

# NOAA SHIP HI'IALAKAI R334



**WELCOME ABOARD**

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Commanding Officer

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## Welcome Aboard!

### 1. GENERAL INFORMATION AND MISSION

NOAA Ship *Hi`ialakai*, R334, is a public vessel of the United States. The ship is operated by the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA) Office of Marine and Aviation Operations (OMAO). The ship is classed by the American Bureau of Shipping.

#### Ship's Characteristics

Length overall	224 ft. (68.3 m)
Beam	43 ft. (13.1 m)
Draft (max.)	16 ft. 10 in. (5.1 m)
Displacement, full load	2,285 long tons
Gross tonnage	1,914 GRT
Cruising speed	10 knots
Cruising range	20,232 nm
Shaft horsepower	800 hp (2 ea.)
Propellers	8 ft dia. (2 ea.)
Bow thruster	550 hp

The ship was built by Tacoma Boatbuilding Company, Tacoma, Washington, christened as USNS *Vindicator*, and delivered in 1984 to the U.S. Navy to perform an ocean surveillance mission. The ship was transferred to NOAA October 30, 2001, commissioned as NOAA Ship *Hi`ialakai* in Honolulu on September 3, 2004, and placed in service. The name *Hi`ialakai* was suggested by Dr. Isabella A. Abbott, professor emerita at the University of Hawaii and a co-sponsor of the ship, and translates as “embracing pathways to the sea.” The ship’s other co-sponsor is the late Mrs. Margaret Inouye.

*Hi'ialakai* supports NOAA's mission goal to protect, restore, and manage the use of coastal and ocean resources through ecosystem-based management. The ship supports projects of NOAA Fisheries for Coral Reef and Monk Seal programs and NOAA's Office of National Marine Sanctuaries. Principal operating areas for the ship are the main and Northwestern Hawaiian Islands, Pacific Ocean areas including the U.S. territories of American Samoa and Guam, Pacific Remote Islands, and the Commonwealth of the Northern Mariana Islands.

Scuba diving plays a major role in scientific operations, and *Hi'ialakai* is well suited to support both shallow and deep-water dive projects. The ship is equipped to carry up to 7 small boats, 5 of which are work boats for transporting divers to and from working areas, a dive locker to store scientific gear and equipment, and an air compressor to fill tanks. The ship is also outfitted with a 3-person, double-lock decompression chamber, in addition *Hi'ialakai* has a state-of-the-art multi-beam sonar mapping system, allowing her to produce high-quality bathymetric maps.

## **2. ROOM ASSIGNMENTS:**

The Berthing Officer, normally the Operations Officer (OPS), assigns staterooms to all permanent personnel. The Chief Scientist assigns the science party rooms. Any special requests or needs concerning berthing are to be brought to the attention of the OPS. The final berthing assignments are approved by the XO.

Each person is responsible for making their own bed, vacuuming carpets, cleaning their shared head, and maintaining the cleanliness of their stateroom. The ship provides bar soap, toilet paper, linens, and towels. All crew and scientific personnel are responsible for cleaning their own linens during the cruise.

The following is required:

- Keep your room and head clean and orderly.
- Remove all personal property prior to departing the ship and ensure the stateroom has been cleaned thoroughly.
- Do not remove or modify any ship property in your room.
- Do not drill, nail, or screw **anything** into the bulkheads.
- Use only small electrical appliances or equipment in your room.
- **Smoking is not allowed** in any interior spaces!

- Rooms must be inspected and the checklist turned into OPS before departure of the ship.
- Notify permanent staff about any problems with the room, regardless of importance, by sending an email to: [worklist.hiialakai@noaa.gov](mailto:worklist.hiialakai@noaa.gov)

### **3. EMERGENCIES / DRILLS:**

Your stateroom is equipped with a life jacket, an immersion suit, and Emergency Escape Breathing Device (EEBD) for each bunk. Know where your safety equipment is, how to use it, and make sure that immersion suits and life jackets fit. Immersion suits, life jackets, long-sleeve shirt/pants, hat, and close-toed shoes with a heel strap should accompany you to every abandon ship drill. An emergency billet card will be placed on to your door prior to departure. It will explain where you are to report for drills or actual emergencies. Emergency station bills are posted in common areas on the main-, 01-, and 02-decks, and in the Main Control Room. Please take the time to familiarize yourself with these instructions.

The emergency alarm system uses bells and the ship's whistle. When you hear the alarm sound, report to the appropriate station listed on your billet card.

The following is a description of the different alarm signals used aboard this ship:

**FIRE:** One prolonged ring of the bell (greater than 10 seconds in length).

**MAN OVERBOARD:** Three long rings of the ship's bell.

**ABANDON SHIP:** More than six rings of the alarm bell followed by one long ring.

**Ship Specific Instruction (SSI) 1701-16-HA Fire and Damage Control** provides more detailed information regarding emergencies aboard and the proper responses and shall be reviewed by all crewmembers. All SSI's are located in the ships office and available upon request.

## **4. MEALS AND MESSING:**

### Meal Hours Underway:

Breakfast:	07:00 - 08:00
Coffee Break:	10:00 - 10:15
Lunch:	11:00 - 12:00
Coffee Break:	14:00 - 14:15
Dinner:	17:00 – 18:00

The mess areas aboard HI'IALAKAI are located forward and aft of the galley, starboard side main deck. The aft Mess contains a salad bar, beverage dispensers, and condiment selection. Non-meat dishes are usually available at every meal when vegetarians have been identified. Galley crew will begin cleaning up the service line/mess deck and galley 15 minutes prior to the top of the hour and the Mess will be off limits immediately following each meal service for cleaning and restocking for a period of 30 minutes.

As a courtesy to your shipmates and to maintain sanitary conditions, please observe the following rules: please pick up after yourself and place all food scraps in wet garbage bucket inside galley door and used glasses, dishes, and utensils in the galley sink. Please replace condiments taken out of reefer when you are finished.

Not permitted in the mess areas:

- Bathing suits/wet suits,
- Bare feet or open-toed shoes
- Hats (remove hats when entering the mess and hang them on the hooks that are located on the starboard bulkhead),
- Rain gear/work vests, and tank tops.
- PC's and other electronics during galley working hour
- Meetings, events, etc. may be scheduled with prior approval from the Chief Steward

Please change into clean clothing and wash up prior to coming to the mess areas if you have been involved in dirty work. Profanity is not welcome in the mess deck at any time. Shoes and shirts must be worn at all times when inside the ship.

## BOX LUNCHES

1. Box lunches will be ready for pick up at 0515
2. Coolers should be wiped dry and cleaned out at the end of each day
3. Coolers are restocked at the end of the day, please don't remove food items
4. All concerns (good or bad) with box lunches should be addressed as they happen, not just at the end of the cruise

## 5. SHIP'S STORE:

The ship maintains a small store located all the way forward on the main deck, port side. The store sells toiletries, ship's hats and shirts, snacks, soda, and other sundry items. While underway, there will be an announcement when the store will open each evening . In port, the store will be opened by request, at the convenience of the Ship Store operator. Crewmembers and scientists may open a credit account at the beginning of the cruise in order to minimize numerous cash transactions. All personnel will be required to pay their ship store bill in its entirety at the end of each cruise.

## 6. COMMUNICATIONS:

### Information Screens:

Official information for all personnel is posted on electronic screens throughout the ship. Please note the locations of each screen and check them in the morning and evenings for ship operations (i.e., Plan of the Day) and general information. The Plan of the Day (POD) describes projected activities as well as other pertinent information. It is updated daily or as necessary while underway.

### U.S. Mail:

A box for outgoing **stamped** mail can be found with the ship's personnel mail box. The "Mail Call" box is located on the 01-Deck, starboard side, amidships.

### E-Mail:

**All visitors/new crew must have completed NOAA IT security training prior to accessing the HA's network.**

Crew Email is accessed via Web Browser at:

<HTTP://hinems.hiialakai.nmao.noaa.gov> or IP address: 10.48.18.11

File sizes in excess of 1 MB are discouraged but doable if cleared through the Chief ET/Executive Officer.

You may also access your Gmail/Yahoo/MSN/Goofball.net internet email accounts via the internet. (See Internet usage guidance below.)

**Internet Access via VSAT:**

Our allocated bandwidth for the entire ship is 128Kbs. This equates to double the speed of your average home dial up connection, shared with everyone on the ship.

**Do not use VSAT for:**

Streaming Audio

Streaming Video

Chat Rooms

Instant Messaging

Virtual Reality sites (Google Earth)

Voice over IP (this includes iPhone calls)

Any sites considered “Questionable Content” according to NOAA IT standards. (It is your responsibility to know what types these are). Please review:[http://ocio.os.doc.gov/ITPolicyandPrograms/Policy\\_\\_\\_Standards/ssLINK/DEV01\\_002685](http://ocio.os.doc.gov/ITPolicyandPrograms/Policy___Standards/ssLINK/DEV01_002685) for Department of Commerce internet usage policies.

Always close your Web Browser when you are finished, and log off the machine in use to allow others access. It is also requested that all cell phones be turned off or placed in airplane mode.

If the system becomes bogged down by over/mis-use, we will be forced to limit the number of machines with access, and times when access is allowed. This service is a privilege and should not be abused.

**INMARSAT/Iridium:**

Crew and Scientist are allowed 10 minutes per day of Iridium phone usage after 1700. Phones calls can be made from server room, chamber and dry lab, ships office and aft mess. Please see the CO, XO for permission to place **any INMARSAT call**. Permission must be granted for an Iridium call longer than 10 minutes.

**Iridium Instructions:**

- Pick up phone, press Iridium line,
- Dial 00697-area code- number for a standard number.



- Dial 00699-1-8xx-number for a toll free number (800, 888, 877, 866 or 855)
- Example: 00697-808-690-9570 or 00699-1-800-224-6622

#### INMARSAT Instructions:

- Pick up phone, press INMARSAT line
- Dial 001-area code-number-#
- Example: 001-808-690-9570# or 001-800-224-6622#

#### **Ship's Phones:**

A copy of the current phone list may be requested for your stateroom. The phone listing is also posted next to the phone stations in public areas (i.e., aft mess, fwd mess, bridge, wet lab, dry lab, etc.). If you have an **emergency**, dial the Bridge at **Ext: 0**.

#### **7. MEDICAL CARE:**

The ship is staffed by a USPHS Medical Officer as well as several Certified Medical Person(s) in Charge and Emergency Medical Technicians (EMTs). Sick Bay is located just forward of the Crews (forward) mess starboard side, main deck. Sick call hours are held between 0730 – 0830 and 1500-1600. If the office is not open and you are ill or have a **medical emergency**, **contact the bridge at Ext: 0** from any phone and give them your location and the nature of the illness or emergency. The OOD will then locate the Medical Officer. The phone number to **Sick Bay is Ext: 133**. First Aid boxes are located on the main deck over the water fountain in the passageway, 01-Deck port-side across from exercise room, 01-Deck in emergency generator room, 02-Deck starboard-side aft of OPS Stateroom (02-29-1), main engine control room, and bridge.

If you are reporting aboard as a permanent crew member, please bring all health records and related documents to the Medical Officer as soon as possible so a permanent Health Record can be started for you. If you are part of the scientific party, you should have completed a NOAA Health Service Questionnaire for review and placement on file. If an up-to-date Health Questionnaire is not on file, you are **not qualified to sail**, and you will need to complete the questionnaire and have it reviewed by the Medical Officer prior to departure.

Prior to diving, all divers must complete a neurological exam. The exam must be completed with the Dive Medical Officer (DMO) or his/her designee. Divers shall complete a full neuro exam at least every six months and update the exam every 30 days while attached to the ship with the DMO.

## **8. SAFETY:**

### **General Safety Equipment:**

Hard hats with chin straps, gloves, and close-toed shoes shall be worn when working on deck. Close-toe shoes will also be used when loading/unloading stores/equipment. Protective eye/face wear shall be worn during dirty deck work, operation of machine tools or any work involving acids, solvents, welding or cutting operations, or any other work where protective wear is deemed necessary. Lifelines shall be worn while working on the grated deck whenever the starboard-side cutout is open for CTD deployment and recoveries. Lifelines are also required whenever work is conducted aloft. Life vests shall be worn during all small boat operations, whenever working next to the water's edge (i.e., launching/recovering boats, handling mooring or ship's service lines, passing stores, etc.), and whenever deemed necessary by the command.

**Ship Specific Instruction (SSI) 1701-06-HA Personal Protective Equipment** provides detailed information regarding personal protective equipment (PPE). It shall be reviewed by all crewmembers. All SSI's are located in the ships office and available upon request.

### **Emergency Escape Breathing Device (EEBD's)**

In the unlikely event of a fire aboard ship, there may be a lot of smoke in a surprisingly short amount of time. In all staterooms and in most public spaces aboard *Hi'ialakai*, there are orange plastic boxes mounted on the bulkheads. These are Emergency Escape Breathing Devices or EEBD's. They are self-contained, compressed oxygen, breathing devices. EEBD's are meant to provide breathing air to an individual escaping from a toxic, smoky environment and they are easy to use.

**1** REMOVE EEBD FROM ORANGE CASE

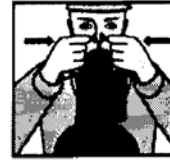
**4** INSERT YELLOW MOUTHPIECE



**2** LIFT YELLOW LEVER AND DISCARD COVER



**5** FIT YELLOW NOSE CLIP



**3** REMOVE UNIT BY PULLING YELLOW NECK STRAP UPWARDS



**6** INHALE THROUGH MOUTH AND ESCAPE

ADJUST YELLOW NECK STRAP AND DON FACE SHIELD IF NEEDED

### Respirators/SCBA's:

Respirators or a Self Contained Breathing Apparatus (SCBA) shall be worn when working with any product in an enclosed area and the Material Safety Data Sheet (MSDS) for that product recommends one or the other be worn. These items may include paints, solvents and chemicals such as Formalin and acids/bases. **Should you be in doubt about which type of protection to wear, please check with the Environmental Compliance Officer prior to entering a potentially dangerous atmosphere.**

\* Note: Respirator and SCBA use require medical clearance and must be individually fitted to each person by an OSHA certified technician in order to insure a proper fit.

### HAZMAT:

The hazardous material (HAZMAT) reference library is located in the Ship's Office. The Material Safety Data Sheets (MSDS) are located in the binder located on the 02-Deck outside the Ship's Office and on the thumb drive next to the binder. MSDS should be consulted prior to using any product you might suspect as being hazardous. The MSDS informs which type of protection is required when working with that product. There are several storage areas aboard for different types of hazardous material. Please check with the Environmental Compliance Officer if you are not sure where a suspected hazardous material should be stored. The Chief Scientist on each cruise will provide the Environmental Compliance Officer an inventory of all HAZMAT brought aboard along with the appropriate MSDS's prior to

sailing. **Upon returning to port, the Chief Scientist shall be responsible for ensuring that all scientific HAZMAT is removed from the ship and that the inventory is updated.**

## **9. MISCELLANEOUS:**

### **Laundry:**

Three combination washers/dryers are available 24 hours a day in the laundry room. The laundry room is located on the 2-Deck (below the main deck) on the starboard side when you go down the forward, starboard ladder from the main deck. Detergent, bleach, and dryer sheets are provided. Please be considerate of others and remove your laundry from the machines in a timely manner. **Please only use approx. a 1/4 inch of liquid soap in the cups provided for a load!**

### **NOTE:**

**In order to reduce the risk of fire, please check and clean the lint traps prior to starting the dryer. In addition, please be courteous to your fellow shipmates and clean the lint traps after each use.**

**In order to conserve water, please refrain from washing several small loads of laundry. In the event that water conservation measures are necessary, laundry is the first item mechanically secured.**

### **Library:**

The ship's library is located on the Main Deck in the forward mess area. It is available to all hands 24 hours a day. Magazine racks and a DVD library are also located in the forward mess area.

### **Exercise Room:**

The ship's exercise room is located on the 01-Deck, stbd-side. It is equipped with a weight machine, elliptical trainer, rowing machine, stationary bicycles (O2 deck aft) and treadmill. The exercise room is available 24 hours a day; however, music and workouts should be conducted quietly between the hours of 2200 and 0800. Use of the treadmill is restricted from 2200 to 0600. If people are waiting for a machine, exercise time is limited to 30 minutes. Please sign up for a time slot on the sign-up sheet posted on the door to the exercise room. Wipe down the equipment with the cleaning wipes provided and dispose of them in the trash, when done as well.

## **Movies:**

Scheduled movies from US Navy Motion Picture Service are in video 8 mm and E-DVD format and shown on channels **113** and **114** each evening. The two players are located in the forward mess. All movies played on one of these players can be viewed on any TV throughout the ship. The library of movies can be found in the ship's store and the Movie Officer can give you access. **Please make sure that the 8 mm tapes are rewound and placed in their proper case after viewing them.** A DVD player is also located in the forward mess and can be viewed on any TV throughout the ship on channel **99 (TV in forward mess must remain on to view DVD in staterooms)**. Up to two movies can be checked out at any one time. DVD's are located in the forward mess for all to view, please ensure that they are returned when completed. A \$30.00 replacement fee will be charged for all lost/damaged movies. TV's throughout the ship will also be able to view the Nobeltec screen (chart with the ship's position), the ship's bridge camera, the mast cameras and the TOAD operations.

## **TV Guide**

<b>99</b>	<b>Blu-Ray DVD player</b>	<b>114</b>	<b>E-DVD Player</b>
<b>100-106</b>	<b>various cameras/monitors</b>	<b>115</b>	<b>Sky Sports</b>
<b>107</b>	<b>MSNBC</b>	<b>116</b>	<b>Sky News</b>
<b>108</b>	<b>FOX News</b>		
<b>109</b>	<b>CNBC</b>		
<b>110</b>	<b>BBC</b>		
<b>111</b>	<b>E!</b>		
<b>112</b>	<b>Nobletech</b>		
<b>113</b>	<b>8mm Player</b>		

## **10. RESTRICTIONS:**

### **Bow:**

No one allowed on the bow after 2200 or in heavy weather without permission from the OOD.

No white lights are allowed on the bow or bridge deck at any time after sunset without permission from the OOD.

## **Smoking:**

Smoking is prohibited in all interior spaces and everywhere aboard when fueling operations are taking place. In addition, **no cigarette butts are to go over the side**. Please use the cigarette butt smoking stations that have been attached in the following locations:

- 1) port-side dive locker grated deck;
- 2) stbd-side dive locker grated deck;
- 3) aft-side rescue boat locker 01-Deck; and
- 4) stbd-side navigational locker 03-Deck (lockers behind Pilot House).

NOTE: Smoking is not permitted in the public head located in the HPU room.

## Smoking Areas



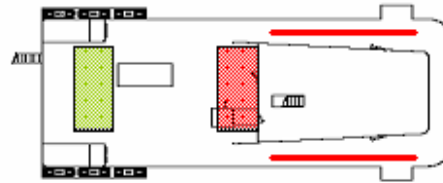
Smoking allowed



Smoking forbidden

### Bridge Deck

- Lockers behind Bridge
- GMDSS Battery + Pyro Locker



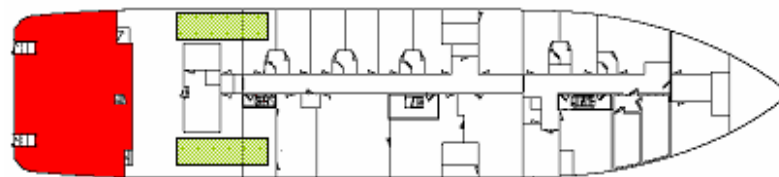
### O1 Deck

- Aft-side Rescue Boat Locker
- Scuba air intake



### Main Deck

- Port-side dive locker grated deck
- Stbd-side dive locker grated deck
- Fantail



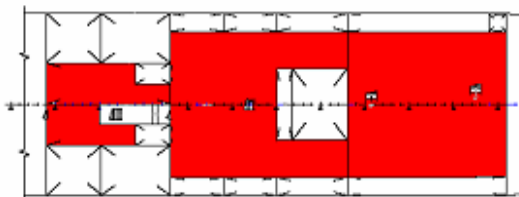
### Engine Room

- No smoking



### Lower Engine Room

- No smoking



## Restricted Areas



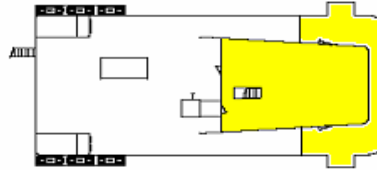
Always restricted



Restricted – Requires permission

### Bridge Deck

- Bridge
- Bridge Wings



### O1 Deck

- Server Room
- ET Shack
- STBD Aft Ladder



### Main Deck

- Galley
- Reefer
- Mach Shop
- STBD Mid Ladder
- Dry Stores
- Fwd Stores
- STBD Aft Ladder



### Engine Room

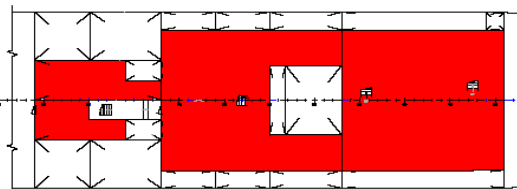
- All except Laundry

Laundry OK



### Lower Engine Room

- All





### **Visitation:**

Visits between passengers and ship's personnel shall be held in common areas. When members of the opposite sex are working together or visiting in a stateroom, the door shall remain open.

### **Prohibited Articles:**

Firearms are not allowed aboard. Possession or use of intoxicating drugs, narcotics, marijuana and/or unprescribed medications is **strictly prohibited**. Alcohol may **ONLY** be stored in the ships store and must be checked in with the OOD immediately upon bringing on board.

### **Sanitation:**

This ship is equipped with a marine sewage treatment system. The system is fragile. Only biodegradable waste should be placed down any sink/shower drain or toilet. **No cleaning wipes, sanitary napkins, tampons, cigarette butts, paper towels, dental floss, etc.** If it hasn't passed through you or isn't toilet paper, don't put it down the toilets.

### **Garbage:**

**Dumping of any plastic, Styrofoam, or petroleum** products of any kind, overboard at **any time is strictly prohibited**. Several containers are located throughout the ship specifically for wet garbage, plastic, aluminum cans, recyclable paper, and batteries. Please be sure to use the correct container for appropriate waste. Your cooperation in adhering to the ship's waste management policy is greatly appreciated.

**Absolutely NO ITEMS can be disposed of over the side without permission from the Bridge.**

### **Effects on Other Documents:**

The Ships Working Rules provide a more detailed orientation and description of the ship's regulations applying to all personnel aboard. A copy of the Standing Orders is available for review on the bookshelf in the forward mess.

## **11. IMPLIED CONSENT:**

All Persons boarding the *Hi'ialakai* give their implied consent to conform to all safety and security policies and directives which are administered by the Commanding Officer.

## **12. SUPPORTING DOCUMENTS:**

The Ships Working Rules provide a more description of the ship's regulations applying to all personnel aboard. A copy of the Working Rules is available for review on the bookshelf in the forward mess.

In addition, Ship Specific Instructions (SSI) are OMAO Policies for operations aboard the *Hi'ialakai*. All SSI's designated by the crewmember's department head shall be reviewed.

These documents are also available for review by scientists upon request.

## **13. IMPORTANT PERSONNEL ABOARD HI'IALAKAI**

Commanding Officer:	CDR Daniel Simon
Executive Officer:	LCDR Amanda Goeller
Operations Officer:	LT Faith Knighton
Navigation Officer:	ENS Steven Solari
Junior Officer:	ENS Bryan Stephan
Third Mate:	3M James Donovan
Medical Officer:	TBD
Chief Marine Engineer:	James Johnson
Chief Boatswain:	Mark O'Connor
Chief Steward:	Allen Gary
Electrician Technicians:	Mike Crumley
Senior Survey Tech:	Tonya Watson