

## **EVACUATION PLAN – CREW VIEW**

**In the event of a major incident (e.g. Fire, Gas Leak or Sinking Boat), the Skipper may decide that the boat should be evacuated.**

**The following procedure should be followed:**

**Skipper** shouts to Bowman or Helm to Evacuate. If necessary using horn to gain attention.

**The bowman** will switch off the gas.

**Any Crew** enters cabin and informs Carer/Responsible Person of situation and to await instructions. S/he turns off cooker, checks toilet, and instructs Carer/Responsible Person that no-one is to use it. S/he then gets the mooring pins and hammers ready to moor the boat.

**The helm** will steer the boat to moor alongside the towpath, if possible, selecting a place where the bow ramp will function properly.

**Bowman/Any Crew** opens the front lift door and assures the passengers that the crew are dealing with an incident and will arrange disembarkation in an orderly manner, but to remain seated until given further instructions by the crew.

**Skipper** to assess whether Life Jackets, blankets and space blankets should be made available for issue to passengers and have them brought to rear deck initially for issue at disembarkation.

**The bowman/any crew** will ask those who are able to manage the steps on their own to go up the steps to the front deck and await disembarkation by the front railing.

**The bowman/any crew** helps wheelchair users into the lift working with another crew member (or carer if second crew member not available). S/he parks them on foredeck.

**Passengers should not stop to collect belongings other than a coat.**

**Any crew member** will establish the position of the boat and make an emergency call identifying the location of the boat and the closest Emergency Location. The Operating Instructions Appendix 2 shows such locations in map form and these are scheduled in Appendix 1

**Any crew** to assist the Emergency Services on arrival to locate the passengers and boat - probably by phone.

Once the boat is moored the ramp will be lowered and **all crew** will assist any remaining passengers onto the front deck and help all passengers to leave the boat.

**The skipper** will get the Daily Skippers Log and carry out a headcount of passengers/crew and ensure that the Carer/Responsible Person carries out a roll call as passengers leave the boat.

Passengers who need least assistance should leave the boat first and start to make their own way 200m along the towpath towards the nearest Emergency Location. If the ramp cannot be

made firm at a reasonable angle, consider the situation carefully to use the best method to help a wheelchair or zimmer frame user to leave the boat. This might include jamming the plank beneath the ramp, throwing chairs etc underneath the ramp or as a last resort carrying the passenger off the boat. The ramp

If appropriate, life jackets, blankets and space blankets should be issued from the stern to avoid blocking the stairs/front deck area.

**All crew members** should assist carers to move the wheelchair and zimmer frame users 200m along the towpath towards the nearest Emergency Location.

Once the boat is moored **the helm** will switch off the engine. If a gas leak is suspected do not switch off the electrics. If a gas leak is not suspected switch off the inverter and all circuit breakers.

Do not lift engine covers if a fire is suspected in the engine bay. If this is not the case turn off the two master switches in the engine bay [and the one under the bow thruster cover can be switched off].

**Skipper** to report evacuation to trustees using SOE Skippers WhatsApp group (which includes all trustees) and if appropriate can request physical help from skippers and trustees.

Do NOT go back into the boat unless told it is safe to do so by the Fire Service or by the Skipper, having taken advice from the Trustees if available.

**SEE NEXT PAGE FOR PASSENGER FRONTING SUMMARY EVACUATION PROCEDURE**

# **EVACUATION PLAN (Notice Board Edition) PUBLIC VIEW**

In the event of a major incident, the Skipper may decide that the boat should be evacuated.

**THE INSTRUCTIONS OF THE SKIPPER AND CREW MUST BE FOLLOWED PROMPTLY**

**The following procedure should be followed:**

- The crew will make an announcement to carers or all passengers.
- Passengers to remain seated until given further instructions.
- The helm will steer the boat to moor at the towpath.
- Those who are able to manage the steps asked to go to the front deck and wait.
- Crew to open front doors and prepare the lift for wheelchair and other users.
- Crew will supervise moving wheelchair and zimmer frame users to front deck
- Once the boat is stationary and moored the ramp will be lowered.
- The landing point may not be ideal – the passenger ramp may not be level.
- Unloading the passengers is a priority even in poor weather.
- Crew will help all passengers to leave the boat from the front deck.
- Crew will assist any remaining passengers onto the front deck.
- Crew will bring from the back of the boat blankets and Space Blankets if cold and Lifejackets if appropriate.
- Crew members will help carers to move the wheelchair and zimmer frame users 200m along the towpath.
- Carer or Nominated Person to take a roll call of all passengers a.s.a.p. after leaving the boat and report to the Skipper.

**Passengers should not take belongings other than a coat**