



ANTARCTIC TREATY
XX CONSULTATIVE MEETING

TRATADO ANTARTICO
XX REUNION CONSULTIVA

TRAITE SUR L'ANTARCTIQUE
XXe REUNION CONSULTATIVE

ДОГОВОР ОБ АНТАРКТИКЕ
XX КОНСУЛЬТАТИВНОЕ СОВЕЩАНИЕ

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EXPEDITION LEADER'S NOTEBOOK (TABLE OF CONTENTS)
INFORMATION PAPER SUBMITTED TO THE XX ATCM

(Agenda item 15)

(Submitted by IAATO)

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Each IAATO member has an environmental officer and manager of field operations, who is responsible for communicating the obligations of the Antarctic Treaty System to its field staff. Most of these individuals have been active in Antarctica for decades with considerable experience in the field. This same person is the contact listed in the IAATO Membership Directory. They are responsible for the notebooks used by Expedition Leaders. Such notebooks contain Antarctic Treaty System documents, briefing and safety guidelines, procedures, emergency contingency plans and information on landing sites.

The following is a sample Table of Contents from the expedition leader's notebooks prepared by Quark Expeditions, 980 Post Road, Darien CT 06820 USA. The notebooks are divided into several large 3-ring binders sent to each vessel and maintained at the home office. Recently revised, this up-dated version will be in final form and available for use on all ships operated by Quark Expeditions in the 1996-97 Antarctic season.

The other members of IAATO have comparable field manuals for their expedition leaders, tailored to their own operations. As one of its goals, IAATO fosters cooperation and exchange of information among its members to improve and standardize operations. The Expedition Leader's Notebook is a vital document for safe and responsible operation in the Antarctic -- and its content is the subject of ongoing discussions among IAATO members.

IAATO would welcome comment on this outline. National operators, Treaty Parties, SCAR, COMNAP and other interested parties have generously contributed educational materials and copies of their own field manuals over the years, which have been incorporated into the notebooks used by members. We share a common goal of safe, efficient and environmentally-responsible Antarctic operations.

I. Expedition Leader's Handbook

TABLE OF CONTENTS

A. INTRODUCTION

B. JOB DESCRIPTIONS

C. BEFORE DEPARTURE

- Passenger pre-departure materials
- Antarctic Primer
- Clothing and equipment list
- Zodiac and helicopter safety guidelines
- Recommendation XVIII-1
- Medical Information Form (MIF)
- Personal Information Form (PIF)

D. FLIGHTS AND TRANSFERS

- Group flights and transfers
- Independent flight and transfers
- Confirmation of arrangements

E. EMBARKATION

- Directions and procedures for officers, crew, staff and passengers

F. INITIAL BRIEFINGS

- Welcome and Introductions
- Embarkation Briefing: Life aboard ship
- Health
 - Briefing by ship's physician
- Safety
 - Onboard and ashore
 - survival equipment
 - Lifevests
 - Periodic briefings on rough seas, moving about the ship
- Itinerary Overview
- IAATO slide presentation of Recommendation XVIII-1
- Signed passenger statement: obligations under Antarctic Treaty System
- Going Ashore
 - Proper dress
 - Landing plan
 - Tag Board
 - Zodiac guidelines
 - Helicopter guidelines
 - Passenger Liability Waiver

G. ABANDON SHIP EXERCISE

- Role of expedition leader and staff
- Briefing by safety officer
- Passenger exercise
- Crew exercise

H. CONSERVATION

- Briefing Guidelines
- Passenger briefing
- Crew briefing

I. COMMUNICATIONS

- With the home office
- Maintaining contact with other vessels regarding itineraries
- Advance notification/confirmation of station visits
- Marine VHF handheld radios
 - Procedures during landings, care, handling and use
- Marine VHF base station ashore
 - Setup, procedures and use

J. ZODIAC OPERATIONS

- Preparation of Zodiacs
- Survival Gear
 - In the Zodiac
 - To be taken ashore
- Zodiac drivers
 - certification
- Lowering the Zodiac
- Zodiac Driving
- Operating in the fog
- Operating Zodiacs around wildlife
- Operating Zodiacs in the ice
- Zodiac operation at the platform
- Zodiac beach landing

K. HELICOPTER OPERATIONS

- Contract with air company
- Helicopter Operation Team (HOT)
 - Emergency Contingency and fire fighting
 - Refueling
- Loading/Unloading Procedures
 - Staff assignments
 - On Deck
 - Ashore
- Preparation of helicopters
- Survival Gear
- Briefing of pilots regarding flight plan
 - Operation in areas with wildlife
 - Special precautions around protected areas
- Communication with helicopter pilots during operation
 - By staff
 - By Bridge office
 - With research stations and land facilities

L. IN CASE OF MEDICAL INCIDENT

- Procedures
- Incident report
- Emergency Medical Evacuation Contingency Plan

M. IN CASE OF ENVIRONMENTAL INCIDENT

- Procedures
- Oil pollution prevention and response
- Shipboard Oil Pollution Emergency Plan (SOPEP)

N. IN CASE OF SERIOUS MARINE INCIDENT

- Role of Expedition Leader and Staff
- Contingency Response

O. REPORTING

- Exchange of information
 - advance notification
 - modification of plans
- Expedition Report to Quark Expeditions Office
- Actual Itinerary
- Site Visit Report

P. INVENTORIES

- Medical
- Educational supplies
- Zodiac equipment
- Maps and Charts

II. EXPEDITION STAFF RESOURCE BOOK

TABLE OF CONTENTS

A. PAST REPORTS

- Expedition Leader Reports
- Expedition Logs
- Government and Official Observer reports
- Site Visit Reports
- Antarctic Site Information

B. IAATO INFORMATION

- Printed Materials: *IAATO News, Membership Directory, Bylaws*
- IAATO Vessel Call Data
- IAATO Ship Schedules and Staff list

C. EXPEDITION PLANNING

- Sailing schedule
- Correspondence
- Permits
- List of nautical charts carried

D. NSF/COMNAP INFORMATION

Minutes of Tour Operators Meeting
Six Season Overview of Antarctic Sites
Tour Ship Schedules
Overview of tourism: end-of-season estimates, statistics

E. REFERENCE DOCUMENTS

Antarctic Treaty System
 Antarctic Treaty
 Protocol on Environmental Protection to the Antarctic Treaty
 Recommendation XVIII-1(6 languages)
 Antarctic Treaty Handbook
Antarctic Conservation Act of 1978
Quark Expeditions' Environmental Handbook
Quark Expeditions' Environmental Assessment
Marpol Annex
Waste management plan
Antarctic Foundations
 Allied Whale
 UK Antarctic Heritage Trust
 NZ Antarctic Heritage Trust
 Antarctica Project
 In.Fue.Tur
National Programs: ANARE, NZAP, NSF, BAS

III. Voyage Notebook

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Vessel Call Data (IAATO, COMNAP)
Emergency Station in Punta Arenas (ANI)

B. BRIEFING NOTES

Final Instructions
Brochure
Final Departure Materials
Government Representatives or Observers
Scientific Personnel

C. PROPOSED ITINERARY

D. CRUISE LISTS

Passenger Manifest
Crew Manifest
Staff list
 biographies
 lecture topics