



## Purpose

To set out the procedure for ship staff and onshore Emergency Response personnel to notify Teekay Management of an emergency situation.

## Scope

This applies to all vessels that are certified under Teekay Shipping Limited's Document of Compliance, Teekay Spain, Teekay Navion Shuttle Tankers and all Time Chartered-In Vessels, and the onshore response personnel for these vessels.

## Responsibilities

### *Master (on vessels operating under MOMS)*

- Ensuring that all incidents, which fall under the categories defined in the "First Alert" posters, First Alert Notification for Personnel / Ship/ Environment (PT0054) are communicated to Teekay Management.
- Taking into account any potential regulatory and commercial implications of not raising a first alert when the incident may subsequently be closely scrutinized by third parties such as customers, charterers, external auditors, and regulatory officials.
- When time and circumstances allow, initiate formal Risk Assessment (Risk Assessment & Job Hazard Analysis (JHA) Guideline (SP0002)) with assistance of shore management / Team, in cases where high risk activities are planned in order to bring the vessel back into control. Some examples would be taking vessel into emergency tow, transferring cargo and / or ballast for mitigation of potential environmental loss, etc.
- At appropriate time, conduct an investigation of the accident and report as per Incident Reporting - Management of Actual and Potential Risk (SP0227).

## Procedure

### **First Alert for all vessels, except Time Chartered – In Vessels**

#### *Master*

- Assess the emergency. Attend to the safety of life, the security of the vessel, cargo, and the environment.
- Make the First Alert telephone call, dialing the applicable number as identified below:

<b>Team Name</b>	<b>First Alert Number</b>
Teams Australls & Gemini	
Team Aquilia, Lynx, Phoenix & Pisces	
Team Carina	
Teams Leo, Pegasus & Aries	

Team Name	First Alert Number
Time Chartered-In Vessels	<u>See below</u>

Advise the Emergency Answering Service / Switchboard Operator that; "This is a first alert message."

- Advise the operator of the following information:
  - Name of Vessel
  - Position of Vessel – Latitude / Longitude and / or Port / Berth / Anchorage
  - Nature of Alert – e.g. Fire / Explosion / Grounding, etc.
  - Inmarsat telephone number, including Ocean Code, and / or cell phone number.
- Keep the ship's telephone clear of use for the next 15 minutes in order for the Duty Officer to call back.
- Make and send a First Alert notice as per the Teekay First Alert - First Alert Notification for Personnel / Ship/ Environment (PT0054) giving all relevant details as soon as practical, confirming information by email to "\_First Alert Team."



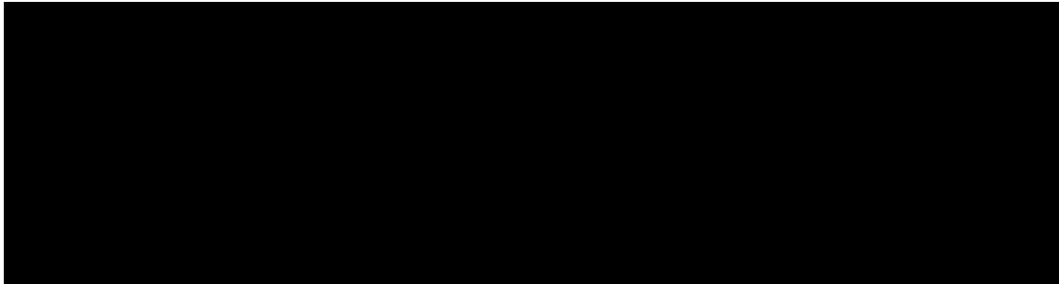
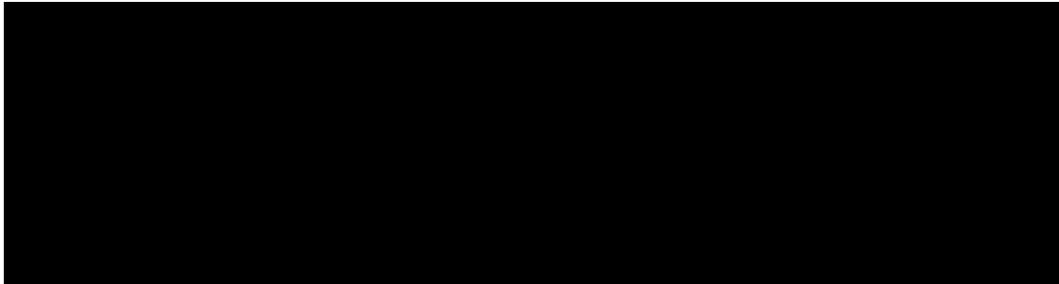
- For security related incidents raise the First Alert by telephone, however if the prevailing circumstances of the incident dictate so, use the covert Ship Security Alert System.

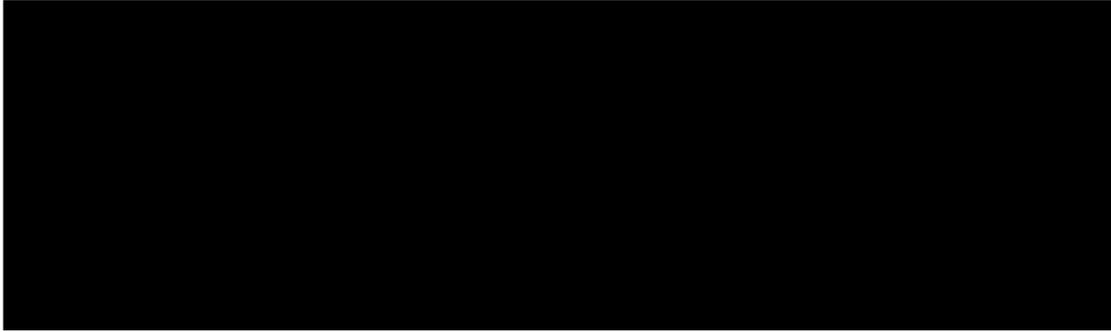
***Onshore Response Personnel***



**First Alert for Time Chartered-In Vessels**

***Teekay Voyage Manager/Scheduling & Operations Duty Officer (TNST)***

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**Testing the First Alert System**

