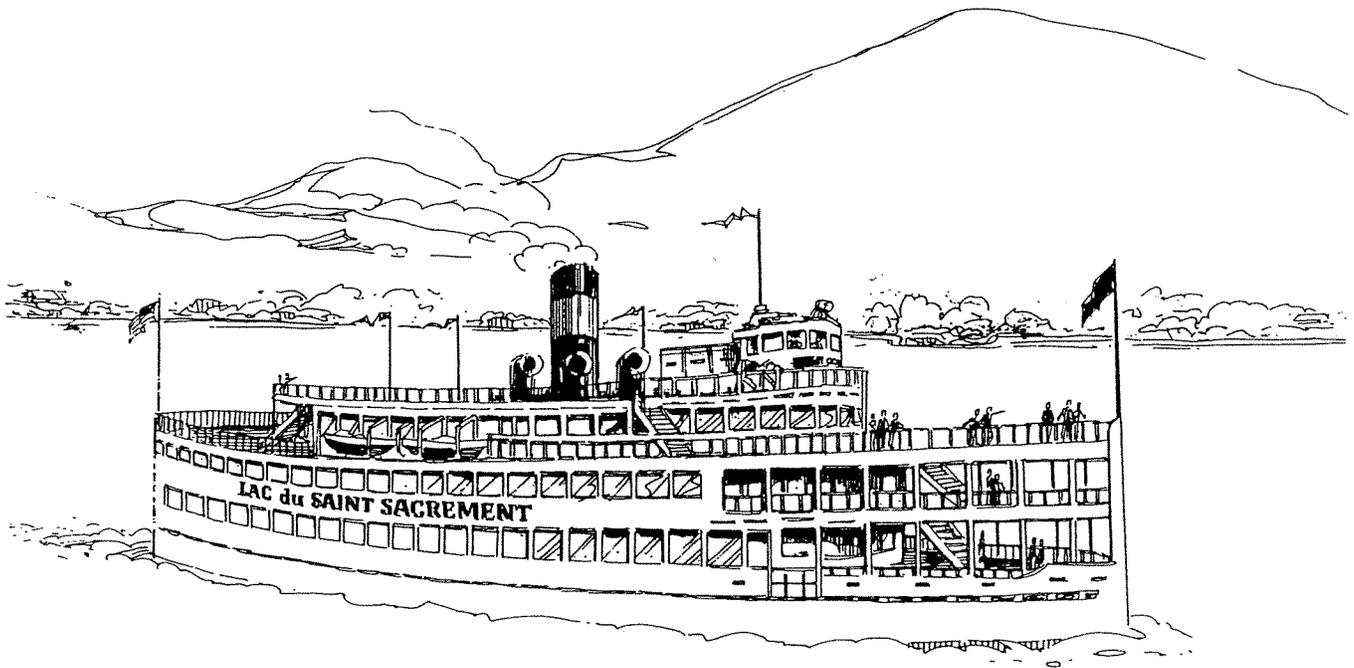


Captain's

Safety Procedures Manual

M/V LAC DU SAINT SACREMENT



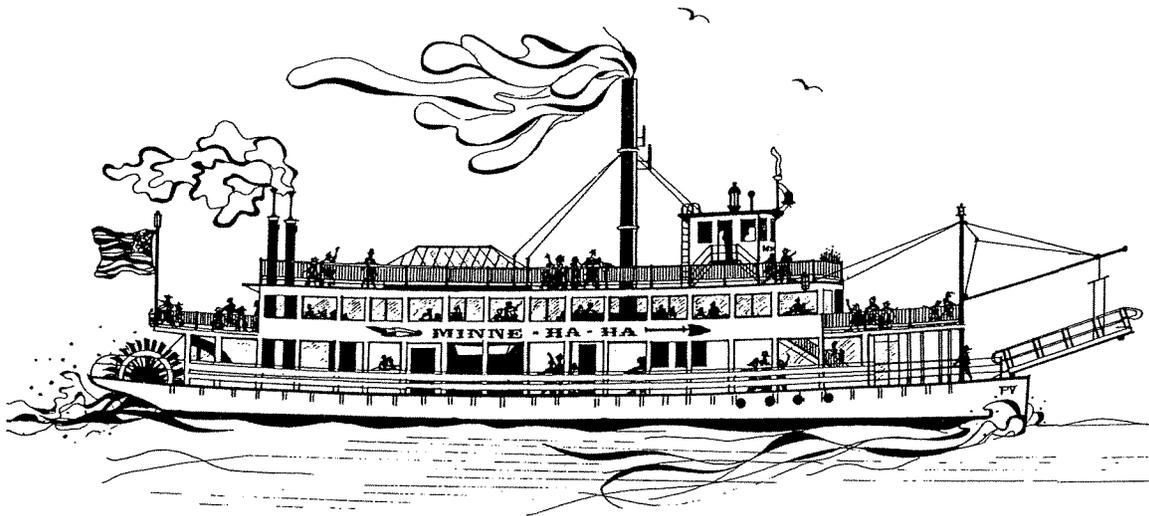
LAKE GEORGE STEAMBOAT COMPANY

May 2001

Captain's

Safety Procedures Manual

S.S. MINNE-HA-HA



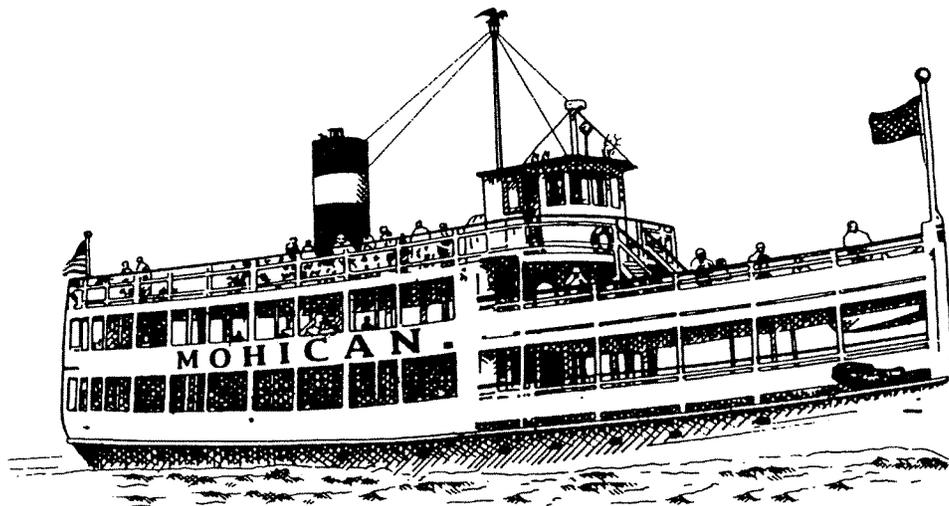
LAKE GEORGE STEAMBOAT COMPANY

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Safety Procedures Manual

M/V MOHICAN



LAKE GEORGE STEAMBOAT COMPANY

May 2001

Captains Safety Procedures Manual

A copy of this manual of instructions is located on the bridge of each of Steamboat's vessels. The Captain of each vessel must be familiar with these instructions, as must be each of the vessels licensed Pilots.

The Captain of an excursion vessel assumes complete responsibility for the condition of his vessel, the safety of his entire crew and the lives of all passengers aboard his ship. As the responsibilities are large, the Captain is given great authority. All persons aboard his vessel must recognize the Captains authority, especially and particularly in any and all safety related matters and subsequent Captain's orders. A Captain must have the depth of character to accept his responsibilities, the intelligence and fortitude to discharge his duties and an understanding that his conduct is always under observation by the public. A Captain must be a multi-skilled and multi-dimensional individual. The U.S. Navy brings a captain's duties and conduct into a single phrase, namely, the Captain must be "an Officer and a Gentleman." The procedures listed in this Captains' manual must be understood by the ship's officers. Reviewed and understood to the point where at the officers' actions, given whatever situation has arisen, are automatic and are correct.

The Subjects and Procedures Contained Herein are;

1. Passenger Vessel Log Books.
2. Passenger Safety Announcements.
3. Passenger/Crew Injury Procedures.
4. Emergency Procedures.
 - Man Overboard
 - Fire Aboard Ship
 - Collision, with Flooding
 - Abandon Ship
5. Contingency Plans
 - Restricted Visibility Procedures
 - Underway Break Down
 - Passenger Incidents-Fight, Crime
 - Situation Requiring Assit Vessel
 - Situations Requiring Soonest Landing
 - Situations Requiring Beaching
6. Bomb Threat Guidelines
7. Anchoring Procedures.

Passenger Vessel Log Books

Legality, Entries and Availability.

The following instructions must be adhered to, on the three Steamboat Company vessels, when compiling your daily Captain's Bridge Logbook. Vessels of over 100 gross tons operating on U.S. waters must maintain Bridge Logbooks.

Logbook Standards

1. The following elements create (make the Captain's Logbook) a legal document that can be accepted in a court of law as evidence or proof.
 - A. Logbooks must be bound (spiral, pressed, sewn, etc.). The use of a 3 hole type notebook where pages can be added or subtracted without trace precluded logbooks as proof or evidence.
 - B. Pages must be consecutively numbered.
 - C. Day, date, vessel name and the master's signature must be shown each day (master must sign-not print).
 - D. Changes or mistakes shall have a single line drawn through them and the initials of the master affixed to the correction.

2. Required Daily Entries

- A. Prior to getting underway each morning the following must be noted, together with the time of this initial entry.
 - i. Names of all officers aboard, (master, pilot, chief engineer, mate).. Also the number of food and beverage personnel aboard.
 - ii. Weather Conditions. Temperature, visibility, sky conditions, wind direction and speed, any precipitation, Lake's surface condition.
 - iii. A notation that all the vessel's equipments are on the line (operable). Note any exceptions. A notation that watertight hatches are closed.
 - iv. Any fire or emergency drills that are conducted prior to boarding passengers. Drill notations should include the instruction of all crew members in:
 - Donning of PFDs
 - Location of all Emergency Equipment
 - Proper use of all the Emergency Equipment

- B.** Each Voyage Entries (with passengers, trial runs after repairs, deadheading, etc.) must include:
- i.** Number of passengers on board, if any.
 - ii.** Notation that pre departure safety announcements have been made on P A system.
 - iii.** Time of departure and name of officer at the helm.
 - iv.** Any breakdown and/or repairs.
 - v.** Any accidents or extraordinary occurrences.
 - vi.** Any definitive change in weather.
 - vii.** Time of arrival and name of officer at the helm.
- C.** An Entry once a day should be made to include:
- i.** Check of all machinery, steering gear, whistle and all communication equipment.
 - ii.** Fuel data to include any fuel transferred and at least one sounding of fuel tanks per day. (Information to be provided by Chief Engineer).
 - iii.** A check of fire and smoke detection system, PFDs, buoyant apparatus and any other emergency equipment.
 - iv.** Check with your Chief Engineer, each morning, on the ships systems (propulsion, steering, power generating, pumping, etc.). If there have been recent repairs or malfunctions, log same.

Sample Logbook Daily Opening Entry
Sunday, August 5th, 2001

- 0900:** Officers aboard;
Capt.: Steve Boyce
Pilot: Jim Burgey
Chief Engineer: John Fair
Mate: Don Nowc.
Weather conditions: overcast, temp. 67 degrees, wind South at five mph, visibility 8 miles
- 0910:** Checked out steering gear, whistles, ship to shore radios. All functioning normally. Chief Fair reports all propulsion, power generation and pumping systems on the line. 980 gal. of fuel aboard.
- 0920:** Ran a fire drill, all crew participating.
- 0930:** Began boarding passengers.
- 0955:** Passenger safety announcement made.
- 1000:** Underway, Jim Burgey at the helm.

4. Location and Availability of Log Books.

- i. The logbook shall be kept on board the vessel, in the pilot house, at all times.
- ii. The logbook shall be available for inspection by any NYS Marine Service Representative.
- iii. Logbooks shall be kept for period of five (5) years after the completion of the navigation season, in a secure location at the vessel owners' discretion.

Passenger Safety Announcements

The following instructions are for public address announcements related to the onboard safety of your passengers. These announcements must be made just prior to getting away, during the course of a cruise if such becomes necessary and just prior to each cruise's docking.

Passenger Safety Announcements

1. Purpose of Safety Announcements

- A.** Passengers must be made aware, shortly after they have boarded, that they have positioned themselves in an environment quite separate from their normal, landside existence.
- B.** Passengers must be made aware that they are under the eye of and must adhere to the rules promulgated by the Captain and made effective by the crew.
- C.** Passengers must be told of the vessel's lifesaving equipment, their numbers and locations.
- D.** Passengers must be told of the vessel's fire fighting and damage control systems.
- E.** Passengers must be informed that your vessel is inspected and licensed by New York State Authorities. That the ship's officers are tested and licensed by New York State Marine Inspectors.

2. Delivery of Safety Announcements

- A.** Safety announcements are delivered to the passengers over the ship's Public Address System. The Captain must periodically confirm that the announcements are audible in all public spaces.
- B.** Passengers who have just boarded the vessel are at their most receptive moment of their cruise. Thus the first announcement must pertain to safety equipment and instruction.
- C.** The first safety announcement must be delivered from the pilot house in a professional, informative and concise manner.
- D.** To insure an all inclusive and professionally instructive announcement, this initial safety announcement must be pre-written by the Company.
- E.** Each time this initial announcement is delivered, its time must be written in the Logbook.

3. Content of the Initial Announcement.

- A. “Welcome aboard, this is Captain _____ speaking. This first announcement pertains to matters of your safety and I would ask you to listen.”
- B. “This vessel is inspected annually and subsequently certified by the New York State Marine Authority. The ship’s officers are tested and then licensed by New York State Marine.”
- C. “There are life jackets aboard the ship. Their locations are marked. There are instructions posted on the ship that show you how to put these jackets on. In case of an emergency, the crew will assist you.”
- D. “In the unlikely case of an emergency, instructions will be given over the public address and crewmembers will direct you. Please do follow any such instructions.”
- E. “Do not sit on the ship’s railing. Do not allow children to stand on chairs in the proximity of the railings. Do not allow children to run about the decks.”
- F. “When the vessel is in motion be careful using stairways. Use stair hand rails at all times. Thresholds are raised for safety purposes. Deck surfaces are treated for “nonskid” but still be careful.”

4. Other Safety Announcements

- A. Emergency Response Announcements. During the course of the cruise there might be times, however unlikely, when Emergency Procedures are required. Man overboard, fire, collision, grounding, passenger accident, sickness, or adverse weather conditions. The procedures for handling these emergencies are each detailed in this Captains’ Safety Procedures Book. The Captain will, over the P A system, give the appropriate announcements and instructions. Correctly communicating instructions, information, or guidance to passengers and crew during periods of potential or actual emergencies is one of the most important priorities that vessel’s Captain and crew can do to prevent panic. Enter such announcements into the ship’s Log Book.
- B. Pre Landing Announcement. As the ship approaches the Steel Pier, or any other docking, the Captain will so inform the passengers and then announce, “please remain in your seats and stay off all stairways until the ship is firmly tied to the pier.” Note this announcement in ship’s Log Book.

5. Coding Captain's P A Instructions.

Under certain circumstances the Captain may need to alert the crew to potential problems or safety concerns and for some of these it may not be in the best interest of passenger safety to use the general safety announcement.

In these types of instances, coding is the most effective way to communicate to the crew what the problem (or potential one) is, the location on the vessel and how many crew need respond. Types of coding might be:

- Color-indicates type of situation (Red/Fire, Blue/Man Overboard, Green/Passenger Fight, etc.)
- Number-indicates which deck (1/main deck, 2/second deck, etc.)
- Letter-indicates which crew member should respond (A/all deck crew, B/deck crew stationed on the problem deck, C/pre-selected deck crew for medical problem, etc.)

An example of how this would be used: **Situation:** passenger has medical problem.

Announcement: Code Black... #1 Port forward... Charlie ("C")..."

Translation: Passenger medical problem on port side forward of the main deck, only pre-selected crew for medical problems need to respond.

Passenger/Crew Injury Procedures

The following procedures must be adhered to and all incidents involving either a passenger or crew member. Whether the injury is obvious or alleged.

Passenger/Crew Injury Procedures

1. The period of time, from the moment of injury occurrence until the ship docks and the injured enters a car, a taxi or ambulance, is of utmost importance to both the injured and to the company. Our rules for handling this time period are:
 - A. The employee first at the scene of an injury, or witnessing an injury, then stays with, becomes a personal attendant to, the party claiming injury until the ship docks and the injured party is passed onto another attendant.
 - B. Notification of injury must be passed along to, as quickly as possible, the Captain on the bridge.
 - C. Either the Captain or the Pilot goes to the injured party, as soon as notified, and assesses the situation.
 - D. If the injury requires basic first aid (bandage, icepack, etc.) such shall be given.
 - E. If the injury is beyond basic first aid, the injured should be made as comfortable as possible, but not moved. The Captain must be notified of the extent of the injury. The Captain may then ask if any professional medical help (doctors, nurses, EMT) are aboard.
 - F. If he deems it necessary, the Captain will call the Company Office on the ship to shore radio and arrange transportation for the injured, an ambulance to meet the ship if necessary. The Captain may decide to proceed to the nearest dock to get the assistance he believes necessary.

2. **Proper Filling out of Steamboat's Incident Report Form.**

- A. This form, copy enclosed, must be filled out only by the Captain or the Pilot in attendance at the accident location. Or by the Senior Individual present if the incident is landside.
- B. An Accident Report must be filled out whenever there is a confirmed or alleged injury, either to a passenger or a crew member.
- C. Each and every piece of information requested by the report must be completed in every incident. Most are obvious but a few sections bear comment, namely;
 - i. Statement of Occurrence: complete this section in a careful and measured manner. Use no alarmist verbage. Report what you were told and what you observed. If what you were told and what you observe do not concur, you must so state. The Captain's log and the statement of occurrence must obviously reflect each other.
 - ii. Observable Condition of Ship in Area of Occurrence. After the fact of an alleged injury, it is often claimed that there was some condition of the ship that made her "unseaworthy" and caused the accident. A slippery substance on the deck is a favorite. Your report, in the section, must note the actual conditions which you observe.
 - iii. Assistance Rendered by Vessels Crew. We must render all possible assistance and the report must note that assistance. A crew member must stay with the party claiming injury until the ship docks and that personal attendant is passed on to another (injured enters car, taxi or ambulance).
 - iv. Witnesses. Is important that the crew member most closely associated with the incident be listed. It is perhaps more important that we seek out other passengers who might have witnessed the incident. Most preferably witnesses who are not associated with the injured party. This is an easy section to get lazy in its completion. Do not get lazy. Persist in seeking independent witnesses.

LAKE GEORGE STEAMBOAT COMPANY
INCIDENT REPORT

SHIP INVOLVED: _____ CAPTAIN: _____

DATE & TIME OF ALLEGED INCIDENT: _____

DATE & TIME THIS REPORT MADE OUT: _____

WEATHER & VISIBILITY: _____

PARTY CLAIMING INJURY: _____

Address: _____

Phone No: _____

Party Accompanied By: _____

Relationship: _____

Location Where Party
Staying in Town: _____

Alleged/Apparent Injury: _____

Statement of Occurrence:

Log Book Entry Page: _____

Assistance Given By Crew:

Assistance Given at Scene of Incident: _____

Complete List of Crew
on Trip

Names of Other Employees Who
Assisted. Note Their Assistance.

Witnesses: (Other Passengers)

(Employees)

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name of Captain or Pilot Making This Report:

(Name) (Signature) (Date)

Further Comments or Information:

Once Report Completed:

The original of this report goes to the General Manager.
A copy of this report goes to Bill Dow.
A copy of this report goes to Lida Winslow.

Emergency Procedures

- 1. Man overboard**
- 2. Fire aboard ship**
- 3. Collision, with flooding**
- 4. Abandon ship**

The Captain must understand his responsibilities and consequent actions, together with the duties of both his marine and non-marine crews, in each of the above emergency situations.

1. Emergency Procedures - Man Overboard

Step 1 – Upon Notification of a M O Situation, the Captain Shall:

- Immediately assure that a life ring or PFD has been thrown in water.
- Immediately note his ship's physical orientation on the lake. Both heading of his bow and of the stern. The purpose being to enable the ship to return to the M O down the very same course it was traveling up when the M O occurred.
- Turn the vessel 180 degrees and proceed toward the M O down the reciprocal course. Turn by slowing and using both props and rudder. Or, if in open water, use the Williamson Turn method.
- Sound the danger signal (optional signal).
- Insure the crew is aware of the M O. Make every attempt (your eyes, the Pilot, one of the crew members) to keep the M O always in sight. If weather conditions or darkness does not allow the immediate sighting of the M O, man the searchlight and seek assistance from passengers or other vessels in the area.

Step 2 – Ensure the Crew is Aware of the M O:

Announce over your P A system, Man Overboard-Man Overboard-all crew members report your rescue stations.

Step 3 – Ensure Lookout is Posted:

Communicate with your lookout, who should be located on the top deck.

Step 4 – The Rescue Team, Command and Location:

Dispatch your Pilot to take command of the rescue team. All rescues will be made from the main deck, forward.

Step 5 – Communicate with the Rescue Team: Use of Public Address system to communicate with the rescue team as to the observed position of the M O. The team must notify you of the observed condition of the M O. Announce starboard or port side recovery.

Step 6 – Rescue the M O.

If the M O is “functioning,” line-up the vessel, up wind, perpendicular to the M O and drift towards the M O. Place the vessel in neutral and inform the Rescue Team as when to place the Rescue Ladder over the side. At this point you should be above the M O and not making any headway, just lateral movement. As the vessel approaches the M O the heaving line shall be thrown and the rescue should be made. Be sure to inform your Rescue Team if you have to place the vessel in “gear” in which to maneuver the vessel.

If the M O is not functioning make a direct line towards the M O. Time is of the essence, you must get to the M O as quickly as possible. When you were near the M O, approximately 15 to 20 ft., a crew member shall enter the water to assist the M O. The crew member in the water must wear a life jacket and must be always attached to the ship by a safety line. Communicate with the Rescue Team as to the progress and location of the crew member in the water. Attempt to maneuver the vessel up-wind or up-current of the M O and crew member and not “drag” the crew members through water. Communicate with the Rescue Team as to the progress and once notified of the crew member having the M O secured, maneuver the vessel for “pick-up.”

You must stay in constant contact with the Rescue Team. They are your eyes and ears in directing the rescue.

Step 7 – Rescue in Limited Visibility:

If weather conditions or darkness does not allow for the immediate sighting of the M O, man search light and seek assistance from other passengers and vessels in the area. Record your compass heading, swing the vessel 180 degrees and retrace your course. Allow sufficient space to complete the turns so as not to go past the M O. If still unable to find the M O, begin tacking port then starboard to sight the M O. Remember to ask assistance from any vessel in the area. When the M O has been sighted, the spotlight shall be shone upon the M O, crew members shall report to their rescue stations to facilitate the rescue. Notification of the sighted M O shall be made over the marine radio, where another vessel may make the rescue easier. Try to contact a patrol boat, Park Commission or Sheriffs, and VHF Channels 16 or 23.

Step 8 – Documentation of the Rescue.

- A. Upon your return to the Steel Pier, if you have not earlier had the opportunity, enter in your Log Book the entire sequencing, with the time and location of the Man Overboard and your subsequent rescue efforts.
- B. Have each crew member write down their individual recollections of the incident.
- C. If any crew member or passenger is injured, or alleges injury, fill out an incident report (injury report form) on each such claim.

2. Emergency Procedures - Fire Aboard Ship

A. Prevention of Shipboard Fires:

Observation is our main defense in preventing a fire. Quick response is essential in the event a fire breaks out. The best response in the case of a fire is a calm, trained, crew member who uses common sense.

Many fires have resulted by acts of omissions by crew members. Is each crew members' responsibility to take immediate action whenever they respond to a fire. Most fires are out of control within two minutes, immediate response is required. While each crew member is aboard the vessel, they must pay attention to their surroundings and look for potential fires. Additionally, it is everyone's responsibility to ensure that their fellow crew members are acting in a safe manner and fire hazards are not ignored.

B. Well Drilled Crew:

The Captain must be responsible for/insure that his crew are well drilled in fire fighting procedures. The crew members each must have read the manual on "Introduction to Basic Fire Fighting." The crew must, from the ship's Station Bill, each know their location and responsibilities in fire fighting situations. Lastly and most important, the crew must be drilled each week until their firefighting response time is minimal. All non-marine personnel aboard must know the location and use of all fire extinguishers. And the Captain must put each drill in the ship's Log Book.

C. Classification of Fires:

Class A Fire: Fires involving common combustible materials, which can be extinguished by the use of water solutions. Materials in this category include wood, cloth, paper, rubber and certain plastics.

Class B Fire: Fires involving flammable or combustible liquids, flammable gases, Grease or similar products.

Class C Fires: Fires involving energized electrical equipment, conductors or appliances.

The main objective of this classification scheme is to aid crew members in selecting the appropriate extinguishing equipment. However, it is not enough to know that water is best for putting out a Class A Fire or that Dry Chemicals work well in knocking down the flames of a burning liquid. The extinguishing method must be applied properly, and sound fire fighting techniques must be used.

D. Steps in Fighting a Fire Aboard Ship.

- Step 1 – Informing the Crew and Maneuvering the Vessel:** Upon notification of a fire on board the vessel, is important that the crew become immediately aware of the fire and it's location. Announce over the P A system Code Red -Code Red (location) all crew members report to their Station Bill. Maneuver the vessel into safe waters and reduce your speed.
- Step 2 – Notifications:** Call out notification to both the other two Company vessels and the office on the Steel Pier. They may be able to assist, if such becomes necessary. Contact a Patrol Boat, Park Commission or Sheriff, and VHF Channels 16 or 23.
- Step 3 – Pilot Goes to Fire Location:** Send your Pilot to the scene of the fire, where he is to take charge of all fire fighting efforts. The Pilot must assign at least one crew member to the duty of passenger control.
- Step 4 – Stay Informed of Situation:** Receive periodic reports (one of the Pilot's responsibilities) as to the location, extent and controlling of the fire.
- Fires in the engine room may leave you without any engines. It is for this reason that once you are informed of a fire in the engine room you should immediately look for a docking or beaching facility. Time is critical in this situation and loss of steerage could result.
- Fires in the Engine Room may result in the shutting off of your fuel supply. Rather than drifting in such a situation, you must consider dropping your anchor and your crew must be drilled in this procedure.
- Step 5 – Ensure the Safety of Passengers and Crew:** It is your ultimate responsibility to ensure the safety of the passengers and crew.
- Determine a safe place where you can reasonably, if you believe such is required, either dock your vessel (and get your passengers off), beach your vessel or anchor. Keep radioing out your assessment of the ongoing situation.
- In making all your decisions, do not take any chances. Always act with the safety of the passengers and crew as your primary consideration.
- Step 6 – Documentation of the Fire and Aftermath:**
- A.** Upon your return to the Steel Pier, if you have not had the opportunity earlier, enter into your Log Book the entire sequencing, with times, of the fires discovery and your subsequent fire fighting efforts.
- B.** Have each crew member write down their individual recollection of the incident.
- C.** If any crew member or passenger is injured, or alleges injury, fill out an Incident Report (injury report form) on each such claim.

3. Emergency Procedure – Collision with Flooding

- Step 1 – Analyze Your Situation:** As quickly as you are aware of a collision or an allision (your ship striking a fixed object) with flooding, you must determine the severity of the situation. Send your Pilot immediately to confer with your Chief Engineer and report back to you. His report should be to location of the damage, the amount of water entering your vessel and if more than one watertight compartment is involved.
- Step 2 – Close Watertight Hatches:** The compartment that is flooding shall be immediately closed off from other non-flooding, watertight compartments. The Chief Engineer effects these closures.
- Step 3 – Pump the Compartment:** With your bilge pumping system, pump-out the flooding compartment. The Chief Engineer effects this pumping. The Pilot sees that the Chief received whatever deckhand assistance is necessary. The Pilot continually updates the Captain as to pumping progress.
- Step 4 – Radio Communications:** The Captain must inform the Company office on the Steel Pier and Steamboat's other two vessels of his situation. The Captain, or the other two vessels, make radio contact with Park Commission and Sheriff's Patrol Boat and inform them of the situation.
- Step 5 – Look for Docking/Beaching Locations:** If the status of the flooding warrants, look for docking location to offload your passengers. Or look for beaching location that will afford the vessel the minimum depth in which to settle.
- Step 6 – Ensure Safety of Passengers and Crew:** It is your ultimate responsibility to guard the safety of your passengers and crew. Do not hesitate to take whatever steps you believe necessary to carry out this responsibility.
- Steps 7 – Documentation of the Event:**
- A. Upon your return to the Steel Pier, if you have not had the opportunity earlier, enter into your Log Book the entire sequencing, with times, of the collision/allision and your subsequent efforts.
 - B. Have each crew member write down their individual recollection of the incident.
 - C. If any crew member or passenger is injured, or alleges injury, fill out an incident report (injury report form) on each such claim.

4. Emergency Procedures – Abandon Ship

In the unlikely event that the Captain determines it necessary to Abandon Ship, the following steps must be followed.

- A.** Inform your crew verbally.
- B.** Use your P A system to instruct all passengers to put on a PFD.
- C.** Bring your ship as close as possible to shore. Preferably beaching if possible.
- D.** Inform the passengers of your decision using in the public address system.
- E.** Instruct your crew when to put the ships buoyant apparatus into the water.
- F.** Abandon ship should be done from the main deck, forward. Send your Pilot to this location and take command.
- G.** Use the Rescue Ladder, as needed, to facilitate progress.
- H.** In the event it is necessary to make a water abandonment, demonstrate for each passenger how to enter the water. PFD securely in place, feet together and to enter the water first, hold the bottom portion of the PFD firmly into the abdomen.
- I.** Once in the water, instruct your passengers to move away from the entry point and toward the nearest buoyant apparatus or nearest point of land.

Contingency Plans

1. Restricted Visibility Procedures
2. Underway Break Down
3. Passenger Incidents- Fights, Crime
4. Situations Requiring Assist Vessel
5. Situations Requiring Soonest Landing
6. Situations Requiring Beaching

1. Restricted Visibility Procedures

- A.** Restrictions of the Captain's visibility can be caused by rain, snow, fog or smoke from fires. Restrictions may come during the day, evening or night.
- B.** The sensible and safest action to take when visibility is restricted is to slow your vessel down to the speed where she can be brought to a stop in one half ($\frac{1}{2}$) the distance of your visibility.
- C.** You must obey the Navigational Laws with respect to sounding your whistle.
- D.** Turn your navigation lights on and post lookouts. Avail yourself of radar.
- E.** Do not allow consideration of your vessel's sailing schedule to cause you to use more speed than you believe is prudent.
- F.** Log the time of restricted visibility and the cautionary action which you took.

2. Underway Breakdown

- A. You may experience the breakdown of your vessel's electrical power generating system. This is not likely, as your vessel carries a least two (2) diesel generator sets, either of which can carry the vessel's electrical power load.
- If your vessel does lose all electrical power;
 - i. Go to manual over hydraulic steering.
 - ii. Alert John Meyer, Marine Superintendent, in the Company office on the Steel Pier.
 - iii. Proceed to a landing, (you will still have propulsion) probably the Steel Pier, where technical assistance can be obtained.
 - iv. Your public address system will be inoperable. Have your deckhands calmly go amongst your passengers and pass the word of your situation and solution.
- B. If your breakdown is to your steam propulsion system (Minne) or to one of your Twin Propellers (Mohican and Saint Sacrement) then proceed cautiously back to the Steel Pier using your remaining propulsion capability.
- C. If your vessel's breakdown entirely disables her propulsion capability;
- i. Use her remaining headway to steer your vessel far as possible from shore
 - ii. On the Minne and Saint Sacrement, use your bow thruster if it will be helpful to keep your bow from grounding.
 - iii. Drop your anchor the moment you must stop your drift.
 - iv. Call for assistance. Use your ship's radio to alert John Meyer and inform the Company's office on the Steel Pier.

3. Passenger Incidents, Fight, Criminal Actions

- A.** In all passenger incidents reported to the pilot house, the first step in attempted control is the Captain himself going to the scene of the incident and using his authority to calm and control the situation. The Captain must assess the problem and calmly do what is possible to better the situation (calm the parties, separate parties, isolate the trouble from the other passengers, etc).
- B.** The Captain must not, nor can the deckhands, nor others of the ship's crew, make any attempt physically refrain the party or parties involved.
- C.** If this situation cannot be controlled through perceived authority or verbal persuasion;
 - i.** Isolate, as best as possible, the party or parties from the other of your passengers.
 - ii.** Assign your mate to keep an observation of the situation and keep you informed of the status of the problem.
 - iii.** If the problem requires further and/or soonest attention of outside authorities, call on Channel 16 or 23 to seek assistance from the Sheriff's Dept. Boat or one of the Park Commission Patrol Boats which might be in your vicinity.
 - iv.** Radio (use cell phone if available) the Company's office on the Pier and, if the situation requires, have a Sheriff's Patrol Car meet your vessel at the Steel Pier or, if the situation requires, another landing.
- D.** Log the incident, procedures to control and outcome of the incident.

4. Situations Requiring Assist Vessel

- A.** In a situation which the Captain determines requires a small assist vessel (Sheriff's Patrol Boat or Park Commission Patrol Boats), call out on VHF Channel 16 or 23, which those patrol boat should be monitoring.

- B.** In a situation which, in the determination of the Captain, requires the assist of our larger vessels, use your VHF radio to call bridge-to-bridge or call the Company's office on the Steel Pier. In such a situation, also make every effort to inform John Meyer, Marine Superintendent, and Bill Dow.

3. Situations Requiring Soonest Landing

- A. The Captain is responsible for making the decision to take his vessel off her schedule and proceed to the nearest feasible landing area. In such decisions, his passengers safety is his primary consideration.
- B. Situations which might require such a Captain's decision could be;
 - i. Need to get a sick passenger or crew member the quickest possible medical attention.
 - ii. A mechanical problem in the ship's propulsion system which threatens vessel breakdown.
 - iii. Need for the soonest possible law enforcement (sheriff) aboard the ship.
 - iv. Need to disembark vessel's passengers as soon as possible.
- C. The Minne is never more than 20 minutes steaming from the Steel Pier. She can also, in an emergency, put her bow on the shore and come out ahead on her wheel to hold herself against the shore. Then lower her gangway and offload as necessary.
- D. The Saint Sacrement is never more than 45 minutes from the Steel Pier. In an emergency, the Captain may also consider going alongside the Bolton Town Dock or the Sagamore Dock. Her bow thruster is available to assist such landings.
- E. The Mohican can select between the Baldwin Landing, the Hague Town Dock, Silver Bay, the Bolton Town Dock and the Steel Pier. In an emergency, do not hesitate to consider the Sagamore Dock or even the Rogers Rock Dock.

6. Situations Requiring Beaching

A. The Captain is responsible for making the decision to beach his vessel. In such a decision, his passengers safety is his primary consideration.

B. Situations which call for beaching the vessel would be;

- i. The ship is taking on water and the pumps are unable to keep up.
- ii. There is a fire aboard which threatens the safety of the passengers. The ship must be “abandoned” of passengers and the Captain wishes to be as close to shore and in a shallow water as possible for such abandonment.

C. Steps in Effecting a Beaching are;

- i. Direct your vessel to the selected location, (see D., below), as firmly as possible. If the area selected is rocky, you must adjust your speed so as not to unduly jar your passengers. If the area selected is sand or mud, go firmly into the beach.
- ii. Keep your engines ahead so as to keep your vessel pressed into the shallowest possible water. But the moment anyone would leave the ship and enter the water, your engines must be stopped.
- iii. If your vessel is settling into the water and, for whatever reasons, your props can no longer be used, the vessel will tend to slide back toward deeper water if she is not solidly grounded at the bow. Thus, if at all possible at the moment, instruct your Pilot or the mate to secure a headline, from the bow of the vessel to the nearest tree or solid object.

D. Selecting a Beaching Site is of the greatest importance and cannot be done well on the spur of a stressful moment. Thought must be given, in the months and the years prior to such a need, to the best locations for such an emergency beaching. Thus;

- i. Study, now, the charts of the lake which are located in your pilot house. Fix in your mind, from the charts, what appears to be, all along your vessels routes, the best locations for a relatively safe beaching.
- ii. Discuss, with the other officer in your pilot house, as your vessel goes along her routes, where you both consider the best beaching sites. For the time leading up to a beaching will be most stressful and the more thought put into the matter over the sailing seasons, the better will be your decision.

E. Lake George Steamboat Beachings. It is highly unlikely that you will be called upon to beach your vessel. Your professionalism is the best deterrent to such a likelihood. But in the 184 year history of the Steamboat the need has arisen four (4) times. The two beachings necessitated by vessels striking rock were successful, if such a term can be used here. Namely;

- i. The Sagamore struck, in a fog, Anthony's Nose in July of 1927. She managed to back off, reached the dock at Glenburnie, offload passengers, and settle in the cove just to the north of the dock. Her bow was in 12 ft. of water her stern nearer 25 ft.
- ii. The Mohican, at night, struck Whaleback Rock off Hulett's Landing in August of 1965. She made the Hulett's dock (no longer existent), offloaded 265 passengers and beached in 10 ft. of water just north of the dock. In settling, she slid back 100 ft. from her initial beaching spot.

There were two situations, both necessitated by fire, where beaching the vessel proved not possible.

3. In July of 1856 the John Jay caught fire near Hague. The Tiller ropes burned and the Pilot went aft and tried to turn the rudder, by hand, toward the beach. Such was not possible and passengers began to jump in water. Six of the 80 passengers were lost.
4. In August of 1901 the steamer Ticonderoga I caught fire as she left the Baldwin Landing. The Captain tried to make the Rogers Rock Dock but the fire spread quickly and she drifted into the shallows at Hawkeye Point and burned to the waterline. There were no casualties.

Bomb Threat Guidelines

Bomb threats have been phoned into the Steamboat Company in past years and will probably come again in the years ahead. Policy and procedures we will follow after receiving such threats are outlined in the following pages.

Bomb Threat Guidelines

1. By definition a bomb threat is, legally, the communication through the use of mail, telephone, telegram or other instrument of Commerce of a threat, be the threat false, designed to intimidate or designed to injured people.
2. The threats which we have received in the past have always been by telephone. They have always been anonymous and always been false.

The chances are excellent that future called in threats will also be false, called in by small minded people for Lord knows what reason. But we must be organized and prepared so that we handle all such threats in a calm, orderly and efficient manner.

3. The Receipt of a Threat.

The initial receipt of a threat will be by phone. It will probably come into the ticket office. It may come into a phone in the Administrative Office. The call will say that a bomb that is aboard one of the vessels. The steps following such a call are;

- A. The person answering the call writes down as many details of the threat as can be gotten. Pass the phone call, if at all possible, or the information on the call along to the ticket office Supervisor or the Senior Person in the administrative building.
- B. The Ticket Supervisor or Senior Administrative person will then;
 - i. Immediately contact, if they are on the Pier, Bill Dow, Tom Conerty or John Meyer.
 - ii. If one those three are not present on the Pier, the Senior Captain on the Pier is immediately notified and he takes charge of the situation.
 - iii. Whoever takes the threat call and whoever then passes the information to a Senior Official, subsequently speaks to no one else of the matter until authorized.

- C. The Senior Captain on the Pier or Bill Dow or Tom Conerty or John Meyer will quickly assess the situation and will then:
1. Contact, by ship to shore radio if the vessel threatened is cruising or face-to-face if the vessel is at the pier, the Captain of the vessel involved.
 - A. If the vessel is cruising, then the message is, "Captain, we have received a Red Dog, please act accordingly."
 - B. If the vessel is at the Pier, speak directly and privately to the Captain, detailing the threat received.
 - C. The Captain of the involved vessel having been notified and remedial steps aboard ship having been started, the Senior person in charge on the Pier then contacts the Sheriff's Department telling them of the threat and the steps being taken.
4. The Threatened Vessel's Captain, understanding the bomb threat to his vessel, will take the following steps;
- A. If the vessel is cruising, the Captain will take the following steps;
 - i. Initiate, by his crew, immediate search of the entire vessel for suspicious packages or packages in suspicious locations.
 - ii. The Captain has the option of calmly passing the word to his passengers, telling them that the threat is highly unlikely to be anything but a crank call, telling them the crew is conducting a search, asking them to don life jackets
 - iii. If a suspicious package is found, do not have anyone go near or touch the package. Notify the person in charge on the Pier, tell him that you are proceeding to the nearest dock to offload passengers and request that the boat be met by Trained Sheriff Department men.
 - B. If the vessel threat is alongside the Steel Pier and has passengers aboard the Captain will;
 - i. Offload all passengers and Food and Beverage employees.
 - ii. Conduct a thorough search of his vessel using his marine personnel.
 - iii. If any suspicious package is found, do not touch it and call in the Sheriff's Department.

5. Security Precautions Always in Place. The best security against a bomb ever being brought aboard the vessel lies with your crew being always alert. Namely;
- A. Your first responsibility lies with the safety of your passengers. This responsibility begins at your ship's gangway. If anyone begins to board bringing with them to package the appearance of which makes you uncomfortable, you have the right and the duty to examine the package.
 - B. The marine crew at the gangway must also be alert to anyone bringing any package aboard and then leaving the vessel without that package.
 - C. The marine crew, at all times, must be alert to suspicious packages aboard the vessel or to packages left aboard the vessel in suspicious locations. Suspecting a package, the crew member must not touch it, but must report his concern to the Captain.

Anchoring Procedures

There may come the occasion when it is important to immediately maintain your vessel's location on the lake. At such times, both for the safety of your passengers and the security of your vessel, you must not hesitate to drop anchor.

1. The ship's anchor and associated equipment.

Your ship is equipped with a Danforth Anchor and associated "ground tackle," which is the nautical terminology used to cover all anchoring equipment. This ground tackle consists of;

- A.** A Danforth Anchor, a relatively "modern" anchor designed for maximum holding power.
- B.** Attached to the ring at the top of the anchor's shank is a length of chain. This chain holds of the shank parallel with the bottom and encourages the anchors flukes to dig into the bottom.
- C.** Attached to the last link of the chain is line of sufficient strength to hold your vessel "at anchor."
- D.** The bitter end of the anchor line is made fast to the ship's framing, inside the chain or line locker.
- E.** The anchor leans up against, is outside of the rail, on the main deck at the bow. The anchor is balanced and held outside the rail by a quick-release Pelican Hook.

2. Checking Ground Tackle Readiness.

Each May, prior to the start of the vessels operating season, your vessels ground tackle must be reviewed and readied for immediate use whenever it might be needed. Namely;

- A.** Check all connecting points (ring to shank, chain to ring, line to chain, line to ships' structure (in chain locker).
- B.** Check the Pelican's Hook release.
- C.** Pull all the anchor line out of the line locker below the main deck, flake it down on the deck and check its condition.
- D.** Check the fastening point of the anchor line to the ship's superstructure.
- E.** Coil the anchor line back down below the main deck. In such a manner that it will flow smoothly back out when the anchor is dropped.

3. Your ship is equipped with a sturdy and proven means of raising your anchor. The Mohican and the Minne have, located on the main deck in the bow, manual capstans of a type manufactured in St. Louis for over 100 years. The Saint is equipped with an anchor windlass for raising her anchor, an electric motor driving a vertical drumhead.
- A. On the Saint, each May, check the operation of your windlass, so as to insure its readiness to retrieve your anchor
 - B. On the Mohican and Minne, each May, check the smooth operability of your capstan. Make sure the “dogs” at the base are set for retrieve. Make sure you have four wooden handles and that they fit into the capstan.
 - C. Your vessel’s windlass/capstan must also be operated at each of your crew’s anchor drills during the operating season.

4. Dropping your anchor.

The following steps are to be taken in dropping your anchor.

- A. Visually insure that all objects are removed from the deck between the point where the anchor line comes up through the main deck and the point where the line will follow the anchor overboard.
- B. Upon the order from the Captain, and not before, release The Pelican Hook and push the anchor overboard.
- C. When the anchor has reached the bottom and the anchor line has ceased rapid running overboard, continue to, by hand, pay the line overboard until you have at least a 3 to 1 “scope” of line. Thus if the water is 50 ft. deep you must have it least 150 ft. of anchor line out for the Anchor to hold the bottom. The more line out, the better the anchor’s holding power.
- D. When you have a minimum scope of three to one, make two turns of the anchor line around the windlass drum or capstan and then make the far side of the anchor line fast to a deck cleat.
- E. If, by the drift of of your ship, you can see that the anchor is not if holding, let out more anchor line so as to increase your “scope.” In the Navy a scope of 5-7:1 is used for normal anchoring.

5. Retrieving your anchor.

The following steps are to be taken in retrieving your anchor.

- A.** Put (3) three turns of the anchor line around the capstan or drumhead. Make sure the turns are such that the turn of the capstan brings the line into the ship.
- B.** Begin, electrically or manually, drawing the anchor line in.
- C.** Keep a hand strain, on the opposite side of the incoming line, on the anchor line.
- D.** Feed the incoming line down into the line locker.
- E.** When your anchor is clear of the water, stop retrieval. Make the far side of the anchor line fast to a cleat. Upon your return to the Steel Pier the anchor will be lifted back to its riding location outside the bow rail.