

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>04.04.011</b>	PAGE  1 of 3
	<b>Policy and Procedure</b>		EFFECTIVE DATE March 31, 1993	
SUBJECT <b>Operational and Reporting Procedures For Major Vessel Incidents</b>		SUPERSEDES		DATED
TITLE <b>Alaska Marine Highway System</b>	CHAPTER <b>Personnel Administration</b>	APPROVED BY  Signature on File		

I. Purpose and Scope:

To establish a standardized procedure for the completion of required actions in the event of a major incident involving a vessel of the Alaska Marine Highway System (AMHS).

II. Distribution:

All holders of the Department of Transportation & Public Facilities Procedures Manual.

III. Procedure:

A. The Master of the vessel is responsible for ensuring the following actions are accomplished as necessary:

1. That the safety and well being of the passengers and vessel is paramount and will be the major consideration in all situations.
2. The request and coordination of any outside assistance.
3. That the AMHS Port Captain is informed immediately of the nature of the incident, damage to the ship or facilities, injury to passengers or crew, steps taken to deal with immediate problems at hand, and if outside assistance is required.
4. Amplifying information as the to extent of damages, assistance required, etc., will be passed to the Port Captain.
5. That the bridge will be cleared of civilians for decision and discussions and the Master will inform officers of decision(s) and pertinent details. The Master will ensure that passengers are kept informed, via the ship's officers, as to the status of the situation, options available for continuance of travel and changes in circumstances that will affect them.

6. Ensuring all personnel and witnesses involved in major incidents prepare written statements concerning the incident as soon as they may depart from their primary duties. These written statements shall be delivered to the Master in a sealed envelope with a copy retained by the author. All written statements shall be delivered to the Port Captain or his/her representative unopened when the investigation of the incident occurs. Each individual who submits a statement shall be informed that his statement will be used to investigate the incident.
7. Providing copies of all log entries, bell sheets, official citations, reports and all other documents pertinent to the incident to the Port Captain for use in the investigation. The Master shall provide the same data to the U.S. Coast Guard as appropriate, if requested.

B. The Port Captain will:

1. Immediately advise the System Director of all known facts concerning the occurrence, specifically to include:
  - a. What is involved? (i.e., personnel, assets, etc.)
  - b. Who is involved and what condition are they in?
  - c. Where? (including charts)
  - d. Weather (as appropriate and including reports)
  - e. Conditions (lay of land, etc.)
2. Provide recommendations including those from personnel on site, if available, to the management team. This will include a preferred alternative, if there is one, and recommendations. Discussions will include consequences of each alternative.

A decision will be made and clarified among the Manager(s) and the Director. A clear statement of the decision will be written as appropriate.

3. Be the primary contact with the vessel personnel and passengers, and ensure that vessel officers have conveyed information and recommendations through the Port Captain professionally. (If the situation is mechanical, steward services or other, then the appropriate managers will communicate directly with the respective ship" officer.)
  4. In the instance of serious breakdown or damage, the Port Captain or designated delegate will travel to the point where the vessel is at safe berth.
  5. Coordinate repairs with Port Engineer and maintain liaison with U.S. Coast Guard and other regulatory agencies.
- C. The System Director is responsible for informing superiors of the situation and decisions as appropriate. The Director will also be the coordinator of all contacts with the media and will be responsible for any press releases, and arrange any interviews.

**The System Director will be the sole spokesperson with the press/media unless otherwise specified.**

D. The Support Services Manager will coordinate activities relating to:

1. Crew matters
2. Insurance underwriters
3. Dry docking and repair contracts
4. Changes in supply requirements
5. Other administrative functions

E. The Reservation & Marketing Manager will coordinate:

1. Schedule modifications
2. Cash refund arrangements
3. Other pertinent matters in that area of responsibility

F. The Construction Engineer will coordinate:

1. Any repairs to docks, bridges or ramps
2. Other pertinent matters in that area of responsibility

G. Assignments will be carried out by the respective managers/supervisors. Clarification of assignments will be given. The Port Captain will be designated the "lead" person and each manager will be responsible for reporting the success of completion of assignment.

H. Monitoring

The Port Captain will be responsible for monitoring the issue and progress of implementation of decisions and strategy.

I. Debriefing

When the issue or emergency is resolved, the Port Captain will be responsible for providing a "brief" of the success of the actions taken.

J. Procedures concerning investigations and resulting personnel action are covered in DPDR 04.04.010.