### Purpose

To prepare for, and if necessary, carry out an orderly evacuation.

### Responsibilities

* Master – Ensure this procedure is reviewed during emergency drills, and carried out as written when abandonment seems imminent.
* Crew – Follow the procedure below at the direction of the vessel master.
* All – Ensure you are familiar with operation of any lifesaving equipment.

### Procedure

|  |  |
| --- | --- |
| **Step** | **Emergency Abandonment Procedure** |
| **1.** | Sound alarm and inform the crew to prepare to abandon ship. |
| **2.** | Advise authorities that you are preparing to abandon ship by sending mayday. |
| **3.** | Crew/passengers are to gather on deck at a pre-determined muster point, warmly dressed, and equipped with a PFD, Life Jacket, anti-exposure suit, or survival suit.  |
| **4.** | Master is to check that all persons on board are accounted for. |
| **If your vessel is equipped with a Life Raft, please follow section A below. Otherwise, follow section B.** |
| **A – Vessel Equipped with Life Raft** |
| **5.** | Ready Life Raft for launching and get medical kit, blankets, food and EPIRB ready to be placed in the life raft. |
| **6.** | Review with crew and passengers how the evacuation will be carried out.  |
| **7.** | If the situation deteriorates, call for “abandon ship”. Notify authorities of your location.  |
| **8.** | Throw the life raft over the side and inflate it, ensuring it’s still tethered to the vessel. |
| **9.** | Assist crewmates with entering the life raft. |
|  **10.**  | Keep life raft tethered to the vessel so long as it is safe to do so. |
|  **11.** | Cast off if it appears the vessel will sink or capsize, or if staying alongside poses other hazards. |
| **B – Vessel not equipped with Life Raft** |
| **6.** | Don your survival suit or anti-exposure suit. |
| **8.** | If the situation deteriorates, call for “abandon ship”. Notify authorities of your location. |
| **9.** | Activate PLB if equipped and prepare to step off of vessel. |
| **10.** | Stay on board until it is absolutely necessary to abandon ship. |
| **11.** | Step into water and huddle together with your crewmates and passengers. |
| **12.** | Grab whatever you can find to assist in keeping everyone afloat and grouped together. |