

# STATION BILL S/V FRIENDSHIP

## GENERAL INSTRUCTIONS

Masters signature: \_\_\_\_\_  
 Total persons on board (POB): \_\_\_\_\_  
 Maximum passengers allowed for:  
 Day trip: \_\_\_\_\_  
 Overnight: \_\_\_\_\_

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) Helmsman 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**

NUM BER	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/EP/IRB/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**

NUM BER	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**

NUM BER	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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**MEZZEN WATCH AND ENGINEERING TEAM  
 MUSTER ON DECK AT MEZZEN MAST**

NUM BER	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/Engineering/RIB 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 weatherlight 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. Helmsman 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. Helmsman 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 VHF's, charts to rafts.
  - Make a distress radio call to the Coast Guard.

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**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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**ALOFT RESCUE TEAM**

Team Leader	
Rescue Climber 1	
Rescue Climber 2	
Rescue on Deck	