



# Standard Practice for Preparing and Locating Emergency Muster Lists<sup>1</sup>

This standard is issued under the fixed designation F 1270; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last approval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## INTRODUCTION

Title 33 and Title 46 of the Code of Federal Regulations (CFR) and the Safety of Life at Sea Convention (SOLAS) contain requirements for muster lists. Emergency muster lists are required to be on board tank vessels, passenger vessels, cargo vessels, oceanographic research vessels, nautical school ships, mobile offshore drilling units (MODUs), and outer continental shelf (OCS) facilities other than MODUs. This practice is a consolidated source for muster list requirements, combining requirements from all of the subparts of the Code of Federal Regulations listed above and SOLAS 1974 as amended through 1996.

### 1. Scope

1.1 This practice sets forth the elements to be included in an emergency muster list, including emergency signals, and its location on a vessel or facility. This practice also includes emergency instructions for passengers.

1.2 The values stated in SI units are to be regarded as the standard. The values given in parentheses are for information only.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

### 2. Referenced Documents

2.1 *Code of Federal Regulations:*<sup>2</sup>

Title 33 Navigation and Navigable Waters

Title 46 Shipping

2.2 *Safety of Life at Sea Convention:*<sup>3</sup>

SOLAS 74 International Convention for the Safety of Life at Sea, 1974 (as amended)

2.3 *Other Document:*<sup>4</sup>

IMO Resolution A.760(18) Symbols Related to Life-Saving Appliances and Arrangements

### 3. Significance and Use

3.1 Muster lists are intended to provide both an effective plan for assigning personnel stations and duties in the event of any foreseeable emergency, as well as a quick visual reference that a crewmember can look at to find out where to go, what to bring, and what duties to perform in the event of an emergency and must be posted at all times.

3.2 The station bill has been changed to muster list. The term station bill may be used optionally.

3.3 Since no two classes of vessels or facilities are identical, muster lists must be tailored for individual vessels or facilities.

3.4 Muster lists are intended to be posted in conspicuous locations throughout the vessel for the use of the crew.

3.5 Posted muster lists shall be at least 600 by 750 mm (24 by 30 in.).

3.6 Muster lists shall outline the special duties and duty stations for each member of the crew, including the chain of command, for the various emergencies.

3.7 As far as possible, duties shall be comparable with the regular work of the individual.

3.8 The muster list shall set forth the various signals to be used for the calling of the crew to their stations and for giving instructions to them while at their stations as outlined in Section 4.

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<sup>2</sup> Available from U.S. Government Printing Office Superintendent of Documents, 732 N. Capitol St., NW, Mail Stop: SDE, Washington, DC 20401.

<sup>3</sup> Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036.

<sup>4</sup> Available from the International Maritime Organization, 4 Albert Embankment, London SE1 7SR, UK.

3.9 The muster list shall illustrate the purpose of controls.

3.10 The muster list shall illustrate the procedure for operating the launching device.

3.11 The muster list shall give relevant instructions or warnings.

3.12 The muster list should be able to be seen easily under emergency lighting conditions.

3.13 The muster list must also display the symbols in accordance with IMO Resolution A.760(18).

3.14 The final muster list should be as simple as possible; and an accurate and up-to-date muster list should be maintained.

#### 4. Procedure

4.1 Fig. 1 is provided as a sample muster list.

4.2 Each muster list shall be at least poster size (600 by 750 mm (24 by 30 in.)).

4.3 Each muster list shall specify the following:

4.3.1 Instructions for operating the general alarm system,

4.3.2 Identification of the emergency signals,

4.3.3 The action to be taken by crew and passengers when each signal is sounded,

4.3.4 How the order to abandon the vessel will be given,

4.3.5 The survival craft to which each person on board is assigned,

4.3.6 The officers who are assigned to ensure that lifesaving and fire-fighting appliances are maintained in good condition and are ready for immediate use,

4.3.7 Substitutes for key persons in the event that those persons are disabled, taking into account that different emergencies require different actions,

4.3.8 The duties assigned to the different members of the crew, including:

4.3.8.1 Persons in command and the chain of command,

4.3.8.2 Closing of watertight doors, fire doors, valves, scuppers, sidescuttles, skylights, portholes, and other similar openings in the vessel's hull,

4.3.8.3 Stopping of fans and ventilating systems,

4.3.8.4 Equipping survival craft and other lifesaving appliances,

4.3.8.5 Preparation and launching of survival craft,

4.3.8.6 General preparations of other lifesaving appliances,

4.3.8.7 Muster of passengers and other persons in addition to the crew,

4.3.8.8 Use of communication equipment,

4.3.8.9 Responsibility for two-way radiotelephone apparatus and other portable emergency radiocommunication equipment not stowed in survival craft or rescue boats,

4.3.8.10 Manning of rescue boats for rescuing persons overboard and other emergencies requiring the use of the rescue boat,

4.3.8.11 Manning of emergency squad assigned to deal with fires and other emergencies,

4.3.8.12 Administration of first aid,

4.3.8.13 The passenger vessel muster list should include the procedures for locating and rescuing persons who may be trapped in the staterooms,

4.3.8.14 Special duties assigned with respect to the use of fire-fighting equipment and installations, and

4.3.8.15 Such other duties as are necessary for the proper handling of the vessel in an emergency.

4.3.9 The duties assigned to members of the crew, generally from the steward's department, in relation to passengers in case of emergency, including:

4.3.9.1 Warning passengers and other persons on board,

4.3.9.2 Seeing that passengers are suitably dressed and have donned their lifejackets or immersion suits correctly,

4.3.9.3 Assembling passengers at muster stations,

4.3.9.4 Keeping order in the passageways and on the stairways and generally controlling the movements of the passengers, and

4.3.9.5 Making sure that a supply of blankets is taken to survival craft.

4.4 Where the size of the crew permits, the muster list on a passenger vessel shall include an emergency squad organized by the master to form the nucleus of a damage control party. This squad consists of persons specially trained in the use of the emergency and rescue equipment and generally familiar with the vessel and fundamentals of damage control.

4.5 On MODUs and OCS facilities, the requirements in 4.3 applying to the crew also include the industrial personnel assigned to the unit. The requirements in 4.3 that apply to passengers also apply to visitors and other persons on board not regularly employed on the unit. In addition to the requirements in 4.3, the muster list shall cover the following:

4.5.1 The duties of the crew in case of collisions or other serious casualties, and

4.5.2 The duties of the crew in case of severe storms.

4.6 Emergency instructions and illustrations for posting in passenger cabins and at muster stations shall be in English and may also be in any other appropriate language. The instructions and illustrations shall inform passengers of the following:

4.6.1 The fire and emergency signal,

4.6.2 The abandon ship signal,

4.6.3 Their muster station,

4.6.4 The essential actions they shall take in an emergency,

4.6.5 The method of donning lifejackets, incorporating fully illustrated instructions,

4.6.6 The location of immersion suits and lifejackets, if they are provided for passengers, including child-size immersion suits and lifejackets,

4.6.7 The method of donning immersion suits, if immersion suits are provided for passengers, including fully illustrated instructions, and

4.6.8 The location of thermal protective aid for each person not provided with an immersion suit on passenger vessels.

4.7 The muster list for nautical school ships shall include the muster of all persons aboard in the duties assigned.

4.8 Vessels other than MODUs and OCS facilities shall use the following signals:

4.8.1 The fire alarm signal shall be a continuous blast of the whistle for not less than 10 s supplemented by the continuous ringing of the general alarm bells for not less than 10 s.

4.8.2 For dismissal from fire alarm stations, the general alarm shall be sounded three times supplemented by three short blasts of the whistle.

# MUSTER LIST

## GENERAL INSTRUCTIONS

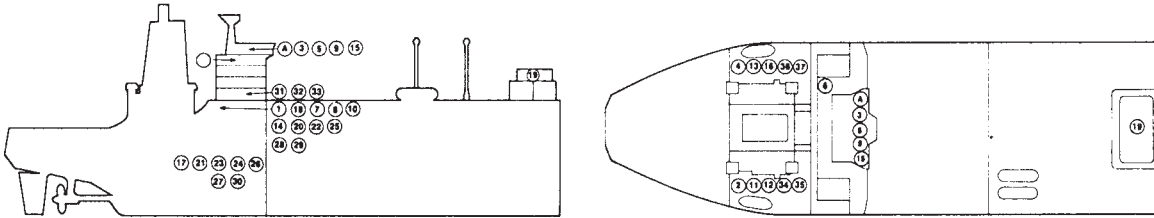
- Each crew member shall familiarize himself/herself with the location of his/her respective station and assigned duties immediately upon reporting aboard.
- All persons reporting to emergency stations shall be fully dressed, including a hat and shoes, and shall carry a flashlight, if possible.
- Immediately upon sounding of an alarm, contact shall be made by the Department Heads with the Master. Channel 1 is the designated Emergency Channel on the Handi-Talkies. After initial contact, persons with radios shall LISTEN ONLY unless requested to supply specific information.
- A person discovering a fire shall immediately notify the bridge! He shall then fight the fire with any available means.
- Upon seeing a "Man Overboard", immediately throw a life-ring into the water and pass the word to the bridge "Man Overboard Port/Starboard Side!". If at night the life-ring should have a watertight attached and regardless of whether it be day or night, keep the man in sight.
- In an emergency and for all drills, extra persons will muster at the hospital/treatment room.

## FIRE AND EMERGENCY STATIONS

**FIRE AND EMERGENCY SIGNAL** ( — — — )  
Continuous sounding of the ship's whistle for a period of not less than ten (10) seconds supplemented by the same signal on the General Alarm Bells.

**DISMISSAL SIGNAL** ( . . . )  
Three (3) short blasts of the ship's whistle supplemented by the same signal on the General Alarm Bells.

**MAN OVERBOARD SIGNAL** ( - - - - )  
Sounding of the Letter "O" on the ship's whistle several times (not less than 4) supplemented by the same signal on the general alarm bells.



BRIDGE	
Rating	Function
(A) Master	In Command
(1) Third Mate	Assist Master
(2) Deck Cadet	Assist As Directed
(3) Quartermaster	Helmsman
(4) Ordinary Seaman	Messenger
RADIO ROOM	
Rating	Function
(5) Radio Officer	At Radio Station

ENGINE ROOM	
Rating	Function
(17) Chief Engineer	In Charge
(18) Third Asst. Eng.	Assist
(19) Second Asst. Eng.	Assist
(20) Engine Cadet	Assist
(21) OMED	Assist
(22) OMED	Assist
(23) Wiper	Assist
CARGO CONTROL ROOM	
Rating	Function
(24) Cargo Engineer	In Charge

BOAT DECK STBD.	
Rating	Function
(2) Second Mate	In Charge
(11) Able Seaman	Standby For Inst.
(12) Able Seaman	Standby For Inst.
(13) Gen. Stwd. Util.	Standby For Inst.
(14) Gen. Stwd. Util.	Standby For Inst.
BOAT DECK PORT	
Rating	Function
(4) Third Mate	In Charge
(15) Able Seaman	Standby For Inst.
(16) Ordinary Seaman	Standby For Inst.
(25) Gen. Stwd. Util.	Standby For Inst.
(26) Gen. Stwd. Util.	Standby For Inst.

HOSPITAL/TREATMENT ROOM	
Rating	Function
(31) Chief Steward	In Charge
(32) Chief Cook	Assist As Required
(33) Gen. Stwd. Util.	Assist As Directed

When alarm sounds, secure galley. Check and close window shields, then report to treatment room. Assist persons in addition to crew.

EMERGENCY SQUAD	
Rating	Function
(1) Chief Mate	In Charge
(18) First Asst. Eng.	In Charge
(7) Boatswain	Assist
(3) Quartermaster	Assist
(4) Quartermaster	Assist
(11) Ordinary Seaman	Assist
(22) Second Asst. Eng.	Assist
(23) Third Asst. Eng.	Assist
(21) OMED	Assist
(22) OMED	Assist
(23) Wiper	Assist

When the alarm sounds, assemble promptly at the Emergency Gear Locker wearing proper clothing and shoes. Await instructions from person in charge.

- The Chief Mate is in charge if emergency is outside the engine spaces.
- The First Assistant Engineer is in charge if the emergency is inside the engine spaces.

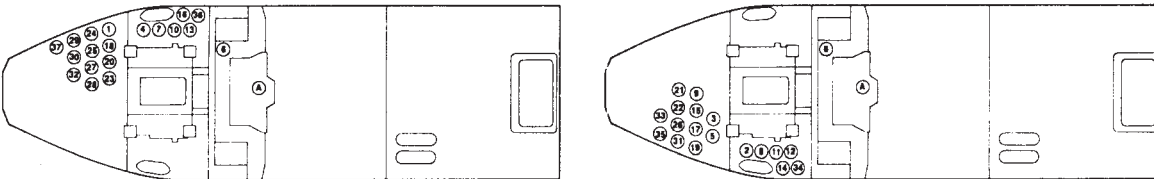
NOTE: EXTRA PERSONS WILL MUSTER AT THE HOSPITAL/TREATMENT ROOM

## ABANDON SHIP STATIONS

**ABANDON SHIP** ( . . . . . )  
Seven (7) short blasts on the ship's whistle followed by one (1) long blast, supplemented by the same signal on the General Alarm Bells.

**BOAT HANDLING SIGNALS**  
Commence Lowering ( \* \* )  
One (1) short blast on the whistle  
Stop Lowering ( \* \* \* )  
Two (2) short blasts on the whistle.

Dismissal ( . . . )  
Three (3) short blasts on the whistle.  
Return to Ship ( \* \* \* \* )  
Three (3) short blasts and one long blast on the whistle.



PREPARE BOAT FOR LAUNCHING — LIFEBOAT NO. 2	
Rating	Function
(4) Third Mate	In Charge of Clearing Boat
(7) Boatswain	Operate Winch
(11) Quartermaster	Clear Boat, Man Frapping Lines
(12) Able Seaman	Clear Boat, Man Frapping Lines
(14) Ordinary Seaman	Lower Ladder, Tend Seapanter
(24) General Steward Utility	Assist As Directed
MANNING	
Rating	Function
(1) Chief Mate	In Command, Lifeboat No. 2
(18) First Assistant Engineer	Boat Engineer, Check Support System
(22) Second Assistant Engineer	Assistant Boat Engineer
(23) Third Assistant Engineer	Assist As Directed
(24) Engine Cadet	Assist As Directed
(21) OMED	Launch Liferaft No. 2, Boat No. 2
(22) OMED	Assist As Directed
(23) OMED	Assist As Directed
(24) Wiper	Launch Liferaft No. 2, Boat No. 2
(23) Wiper	Assist As Directed
(32) Chief Cook	Assist Extra Persons in Boat No. 2
(33) General Steward Utility	Provide Blankets

PREPARE BOAT FOR LAUNCHING — LIFEBOAT NO. 1	
Rating	Function
(2) Second Mate	In Charge of Clearing Boat
(7) Quartermaster	Operate Winch
(11) Able Seaman	Clear Boat, Man Frapping Lines
(12) Able Seaman	Clear Boat, Man Frapping Lines
(14) Ordinary Seaman	Lower Ladder, Tend Seapanter
(24) General Steward Utility	Assist As Directed
MANNING	
Rating	Function
(A) Master	In Command, Lifeboat No. 1
(1) Third Mate	Provide Navigational Equipment
(2) Deck Cadet	Assist As Directed
(5) Radio Officer	Provide Emergency Radio
(3) Quartermaster	Assist As Directed
(11) Ordinary Seaman	Launch Liferaft No. 1, Boat No. 1
(18) Chief Engineer	Assist As Directed
(19) Cargo Engineer	Boat Engineer, Check Support System
(23) Third Assistant Engineer	Assistant Boat Engineer
(22) Third Assistant Engineer	Assist As Directed
(24) OMED	Launch Liferaft No. 1, Boat No. 1
(31) Chief Steward	Assist Extra Persons in Boat No. 1
(32) General Steward Utility	Provide Blankets
(33) General Steward Utility	Assist As Directed

NOTE: EXTRA PERSONS WILL MUSTER AT THE STARBOARD LIFEBOAT

FIG. 1 Sample Format for Muster List

4.8.3 The signal for boat stations or abandon ship drill shall be a succession of more than six short blasts followed by one long blast of the whistle supplemented by a comparable signal on the general alarm bells.

4.8.4 Where whistle signals are used to handle the lifeboats and davit-launched life rafts, they shall be as follows:

4.8.4.1 To lower the lifeboats and davit-launched life rafts, one short blast, and

4.8.4.2 To stop lowering the lifeboats and davit-launched life rafts, two short blasts.

4.8.5 For dismissal from boat stations, there shall be three short blasts of the whistle.

4.8.6 In the case of river vessels, the ship's bell may be used instead of the whistle signals stipulated in this section.

4.8.7 The master of any vessel may establish such other emergency signals, in addition to 4.8.1 through 4.8.6, as will provide that all officers, crew, and passengers will have positive and certain notice of the existing emergency. Each additional emergency signal established shall not conflict with navigational signals or other general alarm signals.

4.9 Muster lists for MODUs and OCS facilities other than MODUs shall include instructions on the following additional items:

4.9.1 Warning personnel of the emergency,

4.9.2 Instructing all personnel on use and wearing of life preservers and exposure suits (if carried), and

4.9.3 Directing personnel to appointed stations.

4.9.4 The muster list shall set forth signals that accomplish the following:

4.9.4.1 Call personnel to their stations, and

4.9.4.2 Direct personnel at their stations.

4.10 Emergency stations signals for MODUs and OCS facilities other than MODUs are established as follows:

4.10.1 The signal to man emergency stations is a rapid succession of short soundings of both the general alarm bell and the whistle, if a whistle is installed, for a period of not less than 10 s.

4.10.2 The signal to secure from emergency stations is three short soundings of both the general alarm bell and the whistle, if a whistle is installed.

4.10.3 The signal to man abandoned unit stations is a continuous sounding of both the general alarm and the whistle, if a alarm and the whistle, if a whistle is installed.

4.10.4 If whistle signals are used to direct handling of lifeboats and davit-launched life rafts, they shall be sounded as follows:

4.10.4.1 One short blast to lower lifeboats and davit-launched life rafts, and

4.10.4.2 Two short blasts to stop lowering the lifeboats and davit-launched life rafts.

4.10.5 The signal to secure from abandoned unit stations is three short soundings of both the general alarm bell and the whistle, if a whistle is installed.

## 5. Keywords

5.1 chain of command; Code of Federal Regulations Title 33; Code of Federal Regulations Title 46; duty station; emergency instructions; emergency signals; emergency muster lists; marine; muster list posting; muster lists; Safety of Life at Sea; ship; SOLAS; special duties

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