

07 May, 2003

From: Master, T. S. EMPIRE STATE

To: All Crew Members

Subj: Crews' **Handbook for Summer Sea Term 2003**

Encl: Crews' Handbook

1. The purpose of this letter is to welcome you aboard the Training Ship EMPIRE STATE for Summer Sea Term 2003. Enclosed is a copy of the **SST 2003 Crews' Handbook**. For further information, I suggest that you check out a copy of the Maritime College Catalog from the ship's library.

2. The Crews' Handbook outlines policies and procedures as embodied in the 1980 Federal Maritime Education and Training Act relative to shipboard operations and administration of the Summer Sea Term. It is a guide for the conduct of Ship's Crew. Read it carefully. Your attention is particularly directed to the sections on Jurisdiction, Discipline, Rank, Uniforms, Dress, Grooming, and Alcoholic Beverages. Any questions should be communicated to your Department Head.

Richard S. Smith,  
Master,  
T.S. EMPIRE STATE

# **CREW MEMBER'S HANDBOOK**

## **GENERAL**

T.S. EMPIRE STATE is not a passenger ship, not a cargo ship, and not a Navy ship. It is a ship operated to train cadets for a maritime oriented career. The regulations in regard to the ship, its organization and discipline are embodied in the 1980 Federal Maritime Education and Training Act.

## **JURISDICTION**

All persons on board are under the jurisdiction of federal laws, since the ship is a public vessel owned by the U.S. Government. State of New York laws and Maritime College regulations also apply. Further, Title 46 CFR, subchapter R, requires that training ships come under the inspection rules and regulations of the U.S Coast Guard; therefore the Captain, Chief Engineer and all Watch Officers on board the vessel are required by law to be licensed by that organization. By law, The Captain is the final authority onboard. He or she has the the ultimate responsibility for the safety and well-being of the ship and every person on board.

## **DISCIPLINE**

Self-discipline and proper conduct have a major effect on morale throughout the ship. Unseemly behavior, including boisterous conduct, insobriety and failure to obey orders will not be tolerated. Consideration should be extended to your shipmates by remaining quiet while in your berthing area, or after hours. Remember tat the ship is in operation 24 hours a day and people are working different shifts during the day.

## **ORGANIZATION**

Every crewmember onboard the T.S. Empire State works for a particular department and answers to that department head for immediate supervision. Licensed professional mariners starting with the Captain (also referred to as the Master) man the ship. As tradition and law dictate, the Captain's word is the final and ultimate answer to any situation whatsoever. Everybody onboard the ship answers to the Master. You will always address him as "Sir" or "Captain" and immediately respond to any request he makes. It is considered the ultimate sign of disrespect to in any way, contradict, dispute or argue with the Master. The crew of the Empire State falls into the following categories with their respective supervisors or department heads:

### **Deck Department Supervisor – Chief Mate**

- a. Room Stewards
- b. Ship's Store Personnel
- c. Ship's Barber
- d. Tool Room Keeper

## Engine Department Supervisor – Chief Engineer

- a. Chief Electrician
- b. General Mechanic

## Food Service Department (Sodexo) Supervisor – Food Service Director

- a. All food service personnel

## Yeoman Supervisor – (see below)

- a. Deck Yeoman Supervisor – Senior Deck Training Officer
- b. Engine Yeoman Supervisor – Senior Engine Training Officer
- c. Regimental Yeoman Supervisor – Deputy Commandant of Cadets

## **DRESS**

Appropriate dress will be worn at all times when on board ship. Proper attire will be worn when going ashore. This will include pants (dress/skirts optional for women), shirt and shoes. Bathing suits, tee shirts, tank tops, or extreme styles of dress will not be worn when departing from/returning to the ship.

## **GROOMING**

Proper grooming standards will be maintained at all times. Every department has a uniform which is to be worn when on duty. Clean, presentable clothing is expected at all times. Hours for the ship's barber shop are posted by the barber shop

## **ROOMS**

Crews' living quarters will be maintained in a clean, sanitary condition. Occupants are responsible for the cleanliness of their rooms, which will be the subject of periodic sanitary inspection. Every effort has been made to maintain your room in a good condition. Any damage or problems should be noted on your room check-in form. There will be no painting of rooms, removals of furnishings or fixtures or additions to the rooms. Any damage found in the room after cruise will be charged to the occupants. Problems during cruise should be reported on ship's work form available in the ship's office.

## **SMOKING**

Smoking is **NOT** permitted in the interior of the vessel **anywhere**.

Smoking **IS** allowed outdoors on the very stern or fantail of the vessel.

When smoking on deck, **DO NOT THROW CIGARETTE BUTTS OVER THE SIDE!!** The ship's motion will just blow the butt back onto the deck and possibly start a fire somewhere. Extinguish your cigarette thoroughly and dispose of it properly. Any crewmember found disposing of butts on deck will be disciplined. Cadets are

responsible for keeping the decks clean, so do not be rude and litter where cadets will have to clean up after you.

### **CLEAN UP AFTER YOURSELF**

Cadets are responsible for keeping the decks clean, so do not litter where cadets will have to clean up after you.

Be aware there are very specific rules at sea regarding what can be tossed over the side. You should only place trash in a proper receptacle, always separating plastics from other trash items.

### **CREW MESS**

All crewmembers will dine in the Crew Mess, located on the starboard side of 5-hold, 2<sup>nd</sup> Deck. Meal hours are posted outside the Mess and in the Plan of the Day. During in-port stays, the Officers will use the Crew Mess. At these times, the crew will dine in the Cadet Mess.

### **CREW LOUNGE**

Located adjacent to the crew mess is the Crew Lounge. Here crewmembers can relax and watch the two, piped-in ship's movies shown each evening. The schedule is posted in the Plan of the Day. Seating is limited and crewmembers should make room for latecomers.

This room is open for ship crewmembers only.

### **SHIP'S SNACK BAR**

The ship's snack bar, located in the underclass cadet lounge, aft in 5-hold tank top, is open to **all** ship's personnel. Since, however, it is located in a cadet area, crew members are to make a purchase and exit in a reasonable period of time. No crew members are to socialize or watch movies in the cadet lounges at any time

### **SHIP'S STORE**

The Ship's Store is located in the Cadet Mess, starboard side, and is available to **all** ship's personnel. Hours are posted outside the store and in the Plan of the Day. A good variety of sundry and Maritime College Logo items are available as well as some uniform replacement parts. All payment is in U.S. cash only. Since, however, it is located in a cadet area, officers and crew are to make a purchase and exit in a reasonable period of time.

### **LIBRARY**

The at-sea branch of the Stephen B. Luce Library at Maritime College is located near the cadet lounges, 5-hold Tank Top. The Library is open to **all** ship's personnel and

books are available for check out. Hours are posted on the door and in the Plan of the Day. The library also provides information on the next port-of-call, including some guidebooks and general information.

### **ON YOUR TIME OFF....**

Sunbathing is permitted for crewmembers **only** in the following designated areas:

- a. Upper deck Aft, near the liferafts
- b. Uppermost deck (flying bridge aft) behind the smokestack

Sunbathing on top of the doghouses is not authorized. Wear appropriate clothing. Barefoot, open-toe shoes and/or sandals are NOT to be worn on deck at any time, due to safety concerns. You may bring a battery operated radio/cassette/CD player on deck keeping the volume LOW.

### **STATION BILL**

Fire, boat, and other emergency drills are all hands evolutions. They require the serious attention of all crew members. Read the station bill and know your duties. Take good care of your life jacket. Proper clothing must be worn to all drills; this includes head gear (ballcap), long sleeve shirt or jacket, and proper footgear.

For these drills, traffic will move on the double, quietly, forward and up on the starboard side and down and aft on the port side. In the event of an emergency DO NOT PANIC.

**Fire and Emergency:** 10 second sounding of general alarm and 10 second blast on ship's whistle.

**Abandon Ship:** 7 or more short rings on general alarm and 7 or more short blasts on ship's whistle followed by a long ring on general alarm and a long blast on ship's whistle.

**Man Overboard:** 3 prolonged blasts (4 to 6 seconds) on ship's whistle and 3 prolonged blasts on general alarm plus announcement on P.A. system.

### **SAFETY**

Always hold hand railings when going up and down ladders and remember, one hand for the ship at all times. Beware of wet decks – slipping and falling is one of the most common causes of accidents on ship. **Wear proper shoes;** females should not wear high heels, sandals, or shoes with wooden soles or heels. Use a flashlight in areas of the ship that are not well lighted. Keep all loose gear secured; the ship may roll and pitch unexpectedly. Windows and portholes facing the foredeck must be shaded at night to avoid interference with navigation of the vessel. Use extreme caution when using water around electrical equipment and electrical outlets. There will be no jogging or running on the ship. Headsets/Walkman type radios are not to be used on deck, in the engine room or at any time while working.

## **LAUNDRY**

The crew laundry room is located on the Main Deck, starboard side, across from the Deck Training Office and is available to all crew members 24 hours a day. All crew members are responsible for keeping this area clean at all times. Be considerate of others using the wash and move clothes along from washer to dryer etc. while using this room.

## **WATER USAGE**

T.S. EMPIRE STATE has limited capacity to generate potable water based upon the number of people it carries. Also, storage is limited. Accordingly, water usage discipline is necessary. Do not take long showers or run the shower continuously – wet, soap, and rinse. Do not wash a few articles of clothing at a time. Do not let water run. Report all leaks in faucets, showers, etc. Do not waste water; if water is not conserved, it will be necessary to ration it.

## **FOREIGN PORTS**

The behavior and appearance of everyone attached to the training ship must at all times represent the proper image of a citizen of the United States. The customs, culture and religion of the countries we visit must be respected. Remember that we are the foreigners outside of the United States. Have your Maritime College ID card with you at all times when ashore in a foreign port.

## **VISITORS**

Crew members are **not allowed** to bring visitors aboard the vessel in foreign ports and will follow the ship's published guidelines while in U.S. ports.

## **RESTRICTED AREAS**

Only watch standers and persons directly engaged in ship's business requiring their presence on the bridge, in the engine room, or in the ship's office are permitted in those areas. All other persons – cadets, officers, crew, or otherwise – are not allowed in the engine room, in the ship's office, or on the bridge, including both the wheelhouse and the wings. Provision may be made for tours of those areas at selected times by permission of the Master in the case of the bridge and Chief Engineer in the case of the engine room. If permission is granted for such tours, the times must be coordinated with the watch standing officer on duty to insure that operating and instructional requirements are not adversely affected by such tours.

## **FRATERNIZING**

**Fraternizing with cadets, both on board and ashore, is PROHIBITED.** Crew members will not visit cadet living spaces and cadets will not visit crew quarters. This has consistently been a problem, due in part to the closeness of age between many crew members and the cadets. You may be terminated for your part and the cadet will be restricted to the ship, given extra duty, and possibly expelled. Please keep your socializing to your friends and co-workers among the crew.

## ALCOHOLIC BEVERAGES

### **Maritime Administration and New York Maritime College policy**

**prohibit consuming alcoholic beverages on board.** The only exceptions are official functions in port or as specifically directed by the Master. Alcoholic beverages may be purchased when the ship is outside of the United States waters and brought on board, if immediately placed in the custody of the Deputy Commandant for delivery to the purchaser upon arrival in New York. In no cases will they be stored in any other area of the ship.

## DRUG USE

Needless to say, illegal drug use of absolutely any kind is not tolerated either afloat or ashore. Drug testing is mandatory for all crewmembers. **You will be terminated immediately** and possibly prosecuted if there is any legitimate suspicion of illegal drug use during your employment onboard the T.S. Empire State. This includes being flown home from overseas at your own expense at any point during the Summer Sea Term. Stay well clear of any association or connection with drug use, especially when overseas.

## PASSPORTS

It is REQUIRED that all crew members be in possession of a valid U.S. passport and U.S. Coast Guard Seaman's Document.

## SUNBATHING

The Sun Dec, Bow and Stern areas of the vessel are designed for sunbathing use by Cadets only. Sunbathing on top of the dog houses is **not** authorized. All crew members are to use either the upper deck area (by the lifeboats) of the false stack area, for sunbathing purposes. Open-toe shoes, and/or sandals are not to be worn on deck at any time, due to safety concerns. You may bring a battery operated radio cassette/CD player on deck keeping the volume LOW.

Richard S. Smith,  
Master  
T.S. EMPIRE STATE