

Maritime Museum of San Diego



EMERGENCY PROCEDURES

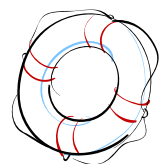
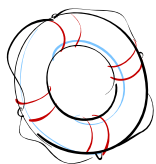




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GENERAL EVACUATION PLAN

Fire, flooding, natural or man - made disaster. Things will only get worse. It is time to evacuate the museum **NOW!**

1. WHO? Who gives the order to evacuate the visitors and staff?

- A.** During normal weekday office hours aboard Berkeley:
Executive Director, Deputy Director, Controller, Office Manager, Development Director, Director of Security, Event Coordinator, or the senior surviving coherent staff member aboard.
- B.** During normal weekday office hours aboard the Star of India:
As listed above.
- C.** On weekends during normal "Open" hours:
Director of Security, senior staff member aboard, Day Rover.
- D.** Nighttime, during an event aboard one of the ships
Event coordinator / Representative, Security.
- E.** Nighttime, after hours:
Senior staff member aboard, Security Rover

2. WHAT? What should I do?

- A.** Before moving an inch decide which exit you are going to take.
- B.** Quickly, and as calmly as possible, proceed ashore via your chosen route.
- C.** The urgency of the emergency will dictate whether you will be able to:
 - 1.** Check adjacent spaces for employees or visitors.
 - 2.** Render assistance to the injured.
 - 3.** Close doors.

3. WHEN? When do I evacuate?

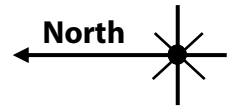
- A.** The audible alarm has been confirmed as an actual emergency and:
- B.** Immediately after you hear the order to evacuate either verbally, or by Public Address System

4. WHERE? Where do I go?

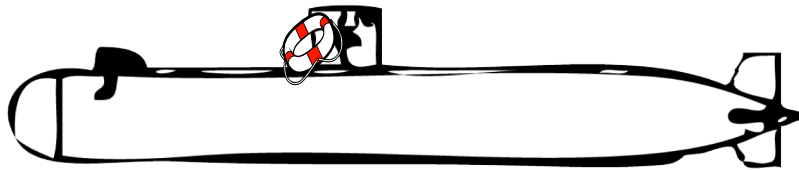
- A.** Museum staff will assemble on the lawn in front of the County Administration Building. Department heads should work together to account for their personnel, passing information such as injured or missing lists only to appropriate museum Administrative Personnel.

5. WHY? Why have an Evacuation Plan?

- A.** Catastrophic emergencies create chaos and confusion. Chaos and confusion create casualties. The more prepared we are as individuals and as an organization, the quicker we will be able to get back up on our feet and continue our mission and purpose as the Maritime Museum of San Diego.



USS Dolphin



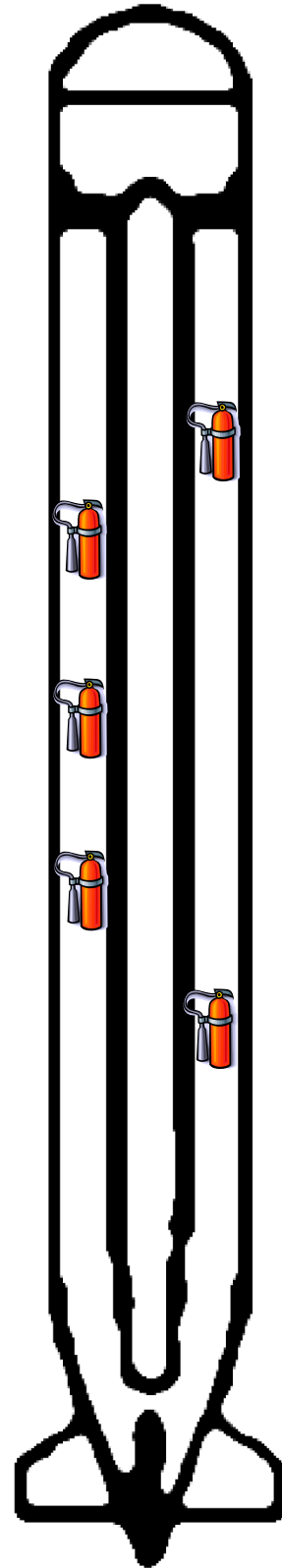
KEY:



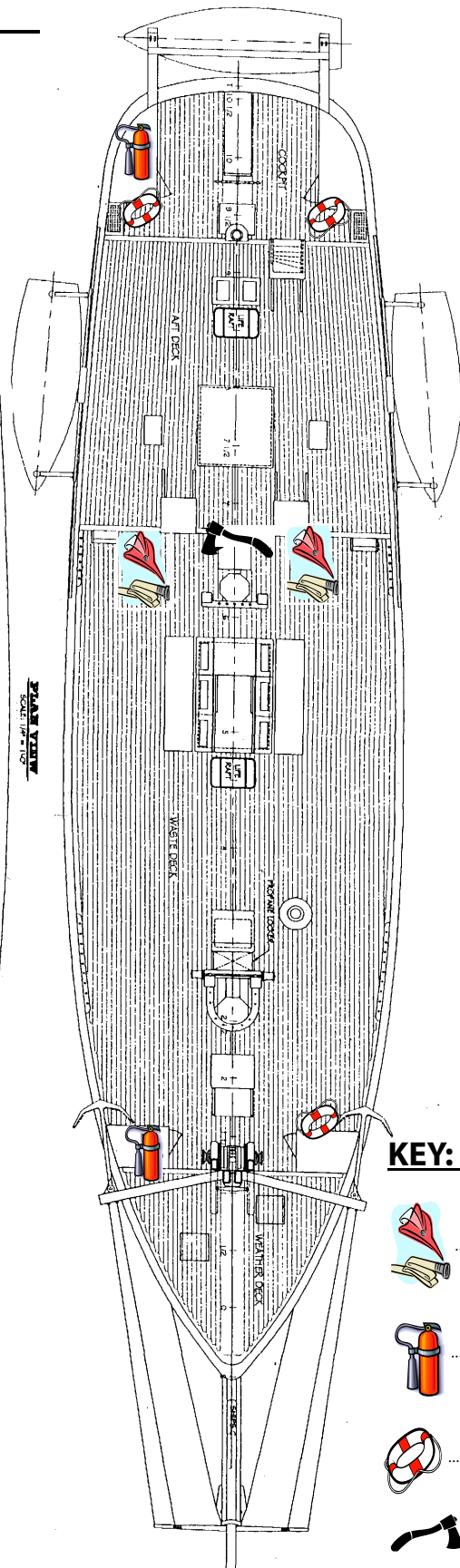
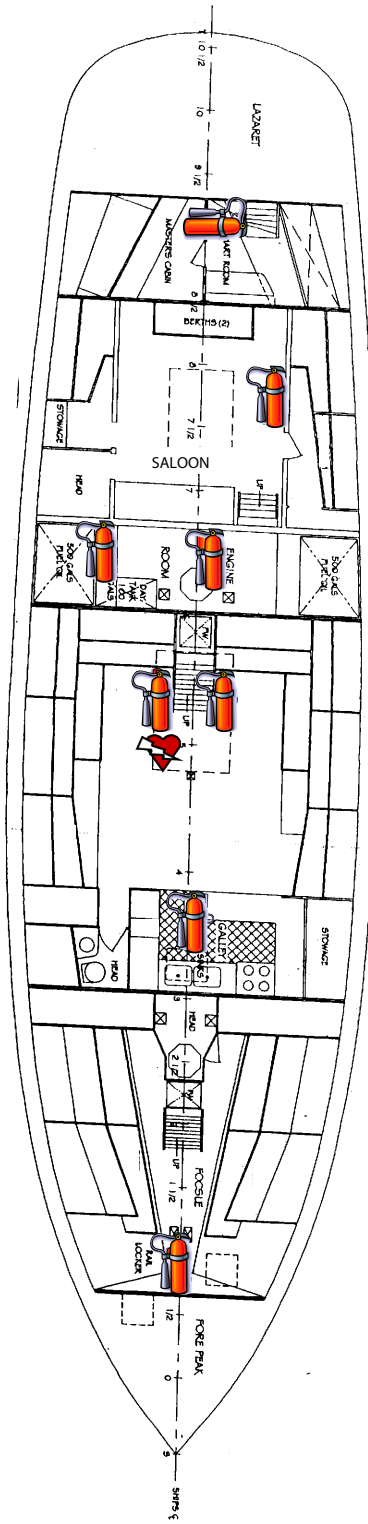
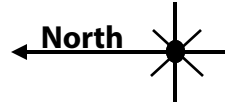
LIFE RING








FIRE EXTINGUISHER



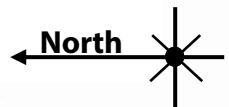
CALIFORNIAN



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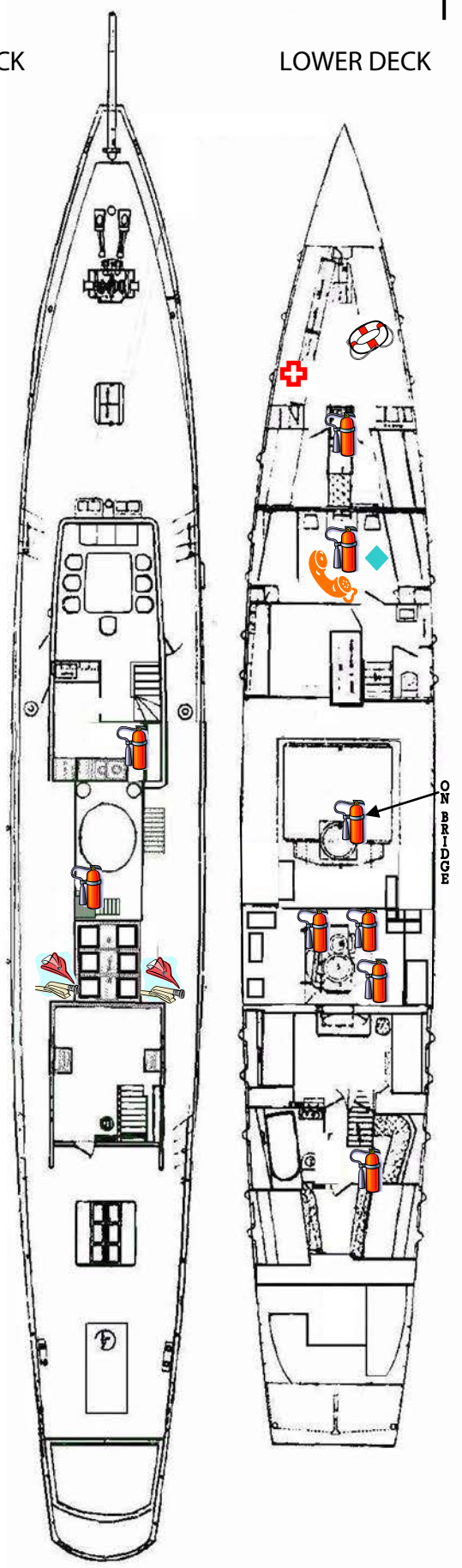
-  FIRE HOSE
-  FIRE EXTINGUISHER
-  LIFE RING
-  FIRE AXE
-  AED

MEDEA



MAIN DECK

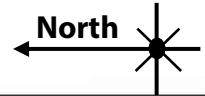
LOWER DECK



KEY:

-  FIRST AID KIT
-  FIRE HOSE
-  FIRE EXTINGUISHER
-  LIFE RING
-  TELEPHONE
-  OFFICE

BERKELEY

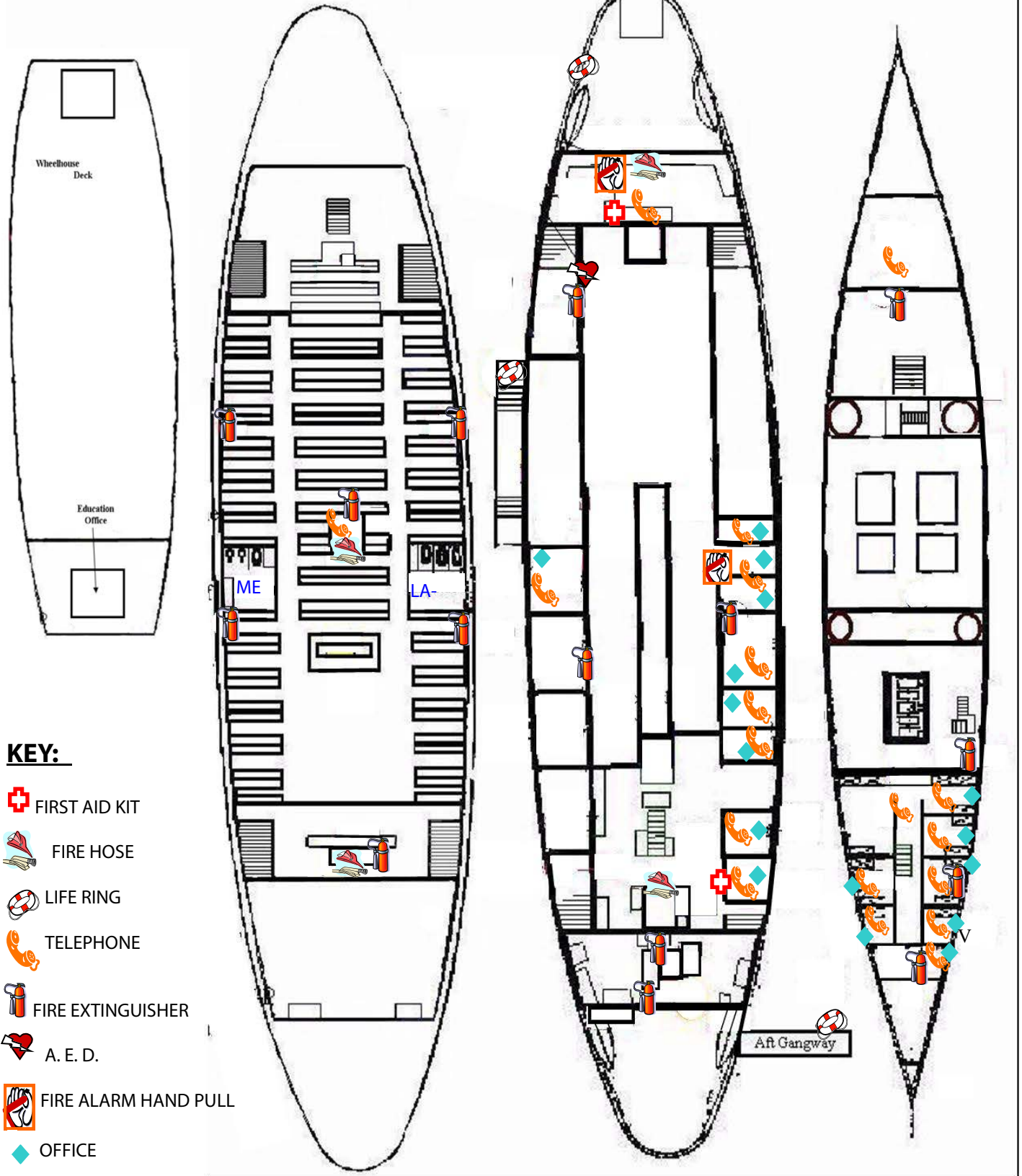


WHEELHOUSE DECK









PARTY DECK

MAIN DECK

BELOW



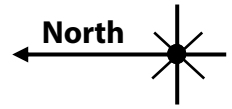
KEY:

-  FIRST AID KIT
-  FIRE HOSE
-  LIFE RING
-  TELEPHONE
-  FIRE EXTINGUISHER
-  A. E. D.
-  FIRE ALARM HAND PULL
-  OFFICE

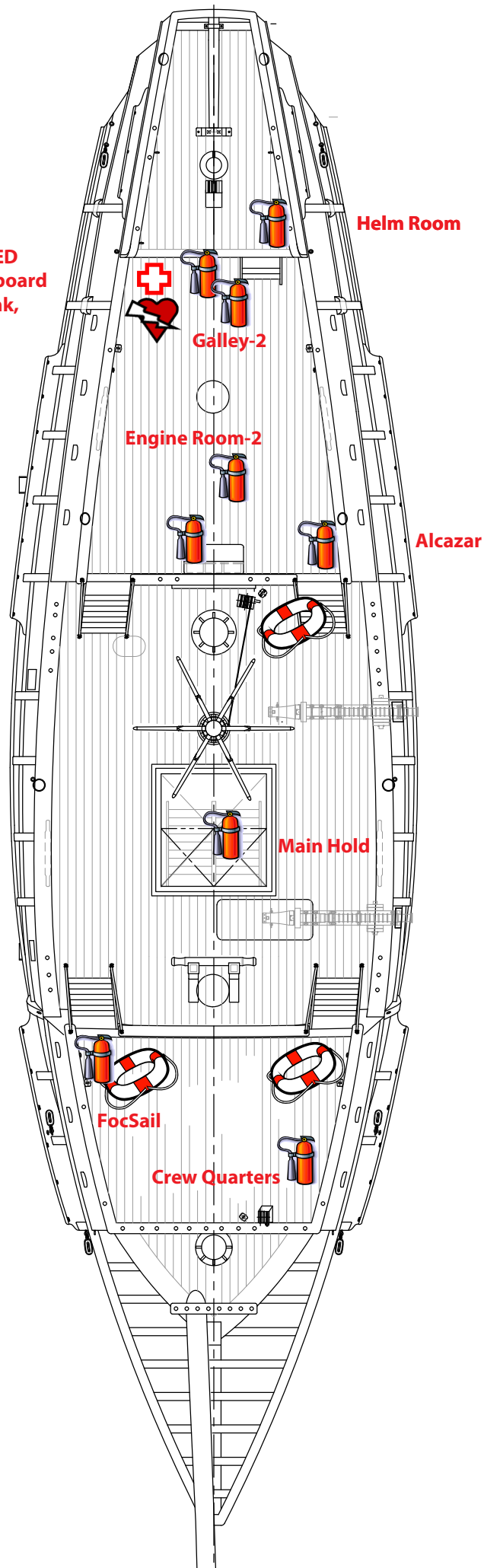
OFFICE EVACUATION PLAN FOR THE BERKELEY:

1. Those working in the main office(s) area will divide up the tasks listed below quickly and perform them immediately
2. Announce over phone intercom that we must evacuate the museum areas.
3. Call watch phone (619) 921-3261, and Info Booth (ext. 117)
4. Secure your work space.
5. Evacuate visitors
 - A. Proceed to engine room via ladder next to office door.
 - B. Proceed to engine room via ladder to Gould Eddy Gallery
 - C. Proceed out back door to check Model Gallery.
 - D. Proceed to upper deck to clear area.
 - E. Proceed to library area to clear visitors.
 - F. Meet outside in front of Berkeley.

SAN SALVADOR



First Aid & AED
Alcazar: starboard
lower aft bunk,
under lid

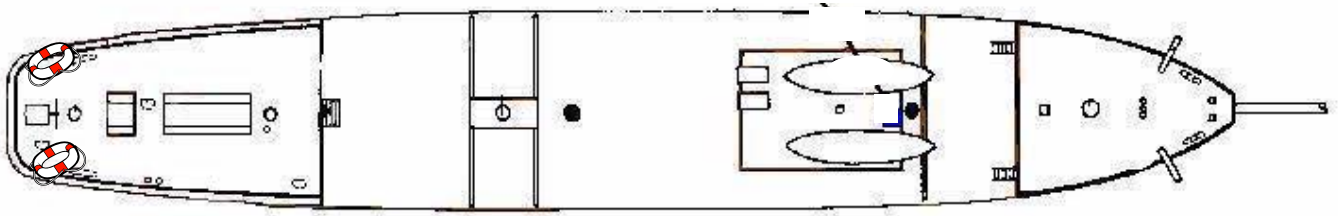


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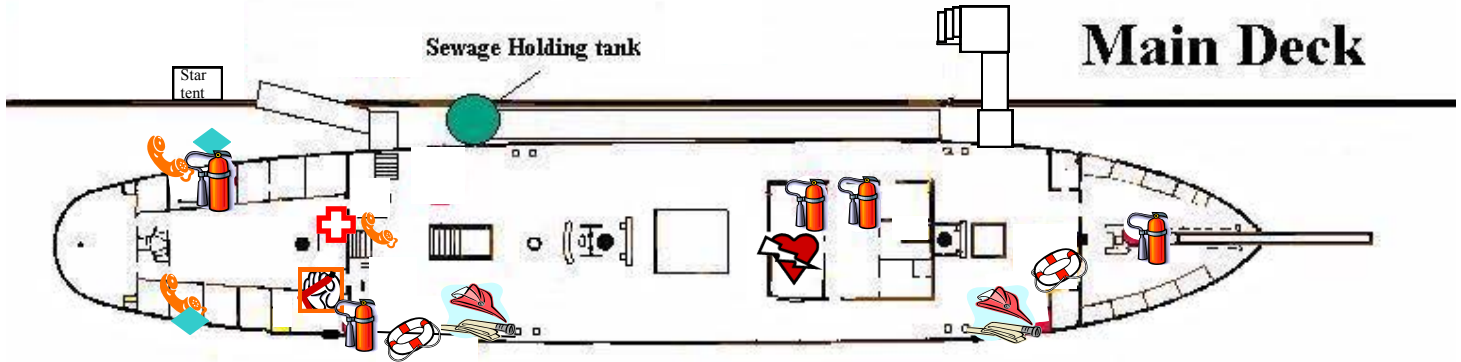
-  FIRST AID KIT
-  AED
-  LIFE RING
-  FIRE EXTINGUISHERS,
LOCATIONS NOTED

STAR

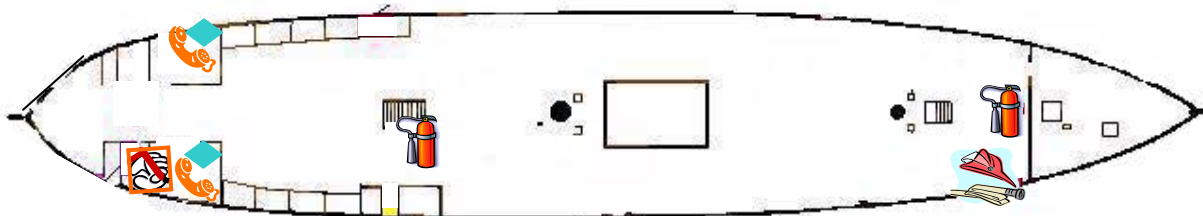
Upper Decks



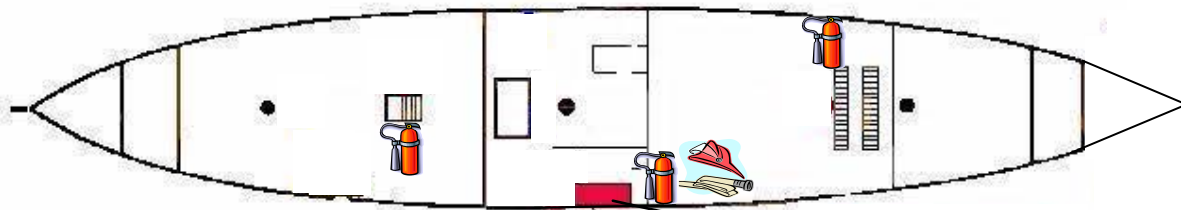
Main Deck



T'ween Decks




Orlop Deck



KEY:

 FIRST AID KIT

 FIRE EXTINGUISHER

 FIRE HOSE


 FIRE ALARM HAND PULL

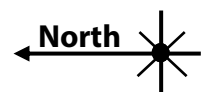
 LIFE RING

 OFFICE

 TELEPHONE

 AED

 Emergency generator



STAR OF INDIA

(TICKET BOOTH EMERGENCY PROCEDURES)

A. MAN OVERBOARD PROCEDURES

During regular business hours - you see someone fall into the water or hear someone yell "Man Overboard!"

1. Confirm the fact that someone is, indeed, in the water.
2. Use the PANIC function of the phone at the ticket booth.

DIAL: INTERCOM 33 *

Doing so turns this phone into a microphone, and every other phone in every office aboard each ship into a Public Address Speaker. Clearly and loudly state: "Man Overboard, Star of India, starboard side aft. Send help now!" (...or port, forward, where ever the person is in the water).

3. Locate the closest life ring to the victim. There are two aboard Star. Both are starboard, above the scuppers. One at the break of the poop and the other at the break of the foc'sle.
4. Before throwing the life ring, secure the bitter end. (Though it seems obvious, if you do not *consciously* think of securing it during the stress of the moment, you are quite likely going to throw the entire thing into the bay.
5. Try to throw the ring up wind and beyond the victim in such a way that they will be able to reach the floating line.
6. After they have retrieved the life ring, begin towing them towards the camel. (The big steel "raft" between the ship and the pilings.) If the person went in the water starboard, pull them aft. Don't attempt to tow them around the jib -boom.

By this time help should have arrived to assist you with leapfrogging the line around rigging, stanchions, and mooring lines. Your goal is the camel, or which ever of the museum's small craft arrive to assist in recovering the victim.

* - The PANIC function booms your announcement throughout the museum, heard in every office by all staff and, by most of the visiting public. This function is to be used by you only in an immediate, life -threatening, crisis situation.

B. SMOKE / FIRE PROCEDURES

A smoke detector is beeping, the smell of smoke is noticed, or a fire is reported.

1. Call the office at extension 101,102 or 103. If it is after normal business hours, call Security at 921 -3261. Report the smell or smoke or detector alarm and request assistance to investigate.
2. Alert any employees or docents aboard to assist in identifying the source.
3. Ensure visitors do not go below until the problem has been resolved.
4. IF THE PRESENCE OF FIRE OR SMOKE IS CONFIRMED:

Find the source of the smoke/fire. Do NOT enter a smoke filled compartment.

Identify the type of fire. (If practical)

Type A = solids: trash, paper, wood...

Type B = liquids: gas, oil, diesel...

Type C = electrical: sockets, fixtures, circuit panels...

Report. Pull one of the fire "T" handles. There are two one is located on the main deck just inside the saloon exit companionway, at eye -level. The other is on the 'tween deck inside the second door of the Volunteer Coordinators Office, at eye -level

Enlist the assistance of all staff and docents in evacuating the ship. Use the bullhorn. Make every reasonable effort to ensure all public accessible decks, staff offices and maintenance work spaces below are cleared.

Extinguish the fire if practical. There are 4 fire hose stations and 10 portable hand help extinguishers aboard the ship. Their locations are noted on the Star diagram. Do not jeopardize your personal physical safety.

C. FLOODING

The bilge alarm located in the phone alcove at the ticket booth goes off.

1. Call the office at extension 101, 102 or 103. If it is after Norman business hours, call security at 921 -3261. Report the bilge alarm and request assistance to investigate.

2. Alert any employees or docents aboard to assist in identifying which alarm went off. There are two alarm sending units, they are located beneath the orlop deck immediately adjacent to the mainmast and mizzen mast at the keel. There is a deck "hatch" clearly marked "BILGE PUMP ACCESS DO NOT BLOCK" next to the mainmast. Use a flashlight and inspect below this hatch. You will find the bilge pump, sending unit, and the keel; the bottom of the ship. This area is normally dry, and anything more than a few puddles is not normal. If you see and hear rushing water down there, it is time to evacuate the ship.

3. Enlist the assistance of all staff and docents aboard in evacuation.

- Use the bullhorn.

- Make every reasonable effort to ensure all public accessible decks, staff offices and maintenance work spaces below are cleared.

- Pull one of the fire "T" handles. There are two one is located on the main deck just inside the saloon exit companionway, at eye -level. The other is on the 'tween deck inside the second door of the Volunteer Coordinators Office, at eye -level

- Dial 911 or direct someone to do so.

D. ABANDON SHIP

Direct visitors to the nearest gangway, forward or aft, away from immediate danger. If, for some reason, the gangways are unsafe or unuseable, and all aboard must abandon the ship:

1. Distribute Personal Flotation Devices (PFD's). They are located on Top of the deckhouse in crates covered by green tarps.

2. If practical, rig a Jacobs ladder over the side. One is located in the port lantern locker forward, at the foc'sle.

3. After donning PFD's, instruct everyone to climb over the starboard rail, look below for clearance, cross their arms over their chest, and jump feet first.

Evacuation Plan for Education Programs: San Diego Maritime Museum

There are several instances when our ships must be evacuated; (1) Fire; (2) Natural Disaster; (3) Sinking; (4) Terrorist Attack, etc... For the above stated reasons, the following evacuation procedure will be followed by the Education Department staff in regards to removing students from the vessels.

In the event of an abandon ship order, the SDMM staff member that gives the abandon ship order any Education Instructor aboard the ship to abandon ship. Once any education instructor receives the order, the instructor will immediately take a count of the participants in their immediate crew and send the crew/group with the adult chaperones off the ship to assemble in crew lines on the embarcadero where they were originally mustered. The staff member will then proceed to find the additional groups on the ship and give the instructions to leave the ship and assemble in crew lines. If there is time the Captain or lead instructor should take the medical forms or crew lists off the ship. Once on the Embarcadero, a total crew count must be done for all education participants, including staff members. When all are accounted for, the captain will lead the crew to the traffic light at Ash and Harbor Drive and walk the group to the County Administration lawns. Staff members will follow in the rear of the group to ensure everyone is together. Once at the lawns, they will assemble in crew lines and conduct an additional roll call by name. The Captain or lead instructor will then report to the SDMM staff member in charge of evacuation that the students on the programs are safe.

Once at the lawns, the instructors will remain with the students until relieved by an Education Department Office Administrator. Depending on the type of emergency, the Education Department Office Administrator will give staff further instructions. In a non-emergency evacuation situation, it might be the case that the program continues off the ship. In a disaster situation, education staff must remain with students until one of these three things occurs: (1) an official school or group representative has all students leave with carpool chaperones; (2) the group boards their bus and leaves; (3) an official school or group representative gives permission for individual parents to take students home. In this case, the official representative will not be allowed to leave until all students are picked up by parents/guardians.

Unless an all clear is given, the education program will not be allowed back to the ship to get personal belongings, or resume the program on board.