so this Training Manual must be regarded as guidance only.

### **Updates**

Any matter can be proposed by any member of the Medusa Support Group and will be reviewed and processed appropriately.

### **Review**

This document will be reviewed as needed by the Medusa Support Group Committee and approved by the Medusa Trust.

### **Coverage**

This Training Manual contains:

- Operational procedures for promoting safety and security.
- Emergency procedures.
- Guidance on the life-saving equipment provided in Medusa, and also information on the best methods of survival.
- Compliance Policies, towards the end, and
- Forms.

Further data about the vessel and its equipment is contained in the Medusa Ship Handbook.

### **Promulgation**

This Training Manual will always be available for crew to read in the Chart Room.

A copy can be provided if requested, in paper or digital form.

All Crew members will be made aware of this document, and be given time to familiarise themselves with it, and to discuss any queries. It is acknowledged that the amount of content will mean that a new crew member may need several viewings to cover it all.

On a first trip, in sheltered waters, they should have a knowledge of the 'Essential Training' section below, and of the Policies.

## Essential Training

Visitors and Crew on one day outings or short trips should have a knowledge of:

- Emergency Alarm Signals..... 5
- Lifejackets..... 6
- Fire Prevention..... 13
- Flood Prevention..... 13
- Life Raft..... 14
- Medusa Policies..... 27
- Man Over Board Action Card..... 44
- A Basic guide to personal survival, Publication **MCA/075**, is kept in the Chart Room.

## Emergency Alarm Signals

Emergency alarms are sounded using the Emergency Alarm Buttons located on the bridge and in the chartroom and can be heard in all compartment as well as on deck.

## Emergency situations

The Alarm sounded for Emergencies consists of **seven short blasts followed by one long blast**.

All embarked personnel should go to their muster station on hearing the signal.

- Skipper – To the Bridge
  - Coxswain – To the Bridge
  - Chief Engineer – To the Engine Room
  - Mate – To the site of the incident
  - Second Engineer – To the site of the incident
  - One or two crew to form communication chain between Bridge and Incident, and Engineers.
  - Passengers, and crew with no assigned role, should go to the Muster Point which is on the foredeck close to the life raft.
- Once the incident is initially investigated further personnel can be deployed from the Muster Point.

THIS IS NOT AN ABANDON SHIP SIGNAL but is used to gather personnel to deal with an emergency.

The vessel is only to be abandoned when specifically instructed to by the Skipper, as a last resort.

## Fire Alarm

Fire or Smoke may be discovered by any crew member, and will be reported to the Bridge.

**One long ring** on the Emergency Alarm, actuated from bridge or chartroom, will indicate a Fire to crew members throughout the boat who then muster to fight the fire.

*Do not confuse with the ships fog horn.*

There are separate sections in the Training Manual for various Emergencies.

## Lifejackets

17 Auto-Inflatable Lifejackets are available in the Chart Room, and described in the Ships Handbook.

Crew members are responsible for adjusting them for size to fit.

The lifejacket includes a crotch strap and is to be worn as a waistcoat adjusted to fit. Each is numbered. Remember it, to find the one you previously fitted to size.

Lifejackets are self inflating upon entering the sea and lights automatically light at the same time. There is a Red Toggle to pull, if the Jacket does not inflate.

When the Lifejacket deploys, you will find a Tube inside the cover if you need to add air, a whistle to attract attention, and a Yellow Floating Loop (to be fitted Autumn 2020).

The Yellow Floating Loop will take your weight, and you can clip it onto the lifting hook for recovery.



### The Standard Life Jacket and Safety Strop

#### Use

Lifejackets are to be worn by all personnel on the Main Deck on passage at sea: at the skipper's discretion, or if you wish to. Such crew should notify the OOW of their intentions.

The Strop can be clipped to (or around) any secure fixed object, to avoid falling overboard.

In heavy weather, Jackstays will be rigged on either side deck, from fore to aft, to which the Strop can be clipped, to allow secure movement along the decks.





**Rear of Life Jackets with straps unfolded showing red manual inflation button**



**Front of Life Jacket, with Safety Stop attached to Lifting Ring**



**Lifejacket (not inflated) worn as a waistcoat, buckled in front, with a crotch strap in place. Safety Stop attached, with free end held ready to use.**

#### **Annual Inspections and Maintenance**

Lifejackets are independently Inspected annually, and a record of Inspection expiry dates kept in Ships Papers.

Discharged Life Jackets may be re-armed by a competent person using approved parts, and repacked as during annual service.



## Man over Board - MoB

### Prevention

The first aim is to reduce the risk of someone going into the water.

Most MoBs occur within sight of the pontoon. Docking, Undocking, and Line Handling are common causes. The handrail gate is commonly open, when extreme care should be exercised. With this kind of MoB, only elements of the guidance will be needed, and it may be easier to take an MoB to a pontoon or to steps because of the lower freeboard.

Medusa is fitted with a solid handrail with two hinged openings which are closed at sea. Three guard-wires are fitted below the handrail. Together, these items provide a safety rail reducing the risk of falling overboard.

**Under way at sea**, persons on the upper deck are required to wear a lifejacket – see page 6. Two safety harnesses are provided which, when attached to the vessel will allow the use of both hands whilst working on the Main deck. Notify the OOW before you leave the Aft Gun deck.

For **night or bad weather** operation, or when the skipper deems it necessary, two Jack Stays stored in the Chartroom with the Life Jackets, can be rigged along the main deck running fore to aft on each side. This will allow a Life Jacket Strop to be clipped on, and stay clipped on during free movement along the main deck.

### Guidance

It is impossible to draft prescriptive instructions for every MoB emergency; this training is intended as guidance only. What you have trained for comes back in a real emergency; and allows you to suggest anything the OOW (who may be the Skipper) may have overlooked under stress.

It is best to discuss the 'Four Phases' of an MoB rescue before the exercise, which may be carried out slowly at training speed, for safety and understanding.

Debrief after the exercise, prompting the crew to describe what was involved in each phase.

Other topics are best left until afterwards, eg 'If it's you', Cold Shock, Boat Speed, & Aftercare; described at the end of the section.

## The Four Phases

### Reaction Phase

In the event of a man going overboard:

- Person seeing the event shouts "Man Overboard" and points towards the man overboard.
- Officer of the Watch acknowledges the event and starts the recovery process.
- If on Passage, Helmsman initiates a suitable steady turn if safe, preferably to Starboard for the Skipper's viewpoint, to avoid leaving the MoB far behind. Continues until engine control established.
- Engineers to Engine-Room, and reduce Revs to slow ahead.
- Two people continue to point at the man overboard, moving around the decks to maintain direct vision to the MoB, and positioning themselves where the Skipper can see them.
- A life ring is deployed towards the MoB, if close at hand. Or at the end of a first circle if engine control not yet established.
- Navigator marks the plot with the man overboard position; and sends a DSC Mayday, being prepared to communicate with the Coast Guard, and relay this to Skipper.
- Determine if the MoB is conscious, *and* capable of re-boarding by the wooden steps.

## Manoeuvre Phase

- The Emergency Alarm should be sounded with Seven short & One long blast.
- OOW assigns crew to the Capture party, and the Recovery party.
- If the MoB is conscious and capable, OOW to direct crew to set up Capture and Recovery at the Port Entry Port, which is visible from the Bridge.
- If not, or if there is any doubt about MoB's capability, then Capture and Recovery should be set up on Port Side under the Davit.
- Picking up the MoB commonly is on the downwind side of the vessel. How she is manoeuvred there depends on all prevailing circumstances, and is at the OOW's discretion.
- During Capture and Recovery, the vessel must be stationary in the water. Once the MoB is linked to the vessel, even one knot of boat speed can tow the MoB face-on and drown them.
- Check for Lines overboard before the close-to manoeuvring begins.

## Capture and Recovery Phase

- The **Capture** party needs to attach the MoB to the vessel, to avoid them drifting apart without further engine inputs. The best means of doing this is by lifting the Yellow Floating Loop with the Boat-hook. (Do not use the Boat-hook like a fishing rod, or it can snap.)
- Crew can also take a Throwing Line, which can be deployed forward of the Boat-hook.
- If the Yellow Loop is not visible, or is missed by the boat-hook, a bight of line can be lassoed over an unconscious casualty.

It is recommended that the Capture and the Recovery parties are clipped on, since they will be working by an open entry port, or where guard-wires are removed.

**Recovery** at the **Entry Port** of a **conscious MoB** will be up the Wooden Steps, which need to be rigged so the bottom two steps are immersed. The bottom step is weighted to ensure it sinks.

- The Capture party deploys to bring the MoB to the steps. Passing the Yellow Loop or Strop to the Recovery party.
- The Recovery party will help and assist the MoB to ascend. The Yellow line will take the full wet weight of an MoB, and is attached to the Lifejacket's lifting Becket, so you can use this, or pass another line through it.

**Recovery** of an **unconscious or incapable MoB** will be by the **Davit**; by attaching the Yellow Loop or lifting Becket lifting on the lifejacket to the hook permanently fitted to the davit, and manually hauling the casualty to the upper deck.

- If conscious, the casualty may make the attachment.
- Or, the Yellow Loop can be lifted by the boat-hook to the hook on the block.
- Otherwise, the MoB may be secured to a line by a clipped-on crew member on the steps, and pulled forward to the hoist by the line. This avoids further crew fully entering the water.
- To hoist the MoB, the davit needs two crew to steady it fore-and-aft, and one or more to work the block and tackle.
- The Davit will not hoist the MoB over the Handrail; so the guard-wires behind the dingy will need to be cleared away, by cutting whippings or opening shackles or pelican hooks.
- Other methods, such as using the Life Raft, could be discussed in the Debrief.

## Debrief, after the exercise

The crew should be encouraged to relate back the four Phases, to fix it in memory. It is easier to remember everything when it is broken into the smaller parts of the Four Phases.

Other matters that can be discussed are:

### If you are the MoB

- Cold Shock will make you Gasp for Air and Panic. Even in strong swimmers. So try to take and hold a breath on the way in.
- Current RNLI/RYA advice is to float on your back for 60-90 seconds until the panic passes.
- If you must panic, panic slowly, and don't inhale sea water.
- Make the vessel aware of your MoB.
- If the Lifejacket has not inflated, pull the Red Toggle, or top it up by the tube.
- Flounder your way on you back to any marker equipment. It is more visible.
- Don't try to swim after the vessel. You will lose: buoyant air from your clothes, energy, and body heat.
- Protect your Airway, say with your hands, and turn away from the wind and waves.
- Make sure your light is on.
- Be ready to pass up, or hook on with: The Yellow Floating Line, or a Strop, or the Lifting Becket.

### Clipping On

- When the Jack Stay is rigged in heavy weather, you can clip on before leaving the bridge area, and move freely forward along the deck.
- During a real MoB, everyone involved in Capture and Recovery should seriously consider clipping on.

### Boat Speed

- MoBs resent being jostled at with a sharp boathook.
- Formerly, MoB training finished at the Manoeuvre phase, with a fly-by pick-up of a bucket and fender, dragged out of the water at speed, which is unrealistic; as you cannot drag an MoB through the water on a boathook, or hope to Recover them.
- Trials suggest that an attached MoB will be drowned at any Boat Speed above one knot.

### Aftercare

- As described elsewhere in the Manual, and in First Aid Manuals.
- Beware possibility of water in the stomach which can be vomited and inhaled by Unconscious *and* Conscious MoBs.
- All clothing including underwear should be changed – to avoid the body having to dry it.  
See Hypothermia treatment section.

### Vital Equipment

- Boat-Hook – Capture; kept on the port side deck, below the bridge. Short reach.
- Throwing Line – Capture; One is tied to the rail around the aft gun; another is attached to the Life Ring on the Stbd Bridge Wing. Longer reach, but needs to be recoiled and thrown with skill. Deploy forward of the Boat Hook, for conscious MoB to grasp five+ metres away.
- Rope – Capture; any lightish rope can be looped into a bight with both ends on board, and lassoed over an MoB, sinking around them. Deployed aft of the Boat Hook, in case it misses.
- Yellow Floating Loop – Capture & Recovery. Folded inside the Lifejacket, and ejected on inflation.
- Life Jacket. Has an integral Harness for lifting. The weight should be taken by the Waist Band rather than the Crutch strap, which is only there to keep the buoyancy bladder around the neck on immersion. Keep your elbows to your side when being hoisted.

### Other Equipment to consider

- In heavy weather in daylight or partial light, a **Smoke Flare** could mark the MoB until control is established.
- Life Rings. Hard to put over an inflated Lifejacket. Stbd Ring has a light. No Drogue. Useful in sight of the pontoon, especially if MoB has no Lifejacket.
- Orange Padded Rescue Sling – Recovery. Kept by the companionway steps. In use, it is clipped to and lowered by the Davit tackle. It may be difficult for an MoB to fit over an inflated Lifejacket.

- MoB Action Card..... 44

## Fire Prevention

It is the responsibility of all crew members to contribute to the prevention of fire in Medusa by control of inflammable material and potential ignition of such material.

You should also become familiar with the location of Extinguishers.

*The Ship Handbook section 13 – Fire, which gives details of equipment and its use*

### Control of Smoking

Smoking is prohibited in all internal areas of Medusa. Smoking is allowed on the Main deck and Aft Gun deck areas. Individual smokers are required to ensure that smoking materials are extinguished in ash trays that are also emptied safely. (Most cigarette filters are cellulose acetate plastic, taking 10+ years to biodegrade.)

### Stowage spaces

The aim here is to control the location and security of items, to minimise the possibility of them being involved in a fire or limiting fighting a fire.

### Accommodation Spaces

Personal items are to be stored in the cupboards and lockers provided

### Engine Room

Non-combustible materials stowed in the engine room shall be adequately secured against falling on machinery and cause no obstruction to access to or from the space.

### Tiller Flat

Materials stowed in the tiller flat shall be adequately secured against falling on machinery and cause no obstruction to access to or from the space.

### Indication

Fire or Smoke may be discovered by any crew member, and will be reported to the bridge. One long ring on the emergency alarm, actuated from bridge or chartroom, will indicate a fire to crew members throughout the boat who then muster to fight the fire. *See Fire Fighting Action Card.*

## Flood Prevention

### Policy

It is the responsibility of all crew members to contribute to the prevention of flooding in Medusa.

### Stowage

The aim here is to control the location and security of items to minimise the possibility of them being involved in a flood or limiting control of flooding, e.g by blocking bilge pumps.

### Accommodation Spaces

Personal items are to be stored in the cupboards and lockers provided

### Engine Room

Materials stowed in the engine room shall be adequately secured against falling on machinery and cause no obstruction to access to or from the space.

### Tiller Flat

Materials stowed in the tiller flat shall be adequately secured against falling on machinery and cause no obstruction to access to or from the space.

*See also Ship Handbook section 14 – Flood Handling.*



## Life Raft

A Life Raft capable of embarking 16 people is carried. The maximum personnel allowed on a seagoing trip is 15. The life raft is located forward on the upper deck and is maintained annually.



Do not abandon the vessel unless it is sinking or on fire and only when instructed to do so by the Skipper.

Do not launch the raft too early as it cannot be held alongside for a long time.

## Launching

The launch area can be illuminated using fixed upper deck floodlights.

The raft can be released manually, and has a hydrostatic release mechanism to allow it to float free.

When launched manually:

- Open the shackle / Pelican Hook above the Hydrostatic release.
- Check the Painter is secured to the vessel through the Red plastic 'Weak-Link'.
- Push the raft to the lee side of the vessel, unless the vessel is on Fire, then pick the best place.
- Release the guard-wires by opening the Blakes Slips, to allow it to pass below the handrail.
- Make sure that the water in the launching area is clear of people or obstructions.
- Push the canister over the side.
- Pull steadily on the painter until all the free line comes out.
- Give a firm tug or tugs on the painter to trigger inflation.
- Pull the raft alongside, and try to board it dry.

## Boarding

1. Prepare the crew with lifejackets and water resistant clothing.
2. Prepare the Grab Bag and portable VHF if in use elsewhere.
3. Do not jump onto the life raft canopy as this may injure people inside or damage the canopy.
4. If necessary, hold onto to the painter and swim to the raft.
5. Once all crew are aboard:
  - Cut the painter to release the raft
  - Stream the Drogue
  - Close the door
  - Maintain the raft
  - Prepare the crew with lifejackets and water resistant clothing
  - Keep regular lookout for help.
6. If time allows, take as many of these into the Life Raft:
  - Cushions
  - Food
  - Water
  - Buckets
  - Thermal Protection Aids, from the Radio room
  - The Flare Canister
  - Warm Clothing
  - Handheld VHF
  - First Aid kit, and Category C kit from Wardroom

## Annual Inspections

The Life Raft is independently Inspected annually, and a record of the Inspection expiry date kept in Ships Papers.

## Flares

Crew should become familiar with the Flares in daylight, as those for different purposes are set off in different ways, even from the same manufacturer; and the 'way-up' is only shown by arrows. Use the pair of Gardening Gloves if they are in the Flare Canister, where the Flares are stored.

**Caution for Rocket and Hand-Flares.** Stand with back to wind on the Leeward side, point away from body when igniting or signal is burning. Do not point at people or property. Drop in sea after use.

### Red Rocket Mark 8A

A Parachute Distress signal for day or night use to be used when aircraft or ship is sighted.



1. Aim slightly downwind of Vertical.
2. Hold signal firmly by ribbed handle. Arrows pointing upwards.
3. Unscrew Red Cap at the base.
4. Hold rocket vertically above head pointing away from body.
5. Ensure hands remain clear of top.
6. Pull ball sharply down to fire.

### Red Hand-Flare Mark 8

Hand Red Flare distress signal for day or night use to be used when aircraft or ship is sighted.



1. Hold flare firmly by ribbed handle. Arrows pointing upwards.
2. Unscrew Red cap and point away downwind at arms length.
3. Pull ball out sharply to fire.
4. Hold at arms length. End plug ejects after 2 secs.

## White Collision Warning Hand-Flare

Marine signal used to draw attention to your position to avoid collision with other vessels or for illumination.



1. Hold flare firmly by ribbed handle. Arrows pointing upwards.
2. Unscrew White cap and point away downwind at arms length.
3. Pull ball out sharply to fire
4. Plug ejects after 2 secs

## Floating Life-Smoke Mk8

Three minute floating orange smoke distress signal for daytime use only.



### Use

1. Remove plastic cap
2. Point away from body
3. Pull ring firmly away from canister. ENSURE HAND REMAINS AWAY FROM HOT END.
4. Throw 'Lifesmoke' overboard and downwind immediately. Smoke will be emitted after 2 sec delay.

## Mayday

A Mayday message can be sent from either the Ships' Main Radio, or via the Portable VHF, by **Voice**, or by pressing the red **DSC** button under a flap on either radio, for 5 seconds – see page 20.

Be ready to answer the Coast Guard's questions, about the Vessel, Position, Nature of Distress, Persons on Board etc.

### By Voice

Turn the radio on. There is a prompt card under the Chart Table Perspex, below the VHF handset.

Select Channel 16, and listen for a clear gap.

Press the Talk Button. Speaking slowly and clearly, send the message as below:

Mayday, Mayday, Mayday, this is Medusa, Medusa, Medusa,

Call Sign: Golf – Golf – Mike - Bravo.                      MMSI no. 22 35 08 29 95

Mayday – Medusa; 22metre Grey historic warship.

My position is . . .                      Best given as a range and bearing from somewhere; or a Lat/Long

*Describe nature of distress*

Total .... persons on board

I require immediate assistance to: . . .

*Give any other useful information*

- Over -                      and release the Press to Talk button.

## The Main Radio

The Main VHF is in the Chartroom, with one Hand-piece by the companionway, and a second by the Telegraph on the Bridge.

## Portable VHF Radio

The portable VHF is a Standard Horizon HX851E which is waterproof, will float and is DSC capable. Kept in the Wardroom to charge, or in use on the Bridge.

It can be used by authorised persons to communicate with the Coastguard, other vessels, port control and marinas. The distress procedure must only be used if the vessel or crew are in Grave and Imminent danger.

Detailed operating instructions are to be found in the Owners Manual held on board, summarised below.

A MAYDAY MESSAGE SHOULD ONLY BE SENT BY THE OOW / SKIPPER, or ON HIS INSTRUCTION.



# QUICK REFERENCE GUIDE

## [▲]/[▼] BUTTONS

- Selects the operating channel.
- Adjusts the audio volume level.
- Adjusts the squelch threshold level.
- Selects the item in the "DSC Call Menu" and "Setup Menu".

## TRANSMISSION SWITCH

Speak into the microphone in a normal voice level while pressing this switch.

## [VOL(STROBE)] BUTTON

- Press this key first, then press the [▲] key to increase the audio level or press the [▼] key to reduce the audio level.
- Press and hold to turn on or off the strobe light.

## [H/L(On)] BUTTON

- Press to toggle the transmit power between High (6W), M2 (5W), M1 (2.5W) and Low (1W).
- Press and hold to lock and unlock the keypad.

## [POWER] BUTTON

Press and hold to toggle the radio on or off.

## [DISTRESS] BUTTON

**Note:** for this button to operate a MMSI must be programmed. Lift the red cover, press the Distress button once, then press and hold until the radio alarms.

## [SQL] BUTTON

Press this key first, then press the [▲] key to squelch or press the [▼] key to un-squelch the radio.

## [16/9] BUTTON

- Press to recall channel 16.
- Press and hold to recall channel 9.

## MIC

When transmitting, position your mouth about 1.2 ~ 2.5 cm away from the small mic hole. Speak slowly and clearly into the microphone.

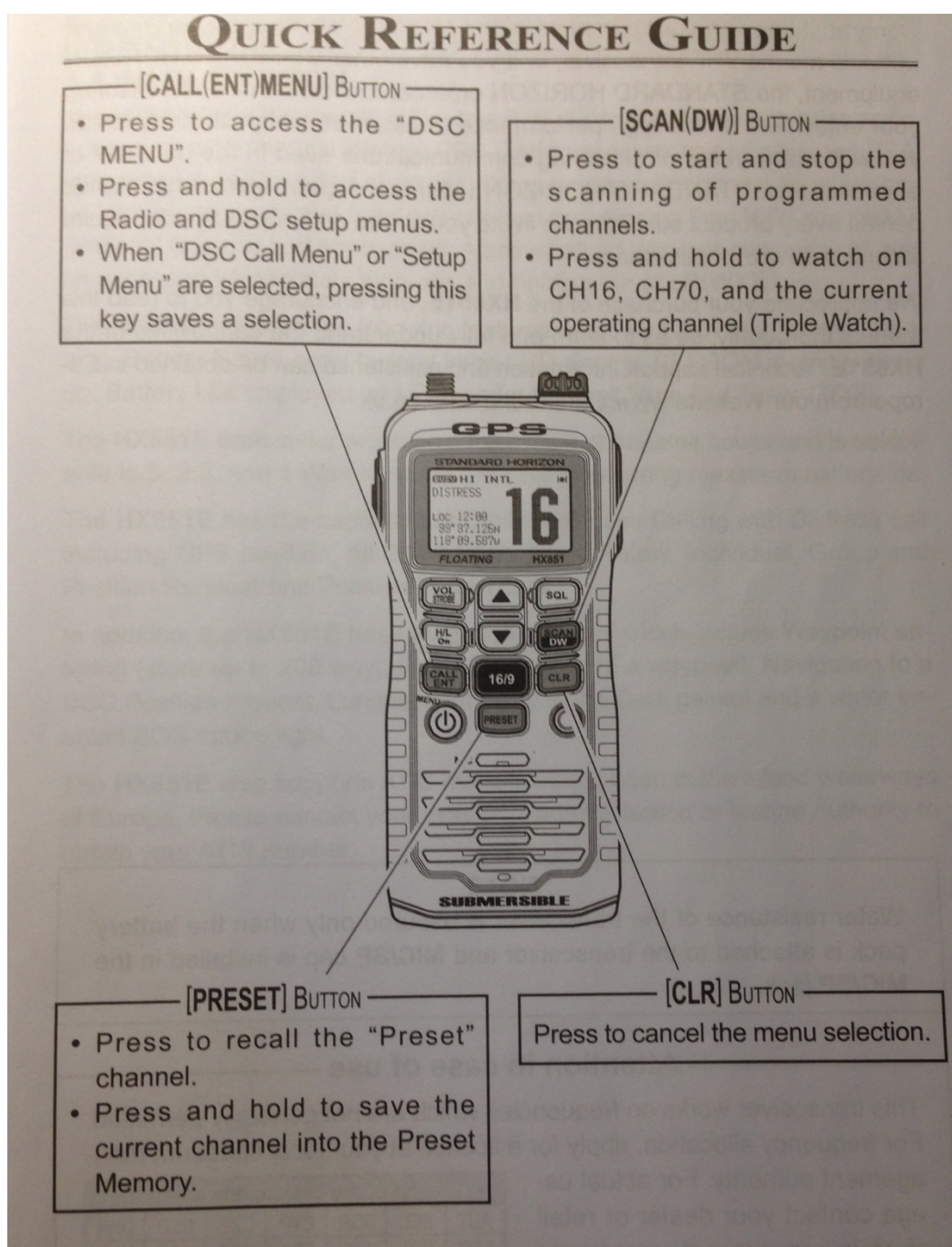


## Using DSC

Prefix the message above by lifting the red rubber cover and pressing the button.

The distress alert screen will come up. If time is short, then push and hold this button for 3 seconds until the unit shows that the message has been sent. If time permits after the first push, select the nature of the distress before doing the press and hold.

After sending the DSC message follow it up with the spoken procedure as above. Be ready then to follow the instructions of the Coastguard who will respond to the message.



## Cold Shock, and Cold Water Immersion – the differences

*Summarised from the work of Mike Tipton, Professor of Human & Applied Physiology at the Extreme Environments Laboratory, Department of Sport & Exercise Science, University of Portsmouth.*

### Cold Shock, CS

**Cold Shock** is triggered by sudden immersion in cold water below 15°C.

The symptoms are instant but can be controlled – with forethought, so some things should be briefed for – practically for us - straight after the MoB practice.

Cold Shock - Reaction	Post MoB Briefing “if it’s you in the Water”
You have a reaction to take one or more immediate ‘agonal’ <b>Gasp Breaths</b> .	If you can, take a breath on the way down before going in, otherwise you’ll inhale water.
Then a <b>Panic</b> reaction to thrash around—even amongst strong swimmers.  It’s impossible to hold your breath in cold water for more than 10 seconds	The Panic will last only 60 to 90 seconds.  <b>RNLI advice is to lie back, relax, float and wait.</b>  The panic will pass, and breathing and heart rate will reduce.  If your LJ has not inflated, pull the Red Toggle.  Don’t flap your arms – you will lose buoyant air trapped in clothing.  Turn away from the wind and waves and protect your airway.
	“Fight your Instinct to panic– not the Water”
	<i>When you can:</i>  Tighten your Crutch Strap to ensure the LJ sits on your chest;  If you need to, top up your LJ by tube;  Check the Light, use the Whistle;  Get your Yellow Line, or Strop: ready to pass up.

Hypothermia is not the greatest risk – it's Cold Shock.

**Cold Shock** is an instinctive reaction, causing :

Gasped breaths inhaling water, Panic, Raised Heart Rate; Hyperventilation breathing.

It can be controlled with preparation – hence the briefing to crew.

## **Cold Water Immersion, CWI**

**Cold Water Immersion** is a secondary concern.

The CWI risks occur after about 20mins, in any water under about 15°, (no quicker in water at 5°).

**CWI** produces:

Loss of Coordination and Grip, as arm and hand muscles cool first.

This leads to inability (without LJs) to keep the Airway above water – and to drowning.

So any essential jobs, in the water *or* in the life raft, should be done in the first 20 mins.

The core temperature cools slower, due to mass and insulation (clothing and fat).

This leads to Heart Arrhythmias or Failure, Brain cooling and further loss of coordination.

A further complication is the **Face Splash (Diving) reaction**, which is caused by cold water on the face and neck.

This is another inherited reaction, but causing lower Heart rates. It's weaker than the Cold Shock stimuli, but causes conflicting stimuli to the Heart, increasing the risk of Arrhythmias or Heart Failure and drowning, especially in the unfit, even in the young or impaired.



## Circum Rescue Collapse

Needs to be guarded against, and can occur just before rescue, during recovery, or afterwards:

### Collapse Before Rescue

Collapse Before Rescue seems to be psychological, so avoid comments such as *'nearly got you, you can relax now'*, in favour of *'well done, keep fighting, mind your airway'* – (especially during the coming alongside, due to vessel's wash).

### Collapse During Rescue

Collapse During Rescue is often discussed, but relates to those after CWI of more than 30 minutes in Adults, who are hi-lined slowly, when return flow to the Heart fails, as blood pools in the legs after CWI venous collapse.

For us, the advice is to hoist them out quickly rather than risk extended CWI.

This suggests that complex equipment should be reserved for unconscious or uncooperative MoBs, because of the time it takes to rig. It can be practiced in Training, or later in port on normal trips.

### Post Rescue Collapse

Collapse after rescue. Without straying into First Aid Training, we should consider these matters:

Avoid venous collapse in the legs reducing blood return to the heart, by raising the legs, and lowering the Head, especially if CWI >30mins.

Beware water in the Stomach. It's a natural reaction to swallow it rather than inhale it:

Breathing casualties should be put into the Recovery Position initially.

Resuscitated casualties on their back might vomit swallowed water, and risk inhaling it.

Watch for **Foam** in the breath, or coughs: it indicates salt water in the lungs; and the casualty must be immediately extracted to hospital.

Re-Warming should be gradual and natural, to avoid venous collapse and heart failure:

If a change of clothing is not available, put the MoB in a Thermal Protection Bag, lightly sealed at the neck. This avoids the major heat loss of evaporation from wet clothing, due to the Latent Heat of water.

Evacuate to hospital, if any water has been inhaled.

If remaining on board, remove all wet clothing including underwear, and make decent and put into Recovery position in sleeping bag(s).

Monitor routinely per First Aid Training advice.



## Exposure - Hypothermia

Hypothermia is a condition in which exposure to cold air and/or water lowers body core temperature.

**Symptoms** include:

- Shivering
- Lethargy
- Stumbling
- Slurred Speech
- Loss of memory
- Loss of Coordination of Movement and Strength

The victim progressively develops a cold pale skin, slow breathing and a slow weak pulse leading to collapse and unconsciousness.

### Treatment

1. Prevent further heat loss. Get the casualty out of the sea and out of the wind.
2. Get the patient to the warmest place on board and turn on heating.
3. As soon as possible strip off all wet clothing, if necessary by cutting it.
4. Do not rub the skin to dry it but dab it dry with a towel.
5. If it is not possible to do the above immediately, use a Thermal Protection Aid.
6. If the casualty is conscious, dress in warm dry clothing provide plenty of hot drinks and allow rest in a warm dry spot, seated or in the Recovery Position (not laying on their back).
7. If the casualty is unconscious, remove all wet clothing including underwear, and place the casualty in a sleeping bag in the Recovery Position. A second Sleeping bag can be draped under and over them.
8. If you have no other means of providing warmth, get close enough to transfer your body heat to the casualty.

## Warm Clothing

Layers of warm clothing provide insulation and will buoy you up, in the water, through the air trapped between the layers. Clothing will also slowdown the cooling of the body by reducing the circulation of water over the skin

In the event of an emergency leading to abandoning the vessel, if time allows, do the following:

- Don layers of warm clothing with an anorak or oilskin on top
- Put on proper shoes
- Try to close up leg and arm openings
- Take your life jacket
- Take essential medicine

## Thermal Protective Aids

15 Thermal Protective Aids, individually vacuum packed, are stowed in the Radio room, and instructions are shown on the pack.



Instructions for use:

1. Remove bag from zip-lock storage case and inner plastic pouch. Unfold bag fully.
2. Put on as much clothing as possible. If wet, wring out before entering. Don life jacket.
3. Step into bag and cover full length of body. Close by using zipper in front and tightening draw-string around hood. They work by preventing heat loss through Latent Heat of Evaporation, so a light seal at the neck is useful.
4. Leave airways free.  
NB. To avoid asphyxiation caused by CO<sub>2</sub> build-up, leave airways free.
5. Remove the bag before entering the water.

## Garbage Disposal Plan

Medusa will comply with the **International Convention for the Prevention of Pollution from Ships (MARPOL)**

The disposal of garbage into the sea is prohibited by the Merchant Shipping (Prevention of Pollution by Garbage) Regulations 1998, SI 1998 No 1377.

All garbage is to be retained aboard until it can be transferred ashore. A bin is located in the galley for collection of garbage from the galley and forward accommodation.

Garbage is to be bagged and stored clear of operational areas when at sea.

Waste oil and oily water will be retained aboard until it can be safely landed for disposal ashore.

## Seagoing Checks

### Log Book

The following items are to be entered before any extended passage:

- Note of numbers of Persons on Board.
- An appropriate weather Forecast

### Command Reporting

The following items are to be reported to the Captain prior to proceeding to sea:

- Securing of Watertight Panel in Forward Heads.
- Closure and securing of Forward Companionway.
- All Scuttles / Portholes below Main Deck level closed.
- Boat Load, W/T Supply, & Port Dynamo breakers down & on.
- Tiller Flat unlocked.

### Safety Briefing before Departure

Need only cover any special points for the passage for long standing crew, and whatever is necessary for first timers or day-cruisers, including 'Essential Training' above.

Allocation of Duties: Crew should be aware of, and allocated to nominated roles before going to sea, particularly that of Mate(s) who has designated roles in Emergencies.

## **Medusa Policies and Forms**

### **Policies**

Medusa Trust's Policies are;

- Child Protection Policy and Code of Conduct
- Equal Opportunities Policy
- Health & Safety Policy Statement
- Officer of the Day, OoD

### **Forms**

- Volunteers Confidential Medical Questionnaire
- Volunteers Confirmation of reading and understanding Training

# THE MEDUSA TRUST

## Child Protection Policy and Code of Conduct

The Medusa Support Group and the Medusa Trust jointly recognize that it is unacceptable for a child or young person to experience abuse of any kind, and recognises their responsibility to safeguard the welfare of all children and young people whilst they are engaged in activities organized or supervised by the Group and/or the Trust

### **We recognise that:**

1. The welfare of the child/young person is paramount.
2. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

### **The purpose of the policy:**

3. To provide protection for children and young people engaged in seagoing or ashore-based activities organized under the auspices of the Medusa Trust and/or the Medusa Support Group.
4. To provide officers and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be at risk of harm, bullying or neglect.
5. To set out standards of behavior expected of officers, members, volunteers, whilst in the company of children and young people, in order to demonstrate good role-model conduct
6. This policy applies to all members, volunteers and anyone working on behalf of the Medusa Support Group.

### **Definitions , Responsibilities, and Limitations**

7. In line with Child Protection legislation, "children and young persons", for the purpose of this policy, are those aged up to age 18.
8. Responsibility for overall policy compliance and operation, including liaison with statutory agencies as appropriate, rests with the Medusa Trust. Responsibility for compliance during operational sea-going, rests with the Skipper.
9. Unless they are members of bona fide youth organizations under the supervision of qualified youth leaders, youngsters under the age of 12 are not permitted to embark on open waters activities, on health and safety grounds.



10. Subject to the age limit above, volunteers and crew members may request that child relatives (children, grandchildren, nephews, nieces) are allowed on board. Such requests must be made in advance to the Skipper, whose decision is final. Whilst on board, responsibility for the safekeeping of the child relative rests entirely with the volunteer/crew member.

11. It is the understanding of the Group and the Trust that because no volunteer/member will be required to have direct supervisory contact with youngsters, as laid out in CRB regulations, no CRB checks on volunteers are required. However, this element will be kept under continuous review, and the Group and Trust will at all times comply with legislation, child protection regulations, and codes of good practice.

12. A copy of this policy and code is to be kept on board at all times, and crew members will be expected to sign the Policy and Code of Conduct Agreement document, that that they have read, understand, and will abide in all respects with the policy. Responsibility for policy compliance on board, when the vessel is not at sea, or for shore-based operations, rests with the Skipper or Nominated Officer of the Day.

## **Code of Conduct**

- This code has been developed to provide advice which will not only help to protect children, but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals
- Members and Volunteers who are alleged to have breached this code of conduct will be subject to an investigation and hearing by the Support Group Officers; sanctions may include cautions, admonishments, or expulsion involving a ban from further involvement
- Serious breaches of the code may also result in a referral being made to a statutory agency such as the Police or the Local Authority's Child Protection department.

## **When working with children and young people on board, Adults must**

- Operate within the Support Group/Trust principles and guidance
- Treat children and young people fairly and without prejudice
- Value and take children's contributions seriously and actively involve children and young people in planning activities wherever possible.
- Always ensure language used in the hearing of children and young people is appropriate, not offensive, discriminatory, and avoids sexual innuendo.
- Avoid undue physical familiarity unless the need for physical contact is to avoid a safety hazard or to prevent physical harm
- Behave decorously, avoiding suggestive behaviour
- Avoid being in a closed compartment in a one-to-one situation
- Recognise that special caution is required when discussing sensitive issues with children or young persons
- Whilst accepting that firm direction may be required, avoid behavior which could be construed as bullying, intimidation, or harassment
- Challenge unacceptable behavior on the part of others, and report all allegations/suspensions of abuse.

*Revised August 2011*

## **Child Protection Policy and Code of Conduct Agreement Document**

Every adult who is a member of, or involved in any way with, the Medusa Support Group or the Medusa Trust, is asked to read the Child Protection Policy and Code of Conduct and sign, confirming their understanding and acceptance of the Policy and Code.

**The undersigned have all read and agreed to abide by the Child Protection Policy and Code of Conduct**

**Print Name**

**Sign**

**Date**

## **Medusa Trust**

### **Equal Opportunities Policy**

1. The Medusa Trust (“The Vessel Operator”) in association with the Medusa Support Group (“Voluntary Supporters “) wholeheartedly supports the principle of equal opportunities in the conduct of their areas of activity and endeavour.
2. The Trust and the Group recognises the need to avoid or eliminate unfair discrimination on the grounds of colour, race, religion, ethnic or national origin, sex, sexual orientation, or disability
3. The Trust and the Group are keen to encourage the interest and participation of disabled members of the community. Having regard to the principles laid out in the Health and Safety Policy, the Trust and the Group undertakes to comply with the terms of the Disability Discrimination Act by making all reasonable adjustments to allow access onto and around the vessel that do not conflict with the preservation of the historical integrity of the vessel.

# **Medusa Trust**

## **Health & Safety Policy Statement**

1. It is Medusa Trust Policy that its activities shall be carried out in such a manner as to ensure that the standards of health, safety, and physical welfare of Officers, Volunteers, Visitors, and all those with whom the Trust engages are maintained to meet its legal and moral obligations.
2. This policy covers the activities of the Trust (The Vessel Operators) together with the Medusa Support Group (Volunteer Supporters)
3. This policy is the framework by which the Trust provides and maintains safe and healthy working conditions, equipment and systems of work for its Officers, Supporters, and Visitors, and provides such information, training, and supervision as they need for the purpose
4. The Board of the Medusa Trust has overall responsibility for setting and implementing policy and maintaining standards of compliance
5. As the Medusa Trust operates a working vessel, it undertakes to work to the standards laid down in -
  - a) MCA regulations applicable to pleasure vessels
  - b) MCA regulations for fire protection and life saving appliances for pleasure vessels over 13.7 metres in length
6. As an essential part of policy implementation, Trust Officers and Volunteer Supporters will cooperate to recognise and honour their responsibilities and legal duties to themselves, each other, and any third parties affected by their activities in the operation, maintenance, and restoration of the vessel.
7. The primary goal of the policy is the removal of risk with risk reduction and protective measures being implemented where this is not practical or possible.
8. Medusa Skippers and Mates will ensure that a secure on board environment is achieved through –

### **Control**

- Leading by example
- Ensuring the clear allocation of health and safety responsibilities
- Providing adequate supervision, instruction, and guidance
- Ensuring that Crewmembers know what they must do.

### **Effective Communications**

- Providing information about hazards, risks, and preventative measures

### **Ensuring Competence**

- Assessment of the skills needed to carry out on board tasks safely
  - Ensuring all crew members are adequately instructed or supervised if not in possession of the skills required

# Medusa Trust

## Officer of the Day - OoD

### Policy

Whenever Medusa is manned and *not* underway, there will be a nominated Officer of the Day.

Occasions are seen as: Working Party Days, Static Event Days, Overnight Stops on passages.

### Duties

The Officer of the Day has responsible authority for the following:

- Control of visitor access to Medusa
- Incident Management and Control
- Liaison with Outside Authorities
- Management of crew members to support the above activities

### Access Control

Ensuring safe access, accompanied by crew, individually or in groups, and if necessary, removing people from Medusa.

Visiting workers are to be provided with safe working facilities.

### Incident Management and Control

The Officer of the Day shall be responsible for ensuring that incidents are responded to correctly.

Whilst alongside, consider using the emergency services who can all provide significantly more assistance than be offered by the crew of Medusa.

### Fire, Flood, Injury/Medical, Suspicious Package Incident

The Officer of the Day shall:

- Receive the report and locate the incident
- Assess the scope of the incident
- Summon outside help if necessary (Phone 999 or local event emergency number)
- Ensure visitors are cleared from Medusa for Fire, Flood, or Suspicious Packages.
- Supervise crew member activities

Suspicious packages should not be handled and every effort needs made to prevent items being brought aboard Medusa and left behind. Visitors should be accompanied at all times and items need to be stowed away to increase the chance of new items being spotted immediately.

### Liaison with Outside Authorities

The Officer of the Day shall be responsible for liaison with outside authorities.

### Attributes

The Officer of the Day shall:

- Be conversant with fire fighting facilities in Medusa
- Be conversant with flood prevention facilities in Medusa
- Be conversant with flood removal facilities in Medusa
- Be conversant with visitor evacuation processes in Medusa
- Possess a working mobile phone
- Be aware of local security and emergency facilities
- Be aware of any outstanding safety problems in Medusa
- Be capable of supervising crew members

## Medusa Trust

### Volunteers Confidential Medical Questionnaire

Volunteer Name:

Name and address of Doctor / Surgery:

Dr's telephone: . . . . .

*Please tick if you have any of the following, and write more detail in the space below:*

Asthma or Bronchitis	Allergies to any known Medication
Heart Condition	Any other allergies Eg Hayfever, Food, Plasters
Fits, Fainting, Blackouts	Travel Sickness
Severe Headaches	Regular Medication
Diabetes	Dietary Requirements

*If you have ticked any of the above, please give further details:*

If necessary, do you agree to mild pain relief being administered,

e.g. Paracetamol

Yes/No

Have you been vaccinated against Tetanus in the last 10 years?

Yes/No

Are you currently receiving medical or surgical treatment of any kind  
from a Doctor or Hospital?

Yes/No

Do you take medications routinely?

Yes/No

Have you been given specific medical advice to follow in an emergency?

Yes/No

*If the answer to any of the last three questions is Yes, please give full details including dosage and frequency:*

Seagoing activity can be strenuous. It is essential we know of any conditions (including pregnancy, or an impaired immunity) which may affect your physical or or psychological wellbeing, since seagoing may make these worse.

*Please note this here. It will remain confidential, and be used only for your safety:*

Signature:

*Please update this form if your medication or conditions change.*



## Medusa Trust

## Volunteers Confirmation of Reading the Training Manual

If you have read and understand these parts of the Manual, please confirm by signing:

[illegible]

## Action Cards

Action Cards have been developed for guidance with various operations. Every situation varies, so they should not be regarded as obligatory actions. Laminated Cards are kept by the Plotter in the Chart Room for easy access, and also below:

- Anchoring
- Collision
- Engines, Loss of
- Fire Fighting
- Helicopter Rescue
- Medical Incident
- Man Over Board – printed both sides
- Skippers Standing Orders
- Steering Loss

## **Anchoring – Action Card**

### **Actions for lowering anchor**

#### **Preparation**

- Pass word to the engine room that anchor winch hydraulic pump will be required.
- Ensure that Bower anchor is shackled on to anchor chain, through bull ring.
- Open anchor cable locker – hatch forward of saloon table – and ensure chain is free to run up spurling pipe. (One crew member to remain there to monitor chain.)
- Ensure deck around anchor is clear of warps and other obstructions.
- Drop middle port guard rail, adjusting bottle screw as necessary.
- Attach small diameter rope stop – about 2m in length – to tripping line ring.
- Undo anchor tie down.

#### **Operation**

- Lift anchor out of chocks across to port wire. (Two-man operation.)
- Position anchor under port wire, use rope stop on tripping line ring to take weight of anchor. (A turn may be taken around guard rail to facilitate this.)
- STAND CLEAR.
- Declutch chain gypsy so that chain runs out under control of brake.
- When required length of chain is out – 90 metres of chain available, marked every 10 metres with corresponding marks ie one mark at 10 metres, 2 marks at 20 metres – apply brake.  
(If conditions dictate, attach securing line.)
- Inform engine room that winch is no longer required, and pump may be disengaged.

### **Actions for raising and recovering anchor**

#### **Preparation**

- Inform engine room that both winch and ‘water on deck’ will be required.
- Open anchor cable locker and position crew to monitor chain - which tends to ‘bunch’ at the base of spurling pipe - with suitable tool to spread chain evenly in locker.
- Position boathook ready to retrieve rope stop.
- Uncoil fire hose and position crew ready to hose off anchor chain and anchor.

#### **Operation**

- Clutch-in chain gypsy and apply power to winch chain in. (See below.)
- Hose-off chain and anchor as winched in.
- Use boathook to retrieve rope stop from water and use stop to lift anchor back on board.
- Replace anchor in chocks and tie down.
- Inform engine room that winch and ‘water on deck’ no longer required.
- Replace fire hose.

#### **Notes on anchor winch**

The winch is fitted with a warping drum and a de-clutchable chain gypsy.

A handbrake operates on the chain gypsy at all times.

There are 2 hydraulic controls: (1) A spring-loaded by-pass relief valve, which controls the power delivered by the winch and (2) A reversing lever which controls the direction in which the winch rotates. When the by-pass valve is wound right out, the winch does not rotate. As it is wound in, the pulling power is slowly increased until full power is delivered when it is fully closed. (This power may be affected by the pressure relief valve in the engine room or the slipping of the pump drive belt.)

The reversing lever is in ‘stop’ position when upright; it is moved to port to wind out and starboard to heave in.

## Collision & Flood – Action Card

In the event of significant Collision:

### **OOW**

Sound the Emergency alarm, 7 short & 1 long buzz.

### **Skipper**

To the Bridge.

Consider need to alert to Coastguard / VTS, or call for assistance.

Consider benefits of Beaching, or clearing Big Ship channels.

Consider need for Life Jackets, or to Abandon Ship.

### **Mate**

Inspect for Damage and / or Injuries.

Report to Bridge, and assess response.

Consider how to stem any Flood ingress, and call for resources:

Bunk cushions, timber, people, etc.

The Fire Hatchet, kept in the Stbd Bridge locker, may be needed to remove cabinetry, to get at any damage.

### **Crew**

Create a chain of communication between Mate and Bridge & to Engine Room.

Report Mate's findings about Damage / Injuries, and any requests for help.

Evacuate Below-Decks accommodation.

Close Watertight Door between forward Mess and Tank space, unless needed by Mate.

All crew to muster on Deck, and don a Life Jacket if instructed.

### **Engineer**

Set Valves for Pumping Bilges, and start IL2.

## Loss of Engines – Action Card

In the event of Loss of one or both Main Engines:

### OOW

Consider sounding the Emergency alarm, 7 short & 1 long buzz.

Identify immediate Risk.

### Skipper

To the Bridge.

Consider need to alert to Coastguard / VTS / other Vessels, or call for assistance.

Consider benefits of Anchoring (see Caution below), or clearing Big Ship channels.

Consider need for Life Jackets.

Consider need for a negotiated Tow.

### Engineer

Investigate, and communicate to Bridge the nature of the Problem,  
and report the likely time to restore power, or first Engine if both are lost.

Report on likely permanence of the repair.

### Mate

Attend Bridge for instruction on alternate actions, eg Anchoring, Signals, Towing.

### Crew

Create a chain of communication between Bridge and Engine Room, & to Mate.

Support Engineers or Mate.

Evacuate Below-Decks accommodation.

Close Watertight Door between forward Mess and Tank space, unless needed by Mate.

All crew to muster on Deck, and don a Life Jacket if instructed.

### **Caution re Anchoring:**

*The main Anchor cannot be recovered without the Hydraulic Pump on the Port Main Engine, though in extremis, it can be lowered and secured.*

*If deployed in a hurry, it could be buoyed once a Tow is established, or possibly the chain passed to the Tow for recovery.*

*If time and conditions allow, and if an anchor needs to be deployed and recovered unaided, then the spare anchor could be bent onto a long mooring line, and veered through the Fairlead with three turns around the Windlass.*



## Fire Fighting – Action Card

In the event of reports of Fire or Smoke:

### OOW

Sound the Fire Alarm: 1 long buzz on the emergency alarm.  
Discover whereabouts of the Fire or Smoke.

### Skipper

To the Bridge.  
Consider need to alert to Coastguard / VTS, or call for assistance.  
Consider benefits of Beaching, or clearing Big Ship channels.  
Consider need for Life Jackets, or to Abandon Ship.

### Mate

Assess the Situation or Injuries.  
Report your Assessment and intentions to Bridge.  
Call for additional Extinguishers or the Fire Hose if needed.

### Crew

Create a chain of communication between Mate and Bridge & to Engine Room.  
Report Mate's Assessment to the Bridge, and any requests for resources.  
Evacuate Below-Decks accommodation.  
Close Watertight Door between forward Mess and Tank space, unless needed by Mate.  
All crew to muster on Deck. If instructed, don a Life Jacket and or prepare to Abandon ship.

### Engineer

Fire elsewhere: Set valves for fire pumping, and start IL2.  
Fire in Engine room: Close all Scuttles and Air Vents.  
Evacuate immediately before Automatic Powder extinguisher activates.  
Advise Bridge latest situation, and liaise re remote Fuel Cut-offs.

### Key safety guidance

Life is paramount above property.  
Going into a confined space to fight a fire, ensure the Bridge knows where you are, and keep your exit behind you.  
Keep low, whether fire fighting or evacuating. Hot Gases will be in the top half of the space, and are toxic even if invisible.  
Avoid using Water on mains electrical fires.  
Avoid inhaling Powder from those extinguishers, which will fill a room in seconds. It works by excluding Oxygen from the fire, and is equally effective in the lungs.  
Evacuate the moment you think you have lost control, and seal the compartment.

## Helicopter Rescue – Action Card

The procedure for transferring personnel to a helicopter is set out below:

1. A radio channel will be assigned to communicate with the helicopter. OOW or a nominated Crewman to man this and relay messages to OOW or to other Crew. Communication will become very difficult.
2. Vessel will probably be asked to motor to windward, at a particular speed, and on a Course to keep wind on the Port bow.
3. Agree engine control signals for fine adjustment.
4. Assign a Helmsman to maintain the agreed Course, ignoring the temptation to look around and follow the action.
5. The Winch-man will normally land on the Port Quarter of the vessel. Clear this area of aerals, ensigns and other potentially interfering objects.
6. Remove or secure objects and debris on the upper deck that may blow away and be ingested by the helicopter.
7. Helicopter will lower a light weighted line (The Hi-line).  
ALLOW THE HI-LINE TO TOUCH THE WATER TO EARTH IT.
8. Put Gloves on, and recover the end of the Hi-line and coil the line into a bucket.  
DO NOT TIE THE HI-LINE TO THE VESSEL.
9. Use the Hi-line to steady the winch cable / Winch-man. Haul it in as he descends.
10. Winch-man takes charge of the person being transferred and initiates lift.
11. Ease out the Hi-line as the lift is in progress. Keep enough tension to prevent swinging.
12. If a second lift is required, keep hold of the hi-line. If not, cast it clear when told to do so.



## Medical Incident – Action Card

### On finding a Medical Incident:

1. Alert the OOW or the Skipper,
2. Assess the situation of the Casualty:
  - For **Dangers** to them and to yourself, eg from Gasses, or Electrocutation
  - Call for more help if necessary
  - Assess the Casualty's **Responsiveness**
  - Check and ensure: clear **Airways**, **Breathing**, and **Circulation**,
  - Only then, check for Injuries
  - Treat for immediate needs and/or make secure
  - Alter body angle or position if needed, after an assessment

### OOW or Skipper will consider:

- Altering course or speed for Casualty's comfort,
- Liaising with Rescue services if appropriate,
- Organising an Evacuation party,

### Information

- The First Aid Manual is kept at the Navigation Station.
- The immediate use First Aid Kit is under the Companionway steps in the Chartroom.
- A "Category C" First Aid Kit is kept in the Wardroom; Stb bunk, Aft.
- Crew should complete a Medical Declaration, and update it periodically.

## MOB – Action Card

# REACT MANOEUVRE CAPTURE RECOVER

## Reaction phase

## Learning points

### Crew:

1. **Shout** 'MAN OVERBOARD'
2. **Point** at the MoB and DON'T STOP POINTING  
*You are the only link:  
Move around the deck to maintain sight, and so Skipper can see you point*
3. **Stay close** by steering a circle 'til Engines are controlled  
*Keeps close to MoB*

### Afterguard:

1. **Navigator:**
  - a. Press MOB button on Plotter for 5 secs
  - b. Sound Emergency Alarm  
*Six Short & One Long*
  - c. Man the Chart Table  
*Monitor drift*
  - d. Send DSC Mayday, and respond to CG  
*Respond to Coastguard*
2. **Interact with the man in the water:**
  - a. Launch flotation / marking equipment  
*Maybe after 1 circle*
  - b. Confirm condition of Man Overboard  
*Affects Recovery method:  
Floating Loop / LJ Strop / complex Equipment*
3. **Alert the off watch:**
  - a. Inform Skipper
  - b. Bring other help on deck
4. **Detail people for:**
  - a. Capture team  
*Point to A/G & crew and issue instructions  
even if you can't remember names*
  - b. Recovery team

## Manoeuvre phase

1. Manoeuvre the boat close to the Man Overboard  
*By Davit or Steps*
2. Halt the boat alongside the Man Overboard  
*Zero speed essential*

## Capture phase

1. Cast the Throwing Line from forward of the Dingy  
*Accurate around 5 metres*
2. Lift the Floating Line to the Davit Block by Boat Hook  
*or*
3. A bight of thinner mooring line, cast next to Bridge  
*Loops in each hand to Lasso*

## Recovery phase

*Conscious & Capable: Boathook / Floating Loop by Steps  
or Unconscious: Lift by Davit*

1. Bring them onboard

---

## Aftercare

1. Look after the casualty's needs, medical or hypothermia  
*(see notes on Cold Shock / CWI).*
2. Beware swallowed water in stomach, whether casualty is conscious or unconscious.
3. Stand down or Amend any MOB alert, if not needed medically
4. Record events in the log.
5. Update the Trustees.

*This guidance is not binding or prescriptive.  
Skippers can only make their best assessment in the prevailing conditions.*

# Debrief after an exercise

Discuss the four Phases. And what is in each. It's easier to remember when split.

Discuss the Equipment, that might be used.

Discuss Cold Shock v Cold Water Immersion

*See notes, page 24*

## If you are the MoB

1. If you can, take a breath before you get wet
2. Lean back, Relax, and Float for 90 secs
3. If you must – Panic Slowly!
4. If the Life Jacket has not inflated
5. If the Life Jacket is poorly inflated
6. Don't try to swim after the vessel
7. Flounder across to the Ring
8. Protect your Airway with your hands
9. Pass up your Floating Loop / Strop

## Learning Points

*Avoids a Cold Shock breath*  
*Instinct will make you panic*  
*Your breathing rate will normalise*  
**!! NOT NOW!!** *Pull the red toggle*  
*Blow in the red tube*  
*There's also a Whistle and Light*  
*It's more visible*  
*Avoid salt water inhalation:*  
*Turn away from wind and waves*  
*Might as well use it sometime*

Questions ?

## About Clipping on

1. Always go use it, if Jack Stay rigged
2. Chose something solid and fixed
3. Work together if needed
4. Should Capture and Recovery parties be clipped on? *Discuss*

## Learning Points

*Your strop keeps you on board*  
*Not Guardwires,*  
*Help each other clip on*

Questions ?

## Skippers Standing Orders

The Officer of the Watch is responsible to the Skipper for the safe navigation of the ship and the safety of the crew whilst having conduct of the vessel.

In particular:

- The COLREGS are to be understood and obeyed.
- A good lookout is to be maintained.
- The position of the vessel is to be plotted on the chart at least every 20 minutes.
- A log entry is to be made at least every 30 minutes.
- If the vessel has deviated from the intended track, Risks should be assessed, and if appropriate action is to be taken to bring her back on track.
- If the potential of a close quarters situation is seen to exist with another vessel, then early action in accordance with COLREGS is to be taken.
- Due note is to be taken of developing weather, the barometer reading to be taken and logged hourly.

Call me if:

- Visibility drops to below 3 miles.
- If there is a rapid change in barometric pressure.
- A close quarters situation persists in spite of action.
- An expected navigational mark does not appear.
- Any mechanical or electrical failure.
- Any injury to crew member or MOB situation.
- Fire or flooding.
- Traffic becomes excessive.
- If you are in any doubt or concerned.
- If crossing Traffic Separation Scheme.



## Steering Gear Failure – Action Card

In the event of loss of steering on the bridge:

- Wheel may spin with no effect or lock up and become unable to move.
- Report problem immediately to Skipper or OOW

### Skipper

Consider need to drop anchor or cut engines while problem is resolved.

Consider possible need to call for alert to VTS, or for assistance. E.g. Pan Pan.

### Helmsman

**Action on No.1** Unlash wheel in chartroom.

### Engineer

**Action on No.2** Engage dog clutch at forward end of shaft above port engine.

**Action on No.3** Check in Bridge chain casing to see if loose chain is jamming sprockets,  
(Remove 3 woodscrews holding vertical white ply cover)

Or if horizontal transfer chain to shaft has parted.  
(Look inside from port outside end)

Can ship now be steered? Steer ship from forward position and examine and report possible cause of problem with bridge steering e.g. broken chain.

### Ship cannot still be steered.

**Action on No.4** Check if shaft running aft is damaged or broken. Resistance may be felt against rudders if shaft or worm gearbox in Tiller Flat is not broken.

If shaft can be turned with no effect on steering it should be investigated in tiller flat.

**Action on No.5** Using 1" square key remove brass deck plug to access emergency steering spigot.

Disconnect bronze collar around vertical shaft (4 number stainless steel bolts and nyloc nuts) using 17mm spanners found in tiller flat for the purpose.

**Action on No.6** Use large emergency tiller arm on spigot to steer ship if possible or lash amidships and keep rudders straight. Steer on engines.

Raise:

Two-black-balls in rigging (stored in Starboard locker on bridge deck) to indicate vessel Not Under Command,

or Ball-Diamond-Ball, for Restricted in the Ability to Manoeuvre.