
  <b>V.SHIPS LEISURE S.A.M.</b> <b>WORK INSTRUCTIONS</b>  <b>V. SHIPS GROUP INCIDENT REPORT</b> (major accident or incident with media impact or other external interest)		Version: 1 (07/08)
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V. Reports are to be sent as follows:

- when: in cases of a “major hazardous occurrence” (accident or incident) listed below, including any that may attract media attention or other external interest
- by who: **Designated person ashore or a nominated deputy**
- where to: [vreport@vships.com](mailto:vreport@vships.com) (V.Ships Group Incident Report)

For the purpose of V. Reports “major hazardous occurrence” includes but is not limited to:

- Fire
- Explosion
- Collision
- Grounding
- Oil spill resulting in pollution
- Significant equipment failure resulting in a vessel being disabled (ie ME failure, blackout etc)
- PSC detention
- Security incident
- Crew or third party accident or illness resulting in deviation, med-evac or hospitalization
- Public Health Outbreak (when the cumulative percentage of gastrointestinal illness or disease reaches 2% amongst crew OR passengers)

*In addition, all incidents of a less serious nature that could result in media, or other external interest, are to be reported.*

~~A V. Report should NOT be distributed for a drill.~~

It is essential that a V. Report is issued as soon as possible, after consultation with the Company’s senior managers, *who will assess first before sending to V. Group senior management and to the Company’s media consultants.*



It can be tempting to cut and paste from old reports, however errors will usually occur when doing this, so always start with a blank template.

Details should be relevant and kept brief. The recipients of the report are only interested in the pertinent details.

Updates should be regular, the period between reports being dependent upon the circumstances of the case and a final report sent when the incident has normalised (i.e. normal operations resumed). Text updated since previous report should be highlighted in **bold font** whenever possible.

The V. Report email address is not to be used for correspondence to and from various parties. If any questions are required of, or assistance is offered to the office handling the emergency, an e-mail should be sent directly to the originator and not sent to all members of the V. Report address group.

A V. Report should NOT be distributed for a drill.

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### **V.REPORT – BLANK TEMPLATE**

REPORT NUMBER: [1, 2, 3 etc]

VESSEL NAME: [please ensure entered accurately to avoid any mistaken identity]

DATE/ *TIME*: [date and time of incident – local and GMT times- and date/time of update]

*MANAGEMENT*: [Full/ Crew only]

*VESSEL POSITION*: [Location referencing nearby land mark or Lat:Long]

INCIDENT TYPE: [pollution, grounding, collision, fire, serious injury, illness, death etc]

UPDATE: [date and time of update. All items below, except “date & time of next report”, are not required to be included for the update. A brief narrative is sufficient]

SUMMARY OF INCIDENT: [please keep to relevant details only and keep brief – do not copy statements of facts, cargo figures or master’s reports etc. In the case of spills please estimate how much spilled and whether contained on deck or lost overboard]

CASUALTIES: [where serious injury, illness or death is concerned, please advise the **CONFIRMED** names of those affected in order to avoid mistaken identity; Names however must **NOT** be included in **INITIAL** reports till the assigned Crewing Dept. confirms that the next of kin has been advised; a separate message, strictly on a “need to know” basis is to include this information]

ACTION TAKEN: [both by ship and by office]



ON-GOING PLANS: [as above]

WHO INFORMED: [e.g. owners, class, coastal state, P&I, H&M etc]

OTHER DETAILS:

- OFFICE: [please include “Leisure” in addition to the office location]
- OWNERS: [as per certificate of registry]
- *CLIENTS*:
- FLAG:
- IMO No: [required to avoid any mistaken identity of vessel]
- TYPE: [passenger/cruise vessel, ro-ro ferry, accommodation vessel, high speed craft, yacht etc]
- CREW: [nationalities of senior officers, junior officers and ratings]
- CARGO: [type and total quantity, or number of passengers]
- LOCATION: [port and country. If at sea a latitude/longitude plus an approximation of location, e.g 35 miles off Nigerian Coast]

ESTIMATED TIME OF NEXT REPORT (OR FINAL): [regular updates should be sent until the incident has normalised (i.e. operations have resumed).

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### **V.REPORT – EXAMPLE OF INITIAL REPORT**

REPORT NUMBER: 1

VESSEL NAME: Vital Spark

DATE/ *TIME*: 9 July 2008, 0945 BST (0845GMT)

*MANAGEMENT: Full*

*VESSEL POSITION: Lat. 49'30.6'N, Lon 004' 52.6'W*

INCIDENT TYPE: Fire and Injury

SUMMARY OF INCIDENT: Fire reported initially in crew laundry. Alarm raised but fire now spread to adjacent spaces. Crew presently tackling the fire with hoses. Fire appears to be under control. Vessel remains under power and is deviating to land injured person.

CASUALTIES: One injured person, namely Second Engineer, Mr Julius Valadarez (DOB 07 Feb 1965), who has suffered severe burns to face and hands. Medivac requested from Falmouth Coastguard.

ACTION TAKEN: Initially fire attempted to be extinguished by Second Engineer using extinguishers. Thereafter alarm was raised, crew mustered and emergency action taken by closing vents and carrying out direct extinguishing and boundary cooling with fire hoses. Pan-pan call made over VHF and requested assistance from UK Coastguard to pick up injured person. Office contingency team in place and in direct communication with Master.



ON-GOING PLANS: Continue boundary cooling and monitoring surrounding spaces. Alternative ports of refuge being identified if deemed necessary. Helicopter en route to pick up injured person

WHO INFORMED: Coastguard, Owners, Manpower Supply Office, P&I Club, Charterer, H&M, MTI.

#### OTHER DETAILS:

- OFFICE: Southampton, Leisure
- OWNERS: Clyde Puffers of Monrovia Inc
- *CLIENTS: World Shipping*
- FLAG: Liberia
- IMO No: 69912783
- TYPE: ro-pax ferry
- CREW: Senior Officers – Indian, Junior Officers and ratings - Filipino
- CARGO: 115 passengers; 58 vehicles (cars)
- LOCATION: 49'30.6'N, 004' 52.6'W (approx 30nm SSE of Falmouth, UK)

ESTIMATED TIME OF NEXT REPORT (OR FINAL): Today, about 1300 GMT

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#### **V.REPORT – EXAMPLE OF UPDATE/FINAL REPORT**

REPORT NUMBER: 2 (Final)

VESSEL NAME: Vital Spark

DATE/ *TIME*: 9 July 2008, 0945 BST (0845GMT)

*MANAGEMENT: Full*

*VESSEL POSITION: Lat. 49°53.6'N, Lon 005° 33.6'W*

INCIDENT TYPE: Fire and Injury

**UPDATE: 9 July 2008 1330 BST**

Fire now fully extinguished and accommodation checked and ventilated. Damage restricted to ship's laundry, one AB cabin and changing room. Other immediate areas, slight smoke damage but no further damage to structure or equipment. Vessel back on original track with ETA Gibraltar (for bunkers) 12 July 1630 LT.

2/E successfully taken ashore by helicopter and condition reported as stable and non-life threatening. Next of kin advised accordingly by the Crewing Dept.

Office contingency team standing down. MSQ Superintendent traveling to Gibraltar to carry out incident investigation. P&I Club expected to attend also. New 2/E being sourced.

ESTIMATED TIME OF NEXT REPORT (OR FINAL): **FINAL REPORT**