

# Chapter 6

## WITNESSES AND DOCUMENTS

### INTRODUCTION

As in all accident investigations, a very large percentage of the information collected will be from witness interviews. Unlike other accidents, however, the proper witnesses to interview are not always immediately apparent. In a collision, for example, the investigator will routinely interview the master, pilot, watch officer, helmsman, and lookout. In a fire, especially a fire far removed from the pilothouse, these witnesses may not know anything at all about the cause and origin of the fire. The marine fire investigator must readjust his thinking when developing his witness list when conducting a fire investigation. See Appendix A for a matrix of possible witnesses to interview in a passenger ship fire.

### WITNESSES TO INTERVIEW

#### Persons to Interview

The person who first discovered the fire is a critical interviewee. Information needed from this person includes:

- why he/she was at the scene,
- at what stage was the fire when he/she noticed it (color of flames/smoke),
- his/her observations,
- the time he/she noticed the fire,
- what he/she was doing when the fire was discovered,
- where he/she was going,
- did he/she see anyone else at or near the fire scene,
- did he/she see anyone who did not belong in the area,
- did he/she notice any other activities going on,
- how did he/she report the fire, and
- what did he/she do after reporting the fire.

Persons who were in the area shortly before the fire was discovered should be interviewed. They should be particularly asked about hearing, seeing, smelling anything out of the ordinary. They should be queried as to what they were doing in the area at the time and if they saw anyone else, especially anyone acting suspiciously.

Persons who were in the general area of the fire and were forced to evacuate also should be interviewed. The investigator should document how these individuals were notified of the fire and of the need to escape, the evacuation routes taken and the smoke and flame conditions observed during the escape.

In berthing areas, the crewmen occupying the spaces where the fire broke out will need to be interviewed, even if they were on watch at the time that the fire broke out. They often will provide key facts surrounding the incident.

Interviews of witnesses may take place at the fire scene or at a location away from the fire scene, especially if there is emotional trauma, possible involvement, or fear of retaliation. Questioning should include how persons were notified about the fire, who was the last person in the occupancy, who had access to the area, any recent problems in the area, and do they know anyone who might have set the fire. They should also be asked to relate the location and identity of electrical appliances of any sort within the fire area, especially any personal cooking/heating devices.

Personnel engaged in fire suppression operations can provide useful information to the investigator. This interview should be done without delay. First-arriving firefighters can provide key information on the origin and cause of the fire. Was there any suspicious activity noticed en route, e.g., problems with access to scene? What was the location and extent of the fire when they arrived? How did they gain entrance e.g., were forcible entry measures employed-- where and by whom? What was the color of smoke and flames? Were any crewmen acting suspiciously or dressed in a peculiar manner? Were any possessions or equipment removed prior to the fire? Also ask if there were any unusual odors, any accelerant containers, unusual fire load, and the reaction of the fire when water was applied. What was the type and condition of any fire protection systems?

The investigator also needs to identify all persons allowed into the fire scene. Note any physical evidence removed and by whom. Did the fire fighters start overhaul procedures? What were these procedures?

### **Distracting Interviews**

A distracting interview is any attempt to draw attention away from the facts in the investigation. An investigator often finds himself/herself interviewing persons who have no real connection with the fire, but nevertheless present information to the investigator. They may falsely claim to be witnesses, victims, or even the perpetrator. People do this because of vanity, for recognition to falsely accuse someone, because they bear a grudge, or because they need to lie. By keeping abreast of and familiar with the evolving case, you can readily identify these inconsistencies.

### **Preparing for the Interview**

In preparing for the interview, review all the facts that surround this specific person's involvement. Obtain all possible information on the subject to help you decide the best

approach and to elicit the maximum information. Use questions that allow the interviewee to tell a story regarding the fire scene rather than giving yes or no answers. This usually allows you to obtain the maximum amount of information and tests the truthfulness of the subject. Don't overestimate or underestimate the interviewee, because you can "turn off" the subject and this may result in lost information.

### **Tactical Planning for the Interview**

Schedule the interview as soon as possible after the incident, while the information is fresh in everyone's mind and before the subject can develop an alibi, or be intimidated. Select a controlled environment. Limit furnishings, distractions, and items that can impair the investigator's view of the subject. If possible, conduct the interview at a site where the investigator has the advantage.

The best location may depend on the type of information desired. In some instances, conducting an interview at the fire scene can be very useful. Being at the scene may facilitate memory and assist the witnesses in pointing out exact locations of observed phenomena. An interview conducted at a supervisor's office may place unnecessary tension on a witness thereby interfering with recollection. A neutral location may allow the witness to feel less threatened and be more at ease. Whatever the location, the investigator should be positioned so that he/she can see the interviewee's entire body in order to observe body language. The investigator needs to do whatever is necessary to make the subject open up in order to obtain the as much useful information surrounding the case as possible.

Schedule the interview at a time convenient for all involved. Allow for enough time to conduct a thorough interview and to establish a distraction-free environment. Try to ensure that the interview does not cause problems for the interviewee. The physical surroundings should be set up to enhance the interview. Remove any barriers that might come between the investigator and the interviewee. Check on lighting, temperature, and other physical comforts, such as food, drink, or restroom facilities.

## **CONDUCTING THE INTERVIEW**

### **Introductions**

The investigator should begin the interview by introducing and identifying himself/herself. Then confirm the subject's identity—a review of his/her seaman's papers should be sufficient for this purpose.

Styles of introduction include the business approach, where the investigator introduces himself/herself with a business card. In a nonchalant approach the investigator is very casual with no pressure being applied. In the authoritative approach the investigator uses his/her title and exhibits an in-charge altitude. A friendly approach begins with a handshake or a pat on the back.

## **Opening Statement**

Advise the interviewee that you wish to record the interview. You can use notes, tape recorder, or video.

The opening statement begins the actual interview process. The investigator starts by stating the date, time, location, and persons present during the interview. The investigator then will make opening statements regarding the incident. **Do not disclose any specific facts regarding the case.**

## **Investigator's Attitude**

The investigator's attitude can be a deciding factor in the success of the interview. A positive and professional attitude is necessary. Maintain an objective demeanor; focus on getting the facts. Attempt to get the interviewee in a talkative mood. Allow the subject to complete his/her answers without interruptions. Note any inconsistencies. Be prepared for any spontaneous statements; the interviewee may stop talking if you appear to be caught off guard. Phrase your questions to maintain a free flow of information. The interviewee may provide more information than you expected him/her to know. Be prepared to vary the line of questioning.

## **Investigator's Approach**

The most effective approach to the interview is one that allows the interviewee to relate his/her information freely. Specific or direct questioning may not be needed until after the interviewee has told his/her story. If interrupted, the interviewee may not finish. Direct questioning usually occurs only when the interviewee shows dislike toward the investigator, is reluctant to talk, or is trying to protect someone close.

When interviewing complainants, be receptive and assure them you're aware of the importance of the situation and that appropriate actions will be taken. Use caution in making a decision regarding what the complainant says; he/she may be acting on a grudge. Always hear both sides before making a final judgment.

When interviewing witnesses, examine relationships between the witness and others connected to the incident. Be sympathetic when interviewing vessel owners and/or crewmen who have suffered a loss in the fire. They may be suffering emotional trauma, especially if there has been loss of life or serious injury resultant from the fire. Surviving crewmen may actually be in a state of shock. Be objective when comparing statements to physical evidence.

## **Statements From Subjects**

There are four types of statements given by interviewees: oral, handwritten, typed, and recorded. Oral statements are usually recorded in the investigator's notes or reports. Keep in mind that witnesses may later change their story.

Handwritten statements, preferably written by the interviewee, need to be signed and dated on each page. If the interviewee has poor handwriting or cannot write, then someone else may write the statement for him/her. However, read it back and have him/her sign or initial each page. Mistakes also should be corrected and initialed.

Typewritten statements also must be signed and dated. As in the handwritten statement, the interviewee must initial mistakes and corrections.

Recorded statements may be audio, video, or both. This is often the easiest statement to obtain. The statement must include the date, time, location, name of person making the statement, identification of all the facts pertaining to the statement, and identification of all persons involved. When you change sides of a tape, begin a new tape, or end the interview, include a statement with the date, time, and persons involved. Negative statements or denials also should be recorded and signed by the interviewee. Statements with the subject's attorney present should be noted to prevent claims that the question was never asked.

### **Closing the Interview**

In closing the interview ensure there are no additional questions, and that all the needed information has been checked and recorded. Then thank the interviewee. Ask if there is anything additional he/she would like to add. If you put your notebook away early, the interviewee may think you are done, and may drop his/her guard, providing additional information necessary to the case.

### **Evaluating the Interview**

Always conduct an evaluation when the interview is concluded. Evaluate the interviewee's emotional state and mannerisms. Evaluate the information received, confirm all information, identify conflicting information, and review the case for gaps or missing information. Finally, objectively evaluate your own performance: Did you maintain an objective, fact-finding approach or were you subjective and emotionally involved?

### **Documenting the Interview**

Documentation is the key to a successful interview. It demonstrates the investigator's professionalism and it may be the key to preventing denial by the interviewee at a later time. Proper documentation includes taking good notes; if possible, tape recording the interview; obtaining written statements; and identifying all pictures or diagrams with statements.

### **Collecting Documents Related to the Fire**

As with any marine accident investigation, there are many different documents that may be pertinent to the investigation and should be collected. The following listing is not a complete listing, but may be useful for reference purposes.

## **Appendix A**

### **Witness Matrix for Investigating a Passenger Ship Fire**

<b>Witness Matrix for Passenger Ship Fire</b>		
<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
1. Master	<ol style="list-style-type: none"> <li>1. General vessel information. (Including dimensions, tonnages, owner, operator, communications equipment, navigation equipment, fire detection and fire fighting equipment, etc.)</li> <li>2. General Company Information. (Including no. of ships, no. of passengers annually, crewing procedures, headquarters, oversight procedures.)</li> <li>3. Personal seagoing history.</li> <li>4. Voyage history. (Itinerary, equipment malfunctions, personnel incidents, passenger complaints, etc.)</li> <li>5. Narrative of fire events (Including: <ul style="list-style-type: none"> <li>• Discovery of fire</li> <li>• Response to fire</li> <li>• Actions related to passengers</li> <li>• Announcements</li> <li>• Communications with other vessels and/or Coast Guard</li> <li>• Outside assistance received, including role of shoreside fire fighters</li> <li>• Time fire under control</li> <li>• Time fire extinguished.</li> </ul> </li> <li>6. Navigation Watch procedures, general</li> <li>7. Engineering Watch procedures, general.</li> <li>8. Fire Watch procedures, general.</li> <li>9. Safety Organization (ISM, Shoreside Management, shipboard safety programs, etc.)</li> <li>10. Shipboard fire organization.</li> <li>11. Drug/Alcohol Program</li> <li>12. Crew information. (Nationalities, attitudes, complaints, procedures for documenting and handling crew complaints, labor disputes, duty rotations, opportunity for shore leave,</li> </ol>	<ol style="list-style-type: none"> <li>1. License</li> <li>2. Logbooks, rough and smooth</li> <li>3. Bell Book</li> <li>4. Standing Orders</li> <li>5. Night Orders</li> <li>6. Copies of any telexes transmitted during fire.</li> <li>7. Pertinent sections of ISM manual</li> <li>8. Performance Appraisals for Key Personnel</li> <li>9. Company Drug and Alcohol Testing Procedures</li> <li>10. Copies of Ship's SOLAS Certificates and Class Documents.</li> <li>11. Damage Survey Report</li> <li>12. Crew List</li> <li>13. Passenger List</li> <li>14. Watch, Quarter &amp; Station Bill</li> <li>15. Muster List</li> <li>16. Emergency Evacuation Plan</li> <li>17. Home addresses of 300 passengers selected at random.</li> </ol>

Witness	Areas of Inquiry	Documents/Evidence
1. Master (Continued)	etc.) 13. Description of damage	
2. Staff Captain	<ol style="list-style-type: none"> <li>1. Personal seagoing history, (including licenses held, training completed, fire fighting experience.)</li> <li>2. Crew information (to verify information received from master)</li> <li>3. Duties and responsibilities, generally.</li> <li>4. Duties and responsibilities for fire.</li> <li>5. Personal recollections of the fire. (Including notification and subsequent actions to the time that the fire was extinguished.)</li> </ol>	<ol style="list-style-type: none"> <li>1. License</li> <li>2. Training Documents or Certificates</li> </ol>
3. Safety Officer	<ol style="list-style-type: none"> <li>1. Personal seagoing history, (including licenses held, training completed, fire fighting experience.)</li> <li>2. Crew information (to verify information received from master)</li> <li>3. Duties and responsibilities, generally.</li> <li>4. Duties and responsibilities for fire.</li> <li>5. Shipboard fire fighting organization</li> <li>6. Drill procedures.</li> <li>7. Fire watch system, including description of watchmen's training, equipment, procedures, and oversight.</li> <li>8. Emergency Squad/fire fighting team. <ul style="list-style-type: none"> <li>• Duties</li> <li>• Make up</li> <li>• Organization</li> <li>• Training</li> <li>• Equipment</li> <li>• Performance</li> <li>• Oversight</li> </ul> </li> <li>9. Assessment of ability &amp; performance of watchmen on duty at time of fire.</li> <li>10. Personal recollections of the fire. (Including initial notification and subsequent actions taken up to the time that the fire was officially</li> </ol>	<ol style="list-style-type: none"> <li>1. License</li> <li>2. General Arrangement Plans for Pertinent Decks</li> <li>3. Crew training records <ul style="list-style-type: none"> <li>• Fire Watchmen</li> <li>• Emergency Squad</li> <li>• Firefighting Team</li> </ul> </li> <li>4. Pertinent sections of ISM manual (Dealing with Fire Patrol, Emergency Squads, Fire Teams, etc)</li> <li>5. Operating manual for fire detection system</li> <li>6. Schematic drawing of fire detection system</li> <li>7. Operating manual for fire alarm system</li> <li>8. Schematic drawing of fire alarm system.</li> <li>9. Print out of fire alarm and fire detection activation</li> <li>10. Fire Control Plan</li> <li>11. Maintenance &amp; Repair records for fire detection and extinguishing equipment for previous 3 mos.</li> <li>12. Annual fire protection equipment servicing report.</li> <li>13. Plan showing fire watch route(s).</li> <li>14. Instructions for Fire Patrolman/Watchman</li> <li>15. Pre-fire plan</li> </ol>

<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
4. Navigation Watch Officer	1. Personal Background and Seagoing History. 2. Crew information (to verify information received from master) 3. Duties and responsibilities, generally. 4. Duties and responsibilities for fire. 5. Personal recollections of the fire. (Including 72-hour history, notification of fire and subsequent actions to the time that the fire was extinguished.)	1. License 2. Navigation Chart 3. Downloaded data from electronic navigation equipment 4. Pilothouse voice recordings 5. Deck Logs 6. Bell Logger printout 7. Course recorder data 8. Night Orders 9. Standing Orders 10. Navigation equipment operating manuals
5. Chief Engineer	1. Personal Background and Seagoing History. 2. Crew information (to verify information received from master) 3. Duties and responsibilities, generally. 4. Duties and responsibilities for fire. 5. Fire fighting organization and training for engine room personnel. 6. Drill procedures. 7. Vessel Information (Equipment modification, malfunctions, problems, etc.) 8. Shoreside Management support for engineering problems. 9. Personal recollections of the fire. (Including 72-hour history, notification of fire and subsequent actions to the time that the fire was extinguished.)	1. License 2. Engine room Logbook 3. Engine room Bell Book 4. Written Watch Procedures 5. Pertinent maintenance & repair records for previous 3 mos. 6. Various Ships Plans, as appropriate, such as: <ul style="list-style-type: none"> <li>• Electrical Distribution</li> <li>• Ventilation System</li> <li>• Fire Main</li> <li>• Fire Extinguishing Systems</li> </ul> 7. Performance Appraisals for Key Engine room Personnel
6. Watch Engineer	1. Personal History and Seagoing experience. 2. 72-hour history. 3. Duties & responsibilities. 4. Recollection of fire-related events.	1. License 2. Engine room logbook 3. Engine room bellbook 4. Engine room Standing Orders

<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
7. Chief Electrician	<ol style="list-style-type: none"> <li>1. Personal History and Seagoing experience.</li> <li>2. Training &amp; Education</li> <li>3. Duties &amp; Responsibilities</li> <li>4. Description of Pertinent Electrical Systems</li> <li>5. History of electrical problems</li> <li>6. Fire-related Events</li> </ol>	<ol style="list-style-type: none"> <li>1. Marine License/Document</li> <li>2. Electrical Distribution System Diagram</li> <li>3. Electrical plans &amp; schematics for individual equipment.</li> <li>4. Electrical Maintenance &amp; Repair Records</li> </ol>
7. Fire Patrolman	<ol style="list-style-type: none"> <li>1. Personal History and Seagoing experience.</li> <li>2. Training</li> <li>3. 72-hour history.</li> <li>4. Duties &amp; responsibilities.</li> <li>5. Recollection of fire-related events.</li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's Document</li> <li>2. Training Certificates</li> </ol>
8. Fire Team Leader	<ol style="list-style-type: none"> <li>1. Personal History and Seagoing experience.</li> <li>2. Training/Drills</li> <li>3. 72-hour history.</li> <li>4. Duties &amp; responsibilities.</li> <li>5. Recollection of fire-related events</li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's Documents</li> <li>2. Training Certificates</li> </ol>
9. Fire Team Member	<ol style="list-style-type: none"> <li>1. Personal History and Seagoing experience.</li> <li>2. Training</li> <li>3. Drills</li> <li>4. 72-hour history.</li> <li>5. Duties &amp; responsibilities.</li> <li>6. Recollection of fire-related events</li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's Documents</li> <li>2. Training Certificates</li> </ol>
10. Ship's Doctor	<ol style="list-style-type: none"> <li>1. Personal History and Seagoing experience.</li> <li>2. Education/Training/Qualification</li> <li>3. Duties &amp; responsibilities.</li> <li>4. Recollection of fire-related events</li> <li>5. Adequacy of medical staff</li> <li>6. Adequacy of medical supplies</li> <li>7. Adequacy of medical facilities</li> <li>8. Treatment of injured persons</li> <li>9. Evacuation of injured persons</li> </ol>	<ol style="list-style-type: none"> <li>1. Medical License</li> <li>2. Seaman's Documents</li> <li>3. Written Emergency Procedures</li> <li>4. Plan for evacuation of injured or sick persons</li> <li>5. Medical Log</li> <li>6. Appropriate sections of ISM Manual</li> </ol>
11. Ship's Nurse	<ol style="list-style-type: none"> <li>1. Personal History and Seagoing experience.</li> <li>2. Education/Training</li> <li>3. Duties &amp; responsibilities.</li> <li>4. Recollection of fire-related events</li> </ol>	<ol style="list-style-type: none"> <li>1. License/Professional Documents</li> <li>2. Seaman's documents</li> </ol>

<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
(Ship's Nurse Continued)	5. How injured persons were treated <ul style="list-style-type: none"> <li>• Crew</li> <li>• Passengers</li> </ul> 6. Adequacy of medical supplies 7. Adequacy of medical facilities 8. Adequacy of medical staff 9. Adequacy of communications 10. Evacuation of injured persons	
12. Hotel Manager	1. Personal History and Seagoing experience. 2. Education/Training 3. Duties & responsibilities, general. 4. Duties & responsibilities in event of fire. 5. Training of staff for emergencies. 6. Procedures for staff to follow in the event of a fire. 7. Recollection of fire-related events	1. Seaman's documents 2. Appropriate sections of ISM Manual. 3. Written emergency procedures in event of fire. 4. Records of drills.
13. Laundry Manager (for Laundry Fires)	1. Personal History and Seagoing experience. 2. Education/Training 3. Duties & responsibilities, general. 4. Duties & responsibilities in event of fire. 5. Duty hours for laundry operations. 6. Laundry workers attitudes. 7. Crew complaint procedures. 8. Laundry maintenance and repair history. 9. Recollection of fire-related events	1. Seaman's documents 2. Appropriate sections of ISM Manual. 3. Equipment Operating Manuals 4. Equipment maintenance & repair records. 5. Ventilation Duct Cleaning procedures and records.
14. Manager Steward's Department	1. Personal History and Seagoing experience. 2. Education/Training 3. Duties & responsibilities, general. 4. Duties & responsibilities in event of fire. 5. Procedures Steward's Department staff follow in a fire emergency. 6. Recollection of fire-related events	1. Seaman's documents 2. Steward Department Emergency Procedures 3. Appropriate sections of ISM Manual.

<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
16. Person Who Discovered Fire	<ol style="list-style-type: none"> <li>1. General background &amp; seagoing experience</li> <li>2. Details Concerning Fire <ul style="list-style-type: none"> <li>• What he/she was doing at the time?</li> <li>• What other activities were in progress in the immediate area?</li> <li>• First indication of fire</li> <li>• Location of flame/smoke</li> <li>• Extent of flame/smoke</li> <li>• Color of flame/smoke</li> <li>• Any significant odors</li> <li>• Any significant noises</li> <li>• Who else was in the area at the time fire was discovered?</li> <li>• Who else had been in area just before fire was discovered?</li> <li>• Anyone in area who did not have a good reason for being there?</li> <li>• Initial actions taken</li> <li>• Subsequent actions taken</li> </ul> </li> <li>3. Have witness do "walk thru" of fire scene so that he can point out significant areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's documents</li> <li>2. Sketch of fire area</li> </ol>
17. Last Person In the Compartment of Origin Before the Fire Started	<ol style="list-style-type: none"> <li>1. General Background &amp; Seagoing Experience</li> <li>2. Duties &amp; Responsibilities of current position.</li> <li>3. Purpose for being in Compartment of Origin</li> <li>4. How often compartment is entered routinely.</li> <li>5. Who has access to compartment?</li> <li>6. Other persons seen in the area of the compartment at the time.</li> <li>7. Any person in the area who did not seem to have a good reason for being there.</li> <li>8. Conditions in Compartment <ul style="list-style-type: none"> <li>• Ventilation</li> <li>• Lighting</li> <li>• Housekeeping</li> <li>• Operating equipment</li> <li>• Flammable or combustible materials</li> <li>• Anything out of the</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's documents</li> <li>2. Sketch of compartment (Includes positions of equipment, openings, combustibles, and any other significant features.)</li> </ol>

Witness	Areas of Inquiry	Documents/Evidence
	ordinary.	
18. Persons Who Evacuated From Fire Area	<ol style="list-style-type: none"> <li>1. General background &amp; seagoing experience</li> <li>2. Description of where they were and what they were doing at first sign of problem.</li> <li>3. Description of first indication of problem.</li> <li>4. Description of the evacuation from fire area, including: <ul style="list-style-type: none"> <li>• Smoke conditions</li> <li>• Flames</li> <li>• Unusual noise/odor</li> <li>• Visibility</li> <li>• Audibility of alarms</li> <li>• Announcements</li> <li>• Description of escape route</li> <li>• Demeanor of others (was there panic?)</li> <li>• Floor lighting</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. General Arrangement Deck Plan</li> <li>2. Hand-drawn Sketch of Significant Details</li> </ol>
19. Injured Crew	<ol style="list-style-type: none"> <li>1. General background &amp; seagoing experience</li> <li>2. Extent of injuries</li> <li>3. How injuries were sustained.</li> <li>4. Evacuation to safety.</li> <li>5. Immediate medical care</li> <li>6. Subsequent medical care</li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's documents</li> <li>2. Medical records (Get signed release form)</li> </ol>
20. Injured Passenger(s)	<ol style="list-style-type: none"> <li>1. General background information, including: <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• General health condition</li> <li>• Pertinent pre-existing medical conditions</li> <li>• Cruise itinerary</li> <li>• Previous cruise experience</li> </ul> </li> <li>2. Extent of injuries</li> <li>3. How injuries were sustained.</li> <li>4. Evacuation to safety</li> <li>5. Immediate medical care.</li> <li>6. Subsequent medical care.</li> <li>7. Name/Address of personal physician &amp; permission to contact.</li> </ol>	<ol style="list-style-type: none"> <li>1. Medical records (Get signed release form)</li> </ol>
21. Cruise Director	<ol style="list-style-type: none"> <li>1. General background &amp; seagoing experience</li> <li>2. General Duties &amp; Responsibilities</li> <li>3. Duties &amp; Responsibilities in</li> </ol>	<ol style="list-style-type: none"> <li>1. Seaman's documents</li> <li>2.</li> </ol>

<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
(Cruise Director Continued)	the Event of a Fire	
21. Shoreside Fire Chief	<ol style="list-style-type: none"> <li>1. General background and experience.</li> <li>2. Duties and responsibilities.</li> <li>3. Jurisdiction over shipboard fires</li> <li>4. Experience responding to shipboard fires.</li> <li>5. Fire Events, including: <ul style="list-style-type: none"> <li>• Notification</li> <li>• Initial response</li> <li>• Subsequent response</li> <li>• Resources deployed</li> <li>• Adequacy of resources</li> <li>• Command structure</li> <li>• Coordination with ship's crew, Coast Guard, etc.</li> <li>• Special characteristics of fire</li> <li>• Opinions as to cause/origin</li> <li>• Self-critique of response.</li> <li>• Lessons learned from this fire</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Fire contingency plan for responding to shipboard fires</li> <li>2. Fire Service response logs</li> <li>3. Fire Service report of fire</li> </ol>
22. Coast Guard On Scene Commander	<ol style="list-style-type: none"> <li>1. General background &amp; experience.</li> <li>2. Notification</li> <li>3. Communications <ul style="list-style-type: none"> <li>• With ship</li> <li>• With C.G.</li> <li>• With individual officers and crewmen</li> </ul> </li> <li>4. Response</li> <li>5. Resources (Adequacy)</li> <li>6. Problems/Lessons learned</li> </ol>	<ol style="list-style-type: none"> <li>1. After action report</li> </ol>
23. Coast Guard COTP	<ol style="list-style-type: none"> <li>1. General background &amp; experience.</li> <li>2. Notification</li> <li>3. Communications</li> <li>4. Response</li> <li>5. Resources (Adequacy)</li> <li>6. Problems/Lessons learned</li> </ol>	<ol style="list-style-type: none"> <li>1. Contingency Plan(s)</li> <li>2. Sitreps</li> <li>3. Polreps</li> <li>4. Communication logs</li> <li>5. Recorded transmissions</li> </ol>
24. Company Vice President of Operations	<ol style="list-style-type: none"> <li>1. General background &amp; experience</li> <li>2. Duties &amp; Responsibilities</li> <li>3. Company history</li> <li>4. Crewing Practices</li> <li>5. Crew Training Programs <ul style="list-style-type: none"> <li>• Fire</li> <li>• Crowd Control</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Company promotional literature</li> <li>2. Drug/Alcohol Program literature</li> <li>3. Pertinent sections of ISM Manual</li> </ol>

<b>Witness</b>	<b>Areas of Inquiry</b>	<b>Documents/Evidence</b>
(Company Vice President of Operations Continued)	<ul style="list-style-type: none"> <li>6. ISM System</li> <li>7. Shoreside oversight of shipboard operations</li> <li>8. Recent fire history on company vessels.</li> <li>9. Recent labor disputes</li> </ul>	
25. Company Director of Safety	<ul style="list-style-type: none"> <li>1. General background &amp; experience</li> <li>2. Duties &amp; Responsibilities</li> <li>3. Company safety programs</li> <li>4. Fire and safety training</li> </ul>	<ul style="list-style-type: none"> <li>1. Pertinent sections of ISM manual</li> <li>2. Drug/alcohol program</li> </ul>
26. Port Captain	<ul style="list-style-type: none"> <li>1. General background &amp; experience</li> <li>2. Duties &amp; Responsibilities</li> <li>3. Oversight of shipboard operations</li> <li>4. Reported safety discrepancies related to fire.</li> </ul>	<ul style="list-style-type: none"> <li>1. Records of recent visits to ship</li> </ul>
27. Port Engineer	<ul style="list-style-type: none"> <li>1. General background &amp; experience</li> <li>2. Duties &amp; Responsibilities</li> <li>3. Oversight of engineering operations</li> <li>4. Reported safety discrepancies related to fire.</li> </ul>	<ul style="list-style-type: none"> <li>1. Records of recent visits to ship</li> </ul>