



LUNAR

FISHING CHARTERS & TOURS

SAFETY MANAGEMENT SYSTEM

Updated June 21st, 2023



FISHING CHARTERS & TOURS

SAFETY MANAGEMENT SYSTEM

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Changes

Date	Changes made	Page Reference	Name	Initials
June 21, 2023	Final draft from Datum Marine Services Ltd.	All	Sara McArthur	Any changes made after this date are the responsibility of Lunar Charters Ltd. .

General

Lunar Charters Ltd (DBA Lunar Fishing Charters & Tours) is a Vancouver Island based adventure tourism company operating in the sheltered waters of Clayoquot Sound and the open ocean off the coast of Tofino (Near Coastal Class II).

The company operates three passenger vessels that carry 6 passengers each. One is a Grady White; one is a Thunder Jet cabin cruiser, and one is a Highfield Rigid Hull Inflatable. The vessel names are:

- Lunar 1
- Lunar 2
- Lil Lunar

The Small Vessel Compliance Program Checklist is completed on each vessel every year at the beginning of the season.

Lunar Charters Ltd. caters to people of all ages (except under 2 years old) excluding children under 4'8" on vessels where survival suits are required. Lunar Charters Ltd. specializes in fishing charters, bear watching, whale watching, hot springs cove, snorkeling, and foraging.

Lunar Charters Ltd. ' office is located at 201 Main Street, Tofino, BC.

- Phone: (403) 598 3891
- Website: <https://lunarchartersandtours.ca/>

Lunar Charters Ltd. ' vessels are moored at the 4th Street Marina, Tofino, BC, V0R 2Z0,

Operations Manager: Joe Hoshowski

- Cell: (250) 833 2770
- Email: joeski_@hotmail.com

Owner: Regan Coleman

- Cell: (403) 596 5766
- Email: reganb@hotmail.ca

Lunar Charters Ltd. Safety & Environmental Policy

The policy of Lunar Charters Ltd. is to provide healthy and safe working conditions for staff, crew, and passengers. We aim to maintain a safe and pollution-free service that meets with national regulations and relevant standards, codes, and guidelines.

Lunar Charters Ltd. Safety Management System describes the company's management for safely operating its vessels and for preventing pollution.

Lunar Charters Ltd. will:

- Use safe vessel operating practices.
- Provide a safe working environment.
- Establish safeguards against all identified risks to prevent or minimize their impact (risk management); and
- Always work to improve the safety management skills of personnel ashore and onboard the vessels.
- To achieve these objectives, Lunar Charters Ltd. will:
- Adopt a drug and alcohol-free workplace policy.
- Have meetings after safety drills to discuss any safety issues.
- Provide regular training to maintain high standards of safety awareness and environment protection.
- Encourage the crew to think about safety and environment protection.
- Inform all members of crew of any existing or potential hazards that may endanger them, persons in the vicinity, the vessels, or the environment.
- Educate the crew in the measures adopted to minimize these potential hazards and record them in the risk register.
- Make sure that the crew understand and follow Company procedures.
- Continuously monitor the effectiveness of the SMS; and
- follow all mandatory and relevant rules, regulations, codes, guidelines, and standards – including the *Canada Shipping Act, 2001* and its regulations.

Lunar Charters Ltd. expects all its employees to:

- Follow the rules, regulations, and procedures.
- Take all necessary precautions to protect human life, property, and the marine environment.

Company Responsibilities and Authorities

Regan Coleman is the Owner of Lunar Charters Ltd. .

- Cell: (403) 596 5766
- Email: reganb@hotmail.ca

Joe Hoshowski is the Operations Manager responsible for the day-to-day running of the company.

- Cell: (250) 833 2770
- Email: joeski_@hotmail.com

Joe Hoshowski is the Designated Person.

Lunar Charters Ltd. has several skippers who are certified with their SVOP, SDV-BS (formerly MED A3), Marine Basic First Aid and ROC-M. This allows them to operate vessels within 25 nautical miles from shore (Near Coastal Class II). Lunar Charters Ltd. will use Rod's Power and Marine Ltd (RPM) for the general maintenance and servicing of the vessels.

Designated Person

The designated person (DP) is Joe Hoshowski who reports to Regan Coleman.

Joe Hoshowski is responsible for making sure that:

- The safety management system (SMS) is working and reporting to Regan Coleman if he makes any corrections or changes to the system if needed.
- The vessels and crew are operating safely and not polluting the environment.
- The vessels and crew have what they need to run safely and efficiently; and
- The Company reviews its SMS on an annual basis.

Captains Responsibility and Authority

The captain is always in charge of the vessel. She/he has complete authority and is responsible for safety, pollution prevention and the efficient operation of the vessel. She/he may deviate from documented vessel procedures if human life, property, or the environment is at risk. She/he may ask the Company for help when s/he needs it.

The captain reports directly to the DP for everything involving the safety of persons, property, or the environment.

The captain is responsible for:

- Reporting defects, hazards, incidents / accidents to the office.
- Evaluating and reviewing the SMS on board the vessel and reporting any problems to the DP.
- Reviewing safety and pollution prevention activities and reporting any problems to the Company.
- Working with the DP in holding onboard reviews
- Communicating in a clear and concise manner; and
- making sure that:
 - The passengers have been given a safety briefing as described in the SMS.
 - The safety and environmental policy is working;
 - Understands and carries out the Company's safety and environmental protection policy.
- Follows procedures for safe operations and environmental protection; and
- SMS records are up to date and available.
- Communicating by VHF to the office while on a tour in accordance the VHF radio policy (Appendix 12).

All captains have acknowledged these responsibilities in writing on their Vessel Induction Checklists (Appendix 1). The Company keeps these documents in the office at Lunar Cove.

Resources and Personnel

The Company ensures that the vessel is crewed to meet requirements as a minimum. If there is a charter with special requirements (i.e. Someone with mobility issues), the DP, in consultation with the captain, may decide to employ extra crew.

Lunar Charters Ltd. ensures that their Captains have adequate experience and that their qualifications meet legal requirements. The Company keeps photocopies of crew's certificates in the office.

The Company makes sure that all crew members know their responsibilities when working on the vessels. Captains will have a minimum of 1 year's commercial experience to be hired as a new guide and will be trained specifically on each vessel they operate until they have proven proficient in all the duties on the Vessel induction checklist (Appendix 1). If someone is hired with all their certifications but has limited experience, they will shadow a qualified captain for one season. The length of training may vary for someone that has natural ability and has proven proficient in all items on the vessel induction checklist.

Crew members sign the vessel induction checklist when they have proven to be proficient in all items on the list. The captain that is responsible for training a new crew member will also sign the vessel induction checklist when the new crew member proves proficient in all duties aboard the vessel. The Company keeps these signed checklists in the office.

Lunar Charters Ltd. has several seasonal captains. If a captain has not driven the vessel for more than three months, they will either do a short trip with another crew member to re-familiarize themselves with the vessel or will allow enough time before a tour to go through the vessel with another crew member, using the Vessel Induction Checklist.

The Company will conduct regular emergency drills at least once every two months. These will be scenario based in accordance with the emergency procedures in this SMS and can be led by any member of the crew. The Company will hold briefings and debriefings to check the crew's level of knowledge and understanding. Briefings and debriefings will also help the Company to develop effective responses to emergencies. The Company will record all drills and members participating in the drills, in the vessel logbook and keep a shore-based record (Appendix 8).

Any new crew members must understand operational and emergency procedures **before** sailing. These procedures are found in sections 8 and 9 and Appendix 3 and 4 of the SMS.



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Lunar Charters Ltd. recognizes the need to train crew so that they can work safely and protect the environment. No crew member will be asked to work in a particular area or procedure until they receive proper training.

The Company keeps training records in its office.

Operational Procedures

Before a trip the captain will:

- Communicate with the office to get details of the trip. :
 - How many passengers to expect.
 - Any passengers' special needs.
 - Where they will travel to first
- Ensure she/he is familiar with the operations of the vessel; will understand their role; will have conducted a drill within the last two months and will not be under the influence of drugs or alcohol.
- Will know about any recent repairs to the vessel or if there are any items to pay attention to on the vessel.

Passenger Briefing

When the passengers are seated, the captain will give them a safety briefing. He or she will introduce themselves and explain:

- How to move around the vessel safely.
- Where to find safety equipment.
- Where to find the toilets (if applicable).
- What to do in an emergency.
- What to do if they have a problem.
- Where the trip will go.

The Company has a sample script for each activity, this script can be found in this SMS (Appendix 4).

Vessel Start Up

Captains will refer to the vessel start-up checklist (Appendix 4) when preparing the vessel for service. When all items on the check list are complete, the captain will record in the vessel log the following: 'Start up checks completed'.

Refueling

The boats are refueled at Method Marine. The captain will always be onboard for refueling.

She/he will ensure that a 'no smoking' zone is established around the vessel.



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When refueling is complete, the captain will record the amount of fuel taken aboard, in the vessel log. The captain will fuel up after each trip.

Embarking / Disembarking Passengers

Passengers will not embark/disembark until after the captains' instructions.

Before the vessel docks, the captain will advise passengers to stay seated until the vessel is secured at the dock. The captain will advise the passengers when it is safe to get off and the captain will assist passengers as needed.

The company will count all passengers as they get on and off the vessel; and record these numbers in the vessel's log.

The vessel will not leave the wharf until all passengers are seated and have listened to the safety briefing. (Appendix 4).

Garbage Disposal

Garbage bins are in the cabin on the cabin cruisers. The company will bag all garbage and dispose of it in the dumpster at the marina or the fuel dock.

Disposal of Waste Oil

The company will NOT discharge any waste oil into the ocean. Waste oil may be disposed of at the Tofino Harbour Authority. The vessels will be serviced at RPM.

Anchoring

The Grady White and the Thunderjet are fitted with an anchor with 30 feet of chain and 300 feet of line. The Highfield is fitted with 30 feet of chain and 100 feet of line. The anchor is deployed manually from the bows of each of the vessels. The captain will be aware of the depth of water before anchoring. The Highfields line must be attached to the vessel before deployment.

The captain will monitor the drop and pay attention to the direction of the line. The captain must confirm the anchor is holding.

To raise the anchor, the captain will manually pull it in and secure it at the bow.

The anchor will be cleaned after use, the captain will hose it with fresh water back at the dock.

Emergency Procedures

Fire

A person who notices a fire will first raise the alarm. The captain will stop the vessel, investigate, and move passengers from danger.

The captain will take an extinguisher to investigate the fire and try to put it out. If the fire has taken hold, she/he will then inform the authorities of the situation.

The captain, while attempting to reach the nearest wharf, will update passengers, instruct them to don lifejackets and to move to a safe area. If necessary, the captain will instruct all passengers to 'Prepare to Abandon Ship'.

Collision / Grounding / Flooding

If a collision occurs, the captain will stop the vessel and investigate potential damage or injuries. She/he will try to reassure passengers of the situation and then notify the Coast Guard on VHF radio channel 16.

The captain will report to the Coast Guard on the status of the vessel and passengers. If the vessel is not at risk and all passengers are unharmed, the captain will check the status of the other vessel (if there is one). The captain will give assistance to the other vessel if required.

If the vessel is at risk and taking on water, the captain will update the Coast Guard and if possible, steer the vessel towards shallow water or a sandy beach.

The captain will make an announcement advising passengers to follow all instructions. If necessary, s/he will then give the order to 'Prepare to Abandon Ship'.

Prepare to Abandon Ship / Abandon Ship

The captain will make an announcement telling passengers to follow instructions. She/he will then give the order to 'Prepare to Abandon Ship'. The captain will move all passengers away from danger, conduct a head count, instruct them to put on life



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jackets (on zodiacs passengers are wearing survival suits) and then demonstrate how to enter the water or get onto another vessel safely.

If the captain decides to abandon ship, she/he will send a 'mayday' on channel 16. She/he will then shut down the engines and take the vessel log and 'grab bag'. She/he will put on a life jacket and start with passenger control. The captain will then launch the life raft (if applicable) from the wheelhouse roof. The captain will then control the transfer of passengers into the life raft (Appendix 3)

Person Overboard (POB)

When you see or are alerted that a person is overboard, the captain will ask a nearby passenger to point towards the person and maintain visual contact with the POB.

The captain will turn the vessel towards the POB. The captain will throw a life ring towards the POB. Life rings are located at the stern of all vessels.

The captain will then make a general call on channel 16 notifying the Coast Guard & other vessels of the situation. She/he will maneuver the vessel to recover the POB, approaching from the leeward side.

The captain will confirm with an able-bodied passenger from which side of the vessel they will attempt recovery. She/he will then retrieve the POB ladder.

The captain will then request that passengers continue to keep a look out for the POB.

The captain will go to the agreed side and clear passengers away to create space and to keep everyone safe. If possible, she/he will establish communication with the POB. The captain may also throw a dock line or throw bag secured to the vessel to the POB.

Once the vessel has stopped next to the POB, the captain will put a ladder in place and attempt recovery. If recovery is not possible, the captain will attempt to keep the POB's head above water and wait for assistance from another vessel.

In a successful recovery, the captain will administer First Aid when and if required. The captain will make an updated call on VHF CH 16 to inform other vessels of the updated situation. The captain will advise the office and the office will organize emergency services if needed.

The captain will take the POB's details and the witnesses' details. The captain will record the incident in the vessel log and in an incident report; they will also inform Designated Person (DP).

Environmental Spill

The captain will investigate the source of the spill. If a spill occurs during refueling, the captain will stop pumping immediately. They will use the spill kit provided at the fuel dock to clean up and minimize the spread of the pollutant.

The captain will then contact authorities if a significant spill has occurred informing them of the situation and working closely with them to decrease impact to the environment.

Serious Injury

In the event of a serious injury, the captain will get the first aid kit and administer first aid.

The captain will attempt to stabilize the patient. If emergency services are required, the captain will notify the office and the office will coordinate with emergency services, identifying a suitable wharf for patient transfer.

If first aid is successful, the captain will take the personal details of the patient and witnesses. The captain will record the incident in the vessel log and the incident report book. The captain must also notify the DP and the company may submit a Transportation Safety Board Incident report form depending on the extent of the injury. (Appendix 10)

Reporting Incidents and Accidents

Lunar Charters Ltd. has procedures for reporting and analyzing all hazards, defects, accidents, and incidents on board the vessels. If a crew member identifies a hazard, they will inform the DP. The DP and the crew member will do a risk assessment. If it is not possible to repair or remove the hazard the trip will be rescheduled.

The captain will report any defects or items that need repairing to the maintenance department, and the captain will record them in the vessel log. The captain will then inform the DP. After consultation with the crew, the maintenance team will schedule the repair.

Once the repair is completed, the captain will note it in the vessel log.

The captain will record any accidents or incidents in the vessel's log and in an incident report for the DP to review. The DP will then meet with the crew to investigate the accident / incident and look into any future preventative measures. The Company will talk about possible solutions to avoid similar accidents or incidents and document successful outcomes in the vessel's SMS.

The captain is responsible for reviewing the SMS and notifying the DP of any problems that may affect vessel safety.

Lunar Charters Ltd. has a Risk Register that identifies hazards, risks, and controls associated with the vessels and activities. (Appendix 2)

Maintenance and Recording

Lunar Charters Ltd. has checklists for vessel maintenance. The vessels have pre-start-up checks (Appendix 4) and a preventative maintenance schedule (Appendix 6). Vessels and equipment are serviced as per the manufacturer's recommendation. The DP is responsible for regular organizing of vessel maintenance.

The captain carries out routine safety equipment checks during their daily pre-start checks.

The captain records routine maintenance and checks in the vessel log. Other maintenance records are kept in the office and at RPM.

Documentation

Lunar Charters Ltd. has procedures to check that the SMS is up to date by reviewing it annually or when changes are needed. The DP is responsible for recording any changes to the SMS on the “Changes” page in the SMS.

The DP must remove any out-of-date changes from the SMS. The DP is responsible for making all personnel aware of any new changes.

Review and Evaluation

Lunar Charter reviews the SMS every twelve months. The review checks that the SMS is up to date and that any vessel and / or office changes were recorded.

Conducting scenario-based drills is part of the review procedure. The Company may apply more effective methods of conducting drills after consulting with the crew. The DP must then detail these changes on the “Changes” page in the SMS and the DP must make all personnel are aware of the changes.

The Company’s DP will carry out the review, in consultation with the regular crew. He will pass on the results of the review to all staff members and record review results on the “Changes” page in the SMS.

Appendix 1 – Vessel Induction and Training Checklist

Master's / Crew member's Name	
Vessel Familiarization	Comments
Documentation Check	Proficient Y/N
logbook, incident reporting	
Read and Understood SMS and Risk Register	
First Aid and Maritime Certifications sighted	
Safety Gear Familiarization	
Demonstrates safety briefing as per SMS	
Demonstrates understanding of all safe operating & emergency procedures in accordance with the SMS	
Understands importance of VHF radio communication policy and demonstrates ability to abide by it.	
Location of life jackets and life rings	
Emergency engine shut off; fuel shut off	
Location and Operation of fire extinguishers	



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Operation of bilge pump system and knowledge of location	
Anchoring / deployment and recovery	
EPIRB Operation, understanding of MMSI & DSC VHF	
Start Up and Shut Down	
Demonstrates effective weather check and route planning	
Pre-start engine checks, engine oil	
Fuel and filter systems	
Check safety equipment in good working order	
Clean Vessel	
Fuel up when needed	
Docking And vessel Handling	
Communicates well with office staff & other operators in the area	
Familiar with switches and gauges	
Throttle and engine control	



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Maneuvering vessel at close quarters (ie. POB or docking)	
Able to maintain a stationary position with regards to sea conditions	
Steering control	
Docking alongside	
Departing dock	
Safe speed	
Emergency stop	
Safe operation in limited visibility	
Demonstrates knowledge of GPS/Radar	
Demonstrates ability to dive tender during snorkeling tours	
Demonstrates ability to safely beach a boat & hold station while passengers are getting on & off the vessel for foraging tours	
Safe loading and unloading of passengers	
Was Candidate Competent YES / NO	
Comments:	



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Candidate's Signature	Dates of Assessment
Assessor's Signature	

Appendix 2 – Risk Register

This document contains a list of some of the things and some of the procedures on our vessels that we think could be a potential hazard. It contains a list of what we think could happen because of these hazards (Risks).

- It contains a list of things we do to try to reduce these risks (Controls).
- It says how we check that the controls are working.
- It says who is responsible for checking.
- We have this Risk Register because:
- It shows that we are thinking about safety and we're doing something about it.
- It's a good training tool.
- We can give it to customers to show that safety is important at Lunar Charters Ltd. .
- We can show it to our insurance company to prove we are serious about safety.

REMEMBER!

If you see something that you think might be a hazard and it's not on this list, please tell me, Joe Hoshowski (designated person).

STAY SAFE!

Joe Hoshowski

Designated Person

Lunar Charters Ltd.

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Activity / Hazard	Risk (what could go wrong?)	Safety Control	Check / Is it working?	Person(s) responsible
Tying up / Berthing	Crushed finger or amputation.	Training and procedures, supervision, first aid kit, and good housekeeping,	Number of incidents / accidents logged.	Captain and Designated Person.
Water	Person overboard and Drowning.	Training and procedures, safety equipment, passenger briefing, "no go" areas, handrails.	Regular inspection of equipment, Safety drills / ongoing training. Keeping records.	Captain and Designated Person.
Control Failure	Injury, damage to the vessel and / or the environment.	Initial training, regular drills, regular maintenance, First aid kit.	Number of incidents / accidents logged.	Captain and Designated Person.
Serious injury or allergic reaction	Injury, death, damage to reputation. Financial loss.	Initial training, regular drills, First aid kit with Epi-pen	Number of incidents / accidents logged.	Captain and Designated Person.
Environmental	Damage to environment, large fine, financial loss and damage to reputation.	Training and procedures, drills, emergency contact list and spill pads. Garbage procedure and Passenger briefing.	Number of incidents / accidents logged. Regular inspection that spill pads are onboard.	Captain and Designated Person.



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Activity / Hazard	Risk (what could go wrong?)	Safety Control	Check / Is it working?	Person(s) responsible
Collision / Grounding	Injury, death, damage to the vessel and / or the environment. Damage to reputation. Financial loss.	Training, procedures, drills, first aid kit, nav equipment, bilge pumps, life jackets and other emergency equipment.	Number of incidents / accidents logged. Regular inspection of all equipment and keeping inspection records.	Captain and Designated Person.
Fire	Injury, death, damage to the vessel and / or the environment. Damage to reputation. Financial loss	Training, procedures, drills, firefighting equipment, and life jackets. Enforce No smoking.	Number of incidents / accidents logged. Regular inspection of all equipment and keeping inspection records.	Captain and Designated Person.
Anchoring	Injury, damage to the vessel and / or the environment. Damage to reputation. Financial loss.	Training, procedures, and drills. Regular inspection and maintenance of equipment.	Assessing crew performance during drills.	Captain and Designated Person.
Unruly Passenger	Injury, damage to vessel, passenger distress.	Training, drills, and passenger briefing.	Number of incidents / accidents logged.	Captain and Designated Person.



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Activity / Hazard	Risk (what could go wrong?)	Safety Control	Check / Is it working?	Person(s) responsible
Severe weather	Injury, death, damage to vessel and / or the environment. Financial loss or total loss of the vessel	Weather Matrix, Training, drills, and passenger briefing.	Number of incidents / accidents logged.	Captain and Designated Person.

Appendix 3 – Emergency Procedures

FLOODING

- Assess the situation.
- Locate the ingress of water and activate bilge pump(s)
- Inform passengers, move them from danger and as a precaution ask them to put on life jackets. On zodiacs passengers are already wearing survival suits
- Prevent access to the area as much as possible.
- Contact Coast Guard on VHF Ch.16
- Look for pollutants/spillage.
- Confirm vessel stability and status.
- Navigate vessel to nearest, suitable, and safe wharf if possible.
- PREPARE TO ABANDON SHIP and ABANDON SHIP as required.

COLLISION/ GROUNDING

- Assess the situation.
- Check on passengers' well-being and see if medical assistance is required.
- Confirm vessel stability and status (do not pull away if there is damage to either vessel)
- Put on a life jacket.
- Confirm other vessel stability and status.
- Contact Coast Guard on VHF Ch.16
- Reassure passengers, move them from danger and as a precaution ask them to put on life jackets.
- Assist other vessel as required.
- Investigate damage and watertight integrity.
- Look for pollutants/spillage.
- Navigate vessel to nearest, suitable, and safe wharf if possible.
- PREPARE TO ABANDON SHIP and ABANDON SHIP as required.

FIRE

- Assess the situation.
- Inform passengers, move them from danger and as a precaution ask them to put on life jackets.
- Contact Coast Guard on VHF Ch.16
- Fight the fire using extinguisher(s)
- Confirm vessel stability and status.
- Navigate vessel to nearest, suitable, and safe wharf if possible.
- PREPARE TO ABANDON SHIP and ABANDON SHIP as required

SEVERE WEATHER

- Assess the situation.
- Secure all on board.
- Maintain weather tight and watertight integrity.
- Navigate vessel to nearest shelter.
- Contact Coast Guard on VHF Ch.16
- Monitor weather conditions.

PERSON OVERBOARD (POB)

- Fix position (mark position on GPS Chart-plotter)
- Alert passengers and have them point at the person while you maneuver the vessel.
- Deploy life ring.
- Contact Coast Guard on VHF Ch.16
- Develop a plan for retrieval of POB.
- Approach POB on the leeward side (downwind)
- Retrieve POB.
- Attend to well-being of POB.
- Update passengers and authorities of the situation.

SEARCH & RESCUE

- Receive message from search coordination center.
- Post lookouts (ask passengers to help)
- Begin search pattern.
- Monitor and record navigation track.
- Apply other emergency procedures as necessary.

CRITICAL SYSTEMS BREAKDOWN

- Stop the vessel.
- Confirm vessel stability and status.
- Notify the Coast Guard if necessary.
- Inform passengers, move them from danger and as a precaution ask them to put on life jackets.
- Assess vessel status and determine nature of breakdown.
- Attempt to solve the problem or request additional help from the office.
- Prepare to anchor if necessary.
- If possible, navigate vessel to nearest suitable wharf or drop anchor and wait for help.

SERIOUS INJURY / MEDICAL EMERGENCY

- Assess situation to determine nature, extent, and location of injured person(s)
- Provide First Aid
- If an injured person needs professional medical assistance advise the office of medical emergency, ETA to the dock and type of help required. Office will call 911 if needed.
- Inform passengers of the action you will take.
- Maintain First Aid until relieved by medical personnel.
- Upon docking, clear access for medical personnel
- Get any details of injured person(s) and witnesses to the injury (if injury)

REPORTING & COMMUNICATION

- Report to Coast Guard on VHF Ch.16 and to shore based company representative.
- Communicate nature of emergency to crew and passengers
- Put on life jackets.

ABANDON SHIP

- Send Mayday
- Sound appropriate signal on vessels horn
- Stop Vessel
- Tell passengers to put on their life jackets.
- Launch life raft if applicable.
- Take emergency grab kit if not being rescued by another vessel.
- Activate EPIRB if not being rescued by another vessel.
- Control passenger transfer and conduct head count
- Try to assemble passengers together.
- Confirm all passengers have abandoned ship.

FUEL SPILLAGE

- Try to stop the spill.
- If possible, contain the spill to prevent it from entering the water.
- Report to Coast Guard on VHF Ch.16
- Inform and reassure passengers, explaining the actions you will take.
- Use absorbent pads to reduce impact of spill.
- Liaise with and help with emergency response vessel efforts.

Appendix 4 – Operational Procedures

Maintenance Checks

- Check vessel log for overdue items.
- Log vessel maintenance and repairs in the logbook
- Notify RPM if something needs to be repaired or serviced.

Pumping Bilges

- Never pump pollutants in bilge overboard.
- Check bilges during daily vessel check.
- Clean up any pollutants with spill pads if necessary.
- Bilges should be set to automatic while underway.

Refueling

- Shutdown engines
- Turn off mobile phones.
- Prohibit smoking or naked flames in or around fueling area.
- Place absorbent pad in vicinity of fill point
- Place fire extinguisher on standby
- Inspect all hoses and equipment before use
- Visually monitor and maintain a vigilant watch during fill
- Record quantity and date in log

Towing

- Our vessels are not configured for towing.
- Assess the risk of undertaking an EMERGENCY tow only, otherwise contact the coast guard if needed.
- To affect a tow, check there is appropriate equipment.
- Take onboard any people that may be in danger.
- Direct the recipient where and how to attach the towline BEFORE throwing the line.
- Ensure you have a method to slip the tow line if necessary.
- If possible, navigate vessel to nearest, suitable and safe wharf or dock

Vessel Start Up

- Check marine weather.
- External inspection of vessel
- Check vessel log for recent operation, fuel levels and maintenance.
- Turn on batteries.
- Check oil levels and top up if necessary.
- Check steering hydraulic oil level, top up if necessary.
- Check bilge.
- Check bilge pump(s) are in working order.
- Warm up engines
- Observe engine idling and check gauges.
- Test throttles ahead and astern



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- Check steering.
- Check navigation lights & horn.
- Check the radio with the office.
- Check GPS, Radar & VHF are functioning correctly.
- Check toilet if applicable (functioning correctly)
- Check fire extinguisher.
- Check anchor.
- Clean windows
- Once checks are complete write it in the vessel log
- Communicate with the office to confirm how many passengers are on board and let them know where you are going. Update the office with your location every 30 minutes or any time you are heading to another location.
- Give safety briefing to passengers before departure.

Vessel Shutdown

- Fuel up
- Allow engines “idle down” time in neutral to dissipate heat & gases.
- Turn off electronics and battery switches.
- Clean interior and exterior of vessel including windows, toilet (if applicable), floors, garbage, and hose down exterior.

Passenger Safety Briefings

Cabin Vessels – Fishing, Whale Watching, Hot springs Cove.

For the Hot Springs tour, guests are advised if the tide is rising and the potential for swell that might be coming into the Springs. They are told that the boardwalk & rocks in and around the springs are slippery and to be careful. Told to bring all garbage back to the boat

- *Welcome Aboard the _____. My name is _____ and I am your Captain for today. (Tell them a bit about yourself and the territories/areas we are operating in, what they might see on the tour).*
- *This vessel and I meet all Transport Canada requirements. Onboard we have fire extinguishers, EPIRB, GPS and Radar, VHF radios (tell them how to use distress button), a first aid kit and life raft (tell them how it works).*
- *As an added measure of safety, you will be wearing PFD's that manually inflate (demonstrate how to use). If you have a child with you and have been given a red & black PFD, it is important that they only wear them on the outer deck and NOT in the cabin. In the unlikely event of an emergency, I ask that you please follow my instructions.*
- *Please take care when you're moving around the vessel. Always keep a firm hold on something solid. We are expecting _____ sea conditions today. There may be times that I will ask you to stay seated or have very few people out on the back deck, but once we're stopped and watching wildlife you are welcome to get up and move around.*



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- *Does anyone have any questions?*

Zodiac – Bear watching.

- *Welcome Aboard the _____. My name is _____ and I am your Captain for today (Tell them a bit about yourself and the territories we are operating in).*
- *This vessel and I meet all Transport Canada requirements. Onboard we have fire extinguishers, EPIRB, GPS and Radar, VHF radio (tell them about distress button), and a first aid kit.*
- *The suits that we're all wearing are your life jackets. Please keep them fully zipped and buckled while we're underway. In the unlikely event of an emergency, I ask that you please follow my instructions.*
- *I ask that everyone stay seated while the boat is underway. Once we're stopped and watching wildlife you are welcome to stand up as long as you're holding onto something solid,*
- *Does anyone have any questions?*

Diving tours

*Swimming ability is discussed with guests before departure

- *Welcome Aboard the _____. My name is _____ and I am your Captain for today (Tell them a bit about yourself and the territories we are operating in and what they might see on the tour).*



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- *This vessel and I meet all Transport Canada requirements. Onboard we have fire extinguishers, EPIRB, GPS and Radar, VHF radio (tell them about distress button), and a first aid kit. If any emergency were to happen, I ask that you please follow my instructions.*

- *Once we arrive onsite, everyone will be using the buddy system. When one person is up breathing, the other will be down diving or snorkeling. Only certified divers (checked for proof before departure) will be allowed to use a weight belt. Certified divers will only go to 10M unless they have prior experience. Areas we will be diving will be marked with orange diver down flagged buoys, along with an additional “breathe up” portable platform for divers/snorkelers to hold onto (it has a dive flag too). Additionally, the captain & boat will be nearby watching us with a diver down flag. We will work in a group across sections whether we are sight-seeing, harvesting, spearing, etc, with the area marked off. There will be a maximum of 6 guests in the water at any point.*

- *We may encounter seals or sealions while in the water. Sea lions have a curious nature. We can expect them to come up to us if they’re in the area, but they will likely leave us alone especially in our group setting after a few minutes. On very rare occasions, they like to put our gear and our limbs in their mouth to feel them. They do this out of curiosity generally, but if a sea lion is behaving aggressively in any way, we will stay together, and the*

boat will approach to assist. Often a little poke with a spear tip will scare them off (they don't like to be touched). Another thing to keep in mind is blowing bubbles is bad in sea lion culture so we refrain from making any in their presence. A bite or any negative interaction from a sea lion is next to nonexistent, but it is my job to educate you in how to act so that we are behaving in a preventive way.

- *I ask that everyone stay seated while the boat is underway. Once we're stopped and ready to go snorkeling, I will advise you how to safely enter the water and assist as needed.*
- *Does anyone have any questions?*

Foraging

- *Welcome Aboard the _____. My name is _____ and I am your Captain for today (Tell them a bit about yourself and the territories we are operating in and what they might see/find on the tour).*
- *This vessel and I meet all Transport Canada requirements. Onboard we have fire extinguishers, EPIRB, GPS and Radar, VHF radio (tell them about distress button), and a first aid kit. If any emergency were to happen, I ask that you please follow my instructions.*
- *When we are out foraging, I will have a handheld VHF radio, a Garmin InReach, GPS and a first aid kit equipped with an Epi-pen. Is anyone allergic to anything?*



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- *When we arrive at our destination, we will be beaching the boat and I will help you to get off & on the vessel as needed. Please stay seated until we arrive, and I will let you know when it's safe to start getting off the boat.*
- *Today we will be foraging for _____ & we will be heading over to _____ island. We will be operating in a buddy system, and I will guide you in a group setting so no one gets lost. We will go over all the plants we can positively identify (things you can touch & things you can't). Everyone will be provided with a foraging basket and knife. Please DO NOT ingest anything until I have properly identified it.*
- *Does anyone have any questions?*

Embarkation / Disembarkation

- Clear passengers from area
- Safely secure the vessel alongside
- Advise passengers to take care when embarking or disembarking.
- Assist passengers where needed (on zodiacs, demonstrate how to board and how to get off at the dock)
- Let vessel go and secure gates if departing (covered vessels only).

Final Docking

- Approach dock at safe speed
- Identify back up plan in case of control failure.
- Secure vessel safely alongside
- Add additional lines if required.
- Close all windows (covered vessels)



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Appendix 5 – Sample VHF Radio Log

This is a sample of information that the office should write down to keep record of the location of the boat while away from the dock.

	Please print carefully!		
date	location	Vessel name	initials
9:00am	Leaving dock – headed to cow bay on the inside of Vargas		
9:30am	Leaving cow bay – plover then to Ahous		
10am	Still in Ahous		
10:15	Leaving Ahous to home on the inside of Vargas		
10:45	Home – back at dock		

Appendix 6 - Sample Schedule Maintenance Items Form

*Please note that all daily inspections are the captain's responsibility and are done during their start-up checklist. Captains are also responsible for communicating if something needs to be repaired or serviced. The DP will arrange to have safety equipment serviced at intervals required.

The Small Vessel Compliance Program Checklist is done annually by an assigned captain. This will help to identify anything that might need to be addressed in addition to the schedule below.

Area	Item	Detail	Frequency of service / inspection		
			Daily	Monthly	Annually
General					
	Guard rails	Ensure guard are in good condition (no broken strands) and stanchions are secure.		X	
	Deck surfaces	Ensure non-skid finish and surface is in good condition.		X	
	Toilets	Ensure these are operational. Inspect thru hulls annually	X		X
Machinery	Engines	Service regularly, 100hrs & 300hrs	NA	NA	NA



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Area	Item	Detail	Frequency of service / inspection		
			Daily	Monthly	Annually
	Fuel tanks	Check condition of fuel tanks and supporting structure			X
			Daily	Monthly	Annually
	Bilge pumps	Test during start up checks. Repair and adjust if poor performance is observed.	X		
	High water alarms	Repair and adjust as necessary.			X
	Voltage system	Visually inspect the electrical installation. Check for mechanical damage, corrosion, watertight integrity of fittings in exposed locations and exposed wiring.			X

Area	Item	Detail	Frequency of service / inspection		
			Daily	Monthly	Annually
	Batteries	Batteries: check the general condition of terminals. Inspect the complete electrical installation. Check for cleanliness, mechanical damage, corrosion, watertight integrity of fittings in exposed locations and exposed wiring or terminals.			X
			Daily	Monthly	Annually
Safety	Inflatable life rafts and Hydrostatic releases for rafts and EPIRB'S	Service as required			Rafts are serviced annually & releases are replaced every 2 years
	Manual PFD'S	Check indicator daily to insure it's green. Every 6 months orally inflate & let sit for 6 hours to test.	X	X	X

Area	Item	Detail	Frequency of service / inspection		
	Lifejackets PFD's Kids Suits	Inspect overall condition of jackets including straps and reflective tape. Where buoyant material has hardened jackets are to be discarded. Check that jackets are readily accessible.	X		
	Distress signals & EPIRB	Test battery regularly and replace battery and flares before expiry.		Test EPIRB every 2 months	
	Emergency lighting	Test to ensure lighting is operational. Repair if required		X	
Fire Fighting	Fire detection	Check system visually and replace batteries as needed on covered boats and in buildings.			X
	Portable fire extinguishers	Service annually by a service provider. Check pressure gauges during pre-departure checks. Shake dry powder units monthly to	X	X	X

Area	Item	Detail	Frequency of service / inspection		
			Daily	Monthly	Annually
		ensure powder has not compacted.			
Water tight integrity	Weather tight doors and seals	Reseal if reported leaking. Check gaskets to ensure to see if still effective. Repair or replace as necessary.			X
	Hatch covers	Monitor and repair as necessary.		X	
	Freeing ports / scuppers	Maintain free of obstructions.	X		
			Daily	Monthly	Annually
Structure	Hull / deck bulkheads superstructure (internal)	Conduct a thorough internal inspection of hull framing, bulkheads, deck and deck framing. Inspect the superstructure,			X



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Area	Item	Detail	Frequency of service / inspection		
		windows and closing arrangements.			

Appendix 7 - Drills - Safety Management Systems

Why do I need to do Drills?

- Drills will help you react quickly and without thinking in an emergency.
- They also allow you to identify any deficiencies in your reaction plan.

Vessels of 15 gross tonnage or less that carry 12 or fewer passengers are not required to follow the Fire & Boat Drill Regulations, but we believe it's important to regularly think about and practice what to do in these types of emergencies:

- Fire
- Person Overboard
- Severe Weather
- Serious injury
- Collision/ Grounding/ Flooding
- Prepare to Abandon/ Abandon Ship

You might think of other things that relate to your vessel as part of your hazard identification/ risk assessment process.

Your Safety Management System (SMS) details how you carry out safety drills on your vessel. You need to do them at least every two months.

What are the benefits?

- Drills help you to respond rapidly and effectively in an emergency.
- Drills can help you prepare to make decisions under pressure.
- Drills can help you identify how you can improve your procedures.
- Drills help new crew to become familiar with the vessel, her equipment, and her procedures.
- Drills help regular crew to “keep up to speed” with the vessel, her equipment, and her procedures.
- Drills help develop teamwork.
- Drills help develop self-confidence.
- Drills give you the opportunity to check that your safety gear is working and fix it if necessary.
- Drill records show that you are thinking about safety.

Who runs the drills?

Because we run single operator vessels, the designated person will schedule regular drills and the operators will take turns running them. This helps crew members better understand what you might have to do, particularly in an emergency.

Running a drill will build their operators' confidence and help them understand what they must do in an emergency.

The person running the drill will discuss with the crew what will happen (a briefing) and after the drill, discuss what happened (a debriefing).

What is a 'briefing'?

- This is a meeting with all the crew before a drill.
- It is very important, so make sure everyone is there.
- Everyone needs to understand why you are having the drill.
- You need to explain what the drill is about and what the scenario might be (or keep it as a complete surprise).
- Everyone needs to understand that it is important to react quickly in an emergency.
- Everyone needs to understand that there is no 'pass' or 'fail' in a drill but simply a chance to improve.
- Everyone needs to understand the importance of using effective communication during drills – make sure it is correct and that everyone is on the same page.
- Make sure that no one is put in danger during a drill and that everyone has Personal Protection Equipment (PPE) and knows how to use it correctly if needed.

What's a 'debriefing'?

- This is a meeting with all the crew after a drill.
- It is very important, so make sure everyone is there.
- This is when you discuss what went well during the drill and why.
- This is when you discuss what could have gone better and why.
- This is a good time to look at records of the last drill to see if you are doing things better.
- Make sure everyone gets a chance to speak and that their opinion is valued and respected.
- Make sure everyone understands that it is better to make a mistake in a drill than in a real emergency.
- Make sure to prepare drill records while things are still fresh in your mind.

Are all drills the same?

No, there are different types of drills – and you should keep records of all of them.

“What if” drills

‘What if’ drills can be a chat with your crew about what they would do in a certain situation? For example, you might ask:

- What they would do if a passenger fell in the water.
- What they would do if they had to prepare passengers to abandon ship; or
- What would passengers do if you suddenly fell ill.

‘What if’ drills are useful if you have little time. For example, if you:

- Are in between trips.

‘What if’ drills do not replace scenario-based drills but are an easy way to keep everyone thinking about safety. You can conduct them at any time.

Scenario drills

Scenario drills take a more ‘real’ approach. If you do drills on your vessel when she has no passengers on board, try to get the crew to imagine that you have 75 per cent of your normal numbers. This can be a challenge for the person running the drill but helps get crew members thinking about what could happen if the vessel is full of panicking passengers.

You or another crew member starts a scenario. For example, smoke fills the cabin. You pretend to be a panicking passenger. The crew must react as if it is a real emergency.

If there is equipment that an operator would normally use in the situation, use it during the drill. This gives your crew the chance to operate safety equipment, experience how it feels and develop confidence. It also means that your safety equipment is getting a workout.

The person running the drill could now then say that *a passenger has panicked and jumped over the side.*

The person running the drill would then say *the fire emergency has now turned into a crisis because the crew now has to both manage the fire and recover the person in the water*. Teamwork and effective communication are essential.

Scenario based drills are more involved than just running equipment. It may take some time to get used to them, but they are a very effective way to prepare for an emergency.

Remember that no two emergencies will ever be the same! Use your imagination and get the crew thinking!

It will never happen on my vessel!

“Mate, I’ve been doing this for 30 years. It’s all common sense.” Unfortunately, common sense does not equal common understanding and even the best prepared vessels and crews can run into trouble.

Being prepared by doing drills reduces the risk of poor performance in an emergency.

A few things to remember when you do drills.

- Not everyone in the crew will have the same experience or skills.
- Not all crew members will be equally confident.
- Don’t assume that everyone understands – check!
- Identify who is good at what and use their strengths.
- Use crew members’ experiences in discussions. For example, someone may have been involved in an actual person overboard situation. Ask them what happened.
- Crew members should not be afraid to make comments or ask questions.
- Drills need a leader and the active participation of the crew.
- Drills should be a positive experience. While they are serious exercise, they can still be fun.

How do I do drills if I operate the vessel alone?

This is where ‘what if’ drills can be useful and talking to yourself is okay!

Think about what you would do in different emergencies.

For example: you operate a whale watching vessel and are 10 miles offshore:



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What would you do if:

- A passenger had a medical emergency
- You have an overheating engine, and the sea conditions are worsening
- You've collapsed and you're unconscious (what should the passengers do)?
- A passenger falls overboard
- A fire starts in the electrical panel.

Use your equipment. Don't assume it is working or that you will remember how to operate it quickly.

Your passenger briefing will be important here. Explain to passengers that if anything happens to you, they need to call for assistance. Show a willing passenger how to do that. If you let a passenger request a radio check following your instructions, Your briefing becomes a drill.

On every trip, ask yourself a 'what if' question to keep yourself focused on safety.

Don't forget to record your 'what if' drills. Below are some examples of 'what if' drills:

Cabin fire

Some wiring is on fire in the vessel's cabin. The fire alarm sounds. The fire quickly spreads, and thick smoke is filling the cabin. Passengers start to move to the outer deck of the vessel and there is congestion at the entry/exits of the vessel hindering the crew's response to the fire.

Additional scenario input:

A passenger gets injured during the incident.

Captain Incapacitated

The vessel is operating at speed. Have you asked an able-bodied passenger to put the engines into neutral and call for help on the radio?

Person overboard

During normal operation, passengers alert you that a woman has jumped off the vessel. On investigation, the crew learn that she jumped from the stern of the vessel



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while it was at high speed. The woman is wearing dark clothing and there is a slight wind chop, making her difficult to spot in the water.

Additional scenario input:

Conduct this scenario once with the passenger conscious and again with her unconscious, so you can assess your recovery procedure.

Appendix 8 - Drills - Sample Safety Drill Recording Form

Date:		Vessel:	
Master:			
Nature of Drill / Talk /Training			
Names of crew involved:			



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Comments		
Master's Signature:		



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Appendix 9 - Sample Vessel Log

DATE:				Master:			
Voyage Description			Whales? Bears? Hot springs?				
Checks							
Passenger briefing			Pre operating checks completed			Sea & weather conditions checked	
LOG							
Time	Pax	Description					
9:30a	12	Depart dock - Ahous on the outside of Vargas (4 grays) - Plover - inside Vargas - home at 12:05pm - 2 meter short period swell, 20 knots wind					



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Appendix 10 - Report of a Marine Occurrence

See example form on next pages.

**For the most up to date form please visit: <https://www.tsb.gc.ca/eng/incidents-occurrence/marine/index.html>

Form Reset

Transportation Safety Board
of Canada



Bureau de la sécurité des transports
du Canada

PROTECTED
when
completed

REPORT OF A MARINE OCCURRENCE / HAZARDOUS OCCURRENCE REPORT

Complete only those sections that apply

Marine occurrences shall be reported to the Board or a Canadian Radio Ship Reporting Station as soon as possible and by the quickest means available. This form is to be completed as soon as possible, but no later than 30 days after the reportable marine occurrence and forwarded to the Transportation Safety Board.

The information provided is required under the *Transportation Safety Board Regulations* and is protected under the *Canadian Transportation Accident Investigation and Safety Board Act*. Furthermore, personal information contained in this report received by the Board is protected under the *Privacy Act* and will be stored in the Personal Information Bank # TSB PPU 005.

Note: Where applicable and subject to the *Canadian Transportation Accident Investigation and Safety Board Act*, some information may be required to be reported to Transport Canada under the *Canada Shipping Act, 2001* and the *Canada Labour Code, Part X*. Personal information communicated to Transport Canada is also protected under the *Privacy Act* and will be stored in Personal Information Bank # DOT PPU 048.

Transportation Safety Board of Canada

200 Promenade du Portage,
Place du Centre, 4th floor
Gatineau QC K1A 1K8

Phone: 819-954-3741
1-800-387-3557 (toll free in Canada)
Fax: 819-957-2239

Email: MarineNotifications@bst-tsb.gc.ca

PART 1 — OCCURRENCE INFORMATION

Date of occurrence			Location (geographical name of body of water, waterway, harbour or berth)		
Year	Month	Day			
Time of occurrence (hh:mm)			Latitude	Longitude	
Local			North	West	
Vessel particulars					
Name of vessel					
Port of registry			Flag		
Type of vessel (tanker, bulk carrier, tug, fishing vessel)					

PART 2 — ENVIRONMENTAL CONDITIONS

Visibility		Sea conditions		Ice presence	
Distance	0.0	Condition	Sea state Please select ...	Ice coverage	0 /10
<input type="radio"/> Miles <input type="radio"/> Cables <input type="radio"/> Metres		<input type="radio"/> Day <input type="radio"/> Night <input type="radio"/> Twilight	Swell direction Please select ...	Icebergs	<input type="radio"/> Yes <input type="radio"/> No
Weather Conditions		Swell height <input type="radio"/> Metres <input type="radio"/> Feet		Bergy bits	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Clear	<input type="checkbox"/> Rain	Temperature		Growlers	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Fog	<input type="checkbox"/> Sleet	Air	<input type="radio"/> °C <input type="radio"/> °F	Under ice regime	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Hail	<input type="checkbox"/> Snow	Water	<input type="radio"/> °C <input type="radio"/> °F	Observed by (example: ice navigator)	
<input type="checkbox"/> Overcast	<input type="checkbox"/> Thunderstorm/lightning	Wind		Vessel icing present	<input type="radio"/> Yes <input type="radio"/> No
		Wind direction	Please select ...	Approximate icing thickness	<input type="radio"/> Metres <input type="radio"/> Feet
		Wind speed	<input type="radio"/> Knots or <input type="radio"/> Beaufort	Ice advisor or navigator on board	<input type="radio"/> Yes <input type="radio"/> No

Canada

For Transportation Safety Board use only	<input type="checkbox"/> Copy to Head Office <input type="checkbox"/> Copy to TC	File number M
--	---	------------------



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PART 3 — TYPE OF MARINE OCCURRENCE (select all that apply)	
A person is killed or sustains a serious injury as a result of	
<input type="checkbox"/> boarding, being on board <input type="checkbox"/> falling overboard from the ship <input type="checkbox"/> coming into direct contact with any part of the ship or its contents; <input type="checkbox"/> a person falls overboard (not resulting in death or serious injury) <input type="checkbox"/> a crew member whose duties are directly related to the safe operation of the ship is unable to perform their duties as a result of a physical incapacitation which poses a threat to the safety of persons, property or the environment	
The ship	
<input type="checkbox"/> sinks <input type="checkbox"/> founders <input type="checkbox"/> capsizes <input type="checkbox"/> is involved in a collision <input type="checkbox"/> is involved in a risk of collision <input type="checkbox"/> sustains a fire <input type="checkbox"/> or an explosion <input type="checkbox"/> goes aground <input type="checkbox"/> makes unforeseen contact with bottom without going aground <input type="checkbox"/> sustains damage that affects its seaworthiness or renders it unfit for its purpose <input type="checkbox"/> is anchored, grounded or beached to avoid an occurrence, <input type="checkbox"/> is missing <input type="checkbox"/> is abandoned <input type="checkbox"/> fouls a utility cable or pipe, or an underwater pipeline sustains a total failure of: <ul style="list-style-type: none"> <input type="checkbox"/> the navigation equipment if the failure poses a threat to the safety of any person, property or the environment, <input type="checkbox"/> the main or auxiliary machinery, or <input type="checkbox"/> the propulsion, steering, or deck machinery if the failure poses a threat to the safety of any person, property or the environment. <input type="checkbox"/> all or part of the ship's cargo shifts or falls overboard; or <input type="checkbox"/> there is an accidental release on board or from the ship consisting of a quantity of dangerous goods or an emission of radiation that is greater than the quantity or emission levels specified in Part 8 of the Transportation of Dangerous Goods Regulations	

PART 4 — VESSEL PARTICULARS - continued			
IMO number		Official or registered number	
Gross tonnage		Canadian fishing vessel license number (VRN)	
Call sign		AIS/MMSI number	
Length	<input type="radio"/> Metres <input type="radio"/> Feet	<input checked="" type="radio"/> Registered <input type="radio"/> LOA	Breadth <input type="radio"/> Metres <input type="radio"/> Extreme <input type="radio"/> Feet <input type="radio"/> Moulded
Hull material: Please select ...		Propulsion type: Please select ...	
Classification society: Please select ...		Former name(s)	
Name and address of owner, manager or authorized representative			
Company name		Contact type (agent, owner, manager)	
Name contact person/OPA			
Address			
Telephone			
Email			

PART 5 — DAMAGE				
Vessel damage			Damage to other vessel(s)/other object(s)	
<input type="radio"/> Total loss <input type="radio"/> Partial Loss			Object description (e.g. berth, buoys, other vessels, shore installations, bridge):	
Brief description of location and extent of damage	None apparent	Minor	Major	Ice related
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Description of damage and level of damage:				

PART 6 — OCCURRENCE VOYAGE			
Last sailed from (examples: a port name, fishing grounds, offshore production or other vessel at sea)		Destination (examples: a port name, fishing grounds, offshore production or other vessel at sea)	
Date of departure Year	Month	Day	Draught (at time of the occurrence)
Time	Local		Forward Aft <input type="radio"/> Metres <input type="radio"/> Feet
Description of cargo/ballast		Total weight	Unit (tonnes, litres, etc.)
			Please select ..
			Please select ..
			Please select ..
Nature of operation at time of occurrence (e.g., fishing, carriage of goods, excursion, etc.):			
Speed at time of occurrence:		Course at time of occurrence:	
List of life saving appliances and/or safety equipment used (life rafts, firefighting gear, pumps, SART, EPIRB, etc.)		Description of search and rescue services rendered/received:	
Fishing Vessels Only			
Fishery type engaged in at time of occurrence (salmon, crab) Please select		<input type="checkbox"/> Check if equipped for multiple fisheries at the time of the occurrence	
Gear type in use at time of occurrence (traps, long line, seine) Please select		<input type="checkbox"/> Check if the vessel is licenced for multiple fisheries	

PART 7 — POLLUTANTS AND DANGEROUS GOODS									
Fuel/products on board		Fuel/products released							
Shipping name of commodity	Quantity on board	Quantity released	Units	Release		UN number	From		Stowed on deck
				on board	at sea		Bunkers	Cargo	
			Please select	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
			Please select	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
			Please select	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
			Please select	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
			Please select	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

PART 8 — SHIPBOARD EQUIPMENT											
Check "Y" if on board and "Z" if on and in use at the time of the occurrence											
	Y	Z		Y	Z		Y	Z		Y	Z
Selec Radar 1 <input type="checkbox"/> ARPA	<input type="checkbox"/>	<input type="checkbox"/>	ECDIS	<input type="checkbox"/>	<input type="checkbox"/>	Bridge navigational watch alarm system (BNWAS)	<input type="checkbox"/>	<input type="checkbox"/>	VHF	<input type="checkbox"/>	<input type="checkbox"/>
Selec Radar 2 <input type="checkbox"/> ARPA	<input type="checkbox"/>	<input type="checkbox"/>	ECS	<input type="checkbox"/>	<input type="checkbox"/>	Echo sounder	<input type="checkbox"/>	<input type="checkbox"/>	MF/HF	<input type="checkbox"/>	<input type="checkbox"/>
Magnetic compass	<input type="checkbox"/>	<input type="checkbox"/>	GPS	<input type="checkbox"/>	<input type="checkbox"/>	INMARSAT-B or Fleet	<input type="checkbox"/>	<input type="checkbox"/>	INMARSAT-C	<input type="checkbox"/>	<input type="checkbox"/>
Gyro compass	<input type="checkbox"/>	<input type="checkbox"/>	Integrated Bridge System	<input type="checkbox"/>	<input type="checkbox"/>	Speed log	<input type="checkbox"/>	<input type="checkbox"/>	INMARSAT-C	<input type="checkbox"/>	<input type="checkbox"/>
Automatic pilot	<input type="checkbox"/>	<input type="checkbox"/>	Integrated Navigation System	<input type="checkbox"/>	<input type="checkbox"/>	AIS	<input type="checkbox"/>	<input type="checkbox"/>	Dynamic Positioning System	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	Specify			LRIT	<input type="checkbox"/>	<input type="checkbox"/>			
Voyage data recorder on board	<input type="radio"/> No	<input type="radio"/> VDR	<input type="radio"/> SVDR	Describe actions taken to save data:							
Make	Model										



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PART 9 — INFORMATION REGARDING THE OCCURRENCE	
<p style="text-align: center;">IMPORTANT ADVICE – Check one box</p> <p>The following description is privileged under section 30 of the Canadian Transportation Accident Investigation and Safety Board Act and, as such, will not be communicated to any person except as provided by that Act or as authorized in writing by the person who completed this description.</p>	<p><input type="radio"/> YES authorization is given to communicate the following description to TC.</p> <p><input type="radio"/> NO authorization is refused to communicate the following description to anyone outside the TSB.</p>
<p>Failure to check a box will be considered as withholding authorization to communicate the following description.</p>	<p>Last name: _____</p> <p>First name: _____</p>
<p><i>This information will be reviewed by the Transportation Safety Board to assist the Board in meeting its object to advance transportation safety. (If more space is required please add a blank page.)</i></p>	
<p>Describe the events and circumstances leading to the marine occurrence.</p> 	
<p>Describe corrective actions taken, if any, to reduce the risk of a similar occurrence happening in the future.</p> 	
<p>Provide a description of any action taken or planned to protect persons, property and the environment.</p> 	

PART 10 — INFORMATION REGARDING PERSON COMPLETING THIS FORM			
<input type="checkbox"/> Check if same as name and address of owner, manager or authorized representative and complete date only.			
Last name		First name	
Address			Position
Telephone			Email
Date completed	Year	Month	Day



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PART 11 — PERSONNEL / INDIVIDUALS						
	Total number of people on board	Evacuated	Missing	Minor injuries	Serious injuries (an injury that is likely to require admission to hospital)	Death
Crew						
Passenger						
Guests						
Other						
Total	0	0	0	0	0	0

PART 12 — LIST OF VICTIMS (in case of fatalities or injuries) If more space is required, use a separate sheet.					
Casualty 1			Casualty 2		
Last name	First name	Nationality	Last name	First name	Nationality
DOB	Gender	Rank on board	DOB	Gender	Rank on board
	Select ...			Select ...	
On duty/watch	Location on board	Hospitalized	On duty/watch	Location on board	Hospitalized
		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No
Injury type (fracture, burn)	Mode of injury (fell, slip)	Body part(s)	Injury type (fracture, burn)	Mode of injury (fell, slip)	Body part(s)
Person in water	Time in water	Lifejacket/PFD	Person in water	Time in water	Lifejacket/PFD
<input type="radio"/> Yes <input type="radio"/> No	minutes	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	minutes	<input type="radio"/> Yes <input type="radio"/> No
Recovered	Hypothermia		Recovered	Hypothermia	
<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		

PART 13 — WATCHKEEPING PERSONNEL						
Personnel	Master or person in charge	Officer of the watch	Engineer of the watch	Pilot on board	Pilot with conduct of vessel	Other pilot on board
Last name				Last name		
First name				First name		
CDN number (Canadian citizens only)				License number		
Grade of certificate				Grade of license		
Country of issue				Date of issue		
Pilotage exemption	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No		Pilotage authority		
Duty schedule on the day of the occurrence						
On duty	<input type="radio"/> Yes <input type="radio"/> No					



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PART 14 — VESSEL INVOLVED IN TOWING							
Particulars of tow	Tow # 1		Tow # 2		Tow # 3		
Name							
Official number							
Port of registry							
Type of vessel							
Gross tonnage							
Length	<input type="radio"/> Metres	<input type="radio"/> Feet	<input type="radio"/> Metres	<input type="radio"/> Feet	<input type="radio"/> Metres	<input type="radio"/> Feet	
Breadth	<input type="radio"/> Metres	<input type="radio"/> Feet	<input type="radio"/> Metres	<input type="radio"/> Feet	<input type="radio"/> Metres	<input type="radio"/> Feet	
Year built							
Hull material	Please select ...		Please select ...		Please select ...		
Hull construction	<input type="radio"/> Single skin	<input type="radio"/> Doubled hull	<input type="radio"/> Single skin	<input type="radio"/> Doubled hull	<input type="radio"/> Single skin	<input type="radio"/> Doubled hull	
Draught	Fwd	<input type="radio"/> Metres	Fwd	<input type="radio"/> Metres	Fwd	<input type="radio"/> Metres	
	Aft	<input type="radio"/> Feet	Aft	<input type="radio"/> Feet	Aft	<input type="radio"/> Feet	
Ice class							
Description and location of cargo							
Weight of cargo (specify units)							
Extent and location of damage							
Length of towline	<input type="radio"/> Metres	<input type="radio"/> Feet	<input type="radio"/> Metres	<input type="radio"/> Feet	<input type="radio"/> Metres	<input type="radio"/> Feet	
Total length of tow (stem towing vessel to stem last towed object)			<input type="radio"/> Metres <input type="radio"/> Feet				

PART 15 — ADDITIONAL INFORMATION RELATED TO PERSONAL INJURY/HAZARDOUS OCCURRENCE, REQUIRED BY THE CANADA LABOUR CODE PART II		
Type of occurrence		
<input type="radio"/> Death <input type="radio"/> Disabling injury <input type="radio"/> Emergency procedure <input type="radio"/> Fire/explosion <input type="radio"/> Other (specify)		
Witnesses		Supervisor's name
Site of hazardous occurrence		Direct causes of hazardous occurrence
Specify training in accident prevention given to injured employee in relation to duties performed at the time of the hazardous occurrence.		
Corrective measure and date employer will implement		
Supplementary corrective measures		
Name of person investigating		Date
Title	E-mail	Telephone
Name of safety committee member or safety and health representative		Date
Title	E-mail	Telephone

Appendix 11 - Weather Matrix

Lunar Charters Ltd. Weather Matrix

Our weather matrix is a tool used to assist our crew in determining safe and comfortable tour conditions for our operations. It's not an absolute methodology as many variables must be analyzed and considered to accurately assess sea conditions.

Before all tours, skippers and front desk staff are expected to review and understand current and forecasted conditions for our area. They do so by monitoring weather reports (see links below to the most common sites we use, speaking with other crew and companies that have been on the water leading up to the tour, using past and present weather indicators and sources. Other considerations for determining trip conditions and tour confirmations are tides, wind direction, swell period and energy and visibility.

Weather Resources - We evaluate many forecasts to accurately assess current and forecasted conditions:

- Environment Canada Marine Weather:
 - (WCVI South & La Perouse Bank)
weather.gc.ca/marine/forecast_e.html?mapID=02&siteID=16200
- WindyTy - www.windy.com/?48.869,-126.041,8m:e0XacFe
- Surf-Forecast - www.surf-forecast.com/breaks/Cox-Bay
- Magic Seaweed - magicseaweed.com/Cox-Bay-Surf-Report/1122/

Any condition beyond “green” skippers must discuss trip plan with on duty management.

Information about Wind Speed

The unit of speed used in the marine environment is equal to one (1) nautical mile per hour. One (1) knot equals 1.852 kilometers per hour. Source: www.ec.gc.ca. The wind speeds in different units are not mathematically equivalent, e.g., 12-19 km/hr is not equivalent to 8-12 mph, and neither are equivalent 7-10 knots. The reason is that the Beaufort scale is not an exact or objective scale. It was based on visual and subjective observation of a ship and of the sea. The corresponding integral wind speeds were determined later, but the values in different units were never made equivalent. Source: [en.wikipedia.org/wiki/Beaufort scale](http://en.wikipedia.org/wiki/Beaufort_scale)

If you have any questions about this Matrix, please contact the DP.

Category B vessel – Grady White – Lunar 1						
Wind (knots)	Wave Height (meters)					
	Under 1 m	1- 2 m	2 - 3 m	3 - 3.5 m	3.5 - 4 m	4 + m
Calm 0-1 knots	Green	Green	Green	Yellow	Yellow	Orange
Light air 1-3 knots						
Light air 1-3 knots						
Light Breeze 4-6 knots	Green	Green	Green	Yellow	Yellow	Orange
Gentle breeze 7-10 knots						
Moderate breeze 11-16 knots						
Fresh breeze 17-21 knots	Green	Green	Yellow	Yellow	Orange	Orange
Strong breeze 22-27 knots						
Near gale 28-33 knots						
Gale 34-40 knots	Red	Red	Red	Red	Red	Red
Strong gale 41-47 knots						
Storm force 48-55 knots						
Great conditions	Great conditions - use general caution and monitor weather and sea state					
Cautionary Route	Good conditions - sheltered waters or revised routes are advised because of elements and sea conditions					
Inlet Tour	Fair conditions but the swell is too big - our regular tour is not an option an inlet tour is your option					

No Tour	Poor Conditions - reschedule or delay until favourable conditions are present					
Category C vessels – Thunder jet (Lunar 2) and Highfield (Lil Lunar)						
Wind (knots)	Wave Height (meters)					
	Under 1 m	1- 2 m	2 – 2.5 m	2.5 - 3.5 m	3.5 - 4 m	4 + m
Calm 0-1 knots	Green	Green	Green	Orange	Orange	Orange
Light air 1-3 knots						
Light air 1-3 knots						
Light Breeze 4-6 knots	Green	Green	Green	Orange	Orange	Orange
Gentle breeze 7-10 knots						
Moderate breeze 11-16 knots	Green	Green	Yellow	Orange	Orange	Orange
Fresh breeze 17-21 knots						
Strong breeze 22-27 knots						
Near gale 28-33 knots	Green	Yellow	Yellow	Orange	Orange	Orange
Gale 34-40 knots						
Strong gale 41-47 knots						
Storm force 48-55 knots	Red	Red	Red	Red	Red	Red
Great conditions						
Cautionary Route						
Great conditions	Great conditions - use general caution and monitor weather and sea state					
Cautionary Route	Good conditions - sheltered waters or revised routes are advised because of elements and sea conditions					



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Inlet Tour	Fair conditions but the swell is too big - our regular tour is not an option an inlet tour is your option
No Tour	Poor Conditions - reschedule or delay until favourable conditions are present

Appendix 12 - VHF Radio Communication Policy and Procedures

Purpose:

Effective and efficient VHF Radio communication amongst employees is vital to the safe operating practices of Lunar Charters Ltd. and its fleet of vessels and crew. Our daily ongoing radio communications must not only be clear and consistent, but also align with the safe operating and emergency procedures of the company as they relate to the fleet of vessels, particularly in the event of an emergency.

Scope:

This policy applies to all Lunar Charters Ltd. staff.

Responsibilities:

The management staff of Lunar Charters Ltd. are ultimately responsible for ensuring compliance with this policy. All employees who are certified to use the VHF radios in the office or onboard the vessels are responsible for complying with this policy. Violations of this policy could be considered gross misconduct and are subject to disciplinary actions that may include dismissal from the company.

Policy:

Radio communications

The office and boat radios are set to 18A or 19A to communicate during a bear watch. The radios must be turned on as part of the opening procedures and daily vessel preparations, and these channels are monitored all day, every day, until all boats are off the water.

Always speak professionally, clearly, and concisely when communicating on the radio. Remember to ask the vessel driver (or office if you are the driver) to switch to a phone call for anything beyond a simple location check. This includes confirmation of passenger numbers, weather questions, mechanical issues ect. Please do not “chit



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chat” on channel 18A or 19A as other companies might be trying to communicate with their boats too.

Vessels do not leave the dock without confirming their passenger counts with the office. If there is a discrepancy, this must be resolved before departure.

It is mandatory for staff to communicate with the office and vessels on the radio every 30 minutes. This is to be precisely on the hour and every half an hour (ie. 9:00, 9:30, 10:00, 10:30). The vessel’s position will be recorded in the radio log (located beside the radio) along with the skipper’s name, date and time. The logs are kept on file and form part of our legal documentation.

If you are a driver and are out of radio range with the office, you must attempt to relay your location with the help of other vessels, to meet the time/location check-in requirement.

- Whale Watchers/Hot springs, diving and foraging to be hailed on Ch 18A
- Bear Watchers to be hailed on 19A

LOG EVERYTHING IN THE RADIO LOG

o response from vessel – **CODE YELLOW**

1. 1st attempt: If you are monitoring the radio and do not get a skipper response, wait **ONE minute** and attempt to contact the vessel again (2nd attempt) wait **ONE minute**. Keep in mind that a short delay will likely be due to drivers being in the middle of talking to guests or having to concentrate on weather and sea conditions.
2. 3rd attempt: make another attempt and **wait FIVE minutes**.
3. If no response after the 3rd attempt (**7 minutes has now gone by**), proceed with relay procedure.

Relay Procedure – **CODE ORANGE**

1. If no response after one minute, make a general broadcast over 18A “All vessels, all vessels, all vessels, this is Lunar Charters Ltd. , has anyone spoken with our vessel “*insert vessel name*”, we are trying to reach “*insert driver name*” on the radio, he/she was last at “*insert last location and time.*”
2. If another vessel responds and confirms that they have had verbal contact with our vessel, ask that driver to relay a message to Lunar Charters Ltd. . Or, if our vessel is out of radio range, relay messages through that driver for the



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purpose of retrieving our vessel's location. Then resume with 30-minute check-in.

3. If no response after one minute of general broadcast, advise the Manager (Insert contact details here) of the situation and if there is other staff coverage available, immediately proceed to upstairs radio and start the **EMERGENCY RESPONSE PROCEDURE**

EMERGENCY RESPONSE PROCEDURE – CODE RED

1. Call Prince Rupert Coast Guard Radio **(250) 627 3082 or *16**. Let them know that our vessel *insert vessel name* has missed their check in time and let them know how much time has passed since last communication. **REMAIN CALM AND FOLLOW ALL OF THEIR INSTRUCTIONS**
2. **Call the Tofino Coast Guard Station if there seems to be any confusion about location - 250-725-3231**
PRCGR will ask a description of the vessel, how many people on board and the MMSI number of the vessel and time and location of last contact with the vessel. MMSI numbers of each vessel are on file in the office.
3. **LOG EVERYTHING IN THE RADIO LOG**
4. Call the following staff in this order (or if another staff member is in the office, they should do so at the time CCG is called):
 - Joe Hoshowski - Operations Manager – (250) 833-2770
 - Regan Coleman – Owner – (403) 596-5766
 - The CCG may switch to VHF Ch 16A or 83A. Do not talk on these channels unless responding to CCG or our vessel.
 - Keep constant track of the situation on the main radio and log all communications until the matter is resolved or you have been relieved by a supervisor.