

Welcome Aboard R/V *Western Flyer*

Welcome aboard R/V *WESTERN FLYER*.



For many of you this will be your first voyage with us. Please take the time to read over the following safety and shipboard living material. Should you have any questions, do not hesitate to ask the captain or crew.

We look forward to an exciting and successful mission.

Brian Ackerman, Master
R/V *WESTERN FLYER*

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Safety

Safety is the responsibility of everyone on board Western Flyer. As a member of the crew or scientific complement *you* are a key element in insuring the safety of everyone aboard as well as the ship herself.

KNOW YOUR STATION

The ship's Station Bill is posted in your cabin and in various public spaces about the vessel. Be sure to understand the requirements of this bill and your position in it. Your position on the station bill is identified by your stateroom assignment. If you have questions that were not satisfactorily answered at the predeparture safety briefing, ask the Chief Mate or any crew member.

DRILLS



Red Fire Alarm

During drills, be prompt to respond to the signals made with the Ship's Whistle and General Alarm. Know the meanings of the various signals. An explanation of these signals is on the Station Bill. Do not continue to work until prompted to go to your station. Respond immediately! Obviously, if work you are currently performing involves hot work, dangerous gases, high voltage equipment or otherwise potentially dangerous machinery, secure it immediately and then report to your station.



Blue General Alarm

During fire and emergency drills, all hands are invited to participate in the training process. Feel free to ask questions and become familiar with the equipment aboard Western Flyer. Given the limited manning arrangements it is imperative that as many persons on board as possible be trained in the operations of emergency equipment. Should members of the primary response teams become incapacitated it will fall to remaining personnel to secure the vessel against the emergency.

In order for the vessel's crew to properly perform their emergency duties, they must be able to expect that all hands on board will be performing their assigned duties. Not all emergencies are the same; be prepared to assist in any way you can.

The R/V Western Flyer is equipped with the latest in safety and emergency equipment. In the event of an emergency it is up to the individual to take full advantage of this equipment. Do not rely on some one else to take care of you.



Two 25-person Life rafts on vessel

During Abandon Ship Drills, pay particular attention to the equipment on board Western Flyer. Many vessels have similar apparatus, but insure you know the proper methods for donning the life jackets and immersion suits carried by this vessel. Every cabin is equipped with two of each and instructions for donning are posted. Understand the need for care and proper stowage of these items. Do not use them for any other purpose. Insure that the attached safety equipment such as whistles and lights are in proper working order. Report any missing items or damaged equipment to the Chief Mate immediately.

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Should you notice a missing or discharged fire extinguisher, please report it immediately. Emergency flashlights are positioned near many of the fire extinguishers and are to be used when needed or during an emergency. These are required to be in place at all times by USCG regulation.



Emergency flashlights



CLEANLINESS

Poor housekeeping is a primary cause of many shipboard accidents. Oily rags or other combustibles that are left unattended are a major cause of shipboard fires. Improperly secured electrical or heat producing devices are another. Always secure items in your cabin and in workspaces before leaving. Clean out all trash regularly. Tied up garbage bags should be placed by the trash compactor on the laundry deck.

ELECTRICAL SAFETY

Do not overload electrical circuits with unnecessary equipment. Radio Frequency producing devices should be properly shielded and grounded to avoid disruption of the ship's on board navigation and safety sensor systems. Only UL approved electrical devices shall be connected to ship's power. Do not use extension cords unless of sufficient gauge and rated for the appliance to be connected.

Power outlets (110 VAC) with **RED** covers are protected by a UPS. **ONLY** data critical devices should be plugged into these outlets. Monitors, printers and other devices should not be plugged into these outlets. If something other than a computer or data storage device needs to be protected by UPS, please let the First Engineer know and we will try to accommodate.

HAZARDOUS MATERIALS

When working with hazardous chemicals or materials insure that only enough for the job at hand is dispensed into a proper container. Be sure to understand fully the safety information contained in the appropriate Hazardous Material Data Sheet. **The PI will insure that copies of the appropriate Material Safety Data Sheets are placed in the holder inside the forward door to the wet lab.**

Moving about the vessel

LADDERS

One hand for the ship and one for yourself is an old adage that has served mariners for centuries. When moving about the vessel, be sure that you are prepared for sudden movements that may cause you to lose your balance. Never climb ladders or stairs without your hands free. If large or heavy items need to be moved from one deck to another, get help. Most falls where personnel are injured can be avoided.

Ladders and stairways on board ship are pitched much steeper than those found in shore side facilities. When the motion of the vessel is factored in, this is a far more dangerous situation. Don't let your feet lead the way. Always make sure you have a clear view of your footing. Locate possible handholds before you need them. When climbing up or down, always face the ladder, do not attempt to go down facing away. Always hold on to the handrails.

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MOONPOOL

Stay out of the moonpool area during launch and recovery operations unless specifically involved in the activity. Viewing windows are located on the accommodations level. **Do not enter the machinery spaces without approval from the ship's engineers.**



UPPERMOST DECK

The uppermost deck (cabin top) is not to be transited nor occupied unless performing maintenance or repairs to equipment located there. Always inform the bridge of your intentions before going up top so radiation hazards (radar, MF/HF transmitters, etc.) may be secured.



A-FRAME

The well deck beneath the A-frame is off limits except for persons deploying or recovering gear from that area. Work vests, hard hats, and steel-toed boots are required.

Watertight doors should be either dogged down or latched open. Do not string electrical lines, welding hoses, etc., through them without permission from the bridge. This is especially critical with the sliding doors below the main decks.

Medical

When under medication of any kind, be doubly cautious when transiting hazardous areas. If you have medications that you take daily or have frequent need for, be sure to bring an adequate supply for the anticipated voyage and a bit extra to allow for delays in return to port. First aid and some OTC type medications are available from the EMT on board. If you have known medical conditions that may require special treatment not available at sea, please be sure to consult your physician regarding the advisability of going to sea. The ship subscribes to a medical advisory service and physicians are available 24/7 via satellite phone, fax, and email.

Shipboard Living

Scientists must be on board with all equipment and personal gear 60 minutes prior to the scheduled departure time. The gangway will be put ashore at the posted sailing time, therefore no personnel or equipment loading or off loading can take place.

Living on a research vessel is not a passive exercise. If you are not constantly aware of your surroundings then you may endanger yourself and other persons on board. Although your circumstances as a scientist may not require you to participate in most shipboard duties, the limited amenities and services of a research vessel require that at the very least you be able to take care of yourself. Respect the privacy of your roommate and pay particular attention to the watch / sleep schedule of those in your cabin area. Everyone will be on different watches and may require quiet at any time in order to get adequate sleep. Use of headphones rather

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than speakers for your personal entertainment equipment is highly recommended. This is particularly true in the laboratory spaces as they are directly beneath the accommodations.

STATEROOMS

Room assignment are made either just after departure for day trips or in advance for longer missions. Please observe common courtesy in sharing the accommodations. There are likely to be two persons in every stateroom. Two staterooms share one head facility. Place nothing in the toilets except human waste and a small amount of the toilet paper provided. Please clean up after your shower. The heads have a doorstop inside which may be used to insure privacy. However, it is imperative that you reopen them so that all may have easy access. Most find that a simple knock is adequate. ***Please note that the deck outside the shower area may be slick when wet. Use caution.*** If you have problems with toilets or showers please notify the Chief or First Engineer immediately. Brushes are provided to clean toilets after each use. Toilets on the R/V Western Flyer use very little water and use of the brush and an extra flush will leave the equipment clean for the next use.

LAUNDRY

Normal routine will include issuance of one set of linen at the start of the voyage. The ship's laundry is located on the accommodation weather deck aft. Should you wish to use the laundry during the voyage, please insure you conserve water by washing only large loads at the appropriate water level settings. At the end of the voyage place all linens on top of the laundry machines or in such other location as requested by the ship's steward.

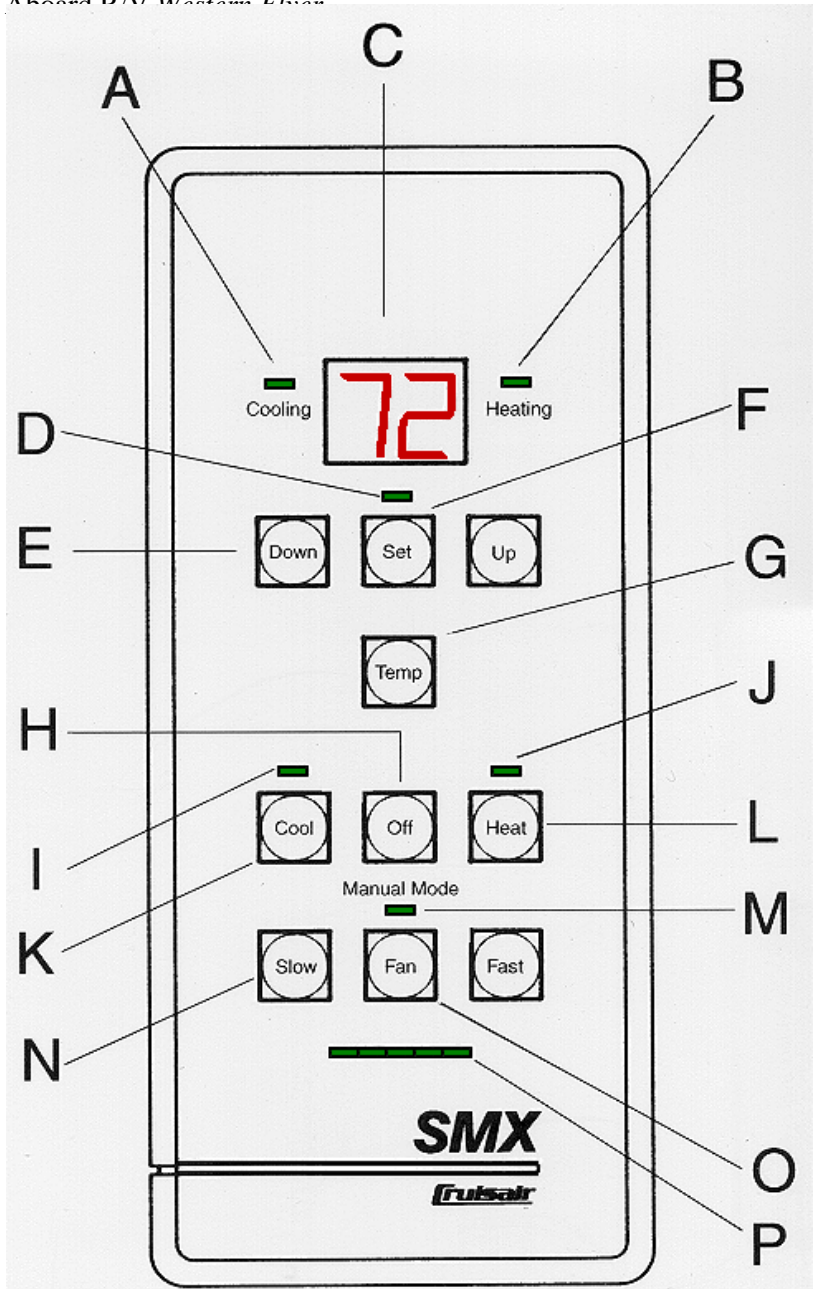
TEMPERATURE CONTROLS

(See next page)

Every space on the ship with the exception of the Moonpool and certain machinery areas has at least one *Cruisair* temperature control. Should you find that one in your area is not working please try resetting it by pushing the Off ("H") button and then both the Cool ("K") and Heat ("L") buttons simultaneously. Should this not reset the unit or should you receive error codes in the digital window, please contact one of the ship's engineers for assistance. Call the bridge at #0 to report a problem. If the unit is operating, but not attaining the desired temperature, check that the Fan ("O") is not in manual mode.

Normally, you should leave the settings as you find them. If the temperature is too cool or too warm try adjusting no more than two degrees at a time. Some prefer to leave the fan in manual mode at low speed or medium speed to decrease fan noise during rapid temperature changes.

- A. Cooling Indicator.** Lit when compressor is running in cooling mode.
- B. Heating Indicator.** Lit when compressor is running in heating mode.
- C. Data Display.** Displays setpoint when Set key is depressed. Displays cabin temperature when Temp key is depressed.
- D. Data Display Indicator.** On: Setpoint is displayed. Off: Cabin temperature is displayed.
- E. Down/Up Keys.** Used to adjust setpoint higher or lower.
- F. Setpoint Key.** Used to enter the setpoint mode. Causes setpoint to be displayed.
- G. Temperature Key.** Used to change the display to cabin temperature.
- H. Off Key.** Halts operation of entire system, but data display continues to operate.
- I. Cooling Mode Indicator.**
- J. Heating Mode Indicator**
- K. Cool Key.** Used to select cooling mode.
- L. Heat Key.** Used to select heating mode.
- M. Manual Fan Control Indicator.** Lit when fan is in manual mode.
- N. Slow/Fast Keys.** Used to increase or decrease fan speed when in manual fan control mode.
- O. Fan Key.** Used to select manual or automatic fan operation.
- P. Fan Speed Indicator.** Shows relative fan speed.



CRUISAIR room environmental controller

PHONES / FAXES

The ship's phone system will normally be disconnected shortly before departing the dock. The system remains operable for on board internal communications. A Phone Extension List, M7208 Telephone User Card, and Norstar Telephone Feature Card are located near most extensions.

Should you need to make a call off the ship while at sea, please check with the bridge to see if we are still within cellular phone range. A cellular line can be accessed by pressing **Flyer Internal**, then **6**.



Faxes may be sent by cellular (if we are still within range) or via INMARSAT-C satellite communications provided they are in simple ASCII data format. Please contact the bridge to arrange for an incoming fax. **The Bridge can be called quickly by simply picking up the phone and dialing 0 from any phone!**



Please contact one of the ROV Pilots or Technicians for an explanation of the headset units located in the ROV Control Room.

The following is a description of the programmed memory buttons located to the right of the dial pad:

Outside Line: *Function available only at dockside.* Accesses an outside line for local or long distance calls. The seven-digit phone number may be entered immediately after pressing. Long distance calls must include a "1" plus the area code.

MBARI Internal: *Function available only at dockside.* Accesses MBARI phone switch for intra-office communications. The four-digit office extension may be entered immediately after pressing.

Conf/Trans: Standard conference or transfer feature (explained in Telephone Feature Card).

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Page: Enables a broadcast announcement over speakers of each extension. Requires a zone selection after pressing **1** [press **0** for All phones, **1** for State Rooms only, **2** for Main Deck only]. **ALWAYS Press 2 when at sea unless there is an emergency.** People will be asleep at all hours of the day or night.

Intercom: Accesses onboard intercom for operations communications only. This is special programming for our system—disregard the explanation provided by the user/feature cards. If used to audit activities, ensure that the **Handsfree** microphone is muted (see M7208 Telephone User Card).

Flyer Internal: Accesses dial tone for internal communications. The three-digit phone extension may be entered immediately after pressing. Having two **Flyer Internal** buttons allows for conferencing or two separate calls to be active.

Handsfree Mute: Standard “handsfree” and mute functions (see M7208 Telephone User Card).

GALLEY / MEALS

Please be on time for meals. Personnel will be asked to vacate the mess deck at the end of the scheduled mealtime, whether or not they have finished eating. It is the responsibility of the Science party to organize shifts so that those working during mealtimes have time to eat.

Meals are served at the following times.

Breakfast	0730-0830
Lunch	1130-1230
Dinner	1700-1600

Personnel going on watch are allowed to eat early and/or go to the front of the line. Please allow the Captain to jump to the head of the line.

The Galley door is not to be used to access the weather (outside) deck. Do not transit through the galley.

Please use the day head or the sink in your stateroom to WASH YOUR HANDS prior to meals. **DO NOT USE THE GALLEY SINK TO WASH YOUR HANDS!**

Place soiled plates and bowls in the sink. All cutlery should be placed in the **WHITE** bucket found in or near the sink. Put Cutlery **ONLY** in the **WHITE** bucket!

You will be issued a cup and a mug that corresponds to your e-mail account number. A list detailing this numerical assignment will be posted in the mess deck. You are responsible for keeping your mug and cup clean. You may rinse them out in the galley sink. Do not leave your mug and cup lying about. Please use shelf and cup rack in the mess hall if possible.

Mess deck chairs: After meals or coffee breaks, please push in your chair.

No sandals, sleeveless t-shirts, or bare torsos are allowed in the mess deck.

There will be between meal foods available in the deli cooler inside the galley. Please do not access the other coolers or freezers at any time, except for the ice cream freezer down below.

Replace the lids on the steam table so that others may enjoy hot food too.

IF YOU MAKE A MESS, CLEAN IT UP!

HOUSEKEEPING

You are responsible for maintaining your stateroom and head in a sanitary and habitable manner. Please assist the Steward by keeping your stateroom clean. Should you require any cleaning supplies see the Steward. Vacuum cleaners are on the bridge for you to use.

Before disembarking, please clean your stateroom and head. Please see the Steward if you are confused about this or require any additional cleaning supplies.

Extra Soap, Toilet paper, or personal toiletries may be obtained from the mess deck cabinets so labeled, or from the Steward.

There are laundry machines available for your use on the upper aft deck. In order to reduce excessive strain on the ship's water maker and laundry machines, please do no more than one load per week. Excessive use of the laundry will result in rationing of the machine's use.

You will be issued a set of linen at the beginning of the cruise. Should you need an additional blanket or other item, please see the Steward. Please check to see that you have a complete set of linen when first reporting onboard.

Before Disembarking, please strip the linens from your bed, but **DO NOT REMOVE THE WHITE MATTRESS COVER**. Put the soiled linens and towels into the pillowcase and deposit it on the upper aft deck next to the laundry machines.

Email / personal computers

Those who will be using the onboard computer network should contact the ship's CIS administrator as soon as possible before the voyage. It is imperative that all software and hardware that will be used on ship's computer system be tested at least two weeks before cruise to determine if any incompatibilities exist. Any person logging on to the network at a UNIX or NT workstation, or from a notebook PC will need an onboard account and should allow time before the cruise to test this account.

Notebook computers must have an Ethernet adapter with an RJ-45 connector. The ship CIS administrator will supply the Ethernet 10baseT media converter for the fiber optical connection. If you have special software or hardware requirements please refer to the appropriate page in the Crew Planning Manual.

We have a HP LaserJet, a color Inkjet printer, and a HP Design jet 750c plotter onboard. If you will be printing or plotting large amounts of color please bring your own cartridges. Also, if you will be copying large amounts of data, please bring your own blank CDs (CD burner available in the dry lab).

Instructions for R/V Western Flyer guest email accounts:

Introduction:

When you board the *R/V Western Flyer*, you will have access to electronic mail via a temporary guest email account that will be assigned to each MBARI and non-MBARI guest. These accounts will be assigned to you by DMO, and will be yours to use for the duration of your cruise only.

While at sea, email from ship to shore is via Inmarsat satellite, is limited to a maximum of 2 MB per day per person, and is available only to the ship's crew, ROV pilots, and the temporary guest accounts. **Access to the Internet and web is not available while at sea.**

To use your guest email account, login on designated computers as “wfguest” – a shared account that all guests will use. The password is *western96*. Then start Netscape Messenger and log in using your guest email account name – WF1 through WF16 (see below for details). You can check the precruise in the expedition database, or contact the Logistics Specialist for your guest email account name. It will also be announced during the “welcome aboard” orientation at the beginning of the cruise, and posted in the mess deck by the cups assigned with same name (WF1-16).

Where to access your email:

- Dry Lab:
Two workstations in the Dry Lab have been configured for guest email. When you launch Netscape Messenger, you will need to choose the appropriate profile for your guest email account.
- Your personal laptop:
You will need to create a profile for your guest email account. Use the following settings:
Outgoing Mail Server: *manta.wf.mbari.org*
Incoming Mail Server: *manta.wf.mbari.org*
User Name: *wf1 through wf16*
Password: *welcome*

** It is not necessary to log into the domain name Deepblue to check your WF1-16 email account.

Procedures:

- Login to Windows NT on the two designated email computers in the Dry Lab by entering:
Username: *wfguest*
Password: *western96*
- Start up Netscape Messenger (or, if using your laptop, your regular email program):
Select the profile name for your guest email account: (*WF1 through WF16*).
Enter the temporary password: *welcome* (or the new one if you've already changed it).

Policies and general information:

- The “wfguest” account can access network printers on the vessel, the “Apps” share on Hurricane, and a general shared file storage area on Hurricane called “Dropbox”.
- Guests are encouraged to change their email account passwords for the duration of the trip:
Start a telnet session to Manta (Start/Run/telnet *manta*). Login with your temporary email account (*wf1 through wf16*). The password is set initially to “welcome”. Type *passwd* at the command prompt and follow the prompts. (Note: new passwords must contain at least two alphabetic characters and at least one numeric character). Type *exit* to logout.
- While at sea, additional information can be found onboard at *fww.wf.mbari.org*.

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- When the vessel docks, **ALL GUEST ACCOUNT EMAIL WILL BE DELETED and the guest account email passwords will be reset.**
- Email usage is restricted to 2 MB per day (total sent and received). Email usage over 2MB per day may be charged to the user/project. Should you need to increase your usage, please direct your request to the Director of Marine Operations. To verify email size, save the message as a file, then right click and check the file size under *properties*.
- All other MBARI policies regarding email apply while at sea.
- MBARI staff and scientists who have existing network and email accounts on the *R/V Western Flyer* may use these accounts.
- The *R/V Western Flyer* crew may delete, without notice, any guest email found on any other *R/V Western Flyer* computers that are not designated for guest email usage.
- Note that email via satellite is batched and sent at three intervals per day.

Tips for reducing email size:

- Set your email client (Outlook, Netscape) to write your email in plain text, rather than HTML or rich text.
- If using Outlook as your mail program, do not include a signature with your messages. To turn off this feature, go to the Outlook *Tools* menu, select *Options*, then *Mail Format* to turn off signature files.
- **Important:** Do not forward your complete on-shore mail to the ship! Use email filters to limit auto-forwarding to just critical mail.

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