

C3 Emergencies Checklists

The checklists in section C3 provide a guide to creating appropriate company and/or on board checklists that suit the particular needs of the ship.

Emergency drills and on board training should include scenarios with incidents as addressed in these emergency checklists. During the drills and training, the use of emergency checklists should be encouraged to make sure personnel respond effectively to emergencies.

In any emergency there are several actions that require almost immediate attention. The following emergency checklists indicate essential actions, but factors including the design of a particular bridge or the layout of its equipment may mean that some of the identified actions need to be carried out in a different order.

Raising the alarm, taking immediate action to safeguard the ship and crew and calling the Master are essential actions that should take priority over others.



C3.1 Main engine failure

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
Immediate action taken to keep ship away from danger	<input type="checkbox"/> Yes	
Position of vessels in the vicinity checked	<input type="checkbox"/> Yes	
Navigational hazards checked	<input type="checkbox"/> Yes	
Not Under Command (NUC) lights, shapes and sound signals activated, as appropriate	<input type="checkbox"/> Yes	
Autopilot disengaged	<input type="checkbox"/> Yes	
Anchoring prepared if water depth and conditions are appropriate	<input type="checkbox"/> Yes	
AIS status modified	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
SAFETY or URGENCY message broadcast, if appropriate	<input type="checkbox"/> Yes	
Bridge informed of the situation and status, including expected time of restarting the engine	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
Watertight doors closed, if applicable	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

C3.2 Steering failure

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
Autopilot disengaged	<input type="checkbox"/> Yes	
Alternate or emergency steering engaged	<input type="checkbox"/> Yes	
Appropriate manoeuvres made/engine(s) stopped	<input type="checkbox"/> Yes	
Engine room informed of steering failure	<input type="checkbox"/> Yes	
Way off ship taken, if safe to do so	<input type="checkbox"/> Yes	
Not Under Command (NUC) lights, shapes and sound signals activated, as appropriate	<input type="checkbox"/> Yes	
Position of vessels in the vicinity checked	<input type="checkbox"/> Yes	
Engine prepared for manoeuvre	<input type="checkbox"/> Yes	
Navigational hazards checked	<input type="checkbox"/> Yes	
Anchoring prepared if water depth and conditions are appropriate	<input type="checkbox"/> Yes	
AIS status modified	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
SAFETY or URGENCY message broadcast, if appropriate	<input type="checkbox"/> Yes	
Bridge informed of the situation and status of repairs	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
Full steering gear tested before restarting passage	<input type="checkbox"/> Yes	
Watertight doors closed, if applicable	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	



C3.3 Total electrical power failure (blackout)

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
Immediate action taken to keep the ship away from danger	<input type="checkbox"/> Yes	
Not Under Command (NUC) lights, shapes and sound signals activated, as appropriate	<input type="checkbox"/> Yes	
Engine room/duty engineer contacted	<input type="checkbox"/> Yes	
Emergency power supplies selected for bridge and navigational equipment	<input type="checkbox"/> Yes	
Position of vessels in the vicinity checked	<input type="checkbox"/> Yes	
Navigational hazards checked	<input type="checkbox"/> Yes	
Anchoring prepared if water depth and conditions are appropriate	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
AIS status modified	<input type="checkbox"/> Yes	
Bridge informed of the situation and status of repairs	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
Manual steering engaged, if necessary	<input type="checkbox"/> Yes	
Ship's drift pattern from weather and tide determined	<input type="checkbox"/> Yes	
Watertight doors closed, if applicable	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

C3.4 Collision

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
General emergency alarm sounded	<input type="checkbox"/> Yes	
Engine room notified	<input type="checkbox"/> Yes	
Appropriate manoeuvres made/engine(s) stopped until the situation has been assessed	<input type="checkbox"/> Yes	
Watertight doors and automatic fire doors closed	<input type="checkbox"/> Yes	
Crew mustered at damage control stations	<input type="checkbox"/> Yes	
Any passengers mustered	<input type="checkbox"/> Yes	
Damage control procedures conducted*	<input type="checkbox"/> Yes	
URGENCY or DISTRESS message broadcast, if appropriate	<input type="checkbox"/> Yes	
All tanks, bilges, void spaces and cofferdams sounded regularly	<input type="checkbox"/> Yes	
Ship checked for spills/pollution, internal and over the side	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
Company emergency response team notified	<input type="checkbox"/> Yes	
Deck lighting switched on	<input type="checkbox"/> Yes	
Assistance to other vessel offered	<input type="checkbox"/> Yes	
VDR records preserved	<input type="checkbox"/> Yes	
ECDIS records preserved	<input type="checkbox"/> Yes	
Stability checked, with shore assistance (emergency response services) if available	<input type="checkbox"/> Yes	
Disengagement from the other ship prepared and planned as appropriate	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
Ship's position confirmed	<input type="checkbox"/> Yes	
Proximity of navigational hazards established and traffic situation checked	<input type="checkbox"/> Yes	
Ship emergency response service contacted	<input type="checkbox"/> Yes	
Tug assistance or salvage considered	<input type="checkbox"/> Yes	

* Actions required should be in line with ship specific damage control procedures.



C3.5 Stranding or grounding

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
General emergency alarm sounded	<input type="checkbox"/> Yes	
Engine room notified	<input type="checkbox"/> Yes	
Watertight doors and automatic fire doors closed	<input type="checkbox"/> Yes	
Appropriate manoeuvres made/engine(s) stopped until the situation is assessed	<input type="checkbox"/> Yes	
Switch made to high cooling water intakes	<input type="checkbox"/> Yes	
Use of anchors considered	<input type="checkbox"/> Yes	
Aground lights or shapes exhibited and sound signals made, as appropriate	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
Company emergency response team notified	<input type="checkbox"/> Yes	
Deck lighting switched on	<input type="checkbox"/> Yes	
AIS status modified	<input type="checkbox"/> Yes	
Crew mustered to damage control stations	<input type="checkbox"/> Yes	
Damage control procedures conducted*	<input type="checkbox"/> Yes	
All tanks, bilges, void spaces and cofferdams sounded regularly	<input type="checkbox"/> Yes	
Ship checked for spills/pollution, internal and over the side	<input type="checkbox"/> Yes	
Nature of the sea bed assessed	<input type="checkbox"/> Yes	
Tides and currents assessed	<input type="checkbox"/> Yes	
Weather conditions and forecasts assessed	<input type="checkbox"/> Yes	
Soundings taken around ship	<input type="checkbox"/> Yes	
Location of deep water in relation to the ship determined	<input type="checkbox"/> Yes	
Option to reduce draught considered	<input type="checkbox"/> Yes	
Option to take on additional ballast to prevent unwanted movement and damage considered	<input type="checkbox"/> Yes	
Stability checked, with shore assistance (emergency response services) if available	<input type="checkbox"/> Yes	
Refloating prepared and planned as appropriate	<input type="checkbox"/> Yes	

URGENCY or DISTRESS message broadcast, if appropriate	<input type="checkbox"/> Yes	
VDR records preserved	<input type="checkbox"/> Yes	
ECDIS records preserved	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	

* Actions required should be in line with ship specific damage control procedures.



C3.6 Man Overboard (MOB)

Action	Status	Remarks
Lifebuoy with light and smoke signal released on side that person has fallen overboard	<input type="checkbox"/> Yes	
Look-out assigned to indicate the position of the person in the water	<input type="checkbox"/> Yes	
GNSS MOB marker activated	<input type="checkbox"/> Yes	
MOB position marked on ECDIS	<input type="checkbox"/> Yes	
Hand steering engaged	<input type="checkbox"/> Yes	
Engines ready for manoeuvring	<input type="checkbox"/> Yes	
Immediate manoeuvring action taken to preserve safety of person in water	<input type="checkbox"/> Yes	
General emergency alarm sounded, including three long blasts on ship's whistle	<input type="checkbox"/> Yes	
Master called	<input type="checkbox"/> Yes	
Extra look-outs posted	<input type="checkbox"/> Yes	
Recovery manoeuvre started	<input type="checkbox"/> Yes	
Preparations made for recovery of persons from the water*	<input type="checkbox"/> Yes	
DISTRESS message broadcast, if appropriate	<input type="checkbox"/> Yes	
Role of on-scene co-ordinator assumed	<input type="checkbox"/> Yes	
Signal flag OSCAR hoisted	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
Proximity of navigational hazards established and traffic situation checked	<input type="checkbox"/> Yes	

* Actions required should be in line with the ship specific plan for recovery of persons from the water.

C3.7 Fire

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
General emergency alarm sounded	<input type="checkbox"/> Yes	
Ventilation system shut down	<input type="checkbox"/> Yes	
Crew mustered to fire control stations	<input type="checkbox"/> Yes	
Fire control procedures conducted*	<input type="checkbox"/> Yes	
Proximity of navigational hazards, including traffic, assessed and ship manoeuvred as appropriate	<input type="checkbox"/> Yes	
In case of fire in:		
• Engine room – Checklist C3.1 completed as appropriate	<input type="checkbox"/> Yes	
• Steering gear compartment – Checklist C3.2 completed as appropriate	<input type="checkbox"/> Yes	
• Generator compartments – Checklist C3.3 completed as appropriate	<input type="checkbox"/> Yes	
URGENCY or DISTRESS message broadcast, if appropriate	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
Company emergency response team notified	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
Smoke-wind effect reduced (course/speed)	<input type="checkbox"/> Yes	
Fire screen doors and watertight doors closed	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

* Actions required should be in line with ship specific fire control procedures.



C3.8 Flooding/hull failure

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
General emergency alarm sounded	<input type="checkbox"/> Yes	
Engine(s) stopped until the situation is assessed	<input type="checkbox"/> Yes	
Autopilot disengaged	<input type="checkbox"/> Yes	
All watertight doors closed	<input type="checkbox"/> Yes	
Crew mustered to damage control stations	<input type="checkbox"/> Yes	
Damage control procedures conducted*	<input type="checkbox"/> Yes	
In case of flood in:		
<ul style="list-style-type: none"> • Engine room – checklist C3.1 completed as appropriate 	<input type="checkbox"/> Yes	
<ul style="list-style-type: none"> • Steering gear compartment – checklist C3.2 completed as appropriate 	<input type="checkbox"/> Yes	
<ul style="list-style-type: none"> • Generator compartments – checklist C3.3 completed as appropriate 	<input type="checkbox"/> Yes	
All tanks, bilges, void spaces and cofferdams sounded regularly	<input type="checkbox"/> Yes	
Ship checked for spills/pollution, internal and over the side	<input type="checkbox"/> Yes	
URGENCY or DISTRESS message broadcast, if appropriate	<input type="checkbox"/> Yes	
VTS or port authority informed, as appropriate	<input type="checkbox"/> Yes	
Company emergency response team notified	<input type="checkbox"/> Yes	
Stability checked, with shore assistance (emergency response services) if available	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

* Actions required should be in line with ship specific damage control procedures.

C3.9 Search and Rescue (SAR) and receiving distress alerts

Action	Status	Remarks
Contents of distress alert and/or message recorded	<input type="checkbox"/> Yes	
Master called	<input type="checkbox"/> Yes	
Communications established with the RCC and/or on-scene co-ordinator and other SAR units as appropriate	<input type="checkbox"/> Yes	
Radio watch maintained	<input type="checkbox"/> Yes	
X-Band radar and AIS for SART signals monitored as appropriate	<input type="checkbox"/> Yes	
IAMSAR Manual Volume III and industry guidance on rescue procedures consulted	<input type="checkbox"/> Yes	
Extra look-outs posted	<input type="checkbox"/> Yes	
Distress situation monitored	<input type="checkbox"/> Yes	
Preparations made for recovery of persons from the water*	<input type="checkbox"/> Yes	
Log/record of events and decisions maintained	<input type="checkbox"/> Yes	
Other	Status	Remarks
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

* Actions required should be in line with the ship specific plan for recovery of persons from the water.



C3.10 Abandoning ship

Action	Status	Remarks
DISTRESS message broadcast on authority of the Master	<input type="checkbox"/> Yes	
Crew instructed to don lifejackets and immersion suits as appropriate	<input type="checkbox"/> Yes	
Crew mustered at lifeboat stations	<input type="checkbox"/> Yes	
Survival craft prepared for launch	<input type="checkbox"/> Yes	
EPIRB, SART and SOLAS radios collected and prepared	<input type="checkbox"/> Yes	
Survival craft embarked and launched	<input type="checkbox"/> Yes	
Survival craft remain close to ship and in contact with each other	<input type="checkbox"/> Yes	
EPRIB and SART activated	<input type="checkbox"/> Yes	
Other	Status	Remarks
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

C3.11 Rescue in enclosed spaces

Action	Status	Remarks
Master called	<input type="checkbox"/> Yes	
Exact location, nature of incident and number of people confirmed	<input type="checkbox"/> Yes	
Rescue team and medical team mustered	<input type="checkbox"/> Yes	
General emergency alarm sounded	<input type="checkbox"/> Yes	
Area restricted	<input type="checkbox"/> Yes	
Personal protective equipment required for entry checked and used	<input type="checkbox"/> Yes	
Rescue equipment checked and confirmed ready for use	<input type="checkbox"/> Yes	
Atmosphere tested	<input type="checkbox"/> Yes	
Situation prior to entry evaluated to ensure safety of those performing rescue	<input type="checkbox"/> Yes	
Rescue performed*	<input type="checkbox"/> Yes	
Casualty recovered, area secured and rescue completed	<input type="checkbox"/> Yes	
Additional care given by medical officer	<input type="checkbox"/> Yes	
Other	Status	Remarks
All equipment used for the response is available and ready for use	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	

* Actions required should be in line with the ship specific plan for rescue of persons in enclosed spaces.

