

CAL MARITIME

California State University  
Maritime Academy

2021

**CRUISE  
HANDBOOK**

FOR THE

TRAINING SHIP  
***GOLDEN BEAR***

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## Itinerary for Cruise 2021\*\*

<u>Port</u>	<u>Arrival</u>	<u>Departure</u>
<b><u>Cruise 1</u></b>		
Quarantine (2 weeks)*	17 May	31 May
Begins @ 1600 31 May Vallejo, CA		0800 04 June
Lahaina, Hawaii (anchorage)	1000 20 June	0800 24 June
Vallejo, CA	1000 13 July	
Cruise Ends	1200 14 July	
<b><u>Cruise 2</u></b>		
Quarantine (2 weeks)*	30 June	14 July
Begins @ 1600 14 July Vallejo, CA		0800 19 July
Lahaina, Hawaii (anchorage)	1000 31 July	0800 04 August
Vallejo, CA	1000 26 August	
Cruise Ends	1200 27 August	

*\*Quarantine not required for those with proof of full COVID vaccination at least 2 weeks prior to Cruise departure.*

*\*\*Itinerary is subject to change based on Port/Local health and safety guidances*

\*As of 4/5/21, there are no confirmed port calls with shore liberty\*

### Internal Communications

#### Training Ship *Golden Bear* Phone Numbers:

Bridge	1302
Engine Room Operation Station	1312
Quarterdeck Watch Station	1359
Medical Treatment Facility	1366

#### SHIP'S PHONE:

#### UHF Handheld Radio Base Station Locations:

Bridge	
Engine Operating Station	
Quarterdeck	1

## **General Cruise information**

### **Expectations and Purpose of the Annual Training Cruise**

The mission of each sea-training experience is to support the academic programs, but they also serve several other important purposes. First, it provides cadets with the opportunity to put into practice the theoretical knowledge they have been taught in the classroom on campus. Second, supervised sea training is also required for cadets to get time and a half sea time credit toward a US Merchant Marine license. Third, through the annual training cruise, cadets visit ports in the Pacific Rim and Atlantic Ocean Region, which are vital links in the worldwide maritime industry. Fourth, under direct supervision of the ship's officers and faculty instructors, cadets develop a broad range of essential maritime competencies: maritime professionalism, effective leadership, communication skills, and a keen appreciation for the chain of command, teamwork, and the responsibility of standing watch.

### **Authority of the Master and Ship's Officers**

The Master is ultimately responsible for the safe navigation of the TSGB and also the safety of all personnel while embarked on the cruise. The Master also acts as the general manager and the owner's representative. The Chief Mate is responsible for the maintenance of the vessel and for all non-engineering daily operations, and is responsible for the day-to-day safety and security regulations. The Second mate/Compliance Officer and serves as navigator aboard the vessel and is responsible for the maintenance of all charts and navigation publications and equipment. The Day Mate serves as the safety officer. Licensed Watch Officers serve as bridge watchstanding officers, cadet instructors under the guidance of the lead Deck Training Officer.

The Chief Engineer is responsible to the Master for the operation of the engineering machinery aboard the vessel as well as the maintenance and repair of all deck machinery, and ensures the safe, lawful, efficient and economical operation of all this equipment. The First Assistant Engineer is responsible for the general operations of the engineering plant, the day work crews, and the maintenance of the Engine Room. The Second Assistant Engineer is responsible for the maintenance of the auxiliary equipment. The Engineering Licensed Watch Officers typically serve as the engineering watch officers and cadet instructors under the guidance of the lead Engineering Training Officer.

The Master of the Training Ship *Golden Bear* shares the same responsibilities and duties of every US flagged vessel master, both public and private. These duties and responsibilities are time-honored and well documented under Federal law. The Master has the duty and the responsibility to plan, direct, and control

and actions of all officers, crew, and cadets under his command per federal law, and as such, his authority over activities on the vessel often goes beyond the common non-seafarer notions of what managers do. The Master has the duty and responsibility to implement a chain of command structure and to see that the seafarers under his command honor this structure. Adherence to this chain of command structure by all seafarers is both expected and essential. In regards to non-seafarers embarked aboard the Training Ship, the Master has authority over all such persons aboard the Training Ship, regardless of their capacity ashore. This authorization is defined by federal law and cannot be modified by public or private agreements, or by state law.

### **Proper Decorum**

It is the intent of the Master that all ship's officers and cadets conduct themselves in a way appropriate to the standards of our profession. The use of vulgar or profane language either while conducting business or while being able to be overheard by others is acceptable neither on board the training ship nor ashore in port. All personnel are advised to be attentive to their behavior in this regard. The appearance of the vessel and the conduct of her crew shall reflect the high standards expected at Cal Maritime. Additionally, the training ship is an important state and federal asset. As such, the image she and her crew present, whether at home or abroad, should reflect favorably on the United States of America, the State of California and the California State University system.

### **Laws and Regulations**

All federal and state statutes, (especially US Navigation Laws), all regulations governing the California State University, all Cal Maritime policies and procedures, and all current Collective Bargaining Agreements are in effect for the duration of the cruise.

### **General Orders of the Training Ship *Golden Bear***

All lawful orders given by officers on the TSGB will be obeyed without delay.

All officers and crew aboard the training ship must hold a valid Merchant Mariner Credential with proper STCW endorsements for the position in which they serve.

It is the policy of Cal Maritime that all cadets who sail aboard the training ship hold a US Coast Guard Lifeboatman rating and must have received security awareness security training.

In accordance with current USCG regulations, all members of the TSGB complement shall be participants in the Academy's mandatory drug testing

program. In addition, the Master or his designee may require drug testing for cause at any time.

Federal and State law strictly prohibits harassment and/or discrimination of any kind aboard the TS *Golden Bear*. Fairness and equity in the assignment of duties is expected of all those in authority. All staff and senior cadets are responsible for the safety and well being of those under their control. Every crewmember should be highly aware of activities within their area of responsibility to assure that no harassment or discrimination is taking place. Suspected violations or problems should be reported at once directly a supervisor, or to the Master. The full force of Cal Maritime regulations, Navigation Laws and other Federal and State Laws will be applied as required.

### **The Ship Comes First**

Everyone aboard the training ship is considered to be a crewmember. It is up to all of us to operate the ship safely and efficiently, even if your role may seem small or insignificant to you. As a member of the crew, it is important to understand that one's personal needs or desires may have to come second to the immediate needs of the ship. In other words, the ship comes first. This means that your workday may be longer than expected, or you remain on watch longer than expected, or that you get liberty later than expected due to operational requirements of the vessel. We try hard to follow schedules, but **the ship always comes first.**

### **Chain of Command**

#### **Operational Chain of Command (CRUISE 1 below, CRUISE 2 TBD)**

##### *Deck Department Organization*

Master: **Captain Samuel R. Pecota** (Commanding Officer Training

Ship) Chief Mate: Ms. **Jessica Ryals**

Second Mate: Mr. **Nicholas Seleska**

Third Mate: Ms. **Kelly Flynn**

Faculty Watch Officers

##### *Engineering Department Organization*

Chief Engineer: Mr. **John Coyle**

First Engineer: Mr. **Lyle Cook**

Second Engineer: Mr. **Joe Geist**

Electrician: Mr. **Bryce Lewis**

Faculty Watch Officers

## **Corps of Cadets Chain of Command (CRU1 below, CRU2 TBD)**

Commandants: Mr. David Taliaferro & Mr. Anthony Konecni  
Assistant Commandants: Strategic Sealift Officers  
Corps Commander/Corps Executive Officer

Company Commander  
Company Chief Engineer or Chief Mate (respective to your department)  
{Company 2M/Company 1A Engineer} staff officers  
{Company 3M/Company 2A Engineer} staff officers  
Cruise Division Commander  
Cruise Division Executive Officer

### **Using the Chain of Command**

The Chain of Command exists so that shipboard operations run smoothly and safely. Whenever you have a question or issue that may need resolution, it is imperative that you raise these issues with your direct supervisor first. For cadets, this means approaching your Cruise Division Executive Officer or Division Commander. If they are unable to resolve your situation, then you should raise the issue with either the Company Chief Engineer or Company Chief Mate, whomever is your respective department head. If your issue is of a personal or private nature, seek out a cruise resource person first.

### **Requirements for Cruise**

Unlike passengers on cruise ships, you will be expected to participate in some aspect of operating the vessel. You have a job to do aboard the TSGB: that is to learn your chosen profession. The academic unit oversees the classroom activities and the curriculum component of each sea-training course. The learning experience includes going to class, attending emergency drills, standing watch on the bridge or in the engine room, daily cleaning and many others activities. Due to the inherent dangers of being at sea, you will be expected to follow a more structured daily routine than when ashore. Be sure that you keep yourself informed as to how that structure applies to you. Knowing things like what time to be back to the ship, what your station for emergency drills is, or what you wear to dinner will make your life much easier. Normally, specific orders will only be given in safety and operationally sensitive situations, but at that time you must understand that it is your responsibility to comply with directives given by the person in authority.

TSGB is a merchant vessel, sailing under the authority of International and Federal Maritime law. Therefore, all shipboard personnel, including cadets, are required to treat all regulatory authorities with respect and to obey lawfully given orders.



## **Policies of the TS *Golden Bear***

### **CSU Systemwide Policy on Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students**

The California State University (CSU) is committed to creating and sustaining an educational and working environment free of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking.(1) The safety and well-being of our Campus communities is a priority for the University.

This Executive Order, and Executive Orders 1096, 1097 and 1098, provide direction on implementing Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); the Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act, commonly known as the Clery Act) (20 U.S.C. 1092(f)) (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus SaVE Act); Title IV of the 1964 Civil Rights Act (42 U.S.C. § 2000c et seq.); the California Equity in Higher Education Act (Cal. Educ. Code § 66250 et seq.); the California Donahoe Higher Education Act (Cal. Educ. §§ 66000 et seq.); and the Governor's California Campus Blueprint to Address Sexual Assault, among other applicable state and federal laws and related regulations.

#### **Notice of Non-Discrimination on the Basis of Gender or Sex**

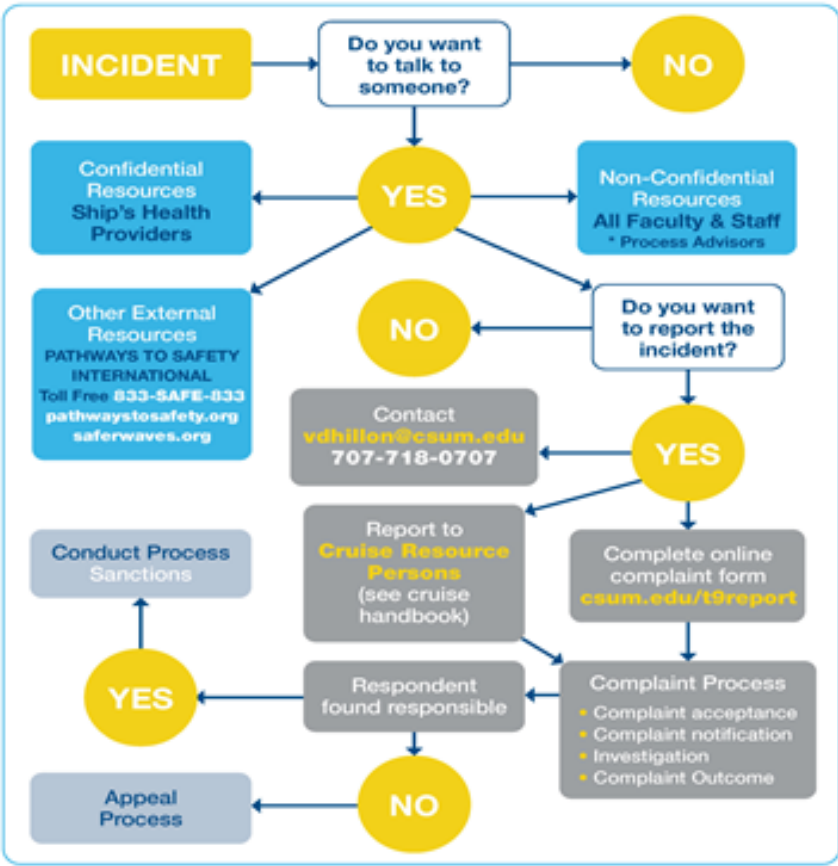
The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

#### **Rights and Options for Victims of Sexual Misconduct, Dating and Domestic Violence or Stalking<sup>[2]</sup>**

The University is committed to creating and sustaining an educational and working environment free of sexual misconduct, dating and domestic violence, and stalking. If you experience any of these forms of misconduct, you are strongly encouraged to utilize the various on and off campus resources described below. Your safety and well-being is the University's priority. This section is

intended to help you understand your rights and options, as well as provide you with information regarding support and assistant. For more information visit: <https://www.csum.edu/title-ix/index.html>.

# REPORTING TITLE IX INCIDENTS ON TSGB CRUISE



- ▶ Title IX Coordinator can explain reporting options (formal & informal)
  - ▶ For more information visit [www.csum.edu/title-ix](http://www.csum.edu/title-ix)
  - ▶ Counsellors (including SafeQuest Solano) and Pathways to Safety International will not report any identifying information to Title IX or the Captain
  - ▶ All other resources have a duty to report the incident to Title IX
- \*Process Advisors: Kelly Flynn & Jimmy Moore

FOR MORE INFORMATION VISIT [WWW.CSUM.EDU/TITLE-IX](http://WWW.CSUM.EDU/TITLE-IX) CAL MARITIME

## **Faculty and Staff Responsibilities**

All University employees have an obligation to make a report if notified about gender discrimination, harassment, or assault. Contact the Title IX Coordinator to make a report. Exceptions to this are limited to those employees whose positions on campus include legal confidentiality protection such as medical and mental health providers and, in some instances, University Police. Title IX requires that the school conduct a prompt, impartial, and thorough investigation, and must take appropriate steps to resolve the situation. This is true regardless of whether the complainant files a formal complaint or requests action.

## **On Campus Resources:**

Cal Maritime Title IX Coordinator  
Vineeta Dhillon  
Director, Student Equity  
(707) 718-0707 or [vdhillon@csum.edu](mailto:vdhillon@csum.edu)

## **Other Resources Aboard TSGB Cruise 2021**

Captain Samuel R. Pecota  
Dr. Rebecca Miller (Confidential resource)  
Dr. Charles Clemons (Confidential resource)  
Ms. Kathleen Core (Confidential resource)  
Dr. Sarah Oliver (Confidential resource)  
Dr. Grace Chou (Confidential resource)  
Mr. Mark Caplin (confidential resource)  
Ms. Lisa Warner  
Ms. Lindsay Long

## **Additional Resource aboard TSGB**

David Taliaferro, Commandant  
[dtaliaferro@csum.edu](mailto:dtaliaferro@csum.edu)

## **Designated Person Ashore (DPA)**

Franz Lozano, VP Admin & Finance  
[Flozano@csum.edu](mailto:Flozano@csum.edu) | 707-654-1038  
Craig Dawson, EHS Manager  
[Cdawson@csum.edu](mailto:Cdawson@csum.edu) | 707-654-1076

Additional Resource  
Pathways to Safety International  
International Toll Free: 833-SAFE-833  
<https://pathwaystosafety.org>

## **Tips for a Safe Cruise**

### **Culture of Respect**

Cal Maritime remains committed to establishing and maintaining a safe, inclusive, and respectful living-learning campus environment for everyone free of sexual assault and all manner of sexual misconduct. By strengthening our partnerships and alliances with support organizations, and providing the necessary tools, resources, and education, together we can prevent sexual misconduct before it happens and ultimately move toward building a culture of respect. This is both an individual effort and a community responsibility - and it starts with each of us.

Stand up, Speak out, Step in! If you know of anyone who has expressed thoughts and feelings of a sexually negative or violent behavior, don't ignore them. Instead, help them find a counselor or other professionals who can help. By leveraging Cal Maritime's core values, be a leader in promoting a culture of sexual respect and repudiating all forms of sexual misconduct. Learn, engage, advocate, and advance.

### **Bystander Intervention**

Be an active bystander and get involved. If you think a friend might be at risk for sexual assault, consider it an emergency and contact the Commandant on the ship, immediately. In other words, agree to look out for one another—have each other's back, and don't be afraid to speak up against jokes and misguided opinions about sexual assault. Instead, take the opportunity to educate your friends about the meaning of consent and sexual respect.

### **Respect for You**

Like so many other events and activities in your life, your safety begins with you. When leaving the ship, let someone know with whom you are going, where and for how long—and stay in contact as necessary and possible. (Also, when possible make sure you have your cell phone and it is charged so that you have another way of contacting or getting back to the ship)

### **Have a Plan**

Talk with your friends about your plans **before** you go out. Where do you want to go? Do you want to meet up with others? If you plan on drinking, do so in moderation so that you can make it back to the ship safely. Having a clear plan ahead of time helps friends look after one another.

### **Go out Together**

Go out as a group and come home as a group; never separate and never leave your friend(s) behind.

### **Watch Out for Others**

If you are walking at night with friends and notice an individual walking by him/herself in the same direction, ask him/ her to join you so he/she don't have to walk alone.

### **Diffuse Situations**

If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.

### **Trust your Instincts**

If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

### **Fostering a Respectful Environment**

It is the responsibility of the Ship's Master to promulgate appropriate directives to ensure that the cruise environment is kept as free from harassment, discrimination and/or retaliation. In the event that a complaint is made aboard the vessel, the Ship's Master shall be notified immediately. The Ship's Master will ensure that the appropriate resources are made available to the individuals involved in the complaint. The Ship's Master will contact the Discrimination, Harassment & Retaliation Administrator immediately when an investigation is warranted. The DHR Administrator may also be notified directly at:

Michael Martin

AVP of Human Resources, Diversity & Inclusion and Risk Management  
707-654-1135 | mmartin@csum.edu

## **Conflict/Complaint Resolution**

During cruise, the following procedures for resolution may be considered:

- Informal – discussion between cadet and commandant or discussion between employee and their immediate supervisor to resolve the concern
- Formal: complaint filed with the Ship's Master for review to determine whether an investigation is warranted

*In either case, all involved parties are encouraged to approach any of the cruise resource persons listed under Other Resources.*

## **Alcohol Policy**

The possession or consumption of alcohol onboard the TSGB is strictly prohibited. The possession of alcohol will result in an immediate dismissal from the vessel and being returned home at your own expense. All personnel are reminded that the federal blood alcohol standard for intoxication is 0.04%. The vessel is equipped with a breathalizing device. Any individual who is in a duty status and suspected of intoxication will be tested. Non-duty personnel may be tested for cause. **USCG regulations prohibit any crew member with a BAC of 0.04% or higher from performing safety-sensitive duties. This includes but not limited to watch standing, day work, quarters, class attendance. Cadets who are unable to perform their assigned duties due to an elevated BAC reading will be confined to quarters and are subject to a charge of alcohol while in a duty status.**

*\*Alcohol can only be consumed or brought on to the vessel for in-port functions approved by the President of Cal Maritime. There will be NO storage for transport or consumption of alcoholic beverages on the TSGB at any time during the cruise.*

AMNESTY STATEMENT: Cadets who call for help for a shipmate in need will not normally be documented for an alcohol violation as long as they are assisting with the care of a shipmate and are cooperative, forthcoming, and not impeding assistance in any way.

**WHEN IN DOUBT CADETS SHOULD ALWAYS CALL FOR HELP.**

Any cadet who does not call for assistance when a shipmate in need of medical assistance due to being impaired from alcohol or any other drug will be subject to disciplinary action. Items identified under this policy are subject to confiscation, disposal and/or destruction.

NOTE: The 1998 Higher Education Amendments added a new exception to FERPA and California Information Practices Act, allowing higher education institutions to disclose to the parents of a student under the age of 21 regarding a violation by their child of laws or University policy relating to alcohol or drug use or possession.

## **Customs and Contraband - U.S. Customs Regulations**

All personnel are reminded that the ship is required to conform to all US Customs and foreign country customs regulations. Smuggling is a serious crime and professing ignorance of the exact regulations is not an excuse. Security regulations also prohibit introducing any dangerous substances or unauthorized persons to the vessel.

## **Master's Responsibility**

The Master of the TS *Golden Bear*, has the responsibility under federal law and international customs to ensure that there is no contraband material on board the training ship during the cruise. The Master may at any time order a search of any space including staterooms or lockers for contraband materials. By participating in the training cruise, you acknowledge the legal authority of the Master to make warrantless searches of your living spaces and lockers when he or she believes that such a search is necessary to comply with maritime and Federal Law.

## **Security Awareness**

Mandatory domestic and international vessel security regulations are now in place for every ship in the world. These regulations are similar to what you experience at every commercial airport. The TSGB is subject to these security regulations, which are verified by both internal and external audits and inspections. Every person aboard the training ship is now expected to contribute to the overall security awareness of the vessel and actively participate in detecting potential security breaches. Every person onboard will receive mandatory security orientation and many crewmembers will receive additional specific training for the security duties they may be assigned. Similar to the ship's safety "Station Bill", each person onboard has an associated "Security Bill" assignment, even if it is nothing more than evacuating the interior of the vessel to your emergency station muster point. All crewmembers are required to familiarize themselves with their "security duty". The ship's official security officer (known as the Vessel Security Officer or VSO) is the Chief Mate. The Chief Mate has been assigned the authority to promulgate security instructions to the crew. Immediate compliance to those instructions is required. If you lose your port pass, or witness any suspicious activity either on the vessel or near it, immediately report this to the VSO via the gangway watch.

All hands will find that there are security regulations and procedures in place at the gangway where access to the vessel is initiated. All persons are instructed to

fully cooperate with those procedures. These may include ID card inspections, baggage searches, personal scanning or any other authorized action necessary to comply with our Vessel Security Plan. Finally, all hands are prohibited from sharing any ship/school identification documents, misrepresent themselves or others at the gangway or to openly discuss any security procedure or contingency countermeasures with anyone not authorized to have access to this information. This includes your fellow shipmates. This is a requirement of the security regulations. Breach of security measures or failure to follow security protocols established by the Vessel Security Officer will result in possible disciplinary action, including dismissal from the vessel.

### **Cruise Course Fee Refunds**

Students who did not attend and formally drop the course prior to the published TSGB Cruise Begins date will be issued appropriate refunds based on the following refund schedule:

- Up to 30 calendar days before the published TSGB Cruise Begins date = full refund of applicable fees and tuition
- From 30 to 15 calendar days before the published TSGB Cruise Begins date = refund of applicable fees and tuition less an administrative charge of \$50
- Less than 15 days before the published TSGB Cruise Begins date = refund of applicable fees and tuition less an administrative charge of \$100
- On or after the published TSGB Cruise Begins = NO refund

Students who are not entitled to a refund as listed under Title V that provides for late request for refund may submit a Petition for Waiver of Financial Regulations for exceptional circumstances. The Registration Appeals Committee will review and make a recommendation to authorize a refund if the Committee determines that the fees and tuition were not earned by the University. A **\$250** administration fee will be deducted from the authorized refund for late drop/withdrawal on or after the published TSGB Cruise Begins date.

The Registrar's Office must certify that the student did not attend cruise.

Visiting students enrolled through Extended Learning and Concurrent Enrollment who officially drop the course and do not attend cruise:

- Non-refundable fees include drug testing and document fee



## Academic Policy for Cadets sent home

It is the policy of Cal Maritime that cadets removed from TSGB training cruise, commercial cruise, co-ops, internships and/or international experience for disciplinary reasons will receive neither academic credit nor sea time towards Cal Maritime program completion for that course or activity, subject to outcome of a disciplinary hearing or procedure. ( For more info, please refer to Academic Affairs policy AA 03-028 )

## MT Lab Course Fee Refund

Refunds are made only for students who do not attend cruise and who officially drop the course. Course fee refunds are not made when a student leaves the ship after the cruise session has started.

If there are any questions regarding the refund policy, please contact the Cashier at (707) 654-1030.

## Cruise Services

### Communications

For emergency messages during business hours, contact Ms. Danielle Pelczarski in the Office of the Commandant at 707-654-1713 or email her at [dpelezarski@csu.edu](mailto:dpelezarski@csu.edu). Messages will be forwarded to the ship. For emergency messages during non-business hours, you may contact the ship via e-mail at [purser@csu.edu](mailto:purser@csu.edu). You may not receive an immediate response but someone will reply as soon as possible.

### Phone Service

Phone cards are available through Pirate's Cove Cafe on board the ship. With these phone cards you may call anywhere in the world from your berthing area or phones in public areas.

### E-Mail

E-mail is the best means of communication. **You do not have access to the Internet while onboard. Electronic mail will be available aboard the ship. Cruise accounts will already be established; no further action is needed.** Your e-mail along with any attachments should not exceed 200kb.

### Follow the Voyage

Family and friends may also stay in contact by going to the cruise website, [www.csum.edu](http://www.csum.edu) under "Follow the Voyage 2021". This site has information about the ship's arrival and departure from ports of call, Bear's Tale and Captain's Log.

### U.S. Mail

**Due to security regulations, the ship is unable to accept regular mail.**

## Computer Lab

The computer lab is open 24-hours a day and is shared with everyone aboard the training ship. **Loading additional programs or games is not allowed at any time. The computers in the computer lab may not be used for games.** If there are any problems with a computer, notify the network administrator immediately.

## Galley Services

Meals aboard the ship are served according to the following schedule:

Breakfast:           0630 - 0800 All Hands  
                          0800 - 0815 Off-going watch personnel

Lunch:               1100 - 1115 On-going watch personnel  
                          1100 - 1230 All Cadets  
                          1215 – Food Service ends

Dinner:              1700 - 1715 On-going watch personnel  
                          1700 - 1830 All Cadets  
                          1815 – Food Service ends

Night Meals:       2400 - For watch personnel

## Dinner in Port

In port, dinner will be served 1/2 hour earlier and will end 1/2 hour earlier.

**Removing plates, cups, glasses, silverware or food from the mess deck is strictly prohibited. Food is not allowed in classrooms.** If you wish to take coffee or juice out of the mess deck, then you need to supply your own mug or cup. We recommend plastic mugs with your name on them.

## Gymnasium

The Gymnasium is well equipped with strength equipment, treadmills, elliptical trainers, exercise bikes, rowing machines, and exercise mats. The gym is always open during cruise, but cadets and staff are urged to use common sense and sound judgment when using equipment. It will be the responsibility of the gym attendant (or their designee) to ensure that all equipment is in good repair and running order. It is the duty of all patrons to clean equipment after use, store and re-rack all strength equipment. Do not bring free weights on board under any circumstances. **Boxing, wrestling and martial arts in the gym are prohibited.**

## **Laundry**

Laundry rooms located on the 01, 02 and 03 levels in the forward house, and the 03 level in the aft house, are for **officers and staff only**. Cadets may only use the laundries in their berthing areas. A schedule may be posted for laundry room use if the ship is at or near her personnel capacity or potable water levels are low; cadets may not be able to use the laundry every day. Laundry soap will be provided. Only approved laundry soap without bleach or phosphates may be used in the ship's laundries. Laundry soap provided on the ship is concentrated and should be used sparingly. Written instructions will be provided in the laundry rooms.

**While in port, laundry facilities may not be available. Conserve water! Consolidate laundry loads.**

## **Leisure Time**

### **Cruise Activities and Programs**

A rich variety of activities, for both individuals and groups, have been planned for the training cruise. Coffeehouses, bingo nights, and barbecues on the fantail are examples of the activities that will occur. Times for these events will be announced in the Bear's Tale. Some cadet activities may also be arranged for some port stops. If so, signup sheets for these activities will be posted. The Associated Students may underwrite the full or partial cost of sponsored events.

### **Bear's Tale**

The Bear's Tale is the official form of communication aboard the Training Ship *Golden Bear*. It is important that cadets read the document each day to receive important information regarding academics, ship operations, and port information. The daily Bear's Tale will also include the Plan of the Day for the following 24 hours.

### **Library**

The ship's library lounge will be made available to cadets, faculty, and staff. Library hours will be announced at the beginning of cruise and subject to change based on Cadet Mast schedule. Paperback books are available on a read and return basis. No food or drinks are allowed in the library.

## **Medical Treatment Facility**

Clinic Phone: 1366  
Clinic Hours: 0815 to 1700 at sea  
Closed for lunch 1200 - 1315  
0815 in port

### **Pirate's Cove**

Pirate's Cove will be open during posted hours. Hours will reflect the needs of shipboard personnel. Four video gaming stations are available for stand-alone or networked use. Some uniform and school supplies are available for purchase as well as snacks, sodas and phone cards. Cadets, faculty and staff may use cash or credit card (Visa, MC, AMEX accepted). A minimum of \$5.00 per credit transaction is required. **Debit or prepaid cards not accepted.**  
NO CASH

## **Health and Wellness Information**

It is the mission of the Medical Officers and Counselor, in collaboration with Student Health, to provide high quality and easily accessible shipboard health care to all TSGB Cadets, Faculty, and Staff. This service is funded by student fees and the general fund. There is no additional onsite fee for sick bay services.

The TSGB Sick Bay offers general health care for illness and injury, counseling, and health education. The sick bay has basic pharmacy, lab, and x-ray capabilities.

### **Medical Staff for Cruise 2021:**

#### **Chief Medical Officers:**

#### **Medical Officers:**

#### **Cruise Counselors:**

**Rebecca Miller, M.D. (1<sup>st</sup> half Cruise 1) and Charles Clemons, M.D. (2<sup>nd</sup> half Cruise 1), Grace Chou, M.D. (2<sup>nd</sup> Cruise)  
Kathleen Core, NP (1<sup>st</sup> cruise) and Mark Caplin, P.A. (2<sup>nd</sup> cruise)**

**Sarah Oliver, Psy.D. (1<sup>st</sup> cruise) and Erin Currie, Psy.D. (2<sup>nd</sup> cruise)**



## Cruise Medical and Health Information

**Colds and flu** - The spread of common viral respiratory and stomach infections aboard the ship can be minimized by consistent hand washing with soap and water for at least 20 seconds, use of alcohol-based hand sanitizer, covering coughs, frequent hard surface disinfection, etc. [and wearing masks - TBD].

- **Routine Vaccinations** – Make sure you are not up-to-date with routine shots, such as measles/mumps/rubella (MMR) vaccine, tetanus/diphtheria/pertussis (Tdap) vaccine, etc. An annual Influenza vaccine is also advised. **Customs and immigration practices related to immunizations vary by country. You are responsible for making sure you have appropriate immunizations for international travel.**
- The Center for Disease Control (CDC) recommends the following for travel from the USA to many of the ports on this year's cruise:
  - a) **Recommended - Hepatitis A vaccine** - Cases of travel-related Hepatitis A can occur throughout the world. If not yet vaccinated, contact your personal health care provider or the Student Health Center about getting this vaccine prior to travel.
  - b) **Recommended - Hepatitis B vaccine** - Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with a new partner, get a tattoo or piercing, or have medical procedures. If not yet vaccinated, contact your primary health care provider early if you elect to take this vaccine.
  - c) **Recommended- Typhoid vaccine.** The CDC recommends this vaccine for most travelers. Check with your primary care provider or the Student Health Center to discuss getting the Typhoid vaccine.
  - d) For information about outbreaks of infectious diseases abroad, consult the WHO's web site at: <http://www.who.int/csr/don/archive/country/en/> or the CDC's web site at: [www.cdc.gov/travel/destinations](http://www.cdc.gov/travel/destinations).

## **COVID Policy on Cruise**

The following policies are subject to change as needed by the Chief Medical Officer and Captain or as dictated by local port authorities:

### **Quarantine Protocol**

Cruise cadets, faculty, and staff must provide proof of full COVID-19 vaccination (2 doses of Pfizer, 2 doses of Moderna OR 1 dose of Johnson & Johnson) to the CMA Student Health Center at least 2 weeks prior to TSGB departure.

Those who choose not to get vaccinated and/or those who cannot provide proof of vaccination MUST participate in a 14-day quarantine prior to the departure of their TSGB Cruise. Cruise 1 cadets, faculty, and staff will quarantine in the on-campus residence halls from May 17 until May 31, after which time they are to report directly to the TSGB for move-in. Cruise 2 cadets, faculty, and staff will quarantine from June 30 until July 14, after which they must report directly to the TSGB for move-in.

### **COVID Testing Protocols**

Fully Vaccinated participants: Those who have been fully vaccinated as described in the “Quarantine Protocol” are not mandated to provide PCR test results prior to boarding. Should there be a port call during cruise (not as yet confirmed) only vaccinated cruise participants will be allowed ashore.

Unvaccinated Participants: Unvaccinated participants will not have the option to go ashore under any circumstance. COVID-19 testing is required for those in quarantine and will be offered by the campus on May 27 for Cruise 1 and July 11 for Cruise 2. This testing will be provided our Student Health Center via a rapid antigen test.

### **Ship Protocols**

#### **Masks and Social Distancing:**

Due to the nature of shipboard operations, with consideration given to vaccination & quarantine protocols, face coverings and physical distancing requirements will not be enforced while aboard the TSGB during cruise. Please continue to follow campus policy regarding face coverings while loading and moving on to the ship prior to departure and bring a mask/face covering with you for the duration of cruise.

Note: This relaxing of the campus protocols is because the members on group are considered a POD. They have all either been vaccinated or have quarantined for fourteen days. The ship has recirculated ventilation and limited space, which is the reason for the careful measures in preparation.

## **Cleaning:**

In general, cleaning of the Ship will be similar to other cruises with some enhanced care to focus on high contact surfaces and the use of disinfecting cleaners. Particular effort will be made by the outgoing crew to clean the Ship to accommodate the quick turnaround for the second cruise.

## **Medical:**

COVID symptoms and Tests While Underway: Please reference the "COVID Symptoms Protocol for TSGB" attached in the Appendix in the back of this handbook. Due to our high rate of vaccination and pre-cruise quarantine for those not vaccinated, we do not anticipate any positive tests while underway.

However, should a cadet, faculty or staff test positive, it has been advised by our Chief Medical Officer that this is not a cruise-ending event.

-If an individual who tests positive is mildly symptomatic- the individual will be isolated in a pre-assigned room, brought meals, and monitored by Sick Bay staff

-If an individual experiences moderate to extreme symptoms, our OnCall crew repatriation system will be utilized to assist in evacuating and treating the individual.

## **Port Protocols:**

While in port, all local COVID guidelines MUST be followed. This includes mask wearing, physical distancing, etc. Specific guidelines will be posted by the Ship's Office prior to arrival and will be based on the CDC guidelines and local authority for that area. Those who are found not following these local guidelines will be subject to disciplinary action and restriction to the ship.

All crew should be reminded that coming ashore, we already are in the spotlight. Any action, COVID-related or not that would do anything to compromise the integrity of the individual or the ship is unacceptable and may be subject to disciplinary action at the discretion of the Captain.

***\*\*\*If you are experiencing COVID-related symptoms, or have other COVID-related concerns, please contact Sick Bay immediately. \*\*\****



## **Food and Water Precautions in During International Travel**

As with general international travel there is always the concern about food and water borne disease exposure in some ports. Food and water-borne diseases are the number one cause of illness in travelers.

- In areas with uncertain or poor sanitation, only the following beverages may be safe to drink: bottled or boiled water, or carbonated beverages in cans or bottles.
- Avoid tap water, fountain drinks and ice cubes.
- Use fresh straws and disposable cups if possible.
- Wipe the tops of bottles or cans clean and dry.
- Do not brush teeth or clean contacts in un-boiled local water.

Food should be selected with care in all ports. Any raw food is subject to contamination, particularly in areas of poor sanitation. Higher risk food includes: salads, uncooked vegetables and fruit (fruit that you peel yourself is generally safe), creamy deserts, and food sold by street vendors. Make sure that milk, cheese, and other dairy products have been pasteurized. Uncooked and raw meat, fish, and shellfish may carry various intestinal pathogens. Cooked food that is still hot is generally safe.

Some fish and shellfish are not guaranteed to be safe even when cooked because of the toxins in their flesh. Tropical reef fish, red snapper, amber jack, grouper, and sea bass can occasionally be toxic at unpredictable times if they are caught on tropical reefs rather than the open ocean. Barracuda and puffer fish are often toxic and should not be eaten.

**Remember: Boil it, Bake it, Cook it, Peel it, or Forget it!** You can always return to the TSGB for your meals if you're not sure you can access safe food.

In general no special food precautions are needed in the continental U.S. In other areas, produce should be rinsed and rubbed well in clean running water prior to eating.

Due to the rat lungworm parasite spread by slugs and snails, wash/rinse produce before consumption and don't drink from garden hoses or handle slugs and snails.

**Remember: To help prevent disease transmission, wash your hands frequently with soap and water. If soap and clean water are not available, use an alcohol-based hand sanitizer gel to disinfect your hands.**

### **Traveler's Diarrhea (TD):**

You're less likely to get traveler's diarrhea by following standard travel recommendations for ingestion of safe food and water. TD is usually acquired through ingestion of fecal contaminated food, dairy products, and water. TD has generally mild symptoms of diarrhea, nausea, bloating, urgency, and malaise and lasts from 3-7 days. Certain bacteria can cause more severe infections and may lead to a fever, severe symptoms, and bloody diarrhea. There is more risk in eating food from street vendors.

Most episodes of mild TD resolve in a few days. **Consult TSGB medical staff rather than attempt self-medication.** Report immediately to the TSGB Sick Bay if you are experiencing diarrhea that is severe, bloody, or does not resolve within a day; or if it is accompanied by vomiting, fever, or chills; or if you are unable to maintain adequate fluid intake and become dehydrated.

### **Insect-borne Disease Precautions**

Protect yourself from insect bites by using appropriate repellents, nets, screens, clothing, and caution. Diseases are transmitted through the bite of infected insects such as mosquitoes, flies, fleas, ticks, and lice. Many insect-transmitted diseases are not prevented by vaccines or drugs. Some insect-borne diseases like dengue fever, Zika virus, and Chikungunya virus are transmitted during the day but some mosquitoes are more active from dusk to dawn. If possible, avoid rural side trips, leave rural areas before dusk and avoid still water ponds or lagoons. Use insect repellents, such as Picaridin or a slow-release 20% to 30% non-absorbable formulation of N,N diethyl-m-toluamide, DEET (Ultrathon and Sawyer are reliable brands), and stay indoors in screened rooms when mosquitoes are prevalent. **Picaridin** containing repellants are an effective alternative to DEET. Picaridin has less potential toxicity than DEET and does not damage plastics, unlike DEET. Electronic devices and most natural products have **not** been shown effective in preventing mosquito bites, so use effective insect repellent. <http://wwwnc.cdc.gov/travel/page/avoid-bug-bites>

**The CDC recommends that pregnant women consider postponing travel to areas with Zika virus activity.** Women trying to get pregnant should consult their medical provider prior to travel to Zika virus affected areas. <https://wwwnc.cdc.gov/travel/page/zika-travel-information>

- Avoid pregnancy and use condoms for 3 months after travel to Barbados as Zika virus can be spread by sex and can cause severe birth defects.

- Avoid mosquito bites for 3 weeks after visiting Barbados to reduce the chance of spreading Zika virus, as many people have no or mild symptoms but are still infectious.

## Swimming

Never dive headfirst into an unfamiliar body of water or shallow water due to potential spinal injury leading to paralysis and drowning. Never swim alone or under the influence of alcohol or drugs. Swimming in contaminated water may result in skin, eye, ear, and certain intestinal infections, particularly if the swimmer's head is submerged. Other ocean hazards include corals and jellyfish. Contact with some species can result in sting injuries. Vinegar neutralizes jellyfish stings. Do not use urine or water to rinse off jellyfish stings. To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

## Heat and Sun Exposure

Limit sun exposure midday, wear protective clothing/hats and sunglasses, drink plenty of fluids, avoid alcohol and caffeine, use air conditioning if available, and always use lip balm and sunscreens (with UVA and UVB sun protective factor of at least 30). **Apply sunscreen in sufficient quantity at least 30 minutes prior to sun exposure, reapplying after swimming or prolonged sweating, and every 2 hours.** Sports type sunscreens are less likely to sting your eyes during exercise and resist washing off. Spray sunscreens are not consistently effective. **If you are using sunscreen and insect repellent, apply the sunscreen first.**

## Coral Reef Safe Sunscreen

To protect the fragile and diverse coral reef ecosystems that are important for ocean health, please follow these guidelines.

- CHOOSE sunscreens with the active ingredients: *zinc oxide or titanium dioxide*.
- AVOID sunscreens with the active ingredients:
  - Any form of microplastic sphere or beads.
  - Any nanoparticles like zinc oxide or titanium dioxide.
  - Oxybenzone
  - Octinoxate
  - 4-methylbenzylidene camphor
  - Octocrylene
  - Para-aminobenzoic acid (PABA)
  - Methyl Paraben
  - Ethyl Paraben
  - Propyl Paraben
  - Butyl Paraben
  - Benzyl Paraben
  - Triclosan

If you're sexually active, reduce the risk of acquiring Sexually Transmitted Infections (STIs), including the human immunodeficiency virus (HIV) and Hepatitis B, practice "Safer Sex." **Always use condoms.** Drug-resistant gonorrhea is becoming more common in many parts of the world. HIV prevalence is higher in some parts of the world compared to the U.S. If you have concerns that you were exposed to an STI, contact the sick bay staff immediately.

### **How you *can* protect yourself from STIs**

If you choose to drink alcoholic beverages, keep track of how much alcohol you consume so that you can think clearly enough evaluate a situation and protect yourself from unsafe sex.

- **If you choose to be sexually active, use a condom!** Carry your own condoms. Condoms used properly will reduce your risk of catching an STI. However, condoms may not protect you from skin infections such as Herpes Simplex Virus or genital warts. Contraceptives such as "the pill", IUDs and injections will not prevent STIs.
- **Having any kind of sex with a sex worker is considered *very high-risk sex for HIV and STIs, as is trading sex for drugs or money.***
- Ask your partner about past sexual partners and about injection drug use.
- Know the signs and symptoms of STIs. If you notice a symptom that worries you, have an evaluation done by the medical staff.
- If you have a STI, your partner(s) must also be treated. Do not have sex until your health care provider says you can safely do so without risk of infecting others.

### **Rabies**

Rabies is a **fatal**, non-curable viral infection that affects the central nervous system and is more prevalent in developing areas. It is transmitted by a mammal bite, which introduces the virus into the wound. Although unvaccinated dogs and bats are the common reservoirs of the disease, all warm-blooded animal bites should be suspect. While in port **do not handle any animals.** If you are bitten or exposed to animal saliva, wounds should be thoroughly cleaned with large amounts of soap and water and exposed individuals should receive prompt medical attention. **Remember any animal bite should receive prompt medical attention and advice on post-exposure preventive treatment.**

## Other Health Risks

- To avoid infections such as HIV and viral hepatitis do not share needles for tattoos, body piercings, or injections.
- **Motor vehicle crashes are a leading cause of injury and death amongst travelers.** Protect yourself from motor vehicle injuries: avoid drinking and driving; wear your seat belt and follow the local customs and laws regarding pedestrian safety and vehicle speed; obey the rules of the road; and use helmets on bikes. Scooter and motorcycle rentals are prohibited for all cadets due to high injury rates. Avoid boarding an overloaded vehicle. When possible, hire a local driver and remember to buckle-up.

## What to Bring

Although the Sick Bay is well stocked with some medications, you need to bring your own supply of your prescription meds.

## Prescription medication(s)

If you take prescription medication(s), keep it in its original container, and be sure to take an adequate supply to last the duration of the trip. **NOTE: The actual bottle label must be intact so it can be read by customs officials if needed. If the medication(s) requires refrigeration contact the Cal Maritime Student Health Center at least two weeks prior to departure.**

- Glasses: Take along an extra pair of glasses or contact lenses, and be sure to carry the prescription for your lenses with you. **Contact lens users need to take a pair of glasses.**
- Epinephrine auto-injectors (Epi-Pen), if history of severe allergic reaction including peanuts.
- Toothbrush, toothpaste, floss
- Shampoo, deodorant, razor/shaver, and other toiletries

## Personal medical kit

It is recommended that you take along a small, personal medical kit to treat minor ailments and personal needs. Sick Bay is stocked with a limited supply of over-the-counter pharmaceuticals and supplies. It is advisable to pack the following:

- Hand-sanitizing gel, alcohol based
- For motion sickness: Meclizine, Dramamine, Bonine, ginger, etc.
- For stomach upset: Pepto-Bismol and antacids

- For minor pains: Tylenol, and/or Advil (acetaminophen and/or ibuprofen)
- For insect bites: Insect repellent with at least 30-50% DEET or picaridin, Cortisone cream, Calamine lotion, instant ice packs, and Benadryl (diphenhydramine)
- For minor cuts and scrapes: Band-Aids and double antibiotic ointment (Polysporin)
- Head congestion/allergies: Decongestant, such as Sudafed, and antihistamine such as Benadryl
- For dehydration: Powdered Gatorade and a container to mix
- For athlete's foot: Flip-flops to wear in the shower and an anti-fungal spray, cream, or powder (i.e. Lotrimin)
- For sunburn: Sun block (minimum SPF 30), aloe gel, protective lip balm with sunscreen
- For safer sex: Latex or synthetic condoms.

### **Guidelines for Responsible Drinking**

If you choose to drink alcoholic beverages while in port, the following guidelines can reduce over-consumption and the associated health risks:

- **You must be 21+ to drink**
- **Immediately report your concerns to the medical staff if you know of a shipmate who may be over-intoxicated, as alcohol poisoning can be fatal.**
- Limit the amount you drink and sip drinks slowly. Keep track of how many drinks you have consumed.
- Do not leave beverages unattended and do not take any beverages, including alcohol, from someone you do not know well and trust. Avoid open container drinks including punch bowls.
- At a bar or club, accept drinks only from the bartender, waiter or waitress. If someone offers to buy you a drink, go with them to the bar and watch the bartender make your drink.
- Be alert to the behavior of friends. Anyone appearing disproportionately intoxicated in relation to the amount of alcohol they have consumed may have consumed a tampered beverage.
- Party in groups and never leave a party without accounting for those you came with. Always pre-plan a safe ride back to the TSGB.
- Eat before drinking. Food slows down alcohol absorption.
- Know how alcohol affects you. Smaller people are usually affected more quickly than larger people.

- Do not mix alcohol with other drugs or caffeine. Combining alcohol and other drugs (over-the-counter, prescription, or street) may be dangerous.
- Consequences of returning to the ship intoxicated can include (but are not limited to) restricted liberty, removal from cruise, failure in the course and suspension.

### **Tobacco (including chewing tobacco)**

The entire CSU system has been tobacco and vaping free since fall 2017. Save money and get healthier by quitting tobacco! It isn't always easy, but most students who quit find it worthwhile. **Prepare prior to cruise as you will need to have a plan in advance and have a supply of any smoking cessation medications such as nicotine patches.** You are welcome to have a smoking cessation consultation at the Student Health Center before cruise and then follow up with the sick bay staff during cruise.

**\*\*PLEASE NOTE:** Starting on Cruise 2021, there will be NO smoking, chewing or vaping tobacco on the TSGB. Please see updated smoking policy on page 40)\*\*

### **Appropriate Response to Illness after Returning Home**

If you are ill after cruise (up to a year later), inform your primary health care provider that you have traveled internationally and provide the itinerary, share your knowledge of the diseases to which you may have been exposed. If follow-up medical care after cruise was advised by the medical staff, please stop by Sick Bay to sign a release and pick up the pertinent information before leaving the ship.

### **Always take the following precautions in Port:**

- Motor vehicle crashes are a leading cause of injury among travelers; walk and drive defensively. Avoid or attempt to minimize travel at night and always use seatbelts. Never drink and drive, always appoint a designated driver.
- Never dive into shallow water.
- Know and follow the local driving requirements.
- Stay with other shipmates.
- If you have sex in a port, always use latex or synthetic condoms to reduce the risk of HIV infection and other sexually transmitted diseases. Sex with a sex worker is very high risk!
- Do not eat or drink dairy products unless you know they have been pasteurized.
- Do not share needles with anyone.

- For many foreign ports, eat only thoroughly cooked food and fruits or vegetables you have peeled yourself. **Remember: boil it, cook it, peel it, or forget it!**
- Never eat undercooked ground beef and poultry, raw eggs and unpasteurized dairy products. Raw shellfish is may also be contaminated.

### **Medical Insurance Coverage**

Prior to the start of Cruise, check with your insurance company to determine your medical insurance coverage during international travel. Frequently, hospitals and providers overseas do not accept U.S. medical insurance, even if the policy applies overseas. They normally expect immediate cash payment for health services. Carry a copy of your insurance card and a claim form. Processing reimbursement from your insurance company for foreign medical care generally takes place after your return home to the United States.

### **Cruise Medical Staff**

The cruise healthcare staff consists of a physician, a Physician Assistant or Nurse Practitioner, and a counselor. Care provided by the sick care team is confidential, though if your health situation affects your duties or other TSGB crew we'll talk to you about needing to share minimum necessary information. The captain **must** be informed of any emergencies. Check the Bear's Tale for health news and programs presented by the medical staff during cruise. The TSGB sick bay staff is available for individual health education and group presentations on relevant health topics. Please stop by and inquire about any health topics for which you have questions or concerns.

### **Dental**

Make sure that you are up to date on your dental care including checkups and any needed dental work. Having a preventable dental problem while at sea can make cruise difficult. Have fun in port rather than spending your time and money on emergency dental care that could have been prevented.

### **Uniform and Grooming Standards**

The Uniform of the Day shall be worn from 0700-1630 when outside of berthing. The uniform of the day will either be Khaki Uniform (NO FLYING CROSS), Working Coveralls, or Salt and Peppers. Grooming standards are aligned with campus grooming standards. NO grooming chits will be allowed.

### **What to Wear and When – At Sea**



- **Day Work:** Approved Academy's work coveralls shall be worn. Undershirts shall be worn at all times and can be: White, navy, grey, and black. All work uniforms are to have name patches and be hemmed.
- **Footwear:** Steel toed work boots shall be worn while conducting day work or watches. Tennis shoes or boat shoes may be worn post the working day 1630-0720. Tennis shoes must be of subdued colors: black, grey, white, blue. **Flip flops or Crocs are not authorized for wear onboard the TSGB except inside a cadet stateroom or shared head.** Oxford shoes shall only be worn with Salt & Pepper uniform.
- **On Watch:** Deck Cadets shall wear khaki coveralls. Salt and Peppers shall be worn on watch when directed. Work boots or tennis shoes can be worn. Engine Cadets shall wear working uniform with steel toed boots.
- **CC Watch:** Working Uniform Shall be worn for underclass, MAA shall wear Khaki Coveralls.
- **In Class:** The Khaki Coveralls or khaki uniform are required in class for deck and engine cadets **unless** the instructor authorizes working coveralls.
- **At Meals:** Approved work or watch uniforms may be worn to breakfast and lunch. Khaki uniforms shall be worn at dinner by all cadets, except those cadets on CC or on meal relief from the engine room. PLEASE NOTE: soiled or oily work cloths shall never be worn on the mess deck.
- **Clean Sweep Down:** Respective divisional uniform shall be worn during clean sweep.
- **Quarters:** Each division will be uniform and wear the uniform based on their rotation. Day work: working coveralls, Watch: Khaki or blue coveralls, Class: khaki coveralls. Work boots shall be worn by all cadets.
- **Arrival and Departure Formation:** The uniform for arrival and departure formations will be announced prior to arrival in port.
- **Tropical Uniform:** Tropical uniform consists of cruise or division shirt and khaki shorts (shade of khaki must match shade of khaki uniform). Authorized footwear is tennis shoes or boat shoes. Tropical uniform is authorized only at the discretion of the Captain.
- **Leisure Time:** Leisure wear may be worn AFTER 1630 AND UNTIL 0700. Leisure wear consists of Cal Maritime Shirt and or sweater, khaki shorts, or jeans. Leisure wear may not be worn to the Bridge, EOS/Engine Room, Ship's Office, evening classes or anytime when

conducting official business. Closed toed shoes shall be worn with the leisure uniform i.e: boots, boat shoes, gym shoes, Keen or teva sandals. The follow are not authorized: Crocs, Flip flops, Birkenstocks etc.

- **Working Out:** Workout clothing may be worn while working out in the gymnasium and while transiting to and from the gym area only. Workout clothing must be in accordance with the Liberty Clothing policy.
- **Sunbathing:** Swimwear may be worn while sunbathing from 1100-1300 & 1630-2200. Appropriate swimwear and footwear worn when walking around. **Partial uniforms (e.g., boiler suit pulled down to the waist) are not allowed.**
- **Sunday BBQ:** During Sunday BBQ's or other outdoor food service events, the captain may authorize leisure wear. Cadets may not remove part of their uniform and claim as leisure wear. Leisure wear as described is required for during meal service. No sunbathing attire during meals (going shirtless and/or wearing bikini tops are not allowed).

### **What to Wear and When - In Port Aboard the TSGB**

- **Day Work:** Same as when at sea. Exception: if the ship is moored alongside a dock or pier, the work tee is not authorized. Cadets are not allowed on deck in the work uniform, unless performing assigned work.
- **Footwear:** Bates will only be worn Salt & Peppers. Work boots with Salt & Peppers is not authorized. Khaki Coveralls and work uniforms shall be in work boots.
- **On Watch:** Deck cadets will be required to wear Salt and Peppers with combination cover from 0800-1600 while standing the quarterdeck watch. Deck cadets operating launches will be in the prescribed khaki coverall uniform with Cruise Cover. The watch uniform is the same for the engineers in port as it is at sea.
- **CC Watch:** Same as when at sea.
- **At Meals:** Same as when at sea. All Cadets **must** be in uniform during meals.
- **Quarters:** The uniform for quarters will be announced in advance.
- **Other:** Cadets aboard the ship, regardless of status, are required to be in the khaki coverall uniform whenever they are in a public area of the ship, to include mess decks, quarterdeck area, fantail area, etc. The only exception is for those currently on watch or day work in the prescribed uniform.

## What to Wear and When – In Port on Liberty

- **Civilian Clothes:** Civilian clothing is authorized for wear ashore. The Captain reserves the right to restrict clothing ashore consistent with local custom. The following items are not authorized for wear ashore: cut-off jeans or shorts, clothing that is ripped, stained or in bad repair, low fitting shorts or trousers, overly baggy shorts or trousers, white undershirts, tank tops and clothing that has words or pictures that are sexually explicit, profane, refer to drug or gang paraphernalia, or with negative connotations with regard to race, religion, color, ancestry, ethnicity, gender, or sexual orientation. Specialty activity clothing may be taken ashore.
- **Grooming Standards:** Cadets are allowed to have their hair down. Cadets will be subject to inspection at the Quarterdeck prior to departure on liberty. Cadets not in compliance with Academy grooming standards will not be authorized liberty.
- **Footwear:** When coming and going from the training ship or at anchor, closed-toed shoes or substantial sandals with a back strap may be worn. Flip flops & Crocs are not authorized at any time.
- **Returning from Liberty:** Upon returning from liberty, cadets need to shift into the khaki uniform when outside their stateroom or lounge. Cadets aboard the ship, regardless of status, are required to be in the khaki uniform whenever they are in a public area of the ship, to include mess decks, quarterdeck area, fantail area, etc.

## Shipboard Safety and Drills

During the course of cruise, when underway, there will be a number of Fire & Boat Drills and Man Overboard Drills. Drills are not usually conducted while in port or on weekends, but unannounced drills may be held at ANY TIME. Drill times will usually be announced in the Bear's Tale. All hands must participate in all emergency drills.

As a crewmember, cadets are an integral part in the ship's overall safety and security system. The safety system includes both, the station bill and the security bill and procedures. Refer to Security Bill with this Handbook. You will be required to learn the emergency signals and fulfill the duties you are assigned. These duties are found on the ship's "Station Bill" and "Security Bill" which shall be explained during the safety course. Cadets will be expected to develop a keen awareness for recognizing and reporting general onboard dangers, especially recognizing and responding to potential fire hazards.

## Station Bill, Emergency Signals & Procedures

All personnel must know their emergency duty station and survival craft assignment. This information may be found on the ship's Station Bill posted throughout the vessel. Each crewmember should be familiar with the following emergency sound signals:

**Fire & Emergency:** Continuous ringing of the general alarm bells and the continuous sounding of the ship's whistle for not less than 10 seconds.



**Abandon Ship:** After call to emergency stations, a supplemental signal of more than six (6) short rings followed by a long ring on the general alarm bells with the same signal on the ship's whistle and/or a public address message or radio announcement from the Bridge.



**Man Overboard:** Three long rings on the general alarm bells (Morse code for "O" - Oscar) and ship's whistle.



### Report Anything Unusual Immediately

Be keenly aware of fire or other safety hazards and report any observations to your immediate supervisor or the chief mate. Know how to pass the word or to contact someone in the case of an emergency such as:

- Smoke – smell or see
- Flames
- Someone falling overboard
- Something suspicious in the water
- Observing an accident or discovering someone who appears to be hurt
- People engaging in dangerous behavior

The best way to pass the word is by telephone to the Bridge (at sea) or to the watch station (docked). Methods of reporting emergencies are:

Bridge phone	1302
Engine Room Operating Station (EOS)	1312
Medical Treatment Facility	1366

When the bridge answers the phone - state your name, duty position, where you are calling from, and then state your report. If you are reporting a suspected fire situation, be sure to indicate whether you see smoke or just smell it and how it smells, e.g. electrical, trash, petroleum, etc. Fire pull-box alarms are located throughout the vessel to report an emergency situation (just like a hotel). UHF hand-held radio base stations are located in the wheelhouse, EOS and 01 deck watch station.

## **Musters**

Musters are taken during drills, before departure, and at formations to ensure that each crewmember is accounted for. It is important that you answer these musters "positively" - clearly and loudly to the person taking the muster to avoid a search for the missing person. This is especially true during noisy drills around active muster stations. It is each crewmember's responsibility to ensure that they are accounted for during muster. Each crewmember must report their presence if in case they miss initial muster.

## **Reporting To Emergency Stations**

### **Lif jackets**

All personnel have a lifejacket assigned to them per SOLAS Regulations, and should have a functioning water light and whistle attached. Lifejackets must be stowed nearby in berthing areas when not in use.

All personnel are required to bring their lifejacket to all drills and emergency musters. When at lifeboat stations and prior to boarding lifeboats, personnel shall don lifejackets.

When donning lifejackets, all ties shall be tied securely, and hooks secured facing inward. Lifejackets are either completely on your person or completely off and shall not be used as a cushion. Lifejackets are not to be dragged on the decks.

### **Clothing**

Long sleeved shirts and long pants should be worn at all drills and emergency musters. Adequate clothing is the best protection against exposure.

### **Hard Hat/Cover**

Hard hats should be worn at all drills, except for those individuals whose assignment is in the engine room or those individuals whose duties prohibit the wearing of the hard hat. These individuals should wear the Cal Maritime ball cap.

Assigned hardhat colors are:

White - Officers/Staff

Blue - Cadets

### **Equipment**

Bring a flashlight and pocketknife to drills.

## **Drill Etiquette**

Drills are a required part of the training evolution and required by the USCG through relevant CFR's, by the International Maritime Organization (IMO), and by the Convention for the Safety of Life at Sea (SOLAS). Practicing firefighting techniques and procedures, damage control, emergency repairs, and abandon-ship procedures prepares the ship's crew to deal with real emergencies at sea.

We rise to the level of our expectations; we fall to the level of our training: **drill the way you respond to an emergency.**

## **Always Be Prepared**

Keep all drill gear and abandon-ship gear together in a location that is easily accessible within your berthing area.

## **Safety First**

Safety is always the priority during drills.

## **General Shipboard Safety Rules**

- Know your way into and out of your work and living spaces. Practice until you can do it blindfolded.
- Know all the routes to your emergency station and survival craft.
- Never run across the deck or through passageways.
- Always use handrails when transiting stairs. **One hand for you, one hand for the ship.**
- Never shout down the open deck or through passageways, except in an emergency.
- Always keep a flashlight either with you or at-hand in your cabin.

## **Shipboard Practices**

### **Public Areas and General Information**

#### **Ship Doors**

The doors on the ship are constructed especially for the ship and for fire protection. Mindful entry and exit limits noise from banging doors and avoids injury to others in proximity. For safety, hatches and doors should either be closed all the way or latched open.

### **Cell Phones & Electronic Devices**

Use of cell phones or music devices is prohibited:

- On watch
- Working on deck
- While in class
- Formation
- Fire & emergency drills
- Formal social functions

In addition, use of headphones or earbuds is prohibited for safety reasons:

- In all passageways
- While sleeping

### **Officers-Only Areas**

There are several spaces on the ship that are reserved for officers and faculty only. Cadets are not permitted in these areas unless on official business. Cadets are encouraged to contact officers or faculty members during posted office

### **Surfboards**

Cadets may bring one surfboard with them on cruise. The boards will be stowed in a safe place and may not be kept in rooms. Special arrangements must be coordinated with the Cadet Chief Mate. Retrieving your surfboard may result in delays in getting off the ship during liberty.

### **Garbage Policy**

The TSGB is regulated by the Maritime Pollution Regulations (MARPOL), which seeks to reduce the amount of garbage being discharged into the sea from ships. MARPOL Annex V generally prohibits the discharge of all garbage into the sea, except for food waste.

In your assigned room and in common areas you will find a posted Placards of the simplified overview of Table of the Discharge in accordance with MARPOL Annex V. All crewmembers are required to strictly adhere to these provisions.

All incinerator ash and/or any other garbage retained on the ship will be discharged at the next port of call to the appropriate port authority. A record of all garbage disposal is maintained in the ship's "Garbage Record Book."

### **Trash Management**

At Sea:

Garbage on ships is classified into the following categories and must be separated accordingly.

1. Plastics
2. Floating dunnage, lining, and packing material
3. Ground down paper products, rags, glass, metal bottles, and crockery.
4. Domestic waste
5. Incinerator ash
6. Normal paper products, rags, oily rags, glass, and metal scrap
7. Operational waste

8. Animal Carcasses onboard livestock carrier
9. E-Waste
10. Cooking oil waste produced in the galley
11. Cargo residues onboard ships carrying solid cargo in bulk which are not harmful to the marine environment (Non-HME)
12. Cargo residues onboard ships carrying solid cargo in bulk which are harmful to the marine environment (HME)

Note that Annex V of MARPOL prohibits disposal of plastic anywhere at the sea. It also restricts disposal of any form of garbage in coastal and “special areas”.

Special Areas under MARPOL Annex V

- Mediterranean Sea
- The Baltic Sea
- The Black Sea
- The Gulf Areas
- Antarctic Area
- The Red Sea Area
- The North Sea
- The Wider Caribbean Region

### **Garbage Disposal Inside Special Areas**

Garbage disposal inside special is totally restricted apart from:

- Food waste to be disposed at more than 12 nautical miles.
- In wider Caribbean region food wastes comminuted more than 3 nautical miles

According to MARPOL, ships must not enter the Antarctic area unless they have sufficient capacity for the retention of all garbage on board and also have arrangements for the discharge of retained garbage at a reception facility after leaving the area. No garbage whatsoever, not even food wastes, should be discharged into the Antarctic area.

### **Garbage Disposal outside Special Areas**

A general overview of garbage disposal outside special areas is provided below:

- Disposal of plastic is totally prohibited.
- Floating material to be disposed at more than 25 nautical miles from the nearest land.
- Food, Crockery, bottles, rags, meals, cans etc. to be disposed at more than 12 nautical miles from the nearest land.
- Food, crockery etc. can be disposed at more than 4 nautical miles from the nearest land.



Garbage type <sup>1</sup>	All ships except platforms <sup>4</sup>		Regulation 5 Offshore platforms located more than 12 nm from nearest land and ships when alongside or within 500 metres of such platforms <sup>4</sup>
	Regulation 4 Outside special areas and Arctic waters (Distances are from the nearest land)	Regulation 6 Within special areas and Arctic waters (Distances are from nearest land, nearest ice-shelf or nearest fast ice)	
Food waste comminuted or ground <sup>2</sup>	≥3 nm, en route and as far as practicable	≥12 nm, en route and as far as practicable <sup>3</sup>	Discharge permitted
Food waste not comminuted or ground	≥12 nm, en route and as far as practicable	Discharge prohibited	Discharge prohibited
Cargo residues <sup>5, 6</sup> not contained in washwater	≥ 12 nm, en route and as far as practicable	Discharge prohibited	Discharge prohibited
Cargo residues <sup>5, 6</sup> contained in washwater		≥ 12 nm, en route and as far as practicable (subject to conditions in regulation 6.1.2 and paragraph 5.2.1.5 of part II-A of the Polar Code)	
Cleaning agents and additives <sup>6</sup> contained in cargo hold washwater	Discharge permitted	≥ 12 nm, en route and as far as practicable (subject to conditions in regulation 6.1.2 and paragraph 5.2.1.5 of part II-A of the Polar Code)	Discharge prohibited
Cleaning agents and additives <sup>6</sup> in deck and external surfaces washwater		Discharge permitted	
Animal Carcasses (should be split or otherwise treated to ensure the carcasses will sink immediately)	Must be en route and as far from the nearest land as possible. Should be >100 nm and maximum water depth	Discharge prohibited	Discharge prohibited
All other garbage including plastics, synthetic ropes, fishing gear, plastic garbage bags, incinerator ashes, clinkers, cooking oil, floating dunnage, lining and packing materials, paper, rags, glass, metal, bottles, crockery and similar refuse	Discharge prohibited	Discharge prohibited	Discharge prohibited

## TSGB Garbage Handling

- 1) Ordinary trash such as plastics and paper are sorted and incinerated when not in harbors, ports, or estuaries. Incinerator ash will be stored on board and only disposed of in port under proper authority.
- 2) Metals, such as soda cans, and glass, such as bottles, are sorted and kept onboard for disposal ashore.
- 3) HAZMAT-
  - a. In port: wet paint supplies must be dried out then thrown in the trash bin on the fantail prior to taking it off the ship. Oily rags are stored in the oily rag bin on the fantail until taken ashore to the HAZMAT locker.
  - b. At sea: oily rags and dried out paint supplies are incinerated.

All trash is brought to the main deck hatch to the designated area for disposal by the CC watch. **It is the responsibility of each crewmember to sort his or her own trash prior to bringing it to the hatch.**

### **In Port:**

MARPOL Annex V also obliges Governments to ensure the provision of adequate reception facilities at ports and terminals for the reception of garbage without causing undue delay to ships, and according to the needs of the ships using them.

Prior to arrival, information regarding waste disposal procedures will be passed along. Note: Violation of state, federal, or local laws can result in heavy fines for the Vessel.

### **Garbage Log**

The date, time, position of the ship, description of the garbage and the estimated amount incinerated or discharged must be logged and signed. The Garbage Record Book must be kept for a period of two years after the date of the last entry. The Garbage Record Book is maintained by the Chief Mate.

### **Cell Phones or Any Electronic Devices**

All cell phones and any music devices are authorized for use on:

- Mess Decks after 1930
- Tech Library after 1830
- Classrooms after 1830
- While sunbathing on the 04 level of the aft house
- Gym/Fitness Center
- In Cadet Staterooms
- Pirate's Cove
- The fantail if there is a social function sponsored by the Academy (i.e.: barbeque).

Cell phones are prohibited while on watch, working on deck, in class, at Quarters, and at social functions (i.e. Captain's Receptions, etc.). Any violation of this regulation will result in the immediate confiscation of your cell phone. Earphones are prohibited in all passageways, on the bridge, while on watch, on duty, at Quarters, during drills, classes, while conducting official business, and while sleeping in your rack at night. Within the approved areas, cadets may use portable music players while in uniform, if studying or completing personal

work. In approved areas, the volume of the portable music device must not be loud enough to be heard by other crew members in the area.

### **Knives (as per Student Handbook Section 3: Uniform Regulations)**

- Authorized knives with blades up to 4 inches long are allowed on the training ship.
- Fixed blade knives are prohibited.
- Fillet knives, fishing knives or other utility knives with blades exceeding 4 inches are prohibited.
- Knives are not allowed to be taken off the ship while in port.
- Knives are not allowed off the ship when going on Liberty.

### **Luggage**

You will only be allowed two (2) bags. Don't pack more than you can carry!

### **Marine Sanitation Device**

- We process all of the sewage generated on the ship. The system used is biological. In other words we use microorganisms to break down human waste. This system is extremely sensitive.
- The only material that should ever be flushed down the commode is human waste and toilet paper.
- Do not put any feminine hygiene products or chemicals or Q-tips down the commode or the system will not work.
- Report any malfunction to the engineering department immediately.
- As a common rule, if you didn't eat it first, it doesn't go down the toilet.

### **Motor Scooter/Rental Cars**

Cadets are not allowed to rent/use motor scooter or motorcycle type conveyances, of any kind, in port. The minimum age to rent an automobile is **21** at most locations. Drivers under the age of **25** will pay a higher rental rate and select vehicles are unavailable to those under age **25**.

### **Noise**

Cadets and officers are operating the ship 24-hours a day, every day. There is always someone who is asleep and resting before his or her next duties. Be courteous to your shipmate

- Refrain from yelling and loud noise at all times.
- 24-hour quiet policy is in effect in the berthing areas to include port time.
- Keep your music down low or bring earphones.
- Tread up and down stairs and ladders lightly.

- Running and jumping while aboard the vessel is prohibited.
- Do not allow doors and hatches to slam shut.

## **Officers**

As a matter of professional courtesy to officers and faculty, it is customary to yield the right of way to them in passageways.

## **Officers Only Areas**

There are several spaces on the ship that are reserved for officers and faculty only. These areas are called Officers Country. Cadets are not permitted in these areas unless on official business. If you need to contact an officer or faculty member, try using a phone, finding them during posted office hours or using a watch messenger from the bridge. Officers Only Areas include:

- The Wardroom
- 01, 02 and 03 level of the forward house, including raft deck.
- 03 level of the aft house.
- The patio deck on the 03 level of the aft house.

## **Phones**

The ship is equipped with both electric and sound powered phones. When answering a phone or when calling, it is necessary to identify yourself by position and name as well as where you are. Always state your name, your duty station (if applicable) **and** the name of the compartment that you are in. For example, when the phone rings while you are eating, you would answer, "Cadet Jones, upper class mess." The phone system is not for casual conversations or for visiting with your friends. Try to keep the phones as free as possible.

## **Public Displays of Affection**

The Training Ship *Golden Bear* is a professional work and academic setting. As such, the public display of affection is not appropriate in this environment. Please be aware and considerate of your surroundings.

## **Smoking Policy (including the use of E-cigarettes)**

Due to E.O. 1108, all smoking on campus, including the TSGB while at the dock and during cruise is prohibited.

"Effective September 1, 2017, all California State University campuses shall be 100% Smoke Free and Tobacco Free. Smoking, the use or sale of tobacco products, and the use of designated smoking areas are prohibited on all California State University properties. Members of the CSU community are expected to fully comply with the policy."

See <https://www.csum.edu/corps-of-cadets/cadet-handbook/campus-no-smoking-policy.html> for full statement.

## **Salvia/K2 Policy**

The usage, possession, and/or distribution of synthetic marijuana (such as K2, pep-spice, etc.) or salvia divinorum (such as Diviner's Sage, Magic Mint, etc.) is strictly prohibited onboard the Training Ship. Violation of this policy will result in your immediate dismissal from the training ship and you will be sent home at your own expense. You will also be reported to the USCG as required and may find it very difficult to ever obtain your license.

## **Surfboards**

Cadets may bring one surfboard with them on cruise. The boards will be stowed in a safe place and may not be kept in rooms. Special arrangements must be coordinated with the Cadet Chief Mate. Retrieving your surfboard may mean that you will be delayed in going on liberty.

## **Trash Policy**

The training ship has a legal obligation to control the dumping of trash/garbage at sea and in port. As of 01 January 2013 MARPOL regulations regarding disposal of trash at sea are that other than comminuted or ground food waste, disposal of **any** garbage/trash at sea is **Prohibited**.

In your assigned room you will find a posted placard of the simplified overview table of the discharge provisions of the revised MARPOL Annex V resolution. Refer to placard posted near door for quick reference on the garbage discharge provisions.

All incinerator ash and/or any other garbage retained on the ship will be discharged at the next port of call to the appropriate port authority. A record will be kept of any disposal at sea (ground food only) or shore side in the "Refuge Discharge Log" which is retained on the TSGB.

**Cadets will not be allowed to bring any bottles (glass or plastic) or canned drinks onboard the ship. This creates excess garbage, takes up space and creates clutter in the limited confines of the berthing areas. These items will be available for purchase through Pirate's Cove. Any of these items found aboard will be confiscated.**

## **Water Consumption**

Fresh Water is a precious commodity aboard the TSGB. We make water as fast as we can and have only a limited storage capacity. When we are at anchor or in port, we cannot make any water at all and not all ports have water connections available. It is essential that everyone conserve water when possible.

- How to conserve:
- Take short showers or better yet, turn off the water when soaping up.
- Laundry is our biggest use of water. Only wash with a full load. Wear clothing more than once.
- Don't let the water run in the sink while brushing your teeth.
- If you see a leaky faucet or pipe, report it immediately to the engineering department.

## **Windows**

Windows shall be closed at all times unless there is an emergency onboard that requires you to open it. Keeping your windows closed maintains the vessel's watertight integrity, fire and smoke boundaries, assists in controlling humidity inside the ship, and assists in maintaining air conditioning and heating boundaries.

## **Berthing Areas**

### **Bedding and Linens**

Towels, sheets and pillows are not provided on the ship. You will need to bring a bath towel, washcloth, sheets, pillow, and blanket. Sleeping bags may be used as comforters, but may not be used without other linens.

### **Clocks**

Battery operated alarm clocks are preferred over electric alarm clocks. They are more reliable, easier to stow and pose no electric hazard due to the overloading of circuits. Plug in clocks will not keep proper time due to frequency fluctuations in the vessel's diesel generators.

## **Electrical Equipment**

The misuse of electrical outlets on board ship can cause the entire community extreme hazard. Outlets are shared by all occupants of a stateroom or berthing area and must not be overloaded. The chance of an electrical fire is a real possibility.

- Electrical appliances that use a lot of power such as refrigerators, air conditioners, microwaves, toaster ovens and other similar equipment are prohibited.
- Extension cords and outlet doublers are not authorized.
- Surge protectors or power strips, if used, must have a fault interrupting capability (a fuse).

- Any electrical problems, such as tripped circuit breakers, should be reported to the Chief Engineer's office immediately using an AVO (Avoid Verbal Orders).

**Entertainment Equipment** Each room is allowed one stereo. Speakers may not be larger than 12" in any dimension. Remember that there is a 24-hour quiet policy in effect at all times in the berthing areas. Bring a pair of earphones.

- Each cadet is allowed a computer. Televisions are not allowed.
- All electronic equipment must be secured for sea at all times.

### **In Case of Illness**

If you are on bed rest, you do not have to keep your door open during inspection times. Post the bed rest sheet on the outside of the door. Your room or berth will be inspected when you are off bed rest.

**Inspection Standards:** It is each cadet's responsibility to ensure their berthing and appearance are in alignment with academy standards. Cadet's in shared berthing's are equally responsible to keep their berthing's up to standards.

- Berthing's shall be free from gear adrift. (i.e. all personal items shall be stowed and orderly)
- Racks must be made when not in use.
- Towels and washcloths must be hung from the provided towel racks.
- Pictures may be posted on individual lockers so long as material is tasteful.
- Heads need to be clean and sanitary. Toilets, shower, and sinks must be clean.
- Lockers must be shut unless in use.
- Air ducts or vents shall not be obstructed.
- All windows shall be closed & secured.
- Excessive food, snacks, drinks, and mess deck supplies shall be visible.
- Refrigerators, coffee makers, toaster ovens, air conditioners and other similar equipment are prohibited.
- All standards are subject to Captain and Commandant Discretion.

### **Inspection Protocol**

- Berthing Inspections will take place daily at 1600.

- Grooming and Uniform Inspections will take place weekly at morning formation.
- Cadets will be inspected for grooming and appropriate attire prior to liberty.
- Cadet Berthing will be inspected prior to divisions being released on liberty.
- Commandant Staff and Divisional staff shall conduct Inspections.
- Captain's inspections may occur at any time.

## Safe Practices

- It is important to keep your room or berthing area neat and 'ship shape'. This is important in the case of an actual emergency. All items should be secure for sea whether in or out of port.
- Stow everything in its proper place and not on the deck.
- Due to space limitations, it is imperative that cadets bring the bare minimum.
- Each room may have a doormat directly inside the room and a shower mat in the head. All mats must have a rubber backing.
- Surfboards are not to be stowed in cadet rooms, lounges or other public areas.

**Searches:** Rooms, lockers, desks, drawers, etc. may be subject to search by the Master of the ship or his designee **at any time**. We recommend that you bring a small lock for your locker and store your valuables there.

**Storage:** It is important to bring the **bare minimum** on the ship. Do not bring footlockers or storage bins. You must take all your personal belongings with you when you depart. NOTE: Storage of ANY kind in overhead compartments is prohibited (and will be inspected).

## Visitation Policy

Visitation is prohibited between the hours of 2100 and 0800, unless on official ship's business. During visitation hours when mixed genders are present in a cadet room, the door shall remain open. Employees, cadets, and visiting staff or faculty are not allowed to engage in sexual activities on the ship. Only married couples or registered domestic partners who are staff may cohabit on the ship, and only if they are berthed together in rooms designed for double occupancy. Double occupancy rooms are not available for cadets. Since the ship is a work environment, violation of any part of the visitation policy will result in



disciplinary action, and both individuals being sent home from cruise at their own expense.

## **Liberty Information**

**Liberty is a privilege – not a right**

### **Sailing Board**

The sailing board is posted at the head of the gangway. It contains information about when the ship is departing or shifting to another location. **Always check the sailing board for the latest information before you leave the ship and when you return.**

### **Granting Liberty**

Remember that the ship comes first. Liberty will only be granted after the needs of the ship have been met. Liberty is granted after each division has fulfilled its duties aboard the ship. A Liberty Request Form must be signed by the appropriate ship's officer in order to be granted liberty. The division must clean its clean sweep down area, finish its required work, clean their staterooms and be inspected (for appropriate civilian attire) by the Division Commander and Commandant or Assistant Commandant.

### **Expiration of Liberty**

All cadets must be on board the training ship or the liberty launch by the time liberty expires. Liberty expires at different times depending on class and officer status. If a cadet is late returning from liberty he/she shall lose at least their next day of liberty in addition to whatever sanctions they may ultimately face.

### **Liberty Launch**

When aboard the liberty launch, you must obey the commands of the launch coxswain. They will tell you when you may and may not board or disembark the launch. Faculty and staff have priority and will always disembark first. **When returning from liberty, those cadets with the earliest liberty expiration time will have launch priority.** Swimming to or from the ship or climbing up the ship's mooring lines to evade being counted as late is strictly prohibited. It is also a gross violation of the vessel's federally mandated security policy and subject to criminal prosecution.

## **Loss of Liberty**

Cadets may lose liberty for any serious breach of conduct, if they are not meeting academic requirements or have prior liberty infractions. Cadets restricted to the training ship are prohibited from leaving the training ship during their restriction. Restriction Muster will be called at least twice during a port day in which restricted cadets must report to the Quarter Deck for mustering by the Cadet Watch Officer and/or Duty Commandant.

## **Cruise Special Liberty Request**

A cadet wishing special liberty due to meeting family during cruise, emergencies or other compelling reasons will need to complete a Cruise Special Liberty Request Form. The form is much like a Watch Exchange Form in which another cadet must agree to cover the duty of the one requesting liberty. If scheduled for Watch, you must also complete a Watch Exchange Form to attach to the Special Liberty Request Form.

The Division Commander, Department Head, Commandant and Captain must all approve the Cruise Special Liberty Request. Completed requests are turned into the Commandant's Office for inclusion in the Liberty Book.

## **Liberty Radius**

Many foreign countries have a limit to the distance a crewmember may travel from the vessel. Sometimes the restriction is no farther than the city limits of the port of call. Information for each port will be disseminated prior to the granting of liberty.

## **Expectations Ashore**

You are a representative of the United States, the State of California, the California State University, and the California State University Maritime Academy. We are American guests in the cities and countries that we visit. It is important to be on your best behavior and respect local customs and laws. When you are ashore, you are subject to local laws and regulations. Individual crewmembers are not protected by diplomatic immunity when ashore in a foreign country even if the vessel itself has been granted such immunity. Please refer to the core Cadet handbook for full CSU policies.

## **Wallets/Passports/ID**

It is strongly suggested that cadets carry only those documents necessary ashore. You will need your Cal Maritime Port Pass and TWIC to gain entry to port areas. You will not be allowed to carry your passport ashore unless you receive explicit permission from the Captain or you are departing the vessel permanently. Such permission will only be granted in extraordinary circumstances.

## **Decorum in Foreign Ports**

Once again, as a crewman on the training ship, you are not simply an ordinary American citizen and college student. You are certainly that, but because you are a crewman aboard a US public vessel granted diplomatic clearance by the host country you are also ambassadors of our country. Your normal dress and behavior that may be perfectly acceptable at home may be inappropriate or even offensive in some foreign countries. In other words, we have to be sensitive to the cultural and social norms of the places we go. What we do or say, our body language, how you approach or speak to female citizens, traffic laws (to name a few) are all examples of things you will have to be sensitive to when representing the ship in a foreign country. Since we are guests of our foreign hosts, all persons aboard the training ship are expected to dress and behave appropriate to the standards of the country we are visiting. Being humble and respectful while ashore is always good practice. Interacting with foreign cultures is an integral part of the cruise experience. Most people around the world still like Americans. Remember though, that their view of Americans and American culture is usually what they have seen or heard in movies, music, or on the news (rightly or wrongly). Be nice and be respectful to your hosts and you will enjoy whatever country we are visiting. Make certain to attend the port briefs given prior to our calling at each foreign port during cruise. Important cultural information will be disseminated at these briefs that just may save you from embarrassment or worse during your visit ashore.

## **Meeting People in Port**

You will undoubtedly meet many interesting people while in different ports. As you strike up casual friendships with people you meet, it is natural to want to bring them back to the ship to show them where you live. Security requirements imposed on the Training Ship *Golden Bear* forbid casual visiting. All visitors, especially those in foreign ports, must be cleared by the Captain or senior officer present before being allowed aboard the vessel.

We ask that you do not make promises to people or otherwise obligate the ship for meals or other charity services when you are ashore. There are many less fortunate people in the world that you will meet, but we ask you not to bring persons back to the ship for food, medical attention or other services that the ship could potentially provide (such as parts or tools to fix their boats). There are cost, insurance and liability issues that prevent the ship from rendering humanitarian services in foreign ports. We are simply not authorized to obligate the State of California or the US Federal Government. However, the *Golden Bear* does occasionally transport relief donations to orphanages and hospitals on

behalf of recognized charity organizations, but this is accomplished through formal official channels.

### **Getting Sick or Injured Ashore**

Although rare, injuries or sudden sickness while ashore on liberty can occur (and have). If you are not alone, and the incident is not life threatening, have your friends assist you back to the vessel immediately. Call the vessel and let them know you are coming so that the ship's medical officer can stand by ready to help you. If you are alone (not ever recommended) seek assistance from a local policeman and call the ship to inform the Watch of your situation. They will notify the Captain or senior officer aboard who will make arrangements to help you.

### **Upon Return from Liberty**

When returning from liberty, you and your belongings are subject to inspection for contraband. If there is a perceived cause, such as stumbling up the gangway, you may be tested for alcohol. If you are late, you **will** automatically be breathalyzed. When returning from liberty, you and your belongings are subject to inspection for contraband. When you return, shift into the appropriate uniform immediately. Civilian wear is not authorized outside the berthing area while in port at any time. This includes the fantail.

## **Shipboard Duties**

### **Bed Rest**

If you are sick or injured, you **must** report to the Medical Treatment Facility immediately. Once you report to the Facility, you may be issued bed rest. Only those cadets who have been issued bed rest may be excused from assigned daily activities. Cadets on bed rest must remain in or adjacent to their berthing area. If necessary, meals will be brought to you.

### **Class**

Classes and watches aboard the training ship contain STCW required competencies and are considered assigned duties. All classes aboard the training ship require mandatory attendance. Failure to attend class may result in referral to the conduct system. Failure to attend classes or watches may also subject you to being assigned a failing grade for cruise and being sent home at your own expense. Your cruise fee will not be subject to reimbursement in such an event.

## **Cleaning Formations**

Cleaning formations may be called occasionally for extra cleaning to be performed. These formations will be mandatory and occur after dinner.

## **Clean Sweep Down**

Clean Sweep Down (CSD) is required for all cadets and visiting cadets. First class cadets provide supervision to the other cadets. CSD occurs each day at 1600 for approximately a half hour. Clean Sweep Down stations will be assigned at the start of each cruise and may be modified as required by the Commandant's at any time. Cadets found to be late or missing from CSD will be subject to disciplinary action. Cadets must perform their CSD duties properly. It is a necessary function for the required sanitation of the vessel and for the health and well being of all aboard. NOTE: Please keep noise in Officer's Country to a minimum. Some officers are sleeping during this time.

## **Day Work**

Cadets should arrive for day work in the appropriate clothing and be ready to work. After day work begins is not the time to retrieve your pocketknife, sunglasses or tool bag. Come prepared.

## **Quarters (Formation)**

### **At Sea**

Quarters occur every day at sea at 0720. Muster should be done by 0715. Cadets should be in their respective uniforms work, watch or class. Cadets shall be in grooming standards at Quarters. Periodic inspections will occur.

### **In Port**

Quarters occur every day in port at 0730 for all cadets. Muster will be completed by 0725. Cadets should be in the appropriate work or watch uniform. All others should be in khaki coverall uniform. When first arriving in port, Quarters may be called at a different time in order to expedite the passing of information critical to granting liberty.

### **On Watch**

All watches begin 15 minutes before the hour. Cadets should show up prior to this time so that they are prepared to assume the watch at 15 minutes before the hour. Cadets showing up after this time will be considered late to watch. Watch takes priority over all other shipboard functions.

**Cadet Mast:** In the event that a cadet is documented for misconduct they are required to attend Cadet Mast. Mast will be held the same day of the week as best as possible. If a cadet has watch during that time they must inform the

Commandant's Office by 1700 the day of Mast. Mast will be conducted by three trained cadet leaders and follow the same protocol as a Conduct Review Board.

**Time:** 1900

**Location:** Ship's Library

**Uniform:** Salt and Peppers

**Procedures:**

1. All cadets will arrive at 1900 and wait in the gym to be called in.
2. When called into the library, the cadet(s) will uncover and stand at attention.
3. The Cadet Mast Board will conduct a uniform inspection. If a cadet is out of uniform they will be required to return to the next week's mast.
4. Cadet Mast Board will put the cadet(s) at parade rest.
5. Cadet Mast Board will read the infractions and allow the accused cadet to give a statement or bring a witness.
6. Cadet Mast Board will dismiss the cadet(s) to discuss the case.
7. Cadet(s) will be brought back in and read their sanctions.
8. Upon completion of the Mast, the decision will be provided to the cadet and reflected in maxient if applicable.

**Extra Duty:** Cadet's that receive extra duty during the course of cruise will be required to complete all assigned extra duty before the next port call. The Commandant's Office will arrange daily & Weekly opportunities for cadets to work off their Extra Duty. If a Cadet does not complete their extra duty before a port call they will be required to work it off on their liberty day.

**Demerits:** Just like on campus cadets will receive demerits based on misconduct and a Cadet Mast. These demerits will be entered into Maxient and recorded for the cadet's tenure at Cal Maritime. The maximum amount of demerits Allowed during Cruise is 75. The maximum amount of demerits per academic year is 125.

**\*\*Any cadet being charged with a serious offense or cadets reaching the 75 demerit limit will be subject to Captain's Mast and could face penalties up to and including dismissal from Cruise and suspension from Cal Maritime for one year.\*\*** For additional information, see Academic Affairs policy AA 03-028, Student Misconduct.

## **Common Conduct Offenses:**

1. Conduct unbecoming of a cadet (15-50 demerits)
2. Failure to pass uniform and grooming Inspection (10 Demerits)
3. Failure to Conform to grooming standards (10-50 Demerits)
4. Failure to conform to Academy uniform standards (10-50 Demerits)
5. Failure to correct noted uniform or grooming violation (20 demerits)
6. Unauthorized absence from formation (10 Demerits)
7. Failure to pass room inspection (10-25 Demerits)

## **Glossary**

**Aft** - Direction toward the stern.

**Aloft** - Up from the highest deck.

**Bridge** - Control center of ship comprised of the wheelhouse, chartroom, radio station and gyro room.

**CC** - Compartment cleaner.

**Celestial** - Navigation method by heavenly body observations.

**Engine Room** - Main machinery space comprised of main engine room, auxiliary machinery room and shaft alley.

**EOS** - Engine Operating Station - Engine Control Room.

**Forward** - Direction toward the bow.

**Foxtail** - Small hand broom.

**Galley** - Kitchen.

**Gyro** - Gyroscopic compass that indicates true north versus magnetic north from a normal compass.

**Head** - Bathroom.

**Medical Treatment Facility** - Medical treatment room and Doctor's office.

**Mess Deck** - A dining room.

**Muster Station** - Place you are supposed to go when the emergency signal sounds.

**Port** - The left side of the ship when looking towards the bow, but not the left side when looking towards the stern.

**Scullery** - Dishwashing room.

**Sextant** - Instrument used to measure angles in celestial observations.

**SSDG** - Ship's Service Diesel Generator.

**Starboard** - Opposite of port. The right side of the ship when looking forward.

**Station Bill** - A large matrix placard that lists everyone and their emergency duties.

**Steering Eng.** - Machinery that controls the movement of the rudder.

**Swab** - Mop.

**Ward Room** - Officer's dining room.

## **Ship's Particulars and Principal Characteristics**

Length overall	499.8 FT
Length between perpendiculars	462.1 FT
Beam (molded)	72 FT
Height of ship (keel to mast top)	151 FT
Maximum operating draft	30 FT
Air draft (at maximum operating draft)	120 FT
Displacement tonnage at design draft	15,928 LT
Gross registered tonnage	10,939 LT

### **Machinery**

Main engines - (2) Enterprise medium speed diesels	R5 V-16
Maximum continuous rating (each)	8,500 BHP
Speed, sustained operating	20 Knots
Endurance at design draft and 20 knots	17,820 NM
Generator output	2700 KW
Propeller diameter in (five bladed)	19.5 FT
Anchor Baldt stockless, each	10,000 LBS
Year built	1989
Total persons allowed on board	380

### **Capacities**

Fuel Oil (Diesel)	3700 LT	1,098,000 Gal
Lube Oil	95 LT	28,215 Gal
Fresh Water (Potable)	120 LT	32,280 Gal
Salt Water Ballast	7200 LT	1,886,381 Gal
Permanent Ballast	1864 LT	

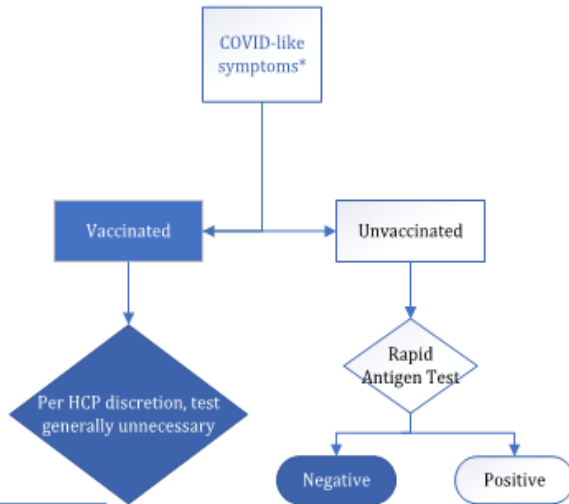
### **Tankage**

There are 61 various types of tanks:

Salt Water Ballast Tanks	28
Permanent Ballast (Driller's Mud)	5
Fuel Tanks	13
Lube Oil Tanks	5
Misc. Engineer's Tanks	6
Fresh Water (Distilled And Potable)	4



## COVID-19 Symptom Protocol for TSGB



### \*COVID-like symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

HCP: health care provider