



SAFETY INSTRUCTIONS

(Emergency File)

Security Measures on Board for all
Inland Waterway Cruise Vessels
in the Premicon fleet

This Version:
March 2011

Foreword

We do not want to waste too many words. Indeed, precisely this, is the most important behavior to avoid danger. Similar behavior is required in the event of damage or loss.

Reacting with a few, however the right words, and with a few however the right measures, is expected of you.

Your foremost aim should be not to let danger and risks arise in the first place.

The following brochure is compulsory reading for every crew member. The brochure should be intensively studied, so as to surely avoid danger in the first place, and to be able to act purposefully without thinking too much, in case of damage or loss.

The river vessel is one of the safest means of transport. However, wherever people come together and technical sequences play a role, the possibility of danger can arise, which is in fact improbable, which however cannot be ruled out.

This brochure enlists 17 dangers and risks that in general can arise on a river vessel. With each and every item the following questions matter:

1. What effects can the danger have?
2. Which measures can be taken, so that this risk or danger does not arise in the first place?
3. How can one recognise that the event of danger has nevertheless taken place? When is danger acute?
4. Which measures have to be taken immediately in the event of danger?

The In-Port-Manning Muster List is divided into the following Tasks:

- Ship Management
- Vehicle Traction and Function Standby
- Manager for Passenger Support
- Manager for Evacuation Team
- Evacuation Team
- Passenger Support at Gathering Places

The Muster List and the In-Port-Manning Muster List, in which the tasks of any member of crew are defined in the event of fire on board, a leak, evacuation and man overboard, are hung up on board of every ship on all decks at the following stations:

- Wheelhouse
- Reception
- Crew Mess
- Crew Corridors

The Muster List is approved by the ZSUK (Zentralstelle Schiffsuntersuchungskommission – Central Office for Ship Investigation Committee)

The assigned roles are, according to the FSV (Fahrgastsicherheitsverordnung – Passenger Safety Regulations), also listed here:

- Technical Expert for Passenger Navigation
- Persons assigned to wear Breathing Protection Equipment
- First-Aid Team

Crew members carrying out these functions have to fulfil the requirements to be able to put them into practice in the first place and furthermore have, through appropriate courses, the necessary abilities and hold the necessary certificates.

The Ship Manager, who is also a passenger navigation expert, has to check these certificates, file them and, by request of the authorities, has to produce them along with the ships papers.

He makes sure that the minimum requirements of the passenger safety regulations are fulfilled at all times; both during navigation and while the ship is anchored.

The technical expert for passenger navigation has to keep the security equipment under inspection in accordance with the Muster List and has to see to the safety of the guests in case of danger, as well as in emergencies on board.

Moreover, he himself is very familiar with the Muster List and the Security Programme in compliance with § 15.13 of the RheinSchUO.

Furthermore, there is a current Crew Muster List (nautical form no. 110), which lists all crew members with a function, next to all Muster Lists that are hung up. The Captain or his deputy is responsible for assigning the tasks to the individual crew members according to the Muster List. Managing the Crew Muster List is done by the Reception according to instructions from the Captain or his deputy. The Captain and his deputy are always the Technical Expert for Passenger Navigation.

Those crew members, who are entrusted with checking the cabins in the event of evacuation, are given a general key card for the cabin locking system.

Each crew member must make himself familiar with the Muster List when first coming on board and learn the tasks belonging to his assigned function by heart.

As soon as the ship is moored at a port and shore leave is authorised, the In-Port-Manning Muster List comes into effect. The In-Port-Manning Muster List is hung up next to every Muster List.

The purpose of the In-Port-Manning Muster List is to have a precisely defined minimum crew on board for emergency situations, even when a ship is in port.

The Captain or his deputy are responsible for making the In-Port-Manning Muster List. Managing the In-Port-Manning Muster List is done by the Reception. At Reception there is a rack on which the individual functions and tasks from the In-Port-Manning Muster List are listed underneath one another. Each of the functions listed there is allocated the name card of the person put on duty by the Captain.

If the person on duty changes, the name card is replaced by that of the person taking over.

Furthermore, the Captain or his deputy has to make sure that the crew is instructed in its tasks according to the Muster List and the In-Port-Manning Muster List and that safety training is carried out on a regular basis.

As long as passengers are on board, an hourly patrol must be conducted at night. This patrol must be recorded in written language – the Expert for Passenger Navigation is responsible for the administration and control of the list.

Should, contrary to expectations, any of the danger cases mentioned in the following Safety Concept Description arise, the following internal and external communication channels have to be adhered to. Furthermore the immediate report, which can be found in the appendix of this brochure must be filled out and handed in. The instructions for external communication with press, media, ag-grieved, passers-by etc., must strictly be adhered to.

At the beginning of every journey, the the Captain or his deputy or another technical expert for passenger navigation has to carry out a passenger-ship-safety-exercise with safety information for the guests. Here the following text should be announced, or at least the points included in it should be announced, and explained.

Guidelines about safety instructions for passengers (In accordance with Form no. 111)

What to do in case of a general alarm

- ” Proceed to the muster station
- When at sea, the muster station is on the Sun Deck.
- When in harbour, the muster station is on land. You leave the ship directly via the gangway and assemble on land, 50m away from the ship.
- At the same time, always take note of the announcements over

the tannoy.

- Please never take any luggage with you.
- If you are asked to do so, please take warm clothing, headwear and any necessary medicine with you.

” There then follows a life jacket demonstration (by a ship’s officer or another trained crew member)

” Life jackets are distributed by crew members to the passengers at the muster station (on the Sun Deck).

Escape routes according to safety plan

” An escape route plan of the ship is posted on each deck. Please familiarise yourself with it.

” Every exit and every emergency exit is identified with a green EXIT sign. The sign is illuminated and is clearly visible even in the dark.

” The ship’s safety instructions can be found on the inside of every passenger cabin door. The clearly marked red dot on the safety instructions shows you your location. Starting from the red dot, follow the green arrow, which is also marked, to find the quickest route to an exit/emergency exit. Please explore this route once from your cabin to the exit and from there to the muster station on the Sun Deck.

Emergency / alarm button

” There is an emergency / alarm button in every cabin, every corridor and in the public areas.

- The emergency / alarm button in your cabin is on the telephone (identified clearly in red).
 - In the corridors and public areas, the emergency / alarm button in each case (also identified) is on the wall.
- If you notice something peculiar on the ship, or if you get into dif-

faculty and require help, press the emergency / alarm button once. Alternatively you can get hold of reception 24 hours a day by telephone. The telephone number is (depends on ship).

Availability of reception

- ” *At night, the reception desk is manned by a person on night watch. The night watch person undertakes an inspection of the whole ship every hour for your safety. The inspection lasts approx. 5 to 10 minutes. If, as a result, you do not happen to reach anyone at reception on a night, please try again a few minutes later.*

Smoking on board / naked flames

- ” *Smoking on the ship is prohibited, except for the following places: (Depends on type of ship / tour operator).*

Please never throw cigarettes over board. The wind could blow the still glowing cigarette through an open window into a cabin. There are always plenty of ashtrays on the Sun Deck. Naked flames (e.g. candles) are banned on the whole ship. There are automatic smoke / heat detectors in every cabin, in all the corridors and other public areas.

General rules of conduct

- ” *Do not throw anything over board. You will find waste bins in all public areas.*
- ” *Do not throw any sanitary products, cosmetics or the like into the toilet. This can lead to the vacuum pump being blocked, which would put all the toilets on the whole ship out of order.*

What to do when passing bridges and locks

- ” *When sailing through locks, please do not lean out of your cabin windows.
Please do not lean over the railings either – whether on*

the outer decks, in your cabin or on the Sun Deck.

- ” *When passing under low bridges, the Sun Deck shall be cleared. Please follow the instructions from the crew. Take note of the announcements, the blocking off of the Sun Deck and other instructions.*

What to do if the bulkhead doors close

- ” *If the ship starts to take on water, the bulkhead doors in the corridors close automatically. A loud acoustic signal sounds during the whole closing procedure.*

If the bulkhead doors are closed, please position yourself with your back to the bulkhead door and then walk in the opposite direction to the nearest exit. Stay calm. Even when the bulkheads are closed, you will always find an exit.

- ” **Please take note of all other instructions from the crew. Follow their instructions during an alarm.**

- ” *Thank you for your attention.
If you still have any questions, please contact*

Subsequent to this, the following points have to be mentioned and explained in words of one's own:

- Fire Detector
- Fire Prevention Measures
- Smoke Detector / Heat Detector
- Crew Alarm Sensor
- Fire-proof Doors
- Water Shields
- Demonstration of how to put on a Life Jacket
- Muster List of the Crew
- In-Port-Manning Muster List
- Manning of the Reception
- Phone number of the Reception and the Bridge
- Instructions for Locks, Bridges, Sundeck

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Attachments

- Form no. 104 Report on Damage to the Vessel
- Form no. 107 Safety Check
- Form no. 110 Crew Muster List
- Form no. 111 Guidelines about safety instructions for passengers
- Form no. 306 Report on Passenger Casualty
- Form no. 311 Information Accident at Work
- Muster List and In-Port-Manning Muster List
- Telephone List of all Shipping Agencies
- Telephone List of Premicon Administration, Catering, Charterer
- Telephone List of Premicon Ships

Furthermore every ship has a board's own WESKA and a board's own navigation telephone address book.

Here all shipping relevant emergency numbers for every navigation area, such as phone numbers of all locks, phone numbers of all fire-boats etc. are listed.

1. Fire in the Cabin

1.1. Effects of Fire in the Cabin

Fire can break out in the cabin for several reasons. It can be caused by guests or by crew members who inattentively deal with open fire sources, such as cigarettes or candles. Fire in the cabin can also break out due to short circuits in electrical equipment also caused by guests, by the crew or for other technical reasons. Although the materials used, inhibit fire, strong heat can still cause open flames as well as smouldering fire, both of which could lead to smoke development.

The fire is at first restricted to the cabin, since the walls and the doors have so-called B15 properties, and thus can withstand fire for up to 15 minutes.

When a fire pursues beyond this time span, the fire seizes very quickly through the walls into the adjacent rooms. The strong heat source, which has developed in the cabin, leads to considerable damage to the adjacent rooms.

Furthermore fire also spreads via electric cables and can pervade throughout the whole ship via cable shafts.

This results in immediate, and most serious danger for both passengers as well as crew members. Particularly smoke and vapours can quickly lead to unconsciousness and consequently to inability to act. Smoke and vapours also lead to fatal poisonings very fast.

1.2. Measures to be taken in order to avoid the Risk of Fire

In this respect the housekeeper and her assistants carry a considerable share of responsibility. Whenever they enter the cabin, chambermaids must always pay attention to whether guests use open fire. Clues on such behaviour are cigarettes burned down in ashtrays, in the toilet or in other areas, used candles, open stoves as well as immersion heaters or the smell of cigarette smoke. If the chambermaids do see these clues, they must report to the housekeeper immediately and not wait until after they have completed cleaning. The housekeeper in turn, must immediately inform the Hotel Manager and the Captain, both of who will have to make sure that the guests are informed about these sources of danger and completely eliminate these sources.

Furthermore chambermaids must pay attention to whether water or liquids may have flowed into electrical facilities (electrical sockets, television sets, bedside-lamps etc.) or whether traces of soot are

recognisable in electrical facilities. These observations must also be reported immediately.

Smoking in the crew cabins is categorically not permitted. Smoking is only allowed in the crew mess and on the quarterdeck. Smokers must strictly use the safety ashtrays at all times.

Misuse of the alarm system and of the safety installations (bulk-head doors, fire extinguishers etc.) is strictly forbidden and could lead to dismissal without notice.

Furthermore, crew members are not permitted to connect any electrical appliances in the cabin. Among these are electrical heaters, irons, immersion heaters, electric grills, hotplates of any type and similar electrical appliances.

All pressurised spray cans (aerosols such as hair spray etc.) should not be left in front of windows, in the sun or on the heating.

Cloths and clothing, or anything similar, should never be hung over light lamps.

1.3. Identifying a Fire Outbreak in the Cabin

- On their hourly patrol, the night-watch has to be cautious for any smell of smoke.
- Every cabin is equipped with a smoke detector. The smoke detector reacts to smoke and heat development. The smoke detector triggers an alarm at the reception and in the cabin of the machinist as well as on the wheelhouse and in the engine rooms. If the alarm is not accounted for (and stopped) within two minutes only the crew alarm has to be released. The general alarm can only be triggered manually at the reception or from the bridge.
- Passengers or crew members report either the fire or the smell of fire.

- Passengers or crew members press the alarm button on the telephone, or on the wall in the passenger cabin. The telephone only sets off an alarm at the reception. If the alarm is not accounted for and stopped within two minutes only the crew alarm has to be released.

1.4. Measures to be taken in the Event of a Fire Breakout

The crew member who receives the fire alarm, or the alarm set per telephone emergency button through passengers or through other crew members, has to first account for the alarm and then immediately gather information from the BMZ (Brandmeldezentrale – Fire Control Unit) at the reception, as to where the alarm originated from, in order to go there as soon as possible and assess whether the situation is serious or merely a false alarm. If there is sign of fire – therefore a case of emergency – the person who acknowledged and checked the cause of the alarm has to phone (via mobile or ship telephone) the **Ship Management immediately:**

” In cabin number there is a fire alarm.

Or he has to ask the Captain via the PA-System (sounding throughout the whole ship area) to call back:

” Captain, call telephone xxx immediately.

Crew members who notice are get informed of a fire or smoke have to report it immediately to the Ship Management (via mobile or ship telephone):

” In cabin number there is a fire alarm.

Or they have to ask the Captain via the PA-System (sounding throughout the whole ship area) to call back:

” Captain, call telephone xxx immediately.

If the alarmed crew member realises, after he has given the information to the Ship Management, that he can fight the fire himself by easy means (by using a fire extinguisher, a fire blanket or anything similar) without risking personal danger, he has to take appropriate measures to extinguish the fire immediately.

The Ship Management gathers information about the situation, alarms the fire brigade immediately via crew-alarm (to be released on the bridge or at the reception) and makes an announcement in the crew- and passenger area in order to make sure that all members of the fire brigade are reached directly and can be ordered to the fire source.

The fire brigade then informs the Ship Management about the situation. After this the Ship Management decides whether the passengers should be evacuated, whether an external fire brigade or rescue services should be alarmed or whether other steps should be taken.

Proceeding with Evacuation as follows:

The Ship Management releases the crew alarm and the respective corresponding announcement. All crew members **immediately take up position in accordance with the Muster List and the In-Port-Manning. While doing this, the prescribed route through the ship, has to be strictly followed because the bulkhead doors may already have been closed.**

After this, the Ship Management releases the general alarm (possible from the steer house or from the reception).

An announcement has to be made:

” Ladies and gentlemen, the general alarm was released. To ensure the safety of all passengers, we kindly ask you go onto the sundeck slowly and quietly. Pay attention to the green Panic Bars.

Our employees shall be waiting for you in the corridors and staircases, to show you the way.

Please keep calm, there is no reason to panic.

or:

” Ladies and gentlemen, the general alarm was released. In order to ensure the safety of all passengers, we kindly ask you to leave the ship through the entrance and to go on land. Pay attention to the green Panic Bars. Kindly go slowly and quietly onto the sundeck.

Our staff shall be waiting for you in the corridors and staircases to show you the way.

Please keep calm. There is no reason to panic.

The announcements can also be found in Form 319, emergency announcements.

The evacuation team first asks the passengers in the corridors to go to the sun deck or to the exits. While doing so, it is important to make sure that the passengers are wearing clothes which cover their whole body, and that they are wearing sturdy shoes.

At the same time attention should be drawn to the escape routes:

” Please calmly take this direction up to the staircase.

After this, all cabin doors should be opened. In case any passengers are still in the cabin they are looked after and directed to the staircase.

All crew members who, in compliance with the Muster List and In-Port-Manning, are involved in the evacuation of the cabins, have a Master Key Card. Due to the locks' built-in battery system it is possible to open the cabins even in case of a fire.

In case of an emergency, there is a sealed Key Box with three barrel-lock Master Keys and three Master Key cards, at the reception.

If passengers start running, any crew member in the vicinity should immediately kindly point out that there is no reason for hectic rush.

On the sun deck or on land, passengers are received by the “Passenger Support at Gathering Places”-Team.

Persons arriving are to be checked against the passenger list and recorded by name.

The passengers in the public rooms are also called on with the words:

” *Please calmly go straight to the sun deck/on the land.*

When the cabin is evacuated, windows and doors have to be closed.

Furthermore all security duties itemised on the In-Port-Manning and the Muster List have to be conducted in the indicated order. After their completion all members of the Evacuation Team go to the gathering place on the sun deck or on land.

In case passengers are still missing, the evacuation team first searches for them in the cabins and finally in the public rooms.

The Evacuation Team is at the disposal of the management for further duties and responsibilities (for example for the distribution of life jackets).

Evacuation exercises with the passengers are scheduled to be carried out. The exercises will be announced beforehand.

2. Fire in Technical Rooms

2.1. Consequences of Fire in Technical Rooms

All rooms, apart from the cabins (passengers and crew members), the restaurant, the lobby, the lounge and the fitness area, are considered as technical rooms.

In these rooms danger can arise due to technical defects, which are not necessarily caused by crew members. However fire can also be caused by dealing with technical equipment and raw materials (fuels, cleaning agent etc.).

Furthermore work on electrical equipment or welding can lead to fire. Fire can also self-ignite in the rubbish room, laundry room and in the engine room alike. This also applies to the fluff sieves in the tumble-driers since dust can self-ignite due to the heat.

Danger is prevalent particularly due to the fact that technical rooms are not constantly manned and fire can spread unnoticed. Once it is

noticed, the fire source might have eventually become so big, that using the ship's own fire-extinguishing devices might be difficult.

Furthermore danger can be caused by highly flammable substances (fuels, oils, operating materials and commodities) which may suddenly spread the fire-source seriously and even explosively.

There is serious danger for everyone on board, through immediate contact with fire or through smoke poisoning.

2.2. Measures to be taken to avoid Fire Hazards

For crew members, smoking is prohibited in all technical rooms.

Smoking is only permitted in the crew-mess and on the stern. Smokers are strictly required to use the safety ashtrays, at all times.

If welding or working on electrical equipment is taking place, the machinist must be on-site to supervise at all times.

It should be standard practice to store grease- and oil-waste separately, in closed containers. These containers are labeled and fire-proof.

In the laundry, the fluff sieve of the dryers must be cleaned every three days. Damp laundry should never be stored in a stack or heap for more than three hours.

All electrical equipment must always be turned off after use. See also Circular No. 39, spontaneous combustion of hotel laundry.

While the sauna is being used by guests, it is absolutely necessary for the reception to monitor the service at least once an hour.

It is mandatory for the fire brigade, to keep the necessary equipment and fire-extinguishing hoses in good condition and always ready for use. Fire-extinguishing hoses must be regularly checked on impermeability. The legal regulations and controls have to be adhered to in this matter.

2.3. Identifying a Fire Outbreak in Technical Rooms

- The night-watch must check all technical rooms during the hourly patrol, also be cautious for the smell of smoke.
- The crew operates the fire alarm in the public or technical areas.
- All rooms dispose of a smoke detector. The smoke detector reacts to smoke and heat development. The smoke detector sets off the fire alarm at the reception, and in the cabin of the machinist as well as in the wheel house and the engine room. If the alarm is not accounted for within two minutes only the crew alarm is set off. The general alarm can only be triggered manually at the reception or on the bridge.
- Furthermore the smell of smoke spreads through the ventilation system and can thus be perceived, even in areas outside the cabins of crew members.
- The crew reports either the fire or the smell of burning.

2.4. Measures to be taken in case of a Fire Outbreak

Procedure as in the case of item 1.4.

3. Fire in Public Rooms

3.1. Consequences of Fire in Public Rooms

Fire caused by passengers, crew members or technical defects can break out in the public rooms.

Here, fire is particularly dangerous because the public rooms might be full at particular times.

Therefore there is the additional risk of panic reaction by the passengers.

Even here life-threatening situations can arise, due to immediate contact with fire or due to smoke emission.

3.2. Measures to be taken to avoid the Risk of Fire

The service staff must make sure that no open fire is lit. Candles and open flames with aroma oils are forbidden. With the exception of sparklers which may however, only be ignited with lighters and not with matchsticks.

In order to avoid fire in the kitchen, a grease fire extinguisher must be kept at hand.

Provided that smoking is authorized in sections of the public rooms or the sundeck, smokers must use safety ashtrays.

When welcoming passengers on board they are advised by the staff, that smokers are obliged to smoke in the smoker areas as well as to use the safety ashtrays.

Emphasis must be placed on the fact that these ashtrays must be used by the passengers, even in the outside areas and on the sundeck. Cigarettes may not be thrown overboard as they may fly back onto another part of the ship due to the wind.

Every crew member must react to passengers smoking in non-authorized areas or smoking without safety ashtrays with the following words:

” *Please smoke only on the sundeck or in areas assigned for smokers (for example the bar). Please, always use an ashtray and a safety ashtray on the sundeck. According to safety regulations on board, this is an absolute must to be observed.*

Hot plates in the public rooms may only be operated under supervision. Electrical equipment may only be used if it belongs to the ship equipment (hotplates, vacuum cleaner etc.).

Fan heaters and similar equipment are not permitted.

3.3. Identifying Fire Outbreak in Public Rooms

- The night-watch must be on the look-out for the smell of smoke during the hourly round. The Wellness area must also be included.
- All rooms dispose of a smoke detector. The smoke detector reacts to smoke and heat development.
- The smoke detector sets off the fire alarm at the reception, and in the cabin of the machinist as well as in the wheel house and the engine room. If the alarm is not accounted for within two minutes only the crew alarm is set off. The general alarm can only be triggered manually at the reception or on the bridge.
- Furthermore the smell of smoke spreads through the ventilation system and can thus be perceived, even in areas outside the cabins of crew members.
- Passengers or crew members, report either the fire or the smell of burning.

- Passengers or crew members operate the general alarm in the public areas, or by pressing the emergency button on any telephone in the cabins. The telephone only rings an alarm at the reception. If the alarm is not accounted for within two minutes only the crew alarm is set off.
- A fire alarm is operated either by a crew member or by a passenger.

3.4. Measures to be taken in the Event of a Fire Outbreak

The measures apply as in the case of item 1.4 in which a crew member reports the situation. The other crew members have to give the following instruction if guests are in the room:

” *Ladies and Gentlemen, our board fire brigade is already alerted. To ensure the safety of all passengers, we kindly ask you to leave the room slowly and quietly and to go on the sundeck. Kindly keep calm, there is no reason for a hectic rush.*

3.5. General Notes

The whole crew is trained by an external specialised company in general fire-fighting, before the start of every season. This training entails practical and theoretical knowledge about the causes of fire and about the ways of fighting it.

The following material, to be found on board, is used to fulfil fire-fighting:

- 2 x Fire Protective Clothing with Fire Safety Helmet
- 2 x Fire Prevention Boots and Fire Protective Gloves
- 2 x Electric Torches
- 2 x Fire Axes
- 2 x Breathing Masks
- 4 x Evacuation Masks
- 2 x Crowbars
- 2 x Fire-proof guiding Rope (20 m)
- Fire Blanket
- Foam Fire-Extinguisher
- Powder Fire-Extinguisher
- Grease Fire-Extinguisher
- CO₂ Extinguisher

4. Collision with another Ship

4.1. Consequences of a Collision with another Ship

The river traffic regulations should avoid collision, nevertheless a collision can take place due to one's own negligence, or the negligence of another person.

Depending on the gravity of the collision, the ship eventually may suffer a damage on the shell plating which, if worse comes to worst, leads to a leak. The consequences of this are described under item 7.

Even if no leak is caused, persons might be injured and property might be damaged by the impact.

The impact might cause passengers and crew members to fall, suffer or hurt themselves on broken items and devices (faulty window panes, drinking glasses etc.).

Safety installations may also be damaged, which can cause further harm to the passengers (rail, banisters or outer plates can be faulty). Thus, for example, passengers or crew members may fall overboard. The consequences are described further in item 13.

Technical installations may also be damaged and might fail to function, (the engine, the cooling system etc.).

Furthermore passengers may panic, and subsequently cause injuries or get injured.

Particularly in the case of a collision with tankers there is yet a further danger; danger of fire (item 1-3).

4.2. Measures to be taken to avoid Collision

The Steersman is altogether responsible for avoiding collisions. He strictly has to adhere to the regulations applying to shipping traffic, and in dangerous situations, such as in fog, to modify course accordingly.

To avoid collisions it is, however, also necessary for the engine and power control system to work properly.

Should the functions be restricted, navigation has to be modified accordingly, or the journey has to be interrupted.

4.3. Identifying a Collision

As a rule, collisions are noticed by every passenger and crew member, through an abrupt stop of the ship or a corresponding noise.

4.4. Measures to be taken in the Event of a Collision

The Ship Management raises a crew-alarm with the relevant announcement through the entire Public-address System.

The Ship Management decides on a possible evacuation of the ship, according to the safety tasks listed in the Muster List and the In-Port-Manning, after feedback is given by the Task Team.

An evacuation is carried out in accordance with item 1.4.

Should no evacuation be carried out, and it can be assumed that a larger number of passengers is aware of the collision, an announcement adapted to the situation must be made, along with calming words. Example:

” Ladies and gentlemen, our ship has had a collision. Fortunately the ship is only damaged slightly, so we shall be able to continue our journey till the next marina. You can put your minds at rest, and remain in your cabins or your seats. We are sorry for disturbing you (at night: and again we wish you good night).

In either case check if passengers have been hurt or have fallen overboard due to the collision.

The first-aid personnel, should check the public rooms, deal with the wounded, if there are any at all, and ask at the reception if any calls have been made from the cabins. (This does not apply during evacuation).

According to the Muster List and In-Port-Manning a crew member checks whether passengers or crew members have fallen overboard, throws a lifebelt, if necessary, and informs the Ship Management.

Provided that the location and scope of duties according to the Muster List permits, all crew members have the responsibility to check immediately whether **passangers and crew members have fallen overboard. Should this have happened, they must notify the Ship Management about this.**

5. Collision with Facilities on Land

5.1. Consequences of a Collision with Facilities on Land

A collision with facilities on land such as docking bridges, quay walls or lock facilities can be caused by one's own negligence or by the negligence of someone else.

Depending on the gravity of the collision, further consequential steps are taken.

Serious collisions can have the consequences as described in item 4.

There is also danger of injuring persons ashore (passengers and members of their own crew or other persons).

In the case of a pontoon, persons might fall into the water. Particularly in the case of collision with a lock, the ship can get wedged. A strong heel (listing) can cause in-leakage of water.

5.2. Measures to be taken to avoid a Collision

The Captain/Steersman is altogether responsible for the avoidance of collisions. He strictly has to adhere to the relevant navigation regulations and, in dangerous situations, such as in fog, must modify navigation accordingly.

5.3. Identifying the Event of a Collision

As a rule, collisions are perceived by every passenger and crew member due to the abrupt stop of the ship or noises.

5.4. Measures to be taken in the Event of a Collision

The measures correspond to item 4.4. Furthermore checking whether persons on land have fallen into the water is necessary.

6. Collision with Bridges

6.1. Consequences of a Collision with a Bridge

Collision with bridges can, for example, take place if the passage height does not suffice, due to the water-level being higher than expected.

Similarly collision can take place if a bow wave of another ship or the wave-formation at a barrage leads to a short-term rising of the ship.

Furthermore collisions take place if the foldable and mobile facilities (driving stall, rail, canopy top) are not let down properly or if passengers or objects (chairs etc.) are on the sundeck although the passage height does not allow this.

Collisions frequently lead to considerable damage to property. If passengers are on the sundeck there is serious danger for them: they can collide directly with the bridge or parts of the bridge or be injured by overturning facilities (for example the canopy top).

6.2 Measures to be taken to avoid a Bridge Collision

If the passage height is lower than 2.25 meters between the sundeck (bench mark) and the bridge, the passengers must leave the sundeck.

The Sailors check, whether the deck has been cleared by all passengers, **report to the Captain** and lay the safety chain.

The reception releases an announcement to the passengers:

” Ladies and gentlemen our ship shall soon be passing one/several bridges with low passage height. For safety reasons it is not permitted to stay on the sundeck. We therefore kindly ask you to leave the sundeck immediately and to re-enter when the safety chains are opened again.

At night, the light on the sundeck must remain lit when passing under bridges. The Steersman/Sailor must make sure that nobody stays on the sundeck.

If the passage height is lower than 9.20 meters, the canopy top must be retracted.

If crew members find passengers on the sundeck while it is closed, or notice that passengers have the intention to go on the sundeck, they have to **speak to them immediately and point out that it is prohibited.**

6.3. Identifying a Bridge Collision

- As a rule every passenger and crew member is aware of collisions through an abrupt stop or noises.
- Provided that loose objects are concerned, it is noticed by the staff.
- If an accident involving a passenger takes place, this is recognised by patrolling crew members.

6.4. Measures to be taken in the Event of a Bridge Collision

If there are injuries, the Ship Management has to alert the first-aid team as well as start measures, in accordance with item 4.4., immediately.

The first-aid team informs the Ship Management about the injuries. The Ship Management decides whether external rescue teams should be alerted.

7. Water Leakage through Leak in the Shellplate

7.1. Consequences of a Leak in the Shell Plate

Due to collisions of any type or by grounding, but also through floating objects which can perhaps become wedged between land facilities and the ship, the shell-plate of the ship can be torn open.

Depending on the degree of the damage, this leads to consequences which are described under item 4 and 5.

If the damage lies under the waterline, it additionally leads to leakage.

In this case there often is only a very short period of time until the ship starts to sink or starts taking a heel (list).

The consequences of a leak in the lower-deck require an immediate evacuation of the passengers – in the lower-deck through the emergency staircase in the bulkhead areas which have already been closed.

The evacuation can be further complicated, by water having already penetrated into the ship, and due to listing.

If the damage is clearly over the waterline, one cannot rule out that water might penetrate into the ship – however, if at all, it would presumably be insignificant.

If the Steersman can, as is usual in such cases, steer the ship into shallow water, or steer it aground, an evacuation of the passengers onto the shore can take place, provided that there are no other dangers, and that rescue capacities are ashore or available on other ships.

There is a possibility of passengers panicking, which can lead them to jumping into the water.

If the ship cannot be steered aground in a controlled manner and the leak was however sealed off successfully the passengers must, if possible, be assembled on the sundeck. Also here panic reactions are possible until rescue arrives, and also while passengers are being saved. If sealing off the leak has not been possible and no assistance from another ship or from ashore is available, the passengers must be brought ashore with life jackets.

7.2. Measures to be taken to avoid a Leak

Leaks are caused by collisions or grounding. The measures for the avoiding such situations are described in item 4, 5 and 9.

7.3. Identifying a Leak

- Through water leakage the bilge alarm is triggered automatically.
- In case of collision it is strictly to be assumed that a leak has been caused, until the opposite is definitely proven.

7.4. Measures to be taken in the Event of a Leak

The measures correspond to item 4.4.

If the Ship Management decides to deballast, the Task Team must permanently pursue the process in accordance with the Muster List and the In-Port-Manning , and **constantly report to the Ship Management on the situation.**

The next marina must then be called at.

8. Water Leakage through Windows

8.1. Consequences of Water Leakage through a Window.

Through collisions of any type, or by floating objects which might become wedged between land facilities and the ship, windows in the lower deck can break.

If the ship is lowered, due to bridge passages, with additional ballast by under 1.80 meters – for example on a canal journey – water leakage through the window can take place.

Basically, the consequences described as in item 7 occur.

8.2. Measures to be taken to avoid Water Leakage

If the ship is lowered by means of ballast to less than 1.80 metres, the resistance plates have to be attached in advance. Otherwise the continuation of the journey is not allowed.

An exception, in which the resistance plates must not necessarily have to be attached, is a single bridge passing outside the channel, in which no stop is required.

When resistance plates are to be attached, an information sheet must be laid out beforehand in the cabins in the lowest deck.

Before lowering the ship, the text in accordance with chapter 8.2. has to be repeated over the loudspeaker system, and reference to the information sheet has to be made.

8.3. Identifying Water Leakage through a Window

- In the case of water leakage the bilge alarm is triggered automatically.
- Furthermore damages to passengers' windows are reported.
- The crew recognises damages to resistance plates and eventually to the windows, by checking this from the outside.

8.4. Measures to be taken in the Event of Water Leakage

At the first sign of water leakage through a window, **immediate report to the Ship Management and to the bridge, is required.**

The Ship Management immediately alerts the Task Team.

The Task Team then informs the Ship Management about the situation. The Ship Management then **decides whether an evacuation of the passengers should be carried out.**

An evacuation is carried out in accordance with item 1.4.

Since a general alarm cannot be limited to the lower deck, a complete evacuation must be carried out.

Furthermore the following measures have to be carried out immediately:

The pumping out of the drinking water and, once it is established on which side damage has occurred, a tank-to-tank transfer of the ballast, to bank the ship.

9. Running aground

9.1. Consequences of running aground.

Apart from a controlled grounding during an emergency, an unplanned grounding can take place. The ship can for instance slip out of the fairway, if the fairway is not broad enough or if changes were made to the fairway without being previously announced.

The ship could get stuck due to this, and it is important to distinguish, whether the shell plate is only damaged or whether it is leaky.

Even if the ship is (still) afloat (or again), after the grounding, considerable damage of the ship, both to the shell plate and to the transmission, may have occurred.

This has consequences, which are described in item 4 and 7. If the ship is stuck, it must be towed free. Also here the passengers might panic.

9.2. Measures to be taken to avoid running aground

Measures see item 4.2.

9.3. Identifying the Grounding of the Ship

As a rule, grounding is perceived by every passenger and every crew member through the abrupt stop and by the noise. If there is a leakage, the bilge alarm is triggered. Possibly the ship is stuck, or the transmission is damaged and does not react properly.

9.4. Measures to be taken in the Event of the Ship running aground

Measures see item 4.4.

10. Dealing with ill Passengers

10.1. Consequences of an Illness

It is important to distinguish, whether it is an acute life-threatening illness which requires immediate help, or whether it is a non-life-threatening illness but possibly a contagious one.

In the case of life-threatening illnesses the itinerary must be changed in such a way as to reach external rescue as fast as possible.

Crew members who help and who give support to relatives have to be replaced by other crew members.

This booklet includes a list of contact persons and rescue capacities in the appendix, as well contact phone numbers in case of an emergency.

Note that relatives of the ill person might panic.

If a disease is presumably contagious, the passengers might be in danger of getting infected. Therefore a continuation of the journey might no longer be possible.

10.2. Measures to be taken to avoid and diminish Illnesses

Illnesses on board cannot be avoided, however the course of the illness can be diminished, by acting in due time.

Recognising the illness on time is important. All crew members who are constantly with the passengers, (like the service staff in the restaurant and lounge but also at the reception), **have to report to the service manager immediately – if any sign of illness crops up.** Obvious respiratory troubles or impaired balance, but also complaints of the passengers about pain, nausea or respiratory troubles are such recognisable signs.

The room service must also immediately **notify the service manager** of symptoms if passengers remain in the cabin and do not join the meals for example.

The service manager immediately has to question the passenger concerned.

The following has to be clarified:

- Does the passenger know the symptoms?
- Do the members of the family know the symptoms?

10.3. Identifying an Illness

The certainty of an illness is established if it is reported by the passenger, by members of the family or by other passengers, or if the symptoms are confirmed through an interview in accordance with item 10.2.

10.4. Measures to be taken in the Event of an Illness

Any hint to an illness has to be notified to the Hotel Manager immediately.

He/she informs the Ship Management and the first-aid team.

Provided that the symptoms cannot be well-defined (as would be the case with a cold or migraine), a doctor must be consulted. The first-aid team does not have the authority of a doctor. It is for the passenger to decide whether he consults a doctor or not, provided that he is in full consciousness.

First an announcement is made, asking whether a doctor is on board.

Regardless of this, the next rescue service ashore is alerted (if this is not possible at once, the agent must be called in). The passenger is submitted to the rescue service at the next possible landing stage.

If possible, the transfer can be speeded up by calling a rescue or fire brigade boat.

11. Several Passengers with the same Illness/Epidemic

11.1. Consequences of an Epidemic

By consuming infected food and drinks or through contagious diseases, which were contracted and brought on board by a passenger, an epidemic can break out.

Depending on the kind of pathogen, there is possibly even serious danger, especially if medical help is not available immediately.

Also slighter illnesses can render the continuation of the journey impossible, if the risk of infection is high or many passengers are weakened.

11.2. Measures to be taken to avoid and diminish an Epidemic

The hygiene concept in accordance with the European Directive HACCP of G & P Cruise Management has to be strictly adhered to.

Violations or non-compliance must be immediately notified of to the Hotel Manager.

Crew members who are not yet examined medically, are not allowed to work on board. The Steersman must check, whether the crew members are in possession of a medical certificate.

If crew members have a contagious disease, they must immediately get off board.

Before every journey the water in the cabins must be turned on by the chambermaids, long enough to let hot water run.

If the ship operation was interrupted for several days, all warm water taps have to be turned on until hot water runs.

The machinist must constantly check, that the warm water is heated up to at least 65 degrees centigrade.

11.3. Identifying the Breakout of an Epidemic

See item 10.3.

All crew members who are in contact with the passengers, have the task of observing whether passengers show symptoms of illness.

When a passenger complains about nausea, dizziness or other malaise, these symptoms are considered obvious hints to illnesses. Passengers who remain in the cabin and do not come to meals must be asked for the reason they do so.

11.4. Measures to be taken in the Event of an Epidemic

Any hint to an illness has to be immediately notified to the Hotel Manager.

He/she informs the Ship Management and the first-aid team.

Provided that the source of illness is not certain, the drinking water must be changed. The passengers are asked to drink mineral water only, until the change of water supply has been completed. Furthermore only new or still not opened goods may be used in the kitchen.

If passengers have fallen ill, they must immediately be taken off board. The measures are valid as under item 10.4.

If it is a contagious disease, the passengers concerned must be cared for separately and be shielded from others.

12. Passenger Injury

12.1. Consequences of an Injury

It is necessary, depending on the gravity of the injury, to change the route so that external rescue can come on board, or so that a transfer of the injured to a hospital, can be carried out as quickly as possible.

Also if injuries are temporarily being provided for on board, when berthing at the closest port, a crew member must also accompany the injured to medical care. The crew member has to be replaced.

12.2. Measures to be taken to avoid Injuries

Injuries on board are most frequently caused by falls.

To avoid falls, there should be no “stumbling traps” at all. Traps could be electric cables and hoses, but also all objects which lie on the ground and have a height of less than 1 metre.

If such “stumbling traps” are inevitable, the area must either be enclosed or a crew member must constantly stand in front of them, pointing them out to all passengers (kindly be careful) and if necessary also help the passengers past the obstacle.

Vacuum cleaners are also “stumbling traps” and must not lie in the corridors unguarded.

When loading and unloading goods, particular care has to be taken, so that passengers do not overlook these.

Furthermore be careful that passengers do not tread on any slippery floors.

Disembarkation and embarkation is particularly dangerous. Through level differences there may be thresholds over which passengers can fall. Furthermore there may be gradients and descents.

One to two Sailors must stand by to help, at least for the first embarkation and disembarkation of every station. They may start with embarkation and disembarkation only if the Steersman has given orders to.

All crew members always have to inspect the latches at the apertures of the railing and check whether they are closed properly.

Disabled passengers have to be supported. The crew must be informed by the Hotel Manager in which cabins these passengers are travelling in.

Particular attention must be paid to drunken passengers – if necessary they have to be accompanied to their cabins.

Passengers may not come to the Whellhouse without the company of crew members.

The accompanying crew member then has to point out the high risk of falling, circumjacent to the steering cabin.

At the first welcoming of the passengers, emphasis has to be made that is prohibited to lean over the rail of the sundeck, or in front of the cabins, due to serious danger of injury at the lock entries.

12.3. Identifying an Injury

Injuries are immediately reported by the injured themselves or by other passengers or are observed by a crew member.

Special attention has to be paid to passengers travelling alone; whether they turn up for the usual appointments (meals, excursions) or not.

12.4. Measures to be taken in the Event of an Injury

Any injury has to immediately be notified to the Hotel Manager.

He/she in turn informs the Ship Manager and the first-aid team, who tend to the injured person first.

For average and severe injuries an announcement is made, asking whether a doctor is on board.

Should other ships happen to be located nearby, one could also ask these for a doctor.

Regardless of this, the next rescue service ashore is alerted (if this is not possible at once, the agent must be called in). The passenger is submitted to the rescue service at the next possible landing stage.

If possible, the transfer can be conducted faster by calling a rescue or fire brigade boat.

In the case of slighter injuries (small cuts, contusions, compressions) a transfer to the next hospital can be avoided, however only if the passenger, and eventually his relatives, state explicitly that it is not required.

At the next scheduled stay, the passenger must be asked to go to a hospital or to a doctor. He has to be accompanied by a crew member who, in this case, has good command of the respective national language.

13. Passenger falls Overboard/into the River

13.1. Consequences, in the Event of a Passenger or a Crew Member falling Overboard

There is serious danger for persons who fall overboard in flowing waters, no matter what the temperature of the water is and what swimming abilities that person has.

You must count on possible panic reactions of members of the family, or of other passengers, thus also exposing themselves to danger.

Moreover, during a necessary steering manoeuvre there is danger of collision or of grounding. The consequences are described in item 4 and 9.

If the accident happens during embarkation or disembarkation of the ship, the accident victim can get jammed between the ship and land facilities.

13.2. Measures to be taken to avoid falling Overboard

Ensuring that all railing latches are closed during the journey is a must. All crew members always have to check by inspection, whether the latches at the apertures of the railing are closed completely.

During landing (berthing) open barriers must be safeguarded according to the regulations. You may only start with embarkation and debarkation as soon as the Steersman authorizes it. The crew may also leave the ship only after the Captain gives orders to do so, and after the ship is definitely moored.

If during berthing passengers are already on the pontoon, the Captain, before definitely mooring, has to ask them per loudspeaker to go back ashore before the ship touches the pontoon.

If the railing on the sun deck is folded down, both staircases must be barricaded with chains. Furthermore all measures have to be taken into account in compliance with item 6.2.

13.3. Identifying falling Overboard of a Passenger or Crew Member

As a rule, crew members or passengers will report the occurrence.

In some cases however the occurrence might not be seen immediately, and is only noticed due to the disappearance of a passenger.

13.4. Measures to be taken in the Event of Persons falling Overboard

The Ship Management (or else, not to lose time, any other crew member who observed the occurrence), alerts the Sailors in accordance with the Muster List and In-Port-Manning, who immediately let down the life boat into the water and rescue the victim.

However, in any case, the occurrence also has to be notified to the Ship Management immediately.

The Ship Management arranges for the prescribed manoeuvre.

If the victim is still close to the ship, the life buoys have to be thrown into the water.

Furthermore the Ship Management informs all the ships in the vicinity, and alerts the rescue services and the coastguard station.

After rescue has been carried out, the first-aid team tends to the injured person. The victim is then to be submitted to the rescue service ashore as quickly as possible (hypothermia).

14. Burglary/Theft

14.1. Consequences of Burglary/Theft

The risk of theft is potentially high in all destinations.

Thieves pursue the aim of attaining valuables of passengers and crew members or to bring valuable objects and cash inventory of the on-board establishment into their possession.

The danger does not only consist in the immediate damage, but also in that, if theft has been successful, the news is spread to other thieves and the ship is repeatedly a target of yet another, or several thefts.

Moreover there is danger of violence towards passengers and crew members, in the case of immediate contact with the thieves.

14.2. Measures to be taken to avoid Burglary/Theft

Basically, newcomers or unknown visitors on board, have to be asked by every crew member, when leaving the lobby to enter the main deck or when being encountered in corridors and other rooms:

” Good day, to whom may I accompany you?”

If a person is mentioned and intended to be visited, the visitor is accompanied to the reception to call for the mentioned person there.

” *Please, kindly follow me to the reception, Sir/Madam will meet you there.*

The crew members at the reception ask the visitor to wait until the desired person arrives.

If no specific person to be visited is mentioned, the visitor also has to be accompanied to the reception. If he/she should not mention any clear purpose of his/her stay, he/she is cordially asked to leave the ship:

” *Unfortunately, a stay on board is only possible for booked passengers, therefore we kindly request you to leave the ship.*

As a general rule, all crew members must immediately make a report to the Ship Management and the hotel management if they notice persons on board who leave the ship through the lobby into the main deck, the corridors or through the staircases and have not been able to be taken to the reception.

Due to double berths it is often unavoidable that strangers come on board; furthermore suppliers and authorities frequently have to come on board. This always makes it possible for thieves to enter the ship unnoticed and therefore suspicion of a planned theft does not immediately arise.

It is therefore required that all newcomers on board be observed consistently.

The ship can only be entered via the main deck and the sundeck.

At least one crew member is responsible on the main deck to make sure that newcomers always only pass the ship. A deviation made by the newcomer turning into the corridors has to immediately be stopped (with the request as mentioned above).

Suppliers and authorities must wait at the reception until the responsible crew member receives them. They may never be sent alone through the ship, even if they wish so.

The outer doors have to be opened by either the push-button/sensor or a code number.

The push-button/sensor has to be used from 7.00 a.m. to 10.00 p.m., however only if the receptionist is at the reception desk. If the reception is left unmanned – even for a very short while – within the above-mentioned time span, the opening system has to be switched to the code system beforehand.

If the ship is located on the pier, without guests from 7.00 a.m. to 10.00 p.m. (country excursions, passenger changes), the code system must be set.

Should the entrance be via the sundeck, all outer doors, which make access onto the ship possible without having to pass the reception area, have to be locked when at berth. Provided that the door is an emergency exit, the key must remain in the lock from the inside.

The code number is communicated to the passengers at the beginning of the journey.

Furthermore it is pointed out to the passengers to promptly produce their boarding cards for identification, showing them towards the direction of the reception when entering the ship.

The passengers are advised to keep cash, jewellery and other valuables only in the cabin safe, or to hand them in to the reception to be locked up.

The liability conditions are valid in compliance with § 702 BGB, according to which, for money, treasuries (jewellery) and securities there is a liability of only 800 Euros irrespective of the price per night for accommodation.

Cash holdings of the reception always have to be kept in the safe.

Every report of passengers about conspicuous visitors or events must be investigated.

Thefts can be spontaneous attempts but can also be planned. In the latter case the ship is observed offshore by thieves with the intention of gathering information.

For this reason, **all crew members have to immediately make a report to the Hotel Manager as soon as they notice**

- one or several persons repeatedly watching the ship (at for example two different quays or at different times),
- a stranger jotting down notes,
- persons photographing the ship at different times or photographing the ship extremely intensively,
- strangers asking detailed questions about the schedule: for example not only where the ship shall be berthing, but also at exactly what times it shall be located in a particular place, unusual questions being asked by strangers: How long are the passengers on the country excursion tomorrow?

Regardless of the duty of crew members to report the events mentioned above, only questions which are of general interest may be answered:

- Where is the ship steering?
- How many passengers are travelling aboard?
- Where can I book? Etc..

14.3. Identifying Burglary/Theft

Through the report by the aggrieved.

14.4. Measures to be taken in the Event of Burglary/Theft

The theft must immediately be reported to the police.

The event has to be retraced as completely as possible. Moreover the passengers should also be questioned (in which they are, in addition, sensitised to make reports themselves too.)

The course of the theft is then communicated to all crew members, so that they too react to similar behaviour patterns sensitively in future.

15. Attack

15.1. Consequences of an Attack

The risk of danger of an attack is basically at all approached places.

The aim of an attack is to blackmail cash or valuables, by threat or through violence against passengers or crew members.

This also can be attempted by kidnapping or the taking of hostages. Furthermore an attempt can be made, through an attack or kidnapping, to force a certain action; usually of the government of a state.

An attack is always a life-threatening situation. Possibly passengers are subject to panic.

15.2. Measures to be taken to avoid Attacks

Unlike theft, as a rule, attacks are not carried out spontaneously: the ship is spied out on beforehand.

Otherwise the same measures as in item 14 are valid.

15.3. Identifying an Attack

The wrongdoer reveals him/herself.

15.4. Measures to be taken in the Event of an Attack

1. No resistance and no provocation (insult, threats or anything similar) towards armed delinquents. The armed perpetrators are not to be followed. Any traces are not to be obliterated until the police arrive.

2.No acoustical alarm is to be raised. Instead a crew member who is not immediately threatened informs the authorities per telephone and states the exact location, the number of perpetrators and how they are armed. Should none of the crew members be able to inform the police (or agents, shipping company or other third parties), unnoticed by the perpetrator, the authorities have to be informed immediately after the escape. Besides describing the perpetrator, a description of the route of escape or direction and the means of transport to effectuate the escape (car) is also necessary. The information for the police should be made by crew members with good command of the respective national language.

3. During the attack the threatened persons should try to win time. By for example speaking calmly to the perpetrators saying:

“We will fulfil the demands”

No loud cries, no fast movements. If requested, submit only a few valuables at first, and only search again on renewed request and, only then, submit everything. If no more valuables are available, calmly state this to the perpetrator.

4. Memorise the appearance of the perpetrator(s): looks, size, clothes, weight, language etc..

Should the perpetrator not only want valuables, but there is a taking of hostages instead, react as described in 1. and 2. first. The Ship Manager and the Hotel Manager should then consult each other and

1. be quiet and prudent and fulfil the demands without protest.
2. do not make promises (your excuse: lack of competence), do not attempt to escape from armed perpetrators.
3. assure that demands are forwarded and offer intermediary connection to the shipping company. If possible create a permanent channel of communication to the shipping company and then wait for instructions. If the perpetrator agrees, connection can also be effected to the local authorities.

4. if the ship is not ashore, convince the perpetrator quietly, that it is necessary to berth for technical shipping reasons.

16. Vandalism

16.1. Consequences of Vandalism

Property damages on the ship, or damage to personal objects of the passengers are usually caused by a group of persons, without any recognisable aim.

If the ropes are undone, the danger described under item 4 to 6 may occur.

There is also the risk of the use of violence against passengers and crew members if immediate contact with these persons takes place.

16.2. Measures to be taken to avoid Vandalism

Basically, the entry checks, as described in item 14 have to be adhered to.

Furthermore the board lighting should be on, throughout the whole night.

If crew members or the night-watch notice that **strangers are tampering with the ship anchorage**, this has to be **immediately notified to the Ship Manager**.

16.3. Identifying Vandalism

Vandalism can be immediately recognised through destroyed equipment and parts of the ship.

16.4. Measures to be taken in the Event of Vandalism

A report to the police must be made. The destroyed parts are to be repaired immediately so that nobody is inspired to imitate the occurrence.

If the ship anchorage has been loosened, the correct state must be immediately be reestablished.

17. Assault

17.1. Consequences of an Assault

With assaults the aim is to specifically cause high damage to property and cause injury to persons, which and who have a broad public impact, and thus to spread political statements.

- Assaults are always life-threatening.
- Threat of assaults can also be made in form, for example, of a bomb threat, also with the aim to attract broad public attention.

17.2. Measures to be taken to avoid Assaults

As a rule, assaults are planned. The assault target is observed for a long span of time, in which a high amount of information has been gathered.

For this reason, all crew members have to immediately make a report to the Captain, or to the Hotel Manager if they observe

- one or several persons repeatedly watching the ship (at for example two different quays or at different times),
- a stranger jotting down notes,
- the ship being photographed by the same persons at different times or photographing the ship extremely intensively,

- strangers asking detailed questions about the schedule: for example not only where the ship shall be berthing, but also at exactly what times it shall be located in a particular place,
- unusual questions being asked by strangers: How long are the passengers on the country excursion tomorrow?

Regardless of the duty of crew members to report the events mentioned above, only questions which are of general interest may be answered:

Where is the ship steering? How many passengers are travelling aboard? Where can I book? Etc.

In principle, bomb threats cannot be avoided. Depositing bombs, however, can be prevented by the entry controls in accordance with item 14.

Abandoned pieces of luggage particularly during the journey have to be immediately reported to the Ship Management. By announcement, the owner of the luggage immediately has to be found. In the case of double berthing, the announcement must also be made on the neighbouring ship. If there are justified suspicious circumstances, the ship has to be evacuated as described in item 1.4.

Waste-paper baskets must be emptied once a day. The ship name has to be written on the fire extinguishers. During the control of the fire brigade, to check whether all fire extinguishers are in their required places, the marking also has to be checked.

17.3. Identifying an Assault

Assaults are executed in such a way so that they are recognised as such. However – for example in the case of an explosion – other reasons are often suspected first, like a technical failure. A bomb threat is most often communicated in writing or by phone. The messages may be delivered on the ship or at the shipping company.

17.4. Measures to be taken in the Event of an Assault

In case of an assault a report **immediately has to be carried out to the Ship Management and to the bridge.**

The Ship Management immediately alerts the fire brigade and the first-aid team.

The fire brigade then informs the Ship Management about the situation. The **Ship Management subsequently decides whether an evacuation of the passengers should be carried out** and whether an external fire brigade or rescue services should be alerted or if other measures should be taken.

The evacuation is carried out as described in item 1.4.

In the case of a bomb threat, procedure is as follows:

Every bomb threat must be taken seriously.

Written threats (letter, envelope etc.) should be protected against external influences, and if possible avoid leaving fingerprints on it/them. Immediately report this to the Captain and the Ship Manager.

In the case of a telephone threat: note the time, keep connected with the caller and ask as many questions as possible: the purpose of the threat, where the bomb is situated, the time the explosion is expected to take place, the strength of the explosive.

While listening, pay attention to background noises and to the voice of the caller. Note down as much as possible.

Then inform the Ship Management immediately, who in turn berths at the next quay and also immediately informs the police about the exact ship position and quay. Inform the police about all the details known to you. If possible engage a crew member who has good command of the respective national language.

Then inform the shipping company.

Do not inform the passengers until you are ashore, so as not to risk panic.

Once ashore a general alarm is immediately raised, and the ship is evacuated (item 1.4.).

Provided that the position of the bomb is already known while approaching land, an evacuation onto the sundeck is carried out, far away from the bomb.

Instructions for External Communication in case of Emergencies or Accidents.

Press

In the case of an emergency or an accident no comments are made to the press.

The press is strictly referred to the press office of Premicon AG.

Authorities

Only details regarding one's own person may be made towards authorities.

Statements concerning the case may only be made exclusively towards the Premicon legal department.

Imprint

Editor: KD Cruise Services Ltd., Premicon Cruise Ltd.

Design and production: Studio Henri Winter

Printing and processing: Linsen Druckcenter GmbH

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Form-System

The following forms are part of the form-system of Premicon Cruise Ltd. and KD Cruise Services Ltd..

A complete compilation of all forms as PDF is on every ship as well on the Internet: www.kdbranch-intern.com .

Havariebericht

Nummer:



Premicon **CRUISE**

104

Bei Havarie **unverzüglich** ausfüllen und **sofort** an: Managing Director KD Cruise Services Limited,
Fax: +357-25 371 877

Eigene Daten

Schiffsname	<input type="text"/>	Datum	<input type="text"/>
Name Kapitän	<input type="text"/>	Ort / Kilometer	<input type="text"/>
Name Diensthabender	<input type="text"/>	Fahrtrichtung	<input type="text"/>
Name Lotze	<input type="text"/>	Abgefahren von	<input type="text"/>
Tel. Lotze	<input type="text"/>	Unterwegs nach	<input type="text"/>
Anschrift Lotze	<input type="text"/>	Tiefgang	<input type="text"/>
PLZ, Ort	<input type="text"/>	Pegel Name / cm	<input type="text"/>
Anzahl Gäste	<input type="text"/>	Pegel Name / cm	<input type="text"/>
Anzahl Besatzung	<input type="text"/>	Wetter / Wind	<input type="text"/>
		Sicht	<input type="text"/>

Daten Unfallgegner

Schiffsname	<input type="text"/>	E-Mail der Reederei	<input type="text"/>
Heimathafen	<input type="text"/>	Anschrift der Reederei	<input type="text"/>
Name Kapitän	<input type="text"/>		<input type="text"/>
Name Reederei	<input type="text"/>		<input type="text"/>
Tel. der Reederei	<input type="text"/>		<input type="text"/>
Fax der Reederei	<input type="text"/>		<input type="text"/>

1. Zeuge

Name	<input type="text"/>
Anschrift	<input type="text"/>
Tel.	<input type="text"/>

2. Zeuge

Name	<input type="text"/>
Anschrift	<input type="text"/>
Tel.	<input type="text"/>

WSP

Name des ermittelnden Beamten	<input type="text"/>	Name Dienststelle	<input type="text"/>
Tel.	<input type="text"/>	Fax	<input type="text"/>

Hat der gegnerische Kapitän seine Schuld anerkannt?	ja <input type="checkbox"/>	nein <input type="checkbox"/>	Wurde Anzeige erstattet?	ja <input type="checkbox"/>	nein <input type="checkbox"/>
Wurde der gegnerische Kapitän haftbar gehalten?	ja <input type="checkbox"/>	nein <input type="checkbox"/>	Hat der Unfallgegner Anzeige erstattet?	ja <input type="checkbox"/>	nein <input type="checkbox"/>
Wurde Premicon vom Gegner haftbar gehalten?	ja <input type="checkbox"/>	nein <input type="checkbox"/>			

Schilderung des Havarieverlaufs auf der Seite Zwei oder als Beilage hinzufügen.

Stand Januar 2010

Maritimes Formular

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Premicon Cruise Limited Partnership, C/O KD Cruise Services Limited,
P.O. Box 50689, 3608 Limassol, CY

Unfallgegner		Eigene Daten	
Schiff	MS	Datum	
An Name fremde Reederei		Schiff	MS
Name Fremder Kapitän		Name Kapitän	
Straße		Tel.:	+357-25 871 877
PLZ, Stadt		Fax:	+357-25 371 877
Land			

Havarie vom	(Datum)	Schiffsname Unfallgegner	MS
Schiffsname eigenes Schiff	MS		

Sehr geehrte Damen und Herren,

hiermit halten wir Sie im Namen der Eigner, Manager, Charterer, Versicherer und aller weiterer möglicher Geschädigten voll verantwortlich für Schäden, Folgeschäden, Zeitverlust sowie Forderungen, die direkt oder indirekt aus der oben genannten Kollision / Havarie entstanden sind, bzw. noch entstehen werde.

with reference to above mentioned casualty we regret that we have to hold you fully responsible on behalf of owners, managers, charterers, underwriters and all other interested parties for all damages, claims, time- and consequential losses wich occur or will occur directly or indirectly to our vessel.

Mit freundlichen Grüßen

Premicon Cruise Limited Partnership

(Schiffsname)

Unterschrift (Kapitän)

Erhalten:

Unterschrift des Unfallgegners (Kapitäns)

Sicherheitscheck



Sicherheitscheck

Schiffsname Name Kapitän Name Maschinist Datum

Anlage	Umschreibung	Zeitspanne	Durchgeführt am (Datum)
General Alarm	Funktionstest	pro Reise	
Schottschiebetüren	Funktionstest	pro Reise	
Notschlussventile in Vakuumleitung	Funktionstest	pro Reise	
Brandtüren	Schließen	pro Reise	
Sicherheitsübung	Mit Passagieren	pro Reise	
Beiboot	Kontrolle der Funktionsfähigkeit des Zubehörs (Reimen, Hosfäss, Leinen)	wöchentlich	
Beiboot Kran	Prüfen der Funktionsfähigkeit	wöchentlich	
Ankerwinden	Prüfen der Winden, Auslösen des Freien Falls vom Steuerhaus	monatlich	
Ballast/Lenzsystem	Prüfen der pneumatischen Ventile, Prüfen der Pumpen	monatlich	
Bilgenalarm	Funktionstest	monatlich	
Warnlampe Maschinenraum	Funktionstest	monatlich	
Notbedienung Schottel	Funktionstest im Steuerhaus	pro Reise	
Treibstoff Schnellverschluss	Funktionstest	pro Quartal	
Rettungsringe	Anzahl und Vollständigkeit pro Stück	monatlich	
Notausgänge	Haben freizu sein	Stichprobe 3 x pro Woche	

Ort, Datum Unterschrift Kapitän Unterschrift Maschinist

Sicherheitsrole-Crewliste



Bitte immer bei Positionsänderung oder Verlassen des Schiffes für mehrere Tage diese Sicherheitsrole – Crewliste aktualisieren !!!

Position	Name	Unterschrift	Position	Name	Unterschrift
Kapitän			Restaurant Leiter		
"Schiffsführer [1.Steuermann]"			Ass.Restaurantleiter		
2.Steuermann			Rest-/Bar Stwrd/ess1		
Matrose 1			Rest-/Bar Stwrd/ess2		
Matrose 2			Rest-/Bar Stwrd/ess3		
Matrose 3 *			Rest-/Bar Stwrd/ess4		
Maschinist			Rest-/Bar Stwrd/ess5		
2. Maschinist			Rest-/Bar Stwrd/ess6		
Housekeeper			Rest-/Bar Stwrd/ess7		
Hotel Manager			Rest-/Bar Stwrd/ess8		
Chef Rezeptionist			Bar Tender/Bar Chef		
Rezeptionist/in			Bar Steward 1		
Night Auditor			Bar Steward 2		
Cabin Stwrdess 1			Bar Steward 3		
Cabin Stwrdess 2			Küchenschef		
Cabin Stwrdess 3			Souschef		
Cabin Stwrdess 4			Koch 1		
Cabin Stwrdess 5			Koch 2		
Cabin Stwrdess 6			Koch 3		
Cabin Stwrdess 7			Koch 4		
Cabin Stwrdess 8			Spüler 1		
			Spüler 2		

* Wenn Matrose I, II oder III in Urlaub ist, nimmt Matrose IV dessen Stellung ein.

Kreuzfahrleiter, Reiseleiter, Musiker und übrige Schiffsbesatzung stehen dem Leiter Evakuierungsteam zur Verfügung. Diese Liste wird immer durch das Personal der Rezeption aktualisiert und an folgenden 3 Plätzen ausgehängt:

- Crewmesse, ■ Crewkorridor und ■ Rezeption (Backoffice) neben der Sicherheitsrole !!!

Unterschrift Kapitän / Datum

Richtlinien

zur Sicherheitsanweisung für Passagiere



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Verantwortlichkeit

Der Kapitän und sein Stellvertreter sind verantwortlich für die Sicherheit an Bord und somit auch für die korrekte und vollständige Durchführung der Sicherheitsinformation für die Passagiere.

Zur Durchführung der Gästeinformation kann der Kapitän oder sein Stellvertreter ein Crewmitglied delegieren.
(Z. B. den Hotelmanager/in oder den Kreuzfahrtsleiter/in)

Der Kapitän oder sein Stellvertreter müssen sich in jedem Fall vergewissern, dass die nachfolgend aufgeführten Anweisungen eingehalten und an die Passagiere weitergegeben werden.

Allgemeines

- Innerhalb von 24 Stunden nach Einschiffung ist die Sicherheitsanweisung mit den Passagieren durchzuführen.
- Zur Demonstration muss der Generalalarm 5 bis 10 Sekunden lang ertönen.
- Danach erfolgt die Erklärung zum Verhalten bei Generalalarm.

Sicherheitsanweisungen für Passagiere

Verhalten bei Generalalarm

-]] Begeben Sie sich zum Sammelplatz
 - Bei Fahrt ist der Sammelplatz auf dem Sonnendeck.
 - Im Hafen ist der Sammelplatz an Land. Sie verlassen das Schiff direkt über die ausgelegte Gangway und versammeln sich an Land, 50m vom Schiff entfernt.
 - Beachten Sie parallel immer die Durchsagen über Lautsprecher.
 - Bitte niemals Gepäck mitnehmen.
 - Sofern Sie dazu aufgefordert werden, nehmen Sie bitte warme Kleidung, Kopfbedeckung sowie notwendige Medizin mit.
-]] Es folgt eine Demonstration der Rettungsweste
(durch einen Nautiker oder ein anderes eingewiesenes Crewmitglied)

-]] Die Rettungswesten werden am Sammelplatz (auf dem Sonnendeck) von Crewmitgliedern an die Passagiere verteilt.

Fluchtwege laut Sicherheitsplan

-]] Auf jedem Deck hängt ein Sicherheitsplan vom Schiff. Bitte machen Sie sich damit vertraut.
-]] Jeder Ausgang und jeder Notausgang ist mit einem grünen EXIT Schild gekennzeichnet. Das Schild ist beleuchtet und auch in Dunkelheit gut zu sehen.
-]] Auf der Innenseite der Kabineneingangstür jeder Passagier-Kabine hängt eine Sicherheitsanweisung des Schiffes aus. Der auf der Sicherheitsanweisung auffällig eingezeichnete rote Punkt, zeigt Ihnen Ihren Standort. Folgen Sie, ausgehend vom roten Punkt den ebenfalls eingezeichneten grünen Pfeilen, um den schnellsten Weg zu einem Ausgang/Notausgang zu erreichen. Bitte erkunden Sie einmal diesen Weg von Ihrer Kabine zum Ausgang und weiter zum Sammelplatz auf dem Sonnendeck.

Not- / Alarmknöpfe

-]] In jeder Kabine, jedem Korridor und in den öffentlichen Bereichen befindet sich ein Not-/Alarmknopf.
 - In Ihrer Kabine befindet sich der Not-/Alarmknopf auf dem Telefon (auffällig rot gekennzeichnet).
 - In den Korridoren und in den öffentlichen Bereichen befindet sich der jeweilige Not-/Alarmknopf (ebenfalls gekennzeichnet) an einer Wand.

Falls Sie auf dem Schiff etwas Auffälliges bemerken, oder Sie in Not geraten und Hilfe benötigen, drücken Sie den Not-/Alarmknopf ein Mal. Alternativ erreichen Sie die Rezeption täglich 24 Stunden über Ihr Telefon. Die Telefonnummer lautet ... (Schiff abhängig)

Erreichbarkeit der Rezeption

-]] Nachts ist die Rezeption durch eine Nachtwache besetzt. Stündlich unternimmt die Nachtwache für Ihre Sicherheit einen Kontrollgang über das gesamte Schiff. Der Kontrollgang dauert ca. 5 bis 10 Min. Sollte es einmal vorkommen, dass Sie dadurch nachts an der Rezeption niemanden erreichen, versuchen Sie es bitte einige Minuten später erneut.

Rauchen an Bord / offenes Feuer

-]] Das Rauchen auf dem Schiff ist untersagt. Ausnahme sind folgende Plätze: ... (Schiffs-Typ/Touroperator abhängig).

Bitte werfen Sie nie eine Zigarette über Bord. Der Wind könnte die noch glühende Zigarette durch ein offenes Fenster in eine Kabine wehen. Auf dem Sonnendeck befinden sich immer genügend Aschenbecher. Auf dem gesamten Schiff ist offenes Feuer (z. B. Kerzen etc.) verboten. In jeder Kabine, in allen Korridoren und anderen öffentlichen Bereichen befinden sich automatische Rauch-/Wärmemelder.

Allgemeine Verhaltensregeln

-]] Werfen Sie nichts über Bord. Abfallbehälter finden Sie in allen öffentlichen Bereichen.
-]] Werfen Sie keine Hygiene-, Kosmetikartikel oder ähnliches in die Toilette. Das kann zum Verstopfen der Vakuumpumpe führen, wodurch alle Toiletten auf dem gesamten Schiff außer Betrieb gestellt würden.

Verhalten beim Passieren von Brücken und Schleusen

-]] Bitte lehnen Sie sich bei Schleusenfahrten nicht aus Ihren Kabinenfenstern. Bitte lehnen Sie sich auch nicht über die Reling – weder auf den Außengängen noch in Ihrer Kabine oder auf dem Sonnendeck.
-]] Beim Passieren niedriger Brücken ist das Sonnendeck zu räumen. Folgen Sie bitte den Anweisungen der Crew. Beachten Sie die Durchsagen, die Absperrung des Sonnendecks und andere Hinweise.

Verhalten beim Schließen der Schotttüren

-]] Bei Wassereintrich in das Schiff, schließen die Schotttüren in den Korridoren automatisch. Während des gesamten Schließvorganges ertönt ein lautes akustisches Signal.

Sind die Schotttüren geschlossen, stellen Sie sich bitte mit dem Rücken zur Schotttür und laufen dann in die entgegengesetzte Richtung zum nächstgelegenen Ausgang. **Bewahren Sie Ruhe.** Auch bei geschlossenen Schotts gibt es für Sie immer einen Ausgang.

Beachten Sie bitte alle übrigen Hinweise der Crew. Folgen Sie während eines Alarms ihren Anweisungen.

-]] Vielen Dank für Ihre Aufmerksamkeit. Haben Sie noch Fragen, wenden Sie sich bitte an ...

Stand Januar 2011

Nautisches Formular

1

Guidelines

about safety instructions for passengers

Responsibility

The captain and his deputy are responsible for safety on board and thus also for ensuring that the safety information for passengers is carried out fully and correctly.

For the purposes of carrying out the information for guests, the captain or his deputy can delegate a member of the crew (e.g. the hotel manager or cruise director).

In any event, the captain or his deputy must ensure that the instructions listed below are complied with and passed onto the passengers.

General

- The safety instructions must be carried out with the passengers within 24 hours of embarkation.
- The general alarm must sound for 5 to 10 seconds for demonstration purposes.
- This is followed by an explanation of how to proceed in case of a general alarm

Safety instructions for passengers

What to do in case of a general alarm

-]] Proceed to the muster station
 - When at sea, the muster station is on the Sun Deck.
 - When in harbour, the muster station is on land. You leave the ship directly via the gangway and assemble on land, 50m away from the ship.
 - At the same time, always take note of the announcements over the tannoy.
 - Please never take any luggage with you.
 - If you are asked to do so, please take warm clothing, headwear and any necessary medicine with you.

]] There then follows a life jacket demonstration (by a ship's officer or another trained crew member)

]] Life jackets are distributed by crew members to the passengers at the muster station (on the Sun Deck).

Escape routes according to safety plan

-]] An escape route plan of the ship is posted on each deck. Please familiarise yourself with it.
-]] Every exit and every emergency exit is identified with a green EXIT sign. The sign is illuminated and is clearly visible even in the dark.
-]] The ship's safety instructions can be found on the inside of every passenger cabin door. The clearly marked red dot on the safety instructions shows you your location. Starting from the red dot, follow the green arrow, which is also marked, to find the quickest route to an exit / emergency exit. Please explore this route once from your cabin to the exit and from there to the muster station on the Sun Deck.

Emergency/ alarm button

-]] There is an emergency/ alarm button in every cabin, every corridor and in the public areas.
 - The emergency/ alarm button in your cabin is on the telephone [identified clearly in red].
 - In the corridors and public areas, the emergency/ alarm button in each case [also identified] is on the wall.

If you notice something peculiar on the ship, or if you get into difficulty and require help, press the emergency/ alarm button once.

Alternatively you can get hold of reception 24 hours a day by telephone. The telephone number is (depends on ship).

Availability of reception

-]] At night, the reception desk is manned by a person on night watch. The night watch person undertakes an inspection of the whole ship every hour for your safety. The inspection lasts approx. 5 to 10 minutes. If, as a result, you do not happen to reach anyone at reception on a night, please try again a few minutes later.

Smoking on board/naked flames

-]] Smoking on the ship is prohibited, except for the following places: (Depends on type of ship / tour operator).

Please never throw cigarettes over board. The wind could blow the still glowing cigarette through an open window into a cabin. There are always plenty of ashtrays on the Sun Deck. Naked flames (e.g. candles) are banned on the whole ship. There are automatic smoke/heat detectors in every cabin, in all the corridors and other public areas.

General rules of conduct

-]] Do not throw anything over board. You will find waste bins in all public areas.
-]] Do not throw any sanitary products, cosmetics or the like into the toilet. This can lead to the vacuum pump being blocked, which would put all the toilets on the whole ship out of order.

What to do when passing bridges and locks

-]] When sailing through locks, please do not lean out of your cabin windows. Please do not lean over the railings either – whether on the outer decks, in your cabin or on the Sun Deck.
-]] When passing under low bridges, the Sun Deck shall be cleared. Please follow the instructions from the crew. Take note of the announcements, the blocking off of the Sun Deck and other instructions.

What to do if the bulkhead doors close

-]] If the ship starts to take on water, the bulkhead doors in the corridors close automatically. A loud acoustic signal sounds during the whole closing procedure.

If the bulkhead doors are closed, please position yourself with your back to the bulkhead door and then walk in the opposite direction to the nearest exit. **Stay calm.** Even when the bulkheads are closed, you will always find an exit.

Please take note of all other instructions from the crew. Follow their instructions during an alarm.

-]] Thank you for your attention. If you still have any questions, please contact

Unfallbericht

Passagiere

Nr:



Bei Unfall **unverzüglich** ausfüllen und **sofort** an: Managing Director KD Cruise Services Limited
Fax: +357-25 371 877 oder +49-221 2088 229

Eigene Daten

Schiffsname	<input type="text"/>	Datum	<input type="text"/>
Name Kapitän	<input type="text"/>	Ort / Kilometer	<input type="text"/>
Name Diensthabender	<input type="text"/>	Fahrtrichtung	<input type="text"/>
Name Lotze	<input type="text"/>	Abgefahren von	<input type="text"/>
Anschrift Lotze	<input type="text"/>	Unterwegs nach	<input type="text"/>
	<input type="text"/>	Tiefgang	<input type="text"/>
Anzahl Gäste	<input type="text"/>	Pegel Name / cm	<input type="text"/>
Anzahl Besatzung	<input type="text"/>	Pegel Name / cm	<input type="text"/>
		Wetter / Wind	<input type="text"/>
		Sicht	<input type="text"/>

Daten des Unfallopfers

Frau <input type="checkbox"/> Herr <input type="checkbox"/>			
Name	<input type="text"/>	Geburtsdatum	<input type="text"/>
Vorname	<input type="text"/>	Telefon	<input type="text"/>
Anschrift	<input type="text"/>	Fax	<input type="text"/>
PLZ, Ort	<input type="text"/>	E-Mail	<input type="text"/>
Staat	<input type="text"/>		

1. Zeuge

Name	<input type="text"/>
Anschrift	<input type="text"/>
Tel.	<input type="text"/>

2. Zeuge

Name	<input type="text"/>
Anschrift	<input type="text"/>
Tel.	<input type="text"/>

WSP

Name des ermittelnden Beamten	<input type="text"/>	Name Dienststelle	<input type="text"/>
Tel.	<input type="text"/>	Fax	<input type="text"/>

Wurde Anzeige erstattet? ja nein

Hat der Unfallgegner Anzeige erstattet? ja nein

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Schilderung des Unfallverlaufes auf der Seite Zwei oder als Beilage hinzufügen.

Stand Januar 2010

Verwaltungsformular

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Bei Unfall sofort telefonische Information an **Managing Director, Corporate Kapitän** und **Personalbüro KD Cruise Services Limited Limassol**. Amtliches Meldeformular **unverzüglich** ausfüllen und per Fax an KD Cruise Services Limited.

Arbeitsunfälle im Zusammenhang mit der nautischen Schiffsbesetzung sind sofort vom Kapitän telefonisch an folgende Stellen zu melden:

1. KD Cruise Services Limited

Tel.: +357-25 871-877

Mobil: +49 (0) 173 7375918

Fax: +357-25 371 877

2. Corporate Kapitän:

Mobil: +49 (0) 173 7285129

„ARBEITSUNFALLANZEIGE / ARBEITSWEGUNFALLANZEIGE“

Arbeitsunfälle und Arbeitswegunfälle sind unverzüglich dem privaten Kranken- / Unfallversicherer Allianz zu melden.

Eine Kopie der Unfallanzeige verbleibt an Bord bei den Kapitänsakten.

Nicht rechtzeitig angemeldete Arbeitsunfallanzeigen, können zum **Verlust der Versicherungsleistung** führen.

