

NORFOLK SHIP REPAIR
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EMERGENCY EVACUATIONS PROCEDURE

| REVISION/COMMENTS | AUTHORIZED | DATE |
|---|------------|----------|
| Revised 4.1, 4.2, 4.5, and 5.2. Reworded 5.1. Renumbered 3.1-3.3. Added Note to 3.2. Added to 1.0. New Instruction 3.1, 4.6, 6.2. Changed Training Coordinator to Training Department in 6.1. Added attachment 1 | T. Binner | 06/16/14 |

* 1.0 **INTRODUCTION**

This procedure defines the responsibilities of all Managers/Department Heads/Craft Supervisors to instruct shipyard personnel on the safe evacuation from a vessel under repair (whether in plant at NSR or at an offsite location) and from their shops and/or work areas, in the event of a fire, flooding, collision and/or fire protection system activation or hazardous waste spill.

2.0 **CROSS REFERENCES**

2.1 **Procedure**

NOR-QP-004 Training Procedure

* NOR-F(96)-S92 Evacuation Notification Form

3.0 **GENERAL**

* 3.1 The Safety Department shall conduct initial training to this procedure during new hire orientation.

* 3.2 The Managers/Department Heads/Craft Supervisors/Lead Person shall instruct all employees assigned to their areas in the requirements of this procedure at a minimum once a year. Record of employees training shall be maintained in accordance with Training Procedure, NOR-QP-004.

* **NOTE: Hourly subcontractors shall be trained to this procedure by the craft supervisor of the trade/shop or work area they are assigned to.**

* 3.3 One (1) copy of the employee's yearly evacuation training documentation shall be sent to the Training Coordinator.

4.0 **SHOP/DEPARTMENT/OFFICE EVACUATION**

* 4.1 Managers/Department Heads/Craft Supervisors shall instruct their employees of all exits and escape routes from each work area shop/building/offices where they conduct work.

* 4.2 In the event evacuation is required, the main gate shall activate the yards emergency alarm and notify the department head and Safety Manager via radio/cell phone. The guard office shall also notify all appropriate Maintenance employees to respond to the area needed via radio.

4.3 The emergency alarm will consist of five blast of the shift whistle located in the compressor room every twenty seconds for three minutes or until the Safety Department notifies the Guard Department and request that the alarm be silenced.

4.4 When evacuating his/her work area, the employee shall leave in an orderly manner to prevent injury while exiting and shall muster at the designated area. Muster areas have been designated and Managers/Department Heads/Craft Supervisors shall instruct their personnel where they are and the procedure and routes to get to their designated muster area.

* 4.5 Managers/Department Heads/Craft Supervisors or Designee shall be responsible for taking count of their employees and reporting the findings to the Director Shipyard Operations, the Safety Manager or Designee.

* 4.6 The Evacuation Notification Form NOR-F(96)-S92 (Attachment 1) with the muster sheets shall be submitted to the Safety Department.

5.0 **SHIPBOARD EVACUATIONS**

* 5.1 Prior to working aboard a vessel, the Superintendent shall ensure a sign is placed at the gangway(s) indicating which of the vessels fire protection systems are active. Supervisors shall be responsible for instructing his/her workers where to muster off the ship. Supervisor shall be responsible for designating an area where employees working for them are to muster. Employees shall stay in designated muster area until the Supervisor releases them after completing the count.

* 5.2 Supervisors shall be responsible for taking count of their employees and reporting the findings to the Lead Ship Superintendent and the Safety Department. The Evacuation Notification Form NOR-F(96)-S92 and muster sheets must be submitted to the Safety Department.

5.3 The employee shall be responsible for adhering to and following safety instructions on the posted Marine Chemist Certificates, Log of Inspections & Tests and Danger/Warning signs that indicate possible hazardous substance that could contaminate the atmosphere of the compartment that they are working in.

6.0 **QUALITY RECORDS**

* 6.1 Training Department shall retain a copy of employee training to this procedure for one year after which it may be discarded. Training records shall be retrievable by employee name and badge number.

* 6.2 Submitted Evacuation Notification Forms and muster sheets shall be maintained by the Safety Department for one year after which time they may be discarded.

* **Attachment**

1. Evacuation Notification Form NOR-F(96)-S92

EVACUATION NOTIFICATION FORM

| | | | |
|--|----------|------------------------------|-----------------------------|
| 1. Date of Evacuation: | | Time of Evacuation: | |
| 2. Evacuation Location (i.e. Building Name and Number or Ship Name and Hull Number: | | | |
| 3. Craft Manager (s) of building or Lead Superintendent of Vessel | | | |
| 3. Reason for Evacuation: | | | |
| <input type="checkbox"/> Fire | | | |
| <input type="checkbox"/> Bomb Threat | | | |
| <input type="checkbox"/> Chemical | List: | | |
| <input type="checkbox"/> Weather | Explain: | | |
| <input type="checkbox"/> Other | Explain: | | |
| 4. Were all personnel accounted for in a timely manner: | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. List any reasons why there were delays in accounting for personnel: | | | |
| 6. Were all the emergency egress clear and available for use? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If no explain: | | | |
| 7. Attach a muster sheet of all Employees accounted for. | | | |
| PERSON COMPLETING FORM | | | |
| Print Name: | | Signature: | |