STATION BILL S/V FRIENDSHIP

Rev 6 3/23/10

Masters signature: _____

Total persons on board (POB): _____

Maximum passengers allowed for:
Day trip: _____
Overnight: _____

GENERAL INSTRUCTIONS

Fire and Emergency Signal (———————) Continuous sounding of the ships whistle for a period of not less than 10 seconds supplemented by the same signal on the general alarm.
Man overboard Signal (— — —) Sounding of the letter "O" of the ships whistle, several times, supplemented by the same signal on the general alarm.
Abandon ship signal (— — — — — — ———) Seven (7) short blast on the ships whistle followed by one (1) long blast, supplemented by the same signal on the general alarm.
Dismissal from drill signal (— — —) Three (3) short blast on the ships whistle.

1) The First Mate is responsible for maintaining lifesaving and firefighting appliances in good condition and that the equipment is ready for immediate use.
2) Immediately upon reporting aboard each crew member and passenger/extra persons shall ascertain their emergency muster station and duties. Become familiar with the layout of the vessel.
3) All persons reporting to emergency muster stations shall be fully dressed, with warm, protective clothing and lifejackets to hand.
4) **Only the MASTER may give the order to "abandon ship".**
5) For all emergency's Watch Officers get portable VHF radios.
6) All passengers/extra persons shall follow the instructions of the crew
7) Helmsman and Lookout remain at their positions until relieved.
8) A person discovering a fire shall immediately shout “FIRE!” and alert the crew.
9) Upon seeing or hearing a "man overboard" alert the crew and deck by yelling "MAN OVERBOARD PORT SIDE" / or/ "STARBOARD SIDE" point at the person KEEP THE OVERBOARD person IN SIGHT.
10) passengers / Extra Persons In an emergency and for all drills will muster at station as noted on this "STATION

Medical Officer:

_____

Report all injuries immediately to the Medical Officer.

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BRIDGE TEAM
MUSTER ON DECK AT THE HELM

NUMBER	NAME	RANK	FIRE AND EMERGENCY DUTIES	MAN OVER BOARD	ABANDON SHIP STATION - RAFT #
1		Master	In Command/Makes Radio call	In Command/Makes radio call/GPS MOB	In Command/Makes radio call/RAFT#3
2		Deckhand	Helmsman/Radio call backup	Helmsman/Radio call backup/GPS MOB	Helmsman/Radio call backup/EPIRB/ RAFT #3
3		Deckhand	Direct Passengers at Main Ladder/ Distribute PFDs/Muster	Direct Passengers/ Distribute PFDs/Muster	Direct Passengers/Distribute PFDs/RAFT#2
4		Deckhand	Secure Galley/Direct Passengers/ Distribute PFDs	Secure Galley/Direct Passengers/Distribute PFDs/Fwd RIB Falls	Secure Galley/Direct Passengers/ Distribute PFDs/RAFT#2
5		Deckhand	Lookout	Lookout	Lookout/RAFT#1

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FORE WATCH / CONTROL TEAM
MUSTER FORE DECK

NUMBER	NAME	RANK	FIRE AND EMERGENCY STATION	MAN OVER BOARD	ABANDON SHIP STATION - RAFT #
6		Mate	In charge of Watch	In charge of Watch	In charge of RAFT #1
7		Deckhand	Secure below/Evacuate/Fwd Cargo Hatch Closed	Deploy MOB Pole/Leader Fwd RIB Falls/Painter	VHF check/Assist launch/RAFT#1
8		Deckhand	Main House Galley Ventilation closed/Set up Gas Pump	Fwd Life Ring/Fwd RIB Tricing line	Raft Muster/Fwd Flares/RAFT#1
			• Assist with gas driven deck pump as available. • Handle sails as directed.	•Throw floats. •Slings for MOB. •Blankets. • Handle sails as directed.	• Gather food and water for RIB. •Handle sails as directed. •Muster Passengers for Embarkation.

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MAIN WATCH / RESPONSE TEAM
MUSTER ON DECK AT MAIN HATCH/CAPSTAN

NUMBER	NAME	RANK	FIRE AND EMERGENCY DUTIES	MAN OVER BOARD	ABANDON SHIP STATION
9		Chief Mate	Fire Response Team Leader	Lead Launch & Drive RIB	In charge of RIB
10		Deckhand	Man Fire Station 1/Nozzle man/DC supplies	RIB Crew/Aft Falls/Get VHF	RIB Crew
11		Deckhand	Hose Assistant, Valve and Hose Tender/ DC Supplies	Aft Falls Leader	RAFT#2 /Get VHF/Assist Launch
			•Use gas pump as backup. • Handle sails as directed.	•RIB Aft falls leader. •Get Cargo Net. •Handle sails as directed.	•If time extra Food ,Water. •If time extra Medical Supplies. •Handle sails as directed. •Muster Passengers for Embarkation.

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MIZZEN WATCH AND ENGINEERING TEAM
MUSTER ON DECK AT MIZZEN MAST

NUMBER	NAME	RANK	FIRE AND EMERGENCY STATION	MAN OVER BOARD	ABANDON SHIP STATION - RAFT #
12		Mate	In charge of Watch/Charge Fire Line/Engineering	In charge of Watch/EngineeringRIB Aft Tricing Line	In charge of RAFT#2
13		Deckhand	Take Crew muster/VHF to Mates	Take Crew Muster/VHF to Mates/Aft Falls	Take Crew Muster/VHF to Mates/Assist Launch#3/Charts and Log/RAFT#3
14		Deckhand	Engine Room Vents Close/Main Cargo Hold Closed	MOB Spotter	Assist Launch#3/Aft Flares/RAFT#3
			•In charge of ER / systems, fire pumps, bilge pumps, configure and secure electrical to involved space. • At the direction of the Master, close tank vents and /or fuel shut-offs if required. • Handle sails as directed.	• EIB Aft Tricing • In charge of ER / systems. •Searchlight. • Handle sails as directed.	• Gather emergency bag and fill with flares, HH VHF, HH GPS, cell phone, bring EPIRB,charts, log book. • Handle sails as directed. •Muster Passengers for Embarkation.

EMERGENCY CHECKOFF LIST

ROUGH WEATHER AT SEA, CROSSING HAZARDOUS BARS OR FLOODING
- ❑ All weathertight and watertight doors, hatches and air ports closed.
- ❑ Maintain stability according to the ships Stability Letter. Bilges kept dry.
- ❑ Passengers seated and evenly distributed.
- ❑ All passengers and crew must don life jackets (PFD).

MAN OVERBOARD (MOB) - Signal: Intermittent blasts of the ship's horn.
- ❑ MOB alerts the deck by yelling "MAN OVER BOARD, _____ SIDE".
- ❑ Any crew observing MOB remains where they are, pointing at MOB, yelling "MAN OVER BOARD, _____ SIDE".
- ❑ Next crew on scene throws life Ring buoy over side.
- ❑ Crew at helm sound alarm on ship's horn, hits "MARK OR SAVE" on GPS.
- ❑ Helm turns towards MOB. Helmperson remains at helm until relieved.
- ❑ Lookout posted to keep the person overboard (MOB) in sight.
- ❑ Mate of watch writes down coordinates of MOB.
- ❑Start engines, clew up.
- ❑ Maneuver the vessel or Launch rescue boat to pick up the person in the water.
- ❑ Crewmember, wearing PFD and lifeline attached, standing by to assist the person overboard.
- ❑ Make radio call to Coast Guard.
- ❑ Continue search until released by Coast Guard.

FIRE/FLOOD/EMERGENCY - Signal: Continuous blast of the ship's horn.
- ❑ Crew discovering emergency yells, FIRE / Flooding / Medical Emergency in the _____ (part of the ship)," if safe, takes action, or evacuates the space.
- ❑ Crew at helm sounds alarm on ship's horn. Helmsperson remains at helm until relieved.
- ❑ All hands and passengers don PFDs.
- ❑ All hands carry out duties in WQSB.
- ❑ Crew evacuates holds and 'tween deck, closing all doors and hatches.
- ❑ Close hatches, doors, and vents.
- ❑ Cut off electrical system supplying affected compartment if possible.
- ❑ If safe, fight the fire.
- ❑ For engine room fire, only operate the fuel supply and discharge the fixed firefighting system on the Masters orders.
- ❑Start engines, clew up, for most situations.
- ❑ Maneuvered vessel to minimize the effect of wind on the fire.
- ❑ Make distress radio call to the Coast Guard.
- ❑ Move passenger away from fire, and if necessary, prepare to abandon the vessel.

ABANDON SHIP - Signal: Six or more blasts followed by one long blast of the ship's horn.
- ❑ **ONLY Master gives order to abandon ship.**
- ❑ All crew and passengers don PFDs.
- ❑ All crew carry out their duties as assigned in WQSB.
- ❑ Prepare rafts, RIB boat, rowing boat for launching.
- ❑ Take EPIRB, flares, HH GPS, HH VHFs, charts to rafts.
- ❑ Make a distress radio call to the Coast Guard.

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ALOFT RESCUE TEAM

Team Leader	
Rescue Climber 1	
Rescue Climber 2	
Rescue on Deck	

CREW / PASSENGER / EXTRA PERSONS LIST ASSIGNED STATION

NUMBER	NAME	WATCH	BERTH	RAFT #
1	MASTER	BT		*3*
2	Deckhand	BT		*3*
3	Deckhand	BT		*2*
4	Deckhand	BT		*2*
5	Deckhand	BT		*1*
6	MATE	Fore		*1*
7	Deckhand	Fore		*1*
8	Deckhand	Fore		*1*
9	Chief MATE	Main		*RIB*
10	Deckhand	Main		*RIB*
11	Deckhand	Main		*2*
12	MATE	Mizz		*2*
13	Deckhand	Mizz		*3*
14	Deckhand	Mizz		*3*
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