



***Pride of Baltimore II* Guest Crew FYI**

Illness: Any illness or injury should be reported to the captain or the watch officer. The ship carries a medical kit and most minor problems can be handled on board.

Controlled Substances: *Pride of Baltimore II* is a drug-free workplace. As a guest crew member you are responsible for reporting any violations of controlled substances to the captain.

Sleeping on Deck: Sleeping on deck is not allowed when the ship is underway. When the ship is in port and not underway, crew and guests may use their own bedding (not ship's bedding) to sleep on deck.

Smoking: Smoking is allowed only on deck; it is not allowed below, or anywhere on board during fueling.

Noise: Noise should be kept at a minimum for reasons of safety, respect for other crew members, and communication purposes, especially when the ship is underway. Headphones for listening to music is allowed; however, not when on watch or working. "Quiet hours" start at 2200 (10:00 pm).

Muster: Everyone is expected to attend – such gatherings are for sharing information and guidance.

Mealtimes: Appropriate dress is expected (must be dressed – no hats, tank tops, sports bras, or sleeveless shirts).

Alcohol: No alcoholic beverages are permitted on duty, on watch, or while underway unless otherwise advised by the captain.

Lights: Please turn off when not in use.

Aft Cabin: The aft cabin is off limits unless permission is granted by an aft cabin resident (i.e. captain or first mate).

GALLEY

Food and water are not to be wasted. All crew are responsible for washing their own eating utensils. There will be no entering of food storage area without permission of the cook. Snacks and beverages are provided in designated areas. Crew are expected to assist the cook as needed. Always advise the cook if you are not planning to eat on board.

WATCH

There are two watch routines: in-port watch and underway watch. There is a typical day and underway watch routine that will be explained in greater detail. When the ship is underway, there are usually three watches. There is an ON watch, an OFF watch and a STAND-BY watch. Safety of the ship is the responsibility of the watch on deck. The captain should be notified of problems such as equipment breakdown, poor visibility, adverse weather, another vessel approaching too closely, there appears to be some danger, if there is an illness or injury, etc.

BOAT CHECKS

Boat checks are meant to determine the status of the vessel and are important to the security of the ship. Boat checks progress from aft to forward when below and forward to aft when on deck. Boat checks include: aft cabin (level of bilge water, head is secure, replace white lights with red at night, adjust hatches for ventilation/moisture), engine room (bilge level, gauges, ventilation, etc.), midships area (bilge level, head secure, turn off unused lights and switch over to red lights as appropriate, adjust hatches for ventilation/moisture), galley (empty sink of mugs or dishes, top off pots or kettles, turn off unnecessary lights, galley equipment is stowed properly, stove valves in off position, etc.), fo'c'sle (bilge level, head secure, adjust ventilation, chain locker stowed, turn off unused lights, etc.), and on deck (forepeak hatch and ventilator secured, running lights are on or off as appropriate, secure loose gear, coil lines, etc. deck boxes and equipment properly latched, etc.).

SAFETY

Shoes must be worn in the engine room whenever the main engines are running. Any items that might get caught in machinery must be removed. Items such as knife and spike lanyards should be pocketed.

Safety harnesses are required when going aloft. The watch officer must be notified and everything must be secured (such as knife, tools, rigging gear, lighter, etc.).

Climbing the rig – only with permission of the captain or watch officer and if permission is granted – must be done with a crew escort and wearing a safety harness.

Maintain a high level of awareness.

Always repeat orders when they are given and when they have been executed.

Do not fall overboard under any circumstances. Should someone fall overboard, call out immediately, keep an eye on the victim, and point until relieved by the designated lookout. Deploy the life ring, notify the captain, and, possibly, prepare inflatable for launching.

Abandon ship. Only the person in command will give the order to abandon ship. Be aware of where the flotation devices are stored (immersion suits offer the best protection from exposure but will limit mobility). Prepare to launch life rafts. Retrieve and distribute immersion suits, emergency food and water, navigation instruments, EPIRB, and handheld VHF's, including emergency handheld VHF, SARTs and other "abandon ship" equipment. Stand by for orders.

DAILY CHORES

Duty chores are assigned to all hands except the captain, the first and second mates, and the cook. A duty roster is posted in several areas of the ship. The guest crew duty roster is posted in the guest crew head. Duty includes, but is not limited to: cleaning all heads, sinks and showers, counters, mirrors, etc.; emptying trash containers; pumping out grey water tanks; sweeping companionway ladders and vessel; mopping aft cabin and fo'c'sle; disposing of garbage (no plastic overboard) — dumping regulations are posted in the galley; washing, drying, and stowing supper dishes, pots, and pans; sweeping and mopping saloon and galley; cleaning wood paneling, bulkheads, and doors in main saloon and aft cabin; polishing copper behind wood heating stove aft and galley stove; wiping overhead areas with weak bleach solution; scrubbing trash containers and galley garbage receptacle; vacuuming or sweeping under sole boards, including seams and ledges; and vacuuming out bilges.

EMERGENCY PROCEDURES

A copy of the station bill — describes specific duties for each crewmember and passenger in the event of an emergency — is posted in each of the heads and passenger cabins. You will receive a safety orientation from the second mate when you board. In all emergency situations, repeat the alarm loudly.

Know the location and type of each fire extinguisher. If you see a fire, let others know where it is and prepare to extinguish the flames. All watertight doors are to be closed immediately when a fire emergency is announced. Most common places for a fire include galley, lazarette, aft cabin, engine room and on deck.