



Standing Orders. Section 5 - Emergency Plans.



SPIRIT OF
ADVENTURE
TRUST

TE WAKA HIRINGA TANGATA

Version 271123 | November 2023

A young person is seen from the back, looking out at the sea. They are on a boat, with the name 'SPIRIT' visible on the hull. The background shows the ocean and a distant shoreline under a clear sky. The overall tone is teal and blue.

**'TO EMPOWER YOUNG
NEW ZEALANDERS
TO REACH THEIR FULL
POTENTIAL THROUGH
THE CHALLENGE
OF THE SEA.'** OUR MISSION

OUR VALUES



“Our crew must be fully able to bring our mission to life with good grace, humour, competence and operate the Trust’s vessel to our recognised high professional standards. These Standing Orders have been produced through evolution and are updated for your instruction, guidance and information.”

Stephen B Fisher QSO
Chairman, Spirit of Adventure Trust

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SECTION 5 – EMERGENCY PLANS SONZ

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SECTION 5: EMERGENCIES PLANS SONZ...2

SERIOUS INCIDENT MANAGEMENT PLAN (GENERIC)

- There are three basic forms of incidents that can have detrimental effects on people and / or the Spirit of Adventure Trust:
 - Serious injuries or death to personnel
 - Operational disruption of a serious nature
 - Damage or loss to Ship
- The aim of this document is to provide those in the immediate damage control area with an outline to stabilise the situation and ensure the safety of people
- The secondary aim is the restoration to normality as quickly as possible. All relevant stakeholders need to be briefed and the media communication managed

Definition Of A Serious Incident

- An incident is an unexpected event or occurrence that threatens people and/or the Ship, including:
 - Death or serious injury
 - Safety-related incident, of personnel or Ship
 - Natural incident (tsunami, earthquake, tropical cyclone)
 - Disruption of operations (computer, power, communication)
 - Statutory or regulation breach
 - Internal dispute (sexual, physical or personal conflict)
 - Loss of organisational integrity (confidential, scandal, legal threat, fraud, financial, public confidence)

Response

- Each incident will have its own particular set of requirements depending on the seriousness of the incident. Care should be taken not to underestimate the incident or the potential consequences
- Overall Coordination
 - The incident manager is normally the CEO (who may delegate to another person)
 - Designated staff (as appointed by the CEO or Chairman)
 - Communications/PR designate - stakeholder/media support

SECTION 5: EMERGENCIES PLANS SONZ...3

SERIOUS INCIDENT MANAGEMENT PLAN (GENERIC) Cont....2

Onsite Coordination (SONZ)

- To manage activities on the Ship but responsible to the Incident Manager:
 - Master
 - First Mate
 - CEO - if onsite

Actions for Incident Manager

- Inform the underwriters/insurers
- Confirm the details of the incident
- Confirm responsibilities of an incident team
- Define objectives, strategies, communications, reporting criteria and implement an incident management plan
- Appoint personnel to specific tasks
- Monitor progress
- Keep the Chairman and Trust Board fully briefed
- Maintain “need to know” advice to those involved
- Arrange for the provision of facilities and the payment of expenses for all immediately affected relatives of harmed persons to be reunited
- Authorise major resource commitments as appropriate
- Develop alternative operational plans
- Liaise with Public Relations advisors of the Trust
- Liaise with authorities
- Establish officers to hold an internal inquiry
- Work with officials on any possible external inquiry. Maintain core business as fully as possible and declare a “return to normal” when the incident has passed

SECTION 5: EMERGENCIES PLANS SONZ...4

SERIOUS INCIDENT MANAGEMENT PLAN (GENERIC) Cont....3

Onsite Actions (usually the Master):

- Ensure minimum risk to people
- Notify Chief Executive and Marine Manager
- Delegate responsibilities. Take containment steps
- Establish communications, delete communications, advise authorities including Maritime NZ and Harbourmaster
- Establish and define the facts
- Advise and record
- Limit general public involvement

Master Advisory

- The Master must advise the office immediately of any notifiable incident/accident that cannot be resolved by the Ship's Crew. This will allow shore-based personnel to implement any advisories or to take actions to ensure a successful response to the incident/accident
- The Master along with other Crew ensure that no "third party" communication takes place until all appropriate and relevant advisories have taken place
- Nothing in this plan should delay an immediate response and actions being taken by staff to ensure the safety and wellbeing of the Trainees and Crew on the Ship

Media

- Refrain from making judgements or speculate on the causes of the incident until investigations have been completed
- The CEO is the only media spokesperson for the Trust during any incident and its aftermath
- If the CEO is not readily available, the most senior staff member shall provide an initial "holding response" until the either CEO is located or the Trust Board Chair in discussion with other staff appoints a spokesperson
- The CEO is accountable for the management of the incident and will need to consult internally and externally with a range of people, including the PR team
- The Master is the person responsible for onsite actions and ensuring records are kept
- Crew/Trainees/passengers are not permitted to use cellphones or other devices for 'blogging', recording or use other social media
- If necessary, the Master may make a media statement of the "facts only". There must be no speculation as to likely causes of the incident

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SERIOUS INCIDENT MANAGEMENT PLAN (GENERIC) Cont....4

Checklist For The CEO:

- Prepare press releases and updates as frequently as considered necessary to maintain media cooperation and satisfy public interest by being informed
- Ensure press releases explain What, Where and When. The 'Why and How' can only come after an investigation
- Arrange and manage media conferences and interviews
- Be available to the media as considered necessary to manage the incident
- Observe legal protocols
- Liaise with the Master or other delegated onsite spokesperson to maintain necessary flow of information throughout the incident
- Prepare staff information packs to enable them to handle possible inquiries (other than media)

Guidelines For Working With The Media, Communications And Public Relations

- To promote a positive, helpful and respectful relationship it is essential to be open and honest with the media and public and therefore a disclosure of information is needed. Before being thrust into the media limelight, the CEO should release a press statement supplying the facts of the incident with the following:
 - What has taken place?
 - Where the incident occurred?
 - When the incident occurred?

Spokesperson

- The spokesperson should be given regular updates of new information; should make regular media releases and should advise the Chief Executive / Incident Manager when media interviews are considered appropriate. The spokesperson will need to be in a position to:
 - Be open, co-operative, polite professional, personable and readily contactable
 - Stick to the facts
 - Make sure information packs are available
 - Monitor press coverage
 - Using correct spelling (of names, places, etc.) Keep things people to people
 - Ensure the lines of communication are kept open and a good relationship is maintained with the media. When dealing with the media and public enquiries it is important to follow the principles of the 1993 Privacy Act

SECTION 5: EMERGENCIES PLANS SONZ...6

SERIOUS INCIDENT MANAGEMENT PLAN (GENERIC) Cont....5

Post Incident

- At the end of an incident situation, the following steps will be undertaken:
 - Establish and declare a decisive point to announce a “return to normal”
 - Advise the Chairman and Trust Board of the post incident actions to be undertaken
 - Hold a formal debrief with all personnel involved
 - Establish an inquiry to research and ensure, if possible, a non-repetition of the incident
 - Furnish a full report to the Trust Board concluding the events of a serious incident

Media Release Format Guideline

- Date and time
- Position/location
- Weather and conditions, sea-state
- Nature of the incident
- Injuries and their role onboard
- Damage and what was damaged
- What failed, equipment
- Communications, authorities
- Actions taken, temporary or permanent
- Current state of the ship/voyage
- Next steps
- It is SOAT policy that inquiries are held to investigate all incidents
- Authority of person releasing statement
- Chief Executive Officer

Advisors

- The SOAT has a number of Honorary Advisors (Public Relations, Legal, Medical, Maritime) and their assistance should be sought to help manage an incident

SECTION 5: EMERGENCIES PLANS SONZ...7

EMERGENCY MANAGEMENT CHECKLISTS (SPECIFIC)

- In addition to the generic management plan. Communication between the Ship and the office is always a prime consideration:
 - Shore Activities
 - Man Overboard
 - Abandon Ship
 - Fire Onboard
 - Ship Knock Down
 - Oil Spill Response
 - Collision Ship Or Object
 - Helicopter Medivac
 - Rescue At Sea
 - Grounding
 - Damage Or Loss Of Masts, Rigging And Sails
 - Tsunami Action Plan
 - Loss Of Main Engine
 - Loss Of Steering
 - Rescue From Aloft
 - Medical Emergency
 - Overdue Ship
 - Civil Defence Event
 - SOAT Response To Civil Defence Activation

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SHORE ACTIVITIES

- Number off; conduct a head count among the staff. Establish who or how many are missing
- Establish where the group/individual was last seen, what were the circumstances and their understanding of the activity
- Take a careful assessment of the situation and make sure the whole party is safe where it is and under supervision
- Call the Ship and establish communication either by cellphone or VHF radio
- Do not start a debrief or lengthy enquiry in the field. Speed may be vital but rashness will make the situation worse
- Look at the routes and alternatives that may be available, check the dangers around, take stock of your staff and equipment
- Selected staff and volunteer assistants to search the area immediately. Give them good communications, a first aid pack, crash pack, black shore pack and 406 PLB and GPS
- If outside the agreed time frame of the activity the Ship or an incident has happened, brief the Ship. They will brief SOAT staff, and alert DOC, local authorities and Police SAR if required as the Ship now becomes the on-scene co-coordinator
- Check the daylight, conditions and move the main part of the party out to re-join the Ship and therefore release more staff/volunteer Crew for search and rescue
- If missing people are found well/uninjured stand down the authorities and shore staff, return to vessel as soon as practicable and debrief
- If missing people are found severely injured or deceased, then start immediate response with 406
- PLB for position, engage the Crisis Plan, and brief the CEO. Ship or On-Scene Controller/Commander to notify SOAT senior staff, Police, SAR, and DOC for type of assistance required. Comply with the Police/SAR directives and return to vessel as soon as practicable and debrief

SECTION 5: EMERGENCIES PLANS SONZ...9

MOB (MAN OVERBOARD)

Under Power

- Throw nearest lifebuoys to the person, especially MOB lights/smoke float aft. Release MOB liferaft –GPS position mark. Dolphin torch, strobe, SART
- Post extra lookouts aloft
- Release Dan Buoys - line up for track
- Sound the general alarm once gear is released
- Williamson / direct / elliptical turn / go full astern / drop jolly boat as appropriate to return as soon as possible to the person

Under Sail in Fair Weather (Wind Less Than 25 Knots)

- Throw nearest lifebuoys to the person, especially MOB lights/smoke float aft. Release MOB liferaft. Dolphin torch, strobe, SART. Release Dan Buoys - line up for track
- GPS position mark
- Post extra lookouts aloft
- Sound the general alarm once gear is released
- Start main engine (check for lines in the water)
- Emergency stop, head the vessel up into the wind
- Muster all hands – head count
- Clew up/hand sails, sort out deck and any lines over side
- Notify SAR authorities
- Consider rescue boat launch with a two-man crew
- Start box search with Ship if necessary
- Consider retrieval – nets, ladders, lifting sling and buoyant line

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MOB (MAN OVERBOARD) CONT...2

Under Sail in Heavy Weather (Wind Greater Than 25 Knots)

- Throw nearest lifebuoys to the person, especially MOB lights/smoke float aft. Release MOB liferaft. Dolphin torch, strobe, SART. Release Dan Buoys - line up for track
- GPS position mark
- Post extra lookouts aloft
- Sound the general alarm once gear is released
- Start main engine (check for lines in the water)
- Post extra lookouts aloft
- Slow down, stop if possible
- Muster all hands - head count
- Reorganise sails, sort out the deck
- Use full power motor sailing as required
- Notify the SAR authorities for assistance in the search
- Consider mustering the Trainees/passengers in the aft cabin
- Start a box search with the Ship if necessary
- Consider retrieval - nets, ladders, lifting sling, sea anchor/drogue and buoyant line deployment if necessary

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ABANDON SHIP

- Allow time for people to prepare for the abandonment
- Consider whether the Ship is a better place than the life rafts or get non-essential or inexperienced personnel off the Ship early
 - Wear life jackets and adequate protective clothing, harnesses if necessary
 - Distress Messages: EPIRB. GMDSS alarm. Ch16. 2182/4125 HF. Ph111
 - Visual distress signals, flares, smoke floats if appropriate
 - Search and Rescue Authorities – Position – Nature of distress – POB
 - Distribute the handheld VHF radios
 - Take distress signals, PLBs, visual signals, strobes and torches in rafts and boats
- **Medical**
 - Remove the Shore Medical Kits from medical locker and distribute them to rafts
 - Extra blankets to be distributed
 - Extra seasick remedies, removed from locker and distributed
- **Life Rafts**
 - Orderly launch and boarding, immediate sea anchor deployment
 - Keep together, tie rafts together with the painters
 - Designate a Crew member in charge of each raft
 - Avoid under loading in heavy weather, consider not inflating some life rafts and attach them to the inflated ones
 - Administer seasick tablets to everyone
 - Consider tenders, luggers or rubber rafts being launched
- **Morale**
 - Keep calm - suppress panic. Explain the rescue situation so everyone knows what happened and time rescuers are expected
 - Organise a lookout and watches
 - No food for three days, no water for 24 hours – if rescue not close at hand, acknowledged mayday

SECTION 5: EMERGENCIES PLANS SONZ...12

FIRE ONBOARD

- Action immediately. Small fires are much easier to put out than larger ones
- Starve of fuel
- Shut out oxygen
- Remove heat
- Remove initial emergency response people early. Replace with experienced personnel wearing fire suits and BA. Organise back up teams
- Evacuate Trainees to ventilated deck area, upwind of smoke or flames
- Secure the Ship against the spread of the fire - doors, flaps and ventilation shut, start boundary cooling
- Consider landing Trainees with a shore support team
- Keep life rafts and abandon ship equipment clear of the flames
- Maintain heading control of the Ship as long as practical so that flames and smoke are blown away from the vessel and personnel
- Decide whether a PAN PAN or MAYDAY call should be made
- Consider outside assistance; the possibility of helicopter assistance to provide extra personnel, salvage pumps, special equipment and medical services
- Use the FM 200 for total flooding of engine room or bow-thruster room only when all ventilation doors and hatches are sealed and personnel evacuated
- Use the CO2 Flooding Extinguisher for a galley fire
- Use the Two x 10kg Dry Powder back up extinguishers but use judgement when using Dry Powder for small fire in engine room as it is detrimental to machinery
- Some compartments have a nozzle attachment for Dry Powder without opening their watertight doors
- Consider flooding and stability issues when using water internally

NOTE: To smother the fire and prevent hot spot outbreak - The FM200 is clean and effective, but Dry Powder is also highly effective when a serious flaming fire occurs. In summary – usually use FM200 first, keep all doors and ventilation closed and do not be in a hurry to open up and inspect

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SHIP KNOCK DOWN

Pre-Knock Down (before the squall has hit you)

- Run off or luff up as soon as possible - risk of being caught broadside on if still halfway through the manoeuvre or dead in the water because of heel
- Running off – reduces the apparent wind over the deck which eases the Ship. Remember that when the wind speed doubles, the wind force quadruples. The opposite is true when running off...the force reduces rapidly as the wind speed falls
- Luffing up – requires good judgement to avoid being caught aback, risks possible loss of gear
- Take in or clew up sail (as appropriate, consider cutting away sheets and/or halyards)
- Close hatches and ventilators
- Close watertight doors
- Consider removing Trainees off the leeward deck – into the wheelhouse or on the weather side if clipped on
- Start the main engine as early as possible (expect lines in the water)
- Rig lifelines, lashings, secure gear above and below deck

During and Post Knock Down (in the squall and after)

- Ensure personnel safety - muster / head count
- Anyone missing? – Start MOB procedure
- Remove and take in remaining sail - cut away any debris, sheets, halyards, spars
- Run off to leeward or return to course as appropriate to get the Ship back under control
- Attend to the engineering systems and pumping arrangements
- Treat any injured
- Assess any damage – re-stow the vessel and decide if outside assistance is necessary
- Consider the possibility of more squalls in the area

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OIL SPILL RESPONSE

Cease any oil operations, including oil transfer, bunkering or bilge pumping

- Inform Master, call for Crew back-up
- Remove any Trainees from the vicinity and clear any non-essential personnel

Contain the spill

- In the Engine Room, on deck, or around the vessel. Use the oil spill kits, absorbent pads, booms, granules and floor-sweep. Consider the use of a floating (polypropylene) mooring rope around the vessel to contain a light spill. Do not conceal the incident or try to disperse with detergent. (Use of dispersants is strictly controlled even for approved operators and authorities)
- Inform appropriate authorities - Local Regional Council Harbour Master, Port Authority, SOAT office, Maritime NZ
- Start a detailed log of events
- All stations call 'Securite' to inform and allow other vessels to keep clear of the area
- Debrief spill and response with Crew, authorities, Maritime NZ and SOAT office

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COLLISION WITH ANOTHER VESSEL SHIP OR OBJECT

Preserve Life

- Muster, lifejackets, harnesses. Lifejackets now have fitted lights
- Consider outside assistance: distress or emergency signals
- Close watertight doors, deck openings, doors and hatches
- Remove Trainees from the Ship if appropriate, (consider climbing on to the other vessel if the Ship is likely to founder)
- Attend to injuries and arrange early helicopter evacuation if necessary
- Consider inflating a life raft or rubber rafts

Secure The Ship

- Assess the damage and the situation, consider the impact of backing astern out of a gash until the watertight integrity of both ships has been established
- Make sure the life rafts, lifejackets and harnesses are moved to a safe above-water position (consider list or trim). Pump the space and airlift in extra pumps and emergency salvage personnel early to minimise loss
- In the space to preserve intact buoyancy and decrease permeability, think about collision mats or sails spread over the hole. Do not open the hold unless you are sure that the space is not compromised. Check with the damage stability information in the Ships manual and be aware you can only lighten the vessel by removing stores or water
- Consider whether fuel should be transferred to another vessel or barge
- Keep planning for adverse contingencies and be flexible. Order tugs in plenty of time and be aware of wreck and pollution risks
- Inform authorities: SOAT, MNZ, Police, Regional Council and Coastguard

Situational Awareness Is Critical

- Consider beaching the Ship
- As an option to save life or to preserve the hull, this is preferably on a gentle sloping, non-exposed beach, letting both anchors go on approach to the shore. Fill compartments with sea water if necessary to stop movement and steady the hull in contact with the beach
- Discuss the situation with the CEO to coordinate any salvage

SECTION 5: EMERGENCIES PLANS SONZ...16

HELICOPTER MEDIVAC

Fully discuss all options with helicopter personnel and supply:

- Position (GPS) and bearing/distance from land
- Nature/condition of the casualty
- Weather conditions, wind, sea-state
- Agree on position of winch operation (Port side Aft deck or Starboard side, Aft deck)
- Secure loose gear (slop buckets, canvas covers etc) and lines on deck or stow below

Pick up Methods

- Highline – clear all hazards on deck, gear lashed or moved below decks to make sure that the highline cannot get caught or foul anything
- Tender towed, raise the outboards
- Rubber raft towed, use the towing bridle
- Stationary MOB raft or Liferaft, keep stationary with water ballast bags open and sea anchor rigged
- Shore pick up, take the casualty ashore to the beach or clear area for Medivac

Hazards

- Avoid touching the static line until it is earthed
- Never ever secure the winch wire
- Keep the navigational overview and monitor a safe course. Allow sufficient sea room for a long pick up manoeuvre or choose another method of pick up
- Reduce all clutter, place the mizzen hard out to starboard, stowed low on the rail. Secure all running rigging
- Use the VHF radio inside the Ship for communication when the helicopter overhead is a noise factor

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HELICOPTER MEDIVAC...2

Preparation (Port Aft Retrieval)

- Take down ensign and pole
- Remove aft helm cover, standard compass cover
- Secure all gear in Spirit Tender, lines and cover
- Secure floating rescue line reel and its cover
- Remove port dan buoy, securely stow further forward on main deck
- Gear out to starboard as far as possible and secured down to the rail
- Trice peak halyard down and into throat. Bend on extra line to allow overhauling
- Crew aloft with tools and lines, lower both topping lifts down enough to trice these and lazy jacks into throat
- Spiral lash around boom, sail, gaff and lines
- Frap flag halyards, throat halyards etc into shrouds and mast
- Dog afterdeck skylight hatches, close wheelhouse hatches
- Two Crew only to assist at transfer point, bright closefitting clothing with gloves, eye and ear protection
- Wind generally 15 knots on either bow (Heli to decide) and the vessel moving at 5-7 knots, steady course

Communication

- Operational requests are made through 111 and the helicopter is dispatched by Air Desk or by MNZ
- The helicopter crew will then try to communicate by phone with the Ship to work out details of the patient and options to get the medic to the patient, and for extraction
- Once airborne they will make contact on VHF Ch16 before going to a working channel

SECTION 5: EMERGENCIES PLANS SONZ...18

RESCUE AT SEA

It Is Mandatory To Save Life Not Property

- Arrange extra lookouts and have Crew available for duty to check last position and relay mayday if necessary
- Clear away rescue boat for use
- Consider the use of the rubber boats as fenders alongside while transferring people from the casualty
- Arrange tow lines and rocket lines as appropriate for immediate use
- All persons on deck in buoyancy aids or lifejackets

Consider Whether It Is Safer To Tow Another Vessel Rather Than Disembark People

- Dangers from rigging the line and the tow
- Endangering your own vessel
- Time constraint
- Fuel constraints
- Spirit of NZ insurance
- Crew insurance/liability
- Floating debris and lines around your propeller
- Inform SOAT / Maritime Authorities / Coastguard

Care Of Survivors

- First Aid
- Clothing, food, accommodation
- Record details of those rescued (names, DOB, positions)
- Consider using Crew from rescued vessel to help man the Ship if needed
- Arrange eventual evacuation ashore
- Consider programme disruptions on the Trainees or passengers

SECTION 5: EMERGENCIES PLANS SONZ...19

GROUNDING

- Muster all personnel in a safe place
- Inspect the Ship for water ingress
- If safe, prompt re-floating is not feasible, remove Trainees/passengers to safety when possible
- Consider minimising water ingress by use of plugs/mats/sails/covers/pumps/rafts blown up/listing trimming the Ship
- Furl sails, shut down power systems not needed

Consider Safety Criteria, Especially If The Vessel Is Pounding On Shore Or Rocks

- Secure the vessel against further damage or being driven ashore
- If not possible or untenable, weigh up abandonment
- Implement the Crisis Management Plan
- Sound around the vessel to establish ground type/slope/where is clear water
- Gather relevant tidal and meteorological information
- Establish communication links with the Trust office, SAR, MNZ, local harbour authorities
- Prepare towing gear and mooring lines. Consider excessive strains on the bollards using tugs and ground gear on a stranded vessel
- Consider outside assistance for expertise
- Keep watertight doors and hold hatch shut unless absolutely necessary or a low risk to open
- Be aware of the Ship falling over on hard sand/solid ground with a falling tide
- Be aware of pollution risks with damaged tanks or lightening the Ship
- Avoid dumping oil products, pump only into another vessel. Attempt to reduce any loss by building cement boxes or transferring fuel internally to a non-damaged tank

SECTION 5: EMERGENCIES PLANS SONZ...20

DAMAGE OR LOSS OF MASTS, RIGGING AND SAILS

- The prime responsibility is to prevent injury to personnel and further damage, especially to the hull's watertight integrity. A return to the port of departure or heading to the nearest safe haven should be considered
- If any gear goes over the side clutch out and feather the propeller
- Move non-essential persons off the deck
- Conduct a Crew/Trainee tally. Be aware of possible MOB's or injury
- If not already online start the main engine. Do not clutch in until confident that any gear hanging over the side has been secured on deck or away from the screw
- Reduce sail, keeping in mind the effect that sail could have in stabilising the vessel's motion and subsequent reduction in loadings on the remaining gear
- Secure damaged gear on deck or lashed alongside. Consider cutting away any spars that pose a threat to the hull. Ensure that they have sunk or drifted well clear before engaging the propeller. Record the position and warn other vessels in the area. Inform authorities and the office
- Be aware that much of the rig is dependent on other sections for its strength. Loss of one part may lead to weaknesses elsewhere. Consider the benefits of setting up temporary rigging using gantlines and spare halyards
- Recognise the power in loose gear, flogging sails and the potential for further damage

SECTION 5: EMERGENCIES PLANS SONZ...21

TSUNAMI

Advice From Civil Defence - If You Are At The Coast And Experience Any Of The Following

- Feel a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more
- See a sudden rise or fall in sea level
- Hear loud and unusual noises from the sea
- Move immediately to the nearest high ground, or as far inland as you can. Walk or bike if possible
- Do not wait for official warnings
- For a local source tsunami which could arrive in minutes, there won't be time for an official warning. It is important to recognise the natural warning signs and act quickly

Spirit Of New Zealand - Following A Tsunami Warning Or An Earthquake Felt onboard SONZ

- Maintain a Listening watch on GMDSS / HF Ch 2182 / VHF Ch 16 / Coastguard VHF Channels and local harbour frequencies
- Check email and websites (GeoNet) for information
- Harbour masters will take full control of all shipping operations in their area and Masters are asked to follow their advice

Based On The Initial Information (Which May Precede A Formal Advisory)

- Muster Crew and brief them, formulate and start a response plan
- Muster Trainees or passengers and brief them on the event and the actions being taken
- Continue to monitor the situation and subsequent advisories as they come to hand and modify the response plan accordingly

If At Sea

- Sail/steam for deep (>100m) water
- Secure the Ship for heavy weather
- Consider reducing or striking all sail and doing a storm stow of the Ship
- Rig safety lines/sail strainers, dog down all hatches and consider closing all watertight doors, lashing anchors and seal spurling pipes
- Donning lifejackets for all personnel
- Position Trainees where they will be safest; below deck as they could get swept over the side, a call which is to be made at the time by the Master

SECTION 5: EMERGENCIES PLANS SONZ...22

TSUNAMI CONT...2

In Enclosed Waters

Timing of the tsunami will influence your action plan. If you are unable to clear and make deep water you may need to consider:

- Landing all persons ashore and get to higher ground (take emergency gear, shore packs, food, water and warm gear)
- Dog down all hatches, close watertight doors
- Consider laying two anchors
- Secure for heavy weather

Alongside A Wharf

Timing of the tsunami will influence your action plan. If you are unable to clear and make deep water, consider:

- Landing all persons ashore and get to higher ground
- Dog down all hatches and close all watertight doors
- Double up mooring lines

LOSS OF MAIN ENGINE

Depending on the situation, the loss of main engine power varies from unsettling to critical

In Harbour Or Constricted Areas, Close To Dangers Or Other Craft

- Warn other vessels and shore stations using VHF and sound signals
- Let go an anchor if safe and appropriate. At low speeds the vessel's momentum may be enough to turn her away from the danger, make any collision a glancing one or allow her to clear a busy shipping channel
- The bow thruster may assist manoeuvring at low speeds
- The tender is useful as a tug

If Sea Room Is Available

- If possible, manoeuvring under sail is an option

SECTION 5: EMERGENCIES PLANS SONZ...23

LOSS OF STEERING

- In confined areas, the use of the bow thruster can be used when the Ship is moving slowly
- Spirit of New Zealand has a steering system that is independent of external power input. It is a pure hand-hydraulic system. If there is failure it is possible to by-pass the system and steer with the emergency tiller and block and tackle equipment
- This equipment is intended for a short-term emergency only, the gear is heavy and tiring to use. Getting the Ship into quiet shelter should be the goal before repairs are carried out. Remember that with a well-balanced sail plan and perhaps a small amount of rudder the Ship needs very little steering input for considerable periods of time
- Full details are available on page 57 of the Engineering Manual and are also displayed in the steering gear compartment
- The emergency steering gear is stowed in the aft cabin in the steering gear compartment
- Remove the covers from the steering gear housing
- The steel tiller arm is fixed to the rudder stock square. Two sets of blocks attached to the tiller arm and to the frames either side of the mess room
- A DARBS valve is situated on the forward floor in front of the rudder stock and has a key attached. This key is used to turn the DARBS valve slot into horizontal position enabling oil to pass directly from one cylinder to the other
- A scale of degrees port and starboard is marked on the housing indicating rudder angle and is used as a guide for the operators. Helm instructions are relayed through the hatch or by VHF
- Be aware that in emergency mode the rudder can kick. The rudder blade is only semi balanced and any attempt to move astern should be treated with extreme caution. At all times operators need to keep clear of the tiller and maintain tension on the rope tackle. All other persons must be kept out of the area

SECTION 5: EMERGENCIES PLANS SONZ...24

RESCUE FROM ALOFT

- Time is important. The person will be in shock and is likely to have suffered some injury in the fall. Medical attention will be needed so the prime intention is to lower the person to the deck, not to lift them back up into the rig
- Regardless of precautions taken, the consequences of a fall can be serious. Psychological problems can occur when an unconscious person is suspended in a harness. These problems do not occur in the case of suspension of a conscious person (because the harness pressure points change continuously with an active individual)
- Before each rescue attempt the team should evaluate the risks involved in the rescue plan. The plan should allow them to act with a maximum of security in as short a time as possible. The rescue should be carried out in a calm atmosphere of coordination. All systems should be backed up and verified twice before proceeding. In order to achieve this, regular training and practice is required
- Practical experience has shown us that moderate incidents may result in little more injury than slight bruising from the harness itself. In such cases, lifting the person back into the rig may be the better solution. However fine the person may appear, or say they are, get them down onto the deck for a medical checkover and a suitable period of rest and observation. Keep the rescue line on them and controlled closely until they reach the safety of the deck. Late onset of shock or an injury masked by a rush of adrenaline must always be considered

Rescue Procedure

- Ensure your own safety first. Rescue by lowering requires extreme care and caution to avoid any secondary accidents
 - Approach the victim. Reassure and calm them and explain your intentions. Instruct other Trainees and Crew in the rig to down climb in an orderly fashion
 - Second person takes the pack to the yard above the yard the person is suspended from
 - Secure the pack with the red sling and carabiner before taking it off your shoulders
 - Open the pack
 - Pull out the blue sling and rescue pulley
 - Fasten sling around a secure point, spar or bracket and back onto a carabiner for maximum strength. Use of the sling reduces the risk of side loading the carabiner
 - Fit the lifting carabiner (the one with the red gate) through both harness rings
 - If it does not fit easily, use the attached sling, passing it through the rings and back onto the carabiner

SECTION 5: EMERGENCIES PLANS SONZ...25

RESCUE FROM ALOFT CONT...2.

Rescue Procedure Cont....

- Double check attachment points. Ensure deck team is ready and send the pack to the deck. If dropping it allow for wind and rigging and warn deck Crew
 - Continue to reassure the victim while the deck team carefully take up the slack, backing up the rope around a pin rail
 - Use additional rescue pulleys and slings to arrange a fairlead if necessary
 - Confirm all parts are secure before lifting victim to take the weight off harness tether
 - Unclip the harness tether and direct the deck team to lower steadily away
 - Lower smoothly
 - Use two persons to belay. Steady victim as they land
 - Unclip the harness tether and direct the deck team to lower steadily away
 - If the tether clip is distorted or jammed, cut the tether webbing with the shears provided. If this is necessary, exercise extreme care not to cut or nick the wrong sling or line
 - Attend to any injuries and allow for onset of shock

SECTION 5: EMERGENCIES PLANS SONZ...26

MEDICAL EMERGENCY

- Attend to DRABC: Danger Response Airway Breathing Circulation
- Make the casualty as comfortable as possible
- Call for assistance as appropriate. Doctor, hospital, Healthline. Medical assistance is available on VHF Ch 16, Ph111, HF 2182/4125 Healthline ph 0800 611 116
- Helicopter or other transportation to care
- Inform the CEO

Records/Data Required

- Name / sex / age / next of kin
- Time / date
- Identify casualties if necessary C1, C2, C3 etc
- How the incident occurred
- Ship carries: oxygen/pulse meter, blood-pressure reader (OMRON), aural thermometer and this information should be provided to the doctor

Level Of Responsiveness

- Fully conscious
- Conscious but confused
- Unconscious responds to voice
- Unconscious responds to pain
- Unconscious no response

Injuries

- Are there any other injuries?
- Respiratory / pulse rate

Observations

- Colour / behaviour / conditions

Treatment

- Pain medication, other medicine or actions

SECTION 5: EMERGENCIES PLANS SONZ...27

OVERDUE SHIP

- SONZ (Spirit of New Zealand) and DPA (Designated person ashore) shall check in once a day by cellphone, text, Slack or by satellite phone as to their intentions for the day.
- If the Ship cannot be raised, check the AIS information to confirm if the Ship is still showing and the location is where it is expected to be
- Contact Maritime radio or Coastguard radio and see if they can raise the Spirit of New Zealand via VHF. If they are able to raise them, ask that the Ship contacts the office to confirm that all is well
- If the Ship is unable to be raised, then contact the NZ Police to alert them to a possible Search and Rescue after advising the CEO
- If there is an urgency to contact the Ship but it is not a Search and Rescue issue, contact Coastguard directly requesting the local unit to go out to the vessel to check on her status. This is not an emergency but an initial investigation as to why there is no contact

SECTION 5: EMERGENCIES PLANS SONZ...28

CIVIL DEFENCE EVENT ADVICE

Fire

- Move away from the area and confirm everyone else is out of the area
- Have a person ring the 111 emergency service number
- If it is safe to do and only if a person is confident can a person use the fire extinguisher to control a fire
- Move people to the assembly point
- Monitor access for the emergency services
- Have a toolbox talk record of events and actions taken after this event is under control (debrief)

Suspicious Package

- Do not touch it
- Monitor the package to see if it appears to be in anyone's care
- Ask others in the area immediately near the package for ownership
- If no one claims it and it appears to be a non-suspicious package, call security or the police to have it removed
- If a package or bag is or appears to be suspicious, follow the same procedure as with a bomb threat

Bomb Threat

- If notification of a threat is via phone get management attention to contact the emergency services and site management
- Do not notify any external person of the threat
- Keep the phone line open for as long as possible
- Write down what was said and heard on the phone
- Provide information to the emergency service and assist in the isolation of the area and verbal removal of the people
- Do not use any radio transmitting equipment
- Do not activate an alarm or emergency siren

SECTION 5: EMERGENCIES PLANS SONZ...29

CIVIL DEFENCE EVENT ADVICE CONT...2

Chemical Spill

- Isolate the area and stay at the location to control the area if it is safe to do so and upwind from the product
- Have a person contact the site management
- Attempt to identify the product without touching it
- Have spill kit control material for chemicals brought to the location
- Assist with the control of the area and clean up

Structural Failure

- Isolate the area and stay at the location to control the area if it is safe to do so and clear of the potential fall zone
- Have a person contact the site management, security and NZ Police
- Notify verbally any other person in the area to move away
- Have a person turn off any power supply to the area of failure
- Do not let any person re-enter the area to obtain items or person belongings
- Assist with the control of the area and the clean up

Threatening Behaviour, Aggressive, Armed Person (In All Cases Treat The Notification As Serious)

- Have at least 2 Crew present at all times if possible
- Have a person notify the NZ Police and wait for them to arrive
- Be deliberate in your actions verbally
- Communicate in a neutral tone and do so clearly
- If possible move the conversation to a less populated location, keep clear of structures, tables and items
- Do not get closer than 1 metre to the person
- Do not threaten a person
- Do not swear at a person
- Where possible warn others to stay clear
- Observe the person, (height, hair colour, clothing, speech, shoes, tattoos, accent etc)

SECTION 5: EMERGENCIES PLANS SONZ...30

SOAT RESPONSE TO CIVIL DEFENCE ACTIVATION

- This document provides the broad guidelines on how the Spirit of Adventure Trust Management will respond initially (0 to 3 days) to a significant event (natural or man-made) which causes disruption to the normal daily business routine of the Trust
- It is acknowledged that the type, extent or geographic reach of the event is hard to quantify prior to the event and the response actions detailed later are based on a serious outage of most lifeline utilities and ability to function in a normal environment. The scale will determine the Trust's response and complexity. It will also determine to what extent outside agencies are activated and therefore available for assistance
- The priority of the SOAT response is the safety and eventual repatriation of the Trainees and Crew onboard the Spirit of NZ and the well-being of its shore-based staff

Action Plan

- Contact the Ship to ascertain the situation onboard:
 - If the Ship is unaffected and still operational, then brief the Ship as to the situation ashore and they are to hold their location (subject to safety issues) until such time as a clear plan of action has been formulated. There may be a need for a degree of rationing to ensure the Ship can stay at sea for an extended period
 - If the Ship is compromised or worse, then it is expected that the Master would be addressing these issues
 - If contact with the Ship cannot be made, the Senior Staff member informs the CEO considering the length of time, conferring with other staff and type of emergency are to advise the applicable Search and Rescue Authorities and/or Police
- Staff should have implemented the emergency phone tree to establish their availability and their personal circumstances
- Based on the level of response a more detailed action plan for individuals will be formulated with the primary aim to contact all families of Trainees and Crew at sea, to brief them on the situation and intended actions
- The Office will be the initial rally point to implement the coordination
- If the office is unusable or not accessible, the senior staff member coordinating the response will decide on the next appropriate location. This maybe at a person's residence, staff acting from their individual homes, or relocating outside of Auckland (motel / hotel / other facility) which is functioning or involving the remote SOAT contacts to assist

Contact The Families Of Trainees And Crew

- If there are issues with Trainees families or Crew (affected by the event) then contact Civil Defence (if a CD emergency) who with the Welfare Group will work with SOAT on the appropriate course of action. Until an action plan is in place no Trainees are to be released from our care

SECTION 5: EMERGENCIES PLANS SONZ...31

SOAT RESPONSE TO CIVIL DEFENCE ACTIVATION CONT...2

Redirection Of The Ship

- Where the intended Port of arrival is either unusable or that the infrastructure ashore is unable to support the repatriation of the Trainees or Crew, then SONZ will be diverted to a port that meets the requirements. This may require discussion with CD so they know of our intentions
- Families shall be kept advised of the changes and change in timings

Transportation Of Trainees Or Crew Home

- Should be by the normal methods provided we are confident they are running to the required standard
- In the event that Trainees or Crew are unable to use standard modes of transport, consideration should be given to using our own transport
- If the above is unsuccessful, look for direction from CD

If No Shore Contact Has Been Made With The Ship

- Or the Ship is unable to raise any SOAT staff, the Master should contact Maritime radio seeking information on the port of arrival and the situation
- If indications are that another port will be required, SONZ should advise Maritime radio of their intentions and seek to contact CD directly
- Contact with Trainees' families can be made directly from the Ship or information supplied to CD in the event communications through the office is not possible

Communication Plan

- The phone list key contacts in the Emergency Response Procedure Civil Defence Event And Activation document shall be the initial call activation process. All staff shall carry a current contact list of fellow staff members. Cellphones should be preloaded with all contact numbers:
 - Landlines and cellphones will be the first option. If cellphones do not work or are over-loaded, use the Satellite phones
 - Will be carried or located at the office and in company cars. They may be limited in their range, but can link through Maritime radio (Ch 16) or Coastguard (Ch 80 / 82)
- Communication via 'slack' and Facebook pages from the office, Ship or other land-based locations regarding the status of the Ship and those onboard. CD can be requested to utilise commercial radio stations to broadcast relevant messages on the SONZ situation, if deemed an appropriate course of action
- Advise CD of our actions or issues. Contact the CD Duty Officer in the first instance with likely follow up contact with the Welfare Group

SECTION 5: EMERGENCIES PLANS SONZ...32

SOAT RESPONSE TO CIVIL DEFENCE ACTIVATION CONT...3

Voyage Details

All voyage details, Trainee information shall be held at all times by

- The office and onboard the Ship
- ZOHO CRM system, which is cloud based and accessible by all shore staff
- The use of Facebook, Website or Twitter should be considered especially for areas of the country not effected and still able to view the internet. Messages to be loaded only with the approval of the senior staff member in charge

Staff Equipment List

A list of staff equipment and remote contacts is available at the Spirit office and in the Emergency Response Procedure Civil Defence Event And Activation document onboard and in Office 365

A list of staff contact numbers and remote contacts is available at the Spirit office

SECTION 5: EMERGENCIES PLANS SONZ...33

EMERGENCY RESPONSE PROCEDURE

The Intent

- This document provides broad guidelines on how the Spirit of Adventure Trust Management will respond initially (0 to 3 days) to a significant event (natural or man-made) which causes disruption to the normal daily business routine of the Trust
- It is acknowledged that the type, extent or geographic reach of an event is hard to quantify prior to its occurrence and the response actions detailed are a guideline as to how Trust Staff will react based on a serious outage of most lifeline utilities and ability to function in a normal environment. The scale will determine the Trust's response and complexity. It will also determine to what extent outside agencies are activated and are therefore available for assistance
- The priority of the Spirit of Adventure Trust response is the safety and eventual repatriation of the Trainees and Crew onboard the Spirit of New Zealand and the safety and wellbeing of its shore-based staff

Abbreviations

- SOAT Spirit of Adventure Trust (organisation)
- SoNZ Spirit of New Zealand (Ship)
- CD Civil Defence
- RCCNZ Rescue Coordination Centre of New Zealand
- IMT Incident Management Team

Action Plan (All Actions To Be Under The Direction And Coordination Of The CEO)

- In the event of any emergency event, the Ship and Office shall activate and monitor all of its possible communication channels
- CEO to contact the Ship to ascertain the situation onboard. The Ship has, Cellphone, Satellite phone, VHF Radio, SSB Radio
 - If the Ship is unaffected and still operational, then brief the Ship as to the situation ashore and they are to hold their location (subject to safety issues) until such time as a clear plan of action has been formulated. There may be a need for a degree of "rationing" to ensure the Ship can stay at sea for an extended period
 - If the Ship is compromised or worse, then it is expected that the Master would address priorities according to the Ships SOOPs
 - If contact with the Ship cannot be made, the Senior Staff (CEO, Board Chair or DPA) member after considering the length of time, conferring with other staff, and given the type of emergency, are to advise the applicable Search and Rescue Authorities and/or Police

SECTION 5: EMERGENCIES PLANS SONZ...34

EMERGENCY RESPONSE PROCEDURE CONT...2

Action Plan (All Actions To Be Under The Direction And Coordination Of The CEO) Cont....2

- Staff should have implemented the emergency phone list (page 6) to establish their availability and their personal circumstances
 - Based on the level of response a more detailed action plan for individuals will be formulated with the primary aim to contact all families of Trainees and Crew at sea, to brief them on the situation and intended actions
- The Office will be the initial rally point to implement the coordination
 - If the office is unusable or not accessible the senior person (CEO, Chairperson, or DPA) coordinating the response will decide on the next appropriate location. This maybe as a group at a person's residence, staff working from their individual homes, or the group relocating outside of Auckland (motel / hotel / other facility) which is functioning and /or involving the remote SOAT contacts to assist
- Contact the families of Trainees and Crew
 - If there are issues with Trainees families or Crew (affected by the event) then contact Civil Defence (if a CD emergency) who, with their Welfare Group, will work with SOAT on the appropriate course of action. Until an action plan is in place or has been determined, no Trainees are to be released from our care
- Redirection of the Ship.
 - Where the intended Port of arrival is either unusable or the infrastructure ashore is unable to support the repatriation of the Trainees or Crew, then SoNZ shall be diverted to another Port that meets the requirements. This may require discussion with CD so they know our intentions
 - Families shall be kept advised of the changes and change in timings
- Transportation of Trainees or Crew home should, where possible, be by the normal methods, provided we are confident they are running to the required standard
 - In the event that Trainees or Crew are unable to use standard modes of transport, consideration should be given to using our own transport
 - If the above is unsuccessful, look for direction from CD
- If no Shore Contact has been made with the Ship or the Ship is unable to raise any SOAT staff, the Master should contact Maritime radio seeking information on the Port of arrival and the situation
 - If indications are that another Port will be required, SoNZ should advise Maritime radio of their intentions and seek to contact CD directly
 - Contact with Trainees families can be made directly from the Ship or information supplied to CD in the event Communications ashore not possible

SECTION 5: EMERGENCIES PLANS SONZ...35

EMERGENCY RESPONSE PROCEDURE CONT...3

Communication Plan

- Crew to activate call plan. All staff shall carry a current contact list of fellow staff members. Cellphones should be preloaded with all contact numbers
- Landlines and cell phones will be the first option
- If the above does not work or overloaded, consider using other private social media channels (Facebook, Messenger, WhatsApp)
- VHF Radios will be carried or located at the following locations, though may be limited in their range, they can link through Maritime radio (Ch 16) or Coastguard channels relevant to the region the Ship is operating in
 - Office
 - Company car (CEO and Bosun)
- Access our website and Facebook pages from the Office, Ship or other land-based locations for the posting of information on the status of the Ship and those onboard
- CD can be requested to utilise commercial radio stations to broadcast relevant messages on the SONZ situation if deemed an appropriate course of action
- Advise CD of our actions or issues. Contact the CD Duty Officer in the first instance with likely follow-up contact with their Welfare Group
- All voyage details, and trainee information shall be held at all times by:
 - The Office
 - The Ship
 - The online CRM system (ZOHO)
- The use of Facebook, Website or Twitter should be considered especially for areas of the country not affected and still able to view the internet. Messages to be loaded only with the approval of the Senior Staff member in charge