



Welcome aboard the US Coast Guard Cutter HEALY, the most technologically advanced polar icebreaker in the US fleet. The officers, chiefs, and crew of HEALY are dedicated to helping you meet your scientific research goals.

Please review the enclosed materials. The inherent hazards of life at sea require that we all understand and follow the basic safety practices which are described. There is also a great deal of information in this package that will help you adapt to the daily routine of life onboard the ship.

Again, welcome aboard. I look forward to meeting each of you.

Ted Lindström  
Captain, US Coast Guard  
Commanding Officer, USCGC HEALY (WAGB-20)

## Welcome Aboard

This pamphlet provides important information that will help you adapt quickly to life onboard the US Coast Guard cutter HEALY.

### Staterooms

During your time onboard, you will probably be sharing a room with two other members of the science party. You and your roommates will be responsible for keeping your stateroom and the head (bathroom) clean. Before you leave the ship (and each Saturday morning), your stateroom and head will be inspected.

### Sheets and Towels

Sheets, blankets, and pillows are available in the large brown cabinet in the Science Conference Lounge. If this cabinet runs out, let the Marine Science Officer know. **Before you leave the ship, you must wash your sheets and place them in a folded stack on your bed.** The head scientists may designate one of you who is departing on a later flight to finish the laundry for those of you leaving on the early morning flights. The laundry room is located on the 2<sup>nd</sup> deck, one level below the mess deck. It is open 24 hours a day. Laundry should be done in full loads whenever possible, so please coordinate this with your roommates.

We do not provide towels or washcloths. If you did not bring these items, the ship's store may have some for sale.

### The Plan of the Day

The POD is published daily and posted throughout the ship each evening. The POD lists the upcoming day's events and provides general shipboard information.

### Meals

There are four meals served each day:

<i>Regular Workday (Monday-Saturday)</i>		<i>Sundays and Holidays</i>	
Breakfast	0700-0800	Breakfast	0700-0900
Lunch	1100-1200	Brunch	1000-1200
Dinner	1700-1800	Dinner	1700-1800
Mid-rats	2300-2330	Mid-rats	2300-2330

Call ext. 399 to have meals saved if science ops do not allow you to attend the scheduled meal.

All non-military or non-NSF personnel will receive a monthly mess bill for each day spent onboard during the previous month (\$8.90 per day.) Certain non-NSF science parties may also have their meals centrally paid by their organization; check with your chief scientist for details. Meal bills **payable by check only** should be made out to "United States Coast Guard", and must be paid within 5 days of receipt.

Menus are located throughout the ship, including the Science Conference Lounge, the main science lab, the mess deck, and the bridge.

Please do not remove food or dishes from the mess deck. Appropriate clothing is required on the mess deck. The following are specifically not allowed: coveralls, open-toed shoes, sleeveless t-shirts, dirty work or gym clothes, hats, tank tops or mid-riff shirts (females.)

As always, separate your trash into the bins provided.

## **Medical**

The clinic is located on the port side of the 02 deck. Sick call is from 0700-0800 everyday. Urgent treatment is available any time; page any member of the medical staff or contact the bridge (ext. 131) to arrange treatment.

Seasickness pills and basic over-the-counter pharmacy items are available as needed. If you have not already completed and submitted a medical form, you must see the Chief Corpsman upon reporting aboard.

## **Entertainment**

Movies are shown on the ship's entertainment system at 1800 and 2000 each night.

On many Saturday evenings, there will be a movie shown on the big screen in the helicopter hangar.

There is a small library located on the port side of the 01 deck and several cabinets of books in the Science Conference Lounge.

Bingo is played on the starboard side of the mess deck every Saturday evening at 1830. The cost is \$1 per card.

## **Fitness Center**

The ship's gym is located on the 2<sup>nd</sup> deck directly below the mess deck. There are several weight machines, lifecycles, stair climbers, and other typical weight room items. You are welcome to use any of the equipment. Please wipe down the equipment and stow everything for sea when you are finished.

## **Ship's Store**

The Java Hut is open daily for an hour or so after each meal. The store offers coffee drinks, HEALY merchandise, snacks and a limited variety of toiletry items.

The ship's store takes US cash and US checks, or you can run a tab for the entire cruise (\$200 limit.)

## **Securing for Sea**

You must keep your personal gear and scientific equipment properly stowed at all times so that it does not get broken or injure someone due to the ship's movement. HEALY will roll and pitch in rough seas, and will vibrate quite a bit when breaking ice. The ship is not responsible for damage caused by poor stowage. If you have any questions regarding proper stowage procedures, consult with one of the Marine Science Technicians (MSTs.)

## **Pager System**

HEALY is equipped with a paging system, and everyone is issued a pager immediately after reporting. The pager directory listing names and pager numbers is posted throughout the ship. This system is an effective means for locating people and should nearly eliminate the need for general announcements ("pipes".) Telephone/pager lists are available in most spaces on the ship.

The pager system can be accessed from any telephone: Dial 277. At the first tone, enter the pager number you are calling, followed by the # sign. At the second tone, enter the extension you would like that person to contact, followed by the # sign. Hang up.

If there is an emergency and you need to access the 1MC (the ship's announcing system) to report the situation, dial 500 on any telephone.

### **Chain of command on HEALY**

HEALY is a military vessel with a chain of command and clearly divided responsibilities. We do not expect you to learn the entire system, but it is helpful to remember that your point of contact for nearly every problem should be the chief scientist, the Marine Science Officer, or the Administration Officer. You will meet these people shortly after arriving.

A uniform insignia diagram is attached to this packet to help you learn to identify the ranks of the officers, chiefs and crewmembers.

### **Accountability**

Accountability is *extremely* important on a ship. If anyone were to go missing from the ship, we would need to know quickly (especially in Arctic waters.) Routine accountability checks will be conducted twice daily (at 1200 and 1815); the chief scientist will report to the Executive Officer that all science personnel have been accounted for.

When you arrive you will be issued a card that lists your room, pager number, and where you should go ("muster") in an emergency. The crew will conduct weekly emergency drills which you will be able to distinguish from a real emergency by the announcement of "Now, this is a drill, this is a drill..." You do NOT need to muster for these drills.

For actual emergencies, however, you must be prompt in getting to your muster location; otherwise, valuable resources will be taken from the actual emergency to assist in location you.

If you see an emergency situation such as fire, flooding or smoke, dial 500 and announce what the emergency is, where the emergency is, and any other pertinent information. 500 connects you to the 1MC announcement system that is heard throughout the ship. You can also dial 131 or 132 to reach the bridge.

### **Checkout**

Before departing, you must complete the Checkout Checklist.

## **Glossary of Shipboard Terms**

Bulkhead- Wall

Deck- Floor

Drills- Practice of emergency procedures and actions. Passengers do not participate.

EOW- Engineer of the Watch. The direct representative of the EO who stands watch to run the plant and respond to any engineering casualties. They are in charge of running not only the ship's engines, but all other machinery and systems throughout the ship.

General Emergency- An emergency situation, such as fire or flooding, that requires all hands to respond. Passengers will muster in the Science Conference Lounge.

Ladder- Stairs

OOD- Officer of the Deck. This is the person on the bridge who is driving the ship. They are a direct representative of the Captain and are in charge of the safety of HEALY and the lives of all personnel embarked as well as the accomplishment of all assigned missions.

Overhead- Ceiling

Pipes- Announcements over the loudspeaker.

1MC- The ship's loudspeaker, or announcement system.

Quarters- A gathering or meeting for all the crewmembers for accountability and passing information to the crew. Passengers do not participate. Generally takes place on the flight deck at 1230.

## Passenger In-Brief from the Engineers

Welcome aboard the US Coast Guard cutter HEALY. Shipboard life will require your attention to various unique requirements ranging from water conservation to knowing your emergency escape routes. This pamphlet contains the basic information you will need to make your stay onboard enjoyable and successful.

Safety is paramount. Please conduct yourself with due regard for the inherent dangers of life aboard ship. The most common problem we face is injuries due to gear that is not properly stowed (everything from coffee cups to heavy equipment) and falls due to the motion of the ship. Always remember (especially on our steep ladders): One hand for you, one hand for the ship. Use the handrails.

### Sewage

The sewage system onboard ship is very different from a shore system. **Flush only human waste and marine toilet paper down the toilets.** No exceptions, ever. The system is remarkably sensitive to any other materials, and you will do two things if you disregard this rule: You will deprive at least ½ of the ship of sewage service for an extended period, and you will force our hard-working damage control team to take on the ugly job of disassembling the system to find the clog. Also, if you must get rid of water from a mop bucket or other container, please do so in a deep, sink, not the toilets.

If you do accidentally flush something other than the supplied toilet paper, be sure to inform Engineering Control Center (ECC) at ext. 222.

If an announcement is made that the sewage system is down, do not use it until the announcement is made that it is back in operation.

### Trash

The second-most important aspect of shipboard life to remember daily is trash separation. We separate trash into several categories:

- Paper
- Light Plastics
- Heavy Plastics
- Corrosives, such as batteries
- Food
- Metals

The shipboard trash policies and procedures are detailed elsewhere in this package.

### Water Conservation

HEALY uses saltwater distilling machines to produce fresh water. This is also the water we use for showers, sinks, washing dishes and clothes. When showering, take a "sea shower." A sea shower will keep us from running low on water. You should use just enough water to wet down, then turn off the water while you wash and turn it on again to rinse off. Please employ this concept when brushing teeth, washing hands, and any other water-intensive applications.

### Laundry

To conserve water, please wait until you have a full load of clothes (or combine loads to create a full load) before you do your laundry. There is a sink in the laundry room if you need to do any pre-washing. Please, as always, keep water usage to a minimum. The front-loading machines are low-water usage, and so require very little detergent. Use no more than ¼ cup, or the suds will spill all over the deck. The distilled water is also soft, so even the normal machines require

less detergent; use no more than ½ cup. Lint traps below the dryers must be cleaned after every load to prevent a fire.

### **Egress from your Room and Workspace**

Soon after joining the ship, a crewmember will assist you in learning the egress routes from your room and workplace. You should be able to find the shortest route to the outdoors, even in total darkness.

It is possible that during egress, you will need breathing protection if a fire fills the passageway with smoke. We have Emergency Escape Breathing Devices (EEBDs) throughout the ship. There are always EEBDs located beside your bed and in your workplace.

To don an EEBD, open the plastic container, remove the actual device, pull the metal ring, listen for a hissing noise, pull the plastic bag over your head, and begin breathing. If the device does not hiss, then it is not making oxygen and you must grab another EEBD. EEBDs are to be used for escape only. Upon donning one, do not attempt to fight a fire or do anything other than exit the hazardous environment. Once outside, remove the plastic bag. Your hair will be highly oxygenated and therefore highly flammable. Fluff your hair to disperse the high concentrations of pure oxygen, and do not smoke or approach an open flame for at least 15 minutes. The EEBDs will function for 15 minutes after being activated.

### **Doors**

Many doors on the ship are large, heavy, and potentially dangerous if allowed to swing freely or slam shut. Always keep a handhold on a door that is not dogged (latched) so that the door cannot swing. Also, whenever you open a door to pass through it, shut and latch it behind you. We keep a log of which watertight doors are open around the ship, so if your work requires you to latch a door open, please call Main Control (also called Engineering Control Center, or ECC) at ext. 221 or 222. The watchstanders can then log the door open. Let them know when you are done and the door can be logged shut again.

### **Smoking**

Please smoke only outside on the port (left) side of the ship, and never on the fantail. Our ventilation system draws its intake from the starboard side, and we don't want smoke entering the ship. There are butt cans provided on the 01 deck port side.

### **Traffic Patterns**

In order to avoid clusters and traffic jams in some of the tighter passageways and ladderwells, we maintain a traffic pattern onboard:

Move forward and up ladders on the starboard side.  
Move aft and down ladders on the port side.

### **Report Anything Abnormal**

It is important to remember that we all rely on one another to maintain a safe and functional ship. Safety of people and equipment is the responsibility of every person on the ship, because if a major casualty were to occur, it would very quickly affect everyone onboard. If you see anything that is clearly out of the ordinary, such as water or fuel spraying or leaking from a pipe or valve, or if you smell smoke or see flames anywhere, tell someone immediately. The compartment you are in can be reported by checking the bullseye (yellow square with black identification numbers on the bulkhead) or describing the equipment or furnishings in the space.

## **Access to Spaces**

In general, you should limit travel to the science and living areas. Engineering spaces are hazardous and off limits. As a rule of thumb, if you are passing through a deck hatch or scuttle, or the compartment is very loud and hearing danger signs are posted, it is an engineering space. During the cruise, tours of the engineering spaces will be provided.

## **Waste and Trash Handling**

To protect the environment, comply with Coast guard regulations, and improve the health, sanitation, and appearance of the ship, it is crucial that waste be segregated as it is generated. All cardboard, plastic, plastic and metal combinations (e.g., broken alarm clocks), aerosol cans, glass, light bulbs, paper, ballasts, metal, batteries, and food waste will be segregated and disposed of in the manner stated below.

HEALY has an incinerator on the port side main deck, just aft of the mess deck. Only paper products, oily rags and light plastics will be burned in the incinerator (certain engineering personnel may burn other materials.) Typically, science parties designate 2 persons to receive the short training course and burn the waste materials generated by the science party (again, only paper, oily rags, and light plastics.) The incinerator is open for this purpose from 0800-1200, Monday, Wednesday and Friday.

If the incinerator is not working, all trash should be kept in the workspace/stateroom until the incinerator is repaired. If the incinerator is down for a prolonged period of time, trash should be taken to the trash van on the port 01 deck and temporarily stored there. When the incinerator is repaired, you are responsible for removing your trash from the van and burning it.

All cardboard, metals, and glass must be properly separated and bagged for storage in the trash van on the port 02 deck. At no time shall trash be stored in the Waste Handling compartment (1-50-2-Q) except during inclement weather that does not permit access to the trash van. Bags placed in the Waste Handling compartment (1-50-2-Q) because of inclement weather must have the name of the person responsible written on the bag. As soon as conditions permit, the trash must be moved to the trash van. Once the trash van approaches its capacity, the cardboard, metal and glass (only) will be disposed of directly over the side of the ship. This will only be done when the ship is more than 25 nautical miles away from land and is not conducting science operations.

## Science Data Network

### Getting Started Supplement to the Welcome Aboard Package

This document is intended only as a quick first step introduction if you are looking to get on the science data network immediately upon your arrival.

You must sign onto one of the public Windows laptops to validate your logon credentials. This will also allow force you to change your password and this password will then be used to access email or other resources, so remember it.

Wireless is available and you will get a connection but you WILL NOT be able to do anything until you provide the system administrator with your wireless MAC address. This will be covered during the in-brief and is also available on the science Intranet web site – <http://home.healy.polarscience.net>.

The General Purpose Windows laptops are large black HP laptops which can be found in the following locations;

QTY	Location
1	Bridge
3	Science Conference Room
2	Future Lab
2	Computer Lab
1	Main Lab
1	Chief Scientists Stateroom

When signing onto the windows laptops you should use **your** firstname(dot)lastname (e.g. Joe.Scientist) with 5551212 as the password. This will prompt you to change your password before continuing. Once you are logged on successfully you may open a web browser which will bring you to the Healy Home page. If for some reason you do not get the Healy Home page, you can simply type HOME in the address bar and hit enter. From there you will see the GETTING STARTED FAQ link as well as others which should help you with most of what you'll need to get started.

**Your email address on board is your logon  
(firstname.lastname@healy.polarscience.net).**

There are also two public Mac Mini's for your use. One in the Science Conference Room and one in the Future Lab. These can be signed onto using the Guest Account for easy access to the Internet.

We will cover a little more information during the welcome aboard in-brief. If you need immediate assistance with something try paging #888 and leave your phone #. See the welcome aboard package for how to use the pagers.

## Check-out List

NAME \_\_\_\_\_

### 1) PAGERS

-Return Pagers to ENS Travers, Pager Return Tray in Science Conference Lounge, or Ship's Office.

### 2) EXCHANGE/SHIP STORE BILL

-Have all bills and accounts paid to LTJG Selavka.  
-Checks are to be made out to "HEALY EXCHANGE"

Checked out by LTJG Selavka: Signature \_\_\_\_\_

### 3) GALLEY/MESS BILL

Checked out by FSCS Williams: Signature \_\_\_\_\_

### 4) STATEROOMS: Prior to Departing, please do the following:

- a) Wash and fold your linens, placing them at the foot of your bed.
- b) Restock toilet paper under sinks and in heads (TP located in laundry room).
- c) Empty your trash prior to leaving (burnables and non-burnables).
- d) Vacuum your room.
- e) Wipe down the sink, mirror, and shower.
- f) Dust high surfaces.
- g) Ensure that you did not leave anything behind.
- h) Remove nameplates.
- i) Sweep dirt/mud away from in front of the room.

Checked by ENS Travers, CWO Tyler (or OOD if inport).

Signature \_\_\_\_\_

Personally-owned equipment/appliances such as portable radios, clock radios, electric shavers, curling irons, hair dryers, hobby equipment, etc. are not of standard issue. Personal equipment can be approved for shipboard use when the following conditions are met:

- a. Adequate government-owned equipment is not available to meet the need.
- b. The personal and electronic is of safe, rugged construction and meets the requirements of NSTM paragraph 300-2.7.3.4. Any personal equipment which fails to meet these criteria shall be forbidden aboard ship. Final acceptance or rejection is at the discretion of the officer in charge of the inspecting shop.

Electrical equipment such as flatirons, coffee pots, hand-held hair dryers, electric typewriters, sewing machines, vibrator massagers, dry cell battery chargers, and hobby equipment shall meet the provisions of NSTM paragraphs 300-2.7.3.1 through 300-2.7.3.5.4 and shall be provided with a portable cable in conformance with the requirements of NSTM paragraph 300-2.7.4 through 300-2.7.4.3.

Electric shavers and barber shears should have a completely insulating housing and isolated cutting blades for safe use onboard ship. The housing and cord must be free of cracks.

Personally owned or non-Navy-standard equipment such as portable extension cords, high intensity lamps, reading lamps, electric blankets, heating pads, electric power driven tools (except those specifically used as hobby tools), heat/sun lamps, hot plates and griddles, microwave ovens, portable extension lights, electric heaters, portable air conditioners, and immersion-type water heaters **are prohibited** from being introduced and used onboard ship. Adequate government-owned equipment is provided to meet the needs associated with these items. Non-Issue items of the types mentioned are generally a shock hazard because of inferior insulation, leakage currents, and flimsy structure.

Specifically, non-shipboard surge-suppressors, also known as “power strips”, have DIRECTLY contributed to fires on board ship. They are EXPLICITLY FORBIDDEN! Only “APPROVED FOR SHIPBOARD USE” surge suppressors are permitted, NSN 6150-01-362-7192. If you have need of one or have any questions, please see a member of Healy’s EM shop.

***I have read, understand, and agree to comply with the above regulations regarding the electrical equipment I bring onboard USCGC Healy (WAGB-20).***

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_