



USS *COBIA* "The Nation's Most Completely Restored WWII Submarine" Overnight Education Program

USS *COBIA* FAMILY OVERNIGHT PROGRAM INFORMATION PACKET

Group Requirements

The Overnight Program is open to person age 6 and up. The maximum group size the submarine can accommodate is 55 for Family Nights. We require a minimum adult/child ratio of 1:4. Any person under 18 years of age is considered a child.

Cost

The cost of participating in this program is \$44.00 per person for one night.

Accommodation

Accommodation is provided on board USS *COBIA*, the nation's most completely restored World War II submarine and National Historic Landmark. Accommodation is co-ed. We try to berth family and friends in the same compartment provided their names are submitted together upon registration. In addition to males and females being berthed in the same compartments, multiple families will share accommodation in various compartments.

Reservations

Contact Mike Johnson at the Wisconsin Maritime Museum at 920-684-0218 x 106 or Toll Free 866-724-2356 to reserve your spot. Reservations will be accepted on a first serve basis. When making a reservation, please inform us of any special needs that you may have. *COBIA* has no facilities for wheelchairs or other aids to the physically challenged. USS *COBIA* is a National Historic Landmark and is therefore exempt from all laws regarding handicap access.

Confirming Your Overnight

The items listed below must be completed and submitted **simultaneously with in 14 days of making your reservation** in order to confirm your overnight stay. All forms are now available on our website at www.wisconsinmaritime.org.

- Full payment
- Reply Form
- Letter of Acknowledgement
- Waiver of Release and Liability Agreements (one for each participant)

Payment

Payment can be made by check, cash, credit card, or money order. Checks should be made payable to the Wisconsin Maritime Museum. Please be sure to note your families name and visit date on the check in order to ensure proper credit. Registration is available by phone or in person. Full payment is due within 14 days of making a reservation. Payments are NON-REFUNDABLE. Payment and forms should be mailed to:

Family Overnight Program
75 Maritime Drive
Manitowoc, WI 54220

Reply Form

On the top of the Reply Form please be sure to circle the date you wish to book. Fill in all sections including the names of everyone in your group. Your signature on this form indicates that you have read all the materials provided and that you understand all the regulations therein.

Cancellations and Refunds

On very rare occasions, inclement weather may cause conditions hazardous enough for the Wisconsin Maritime Museum to close the submarine. In such cases, every effort will be made to provide scheduled individuals or families with advance notice so they can participate in a re-scheduled event or, if they choose, cancel altogether and receive full payment. Unfortunately, in some situations advance notice will not be possible. The safety of participants and staff is the museum's paramount concern. Please understand that this is a major factor in decision making, should the overnight be cancelled due to severe weather.

The Wisconsin Maritime Museum will not be responsible for any other inconveniences or consequences arising from the cancellation of an overnight visit. It is suggested that families check the weather forecast for Manitowoc and surrounding areas before departing for their overnight. Local forecasts are available at 920-682-8151 and 920-684-0161.

Letter of Acknowledgement

The Letter of Acknowledgement must be signed by a participant 18+ who will be acting as the liaison or representative for your family/group. This form states that all adult participants have read and understood the rules and guidelines for participating in the program and have shared this information with participants under 18 years of age.

Waiver of Release and Liability Agreement & Medical Forms

EVERY Overnight Participant must submit a signed copy of the Waiver of Release and Liability Agreement to the Wisconsin Maritime Museum in advance of his/her stay. Waiver of Release and Liability agreements should be mailed or delivered to the museum at the same time as payment, the Reply Form, and Letter of Acknowledgement.

ALL participants 18 years of age and older must sign their own names on the agreement. A legal guardian may sign for participants under 18 years of age. **Make as many photocopies of the Waiver of Release and Liability Form as you require for your family/group. Families may be on the same form.**

In the event that a child participating in the program will be chaperoned by someone other than his/her legal guardian, he/she must have his/her own Waiver of Release and Liability Agreement listing his/her name and signed by his/her legal guardian. This Waiver of Release and Liability Form should be submitted at the same time as those being submitted by the child's chaperone for the program.

Failure to have a signed Waiver of Release and Liability Agreement for each overnight participant in your party will result in the immediate cancellation of your reservation.

All special medical conditions must be reported to the museum in advance of the overnight date. If necessary, please submit the Medical Condition Form along with your other reservation materials.

Insurance

The Wisconsin Maritime Museum requires a Certificate of Insurance indication \$1 million dollar limit of liability for bodily injury and property damage and listing the museum as an additional insured for every family participating in the overnight program. To simplify this procedure for everyone, the museum has

arranged for such a policy through the Vincent Group of Manitowoc. The cost for this insurance protection is included in the \$44.00 fee for this program.

PLANNING AHEAD

What to bring

Each visitor is responsible for bringing his or her own **sleeping bag/blanket** and **pillow**, since the bunks on board the submarine do not have sheets or blankets. The submarine is now outfitted with heat and air conditioning, however, participants are advised to dress appropriately for the outside weather; layers are suggested. Participants are advised to pack minimally as space on board is limited. It is also recommended that you bring:

1. Personal toiletries
2. Appropriate clothing (layers are suggested)
 - For your safety, full shoes are strongly recommended, the COBIA 1526 tons of non-childproofed steel, your toes are not.
 - Roller Shoes are not allowed on the premises.
3. Flashlight however, the sub will always have lights on to some degree at all times.
4. Camera and film (batteries) NO video photography.
5. Card or board games, if desired
6. First Aid Kit, including motion sickness medicine. (We do not dispense medications)

Cellular phones are allowed on *COBIA* as long as they do not distract from the shipboard experience, but outlets are **not** available. The museum staff has the right to end use of any electronic device at their discretion. The museum is not responsible for damage, loss or theft of any personal items. The museum has the right to conduct a gear inspection at the beginning of your stay.

UPON ARRIVAL AT THE MUSEUM, PROCEED TO THE DOOR DESIGNATED FOR OVERNIGHT PROGRAMS, NOT THE MAIN ENTRANCE. THE DOOR IS MARKED “**U.S.S. COBIA CREW’S PASSAGE**” AND IS TO YOUR RIGHT/WEST RAMP AS YOU ARE LOOKING AT THE FRONT OF THE MUSEUM. ALL PERSONAL GEAR MUST BE BROUGHT INSIDE PRIOR TO THE PROGRAM GETTING UNDERWAY. THE CHECK-IN PROCEDURE WILL TAKE PLACE AT THE TOUR GUIDE KIOSK IN THE “RASHER CONCOURSE”.

What not to bring

None of the following are permitted during your stay:

1. **Alcoholic beverages (either on or off premises)**
2. Tobacco products of any kind, including lighters
3. Portable electronics: radios, music players (CD/MP3/IPOD) , game systems, TV’s, DVD players, laptops
4. Chewing gum
5. Drugs other than those prescribed for the individual by a medical doctor or over-the-counter medication
6. Knives, wrenches, screw drivers, pliers, or other tools or cutting implements
7. Appliances, including coffee makers, hot plates, gas stoves, lanterns, etc.
8. Pets (guide animals are an exception)
9. Items that are unlawful to possess in the City of Manitowoc
10. Items that may cause damage or injury

Any of the above listed items will be considered contraband and will be confiscated and not returned. The Wisconsin Maritime Museum staff will make all decisions regarding the legality of items. If you

have a question as to the legality of an item, don't bring it. This is done for the safety of your group as well as for the submarine.

Food

No cooking is allowed on board the submarine. Each family is responsible for arranging their own snacks to be eaten during the programs scheduled "Mess Break". Because of time limitations, you should eat dinner prior to your arrival. Families wishing to visit a restaurant for breakfast prior to viewing the museum exhibits in the morning are welcome to return after their meal to explore the galleries.

You are allowed to bring prepared foods on board. However, food and beverages are only permitted in the Crews Mess. When selecting snack foods to bring, consider ease of clean up, as you will be responsible for any spills. If you bring food, you must provide your own paper plates, cups, flatware, napkins, etc. There is no refrigeration available so be sure to consider a small cooler for perishables. It is recommended that each family bring bottled water to avoid the possibility of dehydration.

Eating space is available in the Crews Mess of the submarine where there are four tables and bench seats. As was the case on board all World War II submarines, eating space is limited; therefore; all participants will be assigned times to eat snacks in Crews Mess.

You will need to bring your own trash bags and must take your trash with you.

Watch Activities

At the beginning of your stay, participants in the program will be broken into smaller groups called Watch Groups for all educational activities. Watch activities may include the following: taking a tour of the Conning Tour, learning how to fire a torpedo, and decoding messages. A full list of available activities can be found on our website at www.wisconsinmaritime.org. Every effort will be made to keep families together for these activities. The museum staff will supervise all watch activities and chose age appropriate activities.

WELCOME ABOARD

Rules of Conduct

To ensure a safe and pleasant visit, all Overnight participants aboard the USS *COBIA* will abide by the following rules. These rules should be read aloud to all participants prior to arrival at the Museum. **DISCIPLINE IS THE RESPONSIBILITY OF THE ADULT CHAPERONES. ADEQUATE SUPERVISION MUST BE PROVIDED BY THE VISITING GROUP AT ALL TIMES.**

1. No running or "horse play" aboard the submarine or in the Museum.
2. No participants, including adults, are to leave the submarine or walk on deck unless accompanied by a Wisconsin Maritime Museum staff member.
3. The submarine is now outfitted with heat and air conditioning. Please make sure to secure the doors when entering and exiting the sub.
4. Adults must remain with the group at all times. Adults who leave the premises will not be permitted to return.
5. Do not operate any equipment, turn switches, open any control panels, or otherwise disturb any equipment on the submarine. Everything on board is considered an historic artifact and must be treated with the proper respect.
6. Do not enter restricted areas without permission of the Wisconsin Maritime Museum staff. This includes the interior and exterior of the Conning Tower.
7. While on deck, do not go outside the wire rope barriers or out on the bow or stern of the boat at any

- time. The metal and wood portions of the deck are usually wet and slippery after dark.
8. Do not climb on any deck guns, periscopes, or lookout platforms.
 9. Do not block any passageways or ladders to access hatches with personal gear, boxes, coolers, etc. Stow all of your supplies safely out of the way.
 10. Sleep only in assigned bunks in designated areas. At least one adult must stay in each of the sleeping areas to supervise the group berthed there.
 11. Exercise caution when climbing into and out of bunks. When in any of the upper bunks, be mindful of equipment, pipes, valves, and light bulbs that are mounted overhead.
 12. Do not wear shoes while in the bunks. Shoes are mandatory whenever participants are not in their bunks.
 13. Do not turn off/on any lights unless instructed to do so by a Staff Member.
 14. No cooking is allowed on board the submarine. All food must be consumed in the Crew's Mess.
 15. The group will clean all areas occupied on board the submarine to the standards of the Wisconsin Maritime Museum staff, and the boat will be inspected for damage and cleanliness before the group departs.

In the Museum:

16. All children must be accompanied by an adult in the Museum Gift Shop and Children's Waterways Room.
17. Please leave the Children's Waterways Room as you found it by putting away any and all toys.
18. Flash photography is not allowed inside the museum. (Flash is ok on the submarine.)

ANYONE damaging USS *COBIA* will be prosecuted. Groups responsible for damage will pay for REPAIRS, REPLACEMENT, OR RESTORATION of damage to the historic fabric and all associated costs, including acquisition or fabrication of replacements for damaged items. There will be no limit to this cost, and the cost will be determined by the Wisconsin Maritime Museum.

PARENTS MUST HAVE CONTROL OF THEIR CHILDREN. For your safety, all participants are expected to follow all directions and any special instructions issued by Museum staff members. Failure to comply with these rules, directions, or special instructions by any member of the Overnight party will lead to expulsion of the entire party and forfeiture of the program fee.

Safety Brief

To ensure your safety during your visit, review the following information with your party prior to your visit.

Safe Conduct

Please remember two important points about the USS *COBIA*: **First, the *COBIA* is a naval vessel that was built with the intention that it be operated by specially-trained Navy personnel; and second, the *COBIA* is now a museum vessel and an irreplaceable National Historic Landmark.** Both of these points dictate that safe conduct be exercised by each and every member of your group. The design and construction of the submarine mandates that special care must be taken while on board for your personal safety.

Violation of ANY safety procedures will be grounds for ejection from the boat. The Wisconsin Maritime Museum or its staff is not responsible for any expenses of the person or group associated with ejection or voluntary departure from the submarine.

During the USS *COBIA* Overnight Education Program, the Museum telephone system is set to "night mode," which means no one is available to answer incoming calls. If you need to contact someone after

hours, you must enter ext. 122 to reach the Tour Guide Desk. The Overnight Staff also carries a staff cell phone. This phone number is (920) 973-2434. Please keep in mind cell reception on the submarine is not guaranteed.

Safety Equipment

- Telephone – Located in Forward Torpedo Room – FOR EMERGENCY ONLY (You must dial “8” to get an outside line.) Overnight Program Education staff also carry a cell phone at all times.
- First Aid Kit – Families are encouraged to bring their own.
- Life Rings and Rescue Pole – Located on the deck forward and aft of the Conning Tower.

Fire Emergency Drill

An emergency fire drill will be held to familiarize the group with emergency evacuation procedures. Participation by all members of the Overnight group is mandatory.

Smoke detectors are located in each substantial compartment. If an alarm sounds, follow the procedures listed below.

- Exit the boat in a quick and orderly manner, moving in the opposite direction of the source of the alarm or smoke if present.
- Do not close any doors on the submarine.
- Inform Wisconsin Maritime Museum Overnight staff immediately and call 911.

USS COBIA Emergency Evacuation Plan

If it becomes necessary to evacuate the *COBIA* for any reason, move in an orderly fashion toward the nearest exit, as follows:

- From the Crew’s Mess Forward, the nearest exit is the Forward Torpedo Room.
- From the Crew’s Quarters Aft, the nearest exit is the After Torpedo Room.

If there is a fire aboard the submarine, proceed to the exit that is furthest from the fire. If there is fire between you and both exits, use one of the hatches in the following compartments:

- Control Room/Conning Tower
- Crew’s Mess
- Aft Engine Room

If using the Control Room exit, proceed up the ladder to the Conning Tower, then out the hatch onto the Bridge. Once on the Bridge, head toward the stern (while on the ladder this will be to your right), and then proceed to the 20 mm gun and down either ladder or proceed around the 40mm gun and down the ladder on the starboard side of the boat. Proceed across the deck.

In the event of fire in the museum while participants are on the submarine, participants should remain on board while overnight staff calls for emergency help. **ALL HATCHES WILL BE UNLOCKED DURING THE OVERNIGHT PROGRAM.**

Emergency Phone Numbers

Ambulance/Fire/Police	911
Police (Non Emergency)	920-686-6500
Fire (Non Emergency)	920-696-6540
Poison Control	1-800-815-8855

Participants wishing to provide their families with an emergency contact number for use during the Overnight program are encouraged to bring their own cellular phones. Museum telephones will be available to make outgoing calls to families in the event of an emergency, but are not able to process incoming calls during the hours occupied by the overnight program.

Sanitary Facilities

Sanitary facilities are located in the main museum building. Once on board *Cobia*, a museum staff member must escort participants to the restrooms. These trips will take place at regularly scheduled intervals so guests should participate in these breaks at every opportunity.

Cleaning Responsibilities

In general, adopting a “clean as you go” policy will lessen the amount of cleaning you must do before your departure. Take care of any spills immediately to prevent tracking the mess throughout the boat. Remember that you must provide your own trash bags and take your trash and expended supplies with you when you leave.

All participants are expected to help with the clean up in the morning. The following areas must be cleaned before departure:

1. Crew Quarters
 - Sweep deck
 - Check on and under all bunks for debris or forgotten personal property
 - Wipe down/Sanitize mattresses
2. Crews Mess
 - Sweep deck
 - Wipe down tables and benches
 - Remove trash
3. Officers Quarters
 - Sweep out all staterooms, wardroom, and passageways
 - Check on and under all bunks for debris or any forgotten personal property
 - Wipe down/Sanitize mattresses
4. Forward Torpedo Room
 - Sweep deck
 - Check on and under all bunks for debris or any forgotten personal property
 - Wipe down/Sanitize mattresses
5. Aft Torpedo Room
 - Sweep deck
 - Check on and under all bunks for debris or any forgotten personal property
 - Wipe down/Sanitize mattresses

NO PROGRAM PARTICIPANTS MAY DEPART UNTIL THE WISCONSIN MARITIME MUSEUM STAFF HAS INSPECTED THE *COBIA* AND CERTIFIED THAT SHE HAS BEEN PROPERLY CLEANED.

Lost and found

The museum maintains a lost and found box. Lost items may be inquired about during normal museum hours. Items must be claimed within 30 days.

Overnight Patches

Special designed patches available only to Overnight participants can be purchased for \$3.95 in the Pier #75 Museum Store the morning after your stay. Personalized Dog Tags are also available. For more information, visit our website at www.wiscnsinmaritime.org

MANITOWOC AREA INFORMATION

For information on other area attractions that you may want to visit during your *Cobia* Overnight trip, call the Manitowoc Area Visitor and Convention Bureau at 1-800-627-4896.

DIRECTIONS

Parking

Parking is available on either side of the museum and across the street from the museum. The museum is not responsible for damage or theft of vehicles parked overnight, or their contents.

From Milwaukee: I-43 north to Exit 149, Hwy 151. Turn right (east) and follow the 151 signs to 8th Street (approx.. 5 miles). Turn left (north) and cross the 8th Street bridge. Turn right (east) on Maritime Drive. OR 1-43 To Exit 152, Hwy 10 east. Turn right (east) and continue east on Hwy 10 (also Waldo Blvd.) to Lake Michigan (approx.. 3 miles). Turn right on Maritime Drive. Follow Maritime Drive for approx. 1 mile.

From Green Bay: 1-43 south to Exit 152, Hwy 10 east. Turn right (east) and continue east on Hwy 10 (also Waldo Blvd) to Lake Michigan (approx. 3 miles). Turn right on Maritime Drive. Follow Maritime Drive for approx. 1 mile.

From Appleton: Hwy 10 to I-43. Go south on I-43 to Exit 152, Hwy 10 east. Turn left off the exit ramp and continue east on Hwy 10 (also called Waldo Blvd.) to Lake Michigan (approx. 3 miles). Turn right onto Maritime Drive and follow for 1 mile.

From Fond du Lac: Hwy 151 to 8th Street (approx. 5 miles from the I-43 exit 149). Turn left (north) and cross the 8th Street bridge. Turn right (east) on Maritime Drive.