

- People at risk (old, infirmed, and very young people among staff families (data could be constant for staff that are living with families and can be updated once in 6 months. Guest list should be reviewed on arrival and special note to be taken of people with disabilities, infirmed, senior citizens, children below 10 years)
- Infrastructure at Risk (Kitchen, engine room, communication room)

Emergency Management Team

- **Incident Commander**
The person who oversees the whole incident and discharge functions to the Emergency Management Teams
(Please specify the back up person taking the responsibilities in the absence of the Incident Commander)
- **Functional Team Leaders**
This person will lead a small team and oversee all the activities, duties and responsibilities assigned to that particular team
(Please specify the back up person taking the responsibilities in the absence of any of the Team Leaders)
- **Functional Team Members**
These people will complete their assigned tasks and responsibilities with instructions and guidance from their respective team leaders

Emergency Team Leaders and their functions outlined in detail. Leaders can be selected based on past experience in other emergencies/disasters (**Adapt accordingly to the vessel**).

Designation	Emergency Function	Name	Contact Numbers	Personal Contact/Email
Managing Director	Incident commander			
Guest Relations	All communications with external agencies (overseas tour operators, ministries etc)			
Security Officer	Dissemination of warning for guest evacuation			
Captain	Search and rescue functions			
Maintenance	Safeguard, repair and maintain vital installations			
Housekeeping	Debris cleaning and cleaning of rooms, sanitary			

	facilities etc			
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- Team members of the various emergency functions, equipment required and the assembling points **(Adapt accordingly to the vessel)**.

Emergency Function	Names of the team members	Equipment required	Assembly/Meeting point	Contacts details
Incident Command function	All EMT team members	Communication equipment (details, computers and peripherals		
Communication and External Relation	List members	Guest list, contact list of overseas TOs and TAs, media, ministry etc. Dedicated communication equipment (computers and printers) in case press release are to be issued		
Warning dissemination and evacuation functions	List members	TVs, Megaphones, phone connections		
Search and Rescue	List members			
Food and Shelter Management	List members	Supplies for food/sleep of guests		
Health and first aid	Members with first aid training			
Safeguard, maintain and repair key installations	Members of the maintenance	Supplies of each vital installation		
Debris cleaning and sanitary facilities restoration	Members of the maintenance			
Transportation and evacuation of guests	Boat captain and other staff for coordination with sea planes, resorts, other vessels etc	Contact details of sea plans, other vessels, resorts		

- General checklist for emergency functions before, during and post disaster. Specific checklist to be developed for each disaster (**Adapt accordingly to the vessel**)

Function	Before & in alert phase	During	Post Disaster

Emergency Response for:

1) Fire (fire accidents should include the following)

- Fire due to short circuit
- Fire due to gas or oil leakage
- Fire due to improper handling/storage
- Fire due to human activity
- Fire due to natural activity

2) Fuel Shortage

3) Water Shortage

4) Information System failure

5) Terrorism

6) Hostage

7) Explosion

8) Shipwreck

9) Collision with other vessel or a fixed object

10) Spills and fuel leakage

11) Dive accidents

- Missing Diver
- Cardiac Arrest
- Trauma
- Decompression sickness
- Loss of consciousness (unexplained loss of consciousness while diving)
- Inappropriate gas (incorrect/inappropriate mix of gas)
- Drowning

12) Engine/Generator failure

13) Storms

- Climate/turbulence
- Bad weather/rough sea

14) Transportation/evacuation of patient

Note: The above stated incidents are only examples and therefore all the incidents may not be applicable to all vessels. Please adapt them to your vessel accordingly

List of important telephone numbers

The below table can be adapted accordingly to the vessel

Contact point	Name	Designation	Telephone(landline/mobile)	Email
Coast Guard				
Maldives Police				
IGMH				
ADK Hospital				
Live board Association of Maldives				
Ministry of Tourism, Arts and Culture				

- Focal points from the vessel
- Focal points from the Ministry of Tourism, Arts and Culture

Annexes

- A) List of Emergency Supplies
- B) List of Medical Supplies
- C) List of Food Supplies
- D) Insurance coverage of passenger, crew and vessel
- E) Records of drills, training and stimulation exercise conducted