

Opmerking:

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aangeleverd te worden

# Safety & Evacuation Plan

Bibby Progress



**Slaapschepen**  
Overal waar water is



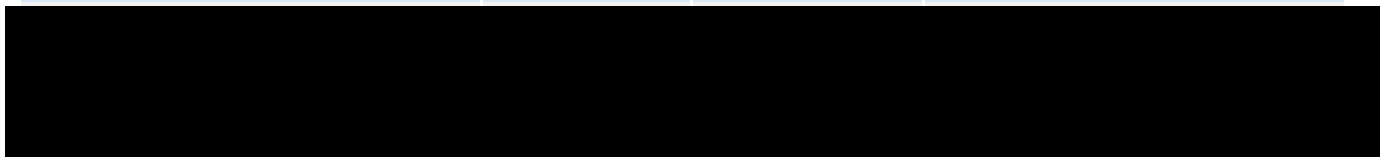
## Inhoud

<b>Emergency Contacts List .....</b>	<b>3</b>
<b>PREFACE .....</b>	<b>4</b>
<b>SECTION 1 .....</b>	<b>5</b>
Location .....	5
<b>SECTION 2.....</b>	<b>7</b>
<b>BIBBY PROGRESS. CHARACTERISTICS AND OTHER PREVIOUS CONSIDERATIONS .....</b>	<b>7</b>
Gangways .....	8
Public Address System .....	8
Life Saving Equipment .....	8
Fire Alarm System.....	8
Fire Fighting Equipment .....	8
Fire Fighting System.....	9
Gas .....	10
<b>SECTION 3.....</b>	<b>11</b>
<b>RISK SCENARIOS.....</b>	<b>11</b>
Manning of emergency response.....	11
General procedures for emergency situations.....	12
<b>SECTION 4.....</b>	<b>15</b>
SCENARIO 1 .....	16
FIRE OR EXPLOSION .....	16
SCENARIO 2 .....	18
FLOOD OR SINKING.....	18
SCENARIO 3 .....	20
EXTERNAL CHEMICAL SPILLAGE.....	20
SCENARIO 4 .....	22
EXTERNAL GAS LEAK .....	22
SCENARIO 5 .....	24
MAN OVERBOARD .....	24
SCENARIO 6 .....	26
EXTREME WEATHER CONDITIONS .....	26
SCENARIO 7 .....	28
BOMB THREAT .....	28
SCENARIO 8 .....	30
COLLISION .....	30
Follow-up protocol for emergency situations .....	32
Training and Evacuation Drills .....	33
<b>SECTION 5.....</b>	<b>35</b>
<b>EVACUATION CARDS – BIBBY PROGRESS .....</b>	<b>35</b>

## Emergency Contacts List

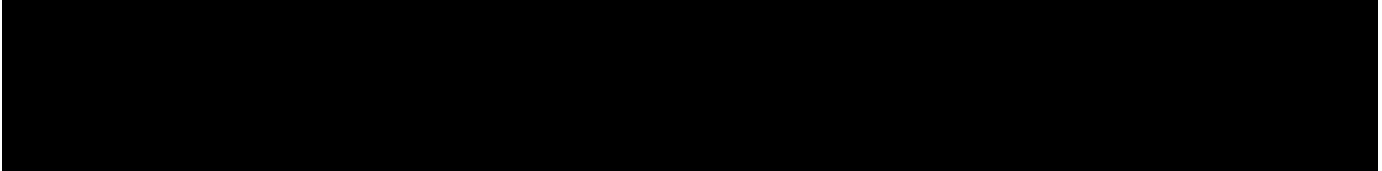
EMERGENCY SERVICES	Main number	Secondary number	email
General Emergencies	112		
Port of Amsterdam			
Police	112	9008844	
Fire Brigade	112	088 751 20 00	
Ambulance Amsterdam Post Zaandam	020 570 95 00		
Zaans Medisch Centrum	075 650 29 11		
Zaanstad Municipality	14075	075 670 17 01	

### SLAAPSCHEPEN CONTACTS



### BIBBY CONTACTS

Bibby 24 hours emergency number +447384 214171



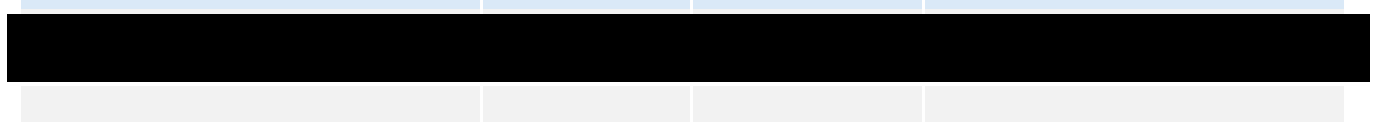
Barge Master Bibby Renaissance +447766 428658 [bm.renaissance@bibbymarine.com](mailto:bm.renaissance@bibbymarine.com)

Barge Master Bibby Progress +447879 606219 [bm.progress@bibbymarine.com](mailto:bm.progress@bibbymarine.com)

### TRIGION SECURITY CONTACTS

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### COA CONTACTS



## PREFACE

The following document details the safety and evacuation procedures for the Bibby Progress. The Bibby progress is rented from Bibby by Slaapschen which in turn has a contract from COA to run the site as a temporary shelter for asylum seekers for a minimum of 5 years with a possible extension of 2 years.

During that time Slaapschepen will provide the hospitality services and Bibby Maritime the technical maintenance of the vessel. Trigion will provide the security service on location.

The objective of this plan is to give the workers of those companies clear guidelines that, in collaboration with the rest of stakeholders in the project, including COA and any other organizations working on location, ensure the maximum level of safety for all residents, workers and visitors, and to provide the guidelines for an organized and swift response in the case of an emergency situation including, if necessary, the full evacuation of the vessel.

## SECTION 1

### Location

The project is to be located in Gerrit Bolkade in the Wim Thomassenhaven in the Municipality of Zaandam.



Figure 1 - situation (source: mooring drawing from the Municipality of Zaandstad)

The following buildings and facilities are located on the adjacent plots:

#### North side

On the northeast side, the Bibby Progress borders the end of the Bibby Renaissance at approximately 55 meters. TenNorth of the location is a container storage and transshipment company for food and non-food (including latex, cocoa). approx. 75 meters from the Renaissance. This means that there is a high fire load and therefore a burning duration. Between the two There are a number of pontoons on platforms, including a power plant with diesel tanks.

#### East side

The Hemkade is located on the east side on the other side of the Wim Thomassenhaven industrial estate on which mainly light industry, such as a trade in wood and building materials and a supplier of food products. This is the largest wood terminal storage in Europe, extremely high fire load and therefore burning time. The Pieter Bon oil and cocoa butter storage facility also has an extremely high fire load.

#### South side

The North Sea Canal is located approximately 60 meters to the south, over which ships are transported from the port to the North Sea.

#### West side

The Gerrit Bolkade is located on the west side with an adjacent Westzaner-Overtoom industrial estate with mainly light industry, such as a meat packer, metalworking and garage companies.

## SECTION 2

### **BIBBY PROGRESS. CHARACTERISTICS AND OTHER PREVIOUS CONSIDERATIONS**

The Bibby Progress was built around 1990/1991 and underwent an upgrade in 2012. The ship was built according to the SOLAS-II. The structure of the ship is made entirely of steel, steel structural walls and columns, beams and floor plates. This structure is common in shipbuilding. The object consists of 4 floors and a small technical roof structure.

The vessel consists of 4 decks with public areas and private rooms.

Length overall: including accommodation 91.4m

Width 27.4m

Below the waterline there is a basement containing ballast tanks for the stability of the structure. These tanks are also used for drinking water and waste water. The engine room is also located in the basement, the generators are not used and there is no fuel in the tanks.

The public rooms are located on the ground floor and the private bedrooms are located on deck 1, 2 & 3.

Private rooms consist of 151 Bedrooms. 123 bedrooms will be used as accommodation for asylum seekers with two bunk beds and ensuite bathroom. Nine bedrooms in deck 1 are reserved for the accommodation of Slaapschepen crew. 10 Bedrooms in level 1 and another 9 in level 2 are to be used as offices by GZA and VWN. There are 8 shared kitchens, 3 per floor, 2 on port side, 1 on starboard side, except on deck 1 (only 2 kitchens on port side), for the residents use.

All windows are of non-opening type.

The ground floor includes a commercial galley, storing facilities, and a bar area to be used by crew only, plus a public area that includes several offices, classrooms, recreational areas a lobby and a reception.

The main entrance is located on Deck 0 (Ground floor), starboard side, consisting of two glass double doors, giving access to a wide lobby of about 500 m<sup>2</sup>, incorporating a spacious lounge and a central staircase & lift area serving all floors.

There is a covered atrium between the wings, which is the ground floor with an open connection to the three floors above. Those corridors have fire screens that are closed in a fixed manner to prevent the risk of falling/jumping, so that there is in fact a closed corridor.

There is a central main stairwell containing the elevators. There are two lifts designed for 6 persons each. A certified service lift is located aft. Staircase A-60 enclosed in accordance with fire and safety regulations.

There are two fully enclosed emergency staircases serve all decks at either end of accommodation block.



### **Gangways**

There are three gangways:

The main gangway is located to the starboard side of the vessel.

The emergency gangways are aft and forward of the vessel

### **Public Address System**

There is a public address system that conforms to established P.A. system operating standards and exhibits a linear frequency response. Main amplifiers and control equipment are located adjacent to the reception. The P.A. system will be used as required to communicate instructions to the residents and general public in case of an emergency situation or evacuation.

### **Life Saving Equipment**

There are eight lifebuoys in place around the unit for accessible use.

### **Fire Alarm System**

Accommodation is equipped with fire alarm system of a new analogue design. Each detector can be individually identified. Both optical and ionisation detectors are used in order to detect any type of fire as soon as possible.

Alarm sirens as well as manual alarm points are provided throughout the unit.

The control panel is located at reception, subpanels are fitted in crew cabins and engine control room.

If the alarm goes off, there is a pre-alarm period of two minutes, during which the crew will inspect the location detailed in the alarm panel. After two minutes the general alarm will activate.

Whenever the alarm is activated, an alarm warning is sent through the Multibel app to the any number persons previously selected. This include every single crew member from Slaapschepen and Bibby, Security on duty plus any other member previously agreed from any of the organizations involved in the project.

A detailed description can be found in the IPB plan.

### **Fire Fighting Equipment**

Fire hoses are fitted through the accommodation and machinery spaces.

A separate sprinkler system is provided for all areas onboard, except machinery spaces – the Machinery Space is protected by a CO2 Flooding System.

Fire extinguishers are located throughout the vessel .

A detailed description can be found in the IPB plan.

### **Fire Fighting System**

In the accommodation areas there is a separate alarm sprinkler flow is provided for each fire zone.

Sprinkler heads and pipework are installed in each cabin, alleyway, restaurant and reception area.

In the engine Room a fixed CO2 fire extinguishing system is provided for the machinery rooms, emergency generator room and paint store, All ventilation fans can be stopped servicing the protected area and shut down all generators, boilers etc, within such an area, prior to an extinguishing system release. All fuel lines to generators and boilers have remote controlled shut-off valves.

There are eight kitchens for the residents' use. Each kitchen is equipped with an Aerosol fire extinguishing system.

A detailed description of all firefighting systems can be found in the IPB plan.

### **Electricity supply**

The Bibby Progress will be provided with its own electrical energy supply from the pontoons between the Bibby Progress and Renaissance. The existing diesel generators will not be used to generate electrical energy.

The barge is also equipped with an emergency power generator on the ground floor to supply various electrical consumers in the event of a power failure. The sprinkler pump, fire pumps, elevators and stairwell lighting, among other things, are automatically supplied by the emergency power generator in the event of a power failure at the main distribution system.

### **Central heating**

There is no gas-fired central heating system on the Bibby Progress, the heat is generated electrically.

### **Ventilation and air treatment**

Air treatment systems are available in the technical room on the floors. There is an air handling unit on each floor of the ship. The (cooling/heating) pipes are led to the various floors via the central shafts from the technical room in the basement. These are balanced systems with supply in the cabins and extraction in the wet room of the cabin.

**The Ventilation dampers on the Ground Floor are closed automatically in case the alarm is activated.**

**In case of an emergency situation, the ventilation dampers on levels 1, 2 and 3 will be closed off manually by the crew as indicated in the evacuation procedure (Task Card 7).**

### **Gas**

There are no process gases present, except for a CO2 extinguishing system in the engine room and the industrial kitchen the ground floor and the NSA room in the technical roof structure. The new kitchens have an automatic one extinguishing system with extinguishing powder available.

### **ICT facilities**

There is a technical room for ICT on the ground floor. WIFI coverage is available throughout the property with the exception of the engine room.

### **Camera system**

The building has camera surveillance in the common areas, connected to the ICT network. The images are displayed 24-hour on Reception.

## SECTION 3

### RISK SCENARIOS

During the normal operation of the barge some internal or external situations can occur that might make necessary take pro-active measures or even lead to the evacuation of the vessel.

The following have been identified as the most probable scenarios:

- Bomb threat
- Man overboard
- Fire / explosion
- Gas leak (External)
- Chemical spillage or leakage (Internal / External)
- Floods
- Extreme weather conditions
- Sinking
- Collision

The next section includes the Action plan and flow charts of each of the scenarios above. As mentioned previously, the action plans will be displayed at reception in both the Hotel Manager and Barge Master's offices for consultation at any time.

### Manning of emergency response

There is a receptionist or a nightwatch on duty at reception 24/7. During the night shift, an additional nightwatch is doing rounds around the location. Two security guards are also present in the barge 24/7 in the reception area.

The appropriate number of crew members with STCW training is provided by Slaapschepen and Bibby. In addition to this, Trigion employees have BHV certification and can act as first responders.

The total number of people needed to carry out an evacuation of the vessel is 13. Due to the short number of crew from Slaapschepen and Bibby, collaboration from Trigion in carrying out certain tasks is required, as indicated in the evacuation cards. Depending on the situation additional help can be required from COA.

During night time, as the crew on duty is less than during the day, a minimum number of emergency response crew from Slaapschepen of **two** people on call, in the barge, is required.

All communications during an emergency are to be done via Walkie-talkie. The minimum number of Walkie talkies necessary for a total evacuation is 13.

**The channel for all communications during emergency situations is 01.**

**Channels 9 and 16 are kept as Maritime Distress Signal Channel for direct communication with the Port authorities and Emergency Services.**

In case of evacuation the minimum number of masters keys required, as indicated in the evacuation cards, is 8 (1 for the Hotel Manager, 1 for the Barge Master, 2 for the evacuators in the ground floor, 4 for the evacuators of the upper levels)

## General procedures for emergency situations

Below are detailed the first steps needed from the crew on board in **any** emergency situation, even in cases not described in the emergency scenarios included in this document.

For all accidents and incidents, the first steps is to **inform the Hotel Manager and Barge Master**. This must be done in the fastest possible way available at the time, ideally via walkie-talkie.

If the situation requires it, an emergency response is activated. The meeting point for all evacuators during an emergency response is the reception on the lobby of the Ground floor. **The primary Muster station is also located at Reception**. All operations will be coordinated from there by the Hotel Manger in collaboration with the Barge Master.

In the event that it is not safe to conduct the emergency response from the reception area, the **secondary Muster Station is located on the aft Deck**.

From that moment, the Hotel Manager will coordinate via walkie -talkie the appropriate response with all parties involved (COA, Security, Bibby and Slaapschepen) and, if required, will order the total evacuation of the barge , including all floors, common areas and crew sectors.

The Hotel Manger will be the contact point for any third parties.

If total evacuation is needed the Hotel Manger will coordinate the Slaapschepen crew to carry out the evacuation of all residents' cabins and offices located on Decks 1,2 and 3. He will also coordinate the actions of any third parties involved in any other part of the evacuation procedure

The Barge Master, in communication with the Hotel Manager, will coordinate the response from the technical crew from Bibby and from here information will be gathered, distributed and overall coordination (in regards of the technical side of the barge) will take place.

From here, there will be an assessment of the situation:

- Specific situation must be assessed.
  - What accident/incident has occurred?
  - Where?
- Dispatch of Crew team to acquire pertinent information.

- Quick visual inspection by team of two from Bibby and Slaapschepen. Information is immediately transmitted to the Emergency Response Coordinator via Walkie Talkie.
- What is the situation?
- Is somebody involved?
- Any casualties?
- After the emergency situation is confirmed, and only if it is safe doing so, responsive actions can be attempted by trained crew members. If the emergency situation is described in one of the emergency scenarios, follow the action plan.

**The action plans and respective action flow charts are displayed at all times in Reception , Hotel Manager's office and Barge Master's office, together with the Emergency Contacts' List.**

- Otherwise, the situation must be re-assessed and the response adjusted if needed.
- If the situation requires it, external parties are to be informed (local harbour authorities, police, medical services, fire brigade)





## SECTION 4

### ACTION PLANS FOR SPECIFIC SCENARIOS



**SCENARIO 1****FIRE OR EXPLOSION****1. Detection and Alarm**

Responsibility: Crew on board

Action: fire detection system is immediately activated upon detection of smoke or fire.

**2. Containment and Suppression**

Responsibility: Bibby crew

Action: if safe, a basic emergency response can be attempted to suppress the fire

**3. Assessment**

Responsibility: The Hotel Manager, in consultation with the Barge Manager.

Action: If the fire is confirmed and cannot be extinguished, full evacuation will be called for.

**4. Secure elevators**

Responsibility: Electrician

Action: Electrician goes to roof. Team 6 secure the doors of both lifts. When done communicates to Electrician via WT, then electrician switches off elevators.

**5. Close off ventilation**

Responsibility: Engineer

Action: Engineer goes to engine room and switches off ventilation units. Air damper in each floor will be closed off after lifts have been secured and switched off.

**6. Communication**

Responsibility: Hotel Manager / Barge Master

Action: If required, HM informs passengers and crew of the incident through the public address system. BM communicates with port authorities and local emergency services to request assistance if needed.

**7. Evacuation**

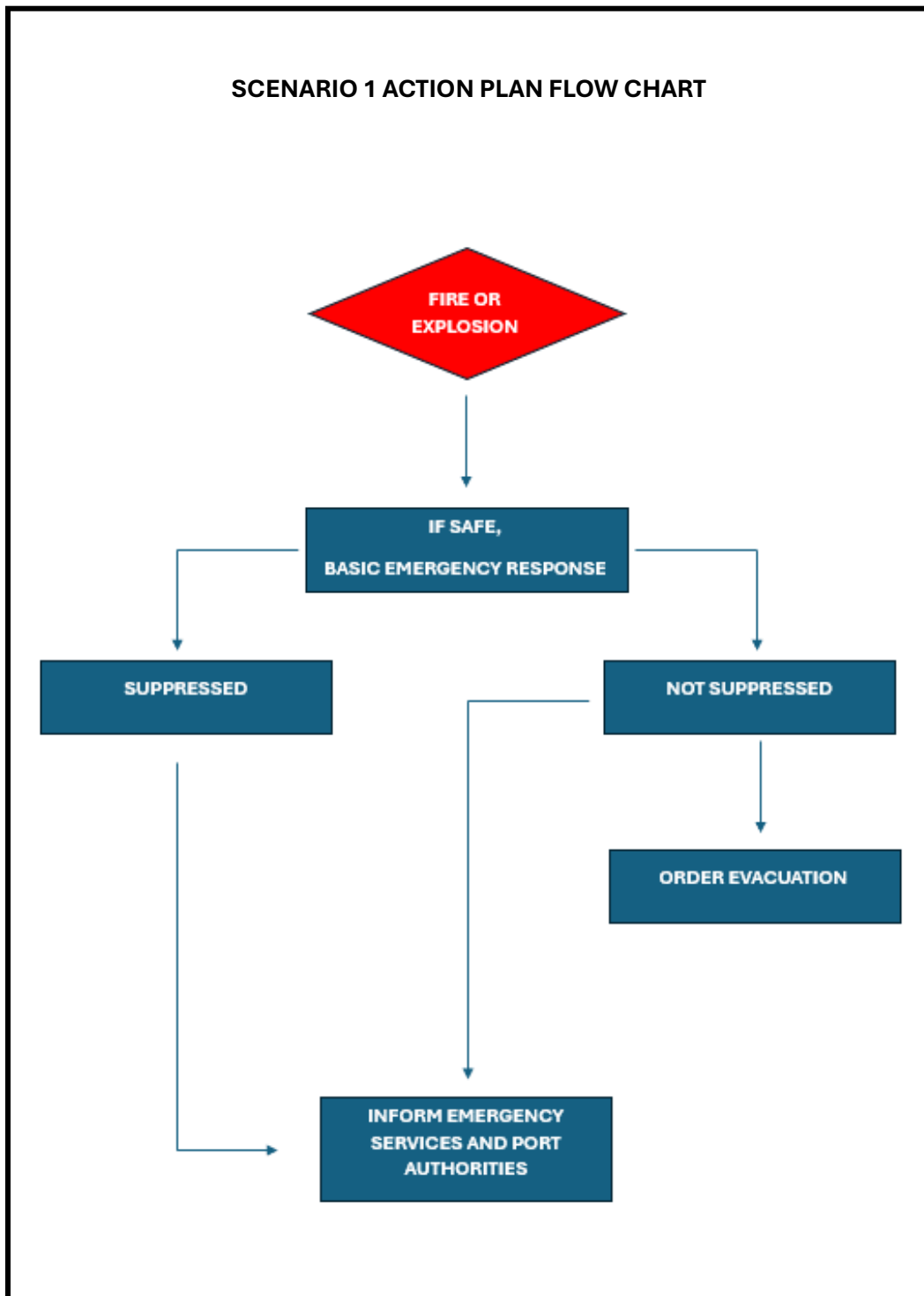
Responsibility: The Hotel Manager.

Action: If necessary, execute it in coordination with local emergency services.

**8. Coordination with Local Emergency Services**

Responsibility: Hotel Manager with support from Barge Master, Security, COA

Action: HM will coordinate the provision of any information needed by local fire departments, coast guard, and other emergency services for firefighting support. Including specific details about the incident and the barge's layout.



**SCENARIO 2**

**FLOOD OR SINKING**

**1. Detection and Alarm**

Responsibility: any crew member detecting flooding.

Action: report the flooding to the Barge Master and Hotel Manager.

**2. Containment**

Responsibility: Crew on board

Action: if safe, a basic emergency response can be attempted to contain the flooding

**3. Assessment and Communication**

Responsibility: The Hotel manager and Barge Master.

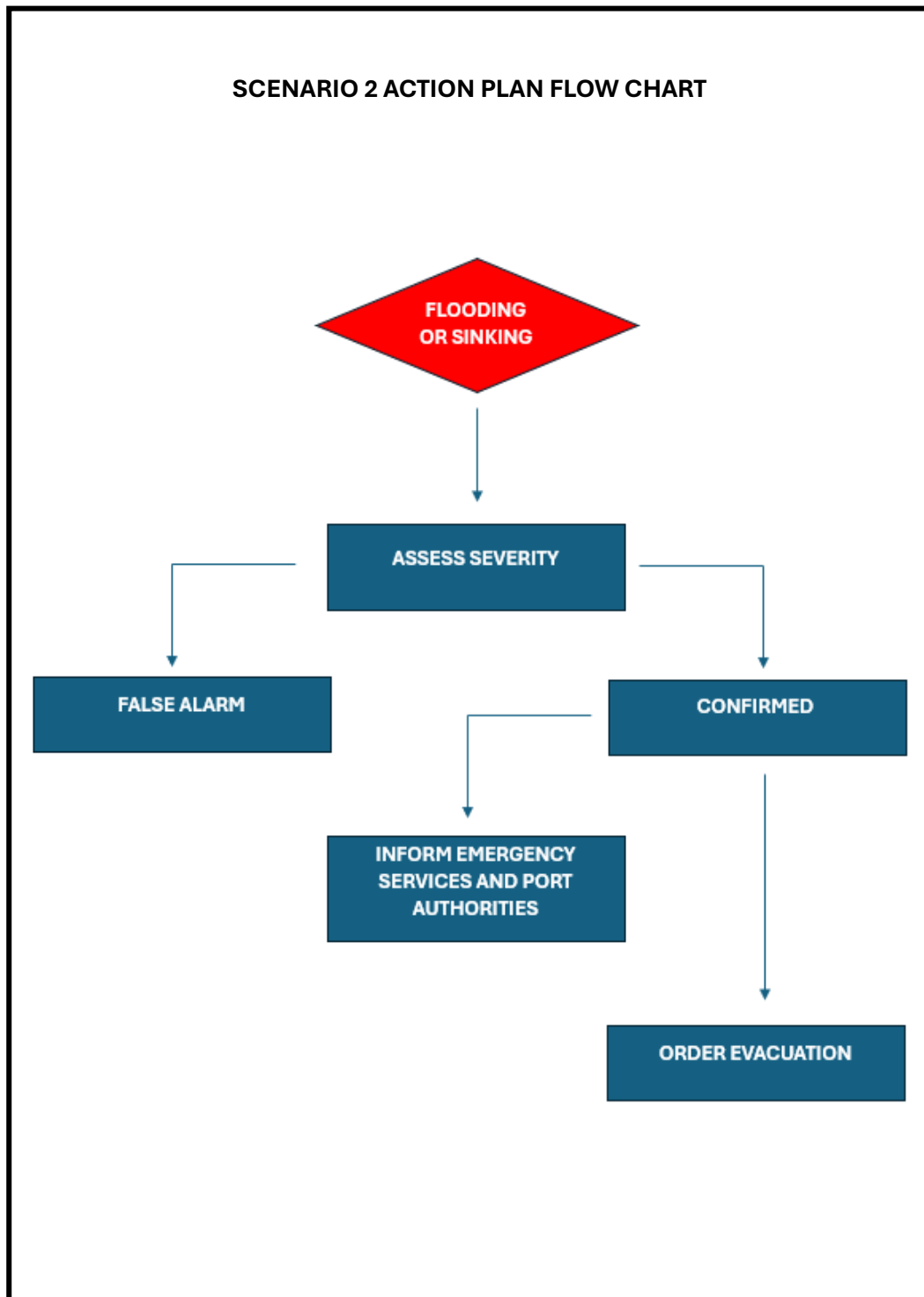
Action: Assess the severity and source of the flooding. If flooding / sinking is confirmed and not contained, full evacuation is required

**4. Execution of Evacuation**

Responsibility: The Hotel Manager.

Action: If necessary, execute it in coordination with local emergency services.

**SCENARIO 2 ACTION PLAN FLOW CHART**



**SCENARIO 3**

**EXTERNAL CHEMICAL SPILLAGE**

**1. Detection and Alarm**

Responsibility: any crew member informed of the external chemical spill.

Action: Immediately report the incident to the Barge Master and Hotel Manager. Assess the type of chemical, the extent of the spill, and potential impact on the barge and its residents.

**2. Assessment and Communication**

Responsibility: The Hotel manager and Barge Master.

Action: alert all crew members. Notify port authorities and request detailed information on the spill, including the chemical's nature, hazards, and advised protective measures.

If deemed necessary, communicate to passengers.

**3. Activation of the Barge's Emergency Response Team**

Responsibility: The Barge Master

Action: Activate the barge's emergency response plan for hazardous material incidents.

**4. Containment and Protection Measures**

Responsibility: The Barge Master, Hotel Manager

Action: Ensure the barge's air intake systems are secured or adjusted to prevent the ingress of contaminated air.

Close all external doors, windows, and other openings to minimize exposure.

**5. Passenger Safety and Information**

Responsibility: Hotel Manager, all crew members,

Action: If necessary, guide passengers to safe areas away from the side of the chemical spill. Keep passengers informed about the situation.

**6. Coordination with Port Authorities and Emergency Services**

Responsibility: The Barge Master and Hotel Manager

Action: Establish a communication link with port authorities and local emergency services to receive updates on the spill management and any required actions from the barge.

**5. Evacuation (if deemed necessary)**

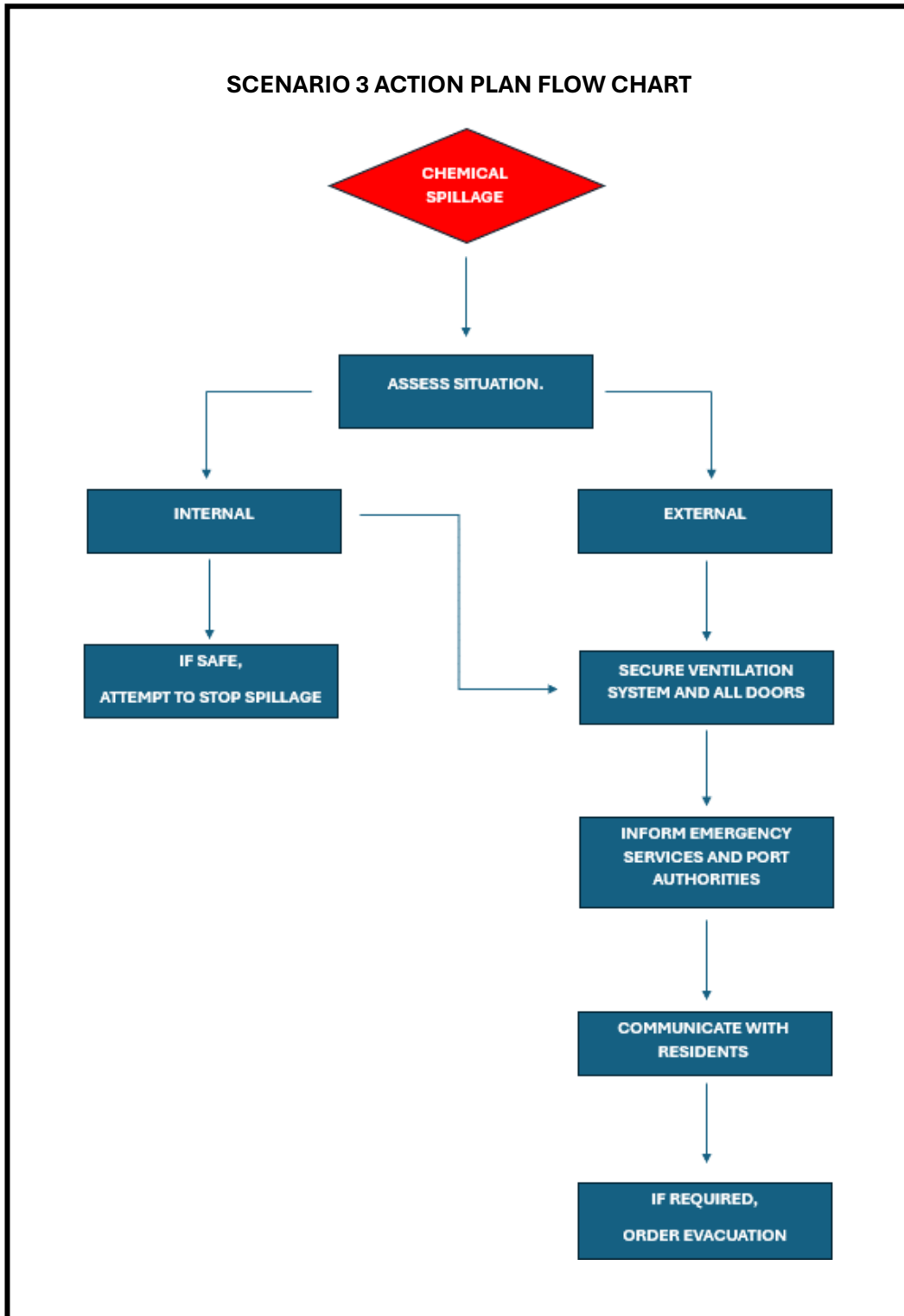
Responsibility: The Hotel Manager.

Action: If necessary, call for complete evacuation in coordination with local emergency services.

**4. Execute evacuation**

Responsibility: Crew members, Security and COA staff as indicated in the Evacuation Tasks

Action: After alarm is sounded, assemble in reception and group in teams as indicated in the evacuation cards



**SCENARIO 4**

**EXTERNAL GAS LEAK**

**1. Detection and Alarm**

Responsibility: any crew member who receives information about an external gas leak.

Action: inform the Hotel Manager and Barge Master

**2. Assessment and Communication**

Responsibility: The Hotel manager and Barge Master.

Action: inform the crew. Inform port authorities and request detailed information about the leak, including the type of gas, source, and expected duration of the leak containment efforts.

**3. First Response**

Responsibility: The Barge Master

Action: The activation of the alarm triggers the automatic closure of the ventilation dampers on all levels. A technical team is sent to visually inspect the ventilation system on all floors to prevent intake of contaminated air.

**4. Passenger Safety and Information**

Responsibility: Hotel Manager, all crew members,

Action: If necessary, inform residents. If required keep them indoors and provide clear instructions.

**5. Coordination with Port Authorities and Emergency Services**

Responsibility: The Barge Master and Hotel Manager

Action: Establish a communication link with port authorities and local emergency services to receive updates on the situation and any required actions from the barge, including potential evacuation.

**6. Evacuation Preparation**

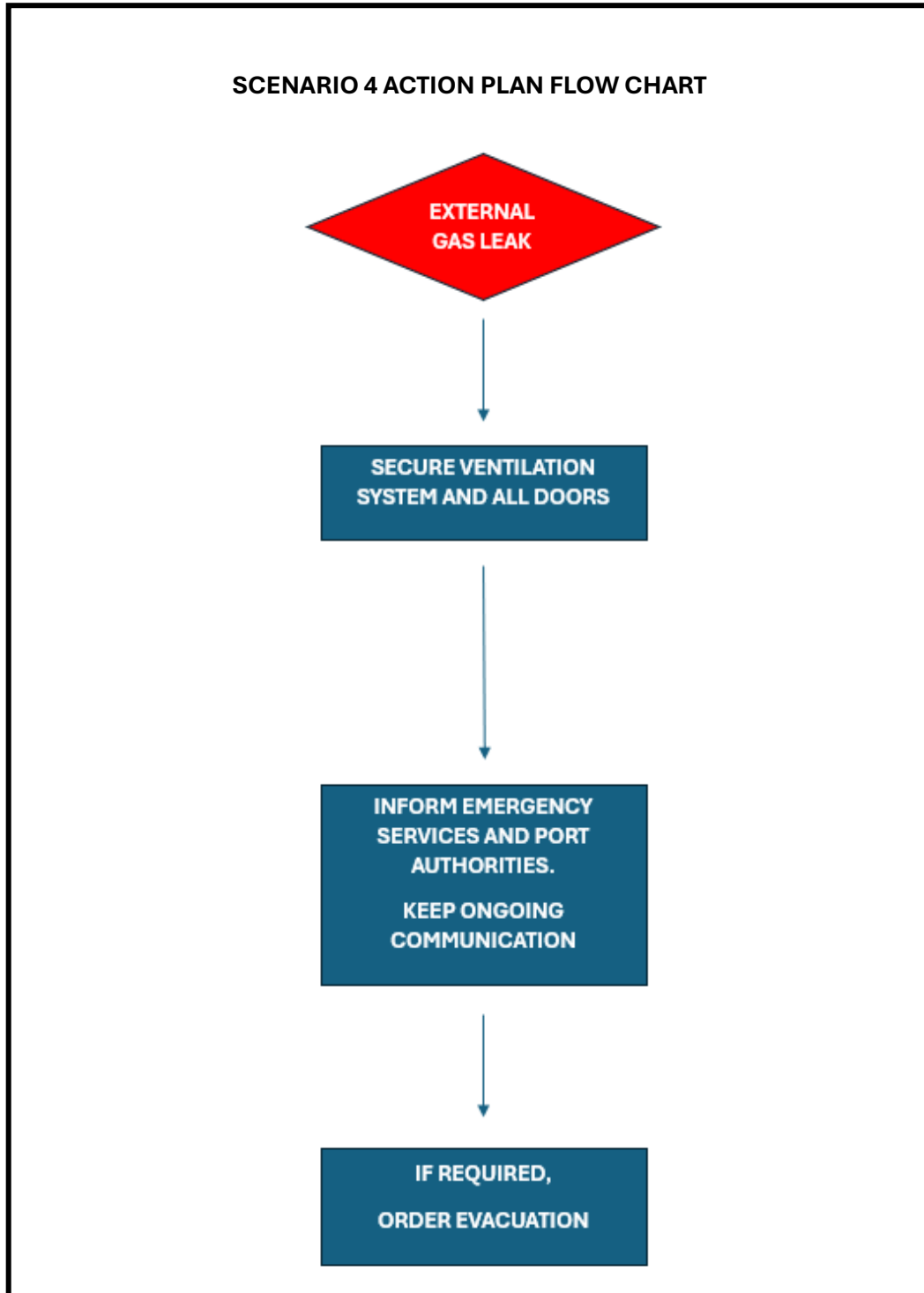
Responsibility: Crew members, Security and COA staff as indicated in the Evacuation Tasks

Action: After alarm is sounded, assemble in reception and group in teams as indicated in the evacuation cards

**7. Execution of Evacuation (if deemed necessary)**

Responsibility: The Hotel Manager.

Action: If necessary, execute it in coordination with local emergency services.





**SCENARIO 5**

**MAN OVERBOARD**

**1. Detection and Alarm**

Responsibility: Any crew member who observes or is informed of the MOB incident.

Action: Immediately shout "Man Overboard" to alert nearby personnel.

Immediately inform the Hotel Manager and Barge Master by the quickest means possible. Specify the side of the barge the person fell from.

**2. Emergency Response**

Responsibility: Any crew member involved in the situation

Action: Throw a lifebuoy into the water near the person overboard to assist them in staying afloat.

**3. Notification to Port Authorities**

Responsibility: The Barge Master

Action: if necessary, notify the local port authorities immediately about the incident to request assistance.

**4. Crowd Management**

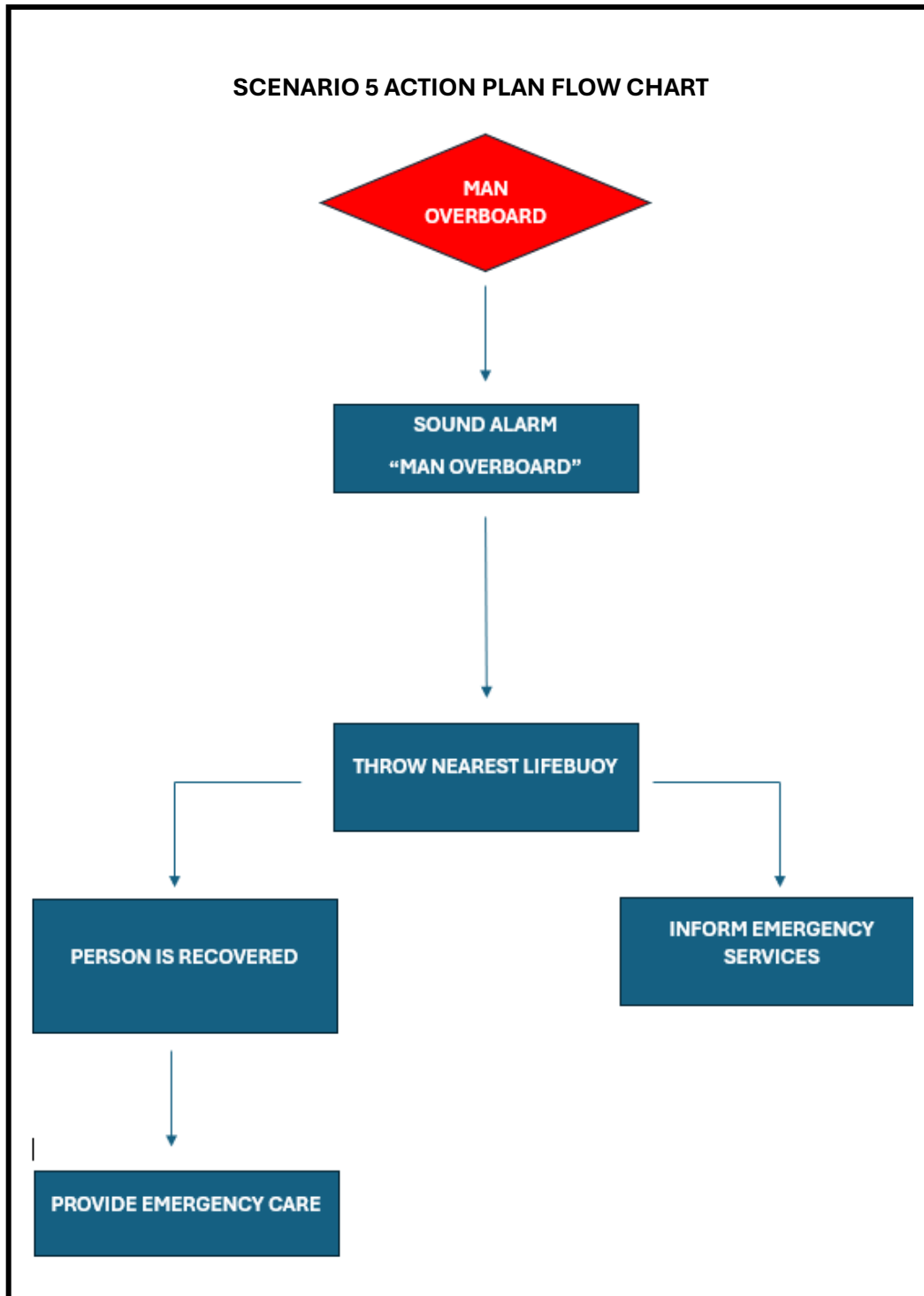
Responsibility: Security and any crew members assigned to the task

Action: If required, manage the crowd of residents that might form. If necessary, keep residents informed

**5. Medical Assessment and Care**

Responsibility: Crew on board

Action: If individual is rescued, provide immediate medical assessment and care once onboard. Call Emergency Services if necessary



**SCENARIO 6**

**EXTREME WEATHER CONDITIONS**

**1. Weather Monitoring and Early Warning**

Responsibility: The Barge Master

Action: Continuously monitor weather reports and forecasts. Contact the local port authority and meteorological services to receive early warnings of approaching extreme weather conditions.

**2. Communication to Crew**

Responsibility: The Hotel Manager and Barge Master

Action: Inform the crew. Brief them on the expected conditions and assigned duties.

**3. Securing the Vessel**

Responsibility: The Barge Master.

Action: Monitor/check/secure all loose items on external decks as required.

**4. Communication to Residents**

Responsibility: Hotel Manager

Action: Inform residents of the impending extreme weather conditions through a clear announcement. Advise them on safety precautions, such as staying indoors, and avoiding unnecessary movement around the barge.

**5. Coordination with Port Authorities and Emergency Services**

Responsibility: The Barge Master and Hotel Manager

Action: If necessary, establish a communication link with port authorities and local emergency services to receive updates on the situation, including potential evacuation.

**6. Evacuation Preparation**

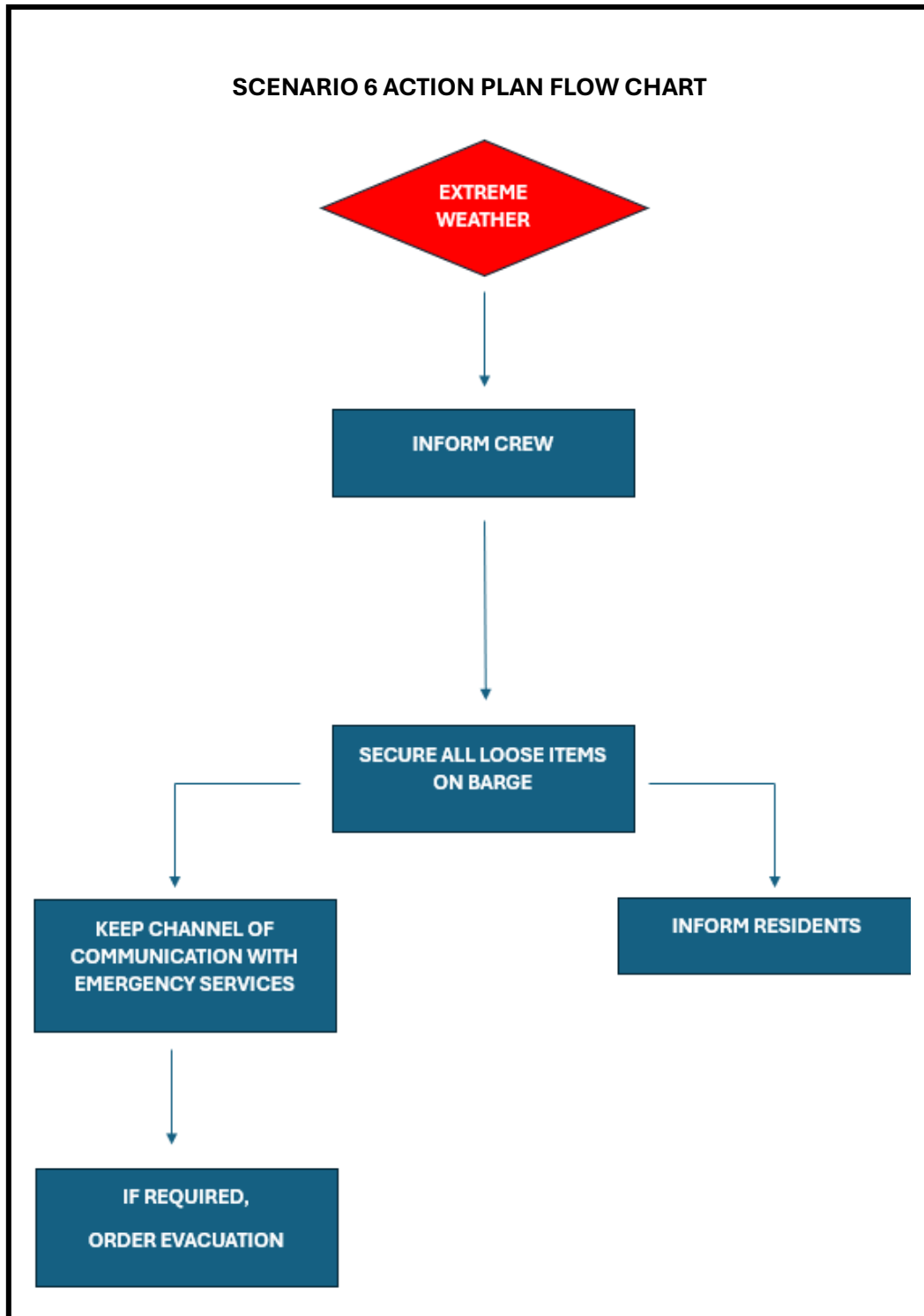
Responsibility: Crew members, Security and COA staff as indicated in the Evacuation Tasks

Action: After alarm is sounded, assemble in reception and group in teams as indicated in the evacuation cards

**7. Execution of Evacuation (if deemed necessary)**

Responsibility: The Hotel Manager.

Action: If necessary, execute it in coordination with local emergency services.



**SCENARIO 7****BOMB THREAT****1. Initial Threat Awareness**

Responsibility: Any crew member who receives or becomes aware of the threat.

Action: Immediately inform the Hotel manager or Barge master Record as much information as possible about the threat, including the time it was received, the exact wording, and any specific demands or instructions provided.

**2. Assessment**

Responsibility: The Hotel Manager

Action: In consultation with the Barge Master, Security and Location Manager from COA (if on site), assess the credibility of the threat and decide on the next steps.

**3. Notification of Port Authorities and Law Enforcement**

Responsibility: The Hotel Manager

Action: Inform local port authorities and law enforcement agencies immediately about the threat. Provide them with all known details and cooperate fully with their instructions and requests.

**4. Decision**

Responsibility: Hotel Manager

Action: If threat is deemed credible, order full evacuation

**6. Evacuation Preparation**

Responsibility: Crew members, Security and COA staff as indicated in the Evacuation Tasks

Action: After alar is sounded, assemble in reception and group in teams as indicated in the evacuation cards

**8. Execution of Evacuation**

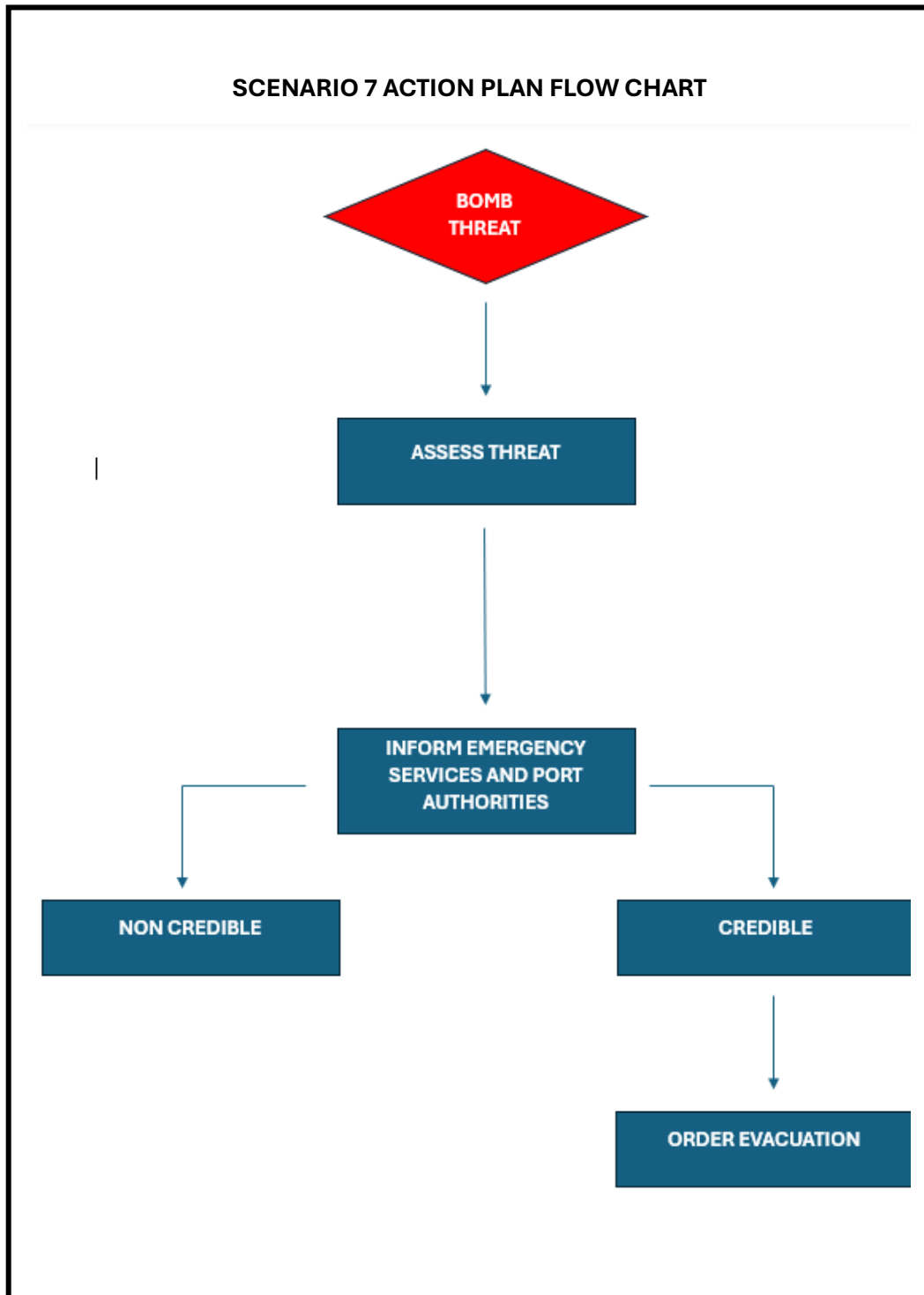
Responsibility: The Hotel Manager.

Action: If necessary, execute it in coordination with local emergency services.

**7. Coordination with Emergency Services**

Responsibility: The Hotel Manager.

Action: Coordinate with emergency services, providing access to the vessel and any information gathered during the initial search. Follow any guidance on managing the threat and any required evacuation procedures.



**SCENARIO 8**

**COLLISION**

**1. Immediate Alert**

Responsibility: Any Crew Member

Action: Instantly alert the Barge Master and the Hotel Manager.

**2. Activate Emergency Alarm**

Responsibility: The Barge Master

Action: Activate the emergency alarm.

**3. Communicate with residents**

Responsibility: The Hotel Manager

Action: Make an announcement over the public address system to inform passengers and crew of the incident calmly, advising them to stay where they are until further instructions are given. Do further communications as needed.

**4. Assess Damage**

Responsibility: The Barge Master

Action: Assess the extent of damage and any flooding or fire risk

**5. Notify Port Authorities**

Responsibility: The Barge Master

Action: Notify port authorities and local emergency services of the collision, requesting assistance if necessary.

**6. Secure Barge**

Responsibility: The Barge Master

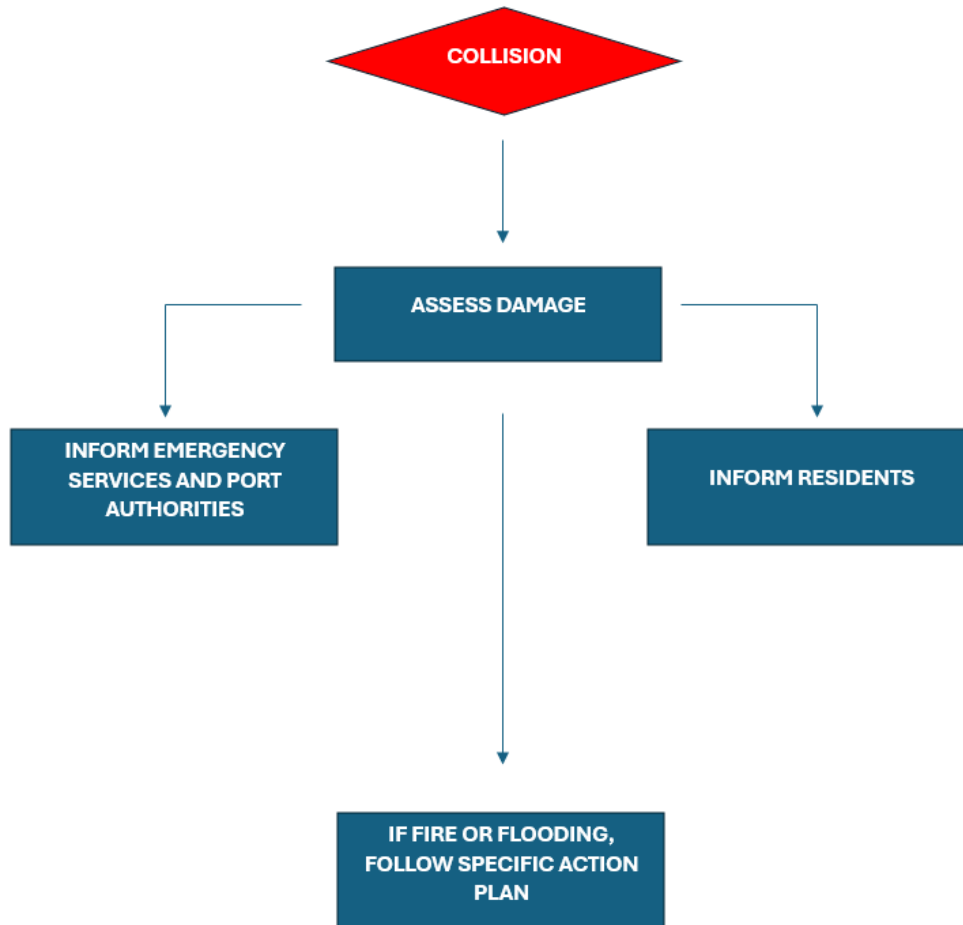
Action: If safe, take necessary actions to stabilize and prevent further damage.

**7. Adapt to Specific Scenario**

Responsibility: The Barge Master and Hotel Manager

Action: In case there is flooding or fire follow the steps of the appropriate scenario.

**SCENARIO 8 ACTION PLAN FLOW CHART**





## Follow-up protocol for emergency situations

After an emergency situation the following steps must be observed after the situation has passed:

- **Post-Threat Assessment and Return to Normal Operations**

Responsibility: Hotel Manager.

Action: Once the threat has been cleared by the authorities and it is deemed safe to do so, a post-threat assessment will be conducted to review the response and recovery operations and gradually return to normal operations.

- **Internal Incident Reporting and Documentation**

Responsibility: Hotel Manager

Action: The incident must be documented and reported as per each organization's policy.

**From Slaapschepen**

Incident report in MoreApp

Notice of damage

**From Bibby** (*info needed if applies*)

**From COA** (*info needed if applies*)

**From Trigion** (*info needed if applies*)

- **Review and Update of Security Procedures**

Responsibility: The Hotel Manager,

Action: Hotel Manager, Barge Master, COA's Location Manager, Security will meet and review the handling of the incident with the objective of identifying any security lapses or areas for improvement.

A post-threat assessment report will be made by the Hotel Manager based on lessons learned and feedback from crew, COA, residents, and law enforcement. The Hotel Manager will then review and update the barge's security and emergency response plans based on the aforementioned report.

## Training and Evacuation Drills

Both training and regular evacuation drills are essential to the successful handling of any emergency during the operation of the barges. Below is the outline of the training requirement and drill schedule necessary.

- **Fire and Safety Induction for new crew members**

Responsibility: The Barge Master

Action: Provide comprehensive safety orientation, with particular attention to fire response, and possible roles in emergency situations.

- **Regular Evacuation Drills**

The crew will take part in evacuation drills every week. These drills require the participation of Security plus COA Location manager and all crew members.

Responsibility: The Hotel Manager

Action: Enact a complete evacuation of the barge to ensure all parts involved are familiarized with the evacuation protocols.



## SECTION 5

### EVACUATION CARDS – BIBBY PROGRESS

The evacuation cards are to be found in the evacuation bag that is kept in Reception, accessible at all times. This bag is to be opened by the Hotel Manager or Barge Master only in case an emergency situation leads to the preparation of evacuation stage.

The full content of the evacuation bag is as follows:

#### Evacuation Task Cards

10x yellow high-visibility vests

2x orange high-visibility vests

2x blue high-visibility vests

1x red high-visibility vests

2x torchlights

8x master keys

During evacuation operations walkie-talkies will be used as means of communication between the different Evacuation Teams. Walkie-talkies **on channel XX (TBD)** are available in Reception

# BPROG1

## Task Card 1 – Guide Emergency Services

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**Emergency Response Organization:**

Security

**Emergency Response Team:**

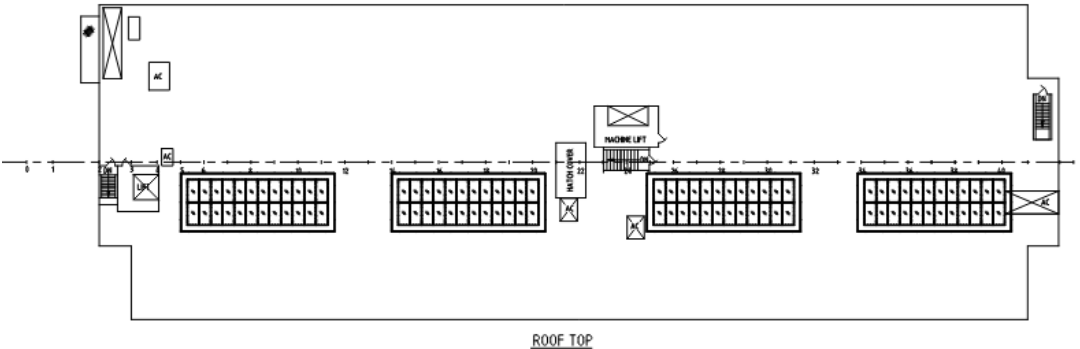
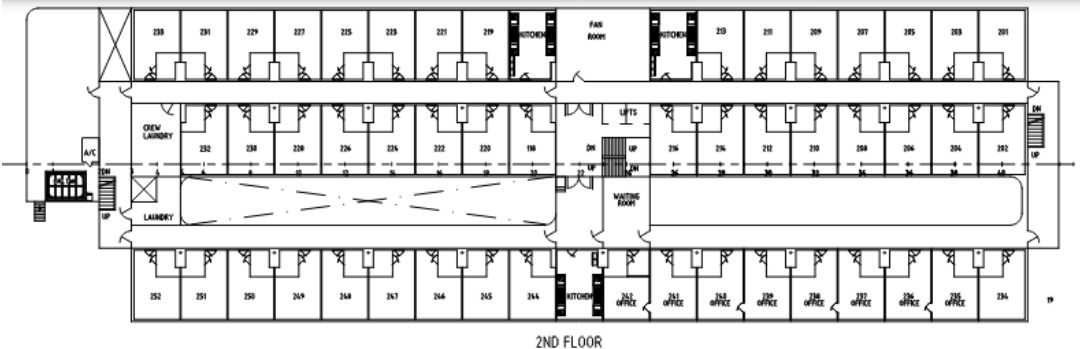
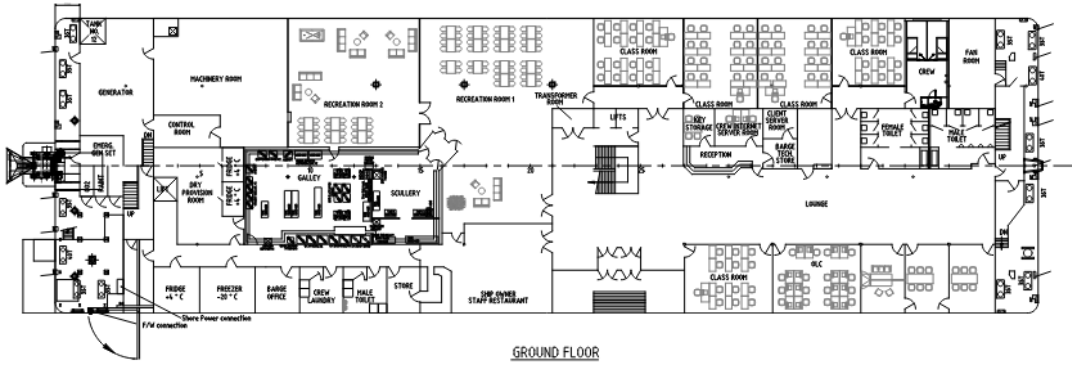
- Guide 1(security)

**Supplies Necessary:**

- Walkie-talkie / VHF radio
  - Master key
  - Barge's map (see back of task card)
  - Orange Emergency Response Vest
- 

**Tasks and responsibilities:**

- If the alarm goes off, go immediately to the reception.
- Guide 1 **goes to the gangway and waits for the emergency services.**
- While waiting for the emergency services, guide and direct people to the muster point.
- Guide 1 goes at the beginning of the gangway to meet the emergency services there.
- The moment the emergency service arrives, guide 1 **accompanies the emergency services to a crew member.**
- Guide 1 then waits at the gangway and **ensures that no one else enters the barge.**
- **When emergency services arrive, the Chief Company Emergency Response Officer must be notified** by means of the walkie-talkie.
- When entering the barge, the Chief Company Emergency Response Officer must also be notified.
- After the signal "safe" from the fire brigade, the barge may be re-entered, until then you ensure that no one, except the emergency services, enters the barge.



# BPROG 2

## Task Card 2 – Muster Point Coordinator

---

**Emergency Response Organization:**

Security

**Emergency Response Team:**

- Guide 2 (Security)

**Supplies Necessary:**

- Walkie-talkie / VHF radio
  - Residents List
  - Orange Emergency Response Vest
- 

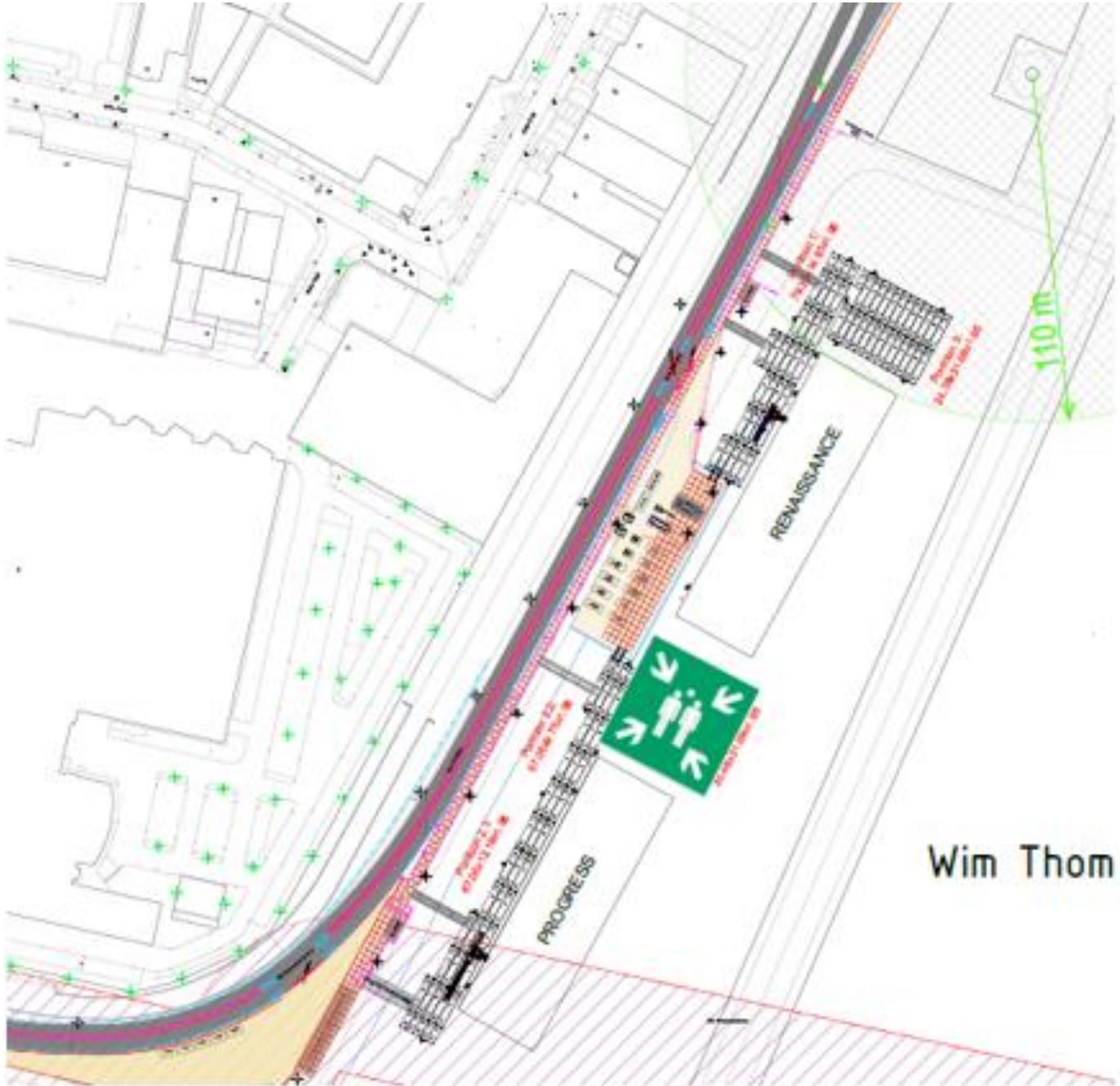
**Tasks and responsibilities:**

The moment the alarm goes on, Guide 2 goes immediately to the reception.

**MPC must immediately take a recent list of residents to the assembly point**

The MPC calls and asks the all residents, workers etc to position themselves in line at the assembly point for faster registration the residents.

When all persons have been checked, the Chief Emergency Response Officer will be notified by MPC and will pass this information directly to the emergency services guide.



Wim Thom



# BPROG 3

## Task Card 3 – Technical Crew Coordinator

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### Emergency Response Organization:

Bibby

### Emergency Response Team:

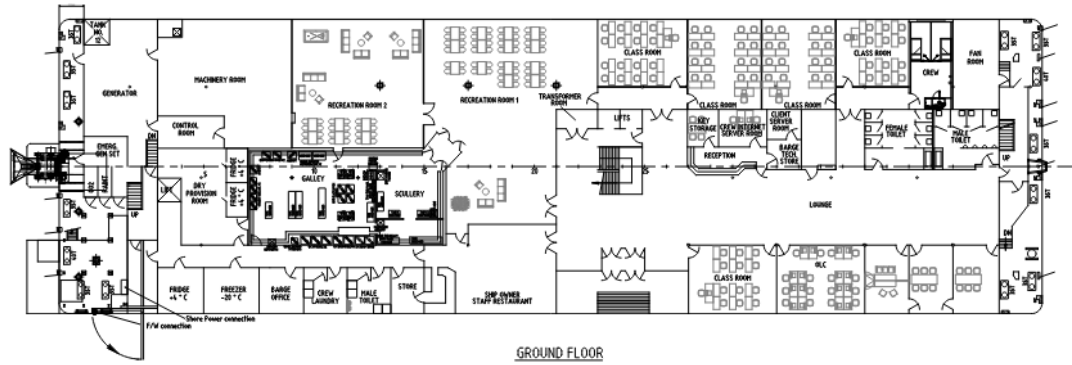
- Evacuator 1 (Bibby - Barge Master)

### Supplies Necessary:

- Walkie-talkie / VHF radio
  - Master key
  - Barge's map (see back of task card)
  - Orange Emergency Response Vest
- 

### Tasks and responsibilities:

- In an emergency, go immediately to the reception.
- Evacuator 1 **goes to the fire alarm panel room.**
- from there coordinates with teams 4, 6 and 7 accordingly to the situation
- Communicates to HM if there is the need to call the Emergency services
- Once all evacuation teams have completed their tasks and have gathered at reception, gives the go ahead to exit the barge. **Evacuator 1 is the last person to exit the barge.**



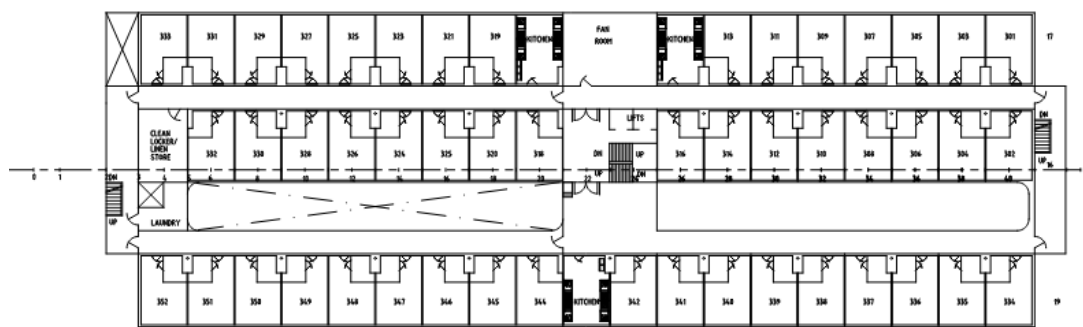
GROUND FLOOR



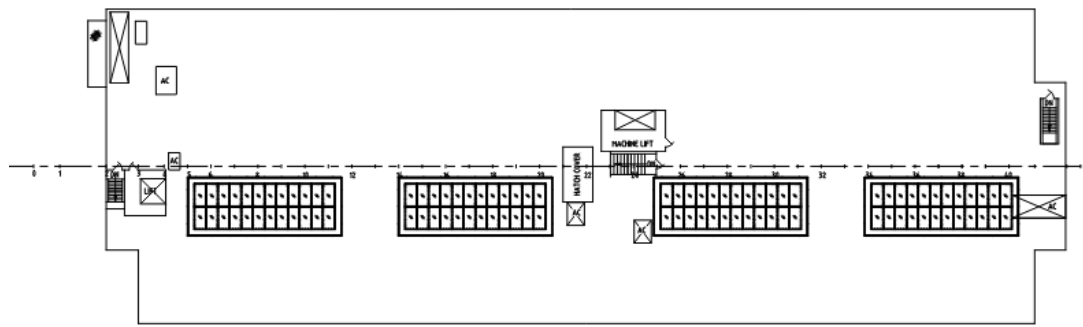
1ST FLOOR



2ND FLOOR



3RD FLOOR



ROOF TOP

# BPROG 4

## Task Card 4 – Engine Room & Ground Floor

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**Emergency Response Organization:**

Bibbi

**Emergency Response Team:**

- Evacuator 2 (Bibby- Engineer)

**Supplies Necessary:**

- 2x Walkie-talkie
  - Orange Vest
- 

**Tasks and responsibilities:**

- When the alarm goes off, Evacuators 2 will immediately go to reception.

**Evacuator 2 moves to the Engine room.** Switches off ventilation units if necessary.

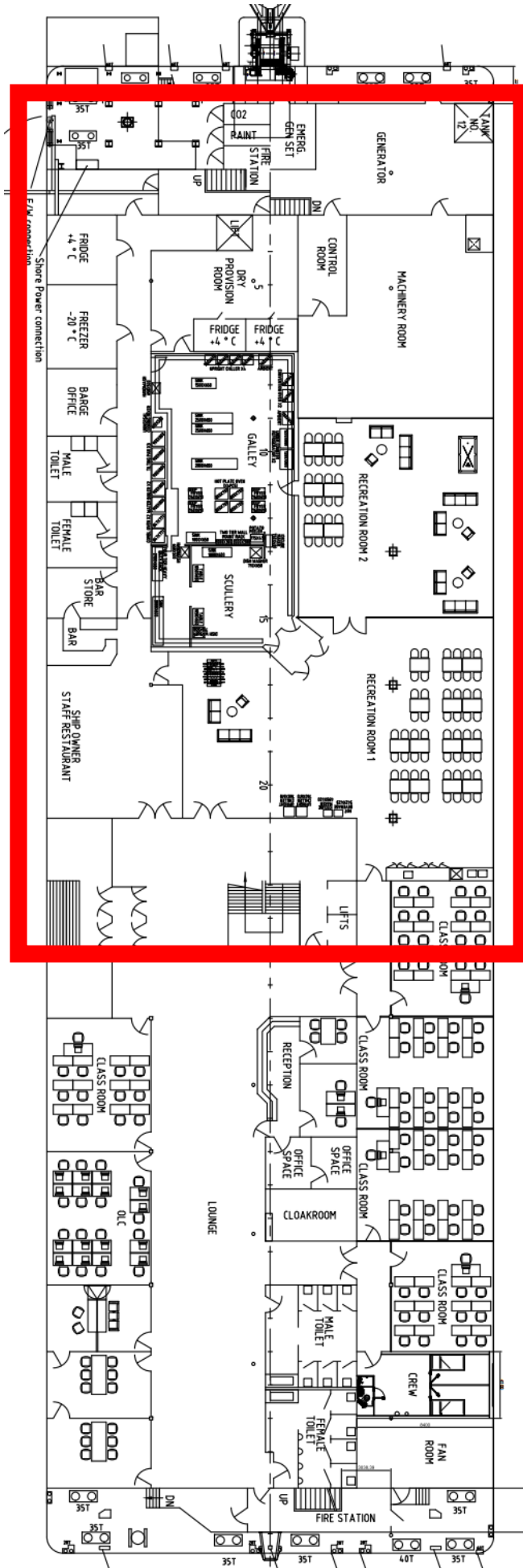
If engine is running, switches off engine and also fuel valves and overboard valves as deemed necessary

Once tasks are completed, communicate to Technical Crew Coordinator.

When indicated by the Technical Crew Coordinator, move to the Ground Floor and evacuate all areas aft side of the barge. Move towards Reception from recreational area, to kitchen, to crew area.

Once the task is completed informed the Technical Crew Coordinator and gather at Reception.

When instructed, exit the barge and go to the Muster point



# BPROG 5

## Task Card 5 – Rooftop & Residents Cabins’ Decks

### Emergency Response Organization:

Slaapschepen

### Supplies Necessary:

- 5x Walkie-talkie/VHF Radio (Evacuator 5)
- Yellow Vest
- Master keys (x5)

### Emergency Response Team:

- Evacuator 4 (Slaapschepen – HM)
- Evacuator 5 (Slaapschepen)
- Evacuator 6 (Slaapschepen)
- Evacuator 7 (Slaapschepen)
- Evacuator 8 (Slaapschepen)

### Tasks and responsibilities:

- When the alarm goes off, Evacuators 4, 5, 6, 7, and 8 will immediately go to reception. **Each evacuator takes control of a walkie-talkie.**

- All evacuators **move together to the rooftop**. Evacuator 4 remains at the central access point. Evacuators 5, 6, 7, and 8 each cover their respective corner of the rooftop, checking for people.

Once confirmed clear, Evacuator 5 signals to proceed to Deck 3 and communicates via walkie-talkie that the rooftop is clear.

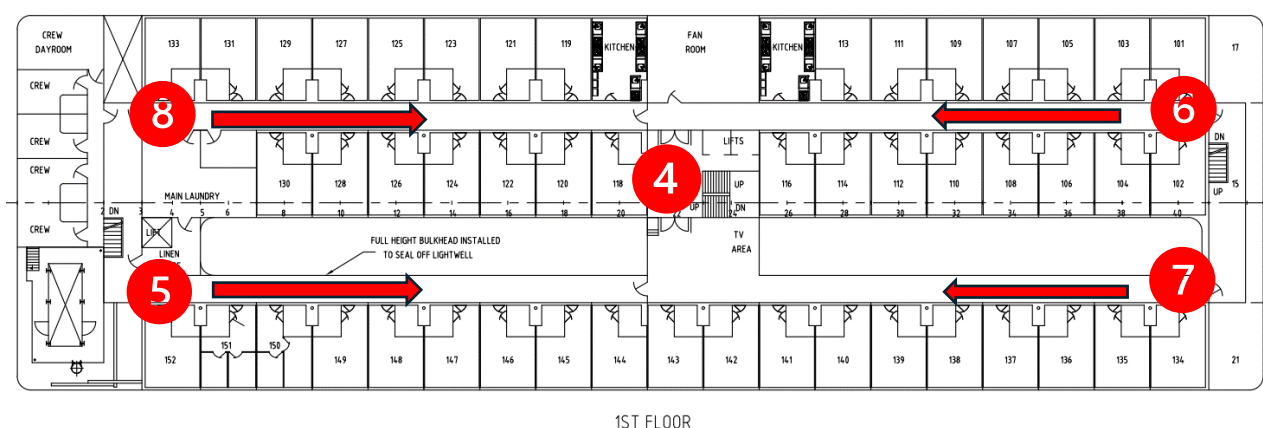
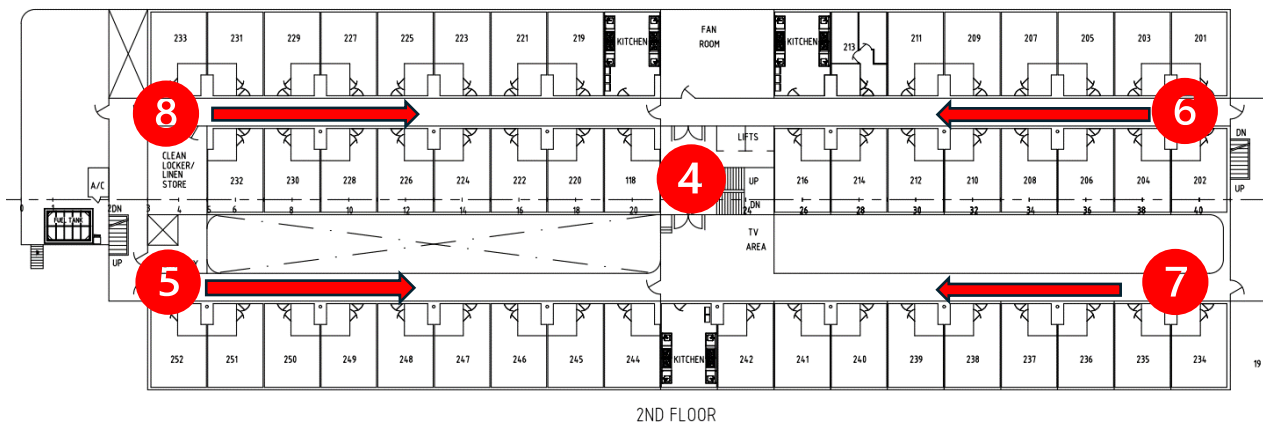
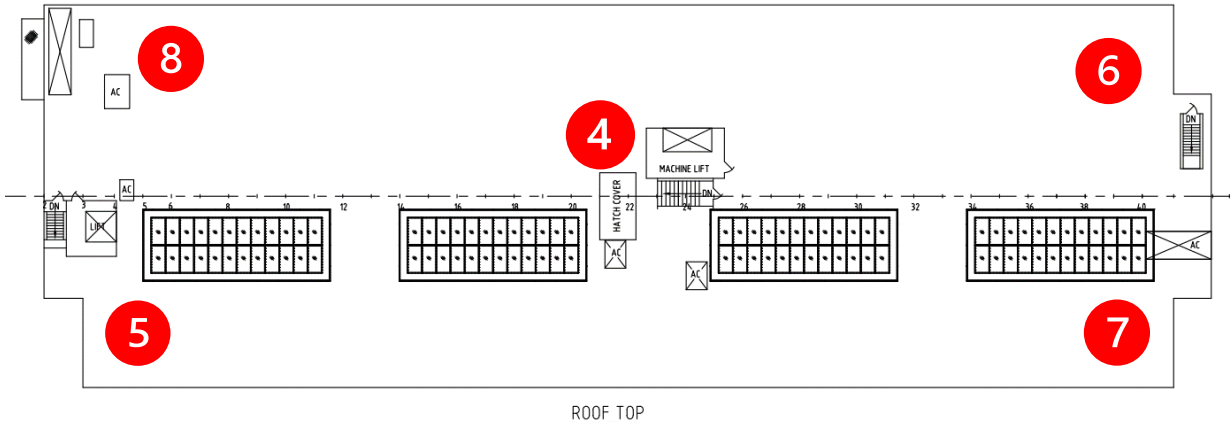
- **Deck 3 check:** Evacuator 4 stays at the main stairwell. Rest of evacuators go to their respective positions at the end of the corridors.

Moving towards the middle, every room is checked for residents. When all rooms are cleared, Evacuator 5 gives the go-ahead to proceed to the lower deck and communicates via walkie-talkie that the deck is clear.

- **Repeat previous step on decks 2 and 1**

- After the rooms have been checked on each level, the group **communicate it to the Chief Emergency Response Officer** that rooms are empty and the level is cleared.

- If all Emergency Response Teams have reported to the Reception after evacuation, the Response Team can **exit the barge together** and go to the muster point.



# BPROG 6

## Task Card 6 – Machine Room and Ground Floor

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Emergency Response Organization:

Bibbi

Emergency Response Team:

- Evacuator 9 (Bibby- Electrician)

Supplies Necessary:

- 1x Walkie-talkie
  - Orange Vest
- 

Tasks and responsibilities:

- When the alarm goes off, Evacuators X will immediately go to reception.

Evacuator X moves to the Machine Room on rooftop. In communication with Team 5 will switch off elevators once he receives confirmation both lifts are secured.

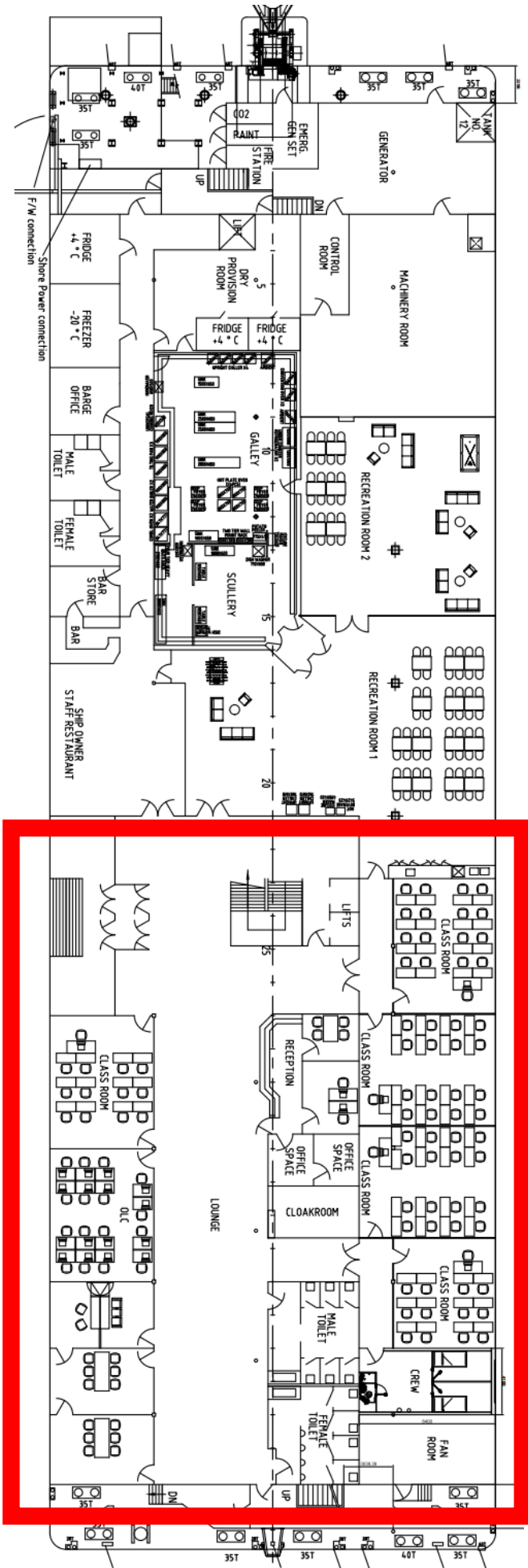
Communicate to Technical Crew Coordinator that task is completed.

Communicate to Technical Crew Coordinator that tasks are completed.

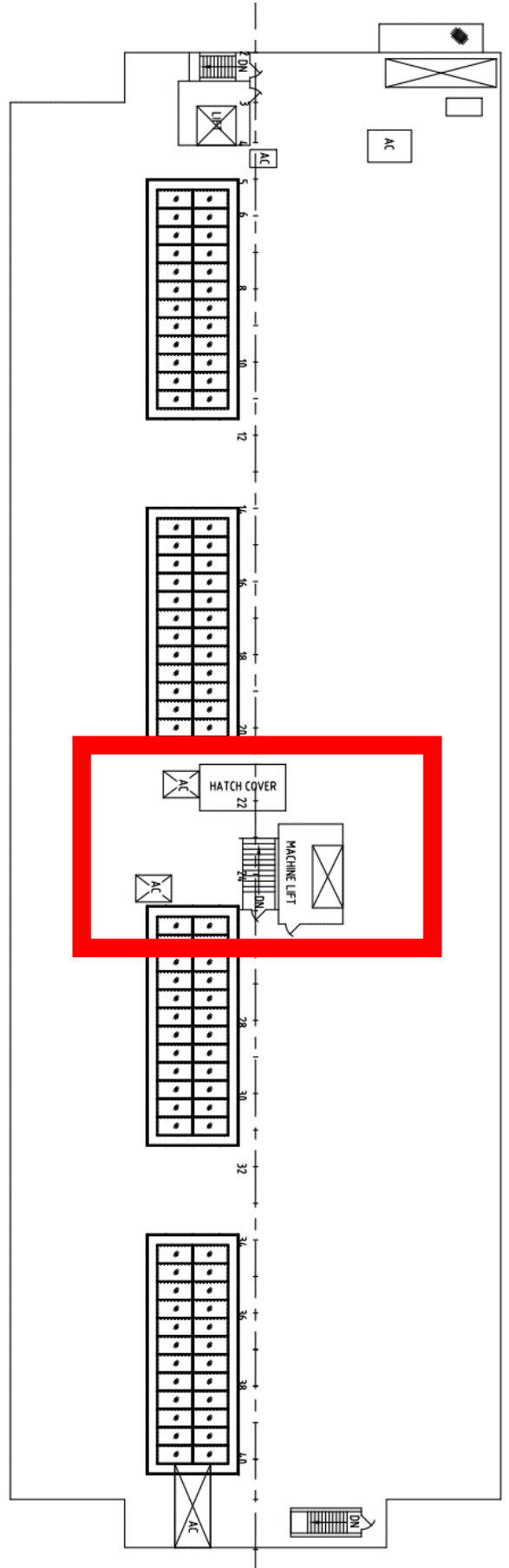
Exit the roof via the forward exit. Once on the Ground Floor, and moving towards reception, clear all offices and classes of the Forward side of the Barge. Move from classroom, to public toilets, to offices.

When all areas are cleared, inform the Technical Crew Coordinator and move to Reception.

When instructed, exit the barge and go to the Muster point



ROOF TOP





# BPROG 7

## Task Card 7 – Lifts and Dampers

---

**Emergency Response Organization:**

Bibbi

**Emergency Response Team:**

- Evacuator 10 (Bibby)

**Supplies Necessary:**

- 2x Walkie-talkie

- Orange Vest

- Evacuator 11 (Bibby)

---

**Tasks and responsibilities:**

- When the alarm goes off, Evacuators 9 and 10 will immediately go to reception.

- Team secure lifts and inform Electrician via Walkie talkie. Once Electrician confirms Lifts are switched off, Team continues to next task.

**Evacuator 10 and 11 move to level 3 and manually shut off the dampers located mid-vessel on both corridors (starboard and port sides).**

Once task is completed communicate via WT, and **repeat successively on levels 2 and 1**

- **Report to the Chief Emergency Response Officer** that dampers are closed as tasks are completed.

When all dampers are closed, evacuators meet in Reception.

- If all Emergency Response Teams have reported to the Reception after evacuation, the Response Team can **exit the barge together** and go to the muster point.

