

EMERGENCY PLAN (YEAR)

**(Name of the Safari Vessel)
Company Seal**

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POLICY STATEMENT

(This statement gives the reader an overall idea of what this plan is all about)

This emergency response plan has been designed for both the staffs and guests staying at *(Vessel Name)*, highlighting the procedures to be followed in the event of various different emergencies such as Fire, Tsunami, Earthquakes, Floods, and Medical Emergencies etc. With different duties and responsibilities assigned for the staffs, it is mandatory that all staffs act and follow the procedures accordingly upon activation of the plan by the Guest House Manager in the event of an emergency.

Even though the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope up with most emergency situations on the city.

This document for internal use only and the content shall not be disclosed to any third parties without strict approval from the Manager of the Guest House.

(Signature)

Name:

Designation:

(Name, designation and Signature of a management level staff should be given above)

CHAPTER 1: INTRODUCTION

1. Purpose of the plan:

- Prepare the management and all the relevant staff to respond effectively in a crisis situation.
- To prevent or reduce losses that occurs due to hazards, disasters and emergencies by managing them in an organized and effective manner.
- To provide procedures for the safety of the people onboard during emergencies, with Readiness, Response and Recovery guidance.

2. Scope of the plan:

The plan has been accomplished to address the below emergencies:

- a. Fire
- b. Shipwreck
- c. Collision
- d. Spills or fuel leakage
- e. Dive Accidents
- f. Engine Failure or generator failure
- g. Storms
- h. Evacuation of patients
- i. Medical emergencies
- j. Search and rescue
- k. Floods

3. Plan Update and Review

- How frequently will the plan be updated (*Eg: Annually / semi-annually*)
- **Name and designation** of the staff responsible for updating the plan
- Mention how the information will be shared with the staff (*Eg: By providing a copy/ by conducting trainings*)

4. Trainings/Drill Plan

- What components will be covered in the trainings/ drills? (*Eg: Fire drills, evacuation procedures, first aid training, etc*)
- How frequently will the trainings/ drills be conducted? (*Eg: Annually, semi-annually*)
- Mention the **name and designation** of the staff who is responsible for arranging/ conducting trainings and drills

CHAPTER 2: PROFILE OF VESSEL

Name:

Length

Width:

Height:

Type of Hull:

Fuel Capacity:

Water Storage Capacity:

Type of Power Generator:

Total Passenger Capacity:

Total Number of Rooms:

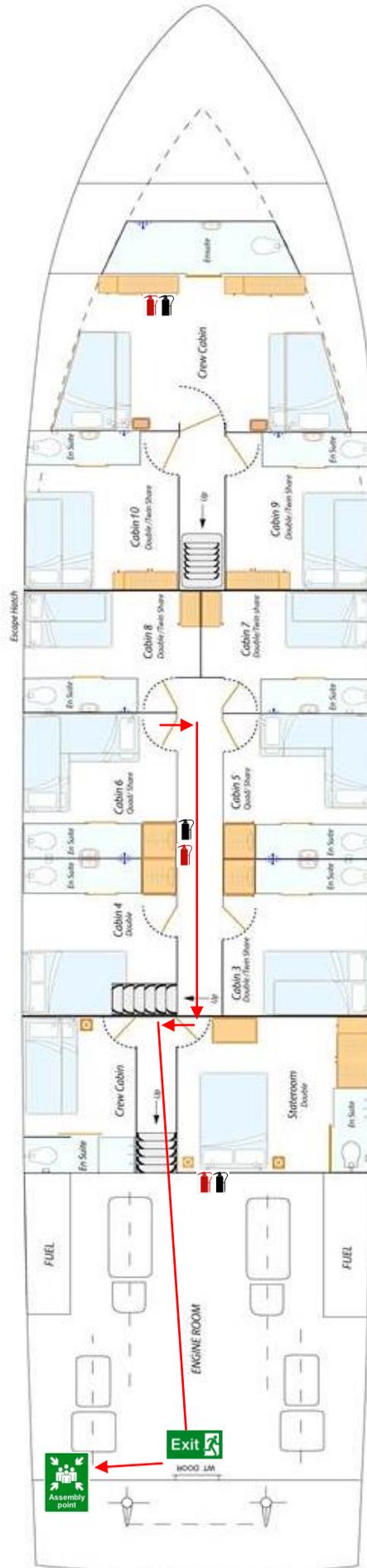
Communication Facilities:

Fire Safety Equipment:

Floor	Location	Type 1 (Write type of fire extinguisher here). Eg: H2O	Type 2 (Write type of fire extinguisher here)	Type 3 (Write type of fire extinguisher here)
Eg: Ground	Eg: Kitchen	QUANTITY	QUANTITY	QUANTITY
Total				
Grand Total				

Note: Please do not copy the table. Use this table as a guideline to make your own table.

Floor Plan



Below Deck Layout & Accommodation

Note:

- All rooms, important areas (restaurant, kitchen, storage etc) should be clearly labelled.
- If the vessel has more than 1 floor, floor plans should be included for each floor.
- Clear route from each location (example room 1) to assembly point should be shown using arrows.
- All emergency exits should be clearly marked.
- Number, Type and location of the fire extinguishers marked on the floor plan should align with the fire extinguisher details on the profile. If color codes are used for different extinguishers, this should be marked as well.
- There should be a fire extinguisher and a fire blanket in the kitchen

Legend

-  H2O Extinguisher
-  CO2 Extinguisher
-  Fire Blanket
-  Exit
-  Assembly Point

CHAPTER 3: VULNERABILITY ANALYSIS

Type of Hazard	Year	Cause	Loss of life	Loss of Infrastructure	Loss of communication & transport facilities	Loss to vital installations	Total damage (if record available)
Eg: Tsunami	2004	Earthquake impact	10	Yes	Yes	Yes	Damage details attached

1. Are there any vulnerable group/s identified that may stay at your guesthouse/hotel?

Mention the identified groups of vulnerable people (eg: Staff, old, Children, special need). If not identified, please mention unidentified.

2. Are there any vulnerable structure/s identified at your guesthouse/hotel?

Mention the structures that are vulnerable (eg: Storage of Flammable items, structure that can easily catch fire). If not identified, please mention unidentified.

Note: If any hazard/ incident impacted the guesthouse/hotel, please complete the above table. The guidelines above are provided as a sample, please complete the information as applicable. On the table, you only have to include incidents that occurred during the guesthouse operations.

CHAPTER 4: Duties and Responsibilities

Emergency Executive

- Director on Call Highest authoritative and decision-making figure.
- Responsible for overall management and proper handling of the situation.

Emergency Coordinator 1

- Coordination and control function.
- Identification and allocation of resources, coordination with Captain and other authorities, assessment of emergency.
- Logistical support

Emergency Coordinator 2

- Media liaison
- Update and reporting of incident

Technical Specialist

- On call technical support and guidance
- Urgent technical arrangement

Captain

- Leading and directing the movement of the vessel and the actions of the crew in an emergency.
- Implementing emergency response actions as per plan.
- Maneuvering vessel to minimize the effects of wind on a fire.
- Issuing appropriate orders and instructions in a clear and simple manner.
- Reviewing and reporting to shore-based management.
- Assign teams and ensure watch keeping duties.

Asst. Captain

- Second in command.
- Communication and coordination of information to the shore-based team as per instructions from the captain.
- Assist Captain as required.

Crew

- Responsible to follow orders and act as per Captain or Asst. Captains instructions.
- Specific responsibilities according to their training and capabilities as below:
 - a) Fire Fighting
 - b) Dive emergencies
 - c) Medical emergencies
 - d) Boat emergencies

Note: The above duties are just an example. Please write the duties/responsibilities specifically assigned to the crew on your vessel during an emergency.

CHAPTER 5: EMERGENCY PROCEDURES

The following procedures are to be followed in determining and acting on potential or actual emergencies:

1) MEDICAL EMERGENCIES/BASIC FIRST AID

CARDIAC ACCIDENT (HEART ATTACK OR STROKE)

- Initiate CPR.
 - a) Have the person sit down, rest, and try to keep calm.
 - b) Loosen any tight clothing
 - c) Ask if the person takes any chest pain medication for a known heart condition.
 - d) Start with 2 full slow breaths.
 - e) Check for pulse.
 - f) If you find the pulse, give 2 additional slow breaths followed by 15 chest compressions.
 - g) Continue with 2 breaths followed by 15 chest compressions until relived by medically trained personnel.
 - h) If the pain does not go away promptly, call for emergency medical help.
 - i) If the person is unconscious and unresponsive, call for emergency help, then begin CPR.
 - j) If an infant or child is unconscious and unresponsive, perform 1 minute of CPR, then call emergency.

TRAUMA (INJURY SUSTAINED WHILE DIVING)

- Bring diver up to surface to the boat / land.
 - a) **Keep the person still.** Until medical help arrives, keep the injured person lying down and quiet, with the head and shoulders slightly elevated. Don't move the person unless necessary, and avoid moving the person's neck.
 - b) **Stop any bleeding.** Apply firm pressure to the wound with sterile or a clean cloth. But don't apply direct pressure to the wound if you suspect a skull fracture.
 - c) **Watch for changes in breathing and alertness.** If the person shows no signs of circulation (breathing, coughing or movement), begin CPR.

LOSS OF CONSCIOUSNESS (UNEXPLAINED LOSS OF CONSCIOUSNESS WHILE DIVING)

- Bring diver up to surface to the boat / land.
- Initiate EFR.
 - a) Boat captain to perform “divers recall” (call the diving guide / instructor and divers up to surface).
 - b) Inform emergency response personnel in the office.
 - c) Call a suitable dive centre or resort nearby to organize transportation to a hospital.
 - d) If it is near an island, the fastest transportation will be the diving dhoni itself.

LOSS OF CONSCIOUSNESS

- Call or tell someone to emergency response team ashore.
- Check the person's airway, breathing, and pulse frequently. If necessary, begin rescue breathing and CPR.
- If the person is breathing and lying on the back, and you do not think there is a spinal injury, carefully roll the person toward you onto the side. Bend the top leg so both hip and knee are at right angles. Gently tilt the head back to keep the airway open. If breathing or pulse stops at any time, roll the person on to his back and begin CPR.
- If you think there is a spinal injury, leave the person where you found them (as long as breathing continues). If the person vomits, roll the entire body at one time to the side. Support the neck and back to keep the head and body in the same position while you roll.
- Keep the person warm until medical help arrives.
- If you see a person fainting, try to prevent a fall. Lay the person flat on the floor and raise the feet about 12 inches.
- If fainting is likely due to low blood sugar, give the person something sweet to eat or drink when they become conscious.

BASIC FIRST AID STEPS

Step 1: Evaluate the situation

- Check if there are things that might put you at risk or harm. Check if you or the victim is threatened by fire, toxic smoke or gases live electrical wires or another dangerous scenario.
- Do not rush into a situation where you could end up as a victim yourself.

Step 2: Check your ABC's

- Airway – Does the person have an unobstructed airway?
- Breathing – Is the person breathing?
- Circulation – Does the person show a pulse at major pulse points?

Step 3:

- Avoid moving the victim unless they are in immediate danger.

Step 4:

- Call emergency services or tell someone else to call for help as soon as possible. Try to establish breathing before calling for help, and do not leave the victim for an extensive amount of time.

Step 5:

- Determine Responsiveness. If a person is unconscious, try to rouse them by gently shaking and speaking to them.

Step 6:

- If the person remains unresponsive, carefully roll them onto their back and open his airway:
 - a) Keep head and neck aligned.
 - b) Carefully roll them onto their back while holding his head.
 - c) Open the airway by lifting the chin.

Step 7:

- Look, listen and feel for signs of breathing. Look for the victim's chest to rise and fall, listen for sounds of breathing (place your ear near the nose and mouth, and feel for breath on your cheek).
- If the victim is not breathing, see the section below.
- If the victim is breathing, but unconscious, roll them onto their side, keeping the head and neck aligned with the body. This will help drain the mouth and prevent the tongue or vomit from blocking the airway.

Step 8:

- Check the victim's circulation. Look at the victim's color and check their pulse (the carotid artery is a good option; it is located on either side of the neck, below the jawbone). If the victim does not have a pulse, begin CPR.

Step 9:

- Treat bleeding, shock, and other problems as needed. After you have established that the victim is breathing and has a pulse, your next priority should be to control any bleeding. Particularly in the case of trauma, you should take steps to control or prevent shock.

Step 10:

- Stay with the victim until help arrives. Try to be a calming presence for the victim until assistance can arrive.

If the victim is not breathing

Follow these steps to restore breathing in an unconscious victim:

Step 1: Check for a clear airway. Remove any obvious blockage.

Step 2: Cover the victim's mouth with your own.

Step 3: Pinch the victim's nose closed.

Step 4: Attempt to fill victim's lungs with two slow breaths. If the breaths are blocked, reposition the airway. Make sure the head is tilted slightly back and the tongue is not obstructing it. Try again.

Step 5: If breaths are still blocked, give 5 quick, forceful abdominal thrusts. This is the equivalent of the Heimlich Maneuver in a standing person.

- Straddle the victim.
- Place a fist just above the belly button and below the breastbone.
- Thrust upward to expel air from the lungs.
- Sweep the mouth to remove any foreign objects.
- Try two slow breaths again.
- Repeat until you are successful in clearing the object from the windpipe.

Step 6: With open airway, begin rescue breathing.

- Give one breath every 5 seconds.
- Check that the chest rises every time.

Step 7: Administer CPR if the victim does not have a pulse.

2) DIVE ACCIDENTS

MISSING DIVER

- Consult and follow local emergency plan work flow.
 - a) Boat captain must contact the emergency response personnel in the office.
 - b) If a diver / snorkeler is missing engage all available staff in the search.
 - c) Boat captain must do "divers recall". That is calling the diving guide and divers up to surface.
 - d) Find out what happened by interviewing the lost persons diving partner.
 - e) Take notes and assign tasks. That is watchers, snorkelers (in pairs), and diving search teams.
 - f) Start the search in a logical direction by considering the effects of waves and current.
 - g) Contact nearby resorts and islands for assistance.
 - h) Contact the coast guard, Maldivian Air Tai and Trans Maldivian Airway for assistance.
- If GPS available - use to plan and follow search patters.

- If not available - use compass and natural navigation aids.
- In current, always search down current; estimate current strength, direction and elapsed time before deciding starting point of search; use graphic help by drawing area to plot and follow search pattern.
- Take sun glare into consideration; avoid searching an area against the sun.
- Use high vantage point.
- Inform dive base.
- Whenever possible avoid involve other clients in search providing alternative transportation back as soon as feasible.
- Request logistical search assistance/ support as available and required.

DECOMPRESSION SICKNESS

- Monitor the patient for responsiveness, airway, breathing and circulation, resuscitate if necessary.
- Treat for shock.
- Lay the patient on their back, or for drowsy, unconscious, or nauseated victims, on their side.
- Seek immediate medical assistance and request emergency response team's help and follow instructions.
- Allow the patient to drink water or fluids only if responsive, stable, and not suffering from nausea or stomach pain.
- Record details of recent dives and responses to first aid treatment and provide to the treating medical specialist. The diving details should include depth and time profiles, breathing gases used and surface intervals.

DROWING

- Rescue the drowning victim in the water:
 - a) Use a long stick.
 - b) Throw a rope with a buoyant object, such as a life jacket.
 - c) Attempt a swimming rescue.
- For a swimming rescue, approach the person from behind while trying to calm the victim as you move closer.
- Grab a piece of clothing or cup a hand or arm under the victim's chin and pull the person face up to shore while providing special care to ensure a straight head-neck-back alignment especially if you think the person has spinal injuries.
- The best option would be to float the victim on a board while towing to
- For a near-drowning victim in the water try to get oxygen into the lungs without aggravating any suspected neck injury.

- If the victim's breathing has stopped, begin mouth-to-mouth rescue breathing as soon as you safely can. This could mean starting the breathing process in the water.
- Continue to breathe for the person every five seconds while moving the victim to the shore or boat.
- If the airway is obstructed making breathing impossible, hug the victim from behind with your arms around the victim's stomach and use the thumb side of a closed fist with your other hand on top of the fist to pull in and up. Continue these thrusts until the airway is cleared.
- Chest compressions in the water are difficult to do without a flat surface that does not give way and are reserved until such a surface is available.
- Once on shore, reassess the victim's breathing and circulation (heartbeat and pulse). If there is breathing and circulation without suspected spine injury, place the person in recovery position (lying on the stomach, arms extended at the shoulder level and bent, head on the side with the leg on the same side drawn up at a right angle to the torso) to keep the airway clear and to allow the swallowed water to drain. If there is no breathing, begin CPR.
- Continue CPR (chest compressions and mouth-to-mouth breathing) until help arrives or the person revives.
- Keep the person warm by removing wet clothing and covering with warm blankets to prevent hypothermia.
- Remain with the recovering person until emergency medical personnel have arrived

3) FIRE

When a fire is discovered, the following steps shall be taken:

- The crew discovering the fire must immediately inform the captain, with accurate description of the location, property and persons at risk.
- Ensure that everyone onboard is aware of the fire.
- Ensure that no one is in a directly hazardous location.
- All staff members take their stations and duties.
- Shut off all electrical power to the fire area.
- All passengers and staff will move out to deck except fire fighting staff.
- Get everyone into their life jackets and prepare to abandon the vessel, if necessary.
- Make an emergency call to Head Office. Notify Emergency Response Team.
- If the fire cannot be suppressed by use of portable fire extinguishers, the Fire Department shall be called.
- Prepare eventual boat evacuation, initial distress signal

Note: This notification to the Fire Department shall be made in a timely manner and at the first indication that the fire cannot be suppressed by portable extinguishers.

4) SHIPWRECK/COLLISION WITH ANOTHER VESSEL

- Everyone into life jackets if risk for boat safety.
- Captain allocates staff to assess boat damage and emergency repairs.

- Deck master allocates staff to assess injuries to passengers and give medical assistance if required.
- Inform Emergency Response Team ashore.
- Prepare for eventual boat evacuation, initiate distress signal.

5) ENGINE FAILURE/GENERATOR FAILURE

- Inform emergency response team.
- Prevent boat from drifting by using drift anchor or anchor if depth allows.
- Attempt repair with the help of technician.
- Maintain passengers informed of development.
- Be ready for evacuation if boat drifting dangerously close to reef or breaks.

6) STORMS/SEVERE WEATHER CONDITIONS

- Secure all onboard.
- Maintain weather tight and watertight integrity.
- Head for place of refuge.
- Communicate with response team ashore and keep reporting to them.
- Monitor weather conditions.
- Make plans for altering course to sheltered waters, if necessary.
- Reassure your crew and passengers; instruct them in what to do and what not to do.

7) TRANSPORTATION/EVACUATION OF PATIENT

- Inform and Consult Emergency Response Team.
- Prepare for evacuation.
- Contact the coast guard, Maldivian Air Tai and Trans Maldivian Airway for assistance.
- Evacuate injured according to instructions by Emergency Response Team.
- Whenever possible one staff must follow injured person.

CHAPTER 6: EMERGENCY CONTACTS

List of Internal Contacts

- 1) Vessel Contact 1 (Name, designation, Mobile, email)
- 2) Vessel Contact 2 (Name, designation, Mobile, email)

List of External Contacts

- | | |
|--|----------------|
| 1) Maldives Police Service/Island Police Station | 119 |
| 2) Coast Guard | 191 |
| 3) Ministry of Tourism | 3022200 |
| 4) MNDF Fire and Rescue | 118 |
| 5) Focal Point of Ministry of Tourism
Malaka Abdul Hameed
Director of Crisis and Security Management | 7798335 |

CHAPTER 7: ANNEX

List of supplies

Emergency Supplies			
Details	Qty	Details	Qty
Rain Coats		Shovels	
All- purpose Gloves		Crocus Bags	
Rubber Gloves		Water Boots	
Rope ¾"		Water Scrapers	
Rope ½"		Plastic Buckets	
Masking Tape		Plastic Sheeting	
Camera		Ply Board	
Batteries		Lumber	
Flashlights		Generator	
Flashlight Bulbs		Helmets	
Battery Lanterns		7 Day's Gas, Diesel Oil	
Battery Operated Radio		7 Day's Portable Water	
Saws		Disposable Sanitary Ware	
Hammers		Forks/Knives/Spoons	
Nails		Garbage Bags	
Wide Brooms		Cups, Plates, Napkins	
Large Mops/Sticks		Charcoal	
Wringer Pails		Chlorinating Tablets	
Duct Tape		Guy Wire	
Emergency Food Supplies			
Details	Qty	Details	Qty
Tinned Protein, Tuna, Salmon etc		Tea	
Crackers		Canned Vegetables	
Biscuits		Cereal	
Canned Sodas		Other non perishables	
Canned Fruit Drinks		Powdered Milk	
Bottled Water		Coffee	
Medical Supplies			
Details	Qty	Details	Qty
Crepe Bandages		Painkillers (eg : Panadol)	
Antacids		Sanitary Napkins/Tampons	
Mercurochrome		Baby's Pampers	
Sterile Gauze Squares		Safety Pins	
Eye Wash		Thermometers	
Eye Drops		Calamine Lotion	
Antiseptic		Rubbing alcohol	
Tweezers		Scissors	

Note: From the list, please choose only those applicable to your vessel

Training/drills records

TRAININGS						
Date Conducted	Type of training	Person/Institution Conducted	Name of Participants	Designation	Hours Completed	Signature

DRILLS						
Date Conducted	Type of Drill	Person/Institution Conducted	Name of Participants	Designation	Hours Completed	Signature

Note: The above should be updated upon conducting any training/drills

List of Experts/ Trained Personnel

Area of Expertise	Name	Designation	Mobile

Note: The above list is required. Staff with basic firefighting knowledge, basic first aid etc. can be included, does not have to be certified professionals.