

FIRE

To be followed in case of fire. To be placed in the Bridge and Engine Control Room.

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EMERGENCY CHECKLIST Fire

A.	Action	Personnel Responsible	Completed
1.	Sound general emergency alarm. Muster fire party.	Crew member On the Spot Of Fire / Officer On Duty	
2.	At sea, alter course & speed to reduce draft & minimize fire spread.	Officer On Duty	
3.	Advise bridge.	Crew member On The Spot	
4.	Call Master.	Officer On Duty	
5.	Determine location of fire.	Master / Ch. Officer	
6.	Conduct fire control procedures*.	Fire Party	
7.	Assess proximity of navigational hazards, including traffic, and maneuver the ship as appropriate.	Master / Ch. Officer	
8.	In case of fire in:	Master / Ch. Engineer	
	• Engine room – checklist “Main Engine Failure” as appropriate.	Master / Ch. Engineer	
	• Steering gear compartment – checklist “Steering Failure” as appropriate.	Master / Ch. Engineer	
	• Generator compartments – checklist “Total electrical power Failure (Blackout)” as appropriate.	Master / Ch. Engineer	
9.	Broadcast URGENCY or DISTRESS message, if appropriate.	Master / Ch. Officer	
10.	Advise engine room.	Officer On Duty	
11.	Isolate fire.	Fire Party	
12.	Shut down cargo & bunker operations (if any).	Ch. Officer / Ch. Engineer	
13.	Close down vent system.	Ch. Officer / Ch. Engineer	
14.	Close skylights, doors ports etc.	Care Of Ch. Officer / Bosun	
15.	Isolate electrical circuits.	Ch. Engineer / Electrician	
16.	Stop engines if necessary.	Master / Ch. Engineer	
17.	Evacuate unnecessary personnel from area.	Master / Ch. Officer	
18.	Check for missing crew.	Ch. Officer	
19.	Check for injuries.	Ch. Officer	
20.	Operate fire extinguishing system if necessary.	Master / Ch. Officer/ 2 nd Engineer.	
21.	If in or near port alert harbor authority, shore fire services & agent.	Master	
22.	Shore hose connection ready.	Ch. Officer / Bosun	
23.	Switch on vhf-channel 16.	Officer On Duty	
24.	At sea-fix position.	Officer On Duty	
25.	Switch on deck lights (at night).	Officer On Duty	
26.	At sea-position to radio room.	Master / Off. On Duty	
27.	At sea-exhibit lights/shapes.	Master / Off. On Duty	
28.	At sea-prepare lifeboats.	Master / Ch. Officer	
29.	Determine cause of fire.	Master / CO / CE	
30.	Assess damage to vessel.	Master / CO / CE	
31.	Assess damage to cargo.	Master / Ch. Officer	
32.	Enter all times and facts in log book.	Master	
33.	Notify interested parties.	Master	
34.	Date & time (using GMT) of the occurrence.	Master	
35.	Weather conditions.	Master	
36.	Actions taken to control/extinguish & means used (water, foam etc.).	Master	
37.	Inform VTS or port authority, as appropriate.	Master	
38.	Maintain log/record of events and decisions.	Master	
39.	Report to the office.	Master	
B.	Other		

* Actions required will be in accordance with ship specific fire control procedures