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| **SSMED-1608** | **Death Onboard** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |
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|  | The death of a Guest or a crew, whether on board or ashore involves notification of multiple parties and the following guidelines and policies will apply. The Captain, Hotel Manager, Staff Captain, Silversea and VIKAND Medical Solutions will be notified of all deaths. |
|  | **Death Onboard**   * 1. If the death of a Guest or crew could have been caused by an accident or foul play or if there are any suspicious circumstances, the Captain may conduct an inquiry of the incident.   2. All medical equipment utilized in the event of attempted resuscitation should remain in place until it is determined that a post-mortem examination is not required or requested.   3. The deceased’s body should be kept in the ship’s mortuary until a port is reached where the remains can be disembarked.   4. The personal effects of the deceased should be inventoried and entered into the electronic medical record system (EMR) (if available) before being handed over to the next of kin or any other person authorized to receive them.   5. The Doctors will cooperate with local health authorities designated to receive the remains for completion of the death certificate. |
|  | **Death Onboard Procedure for Medical Staff**   * 1. Pronouncement of death will be made by the Doctor. Following examination and investigation, as necessary, the Doctor will make a note of the following in the EMR (if available). * The time that death was pronounced * The longitude and latitude at time death was pronounced * Where on board the death was pronounced (i.e. in medical center) * Was the death witnessed (i.e. was the person found dead) * The presumed immediate cause of death\* * The manner of death (natural, accident, homicide, suicide or pending investigation) * Where possible avoid terminal events (i.e. cardio-pulmonary arrest) as the sole condition or disease resulting in death   1. Port Health Authorities may dictate the procedure for bodily remains being landed. Body bags should be used to transport the corpse ashore.   2. The Doctor should ask the Staff Captain or Hotel Manager for any assistance required (to move the corpse). |
|  | **Death Ashore—Ship in Port**   * 1. The pronouncement of death will be made by the Local Medical Authorities. The Doctor should be prepared to assist in establishing the cause of death if requested. * The Captain and the Doctor should furnish local authorities with the information they require to conduct an inquiry, if so requested |
|  | **Notification of a Death**   * 1. In the event of a death on board, the Doctor will inform the Captain immediately of the circumstances surrounding the death and the presumed cause of death along with relevant information which may be sought by relatives of the deceased. * The Hotel Manager and Staff Captain are to be notified immediately when a death is pronounced by the Doctor. * In the event of a death ashore, the Doctor should liaise closely with the local Agents and inform the Captain of the circumstances surrounding the death, as known, and the presumed cause of death at the earliest appropriate opportunity. * The Captain should inform Silversea and VIKAND Medical Solutions in the event of death of a Guest. * The Captain should instruct the Chief Purser or Guest Services Manager to contact the Port agent of the closest port. * The Medical staff will prepare the ships morgue. * The Captain is to notify the Port Health Authority before arrival of a death. |
|  | **Documentation**   * 1. The Maritime Declaration of Health is to be completed and sent to the appropriate Port Health Officer prior to arrival.   2. Upon arrival the Doctor must be available to meet with local port health authorities and prepare to hand over an appropriate copy of the electronic medical record.   3. The Captain should seek confirmation from the Agent, that the appropriate Local Authorities have been informed. * This confirmation should be sought prior to arrival, if the death occurred at sea.   1. The name of the deceased Guest, their cabin number, location and time of death, and ship’s position is to be recorded in the Deck Log Book.   2. The name of the deceased crew, and their rank/rating, Discharge Book/CDC number/Passport Number, location and time of death, and ship’s position is to be recorded in the Deck Log Book.   3. If the death occurred as the result of an accident on board, an Accident Report Form should be completed.   4. The Flag State Authority also requires a copy of the Official Log Book entries, which are kept on the bridge, and the entry should include: * The death * Efforts made to save the deceased if lost over the ship’s side * An inquiry held * Informing Next-of-Kin/Emergency Contact * Disposal of the body * The property of the deceased * How the property was disposed of   1. A letter, written in consultation with the Doctor, amplifying details already reported by telecommunication that is signed by the Captain is to be sent to the next-of-kin/emergency contact of the deceased if not on board at the time. * The letter should be written in a personal tone rather than an official letter.   1. An inventory of the deceased’s effects should be completed. |
|  | **Next-of-Kin—Procedure for Communicating the Death of a Guest**   * 1. If the Next-of-Kin or a companion is on board, they will be informed and advised by the Doctor.   2. The Hotel Manager and Guest Services Manager are to be apprised so that exceptional needs of the next of kin/companion are addressed.   3. If the Guest is accompanied by someone other than next-of-kin, that person should be informed that the next-of-kin will be contacted.   4. In the event of the death of an unaccompanied Guest, Silversea Customer Service Department will contact and inform the next-of-kin/emergency contact.   5. If next-of-kin/emergency contact information is immediately unavailable, coordination with Staff Captain and Hotel Manager to be requested to search the Guest’s personal effects in their cabin for information.   6. The Captain should inform the deceased Guest’s next-of-kin (if onboard) of the local authorities that will be receiving the remains.   7. The next of kin should also be informed that the cost of burial, cremation locally or the repatriation of the remains or cremated remains is their responsibility.   8. The Hotel Manager is responsible for providing all details to the Silversea Guest Services Dept (shoreside), so they can brief the next of kin.   9. If the death of a Guest occurred ashore, the Captain will provide contact information for the next of kin to the Local Agents to facilitate the burial, cremation or transportation of the deceased. |
|  | **Next-of-Kin—Procedure for Communicating the Death of a Crew**   * 1. In the event of the death of a crew, the Hotel Manager and Crew Purser will ensure that the next of kin / emergency contact is advised.   2. A crew’s next-of-kin/emergency contact details should always be entered on the List of Crew.   3. If next-of-kin/emergency contact information is immediately unavailable, coordination with the Staff Captain and the Hotel Manager may be required to search the Crew’s personal effects in their cabin for the information.   4. Directions should be obtained from the next-of-kin/emergency contact of the deceased regarding local burial, cremation or repatriation of the remains |
|  | **General Guidelines—Deceased Crew**   * 1. The crew’s contract of employment provides for the Next-of-Kin to have the corpse repatriated, and for burial or cremation in the crew’s home country.   2. Silversea will make every effort to assist the next-of-kin of a deceased crew in this respect.   3. The Next of Kin will be informed when local authorities require a post-mortem investigation (autopsy). The financial responsibility for a post-mortem investigation requested by the next of kin that is not required by local authorities will be referred to the Captain to review with the next of Kin |
|  | **References**  Company Guidelines  ILO Convention C164  FLAG STATE GUIDELINES |